

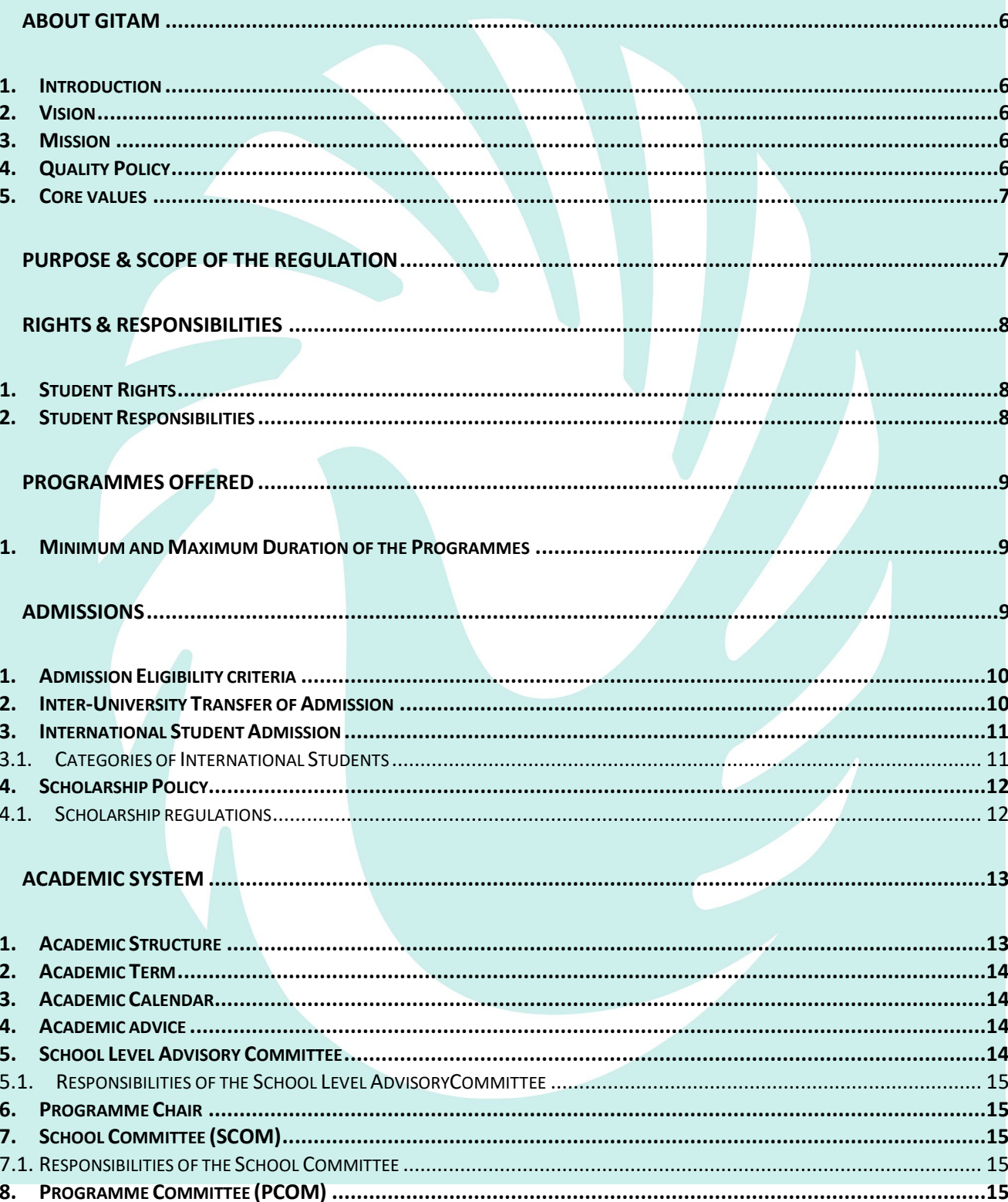
R24PG: Academic Regulations

VERSION B1.0

Applicable for the Postgraduate programmes in the School of Business

(w.e.f. 2024-25 Admitted Batch)

(Presented in the 30th Academic Council and updated up to September 2024)



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1. About GITAM

1.1. Introduction

Gandhi Institute of Technology and Management, popularly known as GITAM, was founded in 1980 by an inspired group of eminent intellectuals and industrialists of Andhra Pradesh led by Dr. M. V. V. S. Murthi, former Member of Parliament, and popular philanthropist. The vision of MAHATMA, the Father of the Nation, was to see India as a socially and economically resurgent country, and the MAHATMA looked upon education as an important means to achieve this goal. He envisaged universities as institutions of higher learning that transcend all linguistic, racial, and other barriers. GITAM is committed to imbibing MAHATMA's values and abiding by his philosophy

1.2. Vision

GITAM will be an exceptional knowledge-driven institution advancing on a culture of honesty and compassion to make a difference to the world.

1.3. Mission

- Build a dynamic application-oriented education ecosystem immersed in holistic development.
- Nurture valuable futures with global perspectives for our students by helping them find their ikigai.
- Drive impactful integrated research programmes to generate new knowledge, guided by integrity, collaboration, and entrepreneurial spirit.
- Permeate a culture of kindness within GITAM, fostering passionate contributors.

1.4. Quality Policy

To achieve global standards and excellence in teaching, Research, and consultancy by creating an enabling environment in which the faculty and students share a passion for creating, sharing and applying knowledge to improve the quality of education continuously.

1.5. Core values

Core values of GITAM, guided by Gandhian principles, are enumerated below:

- **Satya (Truth):** Commitment of the management to transparency and accountability in governance and administration.
- **Brahmacharya (Self-discipline):** Commitment to adhere high sense of discipline with work ethics and openness to new ideas with freedom of expression, intellectual curiosity and entrepreneurial spirit
- **Aparigraha (Non-possession):** Commitment to share knowledge with the community around it through inclusive policies
- **SharirSharma (Hard work):** Focus on hard work by creating external and internal partnerships and new fields of inquiry
- **Sarvatrabhayavarjana (Fearlessness):** Handle the challenges with equanimity, calmness, and tranquility
- **Ahimsa (Non-violence):** Commitment for social good at local and global levels and the fair and compassionate treatment of the faculty, staff and students
- **Sarva Dharma Samanatva (Equality of all streams of thoughts):** Have a culture of equal respect of all disciplines, talents and diverse backgrounds.

