

Manual of Policies for MBA

Centre for Management Studies
(CMS)
NALSAR University of Law

Vision

“To be a centre of excellence to train and empower a new generation of leaders with legal consciousness and management expertise”

Mission

“To develop creative and ethical future business leaders with unique competencies adept at engaging and excelling in a competitive global environment”

Table of Contents

Enforcement.....	3
1. ACADEMIC YEAR	3
2. REGISTRATION	3
3. CURRICULUM.....	3
3.1 Pedagogy.....	4
3.2 Choice of Specialization	4
3.3 Choice of Electives	4
3.4 Registration of Elective Courses.....	4
3.5. Dropping of Elective Courses	5
3.6 Scheduling of Classes	5
3.7 The Evaluation System	5
3.8 Grading System.....	7
3.9 Promotion Policy	8
3.10 Policy for Award of the Degree	8
3.11 Internship	8
3.12 MBA Dissertation	9
4. ATTENDANCE.....	11
5. END-TERM / REPEAT AND IMPROVEMENT EXAMINATION.....	13
6. REVALUATION OF ANSWER SCRIPTS	14
7. UNFAIR MEANS AND MALPRACTICES IN EXAMINATION	14
8. CONDUCT DURING EXAMINATIONS	15
9. POLICY ON PLAGIARISM.....	16
10. DISCIPLINE.....	17
11. DISCIPLINARY PROCEDURE.....	19
12. FEEDBACK BY FACULTY	20
14. LIST OF CORE AND ELECTIVE COURSES OFFERED BY CMS, NALSAR	21

Enforcement

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

1. ACADEMIC YEAR

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

2. REGISTRATION

2.1. Students are required to register in person on the day earmarked for registration as per the admission call letter and thereafter on the first day of each subsequent term as indicated in the Academic Calendar. A notice will be put up by the MBA Office for verification of the original certificates. In case original certificates are not available at the time of verification, provisional certificates will have to be shown.

2.2 The students, who could not submit their final year graduation mark sheets and degree from their respective universities by the day of the verification, should submit them latest by the Registration Day of trimester III, failing which a student’s registration may be cancelled except under extenuating circumstances, with specific approval from the VC. In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the VC for an appropriate period in consultation with the Academic Committee. The qualifying graduation examination of minimum 3-year duration must be completed before the date of registration at the Institute. A student is not permitted to pursue any other course under any other institute, after registering for the Programme at CMS, NALSAR.

2.3 Those who fail to register for each trimester after joining the Programme on the specified date as per the calendar will be deemed to have left the institute unless prior permission for delayed registration is obtained from the Director, CMS. If the Director, CMS permits, a student can register by **paying a late registration fee of Rs.500/- (Rupees five hundred) per day** after the due date subject to a maximum allowance of 7 working days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration.

3. CURRICULUM

The Programme consists of **core course credits** and **elective course credits**. A course can be of 1, 2, 3 or 4 credits. One credit is equivalent to 10.5 teaching/contact hours. In most cases, any course will have three scheduled sessions per week. Exceptions are made to accommodate visiting faculty or other exigencies. A student has to undergo 27 mandatory courses, 10 elective courses, 2 seminars, and

1 dissertation during the two year programme. The total credits offered during the programme are 130.

3.1 Pedagogy

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

3.1.2 The student is advised to preserve the course outlines, which may be required for reference during his/her further studies. The Institute may not be able to compile the course outlines for such purposes at a distant date in future.

3.2 Choice of Specialization

3.2.1 The students are required to choose their specializations (one as a Major and one Minor) from the following area of specialization provided by CMS towards the end of the first year before leaving the Institute in May for summer Internship:

a) Business Regulations, b) Corporate Governance, c) Court Management, d) Financial Services and Capital Market, e) Human Resource Management, f) Innovation and Sustainability Management, and g) Marketing Management.

3.2.2 Choice of specializations may be exercised in view of their placement and academic interests/subject to concurrence of concerned area coordinator.

3.2.3 A minimum of 5 students or 10% of total batch (whichever is higher) strength is required for a specialization to be offered as major or minor.

3.3 Choice of Electives

3.3.1 The students are required to give their choice of list of electives towards the end of the first year before leaving the Institute in May for summer Internship. Choice of electives may be exercised in view of their placement/academic interests/specialization subject to concurrence of the faculty concerned.

3.3.3 If less than 5 students sign up for an elective, the course is ordinarily dropped by the Director, CMS in consultation with the instructor concerned.

3.4 Registration of Elective Courses

3.4.1 The elective courses to be offered in a trimester will be announced five weeks before the concerned trimester in which the electives are slotted. The students should register for the electives online, within one week of announcement, i.e. before four weeks.

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

3.5. Dropping of Elective Courses

3.5.1 In order for an elective course to be offered, there should be a minimum registration of 5 students failing which, the elective will be dropped.

3.5.2 In the event of an elective being dropped as stated above, the students will be given the option to register for another elective.

