



# ACADEMIC REGULATIONS (2017-18 ONWARDS)

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## PREAMBLE

DMIMS follows a learner-centric approach and has successfully adopted the fundamentals of academic brilliance, cultural activities, sporting excellence in students which are simultaneously progressing under the guidance of entrusted facilitators and excellent leadership. DMIMS is committed to have an environment which provides expanded employment opportunities to its students and enriched knowledge base to its faculty. It has developed an ethos of sharing professional capabilities and resources with the peers

The institute has a flexible and innovative approach towards the teaching learning process with emphasis on practical aspects and 'beyond the syllabus' areas of knowledge. Value addition is another area in which the institute lays great stress. A skill development course has been emphasized for the growth of students.

The Academic manual gives an insight to its stakeholders about the academic culture and regulations of DMIMS which works with academic autonomy status since the academic year 2015. This document speaks about the foundation for the inclusion of relevant courses along with the delivery to achieve the objective of ideal teaching learning process.

We look forward towards achieving academic excellence through our new curriculum pattern under the autonomous status and provide best education and platform to our present and future students.



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## **VISION**

TO BE THE BEST KNOWN MANAGEMENT INSTITUTE TO PROVIDE VALUE BASED KNOWLEDGE LEADERS FOR BUSINESS, GOVERNMENT & SOCIETY

## **MISSION**

TO DEVELOP CONTEMPORARY SKILL SET THROUGH CURRICULAR, CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

## **QUALITY POLICY**

To reach the highest levels of excellence in management education, through streamlining of practices and procedures, consistently progressive policies and flexibility to incorporate latest developments in the training of future managers. The institute pledges its commitment to the satisfaction and beneficitation of all Stakeholders, with students being the first among them.



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## ACADEMIC REGULATIONS

Academic programs of this institution are governed by rules and regulations as approved by Academic Council, which is the highest academic body of an autonomous institute. These academic rules and regulations will be applicable to all students who shall be admitted to this institute from academic session 2017-2018.

### 1.0 ABBREVIATIONS AND DEFINITIONS

- 1.1 “Autonomous Institution/ Institute” means an institution / institute designated as autonomous by Rashtrasant Tukadoji Maharaj, Nagpur University.
- 1.2 “Academic Autonomy” means freedom in all aspects of conducting academic programs, granted by University for promoting excellence.
- 1.3 “AC” means Academic Council.
- 1.4 “AICTE” means All India Council for Technical Education.
- 1.5 “ATKT” means Allowed to Keep Term.
- 1.6 “BoM” means Board of Management.
- 1.7 “BoS” means Board of Studies.
- 1.8 “CA” means Continuous Assessment.
- 1.9 “CGPA” means Cumulative Grade Point Average.
- 1.10 “CoE” means Controller of Examinations.
- 1.11 “Commission” or “UGC” means University Grants Commission.
- 1.12 “Course” or “Subject” means a theory/SIP/Project Work/ other item mentioned in the Scheme of Examination, identified by the number and title.
- 1.13 “DAC” means Disciplinary Action Committee.
- 1.14 “DTE” means Directorate of Technical Education, Government of Maharashtra.
- 1.15 “ESE” means End Semester Examination.
- 1.16 “GRC” means Grievance Redressal Committee
- 1.17 “Institution” or “Institute” or “DMIMS” means Datta Meghe Institute of Management Studies, Nagpur unless indicated otherwise.
- 1.18 “M.S.E.” means Mid Semester Examination.
- 1.19 “RRMC” means Result Review and Moderation Committee.
- 1.20 “SGPA” means Semester Grade Point Average.
- 1.21 “SoE” means Scheme of Examination.
- 1.22 “RTMNU “or “University” means Rashtrasant Tukadoji Maharaj Nagpur University
- 1.23 “TA” means Teachers Assessment.
- 1.24 “PA” means Practical Assessment.
- 1.25 “CRT” means Campus Recruitment Training
- 1.26 “C.P.” means Class Performance.



Please be noted that where the words “he”, “him”, “his”, occur, they also mean “she”, “her” and “hers”.

## 2.0 PROGRAM OFFERED

DMIMS offers full time Post Graduate degree program, Master of Business Administration (M.B.A) with dual specialization in two shifts. Intake of the first shift is 120 students and that of the second shift is 60 students.

