

**Sanjivani Rural Education Society's
Sanjivani College of Engineering,
Kopergaon**

**(An Autonomous Institute, Permanently Affiliated to Savitribai
Phule Pune University, Pune)**

PG PROGRAMS

ACADEMIC RULES AND REGULATIONS



**FOR THE AWARD OF
MASTER OF BUSINESS ADMINISTRATION (MBA)
2021**

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ACADEMIC RULES AND REGULATIONS, 2020

1. Short Title and Commencement

- i) These Regulations shall be called the “Sanjivani College of Engineering Kopargaon Regulations for the Award of MBA Degree”.
- ii) These Regulations shall be implemented after deliberations and approvals from the Academic council and the governing body of the College, and shall subject to changes/modifications from time to time, as and when required;
- iii) These Regulations shall be applicable for students enrolling for MBA Degree programmes at the College from Academic Year 2020-21 for MBA 1st year and 2021-22 for MBA 2nd year

2. Definitions

Table 1. Definitions

Sr. No.	Term	Meaning
1	MBA	Master of Business Administration, Post Graduate two years full time Degree awarded by and from the Savitribai Phule Pune University, Pune
2	Body	Governing body of the college.
3	College	Engineering College duly approved by the AICTE and Government of Maharashtra to impart Education in Engineering and Management at the UG & PG level. i.e. Sanjivani College of Engineering, Kopargaon
4	Dean	Dean of the College, with the specific duties and responsibilities also indicated along with the title
5	Council	Academic Council of College
6	Director	Head of Institute
7	Government	Government of Maharashtra
8	Prescribed	Prescribed by these or any other Regulations of the College
9	Regulations	Sanjivani College of Engineering, Kopargaon Regulations for the Award of MBA Degree
10	Autonomous Institute	Institute to which autonomy is granted by UGC under recommendation of the Government of Maharashtra and respective University
11	Competent Authority	Authority headed by the Director of Technical Education, Maharashtra State
12	Qualifying Examination	Examination on the result of which a candidate becomes eligible for admission i.e. DTE CET, ATMA AIMS, CMAT and other similar CET's (non zero score) along with Graduation.
13	University	Savitribai Phule Pune University
14	Inter se merit	The order of merit as defined by Maharashtra State Merit List / Home University area merit list / J & K Migrant Merit list as the case may be.
15	Candidate	An applicant who is an Indian National and desires to seek

		admission to the first year of two year PG Course in Management in Maharashtra State
16	Sanctioned Intake	The course wise number of seats sanctioned by the Government Resolution with reference to AICTE's approval. (120 at Present)

3. List of Abbreviations

Table 2. List of Abbreviations

Sr. No.	Abbreviations	Meaning
1	AICTE	All India Council for Technical Education, Delhi
2	AC	Academic Council
3	BOS	Board of Studies
4	DTE	Director of Technical Education, Maharashtra State
5	MBA	Master of Business Administration
6	PC	Program Core Course
7	EC	Elective Core Course
8	CIA	Continuous Internal Assessment
9	ISE	In Semester Examination
10	ESA	End Semester Examination
11	DAAB	Departmental Academic Advisory Board
12	SIP	Summer Internship Project
13	RIP	Rural Immersion Programme
14	SDC	Skill Development Courses

4. Preamble

The Regulations prescribed herein have been made by the College, an autonomous institution affiliated to the Savitribai Phule Pune University, to facilitate the smooth and orderly conduct of its academic programmes and activities at the MBA level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the College and prepare themselves to face the challenges in their professional careers ahead.

It may be noted that:

- (a) The provisions made herein shall be applicable to MBA Programme offered at the College, at present;
- (b) The provisions made herein shall be applicable to first year to sequentially onwards MBA Programme offered at the College, from year 2021-22.
- (c) All PG Programmes, under faculty of Engineering shall be offered with credit system.
- (d) They shall also be applicable to the new MBA Programme which may be started at the College in the future.
- (e) Academic and non-academic requirements prescribed by the council have to be fulfilled by a student for eligibility towards award of MBA Degree.

