SCHOOL OF MANAGEMENT STUDIES

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Information Bulletin

&

Ordinances and Regulations

(2011-13 Admissions)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

SCHOOL OF MANAGEMENT STUDIES

OFFERS

MASTER OF BUSINESS ADMINISTRATION (MBA)

FOR ENGINEERING GRADUATES

I. INTRODUCTION

National Institute of Technology Calicut (NITC) is one of the premier national institutions for technical education in India. This was formerly known as Calicut Regional Engineering College. NITC is a technical institution of national importance set up by an Act of parliament (Act 29 of 2007) namely, the National Institute of Technology Act 2007, which received the assent of the President of India on 5th June, 2007. The provisions of the Act have come into force with effect from 15th August, 2007 as per Notification S.O.1384 (E) dated 9th August, 2007 of the MHRD (Dept. of Higher Education), New Delhi. As per the provision of the said Act, this Institution runs on non profitable basis. NITC offers academic programmes leading to B.Tech., B. Arch., MBA, M.Tech., M.C.A, M.Sc (Tech.) and Ph.D. degrees in the appropriate disciplines. NITC has well qualified faculty strength of 188 and dedicated support staff of about 232. Apart from teaching, NITC is engaged in a wide spectrum of activities covering research and development, industrial consultancy, continuing education and faculty & staff development.

II. VISION

International standing of the highest calibre.

III. MISSION

To develop high quality technical education and personnel with a sound footing on basic engineering principles, technical and managerial skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to the changing technological environment with the highest ethical values as the inner strength.

IV. LOCATION

Set in a picturesque landscape at the foothills of the Western Ghats, NITC is located about 22 km north-east of Calicut City in the state of Kerala, India. It stretches over a length of about 1.5 km along the Calicut-Mukkam road, extending over an area of approximately 120 hectares. The nearest airport is Calicut which is about 45 km away from the campus.

V. INFRASTRUCTURE FACILITIES

The Institute has well equipped library, computer centre, seminar halls, lecture hall complexes, various laboratories in different departments, workshops, hostels for accommodating about 3000 students, health care centre and adequate facilities for sports, games and co-curricular activities. The Institute has a state-of-the-art library consisting of digital library, "NALANDA" (Net work of Automated Library AND Archives) and a conventional library with books, journals and bound volumes. The main computer centre, which is open 24 hours a day, has all the relevant software packages and latest computers with internet facilities. To provide service to the campus residents, SBI, a Post Office, a Canteen & a Co-operative Store are also functioning in the campus.

VI. CO-CURRICULAR ACTIVITIES

Students' chapter of many professional bodies such as Computer Society of India (CSI), Indian Society for Technical Education (ISTE), Institute of Electrical & Electronics Engineers (IEEE) and Institution of Engineers (India) are functional at NIT Calicut. In previous years, NITC won the best chapter award for CSI, as well as ISTE. The Centre for Value Education provides students, a unique opportunity to engage in activities that promote human values. Social work is a part of curriculum. Students get opportunities to take part in cultural and other activities through a number of Clubs such as Literary & Debating Club, Industrial & Planning Forum, Nature Club, etc. operating under the Students Council. Students annually organize cultural festival *Ragam* and technical festival *Tathva* in which students from all over India participate.

VII. STUDENT SUPPORT SERVICES

The Institute has Training and Placement department that looks after the training needs of the students, their placement of jobs on graduation and for partnership in industry. An Entrepreneurship Development Cell promotes the students for self-employment. A Technology Business Incubator (TBI) with the assistance from Department of Science and Technology, Government of India is being established. TBI helps in incubating knowledge based start-ups into sustainable business with single window system.

VIII. DISTINGUISHED ALUMNI

A vast majority of the former students have made immense impact in the professional areas such as academics, administrative services, research laboratories, government and private industries. A strong network of alumni thrives in India as well as in foreign countries and is known as RECCAA.

SCHOOL OF MANAGEMENT STUDIES

I. Introduction

NITC has so far catered quite successfully in contributing towards engineering principles and technical skills as envisaged in its mission statement. With the aim of periodically realigning the focus on the mission statement, National Institute of Technology Calicut-School of Management Studies (NITC-SOMS) was established in the year 2009.

II. Objective

The aim of the school is to be a management school of global repute by achieving excellence in management education and research with enduring competency building in accordance with the overall vision statement of the National Institute of Technology Calicut. It also endeavours to develop professionals for the analytical and managerial skills required for a professional manager and to enrich them with adequate background and universal values that would create an awareness of the social responsibility necessary to enable him/her to play an effective role as manager for the benefit of the society. The course is indented to enhance ~~the~~ manpower skilled enough to meet the industry needs and standards as well.

III. Vision

To be a management school of global repute by achieving excellence in management education and research with enduring competency building in accordance with the overall vision statement of the NITC.

IV. Mission

- To develop outstanding and untiring managerial talent through management education
- To further the advancement of managerial knowledge and expertise through research
- To expand management education towards excellence in governance useful to politicians, civil servants, corporate managers, and others involved in governance.
- To collaborate with the government, national and international institutions, industries and other counterpart organisations in the application of knowledge generated for the benefit of the society in a value based manner
- To develop and assist faculty for achieving excellence in teaching, research, value based education, disciplined values, personal and professional conduct, and national and global awareness.

