

## **Academic Regulations R13 for MBA (Regular)**

Applicable for the students of MBA (Regular) Course from the Academic Year 2013-14 onwards

The MBA Degree of Jawaharlal Nehru Technological University Hyderabad shall be conferred on candidates who are admitted to the program and fulfil all the requirements for the award of the Degree:

### **1.0 ELIGIBILITY FOR ADMISSIONS**

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

Admissions shall be made on the basis of merit/rank obtained by the candidate qualified at ICET or at an Entrance Test conducted by the University **subject to reservations as laid down by the Govt from time to time.**

### **2.0 AWARD OF MBA DEGREE**

- 2.1 A student shall be declared eligible for the award of MBA degree, if he pursues a course of study in not less than two and not more than four academic years.**
- 2.2 If a candidate fails to complete MBA course within four academic years from the year of admission, he shall forfeit his seat in that course.**
- 2.3 After four academic years of course work, the candidate is permitted to write the examinations for two more years.**
- 2.4 The student shall register for all 88 credits and secure all the 88 credits.**
- 2.5 The minimum instruction days in each semester are 90.**

### **3.0 ATTENDANCE**

- 3.1 A student shall be eligible to write University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.**
- 3.2 Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.**
- 3.3 Shortage of attendance below 65% in aggregate shall not be condoned.**
- 3.4 Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class and their registration shall stand cancelled.**
- 3.5 A prescribed fee shall be payable towards condonation of shortage of attendance.**
- 3.6 A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable including the days of attendance in sports, games, NCC and NSS activities. They may seek re-admission into that semester when offered next.**
- 3.7 If any candidate does not fulfil the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.**

#### **4.0 EVALUATION**

The performance of the candidate in each semester shall be evaluated subject-wise, for a maximum of 100 marks for theory and 100 marks for practicals, on the basis of Internal Evaluation and End Examination.

- 4.1 While 75 marks shall be awarded for theory subjects based on the performance in the End Examination, 25 marks shall be awarded based on the Internal Evaluation. Internal Evaluation shall be made basis of on the **average** of the marks secured in the two Mid-Term Examinations conducted one in the middle of the Semester and the other immediately after the completion of instruction. Each mid term examination shall be conducted for a total duration of 120 minutes with Part A as one compulsory question for 10 marks and Part B with 3 questions to be answered out of 5 questions each question for 5 marks. If any candidate is absent from any subject of a mid-term examination, an on-line test will be conducted for him by the University. **End semester examination is conducted for 75 marks with Part A as a compulsory question for 25 marks and Part B for 50 marks with 5 questions to be answered out of 7 questions.**
- 4.2 In practical subjects, 75 marks shall be awarded based on the performance in the End Semester Examinations and 25 marks shall be awarded based on the day-to-day performance as Internal Marks.
- 4.3 There shall be seminar presentations as per the course structure. For seminar there shall be only internal evaluation for 50 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. The assessment will be made by a board consisting of Head of the Department and two other internal staff members of the department.
- 4.4 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 End semester Examination and a minimum aggregate of 50% 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 subject (as specified in 4.4) he has to write the End semester Examination again in that subject. A candidate shall be given one chance to re-register for each subject provided the internal marks secured by him are less than 50% and so failed in the end examination. In such a case the candidate must re-register for the subject(s) and secure the minimum required attendance. The attendance in re-registered subject(s) shall be calculated separately to decide his eligibility for writing the end examination in those subject(s). In the event of taking another chance, the internal marks and end examination marks obtained in the previous attempt are cancelled.

#### **Conditions to avail the benefit of improvement of internal marks**

- (i) The candidate should have completed the course work in the College.
- (ii) The candidate should pass all the subjects in which the internal marks secured are more than 50%, before availing the benefit of Improvement of Internal Marks.
- (iii) The candidate will be given only one chance for each subject for the improvement of internal marks for a maximum of three subjects, provided

the internal marks secured are less than 50% in each subject and so the candidate has failed in the end examination.

