

EXTRACT FROM THE MINUTES OF THE 38th MEETING OF THE
ACADEMIC COUNCIL HELD ON MARCH 1, 2019

ITEM NO. 10

APPROVAL OF MANUAL OF POLICIES FOR M.B.A. PROGRAMME

The Academic Council considered the suggestions made by the IQAC in the Manual of Policies for the M.B.A. programme. In addition to the suggestions made by the IQAC, the Academic Council decided to recommend to the Executive Council to drop one quiz and the mid-term examination from the evaluation scheme to reduce pressure on the students. The modified Manual of Policies for MBA as recommended by the Academic Council for approval of the Executive Council is given as **Annexure – I**.



A handwritten signature in black ink, appearing to be "K. Vidyullatha Reddy".

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**EXTRACT FROM THE MINUTES OF THE 65th MEETING OF THE EXECUTIVE
COUNCIL HELD ON MARCH 16, 2019**

ITEM NO. 13

APPROVAL OF MANUAL OF POLICIES FOR M.B.A. PROGRAMME

The Executive Council approved the Manual of Policies for M.B.A. Programme as recommended by the Academic Council as given in the Agenda.




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March 16, 2019

ITEM NO. 13

APPROVAL OF MANUAL OF POLICIES FOR M.B.A. PROGRAMME

Recommended that the Executive Council may consider and approve the Manual of Policies for the M.B.A. Programme as recommended by the Academic Council at its meeting held on March 1, 2019. The Manual of Policies recommended by the Academic Council is given as Annexure – IX.

Explanatory Note:

The Centre for Management Studies, NALSAR offered its MBA program in semester model till the academic year 2016 – 2017. In the semester pattern, students have to study 12 papers in each semester. The students felt that the workload is heavy to complete 12 papers in a semester. The CMS after the feedback from the students and considering the model adopted at other top business schools including IIM's, XLRI, ISB etc. proposed to convert the semester model to a trimester model. The proposal was placed before the General Council at its meeting held on March 18, 2017 in the proposed academic action plan for the next year.

The trimester system was implemented from the academic year 2017-2018 and the detailed Manual of Policy incorporating all the rules and regulations concerning the smooth conduct of MBA Programme were prepared after deliberations in the Faculty Meetings. The Manual of Policies was placed before the IQAC at its meeting held on February 26, 2019 and before the Academic Council at its meeting held on March 1, 2019. The Councils made some modifications in the course structure and evaluation pattern. The modified copy as recommended by the Academic Council is placed before the Executive Council for its consideration and approval.

March 16, 2019

Manual of Policies for MBA

Department of Management Studies
(DoMS)
NALSAR University of Law

Vision

"To be recognized as a premier institution in the field of management engaged in understanding the synergy between functional and legal aspects of a business, advancing the theory and practice of business towards making a positive global impact"

Mission

"Nurturing ethical and responsible business leaders by fostering an environment where educational, social, cultural and emotional needs are addressed through a holistic program partnered with staff, students, industry and community"

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Enforcement

The Manual of Policies for Students comes into effect for a student from the date of Registration at the University. The rules or policies prescribed in the Manual are applicable to all students, without prejudice to any actions or decisions already taken in the previous Academic Year and also without prejudice to any special rules framed or to be framed in regard to hostel, placement, library, computer centre, etc. Every student must secure a copy of the "Manual of Policies for Students" and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be grounds for consideration.

1. ACADEMIC YEAR

The Academic Year consists of three trimesters as detailed in the Academic Calendar that is available at the DoMS website (cms.nalsar.ac.in). Each trimester is approximately of three months duration. The programme is spread over six trimesters. The academic year commences with an Orientation Programme for the newly admitted students. Regular classes for them begin soon after the Orientation Programme.

2. REGISTRATION

- 2.1. Students are required to register in person on the day earmarked for registration as per the admission call letter and thereafter on the first day of each subsequent term as indicated in the Academic Calendar. A notice will be put up by the MBA Office for verification of the original certificates. In case original certificates are not available at the time of verification, provisional certificates will have to be shown.
- 2.2. The students, who could not submit their final year graduation mark sheets and degree from their respective universities by the day of the verification, should submit them latest by the Registration Day of trimester II, failing which a student's registration may be cancelled except under extenuating circumstances, with specific approval from the VC. In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the VC. The qualifying graduation examination of minimum 3-year duration must be completed before the date of registration at the University. A student is not permitted to pursue any other regular/full – time course under any other University, after registering for the Programme at DoMS, NALSAR. No refund of fee and/or other claim can be made if the student fails to submit the certificates of the qualifying exam and/or fails to meet the minimum eligibility criteria after the extended time period for submission of documents of qualifying examination.
- 2.3. Those who fail to register for each trimester after joining the Programme on the specified date as per the calendar will be deemed to have left the University unless prior permission for delayed registration is obtained from the Director, DoMS. If the Director, DoMS permits, a student can register by **paying a late registration fee of Rs.500/- (Rupees five hundred) per day** after the due date subject to a maximum allowance of seven working days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration.

3. CURRICULUM

The Programme consists of **core course credits** and **elective course credits**. A course can be of one, two, three or four credits. One credit is equivalent to nine teaching/contact hours. In most cases, any course will have three scheduled sessions per week. Each session shall be of 90 minutes. Exceptions are made to accommodate visiting faculty or other exigencies. A student has to undergo twenty six mandatory courses, ten elective courses,

two seminars, and one dissertation during the two year programme. The total credits offered during the programme are one hundred and thirty. Students are required to complete a minimum of one hundred and fourteen credits.

3.1 Course Structure

The course map of the two year full time MBA program is as follows:

Course Map-MBA								
T1 (4 th week of June – 3 rd week of September)			T2 (4 th week of September – 3 rd week of December)			T3 (3 rd week of January – 4 th week of April)		
	Subject	Cr		Subject	Cr		Subject	Cr
1	Business Statistics	3	1	Business Research Methods	4	1	Supply Chain Management	3
2	Microeconomics for Managers	3	2	Marketing Management-II	3	2	Market Research	4
3	Accounting for Managers	4	3	Operations Research & Management	4	3	Strategic Management	4
4	Managerial Computing	3	4	Business Environment	3	4	Financial Management	4
5	Organizational Behavior – I	3	5	Financial Services, Markets and Institutions	3	5	Corporate Relationship Management	3
6	Business Laws	4	6	Business Communication	4	6	Macroeconomics Analysis and Policy	3
7	Management of Information Systems	3	7	Organizational Behavior – II	3	7	Human Resource Management	3
8	Marketing Management-1	3	8	SYOB (Start Your Own Business) - I	2	8	SYOB (Start Your Own Business) - II	2
Total Credits		26	Total Credits		26	Total Credits		26
Sessions 156 (1.5 hours each)			Sessions 156 (1.5 hours each)			Sessions 156 (1.5 hours each)		
T4 (4 th week of June – 3 rd week of September)			T5 (4 th week of September - 3 rd week of December)			T6 (4 th week of January - 4 th week of April)		
	Subject	Cr		Subject	Cr		Subject	Cr
1	Elective Major-1	4	1	Elective Major-1	4	1	Dissertation	4
2	Elective Major-2	4	2	Elective Major-2	4	2	Seminar Course-1	2
3	Elective Major-3	4	3	Elective Major-3	4	3	Seminar Course-2	2
4	Elective Minor-1	4	4	Elective Minor-1	4			
5	Elective Minor-2	4	5	Elective Minor-2	4			
6	Business Ethics & CSR	2	6	EQ & Leadership	2			
Total Credits		22	Total Credits		22	Total Credits		8
Sessions 132 (1.5 hours each)			Sessions 132 (1.5 hours each)			Sessions 56 (1.5 hours each)		

