

BIKANER TECHNICAL UNIVERSITY, BIKANER
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर



MBA ORDINANCES AND REGULATIONS

Proposed
ORDINANCES AND REGULATIONS
(Masters in Business Administration)
M.B.A. ORDINANCES

DEFINITIONS: Unless the context requires otherwise,

(i)	"Applicant" means an individual who applies for admission to any Post Graduate (PG) programme of Masters in Business Administration of the Bikaner Technical University Bikaner.
(ii)	"Board" means the Board of Management of the Bikaner Technical University Bikaner;
(iii)	"Council" means the Academic Council of the Bikaner Technical University Bikaner.
(iv)	"Course" means a curricular component identified by a designated code number and a title;
(v)	"Dean (MBA)" means the Dean, Faculty of Masters in Business Administration, Bikaner Technical University Bikaner.
(vi)	"Degree" means the Master's degree viz. M.B.A. of the University.
(vii)	"Institution" means affiliated institutions/constituent colleges of the University/ University Centers/University Department offering Master's degrees in Masters in Business Administration.
(viii)	"Faculty Mentor" means a teacher nominated by the Department to advise the students
(ix)	"Full-time Student" means a student registered for full time Post Graduate Programme.
(x)	"University" means the Bikaner Technical University Bikaner.
(xi)	"Minimum Registration Period" means the minimum period for which a candidate must be registered for the post graduate degree/Programme.
(xii)	"PG Programme" means Post Graduate Programme in Masters in Business Administration as M.B.A.(subject of specialization).
(xiii)	"Scheme of Teaching and Examination" means the scheme of teaching and examination for the M.B.A. Programme approved by the University.
(xiv)	"CGPA" means Cumulative Grade Point Average.
(xv)	"SGPA" means Semester Grade Point average.
(xvi)	"Credit" means quantified assessment of the course.
(xvii)	"Sponsored Student" means a full-time PG student receiving full financial support from the Sponsoring Organization.
(xviii)	"Supervisor" means a member of the academic staff of the University and/or from outside the University/affiliated college(s) approved by the University to supervise the student for the designated academic activity.
(xix)	"Faculty" means Faculty of Masters in Business Administration of the University constituted as per provisions of its act.
(xx)	"Act" means the Bikaner Technical University Act 2017.
(xxi)	"Ordinances" means ordinances for M.B.A. Programme.
(xxii)	"Regulations" means regulations for M.B.A. Programme.

Note: 'He' & 'His' imply 'he' / 'she' and 'his' / 'her', respectively.

**ORDINANCES FOR
MASTERS IN BUSINESS ADMINISTRATION**

O.1	<p>Title and Commencement</p> <p>(a) These ordinances shall be called the ordinances for M.B.A. Programme of the University.</p> <p>(b) These ordinances shall come into force from the date, the competent authority decides and notifies on its behalf.</p>
O.2	<p>The University shall offer such M.B.A. Programme related to Masters in Business Administration and which includes the approved list of programme of MHRD/AICTE/UGC or any other national accreditation body formed by/with statutory provisions and of such minimum duration as the Academic Council may approve. Such programme can be on the recommendation of the concerned faculty either on its own or on the initiative of a Board of Studies; provided further that an interdisciplinary programme may be proposed by a Department/Centre of the University/its constituent/affiliated colleges or by a committee appointed by the Vice Chancellor, ratified by the Council; subsequently approved by the Board.</p>
O.3	<p>The Academic Council shall ensure that every Academic programme, leading to the award of a Degree as appropriate to the Programme, conforms to the Ordinances of the University.</p>
O.4	<p>The minimum entry qualification (s) for admission to the M.B.A. programme shall be such as may be laid down in the Regulations.</p>
O.5	<p>An M.B.A. student shall be required to secure a minimum academic requirement in subjects and Practical courses as specified in the regulations. The Project/Field work, Seminar and other similarly designated academic activities shall have to be undertaken under the guidance of Faculty mentor/Supervisor(s) provided that an M.B.A. student may be permitted by the supervisor to carry out in full or a part of his Final Project outside the University/Institution. In such cases, an additional supervisor, from outside Organization/Institute, if considered necessary, shall be appointed as specified in regulations.</p>
O.6	<p>A M.B.A. student shall be required to complete all the requirements for the</p>

	award of the M.B.A. degree within such period as may be specified in the Regulations;
O.7	The date of initial registration for the M.B.A. programme shall normally be the date on which student formally registers for the first time, which shall be the date of joining for all purposes.
O.8	A student shall normally be required to attend all lecture, tutorial and practical classes. However, in case of late registration, sickness or other such exigencies, leave may be allowed as mentioned in the regulations.
O.9	An M.B.A. student may be granted scholarship/ assistantship/ stipend, etc. and be awarded medals as specified in the regulations or in accordance with the directions of the Central Government/State Government and the Academic Council/Board.
O.10	The procedure for admission and the continuation of the registration in M.B.A. programme shall be specified in the Regulations.
O.11	The award of the M.B.A. Degree to an eligible candidate shall be made in accordance with the procedure laid down in the Regulations subject to the fulfillment of the minimum academic requirements as specified in the Regulations.
O.12	The procedure of the withdrawal from a M.B.A. programme and possible rejoining shall be as specified in the Regulations.
O.13	The procedure for the examination, award of degree and all the related matters of an M.B.A. programme shall be as specified in the Regulations.
O.14	A student admitted to a M.B.A. programme shall abide by the orders issued by the University from time to time.
O.15	Notwithstanding anything contained in the above Ordinances, no regulation shall be made in contravention of the decision of the Board/Council and/or the policy guidelines of the AICTE/MHRD in regard to the M.B.A. programme.
O.16	Regulations made in this regard may be added, deleted, modified as required time to time with concerned by the approval of Academic Council and subsequent meeting of the Board.

