

# 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”*



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## Enforcement

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

## 1. ACADEMIC YEAR

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

## 2. REGISTRATION

- 2.1. Students are required to register for the first trimester in person on the day earmarked for registration as per the admission call letter. A notice will be put up by the 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 trimester II, failing which a student's registration may be cancelled except under extenuating circumstances, with specific approval from the VC. In exceptional circumstances, the last date for submission of certificates in support of the qualifying 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 trimester. Those who fail to register on the specified date will be deemed to have left the University unless prior permission for delayed registration is obtained from the Head, DoMS. If the Head, DoMS permits, a student can register by **paying a late registration fee of Rs.500/- (Rupees five hundred) per day** after the due date subject to a maximum allowance of seven working days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration. Trimester Registration form (Annexure-I) is attached.

## 3. CURRICULUM

The Programme 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 nine teaching/contact hours, however, core courses of four or five credits that have lab or tutorials, one credit (9 hours) shall be dedicated to lab or tutorial. In most cases, any course will have three scheduled sessions per

week. Each session shall be of 90 minutes. Exceptions may be made to accommodate visiting faculty or other exigencies.

In the first three years, a student must undergo seven core courses with lab, fifteen core courses with tutorial, 10 mandatory core courses, five ability enhancement compulsory courses, two skill enhancement courses, four specific electives and four generic elective courses and two mandatory summer internship programs at the end of first and second years of study. In the fourth and the fifth year, students must undergo twenty-seven mandatory courses along with a minimum of six and a maximum of ten elective courses and complete the dissertation/industry analysis. In addition, students must undergo a one mandatory summer internship program at the end of the fourth year.

The total credits offered during the programme are three hundred and nine only. Students are required to complete a minimum of two hundred and eighty-five 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 seventy-one, whereas a total of one hundred and thirty-eight credits are offered in the last two years (at MBA stage).

### 3.1 Course Structure

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

	(1st week of July – 4th week of Sept)	Cr	(1st week of Oct – 4th week of Dec)	Cr	(1st Week of Feb - 4th Week of Apr)	Cr
Year 1	<b>Term I</b>		<b>Term II</b>		<b>Term III</b>	
	English (Ability Enhancement Compulsory Course)	2	Language and Literature (Ability Enhancement Compulsory Course)	2	Fundamentals of Communication (Ability Enhancement Compulsory Course)	2
	Mathematics for Managers-1 (Core Course with Tutorial)	5	Mathematics for Managers-2 (Core Course with Tutorial)	5	Mathematics for Managers-3 (Core Course with Tutorial)	5
	Business Studies (Core Course with Lab)	4	Principles and Practices of Management-1 (Core Course with Lab)	4	Principles and Practices of Management-2 (Core Course with Lab)	4
	Basics of Economics (Core Course with Tutorial)	5	Psychology -1 (Core Course with Tutorial)	5	Psychology-2 (Core Course with Tutorial)	5
	Constitution and Business	2	Personality Development (Skill Enhancement Course)	2	History of Business	2
	<b>Total Credits</b>	<b>18</b>	<b>Total Credits</b>	<b>18</b>	<b>Total Credits</b>	<b>18</b>
	<b>SIP-I (Social Sector) (May and June)</b>					
Year 2	<b>Term IV</b>		<b>Term V</b>		<b>Term VI</b>	
	Political Science	3	Business Ethics (Core Course with Tutorial)	5	Human Values (Core Course with Lab)	4
	Business Statistics-1 (Core Course with Tutorial)	5	Business Statistics-2 (Core Course with Tutorial)	5	Introduction to Algorithm (Core Course with Tutorial)	5
	Indian Economy (Core Course with Tutorial)	5	Logical Reasoning and Thinking	3	Indian Politics and Policy	3
	Introduction to Excel (Core Course with Lab)	4	Advanced Excel-Macros (Core Course with Lab)	4	Society and Sustainability (Core Course with Tutorial)	5
	Environment Management (Ability Enhancement Compulsory Course)	2	Indian Heritage & Culture	2	Corporate Etiquettes & Image Management (Skill Enhancement Course)	2
	<b>Total Credits</b>	<b>19</b>	<b>Total Credits</b>	<b>19</b>	<b>Total Credits</b>	<b>19</b>
	<b>SIP-II (Start Ups) (May and June)</b>					

