

K.S.RANGASAMY COLLEGE OF TECHNOLOGY TIRUCHENGODE - 637 215

(An Autonomous Institution affiliated to Anna University, Chennai and approved by AICTE, New Delhi)



M.B.A. REGULATIONS 2018 (Academic year 2018-19 onwards)

CONTENT

S. No.	Particulars	Page. No
1.	Preliminary Definitions and Nomenclature	1
2.	Programmes Offered	1
3.	Duration of the Programme	1
4.	Admission Criteria	2
5.	Structure of the Programme	2
6.	Requirements of Attendance and Progress	3
7.	Procedure for Completing the Course	3
8.	Credit System and Assessment	4
9.	Scheme of Assessment	5
10.	Passing Requirements and Classification of the Degree Awarded	7
11.	Withdrawal from the Examination	8
12.	Supplementary Examination	8
13.	Faculty Advisor	9
14.	Class Committee	9
15.	Course Committee for Common Courses	10
16.	Issue of Grade Sheet & Degree Certificate	10
17.	Discipline	10
18.	Industrial Visit	10
19.	Authorized Break of Study	10
20.	Choice Based Credit System (CBCS)	11
21.	Guidelines for Visually Impaired & Orthopedically Challenged Candidates Using Scribe	14
21.	Revision of Regulation and Curriculum	14
	Annexure - I	15
	Annexure - II	16

M.B.A. REGULATIONS 2018

This regulation is applicable to the candidates admitted to M.B.A. Programme from the academic year 2018-19 onwards.

Degree of Master of Business Administration (Four Semesters)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- 1.1 Programme** means PG Degree Programme that is Master of Business Administration (M.B.A.).
- 1.2 Course** means a theory or practical subject (i.e.) offered in a Semester, like Managerial Economics, Marketing Management, Human Resource Management, Business Application Software lab, etc..
- 1.3 University** means the Affiliating University, Anna University, Chennai.
- 1.4 College** means K.S.Rangasamy College of Technology, Tiruchengode, an Autonomous Institution, affiliated to Anna University, Chennai and approved by AICTE, New Delhi.
- 1.5 Head of the Institution** means the Director / Head of the Institution is responsible for all academic activities of the Department for implementation of relevant Rules and Regulations.

2. PROGRAMME OFFERED

M.B.A.(2 Years)

S.No.	Branch Code	Degree	
1	MB	M.B.A.	Master of Business Administration

3. DURATION OF THE PROGRAMME

The programme will lead to the Degree of Master of Business Administration (M.B.A.) of the Anna University and spread over a period of two years. The two academic years will be divided into four semesters with two semesters per year.

Each academic year shall be divided into two semesters. A semester shall normally consist of 90 working days. The Director / Head of the Institution shall ensure that every teacher teaches the concepts using the appropriate modes of content delivery and make sure that the students gain knowledge and apply to solve problems.

A student is ordinarily expected to complete the M.B.A. Programme in 4 semesters (two academic years) but in any case not more than 8 consecutive semesters (4 years). These periods being reckoned from the commencement of the semester to which the candidate was first admitted.

4. **ADMISSION CRITERIA**

Candidates for admission to the M.B.A. degree programme will be required to satisfy the conditions of admission thereto prescribed by the Anna University, Chennai and Government of Tamil Nadu. Detailed eligibility criterion for admission is given in Table 1.

Table 1 Eligible Criteria to admit M.B.A. degree programme

1.	M.B.A. - Master of Business Administration	A pass in a recognized Bachelor's degree of minimum 3 years duration and obtained at least 50% (45% in the case of candidates belonging to reserved category) in the qualifying degree examination. (a) 10+2+3/4 years pattern / (b) 10+3 years diploma + 3 years pattern / (c) B.E. /B.Tech./ B.Arch. / B.Pharm. / (d) 10+2+AMIE / 10+3 years diploma (awarded by the state board of technical education) + AMIE.
----	--	--

5. **STRUCTURE OF THE PROGRAMME**

The M.B.A. Programme will have a curriculum and syllabi consisting of theory courses, elective courses, seminar, practical and project work as prescribed by the Board of Studies from time to time.

