

## Indian Institute of Information Technology, Allahabad

The present ordinance applicable to M.B.A. Programs offered at IIIT Allahabad has two sections as follows:

**Section A:** Pertaining to Choice & Credit Linked Continuous Assessment and Award (CCLCAA) Ordinance

**Section B:** Pertaining to Admissions, Examinations and Program Layout

### **Section A**

### **Ordinance for Choice & Credit Linked Continuous Assessment and Award (CCLCAA)**

#### **(For M.B.A. Degree Programs offered at IIIT Allahabad)**

<b>1</b>	<b>Background</b>	<p>The IIIT Act 2014 provides for as follows:</p> <p>17.(1) Subject to the provisions of this Act , the Senate shall be the principal academic body of the Institute and shall have the power to enact, amend, modify Ordinances, governing academic matters and the affairs and well being of students in the Institute.</p> <p>(2)(c) to recommend to the Board about commencement of new programmes and courses of study and undertake modifications therein;</p> <p>35. Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely;</p> <p>(c) the conditions under which students shall be admitted to the degree or diploma Courses and to the examination of the Institute, and shall be eligible for degree and diplomas;</p> <p>(e) to specify the academic calendar and approve grant of degrees, diplomas and other academic distinctions or titles;</p> <p>These Ordinances are accordingly framed in exercise of the powers so vested in the Senate of the institute with the following aims :</p> <p>1) To set up a mechanism for Continuous Assessment of the admitted student to the MBA Programs of the Institute;</p> <p>2) To set up a mechanism for continuous assessment based award of Degree / Diploma / Certificate, etc. to the admitted student of MBA, subject to the successful completion of Credits by the student(s) as specified thereto.</p>
<b>2</b>	<b>Ordinance Name</b>	<b>This Ordinance shall be called the Choice &amp; Credit Linked Continuous Assessment and Award (CCLCAA) of IIIT Allahabad.</b>
<b>3</b>	<b>Ordinance Number</b>	<b>2018/MBA/01</b>

4	<b>New / Revision/ Amendment IF A REVISION, Then OLD Ordinance Number</b>	<p style="text-align: center;"><b>Amendment for REVISION</b></p> <p style="text-align: center;"><b>OLD Ordinance Ref - Gazette Notification No.2914 in Part II Sec 3 Sub Section (ii),dated December 13, 2016</b></p>
5	<b>Definitions</b>	<p>For the purpose of this Ordinance, definitions as follows shall apply:</p> <ol style="list-style-type: none"> <li>1) <b>"Degree"</b> shall refer to the MBA Degree Program.</li> <li>2) <b>"Course"</b> shall refer to such Course(s) for which a student shall earn Credits after due assessment as per the laid provisions. Each Course shall comprise of Lecture, Tutorial and Practical/Practice Sessions. A Course may have either or all the three Components. Project is also treated as a Course.</li> <li>3) <b>"Academic Activities"</b> comprise of activities like Lecture (Physical Lecture Session), Tutorial (participatory discussion / self Study / Desk Work / Quiz/ Seminar Presentation, etc activities that make the student absorb &amp; assimilate, the delivered contents effectively) and Practical / Practice sessions (includes hands on experience / lab experiments/ Field Studies/ Case Studies etc activities that enable the student to acquire the requisite skill).</li> <li>4) <b>"Continuous Assessment"</b> shall refer to the evaluation of the student spread over the entire semester on the various constituent components of the prescribed course.</li> <li>5) <b>"Semester"</b> shall refer to a period covering the three component periods viz C1, C2 and C3, including the MAKE UP Exams period. A semester would generally be spread over twenty weeks.</li> <li>6) <b>"Course Drop"</b> shall refer to a student having to undertake a repeat of the Course(s) not being able to complete the Credit requirements of the Course(s), under the conditions stipulated in the Ordinance.</li> <li>7) <b>"Make Up Exam"</b> shall refer to the examination(s) conducted to allow the student to appear in the uncleared / underscored Sem - End C3 component, with a view to accord him an additional opportunity to improve upon his previous score.</li> <li>8) <b>"Blank Semester"</b> shall refer to a Semester in which a student either does not register for any course at the beginning of the Semester OR chooses to DROP all courses OR is so compelled to DROP all the courses, as the case maybe.</li> <li>9) <b>"Spill Over Semester"</b> shall refer to the additional semester(s) beyond the completion of prescribed normal semesters.</li> <li>10) <b>"Add On Courses"</b> shall refer to the Courses taken in addition to the regular prescribed courses for the completion of the normal degree, with a view to acquire added proficiency. These courses may be undertaken during and along with the routine semester courses OR additionally during the spillover Semester(s) i.e. upon extra time expenditure.</li> </ol>