5. Academic Calendar

- (a) The College shall arrange regular academic activities for the students during the two main semesters during the academic year.
- (b) The academic activities in a semester shall normally include course registration, course work, and continuous internal evaluation, dropping/withdrawal from courses, in-semester examination, end semester examination, and declaration of results.
- (c) The College shall announce the schedule for all the academic activities well before the commencement of the academic year and take all the necessary steps to follow them scrupulously.
- (d) The institute shall prepare academic calendar for each semester.
- (e) A typical breakdown of the academic year for the MBA programme at the College shall be as suggested in Table 3 and distribution of academic in Table 4.

Table 3. Suggested Breakdown of Academic Year into Semesters

Sr. No	Items	Details	
1	No. of Semesters	Two per year	
2	Semester Duration	Each Semester	19 Weeks
3	Academic Activities (in Weeks)	Reporting in the Institute	0.1
		Registration of Courses	0.4
		Course work and Preparation	15
		Examination	2
		Declaration of Results	1.5
		Total	19.0
		Inter-Semester Recess	
	After each Semester	2.0	
4	Examinations	In each semester Continuous Internal Assessment (CIA), have a weightage of 20 marks, In-semester examination (ISE) have a weightage of 30 marks and End Semester Examination (ESE) have a weightage of 50 marks (Total 100 marks for 03 credit Courses) and in case of 2 credit course TA have a weightage of 50 marks. <i>(Note: The CIA shall be conducted throughout the Semester on dates announced in advance in the Academic Calendar, and its evaluation will be done regularly by the concerned teacher. However, the dates for the ISE and ESE shall be fixed at the College level by examination section.)</i>	

5	Academic work duration	<ul style="list-style-type: none">• Care shall be taken to ensure that the total number of days for academic work are > 180/year;• Academic schedules prescribed shall be strictly adhered to by all the department;
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Table 4. Distribution of Academic

Sr. No.	SEMESTER	DURATION
1	Semester-I	July- December
2	Semester-II	January-June
3	Semester –III	July- December
4	Semester- IV	January-June

6. Admissions

- (a) As per the approval of AICTE the intake capacity of each programme is fixed.
- (b) The reservation of seats for each program is as per the Maharashtra government rules.
- (c) Admissions to the first year of all the programmes shall be made before the start of each academic year as per the norms laid by DTE, Government of Maharashtra.
- (d) The College shall also admit to first year of the programmes, a limited number of students of Non-Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign National categories, as per Government rules.
- (e) All the admissions will be governed by DTE, Maharashtra State.

7. Hostel Facility

- (a) Interested students may apply for hostel accommodation at the time of admissions, as the College is partially residential and it can admit a limited number of boys and girl students in the hostels.
- (b) The method of admission to student's hostels, rent payable per each seat allotted and the discipline to be followed by the residents shall be governed by "rules and regulations" framed by the College in this behalf.

- (c) Each student selected for hostel admission shall be provided a seat in one of the hostel rooms identified for this purpose and there shall be no family accommodation available in the hostel for married students.
- (d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to withdrawal of hostel facilities to such students.
- (e) Hostel residents shall apply for leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission to such students.
- (f) Students residing in the hostels shall be required to clear all the hostel dues and vacate their rooms at the end of each academic year, as they will be considered for hostel admission a fresh for the New Year.

8. Attendance

1. Each student shall be required to attend minimum 75% of all the classes arranged like, lectures and laboratories for being permitted to attend the end semester examination.
2. Students shall also be required to take part in any other academic and non-academic activities and attend the camps, as and when arranged by the College during the academic year.
3. Student desires of leave of absence for less than one week during a semester shall apply for it in advance to the Head of the Department giving reasons & supporting documents, if any and get it approved.
4. The Head of the Department may condone absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make prior application, after proper verification.
5. In all the cases of leave of absence as per Clauses (3) and (4) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clause (1).
6. It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.

