

**GODAVARI INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)**

RAJAHMUNDRY-533296, AP

**ACADEMIC REGULATIONS – MBA (GRMBA20)**

<b>RMB 1.0</b>	<b>ELIGIBILITY FOR ADMISSIONS</b>
1.1	Admission to the above programme shall be made subject to the Eligibility, qualifications and specialization prescribed by the University from time to time.
1.2	Admissions shall be made on the basis of merit rank obtained by the candidate at ICET examination subject to reservations prescribed by the AP government from time to time.

<b>RMB 2.0</b>	<b>AWARD OF MBA DEGREE</b>
2.1	<p>a. A student shall be declared eligible for the award of MBA degree, if he pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years.</p> <p>b. A Student, who fails to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit his seat in MBA course.</p> <p>c. The MBA Degree of the Jawaharlal Nehru Technological University Kakinada shall be conferred on candidates who are admitted to the program and fulfill all the requirements for the award of the Degree and obtain <b>104</b> prescribed credits.</p> <p>d. The minimum instruction for each semester shall be 90 clear instruction days.</p>

<b>RMB 3.0</b>	<b>ATTENDANCE</b>
3.1	A candidate shall be deemed to have eligibility to write End Semester Examinations if he has put in a minimum of 75% of attendance in aggregate of all the subjects. Condonation of shortage of attendance up to 10% i.e. 65% and above, and below 75% may be given by the College academic committee. Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representations by the candidate with supporting evidence.
3.2	Shortage of attendance below 65 % shall in <b>NO</b> case be condoned.
3.3	A candidate shall not be promoted to the next semester unless he fulfills the attendance requirements of the previous semester. A stipulated fee shall be payable towards Condonation of shortage of attendance

RMB 4.0	EVALUATION
4.1	<p>The performance of the candidate in each semester shall be evaluated for theory and practical courses, with a maximum of 100 marks, <b>4 credits for theory common subjects and 3 credits for theory electives subjects</b> and 50 marks &amp; <b>2 credits for Laboratory</b>, on the basis of Internal Evaluation and End Semester Examination.</p>
4.2	<p>Theory subjects evaluation</p> <p>a. <u>Semester End Examination</u>                      For the theory subjects 70 marks shall be awarded based on the performance in the External Examination with external paper setting &amp; evaluation. Question paper for this examination shall be prepared externally by paper setters from the panel of paper setters recommended by the Chairperson of the Boards of Studies. The evaluation of the answer scripts shall be done externally by evaluators belonging to University colleges, Autonomous colleges or by evaluators recommended by the Chairpersons of BOS.</p> <p>b. <u>Internal assessment</u>                      30 marks shall be awarded based on the Internal Evaluation. Internal Evaluation shall be made based on the average of the marks secured in the two Mid Term- Examinations conducted, one in the middle of the Semester and the other immediately after the completion of instruction. Each midterm examination shall be conducted for duration of 90 minutes with 4 questions each question carries 5 marks.</p>
4.3	<p>Practical Subjects evaluation</p> <p>a. <u>Semester end Practical examination</u>                      For practical subjects Maximum marks allocated are 50. Of this 25 marks shall be awarded based on the performance in the End Semester Examination &amp; 25 Marks are for internal assessment. Semester end practical examination is to be conducted by two examiners. Of these two examiners one will be an external examiner from another college nominated from the panel of examiners recommended by the chairperson of the BOS. The other examiner shall be normally the laboratory class teacher or another faculty of the department nominated by the Head of the department.</p> <p>b. <u>Internal assessment of practical(s)</u>                      Out of the total 100 marks for the practical subjects, 25 marks of shall be awarded by internal assessment. Of these 25 marks, 10 marks shall be awarded based on the day-to-day performance in the laboratory. The remaining 15 Marks shall be awarded by an internal practical examination at the end of the semester. There shall be two internal examiners for this. One of the internal examiners shall be the concerned faculty and the other will be a faculty of the department nominated by the HOD.</p>
4.4	<p>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</p>
4.5	<p>In case the candidate does not secure the minimum academic requirement in any subject (as specified in 4.3) he has to reappear for the End 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 he has failed in the end examination. In such case candidate must re-register for subjects(s) and secure required minimum attendance. Attendance in the re-registered subjects(s) shall be calculated separately to decide upon the eligibility for writing the end examination in those subjects (s). In the event of taking another chance, the internal marks and end examination marks obtained in the previous attempt are nullified. At a given time a candidate is permitted to re-register for maximum of two subjects in</p>

