

ACADEMIC REGULATIONS

Effective from the Academic Year 2020-21

MBA Two Year Degree Course

[MR20 – Regulations]

In

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION [MBA]



MALLA REDDY ENGINEERING COLLEGE

[Autonomous]

(An UGC Autonomous Institution, Approved by AICTE and Affiliated to JNTUH Hyderabad,
Recognized under 2(f) & 12 (B) of UGC Act 1956, Accredited by NAAC with 'A' Grade (II Cycle)

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**MALLA REDDY ENGINEERING COLLEGE [AUTONOMOUS]
MR20 - ACADEMIC REGULATIONS (CBCS)
For MBA [REGULAR] DEGREE PROGRAMME**

Applicable for the students of Master of Business Administration [MBA] [Regular] programme admitted from the Academic Year *2020-21*.

The MBA Degree of Jawaharlal Nehru Technological University, Hyderabad shall be conferred on candidates who are admitted to the programme and who fulfill all the requirements for the award of the Degree.

INSTITUTION VISION

To be a premier centre of professional education and research offering quality programs in a socio-economic and ethical ambience.

INSTITUTION MISSION

1. To impart knowledge of advanced technologies using state-of-the-art infrastructural facilities.
2. To inculcate innovation and best practices in education, training and research.
3. To meet changing socio-economic needs in an ethical ambience.

DEPARTMENT VISION

To be recognized as a management education center producing committed professionals with managerial competencies in an ethical ambience.

DEPARTMENT MISSION

1. To promote a culture of excellence in management education with relevant specializations.
2. To impart managerial competencies using innovative teaching and research practices.
3. To produce management professionals with ethics, leadership and entrepreneurial skills, keeping in view socio-economic and industry requirements.

PROGRAMME EDUCATIONAL OBJECTIVES [PEOs]

- PEO I:** To prepare students for their successful career in industry to meet the needs of Indian and Global companies with sound Management skills and Knowledge for lifelong learning and introduce them to professional ethics and sustainable development.
- PEO II:** To develop the ability among students to apply concepts of Management to a Managerial of interdisciplinary systems of the organization.
- PEO III:** To provide opportunity for the students to work in their individual capacity as well as to function as teams in multidisciplinary of Finance, HRM and Marketing to develop attitude towards self-employment through entrepreneurship.

PROGRAMME OUTCOMES [POs]

Graduates of the MBA program will have:

PO1: Apply knowledge of management theories and practices to solve business problems.

PO2: Foster Analytical and critical thinking abilities for data-based decision making.

PO3: Ability to develop Value based Leadership ability.

PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO6: Ability to make intellectual and creative advances for conducting Research in a wider theoretical, practical and policy context.

PO7: Able to manage projects in the work environment (Industry) efficiently in respective disciplines and multidisciplinary environments.

PO8: Ability to engage in life-long learning independently, with a high level of enthusiasm and commitment to improve knowledge and competence.

1.0 Post-Graduate Degree Programmes in Business Administration (PGP in Management)
Malla Reddy Engineering College (Autonomous) (MREC-A) offers **Two Year (Four Semesters)** full-time **Master of Business Administration (MBA)** Post Graduate programmes, under Choice Based Credit System (CBCS) with different specializations.

2.0 Eligibility for Admissions

2.1 Admission to the MBA shall be made subject to eligibility, qualification prescribed by the University from time to time, for MBA programme. Admission to the post graduate programme shall be made on the basis of either the merit rank or Percentile obtained by the qualified student in the relevant qualifying Examination/ the merit rank obtained by the qualified student in an entrance test conducted by Telangana State Government (ICET) for MBA programme of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.

2.2 The medium of instructions for MBA Programme will be **ENGLISH** only.

3.0 MBA Programme (PGP in Management)

3.1 The MBA Programme is in Semester pattern, with **Four Semesters** consisting of **Two** academic years, each academic year having **Two Semesters** (First/Odd and Second/Even Semesters). Each Semester shall be of 22 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester.

