

ACADEMIC REGULATIONS

MASTER OF BUSINESS ADMINISTRATION

(Applicable for the batch admitted from 2019-20)



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY:
KAKINADA
KAKINADA-533003, Andhra Pradesh (India)**

ACADEMIC REGULATIONS

Applicable for the students of MBA from the Academic Year 2019-20.

1. Duration of the Program

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

2. Minimum Instruction Days

Each semester consists of a minimum of ninety instruction days.

3. Program Credits

MBA program is designed to have a total of 104 credits and the student shall have to complete the two year course work and earn all 104 credits for the award of MBA Degree.

4. Attendance Regulations

A student shall be eligible to write University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects/courses, and with minimum 50% in each and every course including practicals.

- 4.1 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester shall be granted by the College Academic Committee.
- 4.2 Shortage of Attendance **below** 65% in aggregate shall not be condoned and not eligible to write their end semester examination of that class.
- 4.3 Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- 4.4 A prescribed fee shall be payable towards condonation of shortage of attendance.
- 4.5 A student shall not be promoted to the next semester unless, he satisfies the attendance requirement of the present semester, as applicable. They may seek re-admission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for re-admission into the same class.

5. Examinations and Scheme of Evaluation

Theory Courses

Each theory course shall be evaluated for a total of 100 marks, consisting of 25 marks for internal assessment and 75 marks for end semester examination.

Internal Assessment

- i) 25 marks for internal assessment, 10 marks are for seminar / presentation and 15 marks are based on **average** of two mid-term examinations.
- ii) 10 marks for presentation (5 marks are for report content and 5 marks are for presentation).
- iii) Each mid-term examination is conducted for 15 marks with one and half hours (90mins) duration. Each mid-term examination consists of three questions, each for 5 marks. All the questions need to be answered.
- iv) The final marks are the sum of average of two mid-term examinations for 15 marks and 10 Marks for presentation.

External Assessment

The semester end examination shall be conducted for a duration of three hours with 5 questions and one case study which is compulsory. All questions are to be answered and for each question has “**either or**” option except case study. All 5 questions carries 12 marks each and case study carries 15 marks, total becomes 75 marks.

Laboratory Course

- i) For practical subjects the distribution shall be 20 marks for Internal Evaluation and 30 marks for the end semester examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 20 internal marks. Out of 20 marks for internal, 10 marks shall be for day-to-day performance (5 marks for day-to-day evaluation and 5 marks for Record) and 10marks shall be evaluated by conducting an internal test conducted at the end of semester.

- ii) End semester laboratory examination shall be conducted for 30 marks with two Examiners, one of them being the Laboratory Class Teacher or teacher of the respective college and the second examiner shall be appointed by the University from the panel of examiners submitted by the respective college, with a break-up marks of Procedure-5, Experimentation-15, Results-5, Viva-voce-5.

Comprehensive Viva-Voce

Comprehensive Viva-Voce examination is conducted in all the subjects of four semesters of the course for 50 marks (internal evaluation only) at the end of fourth semester by a committee consisting of **two** senior faculty members of the department along with HOD.

Project Work

- i) The final project work shall be carried out during the 3rd semester and will be evaluated for 100 marks.
- ii) Out of 100 marks, 50 marks shall be for dissertation and 50 marks for the project Viva-Voce. Both are evaluated by the Board of Evaluators (BOE). BOE, which comprises of External Examiner appointed/nominated by the University, Head of the Department and Internal project guide.
- iii) Each student shall give one internal seminar (pre talk) on the topic of his/her project as a prerequisite for submission of the final project report. He needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.

(a) Eligibility for Award of MBA Degree

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

- (b) Pursued a course of study for not less than two academic years and not more than four academic years.
- (c) Registered for **104** credits and secured **104** credits.
- (d) Students, who fail to complete their Two years Course of study within Four years or fail to acquire the **104** Credits for the award of the degree within four academic years from the year of their

admission shall **forfeit** their seat in MBA course and their admission shall stands cancelled.

