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# NCERC - MBA REGULATIONS 2024

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**NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE  
(AUTONOMOUS)**

**&  Accredited**

(Approved by AICTE, Affiliated to APJ Abdul Kalam Technological University, Kerala)  
Pampady, Thrissur, Kerala-680 588

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# NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE (NCERC)

## (Autonomous Institution)

### Regulations for Master of Business Administration (MBA) 2024

These regulations, referred to as the NCERC Academic Regulations for the Master of Business Administration, 2024, are established in accordance with the provisions of the APJ Abdul Kalam Technological University Act, 2015. These regulations apply to the students admitted from the academic year 2024-2025 onwards. The programme shall be titled " Master of Business Administration" abbreviated as "MBA". These regulations have been approved by the relevant statutory bodies of NCERC.

<b>1. PREAMBLE</b>	
R 1.1	NCERC has the right to modify the regulations from time to time.
R 1.2	These regulations and any amendments thereto, issued from time to time shall be binding on all parties concerned, including students, faculty, staff, and the management of the college.
R 1.3	In all matters related to the regulations, the decision of the Board of Governors (BoG) shall be final and binding.
<b>2. ADMISSIONS</b>	
R 2.1	Admission policies, eligibility criteria, and procedures for admission shall be determined by NCERC or the relevant statutory authority.
R 2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by NCERC or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the BoG.
R 2.3	A Bachelor's Degree or equivalent awarded by any of the universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. The Bachelor's Degree or equivalent qualification

	obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
R 2.4	A minimum of 50% marks in aggregate (of all the years/semesters) or 5.00 CGPA on a 10 point scale or equivalent in the qualifying degree. A relaxation of 5% in marks (i.e. minimum 45%) or equivalent in CGPA (i.e. minimum 4.50 on a 10-point scale) for the SEBC candidates. For SC/ST students a pass in qualifying examination is sufficient. Relaxation in criteria for PwD candidates may be as per the Government rules.
R 2.5	Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a Bachelor's Degree (meeting criteria specified) are eligible for admission to the MBA programme.
R 2.6	Foreign nationals seeking admission should meet the criteria specified. In addition they should get eligibility/equivalency certificate from Association of Indian Universities and should obtain clearance certificate from Foreigners Regional Registration Office (FRRO).
R 2.7	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MBA programme.
R 2.8	Notwithstanding all that is stated above the admission policy be modified from time to time by the College, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular, sponsored, foreign and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
R 2.9	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the College or the statutory body concerned, the Principal, may revoke the admission of the candidate and report the matter to the Academic Council.

### **3. STRUCTURE OF MBA PROGRAMME**

R 3.1	The MBA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R 3.2	The duration of the MBA of Nehru College of Engineering and Research Centre (Autonomous) will be two years consisting of four semesters. Maximum period for completing the programme is six semesters. For MBA programme, each semester shall consist of minimum of 72 working days.
R 3.3	The duration for the MBA programme will normally be 4 semesters. In case of prolonged illness or other personal exigencies, the college may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of six semesters.

R 3.4	Every academic year shall have two semesters. Academic Calendar for the programme will be published by the college.				
R 3.5	The MBA Programme shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be modified/updated as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council.				
R 3.6	The academic programme in each semester will consist of course work, project and internship. The scheme shall be so drawn up that the minimum number of credits for successful completion of the MBA programme of any specialization is 104 credits				
<b>Distribution of credits among the semesters</b>					
	<b>Semester</b>	<b>Course details</b>	<b>Hours per week</b>	<b>Total credits allotted</b>	<b>Credits semester-wise</b>
I		Core courses: 3 Nos	3 x 4 = 12	3 x 4 = 12	28
		Core courses: 5 Nos	5 x 3 = 15	5 x 3 = 15	
		Skill & Ability Enhancement Courses : 3 Nos	2	1	
II		Core courses: 3 Nos	3 x 4 = 12	3 x 4 = 12	28
		Core courses: 5 Nos	5 x 3 = 15	5 x 3 = 15	
		Skill & Ability Enhancement Courses: 3 Nos (MOOC Courses – 2)	2	1	
III		Elective: 4 nos	4 x 3 = 12	4 x 3 = 12	24
		Core courses: 2 Nos	2 x 3 = 6	2 x 3 = 6	
		Internship	6	3	
		Skill & Ability Enhancement Courses : 2 Nos (MOOC Course – 1)	5	1+1x2 = 3	
IV		Elective: 4 Nos	4 x 3 = 12	4 x 3 = 12	24
		Core course: 2 No	2 x 3 = 6	2 x 3 = 6	
		Project & Comprehensive Viva - voce	10	5	
		Skill & Ability Enhancement Courses : 1 No	1	1	
<b>Total Credits in all four semesters</b>					<b>104</b>
R 3.7	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.				
R 3.8	Revision of Regulations notwithstanding all that has been stated above, the College has the right to modify any of the regulations, scheme of				