V. Why an MBA at NITC-SOMS?

Rapid technological change coupled with the need to cater for global markets under fierce competition has increased the demand for managers with well developed intellectual and executive skills. Often seen as the route to more senior roles by managers in their 20's or 30's holding specialist jobs, an MBA is also an opportunity to

acquire more specialized and focused knowledge. It can certainly enable bright, ambitious young executives to re-assess their backgrounds, broaden their skills, learn new techniques and achieve a wider choice of careers. It takes character, grit, determination, perseverance and focus to champion the long enduring technical education. NITC has earned the reputation as one of the top institutions in India for technical education by sustaining these qualities in its almost half a century of existence. With the same enthusiasm, it has ventured in management education that will cater to the intellectual needs of technical professionals to play a vital role in the government, corporate sector and the society at large.

VI. Faculty

a) Strategy

PRABHAKARAN PALERI Ph.D., Professor cum Advisor

b) Operations:

R SRIDHARAN, Ph. D. Professor

V MADHUSUDANAN PILLAI, Ph. D. Associate Professor

V SIVASUBRAMANIAN, Ph. D. Associate Professor

C ARUN, Ph. D. Associate Professor

B SRIRANGACHARYULU, Ph. D. Assistant Professor

A RAMESH, Ph. D. Assistant Professor

c) Human Resources and Behavioural Sciences

N SUDARSAN, Ph. D. Associate Professor

d) Finance and Control

T RADHA RAMANAN, Ph. D. Assistant Professor

K MUHAMMAD SHAFI, Ph. D. Assistant Professor

e) Economics and Public Finance

S SUNITHA, PhD (ongoing) Assistant Professor

f) Communication

PREETI NAVANEETH, Ph. D. Assistant Professor

VII. Visiting Faculty

a) Finance

Prof. S S S KUMAR, Indian Institute of Management Kozhikode

Prof. KK RAMESH, Indian Institute of Management Kozhikode

Prof. SUDERSHAN KUNTLURU, Indian Institute of Management Kozhikode

Prof. S.V.D. NAGESWARA RAO, Indian Institute of Technology Bombay

Prof. L RAMPRASATH, Institute of Financial Market Research, Chennai

Prof R.L.SHANKAR, Institute of Financial Market Research, Chennai .

Prof. JIJO LUKOSE P J, Institute of Financial Market Research, Chennai

Ms. V. Smitha, CA, VSNK Associates, Calicut and ICAI, Calicut

b) Human Resources and Behavioural Sciences

Prof. JACOB D VAKKAYIL, Indian Institute of Management Calcutta

Prof. MANORANJAN DHAL, Indian Institute of Management Kozhikode

Prof. K KUNHIKRISHNAN, Vice Chancellor, (Retd.) Kannur University, Kannur

Prof. SANDEEP KRISHNAN, Fellow, IIM Ahmadabad, Vice President, HR

Prof. MADHU MENON , HR consultant, Synapse – India, Bangalore

Ms. ELIZABETH GEORGE, MD, SE Enterprises Calicut

c) Marketing

Prof. ANANDAKUTTAN B UNNITHAN, Indian Institute of Management Kozhikode

Prof. DINESH SHARMA, Indian Institute of Technology Bombay

Mr. MURALEEDHARAN PALERI, CREST, Calicut

d) Business analytics

Prof. ANJAN KUMAR SWAIN, Indian Institute of Management Kozhikode

Prof. SIVAKUMAR NARAYANAN, Management Consultant and Founder 3SA Consulting, Chennai

e) Operations

Prof. SANJAY JHARKHARIA, (Supply Chain) Indian Institute of Management Kozhikode

Mr. C. MOHANDAS, Air India, Retd. (Aviation and Airport Management)

f) Mercantile and Corporate Law

Adv. VIJAYALAKSHMI, District Court, Calicut

VIII.   Admission Criteria

Aspirants who have qualified for the award of Bachelor's Degree in any branch of Engineering/Technology/Architecture duly recognized by AICTE/any other regulatory authority of Government of India (minimum four years full time after 10+2) and appeared for Common Admission Test conducted by IIMs are eligible to apply for MBA at NITC-SOMS. Admissions are based on creditable performance in CAT, bachelor's degree examination, group discussion and interview. Group discussion and interview will be held at Calicut/Delhi/ Mumbai/Chennai/Hyderabad/Kolkata. Candidates selected for admission should submit all original certificates including the degree certificate at the time of reporting for admission failing which the offer of admission will stand cancelled.

IX.   Evaluation/Assessment:

The assessment for the performance of the applicants in CAT/GD/Interview/ Graduation /Work Experience will be for 200 marks as given below

Sl. No.	Criteria	Max Marks
1	Performance in B. Tech./B.E./B.Arch/BSc. Engg.	25
2	P.G/PG Diploma	05
3	Work Experience	20
4	CAT Score (CAT cut-off may be decided later if required.)	50
5	Group Discussion	50
6	Interview	50
	Total	**200**

X.   Intake

The intake for MBA for the year 2011-13 is 30. Reservation to OBC, SC, ST and differently-abled (DA) candidates are as per the norms of the Ministry of Human Resource Development (MHRD), Government of India.

XI.   Structure of the MBA Programme

The structure of the full time MBA programme is designed to comprise six semesters spanning over two academic years, each being of 10 – 12 weeks duration.

