

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 052

(Autonomous)

2014 REGULATIONS

CHOICE BASED CREDIT SYSTEM

MBA Degree Programme

These regulations are applicable to all candidates admitted into MBA Degree Programme from the academic year 2014 - 2015.

1. DEFINITIONS

In these Regulations, unless otherwise specified:

- i. “University” means ANNA UNIVERSITY, Chennai.
- ii. “College” means KONGU ENGINEERING COLLEGE.
- iii. “Programme” means Degree Programme that is MBA Degree Programme.
- iv. “Specialization” means disciplines of MBA Degree Programme such as Finance Management, Human Resource Management, etc
- v. “Course” means a theory or practical subject that is normally studied in a semester, like Principles of Management, Organisational Behaviour, etc.
- vi. “Credit” means a numerical value allocated to each course to describe the candidate’s workload required per week.
- vii. “Grade” means the letter grade assigned to each course based on the marks range specified.
- viii “Grade point” means a numerical value (0 to 10) allocated based on the grade assigned to each course.
- ix. “Principal” means Chairman, Academic Council of the College.
- x. ”Dean” means Head of the School concerned of the College.
- xi. “Controller of Examinations” means authorized person who is responsible for examinations of the College.
- xii. “Head of the Department” means Head of the Department of the College.

2. CONDITIONS FOR ADMISSION

Candidates seeking admission to the programme leading to the Degree of Master of Business Administration (MBA) will be required to have passed any degree examination of Anna University, Chennai or any other recognized university degree accepted by Anna University, Chennai as equivalent thereto, subject to amendments as may be made by the Anna University, Chennai from time to time. The candidates shall also be required to satisfy all other conditions of admission prescribed by the Anna University, Chennai and Directorate of Technical Education, Chennai from time to time.

3. PROGRAMME OF STUDY

The MBA programme approved by Anna University, Chennai and All India Council for Technical Education, New Delhi is offered by the college.

4. STRUCTURE OF PROGRAMME

4.1 Categorization of Courses

Every Programme shall have a curriculum with syllabi comprising of both theory and practical courses in each semester that have been approved by the Board of Studies and Academic Council of the College. The courses shall be categorized as follows:

- i. Professional Core (PC) courses include management foundation courses such as Principles of Management and Functional Foundation courses such as Marketing Management.
- ii. Professional Elective (PE) courses include the elective courses relevant to the functional areas of management such as Services Marketing, Working Capital Management, etc.
- iii. Open Elective (OE) courses include the courses relevant to the programme offered by any programme of the college.
- iv. Employability Enhancement Courses (EEC) include Project Work, Social Project and /or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

4.2 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	Credits
1 Lecture / Tutorial Hour	1
2 Practical Hours	1
2 Project Work Hours	1

The minimum number of credits to complete the programme shall vary from 90 to 95 as per the programme of study.

4.3 Value Added Courses (One Credit)

One credit courses shall be offered by a Department with the prior approval from Board of Studies. If the total credit earned thus is three or more, then one elective course may be exempted.

4.4 Online Courses / Self Study Courses

Candidates may be permitted to credit only one online course / self study course subject to a maximum of three credits with the approval of the Board of Studies. In case of credits earned through online mode from a University approved by the Board of Studies, the credits may be transferred following the due approval procedures. The Department may offer any elective course as a self study course / any course which

has not been prescribed in the regular curriculum. The candidates shall study such courses on their own under the guidance of member of the faculty with no formal lectures need be delivered. The self study course / online course of 3 credits can be considered instead of one elective course.

4.5 Flexibility to Add or Drop courses

4.5.1 A candidate has to earn the total number of credits specified in the curriculum of the programme of study in order to be eligible to obtain the degree. However, if the candidate wishes, then the candidate is permitted to earn more than the total number of credits prescribed in the curriculum of the candidate's programme.

4.5.2 From the III to IV semesters the candidates have the option of registering for additional courses or dropping of existing courses. Such dropped courses can be taken up in the subsequent semester. However backlogged dropped courses registered in the current semester cannot be dropped. Add / Drop is only an option given to the candidates. Total number of credits of such courses cannot exceed 6.