		<p>11) <b>"AAA Section"</b> shall refer to the Admissions, Assessment and Award Section of the Institute.</p> <p>12) <b>"Equivalent Course"</b> shall refer to a course, which is projected as having the course component with fairly large amount of commonality with the mapped earlier course.</p> <p>13) <b>"Attendance"</b> refers to the physical personal presence in an academic activity session.</p> <p>14) <b>"Summer Semester"</b> refers to a Semester that is decided to be held during the intervening period of Even and Odd Semester (i.e. Summer Vacations period). It is at the discretion of the Department concerned and is NOT an essentiality.</p> <p>15) <b>"Grade Point"</b> refers to quantification of the performance of a candidate in a course as defined in Section B of this Ordinance.</p> <p>16) <b>"Diploma"</b> refers to a certification given on completion of minimum 40 credits in MBA.</p> <p>17) <b>"Honorable Exit Option"</b> refers to the Exit Options available to students, when they are unable to complete the prescribed two year M.B.A. Degree program in four successive years.</p> <p>18) In this document, he / him / his / himself etc are treated to be referring to a student / Faculty Member, without any Gender bias.</p>
6	<b>Preamble</b>	This ordinance is an articulation of the Institute's commitment towards the need of a 'continuous assessment' of its enrolled students, with a view that it enables student(s) to maintain the continuity in learning process, which eases them of the anxiety that un-necessarily peaks up during the Mid and End semester because otherwise the assessment process is predominantly such examination based. The proposed framework makes available a host of honorable exit options if a student fails to complete the requirements to earn the degree within the stipulated period.
7	<b>Date of Implementation</b>	The Ordinance shall come into effect from the date as may be decided by the Senate of the Institute. Accordingly, the prior Ordinance to this effect /piece meal policies / practices in vogue at the Institute so far, on the subject / related issues, shall stand superseded, w.e.f. such date.
8	<b>For Whom</b>	The Ordinance is meant for all Post-graduate Students admitted in various MBA Programs at IIT Allahabad w.e.f. Batch 2018 and onwards.
9	<b>Assessment Mechanism</b>	Continuous assessment takes into account all academic activities undertaken by the student during the currency of the said academic semester, in which a student is enrolled. This entails activities ensuring continuous assessments such as conduct of Review Test(s), Quizes, Tutorials, Assignments, Practicals, Surprise Tests, Project Work, Term Work, Seminars / Discussions, etc.
10	<b>When Assessed</b>	While the Review Tests would be held during the Semester at the end of said two component C1 & C2 periods respectively, C3 the End Semester Exams shall be scheduled by the AAA Section of the Institute, respective Faculty Member(s) shall declare the schedule of Quiz, Tutorials, Assignments, Seminars, discussions, etc.

		<p>Some of the components may also however take place in an un-scheduled manner like Surprise Tests.</p> <p>However, students shall be made aware of the assessment modalities that are going to be followed in a course by the faculty.</p>
11	<b>How many times assessed</b>	<p><b>End Semester</b> : Once in every Semester  <b>Review Test</b> : Not more than One per Component  <b>Tutorials/ Seminars / Discussions</b>: As may decided by the Faculty I/C of the Course  <b>Practicals</b>: At the end of each Practical Session  <b>Quiz</b> :As may be decided by the Faculty I/C of the Course  <b>Assignments</b>: As may be decided by the Faculty I/C of the Course</p>
12	<b>Attendance</b>	<p>a) At least 75% attendance is compulsory in every course individually, for being evaluated in a semester/summer semester.  b) Attendance is compulsory in the C3 Semester-End Examination or MAKE UP Exam as the case may be.</p> <p><b>Note:</b> 25% relaxation in attendance includes absence for whatever reasons, including medical reasons, social obligations, participating/representing in sports and/or cultural events, etc. All absence shall however be under expressed intimation to respective HoD for academic purposes and hostel warden for hostel purposes. Office of HoD shall in turn keep the AAA section informed accordingly.</p>
13	<b>Types of Assessment</b>	<p style="text-align: center;"><b>Overall Assessment</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>Formative Assessment</b> (During the Semester)</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>C1</b> (30%)</p> </div> <div style="text-align: center;"> <p><b>C2</b> (30%)</p> </div> </div> <p><b>Weightage:</b> (30%) (30%)  <b>Duration :</b> 1st - 8th Wk 8th - 16th Wk</p> </div> <div style="text-align: center;"> <p><b>Summative Assessment</b> (At the Semester End)</p> <p><b>C3</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Part1 (20%)</p> </div> <div style="text-align: center;"> <p>Part 2 (20%)</p> </div> </div> <p>(40%)  <b>Duration :</b> 6th - 18th Wk</p> </div> </div> <p><b>(The Semester duration is kept flexible to ensure completion of minimum working days equivalent to that of Sixteen Weeks of a semester i.e. 80 ± 5 days)</b></p>