2. Purpose & Scope of the Regulation

The GITAM Postgraduate Academic Regulations for MBA programmes establish the framework for the operation of postgraduate (PG) programmes at the GITAM school of Business. These regulations outline the procedures and practices necessary to maintain academic standards. The Academic Council (AC) of GITAM approves these regulations, which may be amended with AC approval to adapt to changing conditions. The regulations will be effective from the 2024-25 admitted batch. GITAM reserves the right to introduce changes during a session if necessary due to changing circumstances or statutory requirements. Any amendments will be communicated via the University website and email system. Students are advised to verify any communication received through other channels by checking the University website. Compliance with these regulations is mandatory, as they may affect the requirements for earning a degree.

3. Rights & Responsibilities

As a member of the GITAM family, students can expect to be a part of an engaging, challenging, creative, and innovative environment. A student is expected to be aware of all the rules and processes of the University. The students shall have certain rights and responsibilities which are not limited to.

3.1. Student Rights

- The right to pursue education in a secure environment by not being subjected to harassment and discrimination.
- Access to high-quality academic and infrastructure resources.
- Access to activities beyond the classroom that support holistic development, including intellectual and personal.
- The right to freedom of expression and association with other organisations while not interfering with the rights of others.
- Access to mental wellness service programs.
- Right to access student bodies/clubs based on the policies and guidelines currently enforced by these organizations.
- Expect timely and polite responses from the University's academic and administrative departments.

3.2. Student Responsibilities

- Respect and act consistently with the values, rules, and regulations of the University.
- Obey government rules and regulations.
- Carry oneself in a manner that contributes to an atmosphere of learning and free expression.
- To become familiar with course outlines, content, evaluation methods, timelines, and procedures.
- Resolve academic and personal problems by communicating with personnel from Academic Affairs and Student Life.
- Keep the University authorities informed of any changes in personal status and contact information, including guardians/ parents.

- Strictly adhere to all health and safety procedures outlined for classrooms, laboratories, field trips, sports, and cultural activities.
- Be acquainted with the academic regulations and keep abreast of the updates in the regulations.
- Familiarity with published information that will allow the selection, by due deadlines, of the appropriate paths of academic study

4. Programmes Offered

This regulation is applicable to the following PG programmes offered in regular mode in the school of Business

- ❖ Master of Business Administration (MBA)
- ❖ Master of Business Administration (Healthcare and Hospital Management)

4.1. Minimum and Maximum Duration of the Programmes

The minimum duration of the programme is 2 years which consists of 8 term and the maximum duration of the programme is N+2 years, where N stands for the minimum duration of the programme.

5. Admissions

GITAM's admission policies and procedures comply with the guidelines set by the University Grants Commission (UGC), the All-India Council for Technical Education (AICTE), and the Ministry of Education (MoE), Government of India. The number of seats in each degree programme is determined through an approval process by the relevant regulatory body.

Applicants seeking admission to postgraduate programmes at GITAM must meet the prescribed eligibility criteria and adhere to the requirements outlined by GITAM's admission regulations and statutory body guidelines. Admission to the MBA programme at GITAM School of Business (GSB) follows the admission regulations of GITAM (Deemed to be University). GITAM reserves the right to admit candidates based on the criteria specified in its admission policy. Admissions are also available for Non-Resident Indians and foreign nationals who meet GITAM's eligibility criteria.

The counseling schedule will be announced through media channels, and selected candidates will be admitted to their chosen programme based on seat availability.

5.1. Admission Eligibility criteria

Students with any Undergraduate degree from UGC recognized institutions with 10+2+3 (or) 4 pattern or equivalent examination with 60% aggregate marks approved by GITAM University and those appearing for their final examination (subject to passing) are eligible to apply. To be considered for selection, the student should have either appeared for CAT/XAT/MAT/GMAT/CMAT or GITAM Business Admission Test (GBAT)

Admission is based on the combined scores of (a) UG degree marks (b) Entrance test (CAT/XAT/MAT/GMAT/CMAT) or GITAM Business Admission Test (GBAT), and (c) personal interview.

Other eligibility conditions for admission, such as class obtained, number of attempts in the qualifying examination and physical fitness, will be as prescribed by this Institution from time to time.

5.2. Inter-University Transfer of Admission

Inter-University Transfer of Admission is permissible at the beginning of an academic session under the following circumstances subject to the availability of seats.

- The prospective student must satisfy the admission criteria for a specific programme at GITAM.
- The prospective student should have earned at least 50% of the credits in the earlier institution of study(s), which are due at the time of seeking admission
- However, a minimum of 50% of the credits for the programme must be completed in GITAM to earn a degree from GITAM. The Board of Studies (BoS), which manages the programme, shall establish equivalency based on the marks/credits obtained in the courses in the previous HEI. Regarding the courses in GITAM for which an equivalence could not be found, the candidate must earn the credits by registering for the courses at GITAM by paying the prescribed fees.

Notification of the equivalency issued by the Registrar shall contain:

- The courses for which equivalency is established.
- The courses prescribed to study in GITAM.
- If the credits allotted for a course studied by the candidates elsewhere are less than the allotted credits of the corresponding courses in GITAM, the candidates will be required to repeat such courses, and secure at least a passing grade in GITAM after admission.
- Students already pursuing a postgraduate programme in a recognized Higher Education Institute (HEI) could be admitted into GITAM without appearing for the

entrance exam to continue their studies by submitting the following while seeking admission

- ✓ Migration certificate
 - ✓ Grade card/Marks Memo
 - ✓ "No objection certificate" from the concerned Institute/ University where the candidate completed part of the programme.
 - ✓ Syllabus copies, educational certificates, and other relevant documents like the Regulations of the concerned Institute/ University where the candidate completed part of the programme.
- Candidates shall be issued Term Grade cards for the prescribed courses only. Provisional Certificate cum Memorandum of Grades (PCMG) and CGPA shall include the grades obtained by the candidate for the courses studied at GITAM.

5.3. International Student Admission

GITAM admits students under Foreign Nationals (FN)/ Overseas Citizens of India (OCI) / Children of Indian Workers in Gulf Countries (CIWGC) and NRI categories as follows.

- Five (5) % of seats within the "Approved Intake" for each programme are allowed for admission under the NRI category.
- 15 % of Supernumerary Seats over and above the "Approved Intake" for each programme are allowed for admission under the FN / OCI / CIWGC category. 1/3rd of these 15 % seats shall be reserved for the CIWGC category.
- GITAM admits Indian and International students with the qualifications recognised by the Association of Indian Universities (AIU), New Delhi / UGC.

The admission eligibility can be referred [here](#).

5.3.1. Categories of International Students

- **NRI:** The candidate who is an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
- **Foreign National:** The candidate who is the Citizen of the Countries other than India who are not of Indian origin as defined under OCI.
- **OCI:** The candidate who is a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any-time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such people are also eligible for OCI. However, if the Applicant had ever

- been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI.
- **CIWGC:** The candidate whose parents are working in Gulf countries is eligible under this category.