4.6 Maximum number of credits the candidate can enroll in a particular semester cannot exceed 30 credits.

4.7 The blend of different courses shall be so designed that the candidate at the end of the programme would have been trained not only in his / her relevant professional field but also would have developed to become a socially conscious human being.

4.8 The medium of instruction, examinations and project report shall be English.

5. DURATION OF THE PROGRAMME

5.1 A candidate is normally expected to complete the MBA Degree programme in 4 consecutive semesters, but in any case not more than 8 semesters. Each semester shall consist of a minimum of 90 working days including Continuous Assessment test period.

5.2 However, in case if the University / College permits the candidates who have not completed the programme even after the prescribed period (vide clause 5.1), they shall be allowed to appear for examinations in equivalent courses in the regulation in effect. If no such equivalent courses are to be identified, they shall be permitted to write the examination as per the courses specified in Regulations 2014.

6. COURSE REGISTRATION FOR THE EXAMINATION

6.1 Registration for the End Semester Examination is mandatory for courses in the current semester as well as for the arrear courses failing which the candidate will not be permitted to move on to the higher semester. This will not be applicable for the courses which do not have an End Semester Examination.

- 6.2** The candidates who need to reappear in any laboratory course / any other course which has only Continuous Assessment shall enroll for the same in the subsequent semester, when offered next, and repeat the course. In this case, the candidate shall attend the classes, satisfy the attendance requirements (vide clause 8.0), earn Continuous Assessment marks. This will be considered as attempt for the purpose of classification.
- 6.3** If a candidate is prevented from writing End Semester Examination of a course due to lack of attendance, the candidate has to attend the classes, when offered next, and fulfill the attendance requirements as per clause 8.0. If the course, in which the candidate has a lack of attendance, is a Professional Elective or an Open Elective, the candidate may register for the same or any other Professional Elective or Open Elective course respectively in the subsequent semesters and that will be considered as attempt for the purpose of classification.

7. ASSESSMENT AND EXAMINATION PROCEDURE FOR AWARDING MARKS

- 7.1** MBA Programme consists of Theory Courses, Laboratory Courses, Project Work, Social Project and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all Theory courses and Project works.

Performance in each course of study shall be evaluated based on (i) Continuous Assessment (CA) throughout the semester and (ii) End Semester Examination (ESE) at the end of the semester. Each course shall be evaluated for a maximum of 100 marks as shown below:

Sl. No.	Category of course	Continuous Assessment Marks	End Semester Examination Marks
1.	Theory Courses	40	60
2.	Laboratory Courses / Industrial / Practical Training / Internship	100	---
3.	Summer Project	---	100
4.	Project Work	100	100
5.	Social Project	50	50
6.	All other Courses	40	60

- 7.2** Examiners for setting End Semester Examination question papers for theory courses, evaluating End Semester Examination answer scripts and evaluating project works shall be appointed by the Controller of Examinations after obtaining approval from the Chairman, Academic Council of the College.

7.3 Theory Courses

For all theory courses out of 100 marks, the Continuous Assessment shall be 40 marks and the End Semester Examination shall be for 60 marks. However, the End Semester Examinations shall be conducted for 100 marks and the marks reduced to 60.

The Continuous Assessment tests shall be conducted as per the schedule laid down in the academic schedule. The tests shall be conducted for 50 marks and reduced to 10 marks each. The total of the Continuous Assessment marks and the End Semester Examination marks shall be rounded off to the nearest integer.

7.3.1 The apportionment of Continuous Assessment marks shall be as follows:

Sl. No.	Type	Max. Marks	Remarks
1.	Test – I	10	Absolute Mark System
	Test – II	10	
	Test – III	10	
2.	One Assignment (The assignment shall be more of application in nature)	05	Assignment shall be submitted before Test II
3.	Comprehension / Activity based learning / Class notes	05	To be assessed by the Course Teacher based on any one type.
Total		40	Rounded off to the one decimal place

7.3.2 A reassessment test covering the entire syllabus shall be conducted for those candidates who were absent with valid reasons (Medical / Sports or any other reason approved by the Principal) for any of the three tests. The marks obtained shall be considered against the test absented. The candidates absenting for more than one test shall forego the marks accordingly.

