



PARK COLLEGE OF ENGINEERING AND TECHNOLOGY
APPROVED BY AICTE | AFFILIATED TO ANNA UNIVERSITY | ISO 9001-2015 CERTIFIED
AN AUTONOMOUS INSTITUTION

REGULATIONS 2024 FOR MBA PROGRAMME

(For the batch of students admitted in the Academic Year 2024-2025 onwards)

PREAMBLE :

The regulations hereunder are subject to amendments as may be decided by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already in the middle of the course) as may be decided by the Academic Council.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

- **“Programme”** means Degree Programme, that is MBA.
- **“Degree”** means MBA Degree Programme
- **“Course”** means a theory or practical subject that is normally studied in a Semester, like Organisational Behaviour, Managerial Economics, etc.,
- **“Head of the Institution”** means the Principal of the Institution.
- **“Head of the Department”** means head of the department concerned.
- **“University”** means Affiliating University.

2. ADMISSION CRITERIA

The Admission Criteria for MBA Programme will be as per the norms of the Directorate of Technical Education and the Affiliating University.

3. MODES OF STUDY:

Full-Time Mode:

Candidates admitted under ‘Full-Time’ should be available in the College / Institution during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities assigned to them.

The Full-Time candidates should not enrol in (or) attend any other Full-Time/Part-time/Distance education programme(s) that may lead to the award of a degree or diploma during the period of the PG programme nor take up any Full-Time / Part-Time job(s) in any Institution or Company during the


Dr. D. LAKSHMANAN, ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kanivur, Coimbatore - 641659

period of this Full-Time PG programme. Violation of the above rules will result in cancellation of admission to this PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

- i) **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialization/branch.
- ii) **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization.
- iii) **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Summer Project, Case Study, Skill development course and Industrial / Practical Training.
- iv) **Non-Functional Elective Courses (NEC)** include elective courses outside of the area of specialization

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course shall have credits assigned as per clause 4.3.

4.3 Credit Assignment

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

Contact Period Per week	Credits
1 Lecture Period	1
1 Tutorial Period	1
2 Practical Period (Laboratory / Seminar / Project Work etc)	1

4.4 Project Work

The Project work is an important component of Post-Graduate programmes. The Project Work has to be undertaken in the final semester.

4.4.1 The Project work for M.B.A shall be pursued for a period of 6 weeks during the final semester, with an additional of maximum 2 weeks for report writing, the total project duration not exceeding 10 weeks.



Dr.D.LAKSHMANAN, ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

4.4.2 The Project work shall be carried out under the supervision of a faculty member in the Department concerned. The faculty member must be possessing a M.B.A. degree (i) with a minimum of 2 years of teaching experience or (ii) Ph.D. degree.

4.4.3 A student shall be permitted to work on projects in an Industrial/Research Organization, on the recommendations of the Head of the Department. In such cases, the student shall be instructed to meet the supervisor periodically once every week and attend the review committee meetings for evaluating the progress.

4.4.4 The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

4.5 The deadline for submission of final Project Report is before or on the last working day of the final semester.

4.6 Internship

The report along with the company certificate should be submitted within the two weeks of the reopening date of 3rd semester. The report should be around 40 pages along with the attendance certificate from the Organization. The report should be sent to the Controller of Examinations by the HOD through the Principal, before the last working day of the 3rd Semester.

DURATION OF INTERNSHIP	CREDITS
4 WEEKS	2

***1 Week = 40 Internship Hours**

4.7 Online Courses

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Chairpersons of the Board of studies and Academic Council. The online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for the transfer of credits.

The total credits to be earned online is limited to a maximum of 6 per semester.

4.8 A student is permitted to register a maximum of two courses in total from clause 4.7

4.9 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

Dr.D.LAKSHMANAN,ME., Ph.D.
PRINCIPAL

Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

5. DURATION OF THE COURSE

5.1 The MBA Programme offered by the College are based on modular structure and their academic requirements are spelt out as a number of course credits. Programmes are structured in such a way that a student will be able to complete the programme in a stipulated number of semesters. On the recommendations of the Head of Department a student may be granted permission by the Chairman, Academic Council to have a break in the programme of study; however the programme should be completed within the permitted number of Semesters.