14	<b>Individual Credit Weightage of each Component of Assessment</b>	<p><b>Component 1 (C1)= 30%</b> (To be completed within first 8 wks of the Semester)  <b>Component 2 (C2)= 30%</b> (To be completed during 9th to 16th Wks)  C1 &amp; C2 shall comprise of academic activities like Quiz, Tutorial Assessments, Assignments, Review Test, scheduled towards the end of the Component period, etc , as per the discretion of the Faculty In Charge of the respective Course.</p> <p><b>Component 3 (C3)= 40%</b> (to comprise of End Semester Examination and to happen during 16th to 18th Wk of the Semester). This assessment can be in one Part or Two Parts, as may be decided and pre-declared, by the concerned faculty member(s) in consultation with HoD.</p>
15	<b>Project Assessment Mechanism</b>	<p>A Project is also treated as a just another Course, with it being evaluated through Components C1, C2 and C3, where:</p> <p>C1 refers to assessment on Problem identification &amp; Definition, Literature Survey, Defending the methodology to be adopted for the Project, etc.</p> <p>C2 refers to the assessment on the Conduct of the experiment / Solution design and Analysis, together with the preparation of a draft report including results, discussion, etc.</p> <p>C3 refers to assessment, based upon Final Presentation, Demonstration / Defense.</p>
16	<b>When will the Assessment Outcome be known</b>	<p><b>End Semester :</b> At the end of the Semester  <b>Review Test :</b> Within 10 days after the conduct of the test. <b>Tutorials/Seminars / Discussions/Presentations:</b> Within a week after the activity is completed.  <b>Practice:</b> At the end of the Practical Session.  <b>Quiz:</b> Within a week after the conduct of the said Quiz</p>
17	<b>Overall Assessment - How &amp; When</b>	<p>Total assessment shall be the Sum Total / weighted outcome of the various components, subject to relative Scaling and revealed through an expressed statement of Grades / Equivalent Percentage, as stated on the Grade Card, in a Scale of 10, duly signed by a competent officer of the AAA Section of the Institute. The Grade Card shall be issued generally within one month of the declaration of the Final Result.</p>
18	<b>Credit Based Certification Scheme</b>	<p>The Ordinance provides for award of a suitable Certification based upon the credits actually earned by the Enrolled Student. Any kind of Certification shall however be possible only after the student has completed the normal duration of the Degree Program that is the four consecutive semesters from the date of admission. Thereafter, Certifications as follows shall be considered for award:</p>

SL. No.	Certification Name	NORMAL Course Duration	Maximal Course Duration	Credit Requirement
1	MBA Degree	Two Years (4 Semesters)	4 Years (8 Semesters)	A minimum of 76
2	Diploma in Management	Two Years (4 Semesters)	4 Years (8 Semesters)	A minimum of 40

\* Exit Options only;

- i. Once exited, no resumption is possible, except through a fresh admission in MBA Degree Program through open admission.
- ii. Subject to the completion of the normal Course Duration, a student can also voluntarily opt for availing of the Exit option, by making an expressed request to this effect to the AAA Section through the department.
- iii. Maximal Course Duration as indicated above, includes time spent on all provisions like MAKE UP Exams, DROP Course(s), Blank Semester(s), etc. singularly or in conjunction.
- iv. If the student is not able to complete 76 credits in four years, he would be bound to exit from the program.

