

ACHARIYA

COLLEGE OF ENGINEERING TECHNOLOGY

(An Autonomous Institution)

(Approved by AICTE, New Delhi | Affiliated to Pondicherry University)

Accredited by NAAC | ISO 9001:2015 Certified Institution

Achariyapuram, Villianur, Puducherry - 605110



CURRICULUM, RULES AND REGULATIONS

for

Post Graduate Programme

MBA (Master of Business Administration)



REGULATIONS 2026-2027

(Effective from Academic Year 2026-27 Batch Onwards)

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1. VISION AND MISSION

VISION:

To be a centre of excellence in technical and management education, producing globally competent and ethically strong professionals who contribute to the development of society and the nation.

MISSION:

- Provide high-quality engineering education through state of art infrastructure.
- Foster innovation, research and Entrepreneurship among students.
- Maintain lifelong connection with alumni and industry partners.
- Inculcate moral values and psychological wellbeing.

1.1 About Achariya College of Engineering Technology

Achariya College of Engineering Technology - A temple of learning, is an ISO, NAAC certified (An Autonomous) Institution was founded by the great Educationalist and Philanthropist, **Dr. Tr. J. Arawindhan Ji**. The main objective of the College is to advance the knowledge-based Engineering Professions and to influence the future directions of Engineering Education and Practice.

ACET - Best Engineering College in Pondicherry. We believe not only in Educating the students, but also in grooming characters, with moral and ethical values to build the Nation. Since Inception, the college has been providing World-Class facilities & Infrastructure in Education and Learning. The emphasis is on Transformational Leadership rather than Directional Leadership. We aim to establish new Trends, Introduce Innovative training methodologies, and guide students towards the road to success. Achariya College of Engineering Technology (ACET) established in 2010 and approved by the All-India Council for Technical Education (AICTE), the College is affiliated to Pondicherry University and situated at Achariyapuram, Villanur, Puducherry - 605110. Its objective is to advance knowledge-based professional education and to influence the future directions of management and engineering education and practice. ACET is regarded among the best institutions in Puducherry, believing not only in educating students but also in grooming character, with moral and ethical values, to build the nation.

Since inception, the College has provided world-class facilities and infrastructure in education and learning, with an emphasis on transformational leadership rather than directional leadership, establishing new trends and introducing innovative training methodologies to guide students towards success. The College offers a range of undergraduate (B.Tech.) programmes across Artificial Intelligence and Data Science, Computer Science Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Information Technology, Robotics and Automation, and Computer Science Engineering (IoT including Cyber Security and Block Chain Management). Together with postgraduate programmes including the M.Tech. in Artificial Intelligence and Data Science and the MBA. The present regulations pertain exclusively to the MBA programme, offered by the Department of Management Studies and bearing the internal Programme Code "MB".

2. PRELIMINARY

2.1 Vision and Academic Framework

Acharya College of Engineering Technology (ACET), Puducherry, with its commitment to academic excellence, innovation, and holistic development, envisions empowering students with knowledge, skills, values, and professional competencies to become globally responsible engineers and leaders. To realize this vision, the institution has designed a flexible and outcome based curriculum aligned with the principles of Outcome-Based Education (OBE) under a learner centric educational model.

2.2 Autonomous Academic Regulations

As an autonomous institution, all postgraduate programmes offered by ACET shall be governed by the provisions of these academic regulations (R-2026). The curriculum of each programme is designed to provide strong theoretical foundations, practical exposure, multidisciplinary learning opportunities, industry-relevant competencies, and flexibility in course selection to meet the evolving needs of higher education and industry.

2.3 Scope of the Regulations

The provisions contained in these regulations shall govern the academic policies, curriculum structure, credit requirements, conduct of examinations, evaluation procedures, grading system, and all other academic activities of the institution.

2.4 Academic System

The semester pattern shall be followed for all academic activities. Normally, the odd semester shall commence during June/July and the even semester during December/January as approved by the Academic Council from time to time.

2.5 Quality Assurance and Evaluation

ACET is committed to maintaining the highest standards of management education for MBA through a transparent, fair, and continuous evaluation system. The assessment process shall emphasize knowledge acquisition, skill development, innovation, problem-solving ability, and professional ethics through time-bound and outcome-based evaluation practices.

2.6 Objectives of Choice Based Credit System (CBCS)

The choice based credit system (CBCS) at ACET aims to:

- Transform educational delivery from a teacher-centric approach to a learner-centric approach, promoting independent learning, critical thinking, and lifelong learning skills.
- Facilitate holistic student development through a balanced curriculum that integrates academic excellence, practical learning, research orientation, and professional competencies.
- Provide academic flexibility by enabling students to choose from interdisciplinary, multidisciplinary, skill-based, value-added, and elective courses according to their interests and career aspirations.
- Create an inclusive learning environment that accommodates diverse learning styles and encourages self-paced learning and academic progression.

- Strengthen industry readiness through internships, live projects, industry-supported laboratories, and collaborative learning experiences.
- Foster innovation, entrepreneurship, and start-up culture through incubation centres, innovation hubs, research initiatives, and mentorship programmes.
- Promote sustainable development, environmental consciousness, ethical values, and social responsibility among students.
- Implement continuous and comprehensive assessment methodologies that evaluate both conceptual understanding and practical application of knowledge.
- Encourage global learning opportunities through collaborations with industries, universities, professional bodies, international certification programmes, and student exchange initiatives.
- Integrate Indian Knowledge Systems (IKS), cultural heritage, regional values, and emerging technologies into the curriculum to nurture socially responsible and culturally rooted professionals.
- Promote research, publication, patent development, and technological innovation among students and faculty members.

2.7 Amendments to Regulations

The rules and regulations specified herein shall be subject to modifications, revisions, and amendments as approved by the Academic Council, Governing Body, and other statutory bodies of the institution from time to time.

3. OUR PROGRAMMES AND DEPARTMENTS

Acharya College Of Engineering Technology (ACET) was inaugurated on 29.09.2010 and commenced from the academic year 2010 - 11.

3.1 Postgraduate (PG) Programmes

- M.Tech. - Artificial Intelligence and Data Science
- MBA

4. GLOSSARY OF TERMS AND ACADEMIC NOMENCLATURE

Table 1: Glossary of Terms and Academic Nomenclature

Term	Definition
AAC	Academic Appeal Committee
ABC	Academic Bank of Credits
Academic Appeal Committee (AAC)	A committee constituted to review student grievances related to assessment and examination results.
Academic Council (AC)	The apex academic body of the autonomous institution responsible for academic policies, regulations, curricula, and evaluation systems.
AICTE	All India Council for Technical Education.
Applied Core (APC)	Compulsory third- and fourth-semester courses (Strategic Management, Entrepreneurship, International Business Management) applying integrative, cross-functional, and strategic concepts.
Arrear Course	A course in which a student has failed to satisfy the prescribed requirements for successful completion.
Arrear Examination	An examination conducted for students who need to clear previously failed courses.
Audit Courses (AC)	Mandatory but non-credited courses evaluated on a Pass/Fail basis; do not contribute to SGPA/CGPA.

Board of Examiners (BoE)	The body responsible for question paper setting, moderation, evaluation standards, and examination quality assurance.
Board of Studies (BoS)	The departmental body responsible for curriculum design, syllabus revision, and academic recommendations.
Career Development Skill Course (CDC)	A course designed to develop employability, entrepreneurship, technical, professional, and life skills.
CDRC	Curriculum Design and Restructuring Committee
College/Institution	Acharya College of Engineering Technology (ACET), an autonomous institution affiliated to Pondicherry University, Puducherry.
Continuous Assessment Test (CAT)	Periodic evaluation through tests, assignments, quizzes, seminars, laboratory performance, projects, and other assessment methods.
Controller of Examinations (CoE)	The authority responsible for planning, conducting, evaluating, and monitoring all examination-related activities.
Course	A component of study such as Theory, Laboratory, Integrated, Project, Internship, Skill-Based, Value-Added, or Multidisciplinary Course carrying specified credits.
Credit	A numerical value assigned to a course based on the learning hours and academic workload involved.
Cumulative Grade Point Average (CGPA)	The weighted average of grade points earned in all completed semesters.
Curriculum	The complete framework of courses, credits, assessments, internships, projects, and learning activities prescribed for a Programme.
DARC	Department Academic Review Committee

Department	MBA (Master of Business Administration)
End Semester Examination (ESE)	The final examination conducted at the end of a semester for each course.
ESE	End Semester Examination
ESM	End Semester Marks
Even Semester	The semester generally conducted between December and May.
First Appearance	The first registered attempt by a student in the end semester examination of a course, including absence after registration.
Foundational Core (FC)	Compulsory first-semester courses establishing the cross-functional foundation of management education (behavioural, accounting, economic, statistical, and Corporate Ethics grounding); every student must complete every FC course.
Functional Core (Fnc)	Compulsory second-semester courses establishing core competence in each primary functional area - Finance, Marketing, Human Resources, Operations and Information Systems.
Functional Elective (FE)	Softcore/optional courses chosen by the student, in consultation with the Faculty Advisor, from a basket of specialization-stream courses offered across Semesters III and IV; typically 3 credits each.
Grade Point	The numerical value assigned to a letter grade awarded in a course.
IKS	Indian Knowledge Systems
Internship	Structured industrial, research, community engagement, or entrepreneurial training undertaken by students for experiential learning.
IQAC	Internal Quality Assurance Cell responsible for continuous quality improvement initiatives.

L-T-P-S-C	Lecture (L), Tutorial (T), Practical (P), Self-Learning (S), and Credits (C).
Major Project	Field-based and project-oriented, non-lecture credits comprising the Project & Viva-voce; collectively carrying 9 credits across the programme.
Micro and Mini Project	Individual work involving development, innovation, research to solve real-world problems.
NAAC	National Assessment and Accreditation Council.
NEP	National Education Policy.
Odd Semester	The semester generally conducted between June and November.
PBL	Project-Based Learning
Period	A scheduled instructional session of 50 minutes duration.
Principal	The head of the institution responsible for academic and administrative governance.
Programme	A degree programme leading to the award of Master of Business Administration. (MBA)
Programme Coordinator	A faculty member responsible for coordinating programme-level academic activities and curriculum implementation.
R-2026	Regulations 2026
Regular Examination	The end semester examination conducted for students registered in the current semester.
SC	Standing Committee
SDGs	Sustainable Development Goals adopted by the United Nations.

