

ACADEMIC REGULATIONS MBA (Regular-Autonomous)

1. Introduction:

Academic Program of the institute is governed by rules and regulations as approved by the Academic Council, which is the highest Academic body of the Institute.

These academic rules and regulations are applicable to the students admitted during academic year 2014-15 into first year of two year postgraduate program offered by the college leading to Master of Business Administration (MBA) degree.

1.1 Lakireddy Balireddy College of Engineering, Mylavaram, an autonomous institution, follows Semester pattern for all two years of its postgraduate MBA program with internal and external evaluation.

1.2 Semester Pattern: Each academic year shall be divided into two semesters, each of 20 week duration, including instruction, evaluation, etc. Each semester consists of a minimum of 90 instruction days with at least 35 to 40 contact periods per week.

2. Program Offered by School of Management Studies:

Presently, the college is offering MBA Post Graduation program under School of Management Studies.

3. Eligibility Criteria for Admissions:

Admission to the above programme shall be made subject to the eligibility and qualifications prescribed by the I-CET convener from time to time. Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at an entrance test conducted by I-CET convener.

Award of MBA Degree:

A student will be declared eligible for the award of MBA Degree if he/she fulfils the following academic regulations.

- i) Pursued the course of study for not less than two academic years and not more than four academic years.
- ii) Registered for 88 credits and the candidate must secure all the 88 credits.

5. Duration of the Program:

Students, who fail to fulfill all the academic requirements for the award of the degree within four academic years from their admission, shall forfeit their seat in MBA course.

6. Semester- wise distribution of Credits:

Year	I-Sem. Credits	II – Sem. Credits	Total Credits
First Year	Theory 18 + Labs 2 credits	Theory 18 + Industry Analysis and Presentation 3 Credits	41
Second Year	Theory 21 Credits	Theory 18 + Major Project 8 credits	47
Total :			88

- i) The Industry Analysis and Presentation will be done by the student at the end of second semester under the guidance of a faculty member.
- ii) Project Internship will be done by the student before III Semester in corporate companies.
- iii) At the end of fourth semester students shall submit a detailed report and will have to undergo project viva voce.
- iv) Every student shall face a viva-voce examination on the completed project report.

7. Distribution and Weightage of Marks:

- The entire course consists of 25 theory papers, 1 lab, 1 Industry Analysis and Presentation and 1 Major project.
- Every theory subject has 3 Credits, Lab 2 Credits and Industry Analysis and Presentation 3 Credits and Major project carries 8 credits.
- The total syllabus of each subject consists of 5 units.
- The internal exams will be conducted twice in a semester. The duration of the internal exam is 120 minutes.
- The descriptive type question paper should be for 35 marks. Out of 3 questions given, Students have to answer all three Questions.
- The syllabus for 1st internal will be 1 and 2 units where as the remaining three units are earmarked for 2nd internal exam.
- For Labs (Practical subjects) total maximum marks 100, of which 50 marks will be awarded on the basis of internal day to day evaluation assessment and 50 marks will be awarded based on the performance of the student at external practical exam.
- The purpose of including a Report Writing and report presentation in the curriculum is to give exposure to the students on current trends of business.
- Course End Project: Out of a total 200 marks for the course end project work, 100 marks will be for the report and another 100 marks for Viva-voce Exam.
- The laboratory records and internal test papers shall be preserved by the department.

Distribution of subjects, Labs & Projects:

- 1st Semester - 6 Theories and 1 Lab
- 2nd Semester - 6 Theories and 1 Industry Analysis and Presentation.
- 3rd Semester - 7 Theory (3 common + 4 Specialization)
- 4th Semester - 6 Theory (2 common + 4 Specialization) and 1 Major Project and Personal Viva-Voce Exam.

- For every theory subject the distribution of marks for internal exams evaluation would be 40 marks (35 marks for test and 5 for quiz/assignment) and external exams evaluation would be 60 marks.

8. Attendance Regulations & Condonation:

- i) A student shall be eligible to appear for Institute end examinations, if acquired a minimum of 75% of attendance in aggregate of all the subjects.
- ii) 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.
- iii) A Student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester applicable. They may seek re-admission for that semester / I year when offered next.
- (iv) Shortage of Attendance below 65% in aggregate shall in no case be condoned.
- v) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- vi) A stipulated fee shall be payable towards condonation of shortage of attendance.

