

MANAGEMENT STUDIES
R-19 REGULATIONS

ACADEMIC REGULATIONS, COURSE STRUCTURE AND DETAILED SYLLABI
MBA (Regular) from 2019 - 20

For pursuing Two year Post graduate degree of study in Master of Business Administration (MBA) offered by Rajeev Gandhi Memorial College of Engineering and Technology, Nandyal - 518501 under Autonomous status and herein referred to as RGM CET (Autonomous).

All the rules specified herein approved by the Academic Council will be in force and applicable to students admitted from the Academic Year 2019-20 onwards. Any reference to "Institute" or "College" in these rules and regulations shall stand for Rajeev Gandhi Memorial College of Engineering and Technology (Autonomous).

All the rules and regulations, specified hereafter shall be read as a whole for the purpose of interpretation. As and when a doubt arises, the interpretation of the Chairman, Academic Council is final. As per the requirements of statutory bodies, the Principal, Rajeev Gandhi Memorial College of Engineering and Technology shall be the Chairman, Academic Council.

Academic Regulations 2019 for MBA (Regular)

(Effective for the students admitted into first year from the Academic Year 2019-20)

The MBA Degree of the Jawaharlal Nehru Technological University Anantapur, Ananatapuramu shall be conferred on candidates who are admitted to the program and fulfill 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 Andhra Pradesh State Council of Higher Education (APSCHE) from time to time.

Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or on the basis of any other order of merit prescribed by Andhra Pradesh State Council of Higher Education (APSCHE) subject to the reservations prescribed by the Government of Andhra Pradesh from time to time.

2.0 Award of MBA degree:

2.1 The student shall be declared eligible for the award of MBA Degree, if he/she pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years.

2.2 The student, who fails to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit his seat in MBA course.

2.3 The minimum clear instruction days for semester shall be 95.

3.0 Attendance:

3.1 The candidate shall be deemed to have eligibility to write end semester examinations, if he has secured a minimum of 75% of attendance in aggregate of all the subjects.

3.2 Condonation of shortage of attendance up to 10%, i. e. 65% and above and below 75% may be given by the College academic committee consisting of Principal, Head of the Departments.

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 Shortage of attendance below 65% shall in no case be condoned.

3.5 The candidate shall not be promoted to the next semester unless he fulfills the attendance requirements of the previous semester.

3.6 **The attendance in each subject will be recorded in the Marks memo.**

4.0 Course pattern, Credits and Evaluation:

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

Table 1: Credits

Subject	Semester			
	Periods / Week	Credits	Internal marks	External marks
Theory	03	03	40 (25 - internal Test + 15-assignment)	60
Practical	02	1.0	40	60
Seminar		2.0	50	
Continuous Comprehensive Evaluation	04	02	40	60
Case Study	04	02	50	
Project work	28	14		

2: Course pattern

Year	Semester	No. of Subjects	Number of Labs	Total credits	
I	First	06	01 lab 01 case study CCE	6x3=18	23
				1x1=1	
				1x2=2	
				1x2=2	
I	Second	07	01 (case study) CCE	7x3=21	25
				1x2=2	
				1x2=2	
II	Third	03 02MOOC(Elective) 02-Electives	01 (Case study) CCE Seminar	3x3=9	27
				2x3=6	
				2x3=6	
				1x2=2	
				1x2=2	
	II	Fourth	02 01-Elective 01MOOC/Elective Project work	CCE Seminar	2x3=6
1x3=3					
1x3=3					
1x14=14					
1x2=2					
				TOTAL CREDITS	105

(Each group of electives will have four subjects and student has to select one subject from each elective group during 3rd and 4th semesters based on which the specialization of student will be decided.)