5.4. Scholarship Policy

GITAM offers scholarships/financial assistance to the candidates based on marks/ranks obtained in the GAT and other common entrance tests conducted at the state and national level for admission into the postgraduate programmes. The current scholarship details can be referred [here](#)

5.4.1. Scholarship regulations

Scholarships are awarded to prospective students to recognise their achievements in Academics, Sports, Culture and diversity criteria decided by the University.

- The University adjusts the scholarship amount towards the tuition fee.
- Extension of scholarships for subsequent academic years is subject to securing a CGPA of 8.0 and above every year in the first attempt of all examinations. The Vice-Chancellor may relax the CGPA requirement to maintain diversity or other extenuating circumstances.
- The recipients should be actively involved in societies and clubs and be role models for their peers.
- Students must forego the scholarship in the following situations:
 - shortage of attendance
 - opting for a leave of absence
 - academic break
 - academic probation
 - indulgence in any act of academic dishonesty
 - pending disciplinary action
- The scholarship amount has to be refunded in case of withdrawal from the programme
- The University scholarship committee reserves the right to modify the policies from time to time.

6. Academic System

6.1. Academic Structure

The academic structure of GITAM, Deemed to be University, is governed by the Academic Council. It is chaired by the Vice-Chancellor and comprises members from the faculty, external bodies and special invitees. The Academic Council oversees the University's academic activity, i.e., teaching, learning, evaluation, etc. The academic organisation of GITAM consists of the following schools.

1. GITAM School of Architecture
2. GITAM School of Business
3. GITAM School of Humanities and Social Sciences
4. GITAM School of Law
5. GITAM School of Paramedical Sciences
6. GITAM School of Pharmacy
7. GITAM School of Physiotherapy
8. GITAM School of Science
9. GITAM School of Technology
10. GITAM Institute of Nursing
11. Kautilya School of Public Policy
12. GITAM Institute of Medical Sciences and Research

The schools mentioned above are located across the four campuses at Visakhapatnam, Hyderabad, and Bengaluru. The academic administrators of those schools are responsible for introducing new programmes, curriculum development, curriculum revision, etc. The Schools'/Institutes' prime responsibilities are monitoring the department's academic progress, preparing general guidelines in the teaching and learning process, monitoring the faculty performance, student discipline on campus, coordinating interdepartmental activities, etc. The Departments/Schools/Institutes offer the programmes and provide the instructions required to run those programmes. Some schools/Institutes are situated at only one campus with a limited number of programmes, and students may not be divided into departments. In such cases, the School/Institute is responsible for framing the rules and regulations right from introducing a programme, curriculum development, teaching and learning process, providing instructions to conduct the programmes, and leading to degrees and certificates.

6.2. Academic Term

An academic term shall normally have 8 to 9 weeks or as prescribed by the respective regulatory bodies from time to time. An academic year consists of four consecutive terms (I to IV or V to VIII). The first term typically begins in July or August, with the fourth term concluding in April. The fifth term starts in May, with the initial three months dedicated to a summer internship. Regular classes for the fifth term resume in August, and the eighth term concludes in April.

6.3. Academic Calendar

The academic calendar is a comprehensive guide for students and faculty members, detailing important dates and events throughout the academic year. While flexibility is acknowledged, any changes are communicated through authorised channels and updated on the institution's website.

The calendar includes critical dates for various activities, such as the start and end of Classwork, Summer Internships, Summer Vacations, Mid-term and Module exams, State and National Holidays, Term Breaks, and Course Registration. The academic calendar is available at least two weeks before the start of the academic year. The Registrar is responsible for distributing the academic calendar to Schools, and it is made accessible on the Institution's website.

6.4. Academic advice

The university has established a structured academic advisory system and utilises the Adhva and Student Information System powered by the GITAM Career Guidance Centre (GGC) to guide students through course selection, registration, and monitoring progress, with the aim of facilitating timely degree conferment. The faculty to whom a student is assigned as a mentee will continue to be her/his mentor throughout the two-year programme.

6.5. School Level Advisory Committee

The Dean of the School chairs the School Level Advisory Committee, consisting of all HOIs and the Area Chairs of the School as Ex-Officio Members. The term for the members of the SLAC is for two years or until further orders, whichever is earlier. Nominees from Teachers, Students, Alumni, Parents, Employers, Industry and Funding Agencies form part of the members of the committee, and one of the HODs nominated by the Dean / HOI will act as Member-Convener.

The objectives of the SLAC are to scrutinise the School's Vision, Mission, Programme Educational Objectives (PEOs) Programme Outcomes (POs) of all the Programmes offered, Teaching, Learning & Evaluation (T-L-E) process, Student Support System, Extension Activities etc., and offer suggestions for improvement.

6.5.1. Responsibilities of the School-Level Advisory Committee

The SLAC meetings shall be conducted at least once in every Quarter of the academic year, and the minutes of the SLAC meeting shall be submitted to the IQAC through DoAA.

6.6. Programme Chair

The Dean of the School will nominate the programme chair for each programme offered in a school in every campus. If a programme is offered in more than one campus, one among the nominees shall be selected as programme Chair, and the others shall act as programme Co-Chairs.

6.7. School Committee (SCOM)

The Dean of the School chairs the School Committee, consisting of all HOIs and the Area Chairs of the School.

6.7.1. Responsibilities of the School Committee

The School Committee shall meet once a month to review the progress of teaching-learning. The minutes of the SCOM meeting shall be submitted to the IQAC.

6.8. Programme Committee (PCOM)

Programme committees are constituted by the Dean/HOI for each programme, with the faculty members teaching the courses and a Professor/Associate Professor of the core department/area as the Chairperson. The PCOM will be common for all the campuses. PCOM shall meet periodically to ensure the quality of the teaching and learning during the term.

6.8.1. Responsibilities of the Programme Committee

PCOM shall meet at least twice in a term with a specific agenda (not limited to) for each meeting as given below:

Meet Number	Timeline	Agenda
1	Two (2) weeks after the commencement of term	Course Plan and review of the course committee meeting minutes
2	5 th week after the commencement of term (preferably after mid-term feedback)	Progress of classwork, Feedback and review of course committee meeting minutes
3	7 th week after the commencement of term	Progress of classwork, examination schedule, review of course committee meeting minutes and revision of curriculum and syllabus

6.9. Course Committee (CCOM)

The Area Chairs shall constitute a course committee for every course of the programme to monitor the conduct of class work. Committee members include:

- Senior Faculty from among the course instructors on as Course Champion
- Course Instructors from all campuses
- Student representatives, on need basis

The Chairperson shall submit the minutes of the meetings to the HOI.