Table of Contents

R.1	Title and Commencement	5
R.2	Classification of M.B.A. Programme	5
R.3	Eligibility of Admission	5
R.4	Duration of Programme	5
R.5	Course of Study	5
R.6	Credit System	9
R.7	Calendar	14
R.8	Examination Pattern	14
R.9	Examination Rules	19
R.10	Internal Assessment	19
R.11	External Assessment: Practical & Sessional Courses	20
R.12	External Assessment: Theory Subject	20
R.13	Result Computation (Award of Grade and Grade Point Average)	21
R.14	Back Paper Examination	24
R.15	Improvement	24
R.16	Grace Marks	24
R.17	Revaluation	24
R.18	Inspection of Answer Books	24
R.19	Medium of Instructions and Examination	25
R.20	Attendance Requirements for a Course	25
R.21	Leaves	25
R.22	Rustication/Suspension, Withdrawal from a Semester/Year	25
R.23	Registration	26
R.24	Withdrawal from a Course	27
R.25	Semester Withdrawal	27
R.26	Reservation	28
R.27	Maternity Leave to Female Student	28
R.28	Award of Gold Medal & Determination of Merit	28
R.29	Emergent Case	29
R.30	Special Permission for Old Students	29
R.31	Interpretation of Regulation	29

REGULATIONS FOR THE MASTER OF BUSINESS ADMINISTRATION

R.1 Title and Commencement

- a. These regulations shall be called the regulations for the M.B.A. Programmes of the university.
- b. These regulations shall come into force from the date, the competent authority decides and notifies on its behalf.

R.2 Classification of M.B.A. Programme

There shall be only full time M.B.A. Programme.

R.3 Eligibility of Admission

- a. Admission to the Master of Business Administration Programme shall be open to all the candidates who have passed qualifying Examinations (Graduation viz B.A., B. Sc, B.Com) of any University / Institution or any other examinations recognized as equivalent thereto by competent authority with not less than 50% (45% in case of SC/ST/Divyang/ visually impaired) of the marks of the degree examinations.

R.4 Duration of Programme

The curriculum shall be applicable for students who shall be admitted in session 2019-20 and onwards. Duration of course is 2 years however; maximum duration shall not exceed 4 years. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leave permissible to a student. However, it will exclude the period of rustication. The duration may be altered in accordance with the decision of the Board on the recommendation of the Academic Council.

R.5 Course of Study

The details of currently run specialization in M.B.A. programme are given in **Table-1**. The broad course structure is given in **Table-2**. These may be amended/ modified in accordance with the decision of the Board on the recommendation of the Academic Council from time to time.

Table 1: Details of the specialization offered in M.B.A. Full Time

S. No.	Specializations
1.	Finance Management
2.	Marketing Management
3.	Human Resource Management
4.	Business Analytics Management
5.	Agri-Business Management
6.	Entrepreneurship & Small Business Management

Table 2: Scheme of M.B.A. Full Time**I Year - I Semester**

S. No	Category	Course Code	Title	Contact hrs/week			Exam Hrs	Marks			Cr.
				L	T	P		IA	ETE	Total	
THEORY											
1	PCC	M-101	Fundamentals of Management	3	0	0	3	30	70	100	3
2		M-102	Organizational Behavior	3	0	0	3	30	70	100	3
3		M-103	Managerial Economics	3	0	0	3	30	70	100	3
4		M-104	Accounts for Managers	3	0	0	3	30	70	100	3
5		M-105	Business Environment	3	0	0	3	30	70	100	3
6	OES	M-106	Human Values	3	0	0	3	30	70	100	3
Sub Total				18	0	0				600	18
PRACTICAL & SESSIONAL											
7	PCC	M-107	Business Communication and Technical Writing Skills Lab	0	0	3	3	50	50	100	3
8		M-108	Computer Application Lab	0	0	3	3	50	50	100	3
9	PS	M-109	Practice School - I	0	0	3	3	50	50	100	3
Sub- Total										300	9
TOTAL OF I SEMESTER				18	0	9				900	27

L: Lecture, T: Tutorial, P: Practical, Cr: Credits, ETE: End Term Exam, IA: Internal Assessment

I Year - II Semester

S. No	Category	Course Code	Title	Contact hrs/week			Exam Hrs	Marks			Cr.
				L	T	P		IA	ETE	Total	
THEORY											
1	PCC	M- 201	Human Resource Management	3	0	0	3	30	70	100	3
2		M- 202	Marketing Management	3	0	0	3	30	70	100	3
3		M- 203	Financial Management	3	0	0	3	30	70	100	3
4		M- 204	Research Methodology	3	0	0	3	30	70	100	3
5		M- 205	Quantitative Techniques & Operation Research	3	0	0	3	30	70	100	3
6	OES	M- 206	Entrepreneurship Development and Innovation Management	3	0	0	3	30	70	100	3
Sub Total				18	0	0				600	18
PRACTICAL & SESSIONAL				L	T	P		IA	ETE	Total	
7	PCC	M- 207	Seminar on Contemporary Issues	0	0	3	3	50	50	100	3
8		M- 208	Data Science Lab	0	0	3	3	50	50	100	3
9	PS	M-209	Practice School – II	0	0	3	3	50	50	100	3
Sub- Total										300	9
TOTAL OF II SEMESTER				18	0	9				900	27

L: Lecture, T: Tutorial, P: Practical, Cr: Credits, ETE: End Term Exam, IA: Internal Assessment

II Year – III Semester

Dual specialization is proposed: Six Subjects (Three from each group) the students have to opt three specialization subjects from two major groups.

