

# <sup>1</sup>MANUAL OF POLICIES FOR FIVE YEAR INTEGRATED BBA-MBA

## Manual of Policies for Five Years Integrated BBA-MBA

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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”

## Table of Contents

Enforcement	3
1. ACADEMIC YEAR	3
2. REGISTRATION	3
3. CURRICULUM	4
3.1 Course Structure	4
3.2 Pedagogy	8
3.3 Choice of Elective Courses and arriving at Specialisation	8
3.4 Choice of Electives and Registration to Elective Courses	9
3.5 Scheduling of Classes	9
4. ATTENDANCE	10
5 EXAMINATION AND EVALUATION	11
5.1 The Evaluation System	11
5.2 End-Term / Repeat and Improvement Examination	12
5.3 Grading System	13
5.4 Revaluation of Answer Scripts	14
5.5 Dissertation/Industry Analysis	14
5.6 Promotion Policy	17
5.7 Policy for Award of the Degree and Exit option	18
5.8 Moderation Procedure	18
6 INTERNSHIPS	19
7. ACADEMIC MIS-CONDUCT AND DISCIPLINE	19
8. MODIFICATION TO THE MOP	19
ANNEXURE I – SEMESTER REGISTRATION FORM	20

## **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 two semesters as detailed in the Academic Calendar that is available on the DoMS website ([doms.nalsar.ac.in](http://doms.nalsar.ac.in)). Each semester is approximately of five months duration. The programme is spread over ten semesters. 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 semester in person on the day earmarked for registration as per the admission call letter. A notice will be put up by the DoMS 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 10+2 mark sheets and certificates from their respective institution by the day of the verification, should submit them latest by the Registration Day of semester 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 examinations can be extended by the VC. The qualifying examination 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 institute or 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 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 semester. 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. Semester Registration form (Annexure-I) is attached.

### 3. CURRICULUM

The Programme is designed in consonance with the Choice Based Credit Policy of the UGC and consists of core, ability enhancement (compulsory and skill enhancement) and elective (discipline specific and generic) courses. A course can be of two, three, four, five or six credits. Each credit is equivalent to ten teaching/contact hours, however, core courses of four or five credits that have lab or tutorials, one credit shall be dedicated to lab or tutorial. In most cases, any course will have three scheduled sessions per week. Each session shall be of minimum 60 minutes. Exceptions may be made to accommodate visiting faculty or other exigencies.

In the first three years, a student must undergo two core courses with lab, fourteen core courses with tutorial, six mandatory core courses, four ability enhancement compulsory courses, four skill enhancement courses, six discipline centric electives and four generic elective courses and five mandatory internship programs. In the fourth and the fifth year, students must undergo thirteen mandatory core-courses and two seminar courses along with a minimum of ten and a maximum of fourteen elective courses and complete the dissertation/industry analysis. In addition, students must undergo a one mandatory internship program across the years.

The total credits offered during the programme are two hundred and seventy six only. Students are required to complete a minimum of two hundred and sixty credits for the award of the integrated BBA-MBA degree. The total credits offered in the first three years (at BBA stage) are one hundred and fifty, whereas, a total of one hundred and twenty six credits are offered in the last two years (at MBA stage) and the students have to pass minimum of one hundred and ten credits out of them.

#### 3.1 Course Structure

The course map of the five-year integrated BBA- MBA program is as follows:

Year	Sem-I	Credit	Sem-II	Credit
Year-I	English Language and Literature (Ability Enhancement Compulsory Course)	3	Communication and Creative Writing (Ability Enhancement Compulsory Course)	3
	Mathematics for Managers-1 (Core Course with Tutorial)	4	Mathematics for Managers-2 (Core Course with Tutorial)	4
	Principles and Practices of Management (Core Course with Tutorial)	4	Psychology (Core Course with Lab)	4
	Managerial Economics (Core Course with Tutorial)	4	Macro Economics (Core Course with Tutorial)	4
	Business Accounting (Core Course with Tutorial)	4	Cyber Security: Technology and Law (Skill Enhancement Course)	3

