Postgraduate Ordinances
2025

MBA Programme

विश्वजीवनामृतं ज्ञानम्

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Atal Bihari Vajpayee-Indian Institute of Information Technology and Management Gwalior,

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The provisions in these ordinances govern the policies and procedures on the admission of students, instructing course instructions, conducting examinations, and evaluating and certifying students' performance. These ordinances, on approval by the Board of Governors, shall supersede all the earlier set of ordinances of the Institute, with all the amendments thereto, and shall be binding on all students. However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum on the students admitted in earlier years shall be dealt with appropriately and carefully to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances. Chairman, Senate has the authority to approve any further requests for changes to an ordinance. Chairman, Senate interpretation of any section shall be considered final.

DISCLAIMER

Extreme care has been taken in the compilation of ordinances, course structures, and syllabi of different Postgraduate programmes, in Case of any dispute regarding the credits of any subjects, prerequisite subjects given in the course structure, the prerequisite subjects, and credits shown in the syllabi of respective subjects. As available with the Dean of Academic Affairs office of the Institute will be final.

Therefore, ABV – Indian Institute of Information Technology and Management Gwalior is not responsible for any typographical errors in the publication.

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Approved by the Senate till in its 39th meeting (02/2025) and 62th BoG meeting (2/2025)

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1. VISION, MISSION, AND QUALITY POLICY

VISION

GLOBAL EXCELLENCE IN THE KNOWLEDGE ECONOMY

MISSION

- Creating a learning environment focusing on research for emerging technologies and business processes for High-Tech solutions in a Low-Tech environment.

- Integrating IT technologies and management concepts in cross-cultural environments.

- Shaping students to be Innovative, Entrepreneurial, Supportive, Assured, and International.

QUALITY POLICY

ABV-IIITM Gwalior is committed to offering quality education, training, research, competency development, and consultancy to the satisfaction of all its stakeholders. Through its innovative teaching methods and research, this Institute aims to improve the effectiveness of IT and management practices continuously. All along, ABV-IIITM Gwalior has worked towards creating a knowledge-networked environment. We achieve this through:

- Proper understanding of quality policy and its effective communication across all levels.
- Adherence to this policy on a routine basis.
- Periodical audits on quality procedures.

2. INTRODUCTION

ABV-IIITM Gwalior is an Institute of National Importance set up under the aegis of the Ministry of Education (Government of India) and specializes in technology-driven engineering courses in all areas of Information Technology. The programmes are designed to address the demands of the present-generation digital world through academics and corporate engagements.

In keeping with the vision of 'Global Excellence in Knowledge Economy', the Institute has devised teaching and research programmes focusing on different technological, industrial, and commercial domains. Study courses are designed to offer solutions in emerging technologies at local, regional, national, and international levels.

The Master of Business Administration (MBA) is a 4-semester programme ideally completed in two years leading to an MBA degree. Candidates pursuing an MBA degree are governed by the rules, regulations, and norms stated by the Senate/BoG. They are subject to fulfilling academic requirements set by ABV-IIITM Gwalior from time to time.

The objective of this postgraduate progremme is to create experts and professionals in information technology enabled MBA that can match the demands of the complexities of the present generation IT industry. Under current circumstances, it is essential to have sharp and purposeful technologies. The MBA programme aims to develop experts in technical capabilities and managerial abilities.

In the Ordinance, unless the context otherwise requires, the followings are the definitions to be referred to:

Term	Description
Academic Session	The academic session of the Institute is referred to in section 3 of the Ordinance.
Act	The Indian Institutes of Information Technology Act, 2014 (30 of 2014)
Authorities, Officers, and Faculty Members	In relation to the Institute, respectively mean, the authorities, officers, and faculty members of the Institute
Board	The Board of Governors of the Institute
Central Government	The Government of India
Dean	The Dean of the Institute
Degree	The Degree of the corresponding Postgraduate Programme
Department or School or Centre	An Academic Department was established to impart instructions and to carry out research activities in approved programmes of the Institute.
Director	The Director of the Institute
Head or Chair	In relation to a Department or School or Centre, as the case may be, means the Head thereof
Registrar	The Registrar of the Institute
Institute	Atal Bihari Vajpayee- Indian Institute of Information and Technology and Management Gwalior
Notification	Any notification published under the authority of the Senate and including all such reports issued under the ordinances
Programme	An academic programme of the Institute
Regulations and bye-laws	This means, respectively, regulations and bye-laws made under the ordinances.
Rules	The rules made under the Act
Senate	The Senate of the Institute
Student	A student of the Institute pursuing any of the programmes to which the Ordinance applies
Supervisor	A person appointed to supervise a Master's Thesis
Co-Supervisor/Joint-Supervisor means	A person appointed to supervise a Master's Thesis in addition to a supervisor

2.1 Post Graduate Programme – Master of Business Administration (MBA)

The Department of Management Studies (DoMS) at ABV-IIITM Gwalior offers a four-semesters (2 Years) Master of Business Administration (MBA). The focus of the programme is to integrate IT with business processes. The programme offers courses in Marketing Management, Technology & Operations Management, IT & Systems, Finance, Human Resource Management, Management of Social Sector, and Business Analytics. The course has been designed considering present-day business trends and industrial outlook requirements. In a situation of tough competition from a global viewpoint, it is essential to implement business processes that make optimal use of available resources to yield viable results. ABV-IIITM Gwalior meets this demand

by creating capable managers and professionals who can synchronize material, technological and human resources to provide solutions for the betterment of the business environment.

The Institute follows an open policy on the number of seats every year. This study course aims to create innovative professionals for functional areas like marketing, finance, human resources, and business operations. Current generation application areas include SCM (supply chain management), ERP (enterprise resource planning), CRM (customer relationship management), and e-Commerce.

Focus of MBA-I Year: The programme's first year intends to impart the general management principles and practices and the analytical ability required for modern businesses.

Focus of MBA-II Year: The programme's second year is intended to provide the specialized and sectorial management ability on the blend of technology-embedded analytics canvas. The students can flexibly choose their area of specialization in the six baskets of electives. While the four massive open online courses complement the chosen basket of electives openly to meet the business need of student foresee.

Credit Requirement: First Year (Semesters 1st + 2nd + Summer Term) = 57 credits

Second Year (Semesters 3rd + 4th) = 54 credits

Total Credits = 111

2.2 The Senate

The Senate serves as the primary academic authority of the institution and holds authority, as per the stipulations of the Rules, over the maintenance of teaching, research, and training standards. It is responsible for approving syllabi, coordinating research endeavors, conducting examinations and tests, and overseeing various functions within the institution. Additionally, the Senate is vested with the power to perform other duties and functions as prescribed or conferred upon it by the Institution's Rules.

2.3 Senate Post Graduate Committee (SPGC)

The Senate Post-Graduate Committee (SPGC) shall consist of one representative from each of the academic departments who must be the convener of the Department Post Graduate Committee (DPGC) and four additional members:

  i.   The outgoing chairperson (if not otherwise a member),
 ii.   Two senate nominee to be nominated by the Senate Chairman,
iii.   Three Students' nominee (one from each Ph.D., M.Tech., and MBA programmes and proposed by the Dean of Academics Affairs with consultation of the students and approved by Senate Chairman).