3.6 Scheduling of Classes

10.1 It may so happen that the number of electives offered/opted in a particular trimester may be much more than the number of sessions that can be scheduled per week. This may require the Institute to take into account the convenience of faculty and the interests of students while scheduling the sessions.

10.2 Thus, a few electives may clash with one another because of concurrent schedule, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, where a student opts for both/all the electives so scheduled in the same slot.

10.3 Should a situation of this kind arise, students affected by such slotting will be directed to opt for any one/other elective(s), for a particular class slot.

3.7 The Evaluation System

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

3.7.2 For one credit course, the evaluation system will be as follows:

Criteria	Marks	Details
Attendance	25	76-80, 81-85, 86-90, 91-95 and 96-100 gets 5, 10, 15, 20 and 25 respectively
Class Preparedness	25	Case diary submission and evaluation.
Class Participation	50	Development of arguments backed by facts is critical and so also is the need to state it with confidence in teams or when questioned.

3.7.3 Each two credit course should have at least three components. However, there will be no mid trimester and end trimester examination of two credit courses.

3.7.4 For three or more credit courses, there are compulsory mid-term examination (25% weight) and end term examination (50% weight). Internal evaluation by the concerned faculty will carry 25% weight. Distribution of the evaluation may be represented as follows:

Internal Evaluation (25 Marks)		Mid-term Examination	End term Examination
Quizzes (Best 2 out of 3)	Project/Assignments/Term Paper/ Presentations		
10 Marks (5 marks each)	15 Marks	25 Marks	50 Marks

3.7.5 Internal evaluation shall consist of three quizzes of five marks each as per the schedule mentioned in the time table. However marks of only two quizzes having higher marks will be

considered for overall evaluation. Remaining 15 marks may consist of project/Assignments/Term paper/presentations.

3.7.6 These quizzes shall be conducted during the scheduled lecture hours and their duration shall not exceed half an hour.

3.7.7 There shall not be any make up quiz for the students who could not attend the quiz and they shall be awarded zero against quiz.

3.7.8 Within three days from the date of administering the quiz, marks awarded shall be informed to the students and the same shall be submitted to the examination-in-charge.

3.7.9 The faculty member is free to decide the nature of the evaluation (Class test/Project/Essay/Assignment) for the remaining 15 Marks of Internal evaluation.

3.7.10 Viva as a component of internal evaluation cannot carry more than 5% weight. Any process of internal evaluation shall not be performed in the last week of the lectures.

3.7.11 Mid-Term Examination question paper consists of two parts A & B. Part A shall consist three questions of five marks each with or without the choice of questions. Part B shall consist of a case study (of 10 marks) having a minimum of two questions.

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

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

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

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

3.7.15 The nature of closed/ open book shall be clearly defined by the respective faculty members and shall be informed to the students and the designated person in writing at the time of commencement of the course itself.

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

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

3.7.18 Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submissions shall not be accepted by the faculty and such instances shall be awarded 0 out of the total allotted marks for the same component.

3.7.19 No assignment/term paper/project report of student shall be accepted by the MBA office without the copy of plagiarism report from the **Turnitin**.

3.8 Grading System

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

Percentage of Marks	Grade	CGPA/GPA
80 and above	A++	8.0-10.0
75 – 79.9	A+	7.5-7.99
70 – 74.9	A	7-7.49
65 – 69.9	B ++	6.5-6.99
60 – 64.9	B+	6.0-6.49
55 – 59.9	B	5.5-5.99
50 – 54.9	C +	5.0-5.49
45 –49.9	C	4.5-4.99
Below 45	F (Fail)	0

3.8.1 Grade point or grade value for a course is calculated by dividing the marks obtained (out of 100) in that course by ten.

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

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

- Grade point or grade value in a course = (Marks scored out of 100)/10
- GPA = Total point secured divided by Total Course Credits (for a particular trimester)
- CGPA = Total point secured divided by Total Course Credits (Cumulatively calculated up to the end of a trimester)

3.8.3 A candidate to be successful should obtain a minimum of 45% marks or the equivalent grade, i.e., 'C' in every course. However, the candidate who fails to obtain the minimum grade (i.e. 'C') shall be given another chance (repeat-examination) to complete the course. The repeat examination will be conducted only once, immediately after the re-opening of the university for the next term.

3.8.3 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry ® with the grade obtained later. The students who fail to clear any subject even after the Repeat Examination has to Re-register for the same subject for next year. Similarly, a student who is not allowed to take

End-Term Examination for shortage of attendance and has been allowed to re-register, the grade obtained after re-registration will carry ®.

3.9 Promotion Policy

Promotion from the first trimester to the second trimester and second to the third trimester would be automatic. But to be promoted to second year, a candidate should not have obtained 'F' grade in more than 25% of all courses offered in the first year.

3.10 Policy for Award of the Degree

3.10.1 A student to be eligible for the award of the Degree should complete all courses with a minimum of 'C' Grade and obtain at least an overall CGPA of 5.00 out of 10.00.

