

**DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY  
LUCKNOW**



**Rules and Regulations**

**For**

**Master in Business Administration (MBA)/Tourism  
Management(TM)**

**On**

**Choice Based Credit System**

**(Effective from the Session: 2016-17)**

## ***CHOICE BASED CREDIT SYSTEM (CBCS) ORDINANCE GOVERNING THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION (MBA) & MBA (TM)***

### **CHOICE BASED CREDIT SYSTEM (CBCS):**

The choice based credit system provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The choice based credit system provides an opportunity for the students to choose courses from the prescribed courses. The CBCS provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is considered to be better than the conventional marks system. It is necessary to introduce the grading system to make the uniformity among all technical institutions of India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the AICTE has formulated the guidelines to be followed.

### **DEFINITIONS OF KEY WORDS:**

- (i) University:** Dr. APJ Abdul Kalam Technological University, Lucknow (APJAKTU).
- (ii) Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- (iii) Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- (iv) Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses .
- (v) Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be earned by the students.
- (vi) Programme:** An educational programme leading to award of a Degree.
- (vii) Course:** Usually referred to, as papers is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- (viii) Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A, B, C, D, E and F.
- (ix) Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-point scale.
- (x) Credit:** A unit by which the course work is measured. It determines the number of hours of instructions. One credit is equivalent to 10 ó 12 hours of teaching.
- (xi) Credit Point:** It is the product of grade point and number of credits for a course.
- (xii) Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (xiii) Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- (xiv) **First Attempt:** If a student has completed all formalities and become eligible to attend the examinations and has attended at least one subject of passing, such attempt (first sitting) shall be considered as first attempt.
- (xv) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and CGPA earned till that academic year.

The CBCS provides choice for student to select from prescribed courses. Sequencing Plan for the MBA Degree Curriculum

<b>Semester</b>	<b>Course Coverage</b>
<b>I &amp; II</b>	<b>Core Courses</b>
<b>III &amp; IV</b>	<b>Core Courses &amp; Specialization</b>

**1. Admission**

**1.1 Admission to MBA/ MBA (TM) first year in Ist semester will be made as per the guidelines prescribed by the AICTE / Academic Council of the Dr. A. P. J. Abdul Kalam Technical University (APJAKTU) Lucknow/ according to latest notification of Government of UP**

**2. ELIGIBILITY FOR ADMISSION**

**2.1 Admission to MBA First Year through Entrance Examination:**

Candidates who have passed a minimum of 3 years of Bachelors degree or equivalent qualification with at-least 50 percent marks (relaxation for SC/ST candidates of 5%) from a recognized University.

**2.2 Direct Admission on Vacant seats at Institutions / College level:**

The eligibility criteria for direct admission is a minimum 3 year Bachelors degree or equivalent from a recognized University with at least 50% marks or as may be notified from time to time by AICTE/ University/ Government of UP.

**2.3** The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1 as per the guidelines of All India Council for Technical Education (A.I.C.T.E).

**2.4** Every student admitted to the MBA / MBA (TM) program, shall apply on prescribed form through respective college/ institute to the Registrar of the University for enrollment with all necessary documents such as Migration Certificate ( in original) / Transfer Certificate ( In original) ,as the case may be, and self attested copies of all required academic certificates.

### **3. ATTENDANCE**

- 3.1** Every student is required to attend all the lectures, tutorials, practical and other prescribed curriculum and co- curricular activities and a student is expected to attend 100 % classes including practical, seminars, special lectures etc. However, a minimum 75% attendance is required for appearing in the End Semester Examination.
- 3.2** Out of 100 %, attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students by the Principal / Director.
- 3.3** A further relaxation of attendance upto 15% for a student can be given by Head of Institution/ College provided that he/she has been absent with prior permission of the Head of Institution / College for the reasons acceptable to him.
- 3.4** No student will be allowed to appear in the end semester examination if he/ she does not complete 60 % attendance or satisfy the overall average attendance requirements of Clause no. 3.1 and 3.2 and such candidate(s) shall be treated as having failed and will be further governed by clause no 4.2 & 4.3.
- 3.5** The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

### **4. DURATION OF COURSES**

- 4.1** Total duration of the MBA/ MBA( TM) Course shall be 2 years, each year comprising of two semesters. Each semester shall normally have academic for the 90 working days or as prescribed by A.I.C.T.E from time to time.
- 4.2** The student admitted to 1<sup>st</sup> year MBA shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the course.
- 4.3** A candidate, who has failed twice in first year due to any reason (either due to his/ her non- appearance or he/ she being not permitted to appear in semester examinations) shall not be allowed to continue his/ her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause 4.2.
- 4.4** A student who wishes to temporarily discontinue the program and continue the same subsequently, has to obtain prior permission from the Registrar of University by applying the director / head of the college or institute. Such student has to take admission to the same semester again from where he/ she discontinued. However, the student shall be required to complete the program as per 4.2.

