ACADEMIC REGULATIONS
GOVERNING

UNDERGRADUATE PROGRAMME
(MANAGEMENT)

OF THE KAVERI UNIVERSITY

(FROM ACADEMIC YEAR 2026-27 ONWARDS)



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Vice Chancellor
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FOREWORD

Established under the provisions of the **Telangana State Private Universities Act, 2018**, Kaveri University, Gowraram, Siddipet District, Telangana, is committed to providing quality higher education that meets national aspirations and global standards. Guided by its vision of academic excellence, innovation, research, and societal impact, the University strives to nurture competent professionals, ethical leaders, and responsible citizens. A well-defined academic framework is fundamental to achieving these goals, particularly in preparing future-ready management graduates equipped to address the opportunities and challenges of an increasingly dynamic and interconnected world.

The **School of Management Undergraduate Programme Regulations** provide a comprehensive framework governing all aspects of undergraduate education, including programme structure, curriculum design, credit requirements, teaching–learning processes, student assessment and evaluation, academic progression, and the award of degrees. These regulations are designed to uphold the highest standards of academic integrity, transparency, consistency, and quality while fostering innovation, experiential learning, entrepreneurship, leadership, and holistic student development. They are aligned with the principles of the National Education Policy (NEP) 2020, emerging industry expectations, technological advancements, and global best practices in management education.

Approved by the statutory authorities of the University, these regulations shall govern all undergraduate programmes offered by the School of Management. Recognising the rapidly evolving business landscape and the changing needs of higher education, the regulations will be reviewed periodically to incorporate new developments in management education, digital technologies, industry practices, and academic reforms. Faculty members, students, and academic administrators are encouraged to familiarise themselves with these regulations, which will also be available on the University's website. Adherence to these provisions will ensure effective academic governance and contribute to maintaining the highest standards of quality and institutional excellence.

At Kaveri University, we believe that undergraduate management education should extend beyond classroom learning to develop analytical thinking, problem-solving abilities, communication skills, ethical values, entrepreneurial spirit, and leadership competencies. Through these regulations, the University seeks to create an intellectually stimulating and inclusive learning environment that empowers students to become innovative professionals, responsible managers, and socially conscious leaders capable of contributing meaningfully to business, industry, and society.

I place on record my sincere appreciation to **Dr. Pramoda Hollystar**, Assistant Professor of Finance; **Dr. Manoj Rajbanshi**, Assistant Professor of English; **Dr. Sunita Mehta**, Dean, School of Management; and **Dr. B. Srinivasulu**, Registrar, Kaveri University, for their dedication, scholarly inputs, and meticulous efforts in preparing this document. Their collective contributions have resulted in a comprehensive, contemporary, and forward-looking set of regulations that will serve as a strong foundation for academic excellence in undergraduate management education at Kaveri University.

I am confident that these regulations will guide the effective implementation of our undergraduate programmes and contribute significantly to the University's mission of developing competent, ethical, innovative, and globally competitive management professionals.

Place: Kaveri University
Date: 2026

(Dr. V. Praveen Rao)
Vice Chancellor

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PREAMBLE

Kaveri University is committed to creating a progressive, inclusive, and future-oriented learning environment for students across its academic programmes. The University seeks to provide education that develops knowledge and professional competence while contributing to the larger well-being of society.

Recognising the aspirations, diversity, and potential of the present generation of learners, Kaveri University adopts a student-centric approach to education. The University supports students through academic guidance, skill development, industry exposure, entrepreneurship opportunities, co-curricular engagement, and holistic mentoring. The objective is to help students build confidence, develop competence, pursue excellence in their chosen fields, and grow into responsible citizens and ethical professionals.

In an era marked by rapid technological change, global connectivity, and evolving industry expectations, universities play a vital role in preparing graduates for the future. Students today must be able to think critically, communicate effectively, collaborate across disciplines, use digital tools, understand emerging technologies, and solve complex real-world problems. Kaveri University, therefore, emphasises outcome-based education, experiential learning, multidisciplinary exposure, practical application, and continuous curriculum improvement.

The University endeavours to collaborate with industry, academia, government bodies, professional institutions, and community organisations to provide students with meaningful learning opportunities beyond the classroom. Through internships, projects, field visits, research, case-based learning, digital platforms, and practitioner interaction, Kaveri University seeks to bridge the gap between academic learning and professional practice.

This document provides an overview of the academic culture, procedures, rules, and regulations governing the programmes offered at Kaveri University. These regulations are intended to ensure academic quality, transparency, consistency, learner engagement, and effective curriculum implementation. All students are expected to familiarise themselves with the provisions contained in this document, along with any amendments or revisions issued by the University from time to time.

