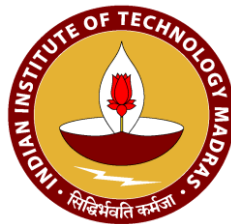


**ORDINANCES
AND
REGULATIONS**

M.B.A.

(Applicable for 2013 & 2014 Batches)



**INDIAN INSTITUTE OF TECHNOLOGY
MADRAS
CHENNAI - 600 036**

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**Ordinances and Regulations for admission
to and award of M.B.A. (Master of Business Administration)
Degree of the Indian Institute of Technology Madras, Chennai.**

ORDINANCES

- 0.1 Candidates who have qualified for the award of a B.E/B. Tech or Undergraduate Degree in any discipline with **first class or at least 60%** of aggregate marks from a recognized University are eligible to apply for admission to the M.B.A. programme of this Institute. The exact eligibility criteria will be as prescribed in the Regulations approved by the Senate of the Institute from time to time and announced by the Institute for admission each year.
- 0.2 The minimum duration of the course shall be **two years. (Seven quarters and a Pre-term).**
- 0.3 The award of the **M.B.A.** degree shall be in accordance with the Regulations of the Senate of the Institute.

REGULATIONS

R.1.0 Admission

R.1.1 **Eligibility:** The Institute offers management courses leading to the award of M.B.A. Degree. Candidates who have already obtained or are likely to obtain at the end of the academic year a Bachelor's degree in any discipline with First class OR at least 60% of aggregate marks (55% in the case of SC/ST Candidates) OR equivalent are eligible to apply for admission to the M.B.A. programme offered by the Institute. Degrees obtained through distance learning programme with stipulated conditions that the departments to follow the interview for screening in such cases.

R.1.2 Announcement for admission to M.B.A. programme will be made by the Institute and the candidates are required to submit their applications in the prescribed application form (available 'on line' at the Department's website) on or before the dates specified in the announcement by the Institute.

R.1.3 Admission to the M.B.A. programme will be made by the procedure given below:

(i) The applicants to the course will have to qualify in the CAT (Common Admission Test) conducted by the Indian Institutes of Management (IIMs). The candidates qualified in the Common Admission Test and meeting other requirements will be called for Interview, and the final selection will be based on

- their performance in CAT,
- the marks obtained in the Interview, and
- their Work Experience, if any.

or

IIT Graduates with 8.00 CGPA and above

(Final admission to the IIT degree holders would however be based on their performance in the group task and personal interview, as in the case of other degree holders)

(ii) **Sponsored Candidates :** Sponsored candidates should forward their application through proper channel. They must have a minimum work experience of two years in the sponsoring organization and a valid, good score in national level entrance tests such as CAT / XAT / MAT / or equivalent.

- (iii) Defence/paramilitary personnel are exempted from taking the National level Entrance Test.

They will be selected on the basis of

- their performance in the group task and interview.

- (iv) **NRI and Foreign Nationals** : NRIs and Foreign nationals should forward their application through proper channel. They are exempted from CAT, interview and Group Discussion. They will be selected on the basis of

- their GMAT score
- academic record
- letters of reference and
- work experience (if any)

They have to submit copies of their citizenship-related documents at the time of applying for the programme. If required, they will be called for interview in IIT Madras.

R.1.4 The Senate of the Institute will decide from time to time on the number of seats to be allotted for the MBA programme. Vacancies, if required to be filled after the last date of admission, will be decided by the Chairman, Senate and reported to the Senate.

R.1.5 **Reservation:** Seats are reserved for **Scheduled Caste, Scheduled Tribe, Other Backward Classes (OBCs) and Physically Challenged** candidates as per the rules of the Government of India.

R.1.6 In addition to satisfying the conditions given in the application form, the brochure and other printed materials concerning the M.B.A. admissions, the selected candidates should also satisfy all the other admission requirements indicated in the offer of admission and only then will they be admitted to the M.B.A programme, after payment of the prescribed fees.

If at any time the competent authority to the Institute finds that any of the requirements is not fulfilled by a candidate, his/her admission to the programme may be revoked.

R.2.0 Structure of the M.B.A. Programme

R.2.1 *The programme of instruction will consist of:*

- (i) *Core courses*, to be compulsorily taken by all students of the programme.
- (ii) *Elective courses* including domain specialization courses offered.
- (iii) *Laboratory/Workshop courses*
- (iv) *A summer project*

R.2.2 A course can be either lecture based or laboratory based.