7.3.3 The End Semester Examination for theory courses shall be for a duration of 3 hours and it shall be conducted between November and January during the odd semesters and between April and June during the even semesters every year.

7.4 Practical Courses

For all practical courses the Continuous Assessment shall be for 100 marks and there shall be no End Semester Examination. Every exercise / experiment shall be evaluated based on the candidate's performance during the laboratory class and the candidate's records maintained.

7.4.1 The apportionment of Continuous Assessment marks shall be as follows:

Sl. No.	Type	Max. Marks	Remarks
1.	Conduct of experiment	20	Absolute Mark System
2.	Observation & results	20	
3.	Viva-voce	15	
4.	Laboratory record	20	
5.	Assessment Test	25	
Total		100	Rounded off to the nearest integer

7.5 Project Work

- 7.5.1** For project work the Continuous Assessment shall be 100 marks while the End Semester Examination consisting of evaluation of project report and viva-voce shall be 100 marks. Project work shall be carried out individually.
- 7.5.2** The Head of the Department shall constitute review committees for project work. There shall be three assessments by the review committee during the semester. The candidate shall make presentation on the progress made by him/her before the committee.
- 7.5.3** The Project Report prepared according to approved guidelines and duly signed by the Guide (s) and the Head of the Department shall be submitted to Head of the Department. The candidate(s) must submit the project report within the specified date as per the academic schedule of the semester. If the project report is not submitted within the specified date then the candidate(s) is deemed to have failed in the Project Work and re-enroll in the subsequent semester.
- 7.5.4** If the candidate fails to secure 50% of the Continuous Assessment marks in the project work, he / she shall not be permitted to submit the report for that particular semester and shall have to re-enroll for the same in the subsequent semester and satisfy attendance requirements.
- 7.5.5** The project work shall be evaluated based on the project report submitted by the candidates in the final semester and viva-voce examination conducted for each candidate by a committee consisting of two examiners and guide of the project work.
- 7.5.6** If the candidate fails to secure 50% of the End Semester Examination marks in the project work , he / she shall be required to resubmit the Project Report within 30 days from the date of declaration of the results and a fresh viva voce examination shall be conducted as per clause 7.5.5
- 7.5.7** A copy of the approved project report after the successful completion of viva-voce examination shall be kept in the department library.
- 7.5.8** The Continuous Assessment and End Semester Examination marks for Project Work and the viva-voce Examination shall be distributed as indicated below.

Continuous Assessment (Max. 100 Marks)						End Semester Examination (Max. 100 Marks)			
Review I (Max. 20 Marks)		Review II (Max.. 40 Marks)		Review III (Max. 40 Marks)		Report Evaluation (Max. 40 Marks)	Viva - Voce (Max. 60 Marks)		
Rv. Com	Guide	Review Committee (excluding guide)	Guide	Review Committee (excluding guide)	Guide	Ext. Exr.	Guide	Exr.1	Exr.2
10	10	20	20	20	20	40	20	20	20

7.6 Summer Project and Social Project

For Summer project there shall be no Continuous Assessment while the End Semester Examination consisting of evaluation of project report and viva-voce shall be 100 marks. Summer project shall be carried out individually.

For Social project the Continuous Assessment shall be 50 marks while the End Semester Examination consisting of evaluation of project report and viva-voce shall be 50 marks. Social project shall be assigned to a single candidate or to a group of candidates not exceeding 3 candidates in a group.

The Continuous Assessment and End Semester Examination marks for Project Work and the Viva-Voce Examination shall be distributed as indicated below.

Continuous Assessment (Max. 50 Marks)						End Semester Examination (Max. 50 Marks)			
Review I (Max. 10 Marks)		Review II (Max. 20 Marks)		Review III (Max. 20 Marks)		Report Evaluation (Max. 20 Marks)	Viva - Voce (Max. 30 Marks)		
Rv. Com	Guide	Review Committee (excluding guide)	Guide	Review Committee (excluding guide)	Guide	Ext. Exr.	Guide	Exr.1	Exr.2
5	5	10	10	10	10	20	10	10	10

7.7 Theory Courses with Practical Component

7.7.1 The End Semester Examination in theory component shall be conducted for 100 marks and reduced to 60 marks.

7.7.2 Three tests conducted in theory component shall be assessed for 25 marks (as done for regular theory courses). Practical component shall be assessed as done for regular practical courses, and the marks awarded shall be reduced to 15 marks. The total Continuous Assessment marks shall be for 40 marks.

