

**Academic Regulations (R21)**  
**COURSE STRUCTURE & DETAILED SYLLABUS**  
(CHOICE BASED CREDIT SYSTEM (CBCS))

**MASTER OF TECHNOLOGY**  
**MASTER OF BUSINESS ADMINISTRATION**  
**(MBA)**

**For**  
**MBA - Regular Two Year Post Graduate Degree Programme**  
*(Applicable for the batches admitted from 2021 - 2022)*



**Balaji Institute of Technology & Science**  
*(UGC - Autonomous)*

**Approved by AICTE, New Delhi, Affiliated to JNTUH**  
**Accredited by NAAC with A+ Grade and NBA**  
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## FOREWORD

Balaji Institute of Technology & Science, established in the year 2001 is Approved by AICTE, New Delhi, Affiliated to JNTUH and Accredited by NBA and NAAC 'A+' Grade with 3.37 CGPA in April 2021. The institution has commenced functioning independently within the set norms prescribed by UGC and AICTE.

The performance of any reputed institution manifests the confidence that the prestigious monitoring body, in terms of upholding its spirit and sustenance of the expected standards of functioning on its own consequently facilitating the award of degrees for its students. Thus, an autonomous institution is provided with the necessary freedom to have its own curriculum, examination system and monitoring mechanism, independent of the affiliating University but under its observance.

Balaji Institute of Technology & Science takes pride for having won the confidence of such distinguished academic bodies meant for monitoring the quality in technology education. Besides, the institution is delighted to sustain the same spirit of discharging the responsibilities that it has been conveying more than a decade to attain the current academic excellence. Consequently, statutory bodies such as the Academic Council and the Boards of Studies have been constituted under the supervision of the Governing Body of the College and with the recommendations of the JNTUH, Kukatpally, Hyderabad, to frame the regulations, course structure and syllabi for autonomous status.

The autonomous regulations, course structure and syllabi have been framed in accordance with the vision and mission of the institution along with certain valuable suggestions from professionals of various ancillary fields such as the academics, the industry, the research and all those with a noble vision to impart quality technical education and contribute in presenting full-fledged engineering and management graduates to the society.

All the faculty members, the parents and the students are requested to study all the rules and regulations carefully and approach the Principal to seek any clarifications, if needed, without presumptions, to avoid unwanted subsequent inconveniences and embarrassments.

The cooperation of all the stakeholders is sought for the successful implementation of the autonomous system in the larger interests of the institution and for brightening the career of the students and other stakeholders.

## **BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE (BITS)**

### **Vision**

To be a center for excellence in preparing the graduates professionally committed, intellectually adept, and ethically balanced with high standards by imparting quality education with international standards to excel in their career to meet the challenges of the modern world and adapt to the technologically changing environment.

### **Mission**

M1: To strive hard to produce technically trained human resources to serve the present and future global needs by providing quality education

M2: To provide value-based training in technological advancements and employment opportunities to students by strengthening the institute's interaction with industries.

M3: To disseminate knowledge of need-based technical education, innovative learning, and research & development with a holistic approach.

## **Master of Business Administration (MBA)**

### **Department of MBA**

The department of MBA was established in the year 2006 with an intake of 60. The Department has been playing a proactive role in shaping the emerging and dynamic corporate culture for our students. The department has steadily been in the pursuit of its objective of achieving excellence in management education. The department is well equipped with good infrastructure and well qualified, experienced, and dedicated faculty. The department lays special emphasis on management activities for the all-around development of student managers. The department ensures an effective academic-industry interface by organizing periodic industry visits to facilitate practical orientation, student projects, and placements.

Departmental programs are very carefully designed to develop the students into global leaders who can create wealth for their organizations. At the same time, we ensure that our students have an understanding and appreciation of Indian economic and societal realities. Above all we prepare them to be principled organizational managers and leaders with a caring attitude and ethical orientation, which, we think, is essential in the present business environment.

The Departmental philosophy has been to develop leadership qualities through not only classroom teaching and learning but also equally importantly through participation in co-curricular activities. We have a vibrant and talented student community, who are actively involved in seminars, business school meets, business plan competitions, sports, and cultural events, social and community work. These activities provide opportunities for them to apply concepts, frameworks, tools, and techniques to real-life situations, develop their skills in interpersonal communication, teamwork, and organizational leadership.

### **Vision**

To be a Centre of Excellence in all Spheres of Management Education.

### **Mission**

M1: To conduct various Personality Development Programmes to improve their Creativity, Decision Making, and Skill set.

M2: To inculcate the culture of teamwork and leadership qualities for achieving excellence in every walk of life.

M3: To develop innovative and creative future leaders capable of managing change and transformation in a globally competitive and turbulent environment to foresee the future.

## **MBA - Regular Two Year Post Graduate Degree Programme (For batches admitted from the Academic Year 2021-22)**

### **PREAMBLE**

For pursuing MBA - Regular Two Year Post Graduate Degree Programme offered by **Balaji Institute of Technology & Science (BITS)** under autonomous status will herein be referred to as BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE (BITS)

All the specified rules are herein approved by the Academic Council. These rules will be in force and apply to students admitted from the Academic Year 2021-22 onwards. Any reference to “**Institute**” or “**College**” in these rules and regulations stands for BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE (BITS).

All the rules and regulations specified shall hereafter be read as a whole for interpretation, as and when doubt arises, the interpretation of the Chairman, Academic Council is final. As per the requirements of statutory bodies, the Principal, BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE( BITS) shall be The Chairman, Academic Council.

### **1. POST GRADUATE PROGRAM OFFERED –MBA**

**Balaji Institute of Technology & Science**, an autonomous college affiliated with JNTUH, offers MBA. -Regular 2 years (4 semesters) Post Graduate Degree Programme, under Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations with effect from the academic year 2021 - 22 onwards.

### **2. ADMISSION CRITERIA AND MEDIUM OF INSTRUCTIONS**

#### **2.1. Admission into the first year of MBA - Regular Two Year Post Graduate Degree Programme**

**2.1.1 Eligibility:** A candidate seeking admission into the first year of Two Year MBA Post Graduate Degree Programme should have:

- Admission to the MBA program shall be made subject to eligibility, qualification prescribed by the JNTUH University from time to time.
- Admission to the post graduate degree program shall be made based on either the merit rank or Percentile obtained by the qualified student in the

relevant qualifying Examination/ the merit rank obtained by the qualified student in an entrance test conducted by the Telangana State Government (TSICET) for MBA program / an entrance test conducted by JNTUH/ based on any other exams approved by the JNTUH University, subject to reservations as laid down by the Govt. from time to time.

**2.1.2 Admission Procedure:** Admissions are made into the First Year MBA - Regular Two Year Post Graduate Degree Programme as per the stipulations of the TSICET.

(a) Category A: 70% of seats are filled through TSICET counseling.

(b) Category B: 30% of seats are filled by the management.

**2.2. College Transfers:** There shall be no college transfers after the completion of admission process.

**2.3. Medium of Instruction:** The medium of instruction and examinations for the entire MBA - Regular Two Year Post Graduate Degree Programme will be in **ENGLISH** only.

### **3. MASTER OF BUSINESS ADMINISTRATION (MBA) - REGULAR TWO YEAR POSTGRADUATE DEGREE PROGRAMME STRUCTURE**

**3.1.** Admitted under MBA - Regular Two Year Post Graduate Degree Program:

**3.1.1** A student after securing admission shall pursue the post graduate program in MBA for a minimum period of **Two Academic Years** (4 semesters), and a maximum period of **Four Academic Years** (8 semesters) starting from the date of commencement of **First Year First Semester** failing which he shall forfeit his seat in MBA program. Under any circumstances, the student shall not take more than four academic years to fulfill all the academic requirements for the award of an MBA degree from the date of commencement of the first year first semester, failing which the student shall forfeit the seat in the MBA program.

**3.1.2** The Two Year MBA Post-Graduate Degree Programme is structured for a total of 102 credits in which the first Year is designed with 54 credits (Each Semester 27 Credits for I & II semesters), Second Year is designed with 48 Credits (Each semester 24 Credits for III & IV semesters including 6 credits for field work / Internship) as per the guidelines of AICTE & JNTUH.

**3.1.3** A student shall register for all subjects for a total of 102 credits as specified and listed in the course structure for the chosen specialization, put in the required attendance, and fulfill the academic requirements for securing 102 credits obtaining a minimum of 'B' Grade or above in each subject, and all 102 credits securing Semester Grade Point Average (SGPA)  $\geq 6.0$  (in each semester) and final Cumulative Grade Point Average (CGPA) (i.e., CGPA at the end of MBA Programme)  $\geq 6.0$ , to complete the MBA Programme successfully.

**3.2. Course Structure (Semesters, Credits & Course Classifications):**

The Course Structure is designed based on the AICTE Model Curriculum (Jan-2018) for Post- Graduate Degree Courses in Management. UGC / AICTE specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these Academic Regulations / Norms, which are listed below:

**3.2.1 Semester Scheme:**

MBA (Regular) program is of 2 Academic Years (4 semesters) with the Academic Year being divided into two semesters of 22 weeks ( $\geq 90$  instructional days) each, each semester having - ‘Continuous Internal Evaluation (CIE)’ and ‘Semester End Examination (SEE)’. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC and curriculum/course structure as suggested by AICTE/JNTUH are followed. The terms 'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Internship', or 'Project' as the case may be.

**3.2.2 Credit Courses:**

- a) All Subjects / Courses are to be registered by a student in a Semester to earn Credits. Credits shall be assigned to each Subject / Course in an L: T: P: C (Lecture Periods: Tutorial Period: Practice Periods: Credits) Structure-based on the following general pattern:

Theory		Practical	
1 Hr. Lecture (L) per week	1.0 credit	1 Hr. Practical (P) per week	0.5 credit
1 Hr. Tutorial (T) per week	1.0 credit	2 Hrs Practical (Lab) per week	1.0 credit

- b) **Contact Hours:** Weekly contact hours range from a minimum of 26 to a maximum of 30 hours per week (i.e. 1 hour = 60 Minutes) including theory, practice, and project/internship courses.

**3.2.3 Subject / Course Classification and Nomenclature:**

BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE (BITS) has followed almost all the guidelines specified by AICTE / UGC / JNTUH for the classification of all subjects/courses offered at the MBA program and are mentioned below.

S. No.	Broad Course Classification	Course Code	Course Group/ Category	Course Description	Breakup of Credits
1	Core Courses (CC)	CC	CC-Core Courses	Includes theory subjects related to the parent Discipline / department.	72
		PR	PR-Projects/ Internship Courses	Project-based on core contents Related to parent discipline/department.	06

2	Elective Courses (EC)	PE	PE- Professional Core Elective Courses	Includes elective subjects related to the parent discipline/department	18
		OE	OE-Open Elective Courses	Elective subjects which include interdisciplinary subjects or subjects in an area outside the parent discipline/department	06
<b>Total Number of Credits</b>					<b>102</b>

#### 4 COURSE REGISTRATION

- 4.1. A ‘**Faculty Advisor or Counsellor**’ shall be assigned to each student, who advises each student about the MBA Programme, its course structure, and curriculum, choice/option for subjects/courses, based on his/her competence, progress, and interest.
- 4.2. Academic section of the college invites ‘**registration forms**’ from students before the beginning of the semester through online submission, ensuring ‘**date and time stamping**’. The online registration requests for any ‘**current semester**’ shall be **completed before the commencement of Semester End Examinations (SEE)** of the ‘**preceding semester**’.
- 4.3. A student can apply for **online** registration, **only after** obtaining the ‘**written approval**’ from the faculty advisor or counselor, which should be submitted to the college academic section through the Head of the Department. A copy of it shall be retained with the Head of the Department, the faculty advisor, and the student.
- 4.4. A student has to register for all subjects/courses in a semester as specified in the course structure and may be permitted to register one additional theory subject/course limited to 4 credits, based on the student’s progress and SGPA /CGPA and subject to the specific approval and signature of the faculty advisor/counselor and also to be approved by HOD & CoE, BALAJI INSTITUTE OF TECHNOLOGY & SCIENCE (BITS).
- 4.5. If the student submits ambiguous choices or multiple options or erroneous (incorrect) entries during **online** registration for the subject(s)/course(s) under a given/specified course group/ category as listed in the course structure, only the first-mentioned subject/course in that category will be taken into consideration.
- 4.6. Subject/ Course Options exercised through **online** Registration are final and **cannot** be changed or inter-changed; further, alternate choices will not be considered. However, if the Subject/ Course that has already been listed for



Registration by the Head of the Department in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have an alternate choice - either for a new subject (subject to the offering of such a subject) or for another existing subject (subject to availability of seats), which may be considered. Such alternate arrangements will be made by the Head of the Department, with due notification and time-frame schedule, within the **first week** from the commencement of Class- work for that semester.

**4.7.** Dropping of subjects/courses may be permitted only for one professional core theory course for 4 credits(Ref.4.4) may be permitted only after obtaining prior approval from the faculty advisor/counselor, **'within a period of 15 days'** from the commencement of that semester.

**4.8. Open Electives:** Students have to choose one open elective whenever offered from the list of open electives given as per course structure i.e., in II Year of MBA (III & IV Semesters).

**4.9. Professional Electives:** Students have to choose **three professional core elective courses** in III semester and also IV semester of II Year MBA. There are **four streams** of professional elective courses offered i.e., **Marketing, Finance, HRM and Entrepreneurship** Under each stream there are **six elective** courses are available and students are free to exercise their options.

## 5. SUBJECTS / COURSES TO BE OFFERED

A typical Section (or Class) Strength for each Semester shall be 60. A subject/course may be offered to the students **if only** a minimum of 1/3 of students register for the course. The Maximum Strength of a Section is limited to 80 (60 + 1/3 of the Section Strength).

- i) More than **one faculty member** may offer the **same subject** (lab/practicals may be included with the corresponding theory subject in the same semester) in any semester. However, selection choice for students will be based on **'first come first serve'** basis and **'CGPA criterion'** (i.e. the first focus shall be on early **online entry** from the student for registration in that semester, and the second focus, if needed, will be on CGPA of the student).
- ii) If more entries for registration of a subject come into the picture, then the concerned Head of the Department shall take the necessary decision, whether or not to offer such a subject/course for **two (or multiple) sections**.



## 6. ATTENDANCE REQUIREMENTS

- 6.1. Attendance in all classes (Lectures/Laboratories/Practice/Seminar etc.) is compulsory. A Student shall be eligible to appear for the Semester End Examination (SEE) of any Subject / Course if he acquires a minimum of 75% of attendance in that Subject / Course for that semester.
- 6.2. Condoning of shortage of attendance in each course up to 10% (65% and above, and below 75%) in each semester may be granted by the College Academic Committee on genuine and valid grounds, based on the student's representation with supporting evidence. A prescribed fee per subject shall be payable for condoning shortage of attendance after getting the approval of the college academic committee for the same.
- 6.3. A stipulated fee shall be payable towards condoning of shortage of attendance.
- 6.4. Shortage of Attendance below 65% in any Subject / Course shall in **NO** case be condoned
- 6.5. A Student, whose shortage of attendance is not condoned in any subject(s) in any semester, is considered detained in that subject(s) and is not eligible to appear for Semester End Examination(s) of such subject(s) in that semester, and he has to seek re-registration for those subject(s) in subsequent semesters, and attend the same as and when next offered.
- 6.6. A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same class.
- 6.7. A Candidate shall acquire minimum required attendance subject-wise in at least **THREE** theory subjects in each semester for promoting to the next Semester.

## 7. ACADEMIC REQUIREMENTS

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no. 6.

- 7.1 A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course, if he secures not less than 40% marks (28 out of 70 marks) in the Semester End Examination, and a minimum of 50% of marks in the total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of Letter Grades, this implies securing **B Grade** or above in that subject.

- 7.2.** A Student shall be deemed to have satisfied the **academic requirements and earned the credits allotted** to Theory, Lab/Practice, Field Work/Internship, and Project courses if he/she secures not less than 50% of the total marks in each of them. The student would be treated as failed, if he/she - (i) does not submit a Field work/Internship certificate and appear before the department evaluation committee as per the schedule given, (ii) does not attend the viva-voce as per the schedule given or secures less than 50% of Marks (< 50 Marks) in project cum viva-voce evaluations as per the schedule. The student may **‘reappear once’** for each of the above evaluations as and when scheduled. If any student fails in the **‘re-appearance’** evaluation also, then the student has to appear for the same in the next subsequent semester in the supplementary examinations.
- 7.3.** A student shall - register for all subjects covering 102 credits as specified and listed in the course structure for the chosen MBA Post Graduate Programme and fulfill all the attendance and academic requirements for securing 102 credits by obtaining a minimum of **B Grade or above** in each subject/course, and **‘earn all 102 credits securing SGPA  $\geq 6.0$  (in each semester) and final CGPA (i.e., CGPA at the end of PGP)  $\geq 6.0$ ’**, to complete the PGP for the award of MBA degree. Marks and Letter Grades obtained in all those subjects covering the above specified 102 Credits alone shall be considered for the calculation of final CGPA, which shall be indicated in the Grade Card of II Year II Semester. Student(s) should note that (1) The SGPA will be computed and printed on the marks memo only if the candidate passes in all the subjects offered and gets a minimum B grade in all the subjects. (2) CGPA is calculated only when the candidate passes in all the subjects offered in all the semesters and secures 102 credits.
- 7.4.** If a student registers for **‘extra subjects’** other than the listed subjects totaling 102 Credits as specified in the course structure, the performances in those **‘extra subjects’** (although evaluated and graded using the same procedure as that of the required 102 Credits) will not be taken into account while calculating the SGPA and CGPA. For such **‘extra subjects’** registered, % marks and **‘Letter Grade’** alone will be indicated in the **‘Grade Card’**, as a performance measure, subject to completion of the attendance and academic requirements as stated in Items 6 and 7.1 – 7.3 above.
- 7.5.** A Student who fails to earn **102** credits as per the specified course structure, and as indicated above, within **four** academic years from the date of commencement of his first year first semester, shall forfeit his seat in the MBA program and his admission **shall stand cancelled**.
- 7.6.** When a student is detained due to a shortage of attendance in any subject(s) in any semester, no Grade allotment will be made for such subject(s). However, he is eligible

for re-registration of such subject(s) in the subsequent semester(s), as and when next offered, with the academic regulations of the batch into which he is re-registered, by paying the prescribed fees per subject. In all these re-registration cases, the student shall have to secure a fresh set of internal marks and Semester End Examination marks for performance evaluation in such subject(s) and SGPA/CGPA calculations.

**7.7.** A student eligible to appear for the Semester End Examination in any subject, but absent from it or failed (failing to secure 'B' Grade or above), may reappear for that subject at the supplementary examination as and when conducted. In such cases, his CIE (Internal Marks) assessed earlier for that subject will be carried over, and added to the marks secured in the supplementary examination, to evaluate his performance in that subject.

## **8. EVALUATION - DISTRIBUTION, AND WEIGHTAGE OF MARKS**

**8.1** The performance of a student in each semester shall be evaluated subject-wise

(Irrespective of credits assigned) for a maximum of 100 marks.

**8.2** For the theory subjects 70 marks shall be awarded for the performance in the Semester End Examination and 30 marks shall be awarded for Continuous Internal Evaluation (CIE), there shall be two mid-term examinations conducted. The first mid-term examination shall be conducted for the first 50% of the syllabus, and the second mid-term examination shall be conducted for the remaining 50% of the syllabus. Each Mid-Term Examination shall be conducted for a total duration of 120 minutes with Part 'A' as compulsory consisting of 6 questions carrying 2 marks each (12 marks), and Part 'B' with 3 questions to be answered out of 5 questions, each question carrying 6 marks (18 marks). The total marks secured by the student in each mid-term examination are evaluated for 30 marks, final marks secured by each student in Continuous Internal Evaluation = (70% of the better scored marks of MID-I / MID-II) + (30% of less scored marks of MID-I / MID-II).

Ex: A student secured the following marks

MID-I marks = 10 out of 30

MID-II marks = 20 out of 30

The MID marks awarded will be = (70% of 20) + (30% of 10) = 14 + 3 = 17

**8.2.1** There shall be an optional third midterm examination; students who are failed to attend any mid examination only register for third mid examination by paying prescribed registration fee, which covers entire semester syllabus carrying 30 marks. Optional third mid-term examination consists of descriptive paper shall be for 30 marks with a duration of 120 minutes. The paper shall contain 5 questions the student has to answer all questions, each carrying 6 marks.

**8.2.2** For evaluation of final internal marks = (70% of the better scored marks of MID-I / MID-II/MID-III) + (30% of less scored marks of MID-I / MID-II/MID-III).

8.2.3 The details of the Question Paper pattern for Semester End Examination (Theory) are given below:

The Semester End Examination will be conducted for 70 marks. It consists of two parts.

(i). Part A for 20 marks, (ii). Part B for 50 marks.

**Part-A** is the compulsory question (numbered with 1), which consists of five sub-questions (one from each unit) carrying 4 marks each.

**Part-B** consists of five questions (number starts with 2) carrying 10 marks each. For each of the questions, there will be an either-or choice (i.e., there will be two questions from each unit and students will answer any one of the questions of their own choice)

**8.3** For Practical Subjects, there shall be a Continuous Internal Evaluation (CIE) during the Semester for 30 Internal Marks, and 70 Marks are assigned for Lab/Practical's Semester End Examination (SEE). Out of the 30 Marks for Internals, day-to-day work assessment in the laboratory shall be evaluated for 20 Marks; and the performance in an internal Lab/Practical Test shall be evaluated for 10 marks. The SEE for Lab / Practical's shall be conducted at the end of the Semester by the concerned Lab teacher and external examiner appointed by the Head of the Institution.

**8.4** For mandatory (audit) courses, a student has to secure 50 marks out of 100 marks (i.e. 50% of the marks allotted) in the continuous internal evaluation for passing the subject/course. No marks or letter grades shall be allotted for mandatory (audit) courses. Only Pass/Fail shall be indicated in Grade Card.

**8.5. Evaluation of Field Work / Summer Internship:** The Field Work/Summer internship (4 - 6 weeks) registered by the students in consultation with the course coordinator and carried out in Industries and/or R&D Organizations immediately after their II semester and before the commencement of III semester course work and a report has to be in the prescribed format along with certificate within 2 weeks after commencement of III semesters. The internship report presentation shall be evaluated for 100 marks by the departmental committee consisting of the Head of the Department, supervisor, and two senior faculty members. There shall be no CIE for the field work/internship.

**8.6. Evaluation of Project:** Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee (PRC). The below-mentioned procedure has to be meticulously followed for project evaluation by PRC.

a) **Constitution of PRC:** A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project Supervisor, and one senior faculty member of the Department offering the MBA program.

- b) **Enrollment of project by the student:** Student shall enroll for the project work within 2 weeks from the date of commencement of IV semester, in consultation with project guide/supervisor as assigned by the Head of Department. The student has to work on a project topic for **not less than 16 weeks**.
- c) **Approval of PRC for initiation of project work:** A student, in consultation with his Project Supervisor, has to present the title, objective, and plan of action of his project work to the Project Review Committee (PRC) for approval within **Two weeks** from the commencement of II Year II Semester. The student can initiate the Project work immediately after obtaining the approval of the PRC.
- d) **Change of Project Title/Topic (if any):** If a candidate wishes to **change his/her supervisor or topic** of the project, he/she can do so with the approval of the PRC within 4 weeks from the date commencement of the IV semester.
- e) **Review of Project Work by PRC:** The Supervisor and PRC will examine the progress of the Project Work during the II Year II semester. However, a student has to present Project Work Review - I in IV Semester (immediately after I mid examination) and Project Work Review - II in IV Semester (before II-mid examination).
- f) **Submission of softcopy of the Project for Plagiarism Check:** The students are allowed to submit their soft copy of project work only in consultation with the project supervisor followed by approval of PRC for plagiarism check in the examination branch immediately before II- Mid examinations of IV semester. Only those projects whose similarity index is **less than 30%** in **Anti-Plagiarism Report** are allowed to submit the hard copies of the project to the COE for external evaluation i.e. SEE evaluation. If the similarity index has more than the required percentage, the student is advised to modify accordingly and re-submit the soft copy of the thesis **after one month**. The maximum number of re-submissions of the thesis after plagiarism check is limited to **TWO**. After **three** attempts, the admission is liable to be cancelled.
- g) **Submission of Hard Copies of the Project for SEE Evaluation:** Three copies of the project dissertation certified by the supervisor & HOD shall be submitted to the controller of examinations. However, the student is permitted to submit the project thesis with the approval of PRC before the commencement of the II Mid Examinations of II Year II Semester.
- h) **Evaluation:** The project work shall be evaluated for 100 marks (of which 30 marks are allocated for CIE and 70 marks are allocated for SEE) during the IV semester. The candidate has to secure a minimum of 50% of marks in both CIE & SEE.

- **Continuous Internal Evaluation:** 30 marks of CIE, the project supervisor & Project Review Committee evaluates based on student’s performance throughout the project work period and the oral presentation made by the student during internal reviews (by Project Work Review – I & II).
- **Semester End Examination Evaluation:** SEE is evaluated by a committee constituted by the head of the institution consisting of the supervisor, Head of the Department, and the external examiner. The thesis shall be adjudicated by an external examiner selected by the institution. For this, the head of the department shall submit a panel of **three** examiners from among the list of experts in the relevant specialization as submitted by the supervisor and HOD.

i) **Failure or Absence in Project SEE:** If any student fails / absent in SEE, he/she is permitted one more chance for the Project Viva-Voce examination **as scheduled**. In case of fail/absent again, the student has to reappear for the same in the next subsequent semester(s), as and when they are scheduled, as a supplementary candidate. In the reappeared examination(s) also, if he/she fails to fulfill the academic requirements, he/she **will not be eligible for the award of the degree**, unless he/she is asked to revise and resubmit project work by the board within a specified period (within **four** years from the date of commencement of first year first semester).

**9. GRADING PROCEDURE**

**9.1** Marks will be awarded to indicate the performance of the student in each theory subject, lab/practical/practice/Summer Internship/Project, based on the percentage of marks obtained in Continuous Internal Evaluation plus Semester End Examination, both taken together, as specified in item 8 above, a corresponding letter grade shall be given.

**9.2** As a measure of the student’s performance, a 10-point Absolute Grading System using the following letter grades (UGC Guidelines) and corresponding percentage of marks shall be followed.

<b>% of Marks Secured (Class Intervals)</b>	<b>Letter Grade</b>	<b>Grade Points</b>
90% and above	O (Outstanding)	10
Below 90% but not less than 80%	A <sup>+</sup> (Excellent)	9
Below 80% but not less than 70%	A (Very Good)	8
Below 70% but not less than 60%	B <sup>+</sup> (Good)	7
Below 60% but not less than 50%	B (Above Average)	6
Below 50% ( < 50% )	F (Fail)	0
Absent	AB	0



**9.3.** A student obtaining a ‘F’ grade in any subject shall be considered ‘**failed**’ and will be required to reappear as ‘**supplementary student**’ in the semester-end examination (SEE), as and when offered. In such cases, his internal marks (CIE marks) in those subject(s) will remain the same as those he obtained earlier.

**9.4.** A letter grade does not imply any specific % of marks.

**9.5.** In general, a student shall not be permitted to repeat any subject/course (s) only for the sake of ‘**grade improvement**’ or ‘SGPA/CGPA improvement’. However, he has to repeat all the subjects/courses about that semester if he is detained.

**9.6** A student earns a grade point (GP) in each subject/ course, based on the letter grade secured in that subject/ course. The corresponding ‘credit points’ (CP) are computed by multiplying the grade point with credits for that particular subject/ course.

**Credit points (CP) = grade point (GP) x credits .... For a course**

**9.7** A student passes the subject/ course only when  $GP \geq 5$  (‘C’ grade or above)

**9.8** The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points ( $\sum CP$ ) secured from all subjects/ courses registered in a semester, by the total number of credits registered during that semester. SGPA is rounded off to **two** decimalplaces. SGPA is thus computed as

$$SGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i} \dots \text{For each semester,}$$

where ‘i’ is the subject indicator index (takes into account all subjects in a semester), ‘N’ is the no. of subjects ‘**registered**’ for the semester (as specifically required and listed under the course structure of the parent department),  $C_i$  is the no. of credits allotted to the  $i^{\text{th}}$  subject, and  $G_i$  represents the grade points (GP) corresponding to the letter grade awarded for that  $i^{\text{th}}$  subject.

**9.9** The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is theratio of the total credit points secured by a student in **all** registered courses in **all** semesters, and the total number of credits registered in **all** the semesters. CGPA is rounded off to **two** decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$CGPA = \frac{\sum (C_i S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester. For merit ranking or comparison purposes or any other listing, **only** the ‘**rounded off**’ values of the CGPAs will be used.



Illustration for calculation of CGPA & SGPA								
Illustration of calculation of SGPA					Illustration of calculation of CGPA			
Course	Credits	Letter Grade	Grade Points	Credit Points	Semester	Credits	SGPA	Credits x SGPA
Course 1	4	O	10	40	Sem I	27	8	216
Course 2	4	A+	9	36	Sem II	27	7	189
Course 3	3	A	8	24	Sem III	24	7.5	180
Course 4	3	B+	7	21	Sem IV	24	6.5	156
Course 5	2	B	6	12	Total	102		741
Course 6	1.5		F	0		0		CGPA=7.25
Total			17.5		133			
SGPA = 133/17 = 7.60				CGPA = 741/102 = 7.25				

**9.10** For calculations listed in Item 9.6–9.10, performance in failed subjects/courses (securing **F** grade) will also be taken into account, and the credits of such subjects/courses will also be included in the multiplications and summations. However, mandatory courses will not be taken into consideration.

**9.11** For calculations listed in Item 9.6–9.10, performance in failed subjects/courses (securing **F** grade) will also be taken into account, and the credits of such subjects/courses will also be included in the multiplications and summations. However, mandatory courses will not be taken into consideration.

**10. PASSING STANDARDS:**

**10.1** A Student shall be declared ‘**successful**’ or ‘**passed**’ in a semester, only when he gets a SGPA  $\geq 6.00$  and shall be declared ‘**successful**’ or ‘**passed**’ in the entire PGP, only when he/she gets a CGPA  $\geq 6.00$ ; subject to the condition that he secures a GP  $\geq 6$  (B grade or above) in every registered subject/course in each semester for the award of the degree.

**10.2.** After the completion of each semester, a ‘**Grade Card**’ or ‘**Grade Sheet**’ (or **Transcript**) shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, grade earned etc.), credits earned, SGPA, and CGPA.

**11.DECLARATION OF RESULTS:**

**11.1** Computation of SGPA and CGPA are done using the procedure listed in Item Nos. 9.6 to 9.11.

**11.2** For final percentage of marks equivalent to the computed final CGPA, the following formula may be used:

$$\text{Percentage of Marks} = (\text{final CGPA} - 0.5) \times 10$$

## 12. AWARD OF DEGREE

12.1 After a student has satisfied the requirement prescribed for the completion of the program and is eligible for the award of MBA degree, he shall be placed in one of the following Three classes based on CGPA:

Class Awarded	Grade to be Secured	Remarks
Class with Distinction	CGPA	the aggregate marks secured from 102
Class	CGPA $< 7.75$	
Class	CGPA $< 6.75$	

**Note: A student with final CGPA (at the end of the PGP)  $< 6.00$  shall not be eligible for the Award of Degree.**

12.2 **First Class with Distinction** will be awarded to those students who clear all the subjects in single attempt during his/her regular course of study by fulfilling the following conditions:

12.2.1 Should have passed all the subjects/courses in ‘**first appearance**’ within the **First 2 Academic Years** (or 4 sequential semesters) for MBA.

12.2.2 Should have secured a CGPA  $\geq 7.75$  at the end of each of the 4 sequential semesters.

12.2.3 Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason, shall be placed in ‘**First Class with Distinction**’.

12.3 **Award of Medals:** Students fulfilling the conditions listed under item 12.2 alone will be eligible for award of ‘College ranks’ and ‘Medals’.

12.4 **Transcripts:** After successful completion of prerequisite credits for the award of degree a transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee and also as per norms in vogue.

## 13 WITH HOLDING OF RESULTS

If the student has not paid the fee to college at any stage, or has dues pending against his/her name due to any reason whatsoever, or if any case of indiscipline is pending against him/her, the result of the student may be withheld, and he/she will not be allowed to go into the next higher semester. The award or issue of the degree may also be withheld in such cases.

## 14 SUPPLEMENTARY EXAMINATIONS

Supplementary examinations for odd semester subjects will be conducted along with even semester regular examination and vice versa.

## 15 TRANSITORY REGULATIONS

If any candidate is detained due to shortage of attendance in one or more subjects, they are eligible for re-registration to maximum of three earlier or equivalent subjects at a time as and when offered. The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per R21 Academic Regulations.

**Re-Registration for Detained / Discontinued / Re-Admitted Students:** If any student is Detained/Discontinued/Re-Admitted in any subject(s)/semester(s)/year(s) due to shortage of attendance/failure may be permitted to re-register either for the same subject or any equivalent subject as opted by the student or suggested by the Board of Studies of that Department, as and when offered in the subsequent semester(s), with the academic rules & regulations as applicable as the case may be. However, a prior permission from the concerned authorities is necessary subject to Item 3.0.

## 16 STUDENT TRANSFERS

There shall be no transfers from other colleges / streams.

## 17 RULES OF DISCIPLINE

**17.1** Any attempt by any student to influence the teachers, examiners, faculty and staff of controller of examination for undue favors in the exams, and bribing them either for marks or attendance will be treated as malpractice cases and the student can be debarred from the college.

**17.2** When the performance of the student in any subject(s) is cancelled as a punishment for indiscipline, he is awarded zero marks in that subject(s).

**17.3** When the student's answer book is confiscated for any kind of attempt or suspected malpractice, the decision of the Malpractice Prevention Committee would be final.

## 18. MALPRACTICE

**18.1 Malpractice Prevention Committee:** The committee shall examine the student's malpractice and indiscipline cases occurred, while conducting the examinations and recommend appropriate punishment to the (Examination Results Processing Committee)-ERPC after taking explanation from the student and concerned invigilator as per the malpractice rules mentioned below. The committee consists of

- a) Controller of Examinations - Chairman
- b) Addl. Controller of Examinations.- Convener

- c) Subject Expert - Member
- d) Head of the Department of which the student belongs to - Member
- e) The Invigilator concerned – Member

**18.2 Malpractice Rules: Disciplinary Action for Improper Conduct in Examinations**

	<b>Nature of Malpractices / Improper conduct</b>	<b>Punishment</b>
	<i>If the candidate:</i>	
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 candidate 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 Principal.

3.	Impersonates any other candidate inconnection 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 practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining 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. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	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/year. The candidate is also debarred for two consecutive semesters from class work and all 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 the performance in that subject.

6.	<p>Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / 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 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 or any of his relations, 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.</p>	<p>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.</p>
7	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</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/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.</p>

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 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.	Student of the colleges 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. The candidate is also debarred and 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.	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 ERPC for further action to award suitable punishment.	



**19. SCOPE**

- i) The academic regulations should be read as a whole, for the purpose of any interpretation.
- ii) The above mentioned rules and regulations are applicable in general to MBA (Regular) unless and otherwise specific.
- 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.

**20. REVISION AND AMENDMENTS TO REGULATIONS**

The Academic Council may revise or amend the academic regulations, course structure or syllabus at any time, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the academic council authorities.