



Academic Regulation



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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ACADEMIC REGULATION

MBA FULL-TIME PROGRAMME

Approval History

| ACM NO | Date | Resolutions/Revisions |
|--------|------------|--|
| 1. | 16.11.2021 | The proposed Academic Regulation of MBA is provisionally approved by Academic Council .The Academic Regulation and the course structure is approved by academic council. |
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ACM: Academic Council Meeting

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PRELIMINARY

Title and Commencement

This document may be called as the Srusti Academic Regulation. The rules contained in this manual shall be effective from the year academic 2021-22(July-June).

Repeal and Savings

All rules, orders and instructions, hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that, save as otherwise specified in these Rules, any order made, instruction issued, things done or actions taken under the rules, orders, and instruction so repealed shall be deemed made under these rules and shall continue to have force and effect.

Introduction

The prime objective of an institute imparting management education mostly for undergraduate and post graduate programs is to make the students corporate ready. Some of them may also go for higher study and carry out research and development activity. The genuine progress of the institute relies upon the future performance of these students in their work field. However students are to be tested during their course of study to assess their readiness for upward movement and for corporate world.

1. Definitions of Keywords

College: Srusti Academy of Management (Autonomous), Bhubaneswar, Odisha

- a. **Academic Year:** Two consecutive (one odd + one even) semesters i.e. Autumn Semester (July to December) and Spring Semester (January to June) constitute one academic year.
- b. **University:** It is the Affiliating University, i.e., BPUT, Odisha.
- c. **Program:** It is an educational course leading to the award of a Degree like MBA.
- d. **Specialization:** A discipline of study like Marketing, Finance, HR, OM and IT.
- e. **Semester:** Each semester will consist of at least 10-12 teaching weeks with 6 teaching days per week and a minimum of 70 teaching days, excluding the period of examination, holidays, and days when classes are suspended. The autumn (odd) semester may be scheduled from July to December and spring (even) semester from January to June.
- f. **Semester Scheme:** Each year of a PG Program is divided into two Semesters as defined above for course delivery, followed by Continuous Teacher Evaluation (CTE) throughout the Semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) for Achievement Testing.
- g. **Subject:** It is a component of a program, usually referred to as “course” like Marketing Management, Human Resource Management etc. All subjects need not carry the same weight. The subjects should define Course Outcome, Learning Objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities,

project work, viva, seminars, term papers, assignments, quizzes, presentations, guided self-study, etc.

- h. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to ten hours of teaching (lecture or tutorial) or twenty hours of practical work. Different courses have different credits as specified in the approved curriculum.
- i. **Credit System:** A system enabling quantification of course delivery, with a credit being assigned to each subject and a grade awarded after a student completes its teaching-learning process followed by passing in the examinations.
- j. **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed set of courses comprising core, elective/minor or skill based courses.
- k. **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 completed by the students as per the respective curriculum approved by the Academic Council.
- l. **Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, E, A, B, C, D, F, S, and X.
- m. **Grade Point:** It is a numerical weight allotted to each grade on a 10-point scale.
- n. **Credit Point:** It is the product of grade point and number of credits for a subject.
- o. **Semester Grade Point Average (SGPA)** is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester.
- p. **Cumulative Grade Point Average (CGPA)** is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters.

ACADEMIC REGULATIONS FOR MBA FULL-TIME PROGRAMME

1.0 Duration of Curriculum and Calendar

Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of weeks in each semester shall be 14-15 weeks with a minimum of 70 teaching days excluding the period of examination and holidays. After the end of second semester students will undergo a Summer Internship Project (SIP) work of 6 weeks.

| | |
|------------------------------------|------------------------------------|
| Autumn Semester (Odd semester) | August to December |
| Spring Semester (Even Semester) | January to June (including SIP) |

Each year the college shall draw out an academic calendar and associated activities, which shall be strictly adhered to and is unalterable with provision for modification. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

Duration: The duration of the programme shall be governed by the regulations laid down by AICTE subject to changes from time to time. As per the prevailing regulations, MBA programme is two years (four semesters) and a weaker student can complete this two years programme in not more than four years.

