

# **ACADEMIC REGULATIONS**

For

**Two Year Degree Course**

In

**Master of Business Administration**

**M.B.A (CBCS)**

**(Applicable for the batches admitted from 2021-2022)**



**VIGNANA BHARATHI**®  
Institute of Technology

Counselling Code : **VBIT**

(A UGC Autonomous Institution, Approved by AICTE, Accredited by NBA & NAAC-A Grade, Affiliated to JNTUH)

Aushapur, Ghatkesar, Malkajgiri Medchal District -501 301.

**August, 2021**

**Academic Regulations of MBA (Regular/Full Time) Program under Choice Based Credit System**  
**(CBCS) 2021-22 (R21)**

**(Effective for the students admitted into I-Year from the Academic Year 2021-22 onwards)**

For pursuing two year MBA master degree program of study in Management offered by Vignana Bharathi Institute of Technology under Autonomous status and herein after referred to as VBIT.

**1.0 Post-Graduate Degree Program in Management (PGP in Management)**

Vignana Bharathi Institute of Technology (VBIT) offers **Two Years (Four Semesters)** full- time Master of Business Administration (**MBA**) Degree program under choice based credit system(CBCS)

**2. Eligibility for Admissions**

- 2.0** Admission to the MBA programme shall be made subject to eligibility, qualification prescribed by the University from time to time.
- 2.1** Admission to the post graduate degree programme shall be made on the basis of 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 Telangana State Government (ICET) for MBA programme / an entrance test conducted by JNTUH/ on the basis of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.
- 2.2** The medium of instructions for MBA Programme will be **ENGLISH** only.

**3.0 MBA Programme (PGP in Management) Structure**

- 3.1** The MBA Programme of JNTUH is in Semester pattern, with **Four** Semesters consisting of **Two** academic years, each academic year having **Two** Semesters (First/Odd and Second/Even Semesters). Each Semester shall be of 19 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester.
- 3.2** The student shall not take more than four academic years to fulfil all the academic requirements for the award of MBA degree from the date of commencement of first year first semester, failing which the student shall forfeit the seat in MBA programme.
- 3.3** **UGC/AICTE** specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these PG academic regulations, as listed below:

**3.3.1 Semester Scheme**

Each Semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations. The terms 'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Comprehensive Viva', or 'Project' as the case may be.

### 3.3.2 Credit Courses

All subjects/courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/course in an L: T: P: C (Lecture Periods: Tutorial Periods: Practical Periods: Credits) structure based on the following general pattern:

- One credit for one hour/week/semester for theory/lecture (L) courses
- One credit for two hours/ week/semester for laboratory/ practical (P) courses or tutorials(T)

Other student activities like study tour, guest lecture, conference/workshop participations, technical paper presentations, and identified mandatory courses, if any, will not carry credits.

### 3.3.3 Subject Course Classification

All subjects/courses offered for the MBA Degree Programme is broadly classified as follows. The University has followed in general the guidelines issued by AICTE/UGC.

S.No.	Broad Course Classification	Course Group/ Category	Course Description
1	Core Courses (CoC)	CC- Core Courses	Includes subjects related to the parent discipline / department
		Project Work	MBA Project or PG Project or Major Project
		Seminar / Pre Submission of Project Work /Summer Internship/ Industry Analysis Report	Seminar/Colloquium based on core contents related to parent discipline/department
2	Elective Courses (ELE)	PE - Professional Electives	Includes elective subjects related to the parent discipline/department
		OE - Open Electives	Elective subjects which include inter-disciplinary subjects or subjects in an area outside the parent discipline/department
Total number of Credits			

## 4.0 Course Registration

- 4.1** A 'Faculty Advisor or Counsellor' shall be assigned to each specialization, who will advise on the MBA, its Course Structure and Curriculum, Choice/Option for Subjects/ Courses, based on his competence, progress, pre-requisites and interest.
- 4.2** The Academic Section of the College invites 'Registration Forms' from students within 15 days from the commencement of class work through 'ON-LINE SUBMISSIONS', ensuring

‘DATE and TIME Stamping’ for the first semester and before commencement of semester for all other subsequent semesters. The ON-LINE Registration Requests for any ‘CURRENT SEMESTER’ shall be completed BEFORE the commencement of SEEs (Semester End Examinations) of the ‘PRECEDING SEMESTER’.

