



REGULATION FOR MBA

**ASSAM SCIENCE AND TECHNOLOGY
UNIVERSITY
GUWAHATI, ASSAM-13**

1. SHORT TITLE AND COMMENCEMENT

- A. These rules may be called the Regulation of Admission and Regulation of MBA Programme of ASTU – ASTU MBA Rules, 2013.
- B. These rules shall be deemed to come into force with effect from August 2013.

2. DEFINITIONS

- (a) The ‘Course’ hereafter means 2-year Full-time Master of Business Administration (MBA) programme. The Course shall comprise of two academic years and each year shall consist of two semesters. Each semester shall approximately consist of 18 (eighteen) weeks of teaching and 3 (three) weeks of academic and other formalities, including the semester examination.
- (b) The ‘University’ means the Assam Science and Technology University.
- (c) ‘Qualifying Examination’ means the 10+2+3 or any other equivalent examination recognised by the Universities of India (UGC/AIU) in any stream except Fine Arts.
- (d) ‘General seats’ means the available seats excluding those reserved for the candidates mentioned in Clause 8.
- (e) ‘Merit List’ means the merit list referred to in Clause 6 sub clause (b) point (i) and prepared by the affiliated Institute on the basis of marks obtained by a candidate in Entrance Examination (conducted by competent authority) and Group Discussion & Personal Interview.
- (f) ‘Selection Board’ means the selection board constituted under Clause 6, sub clause (a).
- (g) ‘Admission Coordinator’ means the person entrusted with the responsibility of conducting the admission process under these rules.
- (h) ‘Select List’ means the select lists referred to in Clause 6 sub clause (b) point (iii).
- (i) ‘Waiting List’ means the list prepared under Clause 6 sub clause (b) point (iii).

3. ACADEMIC CALENDAR

The academic year under the University is divided into two semesters. The Executive Council shall approve the schedule of academic activities for an academic year including the dates of registration and End semester examinations. Each semester will

normally be of 19 weeks, which includes End semester examination. It may be ensured that the number of effective teaching days in a semester is 90.

Teaching days in an academic year in the University shall be as follows:

	Number of weeks: 6-day a week pattern	Number of weeks: 5-day a week pattern
Teaching and Learning Process	30 weeks (180 days)	36 weeks (180 days)
Admissions/ Examinations Preparation for Examination	12	6
Vacation	8	8
Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

Academic calendar declared by the University will be followed by all colleges and institutions.

4. ELIGIBILITY FOR APPEARING IN THE ENTRANCE EXAMINATION

(a) Minimum Qualification

For admission to the MBA Course, a candidate must have at least a bachelor's degree from an Indian/Foreign University (recognised by UGC/AIU) securing not less than 50% in Major or in aggregate of the total marks for General category candidates and not less than 45% in Major or in aggregate of the total marks for SC/ST/OBC/other reserved category candidates.

(b) Provisional Admission

Candidates, who will be appearing in the degree final examination of the year in which he/she seeks admission, can apply for admission subject to the condition that –

- (i) He/she have passed the 2nd year Degree examination (10+2+3 pattern) held after two years of admission into the degree course, without any backlog and with at least 50% marks in Major or in aggregate. The minimum marks, however, may be relaxed by 5% for candidates falling under reserved category.

- (ii) Their degree results would be announced before the day of commencement of the classes by 1st week of November.

(c) Age Limits

There is no specified age limit for admission to the course.

5. OTHER CONDITION FOR ADMISSION

Apart from fulfilling the Clause 4 sub clause (a)/(b), a candidate seeking admission to the Course should not be guilty of any misconduct and should not be convicted of an offence involving moral turpitude.

