

Academic Regulations

Applicable for the students of MBA from the Academic Year 2014-15.

1. Duration of the Program

The duration of the program is two academic years consisting of four semesters. However, a student is permitted to complete the course work of MBA program in the stipulated time frame of **FOUR** years from the date of joining.

2. Minimum Instruction Days

Each semester consists of a minimum of ninety instruction days.

3. Program Credits

MBA program is designed to have a total of 90 credits and the student shall have to complete the two year course work and earn all 90 credits for the award of MBA Degree.

4. Attendance Regulations

4.1 A student shall be eligible to appear for End Semester Examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.

4.2 Condoning of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester will be considered for genuine reasons such as medical grounds and participation in co-curricular and extra-curricular activities and shall be granted only after approval by a committee duly appointed by the college. Student should submit application for medical leave along with medical certificate from a registered medical practitioner within three days from reporting to the class work after the expiry of the medical leave. In case of participation in co-curricular and extra-curricular activities, either in the college or other colleges, students must take prior written permission from HoD concerned and should also submit the certificate of participation from the organizer of the event within three days after the completion of the event. Only such cases will be considered for condoning attendance shortage.

4.3 A student shall be eligible to claim for condonation of attendance shortage only once during the two years (four semesters) course work.

4.4 A student will not be promoted to the next semester unless he satisfies the attendance requirement of the current semester. He may seek re-admission for that semester when offered next.

4.5 **Shortage of Attendance below 65% in aggregate shall in NO case be condoned.**

4.6 Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that semester and their registration shall stand cancelled.

4.7 A fee stipulated by the college shall be payable towards condoning attendance shortage.

5. Examinations and Scheme of Evaluation

5.1 Theory Courses:

Each theory course shall be evaluated for a total of 100 marks, consisting of 40 marks for internal assessment and 60 marks for semester end examination.

Internal Assessment:

- i) Out of 40 marks for internal assessment, 20 marks are for continuous assessment in the form of seminars / Presentations and 20 marks are based on two mid-term examinations.
- ii) Of the 20 marks for continuous assessment, 10 marks are for seminar report and 10 marks are for presentation.

- iii) Each mid-term examination is conducted for 40 marks with two hours duration. Each mid-term examination consists of four questions, each for 10 marks. All the questions need to be answered.
- iv) Sum of the 75% marks of best scored mid-term examination and 25% marks of least scored mid-term examination are scaled down for 20 marks.

External Assessment:

- i) The semester end examination shall be conducted for a duration of three hours with A, B & C Sections (Section-A consists of 6 two marks questions, Section-B consists of three essay questions with internal choice, each for 12 marks & Section-C contains case study for 12 marks) to be answered. All sections are to be answered.

5.2 Laboratory Course:

- i) For practical subjects the distribution shall be 25 marks for Internal Evaluation and 50 marks for the End-Examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 25 internal marks. Of the 25 marks for internal, 15 marks shall be for day-to-day performance (10 marks for day-to-day evaluation and 5 marks for Record) and 10 marks shall be evaluated by conducting an internal laboratory test towards the end of semester.
- ii) Semester End examination shall be conducted by the teacher concerned and external examiner for 50 marks.

5.3 Comprehensive Viva-Voce:

Comprehensive Viva-Voce examination is conducted in all the subjects of four semesters of the course for 50 marks at the end of fourth semester by a committee consisting of two senior faculty members of the department.

5.4 Project work:

- i) The final project work shall be carried out during the 4th semester and will be evaluated for 200 marks.
- ii) Out of 200 marks, 50 marks shall be for Internal Evaluation and 150 marks for the project evaluation and end semester Viva-Voce.
- iii) Each student need to give a seminar on the topic of his project and is evaluated for 50 marks by a committee consisting of supervisor and a senior faculty of the department.
- iv) The project evaluation and end semester Viva-Voce shall be conducted by the committee consisting of an External Examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the fourth semester.

6. Criteria for Passing a Course and Award of Grades:

6.1 Criteria for Passing a Course:

- i) A candidate shall be declared to have passed in individual theory/ design course if he secures a minimum of 40% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 35% marks in the semester end examination.
- ii) A candidate shall be declared to have passed in individual laboratory/ project course if he secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in the semester end examination.
- iii) On passing a course of a program, the student shall earn assigned credits in that course.

6.2 Method of Awarding Letter Grades and Grade Points for a Course:

A letter grade and grade points will be awarded to a student in each course based on his performance as per the grading system given below.

Theory Course (%)	Laboratory/Project work (%)	Grade Points	Letter Grade
≥ 90	≥ 90	10	S
≥ 80 & < 90	≥ 80 & < 90	9	A
≥ 70 & < 80	≥ 70 & < 80	8	B
≥ 60 & < 70	≥ 60 & < 70	7	C
≥ 50 & < 60	≥ 50 & < 60	6	D
≥ 40 & < 50	-	5	E
< 40	< 50	0	F (Fail)

S : Outstanding
C : Good

A : Excellent
D : Fair

B : Very Good
E : Satisfactory

6.3 Calculation of Semester Grade Point Average (SGPA)* for semester:

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as given below:

$$\text{SGPA} = \frac{\sum(CR \times GP)}{\sum CR} \text{ for each semester.}$$

where CR = Credits of a course

GP = Grade Points awarded for a course

* SGPA is calculated for a candidate who passed all the courses in that semester.

6.4 Eligibility for Award of MBA Degree:

A student will be declared eligible for the award of the MBA Degree if he fulfills the following academic regulations.

- Pursued a course of study for not less than two academic years and not more than four academic years.
- Registered for **90** credits and secured **90** credits.
- Students, who fail to complete their Two years Course of study within Four years or fail to acquire the **90** Credits for the award of the degree within four academic years from the year of their admission shall forfeit their seat in MBA course and their admission shall stand cancelled.

6.5 Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

$$\text{CGPA} = \frac{\sum(CR \times GP)}{\sum CR} \text{ for entire program.}$$

where CR = Credits of a course

GP = Grade points awarded for a course

6.6 Award of Division:

After satisfying the requirements prescribed for the completion of the program, the student shall be eligible for the award of MBA Degree and shall be placed in one of the following grades:

CGPA	Class	Letter Grade	Description
≥ 7.5	First Class with Distinction	A	Excellent
≥ 6.5 & < 7.5	First Class	B	Good
≥ 5.5 & < 6.5	Second Class	C	Fair
≥ 5.0 & < 5.5	Pass Class	D	Satisfactory

7. Supplementary Examinations

- i) Supplementary examinations will be conducted twice in a year at the end of odd and even semesters.
- ii) Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester after the conduct of the last set of regular examinations under the present regulation.
- iii) Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.
- iv) **Advanced Supplementary Examinations:** Candidate(s), who failed in theory / comprehensive Viva-Voce / project work courses in 4th semester can appear for advanced supplementary examination conducted within one month after declaration of the revaluation results. However, those candidates who fail in these advanced supplementary examinations shall appear for subsequent examination along with regular candidates in the examinations conducted at the end of the respective semester.

8. Revaluation

- i) Students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his answer script(s) of theory course(s) as per the notification issued by the Controller of Examinations.
- ii) The Controller of Examinations shall arrange for revaluation of such answer script(s).
- iii) An external examiner, other than the first examiner, shall reevaluate the answer script(s).
- iv) If the variation in marks of two evaluations is less than 15% of total marks, the best mark of two evaluations shall be taken into consideration.
- v) If the variation in marks of two evaluations is more than 15% of total marks, there shall be third evaluation by an examiner other than the first two examiners. The best marks of two evaluations (which are nearer) shall be taken into consideration.

9. Readmission Criteria

A candidate, who is detained in a semester due to lack of attendance has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling the required norms stipulated by the college and by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs. 1,000/-.

10. Break in Study

Student, who discontinues the studies for what-so-ever reason, can get readmission into appropriate semester of MBA program only with the prior permission of the Principal of the College, provided such candidate shall follow the transitory regulations applicable to the batch he joins. An administrative fee of Rs.2,000/- per each year of break in study, in addition to the prescribed tuition and special fees should be paid by the candidate to condone his break in study.

11. Transitory Regulations

a) Regular course:

A candidate, who is detained or discontinued in a semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed such courses in the earlier semester(s) he was originally admitted into and he will be offered substitute subjects in place of them as decided by the Board of Studies. However, the decision of the Board of Studies will be final.

