

M.B.A Regulations



Dr. B R Ambedkar
National Institute of Technology Jalandhar – 144011
(An Institute of National Importance)

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Definitions

- NITJ/Institute: Dr. B R Ambedkar National Institute of Technology, Jalandhar
- Academic Calendar: The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- Academic year: Institutes academic year begins from July, 1 and ends on June, 30 every year.
- Candidate: Aspirant desirous to take admission in M.B.A programme.
- SGPA- Semester Grade Point Average (SGPA)
- CGPA- Cumulative Grade Point Average (CGPA)
- BoS- Board of Studies
- SMPC: Senate Masters Programme Committee
- M.B.A Supervisor: Faculty who mentors, advises, and is associated with the MBA student in his Research work.
- HoD: Head of the Department
- SENATE: Senate of the Institute

M.B.A Regulations

Regulations for the Admission to M.B.A Programme and Award of M.B.A Degree (Full Time)

1. Eligibility Criteria for Admission

The candidate must have bachelor's degree in any stream with 60% marks for General/OBC/EWS candidates and 55% for SC/ST/PwD candidates or equivalent CGPA (more than or equal to 6.5 CGPA for General/OBC/EWS candidates and 6 CGPA for SC/ST/PwD candidates). The Shortlisted candidates with CAT/GMAT/CMAT/MAT score will directly appear for Group Discussion (GD) and Personal Interview (PI). In case the seats remain vacant through CAT/GMAT/CMAT/MAT score then the institute will conduct its own test for filling up the seats followed by Group Discussion and Personal Interview.

Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet will be considered while verifying eligibility. Conversion from CGPA to percentage or vice versa given by individual Institute/university will not be allowed.

Foreign national candidates, who apply through Ministry of Human Resource Development, Govt. of India, or Indian Council of Cultural Relations, Govt. of India, are eligible to apply provided that they possess the same minimum qualifications as given in 1.1.

2. Admission Process

Admissions shall be made on All India Basis. Reservation rules of Govt. of India will be followed.

2.1 Fee Structure

Fee structure shall be at par with Institute's Regular Full-Time M.B.A Programme as passed in third meeting of BOS.

2.2 Seats

Admission to full time Two-year Master of Business Administration (MBA) Programme is on All India Basis Total Seats: 38 (General: 15, OBC: 10, SC: 06,

ST: 03, EWS: 04). Horizontal Reservation of 5% to PwD candidates in each category (General, OBC, EWS, SC, and ST) shall be applicable. Candidates applying in categories other than General shall have to provide documents in strict compliance to stipulations of Govt. of India.

- 2.3 Selection Procedure** Admissions will be made on the basis of CAT/GMAT/CMAT/MAT/Institute test (70% weightage), Group Discussion (15% weightage), and Interview (15% weightage). The weightage for the percentile for CAT/GMAT/CMAT/MAT is given below. **Percentile Scores below 40 will not be considered for admission.**

Equivalent Marks for CAT/GMAT/CMAT/MAT exam percentile						
Percentile	40-49	50-59	60-69	70-79	80-89	90 & above
CAT/GMAT	40	45	50	60	65	70
MAT/CMAT	35	40	45	55	60	70

The Shortlisted candidates with valid CAT/GMAT/CMAT/MAT score will directly appear in for group discussion and personal interview. At first, the seats will be filled from CAT/GMAT/CMAT/MAT Marks+GD+PI Score. Remaining vacant seats will be filled from Institute's Test Marks+GD+PI Score. All admissions will be provisional till these are confirmed subject to medical fitness, payment of all the fees, fulfillment of eligibility conditions, and verifications of certificates by the Academic Section of the Institute. The candidates whose result will be awaited as on date of counseling must have to submit the result (original/revaluation) immediately after its, failing which the admission may be cancelled.

2.4 Composition of committee for conducting GD and Interview

A five-member committee comprising of Dean Academics or his nominee, two External Experts, HOD-HM, and faculty member of the department (to be co-opted by HOD-HM) will conduct GD and Personal interviews of the candidates. HOD-HM will be ex-officio Chairman of the committee. HOD-HM will submit the list of 6 experts (Professors/Associate Professors of leading business schools and Top-Level Corporate Managers) to Dean Academics. Dean Academics will forward the list to the Chairman Senate cum Director for the selection of the said experts.

