

ACADEMIC REGULATIONS
FOR
MBA / MHA PROGRAMME



INSTITUTE OF BUSINESS & COMPUTER STUDIES
Faculty of Management Studies

SIKSHA 'O' ANUSANDHAN UNIVERSITY, BHUBANESWAR
ORISSA, INDIA

2010-2011

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ACADEMIC REGULATIONS GOVERNING MBA/MHA PROGRAMME

1. Introduction:

1.1 The provisions contained in these Regulations will govern the conditions for imparting courses of instructions, conducting examinations and evaluation of students' performance leading to the following degrees:

- (a) 2 year course in Management leading to award of MBA degree.
- (b) 2 year course in Hospital Administration leading to award of MHA degree.

These regulations are effective from academic session 2010-11.

1.2 Duration of MBA/MHA Programs,

MBA /MHA Program is of two years duration and is spread over six trimesters. Each Trimester is of approximately three months duration. The Academic year consists of three trimesters. The academic year commences with an Orientation Program for the newly admitted students. Regular classes for them begin immediately after Orientation Program.

2 Academic Calendar:

The Academic Calendar for the first year MBA/MHA Program is supplied to each admitted student along with his / her University Registration Card. The Academic Calendar for second year is supplied to all eligible students at the time of registration for fourth trimester.

2.1 Curriculum and Syllabus.

The two years MBA/MHA Program consists of 120-130 credits. There are 25 compulsory and 40 electives courses in MBA, Each 3 credits have 30 contact hours. In addition, 18 credit points are assigned for Lab-Practices, Summer Project Presentation, and Dissertation etc. The Trimester wise credits should be approved by Academic Council from time to time.

2.2 The Board of Management may, on the recommendation of the Academic Council (A.C), change any or all parts of these Regulations at any time considered appropriate by the Academic Council.

3. Admission

3.1 Admission to different programs will be made through a National Level Siksha O Anusandhan Admission Test (SAAT) conducted by the University every year.

3.2 Besides the successful SAAT candidates a specified % of students to be admitted to a course may be admitted through CAT/MAT/XAT/other State Level/National Level Examination as approved by A.C. & B.M.

3.3 In special cases the University may admit students to a course on transfer from other University. Such admission may be made at any level considered appropriate by the Academic Council except at first year level.

3.4 Provisions of this Regulation do not prevent the University from allowing students enrolled in a University in India or abroad to attend specified subjects in one or more trimesters without leading to any degree on certain terms and conditions to be specified by the Academic Council and approved by the Board of Management.

3.5 All students admitted to any of the courses including those accepted under clause 3.4 above shall be required to pay at the time of joining and also in subsequent trimesters prevalent tuition and other fees as prescribed by the University till they are on its rolls.

3.6 The University reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

3.7 The University reserves the right to fill up the vacant seats, if any in any discipline on a suitable basis as approved by the competent authority.

4. Residence:

4.1 The University is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hostel to which they are assigned.

4.2 The terms and conditions that a student must fulfill during his/her stay in a Hostel of the University are mentioned in **Appendix-I**.

5. Attendance:

- 5.1 Attendance in all classes (lectures, tutorials, laboratories, seminars, etc.) is compulsory. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.
- 5.2 Absence from classes without prior permission will be considered as an act of indiscipline.
- 5.3 Detailed rules regarding attendance in classes etc., are given in **Appendix – II.**

6. Conduct and Discipline:

- 6.1 Students shall conduct themselves within and outside the premises of the University in a manner befitting the students of the University.
- 6.2 Detailed rules regarding conduct and discipline are given in **Appendix – III.**

7. Choice of Electives

- 7.1 The students are required to give their tentative choice of list of electives towards the end of the first year before leaving for summer training in May.
- 7.2 The criteria for admission of students to the different electives are determined by the faculties concerned in consultation with HOD & Dean.

8. Course Structure:

- 8.1 The duration of courses leading to Postgraduate degrees to be awarded under these Regulations are as follows:
 - (i) MBA 2 years
 - (ii) MHA 2 years

A student would be conferred the MBA/ MHA Postgraduate Degree on successful completion of six Trimesters of study.