- 4.3 A Student can apply for ON-LINE Registration, ONLY AFTER obtaining the ‘WRITTEN APPROVAL’ from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of Department (a copy of it being retained with Head of Department, Faculty Advisor and the Student).
- 4.4 If the Student submits ambiguous choices or multiple options or erroneous entries during ON-LINE 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.
- 4.5 Subject/ Course Options exercised through ON-LINE Registration are final and CANNOT be changed, nor can they be inter-changed; further, alternate choices also will not be considered. However, if the Subject/ Course that has already been listed for Registration by the University in a Semester could not be offered due to unforeseen or unexpected reasons, then the Student will be allowed to have alternate choice either for a new Subject, if it is offered, or for another existing Subject (subject to availability of seats). Such alternate arrangements will be made by the Head of Department, with due notification and time-framed schedule, within the FIRST WEEK from the commencement of Class-work for that Semester.

## 5.0 Attendance Requirements

The programmes are offered on the basis of a unit system with each subject being considered a unit.

- 5.1 Attendance in all classes (Lectures/Laboratories) is compulsory. The minimum required attendance in each theory including the attendance of mid-term examination / Laboratory etc. is 75%. Two periods of attendance for each theory subject shall be considered, if the student appears for the mid-term examination of that subject. A student shall not be permitted to appear for the Semester End Examinations (SEE), if his attendance is less than 75%.
- 5.2 **Condoning of shortage of attendance** (between 65% and 75%) up to a maximum of 10% (considering the days of attendance in sports, games, NCC, NSS activities and Medical grounds) in each subject of a semester shall be granted by the College Academic Committee.
- 5.3 Shortage of Attendance below **65% in any subject shall in no case be condoned.**
- 5.4 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 write 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 offered.
- 5.5 A student fulfils the attendance requirement in the present semester, shall not be eligible for readmission into the same class.
- 5.6 A prescribed fee per subject shall be payable for condoning shortage of attendance.

- 5.7** A Candidate shall put in a minimum required attendance at least **THREE** theory subjects in each semester for promoting to next Semester.

## **6.0 Academic Requirements**

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no. 5. The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks per subject / course (theory / laboratory), on the basis of Internal Evaluation and Semester End Examination.

- 6.1** 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% of marks (28 out of 70 marks) in the End Semester Examination, and a minimum of 50% of marks in the sum total of CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of Letter Grades and this implies securing 'B' Grade or above in a subject.
- 6.2** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to a subject/ course, if he secures not less than 50% of the total marks. The student is deemed to have failed, if he (i) does not attend the comprehensive viva-voce as per the schedule given or (ii) does not submit a report on summer internship, or does not make a presentation of the same before the evaluation committee as per schedule, in such a case, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2.
- 6.3** A student shall register for all subjects for total of 106 credits as specified and listed in the course structure for the chosen specialization, put in the required attendance and fulfil the academic requirements for securing 106 credits obtaining a minimum of 'B' Grade or above in each subject, and all 106 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 PGP) = **6.0**, to complete the PGP successfully.

**Note: (1) The SGPA will be computed and printed on the marks memo only if the candidate passes in all the subjects offered and gets 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**

- 6.4** Marks and Letter Grades obtained in all those subjects covering the above specified 106 credits alone shall be considered for the calculation of final CGPA, which will be indicated in the Grade Card /Marks Memo of second year second semester.
- 6.5** If a student registers for extra subject(s) (in the parent department or other departments/ branches of Engineering) other than those listed subjects totalling to 106 credits as specified in the course structure, the performance in extra subject(s) (although evaluated and graded using the same procedure as that of the required 106 credits) will not be taken into account while calculating the SGPA and CGPA. For such extra subject(s) registered, percentage of marks and Letter Grade alone will be indicated in the Grade Card/Marks Memo, as a performance measure, subject to completion of the attendance and academic requirements

as stated in items 5 and 6.1 -6.3.

- 6.6** When a student is detained due to 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.
- 6.7** 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 Internal Marks assessed earlier for that subject will be carried over, and added to the marks secured in the supplementary examination, for the purpose of evaluating his performance in that subject.
- 6.8** A Student who fails to earn **106** 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 MBA programme and his admission **shall stand cancelled**.

