



NSRIT

AUTONOMOUS

ACADEMIC RULES & REGULATIONS

2020

MBA

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(Autonomous)

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ACADEMIC REGULATIONS

**Applicable to the students admitted from the Academic Year
2020-2021**

**Department of MANAGEMENT STUDIES
(PG programme)**



Academic Regulations for MBA Program

(Academic year 2020-21 onwards)

1.0 INTRODUCTION:

Nadimpalli Satya Narayana Raju Institute of Technology (NSRIT) aims at achieving academic excellence by implementing new initiatives in Teaching-Learning and Evaluation processes. Based on the directions of the University Grants Commission (UGC), New Delhi All India Council for Technical Education (AICTE), New Delhi and Jawaharlal Nehru Technological University Kakinada (JNTUK) Kakinada.

2.0 SHORT TITLE, APPLICATION AND COMMENCEMENT:

- These regulations shall be called as the “NSRIT MBA. Academic Regulations, 2020”. In short, it shall be referred as ‘NSRIT MBA R20 Regulations’.
- The regulations are quite comprehensive and include definitions of key terms, semester system, credit system, grading system and other relevant details.
- These regulations shall be applicable and come into force to the student batches admitted from the academic year 2020-2021 onwards.
- The Institute may revise, amend or change the regulations, scheme of examinations and syllabi, from time to time, if found necessary and on approval by the Academic Council of the Institute, keeping the recommendations of the BoS in view.

3.0 CHOICE BASED CREDIT SYSTEM(CBCS):

- The Choice Based Credit System (CBCS) enables a student to obtain a degree by accumulating the required number of credits prescribed for that degree. Under the CBCS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students. The number of credits earned by the student reflects the knowledge or skill acquired by him / her.
- Each course is assigned with a fixed number of credits based on the contents to be learned. The student also has choice in selecting the elective courses out of total electives offered by the department. The grade points earned for each of the course reflects the student’s proficiency in that course.

4.0 POST-GRADUATE DEGREE PROGRAMME ON OFFER:

NSRIT offers 2-Year (4 semesters) Master of Business Administration programme, under Choice Based Credit System (CBCS).

5.0 ELIGIBILITY FOR ADMISSION:

Admission to the MBA Programme shall be made subject to the eligibility, qualifications and specialization prescribed by the A.P. State Government/University from time to time. Admissions shall be made either on the basis of the merit rank obtained by the student in the common entrance examination (ICET) conducted by the A.P. Government/University or on the basis of any other order of merit approved by the A.P. Government/University, subject to reservations as prescribed by the Government/University from time to time.

The eligibility criteria for admission into MBA programmes offered at NSRIT shall be as prescribed by the Government of Andhra Pradesh/University. The criteria are given below:

- The candidate shall be an Indian National / NRI.
- The candidate should have passed the qualifying examination (10+2+3) or equivalent as on the date of admission recognized Andhra Pradesh.
- Seats in each programme in the Institute are classified into two categories i.e., **Category – A** and **Category – B** as per the GOs.

- **Category – A Seats**

These seats shall be filled through counseling as per the rank secured by a candidate in the Common Entrance Test (ICET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

- **Category – B Seats**

These seats shall be filled by the Institute as per the GOs issued by the Government of Andhra Pradesh from time to time.

6.0 MEDIUM OF INSTRUCTION:

The medium of instruction shall be **English** for all the courses including their content delivery and examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum.

7.0 MBA PROGRAMME PATTERN:

The structure of the MBA programmes on offer at NSRIT are based on the Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as defined by the UGC and the curriculum / course structure as suggested by the AICTE Model Curriculum.

✓ **Semester Scheme:**

- The MBA programme offered at NSRIT follow semester scheme pattern.
- The duration of a MBA programme shall be of 2 academic years.
- Each academic year shall have 2 semesters i.e., odd and even semesters and shall be counted as first semester, second semester, third semester and fourth semester.
- Each semester shall consist of 18 weeks or 90 days of academic work excluding examination and evaluation.
- Each semester is structured to provide credits totaling to 102 credits for the entire MBA programme.
- Each semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'.
- Grade points, based on percentage of marks awarded for each course will form the basis for calculation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).
- Each student shall secure a total of 102 credits with a CGPA ≥ 6 required for the completion of the PG programme and the award of the MBA degree.