### **5. CURRICULUM**

- 5.1** The 2 year curriculum has been divided into 4 semesters and shall include lectures, tutorials, practical, seminars and projects etc, in addition to industrial training and educational tour etc. as defined in the scheme and executive instructions issued by the University from time to time.

**5.2** The curriculum will also include such other curricular, co ó curricular and extracurricular activities as may be prescribed by the university from time to time.

## **6. CHANGE OF COLLEGE**

Change of College is not permitted.

Change of study centre is not permitted.

## **7. EXAMINATION**

**7.1** The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be focused on class tests, assignment/tutorials, quizzes/viva voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practical and viva voce, inspection of certified course work in classes, project work or by means of any combination of these methods.

**7.2** The distribution of marks for sessional, end semester theory papers, practical and other examinations, seminars, projects, industrial training and general efficiency shall be as prescribed.

**7.3** The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

## **8. ELIGIBILITY OF PASSING**

**8.1** A student who score A+ to E shall be considered as passed. If a student secured õFö grade, he/she has to reappear for the examination.

(a) For a pass in a Theory Subject a student has to secure minimum of 30% of the maximum marks prescribed in the University Examination and 40% of marks in the aggregate marks in the subject including sessional marks i.e. Minimum Passing Grade is õEö.

(b) For a Pass in a Project Reports / Viva voce examination / Comprehensive Viva Voce, a student shall secure a minimum of 50 % marks of the maximum marks prescribed by the University Examination in the relevant Practical/ Internship / Project/ Viva voce marks i.e. Minimum Passing Grade is õEö.

**8.2** The student who do not satisfy the condition 8.1 or the student who remains absent shall be deemed to have failed in that subject and may reappear for the University examination in the subsequent examinations. However, the sessional marks awarded to the student at previous attempt in the concerned subject will be carried forward.

**8.3** The student who passes a course of a semester as per 8.1 shall not be allowed to appear for the same again, unless he/ she opts for abandoning of result as per 8.4- 8.8.

**8.4** A student may at his/her desire opt to abandon his/her performance of a semester in following manner.

(a) A student may opt to abandon his/her performance only in university examination of the semester.

- (b) A student may opt to abandon his/her total performance of the semester which includes performance in university examination and sessional marks.
- (c) A student may opt to abandon his/her performance in university examination of any or both semester of the same academic year only.
- (d) A student shall be allowed to abandon the performance only once during the entire course of study.
- (e) Performance of a semester once abandoned cannot be claimed again.

**8.5** The student who opts to abandon the performance of a semester as per clause 8.4, shall abandon performance in all the courses of that semester irrespective of the fact whether the student passed or failed in any subject of that semester. However in case of 4<sup>th</sup> semester performance in project shall not be abandoned.

**8.6** The student, who opts to abandon the total performance of the semester including sessional marks, has to take readmission for the relevant semester. Readmission to the first semester in such cases shall not be considered as fresh admission i.e. the student will continue to have the same University Roll Number, which was allotted earlier.

**8.7** The student, who opted to abandon his / her performance only in the University examination of a semester and does not desire readmission, shall be permitted to re-appear for examination of all the subjects of the semester in the subsequent examination as an Ex Student. However the sessional marks obtained by the student in the abandoned semester shall be retained.

**8.8** Such student who opted to abandon the performance in final year are eligible for the award of Class and Distinction at the MBA degree level, but are not eligible for the award of ranks.

**8.9** A student shall be declared to have completed the program of MBA degree, provided the student has undergone the stipulated course work as per the regulations and has earned at least 108 credits.

## **9 ELIGIBILITY FOR PROMOTION**

9.1 There shall not be any restriction for promotion from an odd semester to the next even semester.

9.2 For promotion from first year to II year (III semester) the student has to secure at least 50 % credits (27 credits) in the first year (combining I and II semester) including theory and practical credits.

9.3 The result of the semester shall be declared pass only on securing E or above grades in all subjects and minimum semester Grade Point Average (SGPA) is 5.