studies, examinations and syllabi from time to time.

#### **4. ACADEMIC MONITORING AND STUDENT SUPPORT**

R 4.1

Advisory System: Faculty Advisors (FAs) and Mentor (M)

- Each class shall be assigned a dedicated FA and multiple Mentors to provide focused guidance to students.
- Each FA shall be responsible for overseeing the academic progress, well-being, and guidance of their assigned class.
- It is mandatory that each class has one designated FA and at least one Mentor to ensure effective student support.
- Faculty from non-engineering departments may also be considered for the role of FA/M.
- Regular communication with the parents of students regarding progress in academic matters and other general issues shall be the responsibility of the FA/M.

R 4.2

The documents concerning all academic and non-academic matters of students under an advisory group shall be maintained under the custody of the FA or M.

R 4.3

Communication Protocol for Student and Parent Requests:

- Students and parents are required to initially seek advice, clarifications, and permissions regarding academic matters from their FA/M.
- All requests or applications from students or parents to college or university administrators must first be reviewed and recommended by their FA/M.

R 4.4

- The FA shall organize separate or combined meetings with advisors, course faculty, parents, and students to discuss students' academic progress and provide guidance on academic, non-academic, and personal issues. These advisory meetings must be held immediately after the semester begins and again after the announcement of the first internal examination marks.
- Internal marks, course-wise attendance percentages, and activity points shall be uploaded to the College portal only after they have been displayed on the department notice board for at least two working days.
- Any concerns raised by students regarding internal marks, attendance, or

	<p>activity points shall be addressed in combined meetings. The HoD/Dean shall ensure that proper resolutions are made.</p> <ul style="list-style-type: none"> <li>• The FA shall maintain minutes and action taken reports for all meetings. These records must be approved by the HoD and be made available to academic auditors and the Principal upon request.</li> </ul>
R 4.5	<p>Maintenance of Student Records:</p> <p>The FA/M shall maintain a hard copy of the consolidated statement of attendance, internal marks, and activity points for the students in their advisory group. These documents must be kept with the Head of Department (HoD) at all times to ensure they are readily available for any inspections.</p>
R 4.6	<p>The FA/M shall ensure that all relevant information is communicated to the students to facilitate the timely completion of all academic activities as per the schedule published by the college and University.</p>

## **5. COURSE REGISTRATION AND ENROLMENT**

R 5.1	<p>It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission.</p>
R 5.2	<p>A student will become eligible for registration to a semester only if he/she has registered for the previous semester. In addition, he/she has to clear all dues to the college up to the end of the previous semester and also he/she and should not have any pending disciplinary proceedings. Every student must complete the course registration formalities within five working days of the commencement of that semester.</p>
R 5.3	<p>In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. A student will be permitted to withdraw from the programme only once and for a maximum continuous period of two semesters.</p>

