

**TKR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

ACADEMIC REGULATIONS FOR MBA2017-2018



**Meerpet, Saroornagar Mandal, R.R.Dist. Telangana - 500 097 Phone: 040-65347536
e-mail principal@tkrcet.ac.in, Website: www.tkrct.ac.in**



T K R COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
Medbowli, Meerpet, Balapur Mandal R.R Dist, Telangana, -500 097 (India)

ACADEMIC REGULATIONS

MBA Regular Two Year Post-Graduate Program

(For the batches admitted from the academic year 2017–18)

For pursuing two year degree program of Master of Business Administration (MBA) offered by TKR College of Engineering and Technology, an Autonomous institution and herein after referred to as TKRCET:

1.0 APPLICABILITY

All the rules specified herein after and approved by the Academic Council shall be in force and applicable to the students admitted from the academic year 2017 - 2018 onwards. Any reference to college in these rules and regulations stands for TKR College of Engineering and Technology .

2.0 EXTENT

All the rules and regulations, specified herein after shall be read as a whole for the purpose of interpretation and as and when a doubt arises, the interpretation of the Academic Council is final.

3.0 PROGRAMME OFFERED

TKR College of Engineering and Technology, an autonomous college affiliated to JNTUH, offers Master of Business Administration (MBA) programme of study leading to the award of MBA post- graduate degree under the autonomous scheme.

4.0 ELIGIBILITY FOR ADMISSIONS

Admission to the above programme shall be made subject to the eligibility, qualification and specializations prescribed by the University from time to time. Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or at an Entrance Test conducted by the State of Telangana subject to reservations prescribed by the State from time to time.

5.0 AWARD OF MBA DEGREE

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

- 5.1** Pursued a course of study for not less than two academic years with four semesters and not more than four academic years with 8 Semesters.

5.2 A student, who fails to fulfill all the academic requirements for the award of the degree within 4 academic years with 8 semesters from the year of their admission, shall forfeit his/her seat in MBA course.

5.3 The minimum clear instruction days for each semester shall be 90 days

5.4 A student must register for 88 credits and secure 88 credits

6.0 COURSE REGISTRATION:

6.1 A “Faculty Advisor or Counselor” shall be assigned to each student, who will advise him on the Post Graduate Programme (PGP), its Course Structure and Curriculum, Choice/Option for Subjects/ Courses, based on his competence, Progress, Pre-requisites and interest.

6.2 Academic Section of the college invites ‘Registration Forms’ from students within 15 days from the commencement of class work through ‘ONLINE SUBMISSIONS’, ensuring ‘ DATE and TIME Stamping’. The ONLINE registration request due any ‘CURRENT SEMESTER’ shall be completed BEFORE the commencement of SEE (semester end examinations) of the ‘PRECEEDING SEMESTER’.

6.3 A student can apply for ONLINE registration, ONLY AFTER obtaining the ‘WRITTEN APPROVAL’ from his Faculty Advisor, which should be submitted to the college Academic Section through the Head of Department (a copy of it being retained with Head of Department, Faculty Advisor and the Student)

6.4 If the student submits ambiguous choices are multiple options erroneous entries during ONLINE REGISTRATION for the subject (s)/ Course(s) under a given/ specified Course Group/ Category as listed in the Course Structure, only the first mentioned subject/ Course in that category will be taken into consideration.

6.5 Subject/ Course options exercised through ONLINE Registration are final and CANNOT be changed, nor can they be interchanged, further, alternate choices will also not be considered. However, if the subject/ Course that has already been listed for registration (by the Head of Department) in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice either for a new subject (subject to offering of such a subject), or for another existing subject (subject to availability of seats), which may be considered. Such alternate arrangement will be made by the Head of Department, with due notification and time framed schedule, with in the FIRST WEEK from the commencement of class work for the semester.

7.0 ATTENDANCE

The program is offered on unit basis with each subject being considered a unit.