Semester	A period of academic study normally comprising not less than 90 working days.
Semester Grade Point Average (SGPA)	The weighted average of grade points earned by a student during a semester.
Standing Committee (SC)	A committee empowered to address urgent academic matters pending approval of the Academic Council.
Student Enrolment	Admission and registration of a student into a programme of study.
Supplementary Examination	A special examination conducted as per the regulations for eligible students to complete pending courses.
UGC	University Grants Commission.
University	Pondicherry University, Puducherry.

5. ELIGIBILITY CRITERIA FOR ADMISSIONS

5.1 MBA Candidates

All the programs at Achariya College of Engineering Technology (ACET) are affiliated to Pondicherry University, Pondicherry and approved by the All-India Council for Technical Education (AICTE), New Delhi. Achariya college of Engineering Technology is an autonomous institute affiliated to Pondicherry University. The curriculum is revised and upgraded regularly. All the programmes are conducted on a semester basis. The teaching methodology focuses on classroom lectures, guest lectures, self-learning, assignments, projects, practical sessions, periodical evaluation and feedback. The MBA program consists of four semesters (two years) in duration. Evaluations, both internal and external, are carried out according to the norms of Pondicherry University. Admission to these programmes is strictly by merit. The MBA programme is organized under a Choice Based Credit System (CBCS), consistent with the UGC Curriculum and Credit Framework for PG Programmes and the credit-based structure followed by Pondicherry University. Under CBCS, the total workload of the programme is expressed in

credits rather than contact hours alone, and students exercise a defined measure of choice - through General, Applied, and Functional Electives - in shaping their own functional specializations (Finance, Marketing, Human Resources, Operations, Business Analytics, Entrepreneurship Development) within the broad discipline of Business Administration.

5.2 Qualifying Examinations and Eligibility:

Candidates seeking admission to the MBA programme must have completed a three-year bachelor's degree (10+2+3 pattern) or a four-year bachelor's degree (10+2+4 pattern), in any discipline, from a university recognized by the UGC/AICTE, with a minimum of 50% aggregate marks (45% for candidates belonging to reserved categories, as per applicable Government of Puducherry/AICTE norms), consistent with the requirements for a 2-year (4-semester) postgraduate programme at Level 7 of the National Higher Education Qualifications Framework (NHEQF). Consistent with the interdisciplinary character of management education, candidates are drawn from, and are equally eligible from, engineering and technology, commerce, science, and arts/humanities backgrounds; candidates without a prior commerce/management background are supported through the Foundation Programme.

Candidates in the final year of their qualifying degree, whose results are awaited, may be provisionally admitted, subject to production of the final marksheet within a period notified in the admission brochure and in any event before the commencement of semester II. Admission to the programme follows the reservation policy applicable to autonomous technical and management institutions in Puducherry / the Union Territory and the norms prescribed by AICTE and the Government of India / Government of Puducherry for the time being in force, including reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, and Persons with Disabilities, as applicable. [The exact reservation percentages and category-wise seat matrix are to be notified annually by the College Admissions Committee in accordance with prevailing statutory norms and are not fixed by these regulations.

All candidates must additionally qualify through a national-level or college/university-level entrance examination or interview process, as specified in the admission brochure issued for the relevant academic year. Selection to the programme is based on a combination of (a)

performance in a recognized national-level management entrance examination (such as CAT, MAT, CMAT, XAT, or ATMA) where applicable, or a college/Pondicherry University-conducted entrance test and group discussion/personal Interview in its absence, and (b) academic merit in the qualifying postgraduate degree. The precise weightage and cut-off criteria for a given admission cycle are notified by the College's Admissions Committee prior to the commencement of the admission process, in accordance with AICTE and Pondicherry University norms then in force.

Table 2: Eligibility Terms for Admission

Community	A pass with minimum average marks in prescribed UG course
General Category	50 %
Backward Class including Backward Class Muslim	40 %
MBC & DNC	40 %
SC/ SCA/ST	40 %

5.3 Exit Options

A student may exercise the Exit Option at the end of the first year (i.e., on completion of Semesters I and II), provided the student has accumulated at least 40 credits from courses registered in semesters I and II as per the approved curriculum. A student wishing to exit must submit written notice in the prescribed format at least eight (8) weeks before the scheduled end of the first academic year. Students exercising this option shall additionally be required to complete an internship/project during the intervening summer term at a higher educational institution, research organization, or industry, evaluated by an internally constituted committee, and shall be awarded a PG Diploma in Business Administration. Where a student has an outstanding arrear at the time of exit, the PG Diploma shall be awarded only upon subsequent clearance of the arrear course(s).

5.4 Medium of Instruction and Award of Degree

The medium of instruction for all courses in the MBA programme shall be **English**.

A student admitted to MBA programme shall be awarded the degree upon successful completion of all the academic requirements prescribed under the regulations within the stipulated period of study.

5.5 Programme Duration and Period of Study

A student admitted to the MBA programme shall undergo a course of study comprising **four semesters** spread over a **minimum period of two academic years**. The student shall complete all the requirements for the award of the MBA Degree within a **maximum period of four academic years (8 semesters)** from the date of commencement of the first semester.

6. PROGRAMME STRUCTURE

1. The medium of instruction, assessment, and examination for all MBA programme offered by Achariya College of Engineering Technology (ACET) shall be **English**.
2. A student admitted to an MBA programme in ACET shall be eligible for the award of the MBA degree upon successful completion of all prescribed curriculum requirements, credit requirements, and other academic regulations of the college.
3. To promote multidisciplinary learning and academic flexibility, students may be permitted to pursue, **Foundation Core, Functional Core, applied core, Audit Course, Career Development Skill Courses**, or other specialized courses as approved by the Academic Council from time to time, subject to the eligibility criteria prescribed by the college.
4. Students shall have the flexibility to choose elective courses, functional electives, and skill-based courses in accordance with the curriculum structure of their respective programmes and the regulations approved by ACET.
5. The curriculum shall be designed in accordance with the principles of Outcome Based Education (OBE) and the National Education Policy (NEP), integrating fundamental sciences, Foundation

Core, Functional Core, applied core, functional electives, laboratory courses, major project, internships, multidisciplinary learning opportunities.

6. The credit requirements, course categories, semester-wise distribution of courses, and graduation requirements shall be as prescribed in the curriculum and scheme of examinations approved by the college from time to time.

7. CURRICULUM STRUCTURE

The curriculum of the MBA programmes at Achariya College of Engineering Technology (ACET) is designed in alignment with the principles of the **National Education Policy (NEP)**, **Outcome-Based Education (OBE)**, and contemporary industry requirements. The curriculum aims to provide students with a holistic, multidisciplinary, and learner-centric educational experience that fosters intellectual growth, professional competence, ethical values, and lifelong learning.

The curriculum emphasizes the development of technical knowledge, analytical ability, innovation, entrepreneurship, research aptitude, communication skills, leadership qualities, and professional ethics. It integrates theoretical learning with practical exposure through laboratory courses, major project, internships, industry interactions, and skill-development activities.

The curriculum provides flexibility through foundation core, functional core, applied core, functional elective and skill-based learning opportunities, enabling students to pursue their academic interests and career aspirations while acquiring domain-specific expertise.

The curriculum has been developed based on the Programme Educational Objectives (PEOs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) of the respective programme. The course structure, content, and assessment methods are designed to facilitate the attainment of these outcomes and to ensure continuous academic improvement.

The curriculum shall be reviewed and updated periodically by the respective Boards of Studies and approved by the Academic Council to incorporate advancements in technology, industry expectations, emerging trends, societal needs, and regulatory requirements.

The curriculum framework shall include Foundation Core, Functional Core, Applied Core, Functional Elective, Skill Enhancement Courses, Audit Courses, Laboratory Courses, Internships and Micro, Mini, Major Project, and other components as approved by the Academic Council from time to time.

8. CATEGORY OF COURSES AND CREDIT DISTRIBUTION

8.1 Credit System Overview

The MBA programme is offered under a Choice Based Credit System (CBCS). A credit is a measure of the academic effort required to successfully complete a course and is assigned based on the number of contact hours per week. consistent with the UGC Curriculum and Credit Framework for PG Programme and the credit-based structure followed by Pondicherry University. Under CBCS, the total workload of the programme is expressed in credits rather than contact hours alone, and students exercise a defined measure of choice through Functional Elective in shaping their own specialization within the broad discipline of the programme.

8.2 Credit Allocation

The credit assignment for various categories of learning activities shall be as follows:

Table 3: Credit Allocation

Learning Component	Contact Hours per Week	Credits Awarded
Lecture (L)	1 hour	1 credit
Tutorial (T)	1 hour	1 credit
Practical / Laboratory (P)	3 hours	1.5 credit
Project / Design Project	2 hours	1 credit

The curriculum consists of various categories of courses designed to provide theoretical

knowledge, practical skills, project-based learning, and industry exposure. The credit allocation for different course categories shall be as specified in Table 4.

8.3 Credit Distribution for Various Course Categories

Table 4: Credit Distribution for Various Course Categories

Course Category	L	T	P	Self-	Credits
Theory	3	0	0	6	3
Theory with Tutorial	3	1	0	6	4
Practical / Laboratory Course	0	0	3	6	2
Micro/Mini/Major Project	0	0	22	40	16-20
Internship (2 weeks)	-	-	-	40	1
Internship (4 weeks)	-	-	-	80	2
Internship (6 weeks)	-	-	-	120	3

*Note: *SL - Self-Learning activities may include Project-Based Learning, Experiential Learning, Seminars, Case Studies, Simulation and Role-Playing, Portfolio Development, Assignments, and other approved learning activities.*

- 1 Credit = 40 hours of Internship.
- The duration and credit requirements for internships shall be as prescribed in the curriculum and approved by the Academic Council.

8.4 Course Categories and Credit Distribution

The courses of study for all MBA programmes offered by Achariya College of Engineering Technology (ACET) shall comprise Theory Courses, Laboratory Courses, Skill Enhancement Courses, Major Project, Internships, and other experiential learning components as prescribed in the approved curriculum and syllabi.

