

# ACADEMIC REGULATIONS

## MASTER OF BUSINESS ADMINISTRATION

(Applicable for the batch admitted from 2023-24)



**SREE VAHINI INSTITUTE OF SCIENCE AND TECHNOLOGY**

**(AUTONOMOUS)**

TIRUVURU – 521235, ANDHRA PRADESH, INDIA

**MASTER OF BUSINESS ADMINISTRATION  
ACADEMIC REGULATIONS**

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

**I. 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 102 credits and the student shall have to complete the two year course work and earn all 102 credits for the award of MBA Degree

**4. Attendance Regulations**

a) A student shall be eligible to write University 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 fulfils 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	25	75	100
2	Project	-	150	150
3	Laboratory	20	30	50
4	Mini Project based on Summer Internship	-	50	50

### **a) Internal Assessment**

- i) 25 marks for internal assessment, 10 marks are for seminar/presentation and 15 marks are based on average of two mid-term examinations
- ii) 10 marks for presentation (5 marks are for report content and 5 marks are for presentation)
- iii) Each mid-term 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
- iv) The final marks are the sum of average of two mid-term examinations for 15 marks and 10marks for presentation

### **b) External Assessment**

The semester end exemption 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 studs: All 5 questions carry 12 marks each and case study comes 15 marks total becomes 75 marks.

### **c) Laboratory Course**

- i) For practical subjects distribution shall be 20 marks for internal evaluation and 30 marks for the end semester examination. There shall be continuous evaluation by the internal subject teacher during the semester for 20 deal marks. Out of 20 marks for internal. 10 marks shall be for day-to-day performance (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 ix 30 ml with two examiners one of them being the Laboratory Class Teacher and second examiner shall be noted by the University. The total 30 marks are break-up a 5 marks for procedure. 15 marks for experimentation and marks each for results and Viva-Voce

### **d) Mini Project based on Summer Internship**

Mini Project examination is conducted in all the subjects of third semester course for 50 marks at the end of third semester by a committee consisting of external examiner appointed by university, senior faculty member of the department and HOD. There are no internal marks for this course. A student shall secure minimum 50% of marks for successful comm.com In case it a student fails, In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

### **e) Project Work (Industrial Project based on Sumer Internship)**

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 seat he 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. The supervisor shall maintain attendance of course for the students allotted. Attendance requirements are as per the norms of University. After completion, students shall be submit a technical report and presented before committee at the end of IV 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/her 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 and 50 marks for internal. 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 University, Internal project guide and Head of the Department.

iv) A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

f) 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.

## **6. Eligibility to award MBA degree**

A student will be declared eligible for the award of the MBA Degree if he fulfils 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 102 credits and secured 102 credits.

c) Students, who fail to complete their two years course of study within four years or fail to acquire the 102 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 stands cancelled.

## **7. Course Pattern**

a) The entire course 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 university conducted next. c) When a student has shortage of attendance, he/she 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 mini project 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/she 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 stand cancelled. For re-registration the candidates have to apply to the University through college by paying the requisite fees and get approval from University 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/miniproject 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) of k 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 21<sup>0</sup> 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

$\Sigma(\alpha, xs;)$

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

$\Sigma\alpha$

Where  $S_{\{i\}}$  is SGPA of " 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) x 10

e) Illustration of Computation of SGPA and CGPA

**Illustration for SGPA:** Let us assume there are 6 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 SGPA:8.0	Credit:24 SGPA:7.8	Credit:20 SGPA:6.6	Credit:20 SGPA:6.0

Thus, **CGPA (20x8.0+24x7.8+20x6.6+28x6.0)/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	$\geq 7.75$ (Without any supplementary appearance)	From the CGPA secured from 198 Credits
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)	

## **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**

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

ii) 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.

iii) Thereafter Supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.

## **b) Advanced Supplementary Examinations:**

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

## **13. Revaluation and Recounting**

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

**Revaluation or Revaluation by Challenge of the End Semester Examination:**

A student can request for Revaluation or Revaluation by Challenge of his/her answer book on payment of a prescribed fee as per university norms.

**14. Malpractices in Examinations:** Disciplinary action shall be taken in case of malpractices during mid/end examinations as per rules framed by University.

## **15. Transitory Regulations**

a) Discontinued or detained candidates are eligible for re-admission as and when next offered.

b) The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted.

c) Students admitted by transfer from other institutions shall follow transitory regulations with suitable fitment formulae approved by the competent authority.

d) A student who is seeking readmission shall apply in the prescribed format within one week after the commencement of the class work. However, the readmission of a student shall be approved by the competent authority.



## **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 Vice-Chancellor is final.
- d) The University 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 University.

**ANNEXURE-I**  
**MALPRACTICE RULES**  
**DISCIPLINARY ACTION FOR MALPRACTICE/ IMPROPER CONDUCT IN**  
**EXAMINATIONS**

	<b>Nature of Malpractices/Improper Conduct</b>	<b>Punishment</b>
1(a)	If a student possesses or tries to access 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)	If as student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the examhall.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2.	If a student is found to have 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 he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject as well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will be cancelled.
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 from the college and forfeits his 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 in examinations of the remaining subjects of that semester. 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.

4.	If a student smuggles inside the exam hall an Answer book or additional sheet or takes out or arranges to send out the question paper, 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. The candidate is also debarred from class work for two consecutive semesters 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.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks.	Cancellation of the performance in that subject.
6.	If a student refuses to obey the orders of the Chief Superintendent / CoE / 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, causes injury to his person or to any other persons 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 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.	Such a student(s) shall be expelled from the examination hall along with 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. The candidate(s) will be debarred from the college and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms 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. The candidate is also debarred from class work and semester end examinations for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations.






4.	If a student smuggles inside the exam hall an Answer book or additional sheet or takes out or arranges to send out the question paper, 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. The candidate is also debarred from class work for two consecutive semesters 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.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks.	Cancellation of the performance in that subject.
6.	If a student refuses to obey the orders of the Chief Superintendent / CoE / 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, causes injury to his person or to any other persons 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 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.	Such a student(s) shall be expelled from the examination hall along with 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. The candidate(s) will be debarred from the college and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms 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. The candidate is also debarred from class work and semester end examinations for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations.

# Ragging

## Prohibition of ragging in educational institutions Act 26 of 1997

### Salient Features

- Ragging within or outside any educational institution is prohibited.
- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student

Imprisonment upto	Fine Upto	
Teasing, Embarrassing and Humiliation	 6 Months	+ Rs. 1,000/-
Assaulting or Using Criminal force or Criminal intimidation	 1 Year	+ Rs. 2,000/-
Wrongfully restraining or confining or causing hurt	 2 Years	+ Rs. 5,000/-
Causing grievous hurt, kidnapping or Abduction or rape or committing unnatural offence	 5 Years	+ Rs. 10,000/-
Causing death or abetting suicide	 10 Years	+ Rs. 50,000/-

### ABSOLUTE NO TO RAGGING

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the College.
4. Outsiders are prohibited from entering the College and Hostel without permission.
5. All the students must carry their Identity Cards and show them when demanded
6. The Principal and the Wardens may visit Hostels and inspect the rooms any time.