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1 About Kaveri University

1.1 Introduction

Kaveri University, established in 2024 under the Telangana State Private Universities (Establishment & Regulation) Act, 2018, is a multidisciplinary education and research university in Telangana. Located on a 100-acre campus along the Konda Pochamma Reservoir in Gowraram, Siddipet District, it was founded by the Gundavaram Vanaja Bhaskar Rao Vidyapeeth (GVBRV) Trust, promoted by the Kaveri Seeds Group. The University integrates technology, agriculture, and management education to create a futuristic learning environment.

1.2 Vision

To become a global leader in innovation-driven education spanning technology, management, and agriculture, and to foster a vibrant ecosystem that seamlessly integrates academia, research, industry, startups, and incubators to create solutions for real-world challenges.

1.3 Mission

a. To advance knowledge and nurture talent in technology, agriculture, and allied sciences through cutting-edge education, research, and innovation.
b. To bridge academia, R&D institutions, industry, and startups for technology development and commercialisation that benefits diverse enterprises, farmers, and society.
c. To foster a culture of creativity, collaboration, and ethical leadership, empowering students and faculty to generate impactful solutions for global and regional challenges.
d. To act as a catalyst for agri-tech transformation by enabling the adoption of emerging technologies such as AI, IoT, drones, robotics, biotechnology, and digital platforms across the agri-food value chain.
e. To create a sustainable innovation ecosystem that promotes experiential learning, intellectual property creation, and entrepreneurship for inclusive rural prosperity and national progress.

1.4 Quality Policy

To achieve global standards and excellence in teaching, research, and consultancy by creating an enabling environment in which faculty and students share a commitment to creating, sharing, and applying knowledge for continuous improvement in the quality of education.

2 Purpose and Scope of the Regulations

This document on Kaveri University's Academic Regulations provides a framework for the functioning of all UG programmes offered by the School of Management, Kaveri University. The regulations include the procedures and practices to be followed for ensuring academic standards in the School of Management. The Academic Council approves the Academic Regulations of Kaveri University. These regulations may be amended with the approval of the Academic Council to meet evolving requirements. The updated regulations will normally come into effect from the next academic year. Kaveri University may, at its discretion, introduce changes during an ongoing session where necessary due to changed circumstances or statutory requirements. Communication regarding amendments to the regulations will be published on the University website and sent through the University mail system. For messages received through any other mode of communication, students are required to

verify the authenticity by visiting the University website. Students must comply with the amended regulations, as these may affect the process for the award of the degree.

The Academic Regulations provide a framework for education delivered and administered by Kaveri University. The Board of Studies, acting through the academic administration, is responsible for implementing the Regulations. All registered students are subject to the Regulations and must agree to abide by them as a condition of enrollment. Students registered at Kaveri University remain subject to the University regulations and their revisions until the award of their degree.

3 Rights and Responsibilities

This section provides information about students' rights and responsibilities at Kaveri University. Procedures are established to ensure that students benefit from the practices followed at the University. As members of the Kaveri family, students can expect to be part of an engaging, challenging, creative, and innovative environment. Every student is expected to be aware of the rules and processes of the University. As members of Kaveri University, students shall have certain rights and responsibilities, including but not limited to the following:

3.1 Student Rights:

1. The right to pursue education in a secure environment free from harassment and discrimination.
2. Access to high-quality academic and infrastructure resources.
3. Access to activities beyond the classroom that support holistic intellectual and personal development.
4. The right to freedom of expression and association with other organisations, provided that such exercise does not interfere with the rights of others.
5. Access to mental wellness services and support programmes.
6. The right to access student bodies and clubs, subject to the policies and guidelines currently enforced by these organisations.
7. The right to expect timely and courteous responses from the University's academic and administrative departments.

3.2 Student Responsibilities:

1. Respect and act consistently with the values, rules, and regulations of the University.
2. Comply with applicable government rules and regulations.
3. Conduct oneself in a manner that contributes to an atmosphere of learning and free expression.
4. Become familiar with course outlines, content, evaluation methods, timelines, and procedures.
5. Resolve academic and personal concerns by communicating with the appropriate personnel in Academic Affairs and Student Affairs.
6. Keep University authorities informed of any changes in personal status and contact information, including details of guardians or parents.
7. Strictly adhere to all health and safety procedures prescribed for classrooms, laboratories, field trips, sports, and cultural activities.
8. Be familiar with the Academic Regulations and keep abreast of any updates to them.
9. Familiarise oneself with published information that enables timely selection of appropriate academic pathways.

4 Admission

To be eligible for admission into the undergraduate programme in the School of Management, the applicant must fulfil the prescribed eligibility criteria and satisfy the entrance requirements specified by Kaveri University admission regulations and the guidelines of statutory councils, wherever applicable. Candidates seeking admission to the undergraduate programme must meet programme-specific requirements and the prescribed academic performance criteria in Class XII or its equivalent. The counselling schedule will be announced through appropriate media, and the selected candidates will be admitted into the programme of their choice, subject to seat availability.