The SPGC will be headed by the chairperson who will be nominated the amongst the DPGC members. The SPGC has jurisdiction in the following matters, but not limited to, concerning the post-graduate programmes of the Institute:

  i.   The formal approval of new courses of instruction,
 ii.   Modifications of courses already approved,
iii.   The credit valuation of courses,

iv. The formal approval of the admission of post-graduate students and their appointment as research scholars and fellows,

v. The admission of qualified students to candidacy for degrees,

vi. The conduct of oral and written examination and monitoring the Ph.D., M.Tech., MBA, and 5th year of IPG, programmes,

vii. In such other related matters as may be referred to it by the Senate,

viii. SPGC will also serve as the Ph.D. coordinator.

2.4 Department Post Graduate Committee (DPGC)

Each department shall have a Departmental Post Graduate Committee (DPGC) consisting of a Convener to be nominated by the Head of the Department in consultation with faculty of the department, and a minimum of *two* faculty members to be chosen by the department, and *two* students, one from the Ph.D. and other from the M.Tech./MBA programme. If a M.Tech. programme does not exist in a department, both shall be from the Ph.D. programme. The student members shall be chosen by the postgraduate students of the departments for *a period of one year*.

The student members shall not participate when the cases of academic evaluation of the students are being considered, although the student's opinion might be sought prior to taking any decision. The functions of DPGC are as follows:

i. Liaison with the institute regarding the PG program,

ii. Welfare of PG students of the department, including monitoring and advising weaker students,

iii. Scheduling of Post Graduate activities,

iv. Initiative to improve the Post Graduate program,

v. Starting new programmes,

vi. Making the recommendation to SPGC in the students related matters,

vii. Any other mattered referred to it by the Head of the Departments.

2.5 Office of the Dean of Academic Affairs

The office of the Dean of Academic Affairs is responsible for implementing the decisions taken on academic matters by the Senate. It

i. Receives, handles, and manages all records of the undergraduate and postgraduate programmes. This includes curricula details, offered courses, the academic timetable, the academic calendar, registration, student leave requests, examination records, grades, as well as the conferral of degrees and awards,

ii. Disseminates information on all academic matters,

iii. Issues necessary memoranda/orders, and

iv. Acts as a communication channel between the students, instructors & departments/interdisciplinary programmes,

v. Any other responsibilities assigned by the Institute.

3. ADMISSION

3.1 Academic Session

The academic session typically begins every year in the last week of July and ends in May. It is divided into two parts:

 i. **Odd Semester:** July - December
 ii. **Even Semester:** January – June

Each of the two semesters consists of about sixteen weeks with one week of mid–semester break. The last two weeks of each semester are used for the end-semester examination, and two week period during the semester is utilized for the one mid-semester examination.

In addition, the provision of the **Summer Semester** is available from May – July, meant only for projects, internships, and backlog courses.

This is also time to time revision up to the approval of the Senate or Notification from Ministry.

3.2 Academic Calendar

The Academic Calendar of the Institute, endorsed by the Senate, lays out the precise dates for significant events throughout the Academic Session. These events encompass orientation, registration, late registration, commencement of classes, document submission, examinations, grade submission, vacations, mid-semester recess, and more.

3.3 Admission Process, Eligibility, and Criteria

Candidates with the following qualifications are eligible to apply for admission to the Master of Business Administration (MBA) Programme at the ABV-IIITM Gwalior.

1. A First-Class Bachelor's Degree with minimum of 60% marks or 6.50 CGPA on a 10-point scale or equivalent in aggregate (of all the years/semesters) in any discipline 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 deemed-to-be-University under Section 3 of the UGC Act, 1956, or equivalent qualification recognized by the Ministry of Education, Government of India.
2. The Bachelor's degree obtained by the candidate must have (a) Mathematics/Statistics as one of the courses and (b) a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
3. A valid CAT score.

Note:
Candidates appearing for the final year of a Bachelor's degree and those who have completed degree requirements and are awaiting results can also apply. However, if selected, such candidates must submit the degree certificate before registration for the programme. If they fail, their admission shall stand cancelled.
A relaxation of 5% in marks or equivalent in CGPA for the SC/ST/PwD candidates.

Selection Process

1. After receipt of the applications, the Department may apply additional criteria. This criterion will be called shortlisting criteria and used to select candidates to be contacted for group discussion and personal interview at the Department or any other stipulated place. These criteria may change in every cycle of the selection process.

2. Shortlisted candidates will be evaluated on various components, and the final merit will be prepared using composite merit. The indicative components of evaluation are:

      i. Academic record
     ii. Weightage for CAT score
    iii. Group discussion
     iv. Personal interview
      v. Academic excellence (if any)
     vi. Extracurricular excellence (if any)
    vii. Professional work experience (if any)

* These criteria/eligibilities may change with the approval of the Senate or notification from the Ministry.

Additional rules/regulations for admission in the MBA programme:

3.3.1. Admissions to the MBA programme are normally made once a year as per the guidelines framed by the Senate/Ministry of Education, Government of India, from time to time.

3.3.2. Reservation shall be as per MoE, Government of India, guidelines framed from time to time. Students shall pursue the respective programmes allocated to them at the time of admission.

3.3.3. The number of admissions that can be made to any approved programme of the Institute shall be as decided by the Senate and approved by the BoG from time to time. Reservation of seats for various reserved categories shall be as prescribed by the Government of India/IIIT council.

3.3.4. The Senate shall decide the eligibility requirements, procedure, and frequency of admission to the MBA (Two Years) programme, considering any requirements that the IIIT Council may specify. The Senate shall decide the eligibility requirement for all postgraduate candidates.

3.3.5. Candidates studying in the final year of their qualifying degree may be considered for provisional admission to the MBA programme provided they satisfy all other essential eligibility and qualify for the admission process requirements for admissions to such programmes prescribed by the Senate.

3.3.6. Every student admitted provisionally to any programme of the Institute shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the Senate. These documents must be submitted by the prescribed date.

3.3.7. The admission, provisional, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirement for admission can be cancelled by the Senate.

3.3.8. The Senate may also cancel the admission of any student at any later date if it is found that the student had supplied some false information or suppressed some relevant information while seeking admission.

3.3.9. The Institute shall be open to persons of either sex and of whatever race, caste, or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.

3.3.10. Programme-wise curricula for various academic programmes are published on the Institute's official website, www.iiitm.ac.in, named "Courses of Study" for the admitted batch of students.

3.4 Scholarships, Prizes, Medals, and Financial Assistance

3.4.1 Merit-cum-Means scholarships, Freeships, Prizes, and Certificates of Merit shall be awarded to students according to the rules laid down by the Senate.

3.4.2 Some financial assistantships in the form of research assistantships may also be available from sponsored research projects.

3.4.3 Scholarships and freeships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts, and supply of false information.

3.4.4 Students leaving the Institute on their own accord without completing the programme of study may be required to refund the amount of scholarship as per the rules of the Institute.

3.4.5 No student can receive two scholarships simultaneously.

3.4.6 Scholarships will not be paid after the date by which a student completes all the prescribed requirements of an academic programme or completes the stipulated period on poor performance.

3.4.7 To promote and recognize academic excellence, constructive leadership, and overall growth and development of students, the Senate shall award Prizes/Medals/Scholarships to be instituted either by the Institute or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board of Governors.

3.4.8 Postgraduate students can also receive financial assistance/stipends from the government, public sector organizations, private industrial and commercial organizations, and research/consultancy schemes of the Institute.

3.4.9 The institute may facilitate with one-time financial support of up to Rs 10,000/- (on reimbursement basis) to the MBA students for oral presentation in international conference. The same can be revised by the Senate time-to-time.