- 7.1 Attendance in all classes (Lectures/Laboratories etc) is compulsory. The minimum required attendance in each theory/Laboratory etc. is 75% including the days of attendance in sports, games, NCC and NSS activities for appearing for the End Semester examination. A student shall not be permitted to appear for the Semester End Examinations (SEE) if his attendance is less than 75%.
- 7.2 Condonation of shortage of attendance in each subject up to 10% (65% and above and below 75%) in each semester shall be granted by the College Academic Committee.
- 7.3 Shortage of Attendance below 65% in each subject shall not be condoned.
- 7.4 Students whose shortage of attendance is not condoned in any subject are not eligible to write their end semester examination of that subject and their registration shall stand cancelled.
- 7.5 A prescribed fee shall be payable towards condonation of shortage of attendance.
- 7.6 A Candidate shall put in a minimum required attendance at least three (3) theory subjects in I Year I semester for promoting to I Year II Semester. In order to qualify for the award of M.B.A. Degree, the candidate shall complete all the academic requirements of the subjects, as per the course structure.
- 7.7 A candidate shall not be promoted to the next semester unless he/she fulfils the attendance requirements of the previous semester. They may seek re-admission for that semester when offered next.

8.0 EVALUATION AND ACADEMIC REQUIREMENTS:

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory subjects and 100 marks for practical subjects, on the basis of Internal Evaluation and End Semester Examination. All Core subjects and Electives are evaluated for 100 marks, i.e 30 internal and 70 external whereas Business Communication Lab, Summer Internship and Pre Submission of Project Work are evaluated for 100 marks internally. Main Project Viva to be evaluated Internally for 50 marks and externally for 150 marks and Comprehensive viva voce to be conducted for 100 marks externally.

- 8.1 For the theory subjects 70 marks shall be awarded for the performance in the Semester End Examination and 30 marks shall be awarded for Continuous Internal Evaluation (CIE). The Continuous Internal Evaluation shall be made based on the average of the marks secured in the two Mid Term-Examinations for 20 marks each conducted and Two Minor Examinations for 10 marks each. First Minor Examination will be conducted after completion of unit 1 First Mid

Term Examination will be conducted in the middle of the Semester covering 50% of syllabus (2 ½ Units). The Second Minor Examination will be conducted after completion of 3 ½ Units (between 2 ½ to 3 ½ unit).

First Minor Examination will have assignment only. Second Minor Examination is conducted for duration of 60 minutes, with 10 short compulsory questions. Each mid-term examination shall be conducted for a total duration of 120 minutes with Part A as compulsory question (10 marks) consisting of 5 sub-questions carrying 2 marks each, and Part B with 2 questions to be answered out of 4 questions, each question carrying 5 marks. The details of the Question paper pattern for End Examination (Theory) are given below:

- The Semester End Examination will be conducted for 70 marks. It consists of two parts.
- i) Part- A for 20 marks, ii) Part – B for 50 marks.
- Part-A is a compulsory question consisting of 5 questions, one from each unit and carries 4 marks each.
- Part-B to be answered 5 Questions carrying 10 marks each. There will be two questions from each unit and only one should be answered.

8.2 The performance of a student in each semester shall be evaluated subject –wise with a maximum of 100 marks for theory and 100 marks for practical subject. In addition, Business communication lab, Industry Oriented Summer Internship, Pre Submission of Project work and Main Project Viva-Voce shall be evaluated internally for 100 and 50 marks respectively. Comprehensive Viva-Voce and Main Project Viva-Voce shall be evaluated externally for 100 and 150 marks respectively.

8.3 There shall be Summer Internship seminar presentations during I year II semester. For seminar, a student under the supervision of a faculty member, shall collect the information of an Organisation and submit it to the department in a report form and shall make an oral presentation before the Departmental Academic Committee consisting of Head of the Department, Supervisor and two other senior faculty members of the department. For each Seminar there will be only internal evaluation of 100 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to fulfill minimum marks, he has to reappear during the supplementary examinations.

8.4 There shall be a Comprehensive Viva-Voce in II year II Semester. The Comprehensive Viva-Voce is intended to assess the student understanding of various subjects he has studied during the M.B.A. course of study. The Head of the Departments shall be associated with the conduct of the Comprehensive Viva-Voce through a Committee. The Committee consisting of Head of the Department, one senior faculty member and an external examiner. The external examiner

shall be appointed by the Controller of Examination. For this, the Principal of the College shall submit a panel of 3 examiners. There are no internal marks for the Comprehensive ViVa-Voce and evaluates for maximum of 100 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to fulfill minimum marks, he has to reappear during the supplementary examinations.