2.0 Eligibility for Admission:

- 2.1 Admissions to all the technical/professional educational institutions in the state of Odisha are governed by The Orissa Professional Educational Institutions (Regulation of Admission and Fixation of Fee) Act, 2007.
 - 2.1.1 As per the provisions of OPEI Act, a single window centralized admission system is administered by Odisha Joint Entrance Examination (OJEE) under the direction of the Policy Planning Body duly constituted by State Government.
 - 2.1.2 The Odisha Joint Entrance Examination (OJEE) is conducted every year for preparation of a common merit list and admission to MBA is done through centralized web-based counseling.
 - 2.1.3 85% seats are allotted by State Admission Authority on rank-choice basis to the students having State (OJEE) rank, with due consideration of the reservation quota.
 - 2.1.4 15% seats are allotted by State Admission Authority on rank-choice to the students having All India Test rank, with due consideration of the

reservation quota.

| Qualifying test | Reservations |
|-----------------|--------------|
| MAT | 3% |
| CAT | 3% |
| XAT | 3% |
| CMAT | 3% |
| ATMA | 3% |

2.1.5 Although there is minimum qualifying percentage of marks required in the qualifying examination (50% for GEN or 45% for RES) to seek admission, allotment of seats are made by OJEE based on rank in entrance and choice exercised by the students.

3 Subject-wise Registration and Eligibility to Appear at Examinations

3.1 Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester.

3.1.1 A student is allowed to attend classes only for those subjects that he / she has registered in a semester.

3.1.2 A student (who has been) promoted with a backlog has to first register for the backlog subject(s) if the same is being offered in a semester.

3.2 All Registered students of the University have to register for each of the subjects they are required to study before commencement of a semester at the college level.

3.3 A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study the students may register in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study a student may register the backlog (failed) subjects of his / her programme of study of lower semester. After completing the final semester (MBA), a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester.

If a student does not secure a pass grade in Practicals / Teachers Assessment / mid-term, he/she has to clear the same as prescribed above.

3.4 A student shall not be allowed to appear in the semester examination (including Special Examination of that year) in those particular theory subjects where he/she has shortage in attendance. He/She will be allowed to appear at the theory examinations in other subjects where he/she has no shortage in attendance.

The attendance shall be considered from the date of commencement of classes as per academic calendar of the College. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the semester. Attendance record must be compiled at the time of each mid-term test and the students with poor attendance must be informed through notification. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/she is debarred for appearing the end term examination due to shortage of attendance.

- 3.5 **Concessions:** A student who has been absent for short periods on health ground shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at end-semester examination/ Special Examination with shortage of attendance below 65% in any of the registered subjects.
- 3.6 A student shall be admitted to any examination in a subject only if he/she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.
- 3.7 A candidate shall be allowed in an end-semester examination only after he/she is issued an Admit Card for the relevant examination by the College.
- 3.8 A student who is promoted to the next higher year with backlog in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.
- 3.9 A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical certificate and (ii) the HODs recommendation to avail such relaxation.

4 Rules for Examinations

4.1 Each programme consists of the following four types of items:

- 4.1.1 Theory Items
- 4.1.2 Practical/training/laboratory Items
- 4.1.3 Sessional Items
- 4.1.4 Project Items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

- 4.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the college as per programme announced at the beginning of each academic year.
- 4.3 Back paper examinations, if any, shall be held with the normal end-semester examination.

- 4.4 Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in subsequent year.
- 4.5 There shall be Special examinations after the final semester examination for the backlogs of all the semester subjects. Students who have gone through the final semester examinations are eligible to appear at the Special examinations. Students who have appeared at the semester examinations and secured 'F' grade in the subject, are eligible to avail this opportunity to clear these subjects. Students, after completing final semester examination can register in any number of subjects (failed) for the Special Examinations. The Special Examination will start after 30th June every year i.e. after the declaration of the Final Semester Examination Results.
- 4.6 Students who will be booked under Malpractice 'M' or will remain absent 'S' in any subject(s) are not eligible to appear Special Examinations. However, such students can appear at the Regular Semester Examinations to clear such subjects and if they fail they can appear at the next Special Examinations.
- 4.7 The college may arrange for special classes, tutorials etc. for such failed students to make up their deficiencies at least for 2 to 4 weeks during May and June (After their final semester result publication).