- 8.2 The curricula for the different degree programs as proposed by the respective Board of Studies (BOS) and recommended by the Board of Faculty (BOF) shall have be approval of the Academic Council. The Board of Studies would prepare the syllabus of each core & elective subject containing the scope of studies and detailed instructions to be imparted which must have the approval of the Board of Faculty.

- 8.3 All subjects would have a lecture-tutorial-experiment/design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a subject may be void. Separate pure laboratory subject (0-0-P) may also be provided.

All subjects would have a credit count 'C' Teaching of subjects would be reckoned in terms of credits.

Every subject would have a list of subjects (may be void) as it's pre-requisite. A student who has qualified in all the subjects in the pre-requisite would be allowed to register in the subject. The department concerned would have the prerogative to waive the prerequisite for a student if it is satisfied through a test that the student otherwise has gained sufficient proficiency to take up the subject.

- 8.4 **Summer Internship:**

The curricula for MBA/MHA programs would include compulsory summer internship of eight weeks carrying 6 credits, to be carried out in the summer vacation at the end of Third Trimester.

9. Additional Credits:

- (i) If a student has a Cumulative Grade Point Average (CGPA) equal to or greater than 7.50 without any backlog, he/she would be allowed to take additional subjects within and/or outside his/her own discipline to earn additional credits up to 33% of his/her requirement for the program. A student would be allowed to register in an additional subject only if he/she satisfies the pre-requisite, there is no clash in the time table and the class size permits.
- (ii) For computing the CGPA the student has to declare his/her contributing subjects at the beginning of a Trimester.
- (iii) Once a student has registered in an additional subject, the grade obtained (including F-grade) in that subject would invariably be recorded in his/her grade card. The credit

contribution of these additional subjects to the computation of CGPA, however, would be considered as nil.

- (iv) For allowing a student to register further in additional subjects at any point of time, he/she has to maintain a grade point average of 7.00 in additional subjects taken up by him/her so far.

10. Registration:

- 10.1 Every student of the MBA/MHA is required to be present and register at the commencement of each Trimester on the day fixed for and notified in the Academic Calendar.
- 10.2 Registration of students for the First Trimester will be centrally organized by the Institute. For all other trimesters the registration will be organized at institute level under the supervision of the Dean.
- 10.3 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the specified working days on payment of a prevalent additional late fee as prescribed by the University. Normally no late registration shall be permitted after the specified working days from the scheduled date.
- 10.4 Only those students will be permitted to register who have:
- Cleared all University and Hostel dues of the previous trimesters,
 - Paid all required prescribed fees for the current trimester, and
 - Not been debarred from registering for a specified period on disciplinary or any other ground.
- 10.5 To be able to register in the second year and continue his/her study in the Institute at the end of the first year a student must
- Obtain a Grade Point Average (GPA) of not lower than 6.00 calculated on the basis of some combination of the best grades obtained by him/her to attain the minimum 70% of the total credits

In the beginning of second year, each student has to choose two functional areas of management course as their subjects of dual specialization. These two opted areas of specialization are of equal weights.

Note: The GPA for a set 'p' subjects will be calculated as follows:

$$\text{GPA} = \frac{\sum_{i=1}^p c_i g_i}{\sum_{i=1}^p c_i}$$

Where 'c_i' is the number of credits allotted to a particular subject 'i' in the set and 'g_i' is the grade point (vide clause 12.1) carried by the letter grade awarded to the student in that subject 'i'.

10.6 From the Fourth Trimester onwards in any Trimester:

- Students who have passed in all the subjects of previous Trimesters shall register for subjects as specified in the curricula of the concerned discipline.
- Students who have failed in one or more subjects (henceforth called backlog subjects) in the previous Trimesters must first register in as many of these backlog subjects as are offered in that trimester provided the time table permits before registering in any new subject. However, total contact hours would not be allowed to exceed 24 hours except for Seminar & Project.
- Students who have obtained CGPA lower than 6.00 may be allowed, on the recommendation of the Head of the Department and the approval of the Dean, to re-register in one or more subjects in which he/she received 'P' grade(s), so as to improve his/her CGPA to 6.00 or above, provided that the subjects (s) is/are otherwise being offered in that trimester and there is no clash in the time table. The grade will be revised and recorded only if there is an improvement.
- If necessary classes for backlog papers and for improvement will be held after regular class hours. Additional fees will be charged for arranging such classes.