<b>19</b>	<b>Provision of Degree with "Distinction"</b>	A bonafide student, eligible for award of MBA Degree as per the above Credit Based Certification Scheme, shall, upon securing a Degree Grade Point Index (DGPI) of 8.50 or above , be eligible for getting a MBA "Degree with Distinction".		
<b>20</b>	<b>"Make UP" Examinations</b>	<ol style="list-style-type: none"> <li>a) To happen during the 18th to 20th Week of the Semester.</li> <li>b) A Provision primarily for such Student(s) who for some reason secures less than 30% Marks in C3. ALTERNATIVELY, a student, with prior expressed permission from the Course Faculty and under intimation to AAA Section, may solicit an exemption from appearing in C3 and appear directly in the MAKE UP Examination. MAKE UP examination cannot however be viewed as an opportunity to improve upon the earlier granted opportunity. Whenever a candidate avails himself of the MAKE UP opportunity, the marks scored in MAKE UP Exams shall be considered for final Grade Calculation.</li> </ol>		
		<ol style="list-style-type: none"> <li>a) In a particular Course, if C1+C2, is less than 30%, then the student is deemed to have DROPPed in that particular Course.</li> <li>b) In a particular Course, if C3, is less than 30%, then the student is deemed to have DROPPed in that particular Course.</li> <li>c) In a particular Course, if the student fails to secure a Grade Point of less than 4.00 in the overall assessment, then the student is deemed to have DROPPed in that particular Course.</li> </ol>		

21	<b>DROP in a Course - How, When, Way out</b>	<p>d) In a particular Course, if the attendance is less than 75%, then the concerned student is deemed to have DROPPed in that particular Course.</p> <p>e) Whenever a candidate opts for Blank Semester(s) / DROP in a course(s), or is so compelled as per the provisions of this ordinance, s/he shall have to study the prevailing Course(s) / Prevailing Equivalent Course(s) offered by the department as per the prevailing scheme, when the student continues his/her study. Equivalent Course(s) shall be recommended by the respective department HOD for the consideration and approval of the Institute Senate, <i>apriori</i>, together with the course content of both - the earlier course as well as the new proposed equivalent course.</p> <p>f) A student may voluntarily choose to "DROP", one or more courses to match his speed of learning.</p> <p>g) A student may have to essentially DROP in one or more course(s), in case his/her SGPI falls below 5.00.</p> <p>Note - A DROP in a course would require a complete repeat of the Course, in all its components, including attendance, etc. in physical presence form.</p>
22	<b>"ADD ON" - Credits &amp;Certifications Contd.</b>	<p>1) In addition to the 76 Credits that a student is required to be enrolled in , a student could additionally enroll himself in few Credit Courses as per below, so as to earn ADD ON Credits:</p> <p>a) MBA - Additionally, a maximum of 16 Credits can be earned as ADD On certification.</p> <p>b) If ALL the 16 ADD ON Credits are earned from the Department of the initial Degree enrollment, the student would get the MBA Degree with Honours (SpIsn in xxxxx). All departments would define one or more such specializations and the courses for each such specialization, <i>apriori</i>.</p> <p>c) If the 16 ADD ON Credits are earned from any one of the particular Sister Department of the initial Degree enrollment, the student would get the MBA Degree with Honours (Minor in xxxxx). All departments would define one or more such specializations and the courses for each such minor, <i>apriori</i>.</p> <p>d) In addition to the Regular Degree an "ADD on Diploma" shall be awarded, if the 16 ADD ON Credits are earned from an assortment of Departments.</p> <p>e) If less than 16 Add-ON credits are earned then Add-ON Certification for xxxx credits) would be issued.</p> <p>2) The upper limit of Per Semester Credits, for which a MBA student, could at any time enroll himself would NOT exceed 24 Credits</p>
23	<b>Supplementary Exam / Back Paper Exam Provisions</b>	None. In conditions of 21 above, the student has to drop the particular course and re-register in the following semester, subject to availability and as per the then prevailing Course(s). In the case of Elective Courses(s), the student may opt to change the elective, which is allowed.
		<p>A student can opt to choose, either to move at the prescribed pace of learning or set his own pace of learning, at a slower pace, by utilizing the benefit of SPILL OVER Semesters, as per below:</p> <p>a) SPILL OVER Semester(s) provide for completion of re-registered Courses / ADD ON Courses.</p>

24	<b>Spill Over Semesters</b>	<ul style="list-style-type: none"> <li>b) Additional Semesters 5th to 8th shall be available as SPILL OVER Semesters.</li> <li>c) For being enrolled in these Semesters additional fees shall be required to be paid, BUT the same shall be in proportion to the Credit Hours Enrolled for, in that particular Semester.</li> <li>d) Additionally, the students wanting to take ADD ON Courses may utilize these Spill Over Semesters, to earn extra Credits, over and above the regular Degree requirements.</li> </ul>
25	<b>Ranks, Medals , etc.</b>	Only such students, who complete the 76 Credits in the first 4 successive Semesters shall be eligible to receive Ranks / Medals / Distinction / Honours etc and be eligible for student scholarships, etc.
26	<b>Power to remove the difficulties</b>	For the matter(s) NOT covered herein above or for unforeseen circumstances, but arising during the course of the implementation of the above ordinance , the Chairman Senate shall be authorized to remove the difficulties and decide the matters. The same shall be reported in the next meeting of the Senate.



