



Established: 2009

PGE CET Code: MLRS

Academic Regulations under Autonomous Status

Master's in Business Administration (MBA)

Choice Based Credit System (CBCS)
(MLRS - MB25 Regulations)

(Applicable for the batches admitted from 2025-26)



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

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PRELIMINARY DEFINITIONS AND NOMENCLATURES

Academic Council: The Academic Council is the highest academic body of the institute and is responsible for the maintenance of standards of instruction, education and examination within the institute. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

Academic Autonomy: Means freedom to an institute in all aspects of conducting its academic programs, granted by UGC for Promoting Excellence.

Academic Year: It is the period necessary to complete an actual course of study within a year. It comprises two consecutive semesters i.e., Even and Odd semester.

AICTE: Means All India Council for Technical Education, New Delhi.

Autonomous Institute: Means an institute designated as autonomous by University Grants Commission (UGC), New Delhi in concurrence with affiliating University (Jawaharlal Nehru Technological University, Hyderabad) and State Government.

Backlog Course: A course is considered to be a backlog course if the student has obtained a failure grade (F) in that course.

Betterment: Betterment is a way that contributes towards improvement of the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

Board of Studies (BOS): BOS is an authority as defined in UGC regulations, constituted by Head of the Organization for each of the departments separately. They are responsible for curriculum design and updation in respect of all the programs offered by a department.

Certificate course: It is a course that makes a student gain hands-on experience and skill required for holistic development in a specific area / field.

Choice Based Credit System: The credit-based semester system is one which provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching along with provision of choice for the student in the course selection.

Compulsory course: Course required to be undertaken for the award of the degree as per the program.

Commission: Means University Grants Commission (UGC), New Delhi.

Continuous Internal Examination: It is an examination conducted towards internal assessment.

Course: A course is a subject offered by the University for learning in a particular semester.

Course Outcomes: The essential skills that need to be acquired by every student through a course.

Credit: A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour perweek.

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

Cumulative Grade Point Average (CGPA): It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Curriculum: Curriculum incorporates the planned interaction of students with instructional content, materials, resources and processes for evaluating the attainment of Program Educational Objectives.

Degree with Specialization: A student who fulfills all the program requirements of her/his discipline and successfully completes a specified set of professional elective courses in a specialized area is eligible to receive a degree with specialization like Finance, HR, Marketing and Entrepreneurship.

Department: An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources in the process of study for a degree.

Detention in a course: Student who does not obtain minimum prescribed attendance in a course shall be detained in that particular course.

Dropping from the Semester: A student who doesn't want to register for any semester can apply in writing in prescribed format before commencement of that semester.

Elective Course: A course that can be chosen from a set of courses. An elective can be Open Elective and Core Elective.

Evaluation: Evaluation is the process of judging the academic performance of the student in her/his courses. It is done through a combination of continuous internal assessment and semester end examinations.

Grade: It is an index of the performance of the students in a said course. Grades are indicated by alphabets.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Institute: Means MLRITM, Hyderabad unless indicated otherwise by the context.

Massive Open Online Course (MOOC): MOOC courses inculcate the habit of self-learning. MOOC courses would be additional choices in all the elective group courses.

Pre-requisite: A course, the knowledge of which is required for registration into higher level

course.

Core: The courses that are essential constituents of each management discipline are categorized as professional core courses for that discipline.

Core Elective: A course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

Program: Means, Master in Business Administration (M.B.A) degree program.

Program Educational Objectives: The broad career, professional and personal goals that every student will achieve through a strategic and sequential action plan.

Project work: It is a design or research-based work to be taken up by a student during his/her second year to achieve a particular aim. It is a credit-based course and is to be planned carefully by the student.

Re-Appearing: A student can reappear only in the semester end examination for the theory component of a course, subject to the regulations contained herein.

Registration: Process of enrolling into a set of courses in a semester of a Program.

Regulations: The regulations, common to all M.B.A. programs offered by Institute are designated as 'MLRS-MB25' Regulations and are binding on all the stakeholders.

Semester: It is a period of study consisting of 15 weeks of academic work. The odd semester starts usually in July and even semester in December.

Semester End Examinations: It is an examination conducted for all courses offered in a semester at the end of the semester.

S/he: Means "she" and "he" both.

Student Outcomes: The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioral.

University: Means the Jawaharlal Nehru Technological University Hyderabad, Hyderabad.

