

**VINAYAKA MISSION'S RESEARCH FOUNDATION,  
SALEM (Deemed to be University)**



**MASTER OF BUSINESS ADMINISTRATION (MBA)  
UNDER FACULTY OF MANAGEMENT STUDIES  
REGULATIONS - 2016**

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In exercise of the powers conferred by the Revised Memorandum of Association (RM2010) and Revised Bye-Laws (RB2010) of the VINAYAKA MISSION’S RESEARCH FOUNDATION, SALEM (Deemed to be University) , the Board of Management of the University hereby issue the following Revised Regulations pertaining to the Post graduate Programme and the award of the degree of Master of Business Administration) at this University.

**1. Title and Commencement**

These regulations shall be called “REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAMME –2016”. These revised regulations come into force with effect from the Academic year 2016-17 and are subject to such modifications as may be approved by the apex bodies of the University from time to time.

**2. Preamble**

The degree of Master of Business Administration (MBA) in Faculty of Management Studies shall be awarded to a candidate who, as per these regulations, has successfully undergone the programme, passed the prescribed examinations and thereby qualified to receive the degree.

**2.1. General Considerations and Teaching Approach**

The ushering into the 21<sup>st</sup> century took place with the drastic and combined influence of technology and professional management practices. This calls for informational advancement for the learning community with knowledge assets to be cultivated through the Management education. The economy has been driven predominantly on a global platform and with the power of information technology been able to shrink the world to a global village. This requires a dynamic approach of management principles and practices for churning out realistic and fundamentally strong professional managers to implement application of practical business and organizational skills of management in the fast growing society and to promote the power of competition and to match the needs of personal and social enterprises. The systematization and usefulness of knowledge should have a foothold in the management education of university, so that it becomes vital to continuously update and disseminate the knowledge transformation to the learning community. The designed education system should be good enough to provide reasonable choices to the learning community as per the requirements of the industry and trends in domain specific to reach a career path

according to the speed of the social change within the ambit of the system in use. Hence the emphasis is more on field centric knowledge up-gradation to prepare the learning community to become knowledge asset of the society. Accordingly, the Master of Business Administration programme offered in this University is designed to prepare the learning community for acquiring desired levels of competence in their choice of major functional area and develop them into professionals with knowledge and skills that can be readily applied for the betterment of self and industry. The program shall give emphasis on the need for developing insight into the advanced topic and devote a significant part of the course for knowledge sharing through experimental and field oriented courses.

In this direction, the University offers the Choice Based Credit System (CBCS) from the Academic Year 2012-13. The CBCS offers flexibility to learners which include large number of electives, flexible pace for earning credits, carry over of credits and choice of courses from other branches which includes industry oriented courses.

## **2.2. The Objectives of CBCS**

- 2.2.1.** To help students to assess their 360 degree performance through meaningful educational and employable measures.
- 2.2.2.** To make transparent assessment and participative lectures.
- 2.2.3.** To involve students in various management related activities and give opportunity for them to recognize their strength and eradicate their weakness.
- 2.2.4.** To widen the scope of academic activities to enable students to choose and flourish in their future either through employability or through entrepreneurship.
- 2.2.5.** To make them responsible for keeping track of their progress and give opportunity for them to measure their ability through continuous assessment.
- 2.2.6.** To create an environment where they can share their experience in both on- campus and off-campus to meet out the present and future challenges in Management field.

## **3. Definitions and Nomenclature**

In the Regulations, unless the context otherwise requires, certain terms used and their meanings are as under.

- 3.1. “*MHRD*” means Ministry of Human Resources Development (Department of Secondary Education and Higher Education).
- 3.2. “*UGC*” means The University Grants Commission established under Sec.4. of the University Grants Commission Act 1956 (Central Act 3 of 1956)
- 3.3. “*AICTE*” means All India Council of Technical Education.

- 3.4. “*University*” means Vinayaka Missions University or Vinayaka Mission’s Research Foundation, Deemed to be University approved by the both MHRD and UGC.
- 3.5. “*Vice Chancellor*” means Vice Chancellor of Vinayaka Missions University.
- 3.6. “*Board of Management or BoM*” means Board of the Management, the highest governing body of the University.
- 3.7. “*Academic Council or AC*” means Academic Council the highest academic body of the University, chaired by the Vice Chancellor.
- 3.8. “*Board of Studies or BoS*” means Board of Studies of the University under the Faculty of Management Studies.
- 3.9. “*CoE*” means Controller of Examinations of the University.
- 3.10. “*CEE*” means All India Common Entrance Examination conducted by the University.
- 3.11. “*Dean*” means Dean for the Faculty of Management Studies of the University.
- 3.12. “*BoF*” means Board of Faculty, academic body of Management Programmes, constituted by the Vice Chancellor with the Dean as the Chairperson.
- 3.14. “*Programme*” means Post Graduate Degree Programme leading to the award of Master of Business Administration (MBA) approved by the UGC and University.
- 3.15. “*Branch*” means specialization or discipline of MBA Degree Programme. (E.g. specialization: Marketing, HRM, Airport & Airlines Management, Hospital Administration; Discipline: Knowledge Management, Banking, Insurance & Financial Market Services).
- 3.16. “*Course*” means every paper/subject of study offered by various departments is called a course. (E.g. Management Concepts & Business Communication, Statistics for Managers).
- 3.17. “*Credit*” means Course work is measured in units called credit hours or simply credits. The number of periods or hours of a course per week is the number of credits for that course.
- 3.18. “*HoD*” means Head of the Department of the Faculty.
- 3.19. “*Curriculum and syllabus*” mean the various components/subjects/papers studied in each programme that provides appropriate knowledge in the chosen branch is called curriculum. The curriculum and syllabus for study as prescribed by the Board of Studies (BoS) with the approval of the concern Board of Faculty (BoF) and Academic Council (AC) based on the UGC/AICTE regulations.

3.20. “*Teaching Staff or Teacher*” means The Dean of Faculty, Professors, Associate Professors, Assistant Professors, Pro-term Lecturers and other like persons engaged in coaching the students and assisting the students in the conduct of studies and Research in the College/University.

#### **4. Registration**

- 4.1. A candidate admitted in the Post Graduate Programme in the Faculty of Management Studies of this University shall register with the University by remitting the prescribed fees along with the application form for registration duly filled in and forwarded to the University through the Dean Management Studies within the stipulated date.
- 4.2. The name of the candidate must be registered in the University within three months from the date of admission.
- 4.3. If the candidate fails to satisfy the above clause 4.2., the admission of the candidate stands cancelled and the permission for re-admission for such candidate will not be issued.