Year 3	Term VII		Term VIII		Term IX	
	Money, Banking and Public Finance (Core Course with Tutorial)	5	Fundamentals of Business Research (Core Course with Tutorial)	5	Introduction to Accounting (Core Course with Tutorial)	5
	(Discipline Centric Elective - 1 – Chose anyone)	4	Discipline Centric Elective – 3 – Chose anyone)	4	(Discipline Centric Elective - 4 – Choose anyone)	4
	1. Introduction to Data Structure		1. Introduction to Database		1. Data Visualization	
	2. Introduction to Innovation		2. Introduction to Critical Thinking & Creativity		2. Frugal Innovation	
	(Discipline Centric Elective 2 – Chose any one)	4	(Generic Elective – 2 – Chose anyone)	4	(Generic Elective – 4 – Chose any one)	4
	1. Introduction to Entrepreneurship		1. Team Building and Teamwork		1. International Trade	
	2. Bottom of Pyramid		2. Consumer Law		2. Media Law	
	(Generic Elective - 1 – Chose any one)	4	(Generic Elective – 3 – Chose any one)	4	Organizational Structure and Design	4
	1. Corporate Relationship Management		1. Social Entrepreneurship			
	2. Law of Torts		2. Environmental Law		Gender Justice	3
	Introduction to Philosophy of Management	3	Personal Branding	3		
	<b>Total Credits</b>	<b>20</b>	<b>Total Credits</b>	<b>20</b>	<b>Total Credits</b>	<b>20</b>
<b>SIP-III (Corporates) (May and June)</b>						
Year 4	Term X		Term XI		Term XII	
	Advanced Statistics for Managers	4	Business Research Methods	4	Operations Research	3
	Business Communication	3	Marketing Management-II	3	Marketing Research	4
	Accounting for Managers	4	Operations Management	4	Strategic Management	3
	Organizational Behaviour	4	Managerial Economics-II	3	Financial Services, Markets, and Institutions	4
	Managerial Economics-I	3	Introduction to Financial Management	4	Business and Commercial Laws	4
	Managerial Computing	3	Business Environment	3	Game Theory	2
	Marketing Management-1	3	Human Resource Management	3	SYOB (Start Your Own Business)	2
	Managerial Analysis and Decisions	2	Design Thinking for Managers	2	Emotional Intelligence & Leadership	
	<b>Total Credits</b>	<b>26</b>	<b>Total Credits</b>	<b>26</b>	<b>Total Credits</b>	<b>24</b>
<b>SIP-IV (Corporate) (May and June)</b>						
Year 5	Term XIII		Term IV		Term XV	
	Elective 1 (Compulsory)	4	Elective 1 (Compulsory)	4	Elective 1 (Compulsory)	4
	Elective 2 (Compulsory)	4	Elective 2 (Compulsory)	4	Elective 2 (Compulsory)	4
	Elective 3 (Optional)	4	Elective 3 (Optional)	4	Elective 3 (Optional)	4
	Elective 4 (Optional)	4	Elective 4 (Optional)	4	Elective 4 (Optional)	4
	Corporate Social Responsibility	2	Management Information Systems	2	Dissertation/Industry Analysis	6
	Seminar Course 1 (Dissertation/Industry Analysis Writing Style & Topic Selection)	2	Seminar Course 2 (Research Design & Methods)	2		
	<b>Total Credits</b>	<b>12 to 20</b>	<b>Total Credits</b>	<b>12 to 20</b>	<b>Total Credits</b>	<b>14 to 22</b>