3.2 A student shall be declared eligible for the award of the MBA Degree, if the student pursues a course of study in not less than two and not more than four academic years. However, the student is permitted to write the examinations for two more years after four academic years of course work, failing which the student shall forfeit the seat in MBA programme.

3.3 The student shall register for all 104 credits and secure all the 104 credits

3.4 UGC/AICTE specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these PG academic regulations, as listed below:

3.4.1 Semester Scheme

Each Semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations. The terms 'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Comprehensive Viva', or 'Project' as the case may be.

3.4.2 Credit Courses

All subjects/courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/course in an L: T: P: C (Lecture Periods: Tutorial Periods: Practical Periods: Credits) structure based on the following general pattern:

- One credit for one hour/week/semester for theory/lecture (L) courses /Tutorial
- One credit for two hours/ week/semester for laboratory/ practical (P) courses

Other student activities like study tour, guest lecture, conference/workshop participations, technical paper presentations, and identified mandatory courses, if any, will not carry credits.

3.4.3 Subject Course Classification

All subjects/courses offered for the MBA Degree Programme is broadly classified as follows. The University has followed in general the guidelines issued by AICTE/UGC.

| S. No | Broad course classification | Course group/ Category | Course Description | Credits as per MR20 | Credits as per AICTE |
|--------------|-----------------------------|---|---|---------------------|----------------------|
| 1 | Core courses (CC) | CC- Core Courses | Includes subjects related to the parent discipline/ department | 66 | 54 |
| | | PR-Project Work | MBA Project or PG Project or Major Project | 6 | 6 |
| | | PR-Seminar/Pre-Submission of Project Work | Seminar/colloquium based on core contents related to parent discipline / department | | |
| | | PR-Comprehensive Viva-Voce | Viva-Voce covering all the PG subjects studied during the course work and related aspects. | 2 | - |
| 2 | Elective courses (EC) | PE – Professional Electives | Includes electives subjects related to the parent discipline/ department | 30 | 42 |
| | | OE- Open Electives | Electives subjects which include inter disciplinary subjects or subjects in an area outside the parent discipline/ department | | |
| 3 | Mandatory Courses (MC) | MC- Mandatory Courses | These courses are non-credit courses with evaluation. | - | - |
| Total | | | | 104 | 102 |

4.0 Course Registration

- 4.1 A “Faculty Advisor or Counselor” shall be assigned to each specialization, who will advise on the MBA, it’s Course Structure and Curriculum, Choice/Option for Subjects/ Courses, based on his competence, progress, pre-requisites and interest.
- 4.2 The Academic Section of the College invites “Registration Forms” from students within 15 days from the commencement of class work through “ON-LINE SUBMISSIONS”, ensuring “DATE and TIME Stamping”. The ON-LINE Registration Requests for any “CURRENT

SEMESTER” shall be completed BEFORE the commencement of SEEs (Semester End Examinations) of the “PRECEDING SEMESTER”.

- 4.3 A Student can apply for ON-LINE Registration, ONLY AFTER obtaining the “WRITTEN APPROVAL” from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of Department (a copy of it being retained with Head of Department, Faculty Advisor and the Student).
- 4.4 If the students submit ambiguous choices or multiple options or erroneous entries during ON-LINE registrations for the subjects(s) / courses(c) under a given / specified course group/ category as listed in the course structure, only the first mentioned subject/ course in that category will be taken into consideration.
- 4.5 Subject/ Course Options exercised through ON-LINE Registration are final and CANNOT be changed, nor can they be inter-changed; further, alternate choices also will not be considered. However, if the Subject/ Course that has already been listed for Registration by the Institution in a Semester could not be offered due to unforeseen or unexpected reasons, then the student will be allowed to have alternate choice either for a new Subject, if it is offered, or for another existing Subject (subject to availability of seats). Such alternate arrangements will be made by the Head of Department, with due notification and time-framed schedule, within the FIRST WEEK from the commencement of Class-work for that Semester. Such changes are to be intimated to Chief Controller of Examinations/Principal immediately.