9.4 Student himself / herself may decide to abandon the performance of any one or both the semesters of same academic year as per the clause 8.4 and reappear in abandoned semester examination as per clause 8.5,8.6, 8.7 & 8.8

## **10 CARRY OVER SYSTEM**

### **10.1**

(a) A candidate who do not satisfy the requirements of clause 8.1(a) will be required to reappear in those theory paper/ practical during respective end semester exams in which he/she failed.

(b) A student shall be required to exercise his/ her choice of minimum theory papers in which he/ she desires to appear in the theory examination for improvement to fulfill the requirement of clause 9.3.

**10.2** All carryover examinations shall be held only with end semester examination.

## **11 RE-ADMISSION IN THE INSTITUTION/COLLEGE**

A candidate may be allowed for re- admission provided he/she satisfies one of the following conditions:

11.1 A candidate is declared fail.

11.2 A candidate did not appear in a semester examination/or he/she was not granted permission to appear in the examination.

11.3 A candidate has been detained by the institute and subsequently has been permitted to take re admission.

11.4 A candidate as an ex student passed the examination of the academic year or qualified for carry over system.

11.5 A candidate promoted with carry over subject and he/she opted for readmission.

## **12. COURSES**

12.1. There will be two type of courses.

(i) Core Courses: This is the course which is to be compulsorily studied by a students as a core requirement to complete the requirement of a program in a said discipline of study.

(ii) Elective Course: This is course which can be chosen from the pool of papers .It may be supportive to the discipline/domain /providing extended scope/enabling an exposure to some other discipline /domain/nurturing student proficiency.

12.2. The minimum number of students to be registered for an elective to be offered shall not be less than 20 % of the enrolled students.

12.3. The student may be permitted to opt for change of elective subject till 15 days before the date of commencement of the III semester, as per the calendar of the University.

### 13. COMPUTATION OF SGPA AND CGPA

13.1 The Dr. A.P.J. Abdul Kalam Technology University (APJKTU) Lucknow adopts absolute grading system wherein the marks are converted to grades and every semester result will be declared with Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated every semester except the first semester. The grading system is with the following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A+	A	B+	B	C	D	E	F
Grade Point	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	>90	<90	<80 ≥70	<70 ×60	<60 ×50	<50 ×45	<45 ×40	<40

13.2 A students obtaining grade 'F' shall be considered failed and will be required to reappear in the examination. Such students after passing the failed subject in subsequent examinations will be awarded with a grade E.

13.3 The University has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks in to letter grades on the basis of the result statistics of university as in usual practice.

- (a) The modality for moderation of marks before the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG and Controller of Examination.
- (b) The modality for moderation of marks if needed after the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG, Controller of Examination and an external member not below the rank of Professor nominated by the Vice Chancellor.
- (c) If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason, the average marks may be awarded as decided by the committee mentioned in 13.3(a). In case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
- (d) The Committee defined in 13.3(a) shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 13.3(c).
- (e) All the matters defined under 13.3(a) to 13.3(d) shall be executed subject to the approval of Academic Council of the APJKTU.



### 13.4 Computation of SGPA and CGPA

The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- (a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a students and the sum of the number of credits of all the course undergone by a student i.e  

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

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the students in the  $i$ th course.

- (b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a program ,i.e.  

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$
 where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.
- (c) The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

#### Illustration for Computation of SGPA and CGPA

##### Computation of SGPA Illustration No.1

Course	Credit	Letter Grade	Grade Point	Credit point (Credit x Grade)
Course 1	3	B+	8	3x8=24
Course 2	3	C	6	3x6=18
Course 3	4	B	7	4x7=28
Course 4	4	A+	10	4x10=40
Course 5	3	D	5	3x5=15
Course 6	4	C	6	4x6=24
Course 7	3	A	9	3x9=27
Course 8	3	C	6	3x6=18
Total	27			194

Thus,  $SGPA = 194/27 = 7.18$

##### Illustrative No.2

Course	Credit	Letter Grade	Grade Point	Credit point (Credit x Grade)
Course 1	3	B+	8	3x8=24
Course 2	3	C	6	3x6=18
Course 3	3	B	7	3x7=21
Course 4	3	A+	10	3x10=30
Course 5	3	F	0	3x0=00
Course 6	3	C	6	3x6=18

Course 7	4	A	9	4x9=36
Course 8	3	C	6	3x6=18
Course 9	2	D	5	2x5=10
Total	27			175

Thus, SGPA=175/27 = 6.48

Illustrative No.2 (a)

Course	Credit	Letter Grade	Point Grade	Credit point Credit x Grade
Course 5	3	E	4	3x4=12