S. No	Category	Course Code	Title	Contact hrs/week			Exam Hrs	Marks			Cr.
				L	T	P		IA	ETE	Total	
THEORY				L	T	P		IA	ETE	Total	
1	PCC	M- 301	Business Policy and Strategic Management	3	0	0	3	30	70	100	3
2	PEC	3 subjects from any two elective groups	Elective I (First Group)	3	0	0	3	30	70	100	3
3			Elective II	3	0	0	3	30	70	100	3
4			Elective III	3	0	0	3	30	70	100	3
5			Elective I (Second Group)	3	0	0	3	30	70	100	3
6			Elective II	3	0	0	3	30	70	100	3
7			Elective III	3	0	0	3	30	70	100	3
Sub Total				21	0	0				700	21
PRACTICAL & SESSIONAL				L	T	P		IA	ETE	Total	
8	PS	M-309	Practice School - III	0	0	3	3	50	50	100	3
9	SI	M-310	Summer Internship	0	0	3	3	50	50	100	3
Sub- Total				0	0	6				200	6
TOTAL OF III SEMESTER				21	0	6				900	27

P: Practical, Cr: Credits, ETE: End Term Exam, IA: Internal Assessment

II Year – IV Semester

Dual Specialization: Four subjects (two from each major group)

S. No	Category	Course Code	Title	Contact hrs/week			Exam Hrs	Marks			Cr
				L	T	P		IA	ETE	Total	
THEORY				L	T	P		IA	ETE	Total	
1	PCC	M-401	Business Ethics, Corporate Social Responsibility, and Indian Ethos	3	0	0	3	30	70	100	3
2		M-402	Project Management and Financing	3	0	0	3	30	70	100	3
3		M-403	Laws and Legal Environment for Business	3	0	0	3	30	70	100	3
4	PEC	2 subjects from any two elective groups	Elective I (First Group)	3	0	0	3	30	70	100	3
5			Elective II	3	0	0	3	30	70	100	3
6			Elective I (Second Group)	3	0	0	3	30	70	100	3
7			Elective II	3	0	0	3	30	70	100	3
Sub Total				21	0	0				700	21
PRACTICAL & SESSIONAL				L	T	P		IA	ETE	Total	
8	PS	M-409	Practice School-IV	0	0	3	3	50	50	100	3
9	PW	M-410	Project Work	0	0	3	3	50	50	100	3
Sub Total				0	0	6	6			200	6
TOTAL OF IV SEMESTER				21	0	6				900	27

P: Practical, Cr: Credits, ETE: End Term Exam, IA: Internal Assessment

R.6 Credit System

Cumulative Grade Points Average (CGPA) system has been introduced for the PG programme in Management, where the breakups of the Credits are shown in the Table 3 below:

Table: 3 Breakup of the credits

S. No.	Category	Break up of Credits
1.	Professional core courses (PCC) including (a) Labs and (b) Seminar	54
2.	Professional Elective courses relevant to chosen specialization/branch (PEC)	30
3.	Other Emerging Subjects (OES)	6
4.	Practical School (PS)	12
5.	Summer Internship (SI)	3
6.	Project Field work (FW)	3
	Total	108

#3 Other Emerging Subjects (OES) shall be (i) Human Values & (ii) Entrepreneurship Development and Innovation Management

#4 Practice School

A management graduate needs to have exposure of the industrial working and understanding of application part of management concepts and also know his responsibility towards the society, therefore, a new concept of practice school has been introduced in the curriculum.

This practice school in first Semester will have two parts -

I. Industry Interaction

In this, students will start his industry interaction in the very first semester of the MBA programme. He/ She have to visit an organization for 3 hours /week

(after the classroom study) in any industry Finalized/selected by competent authority. This interaction will give him feel and insight to the real time working. Selection criteria of organization will be as per following:

- a. Organization have turnover more than 20 lakhs
- b. Organization have more than 20 employees

Student will have to study following points during Industry Interaction–

- a. Organizational structure and hierarchy
- b. Different kind of jobs/works done by the employees at all levels in the company
- c. Working of different departments
- d. Types of skills require to work in an organization
- e. Ways of internal and external communication
- f. Formal dressing and attitude
- g. Coordination and team work

II. Social Responsibility

To make students understand his role and responsibility in society & nature and co-existence as whole, student has to take an initiative towards contribution in any relevant social and environmental issue. This work will be performed after the time of regular classes. As a socially responsible citizen, student will perform following activities after approved by the competent authority -

- a. Contribution to increasing the income of any street vendor or any needy person from underprivileged section of the society.
- b. Cleanliness Campaign
- c. Donation of his/her belongings which is of no use to him/her to needy ones
- d. Plantation and care for nature (soil, natural resources, plants and animals)
- e. Girl child and women safety, education and empowerment.

- f. Blood donations and help of needy people at hospitals
- g. Helping the underprivileged section of the society
- h. Educating the street children or in schools when and where needed
- i. Nukkad Natak on any topic of social or environmental concern
- j. Any other related to society welfare.

#5 Summer Internship

After Completion of Second Semester, each student shall undertake Summer Internship for 8 weeks. Summer Internship shall be related to his/her subjects/specialization of MBA. It is mandatory for the student to seek advance written approval from the Internal Mentor and Head of Department about the topic and organization before commencing the Summer Internship. Students are required to join the work in field/industry after Second Semester and shall submit a report of the same at the end of Third Semester. An internal mentor/guide shall be appointed for each student. Minimum two random visits at the company/organization of work shall be made by internal mentor/guide to evaluate the performance of the students.