5.1 **Number of courses per semester**

The curriculum of each semester shall normally be a blend of theory courses not exceeding 6/7 and practical courses not exceeding 2/3. However, the total number of courses per semester shall not exceed 9/10 (approximately 27/30 credits) which includes employability enhancement courses and excluding Personality Development Courses.

5.2 **Project Work**

He / she has to carry out project work as a part of study during the second semester vacation.

521 The project work shall be carried out under the supervision of a faculty mentor. The normal duration of the project work is 42 calendar days (6 weeks). The viva- voce of the project work shall be conducted along with third semester examination.

522 A soft copy of the approved project report shall be kept in the library of the college and in the department.

- 5.3** Employability Enhancement Courses (EEC) include project work and seminar.
- 5.4** The medium of instruction, examinations, seminar and project report shall be English.

6 REQUIREMENTS OF ATTENDANCE AND PROGRESS

- 6.1** A candidate will be deemed to have completed the requirements of study of any semester and qualify to write the end semester examinations only if
- 6.1.1** He / she has earned not less than 75% of attendance on an average in all the courses in that semester put together. However, a candidate who has secured attendance between 65% and 74% in the current semester due to medical reasons (hospitalization accident / specific illness) or due to participation in College / University / State / National / International level sports events / Industrial training/Internship with prior permission from the Director / Head of the Institution shall be given exemption from the prescribed attendance requirements and he/she shall be permitted to appear for the current semester examinations.
- 6.1.2** His / her progress has been satisfactory
- 6.1.3** His / her character and conduct have been satisfactory.
- 6.2** Candidates who do not qualify to appear for end semester examinations of any semester for want of attendance and/or progress and / or character and conduct have to register for and repeat that semester programme at the next available opportunity subject to the approval of Directorate of Technical Education, Tamil Nadu and Anna University, Chennai.
- 6.3** The re-admitted candidates have to follow the curriculum and syllabus as existing at the time of re-admission. The re-admission committee will decide the courses that he/she has to undergo in the new curriculum considering the equivalent courses that he/she has gone through in the old curriculum, so as to bridge the curriculum in-force and the old curriculum. The courses recommended by the committee shall be taken under a faculty mentor and appear for the examination as specified by the college.

7. PROCEDURE FOR COMPLETING THE COURSE

- 7.1** For purposes of these regulations, the academic year will be normally spanning the period from June to May. Each academic year will be divided into two semesters, the odd semester normally spanning the period from June to November and the even semester the period from December to May.
- 7.2** The course work of the odd semesters will ordinarily be conducted only in odd semesters and that of the even semesters only in even semesters.
- 7.3** A candidate will be permitted to proceed to the next higher semester only, if he/she has satisfied the requirements of attendance, progress, and character and conduct in respect of the preceding semester and had registered for the semester examination for which he / she was eligible to register.

- 7.4** A candidate who is required to repeat the study of any semester for want of attendance / progress / conduct who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he / she is eligible or permitted to rejoin, only at the time of its normal commencement for a regular batch of candidates subject to the approval from the Directorate of Technical Education, Tamil Nadu and Anna University. No candidate will however be enrolled in more than one semester at any time. In the case of repeaters, the earlier continuous assessment marks will be disregarded.
- 7.5** A candidate who fails to submit the project report in the third semester (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) within the prescribed date or whose project work and viva voce have been assessed as grade RA can reregister at the beginning of the subsequent semester, repeat the project work and submit the report at the end of that semester and appear for end semester viva voce examination.

8. CREDIT SYSTEM AND ASSESSMENT

8.1 Credit assignment

Each course is normally assigned a certain number of credits with 1 credit for one lecture period per week, 1 credit for one tutorial per week, 1 credit for 2 periods of practical or 2 credits for 4 periods of practical / mini project / seminar and project work shall be of 6 credits.

- 8.2** The letter grade and the grade point awarded based on percentage of marks secured by a candidate in individual course shall be given in Table 2.

Table 2 Letter Grade and Grade Point

Marks	Letter Grade	Grade Point
91-100	O (Outstanding)	10
81-90	A+ (Excellent)	9
71-80	A (Very Good)	8
61-70	B+ (Good)	7
50-60	B (Average)	6
<50	RA (Reappear)	0
Absent	AB (Absent)	0
Incomplete	I	0
Withdrawal	W	0

"RA" denotes failure in the course and he/she has to reappear for the end semester examination.