Admission is based on merit, and merely meeting the eligibility requirements does not guarantee admission. The University does not discriminate on the basis of gender, race, religion, disability, or nationality. Kaveri University reserves the right to admit candidates based on the criteria specified in the admission brochure. Admissions are also available for Non-Resident Indians and foreign citizens who meet the eligibility criteria.

For admission to undergraduate programmes, the applicant must have passed the Intermediate or 10+2 examination, or an equivalent examination from any recognised board, with a minimum of 60% marks in any discipline.

4.1 International Students

To enhance diversity in the student population, international students under the Foreign/NRI category, including foreign citizens, Person of Indian Origin (PIO) cardholders, Overseas Citizens of India (OCI), Non-Resident Indians (NRI), and NRI-sponsored students, will be considered for admission. NRI-sponsored students may be sponsored by NRI parents, siblings of parents, siblings of the candidate, or grandparents of the candidate. Kaveri University admits Indian and international students with qualifications obtained from a recognised board or university to its undergraduate (UG), postgraduate (PG), and PhD programmes, provided such qualifications are recognised by the Association of Indian Universities (AIU), New Delhi.

Eligibility criteria:

- The medium of instruction at Kaveri University is English. Aspiring students are expected to be proficient in English. For admission to programmes at Kaveri University, English must be one of the subjects in the qualifying examination.
- For undergraduate programmes, students are expected to have completed twelve (12) years of study, similar to the Indian school education system.
- They must present a certificate of permission from the school and certification from the Association of Indian Universities (AIU), wherever applicable.
- If a student is found to be insufficiently proficient in English through University assessments, the student will be required to take supplementary courses to improve English proficiency.
- International students will be admitted based on the eligibility criteria prescribed for Indian residents by Kaveri University. Any exception to admission criteria will require approval of the respective Board of Studies (BoS).

Categories of International Students

- Foreign Students: Students holding passports issued by foreign countries, including persons of Indian origin who have acquired the nationality of foreign countries.
- Non-Resident Indians (NRI): Students with NRI status, including Indian citizens who have completed their qualifying examination, equivalent to 10+2, from a school or college abroad.

- NRI-Sponsored Students: Indian citizens whose immediate family member, such as a parent, parent's sibling, sibling, or grandparent, is an NRI.

Selection Criteria: Admission to undergraduate programmes is based on test scores such as SAT or IND-SAT (UG), wherever applicable.

4.2 Scholarship Policy

Kaveri University offers scholarships and financial assistance to candidates based on marks or ranks obtained in Class XII or equivalent examinations for admission into undergraduate programmes.

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

5 Academic System

5.1 Academic Structure

The academic structure of Kaveri University is governed by the Academic Council. It is chaired by the Vice-Chancellor and comprises faculty members, external members, and special invitees. The Academic Council oversees the University's academic activities, including teaching, learning, and evaluation.

5.2 Semester System

A semester is an academic term. Two consecutive terms, beginning with the Odd Semester (I, III, V) followed by the Even Semester (II, IV, VI), constitute one academic year.

The Odd Semester typically commences in July and ends in mid-December. The Even Semester begins in mid-December and ends in May, followed by the summer break. Any deviations in commencement or closure due to holidays, closures required by regulatory bodies or the Government, natural

calamities, including pandemic situations, or other reasons will be notified by the Registrar through the students' University email and will also be made available on the University website.

The course syllabi will be made available to students in advance. The lesson plan and assessment methods will be communicated on the first day of instruction. Classwork will be conducted as per the lesson plan and scheduled within the semester timeframe. The faculty member assigned to the course will conduct continuous and formative assessments during the course period. At the end of the semester, the University may conduct a summative examination for all courses, and the grades for each course will be communicated to students.

5.3 Curriculum

The programme curriculum is prepared with the inputs from industry, society, and trends forecast by various agencies. The design also takes into consideration the requirements of regulatory agencies that govern the programme. Programme Outcomes (POs) are defined and measured through outcomes to ensure that the stated objectives are met.

The curriculum includes the following:

Programme specifications: These contain the programme's educational objectives, learning outcomes, and detailed programme structure.

Course specifications: These include course codes and titles, a detailed syllabus, the teaching and learning process, the number of contact hours, the credits earned on successful completion of the course, and the evaluation process.

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5.3.1 Curriculum preparation:

Faculty members initiate discussions regarding the course and content. After review, the course content is presented to the BoS and then to the Academic Council (AC). Modifications, including updates, additions, and deletions to the programme curriculum, are made based on requirements arising from trends, feedback, or regulatory requirements. The BoS may suggest revisions in the curriculum, and such modifications will come into force after approval by the Academic Council.