3.10.2 A student admitted to the M.B.A. Degree program has to complete all the prescribed requirements within a maximum period of four years from and including the year of admission in order to be eligible for the award of the Degree.

3.10.3 The Vice-Chancellor depending on the need may be authorized to approve the modifications, if any, in the course structure, course content and the evaluation scheme which shall be reported to the Academic Council and the Executive Council for ratification.

3.11 Internship

CMS provides **assistance** to a student to have industry training through three internships: One mandatory summer internship (at the end of T3), and two optional (at the end of T2, and T4). Following are the clauses for the internships:

3.11.1 At the end of the first year, a student is required to undergo the mandatory summer internship in an organisation for 8 to 10 weeks. For this purpose the student has to work on a specific project given to him/her by the sponsoring organisation. The objective of the internship is to expose the student to the practical aspects of management and enable him/her to study specific problems in the organisation. This unique exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live problems.

3.11.2 Internship Project investigates some significant aspects of a managerial problem. It gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding of managerial problems, internship also gives students practical experience that will help them to plan their careers.

3.11.3 Mandatory Summer Internship for students is assisted through Placement Cell (IPAC). The student would have an executive guide in the industry taking him/her for summer training. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the MBA office. Ordinarily, the report may not exceed 60 typed pages (sides). The contents should include definition of the problem, methodology used, data analysis, findings, conclusions and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality. In such cases, the student will be exempted from submitting the project report. However, an appropriate letter from the concerned organisation must be submitted to the MBA Office, along with a summary report of the project with the project title, organisation, etc.

3.11.4 No students will be entitled to receive the MBA Degree without completing the mandatory summer internship satisfactorily.

3.11.5 A student, who does not complete the Internship satisfactorily, and who does not comply with the requirements, will have to do another Internship before becoming eligible to receive the Degree.

3.11.6 Students, who receive adverse comments from their company guides and do any act which brings disrepute to the Institute, will be liable for disciplinary action, which may result in expulsion from the Institute.

3.12 MBA Dissertation

As per the requirements laid down by the University, students enrolled in MBA program have to complete a dissertation (carrying 6 credits) in the sixth trimester. This note provides some general guidance to MBA students for the 'dissertation'.

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

The planning for the dissertation should ideally begin soon after the completion of the fifth term in the third week of December. As a general matter, it is advisable to write a dissertation in a field that has synergies with the specialization chosen.

3.12.1 Topic selection

MBA office will ask students to submit their initial choice of topics towards the end of the fifth trimester. To enable this, MBA office will circulate a list of faculty members, drawn into subject-wise panels after accounting for their respective areas of expertise. Preparing an initial dissertation proposal in an area of one's interest is a necessary step at this stage. This proposal should consist of a skeletal outline of the issues that the student intends to discuss as well as a preliminary list of references. Students should also feel free to consult scholars and practitioners from outside the University who may have experience or expertise in the chosen fields. In order to ensure smooth coordination, students must send in their initial dissertation proposal by the deadline that is prescribed by the MBA office.

3.12.2 Allocation of supervisor

After receiving the initial dissertation proposals/areas/topics, MBA office will allocate a faculty supervisor for each student. As far as possible, these allocations will be based on the expertise of the faculty members. However, in order to maintain a certain standard of supervision, no faculty member will guide more than six dissertations in an academic year. MBA office can exercise discretion to resolve unforeseen difficulties in the allocation of supervisors. This process will be completed by mid-November.

3.12.3 Preparatory tasks, format and length of MBA dissertations

After the allocation of supervisors has been notified, the onus is on the students to maintain regular contact with the respective faculty members. Supervisors may ask students to engage in several tasks such as preparing notes on the research problem, generating a survey of literature and making short presentations before faculty members from time to time. In particular, students should make full use of the library resources as well as the guest talks, lectures and Industry Relevant Credit Courses (IRCC) that are held on campus. It is always worthwhile to periodically show rough drafts to the

supervisors. It is advisable for students to meet their supervisors at least once every week in the months of January, February, and March. The dissertation should be in the following format:

- Cover Page
- Certificate by supervisor
- Declaration by student
- Executive Summary
- Table of Contents
- List of Tables
- Introduction
- Literature Review
- Research Methodology
- Results & Findings
- Conclusion
- References & Bibliography

The aggregate length of the main body of the dissertation should be between 25,000-30,000 words. The text in the main body should be in the Times New Roman font (size 12), with double-spacing. Footnotes are not advisable however if any, should be in the Times New Roman font (size 11), with single-spacing. APA style should be followed for referencing purposes.

Note: The Cover page, Supervisor's Certificate, Student's Declaration and the manner of giving Acknowledgements shall be given as prescribed by the MBA office.