6.9.1. Responsibilities of Course Committee

CCOM shall meet at least twice a month during the term with a specific agenda (not limited to) for each meeting as given below:

Meet Number	Timeline	Agenda
1	One(1) week after commencement of term	Course Plan
2	Every fortnight after the commencement of the term	Progress of classwork, Feedback, Course content on LMS, Syllabus coverage, development of question banks, use of MOOCs and suggestions for improving course delivery
3	6 th week after the commencement of the term	Progress of classwork, examination schedule and suggestions for revision of syllabus

The Course Champion shall submit the minutes of the meetings to the PCOM chairperson.

7. Curriculum

The programme curriculum is prepared with inputs from industry, society and trends forecasted by various agencies and in alignment with the respective regulating and approving agency requirements that govern the programme. The attainment of Programme Outcomes is measured to ensure that the said Programme Educational Objectives are met.

The curriculum includes the following:

- Programme Specifications
- Programme Code
- Vision and Mission Statements of the School
- Program Educational Objectives (PEO)
- Programme Outcomes (PO)
- Mapping of the School mission statements with the Programme Educational Objectives
- Programme Structure with various categories of courses and credits
- Programme articulation matrix

7.1. Curriculum preparation

- The faculty members at the School / Department level shall initiate the discussions on the Programmes to be offered for the ensuing Academic Year based on the stakeholder feedback & market trend analysis and in alignment with the regulations of the approving agencies. The Programme chair shall prepare the programme structure by consolidating the suggestions.
- Based on the recommendations of the School Level Advisory Committee (SLAC) on Programme Educational Objectives and Programme Outcomes for a specific programme, the structure along with course syllabi shall be prepared for the programme.
- The proposed curriculum structure and syllabi shall be presented to the Board of Studies (BoS) and then to the Academic Council (AC) for approval.
- Based on the suggestions from the Academic Council, additions and deletions to the programme specification and course specification shall be incorporated into the curriculum structure and syllabi.
- The Dean of the School will be the Chairperson, BoS. A faculty member nominated by the Dean of the school shall act as Co-Chair, BoS. The DoAA publishes the official copy of the Curriculum.

7.2. Programme Code

The unique programme codes shall be allotted to each programme on approval of the same in the Academic Council. Programme codes are alphanumeric with the first five characters as alphabets followed by two digits. The first alphabet represents the type of programme (Undergraduate/ Postgraduate/Research), followed by four alphabets that represent the Department/Institute offering the programme. The last two digits represent the serial number of the programme.

7.3. Structure of the Programme

The programme structure consists of various categories of courses incorporated in the curriculum to impart the required levels of knowledge, skills, and attitude. On completion of the programme, the student is expected to attain the programme outcomes as specified in the programme, which are in alignment with the relevant professional bodies expected programme educational objectives.

7.4. Courses and credits

Academic courses are delivered on a credit system. Each course offered in the University is allotted a certain number of credit hours. The number of credits is based on the instructional contact hours in the classroom, and laboratory, and the amount of work the student is expected to perform outside of class hours in a term. A classroom lecture/tutorial of ten hours spread over the entire term, shall be considered as an instructional unit equal to one credit. And 20 hours of laboratory session/ practical / Internship / Project Work shall be considered as one instructional unit and hence one credit. The LTPSJC for each course represents the hours allotted for Lecture (L), Tutorial (T), Practical (P), skill development (S), Project work/ Internship (J) and (C) indicate the credits.

7.5. Flexible Credit System

All programmes of study in the Schools of Business follow the Flexible Credit System to offer a more dynamic and adaptable educational experience with a holistic approach to learning that goes beyond traditional disciplinary boundaries. All programmes of study are designed to meet a specified number of credit requirements along with programme-specific conditions, leading to the conferral of the degree. This Student-Centric Approach provides for Course Selection Flexibility, Additional Courses and Credits, Self-Paced Learning, Interdisciplinary Approach and Credit-Based Evaluation.

The additional credits earned by a student over and above the minimum required for a said category in a programme shall be maintained in the ABC account of the respective student.

8. Course Specifications

Course Specification includes,

- Course Description
- Course Code & Course Title
- Credits
- Nature of teaching-learning framework (LTPSJC)
- Course Educational Objectives (CEO)
- Number of contact hours
- Course Outcomes (CO)
- Module-wise syllabus & list of experiments if the course includes practical components
- List of text and reference books
- Course articulation matrix
- BoS & AC approval dates of the course
- Mapping of the course with relevant Sustainable Development Goals (SDGs)

8.1. Course code

The course code is unique for every course, and it helps the students to identify the Department/School/Institute which offers the course. Some of the courses may also be offered by university level Directorates.

The course code scheme consists of the last 2 digits of the calendar year in which the course is introduced followed by four (4) alphabets and four (4) digits. The first four (4) alphabets represent the Department/School/Directorate which offers the course. The first digit represents the "Level of course" followed by the last three digits representing the "Course Number".

8.2. Minimum number of credits

To be eligible for a 2-year course graduate degree in the school of business a minimum of 108 credits are required to be earned through the credited courses. Also it requires compliance with the programme structure, mandatory non-credit courses, and meeting the specified CGPA requirement (currently 5.0).

8.3. Course classification

Each programme is designed with Credit Courses and Non-Credit courses for the inclusive development of the students. The Credit Courses are classified as Programme Core Courses, Programme Elective Courses, Experience based courses viz., Immersion Course and Courses of Independent Study. Additionally, in each category of courses the minimum number of credits to be earned for the award of a degree is specified.

8.3.1.1. Credit Courses

8.3.1.1. Programme Core Courses

Programme Core courses are mandatory credit courses that the student must study to meet the programme's requirements. The courses and their content shall satisfy the specific programme outcome mentioned by the relevant professional bodies and provide a solid foundation in essential business practices, covering disciplines viz., Finance, Accounting, Marketing, Economics, Leadership, Strategy, Business Ethics, and comprehensive management Critical Skills. The student must complete all the courses mentioned under this category for a specific programme.

8.1.1.1.1. Workshops

Workshops on Business Communication, Spreadsheet Modeling, Critical Writing and Effective Leadership are offered as credited courses.

8.3.1.2. Programme Elective Courses

Students can specialize in two different disciplines of their choices during the programme. Major and minor specializations are decided by the number of credits earned during the programme in the areas of specialization. To claim for a major and minor specialization a minimum of 18 and 12 credits respectively are required as approved by the council.

8.3.1.3. Inter-Disciplinary Courses

Students are encouraged to take inter-disciplinary courses across other schools within and outside the university to broaden the knowledge horizons under the major and minor specializations. These courses will be aligned with the programme curriculum and provide a comprehensive learning experience by integrating diverse fields of study.