6. ADMISSION PROCESS

(a) Selection Board: There shall be a Selection Board for the selection of candidates for admission into the First year MBA course and consists of the following –

- | | | |
|--|---|------------------|
| a) The Director/Principal of the Institute | - | Chairperson. |
| b) The Head of the Department Bus. Admn. | - | Member |
| c) Two Faculty Members of the Institute | - | Members |
| d) A Representative from the University | - | Member |
| e) Admission Coordinator of the Institute | - | Member Secretary |

Provided further that the vacancy in the office of any member of the Selection Board for any reason whatsoever or the absence of any member in any sitting of the Selection Board shall NOT invalidate the decision of the Board

(b) Selection Process

(i) Candidates fulfilling eligibility criteria as mentioned under Clause 4 sub clause (a)/(b) and Clause 5 and having a valid score card of CAT/MAT/ATMA/XAT/CMET etc. need to appear in the Group Discussion and Personal Interview for selection. The merit list shall be prepared on the basis of applicant's entrance examination score and performance in GD & PI. However, weight assigned would be as below –

Entrance Examination Score	:	50%
Group Discussion	:	25%
Personal Interview	:	25%

- (ii) If two or more candidates secure same marks (aggregate of marks obtained in the Entrance Examination and GD & PI), in such a case the ranking of such candidates shall be determined in order of preference as under-
 - (a) Candidates more marks in the Entrance Examination.
 - (b) Candidates having co-curricular activities like sports, debate, quiz etc.
- (iii) On the basis of the merit list and considering the number of seats available under unreserved and reserved category, the Selection Board shall prepare a Select List of candidates for General and Reserved category seats and as well as a Waiting List which shall include candidates equal to 20% of the candidates in the Select List in order of merit as per the merit list.
- (iv) The Select list as well as the waiting list so prepared shall be put in the College Notice Board and shall also be published by the Web site of the Institution.
- (v) The Selection Board, after verification of the Certificates and Marks sheets and other testimonials, shall allot a seat to the candidate. On allotment of a seat, the candidate has to take admission by paying the requisite Fees within 10 (ten) days of publication of the Select List, failing which he/she shall forfeit his/her seat.
- (vi) Any seat forfeited shall be offered to the candidates from the waiting list on the basis of merit.

7. GENERAL

- (a) If at any stage, during or after the process of selection, it is found that a candidate has furnished a false statement in the application, or the certificate, marks sheet and other documents furnished along with the application are false or fabricated, the seat, if any, allotted to the candidate shall be forfeited and such a seat shall be allotted to the candidates from the waiting list on the basis of merit. Further, legal actions shall be taken against him/ her.
- (b) The candidates may prefer an appeal against the decision of the Selection Board, if any, within 7 (seven) days of publication of the list of Selection candidates in writing.

8. EXEMPTION FROM ENTRANCE EXAMINATION

In case of foreign students who are not required to appear for the entrance examination, preference shall be given to those who furnish their latest GMAT and TOFEL scores.

9. RESERVATION OF SEATS

Out of the total available seats, there shall be reservation of seats for candidates belonging to Scheduled Caste, Scheduled Tribes (Plains and Hills), and Other Backward Classes including More Other Backward Classes and also for Persons with Disability as per the existing Government of Assam Norms.

10. DEGREE REQUIREMENTS

A candidate will be awarded MBA Degree on passing all the four semester examinations. The requirements for a student of MBA degree programme are as follows:

- a) *Credit Requirements*: Credit Requirements to be earned for the award of Degree is 110 with a CGPA of not less than 4. The number of credits allotted to the MBA 1st and 2nd semesters are 25 credits each and MBA 3rd and 4th semesters carry 30 credits each. This may be modified depending on the requirement in each semester.
- b) The minimum duration for a student for complying with the Degree requirement is TWO academic years from the date of first registration for his/her first semester.
- c) The maximum duration for a student for complying with the Degree requirement is FOUR academic years from the date of first registration for his/her first semester. He/she will not be allowed to take more than three chances in any semester. However, under special circumstance, the Vice Chancellor of the University, on recommendation of the Director/Principal of the Institute, may extend the period by one more year only.

11. CLASS ATTENDANCE

- (a) Every student is expected to have 100% attendance in each subject in which he/she has registered in the beginning of the semester. However, for shortage of attendance up to 25% may be condoned and may be granted on On-duty,

Medical or other genuine grounds. Such students must submit to the Head of the Department a medical/relevant certificate/document from the appropriate authority, within a week after they return to the Institute. Certificates submitted after one week shall not be entertained on any account.