- (iv) In the event of availing the chance of improvement of internal marks, the internal marks and the end semester examination marks secured in the previous attempt, are cancelled.
  - (v) For each subject, the candidate has to pay a fee equivalent to one-third of the semester fee, and the amount is to be paid in the form of a DD in favour of the Registrar, JNTUH, payable at Hyderabad.
- 4.6 A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters. The Viva-Voce examination shall be conducted at the end of the course work and after the completion of the end semester examination of the final semester.
- 4.7 The Laboratory examination for MBA course must be conducted with two Examiners. One of them is the Laboratory Class Teacher, and the second examiner shall be other than the Class Teacher.

## **5.0 EVALUATION OF PROJECT WORK**

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

- 5.1 A Project Review Committee (PRC) shall be constituted with the Principal as the Chairperson, Heads of all the Departments that are offering the PG programs, and two other senior faculty members.
- 5.2 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 practical.
- 5.3 After satisfying 5.2, a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work to the Departmental Academic Committee for its approval. Only after obtaining the approval of the Departmental Academic Committee can the student initiate the Project work.
- 5.4 If a candidate wishes to change his supervisor or the topic of the project, he can do so with the approval of the Departmental Academic Committee. However, the Departmental Academic Committee shall examine whether 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 shall be the date of change of Supervisor or topic.
- 5.5 A candidate shall submit his status report in a bound form in two stages at least with a gap of 3 months between them.
- 5.6 The work on the project shall be initiated at the beginning of the **IV semester** and the duration of the project is **one** semester. A candidate is permitted to submit his Project Thesis only after the successful completion of theory and practical courses with the approval of PRC not earlier than 40 weeks from the date of registration of the project work. For the approval of PRC the candidate shall submit the draft copy of the thesis to the Principal through the Head of the Department and shall then give an oral presentation before the PRC.

- 5.7 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College/School/Institute.
- 5.8 The thesis shall be adjudicated by an examiner selected by the University. For this, the Principal of the College shall submit a panel of 5 eminent examiners in the field with the help of the guide and the head of the department.
- 5.9 If the report of the examiner is not favourable, the candidate shall revise and resubmit the Thesis within the time frame as prescribed by PRC. If the report of the examiner is unfavourable again, the thesis shall be summarily rejected.
- 5.10 If the report of the examiner is favourable, the Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner who adjudicated the Thesis. The Board shall jointly report the candidate's work as one of the following:
  - A. Excellent
  - B. Good
  - C. Satisfactory
  - D. Unsatisfactory

The Head of the Department shall coordinate and make arrangements for the conduct of the Viva-Voce examination.

If the report of the Viva-Voce is unsatisfactory, the candidate will retake the Viva-Voce examination after three months. If he fails to get a satisfactory report at the second Viva-Voce examination also, he will not be eligible for the award of the degree.

## **6.0 AWARD OF CLASS**

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of MBA Degree he shall be placed in one of the following four classes:

<b>Class Awarded</b>	<b>% of marks to be secured</b>
First Class with Distinction	70% and above
First Class	Below 70% but not less than 60%
Second Class	Below 60% but not less than 50%
Pass Class	Below 50% but not less than 40%

The marks in internal evaluation and the end examination shall be shown separately in the memorandum of marks.

## **7.0 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 of the student will be withheld and he will not be allowed into the next semester. His degree will be withheld in such cases.

**8.0**     **TRANSITORY REGULATIONS**

- 8.1 Discontinued, detained, or failed candidates are eligible for admission to two earlier or equivalent subjects at a time as and when offered.
- 8.2 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 R13 academic regulations.

**9.0**     **GENERAL**

- 9.1 Wherever the words “he,” “him,” “his,” occur in the regulations, they include “she,” “her,” “hers.”
- 9.2 The academic regulation should be read as a whole for the purpose of any interpretation.
- 9.3 In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 9.4 The University 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 University.

## MALPRACTICES RULES

### DISCIPLINARY ACTION FOR / 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 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 subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject 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 subject 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 subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
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 subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University 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 subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University 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 subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / 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 examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects 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 of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects 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.	

#### **Malpractices identified by squad or special invigilators**

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
  - (i) A show cause notice shall be issued to the college.
  - (ii) Impose a suitable fine on the college.
  - (iii) Shifting the examination centre from the college to another college for a specific period of not less than one year.