5 Declaration of Result and Promotions

- 5.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional and Viva Voce items and maintain a minimum level of overall performance as specified in the Clause 7.3.
- 5.2 The promotional status between two consecutive semesters and/or two consecutive levels/years shall be indicated on the semester results as detail below:

A. Passed and Promoted (denoted by P) indicating that

- The candidate has cleared every registered course item of both odd and even semesters of the academic year.
- He/She has no backlog from lower levels.
- He/She has secured CGPA of 6.0 or more.

B. Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion with backlog (XP) in the following situation:

For promotion from 1st year to 2nd year:

A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of **4.50 is eligible for promotion to the Second year**, regardless of the number of failed subjects except candidates under Clause - D.

A student (at the end of first year) with a CGPA of less than 4.50 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new 1st year once again fails to secure a CGPA of at least 4.50 at the end of the new First Year, he/she has to quit the BPUT system.

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.

- C. The candidate is eligible for promotion to next higher level (year / semester) if (i) he / she has registered for all the subjects for any semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended at least 2 (two) lab/practical/sessional classes, wherever applicable.

N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester/year.

- D. A candidate is eligible for promotion from 1st sem. to 2nd sem. of the 1st year if he/she has registered for all the papers of the 1st semester and has appeared in at least 1 (one) theory subject of the regular semester and he/she has attended all the sessional Lab / Practice Classes.

E. Not Eligible for Promotion (denoted by X) indicating that

The student is NOT eligible for promotion to the next higher level as he/she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note : The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year except 1st year.

F. Registration for students under Clause – C

The students, who are NOT eligible for promotion are to register and appear at the back paper subjects except 1st year.

If he/she does not have 75% attendance in a subject, he/she has to attend the classes in those subjects and to fulfill Clause - 3.3 to become eligible for appearing the examination.

- 5.3 A candidate shall be eligible for promotion to the next higher level / year if he/she satisfies the conditions laid down under the rules formulated by the Academic Council.
- 5.4 Candidates declared eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the principal of the institution before registration.
- 5.5 The college shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 5.6 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

5.7 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6. Grading System

6.1 A letter Grading System shall be followed in the College. The uniform Grading System to be followed for all Academic Programmes shall be as described below:

A Nine Point Grading System on the base of 10 shall as followed in the University. Categorization of these grades and their correlation shall be as under:

| Qualification | Grade | Score on 100 Percentage Points | Point |
|---------------|-------|--------------------------------|-------|
| Outstanding | 'O' | 90 & above upto 100 | 10 |
| Excellent | 'E' | 80 & above but less than 90 | 9 |
| Very Good | 'A' | 70 & above but less than 80 | 8 |
| Good | 'B' | 60 & above but less than 70 | 7 |
| Fair | 'C' | 50 & above but less than 60 | 6 |
| Below Average | 'D' | 37 & above but less than 50 | 5 |
| Failed | 'F' | Below 37 | 2 |
| Malpractice | 'M' | — | 0 |
| Absent | 'S' | — | 0 |

Grade-sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva - Voce.

6.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester grade point average.

CGPA - Cumulative grade point average.

It shall be the basis of judging his / her overall competence in the course.

6.3 Definition of terms:

- a) POINT - Integer equivalent each letter grade.
- b) CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course item.
- d) CREDIT INDEX - $\frac{\sum \text{CREDIT POINT of course items in a Semester}}{\text{CREDIT INDEX}}$
- e) GRADE POINT - $\frac{\sum \text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS for a Semester}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all Previous Semester upto a Semester}}{\sum \text{CREDITS of all Previous Semester}}$$

7. Requirements for Award of Degree:

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There shall be no class/division awarded to a student either at Semester or degree level.

