

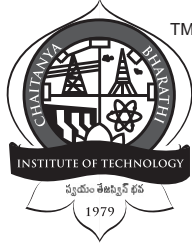


CBIT - SCHOOL OF MANAGEMENT STUDIES
Nurturing Leadership Capabilities

MBA PROGRAMME

Academic Rules
(With effect from 2019-2020)

Chaitanya Bharathi Institute of Technology (A)
Chaitanya Bharathi (P.O), Kokapet (V), Gandipet (M)
Hyderabad - 500 075, Telangana, India
Phone: 040 2419 3276
www.cbit.ac.in



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CBIT-School of Management Studies

I. Preliminary Definitions and Nomenclature

These Rules are applicable to the Students who are admitted to MBA (Four Semesters) Programme from the Academic year 2019-2020. The preliminary Definitions and Nomenclature are furnished in the following table.

Sl. No	Key Words	Definition
1.	Programme	An educational Programme leading to award of a Degree MBA.
2.	Admission Procedure	As prescribed by Government of Telangana.
3.	Academic Year	Two consecutive (one odd + one even) Semesters constitute one Academic Year
4.	Semester	Each Semester will consist of 15-17 weeks of Academic work equivalent to 90 actual teaching days. The odd Semester may be scheduled from July to December and even Semester from January to June.
5.	Course	Usually referred to, as 'Papers' is a component of a Programme. All Courses need not carry the same weight. The Courses should define Learning Objectives and Learning Outcomes. A Course may be designed to comprise Lectures / tutorials / laboratory work/ project work/Seminars/Exams/Viva/ Assignments/ Presentations/ Self-study etc. or a combination of some of these. The Medium of instruction, examinations and project report will be in English.
6.	Credit	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One Credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.
7.	Letter Grade	It is an index of the performance of Students in a said course. Grades are denoted by letters like O, A ⁺⁺ , A ⁺ , A, B ⁺ , B, C etc.
8.	Grade Point	It is a numerical weight allotted to each letter grade on a 10-point scale.

9.	Credit Point	It is the product of Grade point and number of Credits for a Course.
10.	SGPA	Semester Grade Point Average (SGPA), it is a measure of performance of work done in a semester. It is ratio of total credit points secured by a Student in various Courses registered in a Semester and the total Course Credits taken during that semester. It shall be expressed up to two decimal places.
11.	CGPA	Cumulative Grade Point Average (CGPA), it is a measure of overall cumulative performance of a Student over all Semesters. The CGPA is the ratio of total credit points secured by a Student in various courses in all Semesters and the sum of the total Credits of all courses in all the Semesters. It is expressed up to two decimal places.
12.	Grade Sheet	Based on the Grades earned, a grade sheet shall be issued to all the registered students after every Semester. The Grade sheet will display the Course details (Course title, number of Credits, Grade secured) along with SGPA of that Semester and CGPA earned till that semester.

II. Course Structure and Types of Courses in the Programme

The Curriculum comprises of Core Courses, Open Elective Course, Elective Courses, Internship and Project Work.

Core Course:

Core Courses provide a foundation in the fundamental practices of Business and broad Management Skills essential to succeed in Career. These Courses are mandatory Courses Students must study to meet the requirements to complete the Program.

Elective Course:

Elective course is a Course that Students choose to take as part of the Programme of study. Students are required to choose two electives from a pool of courses in the listed and they may be:

- Supportive to the Discipline of Study/ Program Specific.
- Providing an expanded scope.
- Enabling an exposure to some other Discipline/Domain/Inter-discipline.
- Nurturing students Proficiency/Skill.

Open Elective Course:

Open Electives are the mechanism which allows Students to pursue what interest them. The Students shall be given an option to choose one (1) among three (3) courses given under each Open elective during I and II semesters.

Skill Development Course:

Skill Development Course is a course which is mandatory and they may be

- Supportive to improve their Managerial Skills.
- Providing an extended scope of employability.
- Nurturing students Soft Skills.

The following table shows the Course structure with the Credit weightage distribution.

SI No	Description	Credits
1.	Core Courses (Theory and Lab)	58
2.	Elective Courses (Theory)	32
3.	Open Electives (Theory)	8
4.	Internship	2
5.	Project work and Comprehensive Viva Voce I and II	6
6.	Skill Development Course (Mandatory)	1
	Total	107

III. CONTACT HOURS AND CREDITS

Course offered may have anyone or combination of the following components:

1. Lecture (L): Classroom sessions delivered by faculty in an interactive mode.
2. Practical (P): Practical/Project Work consisting of field work/case studies etc. that equip Students to acquire the required skill component.

