

(BBA)

ACADEMIC STANDING

1. **Out standing – CGPA = 4.00**
2. **Excellent \geq CGPA 3.50 but $<$ 4.00**
3. Very Good – CGPA \geq 3.25 but $<$ 3.50
4. Good – CGPA \geq 3.00 but $<$ 3.25
5. **Satisfactory – CGPA \geq 2.50 but $<$ 3.00**
6. Warning – CGPA \geq 2.25 but $<$ 2.50
7. Probation – CGPA \geq 2.00 but $<$ 2.25
8. Removal & Re-Admission – CGPA $<$ 2.00

GPA REQUIREMENTS

1. CGPA must be \geq 2.50 to qualify for BBA degree
2. Students must maintain at least 2.50 CGPA to remain in SATISFACTORY standing
3. Students on WARNING or PROBATION must improve their CGPA to at least 2.50 within two semesters as explained next
4. Students with less than 2.00 CGPA are not allowed to continue their degree program

WARNING

1. Students with CGPA \geq 2.25 but $<$ 2.50 are placed on WARNING.
2. **WARNING** status must be removed and CGPA improved to at least 2.50 in the next two semesters
3. Students failing to remove their WARNING status in next two semesters but still maintaining at least 2.25 CGPA will be placed on PROBATION.

PROBATION

1. Students with CGPA \geq 2.00 but $<$ 2.25 are placed on PROBATION
2. Students on PROBATION status must improve their CGPA and bring it to at least 2.50 in the next semester
3. If a student on PROBATION does not show an improvement in CGPA in the next semester then he/she will be not be allowed to continue studies at IB&M
4. However, if a student on PROBATION shows an improvement in CGPA in the next

semester but is still under 2.50 mark then he/she will be given another semester to come out of PROBATION status.

5. Students failing to remove their PROBATION status at the end of two consecutive semesters will not be allowed to continue studies at IB&M

REMOVAL FROM PROGRAM

1. A student will not be allowed to continue studies for a degree at IB&M and his/her name will be removed from IB&M rolls if
2. He/she fails to improve his/her CGPA at the end of first semester in which he/she is placed on PROBATION status
3. He/she fails to remove his/her PROBATION status at the end of two consecutive semesters
4. His/her CGPA falls **below 2.00** at any stage of his/her studies for a degree program at IB&M

READMISSION

Students who are removed are allowed one-time re-admission in the IB&M as under:

1. Re-admission will be offered when admissions are open for next batch
2. No entry test and/or interview will be required for re-admission and no admission fees will be charged
3. However such students must apply for readmission
4. Re-admitted students will be allotted new registration numbers as for fresh entry
5. Previous academic record will not be reflected on their new transcripts
6. Re-admitted students will be allowed to transfer their previous grades of B and above to their new transcripts and shall be exempted to repeat these courses
7. No other exemptions shall be allowed
8. After readmission if his/her CGPA Falls below 2.5 he/she will be removed from BBA program without any warning/probation

GRADE IMPROVEMENT & COURSE REPEATING

1. A student must repeat a course with F (failing) grade
2. Other courses with **Grade C PLUS** or below **ONLY** may be repeated in order to improve CGPA
3. A course must be repeated within next two regular semesters (fall and spring) after the semester in which such course was taken first time
4. In case of time conflict with his/her other courses, a student may be exempted from attending class activities (including in-class quizzes) but he/she must complete all home assignments, term projects, end-of-term presentations and take midterm and final examinations
5. Such exemptions must be discussed with and approved by course instructors
6. In case of time conflict between a repeating course which is pre-requisite of an advanced course, the student must take the pre-requisite repeating course first and take advanced course later
7. A course can be repeated only **ONCE** for the purpose of improving a grade of C and below
8. However, a course with grade F can be repeated until a passing grade is received
9. Repeated courses will appear on the transcript with an asterisk (*) and all grades (previous as well as new) will count towards calculation of GPA
10. A course fee as per regular course fee in vogue shall be charged for all repeating course registrations
11. **Student can repeat any number of courses for improving his/her grades provided he/she fulfills all above mention requirements within stipulated time of Five for Regular BBA.**

MAXIMUM COURSE LOAD

1. A student can register for a maximum of 21 credit hours or 7 courses in a regular semester (fall and spring)
2. A student can register for a maximum of 12 credit hours or 4 courses in a summer semester
3. These limits apply to all regular as well as repeat courses

CLASS ATTENDANCE

1. A maximum of 2 absences out of 15 sessions per semester may be allowed from a class of 3 hour duration
2. A maximum of 4 absences out of 30 sessions per semester may be allowed from a class of 1.5 hour duration
3. A maximum of 5 absences out of 45 sessions per semester may be allowed from a class of 1 hour duration
4. Absences beyond above levels will be penalized by lowering the final accumulated score in that course @ 2% per extra absence and final grade will be adjusted accordingly
5. Above absences are allowed only in extreme emergencies, that are justified on documentary basis or otherwise **by the respective faculty**