Withdraw from a Course: Withdrawing from a course means that a student can drop from a course within the first two weeks of the odd or even semester (deadlines are different for summer sessions). However, s/he can choose a substitute course in place of it by exercising the option within 5 working days from the date of withdrawal.

Words 'he', 'him', 'his', occur, they imply 'she', 'her', 'hers' also.

FOREWORD

The autonomy is conferred to Marri Laxman Reddy Institute of Technology and management (MLRITM), Hyderabad by University Grants Commission (UGC), New Delhi based on its performance as well as future commitment and competency to impart quality education. It is a mark of its ability to function independently in accordance with the set norms of the monitoring bodies like J N T University Hyderabad (JNTUH), Hyderabad and AICTE. It reflects the confidence of the affiliating University in the autonomous institution to uphold and maintain standards it expects to deliver on its own behalf and thus awards degrees on behalf of the college. Thus, an autonomous institution is given the freedom to have its own **curriculum, examination system and monitoring mechanism**, independent of the affiliating University but under its observance.

MLRITM is proud to win the credence of all the above bodies monitoring the quality in education and has gladly accepted the responsibility of sustaining, if not improving upon the standards and ethics for which it has been striving for more than a decade in reaching its present standing in the arena of contemporary technical education. As a follow up, statutory bodies like Academic Council and Boards of Studies are constituted with the guidance of the Governing Body of the institute and recommendations of the JNTUH to frame the regulations, course structure and syllabi under autonomous status.

The autonomous regulations, course structure and syllabi have been prepared after prolonged and detailed interaction with several expertise solicited from academics, industry and research, in accordance with the vision and mission of the institute to order to produce a quality engineering graduate to the society.

All the faculty, parents and students are requested to go through all the rules and regulations carefully. Any clarifications needed are to be sought at appropriate time and with principal of the college, without presumptions, to avoid unwanted subsequent inconveniences and embarrassments. The Cooperation of all the stake holders is sought for the successful implementation of the autonomous system in the larger interests of the college and brighter prospects of engineering graduates.

**Dr. SRIDHAR P
DIRECTOR**



**MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(Autonomous)**

**Academic Regulations of MBA (Regular / Full Time) Programme
Under Choice Based Credit System (CBCS) 2025-26 (MLRS-MB25)**

(Effective for the students admitted from the Academic Year 2025-2026 and onwards)

1.0 Marri Laxman Reddy Institute of Technology and Management (MLRITM) offers **Two** Years (**Four** Semesters) full-time Master's in Business Administration (**MBA**) Degree programme, under CBCS.

2.0 Eligibility for Admissions

2.1 Admission to the MBA programme shall be made subject to eligibility, qualification prescribed by the University from time to time.

2.2 Admission to the MBA programme shall be made on the basis of the merit rank obtained by the qualified student in ICET entrance test conducted by Telangana Government for MBA programme / an entrance test conducted by JNTUH/ on the basis of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.

2.3 The medium of instruction for MBA Programme will be **ENGLISH** only.

3.0 MBA Programme Structure

3.1 The MBA Programme of the institute is in Semester pattern, with **Four** Semesters consisting of **Two** academic years, each academic year having **Two** Semesters (Odd and Even Semesters).

3.2 The two-year MBA program consists of **105** compulsory credits, and the student has to register for all 105 credits and earn all 105 credits for the award of MBA degree.

3.3 The student shall not take more than four academic years to fulfill all the academic requirements for the award of MBA degree from the date of commencement of first year first semester, failing which the student shall forfeit the seat in MBA programme.

3.4 UGC/AICTE specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these MBA academic regulations.

3.4.1 Semester Scheme

There shall be a minimum of 15 weeks of instruction, excluding the continuous internal assessment and semester-end exams. Around 15 instruction hours, 30 instruction hours

and 45 hours of learning need to be followed per one credit of theory course, practical course and project / field-based learning respectively. In each semester, there shall be ‘Continuous Internal Assessment (CIA)’ and ‘Semester End Examination (SEE)’ under Choice Based Credit System (CBCS). The curriculum/course structure suggested by AICTE / JNTUH is followed as a reference document.

3.4.2 Credit Courses

All courses offered in each semester are to be registered by the students. Against each course in the course structure, the L: T: P: C (lecture periods: tutorial periods: practical periods: credits) pattern has been defined.