The norms for Course Credits are as follows:

Lecture (L)/Tutorials (T): One (1) hour per week is assigned one (1) Credit(C).

Practical (P): Two (2) hours per week is assigned one (1) Credit (C).

For example, a theory Course with a L-T-P schedule of 3-1-0 will be assigned four (4) Credits.

L	T	P	C
3	1	0	4

A laboratory practical Course with a L-T-P schedule of 0-0-2 will be assigned one (1) Credit.

L	T	P	C
0	0	2	1

IV. PLAN OF STUDY OF I-IV SEM OF MBA PROGRAMME (CURRICULUM)

Orientation Program

Orientation Program is designed for Freshers at the Commencement of the MBA Programme, navigating them through the Campus Environment, Academic Scope, Learning Resources, Activities that they can engage themselves; Social, Co and Extra Curricular and other Personality Development Schedules to enable them to efficiently utilize the Opportunities and equip themselves with needed Skills in every Area of Management to address the Challenges that they would be facing in their Careers. The Orientation encompasses but not limited to the following activities:

S.No.	Activities during the Orientation Program
1.	Autonomous system - Academic Rules, Curriculum, Code of conduct
2.	Learning Resources
3.	Extension Activities
4.	Managerial Skills for Effectiveness
5.	Co-Curricular and Extra-Curricular
6.	Business Games
7.	Mentoring, Human Values and Professional Ethics

The following tables show the plan of study from I-semester to IV-semester

I SEMESTER

S.No	Course Code	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	19MB C101	Management and Organization Behaviour	4	-	3	30	70	4
2.	19MB C102	Managerial Economics	4	-	3	30	70	4
3.	19MB C103	Financial Accounting for Management	4	-	3	30	70	4
4.	19MB C104	Marketing Management	4	-	3	30	70	4
5.	19MB C105	Statistics for Management	4	-	3	30	70	4
6.	19MB C106	Digital Technology	3	-	3	30	70	3
7.	19MB C107	Business Communication Lab	-	4	3	25	50	2
8.	19MB C108	Statistics Lab	-	2	2	15	35	1
9.		Open Elective	4	-	3	30	70	4
	19MB O101	Business Environment						
	19MB O102	Corporate Social Responsibility						
	19MB O103	Business Law and Ethics						
			27	6	-	250	575	30

L: Lecture T: Tutorial P: Practical CIE- Continuous Internal Evaluation
SEE- Semester End Examination

II SEMESTER

S.No.	COURSE CORE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	19MB C109	Human Resource Management	4	-	3	30	70	4
2.	19MB C110	Financial Management	4	-	3	30	70	4
3.	19MB C111	Business Research Methods	4	-	3	30	70	4
4.	19MB C112	Operations Research	4	-	3	30	70	4
5.	19MB C113	Operations Management	4	-	3	30	70	4
6.	19MB C114	Business Analytics	3	-	3	30	70	3
7.	19MB C115	Logistics and Supply Chain Management	3	-	3	30	70	3
8.	19MB C116	Comprehensive VivaVoce- I	-	-	-	-	50	1
9.		Open Elective-II	4	-	3	30	70	4
	19MB O104	E-Business						
	19MB O105	Banking Management						
	19MB O106	Customer Relationship Management						
SKILL DEVELOPMENT COURSE (Mandatory)								
10.	19MB SD101	Personality Development	-	2	2	15	35	1
			30	2	-	255	645	32

III- SEMESTER

S.No.	COURSE CODE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	19MB C117	Strategic Management	3	--	3	30	70	3
2.	19MB E101	FE 1	4	--	3	30	70	4
3.	to 19MB E110	FE-2	4	--	3	30	70	4
4.		SE-1	4	--	3	30	70	4
5.		SE-2	4	--	3	30	70	4
6.	19MB SD102	Career Guidance	2	-	-	--	--	Non Credit
7.	19MB C118	Internship	-	-	-	25	50	2
			21	-	-	175	400	21

Note: III semester Electives are given in the separate table
[FE- First Elective, SE- Second Elective]

Elective Courses

Student has a choice to choose two Electives from the given list of electives consisting of Marketing, Human Resource, Finance, and Business Analytics/Supply Chain Management.