## SECTION B

### Indian Institute of Information Technology . Allahabad

#### Ordinance for Admissions, Program Layout and Examinations (MBA Only)

<b>1</b>	<b>Background</b>	<p>The IIIT Act 2014 provides for as follows:</p> <p>17.(1) Subject to the provisions of this Act , the Senate shall be the principal academic body of the Institute and shall have the power to enact, amend, modify Ordinances, governing academic matters and the affairs and well being of students in the Institute.</p> <p>(2)(c) to recommend to the Board about commencement of new programmes and courses of study and undertake modifications therein;</p> <p>35. Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely;</p> <p>(a) the admission of the students to the Institute;</p> <p>(c) the conditions under which students shall be admitted to the degree or diploma Courses and to the examination of the Institute, and shall be eligible for degree and diplomas;</p> <p>(e) The conditions and mode of appointment and duties of Examining Bodies, Examiners and Moderators;</p> <p>(f) the conduct of Examinations;</p> <p>These Ordinances are accordingly framed in exercise of the powers so vested in the Senate of the institute with the following aims :</p> <p>1) To articulate the mechanism for admission to the MBA Programs of the Institute;</p> <p>2) To elaborate upon the general MBA Degree Program and layout, Grading System, etc;</p> <p>3) To set forth the conditions under which students shall be admitted to the degree or diploma Courses and to the examination of the Institute, and be eligible for degree and diplomas;</p> <p>4) To identify as to who would examine and assess the enrolled students;</p>
<b>2</b>	<b>Ordinance Name</b>	<b>This Ordinance shall be called the Ordinance for Admissions, Program layout and Examinations (Hereinafter referred to as Assessment) of the MBA Degree Program students of IIIT Allahabad.</b>
<b>3</b>	<b>Ordinance Number</b>	<b>2018/MBA/01</b>

4	New / Revision/ Amendment IF A REVISION, Then OLD Ordinance Number	<p style="text-align: center;"><b>Amendment for REVISION</b></p> <p style="text-align: center;"><b>OLD Ordinance Ref - Gazette Notification No.2914 in Part II Sec 3 Sub Section (ii),dated December 13, 2016</b></p>
5	Definitions	<p>For the purpose of this Ordinance, definitions as follows shall apply:</p> <ol style="list-style-type: none"> <li>1) <b>"Degree"</b> shall refer to the MBA Degree Program.</li> <li>2) <b>"Course"</b> shall refer to such Course(s) for which a student shall earn Credits after due assessment as per the laid provisions. Each Course shall comprise of Lecture, Tutorial and Practical/Practice Sessions. A Course may have either or all the three Components. Project is also treated as a Course.</li> <li>3) <b>"Academic activities"</b> comprise of activities like Lecture (Physical Lecture Session), Tutorial (participatory discussion / self Study / Desk Work / Quiz/ Seminar Presentation, etc activities that make the student absorb &amp; assimilate, the delivered contents effectively) and Practical / Practice sessions (includes hands on experience / lab experiments/ Field Studies/ Case Studies etc activities that enable the student to acquire the requisite skill).</li> <li>4) <b>"Continuous Assessment"</b> shall refer to the evaluation of the student spread over the entire semester on the various constituent components of the prescribed course.</li> <li>5) <b>"Semester"</b> shall refer to a period covering the three component periods viz C1, C2 and C3, including the MAKE UP Exams period. A semester would generally be spread over twenty weeks.</li> <li>6) <b>"Spill Over Semester"</b> shall refer to the additional semester(s) beyond the completion of prescribed normal semesters.</li> <li>7) <b>"Add On Courses"</b> shall refer to the Courses taken in addition to the regular prescribed courses for the completion of the normal degree, with a view to acquire added proficiency. These courses may be undertaken during and along with the routine semester courses OR additionally during the spillover Semester(s) i.e. upon extra time expenditure.</li> <li>8) <b>"AAA Section"</b> shall refer to the Admissions, Assessment and Award Section of the Institute.</li> <li>9) <b>"GPI"</b> refers to the Course Grade Point Index and is calculated as detailed in the Ordinance subsequently.</li> <li>10) <b>"SGPI"</b> refers to the Semester Grade Point Index and is calculated as detailed in the Ordinance subsequently.</li> <li>11) <b>"CGPI"</b> refers to the Cumulative Grade Point Index and is calculated as detailed in the Ordinance subsequently.</li> <li>12) <b>"DGPI"</b> refers to the Degree Grade Point Index and is calculated as detailed in the Ordinance</li> </ol>