#### **5. Eligibility for Enrollment**

1. Eligibility of Candidates seeking for admission to the first semester of four semesters, Master of Business Administration Full Time degree course, are required to be passed a Bachelor Degree of any recognized University or of any other body accepted by the VMU as equivalent thereto.
2. Eligibility of Candidates seeking for admission to the first semester of six semesters, Master of Business Administration Part Time degree course, are required to be passed a Bachelor Degree of any recognized University or of any other body accepted by the VMU as equivalent thereto with atleast one year experience after graduation.
3. All the Full time students who are seeking admission to this course have to qualify in the entrance examination conducted by this University/MAT/CAT/TANSET etc...
4. The ruling of the Academic Council shall be adopted for any criterion which is not covered by the above provisions.

##### **5.1. Eligibility Certificate**

The candidate who has passed any qualifying Examination other than the University shall obtain an Eligibility Certificate from the University by remitting the prescribed fee along with the application before seeking admission to the University.

##### **5.2. Physical Fitness Certificate**

- 5.2.1. Every candidate before admission to the programme shall submit to the Head of the Institution a Certificate of Medical Fitness from an authorized Medical Officer that the

candidate is physically fit to undergo the programme and does not suffer from any contagious disease.

- 5.2.2.** The candidates with disability should produce the Disability Certificate issued by the duly constituted District Medical Board.

## **6. Programmes Offered by the University**

A candidate may be offered one of the Programmes of study from those approved by the University.

- 1. MBA – specialized with Marketing, Human Resource Management, Finance, Systems, Operations Management, Logistics Management, International Business, Environment Management, Agri-Business Management, Airport & Airlines Management & Hospital Administration.**
- 2. MBA – Knowledge Management**
- 3. MBA – Banking, Insurance & Financial Market Services**
- 4. MBA – Entrepreneurship**
- 5. MBA – Real Estate Management**

## **7. Mode of Study**

### **7.1. Full-Time**

**7.1.1.** Candidates admitted under ‘Full-Time’ should be available in the Faculty of Management Studies of this University during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.

**7.1.2.** The Full-time candidates should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

### **7.2. Part -Time**

**7.2.1.** Candidates admitted under ‘Part-Time’ should be available in the Faculty of Management Studies of this University during the entire duration of working hours for the curricular, co-curricular and extra-curricular activities.

## **8. Admission**

- 8.1.** The students applying for admission to this programme of this University in Full Time mode shall be selected on the basis of merit through the “ALL INDIA COMMON ENTRANCE EXAMINATION (CEE) conducted by the University/ CAT/MAT/TANCET scores.
- 8.2.** The Admission Procedure for the CEE conducted by the University for this Programme is given separately.
- 8.3.** The minimum percentage of marks obtained from the above CEE for eligibility for admission to this programme shall be 50% for the general category candidates and 40% for the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes.
- 8.4.** Provided that a candidate who satisfies clause 5 also must have passed in the qualifying examinations.
- 8.5.** Non Resident / Foreign Nationals can be admitted upto 15% of total seats as per norms and guidelines of the University. They are exempted from the CEE stated in clause 8.1., but their merit will be ascertained based on their performance in qualifying examination approved by the Government and the University.

## **9. Duration of the Programme**

- 9.1. The Duration of certified study for the Full Time MBA programme shall extend over a period of 2 academic years (4 Semesters).
- 9.2. The Duration of certified study for the Part Time MBA programme shall extend over a period of 3 academic years (6 Semesters).

## **10. Extension of Maximum Duration**

The candidates who fail to complete the year-wise programme as mentioned in clause 9 would be permitted to complete the programme within a period of 4 years (8 semesters) for Full time candidates and 6 years (12 Semesters) for Part Time candidates. Those who fail to complete within the extended period shall be discharged from the course.

## **11. Commencement of the Course**

The academic year for the programme shall commence in the month of August every year.

## **12. Working Days in an Academic Year**

- 12.1.** Each Academic year shall consist of two semesters of not less than 90 working days including the Examination.
- 12.2.** The total number of working days and time schedule for this programme will be finalized by the concerned BoF and BoS every year

### **13. Migration/Transfer of Candidates**

- 13.1.** Migration / Transfer of a candidate from Faculty of Management Studies of another recognized University to this University and FMS of VMU in different campus shall be granted as per the norms of the VMU.
- 13.2.** Migration / Transfer of a candidate from other recognized University to VMU shall be granted provided the candidate should have passed (Without any arrears at the end of second semester) all the courses at the time of transfer.
- 13.3.** The provision of combination of attendance shall be granted to a transferee for admission to the examinations of this University on satisfactory fulfillment of the regulations of this University.
- 13.4.** The Rules/Guidelines for Migration of the students for this Programme is given separately.
- 13.5.** All Migrations/Transfer are subject to the approval of the Academic Council based on the recommendation of the Vice-Chancellor

### **14. Break of Study**

- 14.1.** Break of study may be permitted for genuine reasons like serious health problems and calamitous family situations. The Vice chancellor is vested with the power to permit the break for which the candidate must apply in the prescribed form enclosing necessary supporting documents and fees through his/her Dean - FMS sufficiently ahead of the proposed period of break. A break of study may cast for a period of 6 to 12 months.
- 14.2.** The period of break of study of the candidate for rejoining the course shall be calculated from the date of commencement of the discontinuance of the course.
- 14.3.** A maximum of one year (two spells having six months duration each) of break of study for PG degree courses will be allowed for the entire duration of the course. Any further break of study shall entail the candidate to be de-registered and his/her admission will stand cancelled.
- 14.4.** A candidate having a break of more than 12 months for PG Degree course, the course of study shall be extended by that period and the candidate is permitted to appear for the examination only after completing this extension period. The candidate shall apply to the University through his/her Dean - FMS for the extension using the prescribed form and fees.
- 14.5.** The duration specified for passing all the courses for the purpose of awarding degree as per clause 9 and 10 shall be increased by the period of such break of study permitted.
- 14.6.** If a student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study.