- 10.7 A student who has been debarred from appearing at an examination either (i) as per recommendation of the subject teacher for unsatisfactory attendance or (ii) by the faculty as a measure of disciplinary action or (iii) for adopting malpractice at an examination, and consequently awarded a grade 'X' may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him do so.
- 10.8 With the concurrence of the Faculty Adviser and Head of the Department a student may be allowed to change his/her registration of subjects within one week from the day of registration.
- 10.9 If eligible (vide Section 9) a student may be allowed to register in additional subjects, with the concurrence of the Faculty Adviser, Head of the Department and Dean, within one week from the day of registration.
- 10.10 A pre-registration of the students in all the subjects for the ensuing trimester would be conducted in the current trimester during a time slot to be fixed in the academic calendar. All pre-registration would be confirmed during the normal registration time.

11. Grading system:

- 11.1 As a measure of students' performance a 7 scale grading system using the following letter grades and corresponding grade points per credit, shall be followed:

Performance Letter grade Grade Point per Credit

Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there shall be two transitional grading symbols which can be used by the examiners to indicate the special position of a student in a subject:

I – for 'Incomplete assessment'

X – for 'Debarred'

- 11.2 A Trimester Grade Point Average (TGPA) will be computed for each trimester. The TGPA will be calculated as follows:

$$TGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for the trimester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student for the subject. TGPA will be rounded off to the second place of decimal and recorded as such. The TGPA would indicate the performance of the student in the trimester to which it refers.

- 11.3 Starting from the second trimester at the end of each trimester T, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'm' is the total number of subjects the student has registered from the first trimester onwards up to and including the trimester T, 'c_i' is the number of Credits allotted to a particular subjects 's_i' and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject 's_i'. CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first trimester up to the end of the trimester to which it refers.

The CGPA, TGPA and the grades obtained in all the subjects in a trimester will be communicated to every student at the end of every trimester.

For determining the *inter se* merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

11.4 When a student gets the grade 'I' for any subjects(s) during a trimester, the TGPA of that trimester and the CGPA at the end of that trimester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the TGPA and CGPA for that trimester will finally be recalculated after taking into account this (these) grade(s).

11.5 When a student gets the grade 'F' in any subject during a trimester, the TGPA and the CGPA from that trimester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grades(s) has/have been substituted by better grades during a subsequent trimester, the TGPA and the CGPA of all the trimesters, starting from the earliest trimester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

12 Assessment of Performance:

12.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose. The constitution of the co-ordination committee is given in **Appendix IV**.

12.2 (a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of 100 (hundred) is to be determined.

b) Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given in **Appendix V**.

c) For subject in which the theory component is having greater than 1 (one) lecture, the subcomponents and the respective weights assigned to these are given below:

The performance of a candidate in a theory subject shall be evaluated based on the following components:

i) End term comprehensive examination	50 points
ii) One class test of one and half hour duration	20 points
iii) Two Surprise Quiz Tests	10 points
iv) Class room participation and Case Analysis	15 points
v) Attendance	05 points

100 points

Except the End term examination, all other components of evaluation will be done by the concerned teacher throughout the trimester at his own responsibility. The concerned teacher can choose to increase the number of class tests and quizzes suiting to the requirements of the subjects.

- d) For assigning marks in Teacher's Assessment (T.A) performance in home assignments, quizzes, tutorials, viva voce, attendance etc., are to be considered. At least two Quizzes are to be conducted for a subject. The weights of different sub-components of T.A. are to be announced by the teacher at the beginning of the Semester.
- e) For subjects in which the theory components has 1 (one) lecture, there would be no Class test or End-Semester Examinations. The marks of the theory component would be decided by performance in Quizzes, home assignments, tutorials (if any), viva-voce, attendance etc. At least two Quizzes are to be conducted for the theory component of such a subject. The weights of different subcomponents are to be announced by the teacher coordination committee at the beginning of the Semester.
- f) End term assessment and Internal continuous assessment of the students' performance will be in relative and absolute grading system respectively.