#### **7.0 Evaluation - Distribution and Weightage of Marks**

The performance of a student in each semester shall be evaluated subject- wise (irrespective of credits assigned) for a maximum of 100 marks. The MBA project work (main project viva voce) will also be evaluated for 100marks.

- 7.1** 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). For theory subjects, during a semester, there shall be two mid-term examinations. The Continuous Internal Evaluation shall be made based on the average of the marks secured in the two Mid-Term Examinations conducted, first Mid-Term examinations in the middle of the Semester and second Mid-Term examinations during the last week of instruction. Each mid-term examination consists of descriptive paper & participatory learning activity. Out of 30 CIE marks, 10 marks are allotted for participatory learning activity and the remaining 20 marks are based on the average of two tests (weightage for each test is 20 marks). Each Mid-Term Examination shall be conducted for a total duration of 90 minutes. The question paper for mid-term examination will be in two parts, Part-A and Part-B.  
Part A is compulsory and carries Eight (08) marks (4 short notes for 2 marks each).  
Part-B carries Twelve (12) marks (student has to answer Three out of Five questions), each carries 4 marks.  
The test shall be conducted as per the schedule prescribed by the college. If any student is absent from any subject of a mid-term examination, re-examination will be conducted for the students with genuine reasons after approval by Head of the respective department and Head of the institution.

#### **Participatory Learning Activity (PLA):**

Students can learn the subject by various participatory methods. These methods form the base for internal assessment of the students. Assessment will be done based on quality participation of

students in the learning method of respective subject. Teacher and student can mutually decide one of the following methods for assessment:

- Innovative Technical presentations
- Group Activity
- Case Study Analysis
- Micro Project
- Participation in Professional Society Activities
- Organising technical activities
- Industrial visit or expert interview report (Industrial Analysis Report)
- Idea presentation/Quiz competition
- Innovative assignment

The following procedure is to be followed for internal evaluation as given in the below table

Item	Proposed Marks
<b>a) Part – A of Mid Test</b> Average of two tests (weightage for each test is 20 marks)	20 marks
<b>b) Part – B of Participatory learning method of respective subject</b>	10 Marks
<b>Total Marks</b>	<b>30 Marks</b>

The faculty can choose any other two Participatory learning methods depend on the nature of the subject with the prior approval of the Head of the department.

- 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 compulsory and consists of 5 questions, one from each unit and carrying 4 marks each.

Part B consists of 5 questions carrying 10 marks each.

There will be two questions from each unit and only one should be answered.

- 7.2 For practical subjects, 70 marks shall be awarded for performance in the Semester End Examinations and 30 marks shall be awarded for day-to-day performance as Internal Marks. For conducting laboratory end examinations, one internal examiner and one external examiner are to be appointed by the Principal of the College and this is to be informed to the Director of Evaluation within two weeks, before commencement of the lab end examinations. The external examiner should be selected from outside the College concerned but within the cluster. No external examiner should be appointed from any other College in the same cluster/any other cluster which is run by the same Management. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2.

### **Pattern of Evaluation for Lab Subjects (100 marks)**

It is decided to offer Statistical Data Analysis lab subject and Business Communication lab for MBA courses in I semester. For practical subjects there shall be a continuous evaluation during the semester for 30 sessional marks and 70 marks for end examination.

#### **Statistical Data Analysis lab-Assessment of internal marks (30 marks) will be as follows:**

1. Day-to-Day Work	- 05marks
2. Final Record and viva	- 05 marks
3. Average of two tests including viva	- 10 marks
4. Lab based project report and viva	- 05 marks
5. Lab Project demo	- 05 marks
<b>Total</b>	<b>- 30 marks</b>

#### **Statistical Data Analysis lab -Pattern of end examinations:**

The end examination in each lab subject will be for 70 marks. The conduct of the end examination shall be as follows by the team consisting of an external examiner and an internal examiner appointed by the Chief Superintendent of Examinations of the college. The marks are distributed as follows:

1. Procedure of experiment and calculation	- 10 marks
2. Conduct of experiment, observation, calculation	- 20 marks
3. Results including graphs, discussions and conclusion	- 20 marks
4. Viva voce and record	- 20 marks
<b>Total</b>	<b>- 70 marks</b>