List of Elective Courses	
Business Regulation	Human Rights and Corporate Social Responsibility
	Family Business and Settlements
	Production Sharing Contracts and Infrastructure Contracts
	Law of Insolvency
	Intellectual Property Rights
	Business and Environmental Laws
Court Management	Justice Theories
	Introduction to Justice Management
	Judicial Process & Court Structure
	Judicial Responsiveness Management
	E-court Management
	Case Flow Management
Corporate Governance	Corporate Taxation
	Corporate Governance and Behaviour of Board of Directors
	Corporate Crimes
	Merger, Acquisition & Corporate Restructuring
	SEBI & Corporate Governance
	International Corporate Governance
Financial Services and Capital Market	Merger, Acquisition & Corporate Restructuring
	Security Analysis & Portfolio Management
	Business Analysis & Valuation
	Financial Analytics
	Behavioral Finance and Financial Planning
	Financial Derivatives
Innovation & Sustainability Management	R & D Management
	Innovation, Creativity & Technology Management
	Sustainable Entrepreneurship & Leadership
	Business Models & Innovation
	Venture Financing
	Technology Ventures Management
Marketing Management	Marketing Decision Models
	Consumer Behaviour
	Product & Brand Management
	Integrated Marketing Communications
	Social Media Marketing
	Sales and Distribution Management
Human Resource Management	Labor Laws
	Strategic Compensation Management
	Recruitment & Selection
	HR Analytics
	Performance Management & Counseling
	Training and Development

3.2 Pedagogy

3.2.1 Teaching pedagogy consists of lecture inputs, exercises, cases, role plays, presentations, project-work, term papers, etc. Each instructor uses a suitable mix of methodology to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, project & presentations, end-term examination, cases, role plays, and other assignments. On the commencement of the course, the Course Outline is given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may, however, check with the instructor if these details are not specified.

3.2.2 The faculty (full time/visiting) shall provide mandatory supplementary reading material to students preferably prior to (or on the day of) commencement of classes of a course.

3.3 Choice of Elective Courses and arriving at Specialisation

3.3.1 The students may choose elective courses from the following areas of specializations:

a) Business Regulations, b) Corporate Governance, c) Court Management, d) Financial Services and Capital Market, e) Human Resource Management, f) Innovation and Sustainability Management, and g) Marketing Management.

3.3.2 Choice of specializations / elective course may be exercised in view of their placement and academic interests/subject to concurrence of concerned area coordinator.

3.3.3 The elective course in a particular specialisation will be offered only when at least eight students opt for the said elective course.

3.3.4 No student shall be permitted to drop a specialization/elective after the commencement of classes in the fourth, fifth or sixth terms.

3.3.5 The specializations of Marketing, Human Resource Management (HRM) and Financial Services and Capital Markets (FS & CM) will be offered to only those students who have secured 60 % or more marks in the three pre-requisite courses offered in the first year. For marketing specialization, the pre-requisite courses are marketing management – I, Marketing Management – II and Market Research. Similarly, for HRM, the pre-requisite courses are Organizational Behavior – I, Organizational Behavior – II and Human Resource Management. In the area of FS & CM, the pre-requisite courses are Accounting for Managers, Financial Services, Markets and Institutions and Financials Management

3.3.6 If a student successfully passes six elective courses of a particular specialization and passes another four elective courses of any other particular area of specialization, she/he may be awarded MBA with dual specialization with Major and Minor

3.3.7 If a student successfully passes six elective courses of a particular specialization she/he may be awarded MBA with Major in that area of specialization.

3.3.8 If a student successfully passes four elective courses of a particular specialization she/he may be awarded MBA with Minor in that area of specialization.

3.3.9 If a student does not opt and pass a minimum of six/four elective courses of a single specialization but completes mandatory one hundred and fourteen credits she/he may be awarded MBA.

3.4 Choice of Electives and Registration to Elective Courses

3.4.1 The students are required to give their choice of list of electives towards the end of the first year before leaving the University in May for summer Internship. Choice of electives may be exercised in view of their placement/academic interests/specialization subject to concurrence of the faculty concerned.

3.4.2 The elective courses to be offered in a trimester will be announced five weeks before the concerned trimester in which the electives are slotted. The students should register for the electives online, within one week of announcement, i.e. before four weeks.

3.4.3 Students must finalise the course registration by going through the course outlines and other related information. If necessary, students are advised to discuss the details about

the electives with respective faculty, to help finalise their choice. No change of electives would be permitted once the trimester begins.

3.5 Scheduling of Classes

3.5.1 In the first year of MBA, all courses will be mandatory in nature. However, in the second year, both mandatory as well as elective courses may be offered.

3.5.2 Generally the classes shall be scheduled on weekdays; however, some classes may also be scheduled on weekends.

3.5.3 It may so happen that the number of electives offered/opted in a particular trimester may be much more than the number of sessions that can be scheduled per week. This may require the University to take into account the convenience of faculty while scheduling the sessions.

3.5.4 The list of elective courses under each specialization as mentioned above at 3.1 is only indicative and may be offered during the fourth, fifth, and sixth term as per the availability of the faculty concerned.

3.5.5 A few electives may clash with one another because of concurrent schedule, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, where a student opts for both/all the electives so scheduled in the same slot.

3.5.6 Should a situation of this kind arise, students affected by such slotting will be directed to opt for any one/other elective(s), for a particular class slot.

3.5.7 Rescheduling/cancellation of classes shall be possible only with the written communication from the office of the Director, DoMS NALSAR.

4. ATTENDANCE

The University attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses.

- 4.1 The students have to remember that learning is a continuous process and needs participation in the class. It is, therefore, advisable that in their own interest they should not miss any class.
- 4.2 Attendance is taken in each class and recorded. The examination section shall notify the attendance to the students at regular interval by posting the same on the notice board.
- 4.3 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student may be liable for appropriate disciplinary action.
- 4.4 Exemption from attending classes is not permissible for reasons other than personal physical exigency, grave personal tragedy and University work. A committee of Faculty members concerned shall, however, advise suitable relaxation in penalty for such cases.
- 4.5 Teachers will mark a student present only if she/he comes to the class after reading the requisite portion from the material provided by the Faculty Member for the concerned class
- 4.6 In any course, to be permitted to take the end-term examination, a candidate should have attended a minimum of 75% of classes. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance. The percentage indicated above shall be rounded up to the next

whole number. The attendance of students will be reported to the examination section in the prescribed format by the Instructors concerned, after completion of each course.

4.7. Attendance Rules:

4.7.1 Students shall be present in the allotted class room at least 5 minutes before the commencement of sessions.

4.7.2 Students shall maintain an attendance of 75% percentage for each subject on all days (including guest sessions on Saturdays or other days) so as to qualify for taking the End Term Examinations.

4.8 Medical Leave:

4.8.1 Any absence on sick grounds shall be duly supported by medical certificates which should specifically substantiate the grounds on which the student is unable to attend the classes on those particular days. Medical Certificate should be submitted along with the filled in Medical pro-forma attached below within one week of reporting back to the University.

4.8.2 Granting of leave shall be at the sole discretion of the Director, DoMS, NALSAR. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance in a course.

4.8.3 In genuine cases, where the hospitalization is not necessary, the Examination Committee, as constituted and headed by the Director, DoMS will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden.

4.8.4 The decision of the Examination Committee on acceptance or rejection of the Medical Certificate shall be final.

4.8.5 Only such student, who has less than 75% mandatory attendance, may apply for grant of medical leave provided he/she has secured minimum of 67% attendance.

4.8.6 Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave.

4.8.7 No medical leave certificate issued / submitted post facto shall be considered under any circumstances.

4.8.8 Any student who submits a medical certificate which is found to be fake or if the same is obtained from a non-qualified medical officer, clinic / hospital, shall be liable to disciplinary action.

4.9 Absence from Class

Faculty are not responsible for any student losing any segment of evaluation on account of leave availed by him/her even with prior permission.

5 EXAMINATION AND EVALUATION

5.1 The Evaluation System

5.1.1 Every faculty, while giving the course outline, will indicate his/her criteria for evaluation at the beginning of the Term.