## **15. Rejoining/Discontinuing After the Break**

**15.1.** For PG degree courses the Candidate having availed a break of study between 6 and 12 months shall apply for rejoining the course in the prescribed form as in (ANNEXURE – I) by remitting the stipulated fee for condonation of break of study to the Academic Officer of this University through the Dean – FMS for issue of necessary permission to rejoin the course. The Dean – FMS shall not permit any candidate with a Break of study as stipulated above to rejoin the course without obtaining the prior permission from the authorities of the University.

**15.2.** All the postgraduate students have to execute a declaration at the time of registration with this university in this regard in the prescribed form as in Annexure –II.

**15.3.** Any break of study beyond two years for full time candidates are considered as discontinuation of study. This is applicable for all the years of study of the post graduate degree courses. However, in exceptional cases, if a candidate having a break of study beyond two years for full time candidates but less than four years for full time candidates and the break of study is in six months one spell, the Board of Management, may, on the recommendation of the Vice-Chancellor, permit the candidate to rejoin the course from the beginning of the year. The Candidate shall be permitted to rejoin at the beginning of the first year of the course (i.e.) the candidate has to re-do the course from the beginning and shall after fulfillment of the Regulations this University to the course concerned be admitted to the examinations. The candidate shall not be exempted in the subjects already passed.

## **16. Readmission after Extension**

If the candidates name is not registered with the University within three months from the cutoff date prescribed for the respective courses for admission without any valid reasons / ground for such non-registration, permission for re-admission for such candidates will not be issued by the University.

## **17. Program Structure**

### **17.1. Curriculum**

**17.2.1.** The curriculum and the syllabus for the course pertaining to the MBA Programme for Full time are given separately.

**17.2.2.** The curriculum and the syllabus for the course shall be prescribed by the Academic Council based on the recommendation of concern Board of faculty and Board of Studies.

## **17.2. Components of Curriculum**

1. The Curriculum of MBA Programme shall be consist of Foundation Courses, Supporting Courses, Lab based courses, Value Added Courses (Compulsory, Non – Credit), Course of independent study, Tutorial Classes, Core Courses, Elective Courses, Interdisciplinary Course, Industry Oriented Elective Courses and Project work
2. The programme will also include design projects/seminars/practical training, if they are specified in the curriculum.

### **17.2.1. Foundation Courses**

Foundation courses of MBA programme shall be consist of Accounting, Finance, Marketing, Human Resources, Operations, Strategy and Systems.

### **17.2.2. Supporting Courses**

Supporting courses of MBA programme shall be consist of Statistical Methods, Economics, Entrepreneurship and Business Communication.

### **17.2.3. Lab Based Courses**

Course work that requires hands-on training shall be normally conducted in a computer Laboratory or the students shall be expected to use their own laptop.

### **17.2.4. Value Added Courses**

Courses which are not part of the curriculum but are expected to have significant impact on the development of overall personality of the student are called Value Added Courses. These courses are compulsory but non-credit. The faculty will have flexible to offer any course as a value added course to the students according to the industry standard and need of the then hour.

### **17.2.5. Course of independent study**

Independent study calls for student's innovative ability to prepare documents on chosen topics by going through literature, preparing presentations and effectively presenting the material to the select group of staff. The internal assessment in independent course work, therefore, is based on all these factors. In addition, independent study may be any of the following:

1. Attending and actively participating in special lectures by industry experts, international and Indian faculty
2. Attending and actively participating in short term executive programmes
3. Submitting term papers and offering seminars.
4. Making industrial visit to gain industrial experience and submitting observation as a record

5. Attending industry/company specific customized courses/programmes.
6. Attending personality development programmes such as presentation skills, etiquette, culture, etc...
7. Enrolling the membership in professional body/forum according to the electives chosen and active participation in the event conducted by the forum.

Students are expected to do one course of independent study to earn mention in their consolidated statement of performance. It may be noted that courses of independent study do not earn credits for the students.

#### **17.2.6. Tutorial Classes**

Classes in which students will freely interact with the faculty and seek answer/opinion on any topic of interest or problem solving or sharing personal experiences are some activities in a tutorial class. Faculty also can give a structured lecture in a pre-determined topic, to induce the learning community to keep active participation which can prepare them employable either self or to meet out the industry expectations.

#### **17.2.7. Core courses**

Core courses consist of branch specific courses. Core courses are compulsory for all students belonging to a particular stream of specialization. A minimum of 10% of the core courses are made available as electives. Interdisciplinary and industry oriented electives are also available (within 10% of the total electives).

#### **17.2.8. Elective Courses**

Elective courses are those courses that will relate to an industry or a career choice within a functional stream during the third and fourth semester. Students shall choose two courses per term out of the courses listed as per their choice of functional area specialization. The electives from the curriculum are to be chosen with the approval of the Dean - Faculty of Management Studies.

#### **17.2.9. Interdisciplinary and Industry Oriented Elective courses**

A student may be permitted by the Dean - Faculty of Management Studies to choose a maximum of two electives from other academic disciplines, such as, Economics, Commerce, Engineering streams and industry oriented courses during the second year of his/her study, provided the Dean, FMS offering such course also approves such request subject to no clash in the time-table for the lecture classes of both departments/Schools.

### 17.3. Semester Curriculum

**17.3.1.** The total number of subjects for candidates admitted under full time study will be 28 (including 5 practical, Project work and Project Oriented Viva-voce), out of which 22 will be compulsory courses including practical, and 6 will be elective courses.

**17.3.2.** The candidates admitted under full time category shall take 8 courses in the first semester, 8 courses in the second semester, 8 courses in the third semester, 3 courses with a project work and Project oriented viva-voce in the fourth semester.

**17.3.3.** The candidates admitted under Part time category shall take 4 courses in the first semester, 5 courses in the second and third semester, 4 courses in the fourth and fifth semester, and a project work and Project oriented viva-voce in the sixth semester.

**17.3.3.** The curriculum and the syllabi for the course shall be as prescribed from time to time, by the Board of studies / Academic council.

### 17.4. Medium of Instruction

The medium of instruction for lectures, examinations and project work is only in English.

### 17.5. Course Evaluation

#### 17.5.1. Credits

Course work is measured in units called credit hours or simply credits. The number of contact hours of a course per week is the number of credits for that course. The details of credit allocation are as follows.

Nature of the Course	Periods/Hours per Week	Credits
Theory	3	3
	4	4
Laboratory	2 or 3	1
Special Laboratory	4 or 6	2
Theory + Laboratory	2 (Theory) + 1 or 2 (Laboratory)	3
Tutorial	1	1
Project Work (Fourth Semester)	18 (Minimum)	6

Summer project, Technical Seminar and Industrial Training are also given 1 or 2 credits depending on the amount of time allotted based on the specific requirement of the branch concerned.

