

Noorul Islam Centre for Higher Education  
Kumaracoil, P.B.No.1, Kanyakumari Dist., Tamilnadu, Pin 629 180.

Accredited by International Accreditation Organization,  
National Board of Accreditation, A.I.C.T.E, New Delhi

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**Accredited by NAAC with 'A' Grade**

**Accredited by Institution of Engineers (India)**

**An ISO 9001:2008 Certified Institution**

**(Certified by S.T.Q.C, Ministry of Communication and  
Information Technology, Govt. of India)**

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**Academic Regulations  
(Regulation – 2017)**

***Master of Business Administration***

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## **PREFACE**

It is a matter of pride and privilege to note that on recognition of Hard Work, Sincerity, Dedication and sacrifice of the management, faculty, staff and students of Noorul Islam College of Engineering that Our college has been conferred with Deemed to be University status under section 3 of UGC Act 1956 vide Ministry of Human Resource Development, Government of India notification No.F.9-51/2004-U.3 dated 8<sup>th</sup> December 2008. Consequently, Noorul Islam University started functioning academically from July 2009.

Now it becomes necessary to frame the Regulations to assist our faculty as well the students by providing information that is essential for planning and pursuing the academic programs offered by the University. We have to therefore examine what kind of education and training our University must provide for our students in order that they may be prepared to cope up with technological, economical, social and political changes taking place around us, not only locally but globally. The accumulation of knowledge is not only concerned with nature of knowledge itself but of society and the ways human beings think and learn. The time of slow change and long enduring traditional methods of teaching and learning process is ended. The task of those framing and formulating the regulations concerned with admission, curriculum and syllabus, examinations, academic assessment and award of degree, quality improvement etc., is to find a way of utilizing the knowledge acquired in the class rooms and interpret the desires of the people and translate all into forms of societal developments.

Due care has therefore been taken while framing the regulations and curriculum and syllabus of Noorul Islam University by keeping the above in mind and also with the concept of learner - centric learning and learner centric class rooms. In other words, an important element of learner –centric class room and learner- centric learning is learner -centric curriculum which will create awareness within the learner .The awareness is what the learner will take away at the end of the course and is what will enable him or her to transfer the knowledge and skills developed with in the class room to real – life situations.

These regulations and procedures are published to assist our faculty as well the students by providing information that is essential for planning and pursuing the academic programs offered by the University. Continuing efforts will be made each year to revisit and improve these regulations in order to enhance the quality of the university's program and achievement of educational goals.

**NOORUL ISLAM CENTRE FOR HIGHER EDUCATION  
NOORUL ISLAM UNIVERSITY**

***Academic Regulations-2017-18***

**Degree of Master of Business Administration (M.B.A.)**

**With effect from July - 2017**

**1. Introduction**

These regulations and procedures are published to assist students by providing information that is essential for planning and pursuing their academic programs. Continuing efforts are made each year by the students, faculty, and administration to revise and improve these regulations in order to enhance the quality of the university's programs and the achievement of educational goals.

Every student is responsible for knowing the academic regulations and for observing the procedures that govern his or her relations with Noorul Islam University. Unless otherwise specified, these regulations apply to undergraduate students pursuing M.B.A programs admitted during the academic year 2017-18. Any question regarding these regulations that cannot be answered by a student's academic advisor should be referred directly to the Director Academic Affairs.

Other special problems may involve academic issues such as academic freedom in the classroom or evaluations of a student's academic performance. All students should appeal academic grievances first to the instructor of the course and then to the chairman or head of the department in which the course is offered. If the situation is not resolved to the student's satisfaction, a student should consult the Director Students Affairs / Director Grievance cell.

**2. Definitions** (in alphabetical order)

In these Academic Regulations, unless the context otherwise requires

**a. "BOM"** means Board of Management of Noorul Islam University.

**b. "BOS"** means Board of Studies of a program in the University.

- c. **“Branch”** means specialization or discipline of M.B.A Degree Program.
- d. **“Controller of Examinations (COE)”** means the Authority of the University who is responsible for all the activities pertaining to the University examinations.
- e. **“Course”** means a Theory/Practical subject or Project Work that is normally studied in a semester, Principles of Management, Human Resource Management, Mini Project, Summer Project, Seminar, etc.
- f. **“Curriculum”** means a set of Courses and their content, **(Plan of study)** offered at a University. As an idea, **curriculum** stems from the Latin word for *race course*, referring to the course of deeds and experiences through which children grow to become mature adults. A curriculum is prescriptive, and is based on a more general syllabus which merely specifies what topics must be understood and to what level to achieve a particular grade or standard
- g. **“Director, Academic Affairs”** means the Authority of the University who is responsible for all the Academic activities of the University departments and for implementation of relevant rules of the Academic Regulations.
- h. **“Faculty”** means teaching member of the University.
- i. **“Program”** means Degree Program, that is M.B.A Degree Program.
- j. **“Semester”** - Each year shall be divided into two Semesters - Odd Semester (July to December) and Even Semester (January to June). The odd semester shall ordinarily begin in July for students already on rolls and the even semester shall ordinarily begin in January. However, the first semester (for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of working weeks in each semester shall be fifteen to eighteen with a minimum of 90 working days excluding the period of end semester examination.

**k. “Student Mentor”** means teacher of the University as mentor, nominated by the Head of the Department (**HOD**), who advises/counsels and helps a Student on Academic, non Academic and other welfare matters.

**l. “University”** means Noorul Islam University, Kumaracoil , Kanyakumari District.

**m. “University Examination”** means the end semester University examination in a Course to which a Student has Registered, conducted at the end of a semester

**n. “VC”** means the Vice Chancellor of Noorul Islam University.

### **3. Programs offered by the University**

#### **i. M.B.A. Degree Program (2 Years)**

The Program offered is two years full time M.B.A with the following functional and sectoral electives.