5.4 School Committee

The Dean of the School chairs the School Committee, consisting of all faculty members of the School.

5.4.1 Responsibilities of the School Committee

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

5.5 Programme Committee

Programme Committees (PCOM) are constituted by the faculty in-charge for each programme, with the faculty members teaching the courses and a faculty member from the core department as the Chairperson. PCOM shall meet periodically to ensure the quality of teaching and learning during the semester.

5.5.1 Responsibilities of the Programme Committee

PCOM shall meet at least thrice in a semester with a specific agenda, including but not limited to the following:

Meet Number	Timeline	Agenda
1	Two (2) weeks after commencement of the semester	Course plan and review of the course committee meeting minutes
2	8th week after commencement of the semester (preferably after mid-semester feedback)	Progress of classwork, feedback, and review of course committee meeting minutes
3	15th week after commencement of the semester	Progress of classwork, examination schedule, review of course committee meeting minutes, and revision of curriculum and syllabus

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

6 Courses and Credits

Academic courses are based on a credit system. Each course offered in the School of Management is allotted a certain number of credit hours. The number of credits is based on the hours of instructional contact in the classroom or laboratory and the amount of work the student is expected to perform outside class hours in a week. A classroom lecture or tutorial of 60 minutes per week, spread over the entire semester, shall be considered an instructional unit equal to one credit. A minimum of 120 minutes per week of laboratory session or practical work shall also be considered one instructional unit and hence one credit. Eight (8) hours a day for four weeks is required for earning internship credits. The LTPJC for each course represents Lecture (L), Tutorial (T), Practical (P), Project Work or Internship (J), and Credits (C). L, T, P, and J indicate instructional delivery in hours, while C indicates the credit value.

6.1 Course Classification

Courses are classified as programme core courses, mandatory audit courses, and elective courses.

6.1.1 Programme Core(PC):

Programme core courses are mandatory credit courses that students must study to meet programme requirements. The courses and their content shall satisfy the specific programme outcomes prescribed by relevant professional bodies, wherever applicable. Students must complete all courses listed under this category for the specific programme.

6.1.2 Mandatory Audit Courses:

Mandatory audit courses are courses that students must attend without earning credits and are therefore not counted for SGPA or CGPA. However, securing a passing grade in these courses is required for the award of the degree.

6.1.3 Elective Courses:

Elective courses are courses that students may choose from a list of approved courses based on their interests.

6.1.4 Capstone Project:

Students must do a capstone project to show their knowledge and skills in the major area of study, under the guidance of a faculty member of the department.

6.1.5 Summer Internship:

The Summer Internship is a mandatory 4 to 8 weeks experiential learning course undertaken by students in an organisation, industry or institution relevant to their programme of study. During the internship period, students are expected to work under the guidance of industry mentors and faculty supervisors, complete assigned tasks/projects, maintain professional conduct, and submit an internship report/presentation for evaluation as per the programme requirements.

6.2 Course Plan and Syllabus

Course plans are prepared by instructors based on the approved syllabus of the course. If more than one instructor handles the same course, course plans are typically finalised after discussion among all course instructors. The instructor will provide the following information in the course plan:

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1. Course title, code, and complete syllabus
2. Course identification and classification
3. Instructor identification and contact details
4. Course objectives and learning outcomes
5. Required materials, such as textbooks, references, lab manuals, website information, and videos
6. Course schedule or timetable
7. Course calendar, including assignment due dates, class test dates, quizzes, and other assessment timelines
8. Guidelines for class participation and attendance requirements
9. Evaluation procedures, including continuous assessment and end-semester examinations

The instructor will distribute the course plan to students before the scheduled commencement of the course.

7 Academic Calendar and Registration

7.1 Academic Calendar

The academic calendar consists of critical dates for all activities in an academic year. Information regarding commencement and closure of classwork, summer internship, summer vacation, mid-term or module examination schedule, state and national holidays, semester break, course registration, and other relevant activities is incorporated in the calendar. The calendar will typically be available at least two weeks before the commencement of each semester. The dates and schedules in the academic calendar may change in specific programmes due to regulatory and local requirements. In such cases, the course instructor or Academic Head of the programme, with prior authorisation, will communicate the changes to students.

7.2 Academic Advice

The students on their admission shall be divided into convenient batches by the Dean of the school, and each batch is assigned to one of the teachers who is designated as the Mentor. Each student immediately after enrolment fills up all the registration cards with the guidance of his/her mentor. Among other things, the mentor shall help the students in planning the Programmes of their studies. The mentor will establish and foster close personal relationship with students assigned to him/her during their entire stay in the university by having periodic meetings either with the entire batch of student or with each student often. It is considered necessary in an effort to know their problems, review their study programmes, and take remedial actions in consultation with the teachers concerned and the Dean.

