ACADEMIC REGULATIONS

FOR THE

POST GRADUATE DIPLOMA

IN

BUSINESS ANALYTICS (PGDBA)

OF

RV INSTITUTE OF MANAGEMENT
(AUTONOMOUS INSTITUTION UNDER BENGALURU CITY UNIVERSITY)
WEF 2023-24

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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 POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS.**

1.2 This set of Regulations, on approval by the Governing Body, shall supersede all the corresponding earlier sets of regulations of the Post Graduate Diploma in Business Analytics along with all the amendments thereto and shall be binding on all students undergoing the Post Graduate Diploma 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 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, the conduct of the examination and evaluation and certification of students' performance, and all amendments thereto 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.

7. "PGDBA" means Post Graduate Diploma in Business Analytics.

3.0. ACADEMIC CALENDAR:

3.1. The total duration of the programme is for one year. 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., Two years for PGDBA.

3.2. The academic year is split into two semesters. The term of the semester for teaching PGDBA is 90 days. Generally, each semester is of 120 days which will include the period for teaching, examination, and announcement of results. Typically, the first semester is from September to December and the second semester is from January to August.

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

- Date of starting of the 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 academic coordinator in consultation with the Director and shall be announced at least one week before the beginning of the semester.

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

4.0 ADMISSIONS

4.1 ADMISSION CRITERIA

The Graduates from any discipline from Government recognized University with a minimum 50% (45 percent for SC/ST/PWD category candidates) marks in aggregate along with regular SSLC/10th + PUC/12th/3 years Diploma + Minimum 3 years Bachelors program in any discipline are eligible or an equivalent qualification recognized by the Ministry of HRD, GOI along with

regular SSLC/10th + PUC/12th /3 years Diploma are eligible.

4.2 SELECTION PROCEDURE

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 a 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 the application online. After submitting the application online, candidates should send an email to admissions.rvim@gmail.com mentioning their Name, Parents' name, DOB, application number, and mobile number and attach the filled application form along with the soft copy of marks cards - 10th, 12th, Degree Marks cards & one passport photograph to the mail ID: admission.rvim@gmail.com. Once the application is received, the candidate will get an email with the application fee payment information. The candidates can also pay the application fee of Rs 500/- through demand draft in favor of The Director, RVIM payable at Bengaluru or through NEFT.

ADMISSION PROCESS

The candidates can confirm the dates to appear for the Personal Interview to the Email ID: admission.rvim@gmail.com. The interviews are currently being conducted Online and Offline. The candidate can choose the mode of interview. The interviews will be conducted on all weekdays (Monday to Friday). Documents required are 10th, 12th, Degree Marks cards, & one passport photograph (Original & One set photocopy of all the documents).

After completing the application form, paying the application fee & verifying of all the documents, the Institution will conduct the Personal Interview. The results of the interview will be announced on the same day. The candidates can choose the mode of interview (offline / online). Students should confirm the dates at least one day in advance to the Institution. The admission team will present to the HoI, the list of selected candidates duly considering the permissible Intake along with its recommendation for each candidate and intimated the same to the candidates.

5.0 PROGRAM STRUCTURE

I. **Semesters – 2 [12 months Program]**

II. **Total number of Credits : 54**

4 credits – 7
3 credits – 6
2 credits - 1
6 credit(project) - 1

| CREDITS | SEMESTER | | | TOTAL CREDITS |
	I	II	Project	
	24	24	6	54

SI.NO	TITLE	CREDITS
1	Experiential Learning Courses	14
2	Core Courses	13
3	Functional Electives	4
4	Open Electives	2
5	Skill Enhancement Courses	15
6	Real World Capstone Project	6
	Total Credits	**54**

III. **Functional Electives : [Any One - 2nd Semester]**
1. Finance & Risk Analytics
2. HR Analytics
3. Marketing & Retail Analytics
4. Health Care Analytics
5. Operations & Supply Chain Analytics

IV. **Open Electives: [Any One - 2nd Semester]**
1. Design Thinking
2. Project Management

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 a must to give 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 advance shall be the period prescribed by the Institution through its calendar of events. For late admission, the date of admission to the first semester PGDBA would be considered for the calculation of attendance (this rule does not apply to the second semester).

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 on the following grounds:

• Unable to clear all the courses within two 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%.
- The minimum requirement to get promoted:
  Students should secure a minimum of 40% marks in CIA to write the semester-end exam andshould secure a minimum of 40% in SEE to pass the subject.

CIA:

- Attendance & Class Participation- 10 Marks
- Mid–Term Test – 10 Marks
- Other Assignments & Projects - 30 Marks

A minimum of 75% attendance is required to write the Semester End Examination.

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 the second 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 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 second semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total GPW of two semesters by the total credits for the programme.

8.5 MINIMUM GRADE FOR A PASS

- A candidate shall be declared to have passed the PGDBA program if he/she secures at least a CGPA of 4.0 and qualify all the prescribed courses.

- The candidate who pass in all the papers in the first attempt in all two semesters is eligible for ranks provided they secure a minimum CGPA of 7.0 (Alpha-Sign Grade A).

- The results of the candidates who have passed the second-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 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 every semester. Fast track Examinations are conducted yearly once.

8.7 PAPER VIEWING PROCESS (PVP)

After the provisional results are announced, the candidate can view his answer scripts for any discrepancies found. The paper viewing process eliminates the issue of Photostat copying of answer scripts and brings total transparency into 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 fees.

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 a 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 the 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 the exam; Possession and /or use of mobile phones or any other electronic gadgets, revealing identity in the answer scripts, destroying evidence of malpractice, impersonation, misbehavior, 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 a credit of '0' (Zero) with the grade 'NE' for the calculation of SGPA.

10.0 GUIDELINES TO TAKE UP INTERNSHIP

10.1 REAL WORLD CAPSTONE PROJECT

1. The objective of the Real World Project is to help the students to develop a variety of skills – analytical ability, problem-solving, critical thinking, managerial ability to apply multi-disciplinary concepts, tools, and techniques learned during the course to solve the organizational problems and to draw meaningful insights for better data-driven decisions.
2. Under this program, every student is required to undertake a project for a period of Eight weeks during their 2nd semester under the guidance of a recognized Faculty Guide.
3. An executive in the host organization could guide as Co-Guide / External guide. It must be individual-based but not a group project.
4. The project carries six credits and is attributed in the second semester.

5. The detailed guidelines and project layout will be issued by the Project Committee during the course.

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 a gross Violation of the code of conduct and are liable to invoke disciplinary measures:

a) Ragging - As per the order of the Honorable Supreme Court of India, Ragging in any form is considered a criminal offense 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/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 the offense, the punishment may be a 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 offense committed to (i) a department or in a classroom and (ii) elsewhere within the college campus, the Head of the Department and the Student Welfare Officer respectively shall meet as a Committee and recommend for reprimanding or imposition of a fine. Such recommendations

shall be reported to the Director for further action.

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 the Committee's strength including the Chairperson 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 from the semester.

12.0 STUDENTS' FEEDBACK

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

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 concerning 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 their 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; Facebook; 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.

5. Every student should respect individual privacy rights 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, and 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.

14.0 GRADUATION

14.1 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) No Dues to the College, Department, Library, Central Computer Centre, and any other college facilities.

iii) No disciplinary action is pending against him/her.

14.2 Graduation Ceremony:

a) The college will have its own annual Graduation Ceremony for the award of a Provisional Degree to students completing the prescribed requirements of the Academic Programme in each case 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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