



**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING  
(AUTONOMOUS)  
Mylavaram-521 230, Krishna Dist., Andhra Pradesh**

**ACADEMIC REGULATIONS R-20 FOR M.B.A (REGULAR)  
(CHOICE BASED CREDIT SYSTEM)**

Applicable for the students of M.B.A (Regular) from the Academic Year 2020 – 21 onwards.

**1. ELIGIBILITY CRITERIA FOR ADMISSION**

The eligibility criteria for admission into the first year of the M.B.A programme is in accordance with the guidelines issued by AICTE, New Delhi, A.P State Council of Higher Education or any other competent authority from time to time.

**2. PROGRAMME OFFERED (POST GRADUATE)**

Master of Business Administration (M.B.A)

**3. MEDIUM OF INSTRUCTION**

The medium of instruction of the entire M.B.A postgraduate programme (including examinations and project reports) will be in English only.

**4. AWARD OF DEGREE**

A student will be declared eligible for the award of M.B.A degree, if he/she fulfils the following academic requirements:

- A student shall be declared eligible for the award of the M.B.A degree, if he/she pursues a programme of study in not less than two and not more than four academic years.
- The student shall register for 108 credits and secure all the 108 credits.
- The students, who fail to fulfill all the academic requirements for the award of degree within four academic years from the year of their admission, shall forfeit their seat in M.B.A programme.
- No disciplinary action pending against the student.

**5. MINIMUM INSTRUCTION DAYS**

The minimum instruction days for each semester shall be 90 days.

**6. CREDIT ASSIGNMENT**

Each course is assigned a certain number of credits based on the following criteria:

Contact hours per week			Credits
L	T	P	
1	0	0	1
0	1	0	1
0	0	1	1

L : Lecture hours      T : Tutorial hours      P : Practical hours

**7. SEMESTER-WISE DISTRIBUTION OF CREDITS**

The entire course of study is for two academic years, all the years are on semester pattern. The distribution of credits in each semester is as follows.

Semester	Credits
I	28
II	28
III	26
IV	26
<b>Total</b>	<b>108</b>

**8. ASSESSMENT AND EVALUATION**

The performance of a student in each course shall be evaluated based on Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) or only Continuous Internal Evaluation.

S. No	Category of course	Marks	
		CIE	SEE
1	Theory courses	40	60
2	Laboratory courses	40	60
3	Industry Analysis and Presentation	100	--
4	Internship	40	60
5	Comprehensive Viva-voce	100	--
6	Major Project Work	40	60

**PASS REQUIREMENT:**

- (i) A student shall be deemed to have satisfied the minimum academic requirements if he/she has earned the credits allotted to each course and secures not less than a minimum 40% of marks exclusively at the Semester End Examination. However, the student should have **secured minimum 50% of marks in both CIE and SEE** put together to be eligible for passing the course.
- (ii) The student shall secure minimum 50% of marks for the courses with only CIE to be eligible for passing the course.

**THEORY COURSES****Continuous Internal Evaluation (CIE):**

The CIE of a theory course consists of three components as indicated in the following table.

S.No	Component	Marks
1	Descriptive Examination	25
2	Objective Test	10
3	Report Writing & Presentation	05
Total		40

Each theory course is evaluated for maximum 100 marks with distribution of 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for Semester End Examination (SEE).

- i) The CIE for theory courses requires evaluation through two mid-term examinations and report writing for a total 40 marks. There shall be 5 units in the theory course. The first mid-term examinations shall be conducted from the first 2 1/2 units syllabus and second mid-term examination for rest of syllabus. Each mid-term examination shall be conducted for 35 marks (25 marks for the descriptive examination and 10 marks for Objective test). Each student shall submit a report and deliver a presentation on the topic assigned in the corresponding syllabi, which shall be evaluated for 5 marks to be added to the CIE for 40 marks.

Each internal descriptive examination and objective tests shall be conducted for duration of 120 minutes. The descriptive examination shall consist of one compulsory question (Case Study) and two other questions having ‘either’/ ‘or’ option. However, 75% weightage for the better and 25% for the other mid-term examination shall be considered for awarding of mid-term marks.

### **Semester End Examinations (SEE)**

The semester end examination (SEE) shall be conducted for a duration of three hours with 5 questions and one case study which is compulsory. All questions are to be answered and for each question has “either”/ “or” option except case study. All 5 questions carry 10 marks each and case study carries 10 marks, total becomes 60 marks.

### **LABORATORY COURSES**

Each laboratory course is evaluated for maximum 100 marks with distribution of 40 marks for CIE and 60 marks for SEE.