9. Code of Conduct and Discipline

- (a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the College.
- (b) Unsocial activities like ragging in any form shall not be permitted within or outside the precincts of the College and the students found indulging in them shall be dealt with severely and dismissed from the College.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of code of conduct punishable as indiscipline:
 - i) Lack of courtesy and decorum, as well as indecent behavior;*
 - ii) Willful damage of property of the College/Hostel or of fellow students;*
 - iii) Possession/consumption/distribution of alcoholic drinks and banned drugs;*
 - iv) Mutilation or unauthorized possession of library material, like, books;*
 - v) Noisy and unseemly behavior, disturbing peace in the College/Hostel;*
 - vi) Hacking in computer systems, either hardware or software or both;*
 - vii) Any other act considered by the College as of gross indiscipline.*
- (d) In each case above, the punishment shall be based on the gravity of offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, to outright expulsion.
- (e) The reprimanding Authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Head of the concerned Department.
- (f) In all the cases of offence committed by students in jurisdictions outside the purview of Clause (4), the Dean, Students Affairs shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Director.
- (h) All other cases of indiscipline of students, like adoption of unfair means in the examinations shall be reported to the Dean, Academic Affairs, for taking appropriate action and deciding on the punishment to be levied. Exam lapse committee should conduct detailed enquiry and report should be submitted to Dean Academics for taking appropriate disciplinary action.

- (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Director, who shall constitute appropriate Committees to review the case.

10. Course Structure:

- a) Each course offered in the MBA curriculum at the College shall be listed by using a total of five/six digits, the first two being letters and the remaining being numerals, as follows:
- The first two letters to represent the Department offering the Course in abbreviated form, e.g., MB for MBA, (For F Y MBA which is common to all branches where first two letters will represent subject offering. e.g. For Research Methodology will be RM).
 - The first numeral that follows to represent the year of the programme, such as 1, 2 leading to 100 - 200 series;
 - The next two numerals to represent the Course Number allotted for the subject by the Department/First year, i.e., 01, 02, 03, up to 99;
 - Thus, as an example, courses offered at the Department of MBA could be listed from MB 101 up to MB 499 and for F Y MBA it will be like MB101, MB102, etc.
- b) The assignment of credits to course work shall follow the AICTE curriculum guidelines.
- c) All the courses in the MBA Curriculum shall be unitized, with suitable credits being assigned to each of them as follows:
- i) Lecture course conducted for one hour per week in a semester – 01 Credit
 - ii) Tutorial conducted for one hour per week in a semester -01 Credit
 - iii) Laboratory/Practical conducted for two hours per week in a semester- 01 Credit
 - iv) Project work conducted for four hours per week in a semester-01 Credit.
- d) Each student for the MBA Degree award shall be required to earn a total of 104 credits during his/her studentship at the College. On the other hand, a student having less than 104 credits shall have to earn the remaining credits to make up the total to 104 credits so as to qualify for the award of Degree.
- e) The BOS shall be responsible for planning the curriculum and syllabi for all the courses included for the Programme. The syllabi framed by BOS shall be approved by the Academic council. However, Dean academic shall be In-charge for college wide implementation of course work, time tables and related requirements for the Programme.
- f) Each Department shall have the flexibility to include training and/or field work as per Internship Policy of AICTE.

- g) Each Department shall assign PG Coordinator for all its students. It shall be the responsibility of the PG Coordinator to help the students in planning their course work and other academic activities at the Department and also to regularly monitor and advise them on their academic and other performance at the College. PG Coordinator also should conduct the activities for overall personality development of students and career planning.

11. Registration for the Semester

- (a) Each eligible student shall be required to register at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar.
- (b) Students who fail to register on the notified day may be permitted by the Department for late registration on another day announced in the Academic Calendar after payment of late fee fixed by the institute.
- (c) Only those students shall be permitted to register for course work who have:
 - i) Cleared all dues of the College, Hostel and Library including fines (if any) of the previous semester,
 - ii) Made all the required advance payments towards the College and Hostel dues for the current semester before the closing date, and
 - iii) Not been debarred from registration of courses on any other specific ground.
- (d) Each student shall fulfill the following conditions at the time of registration of course work in any semester:
 - i) Each student of the first year shall register for all the courses (common for all) in the first two semesters as prescribed in the curriculum.
 - ii) Second year students will register for all subject as prescribed in the curriculum of the college.