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	addition to the subjects of regular semester.
4.6	A candidate shall be allowed to submit the <b>project report (100 Marks &amp; 4 credits)</b> only after fulfilling the attendance of 3rd the semester. The viva-voce examination shall be conducted at the end of the course work (3 <sup>rd</sup> semester).
4.7	The MOOCs course in I semester shall be registered and pass through SWAYAM/NPTEL only. The grade obtained in the MOOCs course will printed on the grade sheet/transcript. In case the student fails in the MOOCs course, he/she shall register the same or another course through MOOCs in the same domain and pass.
4.8	<b>Add On Courses / Audit Courses</b> a)Credit for specific add on / Audit courses with maximum 100 of marks and are compulsory to get the award of the Degree of and are detailed in structure and syllabus .There will be no external examination only internal Evaluation. b)Skill oriented Courses the examination for skill oriented courses shall be conducted for 50 marks based on day to day evaluation of the student in differentactivities.

<b>RMB 5.0</b>	<b>EVALUATION OF PROJECT WORK ( 100 marks &amp; 4 credits )</b>
5.1	Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee.
5.2	A Project Review Committee (PRC) shall be constituted with Principal/Director as chair person, Head of the Department and two other senior faculty members of the concerned department (one will be the guide).
5.3	Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the subjects (theory and practical subjects) up to II semester.
5.4	A student shall undergo practical training for a period of 5 weeks in Corporate Enterprise after the Second Semester/Summer vacations. In training period, the candidates should work on a specific problem related to the elective subject chosen by him. At the end of practical training, the student should submit a certificate obtained from the organization.
5.5	Every candidate shall work on projects approved by the PRC of the College.
5.6	The student should prepare a Project Report under the supervision of the guide allotted from the faculty of management. However, the students who prepare Project Report in the area of systems can also work under the guidance of Faculty member from Computer Science Department. Three copies of Project dissertation certified by the Project supervisor shall be submitted to the college
5.7	The project report shall be adjudicated by one external examiner selected by the Principal. For this the chairman BOS of the College shall submit a panel of 5 examiners, who are eminent in that field of study.
5.8	The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner, the Head of the Department and supervisor at the end of III Semester. The Candidates shall be awarded marks

5.9	<p>If the report of the examiner is favorable, viva-voce examination shall be conducted by a board consisting of the supervisor, Head of the Department and the examiner who adjudicated the Thesis. The Board shall jointly report candidates work as:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Dissertation -Viva Percentage of Marks</th> <th>Grade Points</th> <th>Letter Grade</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>≥ 90</td> <td>10</td> <td>O</td> <td>OUTSTANDING</td> </tr> <tr> <td>≥ 80 &amp; &lt; 90</td> <td>9</td> <td>A+</td> <td>EXCELLENT</td> </tr> <tr> <td>≥ 70 &amp; &lt; 80</td> <td>8</td> <td>A</td> <td>VERY GOOD</td> </tr> <tr> <td>≥ 60 &amp; &lt; 70</td> <td>7</td> <td>B+</td> <td>GOOD</td> </tr> <tr> <td>≥ 50 &amp; &lt; 60</td> <td>6</td> <td>B</td> <td>SATISFACTORY</td> </tr> <tr> <td>&lt; 50</td> <td>F</td> <td>F</td> <td>UNSATISFACTORY</td> </tr> <tr> <td>Absent</td> <td>Ab</td> <td>Ab</td> <td>ABSENT</td> </tr> </tbody> </table> <p>Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination.</p>	Dissertation -Viva Percentage of Marks	Grade Points	Letter Grade	Remark	≥ 90	10	O	OUTSTANDING	≥ 80 & < 90	9	A+	EXCELLENT	≥ 70 & < 80	8	A	VERY GOOD	≥ 60 & < 70	7	B+	GOOD	≥ 50 & < 60	6	B	SATISFACTORY	< 50	F	F	UNSATISFACTORY	Absent	Ab	Ab	ABSENT
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Absent	Ab	Ab	ABSENT																														
5.10	<p>If the report of the viva-voce is unsatisfactory, the candidate will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination, he will not be eligible for the award of the degree unless the candidate is asked to revise and resubmit the report. If the report of the examiners is unfavorable again, the project shall be summarily rejected.</p>																																