"AB" denotes absent for the end semester examination and he/she has to reappear for the end semester examination.

"I" denotes incomplete as per Clause 6 and prevented from writing end semester examination.

"W" denotes withdrawal from the end semester examination as per clause 11.

After the completion of the programme, the Cumulative Grade Point Average (CGPA) from first semester to final semester is calculated using the formula:

$$\text{CGPA} = \frac{\sum g_i \cdot c_i}{\sum c_i}$$

Where g_i : Grade point secured corresponding to the course

c_i : Credits allotted to the course

- 8.3** A candidate will be permitted to appear for the end semester examination of a semester only if he / she has completed the study of that semester (vide Clause 6). A candidate will not be allowed to register for any end semester examination unless he / she simultaneously registers for the examinations of the current semester and for all the courses in which he / she shall has arrears of.
- 8.4** A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared and failed in that course / project work and will be marked AB in the grade sheet.
- 8.5** The assessment will comprise of continuous assessment and end semester examination carrying marks as specified in Clause 9.
- 8.6** End semester examinations will normally be conducted during October / November and during May / June of each academic year.
- 8.7** Continuous assessment marks will be awarded on the basis of continuous assessment made during the semester as per guidelines framed by the college from time to time.

9. SCHEME OF ASSESSMENT

9.1 Theory courses

Two tests shall be conducted during the semester by the department. If a candidate has not appeared in any of the two tests for valid reason after getting prior permission from the class advisor / Director / Head of the Institution, he / she is eligible to write missed tests. An improvement test is conducted for the students those who are interested in improving the internal marks in the respective course(s). The scheme of assessment for theory courses is shown in Table 3.

9.2 Laboratory courses

The maximum marks for assessment shall be 100 for practical courses. Every experiment shall be evaluated for 100 marks based on the conduct of experiment, observation and results, inference and viva - voce. The marks obtained from all the experiments shall be reduced to 60. There shall be one model practical examination conducted during the semester. The model practical examination shall be conducted for 100 marks and reduced to 40. The total mark is the sum of continuous assessment and model examination marks calculated for a total of 100. The scheme of assessment for laboratory courses is shown in Table 3.

Table 3 Scheme of Assessment

Category of Courses	Continuous Assessment	Attendance	Assignment / Tutorial / Model Practical Examination	Two Quizzes (Computer based MCQ type)	End Semester	
Theory	30 marks	5 marks	5 marks	10 marks	50 marks	
Practical	60 marks	-	40 marks	-	-	
Procedure for Continuous Assessment of theory course						
Item					Marks	
Periodical tests (2 Tests–1 ½ hours each) (Each Test – 15 marks)					30	
Assignments / Tutorials						
Theory Courses	3 Assignments	3 x 50 Marks = 150 Marks. This will be reduced to 05 Marks. Each assignment shall cover the requisite course outcomes, to check the understanding of the concepts and their applications.				
Analytical Courses	No. of tutorials as per the time table	The average of marks obtained in all the tutorials and reduced to 05 marks.				
Attendance						
% of Attendance	00-75	76-80	81-85	86-90	91-95	96-100
Marks	0	1	2	3	4	5

9.3 Computer Aided Examination and Open Book Examination

Computer based Quiz will be conducted for all courses. Open book examination for selected courses shall be conducted for continuous assessment tests and the end semester examination as decided by BoS and the committee consisting of Programme Coordinator and Module Coordinators.

9.4 Project Work

Project work shall be carried out during summer vacation after completing the 2nd semester examinations. The Project Work for M.B.A. programme will be evaluated through three reviews and end semester examination.

The project reviews (R1+R2+R3) shall carry a maximum of 50 marks. The project report shall be submitted as per the approved guidelines given by the college. The viva-voce examination shall carry 50 marks. Marks are awarded to each student based on the individual performance in the viva-voce examination.

Project Work Evaluation

Review I (R1)	Review II (R2)	Review III (R3)	Internal (R1+R2+R3)	End Semester Examination Viva-Voce
10	20	20	50	50

Internal Marks approved by the Director / Head of the institution shall be displayed within 5 days from the last working day.