12. Programme Duration

- a) The Programme duration for a student to complete the academic and other requirements at the College and qualify for the award of PG Degree by the University shall be normally 4 semesters.
- b) A student shall have to complete the Programme requirements for the Degree of 104 credits within 4 semesters. Failure to complete the Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the College forthwith. The BOG on case-to-case basis on the recommendations of the Director and Dean-Academics can extend the term.

- c) Class will be awarded on the basis of performance of student in all the 02 years duration or 04 Semesters.
- d) Only three class improvement attempts would be allowed after the course completion within next two years' time period.

13. Temporary Withdrawal

- (a) Student shall be permitted to withdraw temporarily from the College on the grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that
 - i) He /She applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.
 - ii) The College may permit by taking into account the expected period of withdrawal; the student has the possibility to complete the Programme requirements of 104 credits within the time limits specified earlier.
 - iii) The student shall have settled all the dues or demands at the College including those of Hostel, Department, Library and other units.
- (b) A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- (c) Normally, a student shall be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the Programme at the College.

14. Termination from the Programme

A student shall be allowed to leave the College on the following grounds

- i) Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the College rolls.
- ii) Failure to meet the standards of discipline as prescribed by the College from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the College.

15. Performance Assessment

- a) There shall be assessment of all the students attending a course, like lecture course and laboratory course or a combination of the two. This shall be in two parts, as follows, both of them being important in assessing the students' performance in the particular course:
1. Sessional, involving Continuous Internal Assessment (CIA), to be normally conducted by the course teacher throughout the semester; This shall include mid-term tests, weekly/fortnightly class tests, homework assignments, problem solving, tutorials, group discussions, quiz, seminar, mini-project and other relevant means. The course teacher shall announce the detailed methodology for conducting the various segments of TA together with their weightage at the beginning of the semester.
 2. In Semester-Examination (ISE), to be conducted by the Controller of Examination centrally. This shall include a written examination for theory courses.
 3. Terminal often designated as End Semester-Examination (ESE), to be conducted by the Controller of Examination centrally. This shall include a written examination for theory courses and practical/design/drawing examination with built-in oral part for laboratory/ design/drawing courses.
 4. CIA (20) + ISE (30) and ESE (50) shall have 50:50 weightage and in case of 2 credit course CIA (50) shall have weightage of 100:00. A student's performance in a course shall be judged by taking into account the results of CIA + ISE and ESE together.
 5. Student shall get minimum 40% marks for passing in ESE. The total marks for passing in the course shall be 40 including CIA, ISE and ESE.
 6. The evaluation of the SIP & RIP work shall be based on Project Work assigned by the project guide, seminar presentation, project report and assessment by Project Evaluation Committee.
 7. In case of other requirements, such as, seminar, comprehensive viva-voce, etc. the assessment shall be made as determined by the Controller of Examination.
 8. While the conduct of CIA for a course shall be the responsibility of the course teacher and the Department concerned, ISE and ESE shall be conducted centrally by the Examination Section of the College. The records of ISE, CIA and ESE shall be maintained by the Examination Section.
 9. The performance of students at every stage of the CIA shall be announced by the concerned course teacher within a one week of the date of the particular assessment. The course teacher shall also show the assessed answer books to the students before submission of the final marks to the Controller of Examinations.

10. The assessment of answer papers for ISE and ESE will be done centrally in the custody of Controller of examination.

(b) Question Papers: For being able to conduct examination in an effective manner, good quality question papers shall be used as the principal tool, making it necessary for the question papers at ISE and ESE to:

- i) Cover all units of the course syllabus uniformly;
- ii) Be unambiguous and free from any defects/errors;
- iii) Emphasize knowledge testing, problem solving & quantitative methods;
- iv) Contain adequate data/ other information on the problems assigned;
- v) Have clear and complete instructions to the candidates;
- vi) Bloom's Taxonomy should be followed while setting the Question Paper;
- vii) Each question must be specified with course outcome(s).