- One credit is allocated for one hour per week in a semester for lecture (L) or Tutorial (T) session.
- One credit is allocated for two hours per week in a semester for Laboratory/ Practical (P) session.
- One credit is allocated for three hours per week in a semester for Project/Mini-Project session.

For example, a theory course with three credits weightage requires three hours of classroom instruction per week, totaling approximately 45 hours of instructions over the entire semester.

3.4.3 Course Classification

All courses offered for the MBA Degree Programme are broadly classified as follows. The institute has followed in general the guidelines issued by AICTE / JNTUH.

| S.No. | Broad Course Classification | Course Group/ Category | Course Description |
|-------|---------------------------------|---|---|
| 1 | Core Courses (CoC) | CC - Core Courses | Includes courses related to the Management |
| | | Project Work | MBA Project or PG Project or Major Project |
| | | Seminar / Pre-Submission Project Seminar | Seminar based on core contents related to Management |
| 2 | Other Core Courses (OCC) | Internship/ Industry Oriented Mini- project | Internship/ Industry Oriented Mini-Project |
| 3 | Elective Courses (EC) | PE - Professional Electives | Includes elective courses related to the specialization |
| | | OE - Open Electives | Elective courses which include interdisciplinary courses |
| 4 | Skill Development Courses (SDC) | Data Visualization Lab/ Analytics Lab | Courses designed to help individuals gain, improve, or refine specific skills |

4.0 Course Registration

4.1 A Faculty Advisor or Mentor shall be assigned who will advise on the Course Structure and Curriculum, Choice/Option for Courses, based on his competence, progress, prerequisites 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 two weeks 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 shall be retained with Head of Department, faculty Advisor and the Student).

4.4 Course Options exercised through **on-line** Registration are final and **cannot** be changed; further, alternate choices also will not be considered. However, if the Course that has already been listed for Registration by the Head of the Department in a Semester could not be offered due to inevitable or unexpected reasons, then the student shall be allowed to have alternate choice either for a new course (subject to offering of such a course), or for another existing Course. Such alternate arrangements will be made by the Head of Department, with due notification and time-framed schedule, within a week, but before the commencement of Classwork for that Semester.

5.0 Rules to offer Elective Courses:

5.1 An elective course may be offered to the students, only if a minimum of 25% of class strength opts for it.

5.2 Same elective course for different sections may be offered by different faculty members. The selection of elective courses by students will be based on first come first serve and / or CGPA criteria.

5.3 If the number of students registrations are more than the strength of one section, then it is choice of the department concerned to offer the same course for more than one section based on the resource available in the department.

6.0 Attendance Requirements

6.1 A Student shall be eligible to appear for the Semester End Examinations (SEE), if the student acquires a minimum of 75% aggregate attendance of all courses of that semester.

6.2 Shortage of attendance in aggregate up to 10% (securing 65% and above but below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based student representation with supporting evidence.

6.3 A stipulated fee shall be payable for condoning of shortage of attendance as notified in the respective college website.

6.4 Two hours of attendance for each Theory course shall be considered if the student appears for the continuous internal examination of that course.

6.5 Shortage of attendance below 65% in aggregate shall in no case be condoned.

6.6 Students whose shortage of attendance **is not condoned** in any semester are not eligible to write their Semester End Examination(s) of that semester. They get detained and will not be promoted to the next semester. Their registration for that semester as well as marks secured in CIA shall stand cancelled. They may seek re- registration for that semester in the next academic year.

6.7 A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same semester.

6.8 A Candidate shall acquire minimum required attendance course-wise in at least three theory courses in each semester for promotion to next Semester.

7.0 Academic Requirements

The following academic requirements must be satisfied, in addition to the attendance requirements mentioned in item no. 5. The performance of the candidate in each semester shall be evaluated course-wise, with a maximum of 100 marks per course (theory / practical), based on Continuous Internal Assessment and Semester End Examination.

7.1 A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each course, if he secures not less than:

- 40% of Marks (24 out of 60 marks) in the Semester End Examination and
- A minimum of 50% marks in the sum total of CIA (Continuous Internal Assessment) and SEE (Semester End Examination) taken together; in terms of Letter Grades this implies securing 'B' Grade or above in a course.

7.2 A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to a course, if he secures not less than 50% of the total marks. The student is deemed to have failed if he does not submit a report on summer internship or does not make a presentation of the same before the evaluation committee as per schedule. In such a case, he has to reappear for the same during the supplementary examinations as and when the notification is issued.