10. PASSING REQUIREMENTS AND CLASSIFICATION OF THE DEGREE AWARDED

10.1 A candidate who secures not less than 50% of total marks prescribed for the course (Continuous Assessment + End semester Examination) with a minimum of 50 % of the marks prescribed for the end semester examination, shall be declared to have passed the course and acquired the relevant number of credits.

For laboratory courses, the passing requirement shall be 50% of the total marks secured for regular practical work and a minimum of 50 % of the marks prescribed for the model practical examination and in the case of practicals all candidates should have a minimum 50 % internal marks.

From the 3rd attempt onwards, if a candidate fails to obtain pass mark by adding continuous assessment mark and end semester examination mark, the passing requirement shall be 50 % in the end semester examination only. However, the continuous assessment marks can be taken into consideration, if it is beneficial for the Candidates.

10.2 A candidate shall be declared to have qualified for the award of the M.B.A. degree provided the candidate has successfully completed the course requirements and has passed all the prescribed courses of study in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the semester to which the candidate was first admitted.

10.3 First Class with Distinction

A candidate who qualifies for the award of the degree (vide Clause 10.2) having passed all the courses of study of all the four semesters at the first opportunity within six consecutive semesters (i.e. 3 years), which includes authorized break of study (if availed of) after the commencement of his /her study and securing a **CGPA of 8.50**

and above shall be declared to have passed in **First Class with Distinction**. For this purpose the withdrawal from examination (vide Clause 11) will not be construed as an opportunity for appearance in the examination.

10.4 First Class

A candidate who qualifies for the award of the degree (vide clause 10.2) having passed all the courses of study of semesters 1 to 4 within 6 consecutive semesters (i.e. 3 years), which includes one year of authorized break of study (if availed of) or prevention from writing the end semester examination due to lack of attendance (if applicable) reckoned from the commencement of his / her study and securing a **CGPA of 7.0 and above** shall be declared to have passed in **First Class**.

10.5 Second Class

All other candidates (not covered in clauses 10.3 & 10.4) who qualify for the award of the degree shall be declared to have passed in **Second Class**.

11. WITHDRAWAL FROM THE EXAMINATION

11.1 A candidate may, for valid reasons, be granted permission to withdraw from appearing for semester examination in any course or courses for one time during the entire duration of the degree programme. Also, only ONE application for withdrawal is permitted for that semester examination in which withdrawal is sought.

11.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made prior to the commencement of the examination in that course or courses in normal circumstances and also recommended by the Director and approved by the Principal.

11.3 Applications for withdrawal for special cases under extraordinary conditions will be considered after the commencement of examination on the merit of case subject to the approval of Director / Head of the Institution.

11.4 In case of withdrawal from a course / courses the course will figure both in Grade Sheet as well as in Result Sheet. Withdrawal essentially requires the student to register for the course/courses.

11.5 Withdrawal is permitted for the end semester examinations in the final semester only, if the period of study of the student concerned does not exceed 3 years as per clause 10.3.

11.6 Withdrawal shall not be construed as an opportunity for appearance in the examination for the eligibility of a candidate for classification.

12. SUPPLEMENTARY EXAMINATION

A special supplementary examination is conducted for immediate passed out students.

- Students having less than or equal to 3 arrear courses in the (2nd & 3rd semester put together) are only permitted to register.
- Revaluation is also permitted for the supplementary examination.
- Those who availed this opportunity are also permitted to register for the subsequent NOV / DEC examination.

13. FACULTY ADVISOR

To help students in planning their courses of study and for general advice on the academic programme, the Director / Head of the Institution will attach about 30 students to a faculty member of the Department who shall function as faculty advisor for those students.

Such faculty advisor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him/her and counsel them periodically.

If necessary, the faculty advisor may also discuss with or inform the parents about the progress of the students through the Director / Head of the Institution.

14. CLASS COMMITTEE

14.1 Every class shall have a class committee consisting of student representatives, designated faculty members by the Director / Head of the Institution and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include.

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment / mini projects / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means to improve learning and performance.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help of guidance or coaching to such weak students.

14.2 The class committee shall be constituted in the first week of any semester.

14.4 At least 6 student representatives (usually 3 boys and 3 girls) shall be included in the class committee.

14.5 The chairperson of the class committee may invite the faculty advisor(s) and the Director / Head of the Institution to the meeting of the class committee.