5.1.2 All courses will be evaluated for 100 marks.

5.1.3 For one and two credit course, students will be evaluated on one of the following:

- Quiz/ Class test/ Assignment (100 marks)
- Written project report (75 marks) & presentation (25 marks)

- 5.1.4 In courses stated at section 5.1.3 above, there will be no end trimester examination.
- 5.1.5 For three or more credit courses, distribution of the evaluation will be as follows:
- Continuous Evaluation (50 marks)
 - Quizzes (2): 30 Marks (15 marks each)
 - Assignments (20 marks)/Term paper (20 marks)/written project report (15 marks) & presentation (5 marks)
 - End-Term Examination (50 marks)
- 5.1.6. The Seminar Course and Dissertation will be evaluated for 100 marks. 75 marks are allocated for written submission and 25 marks for presentation/defence respectively.
- 5.1.7. The quizzes shall be conducted only during an announced schedule by the Examination Section.
- 5.1.8. There shall not be any make up quiz for the students who could not attend the quiz and they shall be marked absent against such quiz.
- 5.1.9. Within seven days from the date of administering the quiz, marks awarded shall be informed to the students and the same shall be submitted to the examination section of DoMS.
- 5.1.10. End-Term Examination question paper shall consist of three parts A, B, & C. Part A shall consist of three questions of five Marks each with or without internal choice. Part B shall consist of two long answer types (10 marks each) or numerical questions depending on nature of the course. Part C shall consist of a case study (of 15 marks) having a minimum of three questions.
- 5.1.11. The faculty members are free to set the End Term question papers either in closed book or open book mode.
- 5.1.12. An open book exam might be in any of the following manner:
- a. Only handwritten notes allowed
 - b. Only printed material allowed
 - c. Only calculator allowed
 - d. Only electronic gadgets like laptop allowed
 - e. A combination of the above
- 5.1.13. The nature of closed/ open book shall be clearly defined by the respective faculty members and shall be informed to the students and the examination section, DoMS in writing at the time of commencement of the course itself.
- 5.1.14. The decision of the faculty regarding marks or any segment of evaluation will be final. A student who needs clarification of one's marks may discuss with the faculty concerned within a week of receiving the grades.
- 5.1.15. Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.
- 5.1.16. Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submissions shall not be accepted by the faculty and in such instances, the faculty concerned shall deduct 10 % of the total marks per

day for two days after the deadline and shall award zero out of the total allotted marks for the same component if the submission is beyond two days past the deadline.

5.1.17. No assignment/term paper/project report/dissertation of students shall be accepted by the Examination section, DoMS without the copy of the report from the plagiarism checking application/software available with the university. If the similarity index found in the report is less than 15%, only then the work shall be accepted for evaluation.

5.2 End-Term / Repeat and Improvement Examination

5.2.1 End-term examination will be conducted at the end of the trimester. The exam will be for 50 marks and 150 minutes duration.

5.2.2 The declaration of result of end-term examination shall be done within two weeks from the completion of the End-Term Examinations.

5.2.3 The repeat examination for the first (or fourth) and second (or fifth) term will be conducted one week to ten days prior to the commencement of the third (or sixth) term. Similarly, the repeat exams for the third term shall be held two weeks prior to the commencement of the fourth term. The repeat examination shall be held only for the component of end-term examination and shall not be held for the component of other internal evaluation.

5.2.4 Students who have failed in a course can appear for the Repeat examination by paying a fee of **Rs.500/- per course**.

5.2.5 The repeat examination shall be conducted only once and grade secured at the repeat examination shall carry 'R' (Reappear) at the top of the Grade secured. The same shall be recorded in the Grade Sheet.

5.2.6 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry @ with the grade obtained later. The students who fail to clear any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly a student who is not allowed to take End-Term Examination for shortage of attendance and has been allowed to re-register by paying **Rs.4,000/ per subject as Re-registration fee**, the grade obtained after re-registration will carry ®®.

5.2.7 The Students who secure pass marks are entitled to apply for improvement examination and shall take the examination at the time of repeat examination.

5.2.8 Students who fail in a course are anyhow entitled to repeat examination but they cannot apply for improvement examination again.

5.2.9 In case of improvement examination, the grade secured by the student at the improvement examination shall be taken as the final grade and will carry the letter 'I' at the top of the Grade secured indicating that the grade was obtained after 'Improvement Examination' and will be recorded in the Grade Sheet. Improvement in internal evaluation is not allowed.

5.3 Grading System

The performance of the students would be evaluated on a ten point scale with corresponding grade values as mentioned below:

Percentage of Marks	Grade	CGPA/GPA
80 and above	A++	8.0-10.0
75 – 79.9	A+	7.5-7.99
70 – 74.9	A	7-7.49
65 – 69.9	B ++	6.5-6.99
60 – 64.9	B+	6.0-6.49
55 – 59.9	B	5.5-5.99
50 – 54.9	C +	5.0-5.49
45 –49.9	C	4.5-4.99
Below 45	F (Fail)	0

5.3.1 Grade point or grade value for a course is calculated by dividing the marks obtained (out of 100) in that course by ten.

5.3.2 Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the product of Grade Values and the Course Credits in each course by the total number of credits in all the subjects.

Thus the formula for calculating Grade value/point, GPA and CGPA may be given as:

- Grade point or grade value in a course = (Marks scored out of 100)/10
- GPA = Sum of the product of Grade Values and the Course Credits divided by Total Course Credits (for a particular trimester)
- CGPA = Sum of the product of Grade Values and the Course Credits in each course divided by Total Course Credits in all the subjects (Cumulatively calculated up to the end of a trimester)

5.3.3 A candidate to be successful should obtain a minimum of 45% marks or the equivalent grade, i.e., 'C' in every course. However, the candidate who fails to obtain the minimum grade (i.e. 'C') shall be given another chance (repeat-examination) to complete the course.

5.3.4 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry @ with the grade obtained later. The students who fail to pass any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly, a student who is not allowed to take End-Term Examination for shortage of attendance will not be allowed for repeat examination. In such a case, student has to re-register for the course, the grade obtained after re-registration will carry @@.

5.3.5. If a student completes more than the required (114) credits, then the CGPA will be calculated taking into consideration the best of 114 credits and the remaining credits will be shown as additional on the transcript. While considering the best 114 credits, a subject can only be replaced with another subject with the same credits.

5.4 Revaluation of Answer Scripts

5.4.1 Students who wish to apply for revaluation of answer scripts of End-Term examination (including Repeat) are required to make an application to the Vice-Chancellor along with a fee

of Rs.2000/- per paper within one week from the date of declaration of result, if the University is in session.

5.4.2 If the result is declared during vacations, the request should be made within one week of re-opening of the University.

5.4.3 In no case, the request for revaluation shall be entertained after the expiry of the period mentioned above.

5.4.4 In case of revaluation, the student shall be awarded the grade obtained in revaluation.

5.4.5 In case a student takes repeat examination and also applies for revaluation, the grade obtained in revaluation shall be final.

5.4.6 If she/he fails in revaluation, the grade obtained in repeat shall be final.

5.4.7 If the difference between the original award of marks and marks obtained in revaluation is more than 5, the increase or decrease of marks as the case may be, shall be restricted to five marks only.

5.5 MBA Dissertation

As per the requirements laid down by the University, students enrolled in MBA program have to complete a dissertation (carrying 4 credits) in the sixth trimester. This note provides some general guidance to MBA students for the 'dissertation'.

The main objective of the dissertation component is to assess the research, analysis and writing skills. These dissertations can be refined further and submitted for publication in scholarly journals or even serve as the basis for full-length dissertations in doctoral/ fellow programmes. For those interested in other career options, they can serve as writing samples which demonstrate one's capabilities and interests.

The planning for the dissertation should ideally begin soon after the completion of the fifth term in the third week of December. As a general matter, it is advisable to write a dissertation in a field that has synergies with the specialization chosen.