XII.   Pedagogy

The salient feature of the pedagogy is to shift the focus from teacher-centric to student-centric encouraging the students to be active participants in the programme and includes:

- Interactive lectures
- Structured discussions
- Case methods and dramatised case studies
- Insights from practitioners' perspective – best organizational/corporate practices
- Panel discussions and CEO/Senior corporate meets
- Beyond classroom learning through hands-on experience
- Workshops and seminars
- Role plays
- Instrumentation
- Business games and experiential simulations
- Company and corporate visits
- Summer internship
- Business research project
- Exchange programme to enhance cross cultural sensitivity

XIII. Curriculum

The focus of attention of the curriculum is to develop professional managers who will adapt to the fast changing environment without losing sight of human values and ethos. The curriculum emphasizes on enhancing the ability of the students to take an integrated view of managerial situations and strengthen their capabilities through the application of professional management principles under varying situations.

Table - I
Curriculum 2011 – 2013

First Year					
Trimester 1	**Cr.**	**Trimester 2**	**Cr.**	**Trimester 3**	**Cr.**
Principles of Management	3	Management Accounting: Application and Process	3	Legal Aspects in Business	3
Financial Accounting: Concepts and Fundamentals	3	Operations Research in Management	3	Financial Management	3
Managerial Economics	3	Organizational Process: Structure and Design	3	Business and Economic Environment	3
Organizational Behavior	3	Marketing Management: Application and Process	3	Business Research Methodology	3
Marketing Management: Concepts and Fundamentals	3	Production and Operations Management	3	Human Resource Management	3
Quantitative Methods and Business Statistics for Decision Making	3	Strategic Management – I	3	Supply Chain Management	3
Managerial Communication, Etiquette and Manners	3	Information Technology for Managing Corporations	3	Business Ethics, Indian Society and Transformation	3
Total Credits	**21**		**21**	**Total Credits**	**21**
SUMMER INTERNSHIP					

Second Year						
Trimester 4	**Cr.**	**Trimester 5**	**Cr.**	**Trimester 6**	**Cr.**
Strategic Management – II	3	Environmental Management and Natural Resources	3	Elective – 8	3
Principle and Process in Business, Government and Society	3	Management of Technology and Innovation	3	Elective – 9	3
Elective – 1	3	Elective – 5	3	Elective – 10	3
Elective – 2	3	Elective – 6	3	Business Research Project	6
Elective – 3	3	Elective – 7	3		
Elective – 4	3				
Total Credits	**18**	**Total Credits**	**15**	**Total Credits**	**15**

I. Summer Internship

The students will be assigned to select organizations for internship for a minimum period of eight weeks during the summer vacation after the third trimester with the objective of integrating their classroom studies with practical exposure to the dynamics of business and industrial environment. The faculty advisor will guide them during their internship. The summer projects will be evaluated by organizations as well as internal examiners from amongst the faculty members. A satisfactory rating on the evaluation report is required to fulfil the requirements for award of the degree. If a student fails to complete the 8-week summer project, he or she will be required to repeat it.

II. Electives

Electives are offered in several streams and students are encouraged to choose them keeping in mind their career interests and aptitudes in their second year. The identified electives are given in table. Additional elective courses in areas not covered in the list will be introduced subsequently.

Table – II
List of Electives

Business Analytics: Research and Systems	Credit	Finance	Credit
Principles and Processes of Business Analytics and Research	3	Risk and Insurance Management	3
Business Intelligence	3	International Finance and Investment Banking	3
Enterprise Resources Planning (ERP)	3	Managing Financial Institutions	3
Data Driven Market Analysis	3	Managing Financial Services	3
Demographics and Economics of Marketing	3	Investment Analysis and Portfolio Management	3
System Analysis and Simulation	3	Corporate Tax Planning and Taxation	3
E-Commerce	3	Options, Futures and Derivatives	3
Knowledge Management	3	**Human Resource**	
Object Oriented Data Base Management System	3	Capacity Building and Performance Management	3
Data Warehousing and Data Mining	3	Management of Change: Design and Implementation	3
Marketing		Recruitment, Selection and Compensation Management	3
Retail and Mall Management	3	Transforming Personality and Interpersonal Development	3
Consumer Behaviour	3	Strategic Human Resources Management	3
Advertising and Sales Promotion	3	Industrial Dispute and Labour Laws	3
Product and Brand Management	3	**Production and Operations**	3
Marketing of Services	3	Lean Manufacturing Management	3
Customer Relationship Management	3	Group Technology	3
Product Rejuvenation and Development	3	Infrastructure and Development Management	
International Marketing	3	Total Quality Management	3
Strategy		Project Management	3
Environmental Disaster Management	3	Maintenance Management, Safety and Control	3
Business Disaster Recovery and Continuity Management	3	Aviation and Airport Services Management	
Strategic Financial Management	3	Shipping, Ports and Maritime Infrastructure Management	

Table III

Project/Lab

Project/Lab	Trimester	Credit
Contemporary Model Study I	**4**	3
Contemporary Model Study II	**5**	3
Business Research Project	**6**	6

III. Contemporary Models Study (CMS)

A student, if so desires, can also opt for a contemporary model study instead of an elective in their fourth and fifth trimester. Contemporary model study is introduced as a distinctive feature of the MBA programme of School of Management Studies. It will cover the contemporary business and industrial environment at that particular time. It will be based on readings, library research and live study in the concerned field.

IV. Business Research Project (BRP)

The business research project is intended to make the students explore an area of interest in depth in the sixth trimester. The research project will carry 6 credits. Each student will have to present the concerned project at least a week before the end of the last trimester in consultation with the faculty guide.