- 8.5** A student shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the Semester End examination and a minimum aggregate of 50% of the total marks in the semester End Examination and Continuous Internal Evaluation taken together.
- 8.6** In case the student does not secure the minimum academic requirement in any subject (as specified in 8.5) he has to reappear for the Semester End Examination in that subject.
- 8.7** A student shall be given one chance to re-register for the subjects if the internal marks secured by a student is less than 50% and failed in that subject for maximum of two subjects and should register within four weeks of commencement of the class work. In such a case, the student must re-register for the subjects and secure the required minimum attendance. The student attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the Semester End Examination in those subjects. In the event of the student taking another chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks obtained in the previous attempt stands cancelled.
- 8.8** In case the student secures less than the required attendance in any subject, he shall not be permitted to write the Semester End Examination in that subject. He shall re-register for the subject when next offered.

8.9 Conditions to avail the benefit of improvement of internal marks:

- a) The candidate should have completed the course work in the college.
- b) The candidate should pass all the subjects
- c) The candidate will be given only one chance for each subject for improvement of internal marks for a maximum of three subjects
- d) In the event of availing improvement of internal marks, the internal marks and the end examination marks, secured in the previous attempt are cancelled.
- e) A student shall be allowed to submit the project report only after fulfilling the attendance requirements of all 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.
- f) Laboratory examination for MBA course must be conducted with two examiners. One of them being the laboratory class teacher and the second examiner shall be the external

examiner appointed by the CS (Chief Superintendent).

- g) A student shall register and put up minimum attendance in all 88 credits and earn the 88 credits. Marks obtained in all 88 credits shall be considered for the calculation of the percentage of marks.
- h) Students who fail to earn 88 credits as indicated in the course structure within four academic years from the year of their admission shall forfeit their seat in MBA course and their admission shall stand cancelled.

9.0. EVALUATION OF PROJECT WORK:

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

- 9.1 The Project Review Committee (PRC) shall be constituted with Principal as Chairperson, Head of the Department and two other senior faculty members.
- 9.2 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirements of all the subjects (Theory and Practical Subjects) up to III Semester. The work on the project shall be initiated in the beginning of the fourth semester and the duration of the project is for one semester.
- 9.3 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 PRC for its approval. Only after obtaining the approval of PRC the student can initiate the project work.
- 9.4 If a candidate wishes to change his supervisor or topic of the project can do so with approval of PRC. However, the PRC shall examine whether the change of topic / supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of supervisor or topic as the case may be.
- 9.5 Three copies of the Project Thesis certified by the supervisor shall be submitted to the college/ institute.
- 9.6 If the report of the examiner is favourable, viva-voce examination for 100 marks shall be conducted by a board consisting of the supervisor, senior faculty member, Head of the Department and the examiner who adjudicated the project report. There are no internal marks for the comprehensive viva-voce. A candidate has to secure a minimum of 50% to be declared as passed.

The Head of the Department shall coordinate and make arrangements for the conduct of 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/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree.

10.0 Examinations and Assessment-The Grading System

- 10.1. Marks will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practicals, or Seminar, or Project, etc., based on the % marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 7 above, and a corresponding Letter Grade shall be given.
- 10.2. As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

% of marks secured in a subject/course	Letter Grade	GradePoints
above 90% to 100%	O (Outstanding)	10
Below 90% but not less than 80%	A ⁺ (Excellent)	9
Below 80% but not less than 70%	A (Very Good)	8
Below 70% but not less than 60%	B ⁺ (Good)	7
50 and less than 60%	B (Average)	6
40 and less than 50%	F (Fail)	0
Absent	Ab	0

****Percentage of Marks is rounded off to the benefit of the student**

- 10.3. A student obtaining F Grade in any Subject shall be considered 'failed' and is required to reappear as 'Supplementary Candidate' in the Semester End Examination (SEE), as and when offered. In such cases, his Internal Marks (CIE Marks) in those Subjects will remain the same as those he obtained earlier.
- 10.4 A student not appeared for examination then 'Ab' Grade will be allocated in any Subject shall be considered 'failed' and will be required to reappear as 'Supplementary Candidate' in the Semester End Examination (SEE), as and when offered.

