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REGULATIONS

MBA / M.Tech (Credit System)
"Jnana Sangama", Belgaum.

Visvesvaraya Technological University, Belgaum.
ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ.

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VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

REGULATIONS:

Master of Business Administration (Credit System) Degree Programme of VTU, Campus, Belgaum

CB 1.00 INTRODUCTION:

CB 1.10 The Regulations are applicable to MBA (Credit System) Degree Programme conducted at the VTU campus, Belgaum.

CB 1.20 The Provisions contained in this set of regulations govern the policies and procedures on the Registration of students, imparting instructions of course, conduction of the examination and evaluation and certification of students' performance and all amendments there to leading to the said Degree Programme.

CB 1.30 This set of Regulations, on approval by the Academic Senate and Executive Council, shall supercede all the corresponding earlier sets of regulations of the University for the VTU Campus MBA Degree Programme along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme (Credit-System) conducted at the VTU, Belgaum Campus.

CB 1.40 This set of Regulations, may evolve and get refined or updated or amended or modified or changed through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.

CB 1.50 In order to guarantee fairness and justice to the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

CB 1.60 The University Bodies may consider any issues or matters of concern relating to any or all the academic activities of the University Campus courses for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference, if so present) here in this set of Regulations or otherwise.

CB 2.00 TITLE OF THE COURSE:

The course shall be called Master of Business Administration (Credit System) Course which is abbreviated as MBA (Credit System).

CB 3.00 DURATION OF THE COURSE:

The MBA Course shall be of two years duration extended over four semesters. The candidate shall be allowed a maximum of four years (8 semesters) of duration to be eligible for the award of MBA degree, failing which he/she shall have to register once again as a fresh candidate.

CB 4.00 ELIGIBILITY FOR ADMISSION:

Admission is open, to the Master of Business Administration Course, to all the candidates who possess a Bachelor's Degree of minimum three years duration recognized by this University.

OR

Any other examination recognized by this University as equivalent thereto. The candidates shall have passed the prescribed qualifying examinations with not less than 50% of the marks in the aggregate of all the years of the degree examinations. However, in the case of candidate belonging to SC/ST and any other groups classified by the Government of Karnataka for such purpose from time to time the aggregate percentage of marks in the qualifying examinations shall not be less than 45%.

There shall be an Entrance Examination for admission to MBA Course. The Admission Committee shall conduct the Entrance Examination and shall also conduct the counseling of the candidates.

Based on the performance of the Candidates in the entrance examination and merit of the qualifying examination, ranking shall be done and accordingly admission shall be made in order of merit. The maximum number of seats under various categories (regular, and SC/ST etc.) shall be as per the sanctions of the AICTE, State Government and VTU.

All graduates other than the graduates of VTU shall have to obtain Eligibility Certificate from the VTU to seek MBA admissions.

The Calendar of events in respect of the course shall be fixed by the University from time to time.

CB 5.00 REGISTRATION:

CB 5.10 Every student after consulting his Faculty Advisor is required to register for the approved courses with the Departmental Post Graduation Committee (DPGC) of Parent department at the

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The Calendar of events in respect of the course shall be fixed by the University from time to time.

CB 5.00 REGISTRATION:

CB 5.10 Every student after consulting his Faculty Advisor is required to register for the approved courses with the Departmental Post Graduation Committee (DPGC) of Parent department at the

commencement of each semester ı the days fixed for such registration and notified in the academic calendar.

CB 5.20 Lower and Upper Limits for Credits Registered in a Semester:
A student must register for a minimum of 15 credits and up to a maximum of 24 credits in the case of MBA Course. However the minimum/maximum credit limit can be relaxed by the Registrar on the recommendations of the DPGC, only under extremely exceptional circumstances.

CB 5.30 Mandatory Pre-Registration for higher semesters:
In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for a course well in advance, before the actual start of the next academic session, through the process of Pre-Registration which is mandatory for all students of first and higher semesters.