Stipulated number of Semesters	Permitted number of Semesters
4	8

(The permitted number of Semesters can be increased case to case by the Academic Council)

5.2 Each semester shall normally consist of 90 working days including examination days for full-time mode of study. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 10) by students, following method shall be used.

**Total no. of periods attended in all the
courses per semester**

$$\text{Percentage of attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\text{No. of Periods / week as prescribed in the curriculum}} \times 100$$

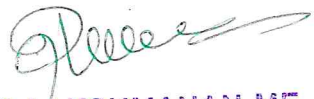
The End Semester Examinations will follow immediately after the last working day of the semester as per the academic schedule prescribed from time to time.

6. COURSE REGISTRATION

6.1 Flexibility to Drop courses

6.1.1.A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree.

6.1.2 From the first to pre-final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for M.B.A (Full Time) programmes.


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

6.1.3 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.1).

The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include

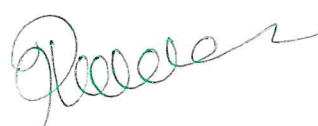
- i. Courses of the current semester.
- ii. Courses dropped in the lower semesters.

The maximum number of credits that can be registered in a semester is 36. However this does not include the number of Re-appearance (RA) and Withdrawal (W) courses registered by the student for the appearance of Examination.

7.EVALUATION OF PROJECT WORK

7.1 The evaluation of project work shall be done as per the weightages given in Table. There shall be three assessments (each 20 marks) during the Semester by a review committee. The student shall make presentation on the progress made before the committee.. The Head of the Institution shall constitute the review committee for each programme. The review committee consists of supervisor, expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the Supervisor then an alternate member shall be nominated.

The total marks obtained in the three assessments shall be totalled to 60 marks. There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner. The internal examiner and the external examiner shall be appointed by the Controller of Examination. The distribution of marks for the internal assessment and End semester examination is given below


Dr.D.LAKSHMANAN, ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kanlyur, Coimbatore - 641659.

Internal Assessment (60 Marks)			End Semester Examinations (40 Marks)		
Review I	Review II	Review III	Thesis Submission	Viva-Voce Examination	
20	20	20	External Examiner	Internal Examiner	External Examiner
			10	15	15

7.2 The Project Report prepared according to approved guidelines as given by the Director, Centre for Academic Courses and duly signed by the supervisor(s) and the Head of the Department concerned shall be submitted to the Head of the Institution.

7.3 If the student fails to obtain 50% of the internal assessment marks in the final project, he/she will not be permitted to submit the project report and has to register for the same in the subsequent semester.

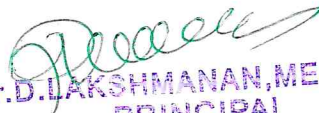
If a student fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall register for the same in a subsequent semester.

If a student fails in the end semester examinations of the Final Project work of M.B.A., he/she shall resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of a project report and subsequent viva-voce examination will be considered as reappearance with payment of exam fee. For this purpose, the same Internal and External examiners shall evaluate the resubmitted report.

If a student has submitted the project report but did not appear for the viva-voce examination it is considered as fail and he/she will be permitted to resubmit the report within 30 days from the declaration of results and permitted for reappearance in viva-voce examination.

7.3.1 A copy of the approved Project Report after the successful completion of viva-voce examinations shall be kept in the library of the college / institution.

7.3.2 At the end of Summer Internship, the student shall submit an Attendance certificate from the organization where he/she has undergone training and also a brief report. The evaluation for 100 marks will be carried out internally based on this report and a viva-voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The attendance


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kanivur, Coimbatore - 641659.

certificate submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examination.

8. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

9. CLASS COMMITTEE

9.1 A Class Committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analysing the performance of the students of the class after each test and finding the ways and means of improving the performance of the students.