- (i) If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave.
 - (ii) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made, may be condoned by the Head of the Department provided he/she is satisfied with the explanation.
 - (iii) If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean-Academic with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean-Academic, after considering the recommendation of the Head of the Department, if the attendance is at least 75%.
 - (iv) A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, shall be considered as on-duty subject to a maximum of five days in a semester. Prior permission from competent authority is required for availing on-duty permission. However, this period of absence shall be counted as present for the purpose of computation of attendance letter grade only.
- (b) The percentage of attendance is calculated up to the last working day, and the percentage will be indicated by a Letter Code in Grade Sheet for the semester against each subject as follows:

Sl. No	Attendance	Remarks	Code
1	95% and above	Very Good	VG
2	85% to 94%	Good	G
3	75% to 84%	Normal	N
4	Below 75%	Repeat	R

- (c) Students not having the mandatory requirement of attendance in any subject, shall not be permitted to appear for the end semester examination in that subject and is awarded 'R' Grade in that subject. Such student has to register for the subject in which he /she has shortage of attendance, as and when the course is offered next.
- d) Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration. However, in case of MBA 1st Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

12. REGISTRATION FOR END SEMESTER EXAMINATION

- (a) Every student is required to be present and register at the commencement of each semester on the day(s) fixed for and notified by the University.
- (b) A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next week or as notified by the University on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after one week from the scheduled date.
- (c) Registration for end semester for all courses in the first two semesters is organized at respective college/institution by the university. However, from the third semester onwards, the registration will be organized by respective department of a college/institution under the supervision of the observer from the university.

- (d) After registration in each semester, each student should collect a registration card issued from the University.
- (e) If a student finds his/her load heavy in any semester, or for any other valid reason, he/she can drop some subject(s) [upto a **maximum of 02(two)** subjects per semester] within three weeks from the commencement of the classes in the semester with the written consent of his/her HoD & Principal of the Institution, with the approval of the Academic Registrar of the University. Students under this category shall also be treated as “R” grade for the concerned subject(s).
- (f) A Student can register for a backlog subject either for (i) Study or for (ii) Examination. In case of Study, his/her previous marks/grades are cancelled and will have to attend all classes and examinations along with next batch of students. In case of registration for Examination, he/she need not attend the classes, but will appear only for the end-semester examinations as and when they are conducted. Backlog students registering for Study or Examinations have to submit an undertaking that they will not change the status of their registration in the subject during the semester. This is applicable only for the regular students under grade ‘I’ and ‘F’ category.

13. EXAMINATION AND EVALUATION OF STUDENTS

(a) As a measure of student’s performance, a 9-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

Table: 8.0 (iii)

[This table replaces the Table 8.0 (i) and table 8.0 (ii)]

Internal	Conducted by Respective Institutions/ College	Central Evaluation	Grand Total% (CE +MS + ESE)	Grading System			
				Marks %	Grade	Description	Grade Point
CE	MS/ST	ESE	Grand Total= CE+MS+ESE				
20	20	60	100	90 & above	O	Outstanding	10
				80 – 89	A+	Excellent	9
				70 – 79	A	Very Good	8

				60 – 69	B+	Good	7
				50 – 59	B	Above Average	6
				45 – 49	C	Average	5
				35 – 44	P	Pass	4
				Below 35	F	Failed	0
					Ab	Absent	0

CE – Continuous Evaluation (Internal), both for theory and practical.

MS – Mid Semester Conducted by Respective Institutions/ College only for theory subjects.

ST – Skill Test (for practical, laboratory, workshop etc.)