#### **Business Communication lab-Assessment of internal marks (30 marks) will be as follows:**

1. Day-to-Day Work	- 05marks
2. Final Record and viva	- 05 marks
3. Average of two tests including viva	- 10 marks
4. Lab based project report and viva	- 05 marks
5. Lab Project demo	- 05 marks
<b>Total</b>	<b>- 30 marks</b>

#### **Business Communication lab -Pattern of end examinations:**

The end examination in each lab subject will be for 70 marks. The conduct of the end examination shall be as follows by the team consisting of an external examiner and an internal examiner appointed by the Chief Superintendent of Examinations of the college. The marks are distributed as follows:

1. Procedure of Activity and Description	- 10 marks
2. Conduct of Activity and observation	- 20 marks
3. Feedback and Results	- 20 marks
4. Viva voce and record	- 20 marks
<b>Total</b>	<b>- 70 marks</b>



- 7.3** Industry Analysis Report has to be submitted to the department after approval by the concerned supervisor or mentor and the Head of the department. Report is evaluated for 100 marks. Industry Analysis Report has to be submitted to the department after approval by the concerned supervisor/mentor and the Head of the department. The report has to be evaluated during I Year II Semester along with **II Mid-term Examinations**. The Head, Supervisor/mentor and a senior faculty of the department should evaluate Industry Analysis Report. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item3.2.

**The format for evaluation of seminar is as follows:**

Selection of topic, literature survey	10 marks
Final report and viva	10 marks
Level of content	15 marks
Presentation	20 marks
Discussion& Involvement	15 marks
Class notes	15 marks
Attendance	15 marks
Total	100 Marks

- 7.4** Summer internship Report is evaluated for 100 marks. Duration of the Summer Internship is 8 weeks. Students should start Summer Internship **during Summer vacation (after Semester –II)** and complete the same by II Year I Semester. The report has to be evaluated during II Year I Semester along with **II Mid-term Examinations**. The Head, Supervisor/mentor and a senior faculty of the department should evaluate Summer Internship. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item3.2.

**The format for evaluation of seminar is as follows:**

Selection of topic, literature survey	10 marks
Review by the guide	
Final report and viva	10 marks
Level of content	15 marks
Presentation	20 marks
Discussion& Involvement	15 marks
Class notes	15 marks
Attendance	15 marks
Total	100 Marks

## 7.5 Seminar for MBA courses:

The distribution of marks for seminar for MBA course for various semesters are as stated below

Year	Semester	Subject	Credits	Internal marks	External marks
II	I	Leadership/ Entrepreneurship Seminar	2	100	-

There shall be Leadership seminar and Entrepreneurship Seminar during II year I semester.

For seminar, a student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the Department in a report form and shall make an oral presentation before the Departmental Committee, which shall consist of the Head of the Department, a senior Faculty Member and the Supervisor and will jointly evaluate the report and presentation. For each Seminar there will be only internal evaluation of 100 marks. A candidate has to secure a minimum of 50% to be declared successful.

### The format for evaluation of seminar is as follows:

Selection of topic, literature survey	10 marks
Review by the guide	
Final report and viva	10 marks
Level of content	15 marks
Presentation	20 marks
Discussion& Involvement	15 marks
Class notes	15 marks
Attendance	15 marks
Total	100 Marks

- 7.6 Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.
- 7.7 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 Departments offering the MBA programme.