2.1 The M.B.A. program shall consist of 18 Core Courses, 04 Skill Development Courses, 5 Specializations with 8 papers each, 01 Audit course, 01 Summer Internship Program (SIP) and 01 Project work in any of the specializations opted by the student.

2.2 The student shall have a choice to select any two specializations from the list according to his area of interest.

1. Financial Management
2. Human Resource Management
3. Information Technology Management
4. Marketing Management
5. Operations and Logistics Management

## 3.0 ADMISSION TO MBA PROGRAM

3.1 The admission to the M.B.A. program is centralized and is covered under Centralized Admission Process (CAP) carried out by the State Government of Maharashtra as per the regulation of the All India Council for Technical Education, New Delhi. For details visit: [www.dte.org.in/mba](http://www.dte.org.in/mba).

3.2 The intake capacity of the program, criteria for reservation, eligibility requirements shall be decided by the Government directives.

3.3 The selected students will be admitted to the MBA program after the student fulfills all admission related requirements as indicated in the allotment letter issued by the Government and after payment of the prescribed fees.

3.4 If at any time after admission, it is found that a candidate has not fulfilled all the requirements for admission, the Director of the Institute may revoke the



admission of the candidate and report the matter to the Academic Council and concerned government authorities as necessary.

3.5 The MBA program offers dual specialization. There are five specializations, out of which a student has to choose any two. For the choice of specialization, the students will have to fill the option form after the completion of the Semester-I. The classes for particular specialization /courses under the specialization shall be conducted, only if minimum 5 students opt for that specialization/course under the specialization.

#### **4.0 ELIGIBILITY FOR ADMISSION TO MBA PROGRAM**

A person who has secured 50% marks (in case of General Category) /45% marks (incase of reserved category) in graduation and who has appeared in entrance tests is eligible for taking admission in MBA program.

#### **5.0 DURATION OF THE PROGRAM**

The Program shall be of 2 years / four semester duration.



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## 6.0 SCHEME OF EXMINATION (SOE)

SEMESTER- I							
COURSE TYPE	COURSE CODE	Course Title	L	T	P	Total Credits	Total Marks
CORE	C101	Management Practices	3			3	100
	C102	Financial Accounting	4			4	100
	C103	Quantitative Techniques For Managerial Decisions	4			4	100
	C104	Fundamentals of Marketing Management	3			3	100
	C105	Fundamentals of Human Resource Management	3			3	100
	C106	Fundamentals of Financial Management	4			4	100
	C107	Legal Aspect of Business	3			3	100
	C108	IT for Managers	3			3	100
Skills Development	S109	Proficiency Management	3			3	100
	S110	Language Skill-1	3			3	100
TOTAL			33	0	0	33	




SEMESTER- II							
COURSE TYPE	COURSE CODE	Course Title	L	T	P	Total Credits	Total Marks
CORE	C201	Economics	3			3	100
	C202	Research Methodology	4			4	100
	C203	Cost Control and Management Accounting	4			4	100
	C204	Entrepreneurship Development	3			3	100
	C205	Production & Operations Management	4			4	100
	C206	Organizational Behavior	3			3	100
	C207	Environment Management	3			3	100
Skills Development	S208	Language Skill-2	3			3	100
	S209	Personality Development	3			3	100
Audit	A210	CRT					
TOTAL			30			30	

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SEMESTER- III							
COURSE TYPE	COURSE CODE	Course Title	L	T	P	Total Credits	Total Marks
CORE	C301	Strategic Management	3			3	100
	C302	Business Ethics	3			3	100
	C303	International Business Environment	3			3	100
ELECTIVES - I (ANY 3)	E311	Elective -1: Paper 1	4			4	100
	E312	Elective -1: Paper 2	4			4	100
	E313	Elective -1 : Paper 3	4			4	100
	E314	Elective -1 : Paper 4	4			4	100
SPECIALIZATION - II (ANY 3)	E321	Elective -2 : Paper 1	4			4	100
	E322	Elective -2: Paper 2	4			4	100
	E323	Elective -2 : Paper 3	4			4	100
	E324	Elective -2 : Paper 4	4			4	100
	SIP300	Summer Internship Project				6	100
TOTAL			33			39	




SEMESTER- IV							
COURSE TYPE	COURSE CODE	Course Title	L	T	P	Total Credits	Total Marks
Elective -I (ANY 3)	E415	Elective -I : Paper 5	4			4	100
	E416	Elective - I : Paper 6	4			4	100
	E417	Elective - I : Paper 7	4			4	100
	E418	Elective - I : Paper 8	4			4	100
Elective-II (ANY 3)	E425	Elective -II : Paper 5	4			4	100
	E426	Elective -II : Paper 6	4			4	100
	E427	Elective - II : Paper 7	4			4	100
	E428	Elective -II : Paper 8	4			4	100
	M400	Project work				10	200
TOTAL			24			34	

**‘E’ is symbolic use to represent specialization like any of Finance/Marketing/HR/IT/Operations.**

### 6.1 COURSE CODE AND COURSE NUMBERING SCHEME

Every Course is denoted by unique four digit alpha numeric characters.