### **17.5.2. Total Credits**

The total number of credits a student earns during the course of study period is called the total credits. A student must earn 90 credits for successful completion of the MBA programme (4 semesters).

### **17.6. Faculty Advisor**

To help the students in planning their courses of study and for general guidance on the academic Programme, the Dean, FMS/the Head of the Department will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students and monitor the courses undergone by the students, check attendance and progress of the students and counsel them periodically. The faculty adviser may also discuss with the class advisor or HoD and parents about the progress and performance of the students. The faculty advisor should serve as a care taker and counselor and has to maintain and audit by the Head of the Institution a complete information of the students assigned to him/her in an appropriate format and he/she should keep continuous assessment which are eligible with in his/her purview in the aspects of academic.

### **17.7. Class Committee**

**17.7.1. Every** class will have a class committee constituted by the HoD with concern of the Dean, FMS. The members of the class committee will be as follows:

1. Chairperson (a faculty member who is not normally teaching any course for the particular class).
2. All faculty members handling courses for the class.
3. Students (a minimum of 6 consisting of boys and girls equally on pro-rata basis).

**17.7.2.** The functions of the class committee shall include the following:

1. Clarify the regulations of the Programme and the details of rules therein.
2. Inform the student representatives, the academic schedule including the number of assessments, the dates and the syllabus coverage for each assessment.
3. Inform the student representatives the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/ project work/seminar etc.,) the breakup of marks for each experiment/exercise/module of work, should be clearly discussed in the class committee meeting and informed to the students through the class representatives.

4. Analyze the performance of the students of the class after each test and initiate steps for improvement.
5. Identify slow learners, if any, and request the faculty member's concerned to provide additional help/guidance/coaching to such students.
6. Discuss and sort out problems experienced by students in the class room and in the laboratories.

**17.7.3.** The class committee shall be constituted by the Head of the Department with concerned of the Dean, FMS within the first week of commencement of any semester.

**17.7.4.** The chairperson of the class committee may invite the class advisor/Faculty Advisor and the Head of the Department to the meeting of the class committee.

**17.7.5.** The Head of the Institution may participate in any class committee meeting.

**17.7.6.** The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Dean within two days of the meeting and arrange to circulate among the students and faculty members concerned. Points requiring action by the management shall be brought to the notice of the management by the Dean.

**17.7.7.** The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments as per the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

### **17. 8. Course Committee for Common Courses**

Each common theory course offered to more than one class/branch shall have a "Course Committee" comprising all the faculty members teaching the common course with one of them as nominated as Course Coordinator. The HoD will nominate the course committee for common course(s) handled in their department. The Dean will nominate the course committee for common courses handled in more than one department. This course committee will ensure that a common question paper is prepared for the tests/exams and uniform evaluation is carried out. The Course committee will meet a minimum of three times in each semester.

## **18. Examination**

### **18.1. Commencement of Examinations**

The University Examinations will be conducted twice in an academic year. The CoE would notify the dates of examinations to the candidates. The examination shall be commenced in the month of December and May in every academic year.

### **18.2. Requirements for Admission to Examinations**

#### **18.2.1. Attendance Requirements**

**18.2.1.1.** A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. Student should have earned a minimum of 75% overall attendance and a minimum of 75% attendance for individual courses including laboratory courses. If a student fails to secure the minimum overall attendance of 80%, he/she will not be permitted to go to the subsequent semester. They are required to repeat the incomplete semester in the next academic year.

**18.2.1.2.** If a candidate fails to satisfy the clause 18.2.1.1., they are required to repeat that incomplete course(s) in the next academic year whenever offered or complete the course(s) in the summer term if offered.

**18.2.1.3.** In order to obtain practical knowledge of each course, the following items (a – d) will be followed as mandatory part of the programme in every semester.

- a. The students must undergo mandatory internship training/regular classes through the prior approval of the Dean – FMS through HoD, which should be relevant to the curriculum of the respective semester at the maximum period of thirty (30) days excluding holidays.
- b. In every semester, students must attend invited lectures to share the expert knowledge of the subject experts organized by the Faculty/Department, which should not exceed more than 16 lectures as a mandatory.
- c. In every semester, students should undergo minimum one industrial visit for each subject with the prior approval of the Dean – FMS through HoD.
- d. Students should undergo minimum three of the external participation programmes such as Seminar, Conference, Workshop, Management Meet, and Symposium in every semester relevant to the curriculum with the prior approval of Dean – FMS through HoD.

**18.2.1.4.** A maximum of 10% concession in the overall attendance can be considered for student on medical reasons or for participation in the University / State / National / International level Seminar / Conference presentation and professional body/forum. Prior permission from the Vice-chancellor is necessary in the prescribed format along with supportive

documents for permitting such students for the end semester examinations. Claims without the valid documents become void.

**18.2.1.5.** The Dean - FMS has to furnish to the Controller of Examinations of this University, the attendance particulars specifying the number of working days attended by the candidate every 45 days both by E-mail and in hard copy form.

**18.2.1.6.** Before commencement of examination of the semester the Dean - FMS has to furnish the consolidated attendance particulars of the candidates for all subjects enrolled by him/her, specifying the number of days of attendance in each month for a period of one semester to this University, in the prescribed format.

**18.2.1.7.** The period of examination is also considered as working period (day) for this programme.

**18.2.1.8.** The attendance particulars for the Examination session for the respective study period are to be submitted two weeks prior to the commencement of the Examination. As the candidate would have paid the fees for the particular Examination, it could be presumed that he/she would attend the rest of the classes in the remaining two weeks after submission of attendance particulars to the University and appear for the Examination.

**18.2.1.9.** The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance, for individual courses.

**18.2.1.10.** Candidates who could secure **less than 65%** overall attendance and candidates are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

**NOTE:** All students are expected to attend all classes and secure 100% attendance. The above provision is made to allow for unavoidable reasons such as Hospitalizations/accident/specific illness/presentation of seminar or conference/participation of professional body/forum.

## **18.2.2. Condonation of Lack of Attendance**

**18.2.2.1.** Condonation of shortage of attendance up to a maximum of 10% may be sanctioned by the Vice-Chancellor in deserving cases.