#6 Project/ Field Work

Guiding principle behind Project/Field Work would be improvement in knowledge/skills and employability of the students and emphasis would be on practical/field work on any project. Students would also be allowed for Project/Field Work in any research institutes if they indicate profound interest in academics/research. The opportunity for the whole semester Project/Field Work is subjected to the student getting a suitable and justifiable project work. The permission shall be granted only on merit of the problem statement and the proposed organization.

The student shall require identifying the Project/Field Work for which it is expected to collect data and carry out field testing. The student shall also require submitting planning/ flow chart to carry out the Project/Field Work and a detailed report with all data analysis and interpretation will be submitted to the External and Internal Mentor.

Approval of Project/ Field Work

The student who is required to undertake semester long Project/Field Work outside the college should present the approval letter from his proposed mentor as per the prescribed format, who shall forward it to HOD with his specific comments. Head of Department would be the Final authority to sanction the request for outstation Project/Field Work of any student. Synopsis/Proposal of Project/ Field Work would be approved in an open house presentation in mandatory presence of Head of Department and Mentor, other faculty members and students can also attend the same. Outline of Synopsis is given in **Annexure -I**.

Monitoring

Students whose outstation Project /Field Work request is approved have to ensure that their joining reports are received by the department within 15 days of proposed date of joining in the specified format, failing which the Project/Field Work may deemed to be cancelled. The concerned department shall try to identify and request Adjunct Faculty/ Experts/ Alumni to guide and monitor the work of the students working nearby their location.

The students shall have to submit monthly progress report online signed by the official mentor to the faculty mentor with a copy to HOD. The Internal Mentor should try to remain in touch with the students' project Mentors via email/ phone to keep a watch on their progress.

Preparation of Report

Each student shall have to prepare a comprehensive report of the work as per guidelines given in **Annexure -II**. The Final report needs to be submitted to the department at the end of the semester before the Final external exam. The report must not be more than 50 pages.

Feedback

The project external mentor shall fill an online feedback form at the end of the duration of Project/ Field Work. The student should also fill a feedback-form

regarding his/ her experience during the Project/Field Work, for future reference of the department.

Certification

After successful completion of Project/Field Work, a certificate will be provided by the host institute to the student with specific comment about his/ her performance. The department will also provide a certificate to the student mentioning the duration and place of Project/ Field Work and the title.

Seminar Presentation

All candidates registered shall present one seminar in Third Semester. The Head of the Department shall arrange for conducting of such seminars through concerned faculty member of the Department. He shall appoint a panel of not less than two examiners for evaluation of each seminar. All the members of panel shall evaluate the seminar independently and average of all the members shall be the marks obtained. The Seminar shall be delivered in an open house at the college with anybody from the institutions or from outside may listen to the seminar and ask questions once the examiners declare it "open for discussion".

R.7 The Calendar of events in respect of the programme shall be as fixed by the University from time to time.

R.8 Examination Pattern

There will be an Internal Assessment as well as End Term Exams for all theory and Practical & sessional Papers.

Distribution of Marks:

(I) Semester wise credit system:

S. No.	Semester	Credits
1.	I	27
2.	II	27
3.	III	27
4.	IV	27
	Total	108

(II) Credit Distribution of Summer Internship/Project Field work:

Summer Internship	Project Field work	Total Credits
3	3	6

There shall be Internal Assessment as well as End term Exams for all Theory and Laboratory Subjects. Distributions of marks are shown as per following:

a. Passing Marks in Theory Papers

S. No.	Exam Hours	Internal Assessment (30%)	End Term Exam (70%)	Total Maximum Marks
1.	3 hours	30	70	100

The Internal assessment component should be further divided as under:

S. No.	Internal Assessment			Marks
	I Mid Term	II Mid Term	Assignments/ Presentations	
1.	10	10	10	30

End Term Exam Theory Paper Pattern:

S. No.	Exam Hours	Max. Marks	Candidate has to attempt/ Total number of questions		
			PART A	PART B	PART C
1.	3 Hours	70	10/10	6/8	(i) 2/3 questions or (ii) 1/1 Case Study

S. No.	Exam Hours		Max. Marks.
			70
1.	3 hours	PART A	10 questions X 2 marks = 20
		PART B	6 questions X 5 marks = 30
		PART C	(i) 2 questions X 10 marks = 20 (ii) 1 Case Study X 20 marks = 20

PART A: Student has to attempt all ten short answer type questions (up to 25 words)

PART B: Student has to attempt six questions out of eight questions (upto 100 words)

PART C: Student has to attempt either 2 (two) questions out of three questions (Analytical/ Problem Solving questions /Design questions/ Descriptive) or one Case Study related to subject

b. Passing Marks in Practical & Sessional Papers

S. No.	Internal Assessment (50%)	End Term Exam (50%)	Marks
1.	50	50	100

Assessment of end term Practical & Sessional exams:

Assessment of end term Practical & Sessional shall be done by conducting practical/ presentation and viva voce. Evaluation system would be as per following:

(i) Business Communication and Technical Writing Skills Lab

Evaluation will be carried out by conducting of Group Discussion, Extempore, Presentations, and Role Play.

(ii) Computer Application Lab

An External Examiner appointed by the university will have to evaluate practical work on the basis of practical learning and knowledge of the student in:

- MS office (Whether a student is able to work in M S Word, Power Point Presentation, MS Excel or not)
- In Tally software whether a student is able to work in tally or not. Whether a student is able to prepare the Final account in tally software.
- Whether a student is able to design web page.