- First character represents the nature of the subject i.e. C-Core courses, S-Skill Development Course & A for Audit course.
- The second character represents the Semester of course, 1 indicating First Semester and 2, 3, 4 indicating the respectively numbered semesters.
- The Third and Fourth Character represents a sequential number assigned to the course in the program.

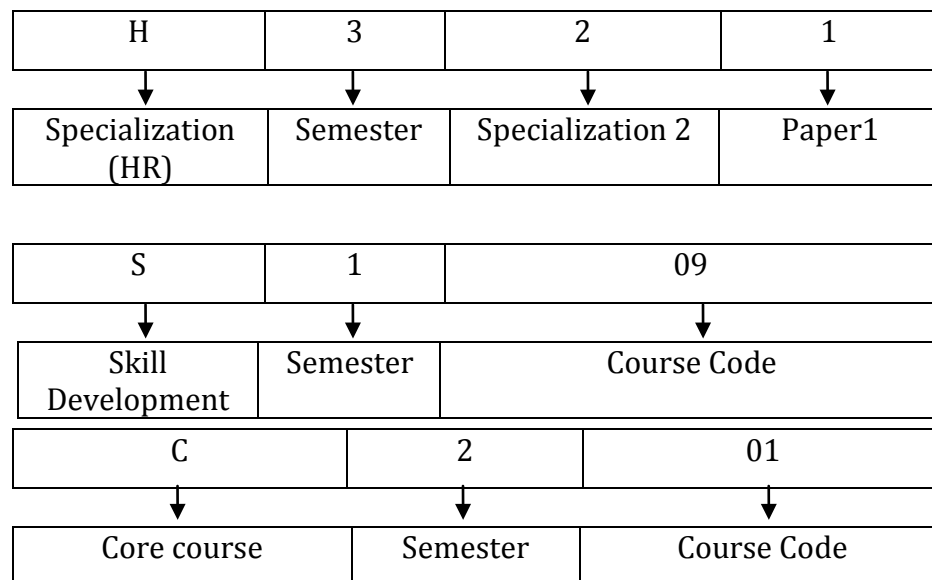
For specialization subjects

- The first character represents the name of the specialization like (F-represents Financial Management, H-represents Human Resource

Management, I-represents Information Technology and O- represents Operation& Logistics Management).

- The second character represents semester.
- The third character represents specialization number like; (1 is Financial Management, 2 is Human Resource Management, 3 is Information Technology, 4 is Marketing Management and 5 is Operations & Logistics Management).
- The fourth character represents the specialization paper number.

This has been represented in the form of the following diagram.



**(Codes mentioned in above table are representative of Finance & HR combination)**

### 7.0. SUMMER INTERNSHIP PROGRAM (SIP) AND PROJECT WORK (PW)

All the students have to undertake one Summer Internship Program at the end of second semester and one Project Work in fourth Semester respectively. The following rules and regulations apply to both Summer Internship Program and Project Work:

- 7.1 The duration for SIP and Project work will be for 30-45 days between June and July of the academic year.
- 7.2 The student will have an academic guide and an industry guide for Summer Internship Program (SIP) and Project Work (PW).




- 7.4 At the end of Summer Internship Program and Project Work, the student has to submit a detailed report.
- 7.5 All the students completing Summer Internship Program (SIP) and Project Work (PW), will have to attend a viva voce to be conducted by the panel of examiners. SIP & PW are for 100 Marks(6 Credits) and 200 Marks(10 Credits) respectively.