5.0 **Attendance Requirements**

The programmes are offered on the basis of a Module system with each subject being considered a Module.

- 5.1 Attendance in all classes (Lectures/Laboratories/Seminar/Project Work) is compulsory. The minimum required attendance in each theory including the attendance of mid-term examination / Laboratory etc. is 75%. Two periods of attendance for each theory subject shall be considered, if the student appears for the mid-term examination of that subject. A student shall not be permitted to appear for the Semester End Examinations (SEE), if his attendance is less than 75%.
- 5.2 A student's seminar report and seminar presentation will be eligible for evaluation, only if he ensures a minimum of 75% of his attendance in seminar presentation classes during that semester.
- 5.3 Condonation of shortage of attendance in each subject up to 10% (65% and above and below 75%) in each semester shall be granted by the College Academic Committee (CAC).
- 5.4 Shortage of Attendance below 65% in each subject shall not be condoned.
- 5.5 Students whose shortage of attendance is not condoned in any subject are not eligible to write their Semester End Examination of that subject and their registration shall stand cancelled.
- 5.6 A stipulated fee prescribed by the CAC, shall be payable towards condonation for shortage of attendance.
- 5.7 A Candidate shall put in a minimum required attendance in at least three (3) theory subjects in I Year I semester for promoting to I Year II Semester. In order to qualify for the award of the MBA Degree, the candidate shall complete all the academic requirements of the subjects,

as per the course structure.

- 5.8 A student shall not be promoted to the next semester unless the student satisfies the attendance requirement of the present Semester, as applicable. The student may seek readmission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, the student shall not be eligible for readmission into the same class.

6.0 Academic Requirements

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in **item no. 5**.

- 6.1 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 Semester End Examination and a minimum of 50% of the total marks in the Semester End Examination and Continuous Internal Evaluation taken together. In case the candidate does not secure the minimum academic requirement in any subject he has to reappear for the Semester End Examination in that subject. A candidate shall be given one chance to re-register for the subject if the internal marks secured by the candidate are less than 50% and failed in that subject. This is allowed for a maximum of three subjects and should register within two weeks of commencement of that semester class work. In such a case, the candidate must re-register for the subjects and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon the eligibility for writing the Semester End Examination in those subjects. In the event of the student taking another chance, the student's Continuous Internal Evaluation (CIE) marks and Semester End Examination (SEE) marks obtained in the previous attempt stands cancelled.
- 6.2 If the student secured 'F' grade in any subject he/she can apply for recounting / revaluation by paying prescribed fee. If the student is not satisfied after the results declaration of recounting / revaluation he/she can apply for challenge valuation with the prescribed fee. College appoints a faculty member; student can bring another faculty member who taught the respective subject at least once (proof should be provided). The faculty member should be from any autonomous college affiliated to JNTUH or JNTUH constituent colleges.

7.0 Evaluation - Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject - wise (irrespective of credits assigned) for 100 marks for Theory, Practical's, Seminar, Comprehensive Viva Voce, Project, and Minor Courses etc. The Theory / Practical courses are evaluated with two components. 1. Continuous Internal Evaluation (CIE) 2. Semester End Examination (SEE). The distribution shall be 30 marks for CIE and 70 marks for SEE decided in the Academic Council.

7.1 Theory Courses:

7.1.1 Continuous Internal Evaluation [CIE]:

CIE shall be carried out for all courses of MBA Programme twice in a semester (2 Midterm examinations) with the help of subjective evaluation and regular assignments. Each midterm examination shall consist of subjective paper shall be conducted with a duration of 120 minutes and 2 assignments shall be conduct with faculty choice. The composition of subjective test and assignment shall be evaluated for, 87.5% and 12.5% of the allocated

internal marks. The objective and subjective test shall be evaluated to 40 % and 50 % for duration of 120 minutes and the assignment evaluated for 10 % of the allocated internal marks. The first mid-term examination shall be conducted for the first 50% of the syllabus, and the second mid-term examination shall be conducted for the remaining 50% of the syllabus. First Assignment should be submitted before the conduct of the first mid-term examinations, and the Second Assignment should be submitted before the conduct of the second midterm examinations. The weight age for the midterm examination shall be given as 70% of the best performing midterm examination and 30% of the other performing midterm examination. The student shall appear for both midterm examinations. In case for any specific reason the student appears only for one midterm examination, only 70% Weight age of that examination shall be considered.