2.5 Broad Areas of Specialization

- a) Marketing Management
- b) Human Resource Management

c) Financial Management

- 2.6** The Board of Governors of the Institute on the recommendations of the Institute Senate may revise the number of seats for various Departments/Centres/specializations. The reservations of seats for the reserved categories candidates will be as per the Govt. of India norms. Dean (Academic) will recommend to the Chairman Senate regarding the operational aspects of the Programme including selection of candidates, the academic calendar and other regular activities regarding the conduct of the programme. If there are any vacancies after the admission date is over, the filling of such vacancies will be decided by the Chairman of the Senate.
- 2.7** Regarding all matters concerning selection of candidates, the decision of the Chairman Senate or his nominee will be final.
- 2.8** The selected candidates should satisfy all other admission requirements stipulated in the letter of offer of admission and only then they will be admitted to M.B.A Programmes after payment of the prescribed fee and other charges. If at any subsequent time, it is found that the candidates do not fulfill any of the stipulated requirements, Dean (Academic) may revoke his/her admission to the programme, with the approval of the Director.

3. Programme Structure

M.B.A. Programme will have the following components:

- a) Core courses (Theory)
- b) Elective courses
- c) Summer Internship (6-8 weeks during intervening summer break)
- d) Research Project

In addition, the M.B.A students may be required to give one or more seminars as per the requirements of the programme.

- 3.1** M.B.A. Programme will be completed in four semesters. During each M.B.A Semester, the student will register for course work and/or Project work as specified by the Institute Senate for each programme. The curriculum for different courses should be drawn up so that minimum number of credits for successful completion of M.B.A Programme is not less than 72 credits.
- 3.2** Each M.B.A student will be required to register for all the core courses specified in the curriculum of his programme of studies.
- 3.3** Each M.B.A student will have to register for specialization courses (2 courses

for major specialization and 1 minor specialization) offered by the department in that particular semester from the list of courses approved by the Institute Senate.

- 3.4** Candidates will have to successfully complete all the core courses, specialization courses, project work and research work appropriate as per the teaching scheme.

Each course will be assigned credits as follows:

- 3.4.1 One credit for each lecture period.
- 3.4.2 One credit for each tutorial period.
- 3.4.3 Credits for summer internship and research project will be as per the curriculum approved by the Institute Senate.

4. Registration

- 4.1** Every student will enroll and register for the courses he/she intends to undergo during the first semester of M.B.A Programme on a pre-specified date notified for the purpose.
- 4.2** In case of subsequent semesters, the registration for the courses will be done on a specified date/dates before the end semester examination of the previous semester. In this connection, there may be proper registration card, which will contain details of the core and elective courses, seminars, project work and Research Project to be taken up in the semester along with the number of credits for each course/seminar/project work./Research work.
- 4.3** Though the students will register for the research project in 4th semester, but they would start work in 3rd semester. There will be periodic review of research project of students both in 3rd and 4th semesters. The students will present their progress report before the department committee comprising of all faculty members of management area with HOD being the chairman of committee.
- 4.4** Late registration will be allowed with a late fee of Rs. 500/- up to one week beyond the last date specified for the registration. However, under special circumstances, the period may be relaxed by the Dean, Academic Programmes.
- 4.5** A student will become eligible for enrollment only if, in addition to satisfying all the academic requirements, he/she has cleared all dues to the Institute, hostel, library, etc., up to the end of the previous semesters and he/she has not been debarred from enrollment by the institute discipline committee.
- 4.6** A student may be allowed by Dean (Academic) to withdraw from a semester completely under extra-ordinary circumstances (e.g. medical grounds).

However, withdrawal from a semester will be allowed only for a maximum continuous period of two semesters.