- **Marketing**
- **Finance**
- **Human Resource**
- **Operations Management**
- **Systems**
- **Aviation Management**
- **Journalism**
- **Shipping and Logistics**
- **Technology Management**
- **Disaster Management**
- **Hospital Administration**
- **Infrastructure Management**
- **Tourism Management**

#### **ii. M.B.A. HRM Degree Program (2 Years)**

### **4. Admission**

Admission criteria for all Programs shall be as per the University policy.

**4.1 A Candidate seeking admission to the first semester of a Two years M.B.A Post Graduate Program shall comply with the following requirements:**

- a. The Candidate should have obtained any Bachelor Degree Course of the Universities in India under 10+2+3 or 10+2+4 pattern recognized and approved by the UGC or AICTE or any other National regulatory body or any other qualification declared as its equivalent by the Board of Management (BOM) of the University as equivalent thereto.
- b. Notwithstanding the above qualifying examination the Candidate might have passed, **he/she shall write an entrance examination** designed to test the proficiency/aptitude of the Candidate on areas determined by the Board of Management (BOM). Admission to the M.B.A Program by the University shall be on the basis of marks in the qualifying examination and the performance of the perspective Candidate in the Entrance Test, Group Discussion and Interview. It is not necessary to write the entrance examination if the Candidate has CAT/MAT/SAT score or score in the examination conducted at All India Level by a competent Authority recognized by the BOM.
- c. The Candidate shall satisfy the conditions regarding qualifying marks, number of attempts, and mode of admission, age and physical fitness as prescribed by the BOM of the University.

**4.2 A register number is allotted to a student admitted in a course of a program of the university as follows:-**

**Register Number format**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1	1	1	7	5	1	4	0	0	1

<b>Columns</b>	<b>Represent</b>
1, 2	Institution Code
3, 4	Year of Admission
5	Programme Code
6 7	Branch Code
8, 9, 10	Roll Number of the candidate

### Programme Code

<b>Sl.No.</b>	<b>Programme</b>	<b>Code</b>
1.	B.E./ B.Tech.	2
2.	B.E. / B.Tech. Lateral Entry	3
3.	M.Phil.	4
4.	M.E. / M.Tech / M.B.A / M.C.A	5
5.	B.A./B.Sc./B.B.A	6
6.	M.A. / M.Sc.	7
7.	M.Sc. Software Engineering	8
8.	Ph.D.	9

### Branch Code

<b>Sl.No.</b>	<b>Department</b>	<b>Code</b>	<b>Code</b>
1.	Aeronautical Engineering	AE	01
2.	Aerospace Engineering	AS	02
3.	Automobile Engineering	AM	03
4.	Bio Medical Engineering & Human Genetics and Molecular Biology	BM	04
5.	Chemistry	CH	05
6.	Civil Engineering	CV	06
7.	Computer Applications	CA	07
8.	Computer Science and Engineering	CS	08
9.	Electrical and Electronics Engineering	EE	09
10.	Electronics and Communication Engineering	EC	10
11.	Electronics and Instrumentation Engineering	EI	11
12.	English	EG	12
13.	Information Technology	IT	13



14.	Management Studies & Bachelor of Business Administration	MS	14
15.	Marine Engineering	MR	15
16.	Mathematics	MA	16
17.	Mechanical Engineering	ME	17
18.	Nanotechnology	NT	18
19.	Other Agencies offering Non-Academic Programme	OA	19
20.	Physics	PH	20
21.	Software Engineering	SE	21
22.	Thermal Engineering	TE	22
23.	Computer Integrated Manufacturing	CM	23
24.	Avionics Engineering	AV	24
25.	Fire Technology and Safety	FT	25
26.	Human Resource Management	HR	26
27.	Computer Science	CT	27
28.	Aircraft Maintenance Engineering	AC	28
29.	Biotechnology	BT	29
30.	Commerce	CO	30
31.	Cyber Security	CY	31
32.	Perfusion Technology	PT	32
33.	Cardiac Care Technology	CT	33
34.	Renal Dialysis Technology	DT	34
35.	Forensic Science	FS	35
36.	Audiology Speech and Language Pathology	SL	36

**4.3 The medium of instruction is English for all Courses in any Program except in language Courses like French/German/Japanese/Chinese/Russian etc. Examinations, Seminar Presentations and Project/Thesis/Dissertation reports also will be in English.**

## **5. Curriculum and Syllabus**

### **5.1 Curriculum**

The curriculum and syllabi are academic backbone of a University. Due care has been taken while framing the curriculum and syllabus of Noorul Islam University. To formulate curriculum and syllabi that helps to educate the upcoming professionals each program has a separate Board of Studies with external experts form national level technical institutes and experts from research industry. The curriculum and syllabus of each program is reviewed critically in the respective Board of Studies meeting. The Board of Studies has the freedom to add/delete/modify the course contents of a program based on the changing needs of the industry.

Academic council is the higher body which over see the curriculum and syllabus prepared by the Board of Studies. Academic council looks into the curriculum and syllabus for any dilution in the course content or is there any deviation in the curriculum and syllabus from the organizational objectives. The curriculum and syllabi are revamped based on the suggestions of the Academic Council. The final curriculum and syllabi are presented before the Board of Management for approval. Board of Management analyze the syllabus in terms of value added education and operational feasibility and finally approves the curriculum and syllabus.

