

**GODAVARI INSTITUTE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)  
RAJAHMUNDRY -533296, AP  
ACADEMIC REGULATIONS – MBA (GR-17)**

<b>RMB 1.0</b>	<b>ELIGIBILITY FOR ADMISSIONS</b>
<b>1.1</b>	Admission to the above programme shall be made subject to the eligibility, qualifications and specialization prescribed by the University from time to time.
<b>1.2</b>	Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or at an Entrance Test conducted by other competent authorities subject to reservations prescribed by the university from time to time
<b>RMB 2.0</b>	<b>AWARD OF MBA DEGREE</b>
<b>2.1</b>	A student shall be declared eligible for the award of MBA degree, if he pursues the prescribed course of study and completes it successfully in not less than two academic years and not more than four academic years.
<b>2.2</b>	A student, who fails to fulfill all the academic requirements for the award of the degree within <b>FOUR</b> academic years from the year of their admission, shall forfeit his / her seat in MBA course.
<b>2.3</b>	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 by obtaining the prescribed 90 credits.
<b>RMB 3.0</b>	<b>ATTENDANCE</b>
<b>3.1</b>	A candidate shall be deemed to have eligibility to write and semester examination 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 on payment of a prescribed fee.
<b>3.2</b>	Condonation of shortage attendance shall be granted only on genuine and valid reasons on representation by the candidate with supporting evidence.
<b>3.3</b>	Shortage of attendance below 65% shall in no case be condoned.
<b>3.4</b>	A candidate shall not be promoted to the next semester unless he fulfills the attendance requirements of the previous semester.

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<b>RMB 4.0</b>	<b>EVALUATION</b>
<b>4.1</b>	The performance of the candidate in each semester shall be evaluated subject-wise, on the basis of an external End Examination component and an Internal assessment component. For each theory subjects maximum mark is 100 and <b>3 credits</b> shall be granted on passing the subject practical subjects shall be evaluated for a maximum of 100 marks and 2 credits
<b>4.2</b>	<b><u>Theory subjects – semester and examinations.</u></b> theory subjects, out of the total 100 marks, 60 marks shall be awarded based on the performance in the Semester End Examination for which question paper setting and evaluation will be done externally. 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.
<b>4.3</b>	<b><u>Theory subjects- internal assessment</u></b> 40 Marks shall be reserved for Internal assessment in theory subjects and it shall be awarded by conducting Two Mid Examinations and taking average of the marks obtained. Each of the Internal Mid-Examinations shall be conducted for 40 marks and shall have two components 20 marks shall be awarded for a descriptive examination with duration of 120 minutes. The student shall answer all the four questions out of four questions. Remaining 20 marks shall be allotted for a Mini Report in the respective subjects. Of these 20 Marks, 10marks shall be for preparation of Report and 10 marks shall be for presentation of the report in the class room.
<b>4.4</b>	<b><u>Practical Subjects- Semester end examinations</u></b> For practical subjects Maximum marks allocated are 100. Of this 50 marks shall be awarded based on the performance in the End Semester Examination 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.
<b>4.5</b>	<b><u>Internal assessment of practical's</u></b> 100 marks for the practical subjects, 50 marks of shall be awarded by internal assessment. Of these 50 marks, 25 marks shall be awarded based on the day-to-day performance in the laboratory. The remaining 25 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. The end examination shall be conducted by the faculty concerned and external examiner.

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<b>4.6</b>	<p>A candidate shall be deemed to have secured the minimum academic requirements 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 <b>the End Semester Examination</b> and Internal Evaluation taken together. 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 the subject(s) and secure required minimum attendance.</p>
<b>4.7</b>	<p>The attendance of re-registered subject(s) shall be calculated separately to decide upon the eligibility for writing the end examination in those subject(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 a maximum of two subject(s) in addition to the subjects of a regular semester.</p>
<b>4.8</b>	<p>A Candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters.</p>
<b>RMB 5.0</b>	<b>EVALUATION OF PROJECT WORKS</b> <b>8 credits</b>
<b>5.1</b>	<p>There shall be a major project &amp; comprehensive viva carrying 8 credits in the fourth semester. Instead of giving marks the candidates shall be graded as excellent/good/ satisfactory/ unsatisfactory</p>
<b>5.2</b>	<p>A Project Review Committee (PRC) of the college shall be constituted with Director/ head of the department as chairperson, a project guide and a senior faculty member of the department.</p>
<b>5.3</b>	<p>Registration of Project work: A Candidate shall be permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses) up to II semester.</p>
<b>5.5</b>	<p>Every candidate shall work on projects approved by the PRC of the College.</p>