- 7.8** Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement in all the subjects, both theory and practical's up to II Year I Semester.
- 7.9** After satisfying 7.7, a candidate has to present pre submission of project work during II year II semester. For pre submission 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 Work Review Committee (PRC) for approval within two weeks from the commencement of Second year Second Semester. Only after obtaining the approval of the PRC can the student initiate the Project work. For pre submission of project work there will be only internal evaluation for 100 marks. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate the work for the other 50 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2. Pre-submission project seminar has to be conducted along with 1st and 2nd mid-term examination
- 7.10** If a candidate wishes to change his supervisor or topic of the project, he can do so with the approval of the PRC. However, the PRC shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case maybe.
- 7.11** A candidate is permitted to submit project thesis with the approval of PRC not earlier than 16 weeks from the date of commencement of fourth semester. For the approval of PRC the candidate shall submit the draft copy of thesis to the Head of the Department and make an oral presentation before the PRC during the Pre-submission project seminar at 2nd mid-term examinations.
- 7.12** After approval from the PRC, a soft copy of the thesis should be submitted for ANTI-PLAGIARISM check and the plagiarism report should be submitted to the University and be included in the final thesis. The Thesis will be accepted for submission, if the similarity index is less than **30%**. 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 thesis after plagiarism check is limited to TWO. The candidate has to register for the Project work and work for **one semester**. After three attempts, the admission is liable to be cancelled. The college authorities are advised to make plagiarism check of every soft copy of theses before submissions.
- 7.13** The thesis shall be adjudicated by an external examiner selected by the Principal. For this, the Head of the Department of the College/School/Institute shall submit a panel of **three** examiners from among the list of experts in the relevant specialization
- 7.14** If the report of the external examiner is unsatisfactory, the candidate shall revise and resubmit the Thesis. If the report of the examiner is unsatisfactory again, the thesis shall be summarily rejected. Subsequent actions for such dissertations may be considered, only on the specific recommendations of the external examiner and /or Project work Review Committee. No further correspondence in this matter will be entertained, if there is no specific

recommendation for resubmission.

- 7.15** If the project evaluation report of the internal examiner is satisfactory, the Head of the Department shall coordinate and make arrangements for the conduct of Main Project Viva - Voce examination. The Main Project Viva-Voce examination will be evaluated for 100 marks. The Main Project Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who adjudicated the Thesis. The candidate has to secure a minimum of 50% of marks in Main Project Viva-Voce examination. For Main Project Viva – Voce examination one external examiner shall be allotted for a group of 20 students. The Main Project Viva-Voce examination shall be conducted within one week after completion of the fourth semester end examinations.

**The Internal evaluation format for Project Work is as follows:**

Selection of topic	10 marks
Review of literature	10 marks
Level of content	15 marks
Presentation- I	20 marks
Discussion & Involvement	15 marks
Presentation - II	20 marks
Final report and viva	10 marks
<b>Total ( Internal)</b>	<b>100 Marks</b>

**The External evaluation format for Project Work is as follows:**

Final Project Report	50 marks
Presentation of Project	25 marks
Viva-Voce	25 marks
<b>Total ( External)</b>	<b>100 Marks</b>
<b>Grand Total (Internal + External)</b>	<b>200 Marks</b>

- 7.16** If he fails to fulfil the requirements as specified in 7.15, he will reappear for the Main Project Viva-Voce examination only after three months. In the reappeared examination also, if he fails to fulfil the requirements, he will not be eligible for the award of the degree, unless he is asked to revise and resubmit his project work by the board within a specified time period (within **four** years from the date of commencement of his first year first semester).
- 7.17** Three copies of the Project Thesis certified by the supervisor shall be submitted to the College/School/Institute.

## 8.0 Re-Admission/Re-Registration

### 8.1 Re-Admission for Discontinued Student

A student, who has discontinued the MBA degree programme due to any reason whatsoever, may be considered for '**readmission**' into the same degree programme (with the same specialization) with the academic regulations of the batch into which he gets readmitted, with prior permission from the authorities concerned, subject to item 6.6.

**8.2** If a student is detained in a subject (s) due to shortage of attendance in any semester, he may be permitted to **re-register** for the same subject(s) in the same category (core or elective group) or equivalent subject, if the same subject is not available, as suggested by the Board of Studies of that department, as and when offered in the subsequent semester(s), with the academic regulations of the batch into which he seeks re-registration, with prior permission from the authorities concerned, subject to item 3.2.

**8.3** A candidate shall be given one chance to re-register for a maximum of two subjects, if the internal marks secured by a candidate are less than 50% and failed in those subjects. A candidate must re-register for failed subjects within four weeks of commencement of the class work and secure the required minimum attendance. In the event of the student taking this chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks obtained in the previous attempt stand cancelled.

## 9.0 Examinations and Assessment - The Grading System

**9.1** Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practicals, or Seminar, or Project, etc., based on the % of marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 7 above, and 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:

% of Marks Secured in a subject/Course (Class Intervals)	Letter Grade (UGC Guidelines)	Grade Points
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A <sup>+</sup> (Excellent)	9
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A (Very Good)	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B <sup>+</sup> (Good)	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B (above Average)	6
Below 50% ( $< 50\%$ )	F (FAIL)	0
<b>Absent</b>	<b>Ab</b>	<b>0</b>

**9.3** A student obtaining F Grade in any Subject is deemed to have 'failed' and is required to reappear as 'Supplementary Candidate' for the Semester End Examination (SEE), as and when conducted. In such cases, his Internal Marks (CIE Marks) in those subjects will remain as obtained earlier.

