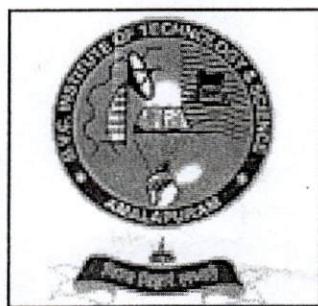


ACADEMIC REGULATIONS

MASTER OF BUSINESS ADMINISTRATION

(Applicable for the batch admitted from 2023-24)



**BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE
(AUTONOMOUS)**

(Approved by AICTE: New Delhi; Permanently *Affiliated to JNTU, KAKINADA & SBTET, Vijayawada,*
Accredited by NAAC with "A" Grade, ISO 9001:2015 QMS Certified Institute)

Batlapalem, Amalapuram

MASTER OF BUSINESS ADMINISTRATION **ACADEMIC REGULATIONS**

(Applicable for the students of MBA from the Academic Year 2023-24)

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 90 (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) A student shall be eligible to write end semester examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects/courses with minimum 50% in all the courses.
- b) 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. However this condonation concession is applicable only to any one semester during entire programme.

c) Shortage of Attendance **below** 65% in aggregate shall not be condoned and not eligible to write their end semester examination of that class.

d) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.

e) A prescribed fee of Rs. 500/- shall be payable towards condonation of shortage of attendance.

f) 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

The distribution of marks for internal and external examinations shall be evaluated subject-wise as follows:

S.No	Component	Internal	External	Total
1	Theory	30	70	100
2	Project	--	100	100
3	Laboratory	20	30	50
4	Industrial visit and Comprehensive Viva-voce	20	30	50

a).Internal Assessment

- i) 30 marks for internal assessment, 15 marks are for descriptive examination and 15 marks are for Assignment and presentation (Assignment can be Individual/Group).
- ii) Each mid-term descriptive examination is conducted for 15 marks with one and half hours (90 mins) duration. Each mid-term examination consists of three questions, each for 5 marks. All questions need to be answered.
- iii) 15 marks for Assignment/presentation (10 marks are for report on assignment and 5 marks are for presentation).
- iv) Internal marks can be calculated with 80% weightage for better of the two mids and 20% weightage for another mid exam.

b).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 carry 12 marks each and case study carries 10 marks, total becomes 70 marks.

c).Laboratory Course

- i) For practical subjects 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 10 marks 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 and second examiner shall be appointed by the Controller of Examinations. The total 30 marks are break-up as 5 marks for procedure, 15 marks for experimentation and 5 marks each for results and Viva-Voce.

d).Industrial Visit and Comprehensive Viva-Voce

Industrial Visit and Comprehensive Viva-Voce examination is conducted for 50 marks at the end of fourth semester by a committee consisting of an external examiner appointed by Controller of Examinations, senior faculty member of the department and HOD. There are 20 internal marks for industrial visit and 30 marks for external evaluation on all the subjects of four semester program. A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he shall reappear as and when semester supplementary examinations are conducted.

e).Project Work (Industrial Project based on Summer Internship)

i) Project Work (Industrial Project based on Summer Internship) shall be completed in collaboration with an industry. Student shall pursue project work in the industry during summer vacation after completion of first year. The

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student shall register for the course as per course structure after commencement of academic year. The students shall take up this course under the guidance of a supervisor from concerned department. After completion, students shall submit a technical report and presented before committee at the end of III semester. A certificate from industry shall be included in the report. Student needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.

- ii) Each student shall give one internal seminar (pre-talk) on the topic of his project as a prerequisite for submission of the final project report.
- iii) It shall be evaluated for 100 external marks at the end of semester. Out of 100 marks, 50 marks shall be awarded for dissertation and 50 marks for project Viva-Voce. Project is evaluated by Board of Evaluators (BOE). Consisting of external examiner appointed/nominated by the Controller of Examinations, Internal examiner and Head of the Department.
- iv) A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he shall reappear as and when semester supplementary examinations are conducted.

f). MOOCs course.

The MOOCs course in I semester shall be registered and pass through SWAYAM/NPTEL only. The grade obtained in the MOOCs course will be printed on the grade sheet/transcript. In case the student fails in the MOOCs course, he shall register the same or another course through MOOCs in the same domain and pass.

6).Eligibility to award MBA degree

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

- a. Pursued a course of study for not less than two academic years and not more than four academic years.
- b. Registered for **104** credits and secured **104** credits.
- c. 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 year of admission, shall **forfeit** their seat in MBA course and their admission shall stand cancelled.

7).Program Pattern

- a) The entire program of study is for two academic years (four semesters); all the years are in semester pattern.
- b) A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject as and when conducted next.

c) When a student has shortage of attendance, he may be re-admitted into the same semester/year in which he has been detained. However, the academic regulations under which he was **first admitted** shall continue to be applicable to him.

8).Criteria for passing a course and award of grades

a).Criteria for passing a course

i) A candidate shall be declared to have passed in individual theory/ laboratory / project course if he secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in the semester end examination.

ii) A candidate shall be declared to have passed in Industrial visit and 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 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 Controller of Examinations by paying the requisite fees and get approval from Controller of Examinations before start of semester in which re-registration is sought.

b).Award of grades: Method of awarding grade point and grade in each course based on his performance is given below.

