

# **ACADEMIC REGULATIONS**

## **GOVERNING MBA DEGREE OF RV INSTITUTE OF MANAGEMENT**

**(AUTONOMOUS INSTITUTION UNDER BENGALURU CITY  
UNIVERSITY)**

**2021-22 ONWARDS**

**UNDER CHOICE BASED CREDIT SYSTEM**



## **RV INSTITUTE OF MANAGEMENT**

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**1.0. TITLE AND COMMENCEMENT:**

1.1 These Regulations shall be called **“RV INSTITUTE OF MANAGEMENT Regulations affiliated to BENGALURU CITY UNIVERSITY, Autonomous College Statutes – 2021 for Academic Autonomy - 2021” for MBA Programme.**

1.2. This set of Regulations, on approval by the Governing Body, shall supercede all the corresponding earlier sets of regulations of the MBA Degree programmes of BCU along with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate Degree Programme(s) (Credit System) at RVIM, Bangalore. This set of Regulations, may evolve and get refined or updated or amended or modified or changed through appropriate approvals from the Academic Council and/or Governing Body from time to time, and shall be binding on all parties concerned, including the Students, Faculty and the Staff of Departments. The decision of the Governing Body shall be final and binding.

1.3. The provisions contained in this set of Regulations govern the policies and procedures on the Registration of students, imparting instructions of course, conduct of the examination and evaluation and certification of students’ performance and all amendments there to leading to the award of the said Degree(s).

1.4. The Regulations shall come into effect from the date of obtaining approval from the Governing Body of the College.

**2.0. ABBREVIATIONS:**

1. “Academic Autonomy” means freedom to the College in all aspects of conducting its academic programmes for promoting excellence.
2. “Autonomous College” means RV Institute of Management, designated as an autonomous college by the University
3. “Commission” means University Grants Commission (UGC).
4. “Council” means All India Council for Technical Education (AICTE).
5. “University” means Bengaluru City University.
6. “Institute” or “College” means RV Institute of Management, Bangalore

**3.0. ACADEMIC CALENDAR:**

3.1. The total duration of an academic programme shall be the same as that followed by the University. i.e., TWO years for MBA. The maximum period which a student can take to complete a full time academic programme shall be double the nominal duration prescribed for the programme, i.e., FOUR years for MBA.

3.2. Each academic year is split into two semesters. The term of the semester for teaching MBA is 90 days. Generally each semester is of 120 days which will include the period for teaching, examination and announcement of results. Typically, odd semester is from October to January and even semester is from March to June.

3.3. In general, the academic schedule of a semester includes the following:

- Date of starting of semester.
- Course registration period.
- Schedule for Continuous Internal Assessment (CIA).
- Schedule for Semester End Examination (SEE).
- Date of Announcement of results.

This academic schedule, shall be prepared by the Member Secretary (BOS) in consultation with the Director, approved by the Academic Council (AC) and shall be announced at least one week before the beginning of the semester.

3.4. In case of an eventuality of losing a teaching day due to unavoidable reasons, such a loss shall be made up by having a teaching / laboratory / tutorial sessions on a suitable holiday by adhering to the time table of the day which was lost.

**4.0 ADMISSIONS**

**4.1 ADMISSION CRITERIA**

The Graduates from any discipline from Government recognized University with minimum 50% marks in aggregate along with regular SSLC/10th + PUC/12th/3 years Diploma + Minimum 3 years Bachelors program in any discipline are eligible. They also have to appear for one entrance test recognized by the AICTE, New Delhi to be eligible to pursue Full-Time regular MBA

programme as per the Government norms. Information about the entrance tests is available in respective websites listed below:-

- AIMA MAT – [www.aima.in](http://www.aima.in)
- IIM CAT – [www.iimcat.ac.in](http://www.iimcat.ac.in)
- AICTE – [www.cmat.nta.nic.in](http://www.cmat.nta.nic.in)
- AIMS ATMA – [www.atmaaims.com](http://www.atmaaims.com)
- KMAT – [www.kmatindia.com](http://www.kmatindia.com)
- PG CET – [www.kea.kar.nic.in](http://www.kea.kar.nic.in)
- XAT - <https://xatonline.in/>
- NMAT - <https://register.nmat.org/>
- GMAT - <https://www.gmac.com/>

## 4.2 ADMISSION PROCEDURE UNDER MANAGEMENT QUOTA

### SELECTION PROCEDURE

(Through Written Test, Group Discussion/Extempore and Personal Interview)

Interested candidates fulfilling the eligibility norms have to login to our website <https://www.rvim.edu.in> & find the Admissions link on our home page.