5.5.1 Topic selection

Examination section, DoMS will ask students to submit their initial choice of topics towards the end of the fifth trimester. To enable this, Examination section, DoMS will circulate a list of faculty members, drawn into subject-wise panels after accounting for their respective areas of expertise. Preparing an initial dissertation proposal in an area of one's interest is a necessary step at this stage. This proposal should consist of a skeletal outline of the issues that the student intends to discuss as well as a preliminary list of references. Students should also feel free to consult scholars and practitioners from outside the University who may have experience or expertise in the chosen fields. In order to ensure smooth coordination, students must send in their initial dissertation proposal by the deadline that is prescribed by the Examination section, DoMS.

5.5.2 Allocation of supervisor

After receiving the initial dissertation proposals/areas/topics, Examination section, DoMS will allocate a faculty supervisor for each student. As far as possible, these allocations will be based on the expertise of the faculty members. However, in order to maintain a certain standard of supervision, no faculty member will guide more than six dissertations in an

academic year. Examination section, DoMS can exercise discretion to resolve unforeseen difficulties in the allocation of supervisors. This process will be completed by mid-November.

5.5.3 Preparatory tasks, format and length of MBA dissertations

After the allocation of supervisors has been notified, the onus is on the students to maintain regular contact with the respective faculty members. Supervisors may ask students to engage in several tasks such as preparing notes on the research problem, generating a survey of literature and making short presentations before faculty members from time to time. In particular, students should make full use of the library resources as well as the guest talks, lectures etc. that are held on campus. It is always worthwhile to periodically show rough drafts to the supervisors. The students shall meet their supervisors as per the scheduled provided by the MBA office.

The dissertation should be in the following format:

- Cover Page
- Certificate by supervisor
- Declaration by student
- Executive Summary
- Table of Contents
- List of Tables
- Introduction
- Literature Review
- Research Methodology
- Results & Findings
- Conclusion
- References & Bibliography

The aggregate length of the main body of the dissertation should be between 25,000-30,000 words. The text in the main body should be in the Times New Roman font (size 12), with double-spacing. Footnotes are not advisable however if any, should be in the Times New Roman font (size 11), with single-spacing. APA style should be followed for referencing purposes.

Note: The Cover page, Supervisor's Certificate, Student's Declaration and the manner of giving Acknowledgements shall be as prescribed by the Examination Section, DoMS.

5.5.4 Submission and evaluation of MBA dissertations

A student must give one Research Proposal Seminar, one Pre-submission seminar, and one Final Submission Seminar. The deadlines of the above seminars are as follows:

Seminar	Deliverables	Deadline
Research Proposal Seminar	Identification of research problem, objectives, key literature review, and research methodology	3 rd weekend of January
Pre-Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions	2 nd weekend of March
Final Submission and Defense	Research problem, objective, literature review, research methodology, data analysis, results and discussions, managerial implications, directions for future research	31 st of March

A student must necessarily show a draft of the entire dissertation to her/his supervisor before obtaining approval for submission. The last date for submission of dissertation shall be 31st March. Rough drafts need to be submitted to the supervisor in mid-March so that supervisors have sufficient time for reviewing the draft. Once the supervisor approves the draft, two hard copies along with a soft copy of the dissertation need to be submitted to the Examination section, DoMS. The examination section shall, then, conduct the similarity/plagiarism check and if found suitable, forward it for evaluation to the external examiner appointed by the Director, DoMS. The candidate after the evaluation shall defend the Dissertation before a Committee consisting of three or more members including one external expert constituted and headed by the Director, DoMS.

5.5.5 Evaluation of Dissertation

Candidate must secure a minimum of 50% marks in the written submission for scheduling the date for defending the Dissertation. To pass the Dissertation a candidate should secure atleast 45% marks in total. If a candidate secures 'F' grade in Dissertation or fails to submit the Dissertation within the time permitted he/she shall have one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as required by the Examination section, DoMS.

The external examiner may consider the following while evaluating the dissertation. Please note that this is merely suggestive:

1. Research
 - Relevance
 - Comprehensiveness
2. Structure and Analysis
 - Logical presentation
 - Coherence of thought and analysis
3. References and Style
 - Appropriate and Imaginative referencing
 - Accurate and uniform style of citation and bibliography

The Committee may consider the following while conducting the defence. Please note that this is merely suggestive:

- Comprehension
- Articulation
- Interaction
- Relevancy of answers

5.6 Promotion Policy

Promotion from the first trimester to the second trimester and second to the third trimester would be automatic. But to be promoted to second year, a candidate should not have obtained 'F' grade in more than 25% of all courses offered in the first year.

5.7 Policy for Award of the Degree

5.7.1 A student to be eligible for the award of the Degree should earn a minimum of one hundred and fourteen credits out of one hundred and thirty credits with a minimum of 'C' Grade and obtain at least an overall CGPA of 5.00 out of 10.00 and must have completed the mandatory summer internship programme satisfactorily.

5.7.2 A student admitted to the M.B.A. Degree program has to complete all the prescribed requirements within a maximum period of four years from and including the year of admission in order to be eligible for the award of the Degree.

5.8 Moderation Procedure

The Director may constitute a Moderation Committee headed by herself/himself for moderation of results. The Committee may, at its discretion, and through discussion with the subject instructors, award 'grace marks' to students who have obtained a score of less than 45 % in order to enable them to pass an examination

Provided that in no circumstances, shall, a student be granted more than five grace marks in a trimester to be distributed in all subjects for that trimester.

6 INTERNSHIP

DoMS provides **advisory services** to a student to have industry training through three internships: One mandatory summer internship (at the end of T3), and two optional (at the end of T2, and T4). Following are the clauses for the internships:

- 6.1 At the end of the first year, a student is required to undergo the mandatory summer internship in an organisation for 8 to 10 weeks. For this purpose the student has to work on a specific project given to him/her by the sponsoring organisation. The objective of the internship is to expose the student to the practical aspects of management and enable him/her to study specific problems in the organisation. This unique exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live problems.
- 6.2 Internship Project investigates some significant aspects of a managerial problem. It gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding of managerial problems, internship also gives students practical experience that will help them to plan their careers.
- 6.3 Mandatory Summer Internship for students is assisted through the Training and Placement Advisory Cell (TPAC). The student would have an executive guide in the industry taking him/her for summer training. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the TPAC within one week of rejoining the University for Regular Classes along with a completion certificate issued by the organization. Ordinarily, the report may not exceed 60 typed pages (sides). The contents should include definition of the problem, methodology used, data analysis, findings, conclusions and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality.
- 6.4 No students will be entitled to receive the MBA Degree without completing the mandatory summer internship satisfactorily.
- 6.5 A student, who does not complete the Internship satisfactorily, and who does not comply with the requirements, will have to do another Internship before becoming eligible to receive the Degree.
- 6.6 Students, who receive adverse comments from their company guides and do any act which brings disrepute to the University, will be liable for disciplinary action, which may result in expulsion from the University.

7. ACADEMIC MIS-CONDUCT AND DISCIPLINE

The Rules with regard to Academic Mis-Conduct which include Unfair Means and Malpractice in Examination; Plagiarism etc. and discipline on campus and hostels, the Rules of the University shall apply.

8. MODIFICATION TO THE MOP

The Vice-Chancellor depending on the need may be authorized to approve the modifications, if any, in the course structure, course content and the evaluation scheme which shall be reported to the Academic Council and the Executive Council for ratification.

**EXTRACT FROM THE MINUTES OF THE 44TH MEETING OF THE ACADEMIC
COUNCIL HELD ON NOVEMBER 3, 2021**


ITEM NO.10

MODIFIED MANUAL OF POLICIES FOR MBA PROGRAMME

The Academic Council recommended to the Executive Council to approve the Modified Manual of Policies for the MBA programme to be applicable for the batches admitted from the academic year 2021-2022.

