



# **Pokhara University**

## **Faculty of Management Studies**

### **Trimester System Regulations**

#### **1. Introduction**

Pokhara University has introduced the trimester system at the master's level of business administration. These regulations will apply only to MBA Programs including MBA (Global Business) and MBA (Finance) courses offered by the University. The prominent feature of the trimester system is the process of continuous evaluation of students' performance and the flexibility to allow them to progress at a pace suited to their individual ability, subject to the regulation of credit requirements. Each course is assigned certain number of credit hours. Normally, one credit is equivalent to one lecture hour per week per trimester. That is, a three credit hour course will have 36 classes or contact hours in a trimester.

#### **2. Procedures for Admission**

The admission procedure for MBA starts with a notice publicly announced by the concerned colleges. The colleges offering MBA program will provide the application forms and information brochures, on request, against the payment of the prescribed fee. The concerned college scrutinizes the applications thus received and administers the entrance test to eligible candidates. The college will inform the students about the time and date of the entrance test. Applicants will be short-listed for group discussions and personal interviews on the basis of their scores in the written test. Final selection of students will be made on the basis of their aggregate scores in the entrance test, group discussion, personal interview, and their previous academic records. A college may, however, modify the selection procedure to suit its needs with prior approval of the Dean.

Candidates, who are given provisional admission, pending the submission of the qualifying certificates, will be required to submit an application specifying that they will submit their qualifying certificates within one month of admission, failing which the admission will be cancelled.

A college will be allowed to enroll only 30 students in one section of the MBA class.

#### **3. Academic Schedules and Course Registration**

One academic year of the University consists of three trimesters - Fall, Winter and Spring. Each trimester will have 12 weeks of teaching time, excluding the trimester-end examinations. **However, new students will be admitted only in Fall (August) and Spring (March) sessions.**

Students will be required to register courses at the beginning of each trimester. Since registration is a very important procedural part of the credit system, all students must present themselves at the college. Registration in absentia may be allowed only in exceptional cases at the judgment of the principal/head. A student's nominee cannot register for courses but will only be allowed to complete other formalities.

In addition to the regular courses offered by a college/school in a particular trimester, a student will be allowed to register up to two additional courses including those in which he/she has failed.

No student will be allowed to register in the succeeding trimesters without appearing in the trimester-end examination of at least one course in the preceding trimester.

**4. Addition and Withdrawal from Courses**

A student will have the option to add or drop from a course. A student wishing to add or withdraw from a course should apply on the prescribed form within two weeks from the starting date of the trimester.

**5. Trimester Withdrawal**

A student may apply for withdrawal from the entire trimester on prior approval of the college. The principal/head will examine the application for trimester withdrawal and take the appropriate decision.

**6. Attendance Requirements**

A student is expected to attend every lecture, tutorial, seminar and practical classes. The concerned faculty will inform the students about the attendance requirements for the course he/she is teaching. However, a student must attend a minimum of 80% of the classes actually held in a course to be eligible to appear in the trimester-end examination.

**7. Repeating a Course**

A student will be allowed to retake maximum of two courses to achieve a minimum CGPA of 3.0. The grade earned on the retake examination will substitute the earlier grade earned by the student in that course. A student can retake a course only when it is offered by the college/university.

**8. Evaluation System**

At the beginning of each trimester, the concerned faculty members must prepare detailed course outline along with the evaluation scheme, and distribute it to the students. The college/school must submit copies of those documents to the Dean within two weeks of the start of the trimester.

A student's performance in a course is evaluated in two ways: term evaluation (internal evaluation) and trimester-end examination (external evaluation). Sixty percent weight is given to the term evaluation and forty percent weight to the

trimester-end examination. The pass mark for both the term evaluation and trimester-end examination is sixty percent. A student must qualify in both evaluations separately to get a pass grade in a particular course.

The term evaluation may consist of various components like project works, quizzes, presentations, written examinations, reflection notes preparation, and the like. A student will get NOT QUALIFIED (NQ) status in the term evaluation if his/her performance falls below the minimum requirement. Such students will not be allowed to appear in the trimester-end examination of that particular course. Therefore, the concerned faculty members must publish the term evaluation results of students reasonably earlier than the commencement of the trimester-end examinations.

#### **9. Duration of the Trimester-End Examinations**

The time duration of trimester-end examination in a course having three credits will be of 4 hours. Likewise, the duration for two and one credit hour courses will be of 3 and 2 hours respectively.