R.2.3 The complete programme will normally be of duration of seven quarters. **Each quarter will be for a minimum of 35 working days** and two quarters constitute a semester. The duration of the quarters in a year is as follows :

Quarter 1 & 5 July - September (8 weeks)

Quarter 2 & 6 September - November (8 Weeks)

Quarter 3 & 7 January - March (8 Weeks)

Quarter 4 --- March - May (8 Weeks)

There will be Pre-term programme for all students for a maximum of 10 working days before the commencement of the 1st quarter

The academic programme in each quarter, shall consist of course work including laboratory/workshop based courses in all the seven quarters.

In addition, there will be a summer project to be carried out in business, Government or Non-Government organizations at the end of the first year.

R.2.4 The M.B.A. Programme will have curriculum and course contents approved by the Senate. The curriculum will be designed in such a way that the **minimum number of credits to be obtained for the award of the degree should be not less than 85. For C.G.P.A. calculation : 81 credits.**

R.2.5 Credits will be assigned to the courses based on the following pattern :

- (i) **One credit** for two lecture periods per week
- (ii) **One credit** for two tutorial periods per week
- (iii) **One credit** for each laboratory or practical session of three or four periods in a week.
- (iv) **One credit** for summer project with 4 contact hours per week

R.2.6 **A student will have to register for all the core courses prescribed in the curriculum and successfully complete all of them**

32 core Courses => 29 C + 2 WS + 1 IBD
12 Elective Courses
Summer Project
3 Pre-term Courses
2 Lab Courses

The curriculum for the M.B.A programme provides for a total of 32 Core courses including two workshops, and one Industrial and Business Domain Course (IBD).

It also consists of twelve electives in various specializations.

In addition, there is a summer project.

Electives will have to be opted from the courses offered by the Department in the particular quarter from amongst the list of approved courses.

R.2.7 The medium of instruction, examination and project reports will be English.

R.3.0 Faculty Adviser

R.3.1 To help the students in planning their courses of study and to help them get general advice on academic programme the department will assign a certain number of students to a Faculty Member who will be called the Faculty Adviser.

R.4.0 Class Committee

R.4.1 For each quarter of the M.B.A programme there shall be a class committee consisting of

- (i) Teachers of all lecture and laboratory based courses,
- (ii) Faculty Adviser,
- (iii) HoD/One Professor, preferably not offering courses for the class as Chairman and
- (iv) Two student members

The Head of the Department will constitute the class committee, every academic year.

R.4.2 **The basic responsibilities of the class committee are :**

- a) to review, periodically, the progress of the classes,
- b) to discuss problems concerning the curriculum and the course contents and the conduct of the classes.
- c) The respective teachers in consultation with the class committee will decide the assessment procedure for the various courses of that quarter and announce it to the students at the beginning of that quarter.
- d) The class committee will communicate its recommendations to the Head of the Department and to the Dean of Academic Courses every quarter.
- e) The class committee without the student members will also be responsible for the finalization of the quarter grades.

R.4.3 The class committee is required to meet at least twice in a quarter, once at the beginning of the quarter and another time after the end quarter examination, to finalise the grades.

R.5.0 Registration and Enrolment

R.5.1 For the first quarter every student has to enroll and register for the courses he/she intends to undergo on a specified day notified to the student. **The Faculty Adviser concerned will guide the students in the registration process.**

R.5.2 For the subsequent quarters the Faculty Adviser will assist students in the registration for the courses, during a specified week before the end quarter examination of the previous quarter. The registration sheet will show details of the courses to be taken in a quarter with the number of credits for each course.

The student may consult his/her Faculty Adviser for any assistance in the choice of courses. The registration sheet will then be filled and signed by the student and the Faculty Adviser.

R.5.3 From the second quarter onwards, all students have to enroll on a specified day at the beginning of a quarter. A student will become eligible for enrolment only if he/she satisfies **R.6.1** and, in addition, has cleared all dues to the Institute, Hostel and the Library up to the end of every even quarter and is not debarred from enrolment by a disciplinary action of the Institute. **Late enrolment will be permitted up to two weeks from the commencement of the quarter on a payment of fine of Rs.2500/-.**

R.5.4 **Withdrawal from a course registered** is permitted up to five instructional days from the date of commencement of the quarter. **Substitution by another course is not permitted.** The number of remaining courses registered after withdrawal should enable the student to continue the studies as indicated under **R.6.1**.

R.6.0 Minimum Requirement to continue in the Programme

R.6.1 A student should earn not less than **6 credits each** in the first and second quarters, and an average of **6 credits per quarter** for the subsequent quarters.

R.6.2 **A student who fails to earn the credits in any semester as stated above, will have his/her name struck-off the rolls at the end of the corresponding semester.**

- R.6.3 **In addition to the above, to be eligible to continue in the programme, the student should have a minimum CGPA of 5.0, calculated according to the formula in R.18.2.**

However in calculating the CGPA for eligibility to continue in the programme, only the successfully completed courses up to the point under consideration will be taken into account.