Note: *Student can choose either Business Analytics or Logistics and Supply Chain Management.*

Elective wise Course Titles in III Semester

Elective	Course Code	Course Title
Finance (F)	19MB E101	Investment Management
	19MB E102	Financial Markets and Services
Human Resource (HR)	19MB E103	Performance and Compensation Management
	19MB E104	Training and Development
Marketing (M)	19MB E105	Product and Brand Management
	19MB E106	Integrated Marketing Communications and Digital Marketing
Business Analytics (BA)	19MB E107	Business Data Mining
	19MB E108	R-Programming
Supply Chain Management (SCM)	19MB E109	Transport Management
	19MB E110	Distribution and Warehouse Management

IV SEMESTER

S.No.	COURSE CODE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	19MB C119	Entrepreneurship Development	3	--	3	30	70	3
2.	19MBE111 to 19MBE120	FE-3	4	-	3	30	70	4
3.		FE-4	4	-	3	30	70	4
4.		SE-3	4	--	3	30	70	4
5.		SE-4	4	--	3	30	70	4
6.	19MB C120	Project Work	--	4	--	50	100	4
7.	19MB C121	Comprehensive Viva Voce- II	-	-	-	-	50	1
			19	4	-	200	500	24

Note: IV semester Electives are given in the separate table

V. List of Course Titles in each Elective

Elective	Course Code	Course Title
Finance (F)	19MB E111	Financial Risk Management
	19MB E112	Project Appraisal and Financing
Human Resource(HR)	19MB E113	Leadership and Team Management
	19MB E114	International Human Resource Management
Marketing (M)	19MB E115	Consumer Behaviour
	19MB E116	Services and Retail Marketing
Business Analytics (BA)	19MB E117	Machine Learning and Artificial Intelligence
	19MB E118	Cloud Computing
Supply Chain Management (SCM)	19MB E119	E-Commerce Logistics
	19MB E120	International Logistics

The time-table is prepared with the following timings:

1 st Hour	2 nd Hour	3 rd Hour	Lunch	4 th Hour	5 th Hour	6 th Hour
09:10-10:10	10:10-11:10	11:15-12:15	12:15-13:15	13:15-14:15	14:15-15:15	15:20-16:20

V. COMPREHENSIVE VIVA VOCE

Comprehensive Viva Voce is intended to assess the Student's understanding of various Subjects he/she studied during the MBA Course of Study. Every Student shall be required to undergo Comprehensive Viva Voce-I at the end of II Semester and Comprehensive Viva Voce-II at the end of IV semester of MBA. The Comprehensive Viva Voce-I shall be conducted on I and II Semester courses and Comprehensive Viva Voce-II shall be conducted on III and IV Semester courses of the MBA Programme. Evaluation Committee is constituted as per norms of the Institute/Department and evaluates the Student performance for maximum marks of 50 in each Viva Voce.

VI. CAREER GUIDANCE

Career guidance encompasses information, guidance and counselling services to assist Students in making educational training and occupational choice. Career Guidance cell provides guidance to Students on Higher studies, Possibilities, Courses etc. It helps the Students realize their potential by identifying their own Strengths and Weaknesses and choosing their Career to the best of their Abilities. It encourages the Students to develop their Skills, adapt to the changes and prepare themselves to take up the responsibilities and face the challenges in the Career which they choose. It also conducts lectures by experts from Industry, Academics and Government. The cell also initiates Programmes on Personality Development, develops Communication Skills, conducts Mock interviews and Group Discussions and also prepare them to take up examinations for further studies.

VII. INTERNSHIP

The Students shall undertake the Internship during the summer vacation continuously for six weeks of duration in any Industry/ organization after seeking due approval from the Head of the Department. The award of credits for the Internship during summer shall be evidenced in the III Semester Grade Sheet. The detailed procedure is furnished in the **Annexure-I**.

VIII. PROJECT WORK

The Students are required to do Project work in any area of Management under the guidance of Internal Faculty member assigned to the student. The Project work consists of choosing a Topic/Problem/Theme in any area of Management, collect data, analyze and interpret the same in a systematic method.

- i. Every Student shall do individual Project work under the supervision of a Faculty.
- ii. The supervisor shall be assigned to the Student by the department during the II-semester to enable the student to plan and carry out the work during III and IV semesters.
- iii. The Project work is assigned four (4) Credits and evaluated for 150 marks [fifty (50) Continuous Internal Evaluation and hundred (100) marks for Semester End Examination].
- iv. The Project work must be submitted by the student in the 13th week of the IV Semester.
- v. The dissertation must be typed and be limited to 70 to 100 pages of A4 size and in standard format which is prescribed by the department.
- vi. The evaluation of the Project shall be completed before the commencement of Semester End Examinations (Theory) of IV Semester.