The mentor will maintain a record containing particulars of pervious academic progress of the student, courses registered, and examinations appeared and grades obtained in each course in each semester as per the format prescribed by the University.

7.3 Registration

Every student must register for the courses opted for in a particular semester during the notified official registration period.

To be eligible to register for classes, a student must belong to any of the following categories:

i. A new student who applies for admission and receives a certificate of admission. The new student must register for the programme using the format given in Annexure -I.

ii. A continuing student from the preceding regular semester who has no financial dues.

iii. A former student who has not enrolled in the preceding regular semester, has availed an academic break, or has been detained and possesses a certificate of readmission.

7.3.1 Registration Process

Students in each batch shall register for the set courses offered to that batch and fill in the registration cards in person by producing their identity cards at the registration centre on the day of registration. Students with backlog courses may register for backlog courses, and a few fresh courses offered in the semester for that batch, and fill in the cards accordingly. The Mentor shall countersign the cards and forward them to the Dean's Office. The Dean's Office shall prepare a list of registered students for each course. Payment of fees and any other arrears due to the college, department, hostel, library, or any other unit shall precede registration.

7.4 Late Registration

Students must register for classes on the day of registration. The late fee for UG students shall be Rs. 100/- for the first three working days starting from the day after the scheduled date of registration and thereafter Rs. 200/- per day for a further period of four working days. Attendance will, however, be reckoned from the day of the commencement of instruction as per the academic calendar. For the first semester students, the attendance will be reckoned from the date the student registers.

If there is a further delay in registration, the student must obtain permission from the Dean of the School before registration. Beyond two weeks after commencement of the semester, the student will be advised to take an academic break. A student who does not register for a semester will need to apply for readmission to continue the programme.

7.5 Withdrawal from theTerm

A student who wishes to withdraw from the term may do so by seeking approval from the Dean of the School. A student who withdraws from the semester must apply for readmission and pay the prescribed readmission fee to continue in the programme.

The fees once paid will not be refunded. The fee for application, semester fee, special fee, examination fee and other fee shall be as prescribed by the University from time to time.

8 Evaluation System

A uniform system of evaluation and grading shall be followed using the Grade Point Average (GPA) system. The course faculty will announce the framework of evaluation. Typically, the components include, but are not limited to, assignments, quizzes, presentations, case studies, fieldwork, report writing, module tests, viva voce, and semester-end examination.

8.1 Assessment Procedure

8.1.1 Theory Courses:

Assessment of a student's performance in theory courses shall be based on two components: Continuous Evaluation (CE) and Semester-End Examination (SEE). Continuous evaluation is spread throughout the course duration. The instructor defines the assessment schedule, which is typically based on module tests, quizzes, assignments, and similar components.

Courses with only theory = Mid-Term (20%) + CE (30%) + SEE (50%)

A student should secure a minimum of 50% in continuous evaluation, including mid-term assessment, and 50% marks in the semester-end examination. The aggregate score should be greater than or equal to 50%.

Continuous Evaluation (CE) may include components such as class participation, assignments, projects, and other academic activities. Attendance shall be a mandatory component of the Continuous Evaluation.

8.1.2 Practical

Practical courses are assessed through Continuous Evaluation for 80% marks and viva voce at the end for 20% marks. Assessment in practical courses includes weightage for components such as data collection, experiments, observations, data analysis, presentation of results, and submission of record work. The minimum pass mark for practical courses is 50%.

Practical Courses = CE (80%) + Viva Voce (20%)

8.1.3 Combined Courses

For courses having both theory and practical components, 70% weightage will be assigned to the theory component and 30% to the practical component. A student should secure a minimum of 50% grade in the theory component and an overall grade of 40%.

8.1.4 Projects

Students may undertake project work individually or in a group not exceeding four (4) members. Projects are assessed through continuous evaluation, and the student must obtain a minimum of 50% to complete the course successfully. Evaluation includes weightage for periodic reviews, reports, and final viva voce.

8.1.5 Internship

For internships, the student shall submit a report on successful completion of the training. Students are required to submit individual internship reports. The evaluation for the internship will be conducted jointly by the School of Management, Kaveri University and the host industry or organisation, with 50% weightage assigned to each. The student shall submit the report to the School of Management and present the learning outcomes before other students and faculty after the internship programme. The format of evaluation will be developed by the School of Management.

8.2 External and Internal Assessment

8.2.1 External

For external theory examinations, the question paper will be obtained from external experts. The HoDs of the respective departments will ensure due coverage of the syllabus, with provision for moderation where necessary.

The external theory examinations should be of 2 to 2.5 hours' duration.

8.2.2 Internal

The mid-term examinations should normally be of one-hour duration. The format and duration of quizzes or progressive assessments will depend on the course teacher. Usually, for any subject, there will be quizzes, case analysis, assignments, and presentations within the semester. Assessment of students should focus on critical thinking and creativity rather than rote learning. Quizzes and progressive assessments may also be conducted in the form of group assignments to encourage creativity, critical thinking, and problem-solving ability.