The division of marks for CIE is as given below:

| Mid – Term Examination | | | | |
|-------------------------------|-------------------------------|-------------------------|---------------------------|--------------|
| Part | Type of Questions | No. of questions | Marks per question | Total |
| Part A | Multiple-choice questions | 10 | 1 | 10 |
| | Fill-in the blanks | 10 | 1 | 10 |
| | Sub-Total | | | 20 |
| Part B | Compulsory questions | 5 | 2 | 10 |
| Part C | Choice questions [3 out of 5] | 3 | 5 | 15 |
| Mid-Term Exam Total | | | | 45 |
| Assignment | | | | 05 |
| Grand Total | | | | 50 |

*The CIE will be conducted for 50 marks and scaled to 30 marks.

7.1.2 Semester End Examination [SEE]:

Semester End Examination (SEE) shall be conducted for MBA Programme at the end of the Semester. Duration of the examination is 3 hours. The paper setting and evaluation of all courses carried out by external examiners. The examiners will be selected by the chief controller of Examination/Principal or by his nominee from the panel of examiners sent from the head of the department.

The division of marks for SEE is as given below:

| Semester End Examination | | | | |
|---------------------------------|---|--|---------------------------|--------------|
| Part | Type of Questions | No. of questions to be answered | Marks per question | Total |
| Part A | Choice Questions: For each question there will be an 'either or choice', which means that there will be two questions from each module and the student should | 5 | 14 | 70 |

| | | | | |
|--------------------|------------------------------------|--|--|-----------|
| | answer either of the two questions | | | |
| Grand Total | | | | 70 |

7.2 **Practical Courses:**

7.2.1 **Continuous Internal Evaluation [CIE]:**

CIE marks shall be awarded with a distribution of 40% for day - to-day performance and timely submission of lab records, 40% for internal lab exam (best out of two exams) and 20% for viva-voce. The CIE will be conducted for 50 marks and scaled to 30 marks.

7.2.2 **Semester End Examination [SEE]:**

SEE marks shall be awarded with a distribution of 20% for design/procedure/schematic diagram of the given experiment, 40% for conduction of experiment, 20% for results and 20% for viva - voce. For conducting SEE (with duration of 3hours), one internal examiner and one external examiner will be appointed by the Chief Controller of Examinations of the college. The external examiner should be selected from outside the college among the autonomous / reputed institutions from a panel of three examiners submitted by the Head of the Department.

7.3 **Seminar:**

There shall be five seminar presentations during MBA programme. For seminar, a student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Departmental Academic Committee (DAC) is constituted by the principal based on the recommendation from HOD. DAC consists of HOD/Seminar Coordinator, Supervisor and two other senior faculty members of the department. For each Seminar there will be only internal evaluation. Out of the total allocated marks distribution of marks shall be 30% for the report, 50% for presentation and 20% for the queries. A candidate has to secure a minimum of 50% of marks to be declared successful. If the student fails to fulfill minimum marks, the student has to reappear during the supplementary examinations.

7.4 **Comprehensive Viva-Voce:**

There shall be a Comprehensive Viva-Voce in II-year II Semester. The Comprehensive Viva-Voce is intended to assess the students understanding of various subjects studied during the MBA course of study. The Head of the Department shall be associated with the conduct of the Comprehensive Viva-Voce through a Committee. The Committee consists of the Head of the Department, one senior faculty member and an external examiner. The external examiner shall be appointed by the Chief Controller of Examinations (Principal of the college) from a panel of three examiners submitted by the Head of the Department. There are no internal marks for the Comprehensive Viva-Voce and evaluates for maximum of 100 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If the student fails to fulfill minimum marks, the student has to reappear during the supplementary examinations.