V. Fee Structure

a) Course fee

Sl No	Particulars	Trimester I	Trimester II	Trimester III	Total (Rs.)
	First year MBA				
1	Registration fee	5,000	5,000	5,000	15,000
2	Tuition fee	30,000	30,000	30,000	90,000
3	Library and laboratory fees	10,000	10,000	10,000	30,000
4	Examination Fee	300	300	300	900
5	Growth Fund	5,000			5,000
6	Medical insurance charges	265			265
7	Other Amenities Fee	500			500
8	Magazine Fee	500			500
9	Admission fee	10,000			10,000
10	Computer and Stationery fee	15,000			15,000
11	Training & Placement	1,000			1,000
12	Sports Amenities Fee	300			300
13	SJET, PTA, Professional Association Fee & Cooperative Share	762			762
14	Industrial visit	5,000			5,000
15	Alumni activities	1,000			1,000
16	Institute caution deposit including library deposit (Refundable)	5,000			5,000
				Total (Rs.)	**1,80,227**

Second year MBA					
Sl. No	Particulars	Trimester IV	Trimester V	Trimester VI	Total (Rs.)
17	Registration fee	5,000	5,000	5,000	15,000
18	Tuition fee	30,000	30,000	30,000	90,000
19	Library and laboratory fees	10,000	10,000	10,000	30,000
20	Examination Fee	300	300	300	900
21	Growth Fund	5,000			5,000
22	Medical insurance charges	265			256
23	Other Amenities Fee	500			500
24	Magazine Fee	500			500
				Total (Rs.)	**1,42,165**
				Total for two year : 3,22,392	

b) Hostel fee

Hostel Fees	Fee Category	For General, OBC, SC & ST Candidates (Fee in Rs)
1	One Time Fee (Hostel Staff Welfare Fund, Student Amenities/Welfare Fund, etc.)	Rs. 2,000
2	Caution Deposit (refundable)	Rs. 11,000
		Rs. 13000

Hostel room rent and mess charges payable every month extra.

VI. Academic Calendar

Trimester - I	Jun – Aug 2011
Trimester - II	Sep – Dec 2011
Trimester - III	Dec 2011 – Mar 2012
Summer Internship	Apr – May 2012
Trimester - IV	Jun – Aug 2012
Trimester - V	Sep – Dec 2012
Trimester - VI	Dec 2012 – Mar 2013

VII. How to Apply?

The application can be accessed from the website www.soms.nitc.ac.in or www.nitc.ac.in and the printed datasheet should be sent to the Coordinator - MBA Admissions, School of Management Studies, National Institute of Technology Calicut, Calicut-673 601, Kerala, India latest by 25th February 2011 along with a demand draft for Rs. 1000 for Open & OBC and Rs. 500 for SC/ST candidates drawn in favour of THE DIRECTOR, NIT CALICUT and payable at CALICUT. Applications which are incomplete/defective/received late will be rejected summarily and no correspondence will be entertained on such applications.

VIII. Documents to be enclosed along with application data sheet
   a) Copy of CAT admit card/CAT score card,

b) Copy of community certificate in the case of OBC candidates from a competent authority not below the rank of a Tahsildar, indicating the status of creamy layer in the format specified

c) Copy of SC/ST certificate from a competent authority not below the rank of a Tahsildar for SC/ST category candidates,

d) Copy of medical certificate from a competent authority indicating the degree of disability for differently-abled candidates,

e) Copy of proof for date of birth, (Mark list of X, XII),

f) Copy of semester wise mark lists of B.Tech. / B.E/BSc Engg/B.Arch degree and Post graduate degree, if any,

g) Copy of certificates for work experience,

h) Copy of certificates for academic achievements,

i) Copy of certificates for co-curricular and extracurricular achievements

IX. Documents to be produced at the time of Group Discussion and Interview

a) CAT score card ,

b) Community certificate in the case of OBC candidates from a competent authority not below the rank of a Tahsildar, indicating the status of creamy layer in the format specified

c) SC/ST certificate from a competent authority not below the rank of a Tahsildar for SC/ST category candidates,

d) medical certificate from a competent authority indicating the degree of disability for differently abled candidates,

e) Proof of date of birth, Mark list of X, XII,

f) Semester wise mark lists of of B.Tech. / B.E/BSc Engg/B.Arch degree and Post graduate degree, if any,

g) Certificates for work experience,

h) Certificates for academic achievements,

i) Certificates for co-curricular and extracurricular achievements

X.   Deadlines

Sl. No.	Tentative Programme	Dates
1	Official Notification	12 Jan 2011
2	Last date for submission of completed application	10 Mar 2011
3	Publication of list of candidates selected for GD/PI	15 Mar 2011
	Tentative dates of GD/PI:	
	IIT Bombay	30 Mar 2011
	IIT Delhi	01 Apr 2011
	IIM Culcutta	04 Apr 2011
	IIT Madras	06 Apr 2011
	NIT Calicut	08Apr 2011
4	Publication of results	20 Apr 2011
5	Date of reporting for admission	02 May 2011
7	Commencement of classes	13 Jun 2011

For further information and application process please visit our website:
www.soms.nitc.ac.in

XI.   Legal Jurisdiction

All disputes pertaining to the counselling and admission for the Ph.D. programme of NIT Calicut shall fall within the jurisdiction of Calicut, Kerala only.