Electives Basket		Electives Basket		Electives Basket	
Security Analysis & Portfolio Management	4	Financial Derivatives	4	Mergers, Acquisition & Corporate Restructuring	4
Advanced Financial Management and Analysis	4	Business Analysis & Valuation	4	Behavioural Finance and Financial Planning	4
B2B Marketing	4	Sales and Distribution Marketing	4	Customer Relationship Strategy & Communication	4
Product & Brand Management	4	Digital Marketing	4	Consumer Behaviour	4
Labor Laws	4	Training and Development	4	Strategic Performance and Compensation Management	4
Recruitment & Selection	4	HRD Instruments and Analytics	4	Managing Diversity and Inclusion	4
Advanced Operations Research	4	Project Management	4	Retail Management	4
Supply Chain Management & Analytics	4	Total Quality Management	4	Enterprise Resource Planning	4
Corporate Taxation & Corporate Governance	4	Secretarial Practice and Compliance	4	Corporate Crimes	4
Corporate Governance and Behaviour of Board of Heads	4	SEBI LODR Regulations	4	International Corporate Governance	4
Advanced Data Science	4	Marketing Analytics & Decision Making	4	Artificial Intelligence and Machine Learning	4
R and Python	4	Big Data and Data Mining	4	Textual and Content Analytics	4
<b>Note: Each elective is of 4 credits; Maximum number of electives across 4th, 5th and 6th term is limited to 10; Maximum number of electives in any of the 4th, 5th and 6th terms is limited to 4; and Minimum number of electives in each of 4th, 5th and 6th term is 2</b>					

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

### 3.2 Pedagogy

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

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

### 3.3 Choice of Elective Courses and arriving at Specialisation

3.3.1 The students may choose 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.

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

a) Business Regulations, b) Corporate Governance, c) Court Management, d) Finance, e) Human Resources, f) Innovation and Sustainability, g) Marketing, h) Operations & Systems, and i) Business Analytics.

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 the thirteenth, fourteenth, or fifteenth terms.

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, 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/four elective courses of a single specialization but completes mandatory two hundred and forty credits she/he may be awarded MBA.

### **3.4 Choice of Electives and Registration to Elective Courses**

3.4.1 The students are required to give their choice of list of electives towards the end of the 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 trimester will be announced five weeks before the concerned trimester in which the electives are slotted. The students should register for the electives online, within one week of announcement, i.e., before four weeks.

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

3.4.4 Maximum number of electives students may opt across 14th, 15th and 16th term is limited to ten only.

3.4.5 Maximum number of electives students may opt for in any of the 14th, 15th and 16th terms is limited to 4 only.

3.4.6 Minimum number of electives students may opt for in each of 14th, 15th and 16th term is two 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 trimester may be much more than the number of sessions that can be scheduled per week. This may require the University to consider the convenience of faculty while scheduling the sessions.

3.5.3 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% percentage 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.

## **5 EXAMINATION AND EVALUATION**

### **5.1 The Evaluation System**

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

5.1.2 All courses will be evaluated for 100 marks.

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

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

5.1.4 In courses stated at section 5.1.3 above, there will be no end trimester examination.

5.1.5 For three or more credit courses, distribution of the evaluation will be as follows:

- Continuous Evaluation (50 marks)
  - Quizzes (2): 30 Marks (15 marks each)
  - Assignments (20 marks)/Term paper (20 marks)/written project report (15 marks) & presentation (5 marks)
- End-Term Examination (50 marks)

5.1.6 The Seminar Course and Dissertation or industry analysis will be evaluated for 100 marks. 75 marks are allocated for written submission and 25 marks for presentation/defence, respectively.

5.1.7. The quizzes shall be conducted only during an announced schedule by the Examination Section.

5.1.8. There shall not be any make up quiz for the students who could not attend the quiz and they shall be marked absent against such quiz.

5.1.9. Within seven days from the date of administering the quiz, marks awarded shall be informed to the students and the same shall be submitted to the examination section of DoMS.

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

5.1.11. The faculty members are free to set the End Term question papers either in closed book or open book mode.

5.1.12. An open book exam might be in any of the following manner:

- a. Only handwritten notes allowed.
- b. Only printed material allowed.
- c. Only calculator allowed.
- d. Only electronic gadgets like laptop allowed.
- e. A combination of the above.

5.1.13. The nature of closed/ open book shall be clearly defined by the respective faculty members and shall be informed to the students and the examination section, DoMS in writing at the time of commencement of the course itself.