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

- Identifying the slow learners, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

9.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

9.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

9.6 The Head of the Institution may participate in any class committee of the institution.

9.7 The Chairperson of the Class Committee is required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.

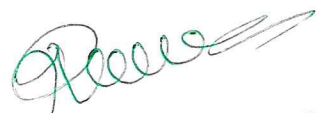
9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals.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

10. ATTENDANCE REQUIREMENTS FOR COMPLETION OF A SEMESTER

10.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the attendance requirements for completion of a semester.

Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as prolonged hospitalization / accident / specific illness the student is expected to earn a minimum of 75% attendance to become eligible to write the End-Semester Examinations.

Therefore, every student shall secure not less than 75% of overall attendance in that semester as per clause 5.2


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

10.2 However, a candidate who secures overall attendance between 65% and 74% in that current semester due to medical reasons (prolonged hospitalization / accident / specific illness / participation in sports events) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate to the Head of the Institution.

The same shall be forwarded to the Controller of Examinations for record purposes.

10.3 Candidates who could secure less than 65% overall attendance and **Candidates who do not satisfy the clauses 10.1 & 10.2** will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

11. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT (IA)

11.1 For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

(i) Theory Courses:

Two assessments each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced to 40 marks and rounded to the nearest integer (This also implies equal weightage to all the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Assignment	Written Test	Assignment	Written Test	
40	60	40	60	200*

Note: Faculty members can choose a common method for evaluating all students under assignment such as case study / seminar / mini project / online certificate courses

*200 Marks is to be converted into 40 marks for internal Assessment.

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Assignment (such as case study/seminar/mini project/online certificate courses) and Written Test with each having a weightage of 40% and 60% respectively. The tests are in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

ii) Laboratory Courses:

The maximum marks for Internal Assessment shall be 60 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

iii) Other Employability Enhancement Courses**a) Evaluation of Case Study, Seminar, Journal Analysis and Presentation**

The Seminar is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar marks can be equally apportioned. A three member committee appointed by Head of the Institution consisting of course coordinator and two experts from the Department, will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper/ document (40%), presentation (40%) and response to the questions asked during presentation (20%).

b) Evaluation of Summer Internship

Summer internship will comprise of 4 weeks. The students will be working under a department appointed guide. The candidate shall submit an attendance certificate from the organization where he/she has undergone internship and a brief report. The evaluation for 100 marks will be carried out internally based on this report and a Viva-Voce Examination will be conducted by a Departmental Committee constituted by the Head of the Institution. The evaluation will be done as follows: 20 marks for evaluation by the guide, 40 marks for the report and 40 marks for the viva voce examination. Certificates submitted by the students along with the report shall be sent by the Head of the Institution to the Controller of Examination.

c) Evaluation of Business Communication Laboratory

The Business Communication laboratory course is an activity-based course with both theoretical and practical content and is to be considered as purely INTERNAL (with 100% internal marks only). Each student is expected to present seminars and to come out with their necessary managerial skills. This will be evaluated by the faculty member(s) handling the course and the consolidated marks can be taken as the final mark. No end semester examination is required for this course.


Dr. D. LAKSHMANAN, ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

d)Evaluation of Skill Development Course

The students should undergo any one skill development course from the comprehensive list of courses in the syllabi and have to produce the certificate at the end of final semester examination for gaining **one credit**. Assessment will be done Internally. It is mandatory for all students and they can start the course at any time during their programme.

Duration of the Course : 4- 8 weeks

11.2 Assessment for Online courses

Students may be permitted to credit two online courses (which are provided with certificate), subject to a maximum of six credits. **The online course of 3 credits can be considered instead of one elective course.** These online courses shall be chosen from the SWAYAM platform, provided the offering organisation conducts regular examination and provides marks. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the student has passed in the examination as per the norms of the offering organisation. The details regarding online courses taken up by the student and marks/credits earned and the approval for the course from Centre for Academic Courses shall be sent to the Controller of Examinations in the subsequent semester(s) along with the details of the elective(s) to be dropped.

11.3 Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

11.4 Conduct of Academic Audit by every Institution

Every educational institution shall strive for a better performance of the students by conducting the internal assessments as mentioned in Clause 11.

