

## MBA Program

### Evaluation and Grading System

#### Evaluation

The total performance of a student in a given course is based on a scheme of continuous assessment. The performance of a student in theory courses are measured and evaluated throughout the semester by class tests, quizzes, homework, assignments, periodic examinations, term papers and final examination. The assessment in laboratory/workshop/field work courses is made through observation of the student at work in class/workshop/laboratory, viva voce and quizzes. The methods of performance evaluation to be used in a course will be provided in the course outline circulated by the course teacher in the beginning of a semester.

The distribution of total marks for a given course is as follows:

i) Homework, assignments, quizzes, term papers, case reports	40%
ii) Mid Term and Final Examinations	60%
	<hr/> 100%

The breakdown of marks for each item of evaluation will be circulated in the course outline by the course teacher.

#### Grading

The course teacher may assign letter grades or marks in individual assignments, tests, quizzes or examinations. The marks are converted to letter grade and grade points as follows:

Numerical Grade	Letter Grade	Grade Point
80% or above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00

A course has a certain number of credits which describes its weight. A letter grade with a specified number of grade point is awarded in each course for which a student is registered. A student's performance is measured by the number of credits that he/she has completed satisfactorily and the weighted average of the grade points that he/she has maintained. A minimum Cumulative Grade

Point Average (CGPA) of 2.0 is required to be maintained for satisfactory progress in every semester and a minimum CGPA of 2.5 over at least 60 credit hours is required in order to qualify for the MBA degree. The courses in which a student has obtained D or a higher grade will be counted as credits earned by him/her. A student who obtains an F grade in any course in any term/semester, he/she will have to repeat the course. However, a course cannot be repeated for more than twice. If a student obtains a grade other than F in a course, he/she may be allowed to repeat the course for the purpose of further improvement. F grades will not be counted for CGPA calculation but shall be mentioned on the Grade Sheet and Transcript.

CGPA is computed as follows:

$$\text{CGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

Where  $C_i$  indicates credits cumulated and  $G_i$  grade points

### **Unfair means**

Adoption of unfair means by any student in any quiz, assignment, test, examination, project work, term paper and report writing is strictly prohibited. If a student is detected by the instructor in adopting unfair means, he/she may be assigned an F grade by the instructor for the quiz, test, examination, report or assignment. The instructor can also recommend to the university to assign an F grade for the course. Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the university.

### **Degree Requirements**

The MBA degree requirements are:

- a) Passing of at least 20 courses(or the requisite number of courses in case of students having transfer credits/waivers) by earning at least D grade in each course and maintaining a minimum cumulative grade point average (CGPA) of 2.50
- b) Completion of the Internship Program with a minimum grade of C+
- c) Fulfillment of the requirements mentioned in item (a) and (b) above within five years from the date of original registration. The period of completion is seen years for a student who takes the formal withdrawal from the program.
- d) The **residency requirement** for xxx MBA program is minimum 30 credit hours.

### **Transfer Credit and Waiver**

For BBA degree holders from xxx or from universities with grading system and standards acceptable to xxx, waiver of credits up to a maximum of 30 credit hours in foundation courses may be considered provided they have at least B grades in such courses. xxx may waive credit hours from foundation courses to non business students if they have completed same or similar courses in their master or bachelor degree from a recognized university. The minimum grade required for such waiver will be determined considering the grading system of the institution from which the course has been passed.

The transfer will be given only to graduate level (Masters or higher) similar courses from recognized universities. Maximum credit hour for transfer/waiver courses will be in consideration with the residency requirement for the degree. Application for transfer credit or waiver will be considered for each candidate separately and the decision of the xxx is final. xxx may waive the organization attachment part of the internship requirement of a student if it is satisfied that the candidate has sufficient managerial work experience but he is required to submit an internship report.

### **Good Standing**

A student having a minimum CGPA of 2.5 is considered to be in good standing. The CGPA will be calculated on the basis of (a) grades earned in individual courses and (b) number of courses completed, including the courses in which the student earned a “F” grade. If the student repeats a course with “F” grade and the “F” grade is substituted by a passing grade, the new grade will be considered for calculating the CGPA.

### **Incomplete Grade**

For incomplete course work, a student may be assigned an incomplete grade, which will be recorded as “I” along with an alternate grade based on an assessment of the work completed in that course. Students must complete the course work within four weeks from the date of publication of the semester results. If a student fails to do so, s/he will automatically earn the alternate grade.

### **Repeating Course**

A course may be taken only once. But a student may repeat a course to be in good standing. However, a student who has received an “F” grade in any course must retake that course and get a minimum “D” grade in order to meet the degree requirement. If a student repeats a course the better grade will be considered for CGPA calculation.

### **Probation and Dismissal**

If a student fails to maintain a minimum CGPA of 2.5 at the end of a semester, but obtains 2.0 or more s/he will be placed on probation. If a student on probation fails to raise his/her CGPA to at least 2.50 in the following two semesters, s/he will be stand dismissed from the program.