Ordinances & Regulations

For

Master of Business Administration

Indian Institute of Technology Mandi

Himachal Pradesh, India

January 2024

Index

ORDINANCES
M.B.A. Program

O.1. Name of the Degree Program

- Master of Business Administration

With suffix, if any

- In (Name of the discipline)

O.2. Abbreviation

- Master of Business Administration in Data Science and Artificial Intelligence is abbreviated as MBA DS&AI

O.3. Duration

- The minimum and maximum duration of the program are 2 and 3 years respectively. Each academic session is divided into two semesters and two vacation semesters (winter & summer) and follows a Senate approved calendar of academic activities.

O.4. Credits to be earned.

- The students have to earn a minimum of 70 credits for the degree of MBA (For the admission batch 2022 and 2023)

- The students have to earn a minimum of 80 credits for the degree of MBA (For the admission batch 2024 and later).

O.5. Eligibility

- Candidates who have qualified for the award of a three/four-year bachelor's degree after 10+2 or equivalent schooling, from a recognised University or Institute with at least 60% marks or 6 CGPA on a 10 point scale are eligible to apply for admission to the program.

- Exact eligibility criteria will be as prescribed by the Regulations approved by the Senate of the institute from time to time and announced by the institute in the advertisement for admission each year.

- Students belonging to reserved categories will get relaxation and per the institute norms.

- The admission of the candidate is subject to approval by the Chairperson, Senate and this shall be reported to the Senate.

O.6. Number of seats

- The number of seats shall be as approved by the Senate.

O.7. Award of Degree

- Award if the MBA degree shall be in accordance with the regulations of the Senate in relation to the requirements of the given program.

O.8. Academic events

- The dates of academic events scheduled during the academic session shall be specified in the academic calendar.

O.9. Campus stay

- The students admitted to this degree program are required to stay on campus and complete all requirements of the program. Any exception to this requires prior approval through the proper channel.

O.10. Exception

- Any exception to the above clauses will require approval of the Senate.

REGULATIONS

R.1.   Academic Calendar

R.1.1.   Each academic session is divided into two regular semesters of approximately eighteen weeks durations (with at-least seventy working days for classes in each semester): an odd semester (August-November) and an even semester (January-May). Further, there are two vacation semesters (Winter & Summer) of nearly 8-10 weeks duration.

R.1.2.   The Senate approved schedule of academic activities for a session, inclusive on dates of registration, quizzes and end-semester examinations, semester breaks etc shall be laid down in the Academic Calendar for the session.

R.2.   Admission and Eligibility

R.2.1.   All students admitted to the program, will be regular full-time students.

R.2.2.   The number of seats for each MBA program will be decided by the senate.

R.2.3.   The minimum educational qualification for admission to the MBA program are as follows.

   i)   Category 1: Indian national applicants with Minimum 6.5 CGPA on a 10-points scale or 65% marks in a full-time bachelor's degree of minimum 3 years or a full time Master's degree of minimum 2 years from any of the Centrally Funded Technical Institutions (CFTIs) / any of the top 100 institutes according to NIRF ranking of the admission cycle year (Overall category or Engineering category). Such candidates are exempted from the requirement of CAT.

   ii)   Category 2: Indian national applicants with a valid CAT score obtained in the admission cycle year and a Full-time bachelor's degree (of minimum 3-years duration) with Minimum of 6 CGPA on a 10-points scale or 60% marks.

   iii)   A 5-year integrated bachelor's and master's degree would be considered equivalent to a 4-year bachelor's degree for the admission process.

   iv)   Those appearing for the final degree examination can also apply. The admission in such cases will be subject to their fulfilling the minimum eligibility criteria as stated above at the time of joining the program.

   v)   Candidates who are not citizens of India (by birth or naturalized) and /or are OCI/PIO card holders will be treated as foreign national and will consume the seats of foreign nationals. International students are expected to have wo rking knowledge of English. Foreign applicants/NRIs need to have a GMAT score obtained in the admission cycle year and would be treated at par with general category Indian national candidates for other degree requirements.

   vi)   For the MBA Data Science and Artificial Intelligence program, all applicants must have studied Mathematics at +2 level (or equivalent).

R.2.4.   Exact eligibility criteria shall be announced by the Institute for admission each year.