If the CGPA of any student so calculated falls below 5.0, the student will be issued a warning and if he/she does not improve and gets a CGPA less than 5.0 in the following quarter also, or is not able to earn an average of five credits as per Regulation R.6.1, then he/she will be asked to leave the programme.

R.7.0 Maximum duration of the Programme

- R.7.1 A student is ordinarily expected to complete the M.B.A programme in 2 years (8 quarters).

In exceptional circumstances, a student may be permitted to complete the programme at a slower pace and within a maximum duration of 4 years (i.e., 16 consecutive quarters) from the date of admission (excluding the period of withdrawal, if any, permitted by the Dean of Academic Courses on health grounds).

R.8.0 Discontinuation from the Programme

- R.8.1 A student may be permitted by the Dean of Academic Courses to withdraw from the programme for a quarter or longer for reasons of ill health or other valid grounds.

Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two quarters. The number of quarters from which the student withdraws, will not be taken into account for the purpose of fulfilling the requirement of the number of quarters needed to complete the programme

R.9.0 Discipline

- R.9.1 Every student is required to observe disciplined and decorous behavior both inside and outside the campus. He/She should not indulge in any activity which might compromise the prestige and fair image of the Institute.

- R.9.2 Any act of indiscipline of a student reported to the Dean of Academic Courses will be referred to a **Discipline and Welfare Committee** nominated by the Senate from time to time.

The committee will investigate the charges and will recommend suitable punishment if it finds the charges substantiated.

The recommendation of the Committee will be considered by the Board of Academic Courses, which will authorize the Dean of Academic Courses to take appropriate action.

The Dean will report the action taken at the next meeting of the Senate.

- R.9.3 **Appeal** : The student may appeal to the Chairman of the Senate and his decision shall be final.

R.10.0 Attendance

- R.10.1 Every teaching staff member handling a class will take attendance till 3 calendar days before the last instruction day in the quarter. The percentage of attendance, calculated up to this point, will be indicated by a code number/letter as follows:

Attendance rounded to	Remarks	Code
< 85%	Poor	P
85- 95%	Good	G
95 - 100%	Very Good	VG

- R.10.2 A student who has an attendance lower than 85% indicated above, whatever may be the reason for the shortfall in attendance will not be permitted to appear for the end quarter examination in the course in which the shortfall exists.

His/Her registration for that course will be treated as cancelled and **he/she shall be awarded "W" grade (where "W" stands for registrations cancelled for "want of minimum attendance") in that course.**

This grade shall be incorporated in the grade card.

If the course is a core course, the student should register for and repeat the course when it is offered next.

R.10.3 The teacher handling the course must inform the Dean of Academic Courses, at least, three calendar days before the last instruction day in the quarter the particulars of all students who have an attendance less than 75% in that course. Such students will not be eligible to take the end quarter examinations in that course as per **R.10.2**.

R.11.0 Assessment Procedure - Tests and Examinations

R.11.1 For lecture-based courses, a minimum of two sessional assessments will be made during the quarter. The sessional assessment may be in the form of periodical tests, assignments or any other suitable form of assessment as decided by the class committee.

There will be a continuous assessment of the laboratory-based courses.

R.12.0 End -Quarter Examination

R.12.1 There will be one end quarter examination atleast of two hours duration in each lecture-based course.

Laboratory-based courses may or may not have a final examination.

R.13.0 Weightages

R.13.1 The following will be the weightage for the different Courses as decided by the class committee;

i) Lecture or Lecture and tutorial-based courses:

Sessional assessment (40-60%)

End Quarter Examination (40-60%)

ii) Laboratory-based courses:

For laboratory-based courses the assessment may be only on the basis of sessional performance or on the basis of performances in the sessionals and end quarter examination. In the latter case, the weightage for the end quarter examination should not exceed 25%, the rest of the weightage being given to the sessional assessment.

R.13.2 The marking for all tests, tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each course as per the weightages given in **R.13.1**.

R.13.3 Students who have missed sessional assessments on valid reasons should apply to the concerned teacher giving the reasons for the absence and teacher shall consider these requests suitably.

R.13.4 **Students, who have missed the end quarter examinations on valid reasons, should make an application to the Dean of Academic Courses within seven days from the date of the examination missed.**

Permission to appear for a make-up examination in the course may be given under exceptional circumstances such as hospitalization.

R.13.5 For application on medical grounds, **students residing in the hostels** should produce a Medical Certificate issued by the Chief Medical Officer of the institute that he/she was admitted in the hospital during the period of the examination.

Students residing in hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer of the Institute Hospital before they proceed for consultation.