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

9).Computation of Cumulative and Semester Grade Point Averages

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average(CGPA).

a) *Semester Grade Point Average: SGPA(S_k)* of k^{th} semester (1 to 4) is 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 total number of credits of all the courses undergone/registered by a student, i.e

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

Where C_i is the number of credits of the i^{th} course/subject in a semester and

G_i is the grade point scored by the student in the i^{th} course/subject and n is the number of courses/subjects registered in that semester.

b) *Cumulative Grade Point Average: The CGPA* is calculated in the same manner taking into account all the „ m ” courses/subjects registered by student over all the semesters of a Programme i.e., in all 4 semesters

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

Where S_i is SGPA of i^{th} sem and C_i is total number of credits in that semester.

c) SGPA and CGPA shall be rounded off to 2 decimal points and reported in transcripts.

d) As per AICTE regulations, conversion of CGPA into equivalent percentage as follows: $Equivalent\ Percentage = (CGPA - 0.75) \times 10$

e) Illustration of Computation of SGPA and CGPA

Illustration for SGPA: Let us assume there are 5 subjects in a semester. The grades obtained as follows:

Course	Credit	Grade Obtained	Grade point	Si= Credit Point (Credit x Grade)
Subject 1	4	A	8	4 X 8 = 32
Subject 2	4	B	7	4 X 7 = 28
Subject 3	4	C	6	4 X 6 = 24
Subject 4	4	O	10	4 X 10 = 40
Subject 5	4	S	9	4 X 9 = 36
	20			160

Thus, **SGPA = 160/20 = 8.0**

Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20	Credit : 24	Credit : 20	Credit : 28
SGPA: 8.0	SGPA: 7.8	SGPA: 6.6	SGPA: 6.0

Thus, $CGPA = (20 \times 8.0 + 24 \times 7.8 + 20 \times 6.6 + 28 \times 6.0) / 92 = 7.03$

10).Award of Class

After a student has satisfied the requirements 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 four classes:

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured
First Class	≥ 7.75 (With any supplementary appearance) $\geq 6.75 & < 7.75$ (Without any supplementary appearance)	
Second Class	≥ 6.75 and < 7.75 (With any supplementary appearance) ≥ 6.0 to < 6.75 (Without any supplementary appearance)	from 104 Credits
Pass Class	≥ 6.0 to < 6.75 (With any supplementary appearance)	

11).Withholding of Results

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

12).a) Supplementary Examinations

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

b) Advanced Supplementary Examinations:

Candidates failed in theory/comprehensive Viva-Voce/project work courses in 4th semester can appear for advanced supplementary examinations conducted as per the institution norms & regulations.

13).Revaluation and Recounting

Recounting of Marks in the End Semester Examination: A student can request for recounting of his answer book on payment of a prescribed fee as per institution norms.

Revaluation or Revaluation by Challenge of the End Semester Examination: A student can request for Revaluation or Revaluation by Challenge of his answer book on payment of a prescribed fee as per institution norms.

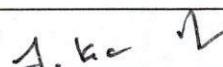
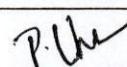
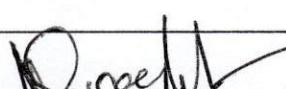
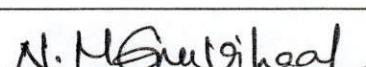
14).Malpractices in Examinations: Disciplinary action shall be taken in case of malpractices during mid/end examinations as per rules framed by institution.**15).Transitory Regulations (for BR23)**

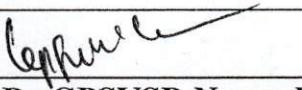
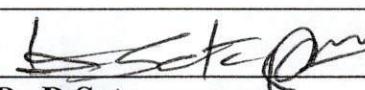
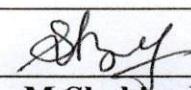
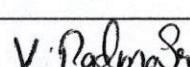
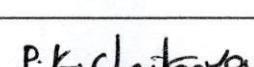
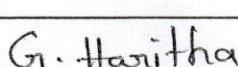
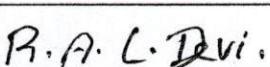
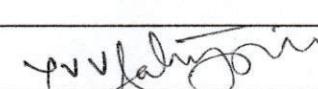
- a) Discontinued or detained candidates are eligible for re-admission as and when next offered as per institution norms.
- b) The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted.

16).GENERAL

- a) Wherever the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".
- b) The academic regulation should be read as a whole for the purpose of any interpretation.
- c) In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of Academic Counsel is final.
- d) The Institution 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 Institution.

Signed by:

 Dr. Achanta Satyanarayana (Chairman)	 Dr. A. Krishnamohan (University Nominee)	 Dr. P. Uma Maheswari Devi (Subject Expert-1)
 Dr. M Sreerama Raju (Subject Expert-2)	Mr. Subbarao R (Representative from Industry)	 Mr. Nandyala. Manuvihar (Alumni Member)

B O S Members	 Dr. GPSVSD Nagendraraao	 Dr. D. Satyanarayana	 Mrs. M Shakira Banu
	 Mrs. V. Padmasri	 Mrs. P. Krishna Chaitanya	 Ms. G. Haritha
	 Mrs. A L Devi Yellamilli	 Mr. Y V V Satyanaryana	