5. M.B.A Supervisor

The following criteria may be followed for Faculty/Supervisor/Coordinator Allotment to M.B.A Students for their summer internship and research project:

- 5.1 Faculty will notify their research areas in which they would like to guide students.
- 5.2 Students will select their guides/supervisors upon taking their consent after discussion with respective faculty members.
- 5.3 Faculty member can maximums supervise/guide 10 students in a year.
- 5.4 The faculty members can involve PhD research scholars and alumni of the department for guiding MBA students on their research projects.
- 5.5 Any unforeseen conflict will be resolved by faculty members with mutual understanding.
- 5.6 Research Supervisor will guide both on Summer Internship and Research Project.

6. Minimum and Maximum Duration of the Programme

- 6.1 Minimum duration of M.B.A programme will be four semesters.
- 6.2 Maximum duration of M.B.A programme is three years.

7. Minimum requirement to continue the programme

- 7.1 An M.B.A student should successfully pass the 50% of the prescribed credits with CPGA not less than 5.0 at the end of 2nd semester. In case a M.B.A. student does not satisfy these requirements; he/she will have to leave the programme.

7.2 Attendance Requirements

7.2.1 The Institute desires 100% attendance with a provision for consideration for absence on account of late registration, sickness or other such contingencies. The attendance requirements of 75% of the scheduled classes in course are needed for appearing in the examination.

7.2.2 A student with less than 75% attendance in a course during a semester will be awarded 'W' grade in that course irrespective of his/her performance in the tests. The course coordinator, while awarding the grades, will take into account the consolidated attendance record for the whole semester.

7.2.3 The course coordinator will consolidate the attendance record for the

course from the beginning of the semester up to class test-I and class test-II and also up to the end of the semester. The teacher offering the course shall notify the students having less than 75% attendance with an intimation of the same to the concerned HOD and Deputy/Assistant Registrar (Academics).

7.2.4 Every faculty offering a course will take attendance till three calendar days before the last instruction day in the semester. The percentage of attendance, calculated up to this instruction day, will be indicated in code number/letter as follows:

Attendance rounded	Code No/letter
95%andabove	H
85%to 94%	9
75%to 84%	8
Below75%	L

A student who has attendance code letter L will not be allowed to sit for end semester examination in the course in which the short fall exists.

8. Summer Internship Report Research Project

8.1 Evaluation of Summer Presentation

The Summer Internships will be evaluated out of 100 marks (50 marks for internship report and 50 marks for presentation). The students will give their presentations before the department committee comprised of all faculty members of management area with HOD being the chairman of committee.

8.2 Evaluation of Research Project:

The evaluation of the project work will be done by an Evaluation committee:

- a) Concerned HOD
- b) Research Guide(s)
- c) The External Examiner(s) nominated by the Director

The research project (both report and presentation) will be wholly evaluated out of 100 marks.

8.3 Research Project Report:

The dissertation should be written in English in specific format. It should include the following:

- a) Abstract
- b) Introduction

- c) Literature review
- d) Research Methodology
- e) Result and Discussion
- f) Conclusions
- g) References
- h) Appendix

Further following guidelines should be followed:

- 8.2.1** The dissertation should be typed 1.5 spaced on both sides of the paper, of approximately 200 x 250 mm or A4 size, leaving 40mm margin on the left-hand side. Three copies (for supervisor, department and library) of the dissertation, with all photographs and illustration are to be submitted.
- 8.2.2** Heading of sub-divisions of the text should be in lower case capitals, left aligned and bold. Sub-headings should be in lower case capitals and placed immediately next to the margin and the text should start from the next line. Further, sub-heading should be lower case capitalized first letter only and placed next to the margin. The matter would be in continuation of sub-heading.
- 8.2.3** All symbols should be defined wherever they first appear and conform to the internationally accepted symbols.
- 8.2.4** Tables should also be typed on paper size 200X250 mm. These should be numbered serially with the work Table towards the left margin followed by title at the top of the table. Figure captions should be provided at the bottom of the figure.
- 8.2.5** References should be given in an alphabetical order without numbering in APA style. For details refer <https://libguides.murdoch.edu.au/APA/all>

8.3 Exclusion of material while checking plagiarism:

- 8.3.1 All quoted work reproduced will require necessary permission and/or attribution from the Journal/Author.
- 8.3.2 All references, bibliography, table of content, preface and acknowledgments.
- 8.3.3 All generic terms, laws, standard symbols and standards equations.
- 8.3.4 Matches up to 11 consecutive words.
- 8.3.5 All material (i.e. figures/images and tables) which is referred/cited from the original source.