## **8.0 EVALUATION of SUMMER INTERNSHIP PROGRAM (SIP) AND PROJECT WORK (PW)**

### **Evaluation of SIP**

- 8.1 Evaluation by Industry Guide  
Industry Guide will evaluate the Student on parameters like understanding of content, communication skills, & overall presentation.
- 8.2 Evaluation by Academic Guide:  
Academic Guide will evaluate the student on various parameters including Selection of TOPIC, Problem Identification, and Research Methodology& Presentation of SIP Report.  
*For details refer SIP MANUAL*

### **Evaluation of Project Work**

- 8.3 The evaluation of the project work will be done on two broad parameters viz. - the written report and the viva-voce.  
*For details refer Project Work MANUAL*

## **9.0 SCHEME OF EXAMINATION AND DISTRIBUTION OF MARKS**

The examination scheme is based on the Theory, Viva-voce, Teachers assessment and Practical assessment. Assessments of all courses are divided in two broad components, Internal Assessment and End Semester Examination; weightage is in the ratio 40:60 respectively;

- 9.1 M.S.E.-1 (Based on Unit-1 & Unit-2), M.S.E.-2 (Based on Unit-3 & Unit-4) and E.S.E (Based on complete 6 Units) will be conducted for all courses.
- 9.2 Evaluation of SIP shall consist of following weightage
- Industry Guide Evaluation,
  - Academic Guide Evaluation.
  - Viva-Voce

9.3 Evaluation of Project Work shall consist of following weightage

- Written report
- Viva-Voce

9.4 The distribution of marks is as given below:

Distribution of marks: equal weightage to each unit

UNIT	M.S.E.1	M.S.E.2	ESE	TOTAL
1	6		8	14
2	6		8	14
3		6	8	14
4		6	8	14
5			14	14
6			14	14
	<b>12</b>	<b>12</b>	<b>60</b>	<b>84</b>
Teachers Assessment				08
Class Performance				08
<b>Total</b>				<b>100</b>

Distribution of marks

9.3.1 A student will get maximum 3 attempts as regular student to clear a semester examination.

- a) End Semester Examination
- b) Re- End Semester Examination
- c) Repeater

If a student fails in all these attempts, he will be discontinued (DC) as regular student. After clearing the course, he has to re-register as regular student.

## 10.0 ELIGIBILITY CRITERIA FOR APPEARING IN THE EXAMINATION

All bona-fide students are eligible to appear for the End Semester Examination if they fulfill the following criteria:

10.1 Must fulfill the attendance criteria as per clause no.30

## 11.0 ABSENTEE TEST

The Institution may offer an additional test for students who could not attend M.S.E. I or M.S.E. II .



## 12.0 THE GRADING SYSTEM

The evaluation of students will be done on the basis of grades as detailed below

- 12.1 The academic performance of a student shall be graded on a ten-point scale. The grades and their equivalent grade points are listed in Table 3.
- 12.2 For every course taken by a student, he will be assigned a grade based on his combined performance in all the assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- 12.3 Table 1 shows the various grades that can be awarded to students under relative grading. For absolute grading please refer table 2.
- 12.4 The Grades (up to D only) awarded to a student in all the courses shall be converted into a semester performance index and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

### Award of Grade using Statistical Method

**Table-1: Award of grades using relative grading**

RANGE OF MARKS	GRADE
$\geq X + 1.5 \sigma$	A+
$\geq X + 1.0 \sigma$ To $< X + 1.5$	A
$\geq X + 0.5 \sigma$ To $< X + 1.0 \sigma$	B+
$\geq X$ To $< X + 0.5 \sigma$	B
$\geq X - 0.5 \sigma$ To $< X$	C+
$\geq X - 1.0 \sigma$ To $< X - 0.5 \sigma$	C
$\geq X - 1.5 \sigma$ To $< X - 1.0 \sigma$	D
$< X - 1.5 \sigma$	F

**A) For the theory courses if  $X - 1.5 \sigma > 50$**

Grade calculation for C+,C, D& F shall be as given below , while that for A+,A,B+ & B shall be same as per **Table 1**

$$C+ \Rightarrow X - (X - 50)/3, \quad C \geq X - (X - 50) \times 2/3,$$

$$D \geq X - (X - 50) \times 3/3, \quad F \leq X - (X - 50) \times 3/3$$

**B) If  $X - 1.5 \sigma < 50$**

For all theory courses passing marks shall be 50. However the lower limit shall be reduced up to 45 marks step by step, so that failure % as calculated by formula,

$$\left( \frac{\text{Number of students having F Grades}}{\text{Total Students} - \text{Detained Students}} \right) \times 100 \text{ Shall not exceed } 15\%$$