### **5.2 Syllabus**

**Critical major review of syllabus of a course shall be done by the respective Board of Studies (BOS) at regular intervals and approved by the Academic Council and Board of Management.**

**However syllabus of a course in a program, taught by a teacher, may be modified by him/her with in 10% of its contents to incorporate the latest state of art developments in the field of the course subject to the following conditions.**

- Such modifications to the syllabus of the Course shall be recommended by the concerned HOD, Dean and the Director, Academic Affairs for approval by the VC.
- Approved copy of the syllabus is forwarded to the COE one week before the start of the semester.
- Such modifications must be prominently announced on the notice board, prior to the starting of the semester.
- Further, such changes in the syllabus of the Course must be explicitly communicated in writing by drafting the modified syllabus and circulating it in the class at the very beginning of the semester itself.
- Documentation of such modifications to the syllabus by the Course teachers of the Course must be preserved by the HOD so that they may be considered while critically reviewing/modifying/updating/revamping the contents of the Course when the Program is reviewed to reflect current needs of the industries, based on global advances in Science and Technology.

### **5.3 Choice Based Credit System (CBCS):**

The University Regulations are based on CBCS. In this system, a Student has **choice** to Register for any additional Course or free elective (i.e., other than department electives) offered by the University and permitted by the Regulations. In **credit system**, quantum of Work is measured in terms of **credits**. In this system, a Student has to Register to a set of Courses prescribed in the Curriculum, at the beginning of the semester. Then he/she **earns** credits by passing in each Course and obtaining a valid letter grade for the Course. Requirements for a particular Program are specified in terms of minimum number of credits to be earned.

**a. Credits** for a Course are based on number of instruction/contact hours be it lecture/tutorial/Practical per week. Credits are assigned to Theory, Practical, seminar, Project, etc. Board of Studies (**BOS**) of a

department offering the Program stipulates the number of credits for each Course.

**b. Credit assignment:-** One credit is assigned to a Course for one contact hour of lecture/tutorial per week or two contact hours of Laboratory/Practical/seminar/Project per week or one week of industrial training during semester breaks.

**c. Course structure:-** It consists of two types of Courses viz., Theory Courses without Practical component and Practical Courses having both Theory and Laboratory Training or Laboratory training only. Prerequisites, if any, for a Course offered in a semester are specified so that a Student may Register for the Course after satisfying such requirements. Prerequisites are normally assigned to elective Courses. There are no prerequisites for core Courses of a Program.

**d. Program structure:**

**Program structure** consists of:-

- i.** Departmental core Courses
  - ii.** Departmental electives
  - iii.** Free electives and Additional Courses
  - iv.** Project Work.
- i. Departmental Core** consists of basic and professional core Courses in that branch of Masters in Business Administration
- ii. Departmental Electives** are meant for specialization in that branch of study.
- iii. Free Electives** and **Additional Courses** are choices to a Student to pursue his/her interest in related disciplines/branches.

**It is mandatory for a Student to take at least two departmental electives and two free electives from other departments out of six electives of a Program.**

**iv. Project Work** is an inclusive component of a Program. Project Work shall be carried out by a Student under the guidance of a faculty either within the University department(s) or in external organizations like Industries, Research Institutes/ Centers or other Academic Institutions recognized by the appropriate statutory bodies and approved by the BOM. In case of external organizations, a co-guide from such institutions is essential. The guide/co-guide may be from other related departments of the University also. Guide/co-guide is normally fixed by mutual consent but recommended by the HOD and approved by the Dean. This choice is open to a Student from the first semester onwards. In the Project Work, Student is expected to do an in depth study in his/her specialized area by doing a detailed literature survey, understanding different aspects of the problem, arriving at the status report in the area, carry out developmental and/or experimental Work, analyze and interpret the results to arrive at the conclusions. Project presentations are inclusive components of a Program. These presentations are based on learnt investigation methodologies, concepts and techniques from the available relevant research literature, etc, critical correlation of Work of various authors/ researchers and results pertaining to the Project Work and their analysis. The Student should demonstrate that he/she has acquired both analytical and practical skills in the field of specialization. Interdisciplinary Projects are also encouraged. Project may be applied research or industry oriented or a combination of both.

- **Project Work may be allotted to a single Student not to a group of Students.**
- **Minimum duration of Project Work is 16 weeks, during the final semester with adequate preliminary preparations in the pre-final semester, if not, in earlier semesters, preferably from the third semester onwards.**
- **It is mandatory that a Student gives three presentations before the Project Course Committee for the Project during the semester in which the Project Work is undertaken.**
- **Due to unavoidable circumstances, if a Student is unable to complete the Project or submit the Project report on or before the specified date, he/she may be permitted by the concerned HOD to submit the same in the subsequent semester.**

**e. Duration of a Programme:**

Maximum and minimum numbers of semesters to complete a two years M.B.A Program are as follows:

<b>Programme Duration</b>	<b>Regular</b>
Minimum Number of Semesters	04
Maximum Number of Semesters	08

**f. Authorized Break of Study in a Program:**

If a Student intends to temporarily discontinue his/her Program in the middle of a semester for valid reasons, and to rejoin the Program in a subsequent year, permission may be granted based on the merits of the case provided he/she applies through the HOD stating the reasons there of and the probable date of rejoining the Program to the Director, Student Affairs in advance, but not later than the last date for Registering to the University examination of the semester.

Recommendations of the mentor, the HOD, the Dean and the Director, Academic Affairs are essential.