<b>RMB 6.0</b>	<b>Short Industrial visits</b>
	The students shall make at least on industrial visit to different local industrial establishments/corporate offices and submit an observation report to the HOD. There shall be no marks or credits allocated for this.

<b>RMB 7.0</b>	<b>Comprehensive viva 50 Marks 2 credits</b>
7.1	Comprehensive viva should be conducted by the department at the end of II year immediately after the completion of IV semester Mid-II theory examinations and before the End semester examination
7.2	The panel of comprehensive viva consists of two members namely, one external examiner (Academician/ Industry person) and an internal examiner nominated by the HOD. The external examiner will be chosen from the panel of names submitted by the department.
7.3	A total of 50 marks shall be allotted for comprehensive viva. It consist of range of questions from any of the subject in that year. The criteria for awarding marks are subject expertise communication skills and over all semester performance of the student. The former two will be judged by the external examiner and the later by the internal examiner. External examiner:40 marks (Of this for subject expertise 20 marks & communication skills 20 marks), Internal examiner:10 marks for semester performance.

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<b>RMB 8.0</b>	<b>AWARD OF GRADE AND DEGREE</b>				
<b>8.1</b>	<b>METHOD OF AWARDING LETTER GRADE AND GRADE POINTS FOR A COURSE</b> A letter grade and grade point will be awarded to a student in each course based on performance as per grading system given below, subject to minimum Academic Regulations.				
	<b>Theory/ Projects/ Summer internship (%) Total (Internal + External)</b>	<b>Laboratory (%) Total (Internal + External)</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Remark</b>
	Percentage of Marks $\geq 90$	Percentage of marks $\geq 90$	10	O	OUTSTANDING
	$\geq 80$ & $< 90$	$\geq 80$ & $< 90$	9	A <sup>+</sup>	EXCELLENT
	$\geq 70$ & $< 80$	$\geq 70$ & $< 80$	8	A	VERY GOOD
	$\geq 60$ & $< 70$	$\geq 60$ & $< 70$	7	B <sup>+</sup>	GOOD
	$\geq 50$ & $< 60$	$\geq 50$ & $< 60$	6	B	AVERAGE
	$< 50$	$< 50$	0	F (Fail)	FAIL
	ABSENT			Ab	ABSENT
<b>8.2</b>	<b>CALCULATION OF SEMESTER GRADE POINT AVERAGE (SGPA)</b>				
	The performance of each student at the end of the each semester is indicated in terms of GPA. The SGPA is calculated as below				
	$SGPA = \frac{\sum (CR \times GP)}{\sum CR}$ Where CR= Credits of a course GP = Grade points awarded for a course * SGPA is calculated for the candidates who passed all the courses in that year/semester.				
<b>8.3</b>	<b>CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA) FOR ENTIRE PROGRAMME</b>				
	The CGPA is calculated as below: $CGPA = \frac{\sum (CR \times GP)}{\sum CR}$ (for entire programme) Where CR= Credits of a course GP = Grade points awarded for a course				
<b>8.4</b>	<b>AWARD OF DIVISION</b>				
	A student who has passed all the examinations and who has satisfied all the requirements prescribed for the program shall be eligible for the award of MBA Degree & he shall be placed in a grade / division as given below.				
	Class Awarded	CGPA to be secured			
	First Class with Distinction	$\geq 7.75$ (Without any supplementary appearance)			
	First Class	$\geq 7.75$ (With any supplementary appearance) $\geq 6.75$ & $< 7.75$ (Without any supplementary appearance)			
	Second Class	$\geq 6.75$ and $< 7.75$ (With any supplementary appearance) $\geq 6.0$ to $< 6.75$ (Without any supplementary appearance)			
	Pass Class	$\geq 6.0$ to $< 6.75$ (With any supplementary appearance)			