- 9.4** If a student has not appeared for the examinations, 'Ab' Grade will be allocated to him for any subject and shall be considered 'failed' and will be required to reappear as 'Supplementary Candidate' for the Semester End Examination (SEE), as and when conducted.
- 9.5** A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- 9.6** 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'.
- 9.7** A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him 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

- 9.8** The student passes the Subject/ Course only when he **gets GP = 6 (B Grade or above)**.
- 9.9** The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points (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 Decimal Places. SGPA is thus computed as

$$\text{SGPA} = \{\sum_{i=1}^N C_i G_i\} / \{\sum_{j=1}^N C_j\} \dots \text{For each Semester,}$$

where 'i' is the Subject indicator index (taking 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.

- 9.10** The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio 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 Second Semester onwards, at the end of each Semester, as per the formula

$$\text{CGPA} = \{\sum_{j=1}^M C_j G_j\} / \{\sum_{j=1}^M C_j\} \dots \text{for all S Semesters registered}$$

(i.e., up to and inclusive of S Semesters, S=2),

where 'M' is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has 'REGISTERED' for from the 1<sup>st</sup> Semester onwards up to and inclusive of the Semester S ( obviously  $M > N$  ), 'j' is the Subject indicator index (taking into account all Subjects from 1 to S Semesters),  $C$  is the no. of Credits allotted to the  $j^{\text{th}}$  Subject, and  $G$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $j^{\text{th}}$  Subject. After registration and completion of I Year I Semester however, the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

### Illustration of calculation of SGPA

Course/Subject	Credits	Letter Grade	Grade points	Credit Points
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	O	10	$4 \times 10 = 40$
Course 3	4	B	6	$4 \times 6 = 24$
Course 4	3	B	6	$3 \times 6 = 18$
Course 5	3	A+	9	$3 \times 9 = 27$
Course 6	3	B	6	$3 \times 6 = 18$
<b>Total</b>	<b>21</b>			<b>159</b>

$$\text{SGPA} = 159/21 = 7.57$$

### Illustration of calculation of CGPA

Semester	Credits	SGPA	Credits * SGPA
Semester I	27	7	$27 \times 7 = 189$
Semester II	29	6	$29 \times 6 = 174$
Semester III	28	6.5	$28 \times 6.5 = 182$
Semester IV	22	6	$22 \times 6 = 132$
<b>Total</b>	<b>106</b>		<b>677</b>

$$\text{CGPA} = 677/106 = 6.38$$

## **10.0 Award of Degree and Class**

- 10.1** If a student who registers for all the specified Subjects/ Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire PG Programme (PGP), and secures the required number of **106 Credits** (with CGPA  $\geq 6.0$ ), shall be declared to have 'QUALIFIED' for the award of the MBA Degree that he was admitted into.

## **10.2 Award of Class**

After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First Class with Distinction	$\geq 7.75$
First Class	$6.75 \leq \text{CGPA} < 7.75$
Second Class	$6.00 \leq \text{CGPA} < 6.75$

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

### **11.0 Withholding of Results**

If the student has not paid the dues, if any, to the University or if any case of indiscipline is pending against him, the result and degree of the student will be withheld and he will not be allowed into the next semester.

### **12.0 Transitory Regulations**

**12.0** Candidate detained due to shortage of attendance in one or more subjects is eligible for re-registration of maximum of two earlier or equivalent subjects at a time as and when offered.

**12.1** The candidate who fails in any subject under R21 regulations will be given two chances to pass the same subject in the same regulations; otherwise, he has to identify an equivalent subject and fulfil the academic requirements of that subject as per R21 Academic Regulations.

**12.2** If a student readmitted to R21 Regulations, has any subject with 80% of syllabus common with his/her previous regulations, that particular subject in R21 regulations will be substituted by another subject to be suggested by the university.

### **13.0 General**

**13.1 Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**13.2 Credit Point:** It is the product of grade point and number of credits for a course.