## 6. ASSESSMENT

R 6.1	<ul style="list-style-type: none"><li>● ● Semester End Examinations (ESE) shall be conducted every semester for courses as prescribed under the respective curriculum and syllabus.</li><li>● A student may choose to take the End Semester Examination (ESE) at the end of the current semester or defer it to the end of the following semester, for any subjects studied during that semester.</li><li>● Semester classes must be completed at least ten days before the commencement of the End Semester University written examinations.</li></ul>
R 6.2	Semester End Examinations (SEE) shall be conducted twice a year in accordance with the examination calendar published by the university.
R 6.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and ● Semester End Examinations (ESE).
R 6.4	<p><b>Continuous Internal Evaluation (CIE):</b> Continuous Internal Evaluation (CIE) shall be conducted based on day-to-day work, periodic tests, assignments, case studies, activities, micro projects, mini projects, quiz etc. The evaluation pattern and weightage for each parameter shall be detailed in the syllabus of each course included in the curriculum.</p> <p>The faculty member(s) assigned to a course shall be responsible for carrying out the Continuous Internal Evaluation (CIE) for that course.</p>
R 6.5	The CIE marks obtained by students for all courses in a semester shall be published at least 5 days before the commencement of the University examinations.
R 6.6	There shall be no option for students to improve their Continuous Internal Evaluation (CIE) marks.
R 6.7	Students registered for a course shall attend the course regularly, complete the Continuous Internal Evaluation (CIE), and, if eligible, appear for the ● Semester End Examinations (SEE).
R 6.8	To be eligible to attend the End Semester Examination (SEE) for a course, students must fulfil the following criteria: <ol style="list-style-type: none"><li>1. Attendance: A minimum attendance of 75% is required for male students. A 2% relaxation of attendance is provided as menstrual leave.</li><li>2. Disciplinary Status: Students must have no pending disciplinary actions.</li></ol>
R 6.9	Students who fail to meet the minimum attendance eligibility requirement in a course shall be awarded an "FE" (Failed due to Eligibility) grade and will be ineligible to appear for the SEE for that course.

R 6.10	Students awarded an "FE" grade must register for the courses during the normal semesters in which the courses are offered.
R 6.11	<p>Pass Criteria for Courses:</p> <ul style="list-style-type: none"> <li>The pass minimum for a course shall be 40% in the Semester End Examination (SEE) and 50% in the combined score of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).</li> <li>A letter grade 'F' will be awarded to a student if either their mark in the SEE is below 40% or if the overall mark (CIE + SEE) is below 50%.</li> </ul> <p>For courses that are assessed solely through CIE, the pass minimum shall be 50%.</p>
R 6.12	<ul style="list-style-type: none"> <li>Students who receive an 'F' grade in an End Semester Examination must appear for the Semester End Examination at the next available opportunity to earn the credits. They shall not be permitted to re-register for the course.</li> </ul>
R 6.13	A student who does not register for all the courses listed in the curriculum for a given semester shall not be eligible to enrol in the next higher semester.
R 6.14	<p>Calculation of SGPA/CGPA: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.</p> <p><math>SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'GP<sub>i</sub>' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.</p> <p><math>CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'GP<sub>i</sub>' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted.</p> <p>CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.</p> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>

<b>Grade &amp; Grade Points</b>			
	<b>Grades</b>	<b>Grade Point (GP)</b>	<b>% of Total Marks obtained in the course</b>
	S	10	90% and above
	A+	9.0	85% and above but less than 90%
	A	8.5	80% and above but less than 85%
	B+	8.0	75% and above but less than 80%

	B	7.5	70% and above but less than 75%
	C +	7.0	65% and above but less than 70%
	C	6.5	60% and above but less than 65%
	D	6.0	55% and above but less than 60%
	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% (CIE + SEE) or Below 40% for SEE
	FE	0	Failed due to lack of eligibility criteria(R6.6)
	Ab	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
	Classification of MBA Degree.	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA 6.5 and above
<b>Equivalent percentage mark shall be = 10 * CGPA – 2.5</b>			

## 7. ATTENDANCE

R 7.1	<ul style="list-style-type: none"> <li>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances, they are permitted to take leave, provided that the total leave of absence does not exceed 25% of the academic contact hours for a course.</li> <li>A minimum of 75% attendance is mandatory for registering for the end semester examination.</li> </ul>
R 7.2	Female and transgender students are granted a 2% relaxation in attendance requirements for eligibility to register for the end semester examination.
	<p>Attendance Requirement Relaxation:</p> <ul style="list-style-type: none"> <li>In exceptional cases, such as medical reasons, personal emergencies, or other unavoidable circumstances, the principal can relax the minimum attendance requirement to 60% for writing the end semester examination.</li> <li>This relaxation applies to one or more courses registered in the semester. The principal shall keep all records leading to this decision on attendance for</li> </ul>