There is dedicated link – **Apply online** through which the candidates have to first register & then proceed as per the instructions. Candidates first have to register as a new user & use the login information to apply online in our website and submit application online. After submitting the application online, candidates should send an email to [admissions.rvim@gmail.com](mailto:admissions.rvim@gmail.com) mentioning the Name, Parents name, DOB, application number, mobile number and attach the filled application form. Once we receive the application, the candidate will get email with the application fee payment information. The candidates can also pay the application fee of Rs 560/- through demand draft in the favour of The Director, RVIM payable at Bengaluru or through NEFT.

### ADMISSION PROCESS

The candidates can confirm the dates to appear for the GD, PI & Written test to the Email ID: [admission.rvim@gmail.com](mailto:admission.rvim@gmail.com) The test will be on all weekdays (Monday to Friday).

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Documents required are 10th, 12th, Degree Marks cards, Entrance test score card & one passport photograph (Original & One set photocopy of all the documents).

After completing the application form, paying the application fee & verification of all the documents, Institution will conduct the Written Test, Group Discussion/Extempore & Personal Interview. The results of the interview will be announced on the same day. The interviews are currently being conducted online and off-line. The candidates can choose the mode of interview. Students should confirm the dates at least one day in advance to the Institution.

### 4.3 ADMISSION FOR GOVERNMENT QUOTA SEATS

The admissions for the Government quota seats are through the Post Graduate Entrance test – PG CET conducted by the Karnataka Examination Authority, (KEA)-Govt. of Karnataka. The seats are allotted as per the roster prepared by the government. The entire process is online. The students who have been allotted seats have to report to respective colleges within the last reporting dates.

### 5.0 PROGRAM STRUCTURE



## Summary

*Go, change the world*

#### I. Semester [ 2 Year Full time Programme ]

#### II. Total number of Credits : 106

4 credits - 0

3 credits - 29

2 credits - 10

1 credit - 2

CREDITS	SEMESTER				TOTAL CREDITS
	I	II	III	IV	
	27	29+3	27	20	

#### III. Specialisations : Dual Specialisation

[3 Major + 2 Minor in 3<sup>rd</sup> Semester] & [2 Major + 1 Minor in 4<sup>th</sup> Semester]

1. Marketing
2. Entrepreneurship and Family Enterprise Management
3. Finance
4. Operations and Supply Chain Management
5. Business Analytics
6. Human Resource Management

[ Major – 5 Subjects & Minor - 3 Subjects ] \*3 Credits

**AC- Audit Course**

SI.NO	TITLE	CREDITS
1	<b>Experiential Courses:</b> Principles of Management & Team Building	1
	Design Thinking and Creativity for Business	2
2	<b>Core Courses</b>	54
3	<b>Specialization Courses</b>	24
4	Open Elective I (MOOC)	2
	Open Elective II (MOOC)	2
5	Managerial Research Skills Lab	2
6	Business Immersion I	3
7	Internship Project	3
8	Social immersion (Rural/ Urban/ NGO/ Govt.) (or)	1
	International Immersion	
6	<b>Liberal Education / Arts:</b> Foreign language	2
	Health & Wellness (Practice based course)	
7		2
8	<b>Skill Enhancement Courses</b> (IT Skills, Soft Skills, Employability Skills, Advance IT Skills)	08
	(4 Courses * 2 Credits)	AC
	Domain Specific Skills	
<b>Total credits</b>		<b>106</b>

## **6.0 ATTENDANCE**

a) Each semester is considered as a unit and the candidate has to put in a minimum attendance of 75% in each course with a provision for condonation of 10% of the attendance by the Director, RVIM for reasons such as (i) Serious medical condition or (ii) Representing the Institute / University /State /Nation in sports, cultural, technical or academic activity and any other meaningful engagements with the permission of the Director. Leave of absence granted by the competent Authority is must to give the attendance under special cases. The students who do not satisfy this condition will be declared as NSAR (Not Satisfied Attendance Requirement).

b) The basis for the calculation of the attendance shall be the period prescribed by the Institution through its calendar of events. For late admission / transfer of students from other institutes/universities the date of admission to First year MBA would be considered for the calculation of attendance (this rule does not apply to higher semesters).

c) The students will be informed about the attendance position periodically by the college notifying the status on the notice board before each CIA and during the multiple counseling sessions. Student declared as NSAR is not eligible to take up SEE in that particular course.

