

ACADEMIC REGULATIONS (2014-15)

Applicable for students admitted to MBA course from 2014-15



**MADANAPALLE INSTITUTE OF
TECHNOLOGY & SCIENCE
(AUTONOMOUS)**

Affiliated to JNTUA, Anantapur & Approved by AICTE, New Delhi
Recognised Research Center
Accredited by NBA for CSE, ECE, EEE & ME
World Bank funded Institute
Recognised by UGC under the sections 2(f) and 12(B) of the UGC act 1956
Recognised as Scientific & Industrial Research Organization by DSIR of DST

1. Eligibility for Admissions

Admission to the MBA program shall be made subject to the eligibility, qualifications and specialization prescribed by the University for MBA Program, from time to time.

Admission shall be made either on the basis of merit rank obtained by the qualified candidates at an Entrance Test conducted by the State Council for Higher Education / University on the basis of ICET score, subject to reservations prescribed by the University or Government policies from time to time.

2. Program Duration

2.1 A candidate after securing admission must pursue the MBA program of study for FOUR semesters.

2.2 Each semester shall be of 90 working days duration including all examinations.

2.3 A candidate admitted to a program should complete it within a period equal to twice the prescribed duration of the program from date of admission.

3. Attendance

3.1 A candidate shall be deemed to have eligibility to write end semester examinations if he has put in atleast 75% of attendance on cumulative basis of all subjects/courses in the semester.

3.2 Condonation of shortage of attendance up to 10% i.e., from 65% and above and less than 75% may be given by the college on the recommendation of the Principal.

3.3 Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representation by the candidate with supporting evidence.

3.4 If the candidate does not satisfy the attendance requirement he is detained for want of attendance and shall reregister for that semester. He / she shall not be promoted to the next semester.

4.0. EVALUATION:

The performance of the candidate in each semester shall be evaluated course wise, with a maximum of 100 marks for Theory on the basis of the mid term tests and End Semester Examination.

4.1 For the theory courses 60% marks will be for the End Semester Examination.

While 30 marks will be for Internal tests, based on two Mid Term-tests held, one in the middle of the Semester and another immediately after the completion of instruction. Four questions of equal weightage of 10 marks each shall be given out of which 3 questions from the respective units with internal choice and another one question shall be a case study which is compulsory. The marks obtained for four questions shall be interpolated to 30 marks and any fraction shall be rounded off to next higher mark.

Another 10 marks will be based on submission of two assignments (5marks each).

The first assignment is to be submitted before I Mid-Term Examination and the second assignment is to be submitted before II Mid-Term Examination.

4.2 For practical courses, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day to day performance.

4.3 for labs and workshops there will be an internal evaluation of 50 marks. A candidate has to secure a minimum of letter grade D to be declared successful. The assessment will be made by a board consisting of HOD and two internal experts at the end of the semester instruction.

4.4 A candidate shall be deemed to have secured the minimum academic requirement in a course if he secures a minimum of 40% of marks in the End Examination and Grade D of the total marks in the End Semester Examination and Internal Evaluation taken together.

4.5 In case the candidate does not secure the minimum academic requirement in any of the courses (as specified in 4.4.) he has to reappear for the Semester Examination either Supplementary or regular in that course, or repeat the course when next offered or do any other specified course as may be required.

4.6 out of a total of 200 marks for the dissertation, 40% weightage shall be for internal evaluation and 60% weightage for the end semester examination. The end semester examination (viva-voce) shall be conducted by an external examiner nominated by the Principal, HOD and Supervisor as a committee. The evaluation of dissertation shall be conducted at the end of the IV semester. the internal evaluation shall be made by the departmental committee, on the basis of the two seminars given by the student on the topic of his/her dissertation.

4.7 Letter grades shall be awarded on the basis of the percentage obtained in any course/ workshop, dissertation etc.

5. Evaluation of Dissertation

Every candidate shall be required to submit dissertation after taking up a topic approved by the college/ institute.

5.1 Registration of Dissertation: A candidate is permitted to register for the dissertation after satisfying the attendance requirement of all the courses (theory and practical courses of I & II Sem).

5.2 An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the dissertation.

5.3 The work on the project shall be initiated in the penultimate semester and continued in the final semester. The candidate can submit dissertation with the approval of I.D.C. at the end of the IV semester instruction as per the schedule. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution.

5.4 The student must submit status report at least in two different phases during the project work period. These reports must be approved by the I.D.C before submission of the dissertation.