The assessment procedure of Project Work is given in **Annexure-II**.

IX. EXAMINATION, ASSESSMENT AND LETTER GRADES/GRADE POINTS

In assessing the performance of the Students in examinations, the approach is to award marks based on the examinations conducted at various stages (CIE and SEE) in a Semester. As per the UGC recommendations, the following system will be implemented in awarding the grades and CGPA.

Letter Grades and Grade Points

The absolute grading mechanism is followed in mapping the letter grades. The marks are converted to grades based on pre-determined class interval. As per the UGC recommendations a 10-point grading system with the following letter grades are followed. The same is furnished in the following tables for Theory courses and Laboratory.

For Theory courses

% of Marks	Grade points	Letter Grade	Grade description
90.00 - 100	9.00 - 10	O	Outstanding
80.00 – 89.99	8.00 – 8.99	A++	Excellent
70.00 – 79.99	7.00 – 7.99	A+	Very good
60.00 – 69.00	6.00 – 6.99	A	Good
55.00 – 59.99	5.50 – 5.99	B+	Fair
50.00 – 54.99	5.00 – 5.49	B	Above Average
45.00 – 49.99	4.50 – 4.99	C+	Average
40.01 – 44.99	4.01 – 4.49	C	Below average
40	4.00	D	Pass
< 40	0.00	F	Fail
---	0.00	Ab	Absent

For Laboratory/Personality Development/ Internship Courses/ Project/ Comprehensive Viva Voce I & II

% of Marks	Grade points	Letter Grade	Grade description
90.00 - 100	9.00 - 10	O	Outstanding
80.00 – 89.99	8.00 – 8.99	A++	Excellent
70.00 – 79.99	7.00 – 7.99	A+	Very good
60.00 – 69.00	6.00 – 6.99	A	Good
55.00 – 59.99	5.50 – 5.99	B+	Fair
50.00 – 54.99	5.00 – 5.49	B	Above Average
< 50	0.00	F	Fail
---	0.00	Ab	Absent

A Student obtaining Grade F shall be considered failed and will be required to reappear the examination. For non-credit course ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the

computation of SGPA/CGPA. For the non- credit Courses, the Students must have secured ' Satisfactory' for the award of degree along with other requirements.

X.COMPUTATION OF SGPA AND CGPA:

The computations of SGPA and CGPA are followed as per the UGC guidelines.

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where **C_i** is the number of credits of the **ith** course and **G_i** is the grade point scored by the student in the **ith** course.

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where **S_i** is the SGPA of the **ith** semester and **C_i** is the total number of credits in that semester.

The **SGPA** and **CGPA** shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript/Grade Sheet (Format): Based on the above guidelines on Letter grades, Grade points and SGPA and CCPA, the institute issues the transcript/grade certificate for each semester and a consolidated transcript/grade certificate indicating the performance in all semesters.

XI. ASSESSMENT PROCEDURE FOR AWARDED MARKS

The distribution of marks which is based on continuous internal assessment by concerned teacher and the Semester End Examination shall be as follows:

Course	Credits	CIE	SEE	Duration of Semester End Examination
Theory Course	Four (4)	30*	70**	3 Hours
Lab Course	One (1)	15	35	2 Hours
Internship during Summer Vacation	Two (2)	25	50	-
Project Work	Four (4)	50	100	-

* Out of 30 Sessional marks (CIE), 10 marks are allotted for assignment which shall include Team work, Book reviews, Class participation, Case presentations etc. and the remaining 20 marks are based on the average of two Internal tests, and weightage for each test is 20 marks.

**The question paper shall be in two parts i.e. Part-A and Part-B. Part A is for Ten (10) short questions and is compulsory, covers the entire syllabus, and carries 20 marks. Part-B consists of five questions, one question from each unit with internal choice and carries 50 marks and covers all the units of the syllabus. Student has to answer five questions.