ESE – End Semester Examination (Central Evaluation)

- (b) To be eligible to appear for ESE, a total attendance of 75% (minimum) is mandatory separately for both theory and practical classes (Laboratory, workshop, seminar and project)
- (c) The minimum marks of CE should be 7 out of 20 marks for theory subjects which is necessary to become eligible to appear in the End semester Examination (ESE).
- (d) The Mid Semester examination should be conducted by respective institutions/ colleges, covering at least 30% of the syllabus of each subject. The portion of the the syllabus to be covered in Mid semester (MS) will be specified by the University. Attendance in the Mid Semester (MS) is mandatory for a student to appear in the End Semester Examination.
- (e) To be eligible to pass in a theory subject with minimum ‘P’ grade, the following conditions must be fulfilled
 - i) Must appear in CE, MS and ESE.
 - ii) Must obtain 35% marks in CE (i.e. 7 marks out of 20 marks)
 - iii) Must obtain 35% marks in ESE (i.e. 21 marks out of 60 marks)
 - iv) Must obtain 35% marks in (CE+MS+ESE) out of 100 marks.
- (f) To be eligible to pass in a Practical (Laboratory, Seminar, Project, Workshop etc.) subject, a student –
 - i) Must appear in CE, ST and ESE

- ii) Must obtain 35% marks in (CE+ST) i.e. 7 marks out of (10+10) marks
 - iii) Must obtain 35% marks in ESE i.e. 11 (rounded) marks out of 30 marks
 - iv) Must obtain 35% marks in (CE+MS+ESE) i.e. 18 (rounded) marks out of 50 marks.
- (g) The norms for the award of the letter grade are as follows:
- i) No student can be awarded P or better grade without securing at least 4 Grade Point in any course.
 - ii) It is also mandatory that the student should secure at least 4 Grade Point in the End Semester examination in the subject for award of P or better Grade.
In addition, a student may be assigned the grades 'PS' and 'NPS' for pass marks and non-passing marks respectively, for pass/ No-pass courses, or the transitional grade 'I' (incomplete).
 - iii) A student is considered to have completed a course successfully and earned the credits if she/he secures a letter grade other than 'F', 'NPS' or 'I'.
 - iv) A letter grade 'F' or 'NPS' in any course implies a failure in that course.
 - v) In exceptional cases, a student is assigned the grade 'I' in a course if the student was compelled to absent himself/herself from the end-semester examination on account of
 - a) Illness or accident which disabled him from appearing at the examination.
 - b) A calamity in the family at the time of examination which, in the opinion of the College/Institute, required the student to absent himself from the examination.
 - vi) A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.
- (h) If a candidate fails to secure pass marks in a subject/paper in the internal evaluation, he/she shall be debarred from appearing in the Term end semester examination and he/she will have to seek re-admission into that semester when it is offered [Clause 11 sub clause (e)].

- (i) If a candidate fails in a semester examination, the marks secured by him/her in internal evaluation in each subject shall be carried over to the next semester examination, provided he/she obtains the minimum pass mark (in internal evaluation).
- (j) There is no makeup (back or special) examination to clear the fail subjects, a student has to appear in the fail subjects (backlog) in the respective semester examination as and when it is held.
- (k) It is also mandatory that the student should secure at least 4.5 Grade Point in the End Semester examination in the subject for award of P or better Grade. In addition, a student may be assigned the transitional grade 'I' (incomplete).
- (l) In exceptional cases, a student is assigned the grade 'I' in a course if the student was compelled to be absent himself/herself from the end-semester examination on account of –
 - (i) Illness or accident which disabled him from appearing at the examination.
 - (ii) A calamity in the family at the time of examination which, in the opinion of the College/Institute, required the student to absent himself from the examination.

A student will be eligible for the award of grade 'I' only if his/her attendance classes and performance in other components of assessment are complete and satisfactory.

- (m) Industry Internship Project (IIP) or Summer Project (SP) is mandatory in 3rd semester. All students are required to undergo 2 (two) month training in organisations of repute. They would be put under the guidance of a Departmental Faculty member as well as a Guide from the Organisation. The topic and the exact title of the Report shall be determined by the Guide in consultation with the concerned candidate. The training programme shall be from 1st June to 31st July. On completion of the training, they need to submit a Project Report as per the University guidelines on '*Preparing Summer Project Report*'. They need to submit the Project Report, in duplicate, to the Head of the Department by the end of 3rd week of August in the Third semester.