- **Break of study shall be granted by the Vice Chancellor only once for valid reasons for a maximum of one year during the entire period of study of the Degree Program.**
- However, in extraordinary situations a Student may apply for additional break of study not exceeding another one year by paying the prescribed fee for the additional break of study.
- The Student permitted to rejoin the Program after the break shall be governed by the Curriculum, syllabi and Regulations in force at the time of rejoining. If the Regulations are changed, then such Student shall do additional Courses as prescribed by the Director, Academic Affairs. The Director, Academic Affairs shall prescribe these additional Courses as prescribed by the concerned Chairman of the BOS.
- The authorized break of study, for a maximum of one year, will not be counted in the duration, specified for passing all the Courses and also for the purpose of classification as first class or first class with distinction.
- However, additional break of study granted for one more year will be counted for the purpose of classification as first class with distinction.
- The total duration for completion of the Program reckoned from the commencement of the first semester to which the Student has been admitted shall not exceed the maximum duration specified above, in order that he/she may be eligible for the award of the Degree.
- If a Student is detained for want of requisite attendance, progress, good conduct and discipline, the period spent in that semester shall not be considered as authorized 'Break of Study'.

**g. Credits for a Program:**

Minimum number of credits to be **registered** for a two years MBA Program are as follows:

## Academic Courses:

<b>Sl. No</b>	<b>Courses</b>	<b>No. of Credits</b>
<b>1</b>	Departmental Core Courses	62
<b>2</b>	Electives (6 courses x 3 credits each )	18
<b>3</b>	Project	12
	<b>Total</b>	<b>92</b>

### **h. Auditing a Course of interest**

- Audit Registration permits a student to enroll in a course for no credit and no grade.
- This may be offered in higher semesters.
- Auditing is for acquiring knowledge in the field of interest and improving skill.
- Audit courses are assessed instructional fees at the same rate for credit courses i.e. Rs. 10000/- (Ten Thousand only) per Course / Semester.
- Audit registration is permitted on the recommendation of the mentor of concerned student, HOD of the Department and Dean of respective school and on approval by the Director Academic Affairs.
- Course requirement for an audited course will be determined by the course instructor and Head of the respective Department.
- It is essential that his/her individual time table and the time table for audited courses do not overlap.
- For a course being audited, all the regulations of attendance and CIA are applicable.
- There is no end Semester University Examination for audited courses.
- On completion of an audited course, if a candidate satisfies regulations of attendance and CIA, (attendance more than or equal to 75% and CIA more than or equal to 50%) he/she will be declared as satisfactorily completed the course. Then it will be entered in his/her grade card as “Audited”.



- Audited courses are not taken in to account for arriving at SGPA/CGPA.  
Any changes to an audited registration are subject to the same procedure, deadlines, and special fees as for registration charges to regular courses.

## **6. Registration**

### **6.1 Registration to the Courses of study in a Program:**

Newly admitted Student has to Register for the Courses prescribed in the first Semester of the program to which he/she has been admitted.

### **6.2 Procedure for Registration:**

Registration schedule for the ensuing odd (3<sup>rd</sup>)/even (2<sup>nd</sup> and 4<sup>th</sup>) Semesters shall be announced well in advance by the HODs. **Registration of Courses for the Semesters other than the first Semester shall be made at least one week prior to the end Semester University examination of the previous Semesters.** List of departmental core (both Theory and Practical) Courses, departmental/free electives and supportive/additional Courses including the project (mini/major/summer) offered by each department in the Semesters in question shall be announced by the respective HODs two weeks prior to the date of registration. A Student can Register for Course(s) which he/she requires or intends to join during a given Semester on the basis of the program for each discipline as given in the bulletin/prospectus and as per the advice of the mentor.

A Student should contact the mentor for guidance and help to prepare the plan of study and then Register to the Courses offered by different departments in the respective departments. The mentor makes sure that the Student is Registering for the Courses as per the Curriculum of the program along with the arrears if any. He/she will ensure that prerequisites for the electives chosen by the Student are satisfied and the electives are offered by the respective departments in the Semester in question. Performance of the Student in the earlier Semesters is reviewed and after consulting the HOD, if necessary the Dean, the mentor suggests possible elective/supportive/additional Course(s) for registration to the Student. Then the Student with the

help and advice of the mentor decides on the Courses including audit Courses, if any, to be Registered (or re-Registered for improvement of grade(s)/marks in Course(s) already passed) to pursue his/her plan of study for the current Semester. Registration forms for Registering Courses in each department shall be filled in and signed by the Student and the mentor after due scrutiny and verification in addition to checking for no dues certificate from the University, Library and Hostel, if the Student is a hostler. In any case, registration to the Courses in each department must be completed on or before the prescribed last date for registration.

**6.3 Students having outstanding dues to the University or Hostel or Library shall not be permitted to Register.**

**6.4 Late Registration:**

Late registration may be permitted within ten Working days from the date of commencement of the semesters on valid reasons/grounds and on payment of late registration fee, prescribed by the University from time to time.

**6.5 However, if a Student fails to Register during any semester, his/her Studentship is liable to be cancelled.**

**6.6 Eligibility criterion for Registering to higher semesters:**

- A Student shall be allowed to Register to the higher semester provided the Student secures the minimum required attendance in the previous semester.
- The Student has paid all the dues to the University, Hostel and Library on or before registration to the Courses of the higher semesters.
- The Student has Registered for semester end University examinations during the previous semester.

**6.7 Withdrawal from a Registered Course:**

A Student may be granted permission to withdraw from a Course Registered earlier by him/her within ten Working days from the date of commencement of the semester. Further a Student is deemed to have withdrawn from the Course in the event of continuously absenting

himself/herself for more than ten Working days from the date of commencement of the semesters. A Student who has withdrawn his/her registration for a specific Course shall re-Register to the Course when the same Course is subsequently offered by the concerned department.

