



# AMET UNIVERSITY

(Deemed to be University Under Section 3 of UGC Act 1956)

**Dr.M.Jayaprakashvel M.Sc., Ph.D.,  
Registrar i/c**

Date: 22.11.2023

**Certified True Extract of the Minutes of Academic Council Meeting in respect of approval of statutory body for ensuring Same Entry Level Qualifications, Same Curriculum, Same Teaching-Learning Scheme, Same Pattern of Question Papers for End Semester Examination or Term End Examination, Same Pass or Fail Criteria for the Programmes MBA-Shipping and Logistics Management / BBA / B.Com offered in ODL Mode**

The following is an extract of the resolution passed in the meeting of the Academic Council of AMET Deemed to be University, Chennai (Deemed to be University under section 3 of the UGC Act 1956) held on 24-08-2022.

**Item No: 16**

Resolved that the proposal brought forward by Director – Centre for Online and Distance Education to for ensuring Same Entry Level Qualifications, Same Curriculum, Same Teaching-Learning Scheme, Same Pattern of Question Papers for End Semester Examination or Term End Examination, Same Pass or Fail Criteria for the ODL Programmes such as MBA-Shipping and Logistics Management, BBA and B.Com with the due approval from the Distance Education Bureau of UGC in dual mode was considered and approved for the submission of Board of Management.

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**Relevant Clauses extracted from the ODL Regulations 2023 for  
Master of Business Administration (MBA) in Shipping and Logistics Management,  
Bachelor of Business Administration (BBA), and  
Bachelor of Commerce (B.Com)**

**(a) SAME ENTRY LEVEL QUALIFICATIONS**

Eligibility for Admission into ODL Programmes (MBA / BBA / B.Com) are as follows:

S.No.	Programme	Admission Requirements
1	MBA (ODL)	Students with any Under Graduate Degree from UGC recognised institutions with 10+2+3 (or) 10+2+4 years of study and those appearing for their final examination (subject to passing) in the prescribed pattern are eligible to apply for MBA programme
2	BBA (ODL)	Candidates must have passed their class XII examinations from any stream through a recognized board in order to be eligible to apply for BBA programme.
3	B.Com (ODL)	Candidates must have passed their class XII examinations from any stream through a recognized board in order to be eligible to apply for B.Com programme.

- Admission eligibility requirements for ODL programmes such as MBA , BBA, and B.Com are same as programmes offered in the regular (conventional) mode.

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## (b) SAME CURRICULUM

- The curriculum and syllabi of the programmes offered through ODL such as MBA, BBA, and B.Com shall be in concurrence with the guidelines of the statutory bodies like UGC / AICTE and shall be approved by the Academic Council of AMET Deemed to be University.
- The curriculum and syllabi of programmes offered through ODL such as MBA, BBA, and B.Com are same for the programmes offered in regular mode (conventional mode).

## (c) SAME TEACHING-LEARNING SCHEME:

- The structure for assessment patterns and monitoring the teaching learning process of programmes offered through ODL such as MBA, BBA, B.Com are same for programmes offered in regular (conventional mode).
- The curriculum of programmes offered through ODL such as MBA, BBA, B.Com shall follow the minimum prescribed credits required for the award of the degree as specified in the AICTE guidelines are given below:

Programme	Minimum Prescribed Credits
MBA – ODL	96
BBA – ODL	120
B.Com – ODL	120

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The norms for delivery of courses offered through ODL mode are as follows:

S.No.	Credit Value of the Course	Size of SMLs Range (in terms of units)	No. of Assignments	No. of Counseling Sessions Theory (10 percent of Total Study Hours) (hrs.)	Study Hours of Learner (hrs.)
1	2	6-10	1	6	60
2	4	14-20	2	12	120
3	6	20-28	3	18	180
4	8	30-34	4	24	240

**(d) Same Pattern of Question Papers for End Semester Examination:**

Each common theory course offered to more than one group of students shall have a "Course Monitoring Committee" comprising all the teachers handling the common course with one of them nominated as course coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Dean, depending upon whether all the teachers handling the common course belong to a single department or from several departments. The course monitoring evaluation and ensure uniform evaluation of the assessment tests and End Semester Examinations.

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## ASSESSMENTS AND EXAMINATIONS OF PROGRAMMES OFFERED THROUGH ODL MODE

### ASSESSMENTS AND EXAMINATIONS

- The weightage for different components of assessments for programmes offered through ODL mode shall be as under:
  - Formative Assessment (Continuous Internal Assessment) : 30 %
  - Summative assessment (End Semester Examination) : 70 %

For project work the assessment pattern is as follows:

Review of Project Work		Dissertation & Viva-Voce	
Component	Marks	Component	Marks
First Review	5	Presentation	15
Second Review	10	Content Originality	15
Third Review	15	Study/Model and Analysis Validity	15
		Findings & Conclusion	15
		Future Scope	10
<b>Total</b>	<b>30</b>		<b>70</b>

- End Semester Assessment Pattern for Open and Distance Learning Mode: All End Semester Examinations or Term-End Semester for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (online testing) within Territorial Jurisdiction, in the examination centre located in the headquarters (AMET Deemed to be University Campus, Chennai). The Exams shall be under the direct control and responsibility of the University.