9 Grades and Grading System

9.1 Grading

The School of Management follows a grading system in which, at the end of the semester, each student is assigned a grade point for each course in which the student is enrolled, based on the performance in all course evaluations conducted during the semester. The Grade Point represents the outcome of qualitative and quantitative assessment of a student's performance in a course. The grades and grade points under the system are detailed in the following sections.

Grade Point of a Course: The Grade Point is the value obtained by dividing the percentage of marks secured in a course by 10. The grade point is expressed on a 10-point scale up to three decimal places.

Credit Point of a Course: The Credit Point of a course is the product of the credit hours and the grade point obtained by a student in that course.

Semester Grade Point Average (SGPA): The Semester Grade Point Average is the quotient of the total credits obtained by a student in various courses at the end of each semester, divided by the total credit hours taken by him/her in that semester. The grading is done on a 10 -point scale. The SGPA is to be corrected up to third decimal place.

SGPA= Total Points Secured/Total Credits (per that semester)

Cumulative Grade Point Average (CGPA): The Cumulative Grade Point Average is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the first semester of the degree programme, divided by the total credit hours of all the courses which he/she has completed up till the end of the final semester of the programme. It determines overall performance of a student in all the courses taken during a period covering more than a semester. The CGPA is to be corrected up to third decimal point.

CGPA=Total Credit Points Scored/Course Credits

For the conversion of CGPA to the final percentage, the following formula can be used:

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Percentage (%) of marks=CGPA * 10

Semester End Examinations: Semester End Examinations (SEE) for each course are conducted by the university at the end of each semester in the theory portion of the course.

9.2 Award of Class

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

Class	CGPA required
First-class with distinction	≥ 8.0*
First-class	≥ 6.5
Second class	≥ 5.5
Pass class	≥ 5.0

*In addition to the required CGPA of 8.0 or more, the student must have passed all registered courses in the first attempt. Distinction will not be awarded if the student fails in any subject.

9.3 Academic Status

For theory courses, a student must secure a minimum of 50% marks in CE and SEE separately to pass the course. If a student does not achieve this, the student has to reappear for CE, SEE, or both, as the case may be. Similarly, for other courses, the student must secure a minimum of 50% marks to obtain a PASS (C) grade.

The CGPA will be converted to Grade as per the table below:

CGPA Range	Alphabet Grade	Grade Description
9.000 to 10.000	O	Outstanding
8.000 to 8.999	A+	Excellent
7.000 to 7.999	A	Very Good
6.000 to 6.999	B	Good
5.000 to 5.999	C	Pass / Above Average
Absent	D	Absent
Below 5.000	F	Fail

A student obtaining a grade point of 5.0 shall be considered to have passed the course. A student obtaining less than 5.0 shall be deemed to have failed the course, and "F" shall be indicated in the grade point.

9.4 Announcement of results

The Controller of Examinations (CoE) will announce students' results at the end of each semester. If a certified physical copy is required, students may request the CoE.

9.5 Withholding of Results

Results may be withheld if:

The student has any outstanding fees, fines, or other charges due to the department, Institute, school, or university.
Action arising out of malpractice is pending.
Action arising out of indiscipline is pending.

9.6 Grade Appeals / Re-totaling / Re-evaluation

Appeal for re-totaling or re-evaluation of any theory answer script of the semester-end examination is permitted on request by the student, subject to payment of the prescribed fee within five (5) working days after the announcement of results.

9.7 Viewing of Answer Script and Challenging the Evaluation

Students who are not satisfied with the grade after revaluation may request to view the semester-end answer script within five (5) working days after the announcement of revaluation results. After viewing, if the student is not satisfied with the evaluation, the student may challenge it. The student should apply for the challenge of evaluation within five working days after viewing the answer script. Under the challenge of evaluation, the answer script will be evaluated by two examiners. The outcome of the challenge of evaluation will be used for the final grade. If there is an improvement in the final grade, the University will refund the charges for re-totaling, revaluation, viewing, and the challenge of evaluation.

9.8 Re - register for Backlog Courses

Students who have not obtained a passing grade may re-register for the backlog course, the next time the course is offered, in addition to their regular courses. A student who wishes to take a re - examination in any course should fill in the prescribed application form and pay the examination fee of Rs. 50/- for each course within 40 (forty) days from the commencement of the subsequent semester.

Students must clear all backlogs in the first year to be eligible for registration into the third year.

9.9 Betterment of Grades

A student whose CGPA is less than 6.5 may re-register for courses conducted during the summer term or next regular semester. In such cases, the student will be awarded the grade obtained in the re - registered course. The student may opt for such courses in the immediate summer after the course duration. The maximum number of courses for which a student can re-register is limited to the number of semesters of study.