## **7.0 Attendance**

A Student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester.

**7.1** Ideally every Student in a semester is expected to attend all the classes prescribed for each Course as per the announced time table and secure 100% attendance. However, in order to overcome for certain unavoidable circumstances such as medical, personal and family problems,

- A Student shall **secure not less than 75% of attendance** (after rounding off to the nearest integer) in each Course to which he/she has Registered.
- **No Student who has put less than 75% of the attendance for a Course shall be permitted to take the end semester University examination of the Course.**
- **A Student who secures less than 65% of attendance in a Course shall not be permitted to write the end semester University examination. He/she is required to re-Register for the respective Course when it is offered and repeat the Course.**
- However, the HOD shall condone, with the approval of the VC through proper channel, shortage of attendance for a Student in a Course as per the provision below.
  - i. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by V.C. on valid reasons.
  - ii. A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester as applicable. They may seek re-admission for that semester when offered next.
  - iii. Students whose shortage of attendance is not condoned in any semester are not eligible to take

their end examination of that class and their registration shall stand cancelled.

A stipulated fee shall be payable towards condonation of shortage of attendance

## **8.0 Professional and Personal Development**

### **8.1 Program Committee:**

Every Program shall have a Program Committee normally constituted by the HOD. **It acts as the Quality Assurance Circle for improving the quality of the Program.**

**The composition** of the Program Committee shall be as follows:

A faculty member of the department nominated by the HOD in consultation with the Dean.	Chairman.
Course Teachers / Course co-ordinator	Member
Student Mentors of the Program	Member
One Student representative per class normally nominated by the HOD	Member

Meeting:

It shall meet at the beginning of a semester, at the end of each test and before the University examination.

Its responsibilities are as follows:

- Provides nature and scope of continuous internal assessments (CIA) in consultation with the Course teachers and announces the same to the Students at the beginning of a semester.
- It discusses the problems concerning curricula, syllabi and conduct of classes. Periodically reviews the progress of each class and implements effective teaching-learning processes.

- The Chairperson will prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting and arrange to circulate it among the Students and teachers concerned. If there are recommendations in the minutes requiring action by the management, the same shall be brought by the HOD to the notice of the management through the proper channel. Any higher authorities of the University may participate in any program committee meetings.

## 8.2 Class Committee:

Every class shall have a Class Committee, normally constituted by the HOD. However, if Students of different branches are mixed in a class, as in popular elective Courses taken by the Students of different branches, it shall be constituted by the Director, Academic Affairs.

**The composition** of the Class Committee shall be as follows:

Faculty member of the department but not teaching the class, who is normally nominated by the HOD.	Chairman
Course teachers	Members
Four Student representatives of the class normally nominated by the HOD	Members

**It acts as the Quality Assurance Circle with the overall goal of improving teaching-learning processes for the class.** The committee shall be constituted within the first week of each semester. Chairperson may invite HOD to the meetings of the committee. Any higher authorities of the University may participate in any class committee meetings. Functions of the class committee include

- First meeting of the committee shall be held within one week from the date of commencement of the semester, in order to inform the Students about the nature and weightage of assessments within the frame Work of the Regulations.

- Informing Academic schedule to the Student representatives including dates of tests, seminars, etc for continuous internal assessments and syllabus coverage for each assessment.
- Informing details of the Regulations to the Student representatives, regarding weightage used for each assessment. In the case of Practical Courses (Laboratory/Drawing/Project Work/Seminar etc.) breakup of marks for each experiment/exercise/module of Work or activity should be clearly discussed in the committee meeting and informed to the Students.
- In subsequent meetings, discussing and solving problems faced by the Students in the class room and Laboratories.
- Analyzing the performance of the Students of the class after each test and finding ways and means to compare the performance so that Students perform better and teaching-learning processes become more effective.
- Identifying weak Students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such Students.
- During these meetings, the Student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other Students of the class in order to improve the effectiveness of the teaching-learning processes.
- Provides nature and scope of continuous internal assessments (CIA) in consultation with the Course teachers and announces the same to the Students at the beginning of a semester.
- Date, time and venue of tests/model examinations for each Course of a Program will be announced by the respective HODs at the beginning of the semester.
- Respective Course teacher will prepare question papers covering the syllabus till date for tests/model examinations of the Course.
- All tests/model examinations will be conducted only on prior notice at the beginning of the semester and as per schedule in the respective departments.

- Each Course teacher will value the answer papers within two days of the test. Then each Course teacher will distribute the answer papers to the Students in the next immediate class, discuss answers for each question/sub-question set by him/her, so that Students may check fairness and uniformity of the awarded marks as well as **totaling mistakes, if any**, and collect answer papers from the Students for immediate corrections, if any. This process will ensure fairness, uniformity and transparency in evaluation by the Course teacher
- Each Class Committee Chairman shall collect all the relevant documents pertaining to the continuous internal assessment marks together with attendance secured by each Student from the Course teachers of a Program and convene the class committee meeting for consolidation. The recommendation of the class committee with the approval of the HOD shall be sent to the COE.
- **The Class Committee Chairperson shall put on the Notice Board the cumulative attendance particulars and Internal assessment mark of every Student of a Course at the end of every such meeting to enable the Students to know their attendance details to satisfy the Regulations on attendance requirements and their academic performance in the test.**
- Meetings are normally held after each test.

The Chairperson will prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting and arrange to circulate it among the Students and teachers concerned. If there are recommendations in the minutes requiring action by the management, the same shall be brought by the HOD to the notice of the management through the proper channel.