## **7.0 TERMINATION FROM THE PROGRAMME:**

A student shall be required to withdraw from the program and leave the Autonomous College on the following grounds:

- Unable to clear all the courses within four years from the date of Admission.
- Absence from classes for more than six weeks at a time in a semester without leave of absence being granted by the competent Authority.
- Failure to meet the standards of discipline as prescribed by the college from time to time.

## **8.0 EVALUATION**

- Continuous Internal Assessment (CIA): 50 Marks
- Semester End Examination (SEE): 50 Marks
- Internal & External: 50% & 50%

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- Minimum requirement to get promoted:  
Students should secure minimum of 40% marks in CIA to write the semester end exam and should secure minimum of 40% in SEE to pass the subject

### CIA:

- Attendance & Class participation- 05 Marks
- Mid – Term Test – 20 Marks
- Other Assignments & Projects - 25 Marks

### Minimum 75% attendance is required to write the Semester End Examination

\* Promoting to II year = Students should clear Minimum of 50% of Total credits of first year

## 8.1 GRADING SYSTEM

### EIGHT POINT ALPHA - SIGN GRADING SCALE under CBCS System

Alpha – Sign/ Letter Grade	O (Outstanding)	A+ (Excellent)	A (Very Good)	B+ (Good)	B (Above Average)	C (Average)	P (Pass)	F (Fail)	Ab (Absent)
SGPA/ CGPA	9.00 -10.00	8.00- < 9.00	7.00 - < 8.00	6.00 - < 7.00	5.50 - < 6.00	5.00 - < 5.50	4.00 - < 5.00	Below 4.00	00
Semester/Program percentage of marks	90.0-100	80.0- < 90.0	70.0- < 80.0	60.0- < 70.0	55.0- < 60.0	50.0- < 55.0	40.0- < 50.0	Below 40	Absent
Result/ Class description	Outstanding	First class Exemplary	First class Distinction	First class	Higher second class	Second class	Pass class	Fail/ re-appear	Absent

## 8.2 CLASSIFICATION OF SUCCESSFUL CANDIDATES: SEMESTER WISE

The Grade Point Average (GPA) in a Semester and the Cumulative Grade Point Average (CGPA) at the end of fourth semester shall be computed as follows:



### **8.3 COMPUTATION OF GRADE POINT AVERAGE (GPA)**

The grade points (GP) in a course shall be assigned based on the basis of actual marks scored in that course. They shall be generally percentages divided by 10. The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the course and the credits for the course. The total GPW for a semester is obtained by adding the GPW of all the courses of the semester.

### **8.4 CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)**

The Cumulative Grade Point Average (CGPA) at the end of the fourth semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total of GPW of all the four semesters by the total credits for the programme.

### **8.5 MINIMUM GRADE FOR A PASS**

- A candidate shall be declared to have passed the MBA program if he/she secures at least a CGPA of 4.0 and qualify all the prescribed courses including Audit course(s).
- The candidate who pass in all the papers in first attempt in all four semesters is eligible for ranks provided they secure minimum CGPA of 7.0 (Alpha-Sign Grade A).
- The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible to receive the degree only on completion of all the lower semester examinations.
- A candidate who passes the semester examinations in parts is eligible for only Class / CGPA and Alpha Sign Grade but not be eligible for rank.

### **8.6 SUPPLEMENTARY EXAMINATION**

Supplementary Exams are conducted for Odd semester along with Odd semester and Even semester with Even semester

## 8.7 PAPER VIEWING PROCESS (PVP)

After the provisional results are announced, the candidate can view his answer scripts for any discrepancy found. Paper viewing process eliminates issue of Photostat copying of answer scripts and bring total transparency in the evaluation process and practice.

PVP involves the following steps:

### Step – I: Registration for PVP

The registration dates will be announced by the COE office once the provisional results have been announced. For each course for which the student wishes to verify the answer script, the student needs to register for the course in the prescribed format along with the Rs. 200 fee.

### Step – II: Schedule for PVP

The schedule to view the answer scripts will be announced and the student should be present personally to view the answer scripts. If student is willing to apply for revaluation of the answer script, he may do so by applying for Re valuation by paying the fee of Rs. 5000 per subject.

### Step – III: Valuation by Expert

The Revaluation will be done by an expert (External examiner) and student will have to accept an increase or decrease in marks after revaluation whichever is awarded by the evaluator. This will be final.