- 4.1** For theory subjects, the distribution shall be 40 marks for Internal Evaluation (25 marks for Internal test and 15 marks for assignments or field work/group task) and 60 marks for the End-Examination.
- 4.2** Each Internal Test question paper shall contain 5 questions, of which the First question is compulsory and three questions are to be answered from the remaining four. Compulsory question carries 10 marks (It contains 5 short answer questions). The remaining 3 questions carry 5 marks each. Each question shall have a,b,c.... parts. The duration of internal test will be for 2 hours. First test to be conducted in 3 units in the middle of the semester and second test to be conducted in the remaining 3 units of each subject at end the semester. There shall be two assignments in each subject (problem based/ field work) for the award of 15 marks so that internal component (marks) will be 40 marks (25 marks for internal test+15 marks for assignments / field work). For awarding of 25 Internal marks the performance of the student in two internal examinations conducted will be considered by giving a weightage of 0.75 for the better score and 0.25 for the other score.
- 4.3** The End Examination question paper will have 7 questions and students have to answer 5 questions. However, the first question is compulsory and it consists of 7 short answer questions. The next 4 questions are to be answered from the remaining 6 questions and each carries 12 marks. Each 12 marks question shall have a, b, c .. parts.
- 4.4** Elective subjects will commence from 3rd semester. Out of the electives offered in 3rd semester, two electives will be MOOC / Electives offered by the department. Any student who is interested can opt for the MOOC/ Electives offered by the department and acquire the required credits. Even if the student opts MOOC, he has to write two internal tests besides the end examination conducted by the institute like other subjects. However, he has to obtain the certificate from the organization in which he has registered. Any MOOC selected by the student should be of more than 45 hours duration and also from the reputed organization. Attendance of the student who has opted for MOOC will be taken from the remaining subjects and labs only in that semester while finalizing the attendance for fulfilling the minimum requirements of attendance for promotion to next semester. Attendance will not be recorded for MOOC. Where ever MOOC is opted by the student, the procedure of evaluation will be similar to any subject offered by the department.
- 4.5** For practical subjects, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day-to-day performance. Laboratory examination for MBA course shall be conducted with two Examiners, one of them being Laboratory Class Teacher and second Examiner shall be from outside the institute (External examiner).
- 4.6** Student has to undergo a Continuous Comprehensive Evaluation (CCE) pertaining to his specialization in each semester which carries 40 internal marks and 60 external marks. He has to secure 50% marks to obtain required credits. External CCE will be conducted at the end of each semester by the committee consisting of HOD, senior faculty member and external Examiner from outside the institute. For this, HOD of the Department shall submit a panel of 4 Examiners, who are eminent in that field. One from the panel will be selected by the principal of the institute as external Examiner for CCE.

- 4.7** The 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 Examination and a minimum aggregate of 50% of the total marks in the End Examination and Internal Evaluation taken together.
- 4.8** In case the candidate does not secure the minimum academic requirement in any subject (as specified in 3.0) he has to reappear for the Semester Examination either supplementary or regular in that subject, or repeat the course when offered next or do any other specified subject as may be required.
- 4.9** The candidate shall be allowed to submit the project report only after fulfilling the academic 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.

5.0 *Re-registration for improvement of Internal marks:*

Following are the conditions to avail the benefit of improvement of Internal marks.

- 5.1** The candidate should have completed the course work and obtained examinations results of all four semesters.
- 5.2** He should have passed all the subjects for which the Internal marks secured are more than 50%.
- 5.3** Out of the subjects the candidate has failed in the examination due to Internal marks secured being less than 50%, the candidate shall be given one chance for each Theory subject and for a maximum of 03 Theory subjects for Improvement of Internal marks.
- 5.4** The candidate has to re-register for the chosen subjects and fulfil the academic requirements.
- 5.5** For each subject, the candidate has to pay a fee equivalent to one tenth of the semester tuition fee and the amount is to be remitted in the form of D. D. in favour of the Principal, RGM CET, payable at RGM CET Nandyal branch along with the requisition through the HOD of the respective Department.
- 5.6** In case of availing the Improvement of Internal marks, the Internal marks as well as the End Examinations marks secured in the previous attempt (s) for the re-registered subjects stand cancelled.

6.0 *Evaluation of Project / Dissertation work:*

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Department.

- 6.1** Registration of Project work: The candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I to III semester).
- 6.2** An Internal Department Committee (I.D.C.) consisting of HOD, Supervisor and One Internal senior expert shall monitor the progress of the project work. The project work carries no marks.
- 6.3** The work on the project shall be initiated in the beginning of 4th semester and continue throughout the semester. The duration of the project is for one semester. The candidate can submit Project thesis with the approval of I.D.C. at the end of 4th semester.
- 6.4** 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.

- 6.5** The candidate shall be allowed to submit the thesis / dissertation after the completion of course work and then take viva voce examination of the project.
- 6.6** Three copies of the Thesis / Dissertation certified in the prescribed form by the supervisor & HOD shall be submitted to the institute.
- 6.7** The Department shall submit a panel of three experts for a maximum of 5 students at a time. However, the thesis / dissertation will be adjudicated by the board consisting of HOD, concerned supervisor and one external Examiner from other institute nominated by the Principal from a panel of Examiners submitted by the Department to the Controller of Examinations.
- 6.8** If the report of the board is favourable in the viva - voce examination, the board shall jointly report candidates work as:
1. Good
 2. Satisfactory
 3. Not satisfactory

If the report of the viva voce is not satisfactory, the candidate will retake the viva-voce examination whenever it is offered. 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 he is permitted to revise and resubmit the thesis.