7.5 **Evaluation of Project /dissertation work**

7.5.1 Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.

- 7.5.2 A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project Supervisor and one senior faculty member of the Department.
- 7.5.3 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement in all the subjects, both theory and practicals.
- 7.5.4 After satisfying **item 5.0**, a candidate has to submit, in consultation with his Project Supervisor, the title, objective and action plan of his project work to the Project Review Committee (PRC) for approval within two weeks from the commencement of Second year Second Semester. Only after obtaining the approval of the PRC can the student initiate the Project work.
- 7.5.5 If a candidate wishes to change his supervisor or topic of the project, he can do so with the approval of the PRC. However, the PRC shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
- 7.5.6 A candidate shall submit his project progress report every month.
- 7.5.7 The work on the project shall be initiated at the beginning of the II-year II Semester and the duration of the project is one semester. A candidate is permitted to submit Project Thesis only after successful completion of all theory and practical courses with the approval of PRC not earlier than 20 weeks from the date of approval of the project work. For the approval of PRC, the candidate shall submit the draft copy of thesis to the Head of the Department and make an oral presentation before the PRC.
- 7.5.8 For pre submission of project work, there will be only internal evaluation for 100 marks. Evaluation should be done by the PRC for 50% of allocated marks and the Supervisor will evaluate the work for the other 50% of allocated marks. The Supervisor and PRC will examine the Problem Definition, Objectives, Scope of Work, Literature Survey in the same domain and progress of the Project Work. A candidate has to secure a minimum of 50% of allocated marks to be declared successful in Project Work. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as when conducted.
- 7.5.9 After approval from the PRC, a soft copy of the thesis should be submitted for ANTI-PLAGIARISM check and the plagiarism report should be submitted to the Institution and be included in the final thesis. The Thesis will be accepted for submission, if the similarity index is less than 24%. If the similarity index has more than the required percentage, the student is advised to modify accordingly and re-submit the soft copy of the thesis after one month. The maximum number of re-submissions of thesis after plagiarism check is limited to TWO. The candidate has to register for the Project work and work for one semester. After three attempts, the admission is liable to be cancelled.
- 7.5.10 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College/School/Institute, after submission of a research paper related to the project work in a National/International Conference/Journal. A copy of the published research paper shall be attached to thesis.

7.5.11 For Project Evaluation (Viva – Voce) IV semester (II Year II Semester) is an external evaluation. The evaluation shall be carried out by the External examiner appointed by the Chief Controller of Examinations/Principal. For this, the Head of the Department shall submit a panel of 3 examiners, eminent in that field, with the help of the supervisor/guide concerned. The candidate has to secure minimum of 50% of marks in project Viva - Voce examination.

7.5.12 If the student fails to fulfill as specified in 7.5.11, based on the recommendations of external examiner, the student will reappear for the Viva – voce examination with the revised thesis only after three months. In the reappeared examination also, if he fails to fulfill, the student will not be eligible for the award of the degree.

7.6 Non-Credit Courses:

7.6.1 Mandatory Courses:

Mandatory Non-Credit Courses offered in any semester, a ‘Satisfactory / Not Satisfactory’ shall be awarded to the student based on the performance in both CIE and SEE.

8.0 Examinations and Assessment - The Grading System

8.1 Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practical’s, or Seminar, or Project, etc., based on the % of marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 5 above, and a corresponding Letter Grade shall be given.

8.2 As a measure of the student’s performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

| % of marks secured in a subject / Course (Class Intervals) | Letter Grade (UGC Guidelines) | Grade Points |
|--|-------------------------------|--------------|
| ≥ 90%, ≤ 100% | O (Outstanding) | 10 |
| ≥ 80%, < 90% | A+ (Excellency) | 9 |
| ≥ 70%, < 80% | A (Very Good) | 8 |
| ≥ 60%, < 70% | B+ (Good) | 7 |
| ≥ 55%, < 60% | B(Average) | 6 |
| ≥ 50%, < 55% | C (Pass) | 5 |
| < 50 % | F(Fail) | 0 |
| Absent | Ab | 0 |

8.3 A student obtaining F Grade in any Subject is deemed to have “failed” and is required to reappear as “Supplementary Candidate” for the Semester End Examination (SEE), as and

when conducted. In such cases, his Internal Marks (CIE Marks) in those subjects will remain as obtained earlier.