8.3.1.4. Experience-based courses

Credited courses are offered using hands on experience model.

8.3.1.4.1. Independent Study

Courses of Independent Study provide these options for hands-on experience, viz., Industry Project, Project in Founder Labs and Research Project. This course will be offered after the first year (4th term) for a duration of 10 to 12 weeks.

8.3.1.4.1.1. Industry Project

Industry Project is hands-on work experience in any organization under the joint guidance of industry supervision and one faculty member from the school.

8.3.1.4.1.2. Project in Founders Lab

Project in Founder's Lab is hands on work experience that starts with idea generation and extends up to venture development.

8.3.1.4.1.3. Research Project

This hands-on work experience provides opportunities to work with any faculty member in academic research of their choice.

8.3.1.4.2. Immersion

There are skill-based courses viz., Social Immersion, International Immersion, Industry Immersion, Entrepreneurship Immersion and Research Immersion for a total of 4 weeks. Keeping Social Immersion as compulsory, students have the choice to opt for any one stream of remaining four immersion tracks.

8.3.1.4.2.1. Social Immersion

Social Immersion allows the students to work on project with not-for-profit organizations to develop awareness and get sensitized about various social causes.

8.3.1.4.2.2. International Immersion

International Immersion choice is designed to give students an opportunity to broaden the learning and deepen the knowledge on globalized economic, social, and industrial environment.

8.3.1.4.2.3. Industry Immersion

Industry Immersion choice is to allow students to get exposed to national business environments and cultures. Students get an opportunity to work on live projects with companies.

8.3.1.4.2.4. Entrepreneurship immersion

Entrepreneurship immersion provides the knowledge, tools and conceptual framework needed to undertake entrepreneurial activities in a given business environment.

8.3.1.4.2.5. Research Immersion

Research Immersion is designed to equip students with advanced research skills and methodologies. Opportunity will be provided to get engaged in academic research in any chosen area, under the guidance of any faculty member from within the university or outside the university with prior approval.

8.3.2. Non-Credit courses

Additional Experiential Learning courses shall be arranged in the curriculum as value added courses in the curriculum structure to explore new areas of interest and skills. These will not be a part of CGPA calculation and are mandatory non-credit courses.

8.3.2.1. Campus to corporate

Campus to Corporate workshops are an integral part of curriculum in professional etiquette and soft skills.

8.3.3 Bridge courses

Literacy and numeracy courses in the core academic area will be offered to firstyear students before the commencement of the academic programme as bridge courses but not limited to the following:

1. Principles of Management
2. Fundamentals in Excel
3. Basic Mathematics for Managers
4. Universal Human values

9. MOOCs

Flexibility is given to students to choose various courses provided through Massive Open Online Courses (MOOCs) during the study period. Students studying PG programmes are permitted to register for various courses on SWAYAM up to a maximum of 40% of the total credits of the programme in a term, in lieu of Core and Elective courses. Students who intend to transfer credits by undertaking a course through MOOCs must get prior approval from the BoS of the school.

9.1. Establishment of equivalency and credit transfer

Upon successful completion of the courses through SWAYAM / Coursera (with prior approval), an equivalent Grade/Score will be awarded based on the Grade/Score obtained in the online evaluation or the assessment conducted by the University. The respective Board of Studies (BoS) will recommend the equivalent grade and credits as per the university policy.

10. Academic Delivery

10.1. Course Plan

Course plans are devised by the course instructors based on the approved syllabus of the course. If more than one Instructor handles the same course, course plans are typically finalized after a discussion among all the course instructors in the CCOM. The responsibility of finalizing the course plan is with the campus specific course coordinators. The course coordinator shall be a senior faculty member, on rotation, offering the course for that academic term and will provide the following information in the course plan.

1. Course title, code, and complete syllabus
2. Course identification and classification
3. Instructor identification and contact details
4. Course educational objectives and course outcomes
5. Required materials (textbooks, references, lab manuals, website information, videos etc.)
6. Course schedule (timetable)
7. Course calendar (Assignment due dates, class test dates, quizzes etc.)
8. Guidelines for class participation and attendance requirements, if any
9. Evaluation procedures (Continuous and End-term examinations)

The course coordinator will distribute the course plan to the students through the course Instructor before the scheduled commencement of the course using the LMS (Learning Management System) adopted by the University.

10.2. Pre-requisites

Courses may have prerequisites as outlined in the programme curriculum or in the course itself. A prerequisite is a course that must be completed before enrolling in a specific course. If a student has not completed the prerequisite, they will not be allowed to register for the course. Completing a course means successfully finishing at least the internal assessments. In exceptional cases, prerequisites may be waived if the student has equivalent experience, alternate exposure, with permission from the course instructor. For certain courses, such as programme electives, a minimum grade in the prerequisite courses may be required, as determined by the instructor.

10.3. Minimum and Maximum load

The academic load in a term must be a minimum of 6 and a maximum of 16 credit, including re-registered credits.

The maximum number of credits a student can register during the summer term is Nine (09) per phase.

10.4. Course Registration

Every student must register for their chosen courses during the designated official registration period. To be eligible for course registration, a student must fall into one of the following categories:

- a. A new student who has applied for and received an admission offer letter.
- b. A continuing student from the previous regular term with no outstanding financial dues.
- c. A former student who did not enroll in the previous regular term, took an academic break, or was detained, and has obtained a readmission offer letter.

10.4.1. Late Registration

Students must register for courses through the registration portal during the designated registration period. If a student fails to register before the term begins, they can still register within the first week of the term with approval from the Dean of the School. Beyond two weeks after the term starts, the student will be advised to take an academic break.

10.4.2. Withdrawal from the term

A student who wishes to withdraw from the term can do so by applying through the registration portal. Exemption/refund of the tuition fee will be considered for the respective term if the student withdraws before the registration period. No refunds/partial refunds are given after the registration period has started for the term.

11. Grades and grading system

11.1. Credit courses

GITAM follows the mixed evaluation system viz., absolute, and relative grading system for all its credited courses. At the end of the term, a student is assigned a 'Letter Grade' for each course in which they are enrolled, based on their performance in all the course's evaluations during the term. The letter grade and its corresponding 'Grade Point' represent the outcomes of qualitative and quantitative assessments of a student's performance in a course. The grades and grade points in each system are detailed in the following sections.

11.1.1. Absolute Grading

In the Absolute grading system (AG), the marks earned by the student fall within one of the ranges as given in section 11.1.1.2, and each range is assigned a letter grade. AG will be adopted for the following courses.