Eligibility for Award of Degree

7.1 A candidate will be eligible for award of MBA degree if he/she satisfies all the following conditions:

7.1.1 Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study refer # 6.0 (N.B).

7.1.2 Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (refer # 6.3 for calculation of CGPA).

7.2 Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

8. Examinations:

The college shall have continuous evaluation system for each theory, practical, sessional, and project papers.

8.1 Theory Papers

(a) A theory paper will have 100 percentage points. The weightage for teacher's assessment, two mid-terms and the end semester examinations will be as follows:

| Sub-Components | Marks | Weight (%) |
|----------------------------|-------|------------|
| Teacher's Assessment (TA) | 30 | 20 |
| Mid-Term Examination (MTE) | 20 | 13.33 |
| End-Term Examination (ETE) | 100 | 66.67 |

(b) The syllabus for each theory paper will have 3 or 4 modules. The two mid-term examinations will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules.

The academic calendar will specify the examination period for all mid-term examinations and the end semester examination.

The mid-term examinations will be conducted at the department level in the scheduled week and the corrected papers have to be shown to the students within ten calendar days. The scores shall be maintained at the department as well as at the college level.

(c) Any student securing less than 40%(internal) marks in the mid-term examinations has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the department level during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. For this repeat test only one chance would be given. The revised marks shall be communicated to the examination cell prior to start of respective end term examination.

(d) A candidate is deemed to clear (Pass) a theory paper if he/she secures: *Academic Regulation*

1. A minimum of 35 percentage points(35marks) in the End Semester examination, (i.e out of 100), and
2. A minimum of 37 percentage points in the End Semester examination and sessionals, taken together (i.e out of 150).

8.2 Practical/Training Papers

- (a) The syllabus of a practical paper shall specify the number of practical / laboratory (communication, computer) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) A practical and its evaluation shall be completed in all respect within the allotted hours.
- (d) A practical will be evaluated by an External Examiner, based on the following components. The relative weightage of the components are given below:

| | |
|--|----|
| • Laboratory (work) planning and execution | 20 |
| • Results and interpretation | 30 |
| • Report | 30 |
| • Understanding on the theory related to | 20 |

Practical

Total

100

- (e) A candidate has to be informed about the score at the end of a practical test. The score shall be sent to the examination cell on the same day.
- (f) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score.
- (g) A candidate shall clear a Practical Paper if his/her score in the paper is minimum of 50 percentage points.
- (h) College can arrange a compensatory practical test for a student who misses the same only on medical ground. Such a compensatory test has to be arranged within two weeks of his / her missing a practical test.
- (i) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

The score for the compensatory test shall be sent to the examination cell giving reference to the original practical date that the student has missed.

8.3 Sessional Papers

- a. Sessional paper will carry 50 percentage points.
- b. The sessional will comprise of Mid-term Examination, and Teacher's Assessment (TA)

- c. For assigning marks in Teacher's Assessment (TA), performance in home assignments, quizzes, subject presentation are to be considered.

Distribution of Marks for TA

| Sl. No. | Sub-Components | Exam to be conducted for | Marks awarded from |
|---------|-------------------------|----------------------------|--------------------|
| 1 | Mid-term-I | 40 marks | 20 |
| 2 | Assignment & Case Study | 20 marks per module (20x3) | 20 |
| 3 | Quiz | 10 marks per module (10x3) | 10 |
| | Total | | 50 |

Note: In Mid-term test the best marks obtained in both the examinations will be considered and in assignments and quizzes the average marks shall be considered.

- d. The weights of different sub-components of TA may be announced to the students by the teacher at the beginning of the Semester.
- e. The evaluation process must be completed before the beginning of End-Term Examination.
- f. Each sessional work is to be completed during allotted hours in the class itself.
- g. At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses if any.
- h. At the end of each session the marks are to be sent to the examination cell.
- i. If a student misses upto 35 percent of allotted sessional hours for a job on health ground, he/she may make an application to the Principal along with a Medical Certificate. A committee constituted by the Principal may consider the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- j. The teacher concerned shall maintain all records of the sessional work at least for a year for Academic Audit.
- k. A candidate shall clear (Pass) a sessional Paper if he/she scores minimum of 50 percentage points.
- l. Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.4 Mid Term Examination(MTE):

- a) There shall be one MTE in a semester carrying 40 marks to be converted into 20.
- b) The MTE during Autumn session will be in the last week of August/ completion of 50% of Module-2.