- 8.4 If a student has not appeared for the examinations, “Ab” Grade will be allocated to him for any subject and shall be considered “failed” and will be required to reappear as “Supplementary Candidate” for the Semester End Examination (SEE), as and when conducted.
- 8.5 A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- 8.6 In general, a student shall not be permitted to repeat any Subject/ Course (s) only for the sake of “Grade Improvement” or “SGPA/ CGPA Improvement”.
- 8.7 A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him in that Subject/ Course. The corresponding “Credit Points” (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/ Course.

Credit Points (CP) = Grade Point (GP) x Credits For a Course

- 8.8 The student passes the Subject/ Course only when he **gets GP ≥ 5 (C Grade or above)**.
- 8.9 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points ($\sum CP$) secured from ALL Subjects/ Courses registered in a Semester, by the Total Number of Credits registered during that Semester. SGPA is rounded off to TWO Decimal Places. SGPA is thus computed as

$$\text{SGPA} = S \left\{ \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i} \right\} \dots \text{For each Semester,}$$

where “i” is the Subject indicator index (taking into account all Subjects in a Semester), “N” is the no. of Subjects “REGISTERED” for the Semester (as specifically required and listed under the Course Structure of the parent Department), C_i is the no. of Credits allotted to the i^{th} Subject, and G_i represents the Grade Points (GP) corresponding to the Letter Grade awarded for that i^{th} Subject.

- 8.10 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the I Year Second Semester onwards, at the end of each Semester, as per the formula

$$\text{CGPA} = \left\{ \frac{\sum_{j=1}^M C_j G_j}{\sum_{j=1}^M C_j} \right\} \dots \text{for all S semesters registered}$$

(ie., upto and inclusive of S Semesters, $S \geq 2$),

where “M” is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has “REGISTERED” from the 1st Semester onwards up to and inclusive of the Semester S (obviously $M > N$), “j” is the Subject indicator index (taking into account all Subjects from 1 to S Semesters), C_j is the no. of Credits allotted to the j^{th} Subject, and G_j represents the Grade Points (GP) corresponding to the Letter Grade awarded for that j^{th} Subject. After registration and completion of I Year I Semester however,

the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

Illustration of calculation of SGPA

| Course/ Subject | Credits | Letter Grade | Grade Points | Credit Points |
|-----------------|---------|--------------|--------------|---------------|
| Course 1 | 4 | A | 8 | 4 x 8=32 |
| Course 2 | 4 | O | 10 | 4 x 10=40 |
| Course 3 | 4 | B | 6 | 4 x 6=24 |
| Course 4 | 4 | B | 6 | 4 x 6=24 |
| Course 5 | 4 | A+ | 9 | 4 x 9=36 |
| Course 6 | 4 | B | 6 | 4 x 6=24 |
| Course 7 | 4 | B+ | 7 | 4 x 7=28 |
| | 28 | | | 208 |

$$\text{SGPA} = 208/28 = 7.43$$

Illustration of calculation of CGPA

| Semester | Credits | SGPA | Credits*SGPA |
|--------------|---------|------|-----------------|
| Semester I | 26 | 7 | 26 x 7=182.0 |
| Semester II | 28 | 8 | 28 x 8=224.0 |
| Semester III | 29 | 7.5 | 29 x 7.5= 217.5 |
| Semester IV | 21 | 6 | 21 x 6 = 126.0 |
| | 104 | | 749.5 |

$$\text{CGPA} = 749.5/104 = 7.20$$

8.11 For Calculations listed in Item 8.7 – 8.10, performance in failed Subjects/ Courses (securing F Grade) will also be taken into account, and the Credits of such Subjects/ Courses will also be included in the multiplications and summations.