		<p>subsequently.</p> <p>13) <b>"Equivalent Percentage of Marks Scored"</b> refers to the Equivalent Percentage of Marks Scored and is calculable as detailed in the Ordinance subsequently.</p> <p>14) <b>"Division"</b> refers to the Division awarded to the student as per the mechanism detailed in the Ordinance subsequently.</p>
6	<b>Date of Implementation</b>	The Ordinance shall come into effect from the date as may be decided by the Senate of the Institute. Accordingly, the prior Ordinance to this effect / piecemeal policies / practices in vogue at the Institute so far, on the subject / related issues, shall stand superseded, w.e.f. such date.
7	<b>For Whom</b>	The Ordinance is meant for all Postgraduate Students admitted in various MBA Programs at IIIT Allahabad w.e.f. Batch 2018 and onwards.
8	<b>General MBA Degree Program Layout</b>	<p>a) In general, the MBA Degree Program shall comprise of Four Semesters, spread over a period of Two Academic Years. Each academic year shall commence from July / August, while each of the two Semesters in July / August (Odd Semester) and January (Even Semester) each year.</p> <p>b) First successive Four Semesters are referred to as the Normal Semesters, while the subsequent ones as Spill Over Semesters.</p> <p>c) The medium of Instruction and assessment is English.</p> <p>d) Institute follows the Continuous Assessment pattern in lieu of the routine practiced Pass/Fail type end semester based examination pattern. Continuous assessment pattern promotes a win win situation for each student at his/her own pace and capability. The details are enshrined in the CCLCAA Ordinance of the Institute.</p> <p>e) The MBA Degree Program is maximally to be completed in Four Academic Years, after which the student shall have to be exited, as per the scheme enunciated in the CCLCAA Ordinance.</p> <p>f) In order to be conferred with the MBA Degree, a student has to earn at least 76 Credits, by enrolling himself in various Courses offered during a particular Semester.</p> <p>g) A student can enroll himself for a maximum of 24 Credits per Semester.</p> <p>h) A normal Semester shall generally comprise of 21 Credits or less, with an additional provision upto 24 credits to accommodate the DROP courses / ADD-ON courses.</p>

**For MBA**

Sem.	Normal Successive Semesters				Spill Over Semesters 5 <sup>th</sup> to 8 <sup>th</sup>
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
Duration	July/ Aug- Dec	Jan – May/ June	July– Nov/Dec	Jan-May/June	
Regular Credits	21	21	16	18	-
Maximum** Cr that can be enrolled into	24	24	24	24	24

- \*\* The maximum credit includes Add-on courses and Drop courses to the maximum extent in each semester
- i) There are specific provisions for "Degree with Distinction", "Degree with Honours", "ADD on Diploma", etc, which are as elaborated in the CCLCAA Ordinance separately.
  - j) A student MUST have a minimum of 75% attendance, in each Course separately, by the end of 16th week, else s/he is considered having DROPPed the course. (If by any chance, the department / Faculty concerned, is unable to compute the attendance percentage of the student i n any course, and the student continues to get evaluated, then also, the evaluation does not prevent the DROPPing of the Course, if at any stage the attendance Criteria is found to be breached.)