**18.2.2.2.** A candidate lacking attendance shall submit an application in the prescribed form and remit the stipulated fee 15 days prior to the commencement of the examination.

**18.2.2.3.** The Head of the Department and Dean - FMS should forward the candidate's request application with their endorsements to the Controller of Examinations who would put it up for the Vice-Chancellor's approval.

**18.2.2.4.** Application not forwarded through proper channel will not be entertained.



**18.2.2.5.** Condonation of lack of attendance shall be taken up for consideration under the following circumstances:

**18.2.2.5.1.** Any illness affecting the candidate (The candidate should submit Medical Certificate from a registered Medical Practitioner to the Dean - FMS immediately after returning to Department after treatment)

**18.2.2.5.2.** Any unforeseen tragedy in the family. (The parent / guardian should give in writing the reason for the ward's absence to the Dean - FMS).

**18.2.2.5.3.** Participation in the University / State / National / International level Seminar / Conference presentation and professional body/forum and other co-curricular activities representing the Faculty of the University. (The Dean - FMS should permit the candidate to participate and instruct the concerned officers in -charge of the student's activities in their Department to endorse the leave.)

**18.2.2.5.4.** Any other leave the Dean - FMS deems reasonable for Condonation.

### **18.2.3. Other Requirements for Admission to the Examinations**

**18.2.3.1.** Registration for all Eligible courses in the current semester and arrear examination where ever applicable.

**18.2.3.2.** In view of conducting two internal tests, retests should be permitted only very rarely for genuine reasons with the approval of HoD and Dean. Such tests will be conducted before the last day of instruction of the concerned semester. Retest is not permitted for improvement.

**18.2.3.3.** A student prevented to register for any number courses in the end semester examinations for want of minimum attendance; he/she may be allowed to go to subsequent semester.

### **18.3. Provision for Withdrawal from Examination**

A student may, for valid reasons (medically unfit / unexpected family situations), be granted permission to withdraw (after registering for the examinations) from appearing for examination in any course or courses of one semester examination during the entire duration of the degree programmes. One application only for withdrawal is permitted for the semester examination in which the withdrawal is sought. Withdrawal application will be valid only if the student is, otherwise, eligible to write the examination and the application for the withdrawal is made prior to the examination in the concerned course or courses. The application for withdrawal should be recommended by the Head of the Institution and approved by the Vice-Chancellor. Withdrawal will not be considered as appearance for the purpose of classification of degree under Clause 20.

## **18.4. Scheme of Examination**

**18.4.1.** The University shall ensure that the minimum number of hours for lecture /practical /seminar etc. in the subjects in each MBA Programme. Examination as specified in the curriculum of the regulations.

**18.4.2.** The University shall ensure that the students of the Faculty, who do not fulfill the Regulation for Management Studies (Minimum Standards of Education), are not sent for the University Examination.

**18.4.3.** Each theory paper shall be of three hours duration.

## **18.5. Methods of Evaluation**

Evaluation may be achieved by the written test, practical, Summer Training project, Seminars and Project viva voce tested methods. It is achieved by two processes

**18.5.1.** *Formative or Internal Assessment (IA)* or Continuous Assessment is done through a series of Activities and Examinations conducted by the Faculty.

**18.5.2.** *Summative or University Examinations* or End Semester Examinations are done by the university through examination conducted at the end of the specified course.

The total marks for each course (Theory and Practical) will be 100, comprising two components as given below.

1. Continuous Assessment Marks (CAM) – 50 Marks
2. End Semester Exam Marks (ESEM) – 50 Marks

<b>Marks for</b>	<b>CAM</b>	<b>ESEM</b>	<b>Viva Voce</b>	<b>Total</b>
Theory	50	50	-	100
Practical	50	50	-	100
Project work & Viva Voce	50	100	50	200

## **18.6. Internal Assessment (Continuous Assessment)**

**18.6.1.** The IA shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, Internal/model test etc.

**18.6.2.** Weightage for the internal assessment shall be 50% of the total marks in each subject.

### **18.6.3. Validity of Continuous Assessment Marks**

The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from

the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) then the passing requirement shall be as follows:

**18.6.3.1.** The candidate should secure atleast 50% of the maximum marks prescribed for the course in the University examinations alone irrespective of Internal Assessment marks obtained, in addition to 50% in the total Internal Assessment and End semester marks.

#### **18.6.4. Improvement in Continuous Assessment Marks**

A candidate who has failed in any course in Continuous assessment shall be provided an opportunity to improve his/her CAM on remitting a fee and submission of a form prescribed by the University through the Dean, Faculty of Management Studies to the office of Vice chancellor.

**18.6.5.** The internal assessment marks (both in theory and Practical) should be submitted to the University endorsed by the Dean of the Faculty 15 days prior to the commencement of the theory examinations.

#### **18.6.2. Marks Distribution**

**The Procedure for award of Continuous Assessment Marks (CAM) is as follows.**

##### **(i) Theory Courses**

The distribution of marks for theory courses is as given below.

<b>Sl. No.</b>	<b>Parameters for Assessment</b>	<b>No. of Activities</b>	<b>Marks</b>
<b>I</b>	<b>Activity of Assessment (AoA)</b>		<b>20</b>
a	Case Study	2	2
b	Assignment	2	4
c	Indoor Activities: Seminar, Symposia, Conference Workshop, Quiz, & Management Game		5
d	Industrial Visit and Report submission	2	4
e	Field Visit or Internship Training		5
<b>II</b>	<b>External Participation</b> (Seminar, Symposia, Conference Workshop, Quiz, & Management Game – Minimum 2 Certificates should be submitted to the office)		<b>10</b>
<b>III</b>	<b>Attendance in each course (Refer Clause 18.6.3)</b>		<b>10</b>

Sl. No.	Parameters for Assessment	No. of Activities	Marks
<b>IV</b>	<b>Internal Test</b> Part – A: Objective Type (10 X 1 = 10 Marks) Part – B: Short Answer (05 X 2 = 10 Marks) Part – C: Descriptive Type - 03 out of 05 (03 X 10 = 30 Marks) <b>Total = 50 Marks, Duration: 2 hrs</b>	<b>2</b>	<b>5</b>
<b>V</b>	<b>Model Exam</b> [Part – A: Objective Type (10 X 1 = 10 Marks), Part – B: Short Answer (10 X 2 = 20 Marks), Part – C: Descriptive - Either or Type (5 X 14 = 70 Marks) <b>Total = 100 Marks, Duration: 3 hrs</b>	<b>1</b>	<b>5</b>
<b>Total Marks</b>			<b>50</b>

### (ii) Practical Courses

Every practical courses consisting of exercise/ experiment / field study / internship shall be evaluated based on the conduct of exercise/experiment and records maintained by the students. There will be at least one model practical examination. The criteria for awarding marks for internal assessment is as given below.