5.5 Three copies of the Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the HOD. One copy is to be forwarded to the Principal.

5.6 The department shall submit a panel of experts to conduct viva-voce examination to the academic section. However, the dissertation will be adjudicated by one examiner for every 20 students nominated by the Principal.

If the result of the viva-voce is grade F which is not satisfactory the student will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination, he will not be eligible for the award of the degree unless the candidate is permitted to revise and resubmit the dissertation.

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

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

- The candidate should have completed the course work and obtained examinations results for all four semesters pending dissertation submission.
- He should have passed all the courses for which the internal evaluation marks secured are more than 50%.
- Out of the courses the candidate has failed in the examination due to Internal evaluation marks secured being less than 50%, the candidate shall be given one chance for each Theory course and for a maximum of **three** Theory courses for Improvement of Internal evaluation marks.
- The candidate has to re-register for the chosen courses and fulfill the academic requirements.
- For each course, the candidate has to pay a fee equivalent to one third of the semester tuition fee and the amount is to be remitted in the form of DD in favour of the Principal, Madanapalle Institute of Technology & Science payable at Madanapalle along with the requisition.
- In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered courses stand cancelled.

7. Program Pattern

6.1 The entire program of study is for two academic years. All the academic years shall be on semester pattern.

6.2 A student eligible to appear for the end examination in a course, but absent or has failed in the end examination may appear for that course at the next supplementary examination when offered.

6.3 When a student is detained due to lack of credits/shortage of attendance he may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case,

he/she shall be in the academic regulations into which he/she is readmitted.

8. Programmes of Study

With the approval from AICTE , APSCHE & JNTUA the MBA programme is offered at present.

9. Grading System

9.1 Letter Grades

9.1.1 Based on the student's performance during a given Semester, the students are awarded a final letter grade at the end of the Semester in each course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade points	Absolute marks
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 - 89
A (Very Good)	8	70 - 79
B+ (Good)	7	65 - 69
B (Above Average)	6	60 - 64
C (Average)	5	55 - 59
P (Pass)	4	50 - 54
F (Fail)	0	< 50
Ab (Absent)	0	

9.1.2 A student is considered to have completed a course successfully and earned the credits if he secures a letter grade other than F in that course. A letter grade F in any course implies that the candidate is yet to clear that course.

9.1.3 A course successfully completed cannot be repeated.

9.1.4 Grade Point Average (GPA) will be calculated according to the formula

$$GPA = \frac{\sum(C \times GP)}{\sum C}$$

Where C = credits for the course, GP = grade points obtained for the course and the sum \sum is taken over all the courses taken in that Semester.

Cumulative grade point average [CGPA] averaged over all the courses is calculated for the award of class.

9.1.5 The following other GPAs are calculated on similar lines

1. SGPA = Averaged over all the courses taken in a particular Semester.
2. CGPA = Averaged over all the courses taken up to any given point of time.

9.2 Award of Class

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

Class	CGPA	Based on the aggregate of grades secured from 120 Credits
First Class with Distinction	≥ 8.0	
First Class	≥ 6.0 & < 8.0	
Second Class	≥ 4.0 & < 6.0	

10. Transitory Regulations

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the program in earlier regulations or have discontinued and wish to continue the program are eligible for admission into unfinished Semester from the date of commencement of class work with the same or equivalent courses as and when such courses are offered, subject to 4.5 and 2.3 sections. Whereas they continue to be in the academic regulations into which they get readmitted.

11. Withholding of Results

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

12. Minimum Instruction Days

The minimum instruction days including exams for each Semester shall be 90 days.

13. Student transfers

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

14. General

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

14.2 Malpractice rules nature and punishments are appended.

14.3 Where the words “he”, “him”, “his” occur in the regulations, they also include “she”, “her”, “hers”, respectively.

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

14.5 The Institute may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Institute.

Rules for Disciplinary Action for Malpractices / Improper Conduct in Examinations

	Nature of Malpractices/Improper conduct	Punishment
	<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 course 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 course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the 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 the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear

		for examinations of the remaining courses of that Semester/year. The candidate is also debarred for four consecutive Semesters from class work and all Semester end examinations if his involvement is established. Otherwise the candidate is debarred for two consecutive semester from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he 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/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.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a 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 representation, assaults the officer-in-charge, or any person on duty in or outside the	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/ officer in charge of the examination, then the candidate is also barred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered

	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.	against them.
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 Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against

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

Note: Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he has to register for the End Examination in those course/courses consequently and has to fulfill all the norms required for award of Degree.