- c) For Spring Semester the MTE will be in the second week of February/ completion of 50% of Module 2.
- d) The questions should justify the Course Outcomes (CO) as per bloom's taxonomy in each paper/ subject.
- e) The question will be of objective /short / long answer type in nature.

Question pattern for Mid-term Examination

| Section | Pattern of questions | Marks | Questions from CO |
|--------------------|---------------------------------------|-----------|--------------------------|
| Section A | MCQ/Objective carrying 1 mark each | 10 X 1 | CO1:4 Nos. CO2:6 Nos. |
| Section B | Short questions carrying 3 marks each | 4 X 3 | CO3:2 Nos. CO4:2 Nos. |
| Section C | Long question carrying 9 marks each | 2 X 9 | CO5:1Nos. CO6:1 Nos. |
| Total marks | | 40 | |

Question pattern for Assignments

| Assignment | Pattern of questions | Marks | Questions from CO |
|--------------------|---------------------------------------|-----------|---------------------------|
| I (Module 1) | MCQ/Objective carrying 1 mark each | 20 X 1 | CO1:8 Nos. CO2:12 Nos. |
| II (Module 2) | Short questions carrying 5 marks each | 4 X 5 | CO3:2 Nos. CO4:2 Nos. |
| III (Module 3) | Long question carrying 10 marks each | 2 X 10 | CO5:1Nos. CO6:1 Nos. |
| Total marks | | 60 | |

Question pattern for Quiz

| Quiz | Pattern of questions | Marks | Questions from CO |
|--------------------|--------------------------|-----------|--------------------------|
| I (Module 1) | MCQ carrying 1 mark each | 10 X 1 | CO1:4 Nos. CO2:6 Nos. |
| II (Module 2) | MCQ carrying 1 mark each | 10 X 1 | CO3:5 Nos. CO4:5 Nos. |
| III (Module 3) | MCQ carrying 1 mark each | 10 X 1 | CO5:5Nos. CO6:5 Nos. |
| Total marks | | 30 | |

8.5 End Term Exam:

The end-term exam will carry 100 marks.

Question pattern for End-Term Examination

| Section | Pattern of questions | Marks | Questions from CO |
|--------------------|---|------------|---------------------------|
| Section A | MCQ/Objective carrying 1 mark each | 20 X 1 | CO1:8 Nos. CO2:12 Nos. |
| Section B | Short questions carrying 5 marks each | 8 X 5 | CO3:4 Nos. CO4:4 Nos. |
| Section C | Compulsory case study carrying 20 marks | 2 X 20 | CO5:1Nos. CO6:1 Nos. |
| | One long question out of 3, carrying 20 marks | | |
| Total marks | | 100 | |

Duration of Examination:-

The duration of examination for 100 marks is 3 hrs and for 40 marks is 1.5 hrs.

8.6 Summer Internship Project (SIP)

One Project Item shall carry 100 percentage points.

- At the end of 2nd semester, a student has to take up Summer Internship Project during the summer vacation as provisioned in the approved curriculum. The duration of training shall be at least 45/ 60 days with at least 240 hours of attendance.
- Each candidate shall do a project under the supervision of an internal faculty. There could be a Co-Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor can be from concerned industrial organization.
- Summer Internship Project inside/ outside the campus will be of 6-8 weeks.

After the SIP, students will submit a report and deliver a presentation about the training and appear for a viva-voce test before the evaluation committee members of their department. Marks obtained out of 100 (4 credit) will be reflected in the next semester's (i.e 3rd sem) results. Sub-components that are to be considered for evaluation are as mentioned below.