The Project Report shall be evaluated by two examiners including the Guide. The final marks to be awarded to the student shall be the total of the following –

Subject	Code	Total Marks			
Industry Internship Project	BA132304	100			
		70 (Project report)		30 (Viva)	
		40 (Project Evaluation) ESE	30 (Internal Assessment) CE	VV	
		Pass Criteria	35%	35%	35%

(n) Final Semester Project is also mandatory for the students. The Final semester Project shall be of 100 marks and has to be submitted by the students to the Head of the Department within the third week of April i.e., in the fourth semester.

The Head of the Department shall appoint a Guide and the topic of the student shall be decided by the Guide in consultation with the student, preferably related to his/her area of specialisation. The topics are to be finalised by the end of November (i.e., during the 3rd semester) by the Guide and the student and forwarded to the Head of the Department. The progress of the students shall be monitored by the Guide and students are required to submit progress report on the topic from time to time as decided by the Head of the Department. Further, the External Examiner will be appointed by the University.

Tentative Schedule to be followed by the student during the Final Semester project is given below –

Deadlines	Things to be done
Third week of November of the MBA 3 rd semester	Finalise the topic and forward the topic to the Head of the Department for authentication and permission.
Third week of January (i.e., of MBA 4 th semester)	Present his/her progress of the research work undertaken in front of the other Departmental faculty members specifically related to objectives of the

	study and the Research Methodology adopted for his/her study.
Third week of March (i.e., of MBA 4 th semester)	Submission of draft Report
Third week of April (i.e., of MBA 4 th semester)	Submission of the Report
During the month of May (tentatively the first part of the month)	Presentation and viva-voce

The thesis shall carry 100 marks of which 40 marks shall be evaluated on the basis of presentation before the examining body with a minimum of three teachers. The remaining 60 marks shall be evaluated by the Guide and the External examiner. The average marks awarded by the two examiners shall be considered for final marking of the student as follows –

Subject	Code	Total Marks			
		100			
Final Semester Project	BA132404	70 (Project report)		30 (Viva)	
				VV	
		40 (External Examiner) ESE	30 (Internal Examiner) CE	20 (External Examiner)	10 (Internal Examiner)
Pass Criteria		35%	35%	35%	

(o) At the end of each semester, the following measures of the performance of a student in the semester and in the programme up to that semester will be computed and made known to that student together with the grades obtained by the student in each course:

- The Semester Grade Point Average (SGPA): From the grades obtained by a student in the courses of a following formula –

$$SGPA = \frac{\sum_1^n GP_i \times NC_i}{\sum_1^n NC_i}$$

- Where GP_i = Grade points earned in the course
 NC_i = Number of credits for the course and
 n = the number of courses in the semester.

- The Cumulative Grade Point Average (CGPA): From the SGPA's obtained by a student in the completed semesters, the CGPA will be calculated using the following formula:

$$CGPA = \frac{\sum_1^n SGPA_i \times NSC_i}{\sum_1^n NSC_i}$$

- Where $SGPA_i$ = Semester Grade Point Average of the i^{th} semester.
 NSC_i = Number of credits for the i^{th} semester.
 n = Number of semesters completed.

- Both the SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.

- The CGPA may be converted into a percentage, using the following formula

$$\text{Percentage of Marks} = (CGPA \times 10) - 5$$

- Whenever a student repeats or substitutes a course in any semester, the higher grade(s) obtained by him/her in the course is to be considered for the computation of CGPA. Both the SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of a group of students also the rounded off values will be used.

The Evaluation of End Semester Examination will be controlled by the Controller of Examinations of the University.

- (a) However, if a student misses the end-semester examinations due to a compelling reason like serious illness of himself/herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Head of the Institution and Medical Officer of the Institution for permitting himself/herself to appear in the subsequent examination (s), when conducted next. In such cases, transitory grade 'I' is temporarily awarded to the student in the subject.
- (b) The student can appeal to the Controller of Examination for any arbitration within 20 days from the date of official publication of results.
- (c) A student of the MBA degree program must complete the prescribed course work with a minimum requirement of 110 credits within a maximum period of Four years.
- (d) The valued scripts shall be preserved for a maximum period of 1 Year after publication of results.
- (e) In Theory subject(s) of MBA End-semester Examinations, a candidate securing at least 'P' grade may improve his/her performance in the **subsequent** End-semester Examinations as and when it is held by the University in a maximum of 03(Three) subject(s) he/she desires to improve. This provision is however, allowed **only once**. The candidate needs to appear all the three subject(s) at the same sitting. In such cases the better marks secured by the candidate in **ESE** will be considered.

