

REGULATIONS 2015
(R2015)
FACULTY OF MANAGEMENT STUDIES
CHOICE BASED CREDIT SYSTEM

(Applicable to batches admitted from July 2015 onwards)

PREAMBLE

It has become necessary to adopt ‘Outcome Based Education (OBE)’ Process to ensure that the required outcomes (knowledge, skills and attitude / behavior) are acquired by the learners of a programme. With the OBE process in mind, our educational system for the Faculty of Engineering and Technology has been framed to provide the needful scope for the learners through the Choice Based Credit System (CBCS) that will pave the path to strengthen their knowledge, skills and attitude / behavior. The CBCS offers flexibility to learners which include large number of electives, flexible pace for earning credits and audit courses.

THE OBJECTIVES OF CHOICE BASED CREDIT SYSTEM (CBCS) :

- To offer the right blend of Core, General, Engineering Sciences & Technical Arts and Basic Science courses to facilitate the learners to acquire the needful outcomes.
- To facilitate students to earn choose open electives of their choice to acquire knowledge in the areas of their interest
- To elevate the level of knowledge, skills and attitude/behavior on par with the students across the globe.
- To offer programmes in an academic environment with purpose, the needful foundations, breadth (exposure for optimal learning) and professionalism.

The curriculum and syllabi for MBA, B.Sc and Diploma confirm to outcome based teaching-learning process based on the Programme Educational Objectives. In general the Program Outcomes have been identified and the curriculum have been structured in such a way that each of the courses meets the respective outcomes. The Programme Educational Objectives and Programme Outcomes are well defined and aligned with the Vision and Mission of each of the Department and the University.

PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations:

- i. “**Programme**” means P.G Programme e.g MBA. Degree Programme, B.Sc and Diploma programmes.
- ii. “**Course**” means Theory or Practical subject that is normally studied in a semester,

like Principles of Management , Food production and **Patisserie**, Food and Beverage Service etc.

- iii. “**Head of the Institution**” means the Vice Chancellor/ Dean of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant Rules and Regulations.
- iv. “**University**” means Bharath Institute of Higher Education & Research (BIHER)

2. PROGRAMMES OFFERED, MODES OF STUDY AND ADMISSION REQUIREMENTS

2.1 PROGRAMMES OFFERED: .

M.B.A

- FINANCIAL MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- MARKETING MANAGEMENT
- BANKING AND INSURANCE MANAGEMENT
- LOGISTICS AND SUPPLY CHAIN MANAGEMENT
- INTERNATIONAL BUSINESS MANAGEMENT
- HOSPITAL AND HEALTHCARE MANAGEMENT
- TOURISM AND HOSPITALITY MANAGEMENT
- NUTRITION AND HEALTHCARE MANAGEMENT
- MEDIA AND ENTERTAINMENT MANAGEMENT
- EDUCATION MANAGEMENT

B.Sc

- CATERING SCIENCE AND HOTEL MANAGEMENT

Diploma

- Catering Science and Hotel Administration

2.2. Minimum Qualifications for Admission

No.	Programmes Offered	Qualifications for Admission
1.	MBA	Any Degree of 3 years.
2.	B.Tech – MBA integrated	Admitted in any B.Tech programmes
3.	B.Sc - Catering Science and Hotel Management	+2 any group or equivalent

4.	Diploma - Catering Science and Hotel Administration	10 th or equivalent
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2.3. LATERAL ENTRY

Students having required qualification of 10 with 2 years diploma or equivalent of recognized university can seek direct admission to the II year b.sc under lateral entry scheme of BIHER

Students having required entry qualification of 10 +2 with 2year Diploma or equivalent of recognized university can seek direct admission to the III year b.sc under lateral entry scheme of BIHER.

2.4 MODES OF STUDY:

2.4.1 Full-Time:

Candidates admitted under 'Full-Time' should be available in the College / Institution during the entire complete working hours for the curricular, co-curricular and extra-curricular activities assigned to them.

2.2.1 Part-Time – Mode:

In this mode of study, separate classes are conducted in the evenings.

2.2.3 Credit Banking

Some of the courses may be credited by enrolling for short term courses (during week days or week ends or evenings), which are offered for a small group of 15 to 25 participants and conducted by BIST. Further instruction will be through electronic and other media. Such short-term courses will be specially notified by BIST as eligible for credit banking.

2.2.5 A part time student is permitted to convert to the full time mode of study only with special permission from the VC.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of the Master \s Degree Programme shall be required to have passed an appropriate Degree **Examination of BIST** as specified in Table 1 or any other examination of any University or authority accepted by the Board of Management of BIHER as equivalent thereto.