9. Minimum Academic Requirements:

The following requirements have to be satisfied in addition to the attendance requirements mentioned in item no 8(iv).

- i) A student shall satisfy the minimum academic requirements and earn the credits allotted to each theory subject and practical component and he/she secures not less than 40% of marks in the external examination and a minimum of 50% of marks at the end of the semester in each of the subject in which candidate had appeared.
- ii) Students who fail to earn 88 credits as indicated in the course structure including compulsory subjects as indicated in tables within four academic years from the year of their admission shall forfeit their seat in the course and their admission shall stands cancelled.

10. Course pattern:

- i) The entire course of study is of two academic years. Each academic year shall have two semesters.
- ii) A student eligible to appear for the end examinations in a subject, but absent for it or has failed in the examination may appear for that subject in subsequent semester Regular examinations.
- iii) All admitted students have to study any two Specializations out of offered areas during their course of 2nd year of study at the institute. The following shall be the programme of study of electives.

Year	No. of Electives
2 nd Year Sem – I	2 (Spl I) + 2 (Spl II) = 4
2 nd Year Sem – II	2 (Spl I) + 2 (Spl II) = 4
Total	8

Table No. 10.1

11. Evaluation of Project Work:

- a. A Project Review Committee (PRC) shall be constituted with Principal/Director as chairperson, head of the department and two other senior faculty members of the department.
- b. Registration of Course end Project work: A Candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses) up to III semester.
- c. Every candidate shall work on projects approved by the PRC.
- d. A student has to undergo practical training for a period of 6 weeks in a Corporate Enterprise between II and III Semester. In training period the candidates should work on a specific problem relating their subjects' knowledge. At the end of practical training, the student should submit a certificate obtained from the organization to the institution. The student should prepare a Project Report under the supervision of a faculty guide. However, the students who prepare Project Report in the area of systems can also work under the guidance of Faculty member from Computer Science Department.
- e. Four copies of Project dissertation certified by the Project supervisor shall be submitted to the Department.

- f. The viva-voce examination of the project report shall be conducted by external examiner, PRC, the Head of the Department and Supervisor. The Candidate should have to secure minimum 50% marks in Project report and viva-voce. Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination.
- g. If the candidate fails to secure minimum 50% of marks in project report and viva-voce, the candidate will retake the viva-voce examination after three months. If he fails to get minimum marks at the second viva-voce examination, he will not be eligible for the award of the degree, unless the candidate is asked to revise and resubmit. If the candidate fails to secure minimum marks again, the project shall be summarily rejected.

12. Award of Grade:

The result processing and award of class is carried out on 10-point scale grading system as described below.

A. Conversion of marks obtained by the students to letter grades & grade points – MBA programme.

Absolute Marks	Grade	Grade Points
90 and above	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
Less than 50	F	Fails, 0

B. Calculation of SGPA and CGPA:

The performance of every student at the end of each semester is indicated by Semester Grade Point Average (SGPA) and is calculated for the candidates who pass all the courses in that semester.

$$SGPA = \frac{\sum (CR \times GP)}{\sum CR}$$

The Cumulative Grade Point Average (CGPA) for entire programme is

$$CGPA = \frac{\sum (CR \times GP)}{\sum CR}$$

Where CR = Credits assigned to a course

GP = Grade points awarded to each course

C. AWARD OF CLASS

After a student has satisfied the requirement 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:

Range	Class awarded
7.75 and above	First Class with Distinction
6.75 to < 7.75	First Class
5.75 to < 6.75	Pass Class
Below 5.75	Fails

13. Minimum Instruction Days:

The minimum instruction for each semester shall be 90 working days excluding examination days.

14. General:

- a. Where the words "he" "him" "his", occur in the regulations, they include "she", "her", "hers".
- b. The academic regulation should be read as a whole for the purpose of any interpretation.
- c. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Director is final.
- d. 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.

15. Transitory Regulations:

A candidate, who is detained or discontinued in the year/semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses, which he/she had passed in the earlier semester(s) he/she was originally admitted into.

- 15.1** A student who is following the JNTU, Kakinada curriculum, detained due to lack of academics/attendance at the end of the first semester of second year, shall join the autonomous batch of Second Year first semester. Such students will study all the courses prescribed for that batch, in which the student joins. However, the student has to clear all his backlog subjects by appearing the supplementary examinations, conducted by JNTU, Kakinada and courses prescribed in Autonomous stream for the award of Degree.