4. REGISTRATION

4.1 The Senate shall lay down norms for registration for all categories of students. The semester registration in the Institute involves:

4.1.1. Filling out the registration form /registering the academic courses, mentioning the courses to be credited in the semester/summer semester from among the courses offered by the Institute and the programme requirements specified in the curriculum, and

4.1.2. Payment of fees and clearance of outstanding dues, if any.

4.1.3. In case a student does not register in any semester his/her studentship will be automatically terminated. The termination may be revived by the Chairman Senate on a written request and payment of the fee including late fee wherever applicable, subject to the approval of the Senate.

4.1.4. The entire responsibility for the semester registration rests with the student concerned.

4.2 Before the commencement of each semester, every student, unless otherwise exempted by the Senate, shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the Academic Calendar till the degree requirements are completed in terms of credits completion. The registration for Summer Semester shall be subject to the conditions the Senate may lay down.

4.3 Payment of prescribed semester/summer semester fees and all other dues outstanding against the student's name to the Institute, the Hostels, or any other recognized unit of the Institute shall ordinarily be a pre-condition for registration.

4.4 For bonafide reasons, students may be permitted to register late in a semester on the date prescribed in the Academic Calendar on payment of the prescribed late registration fee. The Senate shall lay down the conditions and procedure for such late registration. Any other exceptional case of registration shall require the approval of the Senate.

4.5 The registration of any student may be cancelled or changed during the semester/summer semester, partly or wholly, according to the norms laid down by the Senate.

4.6 A letter grade shall be awarded only if the student is duly registered in the course when awarding the letter grade.

4.7 A list of courses to be offered during the semester shall be posted on the notice boards/website and made available to the Course Instructor. A student is normally permitted to register for 7-10 courses per semester as per the MBA curriculum of the Institute. Each course carries a weightage in terms of credits depending upon the number of contact hours, including lectures, tutorials, and laboratory hours attached.

4.8 The normal academic load consists of 20-30 credits per semester. The Senate shall determine/revise the minimum credit requirement for each academic programme.

4.9 Students are required to ensure that they have completed all the prerequisite (s), if any, for each course to be registered for. At any stage, if it is found that they are not meeting a course's prerequisites, then the student's registration in that course may be cancelled.

4.10 A student may be permitted to take an overload based on the criteria set down by the Senate. Similarly, a student may take a reduced load for valid reasons.

4.11 An academically deficient student may be required to take a reduced load as per the provisions/recommendations of Competent Authorities. An academically deficient student has accumulated a backlog of courses by either not registering for or failing the course despite registering for it in the previous semester(s). The

deficiency may be due to several reasons, such as poor grades, not registering for the course(s) due to health, and other reasons (s). Registration of deficient students is done as per the recommendations of the DoAA office. The programme for deficient student shall be framed on advice of the DoAA office.

4.12 **Cancellation of registration:** Absence for a period of four or more weeks at a stretch or in total during a semester/summer semester shall result in an automatic cancellation of the registration of a student from all the courses in that semester/summer term. In case the absence is in a course, then the student is required to drop that course in the given semester. However, the minimum attendance requirement in a course is 75 percent. A student securing less than 75 percent in any course is deemed to have dropped the course in that given semester and will not be allowed to appear the examination.

4.13 **Extension of Programme:** No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless they have been granted.

4.14 Extension of the programme may be allowed by the Senate on the DPGC and the SPGC recommendations.

4.15 **Termination of Programme:** Upon completing the maximum allowable period, the student's enrolment shall be cancelled automatically. Such termination/dismissal can also happen due to reasons listed under any other part of the ordinance, such as under LEAVE OF ABSENCE and CONDUCT AND DISCIPLINE. The student shall, however, be free to appeal to the Senate for reinstatement, explaining the reasons for the delay.

4.16 **Appeals Against Termination:** A student whose programme is terminated due to inadequate academic performance or otherwise has the right to appeal to the Chairman Senate through SPGC for reconsideration. While making the appeal against termination, they shall give reasons for their poor academic performance and explain why their position (Case) merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The maximum time for appeal against termination is one month from the date of the termination letter.

5. INTERNSHIP

Students should undergo internship both Summer and Winter semesters for a minimum of 45 days and a maximum of 60 days during vacation period.

6. LEAVE OF ABSENCE

6.1. Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per provisions made for such absence in the ordinances. An attendance of 75 percent is compulsory for all students to pass in a course.

6.2. If applicable, applications for leave of absence should be addressed to the programme coordinator and submitted to the academic section with a medical certificate. Leave usually must not be availed without prior approval of the programme coordinator. In addition, if a student is leaving on leave, they must inform the Hostel authorities in writing. Failing this, the hostel/Institute authorities may initiate an action as deemed appropriate by them.

6.3. Postgraduate students shall be entitled to the following leave of absence:

6.3.1. **Mid-Semester Recess and Vacation:** MBA students are allowed to avail the mid-semester recess and vacations as specified from time to time in the academic calendar.

6.3.2. **Short Leave or other leaves:** Leave of absence during the semester shall be discouraged for all registered students. However, for bonafidé reasons, a student may be granted leave of absence during the semester under a Maximum of 15 days — on medical grounds. Maximum of 7 days — for any valid reason (as approved by competent authority).

6.3.3. **Medical Leave:** Leave on medical grounds, duly supported by a medical certificate from the Institute Health Centre/Chief Medical Officer of the Govt. hospital may be granted to a student for up to 8 days per semester. However, at a stretch, the medical leave shall not exceed 15 days a year. Such leave shall not entail any loss of financial assistantship. In case the student requires more leave as advised by the medical officer, he/she shall be asked to withdraw their registration for that semester and go on semester leave. Permission to grant leave on medical grounds exceeding 15 days in a year is at the sole discretion of the competent authorities of the Institute. In case the treatment is availed by a registered Private Medical Practitioner, the Medical Board of the Institute should first approve the application and then should be submitted to the Head of the Department. The application for medical leave must be submitted either during the period of treatment/hospitalization or within 7 days after recovery. In any case, whatsoever, Institute will not entertain any medical certificates after the specified time period, especially before the End Semester examination.

6.3.4. **Permission to proceed for academic activities:** PG final year students can be permitted to proceed for academic activities outside ABV-IIITM Gwalior to carry out fieldwork, library work, computational work, experimental work, and Lab works, and to attend conferences, courses and to undertake other research work, etc. as recommended by the department. Permission for a duration of up to 30 days be sanctioned by the department with an intimation to SPGC and DoAA, and more than 30 days by the Chairperson-SPGC and DoAA on the recommendation of the concerned DPGC. If a student has credit courses in a semester it is not advisable to proceed on outside Institute research activities to maintain the minimum 75 percent attendance requirement.

6.3.5. Short Leave and other leaves are as per Government of India norms.

6.3.6. **Temporary Withdrawal/Semester Leave:** Students are not usually allowed to withdraw from the academic programme temporarily and are expected to

complete their studies without any break. However, for bonafide reasons and in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of competent authority for an extended period. Such leave of absence(s) shall ordinarily not exceed one semester with or without a break during the entire period of the academic programme. A student who remains on authorized leave of absence due to ill health must submit a certificate from a registered medical practitioner (verified by Institute's medical officer) to the effect that they are sufficiently cured and is fit to resume their studies. The student can only register when the course coordinator/director is delighted with their health. Partial withdrawal from the semester shall not be permitted. Semester leave for up to one semester may be sanctioned for bona fide reasons. Except for medical reasons, such leave would not usually be approved before a student has completed their residence requirements, and in no case before the student has spent two semesters in the programme. However, on medical considerations, such leave may be sanctioned after their stay of one semester. Leave for more than one semester at a time will not be granted.