R.2.5. For admission to the MBA program, the selection committee constituted by the School of Management shall adopt qualifying criteria for short-listing applications and carrying out the selection process. The selection committee shall decide on the mode of selection and prepare a merit list of the selected candidates on the completion of the selection process.

R.2.6. Students belonging to reserved categories will get relaxations in eligibility criteria as per Institute norms.

R.2.7. The admission of the candidate is subject to approval by the Chairperson, Senate and this shall be reported to the Senate.

R.2.8. If at any point in time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the information brochure/advertisement/offer letter or has furnished the wrong information then the admission of the candidate will stand cancelled, and the matter shall be reported to the Senate.

R.3. Structure of the MBA DS&AI program

R.3.1. Curriculum for admission batch 2022 and 2023:

The distribution of credits across types of courses (applicable for the admission batch 2022 and 2023) is proposed to be the following:

1	Discipline Core	46
2	Discipline Electives	8
3	Free Electives	4
4	Project and Internship	12
Total		70

R.3.2. Curriculum for admission batch 2024 and later:

The distribution of credits across types of courses (applicable for the admission batch 2024 and later) is proposed to be the following:

1	Discipline Core	54
2	Discipline Electives	10
3	Free Electives	4
4	Project and Internship	12
Total		80

R.4. Definition of Credit System

R.4.1. For theory courses and tutorials, one credit indicates an effort of 50 minutes (1 contact-hour) per working week (14-contact hours per semester).

R.4.2. A student is expected to spend 2-3 hours outside class for every contact hour. This time is devoted to self –study, assignments and so on.

R.4.3. For laboratory courses, practical and practicum, 1-2 hours of lab will carry 1 credit.

1-2 hour lab sessions per week: 1 credit

3-4 hour lab sessions per week: 2 credits

5-6 hour lab sessions per week: 3 credits

R.4.4. A student is expected to spend 1 hour outside the lab per lab hour, for preparation, self-study, etc.

R.4.5. L-T-P-C Notation

L-T-P-C => Lecture – Tutorial – Practicum/Practicals – Credits

Credit structure of each course is given in L-T-P-C form (e.g. 2–1–0–3). The numbers corresponding to L, T and P denote the contact hours per week for Lecture, Tutorial and Practical/Practicum respectively, and that of C denotes the total number of credits for that course in a semester.

R.5. Enrolment and Registration

R.5.1. The enrolment for the first semester will take effect after the payment of prescribed fees. From the second semester onwards, all students will have to report and register on a day specified in the Academic Calendar at the beginning of the semester. A student will be eligible for registration only if he/she has satisfied the conditions under R.10. and will be permitted to register only if he/she has cleared all dues to the Institute up to the end of the previous semester, provided he/she is not debarred from enrolment on disciplinary grounds.

R.5.2. If a student fails to report on the specified date, he/she may be allowed by the Dean (Academics) to enrol within one week from the reporting date with a fine. The amount of fine will be specified from time to time.

R.5.3. Under exceptional circumstances, a student may be allowed to enrol after one week of enrolment date with permission from Chairperson, Sente through Faculty Advisor and Dean (Academics).

R.5.4. If a student is away on approved leave for a credited internship/field-based study etc. within the scope of the program, at the time of the semester-registration, the student may be exempted from reporting in-person to the Faculty Advisor and no fine will be applicable in that case. This will be applicable from second semester onwards.

R.5.5. Except for the first semester, course pre-registration for other semesters will be done during a specified week before the end-semester examination of the previous semester. Pre-registration is to be done through the Institute online portal.

R.5.6. If a student wants to modify the pre-registered courses, he/she may do so by adding or dropping courses after the start of the semester within the course add or drop deadline mentioned in the Academic Calendar with the approval of the Faculty Advisor and the concerned course Instructor. However, the student should ensure that the total number of credits registered in any semester should enable him/her to earn the minimum number of credit requirements.

R.5.7. Students should register for the minimum prescribed credits during each semester and not exceed the maximum credit limit (including backlogs, if any) without prior permission as per the curriculum of the Program.

R.6. Program Coordinator

R.6.1. A program coordinator shall be appointed as per institute norms.

R.7. Faculty Advisor

R.7.1. To help the students in planning their courses of study and for getting general advice on the academic programme, a Faculty member shall be appointed as the Faculty Adviser for each batch of students in an MBA program as per Institute norms. Generally, a Faculty Advisor shall have responsibility for a particular batch of students from their first year until graduation.