7.3 A student shall register for all courses for total of **105** credits as specified and listed in the course structure for the chosen specialization, put in the required attendance and fulfill the academic requirements for securing **105** credits obtaining a minimum of 'B' Grade or above in each course.

Note:

(1) The SGPA will be computed and printed on the grade memos only if the candidate passes in all the subjects offered and gets minimum 'B' grade in all the subjects.

(2) CGPA is calculated only when the candidate passes in all the courses offered in all the semesters.

7.4 Marks and Letter Grades obtained in all those courses covering the above specified 105 credits alone shall be considered for the calculation of final CGPA, which will be indicated in the Grade Card Memo of fourth semester.

7.5 If a student registers for extra course(s) (in the parent specialization or other specializations of Management) other than those listed courses totaling to **105** credits as specified in the course structure, the performance in extra course(s) (although evaluated and graded using the same procedure as that of the required **105** credits) will not be considered while calculating the SGPA and CGPA. For such extra course(s) registered, percentage of marks and Letter Grade alone will be indicated in the Grade Card Memo, as a performance measure, subject to completion of the attendance and academic requirements.

7.6 Any student who got detained due to shortage of attendance in any course(s) in any semester, shall not be permitted to write the Semester End Examination of that course(s). However, he is eligible for re-registration of such course(s) in the subsequent semester(s), as and when next offered, with the academic regulations of the batch into which he is re-registered, by paying the prescribed fees per course. In all these re-registration cases, the student shall have to secure a fresh set of internal marks and Semester End Examination marks for performance evaluation in such course(s), and SGPA/CGPA calculations.

7.7 A student eligible to appear for the Semester End Examination in any course but absent from it or failed (failing to secure "B" Grade or above), may reappear for that course at the supplementary examination as and when conducted. In such cases, his Internal Marks assessed earlier for that course will be carried over and added to the marks secured in the supplementary examination, for the purpose of evaluating his performance in that course.

7.8 A Student who fails to earn **105** credits as per the specified course structure, and as indicated above, within **four** academic years from the date of commencement of his first year first semester, shall forfeit his seat in MBA programme and his admission **shall stand cancelled**.

8.0 Evaluation - Distribution and Weightage of Marks
The performance of a student in each semester shall be evaluated course- wise (irrespective of credits assigned) for a maximum of 100 marks.

8.1 The performance of a student in every course (including Practical's and Project) will be evaluated for 100 marks each, with 40 marks allotted for CIA (Continuous Internal Assessment) and 60 marks for SEE (Semester End-Examination).

| Activities | CIA-1 | CIA-2 | SEE | Total Marks |
|---------------------------------------|----------|----------|----------|------------------|
| Continuous Internal Examination (CIE) | 30 marks | 30 marks | | 30 marks |
| Assignment | 05 marks | 05 marks | | 05 marks |
| Comprehensive Assessment Tool (CAT) | 05 marks | 05 marks | | 05 marks |
| Semester End Examination (SEE) | | | 60 marks | 60 marks |
| Total | | | | 100 marks |

8.2 In CIE, for theory courses, during a semester, there shall be two mid-term examinations. Each CIE consists of two parts i) Part – A for 10 marks, ii) Part – B for 20 marks, with a total duration of two hours as follows.

Continuous Internal Examination for 30 marks:

- Part - A: Objective / Short answer questions for 10 marks, 02 questions from full units and one question from half unit.
- Part - B: Descriptive paper for 20 marks shall contain 6 questions out of which, the student has to answer 4 questions, each carrying 5 marks.

The average of the two CIE's shall be taken as the final marks for CIE (for 30 marks).

While the CIE - I shall be conducted on 50% of the syllabus, the CIE - II shall be conducted on the remaining 50% of the syllabus. Questions will be drawn from the CIE syllabus, ensuring uniform coverage of all topics.

The remaining 10 marks of Continuous Internal Assessment are distributed as follows:

8.2.1 Assignment:

Five (5) marks are allocated for assignments. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The average of the two assignments shall be taken as the final marks for assignment (for 5 marks).

8.2.2 Comprehensive Assessment Tool (CAT):

In order to encourage innovative methods while delivering a course, the faculty members are encouraged to use the CAT for 5 marks. This CAT enables faculty to design own assessment patterns during the CIA. The CAT enhances the autonomy (freedom and flexibility) of individual faculty and enables them to create innovative pedagogical practices. Through this CAT, a classroom can be converted into an effective learning centre. The CAT may include Certificate of completion from Tech talk, Quiz, term paper, open ended experiments, Concept video, MOOCs, Inter-institute participation in hackathons etc, Language Proficiency test. However, it is mandatory for a faculty to obtain prior permission from the concerned HOD and spell out the teaching / assessment pattern of the CAT prior to commencement of the semester.