Further, the Council recommended to authorize the Vice-Chancellor to make necessary modifications depending on the need and the same shall be reported to the Council at the next meeting.




Prof. (Dr.) K. Vidyullatha Reddy
Professor of Law & Registrar
NALSAR, UNIVERSITY OF LAW
"Justice City", Shameerpet,
Medchal-Malkajgiri District
Hyderabad-500 101, Telangana, India.


**EXTRACT FROM THE MINUTES OF THE 72nd MEETING OF THE EXECUTIVE
COUNCIL HELD ON NOVEMBER 3, 2021**

**ITEM NO.10
MODIFIED MANUAL OF POLICIES FOR MBA PROGRAMME**

The Executive Council considering the recommendations of the Academic Council approved the Modified Manual of Policies for the MBA programme to be applicable for the batches admitted from the academic year 2021-2022.

Further, the Council authorized the Vice-Chancellor to make necessary modifications depending on the need and the same shall be reported to the Council at the next meeting.




Prof. (Dr.) K. Vidyullatha Reddy
Professor of Law & Registrar
NALSAR, UNIVERSITY OF LAW
"Justice City", Shameerpet,
Medchal-Malkajgiri District
Hyderabad-500 101, Telangana, India.

November 3, 2021

Manual of Policies for MBA

Department of Management Studies
(DoMS)
NALSAR University of Law

Vision

“To be recognized as a premier institution in the field of management education engaged in understanding the synergy between functional and legal aspects of business and advancing the theory & practice of business towards making a positive global impact”

Mission

“Nurturing ethical and responsible business leaders by fostering an environment where educational, social, cultural and emotional needs are addressed through a holistic program partnered with staff, students, industry and community”

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Enforcement

The Manual of Policies for Students comes into effect for a student from the date of Registration at the University. The rules or policies prescribed in the Manual are applicable to all students, without prejudice to any actions or decisions already taken in the previous Academic Year and also without prejudice to any special rules framed or to be framed in regard to hostel, placement, library, computer centre, etc. Every student must secure a copy of the "Manual of Policies for Students" and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be grounds for consideration.

1. ACADEMIC YEAR

The Academic Year consists of three trimesters as detailed in the Academic Calendar that is available on the DoMS website (doms.nalsar.ac.in). Each trimester is approximately of three months duration. The programme is spread over six trimesters. The academic year commences with an Orientation or Induction Programme for the newly admitted students. Regular classes begin soon after the Orientation or Induction Programme.

2. REGISTRATION

- 2.1. Students are required to register for the first trimester in person on the day earmarked for registration as per the admission call letter. A notice will be put up by the MBA Office for verification of the original certificates. In case original certificates are not available at the time of verification, provisional certificates will have to be shown.
- 2.2. The students, who could not submit their final year graduation mark sheets and degree from their respective universities by the day of the verification, should submit them latest by the Registration Day of trimester II, failing which a student's registration may be cancelled except under extenuating circumstances, with specific approval from the VC. In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the VC. The qualifying graduation examination of minimum 3-year duration must be completed before the date of registration at the University. A student is not permitted to pursue any other regular/full – time course under any other University, after registering for the Programme at DoMS, NALSAR. No refund of fee and/or other claim can be made if the student fails to submit the certificates of the qualifying exam and/or fails to meet the minimum eligibility criteria after the extended time period for submission of documents of qualifying examination.
- 2.3. Students are required to register in person on the day specified for registration of each subsequent trimester. Those who fail to register on the specified date will be deemed to have left the University unless prior permission for delayed registration is obtained from the Head, DoMS. If the Head, DoMS permits, a student can register by **paying a late registration fee of Rs.500/- (Rupees five hundred) per day** after the due date subject to a maximum allowance of seven working days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration. Trimester Registration form (Annexure-I) is attached.

3. CURRICULUM

The Programme consists of **core course credits** and **elective course credits**. A course can be of one, two, three or four credits. One credit is equivalent to nine teaching/contact hours. In most cases, any course will have three scheduled sessions per week. Each session shall be of 90 minutes. Exceptions may be made to accommodate visiting faculty or other exigencies. A student has to undergo twenty-seven mandatory courses, a minimum of six and a maximum of ten elective courses, two seminars, and one dissertation during the two-year programme. The total credits offered during the programme are one hundred and thirty only. Students are required to complete a minimum of one hundred and fourteen credits.

3.1 Course Structure

The course map of the two year full time MBA program is as follows:

Course Map								
T1 (1st week of July – 4th week of September)			T2 (1st week of October – 4th week of December)			T3 (4th week of January – 4 th week of April)		
	Subject	Cr		Subject	Cr		Subject	Cr
1	Accounting for Managers	4	1	Business Research Methods	4	1	Operations Research	4
2	Business Statistics	4	2	Financial Management	4	2	Marketing Research	4
3	Business Laws	4	3	Operations Management	4	3	Strategic Management	4
4	Organizational Behavior	3	4	Business Environment	3	4	Financial Services, Markets, and Institutions	4
5	Business Communication	3	5	Marketing Management-II	3	5	Macroeconomics Analysis and Policy	3
6	Managerial Computing	3	6	Microeconomics for Managers	3	6	Society Business and Management	3
7	Marketing Management-I	3	7	Human Resource Management	3	7	SYOB (Start Your Own Business)	2
8	Management Information Systems	2	8	Sustainable Business Practices	2			
Total Credits		26	Total Credits		26	Total Credits		24
Sessions 156 (1.5 hours each)			Sessions 156 (1.5 hours each)			Sessions 144 (1.5 hours each)		
T4 (1st week of July – 4th week of September)			T5 (1st week of October – 4th week of December)			T6 (4th week of January – 4th week of April)		
	Subject	Cr		Subject	Cr		Subject	Cr
1	Elective 1 (Compulsory)	4	1	Elective 1 (Compulsory)	4	1	Elective 1 (Compulsory)	4
2	Elective 2 (Compulsory)	4	2	Elective 2 (Compulsory)	4	2	Elective 2 (Compulsory)	4
3	Elective 3 (Optional)	4	3	Elective 3 (Optional)	4	3	Elective 3 (Optional)	4
4	Elective 4 (Optional)	4	4	Elective 4 (Optional)	4	4	Elective 4 (Optional)	4
5	Business Ethics & Corporate Social Responsibility	2	5	Emotional Intelligence & Leadership	2	5	Dissertation	6
6	Seminar Course 1 (Dissertation Writing Style & Topic Selection)	2	6	Seminar Course 2 (Research Design & Methods)	2			

Areas of Specialization*		List of Elective Courses*
1	Business Regulation	Human Rights and Corporate Social Responsibility
		Family Business and Settlements
		Production Sharing Contracts and Infrastructure Contracts
		Law of Insolvency
		Intellectual Property Rights
		Business and Environmental Laws
2	Court Management	Justice Theories
		Introduction to Justice Management
		Judicial Process & Court Structure
		Judicial Responsiveness Management
		E-court Management
		Case Flow Management
3	Corporate Governance	Laws on Corporate Governance
		Secretarial Practice and Compliance
		Financial Reporting & Corporate Governance
		International Corporate Governance
		SEBI LODR Regulations
		Corporate Crimes
4	Finance	Security Analysis & Portfolio Management
		Business Analysis & Valuation
		Financial Derivatives
		Financial Modelling & Analytics
		Merger Acquisition & Corporate Restructuring
		Behavioral Finance and Financial Planning
5	Innovation & Sustainability	R & D Management
		Innovation, Creativity & Technology Management
		Sustainable Entrepreneurship & Leadership
		Business Models & Innovation
		Venture Financing
		Technology Ventures Management
6	Marketing	Marketing Analytics
		Product & Brand Management
		Social Media Marketing
		Integrated Marketing Communications
		Consumer Behavior
		Sales and Distribution Management
7	Human Resources	Labor Laws
		Recruitment & Selection
		Strategic Compensation Management
		HR Analytics
		Performance Management & Counseling
		Training and Development
8	Operations & Systems	Advanced Operations Research
		Supply Chain Management & Analytics
		Project Management
		Total Quality Management
		Retail Management
		Enterprise Resource Planning

**The list of areas of specialization and elective courses are indicative only.*

3.2 Pedagogy

3.2.1 Teaching pedagogy consists of lecture inputs, exercises, cases, role plays, presentations, project-work, term papers, etc. Each instructor uses a suitable mix of methodology to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, project & presentations, end-term examination, cases, role plays, and other assignments. On the commencement of the course, the Course Outline is given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may, however, check with the instructor if these details are not specified.

