

R.V.R. & J.C. COLLEGE OF ENGINEERING :: GUNTUR

(Autonomous)

CHOICE BASED CREDIT SYSTEM REGULATIONS (R-25) for 2-YEAR MASTER OF BUSINESS ADMINISTRATION (MBA) Degree Program

(w.e.f. the batch of students admitted into First Year MBA from the academic year)

1 MINIMUM QUALIFICATION FOR ADMISSION

The eligibility criteria for admission into Master of Business Administration (M.B.A.) programme is as per the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE), Amaravati.

- 1.1 Category - A Seats: The seats under this category shall be filled by the Convener, ICET Admissions.
- 1.2 Category - B Seats: The seats under this category shall be filled by the College as per the guidelines of APSCHE.

2 DURATION OF THE COURSE AND MEDIUM OF INSTRUCTION

- 2.1 The duration of the course is two academic years consisting of two semesters in each academic year.
- 2.2 The medium of instruction and examination is English.

3 MINIMUM INSTRUCTION DAYS

Each semester shall consist of a minimum number of 90 days of instruction excluding the days allotted for tests, examinations and preparation holidays.

4 REGISTERING THE SUBJECTS OFFERED

- 4.1 A Student has to Register and Secure 108 Credits, out of which 72 credits in Core Courses, 24 credits in Elective Courses, 4 credits in Laboratory Courses, 7 credits in Proficiency Enhancement Courses which includes 3 Credits from Project Internship and Report, 4 Credits from Comprehensive Viva and 1 credits for MOOCs.
- 4.2 The structure of the M.B.A Programme comprises of four semesters of course work consisting of 26 Subjects + 2 Labs + 6 Weeks Project Internship and Comprehensive Viva. At the end of the II year I semester, the student should submit a Project Internship report.
- 4.3 MOOCs (Massive Open Online Courses) Requirements.
 - Every student shall mandatorily complete one course through Massive Open Online Courses (MOOCs), approved by the Board of Studies (BoS) of the department, and successful completion of one MOOC course is a requirement for the award of the degree.
 - Students shall not be permitted to register for the courses in the curriculum through MOOCs:
 - The selected MOOC course shall be of minimum 4 weeks duration, and enrollment shall commence from the beginning of I Year I Semester.
 - MOOCs course completion certificate must be submitted on or before the last instruction day of II Year I Semester. The grade is awarded based on the marks obtained in the MOOCs course.
 - In case a student fails to complete the MOOCs course, the student shall be allowed to re-register for the same or an alternative course from the approved list and submit the pass certificate in any subsequent semester, prior to the commencement of semester-end examinations.

4.4 Project internship:

- Project internship shall be carried out under the Joint Supervision of a Faculty Member in the Department and a guide in the concerned organization, where he/she is working for the Project internship
- Project internship should be undertaken only in Corporate Enterprise. The Project Internship may be undertaken in the concerned area of specialization.
- Two copies of the Project Internship Report certified by the concerned organization, where the student has undertaken the internship, the Supervisor(s), the Head of the Department and submit the report at the end of the II year I semester.

5 LABORATORY / PRACTICAL COURSES

In any semester, a minimum 80% of total experiments / exercises specified in the syllabus for laboratory subject shall be completed by the candidate and get the record certified by the concerned Head of the Department, to be eligible to appear for the Semester End Examination in that laboratory subject.

6 ATTENDANCE

- 6.1 Students shall put in attendance of not less than 75% in aggregate in the prescribed subjects in each semester.
- 6.2 Condonation for shortage in attendance up to 10% in any subject may be condoned by the Principal of the College for reasons of ill health and the application is submitted through proper channel at the time of actual illness and is supported by a certificate from the authorized Medical Officer approved by the Principal.
- 6.3 If the student does not satisfy the attendance requirement in any subject he or she shall not be permitted to appear for the Semester End examination in that subject and has to repeat that subject when next offered.

7 SCHEME OF INSTRUCTION AND EVALUATION

- 7.1 Instruction in various subjects shall be provided by the college as per the Scheme of instruction and syllabi prescribed.