XII. PROMOTION RULES

Rules of promotion are as under:

S.No.	Semester	Conditions to be fulfilled for Promotion
1.	From I -Semester to II-Semester	i. Regular Course of Study of I-Semester. ii. Student must secure at least 40% of Maximum Marks of CIE of I Semester.
2.	From II- Semester to III -Semester	i. Regular Course of study of II -Semester ii. Student must secure at least 40% of Maximum Marks of CIE of II Semester. iii. Student must have earned at least 31 credits of I and II semester
3.	From III- Semester to IV-Semester	i. Regular Course of Study of III- Semester. ii. Student must secure at least of 40% of Maximum Marks of CIE of III Semester.

Note: Regular course of study means the student has to satisfy attendance rules as prescribed by the Institute.

XIII. CREDIT REQUIREMENTS

Credit Requirement for the award of MBA degree is 107.

XIV. RULES AND REGULATIONS OF ATTENDANCE

1. The Degree of MBA will be conferred on a candidate who has pursued a 'Regular Course of Study' for four semesters as herein after prescribed in the scheme of instruction and has earned the required credits.
2.
 - i) A regular course of study for eligibility to appear at MBA Examination of any Semester shall mean putting in attendance of not less than 75% aggregate in lectures/theory, Practical, Seminars etc.
 - ii) Attendance of N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursion or

such other Inter University activities as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However, such absence shall not exceed (4) weeks per semester of the total period of instructions. Such facility should not be availed twice during the study.

iii) In any semester of the course if a candidate fails to secure the minimum percentage of attendance, he/she shall not be eligible to appear in the examination of that semester and he/she shall have to enroll himself/ herself to undergo afresh a 'Regular Course of Study' of the corresponding semester in subsequent academic session, in order to become eligible to appear for the examination. **The Student needs to pay the required tuition fee for that corresponding semester as per institute rules.**

iv) The attendance shall be calculated on the aggregate of the courses/ subjects from the date of commencement of classes / date of readmission in case of detained candidates as per the almanac communicated by Chaitanya Bharathi Institute of Technology (Autonomous).

v) Candidates admitted to the first semester through an entrance test and do not have the requisite attendance, but have not less than 40% attendance can seek readmission without once again appearing the admission process where the admissions are governed through an entrance test. Candidates of I-Semester, who do not have the minimum 40% attendance, would lose their seat.

3. i) In special cases and for sufficient cause shown, the Principal may, on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.

However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Principal may condone the deficiency in attendance to the extent of 15% (as against 10% Condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the study.

The fee for condonation of attendance on medical grounds shall be Rs.1000.00 payable through Demand Draft drawn in favor of the Principal, CBIT, Hyderabad.

XV. REAPPEARING/READMISSION/READMISSION/REVALUATION/PHYSICAL VERIFICATION OF ANSWER SCRIPTS

Supplementary Semester End examination shall be conducted for I and III semester Theory / Lab courses, where as Supplementary Semester End Examination shall not be conducted for II and IV Semester theory/ Lab courses/Comprehensive Viva-Voce I and II.

If a Student is prevented from writing End Semester examination due to lack of attendance, the Student must take re-admission of that semester (by paying appropriate tuition fee as prescribed by the institute) when offered next and must attend the classes and fulfill the attendance requirements.

A Student can apply for revaluation of the Student's Semester Examination answer paper in a Theory course, notified by the Institute, on payment of a prescribed fee along with prescribed application.

After the declaration of results, the interested Student(s) can go through/evidence their Semester End Theory examination answer scripts (by paying the prescribed fee) physically on issuing of the notification by the respective authorities.

If a student is detained due to non-earning of required Credit(s), such Student(s) are eligible for re-admission after earning the required number of Credits only. Further, if any Student is detained due to non-earning of required Credit(s) and wants to repeat the Semester class work, such Students are eligible for re-admission in the odd semesters only, such Students are required to pay tuition fee as per the Institute Rules.

XVI. ELIGIBILITY FOR THE AWARD OF DEGREE

A Student shall be declared to be eligible for the award of the M.B.A., provided the Student has successfully gained the required number of total Credits as specified in the Curriculum corresponding to the Student's programme within the stipulated time.

Successfully completed the Course requirements, appeared for the End-Semester Examinations and passed all the Subjects prescribed in all the 4 semesters within a maximum period of 8 Semesters considered from the commencement of the first Semester to which the candidate was admitted.

Successfully passed any additional courses prescribed by the Institute whenever readmitted under regulation and no disciplinary action pending against the Student. The award of Degree must have been approved by the University.