R.8. Class Committee

R.8.1. The execution of the courses offered under the MBA program will be monitored by the class committee constituted by the School.

R.9. Duration of the Program

R.9.1. The minimum and maximum durations of an MBA program are of 2 and 3 years respectively. Prior approval from Dean Academic through proper channel is required to register after completion of 2 years.

R.10. Minimum requirement to continue the Program

R.10.1. At the end of a semester, the student must maintain a minimum CGPA of 5.0 to continue the Program. If the CGPA of the student falls below 5.0, the student will be placed in academic probation and an advisory note will be issued. If the CGPA continues to be less than 5.0 in the following semester also, then he/she shall be terminated from the program.

R.10.2. The student will automatically be terminated from the Program, if he/she fails to graduate within the maximum permissible duration of the Program. If a student is suspended for any semester or obtains semester break, that semester will be counted towards the maximum duration of the program.

R.10.3. The student will be terminated from the program on grounds of unacceptable conduct. In such instances, the Students' Welfare & Discipline Committee (SWDC), or a similar committee empowered by the Senate, will deliberate on the violation and make recommendations to the Senate.

R.10.4. The student who is terminated from the program may appeal to the Chairperson, Senate through proper channel for mercy and a second chance to re-enrol in the program. The Chairperson, Senate may take appropriate decision on such applications on behalf of the Senate and the same shall be reported to the Senate.

R.11. Discipline

R.11.1. Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute. The students should strictly follow the "Student Code of Conduct" of IIT Mandi.

R.11.2. Any act of indiscipline by a student shall be referred to the Students' Welfare & Discipline Committee (SWDC) or a similar committee. The committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. Dean Academics/Students based on the nature of indiscipline will consider the recommendations for minor punishments and warnings and take appropriate action accordingly. In the case of major punishment, the Senate will take appropriate decisions.

R.11.3. Appeal: The student may appeal against the disciplinary action to the Chairperson, Senate, whose decision will be final in such matters.

R.11.4. Ragging of any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment, including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institute and will not be re-admitted. Avenues also exist for collective punishment, if individuals cannot be identified in this inhuman act. Every student of the Institute, shall give an undertaking at the time of admission in this regard.

R.12. Attendance

R.12.1. Attendance requirement in a course will be as per institute norms for PG courses. However, a course instructor can have a different criterion higher than the institute norms for his/her course. In such a case, the changed criteria should be announced to the students at the beginning of the course.

R.12.2. A student who has an attendance lower than the required minimum attendance in a course, whatsoever the reason for the shortfall in attendance, will not be permitted to appear in the end-semester examination of the course, and he/she shall be awarded an 'FS' grade in that course, which is fail due to short attendance. A student, with 'FS' grade in a course, needs to repeat the course.

R.12.3. The instructor of a course must finalise the attendance on the last instructional day of the semester. The instructor must announce the particulars of all students who have attendance less than the required minimum in the class.

R.13. Assessment Procedure

R.13.1. The system of assessment procedure may vary from course to course. However, the general practices of tests and examinations may consist of components such as mid-term

tests/quizzes and end-semester examinations. In addition, there may be other components as part of the assessment procedure such as surprise quizzes, assignments, projects, practical tests, viva-voce, etc. as per the requirements of a course.

R.13.2. A continuous evaluation process will be followed to evaluate the progress of practicum base courses/Management project. The assessment and evaluation will be based on presentation, project reports, viva-voce, case analysis, simulations, class participation etc.

R.13.3. Evaluation in practicum-based courses will be carried out by the faculty mentor and an internal evaluation committee formed by the School with Program Coordinator as the Chairperson. The detailed evaluation process will be formulated by the evaluation committee.

R.13.4. Evaluation of the Management project will be carried out by the faculty mentor and an internal evaluation committee formed by the School with Program Coordinator as the Chair. Detailed evaluation process will be framed by this evaluation committee.

R.13.5. In case of a guided internship under the Management project, the faculty supervisor at IIT Mandi will be consulting with the organization/Institute of internship and evaluate the student based on the inputs from the organization/Institute. External experts may be invited if required for evaluation of the Management project. In these assessments, the contribution of the faculty mentor's evaluation should not exceed 50%, i.e. the contribution of the examination/evaluation committee should not be less than 50%.