3.12.4 Submission and evaluation of MBA dissertations

A student must give one Research Proposal Seminar, one Research Review Seminar, one Pre-submission seminar, and one Final Submission Seminar. The deadlines of the above seminars are as follows:

Seminar	Deliverables	Deadline
Research Proposal Seminar	Identification of research problem, objectives, key literature review, and research methodology	3 rd weekend of January
Research Review Seminar	Literature review	3 rd weekend of February
Pre-Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions	3 rd weekend of March
Final Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions, managerial implications, directions for future research	3 rd weekend of April

A student must necessarily show a draft of the entire dissertation to her/his supervisor before obtaining approval for submission. The last date for submission of dissertation shall be 30th April. Rough drafts need to be submitted to the supervisor in mid-April so that supervisors have sufficient time for reviewing the draft. Once the supervisor approves the draft, two hard copies need to be submitted to the MBA Office. These are then evaluated by a committee constituted by the coordinator.

3.12.5 Evaluation of Dissertation

Candidate must secure a minimum of 45% marks in the Dissertation. After a candidate qualifies in evaluation of dissertation by the committee, the dissertation is forwarded to the MBA office for scheduling a seminar and viva voce. If a candidate secures 'F' grade in Dissertation or fails to submit the Dissertation within the time permitted he/she shall have one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as required by the University.

Examiner may consider the following while evaluation of dissertation. Please note that this is merely suggestive:

3.12.6 Final Submission

1. Research
 - Relevance
 - Comprehensiveness
2. Structure and Analysis
 - Logical presentation
 - Coherence of thought and analysis
3. References and Style
 - Appropriate and Imaginative referencing
 - Accurate and uniform style of citation and bibliography

Examiners may consider the following while conducting viva-voce. Please note that this is merely suggestive:

- Comprehension
- Articulation
- Interaction
- Relevancy of answers

4. ATTENDANCE

The Institute attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses.

4.1 The students have to remember that the final grade assigned to them may take into account their class participation. It is, therefore, advisable that in their own interest they should not miss any class.

4.2 Attendance is taken in each class and recorded. The MBA office shall notify the attendance to the students at regular interval by posting the same on the notice board.

4.3 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student may be liable for appropriate disciplinary action.

4.4 Exemption from attending classes is not permissible for reasons other than personal physical exigency, grave personal tragedy and Institute work. A committee of Faculty members concerned shall, however, advise suitable relaxation in penalty for such cases. Absence even with prior permission/intimation for leave is included in computing 'absence' for the purpose of reduction in grade points.

4.5 In any course

(a) To be permitted to take the end-term examination, a candidate should have attended a minimum of 75% of classes in each course. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance in each course.

(b) Absence in more than 33% of classes will require the student to repeat the course when it is next offered; and

(c) Absence in more than 33% of classes in more than 3 courses during a trimester would require the student to discontinue and rejoin on the commencement of the same trimester in the next academic year.

4.6 The percentage indicated above shall be rounded up to the next whole number. The attendance of students will be reported to the MBA Office in the prescribed format by the Instructors concerned, after completion of each course. The grade reduction penalty will be worked out at the MBA Office before announcing the final grades.

ATTENDANCE RULES:

1. Students shall be present in the allotted class room at least 5 minutes before the commencement of sessions. No student will be permitted to enter the class room 5 minutes after the commencement of a session.
2. Students shall maintain an attendance of 75% percentage for each subject on all days (including guest sessions on Saturdays or other days) so as to qualify for taking the End Term Examinations.

MEDICAL LEAVE:

1. Any absence on sick grounds shall be duly supported by medical certificates which should specifically substantiate the grounds on which the student is unable to attend the classes on those particular days. Medical Certificate should be submitted along with the filled in Medical pro-forma attached below within one week of reporting back to the collage.
2. Granting of leave shall be at the sole discretion of the In-charge. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Term Examination provided he / she has put in minimum of 67% attendance in each course.
3. a) In case of serious ailments when a student has to be admitted as an in-patient in a clinic / hospital as recognized by the University, the classes missed will be deducted from the total classes held and attendance shall be calculated accordingly.
 - (i) In genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden.
 - (ii) The decision of the Examination Committee on acceptance or rejection of the Medical Certificate shall be final.
 - (iii) Only such student, who has less than 75% mandatory attendance, may apply for grant of medical leave provided he has secured minimum of 67% attendance.
 - (iv) Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave.

- (v) No medical leave certificate issued / submitted post facto shall be considered under any circumstances.
- (vi) Any student who submits a medical certificate which is found to be fake or if the same is obtained from a non-qualified medical officer, clinic / hospital, shall be liable to disciplinary action.

LEAVE OF ABSENCE

- Under special circumstances as mentioned in 4.4 above, a student may be granted leave of absence. Such leave of absence will be granted on application, for good and sufficient reasons, by the HOD.
- The application may be addressed to the HOD and submitted in the MBA Office after obtaining views of the Faculty. In case the period of leave required is more than 5 days, such leave of absence will have to be approved by the Director, CMS. In such a case the application has to be addressed and submitted to the Director, CMS after obtaining the views of the faculty member, and the Centre Head, CMS. However, in case of an emergency, the application may be submitted to the Director, CMS directly stating the urgency.
- Faculty are not responsible for any student losing any segment of evaluation on account of leave availed by him/her even with prior permission.