Particulars	Marks
Observation	10
Record	15
Field data with records	05
Model Practical and Viva voce	10
Attendance (Refer – 18.6.3)	10
<b>Total</b>	<b>50</b>

### (iii) Seminar

If seminar is prescribed in the curriculum, the same is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 3 seminars per semester and for each seminar marks can be equally apportioned. At the end of the semester the marks can be consolidated and taken as the final mark and hence, there is no need for End semester examination for SEMINAR.

#### **(iv) Project Work**

Students are to complete two projects works namely, Summer Project during the holidays between 2<sup>nd</sup> and 3<sup>rd</sup> semester and Final project in the fourth semester for Full Time Programme and sixth semester for Part Time Programme.

##### **(a) Summer Project**

It is for a period of not less than 4 weeks. This will be taken into account as a practical subject in the 3<sup>rd</sup> semester. At the end of Summer Project the candidate shall submit a certificate from the organization where he/she has undergone training and also a brief report as per the format prescribed by the faculty. The evaluation of the summer project work done by the student will be carried out by a committee constituted by the Dean on the recommendation of HoD. For each programme one such review committee will be constituted. There will be 3 reviews during the third semester by the review committee. The student shall make a presentation on the progress made by him/her before the committee. Continuous Assessment Marks for summer project as given in Annexure - III.

##### **(b) Final Project**

The project work at the end of fourth semester for Full Time and sixth semester for Part Time shall be evaluated for a total of 200 marks comprising of Project internal assessment 50 marks and external examinations carrying 150 marks (100 marks for project report evaluation and 50 marks for viva voce examinations). The duration of the final project is 45 days for Full Time programme and 90 days for Part Time programme.

The student should have acquired minimum 50 credits to commence their project work. If the student has not earned the required minimum credits, he / she have to complete the arrears (at least to the extent of earning the minimum credits specified) and then enroll for the project work in the subsequent semester.

The evaluation of the project work done by the student will be carried out by a committee constituted by the Dean on the recommendation of HoD. For each programme one such review committee will be constituted. There will be 4 reviews during the project duration by the review committee. If the student failed to appear two continuous reviews as per the schedule given the FMS, the said candidate will become ineligible for the final submission. The student shall provide a presentation on the progress made by him/her before the committee. Continuous Assessment Marks for the project work as given in Annexure – IV.

#### **18.6.3. Attendance Record and Marks for Attendance**

Every faculty members required to maintain an Attendance and Assessment Record for each course handled, which consists of students attendance in each lecture

/practical/tutorial/project work class, the test marks and record of class work (topics covered). Every month faculty members should be submitted to the Head of the Department periodically for checking the syllabus coverage and the records of test marks and attendance. The HoD after due verification will sign the above record and forward the same to the Dean - FMS. At the end of the semester, the record should be verified by the Dean. These records will be kept in safe custody by respective HoD for three years. The marks allocated for attendance is as follows.

<b>% of Attendance</b>	<b>Marks</b>
< 75	NIL
75 - 80	5
80- 85	7
85 -90	8
90 - 95	9
95 - 100	10

## **18.7. University Examinations**

### **18.7.1. Theory Courses**

1. The end semester examination for theory courses will be conducted with the same pattern of question papers and duration as that of the Model theory examination. The evaluation will be for 100 marks. The weightage for End Semester theory course will be 50.
2. The model question paper for each subject is enclosed with Syllabus, which is given separately.

### **18.7.2. Practical Courses**

1. Lab oriented Practical course will be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion.
2. End semester examination for practical courses and summer project will be conducted jointly by one internal examiner and one external examiner appointed by the Controller of Examinations.
3. The weightage for End Semester Practical course and summer project will be 50 marks.
4. The evaluation of the credit based seminar will be based on a viva-voce examination conducted by an internal examiner nominated by the Dean - FMS at the end of the semester.

5. The approval of the Appointment of examiners for theory, practical and Project work evaluation by the academic council of the university based on recommendation of the concerned BOF and BOS.

### **18.7.3. Evaluation of Project Work**

1. The evaluation of the Project work will be based on the project report and a Viva-Voce Examination by a team consisting of the supervisor, an internal examiner and an External Examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examinations. The weightage for project work will be 150 (100 marks for project report evaluation and 50 marks for viva voce examinations).

### **18.7.4. Malpractice**

If a student indulges in malpractice in any internal test / model examination / end semester examination, he / she shall be liable for punitive action as prescribed by the university.

### **18.7.5. Supplementary Examination**

After the publication of Fourth semester results for Full Time candidates, a supplementary exam will be offered to students who have failed in any of the theory courses in any of the semesters. Interested students should register for the supplementary exams required by them. Controller of Examinations (CoE) will publish a schedule of supplementary examinations after the last date of registering for the supplementary examinations. The pattern of evaluation will be the same as that of end semester examinations. For non-theory courses supplementary exams are not applicable.

**18.7.6.** A student who has appeared and passed any course is not permitted to re-enroll / reappear in the course / exam for the purpose of improvement of the grades.

**18.7.7.** The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him/her to carry out his/her professional day to day work competently. Evaluation will be carried out on an objective basis.

**18.7.8.** There shall be two main examinations in a year to be held not later than 6 months after the publication of its results.

### **18.7.9. Passing Requirements**

1. Passing minimum for each theory and practical course and project work is 50% in the Continuous Assessment and 50% in the end semester examinations individually.

2. For students scoring less than the passing minimum marks in the end semester examinations, the term “**RA**” against the concerned course will be indicated in the grade sheet. The student has to reappear in the subsequent end semester examinations for the concerned course as arrears. The letter grade “**RA**” will be indicated in the grade sheet for courses for which the student has insufficient attendance.
  - 2.1. In case of a student having shortage of attendance the student shall redo the course as a summer term course (Clause 18.7.9.5) or in the regular semester as the case may be required more discussion on summer course and register the course.
  - 2.2. For a student who is absent for theory/practical/ project viva-voce, the term “**AB**” will be indicated against the corresponding course. The student should reappear for the end semester examination of that course as arrear in the subsequent semester.
3. If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he / she secures a pass.
4. The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) then the passing requirement shall be as follows:
  - 4.1. The candidate should secure atleast 50% of the maximum marks prescribed for the course in the University examinations alone irrespective of Internal Assessment marks obtained, in addition to 50% in the total Internal Assessment and End semester marks.