9

**General Layout of Course Content Delivery**

- a) Content delivery of a Course in the MBA Degree Program shall be through, either or all, of the following Methods:
  - I. **Lecture** - refers to Lecture Session(s) through face to face contact session. Denoted by "L".
  - II. **Tutorial** - refers to session(s) consisting of participatory discussion / self study / desk work / brief presentations by students along with such other novel methods that enable a student to efficiently & effectively absorb and assimilate the contents delivered in the lecture sessions. Denoted by "T".
  - III. **Practice** - refers to Practice / Practical sessions and it consists of Hands on experience / Laboratory Experiments/Field Studies/Case Studies/ Live Projectsthatequipthestudentstoacquirethemuchrequiredskillcomponent. Denoted by "P".
- b) In Terms of Credits, every One hour session of **L** amounts to 1 Credit per semester and a minimum of two hour session of **T** or **P** amounts to 1 Credit per Semester.
- c) One semester generally corresponds to a period of 20 Weeks for Teaching Learning and Assessment Process completion.
- d) Each Semester shall have a predefined number of Courses and each Course having predefined Credits.
- e) Each Course shall have a predefined layout in terms of L - T - P, with separate Credits assigned to each of them.

		<p>f) Course Classification - Any Course shall be classifiable as either of the following: Core Course / Elective Course/Special Course.</p> <p>g) <b>Core Course</b> is the one, which is compulsorily to be studied by the candidate. A Core Course may be termed as a <b>Soft Core</b>, if there is a choice or an option for the candidate to chose a course from a pool of courses from the main discipline / subject of study or from a sister / related discipline / subject which supportsthemaindiscipline/subject.IncontrasttothetermSoftCore,acompulsoryCoreCourseis called a <b>Hard Core</b> Course.</p> <p>h) <b>Elective Course</b> is generally the one which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study one which provides an extended scope / exposure to some other discipline / subject / domain or nurtures the student's proficiency / skill. An elective course chosen from an unrelated discipline / subject, with an intention to seek exposure is called an <b>Open Elective</b>. An elective course offered to acquire a special / advanced knowledge, such as supplement study / support study to a Project Work and a student studies such a course on his own with an advisory support by a Faculty, is called a <b>Self Study Elective</b>.</p> <p>i) A Course offered as a Core Course In none Program, may be treated as an Elective in another Program or vice versa.</p> <p>h) Project Work / Dissertation Work are referred to as <b>Special Course</b>.</p>
10	Admissions	<p>1) Admission to the MBA Degree Program of the Institute shall be held as per the policies as decided by the Institute from time to time.</p> <p>2) Reservation Policies as per Govt. of India norms for the Centrally Funded Technical Institutions shall apply, therein.</p> <p>3) Any Specialized MBA program to be offered shall be as decided by the Senate from time to time.</p>
11	Assessment Philosophy	Each assessment component is not merely test dominant, but should be problem-solving / practical-practice / mini project work / case study / discussions / assignment / seminar / tutorial / review-test based, such that the performance and score of the student is made aware to him/her, periodically.
12	How Assessed	As detailed in CCLCAA Ordinance
13	How many times assessed	As detailed in CCLCAA Ordinance
14	Types of Assessment	As detailed in CCLCAA Ordinance

15	Evaluation - By Whom Mechanism	<p>a) Generally, the Faculty Member(s) who are the Course instructors shall evaluate the students enrolled in that particular Course. In special circumstances, the Chairman Senate may allow for the evaluation by others.</p> <p>b) The Components forming part of assessment shall be announced by the concerned faculty at the beginning of the semester (during the first week of the semester) and shall then remain fixed uniformly for that entire class.</p> <p>c) The Student shall be shown the evaluated answer scripts after evaluation of various components C1,C2 etc, as detailed in the CCLCAA Ordinance. Marks scored after each component shall be communicated by the concerned Faculty to the AAA Section.</p> <p>d) Semesterly result compilation shall be done by AAA section with the respective Faculty communicating the scores of each component, of every enrolled student, to the AAA Section at the end of each component period, as detailed in CCLCAA Ordinance.</p> <p>e) The semesterly provisional Grade Card shall be issued by the AAA Section under the seal &amp; Signatures of AR/DR/JR (AAA) Section, as the case may be. The same shall be the only valid document in this respect.</p> <p>f) The semesterly Grade Card shall depict the Courses enrolled in, the Courses DROPPed, etc distinctly. An indicative template of the semesterly Grade card is as per <b>Annex.1</b></p>
16	Grading System & Definition	<p>a) Institute follows <b>Relative Grading System</b> on a <b>Scale of 10</b>, with 10 being the highest Score..</p> <p>b) The Grades are relative with respect to :</p> <ol style="list-style-type: none"> <li>I. the nature of assessment adopted by the particular faculty.</li> <li>II. the performance expected by the respective faculty.</li> <li>III. the performance of the class</li> </ol> <p>c) <b>Course Grade Point Index (GPI)</b> is Calculated as follows:</p> $\left\{ \frac{(C1 + C2 + C3)}{"\text{Defined Cut Off}"} \right\} \times 10$ <p>where,</p> <ul style="list-style-type: none"> <li>• C1 refers to marks scored out of 30</li> <li>• C2 refers to marks scored out of 30</li> <li>• C3 refers to marks scored out of 40 <ul style="list-style-type: none"> <li>▪ Total Score out of 100</li> </ul> </li> <li>• "Defined Cut Off"= <math>X_1</math> if <math>X_1 &lt; X_2</math> else "Defined Cut Off"= <math>X_2</math> where <math>X_1</math> and <math>X_2</math> are defined as,</li> </ul> $X_1 = \text{Max}(C1 + C2) + \text{Projected Corresponding score in } C3$