#### **10. Monitoring and Supervision Provision of Evaluation Procedure**

A committee chaired by the Dean of the Faculty of Management Studies will monitor and supervise the evaluation procedures followed by the school/colleges. The concerned school/college must preserve all the necessary documents like detailed course outline, question papers of the term evaluations, and question papers and answer-sheets of the trimester-end examinations for a period of six months so that those can be submitted to the Dean whenever necessary. The committee will have the right to scrutinize the evaluation procedures and get the answer books re-evaluated by experts in case such need arises.

#### **11. Grading System**

Pokhara University follows a four-point letter grade system. The letter grades awarded to students will be as follows:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description</b>
A	4.0	Excellent
A-	3.7	
B+	3.3	Good
B	3.0	Fair
B-	2.7	
C+	2.3	
C	2.0	Pass in Individual Course
F	0.0	Fail

If a student cannot finish all the assigned works for the course, he/she will be given an incomplete grade 'I'. If all the required assignments are not completed within the following trimester, the grade of 'I' will automatically be converted into 'F'.

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) which is the grade point average of all the completed trimesters.

$$CGPA = \frac{\text{Cumulative total honor points earned}}{\text{Cumulative total number of credit hours taken}}$$

Where,

Honor Point = Grade point earned in a subject  $\times$  Number of credits assigned to that subject

## 12. Degree Requirements

To earn the MBA degree, a student must:

- meet all the course requirements including graduate research project work and internship within the time period specified in the normal and maximum duration allowed
- have a minimum 'C' grade in each of the courses, and
- have CGPA of 3 or better on the 4.0 point grade scale as prescribed by the University.

## 13. General Guidelines for Awarding Grades

### 13.1 Awarding Final Grades

Cumulative total score for the purpose of awarding the final grade in a scale of 0 to 100 will be calculated as follows:

$$\text{Total Marks} = 0.60 \text{ TEM} + 0.40 \text{ TEEM}$$

Where,

TEM = Term Evaluation Marks, and

TEEM = Trimester-End Examination Marks.

This rule is, however, subject to rule 13.5. This final grade awarding procedure will be followed for all the courses except for Internship and Graduate Research Project.

### 13.2 Normal Criteria for Awarding Final Grade

The following criteria will normally be used to award a grade in each subject based on the cumulative total score on a scale of 0 to 100:

- A (90 and above)
- A- (85 and above, but below 90)
- B+ (80 and above, but below 85)
- B (75 and above, but below 80)
- B- (70 and above, but below 75)
- C+ (65 and above, but below 70)

- C (60 and above, but below 65)
- F (Below 60)

### **13.3 Adjustment of Letter Grade**

Based on the nature of the course and the level of difficulty of the questions asked, the cut off point for each letter grade may be slightly adjusted using standardized normal distribution and natural breakpoints on the examination of particular course as determined statistically.

### **13.4 Pass Marks in the Trimester-End Examination**

The pass marks for the trimester-end examination is 60%. However, the pass marks cut off points in the trimester-end examination for a particular course may be slightly adjusted statistically on the basis of breakpoints in student scores.

### **13.5 Congruency between Term Evaluation and Trimester-End Examination Marks**

Slight variations between term evaluation marks and the trimester-end examination marks will be considered as normal. However, if the marks in the term evaluation substantially exceed by more than 25%, such marks obtained by students in the term evaluation will be adjusted accordingly.

The repeated occurrence of higher term evaluation score of a college/school, no matter what is written in rule 13.1, will be penalized by reducing the weight of the term evaluation by 50%. Correspondingly, the weight of the trimester-end examination will be increased. The Office of the Controller of Examinations (COE) possesses the rights to implement this provision.

### **13.6 Normal Distribution of Grades**

The University recognizes that there will be variations in the distribution of students' grades. However, the University expects that, on an average, 35% and 60% of passing students in post-graduate level examinations are expected to secure As (A and A-) and Bs (B+, B and B-) letter grades respectively in a course.

## **14. Normal and Maximum Duration of the Program**

The normal duration for the MBA program is 2 years. However, it can be extended up to four years. In case a student completes all course works except Graduate Research Project within four years of enrolment, he/she will be allowed one more year to complete the Graduate Research Project (GRP). If a student fails to complete the course requirements within this specified period, all the grades earned by him/her will be cancelled.