(iii) Seminar on Contemporary Issues

Each student shall present one seminar in Second Semester on the topic chosen from the relevant field under the supervision of faculty members. The seminar should be delivered in open house. Head of the Department shall appoint a panel of not less than two examiners for evaluation of each seminar. An internal assessment mark will be given on the basis:

- Topic of selection and its relevance
- Content covered
- Design & Attractiveness of Presentation
- Effectiveness of delivery
- References & Sources
- Query Handling

(iv) Practice School

Evaluation of practice school will be on the basis of following:

(i) Internal – by Mentor after evaluating following points-

(a) Industry Interaction - Evaluation will be on the basis of following:

- Attendance with the time.
- Active Participation in understanding the working environment of the organization by the confidential feedback received from the organization.
- Mentor may go for a surprise visit to the organization.
- Weekly journal writing regarding his learning and Final report in the end of semester.
- Certificate from the company.

(b) Social Responsibility - Evaluation will be on the basis of following:

- Outcome of the work.
- Hours or days given for the work.
- Mentor may go for a surprise visit to the site.
- An open presentation will be delivered by the student regarding the sharing of his experiences and his learning.

(ii) External – by an open presentation delivered by the student regarding the sharing of his experiences and learning, from both industry interaction and social responsibility parts, in presence of examiners (within the department/college).

(v) Summer Internship

Mentor/Supervisor shall award the Internal Assessment Marks.

The Final evaluation/end term exam of the field work will be done by open ppt. presented by the student at the end. It is evaluated by

mentor/guide and External Examiners. External Examiner shall be appointed by the university.

(vi) Project Field Work

The End Term Examination/evaluation would be done on the basis on presentation given by candidate. Viva Voce will be conducted at the end of Industrial/Field Project by a panel of at least two examiners in which one is Internal Mentor and External Examiner (subject expert) appointed by the University.

R.9 Examination Rules

- a. There shall be a theory examination (Main Examination) at the end of I, II, III & IV semester in all the Specialization (Mention in R.5) of MBA course.
- b. Practical and sessional examination of I & II semester will be held at the end of each semester. There shall be a seminar on contemporary issues in the Second Semester, Summer Internship in the Third Semester, Project Work in the Fourth Semester and Practice school in all four semesters for which evaluation will be done at the end of semester. The details of evaluation of above semesters have been described at **Rule No 8**.
- c. The Candidate will be issued mark sheet at the end of I, II, III semester and consolidated mark sheet and provisional certificate will be issued after completion of IV semester examination to indicate performance of candidate as per the scheme of teaching and examination after the declaration of result.

R.10 Internal Assessment

- a. Certain percentage of maximum marks shall be allotted for internal assessment as mentioned in **Table-2**. Weightage of the internal marks shall be equal in all the subjects and disciplines of programme.
- b. Internal Assessment Marks shall be based on assignments, tests, oral examinations and core seminar conducted in respective subjects.

However, minimum of two mid-term tests are compulsory in theory subject. The Internal Assessment (IA) in Practical & Sessional shall be based on the evaluation of practical exercises carried out in the Laboratory and End Term Examination shall be conducted by an external and Internal Examiner appointed by HOD. The End Term Practical Examination will be evaluated on the basis of practical record files, Practical exercises performed in lab and viva-voce.

- c. Improvement shall be allowed in the subject in whom the student fails in Practical & Sessional exam.
- d. The candidates shall write the mid- term test in the Answer Books which shall be maintained by the Principal/Head of the Department till the end of one month after the announcement of result. University may collect the return Answer Books of Internal assessment exam as and when required.
- e. Marks of all the assignments, quiz, tests, Seminar etc. shall be displayed to the students. The evaluated assignments and quiz sheets shall be shown to the students and then collected back.

The marks of internal assessments shall be sent by the Principal to the university. No corrections of the Internal Assessment marks shall be entertained after the declaration of result.

R.11 External Assessment: Practical & Sessional Courses

- a. There shall be a Final practical examination in each laboratory.
- b. The Practical Examination of Summer Internship in Third Semester and Project Work in Fourth Semester will be conducted by a panel of examiners out of which one Internal Examiner shall be appointed by the Head of the Department and one External Examiner shall be appointed by university. The Head of the department shall be ex-officio head examiner for Practical Examinations.

R.12 External Assessment : Theory Subject

The panel of examiners for paper setting and evaluation of answer books of Theory subjects shall be prepared by respective BoS.

R.13 Result Computation (Award of Grade and Grade Point Average)

- a. On the basis of percentage of obtained marks the process of result computation will be as follows, and following will be awarded:

For every subject: Grade and Score Point

For every Semester: Semester Grade Point Average (SGPA) up to precision of two digits after decimal.

For Every Semester: Cumulative Grade Point Average (CGPA) up to current semester, up to precision of two digits after decimal.

Step 1: For each subject the percentage of obtained marks will be converted into Grade as per Table I.

Percentage of Obtained Marks in Theory Subjects	Percentage of Obtained Marks in Practical Subjects	Grade
Per \geq 85	Per \geq 85	O
$70 \leq$ per $<$ 85	$70 \leq$ per $<$ 85	A+
$60 \leq$ per $<$ 70	$60 \leq$ per $<$ 70	A
$55 \leq$ per $<$ 60	$55 \leq$ per $<$ 60	B+
$50 \leq$ per $<$ 55	$50 \leq$ per $<$ 55	B
$45 \leq$ per $<$ 50	NA	C
$40 \leq$ per $<$ 45	NA	P
Per $<$ 40	Per $<$ 50	F
Absent	Absent	AB

Step 2: For each subject convert the Grade to Score Point as per Table III.

Table III: Grade to Score Point	
Grade	Score Point
O	10
A+	9
A	8
B+	7
B	6
C	5
P	4
F	0
AB	0

Step 3: Semester Grade Point Average (SGPA) of kth semester is

$$SGPA = \frac{\sum_{i=1}^n P_i * C_i}{\sum_{i=1}^n C_i}$$

Where P_i is score Points in ith subject, C_i is Credits of ith subject, and n is total number of subjects in current kth semester.