The total credits for the award of the MBA degree shall be in the **range of 90-108** for the

two year programme, in accordance with AICTE norms. Minor variation across programmes is permitted as prescribed by the respective Boards of Studies and approved by the Academic Council. The curriculum of each programme shall consist of courses grouped under the following categories:

8.5 Category-wise Credit Distribution

Table 5: Category-wise Credit Distribution

Sl.No.	Category	Credit Range*
1	Foundation Core Courses (FC)	20-24
2	Functional Core (FnC)	16-20
3	Applied Core	12-20
4	Functional Elective	16-20
5	Core Enrichment Courses (CEC)(Major Project, Seminar, Internship)	As prescribed in the curriculum
6	Career Development Skill Courses (CDS)	As prescribed in the curriculum
7	Project	20-25

*The actual credit distribution may vary across programmes and shall be governed by the curriculum approved by the Academic Council of ACET.

8.6 Description of Course Categories

i. Foundational Core (FC)

These courses include Organizational Behaviour, Accounting for Management, Economics for Business Decisions, Business Statistics and Research Methodology, Corporate Ethics and Social Responsibility and other fundamental courses design to build strong conceptual base.

ii. Functional core (Fnc)

Compulsory second-semester courses establishing core competence in each primary functional area - Finance, Marketing, Human Resources, and Operations - together with and Information Systems for Managers.

iii. Applied Core (APC)

Compulsory third and fourth semester courses Strategic Management, Entrepreneurship Development, International Business Management applying integrative, cross-functional, and strategic concepts.

iv. Functional Elective (FE)

These courses enable students to specialize in functional areas of management such as Marketing, Finance, Human Resource Management, Business Analytics, Operations and Entrepreneurship. Student shall choose dual functional electives in accordance with their area of specialization as prescribed in the curriculum and approved by the Board of Studies. The functional electives provide advanced knowledge, sector-specific skills, and application-oriented learning to enhance employability and domain expertise.

v. Career Development Skill Courses (CDS)

These courses focus on analytical skills, soft skills, aptitude, industry-relevant certifications, placement training, and career readiness.

8.7 Off-Campus Courses and Transfer of Credits: Achariya College of Engineering Technology

Students of Achariya College of Engineering Technology are permitted to enroll optionally in and complete a maximum of **three off-campus courses** in physical, online, or hybrid mode during their postgraduate (PG) programme, subject to the approval of the **Curriculum Designing and Restructuring Committee (CDRC)** and the **principal**. Successful completion of such courses may be considered in lieu of **Functional Electives** courses as approved by the CDRC.

8.8 SWAYAM / NPTEL Credit Transfer

Students may enroll in courses offered through **SWAYAM**, **NPTEL**, or other approved online learning platforms. Credit transfer shall be based on the marks obtained and the certificate issued by the respective platform. The number of credits transferred and the corresponding grade mapping shall be as per the regulations of the institution. Grade conversion will be applicable only if the student successfully completes and passes the course according to the guidelines prescribed by the offering agency.

All elective courses, including approved online courses, shall carry a maximum of **2 to 4 credits**. Students may earn credits towards **Functional Elective Courses** by completing online courses offered through SWAYAM, NPTEL, MOOC platforms, or other approved agencies at any time between the **first to third semesters** subject to prior approval by the CDRC.

- Credits earned through NPTEL, SWAYAM, MOOC, or equivalent platforms shall be limited to **2 to 4 credits per course**.
- The total credits earned through such online courses shall not exceed **8 credits** during the entire programme.
- Online courses carrying **4 credits, 3+1 credits, 2+2 credits, 3 credits, or 2+1 credits** may be considered as equivalent to one elective course, subject to approval by the CDRC.
- A student may substitute a maximum of **two elective courses** through approved online courses.

8.9 Academic Bank of Credits (ABC)

The Academic Bank of Credits (ABC) is a digital platform that enables students to accumulate, transfer, and redeem academic credits earned from recognized Higher Educational Institutions (HEIs) in accordance with NEP 2020.

Students shall maintain an ABC account for credit storage and transfer. The validity and utilization of credits shall be governed by the guidelines issued by the UGC and the Academic Bank of Credits from time to time.

8.10 Course Type Codes

Table 6: Code for Course Types

Course Code	Course Type
T	Theory
L	Practical / Laboratory
FE	Functional Elective
W	Micro/Mini/Major Project/Internship/Seminar
CDS	Career Development Skill Course
MAN	Mandatory Non-Credit Course
C	Certification Course
AC	Audit Courses
N	NPTEL/SWAYAM Credit Course

8.11 Course Code Format

Each course offered by Achariya College of Engineering Technology shall be identified using an **8-character alphanumeric code** in the following format:

[Department Code][Course Type][Regulation][Semester][Course Number]

Example:

- **MBT26101**-MBA Department, Theory Course, Regulations 2026, Semester I, Course Order 01
- **MBL26108**- MBA Department, Laboratory, Regulations 2026, Semester I, Course Order 08
- **MBE26301**- MBA Department, Elective, Regulations 2026, Semester III, Course order 01

The detailed structure and numbering pattern may be illustrated in the Course Code Scheme figure of the Academic Regulations.

8.12 Mandatory Induction Programme

All first-year students admitted to Achariya College of Engineering Technology shall undergo a **Mandatory Induction Programme** immediately after admission. The programme is designed to facilitate a smooth transition from undergraduate studies to postgraduate management education and to familiarize students with the academic environment, institutional culture, and professional expectations. **The prerequisites of the advanced or programme-specific courses mentioned in the syllabus will be covered as an integral part of the induction programme**

The induction programme shall normally extend over **two weeks** and include activities such as:

- Orientation to the institution, departments and campus facilities.
- Physical fitness and wellness activities.
- Creative arts, cultural, and extracurricular activities.
- Personality development and communication skill enhancement.
- Lectures by eminent academicians, industry experts, entrepreneurs, and alumni.
- Community engagement and local area visits.
- Awareness programmes on professional ethics, environmental sustainability, and social responsibility.

8.13 Elective Courses

- i. Functional electives may be offered from the **third semester onwards** as prescribed in the curriculum.
- ii. Students shall satisfy any prerequisite requirements specified for an functional Elective course before enrolment, such as NPTEL, Self Learning Module or any other as instructed by the department.
- iii. Functional elective courses may be selected from disciplines such as:

Marketing, Finance, Human Resource Management, Operations, Business Analytics and Entrepreneurship.

- iv. The availability of Functional Elective courses shall depend on student demand, faculty expertise, and institutional requirements (50% of the class strength or a minimum of 30 students opting for a course). The department may revise the list of electives from time to time to align with industry trends and emerging technologies.

These elective provisions are intended to support the academic flexibility, interdisciplinary exposure, and career aspirations of students of Achariya College of Engineering Technology.

9. MAJOR PROJECT AND OTHER COURSES

9.1 Major Project

Project-based learning is a defining feature of the MBA curriculum at ACET and, unlike a conventional capstone-only design, runs progressively through all four semesters of the programme, carrying a cumulative 19 credits: Micro Project (Semester I, 2 credits), Mini Project (Semester II, 2 credits), Summer Internship (Semester III, 6 credits), and Major Project & viva-voce (Semester IV, 9 credits). This graded structure is designed to build a student's field-research and applied management capability incrementally - from community and organizational observation in Year 1, to a substantial, internship-linked management project culminating in a defended project in Year 2. Its objectives are to enable each student to identify and analyze a real business or societal problem, conduct a structured survey or literature review, formulate and, where feasible, test a management solution, and develop the technical writing, communication, and project planning skills required for competent professional practice.

9.2 Industry-Sponsored and Research-Based Projects

Students may undertake their major project in collaboration with industries, research organizations, startups, government agencies, academic institutions, or other approved organizations, subject to the approval of the head of the department.

The following guidelines shall apply:

- i. Students intending to undertake industry-sponsored or research-based projects shall identify the organization and project domain sufficiently in advance and obtain approval from the department.

- ii. A detailed project proposal outlining the objectives, scope, methodology, expected outcomes, and industry/research organization details shall be submitted through the department for approval.
- iii. The project shall be carried out under the joint guidance of:
 - A faculty supervisor from the concerned department, and
 - An industry/research mentor from the host organization, wherever applicable.
- iv. The faculty supervisor and industry/research mentor shall jointly monitor the progress of the project and ensure that the project objectives and academic requirements are achieved.
- v. Students undertaking projects outside the institution shall comply with the guidelines, schedules, review procedures, and assessment requirements prescribed by the college.
- vi. The evaluation of the project shall be carried out as per the norms approved by the Academic Council and may include project reviews, demonstrations, presentations, reports, publications, prototypes, patents, or other deliverables as applicable.

9.3 Project Evaluation

Micro project, mini project, major project and viva-voce is evaluated on the standard category B (50:50) split - 50 marks of continuous internal assessment (reviews, proposal, presentation, and report preparation) and 50 marks for the terminal viva-voce/practical evaluation. A student who is unable to secure a passing grade in any major project component is governed by the supplementary examination provisions and must re-register for the deficient component in a subsequent semester, subject to the maximum time frame.

9.3.1 Guide/Mentor Allocation

Every student is allocated a project guide from among the Department's faculty by the Departmental Project and Internship Committee, having regard to the faculty member's functional specialization, the student's proposed project direction, and an equitable faculty-student ratio across the Department. Co-guidance with an industry mentor may be permitted with the approval

of the head of the department, particularly where the micro/mini project or major project is undertaken in continuation of the Summer Internship.

9.3.2 Micro Project (Semester I)

The micro project introduces students to structured field observation of a community, non-governmental organization, small enterprise, or public-service setting, developing empathy, observational rigour, and an appreciation of the social context of business decision-making. Each student, individually or in a small group as the department may prescribe, identifies a community or organizational context, undertakes brief field engagement, and submits a structured report together with a final presentation and internal evaluation as per in Table 13.

9.3.3 Mini Project (Semester II)

The mini project requires each student to undertake a short, function-specific management project - for example, a small-scale market survey, a process-improvement study, or a financial or HR audit of a cooperating organization - applying the functional-core concepts introduced in Semester II. The mini project is evaluated as detailed in Table 13 and is intended, in part, to prepare the student for the more substantial major Project.