15.2 A student who is following the JNTU, Kakinada curriculum, detained due to lack of academics/attendance at the end of the second semester of second year and also at the subsequent semesters, shall join with the autonomous batch at the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by concerned BOS for such batch of students, to be eligible for the award of degree. However, exemption will be given in all those courses of the semester(s) of the batch, which the candidate joins now, which he/she had passed earlier. The student has to clear all his backlog subjects by appearing the supplementary examinations, conducted by JNTU, Kakinada and Autonomous stream for the award of Degree. Marks secured by the students in JNTUK pattern will be converted into appropriate grade points as per the autonomous grading system and the class will be awarded based on the academic performance of the student in the entire two years as per the guidelines of autonomous pattern.

15.3 specific student cases shall be handled as per the directions of BOS.

16. Course code and Course Numbering Scheme:

Course Numbers are denoted by six/seven digit unique alpha numeric characters. First three digits are described in Table 16.1.

First Three Digits	Semesters
MBA	For all the semesters

Table 16.1: First, second and Third digits description

Fourth digit represents semester of offering as mentioned in Table No. 16.2. **Fifth digit** represents the syllabus revision number of the course.

FOURTH DIGIT	DESCRIPTION
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester

Table 16.2: Fourth digit description

Fifth digit represents course type, as per Table No. 16.3

FIFTH DIGIT	Description
Theory*	0
Lab/projects	5

Table 16.3: Course type description

Sixth digit represents course number as described in Figure 1 below. However, few courses are given distinct codes.

For example, **MBA105**, the course is offered in the semester I (**1**), the course is of theory type (**0**) and the course number in that semester (**5**).

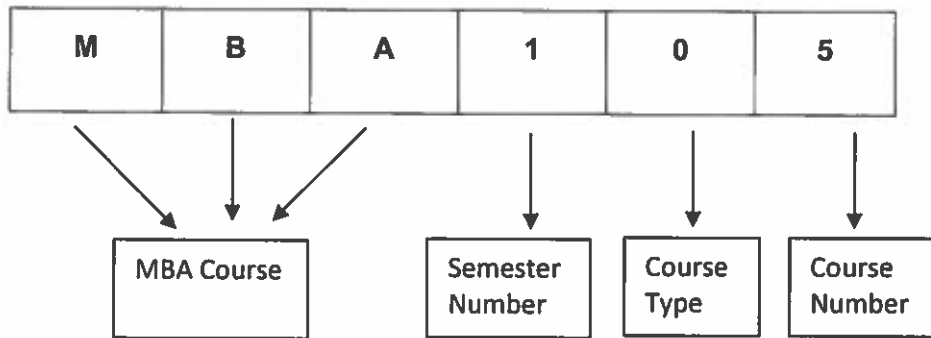


Figure 1: Course code description for courses

For example, **MBA151**, the course is offered in MBA (**MBA**); offered in the semester I (**1**), the course is of lab type (**5**) and the course number is (**1**), as given in figure.2 below.

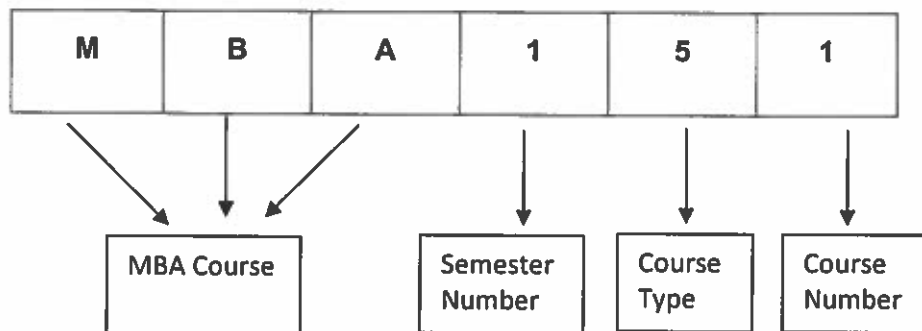


Figure 2: Course code description for courses

Fifth Digit incase of electives

Fifth digit represents Elective (specialization), as per Table No. 16.3.1

Finance	F
HRM	H
Marketing	M
Systems	S

Table 16.3.1: Course type description

Sixth and Seventh digits represents course type and elective number as described in Figure 3 below. However, few courses are given distinct codes.