1. Theory courses for student strength less than 21
2. Theory and practical (combined) courses for student strength less than 21
3. Lab/Practical courses (except the chosen lab courses)
4. Project courses
5. Internship courses
6. Skill development courses
7. Audit/Mandatory courses
8. In any course, if the student's strength is less than or equal to 20.
9. Independent Study Course.
10. Immersion
11. Non-Credit Courses

For awarding the grade, the total marks obtained by the student are "rounded-up" to the next integer. A student who earns a minimum of four (4) grade points (P grade) in a course is declared to have completed the course.

11.1.1.1. Exemption from Absolute Grading

However, certain courses mentioned above (9.1) may be exempted from the AG system and follow a relative grading system with recommendations from the respective BoS based on the nature of the course and its pedagogy.

11.1.1.2. Grade points and symbols in absolute grading

A final letter grade will be awarded in each course at the end of the term based on the student performance during a given term. The letter grades and the corresponding grade points are as given below.

S. No	Grade	Grade points	GSB
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	85-89
3.	A (Very Good)	8	80-84
4.	B+ (Good)	7	70-79
5.	B (Above Average)	6	60-69
6.	C (Average)	5	55-59
7.	P (Pass)	4	50-54
8.	F (Fail)	0	Less than 50% of scores in any one assessment component
9.	Ab (Absent)	NA	Absent for all assessments
10.	S	NA	Satisfactory for Non graded courses
11.	U	NA	Unsatisfactory for Non graded courses
12.	R	0	Insufficient attendance in the course
13.	W	0	Withdrawal from the course

For awarding the grade, the total marks obtained by the student are "rounded-up" to the next integer. A student who earns a minimum of four (4) grade points (P grade) in a course is declared to have completed the course.

11.1.2. Relative Grading

In the relative grading system (RG), grades are given based on the other students' scores in the same class. It indicates the academic standing/merit of the student in that class. Here, class means a cohort of students who are taught by the same faculty member and have undergone the same assessment pattern. RG overcomes problems encountered with AG, including inconsistency in the level of the question paper and evaluation etc. This evaluation procedure is adopted for T (Theory), TP (Theory and practical) and certain chosen practical courses with a class strength greater than or equal to 21. Faculty delivering same course to more than one section will be grouped together to calculate relative grading.

The grades and grade points in the relative grading system are as given below. The class average mark (μ) is taken as the midpoint of 'B+ (Good)' grade, and relative to this and depending on the sigma (σ , standard deviation) value, the other grades are finalized. Grades are assigned based on the percentiles determined for a normal distribution given in the table below.

S. No	Grade	Description	Grade formula	Grades based on percentile for normal distribution	Grade points
1.	O	Outstanding	Total Marks $\geq (\mu + 1.5 \sigma)$	93.3	10
2.	A+	Excellent	$(\mu + 1.0 \sigma) < \text{Total Marks} \leq (\mu + 1.5 \sigma)$	84.1	9
3.	A	Very Good	$(\mu + 0.5 \sigma) \leq \text{Total Marks} < (\mu + 1.0 \sigma)$	69.1	8
4.	B+	Good	$(\mu - 0.5 \sigma) \leq \text{Total Marks} < (\mu + 0.5 \sigma)$	30.8	7
5.	B	Above average	$(\mu - 1.0 \sigma) \leq \text{Total Marks} < (\mu - 0.5 \sigma)$	15.8	6
6.	C	Average	$(\mu - 1.5 \sigma) \leq \text{Total Marks} < (\mu - 1.0 \sigma)$	6.6	5
7.	P	Pass	$(50) \leq \text{Total Marks} < (\mu - 1.5 \sigma)$	2.2	4
8.	F	Fail	Total Marks < 50	0	0
9.	Ab	Absent			NA
10.	S	Satisfactory for non-graded courses			NA
11.	U	Unsatisfactory for non-graded courses			NA
12.	R	Insufficient attendance in the course			0
13.	W	Withdrawal from the course			0

11.2. Non-Credit courses

These courses may be either of "theory" type or "practical." The minimum pass mark for the award of satisfactory (S) grade is 50. A score of less than 50 will lead to an unsatisfactory (U) grade. Students are required to get an S grade for graduation

11.3. Computing Grade point averages (TGPA, CGPA)

The procedure adopted for computing the grade point average for the term and cumulative is as follows:

Term Grade point average (TGPA) for a term is calculated as:

$$\text{TGPA} = \frac{\sum_{i=1}^n Ci * Gi}{\sum_{i=1}^n Ci}$$

where,

'n' is the number of courses taken by the student in a term.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

Cumulative Grade Point Average (CGPA): It is calculated as:

$$\text{CGPA} = \frac{\sum_{i=1}^m Ci * Gi}{\sum_{i=1}^m Ci}$$

where,

'm' is the number of courses graded to date.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

The TGPA will be awarded to the students for all the registered courses in a term. The credits of the failed courses shall also be considered while calculating SGPA/CGPA in a given term. For cases where multiple attempts have been made to get a letter grade, the last successful attempt will be used for the CGPA calculation.

The additional credits earned by a student over and above the minimum required for the said category in a programme will not be considered for the calculation of CGPA. However, the courses which contribute towards higher CGPA will be considered for inclusion.

11.4. Calculation of CGPA

The CGPA shall be calculated taking into consideration the grades of courses obtained by the candidates in GITAM. In the case of Study Abroad, Twinning, Joint or Dual Degree Programmes, the CGPA will be calculated according to the respective policy applicable and prevailing at the time of joining the programme

- The TGPA and the CGPA will be rounded to two decimal places.
- The TGPA and the CGPA will not be calculated if the grade of a course is Ab or F grade is awarded in one or more courses

11.5. Award of Class & Gold Medal

- The cumulative grade point requirement for the award of the class is as follows:

Class	CGPA required
First-class with distinction	≥ 8.0
First-class	$6.50 \leq 7.99$
Second class	$5.5 \leq 6.49$
Pass class	≥ 4.0

- For First-class with distinction, in addition to the required CGPA of 8.0 or more, the student must have necessarily passed all the registered courses in the first attempt. Distinction will not be awarded if the student fails in ANY subject.
- Gold Medal: The topper in the CGPA at the end of term-8 is eligible for Gold Medal. However, the student must have necessarily cleared all the registered courses in the first attempt.

12. Evaluation system

The course faculty will announce the framework of evaluation as decided in the course committee.

12.1. Assessment Procedure

The assessment for credited courses ranges from 100% continuous evaluation to a maximum of 60% term-end examination. Continuous evaluation components may include mid-term exams, case studies, projects, role plays, written assignments, group discussions,

oral debates, fieldwork, business plans, and lab examinations. The minimum number of assessments required for a course is determined by the credits assigned to it. Course instructors shall provide feedback for all continuous evaluation components.