- The student, in each course, shall have to earn 40% of marks (i.e. 24 marks out of 60) in SEE and Overall, 50% of marks (i.e. 50 marks out of 100 marks) both CIA and SEE marks taking together.

The details of the end semester question paper pattern are explained in the next clause:

8.2.3 Computer Based Test (CBT) for Continuous Internal Examinations (CIE)

A Computer-Based Test (CBT) in each theory course is available for students who either:

1. Missed one of the two CIE due to unavoidable circumstances, or
2. Attended both CIE but wish to improve their internal marks.

The CBT will be conducted at the end of the semester and will carry a total of 30 marks. The marks obtained in the CBT will be considered equivalent to those obtained in one CIE. Zero marks will be awarded to students who are absent from the CIE. The average of the best two scores from the three exams (the two CIE and one CBT), combined with other internal assessment components, will constitute the Continuous Internal Improvement (CII) marks for that specific course.

However, in case a student could not take the test on scheduled date due to genuine reasons, may appeal to the HOD / Principal. The HOD / Principal in consultation with the mentor / class in-charge shall decide about the genuineness of the case and decide to conduct CBT examination to such candidate on the date fixed by the Examinations Control Office.

8.3 Semester End Examination (SEE)

8.3.1 Theory Courses:

The semester end examinations (SEE), for theory courses, will be conducted for 60 marks consists of two parts viz. i) Part-A for 10 Marks ii) Part-B for 50 Marks.

- Part-A is compulsory, consists of five short answer questions covering all units of syllabus; each question carries two marks.
- Part-B consists of five questions carrying 10 marks each. There shall be two questions asked on the question paper from each unit with either-or choice and the student should answer either of the two questions. The student shall answer one question from each of five units.

8.3.2 Duration of SEE: The duration of the Semester End Examination is three hours.

8.4 For practical Courses there shall be a Continuous Internal Assessment (CIA) during the semester for 40 marks and 60 marks for semester end examination. Out of the 40 marks for internal evaluation:

1. 10 marks for a write-up on day-to-day experiments in the laboratory (in terms of aim, components/ procedure, expected outcome).
2. 10 marks for the Continuous internal practical examination conducted by the laboratory faculty concerned.
3. 10 marks for viva-voce (or) tutorial (or) case study (or) application (or) poster presentation of the course concerned.

The remaining 10 marks are for Laboratory Report / open ended experiments/ Project and Presentation, which consists of the Design (or) Software / Hardware Model Presentation (or) App Development (or) Prototype Presentation / submission and Global Certifications which shall be evaluated after completion of laboratory course and before semester end practical examination

In the Semester End Examination, held for 3hours, total 60marks are divided and allocated as shown below:

1. 10 marks for write-up
2. 15 marks for experiment / program
3. 15 marks for evaluation of results
4. 10 marks for presentation on another experiment / program in the same laboratory course and
5. 10 marks for viva-voce on concerned laboratory course.

- The student, in each Course, shall have to earn 40% of marks (i.e. 24 marks out of 60) in SEE and Overall, 50% of marks (i.e. 50 marks out of 100 marks) both CIE and SEE marks taking together.

For any change of experiment, 5 marks will be deducted from the total of 60 marks. If second time change of experiment is requested, another five marks will be deducted from the 60 marks. No third change will be permitted.

8.5 For conducting laboratory end examinations, one internal examiner and one external examiner are to be appointed by the Principal of the College, and this is to be informed to the Director of Evaluation within two weeks, before commencement of the lab end examinations. The external examiner should be selected from outside the college concerned but within the cluster. No external examiner should be appointed from any other College which is run by the same Management. A candidate has to secure a minimum of 50% marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted.

8.6 There shall be a summer internship during the summer vacation of II Semester and the evaluation is done in III Semester. Summer internship Report has to be submitted to the department after approval by the concerned supervisor/mentor and the Head of the department. Summer internship Report is evaluated for 100 marks. The report has to be evaluated by the Head, Supervisor/ mentor and a senior faculty of the department. A candidate has to secure a minimum of 50% marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted.