- 2.3.2 However, the Board of management of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications.
- 2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Board of Management of the University from time to time.
- 2.3.4 Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Board of Management of the University from time to time.
- 2.3.5 All Part-Time candidates should satisfy other conditions regarding Experience, Sponsorship etc. that may be prescribed by the Board of Management from time to time.
- 2.3.6 A candidate seeking admission to Part-time mode of study, shall have his /her permanent place of work within a distance of 65 km form the study campus of the College/Institution.

3 DURATION AND STRUCTURE OF THE PROGRAMMES:

- 3.1 The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.B.A.(Full Time)	4	8
M.B.A. (Part Time)	6	12
B.Sc	6	12
Diploma	6	12

- 3.2 The Programmes will consist of:

Core Courses

Elective Courses

Project Work/thesis /Dissertation

The Programme will also include design projects/planning projects/seminars/practicals/practical training, if they are specified in the curriculum

- 3.3 The Curriculum and Syllabi of all the Programmes shall be approved by the

Academic Council of BIHER.

3.4 The number of Credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme

3.5 Each semester shall normally consist of 90 working days or 450 hours. The Head of the Department/Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End-semester examination will ordinarily follow immediately after the last working day of the semester.

3.6 The curriculum of P.G Programmes shall be so designed that the minimum prescribed credits required for the award of the degree shall be within the limits specified below:

Programme Credit Range	Credit range	
	Min	Max
M.B.A	85	90
B.Sc	135	140
Diploma	135	140

3.7 Credits will be assigned to the courses for different modes of study as given below:

3.7.1 The following will apply to all modes of P.G. Programmes.

- One credit for each lecture period allotted per week
- One credit for each tutorial period allotted per week
- One credit for each seminar/practical session/project work of two periods per week.

3.7.2 Four weeks of practical training will correspond to one credit, and applicable to all modes of study.

3.7.3. The electives from the curriculum are to be chosen with the approval of the Head of the Department. A student can have the option of taking elective courses from other departments/discipline.

3.7.4. A candidate may be permitted by the Head of the Department to choose one appropriate elective from other P.G. Programmes offered from other departments in college/institution during the the period of his/her study, provided the Head of the Department offering such course also approves such course also agrees and there is no clash in the time-table for the lecture classes.

3.7.3 To help the students to take up special research areas in their project work and to enable a department to introduce a new elective in latest emerging areas in the

curriculum, “ Special Elective” may be offered. Candidate may be permitted to enroll for a “Special Elective” up to a maximum of 3 credits during the period of his /her study, provided the detailed syllabus of this /course is recommended by the Head of the Department through the head of the Institution, before the commencement of the semester in which the Special Elective course the Board of Studies of the Faculty concerned.

3.8 PROJECT WORK /THESIS /DISSERTATION

3.8.1 Project work/ Thesis/Dissertation shall be carried out under the supervision of a qualified teacher in the concerned Department.

3.8.2. A candidate may, however, in certain cases, be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department with the approval of the Head of the Department. In such cases, the Project work shall be jointly supervised by a supervisor of the department and Engineer/Scientist from the Organisation and the student shall meet the supervisor periodically and attend the review committee meetings in the Department for evaluating the progress

3.8.3 In the case of Masters Degree Programmes, the Project work/Thesis/Dissertation (Phase-II in the case of M.Tech) shall be pursued for a minimum of 16 weeks during the final semester.

3.8.4 The project Report / thesis / dissertation report/Drawings prepared according to approved guidelines and fully signed by the supervisors) and the Head of the Department shall be submitted to the Head of the Institution (see also clause 3.8.7)

3.8.5 The deadline for submission of final Project / Thesis /Dissertation Report is 60 calendar days from the last working day of the semester in which project / thesis / dissertation is done.

3.8.6 If a candidate fails to submit the project report /thesis report/dissertation on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

3.8.7 Every candidate doing M.B.A shall based on his/her project work / thesis / dissertation, send a paper for publication in a journal/conference in which full papers for publication in a journal/conference in which full papers are published after usual review. An acknowledgment for having communicated to the journal or conference shall be attached to the report of the project work/thesis/dissertation. Such acknowledgments shall be sent to the University along with the evaluation marks by the team of examiners without which the marks shall not be accepted.

3.9 Practical / Industrial Training, Summer Project if specified in the Curriculum shall

not exceed the maximum duration of 4 weeks or 8 weeks duration and should be organized by the Head of the Department for every student.