In order to ensure the above, Academic Audit is to be done for every course taught during the semester. For the internal assessments conducted for each course as per details provided in Clause 11, the academic records shall be maintained in the form of documentation for the individual assignments / case study report / report of mini project submitted by each student and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory courses students' record shall be maintained. Further, the attendance of all students shall be maintained as a record.

The Head of the Institution shall arrange to conduct the Academic Audit for every course in a semester by forming the respective committees with an external course expert as one of the members drawn from a Management / Technical institution of repute near the institute.


Dr.D.LAKSHMANAN,ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Karnivur, Coimbatore - 641659.

12.REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

12.1 A candidate shall normally be permitted to appear for the End Semester examinations if he/she has satisfied the semester completion requirements as per clause 10.1 & 10.2 and has registered for examination in all courses of the current semester.

12.2 Further, registration is mandatory for all the courses in the current semester as well as for arrear(s) course(s) for the Semester examinations failing which, the candidate will not be permitted to move to the higher semester.

12.3 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enrol to improve his/her marks in a course or the aggregate marks / CGPA.

13.END SEMESTER EXAMINATIONS

13.1 There shall be an End- Semester Examination of 3 hours duration in each lecture-based course.

- The examinations shall ordinarily be conducted between October and December during the odd semesters and between April and June in the even semesters.
- For the practical examinations (including project work), both internal and external examiners shall be appointed by the COE.
- Supplementary Examinations may also be conducted at such times as may be decided by the Head of the Institution / Principal subject to the approval of the Academic Council.
- Supplementary Examinations will be conducted only for the students passing out in that
- academic year.
- If a student indulges in malpractice during Examinations, the student shall be liable for punitive action as prescribed by the University from time to time.


Dr.D.LAKSHMANAN,ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kaniyur, Coimbatore - 641659.

13.2 WEIGHTAGE

The following will be the weightage for different courses:

Lecture or Tutorial Based Course		
Internal Assessment	-	40%
End Semester Examination	-	60%
Laboratory based courses		
Internal Assessment	-	60%
End Semester Examination	-	40%
Project work		
Internal Assessment Evaluation	-	60%
Project Report by external examiner	-	10%
Viva-Voce Examination	-	30%
All Employability Enhancement Courses except Project Work and Skill Development Course		
Internal Assessment	-	100%

14.PASSING REQUIREMENTS

14.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work).

14.2 If a student fails to secure a pass in a theory course (except electives)/ laboratory courses, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester examinations alone.


Dr. D. LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Kanliyur, Coimbatore - 641659.

14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to complete the same course. In such case, the internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 14.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the end semester examinations alone.

If any other professional elective or open elective course is opted by the student, the previous registration is cancelled and henceforth it is to be considered as a new professional elective or open elective course. The student has to register and attend the classes, earn the continuous assessment marks, fulfill the attendance requirements as per Clause 10 and appear for the end semester examination.

14.4 If a student is absent during the viva voce examination, it would be considered as fail. If a student fails to secure a pass in project work even after availing clause (7.3), **the student shall register** for the course again.

14.5 The passing requirement for the courses which are assessed only through purely internal assessment (EEC courses except project work), is 50% of the internal assessment marks only.

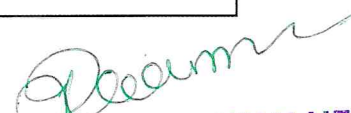
14.6 A student can apply for revaluation of his/her semester examination answer paper in a theory course as per the guidelines of COE, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and EEC courses.

15. AWARD OF LETTER GRADES

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject.

The letter grade and the grade point are awarded based on the percentage of marks secured by a candidate in individual course; after the results are declared, grade sheets will be issued to each student as detailed below:

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9


DR. D. LAKSHMANAN, ME., Ph.D.
PRINCIPAL
Park College of Engineering & Technology
Avinashi Road,
Warananagar, Coimbatore - 641659.

A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
RA -SA(Shortage of Attendance)	
RA AB (Absent for End Semester Examination)	
WD (Withdrawal)	

If the course strength is less than or equal to 30 then the fixed grading shall be followed with the Grade range as specified below:

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 - 55	< 50

GPA and CGPA Calculation

After results are declared, Grade sheet will be issued to each student which will contain the following details:

- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (**GPA**) for the semester and
- The Cumulative Grade Point Average (**CGPA**) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of Credits (**C**) of courses enrolled and the Grade Points (**GP**) corresponding to the grades scored in those courses, taken for all the courses to the sum of the number of credits of all the courses in the semester.

$$\text{GPA/CGPA} = \frac{\sum_{i=1}^n (C_i * GP_i)}{\sum_{i=1}^n C_i}$$

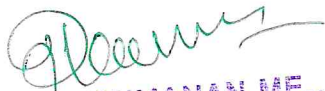
where

C_i – is the Credits assigned to the course

GP_i – is the point corresponding to the grade obtained for each course

n – is number of all courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA

CGPA will be calculated in a similar manner, considering all the courses enrolled from Third semester. **RA** grade will be excluded for calculating **GPA** and **CGPA**.


Dr.D.LAKSHMANAN, M.E., Ph.D.
PRINCIPAL
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A candidate who is absent for the final Semester Examination in a Course/ Project work after having registered for the same shall be considered as an attempt Gradé "RA - AB" in the result column of the mark sheet.

If a candidate fails to submit the report on project work on or before the date specified by the Institution / Department, he/she is deemed to be failed in the Project Phase. Grade "RA - F" is awarded and He / She shall redo the Project Phase as advised by Head of the Department and submit the same in the subsequent Semester.

16.ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the M.B.A. provided the student has

- i)Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii) Successfully completed the course requirements, appeared for the End- Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted

17.CLASSIFICATION OF THE DEGREE AWARDED

17.1 FIRST CLASS WITH DISTINCTION:

A Student 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 the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year (if availed). Withdrawal from examination (vide Clause 18) will not be considered as an appearance.

Should have secured a CGPA of not less than **8.50**.

17.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in

First class:


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Kanliyur, Coimbatore - 641659.

- Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **6.50**.

17.3 SECOND CLASS

All other students (not covered in clauses 17.1 and 17.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in **Second Class**.

17.4 A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 18) for the purpose of classification.

17.5 PHOTOCOPY / REVALUATION

A student can apply for photocopy of his/her semester examination answer paper in a theory course, as per the guidelines of COE on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the student 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 student concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for EEC courses.

A student can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

17.6 REVIEW

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examinations through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

18.Provision for Withdrawal From Examination

A candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the Examination of any one Course or Courses of **only one Semester Examinations during the entire duration of the Degree Programme**.

Withdrawal application shall be valid only if the candidate is eligible to appear for the Examination


Dr.D.LAKSHMANAN, ME., Ph.D.
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if it is made **prior to the commencement of the Examination in that Course(s)** duly recommended by the Head of Department and approved by the Head of the Institution.

Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

The candidate shall reappear for the withdrawn Course / Courses during the Examination conducted in the immediate subsequent Semester.

19.AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoined in any of the Semesters have to gain the stipulated number of credits in order to become eligible for the award of Degree, under the Regulations in vogue at the time of his/ her rejoining.

The total period for completion of the Programme reckoned from, the commencement of the course for the first Semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5 irrespective of the period of break of study in order that he/she may be eligible for the award of the Degree.

If any student is detained for want of required attendance, progress and good conduct, the period spent in that Semester shall not be considered as permitted 'Break of Study'.

20.DISCIPLINE

Every student has to maintain discipline both inside and outside the Institution and not to indulge in any activity that may spoil the name of the Institution. The Head of the Institution shall constitute a Disciplinary Committee which will enquire into acts of indiscipline and report to the Head of the Institution.

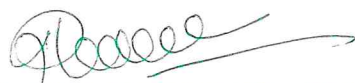
21.REVISION OF REGULATIONS AND CURRICULUM

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

Table -1

Eligible Entry Qualifications For Admission To MBA Programmes

MBA Master of Business Administration	Qualification for admission shall be a pass in any recognized bachelors degree of minimum three years duration in any discipline with at least 50% marks after 10+2 school level.
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