	<p>verification by Academic Auditors/University officials.</p> <ul style="list-style-type: none"> <li>• This provision is applicable only to two semesters during the entire program period.</li> <li>• Students shall pay a fee of Rs. 500 (Five Hundred Only) per course to avail the attendance condonation option.</li> </ul>
<b>8. BREAK OF STUDY</b>	
R 8.1	<p>A student is permitted to avail break of study under the following circumstances:</p> <p>i. Medical Reasons:</p> <ul style="list-style-type: none"> <li>• In case of an accident or serious illness requiring prolonged hospitalization and rest.</li> <li>• The student must submit all necessary medical reports, along with the recommendation of the treating doctor, clearly stating the reasons for the break of study and its duration.</li> <li>• Before re-joining, the student must provide a fitness certificate from the treating doctor.</li> </ul> <p>ii. Start-up Venture or Product Development:</p> <ul style="list-style-type: none"> <li>• If the student has a viable idea for a start-up venture or product development.</li> <li>• The student must submit a project report to the HOD, detailing the purpose, action plan, technical details, funding details, and future plans.</li> <li>• The HOD shall evaluate the proposal by forming an expert team consisting of a technocrat and a bank executive and make a decision based on the team's recommendations.</li> <li>• Break of study for a start-up is allowed only after the 2<sup>nd</sup> semester.</li> <li>• The HOD shall upload the student's request and relevant documents to the NCERC portal for approval, along with his/her recommendations.</li> </ul>
R 8.2	The duration of the break of study is two semesters.
R 8.4	Once the examination eligibility details for a semester have been entered on the NCERC portal, break of study for a student in that semester cannot be permitted.
R 8.5	<p>During the break of study period, students are required to adhere to the following guidelines:</p> <ul style="list-style-type: none"> <li>• Students are not permitted to attend any regular classes offered by the</li> </ul>

	<p>institution during the break of study period.</p> <ul style="list-style-type: none"> <li>● Students are also not permitted to represent the institution or University in any technical or non-technical events during the break of study period.</li> <li>● Students are not allowed to participate in any institute-level activities or events held on campus during their break of study.</li> <li>● Students on a break of study are not permitted to reside in the institution's hostel facilities during the break period.</li> <li>● Students on a break of study are not eligible to register for courses in which they have previously received an 'FE' grade.</li> </ul>
R 8.6	<p><b>Examination Eligibility:</b></p> <p>Students are eligible to register and appear for the End Semester Final Examination for courses in which they have received an 'F' or 'I' grade.</p>
R 8.7	<p>If a student is ineligible to register for a semester due to lack of academic eligibility or is debarred/suspended for disciplinary reasons, it will not be considered as a break of study.</p>
R 8.8	<p><b>Classification of Student Status Post-Break of Study:</b></p> <p>If a student does not re-join the institution after the permitted break of study duration and fails to communicate their status, they will be treated as being under "Uninformed Long Absence".</p>

## **9. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS**

R 9.1	<p>Only bona-fide, regular candidates are eligible for the award of Grace Marks.</p>
	<p>The criterion for the award of Grace Marks is representing the University/state/country in officially sponsored national level competitions/championships/tournaments with prior official permission from the College.</p>
R 9.2	<p>Grace marks shall be awarded only for courses in which the College conducts Semester End written examinations.</p>
R 9.3	<p>Grace marks of 10% or 5% will be awarded for each course in which the College Conducts Semester End written examinations. However, the final mark, after adding</p>