## **15. Rechecking and Re-totaling Process**

If a student is not satisfied with the grade(s) obtained, he/she can apply for rechecking or re-totaling of the answer books of the trimester-end examination, along with the recommendation from the concerned college, to the Office of the

Controller of Examinations upon payment of prescribed fees. The Office of the Controller of Examinations will be responsible for rechecking or re-totaling the answer-books and notify the student about the result within three weeks. However, the provision of rechecking or re-totaling will not apply to the following courses:

COM 506:	Communication Skill Practicum
IMS 522:	e-Commerce: Practicum
MGT 547:	Business Development Plan: Graduate Seminar
MGT 548:	Internship
RES 612:	Graduate Research Project
MGT 551:	Corporate Governance: Graduate Seminar

#### **16. Distinction and Dean's List**

A student who obtains a CGPA of 3.75 or better will receive the degree with distinction. A student's academic achievement will be recognized by including his/her name in the Dean's List. To qualify for the Dean's List, a student must have a CGPA of 3.80 or better. Only those students who complete the MBA course work within the normal duration of two years will be eligible for the Dean's List. Moreover, only those students will be considered for the Dean's List and other awards of the University, who complete their Graduate Research Project (GRP) within 90 days from the date of the final trimester results.

#### **17. Credit Transfer**

A maximum of 25% of the total credit hours of course work completed by a student in an equivalent program of a recognized university/institution may be transferred/waived for credit by the Dean on the recommendation of the principal/head of the school/college. However, for such transfer of credit, a student must have received a grade of 'B' or better in the respective course. Courses taken more than two years earlier than the date of application will not be accepted for transfer of credit.

Credit transfers will also be allowed from different programs of Pokhara University. In such cases, all credits earned by students in compatible courses with a minimum grade of B may be transferred to the new program.

#### **18. Unfair Means**

The following would be considered as adoption of unfair means during examination:

- Communicating with fellow students for obtaining help.
- Copying from another student's script/report/paper.
- Copying from disk, mobile, palm of hand or other incriminating source and equipment.
- Possession of any incriminating documents, whether used or not.
- Any approach in direct or indirect form to influence teacher concerning grade.
- Unruly behavior with invigilator/subject teacher/expert which disrupts academic program.

If the invigilator detects a student using unfair means, he/she must report immediately to the Examination Superintendent. The superintendent forwards the case to the Examination Board of the University.

Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the college/school and even from Pokhara University.

### **19. Dismissals from the Program**

A student is normally expected to obtain a GPA of 3.0 in the trimester-end examinations of the MBA program. If a student's performance falls short of maintaining this CGPA continuously over the trimesters, he/she may be advised to leave the program or may be dismissed from the program.

### **20. Monitoring of Students' Academic Performance**

Students' academic performance in each trimester will be monitored by the college/school and those doing poorly will be advised to improve their performance in subsequent trimesters. In case a student fails to attain a CGPA of 3 by the end of the third trimester, he/she may be put under probation. His/her college/school registration may be cancelled if the academic performance does not improve substantially.

### **21. Examinations and Graduation**

The Controller of Examinations is responsible to conduct trimester-end examinations of the following six courses.

STT 501 Business Statistics	(3.0 credits)
ECO 511 Economic Analysis for Business	(3.0 credits)
IMS 521 Management Information System	(3.0 credits)
ACC 515 Financial Reporting and Analysis	(3.0 credits)
MGT 549 Business Environment Analysis	(3.0 credits)
MGT 550 Strategic Management	(3.0 credits)

The concerned school/college will be responsible to conduct all the evaluations of the remaining courses following the examination rules and instructions of the University. It must properly maintain all the necessary documents of these examinations as instructed by the Dean. The school/college must forward final grades of students in each course to the Office of Controller of Examinations within 3 weeks after completion of the trimester-end examinations and the results should not be disclosed to students till formal notification is received from the Control of Examination. The answer sheets must be preserved in sealed bags at the respective school/college for a period of six months. These documents must be submitted to the monitoring committee headed by the Dean as and when asked for.

The examination time-table must be released at least one week before the commencement of the trimester-end examinations. The time, date, duration, and examination centers must be specified. It is the student's responsibility to take the trimester-end examinations and comply with the examination rules.

The college/school must follow the standard guidelines provided by the Dean for preparation of Internship Project Report and Graduate Research Project Report. The college/school can select experts independently from the list prepared by the Dean for the evaluation of Internship Project Report and Graduate Research Project Report. The Dean will publish such list of experts and review it annually.

The Controller of Examinations will publish the official results of all trimester-end examinations, and make the results available to the concerned college(s). It is the responsibility of the candidates to make themselves aware of their results. Students will be responsible for reviewing their academic and examination records carefully to ensure that they have completed all the degree requirements.

The Controller of Examinations will make arrangements for the graduation ceremony. A graduand wishing to attend the convocation must submit the *degree request form* to the Office of the Controller of Examinations. Degrees, honors, and medals will be awarded to graduands at the convocation ceremony of the University. Students who need official verification of their graduation before the convocation may apply to the Office of the Controller of Examinations for official transcripts.