6.4. Without prejudice to the provision for leave of absence in the Ordinances, absence for four or more weeks at a stretch during a semester shall automatically cancel students' registration from the course(s). However, if applicable, the award of partial credit for research units may be considered for such students.

6.5. Unauthorized absence (i.e., absence without due permission) may result in the termination of the student's programme by the Senate in addition to the loss of financial assistance (if any) for the entire period of such unauthorized absence(s) or part thereof.

Note: In addition to SPGC/DPGC decision, for all cases, the intimation to and concurrence of DoAA is applicable.

7. RESIDENCE AND ACADEMIC REQUIREMENTS

7.1. **Residential Requirements:** For all the full-time courses, the students of all programmes must be physically present until the course is completed /till the date of Thesis Viva for MBA programmes.

7.2. Each course is conducted by the course instructor (in some cases, with the assistance of the teaching assistants/tutors). The course instructor is responsible for planning and running the course, conducting the examinations, evaluating the performance of registered students, awarding the grades at the end of the semester/summer semester, and submitting the grades to the Academic Section. 75% attendance is required in the class.

7.3. The evaluation of students in a course is a continuous process. It is based on their performance in end-semester examinations, mid-semester examinations, quizzes, assignments, tutorials, projects, laboratory work (if any), etc. The course instructor shall announce the evaluation scheme and the weightage for various components at the beginning of the course. The schedule for the mid-semester, end-semester, and make-up examinations (if any) is prepared and announced by Academic Section.

8. TEACHING AND EVALUATION

8.1 Teaching

8.1.1. The medium of instruction shall be English.

8.1.2. Each course, along with its weightage in terms of units, shall require approval of the appropriate Standing Committee of the Senate according to the course approval procedures laid down by the Senate. Only approved courses can be offered during any semester/summer semester.

8.1.3. Each approved course, whenever offered in any given semester, shall be conducted by the assigned Course-instructors with the assistance of the required number of teaching assistants/Tutors. The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations, evaluating the student's performance, and awarding the grades at the end of the semester. The grades submitted by the course instructor may be put before the moderation committee appointed by the DoAA. The final grades for a course shall be declared after the approval from the Competent Authority.

8.1.4. The list of all courses to be offered by a department during any semester/summer semester shall be finalized, before the beginning of the semester/summer semester by the concerned Head of the Department, taking into consideration all the requirements and the recommendations of the Senate.

8.1.5. The Course Instructors and Tutors (if any with course instructor) for all the courses to be offered by a department during any semester/summer-semester shall be assigned by the concerned Head of Department.

8.1.6. In each semester, there shall normally be one Mid-Semester Examination (called a "Minor Examination") and one End-Semester Examination (called a "Major Examination"). As far as possible, all the examinations shall be conducted during the announced examination periods. Additionally, there shall be continuous/internal evaluation (called "Continuous Assessment") during semesters via quizzes, assignments, projects, etc, as per the course faculty's discretion.

8.1.7. The term examination includes quizzes, in-class assessments, etc., of both theory and laboratory taken by the instructor from time to time.

8.1.8. Mid-semester (minor examination) should not have a weightage of more than 30 percent, other internal assessments, as decided by the instructor, should not have a weightage of more than 30 percent, and the End semester (major examination) should not exceed 50 percent weightage. However, Faculty members have the flexibility to change it based on the nature of the subject.

8.1.9. Students who fail to appear in any examination for bonafide reasons may be permitted to appear in the Make-up Examination (called "Re-minor examination/Remajor examination") as per the procedures laid down by the Senate.

8.1.10. The minimum credit requirements for various progarmmes shall be decided by the Senate. Normally, for MBA, 105-115 credits.

8.2 Award of Grades

The grade awarded to a student in a course (theory/lab/both courses), for which they are registered, will be based on their performance in quizzes, tutorials, laboratory work, workshop, and industry and home assignments, attendance as applicable, in addition to a minimum of one minor examination and one major examination. The weightage distribution is to be decided and announced by the course instructor. The course coordinator will evolve an evaluation method for courses and announce it in the first class. The grades that can be awarded, and their equivalent numerical points, are listed in Table.

Table 1: particulars of grading scheme

Grade	Grade Points	Description of Performance
A	10	Outstanding
A(-)	9	Excellent
B	8	Very Good
B(-)	7	Good
C	6	Above Average
C(-)	5	Average
D	4	Below Average
F	0	Very Poor
I*	-	Incomplete
S	-	Satisfactory for Seminar/Presentation Course
X	-	Not Satisfactory for Seminar/Presentation Course

* I grade is normally awarded to a student who does not possess the minimum attendance requirement for a course or doesn't appear for minor/major examinations and the respective make-up examinations. This applies to all theses and projects.

An Audit course shall have one of the grade nomenclatures as "A" through "I" depend on the student's performance in that Audit course. The grade obtained in Audit course will be mentioned in the grade sheet. However, the grade obtained in an Audit course shall not be considered for calculating the SPGA/CGPA.

8.3 Performance Indices

8.3.1. A student's Semester Grade Point Average (SGPA) indicates their overall academic performance in all the courses they register for during the semester.

8.3.2. The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student in all the courses taken, including those taken in the previous semesters. It is computed in the same manner as SGPA.

$$SGPA \; = \; \frac{\sum_{i=1}^{n} c_i \, p_i}{\sum_{i=1}^{n} c_i}$$

where c_i is the number of credits offered in the ith subject of a semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the ith subject, where i = 1,2,….., n, are the number of subjects in that semester.

$$CGPA \; = \; \frac{\sum_{j=1}^{m} c_j \, p_j}{\sum_{j=1}^{m} c_j}$$

where c_j is the number of credits offered in the ith subject end of till the semester for which CGPA is to be calculated; p_j is the corresponding grade point earned in the jth subject, where i = 1,2,….., m, are the number of subjects taken till end of the that semester.

8.3.3. Whenever, a student is permitted to repeat or substitute a course, the new letter grade is used in the computation of CGPA, but old grades appear in her/his Grade Report. For the purpose of calculation of SGPA or CGPA, only those courses (including minors and majors projects) will be taken into account in which the student has been awarded one of the grades (as mentioned in Table 1).

8.3.4. If a candidate clears a backlog subject in the subsequent semester, then the failed subject's grade will be replaced with the fresh grade obtained while calculating the CGPA.

8.3.5. [1]There are two Compulsory Audit courses for MBA 1st semester. Letter grades will be given for these compulsory audit courses and will not be counted in the calculation of CGPA/SGPA

8.4 Earned Credits

8.4.1. The credits for the courses in which a student has obtained a 'D' (minimum passing grade for a course) or a higher grade will be counted as credits earned by them. Any course in which a student has obtained F or I grade will not be counted towards their earned credits.

8.4.2. A student can re-register only for the course they have undergone and in which they have secured an F or I grade. However, the total credits permitted for that semester should not exceed the maximum prescribed limit. The course can be registered only if that course is being offered in that semester.

8.4.3. Auditing of Courses - The Institute encourages students towards supplementary learning by auditing for additional courses. The permission to audit a course has to be taken from the concerned course coordinators. However, the auditing of course(s) is permitted only after a student has satisfactorily completed minimum credit of the course work.

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[1] Updated vide Senate item no. 38.20 dated Mar 07, 2025

i. The audit requirements in terms of attendance and some minimal work shall be specified by the course instructor.

ii. Auditing of a course is permitted only up to the last date for adding of courses, as given in the Institute's academic calendar. Dropping of an audit course, however, can be done at any time of the semester by filling a formal application for the same. The grades obtained in the courses registered as audit course shall not be counted for the calculation of the Semester Grade Point Average (SGPA) or the Cumulative Grade Point Average (CGPA).