7.2 Continuous Internal Assessment (CIA):

- The performance of the student in each semester is evaluated subject wise. In each Semester, there shall be two Internal Examinations consists of a Sessional Test for 30 Marks and an Assignment / Class room performance for 10 Marks. The semester end examination is conducted for 60 marks. The Internal Evaluation for Theory subjects is based on the 80% (24 out of 30 marks) weightage given to the best of the performances and the remaining 20% (6 out of 30 marks) for the least performance, in the two midterm examinations one held in the middle of the semester and the other held immediately after the completion of the instruction.
- The internal evaluation for practical subjects consists of a weightage of 25 marks for day to day laboratory work including record work and and 15 marks for semester end internal practical Examination including Viva-voce examination.
- The internal evaluation for Project Internship presentation is done by a panel in the department.

7.3 Semester End Examination (SEE):

- At the end of each semester, Semester End Examinations shall be held as prescribed in the scheme of examination. The duration of each examination is 3 hours.
- For taking the Semester end examination in any theory / practical subject / Skill Enhancement Courses, students shall be required to obtain a minimum of 50% marks in Internal evaluation in that subject failing which he / she is required to repeat the subject when next offered.
- For each theory subjects, there is a comprehensive Semester End Examination at the end of each Semester.
- For each laboratory subject / Skill Enhancement Courses the Semester End Examination is conducted by one internal and one external examiner appointed by the Principal of the College.
- Comprehensive Viva-voce Examination is conducted by one internal examiner and one external examiner appointed by the Principal.
- If any student failed in any subject, then he/she has to appear the supplementary examinations in that subject whenever conducted and obtain pass grade.

7.4 The distribution of marks between Continuous Internal Assessment (CIA) and Semester End Examination (SEE) is as follows:

Nature of the Courses	CIA Marks	SEE Marks
Theory / Laboratory Subjects/ Project Internship Report	40	60
Comprehensive Viva - Voce	---	100
MOOCs	---	100

8 CONDITION(S) FOR PROMOTION

A student is eligible for promotion to next semester, if he / she satisfies the minimum requirements of attendance and 50% of sessional marks in 50% of the Theory Subjects (in case of raction, round to lower integer), as stipulated in Clauses 6 and 7.

9 CONDITIONS FOR PASS

A student is declared to have passed in individual subject if he / she secures a minimum of 40% marks in theory and 50% marks in laboratory subjects / Skill Enhancement Courses / Project Work in SEE and a minimum of 50% marks in both CIA & SEE put together.

10 AWARD OF CREDITS

Each theory subject / laboratory subject / Skill Enhancement Courses / MOOCs / internships / Project Work awarded with the credits assigned, when a students obtain minium pass garade in that respective subject.

10.1 AWARD OF GRADES

S.No.	Range of Marks	Grade	Grade Points
1	$\geq 90\%$	A+	10.0
2	$\geq 80\% - < 90\%$	A	9.0
3	$\geq 70\% - < 80\%$	B	8.0
4	$\geq 60\% - < 70\%$	C	7.0
5	$\geq 55\% - < 60\%$	D	6.0
6	$\geq 50\% - < 55\%$	E	5.0
7	$< 50\%$	F	0.0
8	The grade 'W' represents withdrawal / absent	W	0.0

10.2 A candidate securing 'F' grade in any course there by securing zero grade points has to reappear and secure at least 'E' grade in the subsequent examinations for that course.

10.3 After each semester, Grade sheet will be issued which will contain the following details:

- The list of courses for each semester and corresponding credits and grades obtained
- The Semester Grade Point Average (SGPA) for each semester and
- The Cumulative Grade Point Average (CGPA) of all courses put together up to that semester.

SGPA is calculated based on the following formula:
$$\frac{\sum [\text{No. of Credits} \times \text{Grade Points}]}{\sum \text{No. of Credits}}$$

CGPA will be calculated in a similar manner, considering all the courses up to that semester.

10.4 A consolidated Grade Sheet shall be issued to the candidate, after completing all, indicating the CGPA of all the Two years put together.

10.5 Conversion of CGPA into equivalent Percentage :

$$\text{Percentage of Marks} = (\text{CGPA} - 0.50) \times 10.0$$

11 ELIGIBILITY FOR AWARD OF M.B.A DEGREE

The MBA Degree shall be conferred on a student who satisfies the following requirements :

- 11.1 The student who satisfies the conditions for pass in all the subjects including labs of all the years as stipulated in **Clauses 9**.
- 11.2 Maximum Time Limit for completion of MBA Degree: A candidate, who fails to fulfil all the academic requirements for the award of the degree within four academic years from the year of admission, shall forfeit his/her seat in MBA Degree.