9.3.4 Summer Internship (Semester III)

The summer internship is aimed at providing practical exposure to the students in a business organization and an opportunity to apply the conceptual knowledge acquired in the first two semesters. The summer internship shall be undertaken for a period of four weeks during the summer vacation after completion of second semester.

Each student shall work under the guidance of a faculty guide from the department and an industry mentor from the organization. At the end of the internship, each student shall submit a structured internship report as prescribed by the department and shall appear for internal viva-voce examination. The summer internship shall be evaluated in the third semester for 6 credits comprising internship report and viva-voce. The credit distribution and evaluation pattern shall be as given in Table 13.

9.3.5 Major Project and Viva-voce (Semester IV)

The Major Project & Viva-voce course (9 credits) is the terminal capstone of the

programme. It carries the work of the Micro/Mini Project through to completion - or, where the Departmental Project and Internship Committee approves a fresh topic, constitutes a self-contained comprehensive project study and evaluates the student's ability to identify, analyze, and formulate a complex management problem; to apply appropriate research methodology and analytical tools; to develop actionable recommendations; to prepare a comprehensive project report; and to defend the work through an oral Viva-voce examination, in addition to demonstrating professional ethics, teamwork, and independent enquiry, evaluated.

9.3.6 Stream-Specific Project Themes:

Finance: Investment/portfolio analysis, working capital or credit risk studies, financial statement analysis, fintech/digital payments adoption studies. Marketing: Consumer behaviour and brand perception studies, digital marketing effectiveness, market entry or product launch plans, retail/channel studies. Human Resources: Employee engagement/retention studies, training effectiveness evaluation, recruitment/selection process audits, organizational culture assessments. Operations: Supply chain and logistics optimization, process improvement (Lean/Six Sigma-oriented) studies, inventory/quality management audits, vendor performance studies. Entrepreneurship: Innovation and incubation center utilization, women entrepreneurship and ecosystem studies, social entrepreneurship and impact assessment, family business succession and growth strategy, franchise model evaluation. Business Analytics: Sales and demand forecasting using analytical tools, sentiment analysis and customer feedback analytics, financial fraud detection and risk analytics, supply chain and logistics analytics.

Each review is recorded and forms part of the cumulative continuous internal assessment for the relevant course. Every project report is subject to a mandatory similarity (plagiarism) check using an approved plagiarism detection tool prior to submission for evaluation, in accordance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. Reports with a similarity index up to 10% (excluding quoted, properly attributed material, references/bibliography, and generic technical terms/equations) are treated as acceptable; higher similarity levels attract the graded response set out in the Regulations, up to and including cancellation of registration for the course in the most severe cases.

The Project Report shall be prepared in the format prescribed by the Department (title page, Bonafide certificate, declaration, acknowledgement, abstract, table of contents, chapter-wise content, references, and appendices), typed and bound as directed by the Departmental Project Committee, and submitted by the deadline notified in the Academic Calendar. Late submission, absent prior approval of the Head of the Department on valid grounds, may attract such penalty as the Department prescribes, including deferral of viva-voce to the next examination cycle.

The Project Report is defended by the student at a Viva-voce Examination, conducted jointly by the Project Guide and an External Examiner appointed in accordance with University/College norms, ordinarily after the submission and preliminary evaluation of the report. The Viva-voce assesses the student's command of the subject matter, ability to defend methodological choices, and clarity of technical communication, and constitutes the End-Semester (SEE) component of the Project Report & Viva-voce course.

9.4 Career Development Skills (CDS)

Career Development Skills (CDS) courses are incorporated into the curriculum to enhance students' professional, interpersonal, and career-oriented competencies. These courses aim to prepare students for higher education, entrepreneurship, competitive examinations, and successful careers in industry and society. It also includes Soft Skills, Communication Skills, Aptitude, Foreign Languages, Entrepreneurship, Leadership Skills, and similar courses. These courses are designed to promote the holistic development of students and strengthen their professional and career readiness.

9.5 Certification Courses

Students shall complete certification courses offered by International or reputed organizations, as specified in the curriculum, through the Centre of Excellence.

- The duration of each certification course shall be **40 - 50 hours**.
- It is mandatory for students to complete **three to five certification courses**.
- Credits shall be awarded based on the scope and content of the course.

- Certain certification courses may be **non-credit mandatory courses**, and such courses shall not be considered for CGPA calculation.

This terminology aligns better with **NEP 2020**, as Career Development Skills encompasses employability, higher studies, entrepreneurship, innovation, and lifelong learning.

9.6 Experiential Learning through Internship

Students shall undergo internship in industries, research laboratories, higher learning institutions, start-ups, or approved organizations for a minimum period of two weeks during their course of study. The internship shall be completed before the end of the Third Semester.

- i. Internship may be undertaken for 2, 4, 6, or more weeks as approved by the institution.
- ii. Credits shall be awarded based on the duration and successful completion of the internship.
- iii. Prior approval from the Head of the Department and from the Center of Career Development and Industrial Relation shall be obtained before undertaking the internship.
- iv. Students shall submit an internship report and completion certificate for assessment.

9.7 Industry Visits

Every student is encouraged to participate in at least one Industrial Visit during each academic year from the first year onwards. The Heads of Departments shall facilitate the necessary arrangements to provide exposure to industrial practices and emerging technologies.

10 SUSTAINABLE DEVELOPMENT GOALS (SDGs) AND NEP 2020 INITIATIVES

The Sustainable Development Goals (SDGs) shall be integrated into the curriculum through mandatory courses, elective courses, value-added courses, guest lectures, internships, projects, and extension activities in alignment with NEP 2020.

11 COURSE ENROLLMENT AND REGISTRATION

11.3 Course Enrolment and Registration Process

All students admitted to the MBA programme shall register for the courses offered in a semester within the prescribed period, subject to the eligibility requirements specified by the institution.

The list of students enrolled in a semester shall include:

- i. Students who rejoin the programme after a temporary break of study.
- ii. Students who rejoin the programme after being detained due to shortage of attendance or other academic reasons.
- iii. Students who have registered for the prescribed courses and fulfill the requirements of attendance, continuous assessment, and End Semester Examination (ESE).

11.4 Registration for Elective Courses

Foundation core, functional core, Applied core and Elective courses shall be offered as per the curriculum. Students shall register for elective courses during the prescribed registration period in consultation with their Faculty Advisor/Class Advisor and Head of the Department.

11.5 Arrear Course Registration

- i. A student who fails in a course may reappear for the End Semester Examination when conducted, subject to the regulations in force.
- ii. Arrear courses shall be governed by the curriculum and regulations applicable to the student. If a course is revised or withdrawn, the student shall register for and complete the equivalent course prescribed by the institution.
- iii. A student who fails in major project, Mini Project, Seminar, Internship, or similar courses shall re-register and successfully complete the course requirements as prescribed.
- iv. Students failing to secure the minimum Continuous Assessment requirements, wherever applicable, shall comply with the provisions prescribed by the institution before becoming eligible for the End Semester Examination.

- v. A student who fails in the End Semester Examination shall reappear for the examination and fulfill the requirements for successful completion of the course.

12 PROCEDURE FOR ASSESSMENT AND AWARD OF MARKS

12.3 Overview of Assessment

- i. The performance of students in each course shall be assessed through **Continuous Assessment Test (CAT)** during the semester and the **End Semester Examination (ESE)** conducted at the end of the semester.
- ii. Every credit course shall be evaluated for a maximum of **100 marks**. The distribution of marks between Continuous Assessment Test and End Semester Examination shall be as prescribed in the curriculum and course structure.
- iii. Theory, Practical, Integrated, Project, Internship, Seminar, and other courses shall be evaluated using appropriate assessment methods approved by the institution.
- iv. Micro Project, Mini Project, major project, Internship, Seminar, and similar experiential learning courses shall be evaluated through continuous assessment, report evaluation, presentations, viva-voce examinations, or any combination thereof, as prescribed.
- v. Mandatory Courses, Certification Courses, Value-Added Courses, and Skill Development Courses shall be assessed through continuous assessment, assignments, practical exercises, online assessments, or other evaluation methods approved by the institution.
- vi. The detailed assessment pattern, evaluation criteria, and award of marks for each course shall be specified in the respective course syllabus and academic regulations.

12.4 Assessment of Theory Courses

All Theory Courses shall be evaluated for a maximum of **100 marks**, consisting of **50 marks for Continuous Assessment (CA)** and **50 marks for the End Semester Examination (ESE)**.

12.5 Assignment/Activity

Assignments and activities may include application-oriented exercises, problem-solving tasks, case studies, seminars, project-based learning, experiential learning, role plays, portfolio development, quizzes, or other innovative assessment methods as prescribed by the course instructor. The detailed assessment schedule and evaluation criteria shall be announced by the course instructor at the beginning of the semester.

12.6 Activities and Experiential Learning

Activities forming part of Continuous Assessment may include:

- Project-Based Learning (PBL)
- Experiential Learning
- Seminars and Technical Presentations
- Case Studies and Role-Playing
- Portfolio Development
- Industry-Based Assignments
- Other approved learning activities

These activities shall be assessed based on criteria such as understanding of concepts, application of knowledge, innovation, report/article preparation, presentation skills, participation, and overall performance.

12.7 End Semester Examination (ESE)

The End Semester Examination shall be conducted for theory courses at the end of each semester. The duration and maximum marks of the examination shall be as prescribed in the curriculum and examination regulations.

12.8 Question Paper Pattern

The pattern of Continuous Assessment Tests (CAT), Model Examinations, and End Semester Examinations shall be approved by the Board of Studies and Academic Council from time to time. The Controller of Examinations shall notify the examination schedule and

assessment procedures at the beginning of each semester.

12.9 Assessment of Practical Courses

Practical courses shall be evaluated for a maximum of **100 marks**, consisting of **Continuous Assessment** and **End Semester Practical Examination** as prescribed in the curriculum.

The Continuous Assessment may include one or more of the following components:

- Performance in Laboratory Sessions
- Observation and Record Work
- Practical Assignments
- Model Practical Examination
- Viva-voce
- Attendance
- Micro and Mini Projects / Demonstrations

The End Semester Practical Examination shall be conducted by the Institution as per the approved examination regulations. The detailed assessment pattern and weightage shall be specified in the respective course syllabus.