14.6 The chairperson is required to prepare the minutes of every meeting, submit the same to Director / Head of the Institution within two days of the meeting and arrange to

circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Director / Head of the Institution.

- 14.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members can express their opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

15. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered more than one section shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator / Module Coordinator. The nomination of the Course Coordinator shall be made by the Director / Head of the Institution depending upon whether all the teachers teaching the common course. The 'Course Committee' shall meet often and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the Course Committee may also prepare a common question paper for the test(s).

16. ISSUE OF GRADE SHEET & DEGREE CERTIFICATE

After the publication of the results by the college in each semester, the college will issue the grade statements. After successful completion of the programme, the college will recommend the candidate to the University, which in turn shall issue the provisional certificate and award the degree.

17. DISCIPLINE

Every student is required to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the College and the University. The Director / Head of the Institution shall constitute a disciplinary committee consisting of two faculty members of which one should be from class advisor of the student, to enquire into acts of indiscipline and report to the Director / Head of the Institution.

If a student indulges in malpractice in any of the end semester / internal examination he / she shall be liable for punitive action as prescribed by the University and College from time to time.

18. INDUSTRIAL VISIT

Every student is required to undergo Industrial visits, starting from the first semester of the programme

19. AUTHORIZED BREAK OF STUDY

- 19.1 A student may be permitted to go on break of study for a maximum period of one year as a single spell.

- 19.2** Break of study shall be granted only for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study.
- 19.3** If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director / Head of the Institution through the class advisor advance, but not later than the last working day of the semester in question stating the reasons thereof and the probable date of rejoining the programme.
- 19.4** The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and regulations in force at the time of rejoining. The students rejoining in new regulation shall apply to the Director / Head of the Institution in the prescribed format before the commencement of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in force and the old curriculum.
- 19.5** The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide clause 10.2).
- 19.6** The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 10.2 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

20. CHOICE BASED CREDIT SYSTEM (CBCS)

Under CBCS, the students have the following flexibility

- i. Flexibility to add or drop the courses
- ii. Open elective courses
- iii. Self study courses / Online courses
- iv. One credit courses
- v. Redoing of course(s)
- vi. Credits and grades for NPTEL / SWAYAM online courses
- vii. Course waiver

20.1 Flexibility to add or drop the courses

Students shall earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. However, students can be permitted to earn more than the total number of credits prescribed in

the curriculum by opting additional professional courses, open electives, self study courses, one credit courses and on-line courses. Students shall be permitted to register for one or two additional courses in a semester, however, the additional credit shall not be taken in to account for the calculation of overall CGPA.

Students can be permitted to drop one or two courses in a semester from II to III semester. Students shall register for the dropped courses in the subsequent semesters. Such students shall complete all the courses and earn the total credits prescribed for the programme within the stipulated duration(vide Clause 10). Dropped courses shall not be considered as an attempt for the purpose of classification in that semester. The dropped course should not be a prerequisite for the courses in the subsequent semesters.

20.2 Open Elective Courses

Students shall be permitted to register for open elective courses offered by other departments. Choice of courses for electives may also be opted from Open Electives.

20.3 Self Study Courses / Online Courses

Students shall be permitted to register for one self study course under a faculty mentor in a semester provided that they do not have any standing arrears and should have completed all the dropped courses. The students who opt for dropping of courses are not permitted to pursue self study courses in that particular semester. Study materials prepared by the Faculty mentor shall be posted in moodle (free open source learning platform). No formal lectures need to be delivered. However, the faculty mentor shall monitor the progress of the students on a weekly basis. Students shall write assignments/ tutorials and appear for continuous assessment and end semester examinations to earn the credit. Students shall meet the faculty mentor once in a week.

Students shall be permitted to register for on-line courses available in NPTEL / SWAYAM and any other universities / agencies approved by the regulatory bodies as self-study courses under a faculty mentor. Upon successful completion of the course and passing in the exam conducted by NPTEL / SWAYAM and any other universities / agencies approved by the regulatory bodies, suitable credits shall be given after due approval by the committee consisting of Director, Programme coordinator, Module coordinators.

Students can opt for Self Study courses from II semester onwards. The self study courses shall be approved by the committee consisting of Director / Head of the Institution, Programme coordinator, Module coordinators.

Students shall register for online / self study courses through the Director / Head of the Institution.

