



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

**Academic Regulations (R16) for
MBA (Regular-Full time)**

CHOICE BASED CREDIT SYSTEM (CBCS)

(Effective for the students admitted into 1 year from the Academic Year 2016-17 onwards)

NOTE: The regulations below are subject to amendments as may be made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already undergoing the programme) as may be decided by the Academic Council. The Jawaharlal Nehru Technological University Anantapur, Ananthapuramu shall confer MBA Post Graduate degree to candidates who are admitted to the MBA Programs and fulfill all the requirements for the award of the degree.

Preliminary Definitions and Nomenclature:

In the following Regulations, unless the context otherwise requires:

- (i) **“Programme”** means Degree Programme that is MBA Degree Programme.
- (ii) **“Course”** means a theory or practical subject that is normally studied in a Semester, like Managerial Economics, Business Communication etc.
- (iii) **“College/Institute”** means Siddharth Institute of Engineering & Technology, Puttur.
- (iv) **“University”** means Jawaharlal Nehru Technological University Anantapur, Ananthapuramu.

1. Admission Procedure:

Admissions are made to the first year of Two year MBA Degree programme as per the norms of A.P. State Council of Higher Education (APSCHE), Government of Andhra Pradesh.

2. Programme Pattern:

- 2.1 The medium of instruction, examinations and project reports shall be in English.
- 2.2 The entire programme of study is for two academic years. Both the academic years

shall be on semester pattern.

- 2.3 A student admitted to a programme should complete it within a period equal to twice the prescribed duration of the programme from the date of admission.
- 2.4 A student eligible to appear for the end examination in a course, but absent or has failed in the end examination may appear for that course at the next supplementary examination when offered.
- 2.5 When a student is detained due to shortage of attendance he/she may be re-admitted when the semester is offered after fulfillment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.
- 2.6 The curriculum of M.B.A. programme is designed to have a total of 120 credits for the award of M.B.A. degree.
- 2.7 Each course is assigned certain number of credits which will depend upon the number of lectures per week. In general, credits are assigned to the courses based on the following contact hours per week per semester.

Credits

	SEMESTER	
	Periods /week	Credits
Theory	04	04
Theory	03	03
Practicals	04	02
Seminar	04	02
Project	12	06
Comprehensive Online Examination (COE)	-	01

3. Award of M.B.A Degree:

A student will be declared eligible for the award of the M.B.A. Degree if he/she fulfills the following academic regulations:

- 3.1 Pursue a programme of study for not less than two academic years and in not more than four academic years.
- 3.2 Register for 120 credits and secure all 120 credits.
- 3.3 Students, who fail to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit their seats in M.B.A programme and their admission stands cancelled.

4. Programmes of Study:

The M.B.A programme is offered with the approval from AICTE & JNTUA from 2016-17.

5. Attendance:

5.1 A student shall be eligible to appear for final examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.

5.2 Shortage of attendance below 65% in aggregate shall in **NO** case be condoned.

5.3 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.

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

5.5 A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek re-admission for that semester when offered next.

5.6 A stipulated fee shall be payable towards condonation for shortage of attendance to the Institute as decided by the College Academic Committee.

6. Relative Weightage for Internal Evaluation and End Semester Examination:

- a. The performance of a student in each semester shall be evaluated course-wise.
- b. Performance evaluation in each course (theory/ practical) shall be based on a total of 100 marks, of which the relative weightage for internal evaluation and end semester examination shall be 40% and 60% respectively.
- c. However, Audit courses shall be evaluated entirely on the basis of internal evaluation.

6.1 Internal Evaluation:

6.1.1 The total internal weightage for theory courses is 40 marks with the following distribution.

- a. 30 marks for Mid-term tests.
- b. 10 marks for Assignments.

6.1.2 For all theory courses including audit courses there shall be two mid-term tests in each semester. The duration of mid-term test shall be 2 hours. The test consists of 3 questions with individual choice ('either', 'or' type) for 10 marks each. First mid-term test shall be conducted for 50% of the syllabus and second mid-term for the remaining syllabus. Between the two midterm examinations, 80% weightage will be given for the better performance and 20 % for the other. The final mid-term marks will be the addition of these two.

- 6.1.4 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.
- 6.1.5 For seminar, there will be an internal evaluation of 50 marks. A candidate has to secure minimum of 50 percent 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.
- 6.1.6 10 marks allotted to assignments in each theory course shall be based on evaluation of 2 assignments (5 marks each) relevant to that particular course.

6.2 End Semester Examination:

- 6.2.1 End semester examination of theory courses shall have the following pattern:
- 6.2.1.1 There shall be 6 questions with duration of 3 hours. And all questions shall be compulsory.
- 6.2.1.2 Each of these questions from 1 to 5 (with internal choice) shall cover one unit of the Syllabus carrying 10 marks each. The 6th question shall be a case study without any internal choice for 10 marks.