(MBA)

ACADEMIC STANDING

1. Outstanding – CGPA = 4.0
2. Excellent – CGPA ≥ 3.50 but < 4.00
3. Very Good – CGPA ≥ 3.25 but < 3.50
4. Good – CGPA ≥ 3.00 but < 3.25
5. Warning – CGPA ≥ 2.75 but < 3.00
6. Probation – CGPA ≥ 2.50 but < 2.75
7. Removal & Re-Admission – CGPA < 2.50

GPA REQUIREMENTS

1. CGPA must be ≥ 3.00 to qualify for MBA degree
2. Students must maintain at least 3.00 CGPA to remain in **GOOD standing**
3. Students on WARNING or PROBATION must improve their CGPA to at least 3.00 within next two consecutive semesters
4. Students with less than 2.50 CGPA are not allowed to continue their degree program

WARNING

1. Students with CGPA ≥ 2.75 but < 3.00 are placed on WARNING
2. WARNING status must be removed and CGPA improved to at least 3.00 in the next semester
3. Students failing to remove their WARNING status in the next semester but still maintaining at least 2.75 CGPA will be placed on PROBATION

PROBATION

1. Students with CGPA ≥ 2.5 but < 2.75 are placed on PROBATION
2. Students on PROBATION status must improve their CGPA and bring it to at least 3.00 in the next semester
3. If a student on PROBATION does not show an improvement in CGPA in the next semester then he/she will be not be allowed to continue studies at IB&M
4. However, if a student on PROBATION shows an improvement in CGPA in the next semester but is still under 3.00 mark then

he/she will be given another semester to come out of PROBATION status

5. Students failing to remove their PROBATION status at the end of two consecutive semesters will not be allowed to continue studies at IB&M

REMOVAL FROM PROGRAM

1. A student will not be allowed to continue studies for a degree at IB&M and his/her name will be removed from IB&M rolls if:
2. He/she fails to improve his/her CGPA at the end of first semester in which he/she is placed on PROBATION status
3. He/she fails to remove his/her PROBATION status at the end of two consecutive semesters
4. His/her CGPA falls below 2.5 at any stage of his/her studies for a degree program at IB&M

READMISSION

1. Students who are removed are allowed one-time re-admission in the IB&M as under:
2. Re-admission will be offered when admissions are open for next batch
3. No entry test and/or interview will be required for re-admission and no admission fees will be charged However such students must apply for readmission
4. Re-admitted students will be allotted new registration numbers as for fresh entry
5. Previous academic record will not be reflected on their new transcripts
6. Re-admitted students will be allowed to transfer their previous grades of B and above to their new transcripts and shall be exempted to repeat these courses
7. No other exemptions shall be allowed
8. After readmission if his/her CGPA Falls below 3.0 he/she will be removed from MBA program without any warning /probation

GRADE IMPROVEMENT & COURSE REPEATING

1. A student must repeat a course with F (failing) grade
2. Other courses with Grade C PLUS or below ONLY may be repeated in order to improve CGPA
3. A course must be repeated within next two regular semesters (fall and spring) after the semester in which such course was taken first time
4. In case of time conflict with his/her other courses, a student may be exempted from attending class activities (including in-class quizzes) but he/she must complete all home assignments, term projects, end-of-term presentations and take midterm and final examinations
5. Such exemptions must be discussed with and approved by course instructors
6. In case of time conflict between a repeating course which is pre-requisite of an advanced course, the student must take the pre-requisite repeating course first and take advanced course later
7. A course can be repeated only ONCE for the purpose of improving a grade of C PLUS and below
8. However, a course with grade F can be repeated until a passing grade is received
9. Repeated courses will appear on the transcript with an asterisk (*) and all grades (previous as well as new) will count towards calculation of GPA
10. A course fee as per regular course fee in vogue shall be charged for all repeating course registrations
11. Student can repeat any number of courses for improving his/her grades provided he/she fulfills all above mentioned requirements within stipulated time of three and half year for Regular MBAs.

MAXIMUM COURSE LOAD

1. An MBA student can register for a maximum of 21 credit hours or 7 courses in a regular semester (fall and spring)
2. A student can register for a maximum of 12 credit hours or 4 courses in a summer semester
3. These limits apply to all regular as well as repeat courses

CLASS ATTENDANCE

1. A maximum of 2 absences out of 15 sessions per semester may be allowed from a class of 3 hour duration
2. A maximum of 4 absences out of 30 sessions per semester may be allowed from a class of 1.5 hour duration
3. A maximum of 5 absences out of 45 sessions per semester may be allowed from a class of 1 hour duration
4. Absences beyond above levels will be penalized by lowering the final accumulated score in that course @ 2% per extra absence and final grade will be adjusted accordingly
5. Above absences are allowed only in extreme emergencies, that are justified on documentary basis or otherwise (solely on the discretion of instructor)

A student shall be dropped from degree program if he/she remains absent for 30 or more consecutive Academic days without intimation and valid reason