- 3.10 A student who has acquired the minimum number of total credits prescribed in the curriculum for the award of the Master's degree will not be permitted to enroll for more courses to improve his /her cumulative grade point average.
- 3.11 The medium of instruction, examination, seminar and project/thesis/dissertation reports will be English. However, in the case of Project Reports, in addition to the abstract in English, and abstract (1 to 2 pages) in Tamil or candidate's vernacular language has to be included. Such abstracts may be separately compiled in each institution and kept in the library.

4. FACULTY ADVISER:

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the student will attach a certain number of students to a teacher of the Department who shall function as Faculty adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of these students.

5. CLASS COMMITTEE

- 5.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. Its overall goal is improving the teaching-learning process. The functions of the class committee include:

Solving problems experienced by students in the class room and in the laboratories.

Clarifying the regulations of the programme and the details of rules therein.

Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment.

Informing the student representatives, the details of the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.

Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or

coaching to such weak students.

- 5.2 The class committee for a class under a particular specialization is normally constituted by the Head of the Department. However, if the students of different specializations are mixed in a class, the class committee is to be constituted by the Head of the Institution.
- 5.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 5.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.
- 5.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.
- 5.6 The Head of the Institution may participate in any class committee of the institution.
- 5.7 The Chairperson is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution
- 5.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

6. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one group of students shall have a “Course Committee” comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The ‘Course committee’ shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the course committee may also prepare a common question paper for the Assessment Test(s).

7. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT(IA)

7.1 Every teacher is required to maintain a 'Attendance and Assessment record' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of department will put his signature and date after due verification. At the end of the semester the record should be verified by the Head of the institution who will keep this document in safe custody (for five years). The university or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

7.2 Theory Courses:

Three tests each carrying 100 marks shall be conducted during the semester for every subject by Department / institution. The total marks obtained in all tests put together out of 400, shall be reduced for 30 marks and rounded to the nearest integer

7.3 Practical Courses:

Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the 40% internal Assessment marks shall be decided (based on the recommendation of the class committee) by Head of the Institution and shall be announced at the beginning of every semester.

7.4 Theory Courses with Laboratory component:

There shall be three assessments (each 100 marks) during the semester two test for theory and one test for laboratory practical. The total marks obtained in the three assessments shall be reduced to 30 marks and rounded to the nearest integer.

7.5 Project Work:

There shall be three assessments (each 100 marks) during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department/Institution shall constitute the review committee for each branch of study. The total marks obtained in the three assessments shall be reduced to 40 marks and rounded to the nearest integer.

8. REQUIREMENTS FOR COMPLETION OF A SEMESTER.

8.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester. He/She (i) secures not less

than 90% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidates as against the total number of periods in all courses offered during that semester and (ii) attended all tests and presented seminar papers.

He /She earns a progress certificate from the Head of the Institution for having satisfactorily completed all the courses pertaining to that semester, as prescribed form time to time. His/her conduct is found to be satisfactory as certified by the Head of the Institution

- 8.2 Candidates who do not complete the semester (as per clause 9.1), will not be permitted to write the end-semester examination and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

9. EXAMINATIONS

The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters. For the practical examinations (including project work), both internal and external examiners shall be appointed by the University. The maximum marks for each theory course shall be 100 comprising of 30 marks for internal assessment and 70 marks for the examinations conducted by the University. The maximum marks for each practical course shall be 100 comprising of 40 marks for internal assessment and 60 marks for the examinations conducted by the University.

10. END SEMESTER EXAMINATION:

- 10.1 There shall be an one end- Semester Examination of 3 hours duration in each lecture based course. The Board of Studies may fix the duration of exam, beyond 3 hours for certain courses, if necessary
- 10.2 The mini-project if specified in the curriculum, will be evaluated based on a report and a viva voce examination. The internal examiner and the external examiner shall be appointed by the University.
- 10.3 The evaluation of the Project work will be based on the project report and a Viva-voce Examination by a team consisting of the supervisor, a common internal examiner and a common external examiner for each specialization. The internal examiner and the external examiner shall be appointed by the University.
- 10.4 At the end of Practical training or Industrial attachment, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report of 2 pages report.. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a Departmental Committee

constituted by the Head of the Institution. Certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department.

11 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the semester examinations of the current semester if he/she has satisfied the semester completion requirements (vide clause 9) and has enrolled for examination in all courses of the current semester.