7.0 Award of Class:

After the student has satisfied the all 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 classes:

Table 3: Award of Class

Class Awarded	% of Marks to be Secured	Division/ Class	CGPA	From the aggregate marks secured from 105 Credits.
First Class with Distinction	70% and above	First class With Distinction	≥ 7.5	
First Class	Below 70% but not less than 60%	First Class	6.5 and < 7.5	
Second Class	Below 60% but not less than 50%	Second Class	≥ 5.5 and < 6.5	

(The marks in Internal evaluation and End Examination shall be shown separately in the marks memorandum)

8.0 Grading:

After each subject is evaluated for 100 marks, the marks obtained in each subject will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student falls.

Table 4: Conversion into Grades and Grade points assigned

Range in which the % of marks in the	Grade	Grade point Assigned	Performance	Performance In Project work

subject fall				
90 to 100	O	10	Outstanding	
80 to 89.9	A+	09	Excellent	Good
70 to 79.9	A	08	Very good	
60 to 69.9	B+	07	good	
50 to 59.9	B	06	Pass	Satisfactory
<50	F	00	Fail	
Absent	AB	00	Fail	Un Satisfactory

- 8.1** Requirement for clearing any subject: The students have to obtain a minimum of 40% in End Examination and they have to score a minimum of 50% marks from Internal and external exam marks put together to clear the subject. Otherwise, they will be awarded fail grade.
- 8.2** F is considered as a fail grade indicating that the student has to reappear for the end supplementary examination in that subject and obtain a non-fail grade for clearing that subject.
- 8.3** To become eligible for the award of degree the student must obtain a minimum CGPA of 6.0.

9.0 Supplementary Examinations:

Apart from the regular end examinations, the institute may also schedule and conduct supplementary examinations for all subjects for the benefit of students with backlogs. Such students writing supplementary examinations as supplementary candidates may have to write more than one examination per day. **The student is not permitted to improve his performance in any subject in which he has obtained pass grade.**

10.0 Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) for each semester and Cumulative Grade Point Average (CGPA) up to any semester are calculated as follows:

- i) Semester Grade Point Average will be computed as follows:

$$GPA = \frac{\sum_1^n C_i \times GP_i}{\sum_1^n C_i}$$

Where, n is the number of subjects in that semester. C_i is Credits for the subjects. GP_i is the grade point obtained for the subject and the summation is over all the subjects in that semester.

- ii) A Cumulative Grade Point Average (CGPA) will be computed for every student at the end of each semester. The CGPA would give the cumulative performance of the student from the first semester up to the end of the semester to which it refers and is calculated as follows:

$$CGPA = \frac{\sum_1^m GPA_j \times TC_j}{\sum_1^m TC_j}$$

Where 'm' is the number of semester under consideration. TC_j the total number of credits for a j^{th} semester and GPA_j is the Grade Point Average of the j^{th} semester. Both GPA and CGPA will be rounded off to the second digit after decimal and recorded as such.

While computing the GPA / CGPA the subjects in which the student is awarded zero grade points will also be included.

11.0 Grade Sheet:

A grade sheet (Memorandum) will be issued to each student indicating his performance in all subjects of that semester in the form of grades and also indicating the GPA and CGPA.

12.0 Transcripts:

After successful completion of the total course of study, a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee and also as per norms in vogue.

13.0 Minimum Instruction Days:

The minimum instruction days for each semester shall be 95 clear instruction days excluding the days allotted for tests/examinations and preparation holidays declared, if any.

14.0 Amendment of Regulations:

The college may, from time to time, revise, amend or change the regulations, scheme of examinations and syllabi. However, the academic regulations of any student shall be same throughout the course of study in which the student has been admitted.

15.0 Withholding of results:

If the candidate has not paid any dues to the institute or if any case of indiscipline is pending against him, the result of the candidate will be withheld and he will not be allowed for the next semester. The issue of the degree is liable to be withheld in such cases.

16.0 Transitory Regulations:

Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone this course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered subject to section 2.0 and 3.0 and they continue to be in the academic regulations in which they were readmitted.

17.0 Rules of Discipline:

- 17.1** Any attempt by any student to influence the teachers, Examiners, faculty and staff of Examination section for undue favours in the exams, and bribing them either for marks or attendance will be treated as malpractice cases and the student can be debarred from the college.
- 17.2** When the student absents himself, he is treated as to have appeared and obtained zero marks in that subject (s) and grading is done accordingly.
- 17.3** When the performance of the student in any subject (s) is cancelled as a punishment for indiscipline, he is awarded zero marks in that subject (s).
- 17.4** When the student's answer book is confiscated for any kind of attempted or suspected malpractice, the decision of the Chief Superintendent is final.

18.0 General:

- 18.1** The Academic Regulations should be read as a whole for the purpose of any interpretation.
- 18.2** In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the College Academic Council is final.
- 18.3** 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.
- 18.4** *Where the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.*