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

8.8 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 Departments offering the MBA programme.

8.9 Registration of Project Work: A candidate is permitted to register for the project work at the beginning of IV Semester after satisfying the attendance requirement in all the courses, both theory and laboratories upto III Semester.

8.10 After satisfying 8.9, a student, in consultation with his Project Supervisor, has to present the title, objective, and plan of action of his project work to the Project Review Committee (PRC) for approval within two weeks from the commencement of IV Semester. The student can initiate the Project work after obtaining the approval of the PRC. The Supervisor and PRC will examine the progress of the Project Work during pre-submission project seminar. For the course ‘pre-submission project seminar, there will be only internal evaluation for 100 marks. Evaluation shall be done by the PRC for 60 marks, and the Supervisor shall evaluate the work by another 40 marks. A candidate has to secure a minimum of 50% marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examination as and when notification is issued. Pre-submission project seminar has to be conducted along with 1st and 2nd CIE examinations.

8.11 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.

8.12 A candidate is permitted to submit project thesis with the approval of PRC not earlier than 16 weeks from the date of commencement of fourth semester. 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 during the Pre-submission project seminar at 2nd CIE examinations.

8.13 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 University and be included in the final thesis. The Thesis will be accepted for submission, if the similarity index is less than 30%. If the similarity index is 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 resubmissions 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. The college authorities are advised to make plagiarism check of every soft copy of theses before submissions.

8.14 Three copies of the Project Thesis certified by the supervisor shall be submitted to the Institute. Students have to publish paper in **Scopus / WoS journal** before going to external viva-voce examination.

8.15 The thesis shall be adjudicated by an external examiner selected by the principal. For this, the Principal of the Institute shall submit a panel of three examiners from among the list of experts in the relevant specialization as submitted by the supervisor concerned and Head of the Department.

8.16 If the report of the external examiner is unsatisfactory, the student shall revise and resubmit the Thesis. If the report of the examiner is unsatisfactory again, the thesis shall be summarily rejected. Subsequent actions for such dissertations may be considered, only on the specific

recommendations of the external examiner and /or Project Review Committee. No further correspondence in this matter will be entertained, if there is no specific recommendation for resubmission.

8.17 If the report of the external examiner is satisfactory, the Head of the Department shall coordinate and make arrangement for the conduct of Main Project Viva - Voce examination. The Main Project Viva-Voce examination will be evaluated for 100 marks. The Main Project Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who adjudicated the Thesis. The candidate has to secure a minimum of 50% marks in Main Project Viva-Voce examination. For Main Project Viva – Voce examination one external examiner shall be allotted for a group of three to ten students. The Main Project Viva-Voce examination shall be conducted within two weeks after completion of the fourth semester end examinations. The students need to prepare the PPT (Slides) of the project work for the Viva–voce examination.

8.18 If he fails to fulfill the requirements as specified in 8.17, he will reappear for the Main Project Viva-Voce examination only after three months. In the reappeared examination also, if he fails to fulfill the requirements, he will not be eligible for the award of the degree, unless he is asked to revise and resubmit his project work by the board within a specified time period (within four years from the date of commencement of his first year first semester).

8.19 The Main Project Viva-Voce External examination marks must be submitted to the University on the day of the examination.

8.20 Skill Development Courses:

Two Skill Development Courses are included in the Curriculum in III and III semesters. Each Skill Development Course carries two credits. The evaluation pattern will be same as that of a laboratory course including the internal and external assessments.

The objective of Skill Courses is to develop the cognitive skills as well as the psycho-motor skills.

9.0 Examinations and Assessment – The Grading System

9.1 Grades will be awarded to indicate the performance of each student in each Theory course or Lab / Practical's, or Seminar, or Project, etc., based on the percentage of marks obtained in CIA + SEE (Continuous Internal Assessment + Semester End Examination, both taken together) and a corresponding Letter Grade shall be given.

9.2 As a measure of the students' 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 Course (Class Intervals) | Letter Grade (UGC Guidelines) | Grade Points |
|---|--------------------------------------|---------------------|
| 90% and above ($\geq 90\%, \leq 100\%$) | O (Outstanding) | 10 |

| | | |
|--|----------------------------|---|
| Below 90% but not less than 80% ($\geq 80\%, < 100\%$) | A ⁺ (Excellent) | 9 |
| Below 80% but not less than 70% ($\geq 70\%, < 80\%$) | A (Very Good) | 8 |
| Below 70% but not less than 60% ($\geq 60\%, < 70\%$) | B ⁺ (Good) | 7 |
| Below 60% but not less than 50% ($\geq 50\%, < 60\%$) | B (Above Average) | 6 |
| Below 50% ($< 50\%$) | F (Fail) | 0 |
| Absent | Ab | 0 |

9.3 A student obtaining ‘F’ Grade in any Course 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 (CIA Marks) in those courses will remain as obtained earlier.

