

Executive Master of Business Administration (MBA) Mumbai

Degree Requirements Executive MBA Mumbai

Credit Structure

1. **Type of Program:** Part-time and residential
2. **Duration:** 18 months
3. **Schedule:** To complete this program, students must attend a total of 20 learning sessions, which are held each month during a residency of four days (Thursday to Sunday). Each session will involve 36 contact hours, which is equivalent to 5 credits from IIT Bombay.

Attendance

1. **Minimum Attendance:** For each course, 100% attendance is desired. The attendance requirement is 75% to earn course credit.
2. **Rules and Process of Attendance Record:** All instructors are required to declare one of the following two options (A or B) that they will adopt for the purpose of accounting the attendance of the students and for evaluating students' performance. The option chosen should be indicated in the course data as registered with the Application Software Cell. If an instructor fails to exercise the choice explicitly, Option A below is the default choice.
 - 2.1. **Option A. Drop Due to Inadequate Attendance:** If the attendance of the student, as counted with effect from the first contact hour, falls below 75% in exceptional cases of the total attendance expected, the instructor would award the student a "Drop Due to Inadequate Attendance" grade in that course. This "Drop Due to Inadequate Attendance" grade would, for the purpose of CPI calculation, be treated as equivalent to the student dropping the course. When calculating attendance, no specific concession may be given for a lack of attendance on medical grounds. Further, if a student has an attendance rate of 75% or more, they cannot be awarded a "Drop Due to Inadequate Attendance" or treated as a withdrawal.
 - 2.2. **Option B. The Percentage Weight for Class Participation:** The instructor decides and announces in the beginning a system of percentage weight of student performance evaluation in the course that is reserved specifically for attendance and/or class participation. Penalties in the areas of attendance and/or class participation should be reflected only in this component of student performance evaluation. The percentage weight for this

class participation component should range from 0% to 20%. Assigning a 0% weight for class participation automatically implies equivalence with Option A as described previously. Option B should be actively administered by the instructor.

3. **Program Orientation:** In addition to regular classes and residencies, students are required to attend a one-day orientation program that occurs prior to the first class. This day is on the class calendar.
4. **Automatic Deregistration:** Students are automatically deregistered from any courses in which they fail to meet the 75% attendance requirement without prior approval.
5. **Exemption from Deregistration:** Because the students in this program are expected to be senior people with responsible positions in their organizations, they may be permitted to sometimes miss part of a class day. To avoid automatic deregistration, they must have the prior approval of the course instructor, who will give an equivalent assignment for compensation.
6. **Retake Classes:** Students can attend a course the next time it is offered. In some cases, instructors may make themselves available for informal consultation or advice without any additional fee.
7. **Asked to Leave the Program on Attendance Grounds:** Any student who misses more than two courses may be asked to leave the program.
8. **Delay in Graduation:** Graduation from the program will be delayed until the student has completed all required courses.

Medium of Instruction/ Examination

1. The medium of instruction will be English.
2. Online assignments will be given to the students prior to and after the course given by the instructor and evaluated by the faculty concerned.
3. Faculty will have the option to choose the examination pattern (e.g., open book or closed book, project, quizzes, class assignments, qualitative assessment). The pattern of examination and the mode of evaluation will be announced in advance to the students.
4. Faculty should also provide a copy of the pattern of examination and the mode of evaluation to the Executive MBA office.
5. Within 30 days after the final exam or assignment, faculty will provide a summary evaluation sheet to each student that describes that student's performance.
6. Students will have 15 days from the date they receive their grades to make an appeal to the faculty if they feel that the evaluation has been unfair.
7. If the issue is not resolved within a period of another 15 days after making the appeal, students can make an appeal to the PGAPEC. The decision of the PGAPEC will be final.

A change from the Executive MBA program to another program is not permitted.

Pattern of Courses and Credits

The courses offered for this program will involve lectures, seminars, projects, presentations, case discussions, simulations, role-playing and E-learning components.

There will also be practical training through industry and field visits. Industry visits are an integral part of students' learning, and they will be evaluated with the application of preannounced criteria.

Credits

Based on the contact hours for each course and the credit equivalence of 5 credits per course, students will earn 100 credits for all 20 courses. In addition to the contact hours, the course structures involve considerable engagement of the faculty, which cannot be quantified and may vary from course to course.

Grade Improvement

To improve their grades, students have to re-register for the desired courses when those courses are available. The grade obtained in the subsequent course will supersede the earlier grade, and the replacement grade will be reflected in the semester grade card and the final transcript. However, due to the format of the program, awarding of the degree will be delayed.

Transfer of Course Credits Completed in Other Programs

As of now, there is no provision for such a transfer of credit.