The Continuous Assessment marks shall be awarded as follows:

Sl.No.	Category	Type	Max. Marks	Remarks
1.	Theory	Test – I	10	Reduced to 25
		Test – II	10	
		Test – III	10	
2.	Practical	Conduct of experiment	20	Reduced to 15
		Observation & results	20	
		Viva-voce	15	
		Laboratory record	20	
		Assessment Test	25	
Total			40	Rounded off to the one decimal place

7.8 Industrial / Practical Training / Internship

The Industrial / Practical Training / Internship shall carry 100 marks and shall be evaluated through Continuous Assessment only. After completion of Industrial / Practical training / Internship, the candidate shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this report and a viva-voce Examination. A copy of the certificate (issued by the Organization) submitted by the candidate shall be attached to the mark list and sent to Controller of Examinations by the Head of the Department.

7.9 Value Added Course (One Credit)

The Value added course (one credit) shall carry 100 marks and shall be evaluated through Continuous Assessments only. Two Assessments shall be conducted during the semester by the Department concerned.

7.10 Online Course

The Board of Studies will take a decision on the evaluation methodology for the online course. The Board can decide whether to evaluate the online courses through Continuous Assessment and End Semester Examination or through End Semester Examination only. In case of credits earned through online mode from a University approved by Chairman, Academic Council, the credits may be transferred and grades shall be assigned accordingly.

7.11 Self Study Course

The member of faculty approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course (vide clause 7.3).

7.12 Audit Course

A candidate may be permitted to register for specific course not listed in his/her programme curriculum and without undergoing the rigors of getting a 'good' grade, as an Audit course, subject to the following conditions:

The candidates can register for maximum of two audit courses only, during his/her entire programme. Such courses should be indicated as 'Audit' during the time of registration itself. Only courses currently offered for credit to other candidates can be audited. A candidate can register for only one Audit course in a semester.

A course appearing in the curriculum of a candidate cannot be considered as an audit course (i.e. audit course cannot be converted to a credit course). However, if a candidate has already met the Professional Elective & Open Elective credit requirements as stipulated in the curriculum, then, a Professional Elective & Open Elective course listed in the curriculum and not taken by the candidate for credit can be considered as an audit course.

Candidates registering for an audit course should meet all the assessment and examination requirements (vide clause 7.0) applicable for a credited candidate of that course. Only if the candidate obtains a performance grade, the course will be mentioned in the Semester Grade Sheet and in the Consolidated Grade Sheet as letter grade SA (Satisfactory), and not his/her performance grade in the audit course.

If a candidate fails to clear an audit course, withdraws the registration, or fails to write the End Semester Examination, etc., he/she will be awarded a 'W' grade, by treating all such conditions as course withdrawal. Since an audit course has no grade points assigned, it will not be counted for the purpose of GPA and CGPA calculations.

8. REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 8.1** A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester and permitted to appear for the examinations of that semester.
- 8.1.1** Ideally, every candidate is expected to attend all classes and secure 100% attendance. However, a candidate shall secure not less than 80% overall attendance taking into account the total days taught in a semester.
 - 8.1.2** In addition to clause 8.1.1, a candidate shall secure not less than 60% attendance in each course.
 - 8.1.3** A candidate shall be deemed to have completed the requirements of study of any semester only if he/she has satisfied the attendance requirements (vide clause 8.1.1 & 8.1.2) and has registered for examination by paying the prescribed fee.
 - 8.1.4** A candidate who could not satisfy the attendance requirements as per clause 8.1.1 but has secured 70% and above in the current semester due to medical reasons (hospitalization / accident / specific illness) shall be permitted to appear for the current semester examinations with the approval of the Principal on payment of a condonation fee fixed by the authorities from time to time. The medical certificate needs to be submitted along with the leave application. A candidate shall be able to avail this provision only twice during the entire duration of the degree programme.
 - 8.1.5** Candidate's progress is satisfactory.
 - 8.1.6** Candidate's conduct is satisfactory.
- 8.2.** Candidates who do not complete the semester as per clause 8.1.1 shall not be permitted to appear for the examinations at the end of the semester and not be permitted to go to the next semester. They have to repeat the incomplete semester in the next academic year.
- 8.3** The candidates who satisfy the clause 8.1.1 but do not complete a course as per clause 8.1.2 shall not be permitted to appear for the examinations of that course alone. They have to repeat the incomplete course in the subsequent semester when it is offered next.