For courses with grading, a student must secure a minimum of 50% in both the overall course score and each component of continuous evaluation. Eligible students are allowed three attempts to pass within the program's study period, with an additional final attempt permitted within two years after program completion. The first and second attempts are conducted before the publication of results, while the third attempt takes place in subsequent terms. Clearing a course after the first attempt will result in a grade penalty.

12.1.1. Theory

Assessment of a student's performance in credited courses shall be based on Continuous Evaluation (CE) for a maximum of 100 marks with varied weightages, as decided in the course committee. Assessment in continuous evaluation is spread throughout the course duration. The instructor defines the schedule of assessments.

12.1.2. Practical

Practical courses are assessed under Continuous Evaluation for a maximum of 100 marks. Assessment in practical courses comprises weightage given to various components as deemed fit and decided by the course committee. The minimum pass mark for practical courses is 50 for both Relative and Absolute grading systems.

12.1.3. Combined Courses

For courses having both theory and practical components, the weightage for theory and practical will be given as per the credits allotted to theory and Practical. The student will need to secure a minimum of 50% marks in all the assessment components individually.

12.1.4. Independent Study & Immersion

The assessments for Independent Study and Immersion shall be based on the reports submitted by the students on completion of the course followed by a viva presentation. The accepted level of plagiarism and AI plagiarism in the report shall be specified by the programme coordinator.

The board of evaluation for Viva-Voce/presentation for the Independent Study shall be as follows

Area Chair - Convener

External Domain Expert from industry - Member

Institute Project Guide - Member

Internal faculty from the area (Optional) - Member

The board of evaluation for Viva-Voce/presentation for Immersion shall be as follows

Area Chair - Convener

Institute Project Guide - Member

Internal faculty from the area - Member

12.1.5. Non-credit courses

All non-credit courses will follow 100% continuous evaluation and also follow either 12.1.1 or 12.1.2. as deemed fit.

13. Results

The Controller of Examinations (CoE) will announce the students' results at the end of each term. Students will be able to access their grades in the Student Information System. If there is a requirement for a certified physical copy, students may request the Directorate of Evaluation.

13.1. Withholding of Results

Results may be withheld if

1. The student has any outstanding fees, fines or other charges to the department / School/ University
2. Action arising out of malpractice is pending
3. Action arising out of indiscipline is pending

13.2. Viewing of Answer Script and appeal for Re-totaling and Re-evaluation

The answer scripts /assessment documents will be shared to all students with feedback before locking the scores, as per the faculty member timeline to accommodate the appeals on Re-totaling and Re-evaluation. Once the score is locked, it cannot be reviewed.

13.3. Failure to obtain a satisfactory grade

Students who have not obtained a passing grade can re-register for the backlog course the next time the course is offered in addition to their regular courses. Further, there will be no exemption to the upper limit on the maximum number of credits the student can register in a semester.

14. Academic Progression

14.1. Attendance policy

Students are expected to maintain 100% attendance in all registered courses. However, a 25% condonation is permitted to account for health, personal, and other extenuating circumstances. By the end of the term, students must have a minimum of 75% attendance in each course.

Students with attendance between 60% and 74% in any course will be subject to the following penalties:

- 66% to 74% attendance: One grade reduction from the original grade for that course.
- 60% to 65% attendance: A maximum grade of "P" will be assigned. If the original grade is already "P," it will remain unchanged.
- Below 60% attendance: The student will receive an "R" grade, regardless of course assessment scores.

14.2. Readmission

Students who are on an academic break can apply for readmission by paying the prescribed fees. The candidates should apply for readmission to the HoI at least 15 days before the commencement of the Term.

14.3. Academic dismissal

Dismissal is enforced on a student if a student is involved in any disciplinary issue and the concerned Committee recommends dismissal.

15. Degree Requirements

15.1. Award of the degree

A student is eligible for the degree award if the candidate has secured the minimum number of credits required for a given programme with a CGPA greater than 5.00, subject to the completion of the programme within the maximum duration of the programme and have successfully completed all mandatory courses. After completing the programme, a provisional certificate cum memorandum of grades (PCMG) will be issued. The PCMG includes the secured grades and class achieved in the chosen programme and specialization, along with grades and CGPA secured by the student in the opted Programmes. The original degree will be presented in the subsequent convocation.

15.1.1. Minimum Eligibility Criteria for the Award of Degree

A student will be eligible for the Degree award only if the following criteria are met at the end of term VIII.

- i) Successfully earning a minimum of 108 credits at the end of the Term VIII
- ii) Securing an overall CGPA of at least 5.0
- iii) Satisfactory completion of all mandatory Non-credit Courses listed in the curriculum structure.

16. Conduct and Discipline

16.1. Classroom conduct

- The students should attend the academic work as per the schedule on all the working days.
- All the students need to carry their identity Cards with them in the classrooms and on the campus.
- Students should maintain a conducive environment in the classroom for effective teaching & learning process. Classrooms or laboratory rooms should not be used for consuming food or for celebrations.
- The students are expected to work with their classmates and Faculty members to achieve optimal learning outcomes. Students are expected to perform the assigned work within the due dates mentioned by the faculty member and must not leave the class without permission.

- Students should follow the guidelines specified by the faculty member at the beginning of the course and maintain low noise levels in the online/offline class.
- Students are expected to perform the academic work in a fair manner, thereby maintaining the University's academic reputation.
- Any academic misconduct, such as act of plagiarism, malpractices, misrepresentation and complicity shall lead to remedial action suggested by the Academic Integrity Committee (AIC) including expulsion from their degree programme and the University.
- The decision made by the committee is final and binding. For suspension or expulsion, the Honorable Vice-Chancellor serves as the appellate authority.

16.1.1. Plagiarism

Plagiarism includes presenting another person's words or ideas as one's own in any academic context and shall not be limited to:

- a. Submitting essays or papers written by someone else as one's own work.
- b. Copying all or part of a paper or source text without proper attribution.
- c. Failing to use quotation marks correctly when directly quoting text.
- d. Paraphrasing material without acknowledging the original source;
- e. Using content from a website or other sources in assignments without providing proper citation.