Evaluation of the Project

- Evaluation of a SIP will be done in a rubrics on following criteria.

a) Rubrics for Report

| | |
|--|------------------|
| Detailed analysis of Objectives | 10 points |
| Scope of the study | 10 points |
| Research Methodology | 10 points |
| Result Analysis | 10 points |
| Findings and conclusion | 10 points |
| Documentation | 10 points |
| Total Points (a) | 60 points |

b) Rubrics for Viva – Voce*Academic Regulation*

| | |
|---|-------------------|
| Communication and presentation skill | 10 points |
| Slides preparation, organization of content, Visual aids | 10 points |
| Data analysis and interpretation | 10 points |
| Viva-voce | 10 points |
| Total Points (b) | 60 points |
| Total Points = (a) + (b) | 100 points |

- ii. The evaluation shall be done by a Committee of Teachers where the Project Supervisor shall be a member.
- iii. Minimum score for a Pass in Project item is 50 percentage points.
- iv. The Chairman of the Committee shall forward the score within the prescribed date to the examination cell. He/She shall also maintain all records for academic audit for at least a year.

8.7 Evaluation Responsibility

- a. The teacher imparting instruction is solely responsible for evaluation of MTE, Practical and Sessional works. He/ She is also responsible for maintaining all records to justify his/her evaluation scheme and score thereof.
- b. For End Term Examination, examiners will be appointed from the list of examiners recommended by Board of Studies (BOS)
- c. Neither the Principal nor the Management shall have right to change the score assigned by the examiner. However, if the Principal is convinced that the scores assigned by an examiner is biased, he/she shall appoint a committee where the examiner concerned will be a member for review.
- d. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the Examination cell for necessary action.
- e. A copy of the score assigned for each MTE, Practical and sessional work shall be submitted to the examination cell for records.

8.9 Disciplinary Actions (Examinations)

- a) A student found resorting to malpractice (copying helping another students etc.) in the examination hall during End-term Examination as reported by the Invigilator/Supervisor/Squad Member
 - Will be awarded “M” grade having 0 (zero) Grade Point in that paper and he/she will be warned by the college with a copy to the parents/guardians or a notice in the official website of the college.
 - A student adopting malpractice and showing an indiscipline behaviour in the examination hall
 - Will be awarded “M” grade having 0 (zero) Grade Point in that paper and he/she will be warned by the College with a copy to the parents/guardians or a notice in the official website of the college.
 - Shall have to bear a fine of Rs. 2000.00.

- b) A student found adopting malpractice in more than one papers in a Semester/Special examination *Academic Regulation*
- Will be awarded “M” Grade with 0 (zero) Grade Point in all the papers of that Semester / Special Examination; he/she will be warned by the college with a copy to the parents/guardians or a notice in the official website of the college.
- c) A student adopting malpractice (as defined earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- d) A student found violating the Examination Code of Conduct which includes :
- ▶ Use of programmable calculators, mobile phones(even in switch off mode), document or any electronic devices having memory chips.
 - ▶ Leaving the Examination Hall within the first hour from the commencement of the examination.
 - ▶ Talking to other examinees in the Examination Hall.
 - ▶ Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.
 - Will be expelled from the Examination in that paper and will be awarded “M” grade having 0 (zero) Grade Point in that paper; he/she will be warned by the college with a copy to the parents / guardians or a notice in the official website of the college.
 - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.
- e) A student indulging in the misconduct in the Examination hall which includes :
- ▶ Using question papers and/or answer scripts for communicating with fellow examinee.
 - ▶ Exchange of question papers and answer scripts(with other examinees/outside).
 - ▶ Writing answers in question papers.
 - ▶ Writing obscene or filthy languages in answer scripts
 - ▶ Writing derogatory remarks
 - ▶ Any remarks, requests or irrelevant issues in answer scripts.]
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- f) Any student found man-handling / threatening the officers/staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of Flying Squad, etc.)
- Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the college.

- g) Any student found damaging the property of the staff / officers / institution connected with the examinations *Academic Regulation*
- Will be awarded “M” grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.
 - Will be obliged to provide compensation for the damage as assessed by the college or individual as the case may be.

9.0 Time Table for Instructions.

The college shall have to prepare time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the course-wise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. The college shall notify the time table at least 10 calendar days before the commencement of instruction.