**Table No. 2 Awards of Grade Using Absolute Method:**

Marks equal to or greater than 91 %	A+
Marks equal to or greater than 84% but less than 91%	A
Marks equal to or greater than 77 % but less than 84%	B+
Marks equal to or greater than 70 % but less than 77%	B
Marks equal to or greater than 63% but less than 70%	C+
Marks equal to or greater than 57% but less than 63% C	C
Marks equal to or greater than 50 % but less than 57%	D
Marks less than 50%	F

**Table No. 3 Structure of grade point conversion**

GRADE	GRADE POINT	ACADEMIC PERFORMANCE
A+	10	Outstanding
A	09	Excellent
B+	8.25	Very Good
B	7.50	Good
C+	6.75	Satisfactory

C	6	Average
D	5	Marginal
F	0	Fail
I	-	Incomplete Course requirement

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### 13.0 METHOD FOR THE AWARD OF GRADES

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Teachers Assessment (T.A.), Class Performance (C.P.), Mid-Semester Examinations (M.S.E.), End-Semester-Examination (E.S.E.), would be reduced to relative weightage of each component as given in Scheme of Examination. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below:

- i. If the number of students appearing in a course is less than 30 then absolute grading system as per **Table No. 2** shall be used.
- ii. If no. of students is greater than 30 statistical methods as per **Table No. 1** is to be used.
- iii. For conversion of grade to grade points **Table No. 3** is to be used for both absolute grading system and statistical method.

1. Average and standard deviation should be calculated as per the following equations.

$$\text{Average} = X = \frac{\sum \text{Marks}}{n}$$

Where, n = Total No. of Examinee - Detained Examinee

2. While calculating average, marks of absent students shall be considered to be zero.

$$\text{StandardDeviation} = \sqrt{\frac{\sum(x - X)^2}{(n - 1)}}$$

Where x= Individual marks of each students. And X is arithmetic mean (*Average*)

3. For absolute grading table-2 is to be used for awarding grades and for conversion grade to grade points Table no. 3 is to be used.

#### 13.1 EXPLANATION OF GRADES

##### 'F' Grades

The 'F' grade denotes failure.

***[Note: For inclusion in relative grading system the cutoff marks (inclusive of internal and external assessment) for each Core Courses, Skills Development Courses and Specialization Courses is 50 percent of marks]***



### **'I' Grade**

A student having attendance lower than 75% in a course, will be detained and given I grade.

### **'G' Grade**

A student who fails to complete the CRT course will be denoted with G grade to show that the course is incomplete.

### **'H' Grade**

A student who successfully completes the CRT course will be denoted with H grade.

## **13.2 GRADE POINT AVERAGE**

### **13.2.1 Calculation of Semester Grade Point Average (SGPA)**

The performance of a student in a semester is indicated by SGPA.

The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \sum \frac{C_i P_i}{C_i}$$

Where,

$C_i$  = The number of credits for the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated.

$P_i$  = Grade points earned in the  $i^{\text{th}}$  course.

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester. The SGPA is calculated to two decimal places.

### **13.2.2 Calculation of Cumulative Grade Point Average (CGPA)**

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the college.

$$CGPA = \sum \frac{C_j P_j}{C_j}$$

Where,

$C_j$  = the number of credits for the  $j^{\text{th}}$  course up to the semester for which CGPA is to be calculated

$P_j$  = grade points earned in the  $j^{\text{th}}$  course.

$j = 1, 2, \dots, m$  represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated. The CGPA is also calculated to two decimal places.

The conversion of SGPA and CGPA into Percentage and vice versa is to be considered as per the following formulae for the conversion.

a) Percentage =  $(10 \times \text{Grade points}) - 7.5$

b)  $SGPA = \left( \frac{\text{Percentage} + 7.5}{10} \right)$  up to and equal to 85%

c) For Any percentage above 85%, SGPA is 9.25

As per the Academic Regulations, the equivalent class/ division secured by the students on the basis of CGPA is as below:

First class with distinction	CGPA 8.25 and above
First class	CGPA More than or equal to 6.75 and less than 8.25
Second class	CGPA More than or equal to 5 and less than 6.75

The students scoring CGPA marginally less than 6.75 for first class and 8.25 for distinction class shall be given condonation up to 0.05 points for award of division equivalent to CGPA.

Thus,

a) Students having CGPA 6.70 shall be presumed to be secured First class

b) Students having CGPA 8.20 shall be presumed to be secured Distinction class; such students shall be granted the remark "**Division by Condonation**" on Grade Report without changing the original academic record including CGPA.