12.2 Evaluation of Summer Internship

The eight-week industrial training undergone by the students in the summer vacation after the third trimester would be assessed within two to three weeks after the commencement of the fourth trimester. The students are required to submit a written report on the training received and give a seminar, on the basis of which a grade would be awarded. The students are also required to submit to the Head of the Department a completion certificate in the prescribed form from the competent authority of the organization where the training was received, without which he/she would not be assessed.

A summer project will be evaluated based on following components

• Understanding of the project its scope and dimensions	20points
• Analysis and its relation to literature	10 points
• Interpretation of results and recommendations	30 points
• Quality of Report	20 points
• Viva Voce	20 points
Total	100 points

If a student due to non-completion of the project work cannot submit the final project report at the end of eighth semester and does not appear before the evaluation board for the viva-voce on the date fixed by the department in conformity with the academic calendar, may be granted extension of time not exceeding two months on the following conditions:

- i) He/she would be awarded one grade lower than the grade obtained by him/her, and
- ii) He/she would be deemed to have completed the requirements for the degree if applicable in the succeeding session.

12.3 Evaluation of a Dissertation / Major Project

a) Evaluation of the dissertation report will be done on following points.

• Synopsis Presentation	20 points
• Interim report Presentation	30 points
• Understanding the relevance, scope and dimension of the project	05 points
• Relation to literature/application	05 points
• Methodology	05 points
• Quality of Analysis and Results	05 points
• Interpretations and Conclusions	05 points
• Report	15 points
• Defense	10 points
	100 points

- b) The evaluation will be done by a Committee of teachers where the Project Supervisor will be a member. His evaluation shall carry 50 percentage point weightage. The other members shall have 50 percentage point weightage. An external expert shall be involved in the evaluation of this dissertation work.
- c) Minimum score for a Pass in Project item in 50 percentage points.
- d) The Dean shall forward the score within the prescribed date to the University. He/She shall also maintain all records for inspection by the University at least for a trimester.
- e) Dissertation Project will be assigned in the beginning of 4th trimester i.e at the end of first year. This will be evaluated in three phases of second year. In first phase, during 4th trimester, students have to present a synopsis showing the detail proposal of future dissertation work before the constituted committee and the committee shall evaluate the candidate out of 20 percentage points. In second phase, students have to present the interim report of his / her work before the same committee during 5th trimester, and in third phase, students have to submit the final report and face the viva voce at the end of 6th trimester. The interim report will be evaluated out of 30 percentage points and the final report & defense will be evaluated out of 50 percentage points.

12.4 Evaluation of Seminar

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

- | | |
|--|-----------|
| a) Quality of Material | 30 points |
| b) Quality of Presentation | 30 points |
| c) Quality and extent of response from other students' | 20 points |
| d) Participation in other Presentations | 20 points |

100 points

A candidate has to not only give his/ her seminar, but also must attend at least 75 percent of Seminar given by other students. Minimum score for a pass in Seminar item shall be 50 percentage points.

13 Examinations:

- 13.1 The Controller of Examination of the University will centrally conduct the the End-Trimester examinations in respect of the theory components of the subjects unless otherwise permitted.
- 13.2 (i) A student will be issued with an Admit Card for appearing at an examination, only if he/she has:
 - a) Required attendance in the theory and laboratory classes and has completed the assignment works given .
 - b) Paid all University and Hostel dues of the trimester
 - c) Not been debarred from appearing at the examination as a result of disciplinary proceedings.
- ii) A student may be debarred from appearing at the End-Trimester Examination on the report of a teacher /chairman, co-ordination committee, if his/her attendance at lecture/tutorial has not been as per requirement during the period.