A student after securing admission into a MBA Programme at NSRIT shall pursue and acquire the MBA degree in a minimum period of two academic years i.e., 4 semesters and a maximum period of four academic years i.e., 8 semesters starting from the date of commencement of I year I semester, failing which the student shall forfeit the seat in MBA. programme.

8.0 CREDIT STRUCTURE:

- Course in the MBA programme of study has a Lecture-Tutorial- Practical (L-T-P) component attached to it. Based upon the L-T-P structure, the credits are allotted to a course using the criteria as shown in the below table.

Contact hour and credit structure

Type of Course	Component	Contact Hours/Week	Credits (C)
Theory	Lecture (L)	1	1
	Tutorial (T)	1	1
Laboratory	Practical (P)	2	1

8.1. CORE COURSES: Core courses of MBA program provide a holistic approach to management education, giving students both an overview of the field, and a basis to build, and specialize upon. These core courses are the strong foundation to establish management knowledge and provide broad multi-disciplined knowledge that can be further studied in depth during the elective phase.

A wide range of core courses provide groundwork in the basic management disciplines:

accounting, marketing, finance, information management system, organizational behavior and human resources, statistics, strategy, and supply chain management. The integrated foundation is important for students because it not only allows them to build up on existing skills, but also to explore career options in a range of industries.

8.2. Elective Courses: elective courses fall under areas of business: Finance, Human Resources, Marketing, Systems, Logistics and Supply Chain Management.

9.0. ATTENDANCE REGULATIONS:

A student shall be eligible to appear for end semester examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.

- Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- Condonation for 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 based on the rules prescribed by the Academic Council of the Institute from time to time.
- SA stipulated fee shall be payable towards condonation of shortage of attendance to the college. A student is eligible to write the examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.
- A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester, as applicable. They may seek readmission for that semester when offered next.
- Students, who do not meet the minimum required attendance in a semester, shall be detained in that semester and their registration for that semester shall stand cancelled. They shall not be promoted to the next semester.
- Students detained in a semester shall seek re-admission into that semester as and when offered again.
- Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student.
- Any student against whom any disciplinary action is pending shall not be permitted to attend semester end examination (SEE) in that semester.

9.1 AWARD OF DEGREE:

In addition to the attendance requirements mentioned in 9.0 of these regulations for the award of MBA degree, a student must satisfy the minimum academic requirements as given below:

- A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than two academic years and not more than four academic years.

- The student shall register for 102 credits and secure all 102 credits.
- Students who fail to complete two years course of study within four years shall forfeit their seat and their admission shall stand cancelled.

10 DISTRIBUTION AND WEIGHTAGE OF MARKS:

✓ Theory Courses:

- The syllabus for the theory courses shall be divided into five units and each unit carries equal weightage in terms of marks distribution.
- For theory courses, the distribution of marks shall be 30 marks for Continuous Internal Evaluation (CIE) and 70 marks for the Semester End Examination. (SEE)
- All Theory courses will have 5 units and assessed for 100 marks, of which, 30 marks for internal assessment and 70 marks for external assessment in semester end examinations.

11.1. INTERNAL ASSESSMENT:

- ✓ Subjective tests – 20 Marks
- ✓ Assignments/Mini Reports – 10 Marks
- Two subjective tests shall be conducted each for 20 Marks.
- Each subjective test shall be conducted for 120 Minutes and have 4 questions each for 5 marks (No choice).
- Average of the two subjective tests shall be considered as performance in internals.
- Assignments/Mini reports shall be assessed for 10 Marks.
- 5 marks for report content and 5 marks for presentation

11.2. SEMESTER END ASSESSMENT:

- The semester end examinations shall be conducted by NSRIT examination section for 70 marks consists of five questions carrying 14 marks each. (180 minutes)
- Question paper contains 5 questions (4 questions from all units with internal choice and 5th question is case study which is compulsory).