8.3.6 Material/s published by student/supervisor from their own thesis/dissertation/self-publications/self-publications/duplication.

8.3.7 Standard experimental and theoretical methods.

8.4 Acceptance Level/reasonable duplication:

8.4.1 Introduction and literature review portion up to 25%.

8.4.2 Remaining material upto 10%.

8.4.3 At the time of submission, the report obtained from Turnitin to be attached with the Thesis/Dissertation and should be verified by the Supervisor.

9. Academic System

9.1 The academic system at NIT Jalandhar is framed on credit-based semester examination system. The credit system envisages a continuous evaluation of student's performance, and provides flexibility for academic progress at an optimum pace based on individual ability and convenience, subject to the constraint of the minimum requirements for continuation in the academic programme.

9.2 The student is awarded a letter grade from the prescribed grading system in each course registered by him. For each pass grade, the students accumulate the course credits as earned credits. The academic performance of the student is indicated in terms of the number of credits that he/she earns and the weighted grade point average. A specified number of credits that he/she earns and the weighted grade point average. A specified minimum number of credits should be acquired on semester or session basis in order to qualify for continuation the academic programme and for the award of M.B.A degree.

10. Grades

The grading system, the evaluation in terms of marks is replaced by the award of letter grades. The structure and guidelines for award of grades are given as under:

Grade	Point	Description of performance	Recommended cut off Marks*
S	10	Outstanding	90
A	09	Excellent	80

B	08	Very Good	70
C	07	Good	60
D	06	Average	50
E	05	Marginal	40
U	-	Unsuccessful	-
I	-	Incomplete	-
W	-	Withheld due to shortage of attendance or withdrawal	-
NP	-	Audit Pass	-
NF	-	Audit Fail	-

*Subject to confirmation based on standard deviation, if the sample size is greater than 20, and is flexible to the recommendations of the individual course coordinators with proper justification.

The grades will be awarded to a student in each registered course, based on his/her performances evaluated through a prescribed scheme of evaluation. In theory courses, the evaluation is weighted on class tests, assignment and end semester examinations in prescribed proportions. The recommended weightage for class tests is 40%, for assignments 10% and for end semester's examination is 50%. The credits for the course in which a student has obtained "E" (minimum passing grade for a course) or a higher grade will be considered as credits earned by him/her. For the other (elective) course in which U or W grade have been obtained, the student may take the same course or any other course from the same category when it is offered next. Further, 'U' grade secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the SGPA and CGPA.

An 'I' grade denotes incomplete performance in any course due to absence at the end of semester. Upon completion of all course requirements, the 'I' grade is converted to a regular grade.

These grades (NP and NF) are awarded in a course that the student opts to audit. Audit applications are allowed during the first four weeks of a semester. The audit pass (NP) grade is awarded if a minimum 'E' grade is obtained in the course and attendance is above 75% in the classes. If either of these requirements is not fulfilled the audit fail (NF) grade is awarded. In courses, where NP grade is obtained, the corresponding course credits are considered in the calculation of

SGPA or CGPA.

W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the class test-I.

11. **Grade Point Averages**

The performance of a student will be evaluated in terms of two indicates, viz, the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point of time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses, registered for in the semester.

$$\text{SGPA} = \frac{\sum(\text{Course credits} \times \text{Grade point}) \text{ except audit course) obtained during semester}}{\sum(\text{Course credits}) \text{ except audit courses, obtained during semester}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses obtained in all completed semester

$$\text{CGPA} = \frac{\sum(\text{Course credit} \times \text{Grade point}) \text{ for courses with pass grade except audit courses}}{\sum(\text{Course credits}) \text{ of courses with pass grade except audit courses}}$$

12. **Summer Contact Course and Additional Carry Course Pattern For students having U/W Grade:**

A student having U/W grade in a subject can opt for an additional carry course.