## 9.0 MALPRACTICE

A student who is booked under malpractice will be prevented from writing that particular examination from the instant he/she is booked for malpractice (**Possession of manuscripts/printed material related to the concerned course of exam; Possession and /or use of mobile phones or any other electronic gadgets, revealing identity in the answer scripts, destroying evidence of malpractice, impersonation, misbehaviour, misconduct or any other malpractice related to examination**). The candidate shall be required to appear before the

malpractice investigating committee. The day, date and time will be specified by the Chief Superintendent / Controller of Examination. If found guilty, depending on the severity of the case, the committee will impose an appropriate punishment as per the Examination Regulations and Guidelines. In such cases, the said course will be awarded with a credit of '0'(Zero) with the grade 'NE' for the calculation of SGPA.

## **10.0 GUIDELINES TO TAKE UP IMMERSION PROJECTS / INTERNSHIP/ MANAGERIAL RESEARCH SKILL LAB**

### **10.1 SOCIAL IMMERSION PROJECT**

All the students are required to take up a social immersion project for a period of two weeks after Second semester. The students are expected to study socially relevant problems in Rural, semi urban, NGO or Government agencies. The students are supposed to prepare a report on the findings of the study and submit the same to Social immersion project committee. The Social Immersion Project carries one credit and is attributed in Third semester. The detailed evaluation guidelines will be issued by the Social immersion project committee.

### **10.2 INTERNATIONAL IMMERSION PROJECT**

All the interested students are required to take up an International Immersion project for a period of two weeks after Second semester. The students will have an opportunity to visit an International university/ agency and take up a short term certificate program in the selected areas of Management. The students are supposed to prepare a report on the learnings during their visit to an International university and submit the same to International immersion project committee. The detailed guidelines will be issued by the International immersion project committee.

**Note: The students can either take up an International Immersion project or Social immersion project after second semester. One of the projects is mandatory after second semester.**

### **10.3 MANAGERIAL RESEARCH SKILLS LAB**

The Managerial research skills lab aims at building research capabilities amongst the students. This project is spread across third and fourth semesters. All the students are required to select an area for conducting research under the guidance of a faculty and publish the findings of their study as a research paper in a peer reviewed national / International journal/ magazines/ newspaper / conference / seminar by the end of fourth semesters. It must be a group assignment. The Managerial research skills lab carries two credits and is attributed in fourth semester. The detailed guidelines will be issued by Managerial research skills lab committee.

### **10.4 INTERNSHIP PROJECT**

The objective of the Internship is to help the student develop managerial ability to apply multi-disciplinary concepts, tools and techniques learnt during the course to solve the organizational problems. Under this programme, every student is required to undertake an Internship project for a period of Eight weeks after III semester under the guidance of a recognized Faculty Guide. An executive in the host organization could guide as co- Guide. It must be individual based but not as group project. The Internship project carries three credits and is attributed in fourth semester. The detailed guidelines will be issued by Internship Committee.

### **10.5 BUSINESS IMMERSION PROJECT**

The objective of the Business Immersion is to help the student develop managerial ability to apply multi- disciplinary concepts, tools and techniques learnt during the course to solve the organizational problems. Under this programme, every student is required to undertake a Business Immersion for a period of Six weeks after I semester under the guidance of a recognized Faculty Guide. An executive in the host organization could guide as co- Guide. It must be individual based but not as group project. The Business Immersion project carries three credits and is attributed in Second semester. The detailed guidelines will be issued by Business Immersion Committee.

**11.0 CONDUCT AND DISCIPLINE**

Students shall conduct themselves within and outside the premises of the College, in a manner befitting the students of an Institution of Excellence. The following acts of omission and/or commission shall constitute gross Violation of the code of conduct and are liable to invoke disciplinary measures:

- a) Ragging - As per the order of Honorable Supreme Court of India, Ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.
- b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
- c) Willful damage or stealthy removal of any property/belongings of the College/ Hostel or of fellow students/citizens.
- d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- e) Mutilation or unauthorized possession of Library books.
- f) Noisy and unseemly behavior, disturbing studies of fellow Students.
- g) Hacking in computer systems (such as unauthorized access, manipulation and/or damage of computer hardware and software or any other Cybercrime etc.).
- h) Plagiarism of any nature.
- i) Any other act of gross indiscipline

Commensurate with the gravity of offense, the punishment may be: reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) a hostel (ii) a department or in a class Room and (iii) elsewhere within the college campus, the Chief Warden, the Head of the Department and the Student Welfare Officer respectively shall meet as a Committee and recommend for reprimanding or imposition of fine. Such recommendations shall be reported to the Director for further action.

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Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Director / COE for taking appropriate action.