3.2.2 The faculty (full time/visiting) shall provide mandatory supplementary reading material to students preferably prior to (or on the day of) commencement of classes of a course.

3.3 Choice of Elective Courses and arriving at Specialisation

3.3.1 The students may choose electives from the following indicative areas of specializations:

a) Business Regulations, b) Corporate Governance, c) Court Management, d) Finance, e) Human Resources, f) Innovation and Sustainability, g) Marketing, h) Operations & Systems, i) Business Analytics or any other specialisation that may be offered depending upon the availability of Faculty and minimum number of students opting for it.

3.3.2 Choice of specializations / elective course may be exercised in view of their placement and academic interests/subject to concurrence of concerned area coordinator.

3.3.3 The elective course in a particular specialisation will be offered only when at least eight students opt for the said elective course.

3.3.4 No student shall be permitted to drop a specialization/elective after the commencement of classes in the fourth, fifth or sixth terms.

3.3.5 If a student successfully passes six elective courses of a particular specialization and passes another four elective courses of any other area of specialization, she/he may be awarded MBA with dual specialization with Major and Minor

3.3.6 If a student successfully passes six elective courses of a particular specialization, she/he may be awarded MBA with Major in that area of specialization.

3.3.7 If a student does not opt and pass a minimum of six/four elective courses of a single specialization but completes mandatory one hundred and fourteen credits she/he may be awarded MBA.

3.4 Choice of Electives and Registration to Elective Courses

3.4.1 The students are required to give their choice of list of electives towards the end of the first year before leaving the University in May for summer Internship. Choice of electives may be exercised in view of their placement/academic interests/specialization subject to concurrence of the faculty concerned and subject to fulfilment of criteria stated in 3.3.5 and 3.3.6.

3.4.2 The elective courses to be offered in a trimester will be announced five weeks before the concerned trimester in which the electives are slotted. The students should register for the electives online, within one week of announcement, i.e. before four weeks.

3.4.3 Students must finalise the course registration by going through the course outlines and other related information. If necessary, students are advised to discuss the details about the electives with respective faculty, to help finalise their choice. No change of electives would be permitted once the trimester begins.

3.4.4 Maximum number of electives students may opt across 4th, 5th and 6th term is limited to ten only.

3.4.5 Maximum number of electives students may opt for in any of the 4th, 5th and 6th terms is limited to 4 only.

3.4.6 Minimum number of electives students may opt for in each of 4th, 5th and 6th term is two only.

3.5 Scheduling of Classes

3.5.1 In the first year of MBA, all courses will be mandatory in nature. However, in the second year, both mandatory as well as elective courses may be offered.

3.5.2 Generally, the classes shall be scheduled on weekdays; however, some classes may also be scheduled on weekends.

3.5.3 It may so happen that the number of electives offered/opted in a particular trimester may be much more than the number of sessions that can be scheduled per week. This may require the University to consider the convenience of faculty while scheduling the sessions.

3.5.4 The list of elective courses under each specialization as mentioned above at 3.1 is only indicative and may be offered during the fourth, fifth, and sixth term as per the availability of the faculty concerned.

3.5.5 A few electives may clash with one another because of concurrent schedule, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, where a student opts for both/all the electives so scheduled in the same slot.

3.5.6 Should a situation of this kind arise, students affected by such slotting will be directed to opt for any one/other elective(s), for a particular class slot.

3.5.7 Rescheduling/cancellation of classes shall be possible only with the written communication from the office of the Head, DoMS NALSAR.

4. ATTENDANCE

The University attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses.

4.1 The students must remember that learning is a continuous process and needs participation in the class. It is, therefore, advisable that in their own interest they should not miss any class.

4.2 Attendance is taken in each class and recorded. The examination section shall notify the attendance to the students at regular interval by posting the same on the notice board.

4.3 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student may be liable for appropriate disciplinary action.

4.4 Exemption from attending classes is not permissible for reasons other than personal physical exigency, grave personal tragedy, and University work. A committee of Faculty members concerned shall, however, advise suitable relaxation in penalty for such cases.

4.5 Teachers will mark a student present only if she/he comes to the class after reading the requisite portion from the material provided by the Faculty Member for the concerned class

4.6 In any course, to be permitted to take the end-term examination, a candidate should have attended a minimum of 75% of classes. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance. The percentage indicated above shall be rounded up to the next whole number. The attendance of students will be reported to the examination section in the prescribed format by the instructors concerned, after completion of each course.

4.7. Attendance Rules:

4.7.1 Students shall be present in the allotted classroom at least 5 minutes before the commencement of sessions.

4.7.2 Students shall maintain an attendance of 75% percentage for each subject on all days (including guest sessions on Saturdays or other days) so as to qualify for taking the End Term Examinations.

4.8 Medical Leave:

4.8.1 Any absence on sick grounds shall be duly supported by medical certificates which should specifically substantiate the grounds on which the student is unable to attend the classes on those particular days. Medical Certificate should be submitted along with the filled in Medical pro-forma attached below within one week of reporting back to the University.

4.8.2 Granting of leave shall be at the sole discretion of the Head, DoMS, NALSAR. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance in a course.

4.8.3 In genuine cases, where the hospitalization is not necessary, the Examination Committee, as constituted and headed by the Head, DoMS will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden.

4.8.4 The decision of the Examination Committee on acceptance or rejection of the Medical Certificate shall be final.

4.8.5 Only such student, who has less than 75% mandatory attendance, may apply for grant of medical leave provided he/she has secured minimum of 67% attendance.

4.8.6 Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave.

4.8.7 No medical leave certificate issued / submitted post facto shall be considered under any circumstances.

4.8.8 Any student who submits a medical certificate which is found to be fake or if the same is obtained from a non-qualified medical officer, clinic / hospital, shall be liable to disciplinary action.

4.9 Absence from Class

Faculty are not responsible for any student losing any segment of evaluation on account of leave availed by him/her even with prior permission.

5 EXAMINATION AND EVALUATION

5.1 The Evaluation System

- 5.1.1 Every faculty, while giving the course outline, will indicate his/her criteria for evaluation at the beginning of the Term.
- 5.1.2 All courses will be evaluated for 100 marks.
- 5.1.3 For one and two credit courses, students will be evaluated on one of the following:
- Quiz/ Class test/ Assignment (100 marks)
 - Written project report (75 marks) & presentation (25 marks)
- 5.1.4 In courses stated at section 5.1.3 above, there will be no end trimester examination.
- 5.1.5 For three or more credit courses, distribution of the evaluation will be as follows:
- Continuous Evaluation (50 marks)
 - Quizzes (2): 30 Marks (15 marks each)
 - Assignments (20 marks)/Term paper (20 marks)/written project report (15 marks) & presentation (5 marks)
 - End-Term Examination (50 marks)
- 5.1.6. The Seminar Course and Dissertation will be evaluated for 100 marks. 75 marks are allocated for written submission and 25 marks for presentation/defence respectively.
- 5.1.7. The quizzes shall be conducted only during an announced schedule by the Examination Section.
- 5.1.8. There shall not be any make up quiz for the students who could not attend the quiz and they shall be marked absent against such quiz.
- 5.1.9. Within seven days from the date of administering the quiz, marks awarded shall be informed to the students and the same shall be submitted to the examination section of DoMS.
- 5.1.10. End-Term Examination question paper shall consist of three parts A, B, & C. Part A shall consist of three questions of five Marks each with or without internal choice. Part B shall consist of two long answer types (10 marks each) or numerical questions depending on nature of the course. Part C shall consist of a case study (of 15 marks) having a minimum of three questions.
- 5.1.11. The faculty members are free to set the End Term question papers either in closed book or open book mode.
- 5.1.12. An open book exam might be in any of the following manner:
- a. Only handwritten notes allowed
 - b. Only printed material allowed
 - c. Only calculator allowed
 - d. Only electronic gadgets like laptop allowed
 - e. A combination of the above
- 5.1.13. The nature of closed/ open book shall be clearly defined by the respective faculty members and shall be informed to the students and the examination section, DoMS in writing at the time of commencement of the course itself.