12.10 Continuous Assessment of Practical Courses

The Continuous Assessment (CA) for Practical Courses shall be based on the student's performance throughout the semester and may include:

- Attendance
- Laboratory Performance
- Observation and Record Work
- Viva-voce
- Practical Assignments
- Model Practical Examination
- Mini Projects and Demonstrations

The weightage of each component shall be as prescribed in the curriculum and course syllabus.

12.11 End Semester Practical Examination

The End Semester Practical Examination shall be conducted for the prescribed duration and evaluated by a panel consisting of Internal and/or External Examiners as per the norms approved by the Institution.

The assessment may include:

- Understanding of Concepts
- Aim and Procedure
- Program Execution
- Observation and Analysis of Results
- Viva-voce Examination
- Report/Record Evaluation

The detailed evaluation scheme shall be specified in the respective course syllabus.

- End Semester Practical Examination

The distribution of marks and evaluation methodology shall be as specified in the curriculum and approved by the Academic Council from time to time.

Attendance Marks Distribution

Table 7: Attendance Marks Allocation for Percentage of Attendance

Attendance Percentage	Marks Awarded
95% and above	5
90% and above but below 95%	4
85% and above but below 90%	3
80% and above but below 85%	2
75% and above but below 80%	1
Below 75%	0

12.12 Distribution of Continuous Assessment and End Semester Examination Marks for Practical subjects

Table 8: Distribution of Continuous Assessment and End Semester Examination Marks

Assessment Component	Marks
Continuous Internal Assessment (Practical)	50
End Semester Practical Evaluation	50

12.13 Break-up of End Semester Practical Evaluation Marks

Table 9: Break-up of End Semester Practical Internal Evaluation Marks

Evaluation Criteria	Marks
Attendance	5
Observation and Record	10
Model/Mid Practical Test	15
Continuous Performance	10
Viva-voce (Internal)	10
Total	50

12.14 End Semester Examination Details - Theory

Table 10: End Semester Examination Details - Theory

Particulars	Details
Duration of Examination	3 Hours
Maximum Marks	50

12.15 Question Paper Pattern for CAT-I & CAT-II

Table 11: CAT Question Paper Pattern

Question Type	Number of Questions	Marks per Question	Total Marks
Part A - Short Answer Questions	10	2	20
Part B - Either / Or (Long Answer Questions)	3	10	30
Total	13		50

12.16 Model /CAT-III Examination and End Semester Examination Question Paper Pattern

Table 12: Model/CAT-III & ESE Question Paper Pattern

Question Type	Number of Questions	Marks per Question	Total Marks
Part A - Short Answer Questions (Understand Level)	5	2	10
Part B - either/or (long answer questions) (Analyze Level) 4 of 6 questions x 5 marks.	4	5	20
Part C - 2 either/or case study or application-based questions x 10 marks each (apply-evaluate/create levels)	2	10	20
Total	11		50

12.15 Evaluation Components for Micro, Mini Project and Summer Internship

- (i) The evaluation of **Micro, Mini Project and Summer Internship** shall be through **internal assessment only**.

Table 13: Micro, Mini and Summer Internship Project - Internal Assessment Alone

Assessment Component	Marks
Attendance	10

Report	40
Presentation/Demo	50
Total	100

- (ii) The faculty in-charge shall assess the student for **100 marks** through report, presentation, demonstration, evaluation relevant to Micro, Mini Project and Summer Internship.

12.16 End Semester Evaluation Components for Major Project

Major project report & viva-voce is evaluated on the standard category B (50:50) split - 50 marks of continuous internal assessment (reviews, proposal, presentation, and report preparation) and 50 marks for the terminal viva-voce/practical evaluation. A student who is unable to secure a passing grade in any major project component is governed by the supplementary examination provisions.

Table 14: End Semester Evaluation Components for Major Project

Evaluation Component	Assessment Focus
Project Report Evaluation	Quality of report, methodology, results, documentation, and outcomes.
Demonstration	Working model, implementation, testing, and functionality.
Viva-voce Examination	Understanding of concepts, design decisions, and project outcomes.
Presentation	Communication skills and project articulation

Note: The major project carried out shall be evaluated through both Continuous Assessment (Internal Evaluation) and End Semester Examination (External Evaluation), each carrying 50% weightage. The detailed evaluation rubrics and review schedules shall be notified by the department from time to time.

12.17 Overall Assessment Split-up (50% CAT & 50% ESE)

Table 15: Overall Assessment Split up - Theory Subjects

Assessment Type	Component	Details	Weightage (%)
Continuous Assessment (CAT)	CAT-I	Internal Test 1	30
	CAT-II	Internal Test 2	
	CAT-III/Model	Internal Test 3	
	Assignments/Activities	Assignments, Seminar, Quiz, etc.	15
	Attendance	Based on attendance percentage	5
	Total CAT		50
End Semester Examination (ESE)	Theory/Practical Exam	Final University Examination	50
	Total ESE		50
Grand Total			100

** In each semester, three assessments are conducted and the best score of two out of three is considered for 30 marks.*

12.18 Practical Examination Assessment Pattern - Detailed Split-up

Table 16: Practical Examination Assessment Pattern - Detailed Split-up

Assessment Type	Component	Description	Marks/ Weightage
	Attendance	Based on laboratory attendance percentage	5

Internal Assessment (50%)	Record/Observation	Regular lab record writing and submission	10
	Model/Mid Practical Test	Internal practical test/model examination	15
	Continuous Performance	Lab performance, experiments completion, discipline	10
	Viva-voce (Internal)	Oral questioning during lab sessions	10
	Total Internal		50
External Assessment (50%)	Practical Examination	Conduct of experiment in external exam	20
	Record Verification	Checking of lab record	05
	Viva-voce	Viva by external/internal	10
	Result/Output	Accuracy, output correctness	15
	Total External		50
Grand Total			100

12.19 Career Development Skills

- (iii) The evaluation of **Career Development Skills** shall be through **internal assessment only (Continuous Assessment)** as per Table 17 given below:

Table 17: Career Development Skills - Internal Assessment Alone

Assessment Component	Marks
Attendance	10
Report/Training Record	40
Presentation/Demo/Skill Test	50

Total	100
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- (iv) The faculty in-charge shall assess the student for **100 marks** through report, presentation, demonstration, aptitude training, or skill-based evaluation relevant to career development objectives.
- (v) The marks obtained in this course shall **not be considered for SGPA/CGPA calculation**, but will be reflected in the grade sheet.

12.20 Hackathon Participation & Achievement - Grade Point Criteria

Students participating in recognized Hackathons organized by colleges/institutions, universities, government agencies, industries, professional bodies or reputed organizations shall be awarded Grade Points based on the level of participation and achievement, subject to submission of valid participation/achievement certificates and verification by the designated authority of the Institution.

Important: A student should be awarded only the highest applicable Grade Point for a particular Hackathon, and the same event shall not be claimed under multiple categories.

The following criteria may be adopted for inter-collegiate, university-level, national and international hackathons.

Table 18: Grades Fixation for Hackathon Participation

Sl.No.	Hackathon Achievement / Participation	Grade Point
1	Winners (First place, Second Place, Third Place) Special Jury Award /Best Innovation/Best Solution/Best Project Award at National/International level/Prize in National Level Hack-a-thon Conducted in Government Institutions/Government Organizations/ Private University or Colleges in NIRF bandwidth/MNC's, Public Sector Organizations.	A+

2	Participation in an International-level Hackathon/Winners in Deemed Universities.	A
3	Winners in a National-level/State-level/Inter-collegiate Hackathon	B+
4	Participation in a National-level/State-level/Inter-collegiate Hackathon.	B
5	Winner in a Hackathon conducted at College/Institution level	C+
6	Participation in a Hackathon conducted at College/Institution level	C

12.21 Internship Evaluation and Grade Point

The Grade Point for an internship shall be awarded based on the duration of the internship and the category of the host organization, as prescribed in the table given below. The internship shall be relevant to the student's programme of study and shall be undertaken with the prior approval of the Department/Centre for Career Development and Industry Relations/Institution.

The student shall submit the Internship Completion Certificate, Internship Report and other documents prescribed by the Institution. The final evaluation may include the host organization supervisor's assessment, internship report, presentation and viva-voce, as prescribed by the Institution. The maximum Grade Point awarded for an internship shall be 10.0. Internships of less than 15 days shall not be considered for academic credit.

Table 19: Grade Fixation for Internship

S. No.	Internship Duration	Government Institution/ National Research Institution/ MNC (Offline)	Reputed Industry/ MNC	Other Recognized Industry/ MSME/ Start-up	Maximum Grade Point
1	10-15 days	B	C+	C	7.0
2	16-30 days	B+	B	C+	8.0
3	31-45 days	A	B+	B	9.0
4	45-60 days	A+	A	B+	10.0

To make the above table unambiguous in the regulations, the categories may be defined as follows:

Table 20 : Organization Classification

Category	Institutions / Organizations Covered
Government Institution/National Research Institution	Central/State Government Departments, Government Universities/Institutions, IITs, NITs, IISc, IISERs, IIITs, National Laboratories, Government R&D Institutions and equivalent premier institutions.
Reputed Industry/MNC	Reputed National/Multinational Companies, Corporate Organizations, Major Industries and established R&D/Industrial organizations
Other Recognized Industry/MSME/Start-up	Recognized MSMEs, Start-ups, private companies and other approved organizations having relevance to the student's programme.

13. EXAMINATION ELIGIBILITY, WITHDRAWAL AND SPECIAL PROVISIONS (ACET)

Eligibility for End Semester Examination.

Students are required to maintain **regular attendance** in all courses, as attendance forms part of Continuous Assessment.

A student shall be permitted to appear for the **End Semester Examination (ESE)** of a course only if the following conditions are satisfied:

13.1 ATTENDANCE REQUIREMENT

13.1.1 Eligibility for end semester examination

- A minimum of **75% attendance** in each course is mandatory for appearing in the End Semester Examination.
- Students having attendance between **60% and less than 75%** may be considered for relaxation under the following conditions:

13.1.2 Medical Grounds

In case of illness, hospitalization, or accident, supported by valid medical certificates issued by a competent medical authority and submitted through the Head of the Department to the Controller of Examinations (CoE) and final approval from the Head of the Institution.