9.4 If a student has not appeared for the examinations, ‘Ab’ Grade will be allocated to him for any course and shall be considered ‘failed’ and will be required to reappear as ‘Supplementary Candidate’ for the Semester End Examination (SEE), as and when conducted.

9.5 A Letter Grade does not imply any specific percentage; it is only the range of percentage of marks.

9.6 In general, a student shall not be permitted to repeat any Course (s) only for the sake of ‘Grade Improvement’ or ‘SGPA / CGPA Improvement’.

9.7 A student earns Grade Point (GP) in each Course, on the basis of the Letter Grade obtained by him on that Course. The corresponding ‘Credit Points (CP) are computed by multiplying the Grade Point with Credits for that particular Course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits} \dots \text{For a Course}$$

9.8 The student passes the Course only when he gets $GP \geq 6$ (B Grade or above).

9.9 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points secured from all Courses registered in a Semester, by the total number of credits offered in that Semester. SGPA is rounded off to two decimal places. SGPA is thus computed as

$$SGPA = \frac{\sum_{i=1}^n (C_i G_i)}{\sum_{i=1}^n C_i}$$

Where ‘i’ is the Course indicator index (taking into account all Courses in a Semester), ‘N’ is the no. of Courses ‘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} Course, and G_i represents the Grade Points (GP) corresponding to the Letter Grade awarded for that i^{th} Course.

9.10 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 Semesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the II Semester onwards, at the end of each Semester, as per the formula

$$CGPA = \frac{\sum (C_j G_j)}{\sum C_j}$$

(i.e., up to and inclusive of S Semesters, S ≥ 2),

Where 'M' is the total no. of Courses (as specifically required and listed under the Course Structure of the parent Department) the Student has 'registered'. C_j is the no. of Credits allotted to the j^{th} Course, and G_j represents the Grade Points (GP) corresponding to the Letter Grade awarded for that j^{th} Course. After registration and completion of 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/Course | Credits | Letter Grade | Grade points | Credit Points |
|---------------|---------|--------------|--------------|---------------|
| Course1 | 4 | A | 8 | 4*8=32 |
| Course2 | 4 | O | 10 | 4*10=40 |
| Course3 | 4 | B | 6 | 4*6=24 |
| Course4 | 3 | B | 6 | 3*6=18 |
| Course5 | 3 | A+ | 9 | 3*9=27 |
| Course6 | 3 | B | 6 | 3*6=18 |
| | 21 | | | 159 |

$$SGPA = 159/21 = 7.57$$

Illustration of calculation of CGPA

| Semester | Credits | SGPA | Credits*SGPA |
|--------------|---------|------|--------------|
| I Semester | 24 | 7 | 24*7=168 |
| II Semester | 24 | 6 | 24*6=144 |
| III Semester | 24 | 6.5 | 24*6.5=156 |
| IV Semester | 24 | 6 | 24*6=144 |
| | 96 | | 612 |

$$CGPA = 612/96 = 6.37$$

9.11 SGPA of a semester will be mentioned in the semester Memorandum of Grades if all courses of that semester are cleared in first attempt. Otherwise, the SGPA shall be mentioned only in the Memorandum of Grades in which sitting he passed his last exam in that semester.

10.0 Withholding of Results

If the student has not paid the dues, if any, to the 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 Re-Admission / Re-Registration

11.1 Re-Admission for Discontinued Student

A student, who has discontinued the MBA degree programme due to any reason whatsoever,

may be considered for 'readmission' into the same degree programme (with the same specialization) with the academic regulations of the batch into which he gets readmitted, with prior permission from the authorities concerned.

11.2 A student detained due to shortage of attendance shall be admitted in the same semester in the successive academic years with the academic regulations of the batch into which he seeks reregistration, with prior permission from the authorities concerned.

12.0 Award of Degree and Class

12.1 If a student who registers for all the Courses listed in the Course Structure and secures the required number of 105 Credits within 4 academic years from the date of commencement of the first academic year, shall be declared to have qualified for the award of the MBA Degree that he was admitted into.