5. END-TERM / REPEAT AND IMPROVEMENT EXAMINATION

5.1 End-term examination will be conducted at the end of the trimester. The exam will be for 50 marks and two and a half hours duration.

5.2 Repeat / Improvement exam will be held for students who were either absent with prior permission or had failed in the end-term examination or who wish to improve within 15 days of commencement of the next trimester.

5.3 Students who have failed in the End-term examinations can appear for the Repeat examination by paying a fee of **Rs.500/- per paper**.

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

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

5.6 If any student under a **common understanding / intentionally boycotts any scheduled examination**, he/she shall not be allowed to write Repeat exam and may be allowed to take exam in the paper(s) concerned at the regular exam of the relevant trimester(s) as and when it falls due with payment of a fine of **Rs.25000/- per paper**.

5.7 The Students who appear for end-trimester examination and secure pass marks are entitled to apply for improvement examination and shall take the examination at the time of repeat examination.

5.8 Students who fail in end-term examination are anyhow entitled to repeat examination but they cannot apply for improvement examination again.

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

6. REVALUATION OF ANSWER SCRIPTS

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

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

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

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

6.5 In case a student takes repeat examination and also applies for revaluation, the grade obtained in revaluation shall be final.

6.6 If she/he fails in revaluation, the grade obtained in repeat shall be final.

6.7 If the difference between the original award of marks and marks obtained in revaluation is more than 5, the increase or decrease of marks as the case may be, shall be restricted to five marks only.

7. UNFAIR MEANS AND MALPRACTICES IN EXAMINATION

7.1 Possession of use of unfair means material including cell phones, writing on any part of the body / furniture / walls, Seeking or extending help in the exam, Any boycott of exam, Disclosure of identity in the answer sheet in any form, Any threat / use of abusive language in exam or in the answer sheets, Refusal to surrender unfair means material or attempt to destroy, Refusing to obey instructions of the Convener / Invigilator, Smuggling an answer book / additional answer book into or out of the Examination Hall, Inserting / substituting or removing any page from the answer book / additional answer book, Impersonation in exam including interchanging of Roll Numbers and/or Answer Sheets, Plagiarizing projects and any other similar malpractice.

7.2 Use of Unfair Means shall be inquired into by the Unfair Means Committee and the Report shall be submitted to the Registrar.

7.3 The following malpractices shall carry mandatory punishments mentioned against each:

- a) Any incitement/provocation or abetment of examination boycott or boycott: Expulsion from the University for one year and / or a fine of Rs. 15,000/- per candidate. Smuggling of answer books in or out of the examination hall: Expulsion from the University for one year.

- b) Possession and use of unfair means, materials and / or gadgets: Cancellation of all the examinations of the relevant trimester of the candidate. Possession of unfair means, materials and / or gadgets without its use: Cancellation of the examination of that particular course. Misbehavior, threats or use of abusive language against examination staff: A fine of Rs. 15,000/- and / or expulsion for one year.
- c) Destruction or attempted destruction of unfair means material and / or refusal to hand them over to the staff: Cancellation of all the examinations of the relevant trimester of the candidate. Any punishment(s), once imposed shall be communicated in writing to the parents / guardians of the candidate. The students who have been subjected to any of these penalties shall not be sent to represent the University in any of the co-curricular and extracurricular activities in the following year. The students, who have been subjected to any of these penalties, shall not be eligible for any 'medal' or 'award', 'financial aid' or 'fee concessions' from the University.

7.4 An Inquiry Committee will be constituted by the Vice-Chancellor to inquire into unfair means. The Committee shall submit its report to the Registrar who will impose the penalty with reasons. Appeal can be made to the Vice-Chancellor.

8. CONDUCT DURING EXAMINATIONS

8.1 Students should report at the examination venue at least 10 minutes before the scheduled time. Students will not be permitted into the examination venue after the question paper is distributed.

8.2 Examinees are expected to bring their writing equipments/aid including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipments/aid from other examinees is not permissible.

8.3 No paper, books, or notes are allowed into the examination hall, except when the test is declared to be "open-book". All tests are "closed book" unless explicitly specified otherwise by the examiner with prior intimation to the Examination – in - Charge. A student must not refer to any book, paper or other notes, nor write from such materials in the examination unless it is an open book examination. Except for open-book examinations, all books and study material must be left outside the examination venue. The Institute will not be held responsible for the loss or theft of any material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers or other belongings to the examination venue to avoid the risk of losing them.

8.4 Unless specifically permitted by the Examiner/Invigilator, use of pencil for writing answers is not allowed. Answers should be legible and all answer sheets must be properly page-numbered and tagged/stapled. Failure to follow the instructions contained herein as well as given in writing or verbally during the examination shall attract penalty as deemed appropriate by the Authority.