12. PASSING REQUIREMENTS

12.1. A candidate who secures not less than 50% of total marks prescribed for the course with a minimum of 50% of the marks prescribed for each of the course of the End-Semester University Examination in both theory and practical courses shall be declared to have passed in the examination.

12.2. If the candidate fails to secure a pass in a particular course as per clause 13.1, it is mandatory that the candidate shall register and re-appear for the examination in that course during the next semester when examination is conducted for that course; he /she should continue to register and reappear for the examination till he/she secures a pass. A candidate may redo a particular course including project work/ thesis for the internal assessment mark.

13. WEIGHTAGE

13.1 The following will be the weightage for different courses.

Lecture or Lecture cum tutorial Based course:

Internal Assessments - 30%

End Semester Examination - 70%

Laboratory based courses

Internal Assessment - 40%

End-Semester Examination - 60%

Project Work

Internal Assessment - 40%

Evaluation of Project Report

By Internal and External examiners - 30%

Viva-voce Examination - 30%

AWARD OF LETTER GRADES

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points specified, will be awarded as per the range of total marks (out of 100)

obtained by the candidate (Regular or Arrear), as detailed below:

Range of total marks	Letter grade	Grade points
90 to 100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
55-59	D	6
50-54	E	5
0-49	U	0
Incomplete	I	0
Withdrawal	W	0

The range of marks for the intermediate grades may be decided by the class committee, excluding the student members.

“U” denotes failure in the course.

“I” denotes incomplete as per clause 9.2 and hence prevention from writing End-semester examination.

“W” denotes withdrawal from the course.

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

The college in which the candidate has studied.

The list of courses enrolled during the semester and the grades scored.

The Grade Point Average (GPA) for the semester and

The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits for courses enrolled and the points corresponding to the grades in those courses, taken for all the courses, to the sum of the number of credits for all the courses in the semester.

$$GPA = \frac{\text{Sum of } [C * GP]}{\text{Sum of } C}$$

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “U”, “I” and “W” grades will be excluded for calculating GPA and CGPA.

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

14.1 A student shall be declared eligible for the award of the degree if he/she has:

Successfully passed all the courses as specified in the curriculum corresponding to his/her programme within the stipulated period.

No disciplinary action is pending against him/her.

Successfully completed the field visit/industrial training, if any as prescribed in the curriculum

14.2. The award of the degree must have been approved by the syndicate.

15. CLASSIFICATION OF THE DEGREE AWARDED

15.1 First Class With Distinction:

A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the courses in his /her first appearance within the specified minimum number of semester securing a CGPA of not less than 8.5 shall be declared to have passed the examination in First Class with Distinction. For this purpose the withdrawal from examination (vide clause 17) will not be considered as an appearance. Further, the authorized break of study (vide clause 18.3) will not be counted for the purpose of classification.

15.2 A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the courses within the sum of the specified minimum number of semesters plus one year, securing a CGPA of not less than 6.50 shall be declared to have passed the examination in First Class. For this purpose the authorized break of study (vide clause 18.3) will not be counted for the purpose of classification.

15.3 All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed the examination in **Second Class**.

15.4 A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

15.5 A candidate can apply for revaluation of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through

the Head of Departments/Head of the Institutions concerned. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses seminars, practical training and for project work/thesis /Dissertation.

16. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

A candidate may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any course or courses of only one semester examinations in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department and the Head of the Institution.

Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

17. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

17.1.A candidate is not normally permitted to temporarily break the study. However if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programmes in a later semester he/she shall apply to the University in advance, in any case, not later than the last date for enrolling for the semester examinations of the semester in question, through the Head of the Department and Head the Institution stating the reasons therefore.

17.2.The candidates permitted to rejoin the programme after break of study shall be governed by the rules and Regulations in force at the time of rejoining.

17.3.The authorized break of study will not be counted for the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1 and 16.2).

17.4.The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 3.1 irrespective of the period of break of study (vide clause 18.1) in order that he/she may be eligible for the award of the degree. (vide clause 15)

17.5.If any student is detained for want of required attendance, progress and good conduct , the period spent in that semester shall not be considered as permitted 'Break of Study' and clause 18.3 is not applicable for this case

18. INDUSTRIAL VISIT & TRAINING:

Every student is required to undergo an industrial training for a period of not less than 6 weeks. Appropriate industrial visits may be carried out during the semester.

19 MALPRACTICE

If a student indulges in malpractice in any internal test/model examination/end semester examination, he/she shall be liable for punitive action as prescribed.

20. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College.

21. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

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