### **8.3 Project Course Committee**

- **Project Course Committee** is essential for the Course on Project Work (Summer Placement Project, Final

Project Work). Its members are guides/co-guides normally nominated by the HOD in consultation with the Dean out of which one of them shall be the Chairperson. **It acts as the Quality Assurance Circle for Project Course.**

- This committee shall meet at the beginning of the semester to arrive at a common scheme of evaluation for the internal assessment. Then it shall meet as often as necessary to decide on the schedule of presentations etc,
- The Chairperson will prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting and arrange to circulate it among the Students and teachers concerned. If there are recommendations in the minutes requiring action by the authorities, the same shall be brought by the HOD to the notice of the authorities through the proper channel. Any higher authorities of the University may participate in any project course committee meetings.

#### **8.4 Student Mentor:**

To help a Student in planning his/her Courses of study as well as for general advice and help on the Academic Program, the HOD shall assign a teacher of the department who shall function as mentor/adviser/counselor for the entire period of study of the Student. The mentor shall monitor Courses undergone by the Student, help in planning new/additional Courses to be taken, check his/ her attendance and progress. He/she shall advise and counsel the Student periodically. If necessary, the mentor may also discuss with or inform the parents about the progress of the Student

### **9. Examination**

#### **9.1. System of examination:**

Performance of each Registered Student in a Course shall be evaluated based on

- i. Continuous Internal Assessment (CIA) throughout the semester**



- ii. **End Semester Assessment (ESA) through end semester University examination at the end of the semester.**

Each Course, both Theory and Practical including Project Work, Seminar, etc shall be evaluated for a maximum of 100 marks. For each Course, the continuous internal assessment (CIA) will carry 40 marks while the end semester assessment (ESA) in end semester University examination will carry 60 marks.

## **9.2 Procedure for awarding marks in continuous internal assessment (CIA):**

For all Theory and Practical Courses in each program the continuous internal assessment (CIA) shall be for a maximum of 40 marks, consisting of 20 marks for tests/Laboratory experiments/model examinations, 10 marks for assignments/presentations and 10 marks for attendance. CIA marks shall be awarded as per the procedure given below.

### **a. Theory Course:**

Two series test and one model examination shall be conducted. The best two marks obtained out of three marks put together out of 200 marks shall be reduced for 20 marks and rounded to the nearest integer.

### **b. Practical Course:**

Every Practical exercise/experiment shall be evaluated based on the exercise/ experiment prescribed as per the syllabus and the Laboratory records maintained on the Work done. There shall be one mid term test for 50 marks in 3 hours duration immediately after 40 Working days and model test for 100 marks in 3 hours duration covering the full syllabus at the end of the semester. The total marks obtained in the mid term test and model examination put together out of 150 marks, shall be reduced for 20 marks and rounded to the nearest integer.

### **c. Theory Courses with Laboratory component:**

If there is a Theory Course with Laboratory component, there shall be three tests. First two tests, each 50 marks

in 1 ½ hours duration, will be from the Theory portions. The third test, 50 marks of 3 hours duration covering the full syllabus, will be for the Laboratory component. The total marks obtained in the best of the two tests in Theory portions and the Laboratory component put together out of 100 marks shall be reduced to 20 marks and rounded to the nearest integer.

**In all the above Courses there shall be 2 assignments given by the Course teacher and 1 presentations on the topics, other than topics of assignment, chosen by the Student in each Course at appropriate intervals each carrying 50 marks. The total marks out of 150 shall be reduced to 10 marks and rounded to the nearest integer.**

**d. Project Work:**

HOD shall constitute a project Course committee to review and evaluate project Work done by the Students in a program. There shall be three assessments for 100 marks each. Each Student of the project group shall make presentation on the progress and contribution made by him/her before the committee. Marks will be awarded based on the individual contribution to the Project, Presentation before the Committee, and a Viva voce by the committee. The total marks obtained in the three assessments out of 300 marks shall be reduced to 30 marks and rounded to the nearest integer

**e. Awarding marks for attendance:**

Ten marks for attendance shall be awarded as follows:

<b>Less than 65% of attendance</b>	<b>0 mark</b>
<b>65% to 74% of attendance</b>	<b>6 marks</b>
<b>75% to 79% of attendance</b>	<b>7 marks</b>
<b>80% to 89% of attendance</b>	<b>8 marks</b>
<b>90% to 95% of attendance</b>	<b>9 marks</b>
<b>96% to 100% of attendance</b>	<b>10 marks</b>

**9.3 Requirements for appearing for end semester**

**University examinations:**

A Student shall normally be permitted to appear for the University examinations in his/her Registered subjects if

he/she has satisfied the semester completion requirements and has Registered for the examinations in all the Registered Courses of the semester.

- Registration is mandatory for the semester examinations as well as arrears including withdrawn Courses in the previous semester examinations failing which the Candidate will not be permitted to move to the higher semester.
- If a Student has already appeared for Course(s) in previous semesters and passed, he/she is not entitled to reappear for the examinations in the same Course(s) for improvement of grade(s)/marks.

#### **9.4 Provision for withdrawal from end-semester University examinations:**

- A Candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one Course or consecutive examinations of more than one Course in the semester examination(s).
- Such withdrawal shall be permitted only once during the entire period of study of the Degree Program.
- Withdrawal application is valid only if it is made within ten days prior to the commencement of the University examination(s) in the Course(s), recommended by the HOD and the Dean and approved by the Director, Academic Affairs.
- Notwithstanding the requirement of mandatory ten days notice, application for withdrawal prior to the commencement of the University examination(s) in the Course(s), in special cases under extraordinary conditions, will be considered on the merit of the case.
- Withdrawal from the end semester University examinations shall not be construed as an appearance for the eligibility of a Student to be classified under First Class or First Class with Distinction. This

provision is not applicable to those who seek withdrawal during 4<sup>th</sup> semester.