<p>16</p>	<p><b>Grading System &amp; Definition Contd....</b></p>	$= \text{Max} (C1 + C2) + \left\{ \frac{\text{Max}(C1 + C2)}{60} \times 40 \right\}$ <p>where Max (C1 + C2) is the maximum marks scored by any student in C1 + C2 Assessment.</p> $X_2 = \text{Max} (C1 + C2) + \text{Max} C3^* \quad (* \text{ without considering the marks scored in MAKE UP Exams } )$ <p>where Max C3 is the maximum marks scored by any student in C3 Assessment.</p> <p>In case, C1 + C2 + C3 equals OR exceeds the Defined Cut Off, then the Grade Point Index is rounded off to 10, thereby making 10 as the highest GPI achievable.</p> <p>d) The GPI is rounded off to the nearest second decimal digit.</p> <p>e) The topper may or may not get a GPI of 10 in any particular Course</p> <p>f) A student has to obtain a minimum GPI of 5.00 in order to successfully complete the requirements of that particular Course and also to earn Credits in that Course. In case s/he fails to do so then s/he has to accept a DROP in that particular Course and re-register it subsequently (in the same or Equivalent Course).</p> <p>g) During the period when the student could not successfully clear the C3 component and is yet to appear in the MAKE UP Examination, the student shall be notionally awarded "I" Grade, indicating that the said course is an '<i>Incomplete</i>' Course.</p> <p>h) <b>Semester Grade Point Index (SGPI)</b> is Calculated as follows:</p> $\frac{(GPI \times Course\ Credit_1) + (GPI \times Course\ Credit_2) + \dots + (GPI \times Course\ Credit_n)}{(\text{Sum of those Course Credits, for which the student successfully earned the Credits, in that Semester})}$ <p>i) A Student shall necessarily have to score a SGPI of 5.0 in every semester individually, with the successfully completed courses in that semester, failing which s/he shall voluntarily DROP few Courses to ensure a SGPI of 5.0.</p> <p>j) ADD on Courses shall qualify for award of GPI ONLY.</p> <p>k) NO SGPI / CGPI shall be calculable considering the ADD ON Courses.</p>
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	<p><b>Grading System &amp; Definition Contd....</b></p>	<p>l) <b>Cumulative Grade Point Index (CGPI)</b> is calculated as follows:  <math display="block">\frac{(GPI \times Course Credit_1) + (GPI \times Course Credit_2) + \dots + (GPI \times Course Credit_n)}{\text{(Sum of those Course Credits, for which the student successfully earned the Credits, <u>until</u> the completion of that Semester)}}</math></p> <p>m) <b>Degree Grade Point Index (DGPI)</b> is calculated as follows:  <math display="block">\frac{(GPI \times Course Credit_1) + (GPI \times Course Credit_2) + \dots + (GPI \times Course Credit_n)}{\text{Total Credits Enrolled and Successfully Cleared, subject to a minimum of 160 Credits}}</math></p> <p>n) When a student scores a DGPI of 8.50 or above, s/he shall be eligible to get the Degree with "Distinction".</p> <p>o) <b>Equivalent Percentage of Marks Scored</b> is calculable as follows:  I. For a particular Course - GPI x 10  II. For corresponding SGPI - SGPI X 10  III. For corresponding CGPI - CGPI X 10  IV. For corresponding DGPI - DGPI X 10</p>
<p><b>17</b></p>	<p><b>Power to remove the difficulties</b></p>	<p>For the matter(s) NOT covered herein above or for unforeseen circumstances, but arising during the course of the implementation of the above ordinance , the Chairman Senate shall be authorised to remove the difficulties and decide the matters. The same shall be reported in the next meeting of the Senate.</p>