

M.B.A Rules & Regulations

1.0 Duration of the Programme

The postgraduate program leading to the degree of Master of Business Administration will extend over a period of four semesters [2 academic years]; each semester will have duration of 75 working days.

2.0 Eligibility For Admission

2.1) Candidates for admission to the first Semester of the M.B.A. Degree program should have passed any degree, of any university recognized by U.G.C. or an examination accepted by SASTRA as equivalent thereto.

2.2) SASTRA will prescribe, from time to time, other eligibility conditions regarding: the minimum marks secured in the qualifying examinations, permitted number of attempts for obtaining the degree, qualifying performance in entrance tests, physical fitness, etc.

2.3) The sponsored candidates should satisfy the conditions regarding sponsorship that may be prescribed by SASTRA from time to time.

3.0 Program Structure

The M.B.A. program has a curriculum, with syllabus consisting of:

- a) Core courses, which give a broad base in the main field of study in the academic program concerned
- b) Elective courses chosen by the student in consultation with the faculty adviser
- c) Project work where special emphasis is laid on the application of knowledge to real-life problems.
- d) The program will also include seminars and practical training, as prescribed by the Board of Studies in the curriculum & syllabi and approved by The Academic Council.

4.0 The Credit System

4.1) Each course has a certain number of credits assigned to it, depending upon its importance and the contact periods in a week.

4.2) A letter grade, corresponding to the marks secured by the student, is awarded for each course for which a student has registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. The number of credits that the student has earned and the weighted grade point average measure a student's progress. This letter grading system will be followed at all levels of evaluation, namely class participation, assignments, midterm test, critiques, case presentation etc.

5.0 Completion of M.B.A. Programme

5.1) A student earns credits by passing courses every semester. A student, who has registered for the M.B.A. degree program, has to acquire 126 credits to be eligible for the award of the degree.

5.2) The courses will be offered on a semester pattern. For each course that the student undergoes during a semester, there will be a continuous assessment. Weights will be given to each activity such as presentation, class participation seminars, midterm & end term exams as under:

Class Participation	10 %
Case Presentation	05 %
Written Analysis of Case	10 %
Midterm Exam	25 %
End term Exam	50 %

5.3) Students shall undertake a mini-project work at the end of the second semester and a major project at the end of the fourth semester. The project work, chosen by the student and the guide, should be approved by the Head of the Department. The project reports will be presented for grading to the respective mentors at the beginning of the third semester and the end of fourth semester respectively.

A student should complete the M.B.A. program within a period of 4 years from the date of admission.

6.0 Academic Schedule of M.B.A. Degree Programme

6.1) The academic calendar for the M.B.A. programme of SASTRA is given below.

Semester Duration	75 Days
Cont. Assessment 3 tests	09 Days
Study Holidays	06 Days
Semester exam	08 Days

7.0 Requirements for Successful Completion of a Course & Earning Credit

7.1) Students must attend every lecture, seminar and practical class. However, in order to provide for illness and such other contingencies, a minimum attendance percentage has been prescribed for each course. Percentage of attendance of a student in a course will be the number of classes attended in that course divided by the number of the classes actually conducted from the date of his admission and multiplied by 100. A student can appear in an semester examination for a particular course only when he has put in a minimum attendance of 75% in that course.

7.2) A student who has not satisfied the minimum attendance requirement of 75% will not be allowed to appear for the Semester examination in that course. In such a case the student will have to repeat the

course in the corresponding semester during the next year, thereby losing one year.

7.3) A student should appear for the semester examinations in all the regular Courses (pertaining to that semester) in which he has satisfied the attendance requirements.

7.4) A candidate is considered to have passed a course if he secures a minimum grade D in that course. In addition to this the candidate should secure at least 50% in the semester examination for that particular course to pass a course. A candidate who does not pass a course during a semester will have to reappear for the semester exam for that course whenever offered next and secure the minimum passing mark in the exam and also a minimum passing grade D taking into account all other internal assessment grades along with semester exam marks.

8.0 Evaluation of Academic Performance & Promotion

8.1) Course-wise grades are awarded to the students by adopting the following scheme, based on the weights already discussed in 5.2.

GRADE	Range, Percentage	QUALITATIVE ASSESSMENT	POINT VALUE OF GRADE
S	85% & above	Outstanding	10
A	75% & above, but below 85%	Very Good	8
B	65% & above, but below 75%	Good	7
C	55% & above, but below 65%	Average	6
D	50% & above, but below 55%	Pass	5
F	Less than 50%	Fail	2
E	Absent for final Exam	Exposure	1
I	Lack of Attendance	Incomplete	0

8.2 Grade Point Average (GPA) & Cumulative Grade Point Average are calculated as follows:

$$\text{GPA} = \frac{\text{E (Number of Credits X Grade Points)}}{\text{E (Number of credits)}}$$

9.0 Classification of Results

At the end of program, the final results will be classified as follows:

CGPA	QUALITATIVE CLASSIFICATION
(1) 7.5 & above	First Class with Distinction
(2) 6.0 & above, but below 7.5 (Cleared all papers within 2 years)	First Class
(3) 5.0 & above, but below 6.0	Second Class

10.0 Saving Clause & Authority

The Board of Management of SASTRA reserves its right to alter or amend or repeal or annul any or all the rules & regulations.