JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

ACADEMIC REGULATIONS FOR THE AWARD OF FULL TIME M.B.A. DEGREE (WITH EFFECT FROM THE ACADEMIC YEAR 2017-2018)

The Jawaharlal Nehru Technological University Anantapur 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.

1.0 ELIGIBILITY FOR ADMISSIONS:

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

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

2.0 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.

3.0 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 Condo nation 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 Condo nation 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 is detained for want of attendance and shall reregister for that semester. He/she shall not be promoted to the next semester.

4.0 EVALUATION:

The performance of the candidate in each semester shall be evaluated subject wise, with a maximum of 100 marks for Theory and 100 marks for Practicals, on the basis of Internal Evaluation and End Semester 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 university, 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.

5.0 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 and the amount is to be remitted in the form of D.D in favour of 'the Registrar, JNTUA' payable at Anantapur along with the requisition through the Principal of the respective 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.

6.0 MOOCS

6.1 Institution intends to encourage the students to do at least one MOOC in III semester of MBA Programme.

6.2 The MOOC(s) shall be offered for the existing course titles (discipline core or concern electives).

6.3 The department shall give a list of standard MOOCs providers among edx, Udacity,

Coursera, NPTEL or any other standard providers, whose credentials are endorsed by the Concerned Principal / HOD.

6.4 The department shall appoint Coordinators / Mentors and allot the students to them who shall be responsible to guide students in selecting online courses and provide guidance for the registration, progress and completion of the same.

6.5 A student shall choose an online course (relevant to his/her programme of study) from the given list of MOOCS providers, as endorsed by the teacher concerned, with the approval of the HOD.

6.6 If the student fails in completing the course with in the III semester, he must complete the course in the IV semester with the special permission from the Principal / HOD of the college.

6.7 No Credits for MOOC(s) shall be awarded to the students.

7.0 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 H.OD. One copy is to be forwarded to the University and one copy to be sent to the examiner.

7.7 The college shall submit a panel of three experts for a maximum of every 5 students. However, the viva voce examiners will be nominated by the University.

8.0 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.

$$SGPA = \sum_{i=1}^{n}(Ci \times Gi) / \sum_{i=1}^{n} Ci$$

Where, Ci is the number of credits of the ith subject, Gi is the grade point scored by the student in the ith 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.

$$CGPA = \sum_{i=1}^{n}(Ci \times Si) / \sum_{i=1}^{n} Ci$$

Where 'Si' is the SGPA of the ith semester, Ci 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.

9.0 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

10.0 WITH – HOLDING OF RESULTS:

If the candidate has not paid dues to the university 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.

11.0 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.

12.0 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. **There shall be no places transfer within the constituent colleges and affiliated colleges of Jawaharlal Nehru Technological University Anantapur.**
iv. **Where the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".**
v. **In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.**
vi. **The University 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 University.**

*****

RULES FOR DISCIPLINARY ACTION FOR MALPRACTICE / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	**Punishment**
	If the candidate	
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, 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/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	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.
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.	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 University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6.	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.
7.	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 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 impostor is an outsider, he will be handed over to the police and a case is registered against him.
8.	Refuses to obey the orders of the Chief	In case of students of the college, they shall be

	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.	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.
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.
10.	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.
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.