Students residing in hostels but taking medical consultation with outside Doctors are required to obtain an endorsement of the certificate of treatment by the Medical Officer of the Institute hospital.

A student staying outside the campus permanently/ temporarily must produce a medical Certificate from a Registered Medical Practitioner, which must be endorsed by the parent/guardian. The Dean of Academic Courses on his/her discretion may permit a student to take a make-up examination, recording the reasons for his decision.

A student who misses the make-up examination will not normally be given another make-up examination.

However, in exceptional cases of missing a make-up examination, the Dean of Academic Courses in consultation with the Chairman of the Senate may permit the student to appear for a Second make-up examination.

R.14.0 Course-Wise Grading of Students into Categories of Letter Grades

R.14.1 Based on his/her performance in a quarter, each student is awarded a final letter grade at the end of the quarter in each course. **The grade card will be issued to the student every quarter.** The letter grades and the corresponding grade point are as follows:

Grade	S	A	B	C	D	E	U	W	I
Points	10	9	8	7	6	4	0	0	0

W - failure due to insufficient attendance in course

I - incomplete [subsequently to be changed into pass (E to S)
or U grade in the same semester]

R.14.2 A student is deemed to have completed a course successfully and earned the credits if he/she secures an overall letter grade other than U.

A letter grade U in any course implies failure in that course.

A course, successfully completed, cannot be repeated.

R.15.0 Method of Awarding Letter Grades

R.15.1 A final meeting of the **class committee** without the student members will be convened within seven days after the last day of the end quarter examination. The letter grades to be awarded to the students for different courses will be finalized at this meeting.

R.15.2 Two copies of the result sheets for each course, containing the final grade and attendance code and two copies with the absolute marks, the final grade and the attendance code should be submitted by the teacher to the concerned Class Committee Chairman. After finalization of the grades at the Class Committee Meeting, one copy with the absolute marks and one without the absolute marks but having only the grades and the attendance code will be sent to the Dean of Academic Courses.

R.16.0 Declaration of Results

R.16.1 The letter grades awarded to the students in each course along with the attendance codes will be communicated to the students after the final class committee meeting.

In case a student feels aggrieved, he/she can contact the teacher concerned for a review of his/her performance but not later than one week from the commencement of the quarter following the announcement of the results.

The student shall have access to his/her answer paper(s) in the end quarter examination, which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade if any, to the Dean of Academic Courses through the Chairman of the Class Committee with justification for the revision and with intimation to the Head of the Department.

R.16.2 The U grade once awarded stays in the record of the student and is deleted when he/she completes the course later, indicating also the number of attempts made in that course. The CGPA will be accordingly revised deleting the 'U' in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate quarter.

R.17.0 Course Repetition

R.17.1 A student securing a U grade in a core course has to repeat it compulsorily when the course is offered next.

If it is an elective course, the student has the option to repeat it if he/she so desired in order to get a successful grade.

In some cases where students have taken all core and elective courses but still fail to minimum CGPA of 5.0 and thus will not be eligible to get degree. In such cases the student be permitted to repeat the core or elective courses to earn the minimum CGPA.

Option can also be given to such students to select courses to be considered for calculating CGPA for eligibility for award of degree.

R.18.0 Grade Card

R.18.1 The grade card issued at the end of the quarter to each student will contain the following:

- a) the credits for each course registered
- b) the performance in each course indicated by the letter grade obtained (**vide R.14.1**)
- c) the attendance in each course in the form of a code (**vide R.10**)
- d) the total number of credits earned by the student upto the end of that quarter
- e) the Cumulative Grade Point Average (CGPA) of all the courses taken from the 1st quarter onwards up to the point of calculation.

R.18.2 The GPA will be calculated according to the formula:

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

Where C = credit for the course, GP = the grade point obtained for the course and the sum $\Sigma (C \times \text{GP})$ is over all the courses taken in the quarter, including those in which the student has secured U grades.

For the cumulative grade point average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the quarters completed up to the point in time, including those in which the student has U grades.

18.3 **No class/division/rank/specialization will be declared to the students at the end of their M.B.A programme.**

R.19.0 Eligibility for the Award of the M.B.A Degree

R.19.1 **A student will be declared eligible for the award of M.B.A. degree if he/she has**

- i) registered for all the core courses & the required number of elective courses and the projects and has successfully completed all these courses and projects.
- ii) Successfully earned the minimum number of credits prescribed in the curriculum of the M.B.A programme within the specified time.
- iii) no dues to the Institute, Library and Hostels and
- iv) no disciplinary action pending against him/her.

R.19.2 The final award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.20.0 Power to Modify

R.20.1 Notwithstanding all that has been stated above the Senate has the right to modify any of the above regulations from time to time.