	Environmental Science (Ability Enhancement Compulsory Course)	3	Cost and Management Accounting (Core Course with Tutorial)	4
	Law of Contracts (Core Course)	3	Social Internship	3
	<b>Total Credit</b>	<b>25</b>	<b>Total Credit</b>	<b>25</b>

<b>Year</b>	<b>Sem-III</b>	<b>Credit</b>	<b>Sem-IV</b>	<b>Credit</b>
Year -II	Indian Politics and Policy (Core Course)	3	Fundamentals of R (Ability Enhancement Compulsory Course)	4
	Managerial Computing with Excel (Core Course with Lab)	3	Business Research Methods (Core Course with Tutorial)	3
	Financial Management (Core Course with Tutorial)	4	Sociology (Core Course)	3
	Information Systems and Databases (Skill Enhancement Course)	3	Human Resource Management (Core Course with Tutorial)	4
	Principles of Marketing (Core course with tutorial)	4	Operations Management (Core Course with Tutorial)	4
	Business Statistics (Core courses)	4	Business Analytics (Skill Enhancement Course)	4
	Corporate Laws (Core Course)	2	Internship with Startups	3
	Winter Internship	2		
	<b>Total Credit</b>	<b>25</b>	<b>Total Credit</b>	<b>25</b>

<b>Year</b>	<b>Sem-V</b>	<b>Credit</b>	<b>Sem-VI</b>	<b>Credit</b>
Year - III	Innovation and Creativity (Core Course with Lab)	3	IPR and Business Laws	4
	Ethics and Human Values (Core Course)	3	(Discipline Centric Elective 4 – Choose one out of two) Analytics	4
	Discipline Centric Elective – 1 – Choose one out of two) Business Laws	3	Discipline Centric Elective – 5 – Choose one out of two) Operations	4
	(Discipline Centric Elective - 2 – Choose one out of two) HR	4	Discipline Centric Elective – 6 – Choose one out of two) Finance	4
	(Discipline Centric Elective -3 – Choose one out of two) Marketing	4	(Generic Elective – 3 – Choose one out of two) Economics /English /Law	3
	(Generic Elective - 1 – Chose one out of two) Sociology/Political Science/Law	3	(Generic Elective – 4 – Choose one out of two) Entrepreneurship	3

(Generic Elective – 2 – Choose one out of two) History/Foreign Language/ Psychology/Law	3	Corporate Internship	3
Winter Internship	2		
Total Credit	25		25

Year	Sem-VII	Credit	Sem-VIII	Credit
Year - IV	Econometrics and Business Forecasting (Core Course)	4	Strategic Management (Core Course)	3
	Financial Reporting, Statements and Analysis (Core Course)	4	Marketing Research (Core Course)	4
	Organizational Behaviour (Core Course)	3	Operations Research (Core Course)	3
	Digital Marketing (Core Course)	4	Corporate Finance (Core Course)	4
	International Business (Core Course)	3	Management Research Project includes internship	6
	Advanced Elective-1 (Specialization)	4	Advanced Elective-3 (Specialization)	4
	Advanced Elective-2 (Specialization)	4	Advanced Elective-4 (Specialization)	4
	Winter Internship	2		
	Total Credits	28		28

Year	Sem-IX	Credit	Sem-X	Credit
Year - V	Entrepreneurial Strategy and Innovation Management (Core Course)	4	Sustainability & SDG in Business (Core Course)	3
	AI for Managers (Core Course)	4	Negotiation and Commercial Arbitration (Core Course)	3
	Seminar-1 (Generic Elective)	3	Seminar-2 (Generic Elective)	3
	Advanced Elective-5 (Specialization)	4	Advanced Elective-8 (Specialization)	4
	Advanced Elective-6 (Specialization)	4	Advanced Elective-9 (Specialization)	4
	Advanced Elective-7 (Specialization)	4	Advanced Elective-10 (Specialization)	4
	Summer Internship	4	Dissertation (Elective)	6
	Total Credit	27	Total Credits	27

\*An additional four electives are also offered as optional with each of 4 credit.