	<p>grace marks, must not exceed the maximum allowable SEE mark for that course.</p> <p>If a candidate does not achieve the minimum required passing marks after applying the grace marks, additional moderation, as determined by the respective board, may be granted to achieve a pass.</p>
R 9.4	Eligible Grace Marks shall be awarded for the regular examination of the performing semester based on performance, with the semester periods defined as 1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd Semester) and 1 <sup>st</sup> January to 30 <sup>th</sup> June (Even Semester).
R 9.5	Grace Marks shall not be re – distributed from one semester to another semester.
R 9.6	Grace Marks shall not be awarded for supplementary examinations.
R 9.7	The request for Grace Marks shall be submitted to the Controller of Examinations through the HOD along with all relevant documents, within the timeframe prescribed by the College. Any requests received beyond this timeframe shall not be considered under any circumstances.
R 9.8	Only the single highest achievement during the semester period shall be eligible for the award of grace marks.
<b>10. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)</b>	
R 10.1	A person with a disability is defined as someone suffering from not less than 40% disability as certified by the Taluk Head Quarters Hospital, District Hospital, and Standing Disability Assessment Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the principal at the time of admission.
R 10.2	RPDW Act, 2016: The Rights of Persons with Disabilities Act, 2016, and its provisions, including the implementation of Unique Disability Identity (UDID) Cards, shall be fully integrated and adhered to in the B. Tech. 2024 regulations.
R 10.3	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R 10.4	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.

R 10.5	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R 10.6	Grace marks shall be awarded only for courses in which the College conducts Semester End written and practical examinations.
R 10.7	Grace Marks shall be awarded to enable differently abled candidates to obtain the minimum marks required for a pass in courses for which the College does not normally conduct • Semester End Examinations . However, the maximum grace marks awarded in this case shall not exceed 25% of the marks scored by the candidate in each course.
R 10.8	The request for Grace Marks shall be submitted to the Controller of Examinations through the HOD along with all relevant documents, within the time limit prescribed by the College. The request for Grace Marks received after the time limit shall not be entertained on any account.

## **11. ACADEMIC AUDITING**

R 11.1	<p>Academic auditing shall be conducted at specified intervals, by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all academic activities, including internal evaluations and examinations, and prepare semester-wise academic audit statements in formats prescribed by the College at regular intervals. These statements shall be presented to external department academic auditors for independent review. Subsequently, the external auditor(s) shall submit the final audit report to the Principal following prescribed procedures.</p> <p>The academic auditing process shall cover:</p> <ol style="list-style-type: none"> <li>i. Evaluation of course delivery, adherence to course plans, syllabus coverage, quality of internal examination question papers, internal evaluation methods, maintenance of laboratory setups and equipment, assignments, mini-projects, main projects, and practical classes.</li> <li>ii. Admission Percentage, Pass Percentage, Placement Statistics, Student-Faculty Ratio (SFR), Faculty Qualification Index.</li> <li>iii. Monitoring and assessment of co-curricular and extra-curricular activities available to students, including mechanisms for earning activity points.</li> </ol>
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	<p>iv. Evaluation of academic operations, including punctuality, attendance, discipline, academic environment, learning ecosystem, academic accountability, achievements, and benchmarking for students, faculty, and administrative staff.</p> <p>v. Adherence to quality criteria set by NBA/NAAC standards</p>
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## 12. PLAGIARISM

R 12.1	<p>Plagiarism issues in Assignment/Internship/ Project Reports: Plagiarism means an act of academic dishonesty and a breach of ethics. It involves using someone else's original ideas, thoughts, data or work as one's own. It is important that students learn how to properly attribute and acknowledge the work, data and ideas of others. Any documents that are publicly accessible/borrowed should be appropriately acknowledged and referenced.</p> <p>Particularly in professional education, plagiarism is undoubtedly scientific misconduct, and hence, the submitted reports should not be a mere reproduction of existing manuscripts. However, if the content similarity is inside the acceptable limit, the report shall be accepted, approved and recommended for further processing.</p> <p>While submitting the reports, every student shall submit an undertaking stating that the document prepared by him has been duly checked through a Plagiarism Detection Tool which is approved by the Institution and the percentage of similarity is well inside the acceptable limits. If the submitted report exceeds the acceptable limits, he shall be asked to submit a revised script.</p>
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### Acceptable limits of content similarity

Nature of reports	Acceptable Percentage of Similarity
Assignments and Course Projects	30.0
Internship Report	20.0
Project Report	20.0

### **13. Transitory provision**

R 13.1	Notwithstanding anything contained in the above regulations, if there are reasonable grounds for the College to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the College or in the interest of the welfare of the students, the BOG of the College shall take such action.
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