8.4.4. A student's grades may be withheld if they have not paid their dues, if there is a case of indiscipline pending against them, or for any other reason.

8.4.5. The Senate shall decide the time limits for the preservation of academic records.

8.4.6. The maximum time limit to complete the MBA (all branches) programme is two years + 2 years or decided by the Senate.

8.5 Composition of Electives

A student has to choose 07 electives from the basket of 04 MOOC courses and 05 Departmental Electives. The composition of electives shall be a minimum of 03 from the departmental electives and a minimum of 02 from MOOC electives. The remaining two electives may be flexibly chosen from the Department or MOOC electives.

8.6 List of Suggested Courses for MOOC

MOOC courses should be relevant to management programmes catering to the need for specialization and applicable to the frontier areas of technology, information technology, or management fulfilling modern business needs and are not offered as in-house courses of ABV-IIITM Gwalior. The MOOC course credit is decided by a committee and will be taken with the approval of HoD/DoAA.

8.7 Make-Up Examination

The makeup examination is like a regular End Semester examination. Such examinations are permitted for students who miss End Semester examinations due to health-related issues. Students may be allowed to appear in Make-up examinations through the policy made by Senate from time to time.

8.8 Academic Deficiency

8.8.1. It is proposed that registration for the 3rd semester may be allowed only if the student has cleared all the credits of the 1st semester and at least 50% of the 2nd semester credits. The student shall only be allowed to take Major Project Part II if they successfully cleared Major Project Part I credits.

8.8.2. A student will be placed on the Academically Deficient list if they do not meet the criteria mentioned in 8.8.1. Such a student has to register afresh for the courses in which F-grade was awarded to clear the failed component (Theory/Lab/Both). The student can appear in the Back Paper Exams for the rest of the previous courses (previous to the last academic year).

8.9 Grade Sheet and Transcript

Grade cards are issued yearly once together for two semesters. The Grade card contains the credits gained by a student in different courses in each semester with their performance indicators, SGPA and CGPA. The back paper Grade Card has the modified credits obtained in the subjects and modified SGPA and CGPA. Transcripts are issued on request.

8.10 Attendance Requirements

At the time of calculating attendance requirements, the following rules will be followed:

  8.10.1. A student shall be deemed to have undergone a regular course of study in the Institute if they have at least 75% attendance in the lecture/practical of the concerned course.
  8.10.2. The remaining limit of 25% in each course, including approved leave for any reason (medical leave, participation in Seminars/Workshops/Internships, etc.).
  8.10.3. A student who does not meet the above attendance requirement shall have their registration in the course cancelled.
  8.10.4. In the case of a core course, the student should register for and repeat the course when it is offered next. The course may be replaced if the course is not run in the corresponding semester subsequent year with the approval of the Dean (Academic). The recommendation of the concerned DPGC shall be considered.

8.11 Regulations in Respect of Use of Unfair Means in Examinations

The examination is an important part of the academic process. The Institute is committed to conducting fair and transparent examinations. In this process, it is imperative that the student also conduct themselves by observing a code of conduct. They are required not to adopt any unfair means during the examination process. In Case a student is found adopting or suspected of adopting unfair means in the Examinations, penal action shall be taken by the Institute against the student as may be necessary and adequate to uphold the sanctity and integrity of the examination system and the credibility of the Institute. The nature of unfair means and other details in this regard in available in Annexure IV.

  8.11.1. The disciplinary committee shall enquire into the cases of attempt at unfair means in the test/examination. A student whose offense is established shall be dealt with under the provisions of the disciplinary regulations. The action could include suspension, rustication/expulsion from the Institute.
  8.11.2. A student whose guilt is established shall be dealt with under the provisions of the disciplinary regulations.

9. CONDUCT OF DISCIPLINE

  9.1. Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the Institute's faculty members, administrators, officers, and employees and good neighborly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.

9.2. Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); wilful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute a violation of the Code of Conduct of students.

9.3. Violating the Code of Conduct of students by any student shall invite disciplinary action. It may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of a degree, cancellation of registration, and even dismissal from the Institute.

9.4. The Warden of the concerned Hostel shall have the power to reprimand or impose a fine or take any other such suitable measure against any resident of the Hostel who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hostel.

9.5. The Course Instructor of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Course Instructor shall have the power to take appropriate action against a student who attempts to misbehave in the class.

9.6. Ragging, in any form, is strictly prohibited, and any violation shall be considered a serious offense, leading to appropriate penal action as laid down from time to time by the Institute.

9.7. The disciplinary Committee will investigate the alleged misdemeanours reported and recommend suitable action. Violation of the Code of Conduct of students by a student or a group of students can be referred to this Committee by any student/faculty/any other functionary of the Institute.

9.8. In exceptional circumstances, the Chairman Senate may appoint a Special Disciplinary Committee to investigate and recommend the action to be taken in case of any gross indiscipline involving a large number of students, which may tarnish the image of the Institute.

9.9. The Case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

9.10. A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate, stating clearly why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.

9.11. The Senate may not recommend a student found guilty of some major offense to the Board of Governors for awarding a degree/diploma/certificate even if the concerned student has satisfactorily completed all the academic requirements.

10. PROGRAMME REQUIREMENTS

10.1 Minimum Residence, Maximum Duration, and Academic Requirements

The following table lists the semester-wise credits requirements allowed in the programme.

"Course Work" includes only postgraduate course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exceptions will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SGPA/CGPA will be calculated based on all postgraduate courses taken by the student.

Programme	Minimum Total Credits	Credits Through the Course Work (Minimum)	Credits Through Research/ Project (Minimum)	Minimum Duration	Maximum Duration
MBA	[2]111	87	24	02 years (till the course is completed / till the date of Thesis Viva for MBA programme	Senate shall decide the maximum duration permissible for a Programme

* **Summer Term Evaluation:** To be evaluated during the 3rd semester of the MBA programme.

    5.1.   A student may include undergraduate course (upon permission by the DPGC).

    5.2.   A student may register for undergraduate courses as a special case. These courses will be deemed to have zero credits and will be considered audit courses. Similarly, a student may take additional postgraduate courses, which will be regarded as audit courses, unless the student requests a course to be used for computing their CGPA at the time of registration.

    5.3.   A department may prescribe, with prior approval of the SPGC, additional credits of courses/thesis over and above the minimum specified in the table.

10.2 Extension of Programme

No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless they have been granted an extension of the programme by the Senate on the recommendations of DPGC and the SPGC.

10.3 Specialization in the MBA Degree

A student can earn specialization in a particular area(s) by earning a minimum of 15 credits (ordinarily equal to 05 courses), i.e., 03 courses from department electives and 02 courses from MOOC. Details of specialization will be part of the transcript and marksheet issued to a student.

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[2] Updated vide Senate item no. 38.20 dated Mar 07, 2025

10.4 Exit Option from MBA Programme

A student can exercise the option of program exit after completing the First Year of the Department of Management Studies (DoMS) MBA. The student may be awarded the one-year Diploma in Management.

11. THESIS/PROJECT AND EXAMINATION

A student will carry out thesis/project work during the third and fourth semesters under the supervision of the assigned supervisor(s).

11.1 Appointment of Thesis/Project Supervisors of MBA

11.1.1. A student shall not usually have more than two supervisors at any given time.

11.1.2. A student's thesis supervisor(s) will normally be appointed from amongst the faculty members at ABV-IIITM Gwalior using modalities decided by the departments. The supervisor allotment shall be according to the interest of the student and faculty research area matching.