10. Academic Rules

I. Rules for Change of Name/ Surname

- i. The application in the prescribed format for change of name/surname shall be considered provided that proposed change in name or surname is
 - a) Notified in the Government Gazette.
 - b) Published in the newspapers after swearing before 1st Class Magistrate and original High School Certificate and Council Certificate are corrected accordingly.
- ii. The application in prescribed format shall have to be forwarded through the Principal along with following documents.
 - a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.
 - b) Original clipping of the Gazette publication.
 - c) Original clipping of the News Papers in which name / change of surname so published.
 - d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
 - e) Prescribed fee in shape of Bank Draft in favour of the college.
 - f) The college will send all the relevant documents along with prescribed fees to the University for Change of Name/Surname.
 - g) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/ surname shall be notified by the University through the Registrar.

iii. Rules for Correction of Name in Degree Certificate

Academic Regulation

- a) Application shall be forwarded by the Principal of the college specifying the Corrected name and name appears in the final Certificate/ grade sheet.
- b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.
- c) Prescribed fee in shape of Bank Draft in favour of the college.
- d) The college will send all the relevant documents along with prescribed fees to the University for Change of Name/Surname.
- e) After due verification of all documents and necessary approval of the Director Examination a corrigendum shall be issued.
- f) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.

II. Rules for Lost/ Damaged Degree Certificate/ Transcripts

- a) Application shall be forwarded by the Principal of the college specifying the reason for loss / damage of degree Certificate/ transcripts.
- b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
- c) Original affidavit swearing before the 1st class Magistrate.
- d) Original clipping of the News Papers (at least in 2) of Odisha State in which Loss/ damage so published.
- e) Prescribed fee in shape of Bank Draft in favour of the college.
- f) The college will send all the relevant documents along with prescribed fees to the University for Change of Name/Surname.
- g) After due verification of all documents and necessary approval of the Director Examination of the university, Duplicate Certificate will be issued by the university.

III. Rules for Migration Certificate

- a) Application shall be forwarded by the Principal of the college specifying the reason for issuance of Migration Certificate.
- b) The application shall be accompanied by the Original Registration Card issued by the respective University.
- c) Prescribed fee in shape of Bank Draft in favour of the college.
- d) The college will send all the relevant documents along with prescribed fees to the University for Change of Name/Surname.
- e) After due verification of all documents and necessary approval of the Registrar Migration Certificate will be issued within 15 calendar days.

11. Re-Totaling / Re-Checking :

Academic Regulation

A student may apply for Re-totaling / Re-checking of a paper within 30 calendar days from the date of publication of the results in each semester. However, evaluation to be done for un-evaluated questions, if any. This facility is, however, not available for special examinations.

a) Photocopy of Answer Scripts :

A student may apply for photocopy of Answer Scripts within 30 calendar days from the date of publication of the results in each semester. The Re-Checking is a pre-condition for supply of photocopy.

The Photocopy of re-checked answer scripts will be sent to the student within a minimum period of 3 (Three) months from the last date of receipt of application.

b) Grade Sheet

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires additional copies, he/she should apply to the college with prescribed fees.

c) Duplicate University Registration Card

A student is issued University Registration Card at the time of counseling and admission. University Registration number continues to be his/her Registration number for all examinations during his/her tenure of study. This card is also essential for admission of the student to a college and his / her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his / her course at the University.

In the event of a student losing his/her University Registration Card, he/she should immediately lodge a FIR in the nearest Police Station. He/She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be sent to The Registrar, Biju Patnaik University of Technology by Speed Post/Registered Post.

PREScribed FEES

| Sl. No. | Description of Items | Amount in Rupees |
|---------|---|------------------|
| 1. | Duplicate registration card | 100/- |
| 2. | Migration Certificate | 100/- |
| 3. | Duplicate / Additional Grade Sheet per year | 100/- |
| 4. | Correction / Change of Name in Degree Certificate | 200/- |
| 5. | Duplicate Degree Certificate | 500/- |
| 6. | Rechecking fee | 300/- |



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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