11.3. LABORATORY/PRACTICE:

- ✓ For practical (LAB) subject the distribution shall be 15 marks for internal evaluation and 35marks for the semester end examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 15 internal marks. Out of the 15 marks of internal, 5 marks shall be for day-to-day performance (2 marks for day-to-day evaluation and 3 marks for Record) and 10 marks shall be evaluated by conducting an

internal test towards the end of semester.

The end examination shall be conducted by the teacher concerned and external examiner appointed by academic council chairman, NSRIT(A) for 35 marks. With a break up marks of procedure-5, Experimentation-20, Result-5, viva-voce-5.

11 PROJECT EVALUATION:

- A student shall take a project at the end of II semester.
- A Project Review Committee (PRC) is constituted at the end of the second semester.
- PRC includes HOD and two other senior faculties, one being the guide.
- To register for project work, a student shall complete all the course work requirements of I and II semesters.
- The progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorize /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Project is evaluated for 150 marks at the end of III semester.
- A student shall report to the guide/external supervisor and work under his supervision at 30 hours per week or at least 5 weeks at the end of second semester.
- Also, a student shall engage a minimum of 2 hours per week in III semester in consolidating the data, report writing, results & analysis, conclusions etc. Evaluation shall comprise of internal and Semester End assessment.
 - Internal: 50
 - External: 100
- A project committee comprising of HOD, department Academic Coordinator, R&D member of the department, one senior faculty and guide shall review the progress once in four weeks.
- Each student shall give one internal seminar (pre talk) on the topic of his/her project for internal evaluation 50 marks and a prerequisite for submission of the final project report.
- Internal evaluation for 50 marks shall be done by HOD, department Academic Coordinator, one senior faculty and internal guide.
- External evaluation shall be done by HOD, Guide/Internal Examiner and External Examiner appointed by academic council chairman, NSRIT for 100 Marks
- Each student needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.
- Assessment shall be on:
 - Problem definition
 - Review on fundamental knowledge involved
 - Inter disciplinary aspect

- Experimental/methodology design
- Result analysis and interpretations
- Report writing
- Presentation
- Viva-voce

12 COMPREHENSIVE VIVA-VOCE

Comprehensive Viva-Voce examination shall be conducted in all the subjects of four semesters of the course for 50 marks (External evaluation only) at the end of fourth semester

13 CONDUCT OF SEMESTER END EXAMINATIONS AND EVALUATION:

- Semester end examination (SEE) shall be conducted by the Controller of Examinations by inviting Question Papers from the External Examiners.
- Question papers may be moderated for the coverage of syllabus, pattern of questions by an examiner appointed by the Controller of Examinations. The appointed examiner shall prepare a detailed answer key and scheme of valuation and submit it to the Controller of Examinations.
- Laboratory SEE shall be conducted involving internal and external examiners as defined in these regulations.

14 CRITERIA FOR PASSING A COURSE AND AWARD OF GRADES:

✓ Criteria for Passing a Course

- i) A candidate shall be deemed to have secured the minimum academic requirement in a subject if he/she secures a minimum of 40% (28 Marks out of 70 marks) of marks in the End Semester Examination and a minimum aggregate of 50% of the total marks (50 marks out of 100 marks) in the End Semester Examination and Internal Evaluation taken together.
- ii) A candidate shall be declared to have passed in comprehensive viva- voce, if he secures a minimum of 50%marks.
- iii) In case the candidate does not secure the minimum academic requirement in any subject (as specified in i& ii above) he/she has to re-appear for the End Semester Examination in that subject. A candidate shall be given **one** chance to re-register for each subject provided the internal marks secured by a candidate are **less than 50% and has failed in the end examination**. In such a case, the candidate must re-register for the subject(s) and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the end examination in those subject(s). In

the event of the student taking another chance, his internal marks and end examination marks obtained in the previous attempt shall **stands cancelled**. For re-registration the candidates have to apply to the college by paying the requisite fees and get approval from college before the start of the semester in which the re-registration is required.