20.4 One Credit Courses

Students shall be allowed to take one credit courses offered by Industry experts or courses conducted by NPTEL / SWAYAM for 15-20 hrs of duration shall be

considered as one credit courses. Maximum of one 3 credit elective course can be waived either in 3rd or 4th semester, on successful completion and passing the examination in 3 or more one credit courses. Suitable credits shall be given after due approval by the committee consisting of Director / Head of the Institution, Programme coordinator, Module coordinators.

20.5 Redoing of Course(s)

If a student fails to secure a pass in theory course(s) or theory with laboratory component course(s), the students shall be permitted to improve the internal marks by writing the continuous assessment tests in consultation with the Director / Head of the Department / Head of the Institution under faculty mentor(s) in the subsequent semester and appear for end semester examination.

In case the failed course is the soft core, professional electives or an open elective the candidate need not opt for the same course. He/ she can opt for a different course and attend the classes and fulfill the attendance requirements as per clause 6 and earn continuous assessment marks as per clause 9 and appear for end semester examination.

20.6 Credits and grades for NPTEL / SWAYAM online courses

- Students can register for online courses offered by NPTEL / QEEE / NMEICT / SWAYAM or any other courses offered by reputed national / international universities, under the guidance of a faculty mentor.
- Students can register for online courses only with the permission of the Director / Head of the Institution, otherwise the credits will not be considered for grading in the grade sheet.
- Online courses shall be taken under the guidance of a mentor.
- Credits shall be given to the students who have passed the online courses offered by NPTEL / SWAYAM / QEEE or any other reputed national / foreign universities/institutions, recognized by the regulatory bodies. Upon successful completion of 40-45 hours of full course, the equivalent course in the curriculum shall be waived.
- Students also shall have the opportunity to have credits earned through these courses as additional credits, and not included for the calculation of CGPA.
- In case, the students do not opt for the examination or do not pass in the examination conducted by NPTEL / SWAYAM / QEEE or any other reputed universities/institutions, recognized by the regulatory bodies a portion of assignments and tutorial marks obtained through the online courses shall be added to the internal marks of the equivalent course and they have to register and write the end semester examination and pass the **equivalent course to earn the required credits**. The Director / Head of the Institution will identify equivalent course and inform to the students.
- Candidate should take new course which he / she not studied earlier.

21. Guidelines for Visually Impaired & Orthopedically Challenged Candidates Using Scribe

Those candidates who are blind / low vision or affected by cerebral palsy with locomotor impairment whose writing speed is affected and Physically Handicapped (PH) candidates who are not in a position to write in their own hand-writing can request for a scribe during the examination. Compensatory time and facility of scribe would not be provided to other Physically Handicapped candidates. In all such cases where a scribe is to be used, the following rules will apply:

- The candidate should ensure that he/she is eligible to use a scribe as per the rules governing for attempting examinations by individuals with disabilities as mentioned above. The scribe can be from any academic stream, but not relevant to the branch of study of the candidate.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfills the stipulated eligibility criteria as mentioned above. Further, in case if later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Examination.

Procedure to be followed

1. The candidate should send a separate application along with the DECLARATION form as given in the Annexure- II duly completed to the Director / Head of the Institution about such requirement and obtain permission at least 30 days before the commencement of the examination.
2. Attested copy of the certificate issued by a competent authority in respect of the disability of the candidate as mentioned above is to be attached with the above DECLARATION.
3. The Director / Head of the Institution / Controller of Examinations will scrutinize such applications and if found in order return the DECLARATION Form duly endorsing the permission granted to the candidate for the use of the scribe.
4. The Director / Head of the Institution shall inform the Chief Superintendent of examination and also request them to make separate seating arrangement so as not to cause any disturbance to other regular candidates.
5. The candidate will have to produce the DECLARATION (duly endorsed by the Head of the Institution and the CoE) along with Hall ticket in the examination hall.

22. REVISION OF REGULATION AND CURRICULUM

The College may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary, through the approval of BoS and Academic Council of the College.