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10 Award of the Degree

A student is eligible for the award of degree 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 minimum duration of the programme. 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 specialisation, along with grades and CGPA secured by the student in the opted programme. The original degree will be presented in the subsequent convocation.

11 Attendance

11.1 Attendance Policy

The minimum attendance requirement for a student in any course is 75%, and the overall attendance across all courses in any semester should be 75% or higher. The student will not be permitted to write the Semester End Examination (SEE) for courses in which attendance is less than 75%. If the student fails to meet the minimum overall attendance requirement of 75% in the current semester, the student will be permitted to write only those courses in which the student maintains 75% or above.

11.2 Academic Break

The students of the School of Management are expected to complete their study without interruption. The minimum attendance requirement is 75% in the semester. If a student's attendance drops below the minimum attendance requirement for any courses, the student will not be permitted to attend the Semester End Examination (SEE) for those courses. In such cases, the student may opt for an academic break and re-register for those courses after rejoining the university. The students who do not register within three (3) weeks of commencement of the semester will be placed on academic break.

11.3 Readmission

Students who are on an academic break can apply for re-admission by paying the prescribed fees. The re-admission can be applied twice in an academic year. The candidates should apply for re-admission to the Dean at least 30 days before the commencement of the semester.

When a student has to leave the college after completion of first semester of study, for reasons beyond his/her control, he/she shall obtain prior permission from the Dean for discontinuation within one month from the date of discontinuation. If a student fails to take such permission, he/she shall not be eligible for re-admission. A student, permitted to discontinue by the Dean, shall apply to the Dean for re-admission, at least one month before the commencement of the semester in which re-admission is sought.

After the discontinuation period, the set of courses if not offered during the semester, the student shall wait for another semester for registration of courses. However, the maximum period of break shall not exceed 6 (six) semesters under any circumstances including the semester during which he/she discontinued.

If a student leaves the college taking a T.C. he/she shall not be eligible for admission.

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11.4 Leave Policy

If the student's attendance is 75% or above, the student will be allowed to write the Semester End Examinations (SEE), subject to satisfying the individual course attendance requirement. However, the shortage of attendance may be condoned from 65% to 74% in the following cases:

i. The student participates in co-curricular or extracurricular activities and represents the University, State, or Country.
ii. Medical emergency: The student can apply for medical leave during the programme of study in the format given in Annexure-II.
iii. However, irrespective of the circumstances, if the student's attendance drops below 65%, the student will not be permitted to attend the Semester End Examination (SEE).

11.4.1 Representing the University/Country:

The Vice-Chancellor, on the recommendation of the Dean of the School of Management and remarks from the Director, Student Affairs, may condone the shortage of attendance of students on the grounds of participation in co-curricular or extracurricular activities while representing the university or the country.

11.4.2 Medical Emergency:

In exceptional cases involving hospitalization or serious medical conditions, the Vice-Chancellor, on the recommendation of the Dean of the School of Management and remarks from the Medical Officer, may permit the student to write the Semester End Examination (SEE), subject to satisfying the

minimum attendance requirement of 65%. Students with medical concerns requiring prolonged treatment may request absence from the campus. The student may apply for medical leave during the programme of study, and the process to be followed is given below:

- The student must produce documents from a registered medical practitioner to the Mentor.
- The Mentor will verify the documents and acknowledge receipt by email to the student and guardian.
- The Mentor will submit the documents to the Dean.
- If the student's attendance after availing medical leave drops below 65%, the student will be placed on an "Academic Break".
- The student's status changes from "Active" to "Medical Leave of Absence" during medical leave. During the course duration, the student may avail a maximum of two years as medical leave. The student may avail of this leave in a single continuous period or in multiple phases.
- The student is not allowed to utilise the physical resources and infrastructure of Kaveri University during the academic break.

Before applying for re-admission or re-registration after an academic break or medical leave, the student must produce a medical fitness certificate from the Medical Officer of the University. Students should initiate the re-admission process at least 30 days before the due date of sanctioned leave. A student under medical leave of absence should communicate with the Mentor for readmission or extension of leave. The student may cancel the approved period of absence and apply for re-admission before commencement of a semester. Unauthorised absence of a student shall be treated as withdrawal from the programme.

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11.5 Academic Dismissal

Dismissal is enforced on a student in the following situations:

- If the student is involved in any disciplinary issue and the concerned Committee recommends dismissal.
- If the student is on academic probation for two consecutive years.

Dismissal leads to the student's permanent separation from the University.