6.3 Industry Analysis Report:

- 6.3.1 A group of maximum of 3 students shall take up the industry analysis report work in I Year II semester.
- 6.3.2 Every project group is required to submit a topic that should be approved by the department.
- 6.3.3 A candidate is permitted to register for the industry analysis report work after satisfying the attendance requirement of all the courses (theory and practical courses) of I Year II semester.
- 6.3.4 Two reviews shall be conducted for industry analysis report work.
- 6.3.5 Each student shall be allowed to take viva-voce examination of the industry analysis report, after fulfilling the attendance requirements.
- 6.3.6 If the report of the supervisor is satisfactory, viva-voce examination shall be conducted by a board consisting of the guide, Head of the Department and the examiner who adjudicates the thesis / dissertation. There will be an internal evaluation of 50 marks. A candidate has to secure a minimum of 50 percent to be declared successful. If the student does not secure a minimum of 50% marks, the candidate shall retake the viva-voce examination after three months. If he/she the student does not secure minimum of 50% at the second viva-voce examination,

he/she will not be eligible for the award of the degree, unless he/she is permitted by the IDC & Principal to revise and resubmit the thesis.

6.4 Project work:

- 6.4.1 Every candidate shall be required to submit the dissertation after taking up a topic approved by the college.
- 6.4.2 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 to IV Semesters).
- 6.4.3 Out of a total of 200 marks for the dissertation, 40% weightage shall be for internal evaluation and 60% weightage for the end semester examination. The end semester examination (viva-voce) for a batch of a maximum of 20 students shall be conducted by the HOD, supervisor and an external examiner nominated by the Principal. The evaluation of dissertation shall be conducted at the end of the IV semester. The internal evaluation shall be made by the departmental committee, on the basis of the two seminars given by the student on the topic of his/her dissertation.
- 6.4.4 An Internal Departmental Committee (IDC) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work.
- 6.4.5 The work on the project shall be initiated in the penultimate semester and the duration of the project is one semester.
- 6.4.6 The student must submit status report at least in two different phases during the project work period. These reports must be approved by the IDC before submission of the Project Report.
- 6.4.7 A candidate shall be allowed to take viva-voce examination of the project, after fulfilling the attendance requirements.
- 6.4.8 Three copies of the Project/Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the HOD, one copy is to be forwarded to the external examiner.
- 6.4.9 If the candidate is absent, he/she shall retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree, unless he/she is permitted by the IDC & Principal to revise and resubmit the project.

6.5 Audit Courses:

An audit course is an educational term for the completion of a course of study for which a nominal assessment of the performance of the student is made without awarding grades. In this case, 'audit' indicates that the individual merely has received teaching and achieved a given standard of knowledge of the subject, rather than being evaluated. A student who audits a course does so for the purpose of self-enrichment and academic exploration.

Regulations for Audit Courses:

- 6.6.1 Audit Courses shall bear no credits.
- 6.6.2 The details of audit courses shall be reflected in Grade card of the successful students
- 6.6.3 Attendance for audit courses is compulsory and shall be considered while calculating the aggregate attendance.
- 6.6.4 There shall be only internal assessment/evaluation for audit courses. The student shall be declared passed in audit courses when he/she secures 40% marks or above in the internal evaluation. If any student does not attain the required pass percentage, the student needs to re appear for the mid-term tests, as and when the college conducts them in subsequent semesters.

7. Supplementary Examinations:

At the end of each Semester there will be regular examinations for the current Semester. Those students who could not clear their courses in their previous attempt can appear for the examinations under supplementary category along with the regular students after registering themselves at the examination section.

8. Re-Registration for Improvement of Internal Evaluation Marks:

Following are the conditions to avail the benefit of improvement of internal evaluation marks.

The candidate should have completed the course work and obtained examinations results for I & II semesters.

- 8.1 He/she should have passed all the courses for which the internal evaluation marks secured are more than 50%.
- 8.2 In those courses in which the student has failed in the end semester examination due to internal evaluation marks secured being less than 50%, the candidate shall be given one chance for each theory course and for a maximum of three theory courses for improvement of internal evaluation marks.

- 8.3 The candidate has to re-register for the chosen courses and fulfill the academic requirements.
- 8.4 In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the end semester examinations marks secured in the previous attempt(s) for the reregistered courses stand cancelled.
- 8.5 For each course, the candidate has to pay a fee equivalent to one third of the semester tuition fee along with the requisition to the Principal.

9. Minimum Academic Requirements:

- 9.1 The minimum marks required for pass in each theory/practical/Seminar/Project work is 50% (i.e., 50) (Internal evaluation + End Semester Examination). However a minimum of 40% (i.e., 24) (Theory/Practical/Project Work) in end semester examination has to be secured.
- 9.2 Students, who fail to earn 120 credits as indicated in the course structure within four academic years from the year of their admission, shall forfeit their seats in M.B.A. Programme and their admission shall stand cancelled.