PRINCIPAL

K.S. Rangasamy College of Technology Tiruchengode – 637215,

NPTEL Course Grading System

The Algorithm for Grading marks scored in NPTEL online Courses:

1. The marks scored by each student in a course is registered (x_i)
2. The Total Number of students passed in the course (N)
3. Average / Mean is calculated using the formula

$$\text{Mean } (\mu) = \frac{\text{Total marks of all students}}{\text{No. of students (N)}}$$

$$4. \text{ The standard Deviation } (\sigma) = \sqrt{\frac{\sum_{i=1}^N (x_i - \mu)^2}{N - 1}}$$

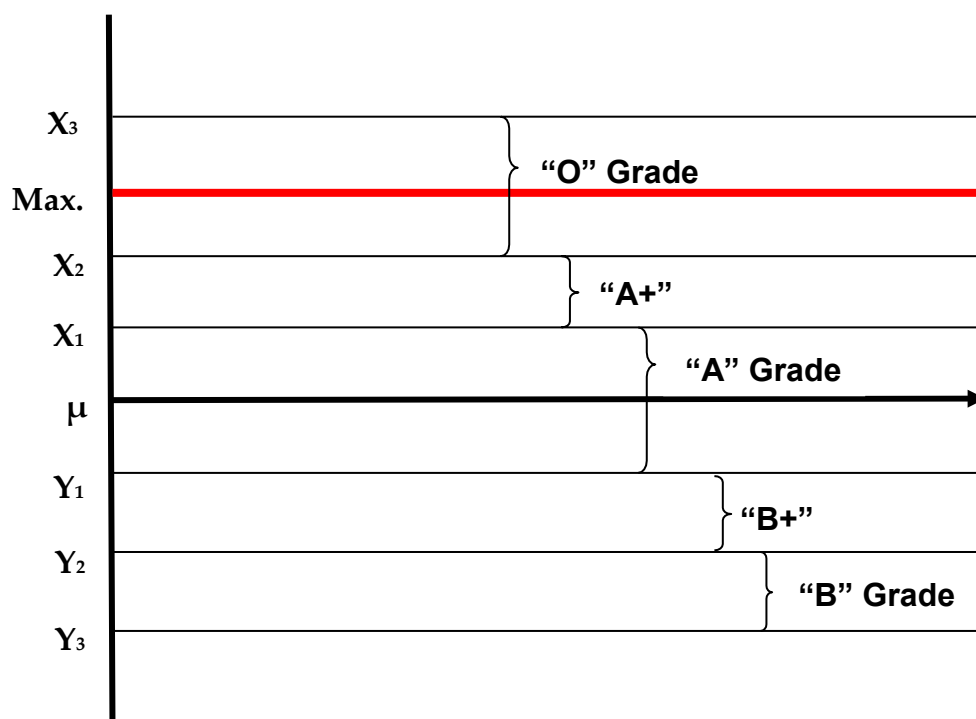
5. The grading intervals are calculated using the formula

$$x_i = \mu + i \frac{\sigma}{2}$$

$$y_i = \mu - i \frac{\sigma}{2}$$

Where $i = 1, 3, 5 \dots\dots$

6. Based on the marks scored and the value of x_i , the ranges of marks for a particular grade is fixed.



DECLARATION

(To be submitted to Controller of Examinations after getting permission from the HoD and the Principal, 30 days before the examination for the purpose of endorsement and to be produced along with Hall ticket to the HoD and Chief Superintendent of examination)

We, the undersigned, Shri / Smt _____ eligible candidate for the _____ Examination to be held during _____ at the Department / Hall No. _____ and Shri / Smt. _____ eligible scribe (writer) for the candidate, do hereby declare that :

- a) The scribe is identified by the Principal / CoE.
- b) The scribe can be from any department, but not relevant to the branch of study of the candidate.
- c) The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected or Physically Handicapped (PH) candidates who are not in a position to write in their own hand-writing (strikeout whichever is not applicable) he/she needs a writer (scribe) as permissible under the rules governing for Persons with Disabilities for writing of examinations and attested copy of the Certificate issued in this regard by a competent authority is enclosed.

We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is found at any stage that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the Examination(s).

Given under our signature:-

Signature of the Scribe :
Name & Address :
Educational Qualification:
Employment Details, if any:
Phone No.:

Signature of the Candidate:
Register No. :
Name & Department:
Year & Semester :
Phone No. :

<p>Latest Photo of the Scribe to be affixed here and signed across by the scribe</p>	<p style="text-align: center;">Controller of Examinations</p>
--	--

PRINCIPAL