For example, **MBA3F01**, the course is offered in MBA (**MBA**); offered in the semester III (**3**), the course is of finance elective (**F**), the course is of theory type (**0**) and the elective number is (**1**), as given in the figure.3 below

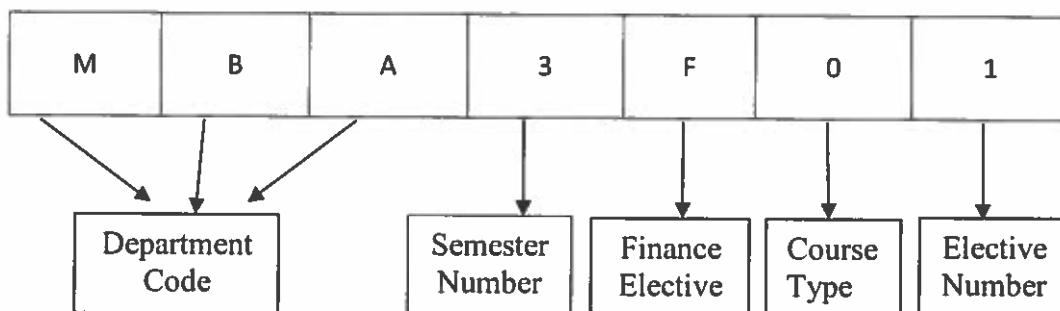


Figure 3: Course code description for courses

17. Medium of Instruction

The medium of instruction and examination is English.

18. Amendments to Regulations

The Academic council from time to time may revise, amend, or change the regulations, schemes of examinations, and/or syllabi.

19. Grade Card

The grade card issued shall contain the following:

- a) The credits for each course offered for that semester
- b) The letter grade obtained in each course
- c) The SGPA/CGPA
- d) Total number of credits earned by the student up to the end of that semester

20. AWARD OF RANK

The rank shall be awarded based on the following:

- i. Only such candidates who pass the Final semester examination at the end of the second academic year after admission as regular final semester students along with the others in their batch and become eligible for the award of the Degree shall be eligible for the award of rank. Candidates, who loose one or more years of study for any reason whatsoever are not eligible for the award of rank.
- ii. Ranks shall be awarded for the top five students appearing for the Regular external Examinations.
- iii. Award of prizes, scholarships, or any other Honours shall be based on the rank secured by a candidate, consistent with the desire of the Donor, wherever applicable.

21. MALPRACTICES RULES

The examination related malpractices will be dealt with as per the provisions contained in the scale of punishment notified by the JNTUK, Kakinada from time to time.

COLLEGE RULES AND REGULATIONS

1. Students should be regular and punctual to the classes.
2. Students should maintain strict silence inside the lecture halls, laboratories and workshops.
3. Use of mobile phones is strictly prohibited inside the College Campus.
4. Students should come to the college in proper dress.
5. All students should wear identity cards in the college campus.
6. Students should not leave the college campus without prior permission of their respective Heads during college hours.
7. The students should attend the laboratory/workshop classes with the specified dress code.

8. Sitting/wandering of the students at the stair cases, corridors, cycle stands or the areas within the college premises is strictly prohibited.

RAGGING

Ragging is cognisable offence and is prohibited in the college campus, Hostels and in all places. Those students indulged in this criminal act will be punished as per the provisions of Act 26 of 1997 enacted by the Govt. of A.P.

(A) The following precautions are taken by the college to prevent RAGGING in the campus

- Ragging within or outside any educational institution is prohibited.
- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.

	Imprisonment up to	+	Fine Up to
Teasing, Embarrassing and Humiliation	6 Months	+	Rs. 1,000/-
Assaulting or Using Criminal force or criminal intimidation	1 Year	+	Rs. 2,000/-
Wrongfully restraining or confining or causing hurt	2 Years	+	Rs. 5,000/-
Causing grievous hurt, kidnapping or Abducts or rape or committing unnatural offence	5 Years	+	Rs. 10,000/-
Causing death or abetting suicide	10 Years	+	Rs. 50,000/-

(A)

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the college.
4. Outsiders are prohibited from entering the college and Hostel without permission.
5. Girl students must be in their hostel rooms by 7.00 p.m.
6. All the students must carry their Identity Card and show them when demanded.
7. The Principal and the Wardens may visit the Hostels and inspect the rooms any time.