Institutional/Co-curricular Participation Participation in approved activities such as NCC, NSS, sports, or official institutional events with prior permission from the Head of the Institution/Dean (Academics) through the Head of the Department.

- Such students shall remit the prescribed condonation fee Rs.5000/-along with supporting documents.

13.2 Attendance Relaxation Provision

- Students satisfying the above conditions may be granted relaxation from the attendance requirement.
- Upon approval, they shall be permitted to appear for the End Semester Examination of the

concerned course.

- All supporting documents must be submitted through proper channel to the Controller of Examinations immediately after rejoining.

13.3 Disciplinary Absence

- Periods of suspension due to disciplinary action shall be treated as **absence** and included in attendance calculation.

14. EXAMINATION SPECIAL PROVISIONS AND DISCIPLINARY FRAMEWORK

14.1 Eligibility for Promotion

- A student shall be eligible to move to the next semester only if he/she meets the required attendance criteria for appearing in the End Semester Examination.

14.2 Rejoining Policy

- Students who do not meet the eligibility conditions shall not be promoted to the next semester.
- Such students shall rejoin the same semester in the next academic year.

14.3 Regulation Applicability After Rejoining

- Students rejoining after a break shall be governed by the **current regulations, syllabus, and course structure** applicable at the time of rejoining.

14.4 Complete Withdrawal (Only for Nil Arrear Students)

- Eligible students may apply for **complete withdrawal from End Semester Examinations** for all subjects of a semester as a single unit.
- Such withdrawal is permitted only once during the entire programme.
- Approval from HoD, Dean (Academics), Controller of Examinations, and Head of Institution is mandatory.

- Application must be submitted before the commencement of the End Semester Examination.

14.5 Reappearance of Examination

- Students who withdraw shall reappear for all withdrawn subjects in the **immediate next examination cycle**.

14.6 Academic Recognition

- Students availing complete withdrawal shall remain eligible for **award of Distinction** subject to fulfilling all other academic requirements.
- However, they shall not be considered for **rank or rank awards**.

14.7 Scribe Facility

- Students unable to write examinations due to temporary disability, injury, or medical condition may apply for a **scribe facility**.
- Requests must be supported by valid medical certificates issued by a competent medical authority and submitted through the HoD to the Controller of Examinations well in advance.
- The scribe shall not belong to the same academic discipline or qualification level.
- All expenses related to the scribe shall be borne by the student.

14.8 Extra Time Provision

- Differently abled students or students certified with slower writing ability may be granted extra time as follows:

Table 21: Extra Time Provisions for differently abled students

Exam Duration	Extra Time

50 Marks Paper	30 Minutes
100 Marks Paper	45 Minutes

- Approval shall be granted based on valid medical documentation submitted to the Controller of Examinations.

14.9 Conduct of Supplementary Examinations

Supplementary Examinations are additional examinations conducted after the declaration of **End Semester Examination (ESE) results and revaluation results.**

- These examinations shall be conducted in the **final semesters.**
- Students having a maximum of **two standing arrears (overall)** are eligible to appear.
- Eligible students may appear for a maximum of **two theory papers** in each supplementary examination cycle.
- The **Continuous Assessment (CAT) marks** of the latest attempt shall be considered for evaluation.

14.10 Regulation of Malpractice Cases in Examinations

- Any student found involved in malpractice or use of unfair means during examinations shall be liable for disciplinary action.
- Such cases shall be referred to the **Examination Discipline Committee (EDC)** constituted by the Controller of Examinations with the approval of the Head of the Institution.
- The committee shall investigate and recommend appropriate punishment as per institutional examination rules.
- Final decision shall be taken by the competent authority based on the committee's recommendations.

14.11 Mitigation of Examination-Related Hardships

Mitigation examinations are intended for students affected by **unforeseen and genuine circumstances** during examinations that may impact their performance.

Eligible circumstances include:

- Serious illness or medical emergency.
- Accident during examination period.
- Bereavement in the immediate family.
- Such cases shall be examined and recommended by the Head of the Department, Dean (Academics), COE & Head of the Institution.
- Valid documentary evidence shall be submitted for verification.
- Approval shall be granted only for students with **no history of malpractice or disciplinary issues**, subject to BoE approval.

15. CONSOLIDATION OF MARKS AND REQUIREMENTS FOR PASSING THE EXAMINATION

15.1 Consolidation of Marks

The Controller of Examinations shall consolidate the Continuous Internal Assessment (CIA) marks awarded by the departments and the marks secured by the students in the End Semester Examination (ESE).

A student shall be declared to have passed a course only if he/she satisfies the minimum requirements prescribed for Internal Assessment, End Semester Examination, and overall aggregate marks.

15.2 Requirement for Passing a Theory Course

A student shall be declared to have successfully passed a theory course if he/she secures:

- Not less than **50% of the marks in Continuous Assessment (Internal Assessment)** and

- Not less than **50% of the marks in the End Semester Examination (ESE)** ; and
- An overall aggregate of **50% or above** considering both Internal Assessment and End Semester Examination marks.

15.3 Requirement for Passing a Practical/Project Course

A student shall be declared to have successfully passed a practical or project-based course if he/she secures:

- Not less than **50% of the marks in Continuous Assessment (Internal Assessment)** ; and
- Not less than **50% of the marks in the End Semester Examination/Viva-voce Examination**, wherever applicable.
- An overall aggregate of **50% or above**.

15.4 Arrear Criteria for Failure in the End-Semester Examination

A student who fails in the End-Semester Examination due to securing less than 50% of the marks prescribed for the End-Semester (External) Examination shall be permitted to reappear for the End-Semester Examination in subsequent attempts. The Internal Assessment marks already secured shall be carried forward and shall remain valid till to course period, subject to the rules and regulations of the Institution.

If a student **fails to satisfy the minimum Internal Assessment requirement of 50%**, in the subsequent semester only the external marks will be considered and he/she has to score minimum of 50% to pass the course.

15.5 Grievance Redressal Mechanism in Evaluation

15.5.1 Continuous Assessment

Grievances related to Continuous Assessment shall be addressed to the Academic Appeal Committee/Academic Grievance Redressal Committee constituted by the Institution.

15.5.2 End Semester Examination

Grievances related to End Semester Examination results may be redressed through the following provisions:

15.6 Valuation

All the end semester theory answer scripts shall be evaluated under double valuation system by one internal examiner and one external examiner appointed by the Controller of Examinations from the panel approved by the Board of Studies.

Each answer script shall be independently valued by the internal and the external examiners. In case the deviation between the internal and external valuation exceeds 15%, the answer script shall be referred for third valuation by another external examiner appointed by the controller of examinations. The marks awarded in the third valuation shall be final and binding.

16. LETTER GRADES AND CALCULATION OF SGPA AND CGPA

16.1 Letter Grades and Grade Points

The performance of a student in each course shall be expressed in terms of Letter Grades and Grade Points. The marks secured in each course shall be converted into the corresponding Letter Grade as given below.

Table 22: Grade and Grade Points

Range of Marks (%)	Letter Grade	Grade Point
90-100	A+	10
80-90	A	9
70-80	B+	8
60-70	B	7
50-60	C	6
Below 50	F	0
Shortage of Attendance (course to be repeated)	FA	0

16.2 Notes on F and FA Grade

1. **F** denotes failure in a course due to not securing the minimum passing requirements.
2. **FA** denotes failure due to shortage of attendance and the student shall re-register for the course as per the regulations.
3. A student obtaining **F** or **FA** grade shall be considered to have failed in the respective course.

16.3 Grade Sheet

After the declaration of results, the Controller of Examinations shall issue a Grade Sheet to every student. The Grade Sheet shall contain the following details:

- a) Name of the Programme and Branch of Study.
- b) Course Code, Course Title, Credits, Marks Secured, Letter Grade and Grade Point obtained in each course registered during the semester.
- c) Semester Grade Point Average (SGPA) for the semester.
- d) Cumulative Grade Point Average (CGPA) for all courses completed up to that semester.

16.4 Calculation of Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is the weighted average of the Grade Points earned in all courses registered during a semester.

$$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

Where:

- (C_i) = Credits assigned to the course
- (GP_i) = Grade Point earned in the course

The SGPA shall be rounded off to two decimal places.

16.5 Calculation of Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is the weighted average of Grade Points earned in all courses completed from the first semester onwards.

$$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

Where:

- (C_i) = Credits assigned to the course, considered over all courses completed from the first semester onwards
- (GP_i) = Grade Point earned in the corresponding course

The CGPA shall be rounded off to two decimal places. Courses with **FA** grade shall not be considered for the calculation of SGPA and CGPA until successfully completed.

16.6 Conversion of CGPA into Percentage

The percentage of marks shall be calculated as:

$$\text{Percentage of Marks} = CGPA \times 10$$

For example, a CGPA of 8.20 is equivalent to 82.0%.

16.7 Credit Transfer through SWAYAM/NPTEL/MOOCs

Students may enroll in approved online courses offered through SWAYAM, NPTEL, IITs, IISc, IIMs, NITs, and other recognized institutions, subject to the approval of the Institution.

Note: Only 12-Week and 16-week NPTEL Course with Certificate will be considered as an alternate of subject in the syllabus.

16.8 Duration and Credits for Online Courses

Table 23: NPTEL Credits System

Duration of Course (Weeks)	Credits Awarded
16 Weeks	4 Credits
12 Weeks	3 Credits
8 Weeks	2 Credits
4 Weeks	1 Credits

16.9 Mapping of Marks to Grades for Online Courses

The grade awarded for an online course shall be based on the score obtained and the certification requirements prescribed by the offering institution.