## **5. Summer Term Course**

- 5.1. A summer term course may be offered by a department on recommendation of the Head of the Department and the approval of the Dean - FMS.
- 5.2. Summer term courses are offered only to those students who had taken the courses earlier based on insufficient attendance and had obtained “**RA**” as a Grade.
- 5.3. No student should register for more than three courses during a summer term.
- 5.4. Summer term courses will be announced by the Dean - FMS at the end of the even semester before the commencement of the end semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- 5.5. The number of contact hours and the assessment procedure for the summer term course will be the same as the regular semester course.
- 5.6. Withdrawal from a summer term course and examination is not permitted.



### **18.7.10. Examiners**

1. No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the projects for the award of the MBA degree unless he/she has atleast five year experience in teaching at PG level, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
2. External examiners shall not be from the same university.
3. External examiners shall rotate at an interval of 3 years.
4. There is a separate set of examiners for FMS from each different campus of the Vinayaka Missions University with internal examiners from the concerned campus.
5. There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

### **18.8.11. Submission of Laboratory Record Note Books and Project Report**

1. At the time of practical each candidate shall submit to the Examiners in his/her laboratory record note books duly certified by the Head of the Department and Dean - FMS as the bonafide record of the work done by the candidate.
2. The practical record shall be evaluated by the concerned Internal Examiner.
3. In respect of failed candidates the marks awarded for records at previous examinations will be carried over for the subsequent examination or the candidates shall have the option to improve his/her performance by submission of fresh records.
4. If a candidate fails to submit the summer project report and final project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester. The deadline for submission of summer project and final Project Report shall be 30 calendar days before the commencement of end semester examination.

## **19. Results & Readmission to Examination**

- 19.1. The University may ensure that the results of the examinations are published in time so that the student who successfully completes MBA programme. Examination can complete the course in within stipulated time prescribed by the regulation.

**19.2.** A student who fails in the Examination shall be allowed to appear next higher Semester examination

**19.2.1.** The student may carry over his/her subject(s) as Arrear(s) till his/her end of the course.  
But he/she should register all the subjects in each and every semester.

**19.3.** If the University may under exceptional circumstances, partially or wholly cancel any examination conducted by it, shall intimate to the Academic Council of the University and arrange for conduct the re-examination in those subjects within the period of 30 days from the date of such cancellation.

#### **19.4. Grace Marks**

Grace marks upto a maximum of 5 marks may be awarded to students who have failed in one subjects but passed in all other subjects at the completion of the course in each semester.

#### **19.5. Methods for Redressal of Grievances in Evaluation of Answer Scripts**

**19.5.1.** Students who are not satisfied with the grades awarded can seek redressal by the methods given below.

<b>S. No</b>	<b>Redressal Sought</b>	<b>Methodology</b>
1.	Request for photocopy of the answer script.	To apply to CoE within 5 days of declaration of result along with the payment of the prescribed fee.
2.	Request for revaluation of answer script.	
3.	Request for revaluation along with the photocopy of answer script.	
4.	Request for revaluation after obtaining photocopy of the answer script (Refer at S.No.01.)	To apply to CoE within 5 days of obtaining the photocopy along with the payment of the prescribed fee.
5.	Review of Answer scripts	To apply to CoE within 5 days of publication of revaluation results. ( Refer clause 19.5.2)

#### **19.5.2. Review of Answer Scripts**

A student can make an appeal to the CoE for the review of answer scripts by paying the prescribed fee.

## 20. Classification of Performance

Classification of performance of students in the examinations pertaining to the courses in a programme is done on the basis of numerical value of Cumulative Grade Point Average (CGPA). The concept of CGPA is based on Marks, Credits, Grade and Grade points assigned for different mark ranges. The following Table shows the relation between the range of marks, Grades and Grade points assigned.

Grade	Grade Points(GP)	Range of percentage of Marks	Class
O + +	10	95 - 100	FIRST CLASS WITH DISTINCTION
O +	9.5	90 - 94	
O	9	85 - 89	
A + +	8.5	80 - 84	
A +	8	70 - 79	
A	7	60 - 69	FIRST CLASS
B +	6	55 - 59	SECOND CLASS
B	5.5	51 - 54	
C	5	40 - 50	MINIMUM PASS
AB			REAPPEAR
RA			

**20.1.** A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtained any one of the following grades: 'O + +', 'O +', 'O', 'A + +', 'A +', 'A', 'B +', 'B' and 'C' mentioned above.

**20.2.** The grade 'RA' denotes Failed in the particular subject(s) which requires Reappearance (RA) for that particular course in the subsequent examinations. The grade 'RA' will figure in Result sheets and Grade Sheets.

**20.3.** The grade 'RA' denotes Failed in the particular subject(s) because of insufficient attendance which requires Reappearance (RA) for that particular course in the subsequent examinations. The grade 'RA' will figure in Result sheets and Grade Sheets mentioned in clause 18.7.9.2.

**20.4.** The letter grade 'AB' denotes Eligible to write the particular subject(s) but absent for that subject(s) which requires Reappearance (RA) for that particular course in the subsequent examinations.

## 21. Grade Sheets

### 21.1. Semester Grade Point Average (SGPA)

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered by the student during that semester.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

Where,

$C_i$  is the Credit for a course in that semester and

$GP_i$  is the Grade point earned by the student for that course.

The SGPA is rounded off to two decimals.

### 21.2. Cumulative Grade Point Average (CGPA)

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum_{i=1}^n C_i \times GP_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  is the credit for a course in any semester,

$GP_i$  is the grade point earned by the student for that course and

$n$  is number of all Courses successfully cleared during all the semesters.

The CGPA is rounded off to two decimals.

### 21.3. Issue of Grade sheets

**21.3.1.** Separate grade sheet for each semester will be given to the students by the CoE after the publication of the results.

**21.3.2.** After the completion of the programme a consolidated grade sheet will be issued to the student by the office of the CoE.