XII.   Disclaimer

The statement made in the information brochure and all other information contained herein is believed to be correct at the time of publication. However, the Institute reserves the right to make at any time without notice, changes in and additions to the regulations, conditions governing the admission, requirements, seats, fees and any other information, or statements contained in this information brochure. No responsibility will be accepted by the Institute/Chairperson-Admissions for hardship or expenses encountered by its students/any other person for such changes, additions, omissions or errors, no matter how they are caused.

XIII.   Contact us

Coordinator - MBA Admission
School of Management Studies
National Institute of Technology Calicut
NIT Campus P.O., Calicut - 673 601
Kerala, India
Telephone: +91-495 2286075, +91 495 2286076
Fax: +91-495 2287250, Mob: +91-9946169816
E-mail: nitcsoms@nitc.ac.in OR shafi@nitc.ac.in
Website: www.soms.nitc.ac.in

Ordinances and Regulations

CONTENTS

MBA ORDINANCES AND REGULATIONS

(Effective from 2009 admission onwards with amendments passed till 25th meeting of the Senate)

PREAMBLE (Introduction)

We admit educating the youth with multi-valued skills for managing the systems and process for betterment of the society. Introducing the youth to the adaptive learning culture that enable them to learn the new developments and adopt better practices fast and to unlearn the irrelevant obsolete practices inculcating respect for the human values and ethos, never obtaining the highest professional principles, business standards and administrative zeal.

In this text given below unless otherwise stated,

Institute   means National Institute of Technology Calicut,

MBA   means Master of Business Administration programme of the Institute,

School/SOMS   means School of Management Studies

Course   means core or elective course of MBA programme,

Head   means Head of SOMS duly appointed by Institute,

Director   means Director of National Institute of Technology Calicut.

Senate   senate of National Institute of Technology Calicut

Dean   means Dean of the Institute in charge of MBA.

ORDINANCES

0.1   The name of program shall be Master of Business Administration degree programme.

0.2   The student who completes the programme successfully will be awarded the degree of Master of Business Administration.

0.3   Admission policy shall be decided from time to time by the Board of Management Studies & Research (BMSR) of the National Institute of Technology Calicut and approved by the Senate.

0.4   Aspirants who have qualified for the award of a regular bachelor's degree in engineering or technology/architecture/equivalent and have a valid Common Admission Test (CAT) score as may be decided by the BMSR from time to time are eligible to apply for admission to MBA programme.

0.5   In addition to what has been stated in clause (0.4) above, the candidates shall be ranked based on their performance in section wise CAT, work experience, performance in group discussions and personal interviews that are to be conducted as a part of selection procedure for admission.

0.6   The eligibility criteria for admission to MBA programme shall be as approved by the BMSR of the Institute from time to time and announced by the Institute for admission each year.

0.7   The minimum duration of MBA programme, including summer internship and research project, shall be six trimesters. It is mandatory for the students to do their internship with industry or other approved organizations.

0.8   The award of MBA degree shall be in accordance with the regulations of the Senate of the Institute.

REGULATIONS

R1.0 Admission

R1.1 The Admission Committee constituted by the Chairman, Senate will decide on the operational aspects of candidate's selection based on the criteria laid down by the BSMR and approved by the Senate.

R1.2 A candidate who has secured valid CAT score and a bachelor's degree in engineering/ technology/architecture/equivalent regular course duly recognised by the Government of India is eligible to apply for MBA programme as full time students.

R1.3 Candidates, who have applied for admission to MBA programme, shall be ranked based on section wise performance in CAT, creditable performance in group discussion and interview, work expedience conducted as a part of the admission procedure.

R1.4 The eligibility criteria for admission including the minimum CAT score in the various sections required for admission as full time student will be decided by the BMSR and approved by the Senate from time to time.

R1.5 The reservation policy will be as per the Government of India norms.

R1.6 All admissions will be regularized after verification of records and approval by the academic section of the Institute. Till then the admission will be provisional.

R1.7 The fee structure and the mode of payment will be decided by the Institute.

R1.8   Minimum duration of MBA programme is six trimesters. A student must complete the programme within a period of four years from the date of admission failing which the registration will stand cancelled. Exceptions will be to the satisfaction of the Senate.

R1.9 Award of degree shall be made by the National Institute of Technology Calicut on approval of the list by the Senate based on recommendation from the BMSR.

R2.0 Intake

R2.1 The annual intake for the course will be 30. This may be changed with the approval of the Institute, based on the recommendation of the BMSR. Seats for the OBC, SC, ST and PD (person with disability) candidates will be reserved as per the norms of the Government of India. There shall not be any discrimination based on gender or caste and Institute shall follow the "equal opportunity affirmative action" policy in admission.

R3.0 Credits

R3.1 The credit weightage for the core and elective courses (taught courses) is three per subject. Each subject will involve 100 hours of study, 30 percent of this will be instructional i.e. contact hours and the rest shall be for assignments, projects and homework. In the sixth trimester the student will have to undertake a business project that will carry six credits. On the whole the student will have 25 core subjects, 10

electives and a project work. Total credit to be earned for becoming eligible for the award of the MBA degree shall be 111 credits. Courses offering will be as per the approved Curriculum ad Syllabi.

R4.0   Structure of MBA programme

R4.1   The academic process of the MBA programme shall comprise,

   a)   Compulsory core courses

   b)   Elective Courses selected by students

   c)   Internship

   d)   Project work and dissertation

   e)   Any other stipulations by the Senate

R4.2   The MBA programme will have a curriculum for the courses as approved by the Senate on the recommendation from the BMSR. Curriculum and syllabi shall be continuously updated and a complete revision will be made every three years.