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

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

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

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

## **5.2 End-Term / Repeat and Improvement Examination**

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

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

5.2.3 The repeat examination for the first, second, fourth, fifth, seventh, eighth, tenth, eleventh, thirteenth, and fourteenth terms will be conducted one week to ten days prior to the commencement of the third, sixth, ninth, twelfth, and fifteenth terms. Similarly, the repeat exams for the third, sixth, ninth, and twelfth terms shall be held two weeks prior to the commencement of the fourth, seventh, tenth, and thirteenth term. The repeat examination for the fifteenth term shall be conducted before the beginning of next academic year. The repeat examination shall be held only for the component of end-term examination and shall not be held for the component of other internal evaluation.

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

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

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

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

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

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

### 5.3 Grading System

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

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

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

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

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

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

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

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

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

#### **5.4 Revaluation of Answer Scripts**

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

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

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

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

5.4.5 In case a student takes repeat examination and 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 fifteenth trimester.

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

The planning for the dissertation 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 mid-December.

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

After the allocation of supervisors has been notified, the onus is on the students to maintain regular contact with the respective faculty members. Supervisors may ask students to engage in several tasks such as preparing notes on the research problem, generating a survey of literature, and making short presentations before faculty members from time to time. 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 MBA dissertations or Industry analysis

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

Seminar	Deliverables	Deadline
Pre-Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions, managerial implications, directions for future research	Fifth year, 2 <sup>nd</sup> week of March
Final Submission and Defense		Fifth year, 3 <sup>rd</sup>

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 31<sup>st</sup> March. Rough drafts need to be submitted to the supervisor in mid-March so that supervisors have sufficient time for reviewing the draft. Once the supervisor approves the draft, two hard copies along with a soft copy of the dissertation or industry analysis need to be submitted to the Examination section, DoMS.

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

#### 5.5.5 Evaluation of Dissertation or industry analysis

Candidate must secure a minimum of 50% marks in the written submission for scheduling the date for defending the dissertation 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 Policy

To be promoted to the second year, a candidate should not have obtained 'F' grade in more than 25% of all courses (excluding courses of less than three credits) offered in the first year. Similarly, to be promoted to the third, fourth and fifth year, a candidate should not have obtained 'F' grade in more than 25% of all courses (excluding courses of less than three credits) offered in the second, third, fourth year, respectively.

### 5.7 Policy for Award of the Degree and Exit option

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 ninety-three credits out of three hundred and nine credits with a minimum of 'B' Grade and obtain at least an overall CGPA of 5.00 out of 10.00 and must have completed the mandatory summer internship 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.

5.7.3 At the end of the five-year Integrated Programme, the participants would be awarded with Bachelor of Business Administration 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 seventy one credits with a minimum of 'C' Grade and obtain at least an overall CGPA of 5.00 out of 10.00 and must have completed the two mandatory summer internship programmes satisfactorily).

### **5.8 Moderation Procedure**

The Head 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 trimester to be distributed in all subjects for that trimester.**

## **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** At the end of first, second, third, and fourth year, a student is required to undergo the mandatory summer internships in 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 Summer Internship for students is assisted through the Training and Placement Advisory Cell (TPAC). The student would have an executive guide in the industry taking him/her for summer training. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the TPAC within one week of re-joining the University for Regular Classes along with a completion certificate issued by the organization. Ordinarily, the report should be within 40 to 60 typed pages. The contents should include definition of the problem, methodology used, data analysis, findings, conclusions, and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality.
- 6.4** No students will be entitled to receive the BBA-MBA Degree without completing the mandatory summer 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.

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

## TRIMESTER REGISTRATION FORM

Name of the Student (in full)	
ID No. (YYYY-2MBA-.....)	
Course Registration: (Please tick)	Trimester.....

## MODE FEE PAYMENT MODE

## Annual

Total Fee Paid Amount	
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OR

## Term wise

Total Fee Paid Term wise Amount	
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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)	
<b>Total Fee Paid (in INR)</b>	
<b>Total Fee Paid (in words)</b>	

Date		Signature (of student)	
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**NOTE:**

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

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

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

Date:

Signature:

Seal