11.1.3. The supervisor will be appointed after the completion of the first year and at the beginning of 3rd semester.

11.1.4. Students will submit a choice of supervisor in a prescribed format to DPGC at the End of 2nd semester. The DPGC will announce the allotment in due time with the consultation of the Head of the Department and send the same information to the SPGC.

11.1.5. Suppose a student's supervisor proceeds on leave for over three months in the Case of an MBA, in that case, the Department DPGC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In such a case, the number of supervisors may be more than two. If a student's supervisor proceeds on leave for not more than three months in the case of an MBA, the Department DPGC may appoint a programme coordinator to take care of various formalities.

11.1.6. Suppose all research work and related analysis is complete except for the writing of the thesis/project, and the supervisor proceeds on leave, in that case, the Department DPGC may appoint a programme coordinator to take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc.

11.1.7. Suppose a supervisor resigns/retires or otherwise ceases to be a faculty member of the Institute, in that case, the Department DPGC will appoint a new supervisor or co-supervisor with the consultation of the Head of Department.

11.1.8. In exceptional cases, a student can have a co-supervisor from outside the Institute on the Recommendation of the Department DPGC and the SPGC and approval of the Chairman, Senate. Application along with biodata/CV of external co-supervisor needs to be attached.

11.1.9. The appointment or change of supervisor(s) will be communicated to the SPGC by the DPGC. No change/addition of supervisor(s) is allowed after submitting the thesis.

11.1.10. DPGC should consult HoD of the department and SPGC should consult DoAA for making any decisions.

11.2 MBA Thesis/Project Oral Examination Committee

11.2.1. The thesis/project (3rd and 4th semesters) will be examined by an oral examination committee formed by DPGC with consultation of the Head of the Department. The same information will be given to SPGC by DPGC.

11.2.2. The Committee shall consist of:
   a. Thesis supervisor(s)/ programme coordinator of the students and
   b. At least 2 faculty members (one from other Department)

11.2.3. One of the committee members will act as the Convener as decided by the Head of the Department on a semester basis.

11.2.4. The oral examination committee will be constituted and duly notified.

11.2.5. The Convener will initiate any changes in the oral examination committee (if required). It must be recommended by the DPGC and approved by the Head of the Department.

11.3. Processing of MBA Project/Thesis (Oral Examination)

11.3.1. The thesis/project will be examined by an oral examination committee (3rd and 4th semesters).

11.3.2. Each department will have a coordinator to coordinate the proceedings of projects/Thesis appointed by the Head of Department.

11.3.3. The oral examination committee will evaluate the thesis work two times: midterm and end term in a semester. Each semester is evaluated for 100 marks. The same process is repeated for the 4th semester.
   i. For midterm: Supervisor-25 and Committee-25 marks = 50 marks
   ii. For end term: Supervisor-25 and Committee-25 marks = 50 marks
   iii. The total marks obtained from the above term examinations, coordinators assign grades to the students at the end of the semester out of 100 marks.

11.3.4. After the announcement of the oral exam, students must submit one copy of the progress report/thesis/project report prepared according to the given format to the committee. The Convener will intimate the oral examination date to the committee, student, and Academic Section.

11.3.5. A student must appear in an oral examination along with a presentation and an adequate number of loose bindings of thesis/report/progress report. A student must give a presentation followed by a question/answer session. The oral examination committee will evaluate the presented work, thesis/project/progress report, conduct the oral examination, and send a report/result to DPGC.

11.3.6. In the case of final thesis presentation, if a student does not appear in the oral examination within the maximum permissible time for a given programme, his/her programme would be deemed to have been terminated. However, in exceptional conditions, DPGC, with the approval of SPGC and DoAA may extend the date of final examination for a student. If no extension is provided by DPGC/SPGC/DoAA then request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate,

and in case the Senate grants the request, it shall specify the requirements that the student must fulfill for the award of the degree.

11.3.7. In case of a final thesis/project presentation, a thesis/report will be considered to have been accepted if the oral examination committee recommends its acceptance. A thesis/report, that is not accepted will be considered to have been rejected.

11.3.8. In case of final thesis/project presentation, if a thesis/project is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis/project will be conducted by the original committee unless a different committee is recommended by DPGC and approved by the Head of the Department with intimation to DoAA. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.

11.3.9. In case of final thesis/project presentation, if a thesis/project report is accepted, the student has to submit an adequate number of hard-bound copies of the thesis/report in the prescribed format after incorporating any modification/correction (if any) suggested by the oral examination committee within two weeks of the oral examination.

12. GRADUATION REQUIREMENTS AND GRANT OF DEGREES

12.1 Requirements for Degree

12.1.1. An MBA student with a CGPA below 6.0 is not eligible for graduation.

12.1.2. A student shall be deemed to have completed the graduation requirements if the student has:
   i. passed all the prescribed courses and secured 6.0 or more CGPA,
   ii. attained the minimum required CGPA,
   iii. satisfied the minimum academic and other requirements, including residence requirements for the academic programme prescribed by the Senate,
   iv. satisfied all the criteria specified in the concerned stream/division/department, if any,
   v. satisfied all the requirements specified by the Senate and the Ordinances.

12.1.3. In addition, the student should have paid all the dues to the Institute, obtained 'No Dues "clearance from various units as specified by the Senate, and had no pending case of indiscipline.

12.1.4. A student who has completed all the graduation requirements shall be recommended by the Senate to the BOG for the award of an appropriate Degree/Diploma in the ensuing Convocation. A Degree/Diploma can be awarded only after the Board has approved the award of the Degree/ Diploma.

12.2 Award of Degree

Upon completion of all requirements and on the Recommendation of the Senate and with the approval of the Board of Governors of the Institute, an MBA degree will be awarded.

12.3 Withdrawal of Degree

Under exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Senate may recommend to the Board of Governors to withdraw the Degree/Diploma already awarded.

NOTE: Any matter not mentioned in this ordinance and/or in case of any conflict, the decision of the Chairman Senate is final and must be accepted by the student. However, he/she can appeal to Chairman BoG.

13. RULES FOR ADMISSION IN REGULAR Ph.D. PROGRAMME OF MBA PASS OUT STUDENTS

13.1. Students admitted to the 2-year MBA programme in the institute may be given preference for admission to a regular Ph.D. programme subject to having a CGPA $\geq$ 8.00 on a 10-point scale.

13.2. A student who joined a Ph.D. programme will be governed by the ABV-IIITM Gwalior Ph.D. ordinance, amended and updated from time to time.

14. EXTRACTS FROM THE IIIT ACT, 2014

The following are the extracts from THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY ACT, 2014.

14.1. Section 35

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely-

14.1.1. The admission of the students to the Institute

14.1.2. The courses of study to be laid down for all degrees and diplomas of the Institute

14.1.3. The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute and shall be eligible for degrees and diplomas

14.1.4. The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes

14.1.5. The conditions and mode of appointment and duties of examining bodies, examiners, and moderators

14.1.6. The conduct of examinations

14.1.7. The maintenance of discipline among the students of the Institute; and

14.1.8. Any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

14. 2 Section 36

14.2.1. Save as otherwise provided in this section, Ordinances shall be made by the Senate.

14.2.2. All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next meeting.

14.2.3. The Board shall have power by resolution to modify or cancel any such Ordinance, and such Ordinance shall, from the date of such resolution, stand modified accordingly or cancelled, as the case may be.