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<b>RMB 9.0</b>	<b>WITH HOLDING OF RESULTS:</b>
	<p>If the candidate has not paid any dues to the college or if any case of indiscipline is pending against him, the result of the candidate shall be withheld. The issue of degree is liable to be withheld in such cases.</p> <p>Malpractice Rules As per Annexure I.</p>

<b>RMB 10.0</b>	<b>Supplementary Examinations</b>
10.1	<p>a) Supplementary examinations will be conducted twice in a year at the end of odd and even semesters as per the norms &amp; Regulations.</p> <p>b) Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester after the conduct of the last set of regular examinations under the present regulation.</p> <p>c) Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.</p>
10.2	<p><b>Advanced Supplementary Examinations:</b></p> <p>Candidates failed in theory/comprehensive Viva-Voce/project work courses in 4 semester can appear for advanced supplementary examinations conducted as per the norms &amp; regulations.</p>

<b>RMB 11.0</b>	<b>TRANSISTORY REGULATIONS</b>
	Refer Annexure II

<b>RMB 12.0</b>	<b>GENERAL:</b>
12.1	The academic regulations should be read as a whole for purpose of any interpretation.
12.2	In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman, Academic council is final.
12.3	The College may change or amend the academic regulations and syllabus at any time and the changes and amendments made shall be applicable to all the students with effect from the date notified by the college.
12.4	Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.

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**ANNEXURE I**

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

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<i>If the candidate:</i>	
MPR 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.
MPR 2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester.  The Hall Ticket of the candidate shall be cancelled
MPR 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

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		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 Semester end 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.
MPR 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 semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
MPR 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.
MPR 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	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.



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	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.	
MPR 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 semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
MPR 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.
MPR 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

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		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.
MPR 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.
MPR 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.
MPR 12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Academic council for further action to award suitable punishment.	

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**ANNEXURE II**

**TRANSITORY REGULATIONS FOR PG STUDENTS SEEKING RE-ADMISSION  
INTO 2020 REGULATIONS  
(Detained due to shortage of attendance / lack of credits in earlier Regulations)**

1. The student has to continue the course work along with the regular students of the respective semester in which the student gets re-admission. Prior approval from JNTUK should be obtained before re-admission of a candidate through Transitory Regulations.
2. Substitute / compulsory subjects shall be offered in place of subjects that are already studied earlier. The student has to register for those specific subjects. The Chairman BOS and Chairman Academic Council are to consult JNTUK and obtain authorization to offer alternative subjects in new regulation.
3. The mode of internal evaluation (i.e., in-course assessments) and external evaluation (i.e., end-semester examinations) shall be on par with the regular students, i.e., the student has to follow the new mode of internal evaluation and the new question paper model for the end-semester examinations along with the regular students of the respective semester in which the student gets re-admission. However, the affiliating university's approval is to be obtained before such re-admission on case to case basis.
4. For the subjects studied under earlier regulations but failed, the student has to appear, pass and acquire credits from the supplementary examinations with-in the time provided by the affiliating university.
5. The promotion criteria based on attendance as well as credits shall be in accordance with the regulations under which the student is re- admitted into the New Regulation specific to the New Subjects/ Substitute subjects in the new regulation as approved by JNTUK.
6. Credits already awarded and approved as per new regulation will be pro-rated in terms of new-credit system. To be eligible for the award of the degree, the student shall complete the attendance requirements and appear for the end semester examination in all the courses as per new regulation, including the substitute/compulsory courses as prescribed in the transitory course structure and shall acquire at least the minimum of stipulated credits. If a student in such exercise crosses the said minimum no of credits, the lowest marks/grades scored will be excluded for calculating final grade. The affiliating university's decision is final in this regard.
7. All other academic requirements shall be in accordance with the regulations under which the student was re-admitted.
8. The decision of the affiliating university is final and is binding on the transitory students on any clarification/ query/doubt and whatsoever, the decision of the Affiliating University - JNTUK is final.