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<b>5.6</b>	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.
<b>5.7</b>	The project report shall be adjudicated by one external examiner selected by the Chairman, Academic council from a panel of 5-members who are eminent in that field of study. List of the panel members shall be given by the Head of the department
<b>5.8</b>	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. The Candidates shall be graded as excellent/good/ satisfactory/ unsatisfactory.
<b>5.9</b>	If the candidate fails to secure excellent/good/ satisfactory grade in project viva-voce, the candidate shall retake the viva-voce examination after three months. If he fails to get excellent/good/ satisfactory grade 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. If the candidate fails to secure Excellent/good/ satisfactory grade again, the project shall be summarily rejected.  <b>Excellent</b> <b>Good</b> <b>Satisfactory</b> <b>Unsatisfactory</b>
<b>RMB 6.0</b>	<b>Mini Project + Seminar on Mini Project 100 Marks 3 credits</b>
<b>6.1</b>	There shall be a Mini Project and a seminar on mini project during the I Year II semester carrying 50 marks each and a total of 3 credits. Evaluation of the Mini project and seminar on mini project shall be completely internal. Students shall conduct a Market Survey on particular area during the second semester and submit a report of about 50 A 4 size pages to the mini project supervisor towards the end of second semester. Supervisor shall evaluate the report. In addition the student shall prepare a Power Point Presentation of the same and make a presentation before the supervisor and the HOD or a senior faculty nominated by the HOD, who will evaluate the presentation.
<b>RMB 7.0</b>	<b>Short industrial visits</b> <span style="float: right;"><b>No credit</b></span>
<b>7.1</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.

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<b>RMB 8.0</b>	<b>Comprehensive viva</b>		<b>50 Marks 1 credits</b>		
<b>8.1</b>	Comprehensive viva should be conducted by the department at the end of each year immediately after the completion of external semester theory examination .				
<b>8.2</b>	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.				
<b>8.3</b>	A total of 50 marks shall be allotted for comprehensive viva. It consist of a 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.				
<b>9.0</b>	<b>AWARD OF GRADE AND DEGREE</b>				
<b>9.1</b>	<b>METHOD OF AWARDING LETTER GRADE AND GRADE POINTS FOR A COURSE</b>				
<b>A letter grade and grade point will be awarded to a student in each course based on his performance as per grading system given below.</b>					
Theory// Projects/ Summer internship (%) Total (Internal + External)		Laboratory (%) Total (Internal + External)	Grade Points	Letter Grade	Remark
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>9.2</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 <b>CR</b> = Credits of a course <b>GP</b> = Grade points awarded for a course * <b>SGPA</b> is calculated for the candidates who passed all the courses in that year/semester.					

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9.3	<b>CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA) FOR ENTIRE PROGRAMME</b>
	The CGPA is calculated as below: $CGPA = \frac{\sum (CR \times GP)}{\sum CR} \quad (\text{for entire programme})$ Where <b>CR</b> = Credits of a course <b>GP = Grade points awarded for a course</b>
9.4	<b>AWARD OF DIVISION</b>
	A student who has satisfied all the requirements prescribed for the program shall be eligible for the award of M.B.A. Degree & he shall be placed in a grade / division as given below. CGPA $\geq$ 7.5 :Degree with Distinction* (Subject to not having any 'Back-Log' or supplementary re-appearance in any of the subjects in any semester, else Degree with First Class) a. CGPA $\geq$ 6.5 and $<$ 7.5 : Degree with First Class b. CGPA $\geq$ 5.5 and $<$ 6.5 : Degree with Second Class * Degree with Distinction will be awarded to those students who clear all the subjects in single attempt and secure CGPA $\geq$ 7.5 during his/her regular course of study.
<b>RMB 10.0</b>	<b>WITH HOLDING OF RESULTS:</b>
10.1	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 will be withheld. The issue of degree is liable to be withheld in such cases. Malpractice Rules As per Annexure 1.
<b>RMB 11.0</b>	<b>TRANSISTORY</b>
11.1	Refer annexure III
<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 shall be 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 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	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



	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.	them.
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 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 UG/PG STUDENTS SEEKING  
RE-ADMISSION INTO 2014 REGULATIONS**

**(Detained due to shortage of attendance / lack of credits in earlier Regulations)**

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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.