



PARVATHAREDDY BABUL REDDY

VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Affiliated to JNTUA, Anantapuramu)

KAVALI

ACADEMIC REGULATIONS (R-21)

for

MBA (REGULAR-FULL TIME)

(Effective for the batches admitted from the Academic Year 2021-22 onwards)

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Regulations for Two-Year Master of Business Administration (MBA) Degree program for the batches admitted from the academic year 2021-2022:

PBRVITS shall confer M.B.A Post Graduate degree to candidates who are admitted to the Master of Business Administration Programs and fulfill all the requirements for the award of the degree.

1. ELIGIBILITY FOR ADMISSIONS

Admission to the above programmes shall be made subject to the eligibility, qualifications and specialization prescribed by the University for each programme, from time to time.

Admissions shall be made either on the basis of merit rank obtained by the qualified candidates at an Entrance Test conducted by the College or on the basis of GATE/PGECET score, subject to reservations prescribed by the University or Government policies from time to time.

2. COURSE WORK

- 2.1 A Candidate after securing admission must pursue the M.B.A. course of study for Four semesters duration.
- 2.2 Each semester shall be of 20 weeks duration including all examinations.
- 2.3 A candidate admitted to a programme should complete it within a period equal to twice the prescribed duration of the programme from the date of admission.

3. ATTENDANCE

- 3.1 A candidate shall be deemed to have eligibility to write end semester examinations if he has put in at least 75% of attendance on cumulative basis of all subjects/courses in the semester and 50% of minimum attendance should be maintained in each subject.
- 3.2 Condonation of shortage of attendance up to 10% i.e., from 65% and above and less than 75% may be given by the college on the recommendation of the Principal.
- 3.3 Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representation by the candidate with supporting evidence.
- 3.4 If the candidate does not satisfy the attendance requirement, he/she is detained for want of attendance and shall reregister for that semester. He/she shall not be promoted to the next semester.

4. EVALUATION

The performance of the candidate in each semester program shall be evaluated subject wise, with a maximum of 100 marks for theory and 100 marks for practical examination, on the basis of Internal Evaluation and End Examination.

- 4.1. For the theory subjects 60% of the marks will be for the External End Examination and 40% of the marks will be for Internal Evaluation
- 4.2. There shall be five units in each of the theory subjects.
- 4.3. Two midterm Examinations shall be held during the semester. First midterm examination shall be conducted for I, II and half of III unit syllabus and second midterm examination shall be conducted for the remaining syllabus. In each mid examination a student shall answer all three questions in 2 hours of time without seeking any choice. Final internal marks for a total of 40 marks shall be arrived at by considering the marks secured by the students in both mid examinations with 80% weightage to the better mid exam and 20% to the other.

- 4.4. The Following pattern shall be followed to the end examination
 - a. Five questions shall be set from each of the five units with either/or type for 10 Marks each and 6th question shall be the case study for 10 marks.
 - b. All the questions have to be answered compulsorily.
 - c. Each question may consist of one, two or more bits.
- 4.5. For practical subjects, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day to day performance.
- 4.6. For Seminar there will be an internal evaluation of 50 marks. A candidate has to secure a minimum of 50% to be declared successful. The assessment will be made by a board consisting of HOD and two internal experts at the end of the semester instruction.
- 4.7. Out of a total of 200 marks for the project work, 80 marks shall be for Internal Evaluation and 120 marks for the End Semester Examination. The End Semester Examination (viva-voce) shall be conducted by an External examiner nominated by the college, HOD & Supervisor as a committee. The evaluation of project work shall be conducted at the end of the IV semester.
- 4.8. 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 Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- 4.9. In case the candidate does not secure the minimum academic requirement in any subject(as specified in 4.8) he has to reappear for the Semester Examination either supplementary or regular in that subject, or repeat the course when next offered or do any other specified subject as may be required.

5. RE-REGISTRATION FOR IMPROVEMENT OF INTERNAL EVALUATION MARKS

Following are the conditions to avail the benefit of improvement of internal evaluation marks.

- 5.1 The candidate should have completed the course work for all four semesters pending Project work submission.
- 5.2 He should have passed all the subjects for which the Internal evaluation marks secured are more than 50%.
- 5.3 Out of the subjects the candidate has failed in the examinations due to Internal evaluation marks secured being less than 50%, the candidate shall be given one chance for each Theory subject and for a maximum of **three** Theory subjects for Improvement of Internal evaluation marks.
- 5.4 The candidate has to re-register for the chosen subjects and fulfill the academic requirements.
- 5.5 For each subject, the candidate has to pay a fee equivalent to one third of the semester tuition fee along with the requisition through the Principal of the college.
- 5.6 In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered subjects stand cancelled.

6. HV & PE

- 6.1 Institution intends to introduce Human Value & Professional Ethics subject in III semester of MBA programme.

- 6.2 The performance of candidate will be evaluated internally for 40 marks and there will be no external evaluation.
- 6.3 A candidate has to secure minimum of 50% marks to be declared as pass.
- 6.4 If a candidate fails to secure 50% marks, his/ her degree will not be awarded at the end of the programme.
- 6.5 No credits for HV&PE shall be awarded to the students.

7. CONDUCT OF PROJECT WORK

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the college/ institute.

- 7.1 Registration of Project work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I , II and III Sem)
- 7.2 An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work.
- 7.3 The work on the project shall be initiated immediately after II semester and continued in the final semester. The candidate can submit Project thesis with the approval of I.D.C. at the end of the IV semester Instruction as per the schedule. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution.
- 7.4 The student must submit status report at least in two different phases during the project work period. These reports must be approved by the I.D.C before submission of the Project Report.
- 7.5 The viva-voce examination may be conducted for all the candidates as per the IV semester examination schedule.
- 7.6 Three copies of the Thesis / Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the HOD. One copy is to be forwarded to the college and one copy to be sent to the examiner.
- 7.7 The department shall submit a panel of three experts for a maximum of every 20 students. However, the viva voce examiners will be nominated by the college.

8. GRADING

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Letter Grade	Marks Range	Grade Point
S	91-100	10
A	81-90	9
B	70-80	8
C	60-69	7
D	55-59	6
E	50-54	5
F	<50	0
Absent	Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear for that subject when the next supplementary examination offered.

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The Semester Grade Point Average (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.

$$SGPA = \frac{\sum_{i=1}^n (C_i \times G_i)}{\sum_{i=1}^n C_i}$$

Where, C_i is the number of credits of the i^{th} subject, G_i is the grade point scored by the student in the i^{th} course and n is the no. of subjects.

The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \frac{\sum_{i=1}^n (C_i \times S_i)}{\sum_{i=1}^n C_i}$$

Where ' S_i ' is the SGPA of the i^{th} semester, C_i is the total number of credits in that semester and n is the no. of semesters.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters as mentioned in the above table.

9. AWARD OF DEGREE AND CLASS

A candidate shall be eligible for the award of respective degree if he/she satisfies the minimum academic requirements in every subject and secures 'satisfactory' or higher-grade report on his/her thesis/dissertation and viva-voce. Based on overall percentage of marks obtained, the following class is awarded.

Class Awarded	CGPA Secured
First class with Distinction	≥ 8
First class	≥ 7 and < 8
Second class	≥ 5 and < 7

10. WITH – HOLDING OF RESULTS

If the candidate has not paid dues to the college or if any case of in-discipline is pending against him, the result of the candidate shall be withheld and he will not be allowed/promoted into the next higher semester. The issue of degree is liable to be withheld in such cases.

11. TRANSITORY REGULATIONS

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course in earlier regulations and wish to continue the course, are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are

offered, subject to 4.9 and 2.3 sections.

12. GENERAL

- i. **The academic regulations should be read as a whole for purpose of any interpretation.**
- ii. **Disciplinary action for Malpractice/improper conduct in examinations is appended.**
- iii. **Where the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.**
- iv. **In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the college is final.**
- v. **The college may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the college.**

13. DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN EXAMS

The examinations committee may take the following guidelines into consideration while dealing with the suspected cases of malpractice reported by the invigilators/squadmembers etc. during end examinations. The punishment may be more severe or less severe depending on the merits of the individual cases.

S. No	Nature of Malpractice/Improper conduct	Punishment
	IF THE CANDIDATE:	
1.	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 course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the course of the examination).	<u>For Possession of mobile phone:</u> Expulsion from the examination hall and cancellation of the performance in that course only. <u>For possession of any material relevant to the exam:</u> Expulsion from the examination hall and cancellation of the performance in 50% of the subjects. (In case of fraction, the integer part of the number). The subjects for cancellation will be selected in cyclic order starting with the subject in which the candidate is found to resort to malpractice.
2.	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 course.
3.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that semester/year examinations.
4.	Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any other student 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 course only of all the students involved. In case of an outsider, he will be handed over to the police and a case shall be registered against him.
5.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year.
6.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year.

S. No	Nature of Malpractice/Improper conduct	Punishment
7.	Smuggles in the answer book or takes out or arranges to send out the question paper during the examination or answer book during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses including practical examinations and project work of that semester/year. The student is also debarred for two consecutive semesters from classwork and all examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.
8.	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><u>In case of students of the college</u>, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses of that semester/year. The students also are debarred and forfeit their seats.</p> <p><u>In case of outsiders</u>, they will be handed over to the police and a police case shall be registered against them.</p>
9	Leaves the exam hall taking away answer script or intentionally tears up the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses including practical examinations and project work of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all end examinations. The continuation of the program by the candidate is subject to the academic regulations in connection with forfeiture of seat.
10	Possesses any lethal weapon or fire arm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year. The student is also debarred and forfeits the seat.