12 Conduct and Discipline

12.1 Classroom Conduct

Students should attend academic work as per the schedule on all working days, following the guidelines specified by the Director, Student Life. Students are expected to work with their classmates and faculty to achieve optimal learning outcomes. Students are expected to complete assigned work within the deadline specified by the faculty and must not leave the class without permission. Students should follow the guidelines specified by the faculty at the beginning of the course. Students should maintain a conducive classroom environment for effective teaching and learning. Classrooms and laboratory rooms should not be used for consuming food or for celebrations.

12.2 Academic Honesty

Students are expected to perform academic work in a fair manner, thereby maintaining the University's academic reputation. Any academic misconduct, such as plagiarism or malpractice in an examination, will lead to remedial action as recommended by the Academic Integrity Committee (AIC).

12.2.1 Violation of Academic Policy

It includes the following acts, but is not limited to them:

- Violating the rules and regulations of the academic programme.
- Copying material from sources such as articles, websites, or other materials without proper citation and incorporating the content in assignments and reports.
- Cheating in examinations, including:
    - Possessing unauthorised material
    - Taking somebody's examination
    - Having somebody else take the examination.

Incidents will be reported to the AIC, and based on pre-approved procedures, the recommendation of the AIC will be communicated to the parents or guardians of the concerned students through the Dean of the School.

12.2.2 Disciplinary Regulations

The students of the School of Management are expected to follow the disciplinary procedures set by Kaveri University, as mentioned above. If a student's behaviour is not consistent with the school'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 also be expelled from the class, Institute, School, campus, hostel, or University based on the severity of the offence. The University reserves the right to act against students found to be involved in any of the following cases:

1. Making false statements intended to deceive the University, submitting fake certificates to the University, creating fake University documents, giving such documents to a third party, or deliberately falsifying documents or records.
2. Insulting, whether by words or acts, or using abusive, defamatory, or derogatory language against any teacher, officer, employee, or student of the University, whether on campus or outside campus.
3. Creating any disturbance in classes or examinations in the University.
4. Not following the list of instructions issued for examinations.
5. Making false allegations, indulging in character assassination of teachers, officers, or employees, spreading rumours, or committing pranks that cause grievous hurt to anyone.
6. Ragging in any form is a criminal and non-bailable offence in the country. Current State and Central legislation provide stringent punishments, including imprisonment. Once the involvement of a student is established in ragging, offending fellow students or staff, or harassment of any nature towards fellow students or staff, the student will be liable to be dismissed from the Institute as per the prescribed procedures of the UGC, Government, and Institute. Senior students of the Institute shall give an undertaking every year, co-signed by their parents or guardians, before registration for the Odd Semester of the academic year.

7. Students are required to conduct themselves with decorum both inside and outside the campus and must not indulge in activities that may adversely affect the prestige and reputation of the school.
8. Any act of indiscipline by a student reported to the Dean 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 shall be final.

12.3 Grievance Redressal System

To redress student grievances, Kaveri University has a grievance redressal mechanism. Students may submit grievances related to the following:

1. Grades, examination procedures, excused absences, and class policies
2. Academic advising
3. Faculty performance or faculty behaviour
4. Course content, teaching methodology, and related academic concerns
5. Academic probation, suspension, and related matters
6. Academic integrity and the Honour Code
7. Marks memos, PCMG, credits, degree award, and related matters
8. Class availability, timings, and related matters

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Kaveri University **ANNEXURE I**

Kaveri School of Management

NEW STUDENT REGISTRATION FORM

Programme: _____

Personal Details:

Affix Passport Size Photograph

Name:_____

Date of Birth:_____Blood Group:_____Gender_____

Mobile_____EmailId_____

Father Name:_____Parent Contact No_____

Religion:_____Nationality:_____

Address:_____

_____

10th Academic Information:

Name of the School_____City_____

Board:_____ Course: _____ Medium_____

Year of Passing:_____ Percentage of Marks_____

12th/ Inter Academic Information:

Name of the School_____City_____

Board: _____ Course: _____Medium_____

Year of Passing: _____ Percentage of Marks_____

Language Proficiency:

Language 1 Writing_____Reading_____Speaking_____

Language 2 Writing _____Reading_____Speaking_____

Language 3 Writing_____Reading_____Speaking_____

Contact Details of Guardian:

Name: _____

Relationship:_____

Phone No.:

Declaration:

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Signature of the Student

ANNEXURE II

Kaveri University

Kaveri School of Management

STUDENT LEAVE APPLICATION FORM

Date:

Name of the Student:_____

Roll No:_____Class:_____

Mobile No._____Current Attendance (%)_____

Leave Details

Duration of Leave from_____to_____Total_____Days

Reason for Leave:_____

_____

NOTE:

1.Certified that I will maintain 75% of Academic Attendance to grant the leave.

2.Certified that I am fully aware of Academic regulations of Kaveri University.

Signature of the Student_____

Office Use

Leave Approved/Not Approved_____

Remarks_____

Sign of Faculty Coordinator:_____ Sign of the Dean_____