Further, there shall **not** be any provision for improving **CE/MS/ST** marks for the above category of candidates.

- (p) Examination record of all students shall be maintained in both soft and hard copy form in the office of the Controller of Examination of the University.

14. PROMOTION RULES (MBA COURSE)

14.1	General	For promotion to the next higher semester, a student needs to fulfil the following conditions: <ul style="list-style-type: none">(a) Must be a regular student of the concerned semester with 75% attendance in Theory, Practical/Lab/Workshop etc. separately. Moreover, he/she should
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		<p>be a regular student of the previous semester as well. However, the “R” grade (for attendance) students need to apply to the Academic Registrar, ASTU through the Principal of the Institution for necessary permission for promotion.</p> <p>(b) Must secure 35% marks in CE (for Theory) and in (CE+ST) [for Practical].</p> <p>(c) Must appear in MS and ESE of present semester and all the previous semesters.</p> <p>(d) Must fulfill the following conditions for the concerned semester to semester promotion.</p>
14.2	1 st to 2 nd sem	A student of 1 st semester will be allowed to attend 2 nd semester classes if he/she has completed the academic requirements** of 1 st semester and appeared in the end semester examination of 1 st semester.
14.3	2 nd to 3 rd sem	A student of 2 nd semester will be allowed to attend 3 rd semester classes provided he/she has completed the academic requirements of 2 nd semester and appeared in the End semester examination of 2 nd semester
14.4	3 rd to 4 th sem	Apart from fulfilling the conditions laid down under Clause 14.1(a), (b) and (c) a student of 3 rd semester will be allowed to attend 4 th semester classes if he/she has completed the academic requirements of 3 rd Semester and appeared in the End Semester of 3 rd Semester and passed all the subjects in the 1 st semester with at least P grade. Including theory, practical and workshop etc. separately.
14.5	Conditions	In addition to all the above conditions, a student needs to clear all the necessary components of the internal evaluation (with minimum 7 marks out of 20) in all the subjects, and must appear in the Mid semester examination in order to become eligible for appearing in the corresponding End Semester Examination.

**** Academic requirement of a semester-**

- Class attendance
- Continuous assessment of the student
- Mid- semester

14.6 *There is no makeup (back or special) examination* to clear the fail subjects. A student has to appear in the fail subjects in the respective semester examination as and when it is held.

15. TRANSITIONAL GRADES

(a) Grade I

When a student gets I Grade for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

(b) About grade R

When a student gets the R grade in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject(s). After this transitional grade has been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grade.

(c) About Grade F

When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated will be recomputed and recorded to take this change of grade into account.

Note: If any other grade e.g. 'W' for withdrawn subjects and 'X' for expelled student need to be included later on if necessary. And necessary condition for calculation for SGPA and CGPA will be same as 'R' grade.

16. ELIGIBLE FOR APPEARING (REPEAT) THE EXAMINATION WITH GRADE F AND I:

Students appearing in Examination shall be governed by the following rules:

- 16.1 In case of “R” grade (**for attendance**), the internal marks of CE/ST in the concerned subject(s) will be considered afresh. Besides, he/she needs to appear in the ESE of the concerned subject(s), as and when it is held in the subsequent Academic Session. However, in case of “R” grade (**for subject drop**), the student needs to appear in all components CE/MS/ST/ESE in the concerned subject(s) as and when these are held in the subsequent Academic Session.
- 16.2 Students with “F” or “I” Grade only are eligible to repeat the Examination as and when it is held.
- 16.3 A student who has obtained ‘F’ grade in the Examination may register in the subsequent semester for the course either for “study” or for “examination”.

17. TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

A student who has been admitted to an postgraduate degree course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided that he/she applies to the Institute within 15 days of the commencement of the Semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian. The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified.