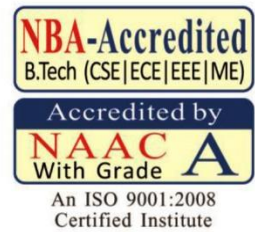




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**ACADEMIC REGULATIONS (MIC18) FOR MBA (REGULAR)**  
**(CHOICE BASED CREDIT SYSTEM)**

Applicable for the students of MBA (Regular) from the Academic Year 2018-19

## **1. ELIGIBILITY CRITERIA FOR ADMISSION**

The eligibility criteria for admission into MBA programme shall be as per the guidelines issued by the Andhra Pradesh State Council of Higher Education (APSCHE) or by any other competent authority.

## **2. AWARD OF DEGREE**

A student will be declared eligible for the award of MBA degree, if he/she fulfils the following academic requirements:

**(i) 2 year MBA programme:**

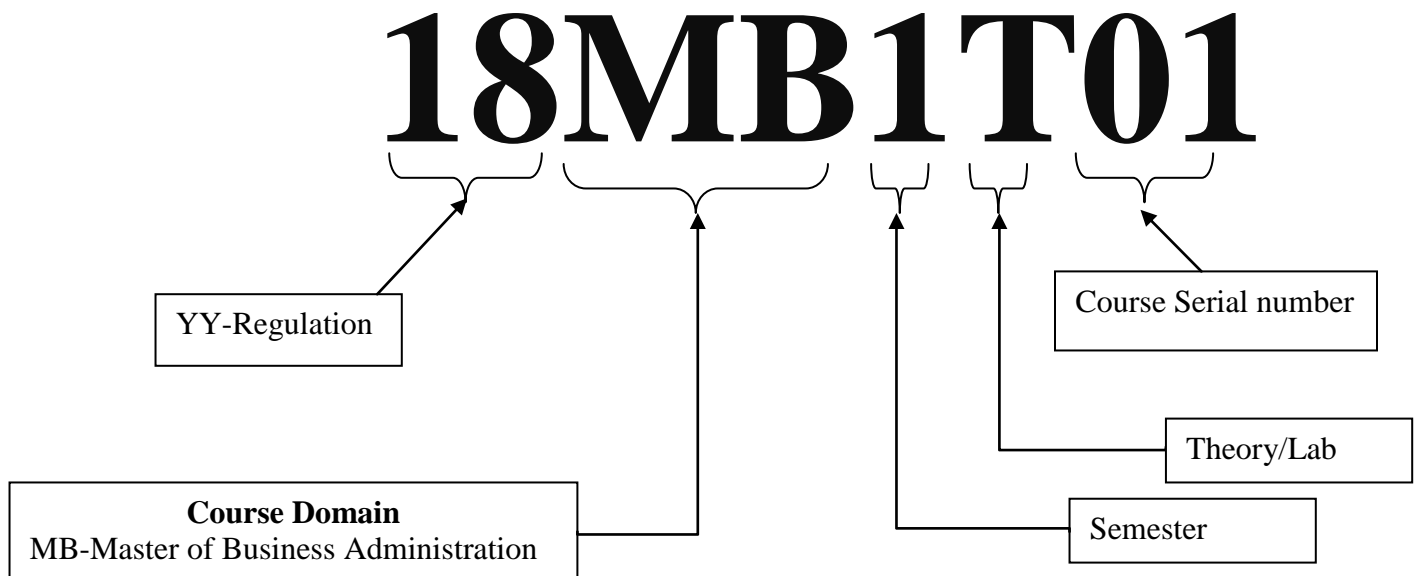
- The student shall pursue a course of study for not less than two academic years and not more than four academic years.
- The student shall register for 102 credits and secure all the 102 credits.
- The students, who fail to fulfill all the academic requirements for the award of degree within four academic years from the year of their admission, shall forfeit their seat in MBA programme.
- Students shall secure a satisfactory grade (SA) in all non-credit courses/activities.
- There shall be no disciplinary action pending against the student.

## **3. MINIMUM INSTRUCTION DAYS**

The minimum instruction days for each semester shall be 90 days excluding the days allotted for Mid-term Examinations, Semester-end Examinations and preparation holidays.

## 4. Course Code Description

For MBA Programme



## 5. ATTENDANCE REQUIREMENTS

- (i) A student is eligible to appear in the Semester-end Examinations only if he/she acquires a minimum of 75% of attendance in aggregate of all the courses.
- (ii) In case of shortage of attendance, condonation up to 10 % in the aggregate will be allowed on valid medical grounds (65% and above and below 75%) in each semester by the college in accordance with the rules stipulated by the affiliating university.
- (iii) A shortage of attendance below 65% in aggregate shall not be condoned under any circumstances.
- (iv) A student whose shortage of attendance is not condoned shall be detained and shall have to seek readmission into the same semester.
- (v) A student is required to submit the application along with the valid medical certificate by paying the stipulated fee towards condonation of shortage in attendance.
- (vi) If any student fulfils the attendance requirements in the present semester, he/she shall not be eligible for readmission into the same semester.

## 6. EVALUATION

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory & 100 marks for Laboratory Courses, on the basis of the Continuous Internal Evaluation and Semester End Examination.

(i) For the theory subjects, 60 marks shall be awarded based on the performance in the Semester-end Examination. The question paper consists of two parts. **Part A** is a compulsory case study question for 10 Marks. **Part B** consists of 5 questions with internal choice for 10 marks each from each of the five units. The student shall answer all the questions. Remaining 40 marks shall be awarded based on Internal Examination.

The Internal Examination will have two components:

a) First 20 marks are allotted for Mid-term Examination with duration of 120 minutes. The student has to answer four questions out of four questions. Each question carries 10 marks. The total marks shall be reduced to 20 marks.

b) Remaining 20 marks are allotted for Mini Report (10 marks for preparation of Report and 10 marks for presentation in the class room) in the respective subject.

Two Internal Examinations of 40 marks each will be conducted in each semester and average marks will be taken for awarding the Internal Marks.

- (ii) For practical subjects, 60 marks shall be awarded based on the performance in the End Semester Examinations, 40 marks shall be awarded based on the day to day performance as internal marks.
- (iii) A candidate shall be deemed to have secured the minimum academic requirements in a subject if he secures a minimum of 40% of marks in the End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- (iv) A candidate shall be given one chance to re-register for each subject provided the internal marks secured by a candidate are less than 50% and he has failed in the end examination. In such case, candidate must re-register for the subject(s) and secure required minimum attendance. Attendance in the re-registered subject(s) has to be calculated separately to become eligible to write the End Examination in the re-registered subject(s).

The attendance of re-registered subject(s) shall be calculated separately to decide upon the eligibility for writing the End Examination in those subject(s). In the event of taking another chance, the internal marks and End Examination marks obtained in the previous attempt are nullified. At a given time, a candidate is permitted to re-register for a maximum of two subject(s) in addition to the subjects of a regular semester.

- (v) A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters.
- (vi) The Viva-voce Examination shall be conducted after completion of the fourth semester End Examinations.
- (vii) Laboratory examination for MBA course must be conducted with two Examiners, one of them being Laboratory Class Teacher and second examiner shall be other than Class Teacher.

## **7. EVALUATION OF PROJECT WORKS**

- (i) A Project Review Committee (PRC) of the college is to be constituted with Principal/Director as Chairperson, Heads of the Departments which are offering PG courses, and two other senior faculty members of the department.
- (ii) Registration of Project Work: A candidate is permitted to register for the Project Work after satisfying the attendance requirement of all the courses (theory and practical courses) up to II semester.
- (iii) Every candidate shall work on projects approved by the PRC of the College.
- (iv) A student has to undergo practical training for a period of 4 weeks in a Corporate Enterprise after the Second Semester(summer vacations). In training period, the candidates should work on a specific problem related to the elective subject. At the end of practical training, the student shall submit a certificate obtained from the organization. The student shall prepare a Project Report under the supervision of a guide from the faculty of management of the concerned college. However, the students who prepare Project Report in the area of systems can also work under the guidance of Faculty member from Computer Science Department.
- (v) Three copies of Project Dissertation (Plagiarism checked report signed by the supervisor to be submitted to the Examination Cell) certified by the Project Supervisor shall be submitted to the College.
- (vi) The project report shall be adjudicated by one examiner selected by the Chief Controller of Examinations. The HoD of Management Studies shall submit a 5-member panel who are eminent in that field of study.
  - (vii) The Viva-voce Examination of the project report shall be conducted by a board consisting of the External Examiner, the HoD and the Supervisor. The candidate shall secure Excellent/Good/Satisfactory Grade in Project Viva-voce. Head of the Department shall coordinate and make arrangements for the conduct of Viva-voce examination.
  - (viii) If the candidate fails to secure a minimum of Satisfactory Grade in project Viva-voce, the candidate shall retake the Viva-voce examination after three months. If he fails to get at least

Satisfactory Grade at the second Viva-voce examination, he will not be eligible for the award of the degree, unless the candidate is asked to revise and resubmit. If the candidate fails to secure Satisfactory Grade again, the project shall be summarily rejected.

Grade: Excellent/Good/Satisfactory/ Unsatisfactory

## 8. AWARD OF GRADES

A letter grade and grade points shall be awarded to a student in each course based on his/her performance as per the 10 - point grading system given below:

Marks Range Theory (Max-100)	Marks Range Lab (Max-100)	Letter Grade	Level	Grade Point
≥90	≥90	O	Outstanding	10
80 to < 90	80 to < 90	S	Excellent	9
70 to <80	70 to <80	A	Very Good	8
60 to <70	60 to <70	B	Good	7
50 to <60	50 to <60	C	Fair	6
<50	<50	F	Fail	0
			Absent	0

## 9. COMPUTATION OF GRADES

### SGPA:

The following procedure is to be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is the ratio of sum of the product of the number of credits with the grade points by a student in all the courses taken by a student and the sum of the number of credits of all the courses undertaken by a student, i.e.

$$\text{SGPA (S}_i\text{)} = \Sigma (\text{C}_i \times \text{G}_i) / \Sigma \text{C}_i$$

Where  $\text{C}_i$  is the number of credits of the  $i^{\text{th}}$  course and  $\text{G}_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

### CGPA:

The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a programme i.e.,

$$\text{CGPA} = \Sigma (\text{C}_i \times \text{S}_i) / \Sigma \text{C}_i$$

Where  $\text{S}_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $\text{C}_i$  is the total number of credits in that semester.

The SGPA and CGPA is rounded off to 2 decimal points and reported in transcripts.

$$\text{Equivalent Percentage} = (\text{CGPA} - 0.75) \times 10$$

## 10. AWARD OF CLASS

After a student has satisfied the minimum requirements prescribed for the completion of a programme and is eligible for the award of MBA degree, he/she shall be placed in one of the following four classes on a 10 point scale.

Class Awarded	CGPA
First Class with Distinction	$\geq 7.75$
First Class	6.75 to $< 7.75$
Second Class	5.75 to $< 6.75$
Pass Class	5.0 to $< 5.75$

## 11. DISCIPLINE

A student is required to observe discipline and decorum both inside and outside the college and not to indulge in any activity that may tarnish the prestige of the college. The Head of the Institution shall constitute a Disciplinary Committee to enquire into acts of indiscipline and notify the college about the disciplinary action taken. In case of any serious disciplinary action, which leads to suspension or dismissal, a committee shall be constituted by the Head of the Institution for taking final decision.

Those students who indulge in examination-related malpractices shall be punished as per the scale of punishment notified in Annexure-I.

Those students involved in the illegal acts of ragging shall be punished as per the provisions of Act 26, 1997 of Govt. of Andhra Pradesh (Annexure-II).

## 12. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may revise, amend or change the regulations, curriculum, syllabus and scheme of examinations from time to time subject to decisions/recommendations of Boards of Studies and the College Academic Council.

## 13. WITHHOLDING OF RESULTS

If a student has not cleared dues, if any, payable to the institution or if any case of indiscipline is pending against him, the result of the student shall be withheld. Also, the award of his/her degree is withheld in such cases.

#### **14. TRANSITORY REGULATIONS**

A student, who is detained or who has discontinued in the 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 students who have already passed courses in the earlier semester(s) he/she was originally admitted into and substitute courses are offered in place of these courses as approved by the Board of Studies.

In general, after transition, there will be a fitment formula approved by the competent authority in order to balance course composition and the number of credits.

Students admitted by transfer from other institutions shall follow transitory regulations with suitable fitment formulae approved by the competent authority.

A student who is seeking readmission shall apply in the prescribed format within one week after the commencement of the class work. However, the readmission of a student shall be approved by the competent authority.

#### **15. GENERAL**

- (i) Wherever the words “he”, “him”, “his” occur in the regulations, they include “she”, “her”, “hers”.
- (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, decision of the Chairman of the College Academic Council is final and binding.
- (iv) The college may change or amend academic regulations or syllabi at any time subject to the approval of the competent authority and the changes or amendments made shall be applicable to all students with effect from the dates notified.

#### **16. STATUTORY DECLARATION**

In case the regulations do not specify application of an appropriate rule in a unique case, the decision of the competent authority of the college shall be final.

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**ANNEXURE-I****MALPRACTICE RULES****DISCIPLINARY ACTION FOR MALPRACTICE/ IMPROPER CONDUCT IN EXAMINATIONS**

	Nature of Malpractices/Improper Conduct	Punishment
1(a)	If a student possesses or tries to access 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)	If a student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall...	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he shall be handed over to the police and a case will be registered against him.
2.	If a student is found to have 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 he/she is appearing...	Expulsion from the examination hall and cancellation of the performance in that subject as well as all other subjects the candidate has already appeared including practical examinations and Project Work and shall not be permitted to appear in the remaining examinations of that Semester. The hall ticket of the candidate shall be cancelled and sent to the Principal.



<p>3.</p>	<p>If a student impersonates any other candidate in connection with the examination...</p>	<p>The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred from the college and he forfeits his 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 in examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.</p>
<p>4.</p>	<p>If a student smuggles inside the exam hall an answer book or additional sheet or takes out or arranges to send out the question paper, or answer book or additional sheet during or after the examination...</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the 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. The candidate is also debarred from class work for two consecutive semesters and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>

5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks...	Cancellation of the performance in that subject.
6.	If a student refuses to obey the orders of the Chief Superintendent / CoE / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall, causes injury to his person or to any other persons 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 or indulges in any other act of misconduct or mischief, which result 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...	Such a student shall be expelled from the examination hall along with cancellation of his performance in that subject and all other subjects the candidate has already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate shall be debarred from the college and he forfeits his seat. In case of outsiders, they will be handed over to the police and a police case shall be registered against them.

7.	If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms the script or any part thereof inside or outside the examination hall...	Expulsion from the examination hall and cancellation of performance in that subject and all the 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. The candidate is also debarred from class work and End examinations for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations.
8.	If a student is in possession of 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 for the remaining examinations of the subjects of that semester. The candidate is also debarred and he forfeits the seat.
9.	If a 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 for the remaining examinations of the subjects of that semester. The candidate is also debarred and he forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.






10.	If a student comes to the examination hall in a drunken condition...	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 that semester.
11.	If copying is 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 examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 shall be reported to the Principal for further action/ suitable punishment.	

# Ragging

## Prohibition of ragging in educational institutions Act 26 of 1997

### Salient Features

- Ragging within or outside any educational institution is prohibited.
- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student

	Imprisonment up to		Fine Up to
Teasing, Embarrassing and Humiliation	 6 Months	+	Rs. 1,000/-
Assaulting or Using Criminal force or Criminal intimidation	 1 Year	+	Rs. 2,000/-
Wrongfully restraining or confining or causing hurt	 2 Years	+	Rs. 5,000/-
Causing grievous hurt, kidnapping or Abduction or rape or committing unnatural offence	 5 Years	+	Rs. 10,000/-
Causing death or abetting suicide	 10 Years	+	Rs. 50,000/-

### ABSOLUTE NO TO RAGGING

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the College.
4. Outsiders are prohibited from entering the College and Hostel without permission.
5. All the students must carry their Identity Cards and show them when demanded.
6. The Principal and the Wardens may visit Hostels and inspect the rooms any time.

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