8.5 Any exchange of remarks, notes, gestures, or glances at another student's paper in the examination hall will be considered as an attempt to cheat and will be treated as a malpractice. The invigilator can take away the answer paper immediately from the concerned student caught indulging in a malpractice during the examination and prevent him/her from completing the examination. Such an action of the invigilator may be authenticated by the co-invigilator present on duty. Dean's Office is to be informed immediately of the incident. A student deliberately facilitating a malpractice for another examinee is also to be considered guilty of the malpractice.

8.6 Ordinarily, no examinee will be allowed to leave the examination hall before submitting the answer paper to the invigilator. Not more than one examinee shall be allowed to leave the examination hall at a time during the examination.

8.7 Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used.

8.8 Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.

8.9 Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.

8.10 Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator once the time allotted for the examination is over.

8.11 Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once. In some cases, the matter is referred to the Student Disciplinary Committee to suggest the quantum of punishment. If the gravity of the offence is so grave as to adversely affect the reputation of the Institute and/or the fair conduct of the examination and/or the general discipline in the campus, the student will be liable for expulsion from the Institute.

8.12 Any action to undermine the seriousness of examinations during shall not be allowed. The examinee shall be debarred from appearing in the examination and/or may be subjected to a fine of up to Rs.5000/-, if found violating this rule.

8.13 Unless otherwise specified by the Instructor, collaboration in any form with others in writing of the home assignments is treated as a malpractice. In other words, the answers as presented to the Instructor should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in a take-home assignment to other students.

9. POLICY ON PLAGIARISM

9.1 **Definition:** Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another. This can be done in two ways, either by copying exactly what the writer has said or by summarizing or paraphrasing the ideas as your own.

Copying the words or ideas of another without acknowledging in a piece of written work, amounts to an attempt to claim them as one's own. Where plagiarism is detected in a piece of submitted work it may be considered as academic misconduct. However, appropriate quotations duly acknowledged may enhance a student's written work.

9.2 **Responsibility:** Each faculty member shall develop guidelines for the presentation of assignments, reports and theses, incorporating information on the matter of plagiarism for the courses he is teaching in addition to the general guidelines provided in the Manual of Policies for Students.

These are to be communicated to the students at the beginning of each course, preferably, in the Course Outline.

9.3 Allegations of Plagiarism: Plagiarism may result from poor technique or more serious causes such as copying the work of another person, submitting the work of another person, or closely paraphrasing a piece of work without due acknowledgment. The circumstances relating to an allegation of plagiarism shall be assessed to determine which of the following should apply:

9.3.1 Minor matters of plagiarism may be dealt with by the faculty member;

9.3.2 More serious matters including multiple allegations may be referred to the Student Disciplinary Committee at the Dean's discretion.

9.4 Penalty: Each case shall be treated on its merits. The first minor infringements may be corrected by counselling or by the imposition of a penalty, as appropriate. Depending on the gravity of the matter, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the Student Disciplinary Committee. Where a penalty is imposed, a file note of the matter shall be placed on the student's central file and a copy of the file note provided to the student. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offence is a first or a subsequent one. For a subsequent offence, the penalty shall be more severe.

10. DISCIPLINE

10.1 Conduct: The Institute attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a high degree of maturity is expected of all students inside and outside the campus, as befits future managers and as students of CMS, NALSAR. The Institute strives to achieve this standard in every phase of campus life. Each student of the Institute shall consciously strive to excel in his/her personal as well as academic conduct. A proven case of violation of the aforesaid behavioural norms can expose the student to deprivation of a place in the merit list, award of medal and other such penalties.

10.2 Misconduct: The following are considered serious breaches of discipline and will attract the penalty of immediate expulsion from the Institute:

10.2.1 Ragging: Any disorderly conduct whether by verbal or written words or by an act which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or physical harm or to raise fear or apprehension thereof in fresher(s) or junior student(s) or any other student(s), asking the student(s) to do any act or perform something which such student(s) will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of such student(s). As per the Hon'ble Supreme Court's guidelines on Ragging vide SLP. No. 24295 of 2006, in case of any cognizable offences of ragging by a student would be reported to the Police and appropriate action initiated as per law.

10.2.2 Indulging in or aiding/abetting acts of violence, riotous or disorderly behaviour, moral turpitude, directed at a fellow-student or a faculty or any other employee of the Institute/hostel mess, etc.

10.2.3 Fraud, dishonesty, misappropriation of Institute funds or funds of Students' Organisations, misuse of Rail/Air concessions, and complicity in other financial irregularities in connection with studentship of the Institute.

10.2.4 Involvement in serious academic malpractice, including plagiarism as per Policy No. 9 of the Manual of Policies for Students.

10.2.5 Reporting of fictitious data in an empirical study, as and when detected and established.

10.2.6 Indulging in the violation of community and organisational norms, practices and values during Summer Placement or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organisation.

10.2.7 Misuse of the Information Technology (I.T.) infrastructure of the Institute through software, hardware, applications, systems or processes.

10.2.8 (a) Indulging in anonymous slander, deception, harassment, and the like using information technology; (b) Violation of software copyrights.

10.2.9 Unsolicited communication by group email.

10.2.10 Impersonation or proxy submission of assignments, reports and other documents to the faculty.

10.2.11 Levelling false and baseless allegations against any faculty member or officer or employee of the Institute;

(a) Doing or causing to do any act, which is likely to adversely affect the relations of the Institute with its customers, i.e., industrial organisations;

(b) Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or by an Association of CMS commemorating an event organised or sponsored by the company at CMS;

(c) Indulging in any act subversive of general discipline (the word “discipline” being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the Institute;

(d) Indulging in dissemination of unsolicited and/or malicious correspondences either electronically or through hard copies within the Institute and outside which distorts the image or disturbs the collegiate atmosphere of the Institute;

(e) Notwithstanding any of the above mentioned aspects, the Institute can immediately expel the student(s) if it deems any action of the student as an act of indiscipline. The decision of the Institute would be final and binding and by accepting admission in this Institute, the student on his/her part also accepts this clause in full;

(f) Absence without prior permission from the Director, CMS and the Faculty; and/or mass absence from classes;

(g) Drinking and Drunkenness in the public areas;

(h) Entering the restricted areas like Xerox room in the main building without the express permission of the concerned authority;

(i) Theft, fraud, dishonesty, bribing or attempt to bribe;

(j) Copying in any form in the assignments, projects or in any examination;

- (k) Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer book or document or material;
- (l) Smoking in the campus area;
- (m) Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;
- (n) Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall;
- (o) Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behaviour and conduct by the Disciplinary Committee of CMS and/or the management of the Institute.

11. DISCIPLINARY PROCEDURE

11.1 For minor acts of academic indiscipline the Faculty/Instructor/Evaluator shall be the sole disciplinary authority acting on his/her own judgment.

11.2 For major acts of academic indiscipline the Director, CMS shall be the disciplinary authority, acting on his/her own judgment and/or in consultation with the Academic Committee at his/her discretion. The Director, CMS can award one or more penalties listed in 11.5 below.

11.3 All major allegations brought to the notice of the Director, CMS shall be ordinarily referred to the Academic Committee and the Director, CMS shall act on the basis of the report of the Committee. However, in cases of exigencies with time constraints and in cases of extreme gravity, the Director, CMS may award a penalty deemed appropriate in consultation with the Faculty concerned.

11.4 Before imposition of any penalty, the explanation of the student concerned and his/her record of past misconduct, similar or otherwise shall be taken into consideration. Repeat of any misconduct and number of incidents of misconduct shall add to the gravity of the offence and invite higher penalty.

11.5 **Penalty:** One or more of the penalties listed below can be awarded to a student for breach of discipline amounting to misconduct:

11.5.1 Warning;

11.5.2 Reduction of marks/grade in a component of a Course;

11.5.3 Reduction of marks/grade for the whole Course;

11.5.4 Fine up to Rs.5,000/-;

11.5.5 Repeating a course of the first/second year as the case may be, along with the next batch;

11.5.6 Suspension of studentship for a year/debarred from availing placement facilities;

11.5.7 Expulsion from the Institute.

11.5.8 Cancellation or withdrawal of any Academic honours – Certificate of Merit, Degree, Medallion, Scholarship, etc.

11.5.9 Notwithstanding any of the above mentioned aspects, the Institute can immediately expel the student if it deems any action of the student as an act of indiscipline. The decision of the Institute would be final and binding and by accepting admission in this Institute, the student on his/her part also accepts this clause in full.

11.6 **Appeal:** In matters of sufficient gravity, a student may appeal within one week of punishment, to the VC for review. The VC's decision shall be final.

11.7 Grievance Resolution

11.7.1 Any student, having a grievance, may submit a written application to the Director, CMS setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned.

11.7.2 Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.

11.7.3 If a student, having obtained grade "D" or grade "F" in any course, feels that he has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, he can make a representation to the Director within seven days after receiving the grade. No grievance of such nature shall be considered, if the student has obtained any grade above "C".

11.7.4 The representation should set out all the circumstances and grounds, and should be accompanied by all the relevant documents in support of the allegation. If the Director is satisfied that the representation is not frivolous or vexatious, and that there is a *prima facie* case, he may constitute a Committee in consultation with the faculty concerned and get the papers/issue re-examined.

11.7.5 In all such cases, however, the onus of proving such discrimination, subjectivity or internal inequity, as the case may be, lies entirely on the student concerned. If, at any time during investigation, it is found that the allegations are *mala fide* or wild or without substance, the student concerned will expose himself/herself to the risk of extreme punishment of expulsion from the Institute as provided herein.

11.7.6 Misconduct related to residential rules will be dealt with as per the Hostel Administration Rules of Nalsar University.

12. FEEDBACK BY FACULTY

Mid-Course Feedback and Final Communication of Grades

12.1 Faculty will communicate to the students, the grades of quizzes and short tests and other assignments normally within 7 (ten) days after the administration of the quiz or test or submission of assignment, as the case may be.

12.2 The MBA Office will however notify the final grades within 2 weeks of the completion of the end trimester exams.

12.3 The grades of sponsored candidates, if any, may be communicated to the sponsoring organisations at the request of the student and/or of the sponsoring organisation. As a general rule, the grades of a student will not be communicated to any other person or organisation without the consent of the student concerned.

13. IRCC, I-TALK AND WORKSHOPS

CMS places a lot of importance on industry relevance and readiness of the students. In this regard, we offer several Industry Relevant Credit Courses (IRCC) and workshops offered by Industry experts from within and outside Hyderabad. I-Talk is a platform for ideas to nurture and nourish with intellectual understanding and knowledge gained through experience.

13.1 Industry Relevant Credit Courses (IRCC) and workshops are offered by industry experts.

13.2 I-Talk is a continuous industry lecture series spread over the four trimesters and offered by the industry leaders of various specializations.

13.3 It is mandatory for the students to attend IRCCs and I-Talk lectures.

13.4 A fine of Rs. 500/- will be imposed for per session in which the student has been marked absent.

13.5 The dress code for the IRCC and the I-Talk is Business Formal. If a student is caught violating the dress code during these talks he/she will have to pay a fine of Rs. 1000/- per attended session.

14. LIST OF CORE AND ELECTIVE COURSES OFFERED BY CMS, NALSAR

Course Map-MBA 2018-20								
T1 (4 th week of June – 3 rd week of September)			T2 (4 th week of September – 3 rd week of December)			T3 (3 rd week of January – 4 th week of April)		
	Subject	C r		Subject	C r		Subject	C r
1	Business Research Methods	4	1	Company Law: Principles & Practices	4	1	Supply Chain Management	4
2	Managerial Computing	4	2	Macroeconomics Analysis and Policy	4	2	Business Analytics	4
3	Accounting for Managers	4	3	Operation Research & Management	4	3	Strategic Management	4
4	Business Economics	3	4	Marketing Management-I	3	4	Financial Management-II	3
5	Organizational Behavior – I	3	5	Financial Management-I	3	5	Corporate Relationship Management	3
6	Business and Commercial Contracts	3	6	Management of Information Systems	3	6	Marketing Management-II	3
7	Business Communication	3	7	Human Resource Management	3	7	Organizational Behavior – II	3
8	Training & Placement Aptitude-1	1	8	Training & Placement Aptitude-2	1	8	Training & Placement Aptitude-3	1
9	Comprehensive Case Analysis-1	1	9	Comprehensive Case Analysis-2	1	9	Comprehensive Case Analysis-3	1
Total Credits		26	Total Credits		26	Total Credits		26
Sessions 182 (1.5 hours each)			Sessions 182 (1.5 hours each)			Sessions 182 (1.5 hours each)		
T4 (4 th week of June – 3 rd week of September)			T5 (4 th week of September - 3rd week of December)			T6 (4 th week of January - 4th week of April)		
	Subject	C r		Subject	C r		Subject	C r

1	Elective Major-1	4	1	Elective Major-1	4	1	Dissertation	4
2	Elective Major-2	4	2	Elective Major-2	4	2	Business Ethics & CSR	2
3	Elective Major-3	4	3	Elective Major-3	4	3	EQ & Leadership	2
4	Elective Minor-1	4	4	Elective Minor-1	4			
5	Elective Minor-2	4	5	Elective Minor-2	4			
6	Training & Placement Aptitude-4	1	6	Training & Placement Aptitude-5	1			
7	Comprehensive Case Analysis-4	1	7	Dissertation Writing	1			
Total Credits		22	Total Credits		22	Total Credits		8
Sessions 154 (1.5 hours each)			Sessions 154 (1.5 hours each)			Sessions 70 (1.5 hours each)		

List of Elective Courses	
Court Management	Justice Theories
	Introduction to Justice Management
	Judicial Process & Court Structure
	Judicial Responsiveness Management*
	E-court Management
	Case Flow Management
Corporate Governance	Corporate Taxation*
	Corporate Governance and Behaviour of Board of Directors
	Corporate Crimes
	Merger, Acquisition & Corporate Restructuring*
	SEBI & Corporate Governance
	International Corporate Governance
Financial Services and Capital Market	Merger, Acquisition & Corporate Restructuring*
	Security Analysis & Portfolio Management
	Business Analysis & Valuation
	Financial Modeling*
	Behavioral Finance and Financial Planning
	Financial Derivatives
Marketing Management	Marketing Decision Models*
	Consumer Behaviour
	Product & Brand Management

	Integrated Marketing Communications*
	Customer Relationship Management
	Sales and Distribution Management
Human Resource Management	Labor Laws
	Strategic Compensation Management
	Recruitment & Selection
	HRD & Instruments
	Performance Management & Counseling
	Training and Development

* Only for Majors

The list of elective courses under each specialization is only indicative.

Note: CMS, NALSAR reserves the right to update or change the policies mentioned in this document at any point of time.