14.3 Section 48

14.3.1. Notwithstanding anything contained in this Act-

a. The Board of Governors of an Institute functioning as such immediately before the commencement of this Act shall continue to function so until a new Board is constituted for that Institute under this Act, but on the constitution of a new Board under this Act, the members of the Board holding office before the commencement of this Act shall cease to hold office

b. Every Senate constituted in relation to every Institute before the commencement of this Act shall be deemed to be the Senate constituted under this Act until a Senate is constituted under this Act for the Institute, but on the constitution of the new Senate under this Act, the members of the Senate holding office before the commencement of this Act shall cease to hold office.

c. The statutes, Ordinances, rules, regulations, and bye-laws of each existing Institute as in force immediately before the commencement of this Act shall continue to apply to the Corresponding institute in so far as they are not inconsistent with the provisions of this Act until the first Statutes and the Ordinances are made under this Act

d. Any student who joined classes of the existing Institute on or after the academic year 2007-2008 or completed the course on or after the academic year 2010-2011 shall, for the purpose of clause (c) of sub-section (1) of section 7, be deemed to have pursued a course of study in the existing Institute located at Kancheepuram only if such student has not already been awarded degree or diploma for the same course of study.

The Central Government may, without prejudice to the provisions of sub-section (1), if it considers necessary and expedient to do so, by notification, take such measures which may be necessary for the transfer of the existing Institute mentioned in column (3) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule to the corresponding Institute mentioned under column (5) of the Schedule.

15. ANNEXURES

Annexure-I.   Personal Information Sheet
Annexure-II.   Registration Form for MBA
Annexure-III.   Guidelines to undertake MOOC course
Annexure-IV.   Rules and Regulations in Respect of Use of Unfair Means in Examinations
Annexure-V.   Undertaking for MBA Admission
Annexure-VI.   MBA Thesis Title Page
Annexure-VII.   Candidate Declaration

MBA Thesis Supervisor Allocation is coordinated at the department level, and the respective proforma will be made available by the department(s), in which case an intimation will be made in advance. Department(s) may modify the forms or ask for more details as per the requirements on a per semester basis.

Disclaimer

The rules, regulations, and other terms mentioned in the ordinance are subjected to change time to time with the approval of the Senate/Competent Authority, or notification by the Ministry. In any discrepancy/conflict, the decision of the senate chairman will be final.

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विश्वजीवनामृतं ज्ञानम्

Roll No. ☐☐☐☐☐☐☐☐☐☐☐

Atal Bihari Vajpayee-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT GWALIOR
REGISTRATION FORM
MBA-I SEMESTER (20_____ - 20_____)

Name: (In English)…………………………………………

(In Hindi)……………………………………..

Home Address…………………………………………………………………………………

…………………………………………………………………………………………………

………………………………………………

City………………………………   State……………………………………………

Email…………………………………….   Phone / Mobile No…………………………………….

Hostel Room No………………………….

You are required to deposit the Institute and Hostel fees in the Bank.

Institute Fee: Paid / Not Paid   Hostel Fee: Paid / Not Paid

(Accounts Section)

(Joint Registrar)
Academics

S. No.	Code	Subject	No. of Credits
	Total Credits		

(Signature of Student)

(Faculty Coordinator)

ABV-IIITM GWALIOR
PERSONAL INFORMATION SHEET
ADMISSION 20_____ - 20_____

Course…………………………….

Name: (In English)………………………………

(In Hindi)…………………………………..

(As mentioned in Matriculation Certificate)

Blood Group……………………

Father's Name……………………………..   Mother's Name………………………………………

Date of Birth…………………………………   Category: General / SC / ST / PH* / OBC

Gender: Male / Female*   Marital Status: Married / Single*

Home Address …………………………………………………………………………………..

……………………………………………………………………………………

City……………………   State……………………………………………………………….

Email……………………………….   Phone / Mobile No …………………………………

Residential Background: Rural / Urban / Metropolitan*

* Tick which applies

Local Guardian (if any) ……………………………………………………………………………

Contact Person in case of emergency:

Name…………………………………………………………...

Address:………………………………………………………...

Phone No………………… Mobile ………………………

Details of Qualifying Exam

1. Name of last Institute / College / School ……………………………………………….

2. Name of Affiliating University Board ……………………………………………………

3. Discipline / Branch of Specialization …………………………………………………..

4. Year of Passing………………………..with………………….%Marks / CGPA.

5. Status of College / School / Govt. / Govt. aided / Private / University Department (Tick which applies).

6. Scholarship   (a) Name of Scholarship……………………. (b) Amount…………………

(c)National / State / Any other …………………………………………………...

7. Extra Curricular Activities / Achievements

Allotted Roll No………………………………………………………………………………….

Any Additional Information……………………………………………………………………...

(Course Coordinator)   **(Signature of Student)**

Rules and Regulations to undertake MOOC courses

The MOOC course(s) can be taken by a student in lieu of the elective course(s) required to be done in the 2nd year of MBA programme as per the following:

1. A department committee will float the basket of MOOC courses for final year MBA students.
2. Students may select a minimum of four MOOC courses (minimum two courses per semester) and submit their choices to the committee for finalization of MOOC courses.
3. A department committee will finalize the choice of the students and shall forward the final of MOOC courses being offered to the students to the DoAA through HoD of the department.
4. The MOOC course should not be less than 10 weeks in duration, relevant to the programme of study, and not repetitive in the student's transcript and marksheet.
5. The department committee is required to submit the obtained marks and grades in the MOOC courses to the academic office.
6. The final grades in the transcript at the ABV-IIITM Gwalior shall be awarded based on the marks and grades of the students by a committee constituted by the competent authority. The committee may take a viva voce examination before deciding on grades.

Rules and Regulations in Respect of Use of Unfair Means in Examinations

Types	S. No.	Nature of UFM Offense	Punishment/Penalty
A	1.	Student doesn't follow the instructions given by the Centre Superintendent/Invigilator/Instructor.	Based on the severity of offense and written report of the room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, a warning will be issued to the student not to repeat in the future. If repeated, the concerned Minor/Major subject examination will be awarded ZERO marks.
	2.	Student communicates with another examinee or tries to pass on information even after a word of caution from the invigilator(s) or any competent authority.	
	3.	Any sort of writing on the question paper except the personal data in the given space.	
	4.	Any examination-relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Centre Superintendent/flying squad/Invigilator(s)/Evaluator.	
	5.	Student indulges in writing the matter relevant to the subject before the commencement of the examination.	
	6.	Student's indecent behaviour at the examination center or the examination hall.	
	7.	If the examinee is found in his possession notes, chits, answer book, or any other examination materials, however, he/she has not written from the said material in his/her answer book.	
	8.	If the examinee changes the seat without permission of the invigilator/instructor.	