R4.3   A student will have to register for core courses listed in the curriculum of the programme and successfully complete all of them for the award of the degree.

R4.4   The electives will have to be opted from the electives offered by the School of Management Studies (SOMS).

R4.5   A student who fails to earn minimum number of credits at the end of a trimester will be restricted from registering for more courses in the following trimester for improving the cumulative grade point average (CGPA). Instead he or she will be allowed to earn credits in a slow/normal pace.

R4.6   The medium of instruction, examination, seminar and project reports shall be English.

R5.0   Programme Coordinator

R5.1   In order to help the students in planning their courses of study and for getting general advice on academic programme, the Head shall assign a programme coordinator every year. The coordinator will be the liaison between the students and the faculty.

R5.2   The coordinator will guide and counsel students as and when required. In case MBA programme batch has more number of students, the programme coordinator in consultation with the Head may avail the services of a few faculty advisors.

R6.0   Class Committee

R6.1   For each trimester of MBA, a class committee will be constituted by the Head of the SOMS which will include:-

   a)   A Chairman who will be the programme coordinator, as nominated by the Head of School of Management Studies (SOMS).

   b)   Members who will be,

i) All faculty members dealing with concerned classes

ii) A student member from the concerned class

R6.2 The term of the class committee shall be one trimester.

R6.3 The class committee will;

a) Review periodically the progress of the classes and discuss problems, if any, concerning the subjects and conduct of classes, instructions and the general progress of the students.

b) Decide about the type of assessment for the course in consultation with the faculty.

c) Finalise the trimester results, and for this meeting the committee will be excluding its student member.

R6.4 The class committee will meet not less than twice in a trimester. The first meeting will be in the beginning of the trimester. The final meeting for course evaluation will take place after the end trimester examination for which the students' representative will not be present.

R6.5 In the final meeting, the class committee will scrutinise the results prepared by the faculty and award moderations, if required, before finalising the results. Head will approve the results and forward them to the Dean.

R7.0   Registration and Enrolment

R7.1 For the first trimester every student has to enrol and register for the course he or she intends to undergo on a specific date notified to the students. The concerned programme coordinator or faculty advisor will guide the students during the registration process.

R7.2 Subsequent registration will be one week before the end trimester examination of the current trimester.

R7.3 Students will have to pay trimester fee before the day of registration, failing which a late fee will be charged. Late fee is initially fixed as Rs.5000 and will be liable change from time to time and as decided by BMSR.

R7.4 Withdrawal from a course registered is permitted within one week from the date of commencement of trimester provided the minimum number is ensured.

R7.5 Under extraordinary circumstances, like serious illness or hospitalization, a student may be permitted by the Head to withdraw from the trimester subject to maximum of two trimesters. A withdrawn trimester will not be counted as a registered trimester for the purpose of duration of stay in the programme.

R8.0   Classes and Attendance Requirements

R8.1   Every course will have a detailed calendar of sessions that will be made available to the students on first day of the trimester.

R8.2   The attendance requirement will be 80 percent of scheduled sessions for each course separately. The coordinator will maintain a record of attendance for all courses based on signed attendance sheets and/or individual faculty records. Falsification of attendance will lead to disciplinary action.

R8.3   No waiver will be granted on minimum attendance for medical reasons except in the case of hospitalisation or when accompanied by recommendation from an authorised medical practitioner. The condonation of five percent will be granted in attendance for conferences, competitions, seminars, sports and other academic events.

R8.4   The student who has not attended 80 percent of classes is not eligible to appear for the end trimester examination of the respective course unless there is condonation.

R8.5   The Head of School of Management Studies may permit condonation of shortage of attendance under intimation to Dean depending on the merit of individual cases/ based on the certificates produced. The results shall be withheld until condonation is approved.

R9.0   Criteria for Registration to Second Year.

R9.1   A student is eligible for registration to second year provided the following academic standards are maintained at the end of the third trimester:-
a)   CGPA of at least 5.00 in the 63 credits taken in the first year
b)   Not more than 27 grade point deficiency (GPD) in the first year. Performance of students will be reviewed continuously at the end of each trimester in the first year, by the class committee. Those who do not meet certain academic criteria will be advised to go on slow track. In the slow track, student will take fewer core courses each trimester, repeat courses that they have received poor grades in and get two years to complete the core course requirements. If the student does not fulfill these basic requirements will be asked to repeat the year with the previous year students with the offered courses.

R9.2   The above stipulation can be relaxed if the student has been permitted by the Chairman, BMSR to discontinue temporarily any trimester on medical reasons.

R10.0 Maximum Duration of the Programme

R10.1   Ordinarily, a student is expected to complete MBA programme in six trimesters.

R10.2   The maximum duration within which MBA programme is to be completed is four years (twelve registered trimesters) from the date of admission.

R11.0 Discipline

R11.1 Every student is required to observe discipline and decorous behaviour both inside and outside the campus and should not indulge in any activity which will reflect negatively on the prestige of the Institute. Institute's code of conduct shall be applicable.

R12.0 Tests, Quizzes and Examinations

R12.1 There will be one end trimester examination in each instruction based course. In the case of projects and contemporary model study a viva-voce examination will be conducted on completion of the work. Test & Quizzes are part of the formative evaluations.