Discipline Centric/Advanced Electives

Areas of Specialization*		List of Elective Courses*
1.	Court Management	Justice Theories
		Introduction to Justice Management
		Judicial Process & Court Structure
		Judicial Responsiveness Management
		E-court Management
		Case Flow Management
2	Business Laws	Banking and Finance Laws
		Goods and Services Tax
		International Trade Laws
		Taxation
		Capital Markets and Securities Laws
		Law of Insolvency
		Environmental Laws
Consumer protection and Competition Laws		
3	Finance	Security Analysis & Portfolio Management
		Business Analysis & Valuation
		Financial Derivatives
		Financial Modelling & Analytics
		Merger Acquisition & Corporate Restructuring
		Behavioral Finance and Financial Planning
4	Business Analytics	Marketing Analytics
		Supply Chain analytics
		HR Analytics
		R and Python
		Data Visualization with Power BI
		Big data and data mining
		Artificial intelligence and machine learning
		Social Media Analytics
5	Marketing	Services Marketing
		Customer Relationship Management
		Marketing Decision Models
		Product & Brand Management
		Digital Marketing
		Integrated Marketing Communications
		Consumer Behavior
Sales and Distribution Management		
6	Human Resources	Labor Laws
		Organizational Change and Development

		Recruitment & Selection
		Strategic Compensation Management
		HR Analytics
		Performance Management & Counseling
		Training and Development
7	Operations & Systems	Advanced Operations Research
		Supply Chain Management & Analytics
		Project Management
		Total Quality Management
		Retail Management
		Enterprise Resource Planning

### 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, project & presentations, mid-semester examination, 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 Discipline Specific and Generic electives at BBA stage from among those provided in the course map. An elective course will be offered only when at least eight students opt for the said elective course. No student shall be permitted to drop a specialization/elective after the commencement of classes.

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

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

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

3.3.2.2 The elective course in a particular specialisation will be offered

only when at least eight students opt for the said elective course.

3.3.2.3 No student shall be permitted to drop a specialization/elective after the commencement of classes in 9th and 10th semester.

3.3.2.4 If a student successfully passes six elective courses of a particular specialization and passes another four elective courses of any other area of specialization (across fourth and fifth semester), she/he may be awarded MBA with dual specialization with Major and Minor.

3.3.2.5 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.

3.3.2.6 If a student does not opt and pass a minimum of six elective courses of a single specialization but completes the required mandatory credits, she/he may be awarded BBA- MBA degree.

### 3.4 Choice of Electives and Registration to Elective Course

3.4.1 The students are required to give their choice of list of electives towards the end of the second year (for electives offered at BBA stage) and the fourth year (for electives offered at MBA stage) before leaving the University in May for summer Internships. 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 semester will be announced five weeks before the concerned semester 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 semester begins.

3.4.4 Maximum number of electives students may opt across 9th and 10th semester is limited to ten only.

3.4.5 Maximum number of electives students may opt for in any of the 9th and 10th semester is limited to five only.

3.4.6 Minimum number of electives students may opt for in any of the 9th and 10th semester is three only.

### 3.5 Scheduling of Classes

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

3.5.2 It may so happen that the number of electives offered/opted in a particular semester 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.

3.5.3 The list of elective courses under each specialization as mentioned above at 3.1 is only indicative and may be offered as per the availability of the faculty concerned.

3.5.4 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.

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

3.5.6 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 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 % for each subject on all days (including guest sessions on Saturdays or other days) 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 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.

#### 4.10 Menstrual Leave:

Every beneficiary of this Policy can claim Menstrual Leave, that is, one day in every month, in an academic semester / trimester in the University.

Provided that in no case will total attendance requirement be less than 67%, inclusive of any medical leave that may be claimed by the beneficiary in the same academic semester / trimester.

Provided that there is no requirement of medical proof, or any other proof whatsoever, apart from self-certification, to claim the Menstrual Leave.

## 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 semester.

5.1.2 All courses will be evaluated for 100 marks.

5.1.3 For one and above credit courses, distribution of the evaluation will be as follows:

- Continuous Evaluation (50 marks)
- Mid- semester exam is of 25 Marks
- Internal (25 marks) : Assignments (15/10 marks) and case (10/15 marks) depending upon the nature of the course
- End-Semester Examination (50 marks)

5.1.4 The Dissertation will be evaluated for 100 marks. 75 marks are allocated for written submission and 25 marks for presentation / defence respectively.

5.1.5 The mid-semester and end-semester examinations shall be conducted only during an announced schedule by the Examination Section.

5.1.6 Mid-semester examination question paper may consist of two parts A and

B. Part A may consist three questions of 5 marks each with or without the choice of questions. Part B may consist of a case study of 10 marks having a minimum of two questions.

5.1.7 End-Semester Examination question paper may consist of three parts A, B, & C. Part A may consist of three questions of five Marks each with or without internal choice. Part B may consist of two long answer types (10 marks each) or numerical questions depending on nature of the course. Part C may consist of a case study (of 15 marks) with or without questions.

5.1.8 The faculty members are free to set the Mid and End Semester question papers either in closed book or open book mode.

5.1.9 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. A combination of the above

5.1.10 The nature of closed/ open book exam shall be clearly defined by the respective faculty members and shall be informed to the students and the examination section, DoMS in writing before the conduct of the exam.

5.1.11 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.

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

5.1.13 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 one mark per day for seven days and shall be awarded zero out of the total allotted marks for the same component if the submission is beyond seven days past the deadline.

5.1.14 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-semester examination will be conducted at the end of the semester. The exam will be for 50 marks and 150 minutes duration.

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

5.2.3 The repeat examination for the courses offered in a particular semester will be conducted one week to ten days prior to the commencement of the next semester. The repeat examination shall be held only for the component of end-Semester 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-Semester 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 by paying of Rs. 1000/- per course 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 is allowed only in end term exam.

### 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 semester)
- 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 for all the completed semesters)

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 to 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 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, shall be restricted to five marks only.

#### 5.5 Dissertation / Industry Analysis

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

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 or industry analysis should ideally begin soon after the completion of the fourth year. As a general matter, it is advisable to write a dissertation or industry analysis 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 fourth year. 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 or industry analysis 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, to maintain a certain standard of supervision, no faculty member will guide more than six dissertations or industry analysis 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 end of fourth year.

### 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. 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 DoMS 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 or industry analysis 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 dissertations

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	Fifth year, 2nd week of March
Final Submission and Defense		Fifth year, 3 <sup>rd</sup> 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 shall be 31st March. Rough drafts need to be submitted to the supervisor in the first week of March so that

supervisors have sufficient time for reviewing the draft and for conducting the pre-submission seminar. 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 or industry analysis. To pass the dissertation or industry analysis a candidate should secure at least 50% 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 in the third or fourth week of June. The same shall be announced by the Examination section, DoMS.

### 5.6 Promotion and Exit Policy

5.6.1 To be promoted to the second year, a candidate should not have obtained 'F' grade in more than three courses offered in the first year. Similarly, to be promoted to the third year, a candidate should not have obtained 'F' grade in more than three courses offered in the first and second years. However, to be promoted to the fourth year, a candidate must have completed all the courses offered and other requirements in the first and second year and should not have obtained 'F' grade in more than four courses in third year. To be promoted to the fifth year, a candidate should not have obtained 'F' grade in more than three courses offered in the fourth year and should have cleared all the courses of third year.

5.6.2 The following exit options will be made available to the students joining IPM programme as per the NEP:

- a) One year after passing of all the courses with a minimum credits of 50: Under Graduate Certificate in Business Administration
- b) Two years after passing of all the courses with a minimum credits of 100: Under Graduate Diploma in Business Administration
- c) Three years after passing of all the courses with a minimum credits of 150: Bachelor's in Business Administration (BBA)
- d) Four years after passing of all courses with a minimum credits of 206: Bachelor's in Business Administration Honours: BBA (Honours) and Bachelor's in Business Administration Honours with Research: BBA (Honours with Research)

Minimum eligibility criteria for opting the course in the fourth year will be as follows:

- BBA (Honours with Research): Minimum 75% marks or equivalent CGPA in BBA Degree up to Sixth Semester.

- The students who are eligible for BBA (Honours with Research) shall have choice to pursue either BBA (Honours) or BBA (Honours with Research).
- e) Five years after passing of all courses with a minimum credits of 260: Integrated BBA, MBA

## 5.7 Policy for Award of the Degree and Exit

5.7.1 A student to be eligible for the award of the BBA-MBA (BBA & MBA) Degree should earn a minimum of two hundred and sixty eight credits out of two hundred and eighty four credits with a minimum of 'B' Grade and obtain at least an overall CGPA of 5.5 out of 10.00 and must have completed the mandatory summer internship programmes satisfactorily.

5.7.2 A student admitted to the five-year integrated BBA-MBA programme must complete all the prescribed requirements within a maximum period of seven years from and including the year of admission to be eligible for the award of the Degree of BBA and MBA.

However, if a student wants to exit the program with a BBA degree, she/he must complete all requirements of the first three years within a maximum period of five years from and including the year of admission to be eligible for the award of the BBA Degree.

5.7.3 At the end of the five-year Integrated Programme, the participants would be awarded with Bachelor of Business Administration (Hons.) and Master of Business Administration (under the optional Dual Degree Programme) on successful completion of programme requirements.

5.7.4 In the event that a candidate is not found fit to continue with Post graduate studies (MBA) and/ or if the candidate is not able or want to continue his/ her studies for any reason after three years, the University reserves the discretion to terminate the candidature and/ or permit the candidate to withdraw from the BBA-MBA Integrated programme and allow the candidate to leave the programme. In both the cases, the Degree of Bachelor of Business Administration would be awarded to the candidate, if the candidate fulfills all the requirements for BBA (a student must earn one hundred and fifty six credits with a minimum of 'B' Grade and obtain at least an overall CGPA of 5.5 out of 10.00 and must have completed the two mandatory summer internship programmes satisfactorily).

## 5.8 Moderation Procedure

The Head of the Department 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 % to enable them to pass an examination.

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

## 6 INTERNSHIPS

DoMS provides advisory services to a student to have industry training through four internships. Following are the clauses for the internships:

- 6.1 A student is required to undergo the mandatory internships (as indicated in the course structure) an organisation for 8 to 10 weeks. For this purpose, the student must 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 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 BBA-MBA Degree without completing the mandatory internship satisfactorily.
- 6.5 A student, who does not complete the Internships 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 about 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 may do 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.

ANNEXURE - I

DEPARTMENT OF MANAGEMENT STUDIES, NALSAR UNIVERSITY OF LAW,  
HYDERABAD

**SEMESTER REGISTRATION FORM**

Name of the Student (in full)	
ID No.	
Course Registration:	Semester

**FEE PAYMENT MODE**

Annual

Total Fee Paid Amount (Please tick)	
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OR

Semester wise

Total Fee Paid Term Wise Amount (please tick)	
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Late Registration (if applicable)

Late Registration Fee (500 per day)	
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/semester I while registering for semester – 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 semester .....

Date:

Signature:

Seal