XVII. AWARD OF DIVISION

CGPA	DIVISION
7.0 and above	First Class with distinction
6.0 and less than 7.0	First Class
5.0 and less than 6. 0	Second Class
4.0 and less than 5.0	Pass
Less than 4.0	Fail

Candidates are eligible for the award of Distinction with I Class with a CGPA of 7.0 and above if and only if the Student clears all the subjects in all Semesters in single attempt.

XVIII. AWARD OF GOLD MEDAL

A Student securing highest CGPA in single attempt is eligible for award of Gold Medal in the Course of study of M.B.A.

XIX. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The Institute may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council's approval.

All the Rules and Regulations, specified herein after shall be read as whole for the purpose of interpretation and when a doubt arises, the interpretation of the Chairman, Academic Council, Chaitanya Bharathi Institute of Technology (Autonomous) is final. As per the requirements of the Statutory Bodies, Principal, Chaitanya Bharathi Institute of Technology (Autonomous), shall be the Chairman of the College Academic Council.

ANNEXURE-I

Internship is compulsory for all the Students for the award of MBA degree and the guidelines for earning two (2 credits) by the student are furnished below:

Procedure for granting permission to the student to carryout Internship by the Student, continuously for six (6) weeks duration from one organization during the summer vacation:

1. The Student needs to approach the Head of the Department with a request to carry out for Internship, with the details of the Industry/Organization and the Department allocates one of the Faculties as Guide.
2. The Guide visits the Industry/Organization and discuss with CEO/Director/HR/ Concerned person of that Industry/Organization on the following points:
 - Duration of the Internship
 - Nature of work to be carried out by the Student
 - Facilities to be extended to the student in the Industry
 - Requesting the industry Personnel to assign a guide or an in-charge to monitor the Student's work in the Industry
 - Number of man hours to be spent by the Student
 - Preparation of the documentation/report by the Student
 - To apprise the Industry Personnel that the Internship carries a weightage of two (2) Credits

4. After having all the required details from the industry personnel, the Guide presents the deliberations made with Industry and discusses with the Head to draft the necessary recommendations/conclusions.

5. If the Department recommends then the Student is permitted to carry out Internship in that particular Industry/Organization, continuously for Six (6) weeks during the Summer vacation.

Assessment procedure for earning two (2) credits:

- Six (6) weeks continuously to be spent by the Student in one Industry/Organization during the summer vacation.
- Two midterm evaluations, one at the end of third (3rd) week of Internship and another at the end of fifth (5th) week of Internship are to be carried out by the mentor. The midterm evaluation will be based on a documentary evidence of the work carried out by the Student in Industry/Organisation. For awarding marks for midterm evaluations the guide has to coordinate with the guide from industry. The midterm

evaluations are to be carried out for a maximum of 25 marks.

- After Internship, the Student has to submit a hard copy of the Internship report in a standard format which is prescribed by the department. Finally, the Committee constituted as per Department/Institute norms evaluates the performance of the Student for a maximum of fifty (50) marks.
- The student has to deliver Power- point presentation before the committee on the work which is carried out by the Student during Internship. Committee examines the Student and the Marks (Maximum 50 Marks) are to be awarded on the following aspects.

Power Point Presentation: 15 Marks

Hard copy of the Report: 25 Marks

Viva-Voce: 10 Marks

The Department sends the performance of the Student to the Controller of Examinations (CoE) for awarding Grade/Grade points towards earning of two (2) Credits by the Student for Internship.

ANNEXURE-II**Project Work****Assessment procedure for earning four (4) credits:**

For Continuous Internal Evaluation (CIE) two midterm evaluations, one at the end of III Semester and another at the end of the IV Semester (before submission of hard copy in the department are to be carried out). The midterm evaluation will be based on oral presentations by the student and a documentary evidence of the work carried out by the student. The midterm evaluations are to be carried out for a maximum of 50 marks.

The student has to submit a hard copy of the Project report in a standard format which is prescribed by the department. Finally, the committee constituted by the department as per norms of Department/Institute evaluates the performance of the Student for a maximum of hundred (100) marks.

- The Student has to deliver Power- point presentation before the committee on the work which is carried out by the student during Project Work. Committee examines the student's Project work and the marks (Maximum 100 Marks) are to be awarded on the following aspects.

Power Point Presentation: 30 Marks

Hard copy of the Report: 50 Marks

Viva-Voce: 20 Marks

The Department submits the performance of the student to the CoE for awarding Grade/Grade points towards earning four (4) credits by the student for Project Work.