9. REQUIREMENTS FOR APPEARING FOR END SEMESTER EXAMINATION

- 9.1.** A candidate shall normally be permitted to appear for End Semester Examination of the current semester if he/she has satisfied the semester completion requirements as per clause 8.0, and has registered for examination in all courses of that semester. Registration is mandatory for current semester examinations as well as for arrear examinations failing which the candidate shall not be permitted to move on to the higher semester.
- 9.2** When a candidate is deputed for a National / International Sports event during End Semester examination period, supplementary examination shall be conducted for such a candidate on return after participating in the event within a reasonable period of time. Such appearance shall be considered as first appearance.
- 9.3** A candidate who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

10. PROVISION FOR WITHDRAWAL FROM EXAMINATIONS

- 10.1** A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any regular course or all regular courses registered in a particular semester. Application for withdrawal is permitted only once during the entire duration of the degree programme.
- 10.2** The withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and is made to the Principal prior to the last examination of that semester after duly recommended by the Head of the Department and the Dean of the School.
- 10.3** The withdrawal shall not be considered as an appearance for deciding the eligibility of a candidate for First Class with Distinction.
- 10.4** A final semester candidate who has withdrawn shall be permitted to appear for immediate examinations along with supplementary examinations to be conducted within reasonable time as per clause 14.0.
- 10.5** The final semester candidate who has withdrawn from appearing for project viva-voce for genuine reasons shall be permitted to appear for immediate viva-voce examination within reasonable time with proper application to Controller of Examinations and on payment of prescribed fee.

11. BREAK OF STUDY FROM A PROGRAMME

- 11.1** A candidate is normally permitted to go on break of study under valid reasons (such as accident or hospitalization due to prolonged ill health or any other valid reasons) and to rejoin the programme in a later semester. He/She shall apply in advance to the Principal, through the Head of the Department and the Dean of the School, stating the reasons therefore, in any case, not later than the last date for registering for that semester examination. A candidate is permitted to avail the authorized break of study only once during the entire period of study for a maximum period of one year.

- 11.2** The candidate permitted to rejoin the programme after break shall be governed by the rules and regulations in force at the time of rejoining.
- 11.3** The total period of completion of the programme reckoned from the commencement of the semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.0 irrespective of the period of break of study in order to qualify for the award of the degree.

12. PASSING REQUIREMENTS

- 12.1** A candidate who secures not less than 50% of total marks (Continuous Assessment and End Semester Examination put together) prescribed for the course with a minimum of 50% of the marks prescribed for the End Semester Examination in theory course including project work shall be declared to have successfully passed the course in the examination.
- 12.2** A candidate who secures not less than 50% in total Continuous Assessment marks prescribed for the practical course shall be declared to have successfully passed the course.
- 12.3** The Continuous Assessment marks obtained by the candidate in the first attempt for theory courses shall be retained and considered valid for subsequent attempts also. However, from the fourth attempt onwards the marks scored in the End Semester Examination alone shall be considered. The candidate should secure minimum 50% marks in the End Semester Examination to satisfy the passing requirement, but the grade awarded shall be only lowest passing grade irrespective of the marks obtained.

13. REVALUATION OF ANSWER SCRIPTS

A candidate shall apply for a photocopy of his / her semester examination answer script in a theory course within a reasonable time from the declaration of results, on payment of a prescribed fee by submitting a proper application to the Controller of Examinations through the Head of the Department. The answer script is to be valued and justified jointly by a faculty member who has handled the course and the course coordinator and recommended for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned. Revaluation is permitted only for theory courses.

14. SUPPLEMENTARY EXAMINATION

If a candidate fails to clear all courses in the final semester after the announcement of final end semester results, he/she shall not be allowed to take up supplementary examinations. He/she shall register and reappear for the examinations till he/she secures pass in all courses within the time frame specified vide clause 16.

15. AWARD OF LETTER GRADES

Range of percentage of total marks	Letter grade	Grade Point
90 to 100	S	10
80 to 89	A	9
70 to 79	B	8
60 to 69	C	7
55 to 59	D	6
50 to 54	E	5
< 50	RA	0
Withdrawal	W	-
Absent	AB	-

“RA” denotes to reappear

“W” denotes withdrawal from the End Semester Examination as per clause 10

The Grade Point Average (GPA) is calculated using the formula:

$$\text{GPA} = \frac{\sum[(\text{course credits}) \times (\text{grade points})] \text{ for all courses in the specific semester}}{\sum(\text{course credits}) \text{ for all courses in the specific semester}}$$

The Cumulative Grade Point Average (CGPA) is calculated from first semester to final semester using the formula

$$\text{CGPA} = \frac{\sum[(\text{course credits}) \times (\text{grade points})] \text{ for all courses in all the semesters so far}}{\sum(\text{course credits}) \text{ for all courses in all the semesters so far}}$$

The GPA and CGPA are computed only for the candidates with a pass in all the courses.

The GPA and CGPA indicate the academic performance of a candidate at the end of a semester and at the end of successive semesters respectively.

A grade sheet for each semester shall be issued containing Grade obtained in each course, GPA and CGPA.

A duplicate copy, if required can be obtained on payment of a prescribed fee and satisfying other procedure requirements.

Withholding of Grades: The grades of a candidate may be withheld if he/she has not paid his/her dues or if there is a disciplinary case pending against him/her or for any other reason.

16. ELIGIBILITY FOR THE AWARD OF DEGREE

A candidate shall be declared to be eligible for the award of the MBA degree provided the candidate has successfully completed the course requirements and passed all the prescribed examinations in all the 4 semesters within a maximum period of 8 semesters reckoned from the commencement of the semester to which the candidate was admitted. Extension beyond the prescribed period shall be permitted as per clause 5.2.

17. CLASSIFICATION OF THE DEGREE AWARDED

17.1 First Class With Distinction:

A candidate who qualifies for the award of the degree (vide clause 16.0) and who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all 4 semesters in the First Appearance within 4 consecutive semesters excluding authorized break of study (vide clause 11.0) after the commencement of his / her study.
- Withdrawal from examination (vide clause 10.0) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50

17.2 First Class:

A candidate who qualifies for the award of the degree (vide clause 16.0) and who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all 4 semesters within 6 consecutive semesters excluding authorized break of study (vide clause 11.0) after the commencement of his / her study.
- Should have secured a CGPA of not less than 6.50

17.3 Second Class:

All other candidates (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide clause 16) shall be declared to have passed the examination in Second Class.

- 17.4** A candidate who is absent for semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the purpose of classification.

18. MALPRACTICES IN TESTS AND EXAMINATIONS

If a candidate indulges in malpractice in any of the tests or End Semester Examination, he/she shall be liable for punitive action as per the examination rules prescribed by the college from time to time. The current rules of the examinations are given below:

RULES OF THE EXAMINATIONS

A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and the practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.

A candidate should neither possess / refer to any forbidden material in any form nor should seek/obtain assistance in any form from any person / source towards answering the questions during the examinations. He/she should not assist any other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his / her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly for the award of more than the deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to permanently debaring the candidate from continuing his / her studies as given below.

S.No	Nature of Malpractice
1.	Appeal by the candidate is found in the answer script to show mercy by way of awarding more than the deserving marks.
2.	The candidate writes his/her name in the answer script.
3.	The candidate writes his/her registration number/college name in places other than specified in the answer script.
4.	Any special marking is found in the answer script by the candidate.
5.	The candidate communicates with the neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.
6.	Irrelevant writing by the candidate is found in the answer script.
7.	The candidate writes answer on his/her question paper or making use of his/her question paper for rough work.
8.	The candidate either possesses the question paper of another candidate or passes his question paper to another candidate with the question paper containing no additional writing on it.
	Maximum Punishment for Sl. No. 1 to 8
	<ul style="list-style-type: none">• Fine of Rs. 1000/- per course.
9.	The candidate possesses cell phones / programmable calculator(s)/any other electronic storage device(s), gadgets.
10.	The candidate facilitates the other candidate (s) to copy from his/her answer script.
	Maximum Punishment for Sl. No. 9 to 10
	<ul style="list-style-type: none">• Invalidating the examination of the particular course written by the candidate.

11.	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, hall ticket etc.
12.	The candidate possesses cell phone(s)/programmable calculator(s)/any other electronic storage device(s), gadgets and containing incriminating materials (whether used or not).
13.	The candidate possesses the question paper of another candidate with additional writing on it.
14.	The candidate is found passing his/her question paper to another candidate with additional writing on it.
15.	The candidate is found passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).
16.	The candidate is found copying from the neighbouring candidate.
17.	The candidate takes out of the examination hall answer booklet(s), used or unused.
18.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.
	Maximum Punishment for Sl. No. 11 to 18
	<ul style="list-style-type: none"> • Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate. • Further the candidate is not considered for revaluation of answer scripts of the arrear courses. • If the candidate has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the candidate.
19.	Candidate destroys any evidence relating to an alleged irregularity.
	Maximum Punishment for Sl. No. 19
	<ul style="list-style-type: none"> • Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate. • Further the candidate is not considered for revaluation of answer scripts of the arrear courses. • If the candidate has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the candidate. <p>Additional Punishment:</p> <p>(i) if the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the candidate is permitted to appear for the examination in all the arrear courses during the debarred period.</p> <p>(ii) if the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear courses for two subsequent semesters.</p>
20.	The candidate is found substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate.

	Maximum Punishment for Sl. No. 20
	<ul style="list-style-type: none"> Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear courses registered by the candidate.
	<ul style="list-style-type: none"> Additional Punishment:
	<p>(i) if the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the candidate is permitted to appear for the examination in all the arrear courses during the debarred period.</p> <p>(ii) if the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear courses for two subsequent semesters.</p>
21.	The candidate indulges in any disruptive conduct including, but not limited to, shouting, assault of invigilator, officials or candidates using abusive and / or threatening language, destruction of property.
22.	The candidate harasses or engages others to harass on his / her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits, mails or by any other means.
23.	Candidate possesses any firearm / weapon inside the examination hall.
	Maximum Punishment for Sl. No. 21 to 23
	<ul style="list-style-type: none"> Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear courses registered by the candidate.
	<ul style="list-style-type: none"> Additional Punishment:
	<p>(i) if the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However the candidate is permitted to appear for the examination in all the arrear courses during the debarred period.</p> <p>(ii) if the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear courses for four subsequent semesters.</p>
24.	Vulgar/offensive writing by the candidate is found in the answer script.
25.	The candidate possesses the answer script of another candidate.
26.	The candidate is found passing his/her answer script to another candidate.
	Maximum Punishment for Sl. No. 24 to 26
	<ul style="list-style-type: none"> Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear courses registered by the candidate.
27.	The candidate misbehaves in the examination hall.
28.	Involved in anyone or more of the malpractices of serial no.9 to 22 for the second or subsequent times.

	Maximum Punishment for Sl. No. 27 to 28
	<ul style="list-style-type: none"> Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear courses registered by the candidate. Additional Punishment: If the candidate has not completed the programme, he / she is debarred from continuing his / her studies for one year i.e., for two subsequent semesters. However the candidate is permitted to appear for the examination in all the arrear courses up to the last semester during the debarred period. If the candidate has completed the programme, he / she is prevented from writing the examinations of the arrear courses for two subsequent semesters.
29.	Cases of Impersonation
	Maximum Punishment for Sl. No. 29
	<ul style="list-style-type: none"> Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. If a candidate of this college is found to impersonate a 'bonafide candidate', the impersonating candidate is debarred from continuing his / her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the college. Debarring the 'bonafide candidate' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the college.
30.	If any malpractice is detected which is not covered in the above clauses 1 to 29 shall be reported for further action to award suitable punishment.

19. AMENDMENTS

Notwithstanding anything contained in this manual, the Academic council of the Kongu Engineering College, reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its MBA programme.