R.13.6. Based on the performance, each student is awarded a final letter grade at the end of the semester for each course including the Management Project.

R.13.7. A student is deemed to have completed a course successfully and earned the specified credits if he/she secures in the course a letter grade other than 'F', which implies a failure or 'I' which implies incomplete.

R.13.8. The details of the evaluation scheme, weightage of marks for various components of the assessment procedure have to be announced at the beginning of the course.

R.13.9. In case of any grievance, the student may appeal to the Dean (Academics).

R.14. Grading System

R.14.1. Letter Grades
Based on the performance, each student is awarded a final letter grade at the end of the semester, in each subject. The letter grades and the corresponding grade points are as follows:

For 2023 and earlier batches:

Letter Grade	Grade point value	Interpretation	Approximate % of students	Guide for large classes
O	10	Outstanding	5	$\geq \mu + 1.65\sigma$
A	9	Very Good	15	$\geq \mu + 0.75\sigma$ and $< \mu + 1.65\sigma$
B	8	Good	30	$\geq \mu - 0.15\sigma$ and $< \mu + 0.75\sigma$
C	7	Average	30	$\geq \mu - 1.05\sigma$ and $< \mu - 0.15\sigma$

D	6	Below Average	15	$\geq \mu - 1.95\sigma$ and $< \mu - 1.05\sigma$
E	4	Pass	5	$\geq$ to be decided by instructor/class committee and $< \mu - 1.95\sigma$
F	0	Fail		< to be decided by instructor/class committee

For 2024 and later batches:

Letter Grade	Grade Point Value	Interpretation	Distribution
A*	10	Outstanding	10%
A	10	Excellent	
A-	9	Very Good	15%
B	8	Good	20-25%
B-	7	Above Average	20-25%
C	6	Average	15-20%
C-	5	Below Average	5-10%
D	4	Marginal	5%
I	0	Incomplete	Distribution not applicable to these categories
P	0	Pass	
F	0	Fail	
FS	0	Fail due to Short attendance	
AP	0	Audit Pass	
AF	0	Audit Fail	

Note: Outstanding is rarely given and will be awarded only to students who have performed exceptionally well as compared to other students in the class. It needs to be certified by AD (Courses) or Dean (Academics).

The grade distribution is only indicative for large classes. Instructor has freedom to deviate from this distribution with proper justification during grade submission.

R.14.2. The 'I' grade indicates a temporary grade and that a small part of the total requirements of the course remains to be completed and that the student has done satisfactory work in all other aspects of the course. The student is required to complete this small part within a prescribed date, generally within one month of the start of the following regular semester, and the course instructor will then amend the I-grade to a regular grade within this period. If the conversion to a regular grade is not done within one month of the start of the following regular semester, the 'I' grade will be automatically converted to an 'F' grade.

R.14.3. Audit Courses

Audit courses are different from Pass/Fail in the following aspects –

a. Audit courses will not have any credits counted

b. Students will have the option to Add/Drop an audit course up to 2 weeks after the normal Add/Drop date for the semester

c. For courses with a cap on number of students, instructors can include some supernumerary seats for audit students

d. AP will be awarded only if student clears the minimum criteria for a course (i.e at grade point 4)

e. AF would be awarded if the student doesn't clear the minimum criteria for the course

R.15. Method of awarding letter grades

R.15.1. A final meeting of the Class Committee will be convened after completion of the semester exam and evaluation. The letter grades to be awarded to the students for different courses will be finalized in such meetings.

R.16. Declaration of Results

R.16.1. After finalization by the Class Committee, the course instructor will submit the letter grades awarded to the students in a course to the academic office in the prescribed format. The academic office will compile all the results and announce the same to the students through E-mail or the online portal of the Institute.

R.17. Re-evaluation of Answer Papers

R.17.1. If a student has grievances about the result of a particular course, he/she can contact the concerned course instructor within one week from the commencement of the regular semester immediately following the announcement of results. If the course instructor feels that the case is genuine, he/she may re-examine the case and submit a revised grade, if applicable. Any request to reconsider the grade after one week of the start of the subsequent regular semester, the course instructor may discard.

R.17.2. The evaluation pattern and all assignments, quizzes, exams etc used in evaluation shall be posted on the course Moodle page.