R13.0 Assessment Procedure

R13.1 Assessment will be the cumulative of the continuous evaluation during the trimester and the results of end trimester examination. The continuous evaluation may be in the form of periodical tests, quizzes, assignments, seminars or combination of all whichever suits the subject best. The faculty member will announce the assessment details, as approved by the class committee, to the students before the end trimester examination. The policy of continuous assessment shall be announced at the beginning of the trimester.

R13.2 The total weightage for continuous evaluation shall not exceed 50 percent. The marks awarded for continuous evaluation will be announced at the end of the trimester, before the commencement of the end trimester examinations.

R13.3 The weightage for the end trimester examination shall not exceed 60 percent.

R14.0 Project and Research Evaluation

R14.1 A student, if so desires, can also opt for a contemporary model study in place of an elective in fourth and fifth trimesters. It will focus upon the contemporary business and industrial environment. The business research project will be a compulsory course intended to persuade the students to explore an area of interest in depth in the sixth trimester.

R14.2 In both cases the research project by the students' shall be assessed by the faculty concerned and a committee constituted by the Head, School of Management Studies and will be graded accordingly.

R14.3 At the end of the sixth trimester all MBA students shall present their research report before an evaluation committee constituted by the School of Management Studies which

will evaluate the work and decide whether the student should be permitted to submit the report or whether he or she needs work extensively.

R14.4   Letter grades will be awarded for the project by the project evaluation committee at the end of each trimester.

R14.5   Final evaluation of project work will be taken up only after the student has passed all the core and elective courses required for the award of the degree.

R15.0   Missed Examinations, Quizzes, Assignments, etc.

R15.1   Students should ordinarily not miss any quizzes, examinations or course submission. If a student misses one or more components of evaluation, the following procedure will be followed:-

   a)   Initially, the student will be awarded *"I"* grade. *"I"* must be replaced by a final grade (*S/A/B/C/D/E*) within a period of two weeks from the end of the trimester after the student has had the opportunity of fulfilling the course requirements.

   b)   In the event of the student failing to complete the course, the instructor will give the final grade on the assumption that the student gets a "*W*" grade in the missed components (or zero marks if marks are given to each component).

R15.2   If a student misses one or more components of evaluation, he or she will be awarded a *"W"* grade in those components (or zero marks if marks are given to each component). Even if leave is officially sanctioned by the coordinator, faculty members are at full liberty to deal with each case at their discretion. The make-up arrangements missed examinations, quizzes and tests will be decided by the faculty concerned, whose decision will be final and binding. In case the student misses examination or quiz due to medical reasons (duly approved by the coordinator) then the faculty shall give a make-up exam.

R15.3   Students who have missed tests on valid grounds should apply to the concerned faculty member indicating the reasons for the absence and faculty shall consider these requests suitably with the permission the Head.

R15.4   Students who have missed the end trimester examinations on valid reasons, should apply for consideration to the Head of the School of Management Studies through the concerned faculty within five days from the date of examination. Permission to appear for a make-up examination is given under exceptional circumstances.

R15.5   The Head of the School of Management Studies can use discretion in giving permission to a student to take a make-up examination, recording the reasons for such decision.

R16.0   Guidelines for Grading

R16.1   Evaluation at the learned levels of the students will be conducted in each trimester in a continuous mode as given under R.13, R.14 and R15. Students will be graded on a ten-

point scale according to their performance. The weighted total marks secured by the student in each course will be converted into letter grades based on the policy approved. The letter grades and the respective grade points are given in table (below).

Letter Grade	S	A	B	C	D	E	F	W	I
Grade Points	10	9	8	7	6	5	0	0	0

R16.2 A candidate registered for a course, but not permitted to appear for the end-trimester examination due to some reason, including the shortage of attendance, will be awarded "*W*" grade with zero point grade for the course. A candidate whose result for any course is pending by the appropriate body will be awarded the "*I*" grade. All "*I*" grades will be converted to actual grades after due processing as provided in the curriculum, normally within a week after publication of results of the regular end trimester examination. Any "*I*" grade which is not converted to regular grade within the stipulated time will be treated as "*F*" grade.

R16.3 A student is deemed to have completed a course successfully and earned the credit if he or she secures any letter grade other than "*F*", "*W*" or "*I*". A letter grade "*F*" in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

R17.0 Awarding Grades

R17.1 Awarding grades shall confirm to the practice of the National Institute of Technology Calicut. While relative grading is used in the award of "*S*", "*A*", "*B*" and "*C*" grades, instructor will normally award "*D*" and "*E*" grades (that result in deficit grade points) only when the performance of the students is far below the minimum expected performance.

R17.2 Grading components are required to be carefully planned to yield comprehensive information of student's performance. The number of components or elements used to assign course grades should be large enough to enhance high accuracy in grading. Thus grading components shall reflect the student's competence in the course.

R17.3 Faculty will decide on individual weight for components based on the following criteria:-

(a)   Extent to which each component measures important course goals

(b)   Extent to which achievement can be measured accurately

(c)   Extent to which the varied components used cumulatively covers all content areas and all course objectives.

R17.4 A meeting of the class committee, without the students' representative, will be convened within fifteen days after the last day of the end trimester examination. The letter grades to be awarded to the students for different subjects will be finalised during the meeting.

R18.0 Grade Point Deficiency

SOMS will follow grade point deficiency (GPD) for identifying the prospective candidates to promote the students to the second year. This is mandatory because of the adjunct/visit of nature of the subject experts that may prevent the student from repeating a given courses.