## 14.0 PASSING MARKS

### Amendment of minimum cut off Percentage from the academic session 2017 - 2018 & Cut off marks for each course in ESE

- Every student must secure 50% marks in each course including internal assessment and End Semester examination to pass.
- In addition the students will have to score minimum 30% marks (i.e 18 marks out of 60 marks) in the End Semester Examination to be declared pass in each course.

#### 14.1. ATKT RULE

An unsuccessful student at the any semester examination shall be ALLOWED TO KEEPTERM in accordance with the following table:

Admission to Semester	Candidate should have passed in following examinations	Candidate should have completed the term and filled examination form	Candidate should have passed at least 50% of courses of following examinations
Semester-I	Degree examination	Not Applicable	Not Applicable
Semester-II	Not Applicable	Semester-I	100% ATKT will be allowed
Semester-III	Semester-I	Not Applicable	passed at least 50% of courses of Semester-II
Semester-IV	Semester-I&II	Not Applicable	passed at least 50% of courses of Semester-III

## 15.0. AWARD OF RANKS UNDER AUTONOMOUS SCHEME

- 15.1 Merit ranks will be declared only for those students who have,
- a. been directly admitted to a course in the Institution under autonomous regulations,
- and
- b. completed the entire course in the Institution only within the minimum possible prescribed time limit i.e. two years.
- and



c. passed all courses prescribed for the program in first attempt only(i.e. he has not secured “F” grade in any examination).

15.2 Academic performance will be the sole criterion for award of Merit Rank.

15.3 The students will be ranked on the basis of their performance in all the four semesters of the program.

## 16.0 TEMPORARY BREAK FROM THE PROGRAM

16.1 A candidate is normally not permitted to break the study. However, if a candidate intends to temporarily discontinue the program in the middle for any valid reasons and to rejoin the program in a later respective semester, he shall apply in advance. Such application shall be submitted before the last date for payment of examination fee of the semester in question and forwarded through the Dean Academics stating the reasons for such withdrawal together with supporting documents and endorsement of his parent / guardian.

16.2 Such permission is accorded only to those who do not have any outstanding dues and necessary fees have been paid at the Institute.

16.3 The candidate has to rejoin the program after the break from the commencement of the respective semester as and when it is offered.

16.4 The break from study can be granted only once in a program within the maximum permissible period.

## 17.0 TERMINATION FROM THE PROGRAM

The admission of a student to the program may be terminated and the student may be asked to leave the institution in the following circumstances:

a) The student fails to satisfy the requirements of the program .

b) The student fails to satisfy the norms of discipline specified by the Institution from time to time.



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## 18.0 ELIGIBILITY FOR AWARD OF DEGREE

A student shall be eligible for the award of the degree only if the student has:

- a) Passed all prescribed courses.
- b) Satisfied minimum academic requirements.
- c) Satisfied all requirements specified by the Academic Council and/or ordinances.
- d) Paid all the dues to the institute.
- e) No pending case of indiscipline.
- f)

## 19.0 PROVISIONAL CERTIFICATE

A student, who has completed all requirements as set out in these rules and regulations, will be eligible for issue of "Provisional Certificate" from the institution.

## 20.0 DEGREE CERTIFICATE

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation. The University Degree Certificates will be distributed from the Institution office to all successful candidates once received from the RTMNU. A student can claim the degree certificate in person from the office of CoE after submitting the copies of grade sheets of all semesters and proving his identity. He shall produce either a photo identity card of the Institution, driving license with photo, passport, photo identity card issued by present employer or credit card of reputed bank bearing a photo.

## 21.0 MERIT LIST, MEDALS AND CITATIONS

Preparation of Merit/Rank List

- 21.1 The merit list shall be prepared for each program offered under Autonomy, based on CGPA.
- 21.2 The merit list shall be declared from amongst the students satisfying following eligibility criteria-
  - a) Student must have taken admission to entry level semester of the MBA program under autonomy. No student absorbed from RTMNU will be considered.



- b) Student must have completed the program in minimum duration for the said program.
- c) Student must have successfully completed all the courses that are required for successful completion of the program as per the Scheme of the Examination in first attempt.

21.3 The merit list (provisional and final) shall be prepared by Tabulation committee and shall be notified by Controller of Examinations, on behalf of Examination Committee.