6. Criteria for Passing a Course and Award of Grades

A) Criteria for Passing a Course

- i) A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the End semester Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- ii) A candidate shall be declared to have passed in comprehensive viva-voce, if he secures a minimum of 50% marks.
- iii) In case the candidate does not secure the minimum academic requirement in any subject (as specified in i & ii above) he has to re-appear for the End semester Examination in that subject. A candidate shall be given **one** chance to re-register for each subject provided the internal marks secured by a candidate **are less than 50% and has failed in the end examination.** In such a case, the candidate must re-register for the subject(s) and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the end examination in those subject(s). In the event of the student taking another chance, his internal marks and end examination marks obtained in the previous attempt shall **stands cancelled.** For re-registration the candidates have to apply to the University through the college by paying the requisite fees and get approval from the University before the start of the semester in which the re-registration is required.

B) Method of Awarding Letter Grade and Grade Points for a Course

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

7. Cumulative Grade Point Average (CGPA)

| Marks Range Theory / Project Work (Max – 100) | Marks Range Laboratory/ Comprehensive Viva- Voce (Max – 50) | Letter Grade | Level | Grade Point |
|--|---|-----------------|--------------|----------------|
| ≥ 90 | ≥ 45 | O | Outstanding | 10 |
| ≥80 to <90 | ≥40 to <45 | S | Excellent | 9 |
| ≥70 to <80 | ≥35 to <40 | A | Very Good | 8 |
| ≥60 to <70 | ≥30 to <35 | B | Good | 7 |
| ≥50 to <60 | ≥25 to <30 | C | Fair | 6 |
| ≥40 to <50 | ≥20 to <25 | D | Satisfactory | 5 |
| <40 | <20 | F | Fail | 0 |
| | | | Absent | 0 |

8. Computation of SGPA

- The following procedure is to be adopted to compute the Semester Grade Point Average(SGPA) and Cumulative Grade Point Average(CGPA):
- The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e
- **SGPA (Si) = $\sum (C_i \times G_i) / \sum C_i$**
- Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

Computation of CGPA

- The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a Programme, i.e.
- **CGPA = $\sum (C_i \times S_i) / \sum C_i$**
- Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- Equivalent Percentage = (CGPA – 0.75) x 10

9. AWARD OF DEGREE AND CLASS

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of M. Tech. Degree he shall be placed in one of the following four classes:

| Class Awarded | CGPA to be secured | |
|------------------------------|---------------------------|---|
| First Class with Distinction | ≥ 7.75 | From the CGPA secured from 68 Credits. |
| First Class | ≥ 6.75 | |
| Second Class | ≥ 5.75 to < 6.75 | |
| Pass Class | ≥ 4.75 to < 5.75 | |

The Grades secured, Grade points and Credits obtained will be shown separately in the memorandum of marks.

1. WITHHOLDING OF RESULTS

If the student is involved in indiscipline/malpractices/court cases, the result of the student will be withheld.

2. **Supplementary Examinations**

i) Supplementary examinations will be conducted twice in a year at the end of odd and even semesters as per the University norms & Regulations.

ii) **Advanced Supplementary Examinations:**

Candidate(s), who failed in theory / comprehensive Viva-Voce / project work courses in 4th semester can appear for advanced supplementary examination may be conducted as per the University norms & Regulations.

3. **Revaluation**

As per the norms of the University.

10. TRANSITORY REGULATIONS (for R19)

- 10.1 Discontinued or detained candidates are eligible for re-admission into same or equivalent subjects at a time as and when offered.
- 10.2 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 R16 academic regulations.

11. GENERAL

- 11.1 Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- 11.2 The academic regulation should be read as a whole for the purpose of any interpretation.
- 11.3 In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 11.4 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 University.

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

| | Nature of Malpractices/Improper conduct | Punishment |
|-----------|--|---|
| | <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, | Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate |

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| | <p>palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.</p> | <p>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.</p> <p>The Hall Ticket of the candidate is to be cancelled and sent to the University.</p> |
| <p>3.</p> | <p>Impersonates any other candidate in connection with the examination.</p> | <p>The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for 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.</p> |

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| 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 | 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. |

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| <p>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 outsiders, they will be handed over to the police and a police case is registered against them.</p> |
| <p>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.</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</p> |

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| | | 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. |

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| 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