R.18. Supplementary Examination

R.18.1. Students who have missed the regular quizzes/assignments/end-semester examination for valid reasons may request for a make-up examination to the respective course instructor within ten days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period need not be entertained. If the course instructor is satisfied with the explanations provided by the student, he/she may conduct the make-up exam either during the make-up exam period mentioned in the academic calendar or as per the convenience of both the parties. If the instructor is not satisfied with the explanation, he/she may reject the application.

R.18.2. A student who earns an 'F' grade in a Discipline Core course must secure a pass grade in that course.

R.18.3. A student who gets an 'F' grade in a Discipline Core course is eligible to seek a Supplementary Examination in the subsequent semester to clear the backlog, provided he/she satisfies the

minimum attendance criteria of the course. For taking such Supplementary examination, the student need not attend classes of that course again.

R.18.4. The supplementary examination may be offered by the same instructor who offered the course earlier or the instructor who offers the course in the current semester.

R.18.5. The Supplementary Examination can be held along with the regular students of the subsequent semesters or during the make-up exam slots of the subsequent semesters or at the convenience of the course instructor.

R.18.6. Generally, the end semester exam alone is given as the Supplementary Examination and the continuous evaluation marks (i.e., quiz marks etc) earned by the student in the original semester will be taken into account for calculating the final marks. The grade cut-off used in the original semester shall be used for finalising the grade.

R.18.7. A student securing an 'F' grade in an Elective course may also attempt the Supplementary Examination option as per the conditions (R. 18.2-R.18.6) mentioned above in the case of a Discipline Core course to get a successful grade in that course.

R.18.8. However, a student may replace a failed Elective course with an equivalent course approved by the faculty advisor. In such cases, the student has to declare in advance that a particular course he/she is doing in a particular semester is an Equivalent course in place of a failed Elective course taken in a previous semester. This declaration has to be done before the course drop deadline of that semester that is given in the Academic Calendar by submitting the relevant form.

R.18.9. A course successfully completed cannot be repeated/improved. In case a student passed all the required Core and Elective courses but failed to earn the required minimum CGPA of 5.0 for graduation, the student may be permitted to repeat the Core or Elective courses to earn the minimum CGPA required to pass the program.

R.19. Grade Sheet

R.19.1. The grade sheet issued at the end of the semester to each student will contain the following:

a. The course number, name of the course and the credits for each course registered in that semester.

b. the letter grade obtained in each course

c. the total number of credits earned by the student up to the end of that semester.

d. the Semester Grade Point Average (SGPA) for that particular semester.

e. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.

R.19.2. At the end of the Program, a final Transcript containing details of all the courses taken by the student mentioning the overall CGPA will be issued along with the Degree certificate.

R.19.3. The record of 'F' grade(s) obtained for courses will be retained in the Grade sheets and final Transcript.

R.19.4. Semester Grade Point Average (SGPA): The performance of a student in a semester is indicated by SGPA, which is a weighted average of the grades in all the courses done by the student in the given semester. The SGPA is calculated as follows:

$$SGPA = \frac{\sum_{i=1}^{n} c_i g_i}{\sum_{i=1}^{n} c_i}$$

where c_i stands for the credit in a course and g_i the point equivalent of the grade obtained in that course. The summation is over the number of registered courses n in the semester.

R.19.5. Cumulative Grade Point Average (CGPA): The performance up to any time in the course of the student's program is indicated by the student's CGPA, which is also calculated by the SGPA formula, except that the averaging is done over all of the courses and credits that the student has taken during his/her entire program up to that point. This includes F grades as well, if not cleared.

R.19.6. CGPA to Percentage conversion is, Percentage = CGPA x 10.

R.20. Temporary withdrawal

R.20.1. A student may obtain semester break for a maximum period of 2 semesters on medical/other valid grounds with the permission from Dean (Academics) through the proper channel. Such semester breaks shall be counted towards the maximum duration of the program.

R.21. Eligibility for the Award of MBA Degree

R.21.1. A student shall be declared to be eligible for the award of MBA degree if he/she:
a. Has registered and successfully completed all the academic requirements including prescribed courses and the Management Projects.
b. Has Successfully acquired the minimum number of CGPA (5.0) prescribed in the curriculum within the stipulated time.
c. Submitted no dues to the Institute, Library and Hostels.
d. Has no disciplinary action pending against him/her.

R.22. Power to Modify

R.22.1. Notwithstanding all that has been stated above, the Chairman, Senate has the right to modify any of the regulations from time to time.