- Withdrawal from the end semester University examinations is not applicable to arrears Courses.
- The Student shall appear for the end semester University examination(s) of the withdrawn Courses in the subsequent semesters.

### **9.5 End Semester Assessment (ESA) in end semester University examinations:**

- There shall be an end semester University examination of 3 hours duration and 100 marks covering the full syllabus for each Course to which a Student has Registered in a Program conducted by the COE.
- In end Semester University examinations, all internal and external examiners needed for Theory, Practical and Project evaluations shall be appointed by the COE.
- External assessment procedures using **double evaluation system** shall be adopted by the COE for Theory Courses. During double valuation if the mark awarded by the two examiners is not greater than 15%, average of the two marks shall be taken as the marks secured and the results are declared by the COE. If the difference in marks is more than 15% then it shall be referred to the third examiner. Then the marks secured in the third valuation will be compared with the nearest of the other marks and average of the two marks shall be taken for declaring the results. **Hence revaluation is not permitted after the declaration of the results by the COE.**
- In the end semester University examination of a Practical Course, the Lab report is evaluated for 15 marks, viva voce for 20 marks and Practical skills for 65 marks by an external and internal examiner both duly appointed by the COE.

- In the end Semester University examination of a project Course, the report is evaluated for 55 marks by an external examiner. Viva voce for 45 marks is conducted individually for each Student by the panel consisting of the external examiner and an internal examiner both duly appointed by the COE along with the project guide, co-guide, if any, and the Chairperson of the project Course committee. The panel will award viva voce marks based on the individual performance.
- In a reasonable time frame, the COE office will scrutinize the answer books. Marks obtained in end semester University examinations out of 100 shall be reduced to 60 marks and rounded to the nearest integer. The finalized marks of **continuous internal assessment (CIA) for 40** and end semester assessment (ESA) in **end Semester University examination for 60** totaling to 100 shall be converted to the corresponding letter grades to be awarded to each Course Registered by a Student in a Program.
- When a Course is discontinued to be offered in a semester, due to implementation of new Regulations, those Students who are detained from writing the examination due to inadequate attendance (I-grade) shall take equivalent Course if available or additional Courses as prescribed by the Director, Academic Affairs.

### **9.6 Passing requirements for a Registered Course in a Program:**

- A Student who secures not less than 50 marks out of total 100 marks prescribed for a Registered Course with a minimum of 50% (i.e., 30 marks out of 60 marks) prescribed for the end Semester University examination shall be declared to have passed in the Course.
- If a Student fails to secure a pass in a particular Course, it is mandatory that he/she shall Register to the examination as arrear and reappear for the

examination in the Course during the subsequent semester. He/she should continue to Register for the examinations in the failed Courses till he/she secures a pass.

- CIA marks obtained by a Student in the first appearance of a Registered Course shall be retained and considered as valid for all subsequent attempts till the Student secures a pass.

### 9.7 Award of letter grades:

Based on the performance, a Student shall be awarded a letter grade corresponding to the marks obtained (out of 100 marks) in each Registered Course in a semester. Each letter grade carries a specified Grade Point (GP) corresponding to a specified marks range as follows:

<b>Marks Range in %</b>	<b>Grade Points (GP)</b>	<b>Letter Grade</b>	<b>Remark</b>
91-100	10	S	Outstanding
81-90	9	A	Excellent
71-80	8	B	Very Good
61-70	7	C	Good
56-60	6	D	Above Average
50-55	5	E	Average
≤49	0	R	Reappear (Fail)
--	--	I	Inadequate Attendance
--	--	W	Withdrawn
--	--	Ab	Absent

- **“R”** denotes failure in the Registered Course. Hence **reappearance** in the end semester University

examination is mandatory. This grade will appear both in **Grade Card** and **Result Sheets**.

- **“I”** denotes **inadequate attendance** and hence prevented from writing the end semester University examination.
- **“W”** denotes **withdrawal** from the Course.
- **“Ab”** denotes absent for the end semester University examination.
- Grades **“I” “W”** and **“Ab”** will appear only in the Result Sheets.
- Grading is done by the COE office for each Registered Course after taking into account both the continuous internal assessment(CIA) marks and the end semester assessment (ESA) marks totaling to 100 marks. No Student is considered to have completed a Course successfully and earned the credits when he/she secures a letter grade **“R”** or **“I”** or **“W”** or **“Ab”**.
- To calculate Semester Grade Point Average (SGPA), (1) determine the grade points earned in each course by multiplying course credits by the appropriate grade-point equivalent, (2) add the grade points earned in each course to calculate a semester total, and (3) divide this sum by the number of credits earned in the semester to determine the Semester Grade Point Average.

$$SGPA = \frac{\sum_{i=1}^n C_i \times GP_i}{\sum_{i=1}^n C_i}$$

- CGPA shall be computed in a similar manner, considering all the Courses from the first semester onwards.
- **“R”**, **“Ab”**, **“I”** and **“W”** grades will be excluded for computing SGPA or CGPA.
- Compulsory non-Academic Courses, audited Courses and withdrawn Courses having only continuous

internal assessment (CIA) marks without the end semester University examination marks will be excluded while computing SGPA and CGPA

- A Student who secures “R” grade in any core Course of a Program has to reappear in the subsequent end semester University examination as arrear subject till he/she secures a pass in the Course.
- A Student who secures “R” grade in the Project Work shall be required to re-Register and carry out the Project Work in the subsequent semester.
- A Student who secures “I”, “W” and “Ab” grade in a Course shall Register and appear in the end semester University examination in the subsequent semester.

### **9.8. Grade Card:**

After results are declared, Grade Card shall be issued at the end of each semester to each Student which shall contain the following details:

The list of Courses and assigned credits for each Course Registered in that semester, performance in each Course shown by the letter grade, the Semester Grade Point Average (SGPA) of all the Courses Registered in that semester and the Cumulative Grade Point Average (CGPA) of all the Courses Registered from the first semester onwards. The Grade Card shall also contain the list of satisfactorily audited Courses.

### **9.9. Re-totaling/Photocopy:**

A Student may apply for re-totaling/photocopy of his/her University examination answer paper in a Theory Course within 2 weeks from the declaration of results on payment of the prescribed fee through proper application to the COE through the concerned HOD. The COE will arrange for the re-totaling/photocopy of University answer book and the results will be intimated to the Student through the concerned HOD. Revaluation is not permitted for Practical Courses, Seminars, Summer Project, Industrial Training and Project Work.



### **9.10. Procedure for redressal on the awarded marks**

Revaluation of University examination answer book(s) is not permitted due to double evaluation system.

### **9.11. Eligibility for the award of the Degree**

A Student shall be declared to be eligible for the award of the Degree if the Student has Registered for and passed all the Courses prescribed in the Curriculum.

The Student has successfully acquired the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.

#### **CGPA of the Student is 5.00 or more.**

- The Student has no dues in the University, Hostel and Library.
- The Student has no disciplinary action pending against him/her.
- The Student has successfully completed the Industrial Training/Visit/Camps, if any, as prescribed in the Curriculum.
- The Student has successfully completed any additional Courses prescribed by the Director, Academic Affairs, whenever any Candidate is readmitted under the new Regulations.
- The award of the Degree is approved by the BOM.

### **9.12. Classification of the Degree awarded:**

- A Student who qualifies for the award of the Degree having passed in all the prescribed Courses of the Program in his/her first appearance within the specified minimum number of semesters, securing a **CGPA of not less than 8.50** shall be declared to have passed the examinations in **First Class with Distinction. No Student who has obtained R or I or Ab grade in any subject shall be classified under First Class with Distinction.**

- A Student who qualifies for the award of the Degree having passed in all the prescribed Courses of the Program within the specified minimum number of semesters, plus one year (two semesters) and securing a **CGPA of not less than 6.50** shall be declared to have passed the examinations in **First Class**. For this purpose withdrawal from end semester University examination(s) will not be construed as an appearance. Further, authorized break of study will not be counted for the purpose of this classification.
- All other Students who qualify for the award of the Degree shall be declared to have passed the examinations in **Second Class**.
- A Student who is absent in University examination in a Course/Project Work after having Registered for the same shall be considered to have appeared in that examinations for the purpose of classification.
- Ranking will be done separately for each Program of study.

#### **10. Transitory Regulations:**

When there is change in curricula and syllabi, the examinations based on the existing curricula and syllabi will be conducted for three consecutive semesters after implementation of the new curricula and syllabi in order to enable the Students to clear the arrears, beyond which the Students will have to take examinations in equivalent Courses as per the new syllabi in addition to new Courses if any as per the new Curriculum on the recommendations of the HOD and the Dean concerned and approval from the Director, Academic Affairs.

#### **11. Feedback Mechanism:**

Near the end of semesters, when a Course is about to be concluded and when there is almost maximum strength of the Students in the class, the Dean in consultation with the Director, Academic Affairs will arrange for the **feedback** from the Students of the class and the Course teacher of each

Course offered by the department in the prescribed formats on the effectiveness of teaching-learning processes and other difficulties faced by the Students on the Course structure, syllabus, facilities, caliber of the teacher, behavior of the teacher etc as well as difficulties faced by the Course teacher. The Dean in consultation with the HOD will analyze the feedback data to take remedial steps that can be implemented by the HOD and other higher authorities of the University. The report on the drawbacks with action plan may be submitted to the Director, Academic Affairs for further action.

## **12. Discipline:**

Every Student is required to observe disciplined and decorous behavior both inside and outside the University and not to indulge in any activity which will tend to bring down the prestige of the University. The Vice Chancellor shall constitute a Disciplinary committee consisting of the Dean, Student Affairs and two Heads of Departments of which one should be from the faculty of the Student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. If a Student indulges in malpractice in any of the continuous internal assessment examinations or end semester University examinations he/she shall be liable for punitive action as prescribed by the University from time to time.

## **13. Curbing the Menace of Ragging**

The UGC regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009 shall apply to Noorul Islam University including its departments, constituent units and all the premises, whether being academic, residential, play grounds, canteen or other such premises of the university, whether located within the campus or outside and to all means of transportation of students, whether public or private accessed by students for the pursuit of study in the university.

The university shall prohibit , prevent and eliminate the scourge of ragging including any conduct by any student /

students whether by words spoken /written or by an act which has the effect of teasing , treating or handling with rudeness a fresher or any other student or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance , hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other students or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame , or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student , with or without an intent to derive a sadistic pleasure or showing off power , authority or superiority by a student over any fresher or any other student, in our university and to provide for the healthy development physically and psychologically, of all students, in consonance with the University Grants Commission Regulations.

Noorul Islam University has constituted the following committees to prohibit, prevent and eliminate the scourge of ragging:

1. Anti-Ragging Committee
2. Anti- Ragging Squad and
3. Mentoring Cell
4. Monitoring Cell

#### **14. Revision of Regulations and Curriculum**

The University may from time to time revise, amend or change the Regulations, scheme of examinations, curricula and syllabi if found necessary.