Types	S. No.	Nature of UFM Offence	Punishment/Penalty
B	1.	Use of indecent or abusive words in the answer book.	The concerned subject as a whole will awarded "F" grade
	2.	Possess any sort of relevant exam material in the examination hall or even outside the examination hall, like toilet, lobby, etc., or try to contact any unauthorized person during the examination timing.	
	3.	Bring any non-smart electronic gadget (except a memory-less scientific calculator if permitted in that paper) to the examination hall.	
	4.	Any sort of writing on the question paper regarding the solution of the questions.	
	5.	If the examinee obstructs/threatens orally the invigilator(s) or any competent authority on exam duty.	
	1.	If the examiner finds some written/printed papers, etc., of exam-related material from the answer book of an examinee.	Cancellation of results of the Concerned subject and two other cleared

C	2.	If the examiner reports that the examinee's answer book is written with more than one type of handwriting.	subjects/passed subjects in which the student has secured the lowest grade except for the subject in which the student has UFM, i.e., a total of three papers will be awarded "F" grades.
	3.	If the examiner reports missing pages or additional pages in the answer book of examinee.	
	4.	If the examinee attempts to bribe by way of keeping currency notes in his/her answer book.	
	5.	Attempts to bribe the examiner by mentioning address, contact details, mobile no., etc., or to contact the examiner directly or through any representative in his/her favour.	
	6.	The examinee has copied from another examinee or deliberately allows other examinees to copy from his own answer book or pass on the exam-relevant material or literature in any form to another examinee in the exam hall.	
	7.	Attempts to get rid of or destroy any exam-relevant prohibited material with which he is caught or helps others in such an act.	
	8.	The examinee is found to throw away his answer booklet, question paper, practical job, or part thereof in the examination hall.	
	9.	If the examinee is found to have torn the answer booklet, question paper, any other exam-related material, or part of his/her own or other examinees.	
	10.	If the examinee obstructs the process of conducting the examination in any way.	
	11.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner found in his possession during the examination.	
	12.	The examinee has indulged in exchange of an answer book with another examinee.	
C	13.	If the examinee repeats any or several points of Case-A and /or Case-B.	
	14.	Brings any smart electronic gadgets, e.g., a watch, or mobile, in the examination hall.	-do-
D	1.	If the examinee found bulk material like book, notebook short note, etc., related to the concerned subject.	Cancellation of result of the examinee of all examinee of all the examination of registered courses in that concerned year (theory and practical) will be cancelled. (All the paper will be awarded "F" grade).
	2.	If the examinee obstructs/threatens orally or assaults the invigilator(s) or any competent authority on examination duty.	
	3.	Tries to bring duly written answer book or supplementary from outside prior to start of examination.	

Types	S. No.	Nature of UFM Offence	Punishment/Penalty
E	1.	If the examinee carries away an answer booklet, supplementary or practical job, or part thereof outside the exam hall.	Based on the severity of offense and written report of the room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, one of the following actions will be taken:
			Case 1: If the answer booklet is recovered in intact form within 15 minutes after the exam gets over. The concerned subject AND Two other cleared/passed subjects in which the student has secured the lowest marks will be awarded "F" grade.
			Case 2: If case 1 does not apply and the answer booklet is recovered in intact form after 15 minutes from the time when the exam gets over. ALL examinations of registered courses in the concerned semester will be awarded "F" grade.
	2.	If the examinee leaves the examination hall without submitting his/her answer book or tries to destroy it.	Based on the severity of the offense and written report of room Invigilator(s)/Flying Squad/Evaluator/Centre Superintendent, ALL examinations of registered courses in the concerned semester will be awarded "F" grade.
	3.	If the person impersonates as examinee and this fact is detected during or after the examination.	
	4.	If the student is being helped by other students (s) of the institute or outsider and behaves indiscipline during examination.	

Types	S. No.	Nature of UFM Offence	Punishment/Penalty
F	1.	Possesses Gun, Revolver, Knife, or any other prohibited weapon in or around exam hall.	The result of the examinee of all the registered courses in that year or that year plus 1 more year will be cancelled (all the papers will be awarded "F" grade).
	2.	Physically assaulting the invigilator or any competent authority on examination duty.	
	3.	Physically assaulting examiner.	
	4.	If anyone is writing other's examination.	
G	1.	If the examinee is found UFM case in the re-registered course.	The UFM rule as stated in this table, will apply on the course of the current semester.

H	1.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in clause A to G as above and which has been bearing on the examination or result of the examination and/or any other examinee.	The UFM Committee/ Exam Committee shall decide the penalty depending upon the nature/severity of offence, complexity of involvement of the examinee concerned and other reports, if any, on case-to-case basis.
I	1.	If a person is not appearing in that particular examination but student of other examination of the Institute/outsider behaves in an indiscipline manner during particular examination or helps other examinee by using unfair means.	The personal helping the examinee will be punished as per decision of the Institute administration.
	2.	If a person is writing other's examination.	
J	1.	Abnormal behaviour/threatens orally during the answer book showing.	A disciplinary/inquiry committee will be formed to see on the case-to-case basis. The decision once approved by the competent authority will be final.
	2.	Indiscipline and/or plagiarism case during the MTech thesis.	
	3.	Abnormal behaviour/threatens orally during comprehensive examination.	

विश्वजीवनामृतं ज्ञानम्

Date:

To,
The Dean of Academic Affairs,
ABV-IIITM Gwalior.

Sub: Undertaking for MBA Admission at ABV-IIITM Gwalior.
Dear Sir,
I could not submit the following documents:
1. …………………………………………………………………………………………… …………………
2. …………………………………………………………………………………………… …………………
3. …………………………………………………………………………………………… …………………
4. …………………………………………………………………………………………… …………………

I will submit the following documents before July of the admitting year, failing which my candidature will be liable to be cancelled.
Name……………………………………………………

(Signature)

Date:

To,
The Dean of Academic Affairs,
ABV-IIITM Gwalior.

Sub: Undertaking for MBA at ABV-IIITM Gwalior.
Dear Sir,
I could not submit the following documents:
1. …………………………………………………………………………………………… …………………
2. …………………………………………………………………………………………… …………………
3. …………………………………………………………………………………………… …………………
4. …………………………………………………………………………………………… …………………

I will submit the following documents before July of the admitting year failing which my candidature will liable to be cancelled.
Name……………………………………………………

(Signature)

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[3] Updated vide Senate item no. 38.20 dated 07 Mar, 2025

Title

A

report submitted in fulfilment for the award of the degree of

Master of Business Administration (MBA)

In

………………………………………………………….

By

Name and Roll No

Under the supervision of

………………………………………………….

Department of ………………………….

ABV-INDIAN INSTITUTE OF INFORMATION
TECHNOLOGYAND MANAGEMENT GWALIOR
GWALIOR, INDIA

DECLARATION

I hereby certify that the work, which is being presented in the report/thesis, entitled Thesis Title …………………………………………………., in fulfilment of the requirements for the award of the degree of Master of Business Administration and submitted to the institution is an authentic record of my/our own work carried out during the period July- 20XX to May-20XX under the supervision of ....
I also cited the reference about the text(s)/figure(s)/table(s) found where they have been taken.

Dated: Signature of the candidate

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Dated: Signature of the Supervisor

Supervisor Allocation form for MS698 and MS699 (Thesis) (Student Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their MBA thesis work for the session ………...

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form for MS698 and MS699 (Thesis) (Co-ordinator Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their MBA thesis work for the session ………...

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Allocation form for MS698 and MS699 (Thesis) (Supervisor Copy)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their MBA thesis work for the session ………...

Sl. No.	Supervisor Name	Co-supervisor (if any)
1.		
Signature		

Supervisor Change Request form for MS698 and MS699 (Thesis)

Name	Roll No	CGPA	Mobile No.	Area of Interest	Signature

Faculty Consent

I, hereby give my consent to release the above students in their MTP thesis work for the session
………………

Sl. No.	Supervisor Name	Other Supervisor(if any)
1.		
Signature		

Faculty Consent

I, hereby give my consent to mentor/supervise the above students in their MTP thesis work for the session …………..

Sl. No.	Supervisor Name	Other Supervisor (if any)
1.		
Signature		

विश्वजीवनामृतं ज्ञानम्