11.1 A student who is following JNTUK curriculum and detained due to shortage of attendance at the end of the first semester of first year shall join the autonomous batch of first year first semester. Such students shall study all the courses prescribed for the batch in which the student joins and considered on par with regular candidates of Autonomous stream and will be governed by the autonomous regulations.

11.2 A student who is following JNTUK curriculum, detained due to shortage of attendance at the end of the second semester of first year or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier and substitute subjects will be offered in place of them as decided by the Board of Studies. The student has to clear all his backlog subjects of previous semesters by appearing for the supplementary examinations conducted by JNTUK for the award of degree. The total number of credits to be secured for the award of the degree will be sum of the credits of previous semesters under JNTUK regulations and the credits prescribed in the semester in which a candidate seeks readmission and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

b) Transfer candidates (from non-autonomous college affiliated to JNTUK):

11.3 A student who is following JNTUK curriculum, transferred from other college to this college in second year first semester (third semester) or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier and substitute subjects are offered in their place as decided by the Board of Studies. The student has to clear all his backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree. The total number of credits to be secured for the award of the degree will be the sum of the credits upto previous semester under JNTUK regulations and the credits prescribed for the semester in which a candidate joined after transfer and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

c) Transfer candidates (from an autonomous college affiliated to JNTUK):

11.4 A student who has secured the required credits upto previous semesters as per the regulations of other autonomous institutions shall only be permitted to be transferred to this college. A student who is transferred from the other autonomous colleges to this college in second year first semester (third semester) or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier and substitute subjects are offered in their place as decided by the Board of Studies. The total number of credits to be secured for the award of the degree will be the sum of the credits upto previous semester as per the regulations of the college from which he is transferred and the credits prescribed for the semester in which a candidate joined after transfer and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

12. Withholding of Results

If the student has not paid the dues, if any, to the College or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will be withheld in such cases.

13. Malpractices

- i) The Principal shall refer the cases of malpractices in internal assessment tests and semester end examinations to a malpractice enquiry committee constituted by him for the purpose. Such committee shall follow the approved levels of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.
- ii) Any action by the candidate trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder.

Malpractice Provisions:

Sl. No.	Nature of Malpractices / Improper conduct	Punishment
1 (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination.)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through Cell phones with any candidates or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester / year. The hall ticket of the candidate is to be cancelled and sent to the university.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for the examinations of the remaining subjects of that semester/year. The candidate is also debarred from class work and all university examinations for two consecutive semesters. The

		continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.
4	Smuggles the Answer book or takes out or arranges to send out the question paper during the examination or answer book during or after the examination.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester / year. The candidate is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of performance in that subject.
6	Refuses to obey the orders of the Chief Superintendent /Asst.-Superintendent/ any officer on duty or misbehaves or creates disturbance of any kind in or around the examination hall or organizes a walkout or instigates others to walkout or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the Officer-in-charge or any person on duty in or outside the examination hall of any of his relations or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the Officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/ year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	Leaves the exam hall taking away answer script or intentionally tears of	Expulsion from the examination hall and cancellation of the performance in that

	the script or any part thereof inside or outside the examination hall.	subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred and forfeits the seat.
9	If student of the college who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to the police and a police case is registered against them.
10	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/ year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/ year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the university for future action toward suitable punishment.	

- iii) The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing / keeping records of documents related to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and appropriate disciplinary action will be taken after thorough enquiry.

14. Other Matters

- i) Physically challenged candidates who have availed additional examination time and a scribe during their Degree / ICET examinations will be given similar concessions on production of relevant proof/documents. Students who are suffering from contagious diseases are not allowed to appear either for internal or semester end examinations.
- ii) The students who participated in coaching / tournaments held at State / National / International levels through University / Indian Olympic Association during semester end external examination period will be promoted to subsequent semesters as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.
- iii) The Principal shall deal in an appropriate manner with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the Departments and subsequently such actions shall be placed before the Academic Council for ratification. Any emergency modification of regulation, approved in the meetings of the Heads of the Departments shall be reported to the Academic Council for ratification.

15. General

- i) The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and /or syllabi.
- ii) The academic regulations should be read as a whole for the purpose of any interpretation.
- iii) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.
- iv) Wherever the word he, him or his occurs, it will also include she, her and hers.

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