12.2 Award of Class

After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of M.Tech. Degree, he shall be placed in one of the following three classes based on the CGPA:

| Class Awarded | CGPA |
|------------------------------|--------------------------------|
| First Class with Distinction | ≥ 7.50 |
| First Class | $6.50 \leq \text{CGPA} < 7.50$ |
| Second Class | $6.00 \leq \text{CGPA} < 6.50$ |

A student with final CGPA (at the end of the MBA Programme) < 6.00 shall not be eligible for the Award of Degree.

13.0 Conversion of CGPA into equivalent Percentage of Marks

The following formula shall be used for the conversion of CGPA into equivalent marks, whenever it is necessary

$$\text{Percentage (\%)} \text{ of Marks} = (\text{Final CGPA} - 0.5) \times 10$$

14.0 Transitory Regulations:

A. For students detained due to shortage of attendance:

1. A Student who has been detained in I year of R22 Regulations due to lack of attendance, shall be permitted to join I year I Semester of R25 Regulations and he is required to complete the study of MBA programme within the stipulated period of four academic years from the date of first admission in I Year.
2. A student who has been detained in any semester of II year of R18 regulations for want of attendance, shall be permitted to join the corresponding semester of R25 Regulations and is required to complete the study of MBA within the stipulated period of four academic years from the date of first admission in I Year. The R25 Academic Regulations under which a student who has been readmitted shall be applicable to that student from that semester. See rule (B) for further Transitory Regulations.

B. For readmitted students in R25 Regulations:

A student who has failed in any course under any regulation has to pass those courses in the same regulations.

5. The maximum credits that a student acquires for the award of degree, shall be the sum of the total number of credits secured in all the regulations of his/her study including R25 Regulations. There is NO exemption of credits in any case.

6. If a student is readmitted to R25 Regulations and has any course with 80% of syllabus common with his/her previous regulations, that particular course in R25 Regulations will be substituted by another course to be suggested by the University.

Note: If a student readmitted to R25 Regulations and has not studied any courses/ topics in his / her earlier regulations of study which is prerequisite for further courses in R25 Regulations, the College Principals concerned shall conduct remedial classes to cover those courses/ topics for the benefit of the students.

15. Student Transfers

15.1 There shall be no branch transfers after the completion of admission process.

15.2 There shall be no transfers from one college/stream to another within the constituent colleges and units of Jawaharlal Nehru Technological University Hyderabad.

15.3 The students seeking transfer to colleges affiliated to JNTUH from various other Universities/institutions are having back-logs at the previous University/institute, have to pass the R25 MBA Academic Regulations courses offered at JNTUH which are equivalent to the failed courses at the previous University/institute.

16.0 Mapping with the Sustainable Development Goals

All the courses specified in the course structure of every programme are mapped with the one or more sustainable development goals.

17.0 General

17.1 **Credit:** A unit 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.

17.2 **Credit Point:** It is the product of grade points and number of credits for a course.

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

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

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

17.6 The institute 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 institute.

18.0 Malpractice Rules

| S.No. | Nature of Malpractices / Improper conduct | Punishment |
|-------|---|------------|
| | <i>If the candidate:</i> | |

| | | |
|--------|--|--|
| 1. (a) | <p>Possesses or keeps accessible in examination hall, any paper, note book, programmable calculator, cell phone, pager, palm computer 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)</p> | <p>Expulsion from the examination hall and cancellation of the performance in that course only.</p> |
| (b) | <p>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 person in or outside the exam Hall in respect of any matter.</p> | <p>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.</p> |
| 2. | <p>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.</p> | <p>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 and sent to the Controller of Examinations.</p> |
| 3. | <p>Impersonates any other candidate in connection with the examination.</p> | <p>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 practical 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 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.</p> |

| | | |
|----|--|--|
| 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/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 course 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 Controller of Examinations /Additional Controller of Examinations/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 walkout, or threatens the COE or any person on duty in or outside the examination hall of any injury to his/her person or to any of his/her relations whether by words, either spoken or written or by signs or by visible representation, assaults the COE or any person on duty in or outside the examination hall or any of his/her relations, or indulge sin any act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute premises 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/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them. |
| 7. | Leaves the exam hall taking away answer script or intentionally tears off 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 course 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 college is 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 / year examinations. |
| 12. | If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment. | |