#### **Continuous Internal Evaluation (CIE)**

The Continuous Internal Evaluation (CIE) is based on the following parameters:

Parameter	Marks
Day to day work	20
Internal Test	10
Viva voce	10
Total	40

#### **Semester End Examinations (SEE)**

The Semester End examinations (SEE) for laboratory courses shall be jointly conducted by internal and external examiners for duration of 3 hours and evaluated for a maximum 60 marks.

The performance of the students shall be evaluated as per the parameters indicated below:

Parameter	Marks
Procedure / Algorithm	10
Experimentation / Program execution	15
Observations / Calculations / Testing	15
Result	10
Viva voce	10
Total	60

### INDUSTRY ANALYSIS AND PRESENTATION

A student shall collect data on a specified industry and prepare a technical report, indicating his/her understanding of the topic, and submit to the department, which shall be evaluated by a committee consisting of the Head of the department, supervisor and a senior faculty member. There shall be no external examination. However, any student who fails / abstains shall reappear for the same when offered next. This course shall be evaluated for 100 marks as per the following parameters.

Parameter	Marks
Literature Survey	20
Report	25
Presentation	20
Novelty and quality of work	20
Conclusions	15
Total	100

### INTERNSHIP

A student shall complete his/her internship at an industry/company / a premier academic institution / R&D center for a continuous period of 6 weeks, scheduled at the end of Semester II, and shall be evaluated for 100 marks in the Semester III. At the end of the field study, the student shall submit a brief report on the training undergone, data collected along with a certificate from the organization concerned.

**Continuous Internal Evaluation:** The CIE shall be made based on this report and a viva voce examination, conducted internally by a three member departmental committee that consists of the HoD and two senior faculty members. The performance of the students shall be evaluated as per the parameters indicated below:

Parameter	Marks
Literature Survey	10
Problem Statement	10
Presentation	10
Interaction	10
Total	40

### Semester End Examination (SEE)

The SEE shall be conducted for 60 marks by a committee consisting of an external examiner, the head of the department and the project supervisor. The evaluation is done based on the following criteria:

<b>Parameter</b>	<b>Marks</b>
Report	25
Presentation	15
Novelty and quality of work	10
Conclusions	10
Total	60

### **COMPREHENSIVE VIVA-VOCE**

Comprehensive viva-voce shall be conducted 100 marks at the end of Semester IV and shall be evaluated in the courses covering entire program. Comprehensive viva-voce shall be evaluated by a committee consisting of Head of the Department and two senior faculty members of the department. There shall be no semester end examination. However, any student who fails / abstains shall reappear for the same when offered next.

### **MAJOR PROJECT WORK**

#### **Continuous Internal Evaluation (CIE)**

- A Project Review Committee (PRC) shall be constituted with the Head of the department as the chairman and two senior faculty as members to supervise the progress of the Project work.
- A candidate has to submit, in consultation with his/her project work supervisor, the title, objectives and plan of action of project work to the PRC for its approval.
- Out of a total 100 marks for the project work, 40 marks shall be allotted for CIE, where as 60 marks for the SEE. The CIE is based on two reviews conducted by the PRC on the progress of the work. The performance of the students in REVIEW-I shall be evaluated as per the parameters indicated below:

<b>Parameter</b>	<b>Marks</b>
Literature Survey	10
Problem Statement	10
Presentation	10
Interaction	10
Total	40

The performance of the students in REVIEW-II shall be evaluated as per the parameters indicated below:

<b>Parameter</b>	<b>Marks</b>
Significance of the work	10
Contribution & quality	10
Presentation	10
Interaction	10
Total	40

The average of the two REVIEWS (I & II) shall be considered for 40 marks for CIE.

**Semester End Examination (SEE)**

The SEE shall be conducted for 60 marks by a committee consisting of an external examiner, the Head of the Department and the project supervisor. The evaluation is done based on the following criteria:

Parameter	Marks
Report	25
Presentation	15
Novelty and quality of work	10
Conclusions	10
Total	60

**9. Massive Open Online Courses (MOOCs)**

A student shall be permitted to pursue an open elective course under MOOCs during the programme. Students are advised to register only for minimum 12 weeks course. Student has to pursue and acquire a certificate for a MOOC course only from the SWAYAM / NPTEL / Organizations / Agencies approved by the BOS in order to earn the 3 credits. The Head of the department shall notify the list of such courses at the beginning of the semester.

A student can register for online course in lieu of open elective which is offered in Semester II. A student can register and complete this online course during the semester I. The online course selected should not be a course already studied/ to be studied in the programme curriculum. In case, a student fails in online course, he/she shall register the same online course or any other online course. The DAC shall appoint a faculty member as coordinator for such courses. The evaluation done by the external agencies shall be converted into suitable grades. The letter grade and grade points to the online courses shall be awarded based on the percentage of marks as indicated in the certificate as per the table given below.