Step 4: Cumulative Grade Point Average (CGPA) of kth semester is

$$CGPA = \frac{\sum_{j=1}^m S_j * C_j}{\sum_{j=1}^m C_j}$$

Where S_j is SGPA of jth Semester, C_j is total Credits in jth semester, and m is total number of semesters upto current kth semester.

- b. Awarded SGPA and CGPA shall be recalculated if a candidate passes a subject or all subjects of any semester in 2nd or later attempt.

- c. SGPA & CGPA shall be calculated after passing all the subjects of particular semester.
- d. Criteria to Pass the Course shall be as per following:
- i. A candidate has to pass individually in all subject/ Summer Internship/Practice School/Seminar on contemporary issues/ Project of each semester from I to IV semesters, as mentioned in the corresponding teaching and examination scheme.
 - ii. A candidate must obtain at least 30% (9 out of 30 marks) in Internal Assessment and 30% (21 out of 70) in End Term Theory Examination. Candidate shall have also secured a total 40% mark in aggregate of the subject and P grade for each theory subjects.
 - iii. Similarly candidate must obtain at least 50% marks and P grade in each component of practical & sessional subjects and Summer Internship/Practice School/Seminar on contemporary issues/ Project in aggregate.
 - iv. If a student obtain Zero marks in any of external component (Theory and Practical), He/ She will be awarded “**F**” grade.
 - v. If a Student remain absent in any of external component (Theory and Practical), He/ She will be awarded “**AB**” grade.
 - vi. For a back examinee the grade and grade point of a particular subject/paper shall be calculated on the basis of his/her appearance in present (appearing) examination.
 - vii. Minimum marks required for declaring a candidate pass are described in table below:

Table 4: Minimum passing marks

Category of Subject	Minimum Passing marks		
	Internal assessment	Term End Examination	Total
Theory	30%	30%	40%
Practical & Sessional	50%	50%	50%
Sumer Internship	50%	50%	50%
Project Work	50%	50%	50%

R.14 Back Paper Examination

- a. Students who fail in any theory paper of semester examination shall be eligible to appear in the back papers at the next ensuing examination(s) of the same semester. He shall have to clear all the papers, including back papers, of all the semesters in a time period equivalent to double the course duration (from the year of enrollment) without ceiling of number of attempts or as per check point scheme if notified by the university.
- b. A candidate whose result of revaluation has not been declared and he appears at the next ensuing examination shall have an option in respect of considering either the result of revaluation or of the marks obtained at the back papers examination. The application of option shall make in the prescribed form of the examination manual of the university.

R.15 Improvement

- a. Candidate who fails in End Term Theory Examination, he/she shall reappear in the Back Examination and marks secured in Internal Assessment shall be carried forward or also be allowed to improve his/her Internal Assessment marks, if he/she desire so.

Note: Once a candidate clears the practical & sessional he/she shall not be permitted for practical & sessional improvement.

R.16 Grace Marks

Grace marks will be awarded as prescribed under General Regulation of University Examination of Bikaner Technical University.

R.17 Revaluation

Revaluation of answer books shall be admissible as prescribed under General Regulation of University Examination of Bikaner Technical University.

R.18 Inspection of Answer Books

Inspection of evaluated answer book shall be allowed to the students as per university rules.

R.19 Medium of Instructions and Examination

Medium of the instruction and examination shall be English; however the students shall be allowed to write the examination in Hindi of “Human Values” subject.

R.20 Attendance Requirements for a Course

Attendance requirement as prescribed under General Regulation of University Examination of Bikaner Technical University.

R.21 Leaves

- a. A post graduate student shall be entitled to the following kinds of leave during every academic year, counted from the date of commencement of the session concerned as prescribed in the academic calendar of the institute.
- b. Any absence over and above the prescribed type of admissible leave shall entail deduction from the scholarship, beside other action as may be decided by the Institute.

S.No.	Leave	Maximum Number of days	Sanctioning authority
1.	Casual Leave	8 days per semester subjected to the condition that such leave will not be allowed for more than 6 days at a time. Casual leave cannot be combined with medical leave.	Head of the Department (HOD)
2.	Medical Leave	8 days per semester	HOD with Medical Certificate from the Institute Medical Officer.

R.22 Rustication/Suspension, Withdrawal from a Semester/Year

- a. A student rusticated from the University /Institute or suspended or debarred from attending the classes due to any reason whatsoever or having

withdrawn from a semester/year on medical grounds, shall have to meet the attendance requirement of 75% in the courses in a semester and shall have to complete PG programme within the specified time limit.

- b. The names of the students who have remained absent, with or without leave, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator, on the last teaching day, to the HOD, who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. The list of such students shall also be forwarded to the Controller of Examination. These students shall not be allowed to appear in the University Examination of that course

R.23 Registration

- i. Every Student of the MBA Courses are required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic calendar.
- ii. The registration will be organized departmentally under the supervision of the Head of the Department/ Coordinator of a respective specialization / Programme.
- iii. A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the first week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after the first week from the scheduled date.
- iv. Only those students will be permitted to register who have: (a) cleared all Institute and Hostel dues of the previous semesters (b) paid all required fees for the current semester, and (c) not been debarred from registering for a specified period on disciplinary action or any other ground.
- v. The students will choose the subjects for registration in consultation with the Faculty Advisor/Mentor.
- vi. A Student can register for a backlog subject either for (i) Study or for (ii) Examination. In case of Study, his / her previous marks are cancelled and will have to attend all classes and examinations along with next batch of

students. Major changes in the time table shall not be entertained to accommodate backlog students. In case of registration for examination, he/she will not attend the classes, but will appear only for the end-semester examinations or make-up examinations as and when they are conducted. Backlog students registering for study or examinations have to submit an undertaking that they will not change the status of their registration in the subject during the semester.

