

**KLS Institute of Management Education and Research, Belagavi**  
**(Autonomous)**

---

**1st Meeting of Academic Council, dated 21<sup>st</sup> September 2020**

**Minutes of the Meeting**

The Director, Dr. Atul Deshpande welcomed the members to the 1st meeting of Academic Council and presented his introductory remarks outlining the expectations from the meeting.

The agenda of the meeting was taken up for discussion-

**1. Briefing the council members about BoS recommendations and Program Structure**

Dr. Kirti Shivakumar, gave a detailed presentation about the Autonomous MBA Program Structure and the mechanism followed in designing and developing the syllabus and the program structure.

She also briefed the members about the following-

- Foundation Courses
- Core Courses
- Elective Courses
- Open Elective Courses
- Mandatory Non Credit Courses
- Different stream of specializations
- Student Employability Enhancement Programme (STEP I and STEP II)
- SERI- Social Entrepreneurship and Rural Immersion (A Field Study)
- 2 Months Summer Internship
- Total Credits, credits allocated to each course and the proposed pedagogy
- Distribution of Continuous Internal Evaluation (CIE) marks

The members appreciated the program structure and suggested the following -

- Foundation Courses can be offered through online mode.
- Business Ethics offered as elective course under Entrepreneurship and Family Business domain in the fourth semester shall be offered as core course.

**Resolution No. 1-** The Academic Council resolved to approve the Syllabus and the program structure.

**2. Briefing the council members about Program Regulations-**

Dr. S.G. Chiniwar, presented the rules and regulations of the 2 years' full time MBA Program and covered the following points in detail-

- Minimum Eligibility for Admission
- Admission Procedure
- Minimum Attendance criterion etc.
- Total Credits and Semester-wise Distribution of Credits

Resolution No. 2- The Academic Council resolved to approve Program Regulations of 2 years' full time MBA Program.

### 3. Briefing the council members about Examination Policy/Evaluation Norms and approval of BOE-

Dr. Sushant Joshi, Incharge Controller of Examinations presented the examination Policy/Evaluation Norms, different committees and gave a detailed description of the following-

- About the office of CoE
- Pre-Examinations Work
- Board of Examinations
- Question Paper Setting and Scrutiny
- Conduct of Odd & Even Semester End Examination
- Regulations governing the process of valuation and revaluation of answer scripts
- Declaration of results and Grading Policy
- Script Preservation
- Internship Project Evaluation
- Practical Examination/ External Viva
- Issue of Official Transcripts
- Issue of Provisional Degree Certificate (PDC)
- Issue of Duplicate Grade Cards/ PDC
- Completion of the Program
- Examination committee its powers and functions
- Malpractice Enquiry committee
- Grievance Redressal Committee
- Equivalence Committee
- Panel of examiners and question paper setters for MBA 1<sup>st</sup> and 2<sup>nd</sup> Semesters
- Regulations Governing the Malpractices by the students during examinations
- Examination Fees and other aspects related to examination.

The academic council members applauded the efforts put in framing the Rules and Regulations Governing Examinations and made the following suggestions-

- Rule and regulations for conduct of online examinations in case of unavoidable circumstances to made.
- Component of Online assessment can be introduced in case of Continuous Internal Assessment
- Provision to be made to provide photocopy of answer scripts
- Provision for Challenge valuation to be made
- Malpractice Enquire Committee to be renamed as Malpractice Lapses Committee

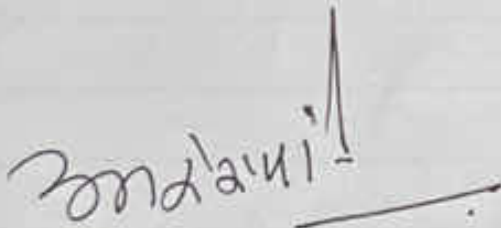
- Representative from Parent University to be inducted as a member in Equivalence Committee
- The Controller of Examinations of Parent University to be part of BOE as a member
- Minimum passing marks in CIE to be fixed
- Project valuation- Internal & External guide assessment shall carry 50 marks and Project report and Viva-voce 50 marks
- Maximum period for successfully completing the MBA program shall be within a period of five years instead of four years from the date of admission to the program.

**Resolution No. 3-** The Academic Council resolved to approve Examinations Rules and Regulations and the panel of question paper setters and examiners for MBA 1<sup>st</sup> and 2<sup>nd</sup> Semesters.

#### 4. Proposed Action Plan-

Director, Dr. Atul Deshpande briefed the council members about the KLS IMER proposed action plan for the future.

**Resolution No. 4-** The Academic Council members appreciated the action plan and wished the Director and KLS IMER team a grand success for the future.



**DIRECTOR**  
K.L.S. Institute of Management  
Education & Research