Ci (First Attempt) 175+  
Ci (subsequent attempt)  
12=187

Thus, SGPA=187/27 = 6.92

Illustrative No.3

Course	Credit	Letter Grade	Grade Point	Credit point Credit x Grade
Course 1	3	B+	8	3x8=24
Course 2	3	C	6	3x6=18
Course 3	3	B	7	3x7=21
Course 4	3	A+	10	3x10=30
Course 5	3	A	9	3x9=27
Course 6	3	C	6	3x6=18
Course 7	3	A	9	3x9=27
Course 8	3	A	9	3x9=27
Course 9	3	D	5	3x5=15
Total	27			207

Thus, SGPA= 207/27= 7.66

CGPA=27 X 6.92 + 27 X 7.66/54 = 7.29

CGPA after Final semester

Sem-1	Sem-2	Sem-3	Sem-4
Credit: 27	Credit: 27	Credit: 27	Credit: 27
SGPA:7.18	SGPA:6.92	SGPA:7.66	SGPA:6.86

Thus, CGPA=27X 7.18+27X 6.92+27X 7.66+27X 6.86/108 = 7.15

13.4 Transcript (format): Based on the above recommendations on letter grades, grade points SGPA and CCPA, the transcript for each semester and consolidated transcript indicating the performance in all semesters may be issued

#### **14. CONVERSION OF GRADES INTO PERCENTAGE**

Conversion formula for the conversion of GPA into Percentage is  $CGPA \text{ Earned} \times 10 = \text{Percentage of marks scored.}$

Illustration:  $CGPA \text{ earned } 7.15 \times 10 = 71.5 \%$

#### **15. AWARD OF DIVISION, RANKS AND MEDALS**

Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the four semesters as per following details.

(a) A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years), and in addition secures a CGPA of 7.5 and above for the semesters I to IV shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS.**

(b) A candidate who qualifies for the award of the degree by securing E or above grades in all subjects of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1<sup>st</sup> semester and in addition secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION.**

(c) All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of four semesters, after his/her commencement of study in the 1<sup>st</sup> semester and in addition secures CGPA not less than 5.0 shall be declared to have passed the examination in **SECOND DIVISION.**

(d) If two students get the same *CGPA*, the tie should be resolved by considering the number of times a student has obtained higher *SGPA*; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A<sup>+</sup>, A, B<sup>+</sup>, B etc shall be taken into account in rank ordering of the students in a program.

**15.2** The Gold, Silver and any other Medals as decided by the university shall be awarded to students falls in the top ranks of various courses as per university rules.

#### **16. SCRUTINY AND REVALUATION**

16.1 Scrutiny shall be allowed in only theory papers.

16.2 Revaluation of theory/practical papers is permitted only with certain conditions as laid down by university.

#### **17. UNFAIR MEANS**

Cases of unfair means shall be dealt as per the rules of the University and the U.P. Public Examination (Prevention of Unfair means) Act if any in prevalence.

## **18. AWARD OF SESSIONAL MARKS**

Sessional marks for theory subjects, shall be awarded as will be prescribed and at present the break-up of sessional marks shall be as follows:

(a) Theory Subjects:

(i) Class test which will comprise 20 % of total theory marks with two mid-term tests of equal weightage.

(ii) Teacher Assessment Tutorial/Assignment/ Quizzes/ Attendance comprises 10% of total theory marks.

(b) Make-up test may be held only for those students who could not appear in any one of mid-term class test due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher upto that time.

## **19. AWARD OF SUMMER TRAINING PROJECT REPORT**

Each student has to successfully complete a following project for the award of MBA degree.

### **19.1 Summer Training Project Report**

1. At the end of second semester examination, it is mandatory for every student of MBA to undergo on-the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks duration. The college/institute will facilitate this compulsory training for students.

2. The student, after the completion of training will submit a report to the College/Institute which will form part of third semester examination. However, the report must be submitted by the end of September 30.

## **20. AWARD OF RESEARCH PROJECT REPORT**

In fourth semester, the candidates will have to submit a Research Project Report on a problem /topic (from the specialization areas) to be assigned by the department MBA under the supervision of a core faculty member of the department.

**Both Project:** Summer Training Report & Research Project Report shall be treated as project work and remuneration shall be paid as notified by university from time to time in respect of project evaluation.

## **21. CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled if:

- (i) He /She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University. Or

- (ii) He / She is found unable to complete the course within the stipulated time as prescribed in clause 4.2 or
- (iii) He / She is found involved in creating indiscipline in the Institution /College or in the University.

**22.** The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter /situation subject to the approval of Executive Council of the University & such decision(s) shall be reported to the Chancellor of the University.