Table 24: NPTEL Grading System

Marks (%)	Letter Grade
81 - 100	A+
71 - 80	A
61 - 70	B+
51 - 60	B
40 - 50	C+

*Note: Applicable only for 1 Credit courses from semester 1-3. **Grade D** can be given if he fails in the NPTEL exams but completed the assignments with the score more than 80%, subject to the condition that he fails due to certain unavoidable situation such as hospitalized, death of the family members, accidents, and other with the approval from the competent authorities. The transfer of credits earned through approved online courses shall be recommended by the Credit Equivalence Committee (CEC) and approved by the competent academic authority.*

17. AWARD OF CLASS AND RANK IN MBA DEGREE

17.1 Classification of the MBA Degree

Student shall be eligible for the award of the MBA Degree on successful completion of all programme requirements and passing all prescribed courses within the maximum period specified in the regulations. The MBA Degree shall be classified based on the CGPA secured by the student and the prescribed conditions for completion of the Programme.

17.2 First Class with Distinction

A student shall be declared to have passed in First Class with Distinction if he/she:

- Successfully completes the requirements for the award of the MBA Degree within the

prescribed maximum duration of two years for Regular students.

- Passes all courses pertaining to Semesters I to IV in the first appearance, within four consecutive semesters (three academic years).
- Secures a CGPA of 8.50 or above for Semesters I to IV.

17.3 First Class

A student shall be declared to have passed in First Class if he/she:

- Qualifies for the award of the MBA Degree by passing all the prescribed courses relating to Semesters I to IV within a maximum period of four semesters.
- Secures a CGPA of not less than 6.50.

17.4 Second Class

All other students who satisfy the requirements for the award of the MBA Degree, but do not qualify for First Class with Distinction or First Class, shall be declared to have passed in Second Class.

17.5 University Rank and Gold Medal

For the award of University Rank and Gold Medal in the MBA programme:

- The CGPA secured from Semesters I to IV shall alone be considered for Regular students;
- The candidate shall have passed all courses from Semesters I to IV in the first attempt; and
- Rank Certificates shall be issued to the first three candidates.

17.6 Supplementary Examination

Final year students having arrears in one or two courses only may be permitted to appear for a supplementary examination as per the regulations of the Institution. The class of degree shall be determined based on the final CGPA obtained after successful completion of all

Programme requirements.

17.7 Institution Rank and Gold Medal

For the award of Institution Rank and Gold Medal in the department.

- Only students who have passed all courses in the first attempt shall be eligible.
- For Regular students, performance from the First to Four Semester shall be considered.
- The Final CGPA shall be the basis for determining ranks.
- Rank Certificates shall be awarded to the top-performing students in the department as approved by the Institution.

17.8 Classification of Master Degree

Students who opt for exit after successful completion of the prescribed requirements for the Master's Degree under the Multiple Entry and Exit Scheme shall be awarded the degree in the relevant discipline. The classification of the degree shall be based on the CGPA earned up to the semester of exit as follows:

Table 25: Master's Degree Classification

CGPA	Classification
8.5 and above	First Class with Distinction
6.50 and above	First Class
Below 6.50	Second Class

A student shall be awarded First Class if all papers from the First to the Four Semester are cleared within six consecutive semesters, counted from the semester of first admission. The College Rank in the MBA programme, for a given graduating batch, is awarded to the candidate securing the highest CGPA among those who have passed every course in the first attempt. Where the College institutes a Gold Medal, Merit Certificate, or similar recognition for the top-ranking graduate(s) of the batch, the same first-attempt condition applies.

17.9 Re-entry into the MBA Programme

Students who exit the Programme with an PG Diploma in Business Administration may be permitted to re-enter the MBA Programme in the same discipline, subject to the regulations of the Institution and the approval of the competent authority. The credits earned prior to exit may be considered for transfer and continuation of studies, provided the re-entry is made within the period prescribed by the Institution. The applicability of credit transfer shall be determined based on the curriculum in force at the time of re-entry. The maximum period for completion of the MBA Programme, including the period of discontinuance, shall be as prescribed in the Academic Regulations.

17.10 Exit Options

In accordance with the provisions of the National Education Policy (NEP) 2020 and the guidelines issued by AICTE from time to time, A student may exercise the Exit Option at the end of the first year (i.e., on completion of Semesters I and II), provided the student has accumulated at least 40 credits from courses registered in Semesters I and II as per the approved curriculum. A student wishing to exit must submit written notice in the prescribed format at least eight (8) weeks before the scheduled end of the first academic year. Students exercising this option shall additionally be required to complete an Internship/Project during the intervening summer term at a higher educational institution, research organization, or industry, evaluated by an internally constituted committee, and shall be awarded a PG Diploma in Business Administration studies in prescribed course on fulfilment of these conditions. Where a student has an outstanding arrear at the time of exit, the PG Diploma shall be awarded only upon subsequent clearance of the arrear course(s).

18. AWARD OF MBA DEGREE

Students who successfully complete all the requirements of the two-year MBA programme, including the prescribed credits, internships, projects, and other academic requirements, shall be awarded the **MBA Degree** in the respective branch of study.

18.1 Academic Mobility and Credit Transfer

In accordance with the National Education Policy (NEP) 2020 and the Academic Bank of

Credits (ABC) framework, students who exit a programme with an Postgraduate Certificate, Post Graduate Diploma, or Master Degree may continue their higher studies in the same or related discipline at another recognized institution, subject to the regulations of the receiving institution.

Similarly, students from other recognized institutions may be permitted to join the MBA programme at ACET through the approved credit transfer mechanism, subject to the equivalence of courses, availability of seats, and approval of the competent academic authority.

The transfer and acceptance of credits shall be governed by the Academic Bank of Credits (ABC), UGC/AICTE guidelines, and the regulations of the Institution in force from time to time.

19 TEMPORARY BREAK OF STUDY

A student may be permitted to avail a temporary break of study on valid grounds such as medical reasons, personal exigencies, or other circumstances beyond his/her control, subject to the approval of the Institution.

A student who is unable to continue the programme for valid reasons — medical grounds, family circumstances, or other exceptional cause — may apply to the Programme Committee for a sanctioned Break of Study, not ordinarily exceeding one academic year at a time, and subject to the overall maximum time frame. On expiry of the sanctioned break, the student may seek re-admission into the appropriate semester, subject to the Regulations then in force and payment of any applicable readmission fee.

The following conditions shall apply:

- The student shall submit an application to the Dean (Academics) through the Head of the Department, stating the reasons for the break of study along with supporting documents and parent/guardian consent.
- The application shall be scrutinized and approved by the competent academic authority of the Institution.
- A student granted a break of study shall be permitted to rejoin the programme in the same semester from which he/she discontinued, subject to the prevailing regulations and curriculum requirements.

- The student shall comply with the fee and registration requirements prescribed by the Institution at the time of rejoining.
- The period of break of study shall be included in the maximum duration permitted for completing the programme.
- The total period for completion of the MBA programme shall not exceed **four years for regular students**, reckoned from the date of initial admission.

19.1 Discontinuation of the Programme

A student may be discontinued from the MBA programme under the following circumstances:

- If the student is found guilty of ragging, misconduct, malpractice, or any act that violates the disciplinary rules and code of conduct of the Institution, and disciplinary action warrants removal from the programme.
- If the student fails to complete the programme within the maximum duration prescribed under the regulations, namely two **years for regular students** reckoned from the date of admission.
- If the student voluntarily withdraws from the programme and does not seek readmission within the period permitted under the regulations.

A student who discontinues the programme without a sanctioned Break of Study and who subsequently seeks readmission, does so entirely at the discretion of the Academic Council, subject to seat availability, the Regulations in force at the time of readmission, and payment of such readmission fee as the College may prescribe from time to time. Credits already earned and recorded in the Academic Bank of credits remain available for recognition, subject to their validity period. Any exception to the above provisions shall be considered only in extraordinary circumstances and shall be subject to the approval of the competent academic authority of the Institution.

19.2 Discipline and Conduct

Students shall maintain discipline, integrity, and good conduct within the Institution and during all academic, co-curricular, extracurricular, internship, industrial visit, and outreach

activities organized by the Institution.

The following acts shall be treated as violations of discipline:

- Disrupting academic, administrative, research, examination, training, placement, cultural, sports, or other authorized activities of the Institution.
- Damaging, misusing, or defacing any property belonging to the Institution, hostel, or any public/private establishment visited as part of academic activities.
- Engaging in intimidation, harassment, bullying, physical assault, discrimination, or any behavior that affects the safety, dignity, or well-being of others.
- Ragging in any form, which is strictly prohibited and shall attract disciplinary action as per the prevailing Government, UGC, AICTE, and Institution regulations.
- Using abusive, offensive, threatening, or discriminatory language either in person or through electronic and social media platforms.
- Involvement in examination malpractice, academic dishonesty, plagiarism, fabrication of records, or submission of false information.
- Unauthorized access, misuse, or sharing of institutional IT resources, digital platforms, login credentials, or confidential information.
- Possession, consumption, distribution, or influence of alcohol, narcotic substances, tobacco products, or other prohibited materials within the campus.
- Possession or use of weapons, explosives, or any hazardous materials within the campus.
- Organizing meetings, demonstrations, or activities within the campus without prior approval from the competent authority.
- Unauthorized occupation of hostel facilities or violation of hostel rules prescribed by the Institution.
- Refusal to comply with lawful instructions issued by faculty members, administrative authorities, or authorized representatives of the Institution.

- Any act that adversely affects the reputation, harmony, safety, or orderly functioning of the Institution.
- Engaging in any unlawful activity, including acts that are contrary to the laws of the land or that threaten public order, safety, and national integrity.
- Any other act of misconduct, indiscipline, or behavior which, in the opinion of the competent authority or the Institutional Discipline Committee, is prejudicial to the interests, reputation, safety, or orderly functioning of the Institution.

Students found guilty of violating the code of discipline and conduct shall be liable for disciplinary action as deemed appropriate by the Institution, including warning, suspension, cancellation of privileges, or removal from the Programme depending upon the severity of the misconduct.

19.3 Disciplinary Action

Any case of indiscipline or misconduct reported against a student shall be examined by the Institutional Discipline Committee or any committee constituted by the Institution for the purpose. After due enquiry, the committee may recommend appropriate disciplinary action depending on the nature and severity of the misconduct.