- vii. If a student is unable to submit the Final Project to the satisfaction of Department of study by the end of fourth semester or stipulated period, he/she is required to get registered every subsequent year till the submission of the Final Project or the prescribed time limit whichever is earlier. For every onward registration after two years, he/she has to get registered and pay the required fee as notified by the University. Student is required to pay the annual fee as prescribed by University for all years of his/her course duration within stipulated period as notified by the University.
- viii. The admission of a student shall be cancelled if he/she is found unable to submit his/her Project Work upto the satisfaction of Department of study within maximum stipulated period (i.e. 4 years) from the day of his/her first registration in the Institute.

R.24 Withdrawal from a Course

A student who wants to withdraw from a course shall apply to the Head of the department, on a prescribed form under the advice of his/her Faculty Advisor. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.

R.25 Semester Withdrawal

In case a student is unable to attend classes for more than twenty (20) working days in a semester, he/she may apply to the Head of the department, through the

course coordinator for withdrawal. Such application shall be made under the advice of the Faculty Advisor, as early as possible, but at least seven clear days before the start of the End- Term Examination. Partial withdrawal from the semester shall not be allowed.

R.26 Reservation

Reservation as per prevailing rules shall be applicable. However, the institute at its discretion may reserve one seat in each discipline for its employees/ wards of employee only. Furthermore, the institutes reserving such one seat shall publish the same in the advertisement issued for applications.

R.27 Maternity Leave to Female Student

Female students shall be admissible six months maternity leaves. Such candidates have to drop the semester(s) falling within the period of maternity leaves. The student will require registering for the semester in which such leaves commenced. However, this period shall not be counted for computation of maximum duration of the programme. No fee will be payable for the dropped semesters and fee already paid, if any shall be adjusted in the subsequent semesters when the candidate registers again.

R.28 Award of Gold Medal & Determination of Merit

- a. A gold medal shall be awarded in each specialization of MBA branch to a student who is top in the merit of that branch.
- b. A Student shall be considered for determining the merit only if he / she have completed all requirements for the award of degree without any back exam and grace marks.
- c. A Student shall be considered for determining the merit if he / she have cleared all the papers and practical and other necessary requirement of the course with in stipulated time or between up to 31st August of that year in which student completes its two year.

- d. In case there is / are holidays on 31st August or 31st October, working day prior to these day shall be considered as last date.

R.29 Emergent Case

Notwithstanding anything contained in the above regulations, the Vice Chancellor may, in emergent situation, take such action on behalf of the Council, as he deems appropriate and report it to the next meeting of the Council for its approval.

R.30 Special Permission for Old Students

Students who were admitted to M.B.A in academic session 2018-19 shall have a last chance to complete their degree requirement up to 31st August 2022. Even after that if student are not able to complete the degree requirement, enrollment shall be cancelled.

R.31 Interpretation of Regulation

In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Vice Chancellor shall be final and binding. Appeal on such decisions, if any, may be permitted by the Academic Council.



Annexure – I – Synopsis

BIKANER TECHNICAL UNIVERSITY, BIKANER

Name of Affiliated College

Synopsis

1. Name of Scholar:
2. Title of the Research:
3. Organization :
4. Area of study:
5. Name of Guide/Mentor (internal):
6. Name of Guide/Mentor (external):
7. Introduction:
8. Review of Literature:
9. Objectives of study:
10. Research Methodology of study:
11. Bibliography:

ANNEXURE-II

GUIDELINES FOR PREPARATION OF PROJECT REPORT

Preamble

While utmost attention must be paid to the content of the Project report, which is being submitted in partial fulfillment of the requirements of the M.B.A. degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies should be submitted to the Library in future.

1. ORGANIZATION OF THE PROJECT REPORT

The report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-subsection so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the Final Project report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2 - 5, Part 2, Chapters 6 - 9.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles, like company profile, industry scenario, description of area of study etc.

1.4 Research Methodology

Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices.

1.5 Results and Discussion

This shall form the penultimate chapter of the Final Project report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.6 Summary and Conclusions

This will be the final chapter of the Final Project report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

Note: Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.7 Annexure & Appendix

Detailed information, lengthy derivations, raw experimental observations etc. which are directly in link with report are to be presented in separate Annexure, which shall be numbered in Roman Capitals (e.g. “ANNEXURE IV”).

Additional information related with work can be given in separate appendices.

Annexure should come before Appendices.

Since reference can be drawn to published/unpublished literature in the Annexure & Appendices these should precede the “Literature Cited” section.

1.7 Literature Cited/ Bibliography

This should follow the Annexure, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow APA (American Psychological Association) style of citation and style of listing of the standard journals in the subject area consistently throughout his/her report.

However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.8 Publications by the candidate

Articles, technical notes etc. on the topic of the report published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

2. REPORT FORMAT

2.1 Paper -

2.1.1 Quality: The Final Project report shall be printed / photo copied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

2.1.2 Size: The size of the paper shall be standard A4; height 297 mm, width 210 mm.

2.1.3 Type Setting, Text Processing and Printing: The text shall be printed employing Laser-jet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

2.1.4 Page Format: The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm

Head Height 3 mm

Head Separation 12 mm

Bottom Margin 22 mm

Footer 3 mm

Foot Separation 10 mm

Text Height 245 mm

Text Width 160 mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

Single sided

Left Margin 30mm

Right Margin 20 mm

2.1.5 Pagination: Page numbering in the text of the report shall be at the centre of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number "1" for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page. When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the centre of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

2.1.6 Header: When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format: Vertical **space** between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.2 Chapter and Section Format -

2.2.1 Chapter: Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the top left aligned of the line in **6mm** font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 Sections and Subsections: A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the **contents** with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centred) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centred. These shall not feature in the contents.