CB 5.40 Course Pre-Requisites:
In order for a student to register for some course(s), it may be required either to have exposure in, or to have completed satisfactorily, or to have prior earned credits (refer Clause No. CB 9.70) in some specified course(s). In such instances, the DPGC shall specify clearly, any such course pre-requisites, as part of the curriculum.

CB 5.50 Students who do not register on the day announced for the purpose may be permitted LATE Registration up to the notified day in academic calendar on payment of late fee.

CB 5.60 REGISTRATION in ABSENTIA will be allowed only in exceptional cases on the recommendation of DPGC through the authorized representative of the student.

CB 5.70 A student will be permitted to register in the next semester only if he has

(a) Satisfied all the Academic Requirements to continue with the programme of Study without termination ,
(b) Cleared all University, Hostel and Library dues /fines (if any) of the previous semesters,
(c) Paid all required advance payments of the University and Hostel for the current semester,

Not been debarred from registering on any specific ground by the University.

CB 5.80 Medium of Instruction /Evaluation/etc. shall all be English.

CB 6.00 COURSE STRUCTURE:

CB 6.10 **Minimum** Credit Requirement for the MBA Degree is 120.

CB 6.20 The total course package for a MBA Degree Programme will typically consist of the following components:

(a)	Core Courses	80 Credits
(b)	Elective Courses	32 Credits
(c)	Major Project, CEL	8 Credits

CB 6.30 The Department Post Graduate Committee (DPGC) will discuss and recommend the exact credits offered for the programme for the above components, the semester-wise distribution among them, as well as the syllabus of all postgraduate courses offered by the department from time to time before sending the same to the Board of Studies (BOS). The BOS will consider the proposals from the departments and make recommendations to the senate for consideration and approval.

CB 7.00 DEGREE REQUIREMENTS

CB 7.10 The degree requirements of a student for the MBA Degree programme are as follows.

(a) *University Requirements*:
  (a) Minimum Earned Credit Requirement for Degree is 120.
  (ii) Satisfactory completion of all Mandatory Learning Courses.

(b) *Programme Requirements:*
Minimum Earned Credit Requirements on all Core Courses, Elective Courses and CEL Project as specified by the DPGC and conforming to Clause No. CB 6.00 (Course Structure) above.

The Maximum duration for a student for complying to the degree requirement from the date of registration for his first semester, is FOUR years for full-time registration

CB 7.20 ATTENDANCE REQUIREMENT

CB 7.21 All students must attend every lecture, tutorial and practical Classes. To account for approved leave of absence (e.g. representing the University in sports, games or athletics, placement activities, NCC/NSS activities etc.) and /or any other such contingencies like medical emergencies etc., the attendance

requirement shall be a *minimum* of 85% of the classes actually conducted. However, the Vice Chancellor may condone attendance to an extent of 10% only in special cases. Each course of semester shall be treated as a separate unit for calculation of the attendance.

CB 7.22 A candidate, who does not satisfy the attendance requirement, mentioned as above, shall not be eligible to appear for the Examination of that semester and not promoted to higher semester. The candidate shall be required to repeat that semester along with regular students later.

CB 7.23 If a candidate, for any reason, discontinues the course in the middle he/she may be permitted to register to continue the course along with subsequent batch, subject to the condition that he/she shall complete the class work, lab work and seminar including the submission of dissertation within maximum stipulated period. Such candidate is not eligible to be considered for the award of rank.

CB 7.24 The Chairman of the Department shall notify regularly, the list of such candidates who fall short of attendance. The list of the candidates falling short of attendance shall be sent to the Registrar (Evaluation) with a copy to Registrar of the University at least one week prior to the commencement of the examination.

CB 7.30 ABSENCE DURING THE SEMESTER:

CB 7.31 Leave of Absence:

(a) If the period of leave is more than two days and less than three weeks, prior application for leave shall have to be submitted to the Chairman of The Department concerned, with the recommendation of the Faulty-Advisor stating fully the reasons for the leave request along with supporting documents.

(b) It will be the responsibility of the student to intimate the course instructors, Chairman of The Department and also Chief Warden of the hostel, regarding his absence before availing leave.