The disciplinary actions may include one or more of the following:

- Warning or reprimand and intimation to the parent/guardian.
- Imposition of fines or penalties as prescribed by the Institution.
- Suspension from classes, hostel, library, transport, laboratory, or other institutional facilities for a specified period.
- Recovery of damages caused to institutional property.
- Debarment from participating in sports, cultural, technical, club, placement, or other student activities.
- Removal from positions of responsibility held in academic, co-curricular, extracurricular,

or student bodies.

- Suspension or withdrawal of scholarships, concessions, awards, or other institutional benefits.
- Debarment from appearing for examinations or academic activities, wherever applicable.
- Expulsion from the hostel or, in serious cases, from the Institution.
- The decision of the competent authority shall be final and binding on the student.

19.4 Examination Malpractice

The student shall be given an opportunity to present their explanation before the designated committee. Based on the findings of the enquiry, suitable action will be taken as per the approved norms of the Institution. In cases of malpractice in a particular subject examination, the result for that subject alone will be withheld until the committee is convened and the student submits an apology. The student will be required to reappear for the same subject as an arrear in the following semester. This shall constitute the full extent of the punishment, taking the student's future into consideration.

19.5 Identity Card

Every student admitted to the Institution shall be issued an Identity Card. Students shall carry and produce the Identity Card whenever required by the Institution and shall wear/display it while present on the campus or while using Institution transport facilities. Issue of duplication of the Identity card shall be requested by the student on or before the day of exam by paying fine at the administrative office through controller of examinations.

20. ACADEMIC CALENDAR

The Institution shall prepare an Academic Calendar for each semester, specifying the schedule for academic and related activities. The Academic Calendar shall be approved by the competent academic authority and communicated to students and faculty before the commencement of the semester.

The Academic Calendar shall normally include:

- Commencement and completion of classes
- Course registration and add/drop schedules
- Continuous assessment tests and assignments
- Practical examinations and End Semester Examinations
- Publication of results
- Internship, project, and training activities
- Co-curricular and extracurricular activities
- Academic review meetings and quality assurance activities
- Holidays and vacation periods

The MBA programme shall normally operate on a semester pattern with two semesters in an academic year. Each semester shall consist of approximately **90 to 100 working days**, including instructional, assessment, and examination periods.

The duration of a semester shall generally provide adequate instructional hours to satisfy the credit requirements prescribed for the programme.

All academic departments, centres, and student bodies shall adhere to the Academic Calendar. Academic activities shall be given priority, and co-curricular, extracurricular, placement, and other events shall be scheduled in a manner that does not adversely affect the conduct of regular classes, assessments, and examinations.

21. ACADEMIC GOVERNANCE AND COMMITTEES

21.1 Academic Council

Functions:

- Approve academic regulations, curriculum, and syllabi of all programmes.

- Review and approve modifications in courses, credits, and assessment patterns.
- Recommend introduction of new programmes, specializations, and value-added courses.
- Monitor academic standards and quality of education.
- Advise the Governing Body on academic matters.

21.2 Board of Studies

Functions:

- Design and review curriculum and syllabi periodically.
- Recommend new courses based on industry and societal needs.
- Suggest improvements in teaching-learning and assessment methods.
- Review Programme Outcomes (POs), Programme Educational Objectives (PEOs), and Course Outcomes (COs).
- Recommend curriculum revisions to the Academic Council.

21.3 Curriculum Development Committee

Functions:

- Periodically review and revise curriculum structure.
- Ensure alignment with NEP, OBE, AICTE, and accreditation requirements.
- Recommend innovative teaching and learning methodologies.
- Incorporate emerging technologies, industry trends, and multidisciplinary learning.
- Facilitate curriculum benchmarking with leading institutions.

21.4 Standing Committee

Functions:

- Address urgent academic matters between Academic Council meetings.
- Review academic performance and progression of students.
- Recommend actions on academic issues requiring immediate attention.
- Implement decisions approved by the Academic Council.

21.5 Academic Grievance Redressal Committee

Functions:

- Receive and examine academic grievances from students.
- Address issues related to assessment, attendance, and evaluation.
- Ensure transparency and fairness in academic processes.
- Recommend corrective measures wherever necessary.

21.6 Department Advisory Committee (DAC)

The Department Advisory Committee (DAC) shall support the academic development and continuous improvement of the Department.

Members

- Head of the Department - Chairperson
- Two senior faculty members
- One Industry Representative
- One Academic Expert
- One Alumnus
- One Parent Representative
- One Student Representative
- Programme Coordinator - Member Secretary

Tenure

The term of the nominated members shall be three years.

Meeting Frequency

The Committee shall meet at least twice in an academic year.

Responsibilities

- a) Review curriculum implementation and suggest improvements.
- b) Monitor attainment of COs, POs, and PEOs.
- c) Recommend innovative teaching, learning, and assessment practices.
- d) Strengthen industry interaction, internships, and training activities.
- e) Review stakeholder feedback and recommend corrective measures.
- f) Promote academic excellence, research, innovation, and continuous quality improvement within the Department.

21.7 Board of Examinations(BoE)

The Board of Examinations shall oversee all matters relating to examinations, assessment, and evaluation.

Members

- Principal - Chairperson
- Dean (Academics)
- Dean (IQAC)
- Dean (R&D)
- Controller of Examinations - Member Secretary
- Senior Faculty Members nominated by the Principal
- External Expert

Meetings

The Board shall meet at least once in a semester or as and when required.

Responsibilities

- Plan and monitor the conduct of examinations.
- Ensure confidentiality, transparency, and fairness in the evaluation process.
- Approve examination schedules, result processing, and publication of results.
- Recommend examination reforms and quality enhancement measures.
- Address matters related to examination discipline and malpractice.

21.8 Examination Grievance Committee (EGC)

The Examination Grievance Committee shall examine complaints and grievances related to examinations and evaluation.

Members

- Principal - Chairperson
- Controller of Examinations - Member Secretary
- Dean (Academics)
- Dean (IQAC)
- Dean (R&D)
- Concerned Head of the Department
- Faculty Members nominated by the Principal

Meetings

The Committee shall be convened whenever examination-related grievances arise.

Responsibilities

- a) Investigate cases of examination malpractice and misconduct.
- b) Examine grievances related to evaluation and examination procedures.
- c) Review cases of plagiarism and academic dishonesty.
- d) Recommend appropriate corrective and disciplinary actions.
- e) Submit findings and recommendations to the competent authority.

21.9 Department Academic Review Committee (DARC)

The Department Academic Review Committee shall monitor academic quality and continuous improvement within the Department.

Members

- Head of the Department - Chairperson
- Faculty Representatives nominated by the HoD
- Programme Coordinator - Member Secretary

Meetings

The Committee shall meet at least twice in a semester.

Responsibilities

- a) Review curriculum delivery and academic progress.
- b) Monitor student performance and attainment of Course Outcomes (COs) and Programme Outcomes (POs).
- c) Review student feedback and recommend corrective measures.
- d) Suggest innovative teaching, learning, and assessment practices.
- e) Recommend curriculum improvements, electives, and skill-based courses.
- f) Promote academic quality, research activities, and industry interaction within the Department.

21.10 Programme Academic Coordinator (PAC)

The Head of the Department shall nominate a faculty member as the Programme Academic Coordinator (PAC) to coordinate academic activities of the Department.

Responsibilities

- a) Coordinate curriculum implementation, course registration, timetable preparation, and academic scheduling.
- b) Organize Board of Studies and other academic meetings as required.

- c) Monitor course delivery, attendance, and academic progress of students.
- d) Support academic audits, accreditation activities, and quality initiatives.
- e) Maintain academic records and submit reports to the Dean (Academics).
- f) Coordinate with faculty members and academic committees for effective implementation of academic regulations.

21.11 Department Evaluation Coordinator (DEC)

The Head of the Department shall nominate a faculty member as the Department Evaluation Coordinator (DEC) to monitor assessment and outcome attainment activities.

Responsibilities

- a) Coordinate student, alumni, employer, and stakeholder feedback processes.
- b) Monitor assessment practices and course outcome attainment.
- c) Evaluate Programme Outcomes (POs) and Programme Educational Objectives (PEOs).
- d) Maintain assessment and accreditation-related records.
- e) Support departmental quality assurance and continuous improvement activities.

21.12 Class Advisor

Each class shall be assigned a Faculty Advisor by the Head of the Department to guide students throughout their Programme of study.

Responsibilities

- a) Monitor the academic progress, attendance, and overall development of students.
- b) Counsel and mentor students on academic and personal matters.
- c) Maintain student records and academic performance details.
- d) Act as a liaison between students, parents, faculty members, and the Department.
- e) Encourage student participation in academic, co-curricular, and professional development activities.

21.13 Class Committee Meeting

A Class Committee shall be constituted for each class to facilitate effective interaction

between students and faculty members and to improve the teaching-learning process.

Members

- Faculty Advisor - Chairperson
- Course Instructors handling the class
- Student Representatives nominated from the class

Meetings

The Class Committee shall meet at least two times during a semester or as and when required.

Responsibilities

- Review the progress of course delivery and syllabus coverage.
- Discuss academic performance and learning difficulties faced by students.
- Review feedback on teaching-learning processes and laboratory facilities.
- Identify slow learners and recommend suitable academic support measures.
- Promote effective communication between students and faculty members.
- Recommend measures for improving academic quality and student engagement.
- The minutes of each meeting shall be recorded and submitted to the Head of the Department for appropriate action.

21.14 Mentor Mentees System

With a view to foster a supportive academic and personal environment, a mentor-mentee system is implemented for all MBA students. Each faculty member shall be assigned as a mentor for a batch of 15-20 students from the first semester onwards. The mentor shall maintain the academic profile and personal details of the mentees and shall meet the mentees atleast twice in a semester.

The mentor shall monitor the academic performance, attendance, discipline and participation in co-curricular and extra curricular activities and shall counsel the mentees to improve the performance. The mentor shall act as a link between the mentees, parents and the departments and shall guide the mentees for internship, project, placement and career development. A mentor-mentee record shall be maintained by the department.

22. REVISION OF REGULATIONS AND CURRICULUM

The Institution may review and revise the Academic Regulations, Curriculum, Course Structure, and Syllabi periodically to ensure academic relevance, quality, and compliance with statutory requirements. Such revisions shall be approved by the competent academic authorities and implemented as notified by the Institution over every academic year, if necessary, in between semesters.