Percentage of Marks	Letter Grade	Grade Points	Level
≥90	O	10	Outstanding
80 to <90	A	9	Excellent
70 to <80	B	8	Very Good
60 to <70	C	7	Good
50 to <60	D	6	Satisfactory
<50	F	0	Fail
	Ab	0	Absent

The details of the MOOCs courses registered by the students shall be submitted to the college examination center. The Head of the Department shall appoint a mentor for

each course registered by the students to monitor the submission of assignments. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam and will be awarded the credits given in curriculum. In case, if student does not pass subjects registered through MOOCs, the same or alternative equivalent subject may be registered again through MOOCs in the subsequent semesters with the recommendation of Department Academic Committee(DAC) and shall be passed.

## 10. MINIMUM ACADEMIC REQUIREMENTS

A student must satisfy the following academic requirements

### a) ATTENDANCE REQUIREMENTS:

- i) A student shall be promoted to next semester, if he/she acquires a **minimum 75% of attendance** in aggregate of all the courses. In case of shortage of attendance, condonation up to 10% in the aggregate will be allowed on valid **medical grounds (65% and above and below 75%)**. The student is required to submit the application along with the valid medical certificate by paying the stipulated fee towards condonation of shortage in attendance.
- ii) A student is eligible to appear in the semester end examinations only if he/she acquires a **minimum of 75% of attendance** in aggregate of all the courses.
- (iii) A shortage of attendance **below 65% in aggregate shall not be condoned** under any circumstances.
- (iv) A student whose shortage of attendance is **not condoned will be detained** and shall have to seek readmission into the same semester as and when offered.
- (v) If any student fulfils the attendance requirements in the present semester, he/she shall not be eligible for readmission into the same semester.

### b) CREDITS REQUIREMENT:

Students who fail to earn 108 credits as indicated in the course structure within 4 academic years from the year of admission shall forfeit their seat in M.B.A programme and admission stands cancelled.

## 11. CRITERIA FOR RECOUNTING/REVALUATION

A student, who failed or passed a theory course in SEE, is permitted for applying recounting/revaluation/revaluation by challenge.

- (i) **Recounting:** A student, who wishes to verify the total marks obtained by him/her in any theory course in SEE, can apply for recounting in response to the notification. The outcome of the recounting gets reflected in the results sheet and grade card.
- (ii) **Revaluation:** A student who wishes to apply for revaluation of a theory course in SEE can submit an application, along with the prescribed fee as per the notification issued.
  - (a) If the variation in marks of the first valuation and revaluation is  $\leq 15\%$  of the total marks, then the better of the two evaluations shall be considered as the final marks.
  - (b) If the variation in marks of the first valuation and revaluation is  $>15\%$  of the total marks, then there shall be a third evaluation by another examiner. The average marks of two nearer evaluations shall be taken into consideration. In case of any fractional value of marks, it can be rounded off to the next integer value.
  - (c) If a student secures a higher grade in the revaluation, that grade will be declared as the final grade, otherwise, the original grade will remain valid.

**12. RE-REGISTRATION**

- Re-registration is applicable only after the completion of course of study.
- A student shall be given only one chance to re-register for a maximum of two theory courses, if the CIE marks secured is less than 50% and failed in that course for maximum of two times.
- The students shall register within 2 weeks from the commencement of the class work and shall secure the required minimum attendance.
- If a student opts for re-registration, his/her continuous internal evaluation marks and semester end examination marks obtained in the previous attempt stands cancelled.
- If a student opts for re-registration, the academic regulations under which he/she was first admitted continuous to be applicable.

**13. AWARD OF LETTER GRADES**

A letter grade and grade points shall be awarded to a student in each course based on his/her performance as per the 10-point grading system given below.

Marks	Letter Grade	Grade Points	Level
≥90	O	10	Outstanding
80 to <90	A	9	Excellent
70 to <80	B	8	Very Good
60 to <70	C	7	Good
50 to <60	D	6	Satisfactory
<50	F	0	Fail
	AB	0	Absent

- A student who secures 'F' grade in any course shall be considered 'Failed' and is be required to reappear as 'Supplementary student' in SEE, as and when offered. In such cases, his/her CIE marks in those subjects will remain same as obtained earlier.
- A student, who is absent for any examination shall be treated as 'Failed'.

**14. COMPUTATION OF SGPA & CGPA**

- **Semester Grade Point Average (SGPA)**

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is the ratio of sum of the product of the number of credits and the grade points scored by a student in all the courses to the sum of the number of credits of all the courses.

$$SGPA (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.

- **Cumulative Grade Point Average (CGPA)**

The CGPA is a measure of the overall cumulative performance of a student. The CGPA is calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme.

$$CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where  $S_i$  is the SGPA of the  $i^{th}$  semester and  $C_i$  is the total number of credits in that semester.