21.4 The merit list shall be prepared in two stages, the first stage being the provisional merit list.

21.5 The notified lists, provisional as well as final, shall be given wide publicity and shall be available on the institute website and on the notice boards.

21.6 If anyone has any objection to the name(s) in the notified provisional merit list, the same shall be raised within 10 days after publishing the provisional merit list. The objections raised shall be submitted in writing giving the details in all respects, to the office of Controller of Examinations.

21.7 The Controller of Examinations shall scrutinize the objections received and direct the Tabulation Committee to incorporate the objections, if found correct. The amended merit list shall be called as Final Merit List and shall be published on the institute website and notice boards.

## **22.0 RULES AND REGULATIONS APPLICABLE TO NEW PROGRAMS THAT MAY BE INTRODUCED IN FUTURE**

The rules and regulations published here will be applicable to the new programs that will be started by the Institution in the same categories in future.

## **23.0 AMENDMENTS**

23.1 These regulations may get revised / amended from time to time and on approval by the Academic Council and the BoM shall come in to force and shall be binding on the students, faculty, staff, all authorities of the Institute and others concerned.

23.2 These regulations in part or whole, on approval by the Academic Council and the BoM shall supersede all the earlier regulations and amendments.



## 24.0 INTERPRETATION OF REGULATIONS

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.

## 25.0 EMERGENT CASES

Notwithstanding anything contained in the above regulations, the Chairman of the BoM/Academic Council/BoS may, in emergent situations take action on behalf of the BoM/Academic Council as he deems appropriate and report it to the next meeting of the BoM/Academic Council for its approval.

## 26.0 GENERAL GUIDELINES AND CODE OF CONDUCT FOR STUDENTS

Refer Student Rule Book.

## 27.0 ANTI-RAGGING COMMITTEE

- a) The cases of ragging reported to the Institution authorities shall be forwarded to the Anti-Ragging Committee constituted as per the directions of Hon. Supreme Court of India.
- b) As per due provision of Maharashtra prohibition of Ragging Act 1999, Ragging is a non-bailable cognizable offence. Whosoever indulges in ragging either-directly or indirectly shall be liable for punishment amounting to imprisonment up to 2 years and fine of Rs. 10,000/- along with dismissal from the institution.
- c) Ragging within or outside of the institution is strictly prohibited.
- d) Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the institution shall be liable for the punishment as per the existing provisions of law and act.
- e) The Anti Ragging Committee will investigate the matter and recommend the suitable action to be taken against the accused students.



A. H. Hake



S. H. Hake

## 28.0 FEEDBACK MECHANISM

DMIMS has a well-established online feedback mechanism for enhancing quality and excellence.

## 29.0 COURSE COMPLETION

A student will have to complete all the prescribed requirements of the courses for which he is registered.

## 30.0 ATTENDANCE REQUIREMENTS

30.1 Regular 100% attendance is expected of all students for every registered course.

30.2. A maximum of 25% absence in the attendance may be condoned only on valid grounds.

30.3 A student can seek additional condonation of up to 15% absence due to death in family or other emergency beyond student's control. However, students seeking condonation should inform the Director immediately and should seek sanction of the absence within a week after joining. The student should submit the documentary evidence to the college authority.

30.4 A student seeking sanction of leave on medical grounds should submit the medical certificate from registered medical practitioner on joining. This shall be approved by the Dean Academics.

30.5 The following activities shall be considered for condonation of attendance:

- Sports and Games: Inter collegiate, Inter zonal, Inter University,
- State level, national level or Open tournaments
- Camps and expeditions
- National Social Service camps
- Cultural Programs promoted by University, or reputed organizations
- Seminar/ Symposia, paper presentation, Quiz competitions
- Leadership courses organized by authorized organizations
- Training programs
- Guest Lectures at other institutions
- Projects in industries/ organizations
- Placement activities
- Any other; with the prior approval of the Principal

30.6 A student having attendance lower than 75% in a course, is prevented from appearing in the End-Semester Examination (ESE) .



30.7 The attendance shall be computed from the date of commencement of classes as per academic calendar of the Institution

### **31.0 TRANSITORY REGULATIONS**

31.1 Transitory regulations are applicable to students who were discontinued for some reasons and rejoin the program, and then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

31.2 A detained or discontinued candidate, in the year/semester, will be admitted to the same semester on paying the prescribed fees, if any. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s), he was originally admitted into.



A. K. Khatke



S. S. Shinde