CB 7.32 Absence during Mid-Semester Examinations:

A student who has been absent from a Mid–Semester Examination due to illness and other contingencies may give a request for make-up examination within two weeks after that Mid-Semester Examination to the Chairman of The Department with necessary supporting documents and certification from authorized personnel. The Chairman of The Department may consider such requests depending on the merits of the case, and after consultation with the course instructor, may permit the make up Mid-Semester examination for the concerned student.

CB 7.33 Absence during End- semester Examination:

In case of absence for an End – Semester Examination, on medical grounds or other special circumstances the student can apply for 'I' grade in that course with necessary supporting documents and certifications by authorized personnel to the Chairman of The Department. The Chairman of The Department may consider the request depending on the merits of the case, and after consultation with the course instructor, permit the make up End – Semester Examination for the concerned student. The student may subsequently complete all course requirements within the date stipulated by DPGC (which may be extended till first week of next semester under special circumstances) and 'I' grade will then be converted to an appropriate letter grade, as per Clause No. CB 9.70. All the particulars of such a decision with date of finalizing the grade shall be communicated to the Registrar (Evaluation). If such an application for the 'I' grade is not made by the student, then a letter grade will be awarded on his in-semester performance.

CB 8.00 WITHDRAWAL FROM THE PROGRAMME:

CB 8.10 Temporary withdrawal:

(a) A student who has been admitted to a Post Graduate degree programme of the University may be permitted to withdraw temporarily, for a period of one semester or more on the grounds of prolonged illness or grave calamity in the family etc., provided:

i. He applies to the Department stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian,
ii. The Department is satisfied that, without counting the period of withdrawal, the student is likely to complete his requirements of the degree within the time specified (refer: "Degree requirements")
iii. There are no outstanding dues or demands with the Departments/University/ Hostels/Library/etc.
iv. the Tuition Fees for all the subsequent semesters may be collected in advance based upon the severity of the case before giving approval for such Temporary Withdrawal.
v. scholarship holders are bound by the appropriate Rules applicable to them.
vi. the decision of the Registrar of the University regarding withdrawal of a student is final and binding.

Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the duration of study.

CB 8.20 Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the deposits only. Fees once paid will not be refunded on any account. Once the admission for the year is closed the following conditions govern withdrawal of admissions:

(a) A student who wants to leave the University for good will be permitted to do so (and take Transfer Certificate from the University, if needed) only after remitting the Tuition Fees as applicable for all the remaining semesters and clearing all other dues, if any.

(b) Those Students who have received any scholarship, stipend or other forms of assistance from the University shall repay all such amounts in addition to those mentioned in Clause No: CM 8.20 (a) above.

(c) The decision of the Registrar of the University regarding withdrawal of a student is final and binding.

CB 9.00 EVALUATION SYSTEM:

CB 9.10 Each candidate shall obtain not less than 50% of the maximum marks prescribed for the Internal Assessment (IA) of each subject, including seminars.

Internal Assessment Marks shall be based on assignments, tests, oral examinations and seminar conducted in respective subjects (minimum of two tests are compulsory).

The candidates obtaining less than 50% of the Internal Assessment marks in any subject shall not be eligible to appear for the examination in that subjects(s). Only in such cases, the Chairman of the Department may arrange for the improvement of Internal Assessment marks in the subjects(s) in subsequent semester.

The candidates shall write the Internal Assessment Test in Blue Books and this shall be maintained by the Chairman of the Department for at least one month after the announcement of result and available for verification as per the direction of the Registrar (Evaluation).

The Internal Assessment marks sheet shall bear the signature of the concerned Teacher and the Chairman of the Department.

The Internal Assessment marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before sending to the University.

The IA marks shall be sent well in advance before the commencement of theory examination by the concerned Chairman of the Department. No corrections of the Internal Assessment marks shall be entertained after the submission of marks list to the University.

CB 9.20 Course Credit Assignment:

Every Course comprises of specific Lecture-Tutorial–Practical (L-T-P) Schedule. The course Credits are fixed based on the following norms:

Lectures/Tutorials: one hour per week is assigned one Credit.

Practical: (i) a 3-hour per week is assigned two Credits

Or

(ii) a 2-hour session per week is assigned one Credit.

For example, a theory course with an L-T-P schedule of 3-1-0 will be assigned 4 credits; a laboratory practical course with an L-T-P schedule 0f 0-0-3 will be assigned 2 credits.

CB 9.30 The Academic Performance Evaluation of a Student shall be according to a Letter Grading System, based on the Class performance Distribution, and not based upon my any fixed apriori mappings or any absolute scale conversions from the Raw-Scores Scale to the Grade Points Scale. The entire evaluation systems *(including these Regulations*) comprising of the Policies, Procedures, Mechanisms, Guidelines etc. have –been /shall –be designed, developed, evolved implemented and adhered to in order to meet the most fundamental/basic characteristics of being : fair/just, unbiased, robust, reliable, and transparent. It is equally essential to maintain appropriate level of confidentiality in terms of certain specific details, in order to achieve the above characteristics. The letter grade (A, B, C, D, E and F) indicates the level of academic achievement assessed on a decimal (0-10) scale.

CB 9.40 The letter grade awarded to a course other than a 0-0-P (Practical) course, for which he has registered shall be based on his performance in quizzes, tutorials, assignments etc. as applicable, in addition to one mid-semester examination and one end-semester examination. The distribution of weightage among these components may be as follows:

End –Semester Examination (Online)	: 50 %
Mid –Semester Examination (Online)	: 25 %
Quizzes, Tutorials, Assignments etc.	: 25 %
(Continuous evaluation)	(To make up for100%)

Any variation other than the above distribution requires the approval of the pertinent DPGC in advance.

CB 9.50 The letter grade awarded to a student in a 0-0-P (Practical) course is based on an appropriate continuous evaluation scheme that the course instructor shall evolve, with the approval of the pertinent DPGC.

CB 9.60 The Course Instructor shall announce in the class and/or display at the faculty door/ website the details of the Evaluation Scheme, including the distribution of the weightage for each of the components and the method of conversion from the raw scores to the letter grades within the first week of the semester in which the course is offered, so that there are no ambiguities in communicating the same to all students concerned.

CB 9.70 **Letter –Grades and Grade –Points (P):**

LETTER-GRADE	GRADE-POINTS	REMARKS
A	$P \geq 8$	
B	$7 \geq P < 8$	
C	$6 \leq P < 7$	
D	$5 \leq P < 6$	
E	$4 \leq P < 5$	
F	$P < 4$	Fail

CB 9.71 **Description of Grades**

A Grade

An A grade stands for outstanding achievement and the Course Instructor is supposed to take utmost care in awarding of this highest letter grade. Whenever the class size is 15 or more the minimum cutoff marks for award of an A grade shall be set at least TWO (and at most THREE) standard–deviations above the class mean performance level. When the class size is less than 15, appropriate letter grade may be awarded based on the specific details regarding the class performance distribution. Alternatively, this minimum cutoff may be set at least 80% marks.

E Grade

The E grade stands for marginal performance and is the minimum passing letter grade in any course.

F Grade

The F grade denotes very poor performance i.e. failing in a course and the Course Instructor is supposed to take utmost care while awarding this lowest letter grade whenever the class size is 15 or more the maximum cutoff marks for an F grade shall be set at lest TWO (and at most THREE) standard –deviations below the class mean performance level. When the class size is less than 15,

appropriate letter grade may be awarded based on the specific details regarding the class performance distribution. Alternatively, this minimum cutoff may be set at least 40% marks.

A student has to repeat all core courses in which he obtains F grades in subsequent semesters whenever the course is offered, until a passing is obtained. For elective courses in which F grade has been obtained, the student may register for the same course or any other elective course. However, all the earlier F grades secured in any course stay permanently on the grade card. The weightage of this grade is counted in the calculation of SGPA only, and not the CGPA.

CB 9.80 **Evaluation of Performance:**

The Overall performance of a student will be indicated by two indices: SGPA which is the Semester Grade Point Average and CGPA which is the Cumulative Grade Point Average

SGPA for a Semester is completed as follows:

$$\text{SGPA} = \frac{\sum [(\text{course credits} \times \text{Grade Point})] \text{ for all courses with Letter grades including F (in the semester)}}{\sum [(\text{course credits})] \text{ for all courses with Letter grades including F (in the semester)}}$$

CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum [(\text{course credits} \times \text{Grade Point})] \text{ for all courses with Letter grades except F}}{\sum [(\text{course credits})] \text{ for all courses with Letter grades except F}}$$

CB 9.81 **Communication of Grades:**

(a) The final grades shall be displayed for at least ONE teaching –day during which period a student can approach the concerned course instructors for any clarification. The process of evaluation shall be transparent and the students shall be made aware of all the factors included in the evaluation. In case of any correction the course instructor shall have to incorporate the same before finalization of the grades.

(b) The course instructors shall submit the letter grades for each of the students in his course to the chairman, DPGC by the stipulated date.

(c) The final grades must be sent the Registrar (Evaluation)

(c) The final grades must be sent the Registrar (Evaluation) within the stipulated date.
(d) The Student Progress Report shall contain the letter grade along with the SGPA and the CGPA.

CB 9.82 Appeal for review of Grades:

(a) The entire process of evaluation shall be made transparent, and the course instructor shall explain to a student why he gets whatever grade he is awarded if and when required. A mechanism for review of grades is incorporated in the evaluation system. However before appealing for such review a student shall first approach the concerned course Instructor and then the concerned DPGC, with the request to do the needful; and only in situations where satisfactory remedial have not been taken, the student may then appeal to the Registrar(Evaluation).
(b) In case of any such grievances about the grades, the student may appeal for review of grades to the Registrar (Evaluation). Before the date specified in Academic calendar.
(c) The fee for such an appeal will be decided by the University Bodies from time to time. If the appeal is upheld by the Registrar (Evaluation) based on the opinion of an Expert Committee constituted by the Vice Chancellor, then the fee amount will be refunded to the student.

CB 9.90 CORPORATE EXPOSURE AND LEARNING (CEL)

CB 9.91 All the candidates shall undertake a **CEL** of **ten weeks** duration at the end of the **second semester** and before commencement of the third semester. The **CEL** shall be organization specific.
The CEL report shall be submitted by the students as per the guidelines prescribed by the University from time to time.

The **CEL** Internal Guide shall carry out the internal assessment of the **assignment** for 50 marks.
A panel of Examiners consisting of an external and an internal examiner shall jointly value the **CEL report** for 100 marks. Out of 100 marks 50 marks for CEL report and 50 marks for viva voce examination. This examination has to be conducted in batches of 5 students. The CEL marks will be included in the 3rd semester scheme.
A candidate shall secure a minimum of 50% of marks in aggregate, in the internal assessment, evaluation of CEL report

and viva voce examination. In the event of his failing to secure the 50% marks he shall have to re-do the CEL.

CB 9.2 SPECIALISATION OF STREAMS:

A student can opt for any one of the specialization of streams and avail the option of taking two papers in another stream of specialization
Both the papers of minor specialization shall be from the same stream. The minor stream papers shall be the fourth and eighth papers of the third and fourth semesters respectively.

CB 10.00 PAPER SETTING AND EVALUATION OF THEORY ANSWER PAPERS:

CB 10.10 In case CB 10.20 is not applicable, the Question papers in theory subjects shall be set by the Examiners appointed for the purpose by the University.
There shall be double valuation for theory papers in the University Examinations. The Theory answer papers shall be valued independently by the two examiners appointed by the University.
If the difference between the marks awarded by the two Examiners is not more than 15 of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations.
If the difference between the marks awarded by the two Examiners is more than 15, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the higher two marks shall be taken for averaging.

CB 10.20 In case online evaluation is used, then CB 10.10 is not applicable and the question paper for the final theory subjects be provided by the Registrar (Evaluation) out of the question bank submitted by the teacher teaching the subject. The evaluation is done in a transparent manner by the computer as per the scheme of evaluation.

CM 11.00 PROJECT WORK:

a) The Project carries 20 credits and spreads over TWO semesters, normally during 3rd and 4th semesters (or as recommended by DPGC). The topic and title of the project shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the second semester itself. However, modification of only the title but not the

field of work is permitted at the time of final submission of project report during the fourth semester. The subject and topic of the project shall be from the major field of post graduate studies of the candidate and the synopsis comprising scope and approach to the topic shall be prepared and submitted to the Registrar (Evaluation) through the Chairman of the Department within 30 days from the starting of the third semester. The project work shall be carried out by each candidate independently during the third and fourth semester under the guidance of one of the faculty members of the Department of study. If the project work is of inter-disciplinary nature, a co-guide shall be taken from the same or any other relevant Department. If a project work has to be carried out in any industry / factory / organization, outside the campus, the permission to that effect and the name of co-guide at any of these organizations shall be intimated to the University at the beginning of third semester by the Chairman of the Department. The progress of the Project work shall be monitored by the Project Guide assigned by DPGC.

b) The method of evaluation, including intermediate assessment shall be evolved by the pertinent DPGC.

c) A candidate shall submit 5 copies of the Report of the Project Work to Chairman, DPGC on or before the specified date. The report shall be in the format prescribed by the University. The candidate shall submit a report of the project work (dissertation) duly approved by the guide and co-guide. The project report shall be countersigned by the guide, co-guide (if any) and the Chairman of the Department.

d) The last date for the submission of Report shall be FOUR weeks before the closure of the semester in which the project work credits have been registered for and is expected to be completed or as announced by the Registrar (Evaluation). The date of submission of the dissertation may be extended up to a maximum of four academic years, from the date of commencement of the first semester in which the candidate has taken admission to the course. Extension of time, usually not exceeding 3 months at a stretch, from the announced last date for submission of the Project Report may be granted by the Registrar (Evaluation) on recommendation from the Chairman, DPGC.

e) The final evaluation is done by a Project Work Evaluation

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Committee (PWEC) constituted by the pertinent DPGC. There shall be an open seminar followed by a viva – voce examination as part of the final evaluation. After the final evaluation, appropriate letter grade is awarded, which will not however be considered for SGPA and CGPA calculations.

f) If in the opinion of the PWEC, the Project Report is acceptable with minor modifications for the passing grade 'D' the PWEC shall value and instruct the candidate suitably to incorporate the necessary modifications and to resubmit it to the Chairman, PWEC. After such resubmission, the Chairman, PWEC will certify that the necessary modification has been incorporated.

g) The title of the Project Report shall be indicated in the Student Progress Report.

CB 12.00 ELIGIBILITY FOR PASS:

There shall be University examination at the end of each semester. The candidate shall obtain a minimum of 40% of marks in the University examination and a minimum of 50% of marks in aggregate including the Internal Assessment marks for pass in each of the theory/Lab subject.

A candidate shall obtain a minimum of 50% of maximum marks for pass, separately both in:

1. Seminar and
2. Dissertation

There shall be no restriction for promotion from first semester to second semester and third semester to fourth semester provided he/she has fulfilled the attendance requirement as per CB 7.20. For promotion from second semester to third semester the candidate should not have failed in more than four heads of passing from the first and second semester put together.

The candidate has to pass in all subjects of I and II semester before the viva-voce is conducted.

If a candidate so desires there shall be provision for rejection of his/her latest semester results of University examination only. The rejection of performance will be with respect to all subjects of that particular semester examination. However, in 3rd semester the rejection will exclude CEL. Rejection is permitted only once during the entire course. Earlier session marks shall be retained.

If the rejection of the University examination results of the semester happens to be of an odd semester, the candidate can take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the candidate

cannot take admission to the next odd semester.
Application for rejection shall be submitted to the Registrar (Evaluation) of the University, through the Chairman of the Department, within thirty days from the date of announcement of results.
A candidate, who opts for rejection is eligible for the award of class and distinction, but is not eligible for the award of ranks.

CB 13.00 TERMINATIONS FROM THE PROGRAMME

A student shall be required to leave the University without the award of the Degree, under the following circumstances.

(a) If a student fails to earn the minimum credit specified below:

Check Point	Credit Threshold
End of FIRST year	20

Note: The period of temporary withdrawal is not to be counted for the above Credit Threshold.

(a) If a student is absent for more than 6(Six) weeks in a semester without sanctioned leave.
(b) Based on disciplinary action suggested by the Academic Senate, on the recommendation of the appropriate committee.

Note: Under any circumstances of termination, the conditions specified in Permanent
Withdrawal (refer: Clause No: CM 8.20) shall also apply.

CB 14.00 REVOKING ADMISSION:

If at any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any from whatsoever , including possible misinformation etc. the Registrar shall report the matter to the University Bodies recommending revoking the admission of the candidate.

CB 15.00 AWARD OF CLASS and RANK:

The candidates who have passed in all the subject's of first to fourth semester and the project, shall be declared to have passed the course.
The class shall be awarded at each semester on the first attempt aggregate marks of the semester.
A candidate who secures 70% and above marks in aggregate in first attempt shall be declared to have passed in first class with distinction.

A candidate who secures 60% or more marks but less than 70% in aggregate in first attempt shall be declared to have passed in first class.
A candidate who secures 50% or more marks but less than 60% in aggregate in first attempt shall be declared to have passed in second class.
The class shall be awarded at the Degree level based on the first attempt aggregate of all four semesters taken together.

The number of ranks declared at degree level shall be 10 or 1% of students appeared for examination whichever is less. The ranks shall be declared on the basis of the aggregate marks of all the four semesters taken together, provided the candidate has passed in all these four semesters in first attempt only.

Candidates who have rejected as per the regulation CM 12.00 or discontinued the course as per regulation CM 8.10 or do not submit the dissertation report within 46 weeks (3rd and 4th semester) as per regulation CM 11.00 are not eligible for award of ranks.

CB 15.10 GRADUATION REQUIREMENTS AND CONVOCATION:

CB 15.11 Eligibility for Degree:

A student shall be declared to be eligible for the degree if he has :

(a) Fulfilled Degree Requirements
(b) No dues to the University Department, Hostel, Library and any other centers
(c) No disciplinary action pending against him.

CB 15.12 Convocation:

Degree will be awarded in person for the students who have graduated during the preceding academic year . Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply for all Convocation along with the prescribed fee. After having satisfactorily completed all the degree requirements **(refer " CB 7.00 : Degree Requirements ")** within the specified date in order to arrange for the award of the degree during convocation.

CB 16.00 COMMITTEES:

The following committees shall be constituted for the Post Graduate Degree programme.

CB 16.10 Board of Studies (BOS-PG):

Constitution:

The existing constitution for other courses shall be retained.

Note:

- There shall be one BOS-PG for the entire University
- The chairman may co-opt and/or invite more including outside experts.
- The quorum of each meeting will be Five.

Functions (Highlights):

i. To consider the recommendations of the DPGC on matters relating to postgraduate programme and to make suitable recommendation to the University Bodies.
ii. To approve curriculum framed /revised by DPGC for the postgraduate courses of study.
iii. To ensure that all norms and Regulations pertaining to postgraduate programme are strictly followed.
iv. To make periodic review of these Regulations pertaining to postgraduate programme and to recommend to Senate any modifications thereof.
v. To review the academic performance and make suitable recommendation to the Senate regarding declaration of result, award of degrees etc.
vi. To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
vii. To draw up general time table for the postgraduate course and finalize the PG academic calendar to be put up to the Senate for approval.
viii. To review the cases of malpractice in examinations and to recommend to the Registrar the punishment in such cases.
ix. To constitute a sub-committee for monitoring the implementation of the academic curriculum provided by the BOS and to provide guidance in curriculum assessment, evaluation process.
x. To conduct at least one meeting each semester and send the Resolutions to the Chairman of the Senate, and also to maintain a record of the same in the office of the Registrar.
xi. Any appropriate responsibility or function assigned by the Academic Senate or the Dean of Faculty.

CB 16.20 Departmental Post Graduation Committee (DPGC):

Constitution:

(a) Chairman of the Department ...Chairman
(b) Two Professors (by rotation for one year) ... Members
(c) Two Assistant Professors (By rotation for one year) ... Members
(d) Two Lectures ... Members

Note:

- There shall be one DPGC for every department that is involved in the teaching for any of the PG degree programmes.
- The Secretary (DPGC) shall be nominated by the chairman on rotation basis for a period of one year
- The Chairman may co-opt and/or invite more members including at most three outside experts.

The quorum for each meeting shall be Four.

Functions (Highlights):

i. To monitor the conduct of all postgraduate courses of the departments.
ii. To ensure academic standard and excellence of the courses offered by the department.
iii. To oversee the evaluation each of the students in a class, for each of the courses.
iv. To develop the curriculum for postgraduate courses offered by the by the departments, and recommend the same to the BOS.
v. Moderation(only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Registrar(Evaluation)
vi. To consolidate the registration of the student and communicate to Course Instructors, the Registrar(Evaluation)
vii. To conduct performance appraisal of Course Instructors.
viii. To provide feedback of the performance appraisal to the Course Instructor and concerned authorities.
ix. To consider any matter related to the postgraduate programme of the department.
x. In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DPGC shall co-ordinate (only in case of need) among all such faculty members regarding the teaching and evaluation of such courses.
xi. To conduct at least two meetings each semester and send the Resolutions of the meeting to the Registrar (Evaluation), and also to maintain a record of the same in the department.

Any appropriate responsibility or function assigned by the University Bodies or the Dean of Faculty or the BOS or the Chairman of the BOS.

Constitution:

(a) Chairman of DPGC or his nominee .... Chairman
(b) Project Guide(s) .... Member(s)
(c) One referee from outside the department, Selected by the DPGC .... Member

Note:

- There shall be one PWEC for each PG project work.
- One external guide/referee, if any invited as a member of PWEC, is entitled for TA/DA as per the University Rules.

Functions (Highlights):

(i) To evaluate the PG project work and to award an appropriate letter grade. The chairman of PWEC shall submit the report, signed by all the members of the PWEC, to DPGC. The DPGC Chairman shall forward this report to the
(ii) Registrar (Evaluation) without moderation.

CB 16.40 Project Guide:

Functions (Highlights):

i. He will help the student under him in selecting the research topic.
ii. He shall monitor the progress of the student working under him.
iii. He shall report to the DPGC the performance of the student from time to time.

He will coordinate with the Chairman of The Department/DPGC to arrange for facilities to carry out the project work.

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REGULATIONS:

Common to all M.Tech. (Credit System) Degree Programmes of VTU, Campus, Belgaum

CM 1.00 INTRODUCTION:

CM 1.10 The General Regulations are common to all Post Graduate M.Tech.(Credit System) Degree Programmes conducted at the VTU campus, Belgaum.

CM 1.20 The Provisions contained in this set of regulations govern the policies and procedures on the Registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students performance and all amendments there to leading to the said Degree Programme(s).

CM 1.30 This set of Regulations, on approval by the Academic Senate and Executive Council, shall supercede all the corresponding earlier sets of regulations of the University for the VTU Campus Post Graduate M.Tech. Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) (Credit-System) conducted at the VTU, Belgaum Campus.

CM 1.40 This set of Regulations, may evolve and get refined or updated or amended or modified or changed through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.

CM 1.50 In order to guarantee fairness and justice to the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

CM 1.60 The University Bodies may consider any issues or matters of concern relating to any or all the academic activities of the University Campus courses for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference, if so present) here in this set of Regulations or otherwise.