12 AWARD OF CLASS

A student who becomes eligible for the award of **M.B.A** Degree as stipulated in **Clause 10** shall be placed in one of the following Classes.

S.No.	Class	CGPA
1	First Class With Distinction	7.5 or more
2	First Class	6.5 or more but less than 7.5
3	Second Class	5.5 or more but less than 6.5
4	Pass Class	5.0 or more but less than 5.5

13 SHORT VISITS

The students shall make one compulsory short visit to two different Industrial Establishments / Corporate Offices in the neighboring towns/cities in I Semester and II Semester. All the students are required to submit the visit reports at the end of the semester.

14 AWARD OF RANK

The rank shall be awarded based on the following :

- 14.1 Ranks shall be awarded in each branch of study for the top ten percent of the students appearing for the Regular Semester End Examinations or the top two students whichever is minimum.
- 14.2 The Rank shall be awarded only to those students who completes their degree within two academic years.
- 14.3 For the purpose of awarding rank in each branch, only such students who passed all subjects in the first attempt shall be considered.

15 SUPPLEMENTARY EXAMINATIONS

In addition to the Regular semester end examinations held at the end of each semester, supplementary examinations will also be conducted during the academic year. Such candidates taking the Regular / Supplementary examinations as supplementary candidates may have to take more than one examination per day.

16 TRANSITORY REGULATIONS

- 16.1 A student, studied under R-21 regulations of RVR & JCCE (Autonomous) curriculum and discontinued the I Year I Semester course, shall join in I Year I Semester of R-25 regulations.
- 16.2 A student, studied under R-21 regulations of RVR & JCCE (Autonomous) curriculum and discontinued the I Year II Semester course and also at the subsequent semesters will follow the same R-21 regulations/ curriculum and he / she has to complete the subject by appearing the examinations conducted by the college under R-21 curriculum.

17 CONDUCT AND DISCIPLINE

- 17.1 Candidates shall conduct themselves within and outside the premises of the institute in a manner befitting the candidates of our institution.
- 17.2 As per the order of Honourable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.
- 17.3 The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
 - a Lack of courtesy and decorum, indecent behaviour anywhere within or outside the campus.
 - b Wilful damage of college / individual property
 - c Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
 - d Mutilation or unauthorized possession of library books.
 - e Noisy and unseemly behaviour, disturbing studies of fellow candidates.

- f Hacking of computer systems (such as entering into other person's areas without prior permission, manipulation and / or damage of computer hardware and software or any other cyber-crime etc.)
 - g Usage of camera / cell phone in the campus
 - h Plagiarism of any nature
 - i Any other acts of gross indiscipline as decided by the academic council from time to time.
- 17.4 Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debar from examination, disallowing the use of certain facilities of the institute, rustication for a specified period or even outright expulsion from the institute or even handing over the case to appropriate law enforcement or the judiciary, as required by the circumstances.
- 17.5 For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief warden, the head of the department and the principal respectively, shall have the authority to reprimand or impose fine.
- 17.6 Cases of adoption of unfair means and / or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 17.7 All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the academic council.
- 17.8 The institute level standing disciplinary action committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 17.9 The principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the programmes committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the appropriate authority, shall be reported to the academic council for ratification.
- 17.10 "Grievance and Redressal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic / administrative / disciplinary matters.

18 MALPRACTICES

- 18.1 The Principal shall refer the cases of malpractices in internal assessment tests and semester-end examinations to a malpractice enquiry committee constituted by him / her for the purpose. Such committee shall follow the approved scales of punishment. The principal shall take necessary action, against the erring candidates basing on the recommendations of the committee.
- 18.2 Any action on the part of a candidate during an examination trying to get undue advantage or trying to help another, or drive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in-charge of conducting examinations, valuing examination papers and preparing / keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned in the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

19 AMENDMENTS TO REGULATIONS

The College may, from time to time, revise, amend, or change the Regulations, Schemes of Examinations, and / or Syllabus.

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