**21.3.3.** After results are declared, Grade Sheets will be issued to each student which will contain the following details:

1. The college in which the candidate has studied
2. The list of courses enrolled during the semester and the grade scored.
3. The Grade Point Average (GPA) for the semester and
4. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

## **22. Criteria for a Pass**

A student shall be declared to be eligible for the award of the MBA Degree provided the student has successfully completed the course requirements and has passed all the prescribed examinations in all the four semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.

## **23. Classification of Successful Candidates**

**23.1.** A successful candidate who secures **8 or above of the CGPA** in aggregate and passing all the subjects in his/ her first appearance will be declared to have passed in **First class with Distinction**

**23.1.1.** Authorized break of study vide Clause 14 and authorized withdrawal examination vide Clause 18.3 are permissible.

**23.2.** A successful candidate who secures **7 of the CGPA** in aggregate and passing all the subjects within **maximum of six semesters for regular students** will be declared to have passed in **First class.**

**23.2.1.** Authorized break of study vide Clause 14 and authorized withdrawal examination vide clause 18.3 are permissible.

**23.3.** Candidates who have passed all the subjects as per regulations and **not falling under the clauses 23.1 and 23.2** shall be declared to have passes in **second class.**

**23.3.1.** A student who is absent for the end semester examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination for the purpose of classification.

## **24. Ranking**

Students obtaining top 3 positions or top 10% in CGPA ranking (whichever is lower) in a branch will be considered as a rank holder. They should have passed all the prescribed courses in the first appearance and should have obtained a CGPA of  $\geq 8$ . The student should also have a clean record of discipline during the period of study. Special certificates will be given to rank holders.

## **25. Award of Degree**

The award of Degree will be approved by the concern authority of the University. The degree and consolidated Grade Sheet will be issued by Vinayaka Missions University.

## **26. Industrial Visit**

Every student is expected to complete the field visit / industrial training, if any, as prescribed in the curriculum. The Faculty Advisor in consultation with the Head of the Department will organize the visit. Faculty should accompany the students during Industrial visits.

**27. Discipline**

Every student is required to be disciplined and maintain decorum both inside and outside the college campus. They should not indulge in any activity which can bring down the reputation of the University or College. The Dean shall constitute a disciplinary committee, consisting of the Dean, HoD, Two senior faculty of the respective department to enquire into acts of indiscipline and notify the information as a report to the Academic Council about the disciplinary action taken.

**28. Modifications of Regulations**

These regulations are subject to modifications from time to time as per the decisions of the apex body of the University.

**PROFORMA FOR RE-ADMISSION**

1.	Name of the student with Register No.	:
2.	Name of the course and period of study	:
3.	Name of the Faculty / College	:
4.	Date of Joining the course	:
5.	Duration of break of study	:
6.	Details of examinations appeared & Subjects passed	:
7.	Reasons for the period of break of study of the course (Evidence should be produced)	:
8.	The details of previous break of study (Enclose Xerox copy of the condonation order)	:
9.	Whether his / her own vacancy is available for rejoining the course	:
10.	Whether any disciplinary case (i.e) Production of taste	:
11.	Whether the candidate has paid the prescribed fee for readmission sought for (furnish the details) Processing Fee: Rs.500/- Condonation Fee: Rs.1,000/- Per year of part there of (or) as revised by the University from time to time).	:
12.	Previous correspondence if any made (Furnish copies of relevant records)	:
13.	Recommendation of the Dean / Principal Director concerned	:

This is to certify that the details furnished above in respect of the candidate are verified and found to be correct.

**Signature of Dean / Principal / Director**

**(with seal)**

**Format for furnishing details of candidates in whose cases condonation of shortage of attendance has been granted for appearing for THEORY EXAMINATIONS.**

Name of the Faculty:

Academic year for which condonation has been granted for:

Sl. No.	Name of the Candidate (s)	Name of the Course and Branch (if applicable)	Total No. of working days/ hours for the year / semester	Minimum No. of days required for attendance certificate	No. of days attended by the candidate	Actual shortage of attendance
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

1. Requested condonation of attendance in respect of the above candidate/s as the shortage of attendance is within his /her condonation limit.
2. The Demand Draft for Rs..... being the condonation fee of shortage of attendance, drawn in favor of The Registrar, Vinayaka Mission's Research Foundation – Deemed University, Salem is / are enclosed.

Date :

Place :

Recommended by

Approved by

**(DEAN - FMS)**

**VICE CHANCELLOR**

(Signature with college seal)

(Signature with seal)

**Note :**

1. The fee prescribed for condonation of shortage of attendance as specified by the university shall be paid by the student.
2. The forms should reach the University at least 15 days before the commencement of respective University Examinations.
3. A separate list (Three copies, Degree wise) is showing candidates who have not earned the required attendance and are not eligible for condonation should also be sent at least 15 days before the commencement of Examination.



**DECLARATION**

I ..... Son of / Daughter of  
.....Residing at.....  
.....  
..... and admitted to in I year of .....  
.....(Name of the  
Faculty) do hereby solemnly affirm and sincerely state as follows.

I declare that I shall abide by the Rules and Regulations prescribed by the Vinayaka  
Missions University, Salem for the ..... (Course)  
including regulations for re-admission after the break of study.

Date:

**Signature of the Candidate**

/Counter signed/

**Dean - FMS**

(Office date seal)

**MILE STONES FOR SUMMER TRAINING PROJECT REPORT**

<b>Sl. No</b>	<b>Mile stones</b>	<b>Marks</b>
1	Submission of project permission letter in time with the concern of Project supervisor	5
2	<b>Review – I:</b> Industry Profile and Company Profile with records.	10
3	<b>Review – II:</b> Functional Areas of the selected Company with write-ups.	10
4	<b>Review – III:</b> Submission of draft report with approval of the supervisor	10
5	Submission of final report in time with the approval of respective supervisor.	5
6	Model Viva Voce	10
<b>Total</b>		<b>50</b>

**MILE STONES FOR FINAL PROJECT REPORT**

<b>Sl. No</b>	<b>Mile stones</b>	<b>Max. Marks</b>
1	Submission of project permission letter in time	5
2	Approval of Title & Synopsis	5
3	<b>Review – I:</b> Review of Literature & Questionnaire Approval	10
4	<b>Review – II:</b> Data Collection & Analysis	10
5	<b>Review – III:</b> Data Interpretation and Report Writing	10
6	<b>Review – IV:</b> Submission of draft report & Model Viva Voce	10
<b>Total</b>		<b>50</b>