Grades "D, E and "F⌣ will carry GPDs as follows:

i) A "D" will carry one GPD in a one -credit course, two GPDs in a two-credit course, three GPDs in a three-credit course, and four GPDs in a four-credit course and so on.

ii) An "E" will carry two GPDs in a one-credit course, four GPDs in a two credit course, six GPDs in a three-credit course, and eight GPDs in a four credit course and so on.

iii) An "F" will carry three GPDs in a one-credit course, six GPDs in a two credit course, nine GPDs in a three-credit course, and twelve GPDs in a four credit course and so on.

iv) Total number of GPDs will be calculated by adding the number of GPDs accumulated by obtaining both "D"s, Es & "F"s during the academic year.

Grades	Grade Point Deficiency/Credits			
	1 Credit	2 Credit	3 Credit	6 Credit
S	0	0	0	0
A	0	0	0	0
B	0	0	0	0
C	0	0	0	0
D	1	2	3	6
E	2	4	6	12
F	3	6	9	18
W	3	6	9	18
I	NA	NA	NA	NA

R19.0 Declaration of Results

R19.1 The letter grades awarded to the students in each subject and the attendance grade will be displayed on the notice board after the final class committee

meeting. In case a student has a grievance, he or she can contact the concerned teacher for reconsideration of performance, but not later than two weeks from the commencement of the trimester following the announcement of the results. Such student shall have access to his or her answer book in the end trimester examination, which may be shown to him or her by the faculty concerned. If the faculty concerned feels that the case is genuine he or she may re-examine and forward the revised grade, if any, to the Head through the class committee with justification for the revision. Once the grade is sent to the Dean, there will not be any modifications.

R19.2   The "*F*" grade once awarded stays in the record of the student and is replaced when he or she successfully completes the course later, indicating also the number of attempts made in that course. The CGPA will be accordingly revised when the "*F*" grade in the earlier attempts in that course is replaced with the applicable grade. The grade acquired by the student later will be indicated in the grade card of the appropriate trimesters.

R19.0 Grade Card

R19.1 The grade card issued at the end of the trimester to each student will contain the following:-

a)   The credits earned for each course successfully for that trimester

b)   The performance in each subject indicated by the letter grade awarded

c)   The total number of credits earned by the student up to the end of the trimester

d)   Grade point average (GPA) of the trimester

e)   Accumulated Grade Point Deficiency

R20.0 Cumulative Grade Point Average

R20.1   The CGPA of all the courses taken until and including the trimester. The GPA will be calculated by the following formula:-

$$GPA = \frac{\Sigma(C \times GP)}{\Sigma C}$$

Where C = number of credit for a course, and GP = the grade point obtained for this course and the summation of credits for all the courses taken in that trimester, including those in which the student has secured "*F*" and "*W*" grades.

R20.2   For the CGPA a similar formula is used except that the sum is over all the courses taken in all the trimesters completed up to that point in time, including those in which the student has secured F and W grades.

R21.0 Overall Evaluation Process

R21.1 The continuous evaluation procedure for the entire course will be as follows:
   (a) Course evaluation
   (b) Overall assessment in the trimester wise students performance
   (c) Qualitative assessment of summer internship
   (d) Continuous evaluation of students' activities, participation in curricular, extracurricular activities, management and leadership skills and interpersonal skills
   (e) Quantitative assessment of business research project
   (f) Overall assessment in the entire programme

R22.0 Class/Division

R22.1 Classification is based on CGPA and is as follows:-
   a) 8 and above: First class with distinction
   b) 6.5 and above, but less than 8: First class
   c) 5 and above, but less than 6.5: Second Class
   d) There will be no class below 5

R22.2 This classification will be shown in the grade card and degree certificate. Degree will be awarded by the National Institute of Technology Calicut after the approval by the Senate.

R23.0 Eligibility for the Award of MBA Degree

R23.1 A student shall be declared eligible for the award of MBA degree if he or she fulfills the following criteria at the end of trimester 6 or within 12 registered trimesters.
   a) Satisfactory completion of summer project of minimum eight weeks duration
   b) Not more than 18 grade point deficiency (GPD) in the second year.
   c) GPA of at least 5.00 in the 48 credits taken in the second year courses
   d) GPA of at least 5.00 in the 63 credits taken in the first year courses
   e) CGPA of at least 5.00 in the 111 credits taken over the two years
   f) No dues to the SOMS, library, hostels and other establishments of NITC
   g) No disciplinary action is pending.

R23.2   A student who does not fulfil two or more of the above criteria shall be asked to discontinue from the programme. Students who do not meet one of the above criteria can be allowed by the class committee to take a maximum of one academic year to appear additional second year courses that enable him or her to complete all the above requirement(s) for award of the degree.

R23.3   Any student asked by the class committee to discontinue the programme at any stage has the right to appeal against the decision to the Head, SOMS and thereafter to the Director, NITC. The Director's decision on such an appeal will be final.

R23.4   The list of graduands who fulfilled the requirements for the award of the degree must be recommended to the Senate by the Chairman, BMSR and approved there upon by the Board of Governors of the Institute in accordance with the regulations of the Senate.

R24.0 Power to Modify

R24.1   Notwithstanding all that has been stated above, the Senate has the right to modify add or rescind any of the regulations from time to time either by its own motion or on recommendation from the Board of Management Studies and Research.