11.1 INTERNAL COMMITTEE(IC) (Under POSH: Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013).

To constitute Internal Committee POSH Law consisting of the following Members (with 50% of its strength being women as required by law):

- a) Chairperson: Women HOD/Senior Women Faculty Member
- b) External Member: Advocate
- c) Women Members: 50% of Committees strength including Chairperson to be women from the College

Complaints shall be heard and disposed of by IC as per POSH Law.

11.2 ANTI RAGGING COMMITTEE (ARC):

- a) Chairperson: Director
- b) External Member: Advocate
- c) Members: Senior faculty members

Complaints shall be heard and disposed of by ARC as per UGC guidelines

11.3 STUDENTS GRIEVANCE REDRESSAL CELL

The Cell comprise of the following 5 members:

- a) Three Faculty Members
- b) One Male & One Female Student of Final Yr. Course.

## 12.0 STUDENTS' FEEDBACK

a) It is recommended by the university that Autonomous Colleges obtain feedback from students on their course work and various academic activities conducted under the credit system. For this purpose, Summative and Formative feedback forms is devised by the College and the feedback obtained from the students every semester by administering the feedback form in print or on-line.

b) The feedback received from the students shall be discussed at various levels of decision making at the College and the suggested changes/ improvements, if any, could be given due consideration for being implemented at the College level.

### **13.0 Social Media Policy**

This set of social media guidelines aims to set standards that are expected of all students with respect to the responsible use of social media, prevention of harassment and promotion of harmony in the online space.

1. Every bonafide student of the Institute should be mindful that information shared on social media becomes public information and hence should not use social media in any way that may compromise your reputation or professional practice at a larger stage. Any adverse content that goes against the rules of the Institution, The Constitution of India and does not promote general harmony could be brought to the attention of the Institute, Future Employers and / or professional bodies and may be detrimental to studies and / or future career.
2. Any content maligning RVIM, its policies and employees will be viewed adversely inviting disciplinary action and Inter alia, Penalties, debarment from sitting to examination, campus placements etc.
3. No student may claim to speak on behalf of, or represent, the Institute on social media websites without the Institute's prior permission. The students should not declare, imply or indicate that the content of any social media site under your control is representative of the institute. When posting online there may be circumstances in which the student gives the impression that he /she is speaking on behalf of the institute or department.
4. Social media not limited to Whatsapp; Twitter; Face book; Google plus; LinkedIn; Instagram; open forums and blogs are now a common feature of everyday life, enabling and supporting both students and staff in academic and collaborative opportunities. Any form of harassment, including on social media platforms , is unacceptable and will be treated very seriously by the Disciplinary committee of the Institute inviting disciplinary proceedings.

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5. Every student should respect individual rights to privacy and have regard for the feelings of others. They must not disclose personal details, including pictures, of other students or staff without their prior permission.
6. Students should be mindful of the enduring nature of Information posted on social media sites and should be careful while writing posts or sharing information.
7. Using social media to post offensive comments, images or other content will result in disciplinary action and also liable for Legal action as per the Provision in IT Act 2000 and Amendments 2008.
8. Posting others' content online such as Photographs, text, videos, music etc., without prior and proper permission to do so, including specific terms of any license , violation of IPR will be viewed seriously and liable for legal action among other things.
9. The Institute is not responsible for, and does not hold any ownership of, any content posted on social media by its students.
10. Usage of RVIM brand trademark / service mark without prior written permission is liable for legal action.
11. None of the Examination related official documents such as Answer scripts, Scheme and solution, Question papers should be shared electronically.
12. It is mandatory for every student at the time of admission to sign an undertaking on social media usage.

### 13.0 GRADUATION

#### 13.1 Graduation Requirements:

- a) A student shall be declared to be eligible for the award of the degree if he/she has:
  - i) Fulfilled Degree Requirements in terms of earned credits.
  - ii) Completed satisfactorily mandatory learning and Audit Courses, bridge courses wherever applicable.
  - iii) No Dues to the College, Department, Hostel, Library, Central Computer Centre and any other college facilities.
  - iv) No disciplinary action pending against him/her.



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b) The award of the degree must be recommended by the Academic Council and Governing body.

### **13.2 Graduation ceremony:**

a) College will have its own annual Graduation Ceremony for the award of Provisional Degree to students completing the prescribed requirements of Academic programmes in each case, in consultation with the University and by following the provisions in the Institutional norms. For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered as per the norms framed by the College for such awards.

b) College may also institute Prizes and Awards to meritorious students, for being given away annually at the Graduation Ceremony. This would greatly encourage the students to strive for excellence in their academic work.

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