**13.3** Wherever the words “he”, “him”, “his”, occur in the regulations, they shall include “she”, “her”.

**13.4** The academic regulation should be read as a whole for the purpose of any interpretation.

**13.5** In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the University is final.

**13.6** The University may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the College.

### **13.7 Audit Courses (Non-Credit Courses):**

## **Massive Open Online Courses (MOOCS) through NPTEL SWAYAM PLATFORM**

To meet the global requirements by providing greater flexibility to choose a variety of courses to inculcate the habit of self-learning, in compliance with the UGC guidelines, Massive Open Online Courses (**MOOCs**) shall be provided during the period of study.



Concerned departments shall declare the list of the courses that a student can pursue at the beginning of the semester. Students interested in pursuing MOOCs shall register the course at their department at the beginning of the semester against the courses that are announced by the department. Course progress shall be monitored by the course coordinator of the department.

The grade equivalency for MOOCs courses shall be decided by the respective Board of Studies (BoS) and is to be approved Chairman of the college academic council.

All the courses designated as AUDIT COURSE is a compulsory requirement for all students for the award of degree. These courses carry no credits. However, a pass in each such course during the program shall be a necessary requirement for the student to qualify for the award of degree. Its result shall be declared in letter Grades.

<b>Letter Grade</b>	<b>% age of marks secured</b>
<b>O(Outstanding)</b>	<b>90% and above ( <math>\geq 90\%</math> , <math>\leq 100\%</math> )</b>
<b>A+ (Excellent)</b>	<b>Below 90% but not less than 80% ( <math>\geq 80\%</math> , <math>&lt; 90\%</math> )</b>
<b>A (Very Good)</b>	<b>Below 80% but not less than 70% ( <math>\geq 70\%</math> , <math>&lt; 80\%</math> )</b>
<b>B+(Good)</b>	<b>Below 70% but not less than 60% ( <math>\geq 60\%</math> , <math>&lt; 70\%</math> )</b>
<b>B (Pass)</b>	<b>Below 60% but not less than 50% ( <math>\geq 50\%</math> , <math>&lt; 60\%</math> )</b>
<b>C (Pass)</b>	<b>Below 50% but not less than 40% ( <math>\geq 40\%</math> , <math>&lt; 50\%</math> )</b>
<b>F (FAIL)</b>	<b>Below 40% ( <math>&lt; 40\%</math> )</b>

- 13.8** Students should register with any of the courses of their choice listed in Online web portal <http://nptel.ac.in>, a Largest online repository in the world of courses in engineering, basic sciences and selected humanities and social sciences subjects. The objective of enabling students obtain certificates for courses is to make students employable in the industry or pursue a suitable higher education programme.

- 13.9** Through this online portal, 4, 8, or 12 week online courses, typically on topics relevant to students in all years of higher education along with basic core courses in sciences and humanities with exposure to relevant tools and technologies, are being offered. The enrolment to and learning from these courses involves no cost. Following these online courses, an in- person, proctored certification exam will be conducted and a certificate is provided through the participating institutions and industry, when applicable.
- 13.10** Final score=25% assignment score + 75% exam score. A learner will pass and be certified only if Average assignment score (out of 100) $\geq$ 40 AND Final exam score(outof100) $\geq$ 40. E-verifiable certificates are made available on [nptel.ac.in/noc](http://nptel.ac.in/noc) only e-certificates will be published.

**MALPRACTICE RULES**  
**DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS**

<b>S.No</b>	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	If the candidate:	
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 to 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 to 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 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 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 the performance in that subject.
6.	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	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.

	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.	
7.	Leaves the exam hall taking away answer script or intentionally tears of 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/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 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 University for further action to award suitable punishment.	

**Malpractices identified by squad or special invigilators:**

1. Punishments to the candidates as per the above guidelines.
  2. Punishment for institutions: (if the squad reports that the college is also involved in encouraging malpractices)
    - (i) A show cause notice shall be issued to the college.
    - (ii) Impose a suitable fine on the college.
    - (iii) Shifting the examination centre from the college to another college for a specific period of not less than one year
- 14.** Examination setup, systems, question paper preparation, conducting examinations, valuations, results display/announcement, student grievances redressal mechanism is same as B. Tech programme

\*\*\*\* END OF REGULATIONS \*\*\*\*