- 13.3 (i) Quizzes, class-test examinations, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher/co-ordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within / on the scheduled date and time, the teacher/co-ordination committee in consultation with the concerned Head of the Department may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- ii)(a) Appearing at the end triemester examination in the theory component of a subject is compulsory for a student, unless exempted as per clause 13.3(ii)(b) stated below. If a student fails to appear at the end-triemester examination he/she will be assigned an 'F' grade in the subject, and will be permitted to appear next end term examination or supplementary examination as decided by Academic Council (**Appendix -VI**).
- (b) However, if a student misses the end-triemester examination due to a compelling reason like serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean, through his/her Head of the Department for permitting himself/herself to appear at the next end term examinations(s) or supplementary examination as decided by Academic Council (**Appendix -VI**) as the case may apply. A sub-committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to next triemester examination(s) with full credit condoning his/her absence:
- i) The Dean Chairman
 - ii) The Superintendent SUM Hospital or his representative not below the rank of a Professor in IMS.
 - iii) Head of Department
 - iv) One Medical Officer of the Sum Hospital (preferably the in-charge of the indoor patients during the concerned period.)
 - v) One Professor nominated by Dean
 - vi) Controller of Examination SOAU Secretary
- 13.4 Students will be permitted to appear at the examinations in only those subjects for which they have registered at the beginning of the trimester and have not been debarred.
- 13.5 The final grades awarded to the students in a subject must be submitted by the teacher/chairman, co-ordination committee, within seven days from the date of holding the examination to the concerned Dean for onward transmission to the Controller of Examination.
- 13.6 Any change of grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Department Academic committee and must be forwarded by the teacher/chairman, co-ordination committee, through the Head of the concerned Department within 15 days from the date of commencement of the next trimester to the Dean for onward transmission to the Controller of Examination.
- 13.7 For the benefit of and as a process of learning by the students, the scripts after correction of all Quizzes, class test examinations, assignments etc., would be shown to the students within 1 week from the date of tests/examinations. The scripts of the end-triemester examinations are to be shown within 10 days from the date of commencement of the next trimester.
- 13.8 A student in any postgraduate degree programme must complete the prescribed course work within total time limit for completion of all the requirements upto 4 years for the MBA/MHTM/MHA Degree.
- 14. Graduation Requirement:**
- 14.1 In order to qualify for a MBA/ MHA Degree of the University covered under Regulations a student must:
- a) Complete all the credit requirements for the degree as laid down in the prescribed curricula of the discipline with a minimum grade 'P' scored in every subject.

A candidate shall pass (clear) a subject if

- i) In a Theory Paper he/she has secured minimum of 45 Percentage Points in individual subject in each & every trimester and CGPA of 6.0 in aggregate in the end of 6th trimester. However, the student must secure minimum of 18 points in end term examination for each and every theory subject to pass the concerned subject and total CGPA of minimum 6.0 after 6th trimester to get the degree.
- ii) In a Practical / Laboratory / Project Paper / Viva-Voce, he/she has to secure minimum of 50 Percentage Points.

b) Has cleared all dues to the university, the Hostel, the Library and the Department.

14.2 The minimum total credit requirements of 120 credits that has to be satisfactorily completed for the award of a degree.

14.3 Normally a student should complete all the requirements consecutively in six trimesters for the MBA/ MHA Postgraduate degree.

Academically weaker students may be granted time up to 12 trimesters for 2 year program to complete all the requirements for the degree.

14.4 A student, whose academic records at the end of any trimester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in clause 14.3 above, shall have to discontinue studies and leave the University when asked to do so.

14.5 Award of Degree

The degree certificate and the mark sheet shall be awarded to the successful candidates by the University. The mark sheet must contain the details of individual TGPA in each and every trimester and the overall CGPA. In addition to this, the mark sheet also contains one conversion table showing the equivalent percentage of marks of overall performance of the candidate. The degree shall be a MBA/MHA degree with dual specialization subjects mentioned in the Grade Sheet. As per the UGC regulations dated 28th June, 2010, No. F. 3-1/2009, the CGPA will be converted into equivalent percentage marks as below.

CGPA	Equivalent Percentage of Marks
8.25	75 %
7.75	70 %
7.25	65 %
6.75	60 %
6.25	55 %
6.00	52.5 %

15. Temporary withdrawal from the Programme:

- 15.1 A student who has been admitted to a postgraduate degree course of the University may be permitted to withdraw temporarily for a period of one trimester or more from the programme on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided:
- a) He/she applies to the Dean within 15 days of the commencement of the trimester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian.
 - b) The University is satisfied that inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits to be specified in clause 14.3.
 - c) There are no outstanding dues or demands from him/her by the University/Hostel/Department/Library/Sports/NCC/NSS.
- 15.2 A student who has been granted temporary withdrawal from the Institute under the provisions of clause 15.1 will be required to pay the tuition fee and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll List.
- 15.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

16. Relaxation:

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

APPENDIX – I
RULES RELATING TO RESIDENCE REQUIREMENTS
(Vide Clause 4.2 of the Regulation)

Following are the detailed rules governing residence requirements of students:

1. The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
2. The Dean/Warden may permit a student to reside with his Parent / Guardian within a reasonable distance from the Institute. However, this permission may be withdrawn at the discretion of the University, at any time considered appropriate without assigning any reason.
3. No married accommodation shall be provided to any student of the Postgraduate courses.
4. No student shall come into or give up the assigned accommodation in any Hostel without the prior permission of the Dean.
5. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repair, and maintenance or disinfecting and shall vacate the room when leaving for the vacations / holidays.
7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Superintendent/Warden in ensuring proper use, care and security of those provided in the Hostels for common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the University shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc., by a student in the Hostel is prohibited.
10. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

APPENDIX – II
RULES REGARDING ATTENDANCE
(Vide Clause 5.3 of the Regulations)

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures, tutorials, laboratories, workshops, EAA (if provided) including its related camps and other publicized activities etc) is compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2. The teacher concerned may condone absence from classes for a very short period not exceeding three days due to unavoidable reasons provided he/she is satisfied with the explanation.
3. (a) If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting documents(s). The Head of the Department will grant such leave. He/ She may be allowed compensation of Laboratory/workshop classes held during the period of such absence.
b. Absence for a period not exceeding two weeks in a trimester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Dean provided he is satisfied with the explanation.
4. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the faculty advisor and the Head of the Department to the Dean, with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean after considering the recommendation of the Head of the Department.

5. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
6. A student must intimate his/her absence to the Superintendent/Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions in **Appendix – III**.
7. A student shall be eligible to appear at an examination provided he/she attends at least 75% of classes in each theoretical, practical, laboratory, workshops etc. scheduled during the trimester. However if a student has 75% attendance in at least 75% of the courses he/she is allowed to appear at the Trimester Examination in courses where he/she has secured 75% attendance.
Students not having requisite attendance shall not be allowed to appear at the trimester examination in that course till they clear the shortage of attendance.
8. A student who has been absent for short period on health ground requiring hospitalization or due to participation in academic/co-curricular activities in the interest of the University with prior permission of the Dean, shall be allowed to appear at the trimester examination with a minimum 65% of attendance.

APPENDIX – III
RULES REGARDING CONDUCT AND DISCIPLINE
(Vide Clause 6.2 of the Regulations)

Following rules shall govern the conduct and discipline of all students of the University:

1. The reputation and image of Siksha 'O' Anusandhan University and its highly acclaimed almatater depends largely among others on a well disciplined campus and hostels which is achieved through sustained and active co-operation of its student community. With a view to maintain this high tradition, the students of the University are required to:
 - a) Show due respect to their teachers, Officers of the faculties/University, Wardens & Superintendents of Hostels and show proper courtesy to other members of the staff of the faculties & University.
 - b) Maintain good rapport and friendly relationship with fellow students;
 - c) Treat kindly and affectionately the new students admitted every year.
 - d) Not indulge in acts of ragging. The ragging in any form to anybody is banned by law. Any act of physical or mental pressurization of junior students individually or in group, is considered as an act of ragging and calls for strict disciplinary actions including expulsion from the University and Police action. Hon'ble Supreme Court's decisions on ragging and subsequent directions from UGC are to be strictly adhered to.

2. ACTS OF MISCONDUCT & INDISCIPLINE:

The following acts of omissions and/or commissions constitute breach of discipline.

- a) Furnishing false statement of any kind in the form of application for admission or for award of prizes etc.
- b) Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
- c) Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- d) Willfully damaging or stealthily removing any property belonging to the University/faculties/Hostels or fellow students.
- e) Possession, consumption or distribution of narcotic products and alcoholic drinks or any kind of hallucinogenic drugs.
- f) Smoking in campus.
- g) Possession of fire arms or lethal weapons in the Institute premises/hostels, examination halls etc.

- h) Organising or participating in any group activity, except purely academic and scientific programmes, in company with others in or outside the campus without prior permission of the appropriate authority.
- i) Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, and batch of admission, hostel or any other unhealthy criterion.
- j) Indulgence in any kind of political activity including displaying posters or placards of political parties within the faculties/University premises.
- k) Forming society/association/organization without permission of appropriate authority.
- l) Inviting any outsiders to conduct a meeting without permission of the appropriate authority.
- m) Addressing the press without permission.
- n) Involvement in agitation of any kind which may lead to breach of peace.
- o) Mutilation and or unauthorized possession of library books and journal.
- p) Adoption of unfair means in examinations.
- q) Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
- r) Not intimating his/her absence to the Hostel Superintendent before availing any leave.
- s) Unauthorized absence from hostels.
- t) Interference with the University/Faculties administration.
- u) Indulging in activities prejudicial and detrimental to the reputation of the University.
- v) Indulging in any other acts which the Authority feels as breach of discipline.

3. PENALTIES:

For a breach of discipline and commensurate with the severity of the offence a student may be awarded any of the following punishments by the competent authority.

- a) **Monetary Fine**
(For offences like misappropriation of money or damage to University property, monetary fine may be imposed to recover the cost along with penalties which may be double the amount of cost.)
- b) **Record of Reprimand**
(An official warning to students, not to repeat any act of indiscipline). This will be noted on the student's permanent record but not on any outgoing trimester report or transcript. However parents shall be informed in writing.
- c) **Conduct Probation**
(An official warning that one more act of indiscipline might lead to rustication/expulsion of the student from the Institute/University. It shall be noted on the permanent record and shall find place in the Trimester Report so long as the student is on Conduct Probation)
- d) Debarment from Student activities.
- e) Debarment from Medal and Prizes.
- f) **Temporary rustication**
(The student shall be temporarily rusticated from the University/Faculties Hostels for a specific period and required to leave the University immediately. This shall be entered in the permanent record and shall find place in the Trimester Report.)
- g) **Permanent Expulsion / Rustication from the University/Institute/University Hostels:**
(This punishment shall be entered in the permanent record and shall find place in the Trimester Report and the Transcript. The student shall be debarred from re-admission to the University.
- h) The students awarded the punishment of temporary rustication may at the discretion of the Vice-Chancellor be readmitted after the expiry of the period of punishment on the recommendation of the concerned Dean of Faculty on such conditions as may be determined. No student will however be entitled to re-admission as a matter of right.

The fact of punishment of "Temporary rustication" shall be recorded in the permanent record and shall be mentioned in the outgoing Trimester Report, till the student is removed. It shall however be not mentioned in the outgoing transcripts, issued after re-admission of the student concerned. However, if any prospective employer, institution etc. request for details about such a student the penalty awarded to a student shall normally be intimated to them only after obtaining the orders of the Vice-Chancellor on the desirability of furnishing such information to the party.

4. DISCIPLINARY AUTHORITIES

- i. **Minor Punishment:** For offences or misconduct in lesser proportion either in Hostels, Class rooms or anywhere in the campus, the Warden/Superintendent of Hostels and the Dean of the Institute shall have the authority to impose fine or to reprimand.
- ii. **Temporary Suspension:** Temporary Suspension limited to two weeks may be awarded by the Dean on the recommendation of faculties Level Disciplinary Committee.
- iii. **Major Punishment:**
 - a) All major acts of indiscipline which may have serious repercussion on the students in general and / or which may warrant a uniform and more formalized nature of investigation shall be dealt by a Standing Committee on Student Discipline & Welfare constituted by the Academic Council. The Committee shall recommend to the Vice Chancellor for necessary action. This Committee shall appoint Discipline Boards for all constituent faculties with Dean Faculty as Chairman and such members from the concerned Faculty as it deems necessary to advise it on matters relating to student discipline.
 - b) All decisions of the Standing Committee shall be placed before the Academic Council for consideration and may be given effect to by the Council subject to such modification as the Council may deem fit to make.
 - c) Acts which may be considered as "CRIMES" rather than acts of indiscipline such as acts causing serious injury to fellow students or others, causing major damage to faculties property, involvement in activities prejudiced to National security or to that maintaining communal harmony etc. will be reported by the Dean of the concerned Institute to the Law and Order authorities.
 - d) Cases of adoption of unfair means in an examination shall be dealt with by the Examination Committee.