- iv) Method of awarding letter grade and grade points for a course a letter grade and grade points will be awarded to a student in each course based on his performance as per the grading system given below.

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

Marks Range Theory /Project Work (Max – 100)	Marks Range Laboratory/ Comprehensive Viva-Voce (Max –50)	Letter Grade	Level	Grade Point
≥ 90	≥ 45	O	Excellent	10
≥80 to <90	≥40 to <45	S	Very Good	9
≥70 to <80	≥35 to <40	A	Good	8
≥60 to <70	≥30 to <35	B	Fair	7
≥50 to <60	≥25 to <30	C	Satisfactory	6
<50	<25	F	Fail	0
			Absent	0

✓ **Computation of SGPA**

- The following procedure is to be adopted to compute the Semester Grade Point Average(SGPA) and Cumulative Grade Point Average(CGPA):
- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$
- 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.

✓ Illustration for SGPA

Course	Credit	Grade Letter	Grade point	Credit Point (Credit x Grade)
Course 1	4	A	8	4 X 8 =32
Course 2	4	B	7	4 X 7 =28
Course 3	4	C	6	4 X 6 =24
Course 4	4	O	10	4 X 10 =40
Course 5	4	S	9	4 X 9 =36
Course 6	4	C	6	4 X 6 =24
Course 7	3	O	10	3 X 10 =30
	27			214

Thus, SGPA = $214/27 = 7.93$

✓ Illustration for CGPA

Semester1	Semester 2	Semester3	Semester4
Credit: 27	Credit: 27	Credit: 21	Credit :27
SGPA:7.9	SGPA:7.8	SGPA:7.6	SGPA:8.0

Thus, CGPA = $\frac{27 \times 7.9 + 27 \times 7.8 + 21 \times 7.6 + 27 \times 8.0}{102} = 7.84$

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15 AWARD OF DEGREE AND CLASS

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

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75	From the CGPA Secured From 102 Credits.
First Class	$\geq 6.75 \text{ \& } < 7.75$	
Second Class	$\geq 6.0 \text{ to } < 6.75$	
Pass Class	≥ 6.0	

The Grades secured, Grade points and Credits obtained will be shown separately in the memorandum of marks.

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16 WITHHOLDING OF RESULTS

If the student is involved in indiscipline/malpractices/court cases, the result of the student will be with held.

17 SUPPLEMENTARY EXAMINATIONS

Supplementary examinations shall be conducted along with regular examinations.

18 REVALUATION

- Revaluation shall not be permitted.

19 AMENDMENTS TO REGULATIONS:

The Academic Council of NSRIT College (Autonomous) reserves the right to revise, amend, change or nullify the Regulations, Schemes of Examinations, and/ or Syllabi or any other such matter relating to the requirements of the program which are compatible to the contemporary/emerging trends effectively meeting the needs of society/industry/stake holding groups.

Regulations for MALPRACTICES during the conduct of examinations

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only. *
(b)	If the candidate 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	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled. *
3	If the candidate 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's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider/candidate not on rolls, he will be handed over to the police and a case is registered against him. *
4	If the candidate mishandles 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. Also if the answer script is mutilated / damaged disturbing the shape, of the script, answers, the bar code intentionally.	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. He shall be debarred from class work and all examinations and be allowed to reregister for the next subsequent odd or even semester only. 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 passmarks.	The same should be brought to the notice of CE who in turn in consultation with malpractice committee makes decision for cancellation of the performance in that subject.*

6	Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them. *
7	Leaves the exam hall taking away answer script or Intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination Hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with Forfeiture of seat.*
8	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. *
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other

	college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	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	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/year Examination.*

Malpractice committee:

Chief Superintendent	Chairman
Controller of Examinations	Member
Invigilator	Member
Concerned Head of the Department	Member