2.2.3 Table / Figure Format: As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

3 AUXILIARY FORMAT

3.1 Binding: The evaluation copies of the report may be spiral bound or soft bound. The final hard bound **copies** (in Three Sets) to be submitted after the viva-voce examination will be accepted during the submission of Final Project report with the following color specification:

M.B.A. Report

Brown

3.2 Cover Page/Front Covers: The front covers shall contain the following details:
Full title of report in 6 mm 22 point's size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 point's size font properly centred at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centred and located at the bottom of page as per format prescribe. (Annexure II)

3.3 Blank Sheets: In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

3.4 Title Sheet: This shall be the first printed page of the Report and shall contain the submission statement: the Final Project **Report** submitted in partial fulfilment of

the requirements of the M.B.A. Degree, the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor(s) (if any), Department, Institute and year of submission same as cover page. (Annexure II).

3.5 Dedication Sheet: If the candidate so desires(s), s/he may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Executive Summary: The 500 word Executive Summary shall highlight the important features of the report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Executive Summary in the report, however, shall have two more parts, namely, the layout of the report giving a brief chapter wise description of the work and the key words.

3.7 Table of Contents: The Table of Contents shall follow the Executive Summary and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

3.7.1 List of Figures and Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Table of Contents.

3.8 Abbreviation Notation and Nomenclature: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic.

The first pages in the both the cases shall not bear a page number.

3.9 A Declaration of Academic Honesty and Integrity: A declaration of Academic honesty and integrity is required to be included along with every Final Project

report after the approval sheet. The format of this declaration is given in Annexure -III.

Note: An outline of report structure is given in Annexure-IV.

Project Work Report on

(Title of the Report) (Times New Roman, 22 Points, Bold, CAPS)

By

(Student Name)

(Roll No) (Times New Roman, 15 Points, Bold)

Submitted to

BIKANER TECHNICAL UNIVERSITY

(Times New Roman, 20 Points, Bold, CAPS)



In partial fulfillment of the requirements for the award of the degree of

MASTER OF BUSINESS ADMINISTRATION (Times New Roman, 14 Points, Bold, CAPS)

Under the guidance of

**INTERNAL SUPERVISOR (Times New Roman, 12 Points, Bold, CAPS) EXTERNAL
SUPERVISOR**

(Name)

(Name)

(Designation)

(Designation)

Department of MBA (Institute name with City) Times New Roman, 12 Points, Bold)
(Batch)

CERTIFICATE

This is to certify that **(Name of the Student)** bearing Roll No (_____), is a bonafide student of Master of Business Administration course of the Institute (Batch), affiliated to Bikaner Technical University, Bikaner, Rajasthan.

Project Work report on “**(Title of Report)**” is prepared by him/her under the guidance of **(Name of the Guide)**, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration of Bikaner Technical University, Bikaner.

Signature of Internal Supervisor

Signature of HOD

Place:

Date:

DECLARATION

I, **(Student Name)** , hereby declare that this written submission of Project Work report entitled “**(Title)** ”with reference to “**(Organization with place)**” under the guidance of **(Internal Guide Name with designation)**, faculty of M.B.A Department, **(Institute name)** and external assistance by **(External Guide Name, Designation and Organization)**, represents my ideas in my own words and where others’ ideas or words have been included, I have adequately cited and referenced the original sources, I also declare that I have adhered to all principals of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

Signature of the student

Name of the student

Roll No. of the student

Date:

Counter Signature by

Supervisor

Date:

REPORT STRUCTURE

- Cover Page with Title and other details
- Title Sheet
- Dedication Sheet
- Certificates and Declaration
- Acknowledgements
- Abbreviations, Definitions and Notations
- Executive Summary

TABLE OF CONTENTS

List of Tables

List of Figures and Charts

Chapter 1. Introduction..... (Page Number)

Chapter 2. Review of Literature (Page Number)

Chapter 3 Industry and Company profile..... (Page Number)

Chapter 4. Research Methodology (Page Number)

Chapter 5. Results and Findings (Page Number)

Chapter 6. Suggestions, Conclusions and Scope for further work (Page Number)

Bibliography

Annexure

Note: The text of body will be of Times New Roman 12 points and the heading will be of Times New Roman, 14 points or above as per the types of heading 1, 2 3, or so on, Bold

APPENDIX-I

STUDENTS' CONDUCT AND DISCIPLINARY CODE

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

Section 1: Responsibilities of the Students

It shall be the responsibility of the students

- a) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- ii) To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- iii) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- iv) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- v) To report any violation of this Code to the functionaries under this Code.

Section 2: Behavior of the Students

1. Groupism of any kind that would distort the harmony is not permitted.
2. Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

3. Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
4. Silence shall be maintained in the premises of the Institute.
5. Students are not permitted to use mobile phones in the class room, library, computer centre, examination halls, etc.
6. **Students shall refrain from all activities considered as ragging which is a criminal offence.**
7. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
8. Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
9. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
10. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
11. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
12. No student shall collect money either by request or by coercion from others within the campus or hostels.
13. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.
14. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
15. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
16. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Section 3: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

- i. **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter.
- ii. **Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

II. Major Sanctions

- i. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.
- ii. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- iii. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to

restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

- iv. Forfeiture: Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- v. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.