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- Appearing for semester-end theory examination for each course is mandatory and a student should secure a minimum of 50% marks for MBA programme and 40% marks for BBA and B.Com programmes, in each course in semester-end examination for the successful completion of the course.
- The components of continuous assessment for theory courses shall be finalized in the examination committee meeting.
- For the first attempt of the arrear theory examination, the internal assessment marks scored for a course during the first appearance shall be considered for grading along with the marks scored in the semester-end arrear examination. From the subsequent appearance onwards, full weightage shall be assigned to the marks scored in the semester-end examination to award grades and the internal assessment marks secured during the course of study shall not be considered.
- The procedures followed for awarding marks and fixing grades for ODL programmes such as MBA, BBA & B.Com are the same as for programmes offered in the regular (conventional) mode.

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(e) SAME PASS OR FAIL CRITERIA

**PASSING, DECLARATION OF RESULTS AND GRADE REPORT**

- All assessments for a course shall be made on absolute marks basis. However, the Class Monitoring Committee without the student members shall meet within 5 days after the End Semester Examination and analyse the performance of students in all assessments of a course and award letter grades. The letter grades and the corresponding grade points for MBA are as follows:

Letter Grades	Grade Points	Percentage of Marks
O (Outstanding)	10	100
A+ (Excellent)	9.0 – 9.9	Marks $\geq$ 90 and Marks $\leq$ 99
A (Very Good)	8.0 – 8.9	Marks $\geq$ 80 and Marks $\leq$ 89
B+ (Good)	7.0 – 7.9	Marks $\geq$ 70 and Marks $\leq$ 79
B (Above Average)	6.0 – 6.9	Marks $\geq$ 60 and Marks $\leq$ 69
C (Average)	5.0 – 5.9	Marks $\geq$ 50 and Marks $\leq$ 59
RA (Re-Appear)	0.0 – 4.9	Marks $<$ 50
AB (Absent)	0	Absent

The letter grades and the corresponding grade points for BBA and B.Com are as follows:

Letter Grades	Grade Points	Percentage of Marks
O (Outstanding)	10	100
A+ (Excellent)	9.0 – 9.9	Marks $\geq$ 90 and Marks $\leq$ 99
A (Very Good)	8.0 – 8.9	Marks $\geq$ 80 and Marks $\leq$ 89
B+ (Good)	7.0 – 7.9	Marks $\geq$ 70 and Marks $\leq$ 79
B (Above Average)	6.0 – 6.9	Marks $\geq$ 60 and Marks $\leq$ 69
C (Average)	5.0 – 5.9	Marks $\geq$ 50 and Marks $\leq$ 59
P (Pass)	4.0 – 4.9	Marks $\geq$ 40 and Marks $\leq$ 49
RA (Re-Appear)	0.0 – 3.9	Marks $<$ 40
AB (Absent)	0	Absent

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Grade Point Average (G.P.A.)

$$= \frac{\text{Sum of multiplication of grade points and the credits of the courses (Total Credit Points)}}{\text{Sum of the credits of the courses (passed) in a semester (No. of Credits)}}$$

\* G.P.A. and No. of Credits will not be displayed for Students who have not cleared all the courses.

### Marks

CIA (Continuous Internal Assessment)	30
ESE (End Semester Examinations)	70

- The results, after awarding of grades shall be declared by the Controller of Examinations.
- Within one week from the date of declaration of result, a student can apply for revaluation of his / her End Semester examination along with the payment of prescribed fee to the Office of Controller of Examinations. Subsequently the Head of the Department/ Dean of Department offered the course shall constitute a revaluation committee consisting of Chairman of the Examination Board as convener, the faculty member of the course and a senior faculty member knowledgeable in that course as members. The committee shall meet within a week to re-evaluate the answer scripts and submit its report to the Controller of Examinations for consideration

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- After results are declared, grade report shall be issued to each student, which contains the following details:
  - a. List of courses along with course code enrolled during the semester / arrear courses, if any;
  - b. Marks secured (CIA, ESE & Total);
  - c. Passing Minimum;
  - d. Grade Point Semester Wise Grade Point Average (GPA) of all courses enrolled from first semester onwards, if completed for the semester
  - e. Result
- GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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- The formula for the conversion of CGPA to the equivalent percentage of marks is as follows:

$$\text{Percentage Equivalent of Marks} = \text{CGPA} \times 10$$

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- After successful completion of the programme, the Degree shall be awarded upon fulfilment of curriculum requirements and classification based on CGPA as follows:

Classification	CGPA
First Class with Exemplary	9.0 CGPA and Above (First Attempt within stipulated Time and no break of study)
First Class with Distinction	7.5 CGPA and Above (First Attempt within stipulated Time and no break of study)
First Class	6 CGPA and Below 7.5 CGPA
Second Class	5.0 and Below 6 CGPA

- For the purpose of classification, the CGPA shall be rounded to two decimal places. For the purpose of comparison of the performance of students and ranking, CGPA will be considered up to three decimal places.

The procedures followed for awarding marks and fixing grades for ODL programmes such as MBA, BBA & B.Com are as same as the programmes offered in the regular mode (Conventional mode).

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