9.0 Award of Degree and Class

9.1 If a student who registers for all the specified Subjects/ Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire MBA Programme, and secures the required number of **104 Credits** (with CGPA ≥ 5.0), shall be declared to have “QUALIFIED” for the award of the MBA Degree that he was admitted into.

- 9.2 **Award of Class:** After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes based on the CGPA:

| Class Awarded | CGPA |
|------------------------------|-------------------------------------|
| First Class with Distinction | ≥ 8.00 |
| First Class | $\geq 6.50 \leq \text{CGPA} < 8.00$ |
| Second Class | $\geq 5.00 \leq \text{CGPA} < 6.50$ |

- 9.3 A student with final CGPA at the end of the MBA Programme < 5.00 shall not be eligible for the Award of Degree.
- 9.4 Students will be eligible for the award of 'Gold Medal', if he/she should have passed all the subjects/courses in first appearance within the first academic years (or four sequential semesters) from the date of commencement of first year first semester and should have secure CGPA ≥ 8.00 at the end of four sequential semesters.

10.0 Withholding of Results

If the student has not paid the dues, if any, to the Institution/University or if any case of indiscipline is pending against him, the result and degree of the student will be withheld and he will not be allowed into the next semester.

11.0 Transitory Regulations

- 11.1 Candidate detained due to shortage of attendance in one or more subjects is eligible for re-registration of maximum of three earlier or equivalent subjects at a time as and when conducted.
- 11.2 The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per MR18 Academic Regulations.

12.0 Student Transfers:

- 12.1 There shall be no Branch/Specialization transfers after the completion of Admission Process.
- 12.2 The students seeking transfer to MALLA REDDY ENGINEERING COLLEGE (Autonomous)- MREC(A) from various other Universities/ institutions have to pass the failed subjects which are equivalent to the subjects of MREC(A), and also pass the subjects of MREC(A) which the students have not studied at the earlier institution. Further, though the students have passed some of the subjects at the earlier institutions, if the same subjects are prescribed in different semesters of MREC (A), the students have to study those subjects in MREC (A) in spite of the fact that those subjects are repeated.

12.3 The transfer students from other Universities / Institutions to MREC (A) who are on rolls will be provided one chance to write internal examinations in the failed subjects and/or subjects not studied as per the clearance letter issued by the JNTUH.

13.0 General

13.1 Credit: A module by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

13.2 Credit Point: It is the product of grade point and number of credits for a course.

13.3 Wherever the words “he”, “him”, “his”, occur in the regulations, they shall include “she”, “her”.

13.4 The academic regulation should be read as a whole for the purpose of any interpretation.

13.5 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the College Academic Committee headed by the principal is final.

MALPRACTICES RULES
DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

| S.No. | Nature of Malpractices/ Improper conduct | Punishment |
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| | <i>If the candidate:</i> | |
| 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 SEE] | 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 exam 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 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 that 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. The Hall Ticket of the candidate shall 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 and forfeits the 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 |

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| | | not be allowed to appear for examinations of the remaining courses of that semester. The candidate is also debarred for two consecutive semesters from class work and all SEE. The continuation of the programme 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 | 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 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. The candidate is also debarred for two consecutive semesters from class work and all SEE. The continuation of the programme by the candidate is 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 Chief Controller of Examinations [CCE] / Controller of Examinations [CE]/ Assistant Controller of Examinations [ACE] / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible | In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that 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. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police cases registered against them. |

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| | representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination | |
| 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 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 SEE. The continuation of the programme 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. 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. | 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. The candidate is also debarred and forfeits the seat. Person[s] who does not belong to the College will be handed over to police and, a police case will be registered against them. |

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| 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. |
| 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 SEE. |
| 12 | If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the CCE for further action toward suitable punishment. | |

Note: The student[s] found indulging in malpractices during the CIE also will be punished based on the recommendations of the College Academic Committee.