16.1.2. Malpractices and Misconduct

Malpractices and misconduct includes using or attempting to use unauthorized materials, information or study aids in any academic exercise and shall not be limited to the following:

- i. Copying from another's work during tests
- ii. Using unauthorized material such as books or notes during closed-book tests
- iii. Having somebody else take an exam
- iv. Having someone else author an assignment or term paper
- v. Making alterations in the work after an exam has been returned and trying to mislead the instructor by showing the altered work
- vi. Obtaining the question paper of an upcoming exam ahead of its scheduled time
- vii. Engaging in oral, written, visual, or other means of communication with other participants during tests/exams with others, with the sole intention of giving or receiving improper assistance
- viii. Taking outside help on take home exams.
- ix. Copying another's assignment, project reports, etc., and submitting them as your own

- x. Presenting false data, experimental results, or physical results
- xi. Submit the same work originally submitted in one course, in another course, without the knowledge of the instructors of either the previous or the present course

16.1.3. Misrepresentation

Misrepresentation refers to the intentional falsification of information instead of presenting the truth and shall not limited to, the following:

- Presenting false academic credentials
- Forging or using someone else's signature
- Altering or destroying academic records and documents

16.1.4. Complicity

Complicity involves failing to report incidents of academic dishonesty or assisting or attempting to assist another in violating any provision of this code. This includes actions such as sharing completed assignments to anyone other than the professor, suggesting ways to cheat or plagiarize, sharing test answers or questions with other students, and similar acts.

16.2. Discipline

The students of GITAM are expected to follow disciplinary procedures set by GITAM, as mentioned above. If the student's behaviour is not consistent with GITAM's prescribed code of conduct, based on the severity of the issue, the student may be reprimanded orally or in writing at the first stage; The student may be even expelled from the class/Institute/school/campus/hostel/university based on the severity of the offence. The University reserves the right to act against students found involved in any of the following cases.

- False statements intended to deceive the University, submitting the fake certificates to the University, creating the fake documents of the University, and giving to a third party and deliberate falsification of documents/records.
- Insulting by words or act, using abusive, defamatory, or derogatory language against any teacher, officer, employee, or student(s) of the University in the campus or even outside the campus. Creating any disturbance in classes and examinations in the University
- Not following the list of instructions issued for examinations.
- Making false allegations, character assassinations of teachers, officers and employees or indulging in rumour-mongering or committing pranks that cause

grievous hurt to anyone.

- Ragging in any form is a criminal and non-bailable offence in the country. The current State and Central legislations provide stringent punishments, including imprisonment. Once the involvement of a student(s) is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Senior students at the Institute shall give an undertaking every year co-signed by their parents/ guardians before Registration for the odd term of the academic year.
- Students are required to conduct themselves with decorum both inside and outside the campus and not indulge in activities that may adversely affect the prestige and reputation of the Institute.
- Any act of indiscipline of a student reported to the HoI/HoD will be referred to a Discipline Committee constituted for the purpose. The Committee will inquire into the charges and recommend further action, including removal from the University if the charges are substantiated. The student concerned may appeal to the Vice-Chancellor, whose decision will be the final.

16.2.1. Disciplinary action

Disciplinary action for misconduct shall include the imposition of a fine/declaring disqualified for the award of medals, prizes and scholarships/deprivation of placement opportunities/expulsion from the Programme/any other action which the concerned school may deem fit.

17. Academic Bank of Credits

Academic Bank of Credits (ABC) is an academic service mechanism as a digital/virtual/online entity established and managed by MHE/UGC to facilitate students to become their academic account holders. It paves the way for seamless student mobility between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning. ABC provides mobility within and across various programmes, subject to meeting the admission eligibility criteria.

17.1. Implementation of the ABC scheme

GITAM is recognized by UGC, MHRD as a Category -I, deemed to be University and approved by NAAC with an A++ grade. Hence, GITAM is eligible to get registered under the ABC scheme.

17.2. Validity of stored credits in ABC

The regulations in force will determine the validity of the credits earned at GITAM or any other HEI.

17.3. ABC-Grievance Redressal Mechanism

GITAM will set up a Grievance Redressal Mechanism for the issues/appeals related to ABC. This mechanism will address the issues right from the start of course registration to the transfer of credits from respective institutes to the ABC.

17.4. Admission in individual courses

GITAM supports the admission in individual courses to the students pursuing PG programmes in other HEI's participating in ABC, subject to the available vacancy in each course. The first priority for Registration in each course will be given to GITAM students. At the end of adding/dropping the course registration period, based on the availability of the vacancy in each course, the programme coordinator will permit the Registration of courses to the students other than GITAM on the first cum first serve basis. The candidate needs to pay the required course fee within the due date to confirm the course admission. The course fee depends on the course credits, type of course (lab, theory, theory cum lab etc.) and the department/Institute which offers the course.

Definitions

Academic Year: One academic year consists of four consecutive terms; each term is 8-10 weeks.

Core Course: The term "Core Course," or its equivalent, used herein, shall denote mandatory courses.

Course: Courses function as fundamental building blocks within an academic programme, each course has a specific credit and importance. It is essential for courses to articulate clear learning objectives and outcomes. Course design may incorporate various components such as lectures, tutorials, laboratory or fieldwork, outreach activities, project assignments, oral examinations (viva), seminars, term papers, presentations, or a combination thereof. Postgraduate courses typically range from one to four credits in value.

Credit: A credit is a metric for assessing a course's value, complexity, and time commitments. Specifically, one credit equates to ten (10) hours of teaching (lecture or tutorial) or twenty (20) hours of practical work or fieldwork, or a combination of both teaching and practical/fieldwork.

Cumulative Grade Point Average (CGPA): This metric is calculated by dividing the total grade points earned by a student across various courses by the total credits attempted across all terms. The result is expressed up to two decimal places.

Programme: This term denotes the Post Graduate Programme in Business Administration i.e., Master of Business Administration (M.B.A.) provided by the University.

Earned Credit: Credits are considered earned in a course only when the letter grade received is "P" or higher

Grade Point - It's a numerical score assigned to each letter grade, represented on a scale from 0 to 10. This numerical value summarizes performance across multiple courses over time.

Grade Report: A Grade Report documents a student's performance in a given term. It encompasses information regarding the courses attempted and their respective grades, along with the student's Term Grade Point Average (TGPA).

Letter Grade: It evaluates a student's performance in a particular course from O to F and Ab.

Specialization: Specialization denotes a focused area or discipline within a degree programme, consisting of courses to develop a deeper understanding of the academic field.

Term: A term refers to half of a semester, and each semester comprises two terms.

Term Grade Point Average (TGPA): It is a metric for summarising a student's performance during a Term. This metric is calculated by dividing the total grade points earned by a student

across all courses taken in a term by the total credits attempted. The result is expressed up to two decimal places.

The University: This phrase, as used and depending on the context, shall pertain to GITAM Deemed to be University.

Transcript: A Transcript serves as a comprehensive record of a student's academic history up to the time of its preparation. It contains essential details such as course information, corresponding grades, and the student's Cumulative Grade Point, among other pertinent information.