10.5 A Letter Grade does not imply any specific Marks percentage and it will be the range of marks percentage.

10.6 In general, a student shall not be permitted to repeat any subject/Course (s) only for the sake of 'Grade improvement' or 'SGPA/CGPA Improvement'.

10.7 A student earns Grade Point (GP) in each Subject/Course, on the basis of the LetterGrade obtained by him in that subject/Course. The corresponding 'Credit Points' (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/Course.

Credit Points (CP) = Grade Point (GP) x Credits For a Course

10.8 The Student passes the Subject/Course only when he gets **GP $\geq$ 6** (B Grade or above).

10.9 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points ($\sum CP$) secured from All Subjects/Courses registered in a Semester, by the Total Number of Credits registered during that Semester. **SGPA is rounded off to TWO Decimal Places.** SGPA is thus computed as

SGPA = $\{\sum_{i=1}^N C_i G_i\} / \{\sum_{i=1}^N C_i\}$ For each Semester,

Where 'I' is the Subject indicator index (takes into account all subjects in a Semester), 'N' is the no. of Subjects 'REGISTERED' for the Semester (as specifically required and listed under the Course Structure of the parent Department), C_i is the no. of Credits allotted to the i^{th} Subject, and G_i represents the Grade Points (GP) corresponding to the Letter Grade awarded for that i^{th} subject.

10.10 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off TWO Decimal Places. CGPA is thus computed from the I Year Second Semester onwards, at the end of each Semester, as per the formula

CGPA = $\{\sum_{j=1}^M C_j G_j\} / \{\sum_{j=1}^M C_j\}$ For all S Semesters registered

(i.e., up-to and inclusive of S Semesters, $S \geq 2$),

Where 'M' is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has 'REGISTERED' from the 1st Semester onwards upto and inclusive of the Semester S (obviously $M > N$), 'j' is the Subject indicator index (takes into account all Subjects from 1 to S Semesters), C_j is the no. of Credits allotted to the j^{th} Subject, and G_j represents the Grade Points (GP) corresponding to the Letter Grade awarded for that j^{th} Subject. After registration and completion of I Year I Semester however,

the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

10.11. For Calculations listed in Item 9.6-9.10, performance in failed Subjects/Courses (securing F Grade) will also be taken into account, and the Credits of such Subjects/ Courses will also be included in the multiplications and summations.

11.0 AWARD OF DEGREE AND CLASS

11.1 A Student who registers for all the specified Subjects/Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire PG Programme (PGP), and secures the required number of 88 Credits (with $CGPA \geq 6.0$), shall be declared to have 'QUALIFIED' for the award of M.B.A. Degree.

11.2 Award of Class

After a student has satisfied the requirements prescribed for the completion of the programme and is eligible for the award of M.B.A. Degree, he shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First class with Distinction	≥ 7.75
First Class	$6.75 \leq \text{CGPA} < 7.75$
Second Class	$6.00 \leq \text{CGPA} < 6.75$

A student with final CGPA (at the end of the PGP) < 6.00 will not be eligible for the Award of Degree.

12. WITHHOLDING OF RESULTS

If the student has not paid the dues, if any, to the college 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.

13. TRANSITORY REGULATIONS

- a. If any student is detained due to shortage of attendance in one or more subjects, they are eligible for re-registration to maximum of two earlier or equivalent subjects at a time as and when offered.

14. GENERAL

- a. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- b. Credit Point: It is the product of grade point and number of credits for a course.
- c. Wherever the words “he”, “Him”, “his”, occur in the regulations, they include “she”, “her”.
- d. The academic regulation should be read as a whole for the purpose of any interpretation.
- e. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman Board of Governors is final.
- f. The College 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 college.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate</i>	
1. (a)	Possesses or carries accessible in the 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. 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 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 practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester. The candidate is also debarred for two 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. If the imposter is an outsider, he will be handed over to the police and a case will be 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. The candidate is also debarred for two 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.
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	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

	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.	that semester. 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 will be 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. The candidate is also debarred for two 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.
8.	Possesses 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	Student of the college expulsion from the examination hall and cancellation of the

	connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	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 the 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.
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 examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the PRINCIPAL/DIRECTOR for further action to award suitable punishment.	