5.1.14. The decision of the faculty regarding marks or any segment of evaluation will be final. A student who needs clarification of one's marks may discuss with the faculty concerned within a week of receiving the grades.

5.1.15. Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.

5.1.16. Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submissions shall not be accepted by the faculty and in such instances, the faculty concerned shall deduct 10 % of the total marks per day for two days after the deadline and shall award zero out of the total allotted marks for the same component if the submission is beyond two days past the deadline.

5.1.17. No assignment/term paper/project report/dissertation of students shall be accepted by the Examination section, DoMS without the copy of the report from the plagiarism checking application/software available with the university. If the similarity index found in the report is less than 15%, only then the work shall be accepted for evaluation.

5.2 End-Term / Repeat and Improvement Examination

5.2.1 End-term examination will be conducted at the end of the trimester. The exam will be for 50 marks and 150 minutes duration.

5.2.2 The declaration of result of end-term examination shall be done within two weeks from the completion of the End-Term Examinations.

5.2.3 The repeat examination for the first (or fourth) and second (or fifth) term will be conducted one week to ten days prior to the commencement of the third (or sixth) term. Similarly, the repeat exams for the third term shall be held two weeks prior to the commencement of the fourth term. The repeat examination shall be held only for the component of end-term examination and shall not be held for the component of other internal evaluation.

5.2.4 Students who have failed in a course can appear for the Repeat examination by paying a fee of **Rs.500/- per course**.

5.2.5 The repeat examination shall be conducted only once, and grade secured at the repeat examination shall carry 'R' (Reappear) at the top of the Grade secured. The same shall be recorded in the Grade Sheet.

5.2.6 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall **carry ®** with the grade obtained later. The students who fail to clear any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly, a student who is not allowed to take End-Term Examination for shortage of attendance and has been allowed to re-register by paying **Rs.4,000/ per subject as Re-registration fee**, the grade obtained after re-registration will **carry ®®**.

5.2.7 The Students who secure pass marks are entitled to apply for improvement examination and shall take the examination at the time of repeat examination.

5.2.8 Students who fail in a course are anyhow entitled to repeat examination, but they cannot apply for improvement examination again.

5.2.9 In case of improvement examination, the grade secured by the student at the improvement examination shall be taken as the final grade and will carry the letter 'I' at the top

of the Grade secured indicating that the grade was obtained after 'Improvement Examination' and will be recorded in the Grade Sheet. Improvement in internal evaluation is not allowed.

5.3 Grading System

The performance of the students would be evaluated on a ten-point scale with corresponding grade values as mentioned below:

Percentage of Marks	Grade	CGPA/GPA
90 and above	O+ (Exceptionally Outstanding)	10
85 – 89	O (Outstanding)	9
80 – 84	E+	8.5
75 – 79	E (Excellent)	8
70 – 74	A++	7.5
65 – 69	A+	7
60 – 64	A	6.5
55 – 59	B+	6
50 – 54	B	5.5
Below 50	F (Fail)	0

5.3.1 Grade point or grade value for a course is calculated as per the grade table presented in this section. In case a student obtains fractional marks (0.5 or more), such fraction shall be rounded off to the nearest whole number.

5.3.2 Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the product of Grade Values and the Course Credits in each course by the total number of credits in all the subjects.

Thus, the formula for calculating Grade value/point, GPA and CGPA may be given as:

- Grade point or grade value in a course = As per the grade table
- GPA = Sum of the product of Grade Values and the Course Credits divided by Total Course Credits (for a particular trimester)
- CGPA = Sum of the product of Grade Values and the Course Credits in each course divided by Total Course Credits in all the subjects (Cumulatively calculated up to the end of a trimester)

5.3.3 A candidate to be successful should obtain a minimum of 50% marks or the equivalent grade, i.e., 'B' in every course. However, the candidate who fails to obtain the minimum grade (i.e., 'B') shall be given another chance (repeat-examination) to complete the course.

5.3.4 In order obtain a conversion of CGPA to Percentage, the CGPA shall be multiplied by 10 to arrive at the aggregate percentage.

5.3.5 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry @ with the grade obtained later. The students who fail to pass any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly, a student who is not allowed to take End-Term Examination for shortage of attendance will not be

allowed for repeat examination. In such a case, student has to re-register for the course, the grade obtained after re-registration will carry @@.

5.4 Revaluation of Answer Scripts

5.4.1 Students who wish to apply for revaluation of answer scripts of End-Term examination (including Repeat) are required to make an application to the Vice-Chancellor along with a fee of **Rs.2000/-** per paper within one week from the date of declaration of result, if the University is in session.

5.4.2 If the result is declared during vacations, the request should be made within one week of re-opening of the University.

5.4.3 In no case, the request for revaluation shall be entertained after the expiry of the period mentioned above.

5.4.4 In case of revaluation, the student shall be awarded the grade obtained in revaluation.

5.4.5 In case a student takes repeat examination and also applies for revaluation, the grade obtained in revaluation shall be final.

5.4.6 If she/he fails in revaluation, the grade obtained in repeat shall be final.

5.4.7 If the difference between the original award of marks and marks obtained in revaluation is more than 5, the increase or decrease of marks, as the case may be, shall be restricted to five marks only.

5.5 Dissertation/Industry Analysis

As per the requirements laid down by the University, students enrolled in MBA program must complete a dissertation or industry analysis (carrying 6 credits) in the sixth trimester.

The main objective of the dissertation or industry analysis component is to assess the research, analysis and writing skills. These dissertations or industry analysis can be refined further and submitted for publication in scholarly journals or even serve as the basis for full-length dissertations in doctoral/ fellow programmes. For those interested in other career options, they can serve as writing samples which demonstrate one's capabilities and interests.

The planning for the dissertation should ideally begin soon after the completion of the third term in the third week of December. As a general matter, it is advisable to write a dissertation in a field that has synergies with the specialization chosen.

5.5.1 Topic selection

Examination section, DoMS will ask students to submit their initial choice of topics towards the end of the third trimester. To enable this, Examination section, DoMS will circulate a list of faculty members, drawn into subject-wise panels after accounting for their respective areas of expertise. Students should also feel free to consult scholars and practitioners from outside the University who may have experience or expertise in the chosen fields. To ensure smooth coordination, students must send in their initial dissertation proposal by the deadline that is prescribed by the Examination section, DoMS.

5.5.2 Allocation of supervisor

Examination section, DoMS will allocate a faculty supervisor for each student. As far as possible, these allocations will be based on the expertise of the faculty members. However, in order to maintain a certain standard of supervision, no faculty member will guide more than six dissertations in an academic year. Examination section, DoMS can exercise discretion to

resolve unforeseen difficulties in the allocation of supervisors. This process will be completed by mid-December.

5.5.3 Preparatory tasks, format, and length of MBA dissertations or industry analysis

After the allocation of supervisors has been notified, the onus is on the students to maintain regular contact with the respective faculty members. Supervisors may ask students to engage in several tasks such as preparing notes on the research problem, generating a survey of literature, and making short presentations before faculty members from time to time. In particular, students should make full use of the library resources as well as the guest talks, lectures etc. that are held on campus. It is always worthwhile to periodically show rough drafts to the supervisors. The students shall meet their supervisors as per the scheduled provided by the MBA office.