(c) Evaluation system shall be as follows:

- CIA should be implemented and should have weightage of 20 marks for 3 credit course and 50 marks for 2 credit courses.
- ISE have weightage of 30 marks for 3 credits course
- ESE have weightage of 50 marks for 3 credit course and however no ESE shall be conducted for 2 credit courses.

(d) Besides, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the concerned DAABs.

(e) Examinations

The College shall maintain a high standard in CIA, ISE and ESE and ensure the declaration of final results including SGPA and CGPA of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar. For meeting these requirements, the College shall take the following steps:

- i. CIA shall be conducted exclusively by the course teacher, who shall spell out the components of CIA in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The teacher shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- ii. ISE and ESE shall be conducted by the examination department (Controller of Examination) by appointing one internal and one external examiner. The external examiner shall be associated with the internal examiner in the setting of the question paper and invigilation of examination.

- iii. The answer sheets of ISE and ESE shall be evaluated by the teachers appointed by HOD; but, an external review of the entire ESE shall be conducted under the guidance of the Board of Examiners of the College. The moderation (10%) of answer sheets will be done by external examiners appointed by CoE.
 - iv. Students having the following deficiencies shall not be permitted to attend the ESE:
 - A. Disciplinary action by the College pending against him/her;
 - B. Failure to meet the standards of attendance prescribed;
 - C. CIA Performance far below the passing standard.
- (f) Evaluation of SIP & RIP project work: The project work shall be normally conducted in two stages, spread over one or two sequential semesters.
- i) At the end of first stage, the student shall be required to submit for evaluation, a preliminary report of the work done before a prescribed date to the SIP/RIP Coordinator, DAAB and present the same before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work either in the same or the following semester.
 - ii) The Controller of Examination shall receive a panel of names from the Chairman, DAAB for identifying the project examiners for the student, at least two weeks before the submission of the second stage of project work. This shall comprise of three unbound, typed copies of the project report (one for each examiner), prepared according to the prescribed format to be submitted to the Department at least one week before the date of oral examination.
 - iii) The Department shall record the date of submission of the project report and arrange to send copies of the same to the external examiners a few days before the date fixed for the oral examination. The project coordinator shall notify the date of the oral examination to the examiners and also to the student with a copy marked to the Controller of Examination.
 - iv) On successful completion of the oral examination, the student shall be required to submit two bound copies of the final, corrected project report, one being for the Department and the other for the project supervisor(s).
 - v) A student desirous of extension of time, up to a maximum of 3 months from the prescribed date for submission of the project report, shall seek permission for the same from the Project supervisor(s) and Head of the Department. The DAAB shall consider such requests, case by case, before giving the permission.

16. Grading System

- a) The College shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the regular ESE as given in Table 5. However, the grading system for makeup examinations shall be as shown in Table.6.
- b) Penalty of grades shall applicable for makeup examinations. This is intended to keep more seriousness on regular ESE.
- c) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than “X” or “F” in that course. Letter grade “F” in any course implies failure in that course.

Table 5. Letter Grades and Grade Points for Regular ESE

Theory			Regular Courses		
Grade	Marks %	Gr. Pt.	Marks %	Gr. Pt.	Description of Performance
O	≥ 90	10	≥ 90	10	Outstanding
A+	80-89	9	80-89	9	Excellent
A	70-79	8	70-79	8	Very Good
B+	60-69	7	65-69	7	Good
B	50-59	6	60-64	6	Above Average
C+	45-49	5	55-59	5	Average
C	40-44	4	50-54	4	Below Average
F	<40	0	<50	0	Fail
X	—	0	—	0	Detained, Re-reg. for Course
PP	—	—	—	—	Passed (Audit Course)
NP	—	—	—	—	Not Passed (Audit Course)

Table 6. Letter Grades and Grade Points for Re- Examinations

Theory			Description of Performance
Grade	Marks %	Grade Point	
A+	≥ 90	9	Excellent
A	80-89	8	Very Good
B+	70-79	7	Good
B	60-69	6	Above Average
C	50-59	5	Average
F	<40	0	Fail

- d) A **Semester Grade Point Average (SGPA)** shall be computed for all the students in a Department for each semester, as follows:

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

$$i. e. \quad SGPA = \frac{(C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots + C_n \times G_n)}{C_1 + C_2 + C_3 + \dots + C_n}$$

where, 'n' is the number of courses registered during the semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.

- e) A **Cumulative Grade Point Average (CGPA)** shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \sum_{i=1}^m \frac{C_i \times G_i}{C_i}$$

$$i. e. \quad CGPA = \frac{(C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots + C_m \times G_m)}{C_1 + C_2 + C_3 + \dots + C_m}$$

where, 'm' is the number of courses registered up to that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.

- f) Whenever, a student repeats or substitutes a course in any semester, the lower of the two Grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- g) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- h) Other academic requirements such as non-credit courses, internship, etc. shall be fulfilled. Non-credit courses shall not be considered for calculations of SGPA and CGPA.

17. Method of Awarding Letter Grades

- The examination department shall award the letter grade(s) to students based on the marks secured by them in ISE, CIA and ESE together in the course(s) registered.
- The Controller of Examination shall submit two copies of the result sheet for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. The Head of

the Department, after preliminary scrutiny and moderation (if necessary) at the DAAB level shall submit the results to Controller of Examination soon for further process.

- c. All the evaluated answer sheets of CIA in a course shall be returned to the students from time to time during the semester. However, the answer sheets of ISE and ESE shall only be shown to the students during the specified period after the declaration of result. The Controller of Examination who shall hold it for a period of at least two semesters. Steps shall be taken to destroy the same only after obtaining permission from the Director at the end of the prescribed period.
- d. A student shall have opportunity for revaluation by paying prescribed fees within specified time period. A lapses committee will look after grievances of students and malpractices.
- e. **Withholding of Grades:** The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the College or has disciplinary action pending against him/her.

18. Eligibility for the Award of Degree

Student will be eligible for the award of degree provided that

- 1. Student should obtain 104 credits.
- 2. No any kind of college fee dues is pending.
- 3. No any disciplinary action against him/her.

19. CGPA/Class improvement after Completion of Pre - requisite Credits for the Award of Degree

- a) Student can reappear for the two-year examination for class/CGPA improvement.
- b) Student has to appear for up to 05 number of courses of his/her choice from both the year.
- c) Class/CGPA improvement examination will be only for ESE.
- d) Student has to appear for Class/CGPA improvement examination before the award of degree and transfer certificate issued.
- e) Opportunity for Class/CGPA improvement examination is valid for three years after the completion of final year. Maximum number of attempts for Class/CGPA improvement examination is limited to THREE.

- f) At the time of registration student will surrender all the original mark lists given to him by the institute. He will have to give an affidavit on Rs.100.00 judicial stamp paper that he/she will not do any use of surrendered mark lists till he/she gets official result of the courses for which he/she wishes to appear for class/CGPA improvement. No change of courses or drop of courses will be allowed after registration.
- g) Student wishing to improve his/her class / CGPA improvement will have to pay appropriate fees as laid down by the institute time to time.
- h) The result of Class/CGPA improvement examination does not entitled for getting any prize/medal/award.
- i) Student appearing for Class/CGPA improvement examination shall not be entitled to get any benefit of any rules/Ordinance of the University regarding condonation.
- j) Student wishing to use the facility of Class/CGPA improvement will have to pass in all the five courses at a time for which he/she has registered for. He/she will not be entitled for the re-examination in such cases.
- k) Result of CGPA/Class improvement will be considered as successful only if the candidate result is of the next grade with respect to previous result.
- l) For unsuccessful students, the previous result will remain as it is.
- m) Student who improves his/her CGPA/Class will be issued fresh mark lists by the institute. These mark lists will have star against the subjects for which he/she has appeared for CGPA/Class improvement and will state “**Grade /Class Improvement**”. The date on the new mark lists will be as per improvement examination. Name of the student will be communicated to SPPU, Pune and he/she will have to apply for degree certificate from SPPU Pune thereafter.

20. Procedure for shifting students who admitted previously under SPPU to Autonomy

- 1. The students admitted to SPPU, if get fail then they shall be shifted from SPPU MBA programme to Autonomous MBA program. However, in such cases, the students have to clear all pending backlogs under SPPU, Pune.
- 2. Respective BOS shall declare the equivalence for the courses for these students.

21. Credit distribution and Examination scheme for MBA program

Sanjivani MBA Programme Structure Batch (2021-23)														
Block	SEM- I	Credits	SEM- II	Credits	SEM- III	Credits	SEM- IV	Credits	Total Credits	CIA	ISE	ESE	Total	
A	GC-01	3	GC-07	3	GC-11	3	GC-15	3		490	660	1150	2300	
	GC-02	3	GC-08	3	GC-12	3	GC-16	3						
	GC-03	3	GC-09	3	GC-13	6	GC-17	3						
	GC-04	3	GC-10	3	GC-14	3	SC-05	3						
	GC-05	3	SC-01	3	SC-03	3	SC-06	3						
	GC-06	3	SC-02	3	SC-04	3								
		18		18		21		15	72					
B	GE-01	2	GE-07	2	SE-05	2	SE-10	2		600	NA	NA	600	
	GE-02	2	GE-08	2	SE-06	2	SE-11	2						
	GE-03	2	GE-09	2	SE-07	2	SE-12	2						
	GE-04	2	SE-01	2	SE-08	2	SE-13	2						
	GE-05	2	SE-02	2	SE-09	2								
	GE-06	2	SE-03	2										
			SE-04	2										
		6		6		6		6	24					
	ASCC-1	2	ASCC-2	2	ASCC-3	2	ASCC-4	2		200	NA	NA	200	
C	OE-1	2	OE-2	2	OE-3	2	OE-4	2						
		2		2		2		2	8	1290	660	1150		
Total Credits per Semester		26		26		29		23	104				1470	3100 Marks
Total Credits: 104 Total Marks 3100														
BLOCK-A														
*All the courses are Mandatory as it include Generic core and Subject core														
*Each Course is of 3 credits (Evaluated for 100 Marks : 20 TA+ 30 ISE + 50 ESE)														
*(GC-13) Summer Internship Project (SIP) is of 06 credits evaluated for 100 Marks (50 Marks CCE and 50 Marks ESE External Viva)														
BLOCK -B														
*Semester I- Select any three courses from Generic Elective														
*Semester II- Select any one course from Generic Elective (GE) basket and two courses from Subject Elective basket .														
*Semester III- and IV Select any three courses from the Subject Elective basket .														
*Here each course is of 2 credits (Evaluated for 50 Marks by Course teacher in the form of CIA)														
BLOCK-C														
* Select ASCC[Alternative Study Credit Course] or OE [Open Elective] from Block C to earn 02 credit in each semesters.														
*In Block C all courses evaluated by faculty as per subject requirement with prior approval of evaluation method from Head of Department														
* List of Approved ASCC and Open Electives will be announced by HOD at the beginning of Each Semester.														
* ASCC will allow to earn 2 credits on submission of certificate in the given semester and evaluation by respective faculty.														

DETAILS OF COURSES

S.NO	Course Type	Credits	Nature
1	GENERIC CORE (GC)	48	COMPULSORY
2	SUBJECT CORE (SC)	18	COMPULSORY
3	GENERIC ELECTIVE (GE)	08	ELECTIVES
4	SUBJECT ELECTIVE (SE)	16	ELECTIVES
5	SIP	6	COMPULSORY
6	FOUNDATION/ENRICHMENT/OPEN ELECTIVE/MOOC/SAP/PCC	08	ELECTIVES
	Total	104	

BLOCK NO	Title	Credit/Course	No of courses	CIA	ISE	ESE	TOTAL
A	Generic Core	3	16	16*20= 320	16*30=480	16*50=800	1600
	SIP	6	1	1*50=50	-	1*50= 50	100
	Subject Core	3	6	6*20=120	6*30= 180	6*50=300	600
TOTAL (BLOCK A)		Total Credits: 72	23	490	660	1150	2300
B	Generic Elective	2	04	04*50=200	NA	NA	200
	Subject Elective	2	08	08*50=400	NA	NA	400
TOTAL (BLOCK B)		Total Credits: 24	12	600	NA	NA	600
C	Foundation , Enrichment, Open elective	2	04	04*50			200
	ASCC/MOOC/ PCC/SAP						
TOTAL (BLOCK C)		Total Credits: 8	04	200	NA	NA	200
TOTAL (BLOCK A+B+C)		104	39	1290	660	1150	3100

Structure SEM-I

2021-23	SEMESTER -I			
	Course Category	Course Code	Course Title	Credits
A	Generic Core			
	GC-01	101	Financial Accounting & Control	3
	GC-02	102	Marketing Management-I	3
	GC-03	103	Managerial Economics	3
	GC-04	104	Business Research & Analytics	3
	GC-05	105	Organizational Behavior	3
	GC-06	106	Digital Business	3
Block A Total Credits				18
B	Generic Elective			
	GE-01	107	Business Communication	2
	GE-02	108	Management Fundamentals	2
	GE-03	109	Entrepreneurship Development	2
	GE-04	110	Selling and Negotiation Skills	2
	GE-05	111	Legal and Business Environment	2
	GE-06	112	Indian Economy	2
Block B Total Credits				6
C	ASCC-1	ASCC	Approved List from Department	2
	OE-01	OE	Need Based Course	2
	Block C Total Credits:02			
Total Credits Semester-I				26

**Structure
SEM-II**

2021-23	SEMESTER -II			
A	Course Category	Course Code	Course Title	Credits
	Generic Core/ Subject Core			
	GC-07	201	Financial Management	3
	GC-08	202	Marketing Management-II	3
	GC-09	203	Operations Management	3
	GC-10	204	Human Resource Management	3
	SC MKT-01	208 MKT	Marketing Research	3
	SC MKT-02	209 MKT	Consumer Behaviour	3
	SC FIN-01	208 FIN	Financial Markets	3
	SC FIN-02	209 FIN	Personal Financial Planning	3
	SC HRM-01	208 HRM	Manpower Planning	3
	SC HRM-02	209 HRM	Training and Development	3
	SC OSCM-01	208 OSCM	Service Operation Management-I	3
	SC OSCM-02	209 OSCM	Supply Chain Management	3
Block A Total Credits			18	
B	Generic Elective/Subject Elective			
	Course Category	Course Code	Course Title	Credits
	GE-07	205	Entrepreneurship and New Venture Management	2
	GE-08	206	Geo-politics and World Economy	2
	GE-09	207	Computer Applications For Business	2
	SE MKT-01	210 MKT	Digital Marketing-I	2
	SE MKT-02	211 MKT	Marketing of Financial Service	2
	SE MKT-03	212 MKT	Personal Selling Lab	2

	SE MKT-04	213 MKT	Marketing of Luxury Products	2
	SE FIN-01	210 FIN	Security Analysis and Portfolio Management	2
	SE FIN -02	211 FIN	Direct Taxes	2
	SE FIN -03	212 FIN	Corporate Valuation Merger and Acquisition	2
	SE FIN -04	213 FIN	Online Trading of Financial Assets	2
	SE HRM-01	210 HRM	Labour Welfare	2
	SE HRM-02	211 HRM	Conflict and Negotiation Management	2
	SE HRM-03	212 HRM	Public Relations & Corporate Communications	2
	SE HRM -04	213 HRM	Lab in Recruitment and Selection	2
	SE OSCM-01	210 OSCM	Inventory Management	2
	SE OSCM-02	211 OSCM	Theory of Constraints	2
	SE OSCM-03	212 OSCM	Productivity Management	2
	SE OSCM-04	213 OSCM	Service Value Chain Management	2
Block B: Total Credits				6
	Course Category	Course Code	Course Title	Credits
C	ASCC-2	ASCC	Approved List from Department	2
	OE-02	OE	Need Based Course(Advanced Excel)	2
	Block C: Total Credits			2
Total Credits Semester-II				26
UMC			Human Rights -II	
			Introduction to Cyber Security- II	