10. Examinations and Assessment - The Grading System:

- 10.1 Marks will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practicals, or Seminar, or Project, etc., based on the % marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 9.1 above, and a corresponding Letter Grade shall be given.
- 10.2 As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:
- 10.3 A student obtaining F Grade in any Subject shall be considered 'failed' and is to be required to reappear as 'Supplementary Candidate' in the Semester End Examination (SEE), as and when offered. In such cases, his Internal Marks (CIE Marks) in those Subjects will remain the same as those he obtained earlier.
- 10.4 A course successfully completed cannot be repeated.

Table – Conversion into Grades and Grade Points assigned

Range in which the marks in the subject fall	Grade	Grade Points (GP) Assigned
≥ 90	S (Superior)	10
80-89	A (Excellent)	9
70-79	B (Very Good)	8
60-69	C (Good)	7
55-59	D (Average)	6
50-54	E (Below Average)	5
< 50	F (Fail)	0
Absent	Ab (Absent)	0

- i. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- ii. For audit courses “Satisfactory” or “Unsatisfactory” shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

(i) Semester Grade Point Average (SGPA):

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.,

$$\text{SGPA } (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

(ii) Cumulative Grade Point Average (CGPA):

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.

$$\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

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

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

While computing the CGPA 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 S, A, B, C, D, E and F.

EXAMPLE: Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course-I	4	S	10	4x10 = 40
Course-II	4	A	9	4x9 = 36
Course-III	4	B	8	4x8 = 32
Course-IV	4	D	6	4x6 = 24
Course-V	3	B	8	3x8 = 24
Course-VI	2	C	7	2x7 = 14
	21			170

Thus, SGPA = $162/20 = 8.1$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 31	Credit : 33	Credit : 31	Credit : 25
SGPA: 8.13	SGPA: 6.9	SGPA: 7.3	SGPA: 7.8

$$\text{Thus, CGPA} = \left[\frac{(31 \times 8.13) + (33 \times 6.9) + (31 \times 7.3) + (25 \times 7.8)}{120} \right] = 7.51$$

11. Award of Degree and Class:

The following Class is awarded to the student on successful completion of the M.B.A Degree. Programme depending upon the CGPA obtained;

Class	CGPA
First Class with Distinction	≥ 7.5
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 5.00 \text{ \& } < 5.50$

12. Transitory Regulations:

Discontinued, detained or failed candidates are eligible for readmission as and when the semester is offered after fulfillment of academic regulations. Candidates who are detained due to shortage of attendance or for not fulfilling academic requirements or failed after having undergone the programme in earlier regulations or have discontinued and wish to continue the programme are eligible for admission into unfinished Semester from the date of commencement of class work with the same or equivalent courses as and when such courses are offered, subject to clause 4.3 and they will be in the academic regulations into which they get readmitted.

13. Withholding of Results

If the candidate has any dues to the institution or any case of indiscipline or malpractice pending against him/her, the result of the candidate shall be withheld and he/she shall not be allowed/ promoted to the next semester. The issue of awarding degree is liable to be withheld in such cases.

14. Choice Based Credit System (CBCS):

The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). The CBCS provides a 'cafeteria' type approach in which students can take courses of their choice, learn at their own pace and adopt an interdisciplinary approach to learning.

Regulations for CBCS:

14.1 The CBCS, also called as Open Electives (OEs) will be implemented in the College.

14.2 It is mandatory for Under Graduate (UG) students to study one CBCS course during IV Year II Sem of their programme by taking one course.

14.3 A student shall opt for any one course from the list given by the institute.

14.4 A CBCS course shall be offered by a department, only when there are a minimum number of 20 students opting for that course.

15. Student transfers

Student transfer shall be as per the guidelines issued by the Government of Andhra Pradesh from time to time.

16. General

16.1 The academic regulations should be read as a whole for purpose of any interpretation.

16.2 Malpractice rules nature and punishments are appended.

16.3 Where the words "he", "him", "his" occur in the regulations, they also include

“she”, “her”, “hers”, respectively.

15.4 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.

15.5 The Institute, with the approval of the Academic Council, may change or amend the academic regulations / structure / credits / 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 Institute.

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

	Nature of Malpractices/Improper conduct	Punishment
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she 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 course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course 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 examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she 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 course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to 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 for four

		<p>consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that Semester/year. The candidate is also debarred for four consecutive Semesters from class work and all Semester end examinations if his involvement is established. Otherwise the candidate is debarred for two consecutive semesters from class work and all 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/she will be handed over to the police and a case is registered against him.</p>
4	<p>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.</p>	<p>Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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</p>

		subject to the academic regulations in connection with forfeiture of seat.
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 course.
6	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout 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.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/officer in charge of the examination, then the candidate is also barred 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	Leaves the examination 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 course and all the other courses the candidate has already appeared including practical examinations

		and project work and shall not be permitted for the remaining examinations of the courses 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.
8	Possess any lethal weapon or firearm in the examination hall	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.
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 course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the Courses 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	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and

		project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	

Note:

- i. All malpractices cases are to be handled by the Chief Controller with a committee consist of Controller of Examinations, HOD concerned and subject expert.
- ii. Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he has to register for the End Examination in those course/courses consequently and has to fulfill all the norms required for award of Degree.
