

## **M.S.Ramaiah School of Advanced Studies**

Gnanagangothri Campus, New BEL Road, Bangalore – 54

### **Notice**

**Attn: All Full-time and Part-time M.Sc (Engg) and MBA students**

Dear Delegates,

Please note that there were few changes in the Coventry University guidelines with respect to the Non-submission of assignments, failure in the assignment assessment and attendance norms.

With reference to these revised norms, it was indicated that certain re-registration fee is applicable to re-registering for a module.

However, based on the student requests and consideration of the other factors, Director has made provision for a *one time opportunity* for such of the delegates who have certain module assessments pending.

All the delegates are informed to make use of this and complete the assessment process as indicated.

The following are the details of the new guidelines:

**M S Ramaiah School of Advanced Studies – Bangalore**

**PEMP Guidelines (Assessment and Attendance)**

**1. Non-submission or Failure in assignment assessment:**

<b>Applicability</b>	<b>For all delegates of Part-time (2007), Part-time (2008) and Full –time (2008) batches of M.Sc (Engg) and MBA Courses</b>
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1. For following categories of delegates:
  - a. Delegate who has attended the module, has required attendance, but not submitted the assignment for assessment even after the penalty period of 3 weeks (Non submission)
  - b. Delegate who has attended the module but has shortage of attendance and hence has not submitted the assignments for assessment (Shortage of attendance)
  - c. Delegate who has attended the module, submitted the assignment but has failed in the assignment assessment (Fail, re-submission)

A *one time opportunity* is given to the delegates under above categories to clear their pending module assessment without re-registration and a re-registration fee.

The delegates are required to submit the assignments as per their respective module assignment before **31-07-2009**.

In case, a delegate fails in this assignment assessment or fails to meet the above dead line, is required to re-register with a registration fee of Rs.5000.00 per module as per the new guidelines.

2. In case of delegate who has not attended even a single session of a module, (i.e dropped the module) and wants to attend the module with another batch, can do so without re-registering for the module and no re-registration fee is applicable. However, he / she is required to inform the ARO through a letter before attending the module/s.

*Note:* In case any delegate who has already paid the re-registration fees and re-registered for a module, can request the ARO through a letter. The amount paid will be adjusted towards the next installment of fees.

**2. Failure in a module**

<b>Applicability</b>	<b>For all delegates of Part-time and Full –time batches of M.Sc (Engg) and MBA Courses w.e.f 01-08-2009</b>
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In case a delegate attends a module, meets the attendance requirement, submits the assignment and fails in the assignment, re-registration is required with a re-registration fee of Rs.5000.00.

In case a delegate's assignment is identified by the module leader as a plagiarized work, if delegate is proved guilty, he /she will be declared as 'Fail'. Re-registration to the module in the next offering of the module is required with a re-registration fee of Rs.5000.00.

### 3. Change in the penalty period for assignment submission

<b>Applicability</b>	<b>For all delegates of Part-time and Full –time batches of M.Sc (Engg) and MBA Courses w.e.f 01-06-2009</b>
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The current late penalty period of 3 weeks is changed to 2 weeks w.e.f 01-06-2009.

Late submission penalty		
S.No	Delay	Penalty
1	1 week	Reduce the marks by 5
2	2 weeks	Reduce the marks by 10
3	Beyond 2 weeks	Recorded as 'Non submission' and declared 'Fail'

Any delay in submission later than 2 weeks of penalty period will be considered as 'Fail'.

A failed delegate will be required to re-register for the module by paying a fee of Rs.5000.00, attend the classes and submit the assignment for assessment in the next offering of the module.

In case, after re-registration to a module, a delegate fails again (Non-submission or fail in the assignment) in the module, it calls for a subsequent re-registration with the prescribed re-registration fee. Only 2 re-registrations are allowed per module.

### 4. Continuation of courses from old batches

<b>Applicability</b>	<b>Delegates of 2003 to 2006 batches</b>
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The delegates of the above batches are required to complete all module assessments by meeting all the module requirements before **31<sup>st</sup> March 2010** without need of re-registration.

Any module assessment after this date will require a re-registration to module/ course with the prescribed re-registration fee.

Module re-registration fee is Rs.5000.00 and course re-registration fee Rs.15000.00.

### 5. Change in attendance norms

<b>Applicability</b>	<b>For all delegates of Part-time and Full –time batches of M.Sc (Engg) and MBA Courses w.e.f 01.06.2009</b>
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All the delegates are required to maintain an attendance of 80% in every module (in both theory and laboratory sessions separately). Delegates missing classes is highly discouraged.

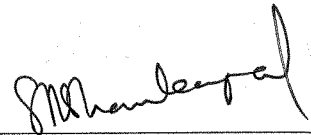
For a delegate failing to meet the attendance requirements due to various reasons, following will be applicable:

1. Attendance between 70% and 79.0%, delegate will have to pay a penalty of **Rs. 1000.00** at the time of submission of the assignment.
2. If the attendance is below 70%, the result is marked as 'Fail' in the module and requires a re-registration with the prescribed fee for that module.

<b>6. Project semester</b>	
<b>Applicability</b>	<b>All delegates of Part-time and Full –time batches of M.Sc (Engg) and MBA Courses</b>

1. In case, a delegate registers for the project semester, but does not make pre-project presentation, or the interim presentation (i.e project semester dropped), he / she will be permitted to continue with the next batch with out any re-registration fee.
2. In case of the following:
  - a. A delegate registers for the project semester, completes the pre-project presentation and interim project presentation, but does not complete the project as per the schedule. It is considered as 'Fail' in the project and requires a re-registration to project in the subsequent schedule
  - b. A delegate completes all the presentations, including the final presentation but fails to meet the passing requirements in project. Such a delegate is required to re-register for the project by paying the re-registration to project semester in the subsequent schedule

A project re-registration fee of Rs.15000.00 is applicable. Only two re-registrations are permitted.

Date	01-06-2009	Registrar	Director
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