12.1 A student with W grade can carry his/her backlogs as an additional carry subject with the regular semester examinations subject to the condition that he/she will not take more than 30 credits in a regular semester. There will be no limit of credits for additional carry subject for a student having U grade in his/her subjects. Evaluation pattern shall be the same and there will be no change in the Grade obtained by the student if appeared in regular semester examinations.

12.2 A student can apply for a maximum of 3 courses as Summer Course as a special chance. Only one paper of 100 marks with time duration of 3 hours shall be conducted by the course coordinator. The students with U grade will not be required to attend any classes. The students with W grade will be required to

attend the classes during the Summer Course. The students during Summer Course shall be awarded one grade less than the actual grade obtained and the maximum Grade awarded shall be B.

13. Discipline

13.1 Every M.B.A student is required to observe proper discipline and decorous behaviour both inside and outside the campus. He/she should not indulge in any activity, which will tend to lower the prestige of the institute.

13.2 Any act of indiscipline on the part of student will be referred to the Discipline Committee. The Committee will investigate the charges. If the student is found guilty, the committee will recommend suitable punishment for the same to the Director.

14. Award of M.B.A Degree

An M.B.A student will be eligible for the award of M.B.A degree:

- (i) If he/she has successfully completed the entire core course/elective course, Project work, Research work and any other requirement of the curriculum as required by the institute Senate.
- (ii) If he/she has earned the required credits as applicable on the respective batches and approved by the Institute's Senate.
- (iii) If he/she has obtained a minimum CGPA of 6.0 in the entire course.
- (iv) If he/she has paid all the institute dues including hostel dues, library dues, etc.
- (v) No disciplinary action is pending against him/her.

The award of M.B.A degree will be approved by the Board of Governors of the institute on the recommendations of the institute Senate.

15. Senate Masters Programme Committee:

The Senate Masters Programme Committee (SMPC) shall have the following constitution:

- | | |
|---|------------------|
| 1. Dean Academic | Chairman |
| 2. Associate Dean –Academic (PG) | Member Secretary |
| 3. HoD/UG Coordinator from four Academic Departments
(one from Sciences and three from allied Engineering Departments/Management, to be nominated by Chairman, Senate) | Member |
| 4. Six Additional Members | |

- | | |
|--|--------|
| i. Immediate former Chairman, SMPC*
(if not otherwise a member, *first time, to be nominated by Chairman, Senate) | Member |
| ii. Associate Dean-Academic (UG) | Member |
| iii. Two Nominees of Chairman, Senate
(from Senate Members) | Member |
| iv. Two Students (one Male and one Female),
One from M. Tech. and one from other Masters Programme
<i>(to be nominated by the Dean Academic)</i> | Member |

Jurisdiction of SMPC:

The proposed Senate Masters Programme Committee (SMPC) shall have jurisdiction in recommending the following matters concerning the postgraduate programme of the Institute:

1. The recommendation of new PG programmes
2. The recommendation of new courses
3. Recommendation for desirable modification of courses already approved
4. The credit value of courses
5. The admission of qualified students to candidacy for degrees
6. The formation of rules governing the evaluation and disposal of Dissertation/Project
7. Recommendations for granting of degrees
8. in such other related matters as may be referred to it by the Senate

The functions of the Senate Masters Programme Committee (SMPC) consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities, the Committee shall make full use of the appraisals and recommendations of the various academic departments/centers concerned while recommending a case to the Senate. This Committee shall take up the matters related to Masters Programme referred by concerned BoS of various Departments.

The tenure of committee and the Chairperson, SMPC shall normally be of two years.

GENERAL

Notwithstanding anything contained in these Regulations, all categories shall be governed by the rules and procedures framed by the Senate, and in force from time to time. Any doubt or dispute about the interpretation of these Regulations shall be referred to the Director whose decision shall be final. Eligibility for admission to M.B.A. programme may be reviewed from time to time and can be revised with the approval of the senate.

All exceptions and issues not covered above may be referred by the Director to the Senate Masters Programme Committee (SMPC). Recommendations of the SMPC are to be put up to the Director for consideration and to be implemented only if approved.