The dissertation should be in the following format:

- Cover Page
- Certificate by supervisor
- Declaration by student
- Executive Summary
- Table of Contents
- List of Tables
- Introduction
- Literature Review
- Research Model and Hypotheses
- Research Methodology
- Results & Findings
- Conclusion
- References & Bibliography

Alternatively, the students can also do industry analysis as a part of dissertation. The format for the industry analysis is follows:

- INTRODUCTION
 - Study Deliverables
 - Study Assumptions
 - Scope of the Study
- RESEARCH METHODOLOGY
- EXECUTIVE SUMMARY
- MARKET DYNAMICS
 - Market Overview
 - Market Drivers
 - Market Restraints
- PORTER'S FIVE FORCES ANALYSIS
 - Bargaining Power of Buyers
 - Bargaining Power of Suppliers
 - Threat of New Entrants
 - Threat of Substitute Products
 - Competitive Rivalry
- MARKET SEGMENTATION STRATEGIES
- COMPETITIVE LANDSCAPE
 - Major Players
 - Market Share Analysis
- MARKET OPPORTUNITIES AND FUTURE TRENDS

- INDUSTRY ASSOCIATIONS
- REGULATORY FRAMEWORK

The aggregate length of the main body of the dissertation should be between 25,000-30,000 words. The text in the main body should be in the Times New Roman font (size 12), with double-spacing. Footnotes are not advisable however if any, should be in the Times New Roman font (size 11), with single-spacing. APA style should be followed for referencing purposes.

Note: The Cover page, Supervisor's Certificate, Student's Declaration, and the manner of giving Acknowledgements shall be as prescribed by the Examination Section, DoMS.

5.5.4 Submission and evaluation of MBA dissertations or Industry analysis

A student must give one pre - submission seminar and one defence Seminar. The deadlines of the above seminars are as follows:

Seminar	Deliverables	Deadline
Pre-Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions, managerial implications, directions for future research	2 nd week of March
Final Submission and Defense		4 th week of April

A student must necessarily show a draft of the entire dissertation or industry analysis to her/his supervisor before obtaining approval for submission. The last date for submission of dissertation or industry analysis shall be 31st March. Rough drafts need to be submitted to the supervisor in mid-March so that supervisors have sufficient time for reviewing the draft. Once the supervisor approves the draft, two hard copies along with a soft copy of the dissertation or industry analysis need to be submitted to the Examination section, DoMS.

The examination section shall, then, conduct the similarity/plagiarism check and if found suitable, forward it for evaluation to the external examiner appointed by the Head, DoMS. The candidate after the evaluation shall defend the Dissertation or Industry analysis before a Committee consisting of three or more members including one external expert constituted and headed by the Head, DoMS.

5.5.5 Evaluation of Dissertation or Industry analysis

Candidate must secure a minimum of 50% marks in the written submission for scheduling the date for defending the Dissertation. To pass the Dissertation or industry analysis a candidate should secure at least 45% marks in total. If a candidate secures 'F' grade in Dissertation or industry analysis or fails to submit the Dissertation or Industry Analysis within the time permitted he/she shall have one more chance to submit a revised Dissertation or Industry analysis, as the case may be, in the third or fourth week of June. The same shall be announced by the Examination section, DoMS.

5.6 Promotion Policy

Promotion from the first trimester to the second trimester and second to the third trimester would be automatic. But to be promoted to second year, a candidate should not have obtained 'F' grade in more than 25% of all courses (excluding courses of less than three credits) offered in the first year.

5.7 Policy for Award of the Degree

5.7.1 A student to be eligible for the award of the Degree should earn a minimum of one hundred and fourteen credits out of one hundred and thirty credits with a minimum of 'B' Grade and obtain at least an overall CGPA of 5.00 out of 10.00 and must have completed the mandatory summer internship programme satisfactorily.

5.7.2 A student admitted to the M.B.A. Degree program has to complete all the prescribed requirements within a maximum period of four years from and including the year of admission in order to be eligible for the award of the Degree.

5.8 Moderation Procedure

The Head, DoMS may constitute a Moderation Committee headed by herself/himself for moderation of results. The Committee may, at its discretion, and through discussion with the subject instructors, award 'grace marks' to students who have obtained a score of less than 50 % in order to enable them to pass an examination

Provided that in no circumstances, shall, a student be granted more than five grace marks in a trimester to be distributed in all subjects for that trimester.

6 INTERNSHIP

DoMS provides **advisory services** to a student to have industry training through three internships: One mandatory summer internship (at the end of third trimester), and two optional (at the end of second and fifth trimester). Following are the clauses for the internships:

- 6.1 At the end of the first year, a student is required to undergo the mandatory summer internship in an organisation for 8 to 10 weeks. For this purpose the student has to work on a specific project given to him/her by the sponsoring organisation. The objective of the internship is to expose the student to the practical aspects of management and enable him/her to study specific problems in the organisation. This unique exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live problems.
- 6.2 Internship Project investigates some significant aspects of a managerial problem. It gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding of managerial problems, internship also gives students practical experience that will help them to plan their careers.
- 6.3 Mandatory Summer Internship for students is assisted through the Training and Placement Advisory Cell (TPAC). The student would have an executive guide in the industry taking him/her for summer training. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the TPAC within one week of re-joining the University for Regular Classes along with a completion certificate issued by the organization. Ordinarily, the report should be within 40 to 60 typed pages. The contents should include definition of the problem, methodology used, data analysis, findings, conclusions and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality.
- 6.4 No students will be entitled to receive the MBA Degree without completing the mandatory summer internship satisfactorily.

- 6.5 A student, who does not complete the Internship satisfactorily, and who does not comply with the requirements, will have to do another Internship before becoming eligible to receive the Degree.
- 6.6 Students, who receive adverse comments from their company guides and do any act which brings disrepute to the University, will be liable for disciplinary action, which may result in expulsion from the University.

7. ACADEMIC MIS-CONDUCT AND DISCIPLINE

The Rules with regard to Academic Misconduct which include Unfair Means and Malpractice in Examination; Plagiarism etc. and discipline on campus and hostels, the Rules of the University shall apply.

8. MODIFICATION TO THE MOP

The Vice-Chancellor depending on the need may be authorized to approve the modifications, if any, in the course structure, course content and the evaluation scheme which shall be reported to the Academic Council and the Executive Council for ratification.

**DEPARTMENT OF MANAGEMENT STUDIES, NALSAR UNIVERSITY OF LAW,
HYDERABAD**

TRIMESTER REGISTRATION FORM

Name of the Student (in full)					
I D No. (YYYY-2MBA-.....)					
Course	Trimester II	Trimester III	Trimester IV	Trimester V	Trimester VI
Registration: (Please tick)					

MODE FEE PAYMENT MODE

Annual

Total Fee Paid Amount (Please tick)	Year - I		Year - II	

OR

Term wise

Total Fee Paid Term wise Amount (please tick)	Term-I		Term-II		Term-IV		Term-V	

Late Registration (if applicable)

Late Registration Fee (500 per day)	Trimester II	Trimester III	Trimester IV	Trimester V	Trimester VI
No of Days					
Fee paid Amount (in INR)					
Fee paid Amount (in words)					
Total Fee Paid (in INR)					
Total Fee Paid (in words)					

Date		Signature (of student)	
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NOTE:

1. It is mandatory to submit copies of fee receipt for both admission confirmation and 1st year/term I while registering for term – I.
2. It is mandatory to submit the filled application form along with the copy of fee receipt obtained from the Accounts section for registration.
3. In case of permission sought and granted for time relaxation in fee payment, copy of such grant must be submitted along with clear indication of the mode and time period.

To be issued by DoMS, NALSAR (not to be filled by the student)

This is to certify that bearing student id number
..... is registered for trimester