APPENDIX – IV CO-ORDINATION COMMITTEES (Vide Clause 12.1 of the Regulations)

Composition:

One Co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Departments/Centres. Each committee would consist of all the teachers who are involved with the teaching of the subject during the trimester.

One of its members would be nominated by the Dean of the faculty, under whose name the subject is being offered, to act as its Chairman.

Tenure:

The trimester in which the subject is being offered.

Functions:

- i) To lay down the course plan for the subject.
- ii) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- iii) To review periodically the performance of students who have registered in the subject.
- iv) To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- v) To moderate the question papers of Mid-trimester Examination of the subject and ensure that the syllabus is well covered by the question papers.

Frequency of Meetings:

Each Co-ordination Committee shall meet at least four times during the trimester.

APPENDIX – V
GUIDELINES FOR AWARD OF LETTER GRADES
(Vide Clause 12.2(b) of the Regulations)

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.
2.
 - a) The grades F and Ex are to be considered as bench mark grades.
 - b) The range of cut-off marks below which a student would be assigned an 'F' grade is 30-35 for the theory paper and 50 for the laboratory paper, the exact cut-off marks is to be decided by the teacher/co-ordination committee.
 - c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
3. In the case of a relatively large class and / or classes where the performance level depicts more or less a normal distribution:
 - a. The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by teacher's/co-ordination committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned 'B' grade.
 - b. All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the F and Ex grades, which have already been assigned, by choosing appropriate boundary marks between grades.
 - c. Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	< = 10%
A	:	10 – 20%
B, C, D	:	20-35%
P	:	10-25%
F	:	<=5%
4. In the case where a student appears in the supplementary examination or attends summer quarter, the conversion from marks to grade would be done applying the same norm as was framed for the original class.
5. For classes where excessive bunching occurs resulting in all most all the marks tending to cluster into same category, conversion from marks to grade may be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken alter the boundary (cut-off) marks by +/-5 marks.

Range of Marks	Grade	
m>=90	Ex	10
80<=m<90	A	9
70<=m<80	B	8
60<=m<70	C	7
50<=m<60	D	6
35<= m<50	P for Theory Component	5
40<=m<50	P for Laboratory Component	5
m< 35	F for Theory Component	
m<50	F for Laboratory Component.	

6. Co-ordination committee would moderate the results of the different sections of a class if wide disparity in performance across sections were observed.
 All the requirements for the laboratory course are to be satisfied by a student within deadline set-up by the teacher/co-ordination committee before the start of the end-trimester examination. If a student due to a genuine reason like illness of himself/herself or calamity in

the family cannot complete a particular Lab. course, the teacher/co-ordination committee may allocate him/her additional time. In this case an 'I' grade, if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 days of the last day of the end-trimester examination and the grade finalized.

APPENDIX – VI
RULES REGARDING SUPPLEMENTARY EXAMINATION
(Vide Clause 13.3 (ii) a & b of the Regulations)

1. A student will be eligible to appear at the supplementary examination in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
2. A student will not be allowed to appear in more than 7 (seven) subjects at the supplementary examinations.
3. If any student has not appeared neither internal nor external components of examination of any trimester due to genuine medical reasons, he or she may appear special internal examinations except attendance and class room participation components after taking the permission of the Dean. This internal assessment marks will be counted for the overall assessment in supplementary examination.
3. Intending students must submit their application, countersigned by the Head of the Department concerned, along with the necessary fees to the Dean by the date as announced by a notification.
4. The supplementary examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
5. The grade in the subject scored by the student appearing at the supplementary examination will be recomputed by substituting the marks of the end-semester in the total marks scored by that scored in the supplementary examination. Unless exempted as per regulation in Clause 13.3(ii)(b) a student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table below:

Grade Obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

The final grades awarded to the students must be sent to the Controller of Examination within 3 days from the date the supplementary examination was held through the Dean.