- The SGPA and CGPA is rounded off to 2 decimal points and reported in grade cards.



**15. AWARD OF CLASS**

After a student has satisfied the minimum requirements prescribed for completion of the programme and is eligible for the award of M.B.A degree, he/she shall be placed in one of the following three classes on a 10 point scale.

Class Awarded	CGPA to be secured	From the CGPA secured from 108 credits
First Class with Distinction	$\geq 7.75$ (Without any supplementary appearance)	
First Class	$\geq 7.75$ (With any supplementary appearance) $6.75$ to $< 7.75$ (Without any supplementary appearance)	
Second Class	$6.75$ to $< 7.75$ (With any supplementary appearance) $6.0$ to $< 6.75$ (Without any supplementary appearance)	
Pass Class	$6.0$ to $< 6.75$ (With any supplementary appearance)	

- Equivalent Percentage =  $(\text{CGPA} - 0.75) \times 10$

**16. DISCIPLINE**

- A student is required to observe discipline and decorum both inside and outside the college and not to indulge in any activity that may tarnish the prestige of the college. The head of the institution shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the college about the disciplinary action taken. In case of any serious disciplinary action, which leads to suspension or dismissal, a committee shall be constituted by head of the institution for taking final decision.
- Those students who indulge in examination related malpractices shall be punished as per the scale of punishment notified by JNTUK, Kakinada (Annexure-I).
- Those students involved in the illegal acts of ragging shall be punished as per the provisions of Act 26, 1997 of Govt. of Andhra Pradesh (Annexure-II).

**17. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI**

The college may revise, amend or change the regulations, curriculum, syllabus and scheme of examinations from time to time subject to decisions/recommendations of Board of Study and the College Academic Council.

**18. WITHHOLDING OF RESULTS**

If a student has not cleared dues, if any, payable to the institution or any case of indiscipline is pending against him, the result of the student will be withheld. Also, the award of his/her degree is withheld in such cases.

**19. TRANSITORY REGULATIONS**

- Discontinued or detained candidates are eligible for re-admission as and when next offered.
- The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted.
- Students admitted by transfer from other institutions shall follow transitory regulations with suitable fitment formulae approved by the competent authority.

- A student who is seeking readmission shall apply in the prescribed format within one week after the commencement of the class work. However, the readmission of a student shall be approved by the competent authority.

**20. GENERAL**

- (i) Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- (ii) The academic regulations should be read as a whole for the purpose of any interpretation.
- (iii) In case of any doubt or ambiguity in the interpretation of the above rules, decision of the Chairman of the CAC is final and binding.
- (iv) The college may change or amend academic regulations or syllabi at any time subject to approval of the concern authority and the changes or amendments made shall be applicable to all students with effect from the dates notified.

**21. STATUTORY DECLARATION**

In case the regulations do not specify application of an appropriate rule in a unique case, the decision of the competent authority of the college shall be final.

## ANNEXURE-I

## MALPRACTICE RULES

## DISCIPLINARY ACTION FOR MALPRACTICE/ IMPROPER CONDUCT IN EXAMINATIONS

	<b>Nature of Malpractices/Improper Conduct</b>	<b>Punishment</b>
1(a)	If a student possesses or tries to access 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)	If as student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2.	If a student is found to have 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 he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject as well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will 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 from the college and forfeits his 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 in examinations of the remaining subjects of that semester. 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.

4.	If a student smuggles inside the exam hall an Answer book or additional sheet or takes out or arranges to send out the question paper, 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. The candidate is also debarred from class work for two consecutive semesters 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.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks.	Cancellation of the performance in that subject.
6.	If a student refuses to obey the orders of the Chief Superintendent / CoE / 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, causes injury to his person or to any other persons 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 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.	Such a student(s) shall be expelled from the examination hall along with 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. The candidate(s) will be debarred from the college 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.	If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms 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. The candidate is also debarred from class work and semester end examinations for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations.

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8.	If a student is in possession of 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. 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. 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.	If a student comes to the examination hall in a drunken condition	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 that semester.
11.	If copying is 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 examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 shall be reported to the head of the institution or further action/ suitable punishment.	






## ANNEXURE-II

# Ragging

## Prohibition of ragging in educational institutions Act 26 of 1997

### Salient Features

- 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 upto		Fine Upto
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 Abduction or rape or committing unnatural offence	 5 Years	+	Rs. 10,000/-
Causing death or abetting suicide	 10 Years	+	Rs. 50,000/-

### ABSOLUTE NO TO RAGGING

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. All the students must carry their Identity Cards and show them when demanded
6. The Principal and the Wardens may visit Hostels and inspect the rooms any time.

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