

**AMRITA SAI INSTITUTE OF SCIENCE AND TECHNOLOGY
(AUTONOMOUS)**

**AICTE approved, NAAC accredited, ISO 9001 – 2015 certified Institution
& Permanent affiliation to JNTUK Kakinada**

ACADEMIC REGULATIONS (AR22)



**MBA TWO YEAR PG COURSE
(Applicable for the batches admitted from 2022-23)**

Sponsored by

AMRITA SAI EDUCATIONAL IMPROVEMENT TRUST

ACADEMIC REGULATIONS (AR22) FOR MBA COURSE

1. Duration of the program:

The duration of the program is two academic years consisting of four semesters. However, a student is permitted to complete the course work of MBA program in the stipulated time frame of **FOUR** years from the date of joining.

2. Minimum Instruction Days:

Each semester consists of a minimum of 90 (ninety) instruction days.

3. Program credits:

MBA program is designed to have a total of 104 credits and the student shall have to complete the two year course work and earn all 104 credits for the award of MBA Degree.

4. Attendance Regulations:

- A student shall be eligible to write semester end examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects/courses with minimum 50% in all the courses.
- Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester shall be granted by the College Academic Committee. However this condonation concession is applicable only to any one semester during entire programme.
- Shortage of Attendance **below** 65% in aggregate shall not be condoned and not eligible to write their end semester examination of that class.
- Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- A prescribed fee of Rs. 700/- shall be payable towards condonation of shortage of attendance.
- A student shall not be promoted to the next semester unless, he satisfies the attendance requirement of the present semester, as applicable. They may seek re-admission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for re-admission into the same class.

5. Examinations and Scheme of Evaluation

The distribution of marks for internal and external examinations shall be evaluated subject-wise as follows:

SNO	COMPONENT	INTERNAL	EXTERNAL	TOTAL
01	Theory	40	60	100
02	PROJECT	---	100	100
03	LABORATORY	20	30	50
04	COMPREHENSIVE VIVA- VOCE	---	50	50

(a) Internal Assessment

- 40 marks for internal assessment, 20 marks are for seminar/presentation and 20 marks are based on **average** of two mid- term examinations.
- 20 marks for presentation (10 marks are for report content and 10 marks are for presentation).
- Each mid-term examination is conducted for 20 marks with two hours (120 mins) duration. Each mid-term examination consists of four questions, each for 5 marks. All questions need to be answered.
- The final marks are the sum of average of two mid-term examinations for 20 marks and 20 marks for presentation.

(b) External Assessment

The semester end examination 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.

(c) Laboratory Course

- For practical subjects distribution shall be 20 marks for internal evaluation and 30 marks for the end semester examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 20 internal marks. Out of 20 marks for internal, 10 marks shall be for day-to-day performance (5 marks for day-to-day evaluation and 5 marks for Record) and 10 marks shall be evaluated by conducting an internal test conducted at the end of semester.
- End semester laboratory examination shall be conducted for 30 marks with two examiners, one of them being the Laboratory Class Teacher and second examiner shall be appointed by the University. The total 30 marks are break-up as 5 marks for procedure, 15 marks for experimentation and 5 marks each for results and Viva-Voce.

(d) Comprehensive Viva-Voce

Comprehensive Viva-Voce examination is conducted in all the subjects of four semester course for 50 marks at the end of fourth semester by a committee consisting of an external examiner appointed by chief controller of examinations, senior faculty member of the department and HOD. There are no internal marks for this course. A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the exam section.

(e) Project Work (Industrial Project based on Summer Internship)

- Project Work (Industrial Project based on Summer Internship) shall be completed in collaboration with an industry. Student shall pursue project work in the industry during summer vacation after completion of first year. The student shall register for the course as per course structure after commencement of academic year. The students shall take up this course under the guidance of a supervisor from concerned department. The supervisor shall maintain attendance of course for the students allotted. Attendance requirements are as per the norms of institution. After completion, students shall be submit a technical report and presented before committee at the end of III semester. A certificate from industry shall be included in the report. Student needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.
- Each student shall give one internal seminar (pre-talk) on the topic of his/her project as a prerequisite for submission of the final project report.
- It shall be evaluated for 100 external marks at the end of semester. Out of 100 marks, 50 marks shall be awarded for dissertation and 50 marks for project Viva-Voce. Project is evaluated by Board of Evaluators (BOE). Consisting of external examiner appointed/nominated by the chief controller of examinations, Internal project guide and Head of the Department.
- A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the exam section.
- The MOOCs course in I semester shall be registered and pass through SWAYAM/NPTEL only. The grade obtained in the MOOCs course will printed on the grade sheet/transcript. In case the student fails in the MOOCs course, he/she shall register the same or another course through MOOCs in the same domain and pass.

6. Eligibility to award MBA degree

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

- Pursued a course of study for not less than two academic years and not more than four academic years.
- Registered for **104** credits and secured **104** credits.
- Students, who fail to complete their two years course of study within four years or fail to acquire the **104** credits for the award of the degree within four academic years from year of admission, shall **forfeit** their seat in MBA course and their admission shall stands cancelled.

7. Course Pattern

- The entire course of study is for two academic years (four semesters); all the years are in semester pattern.
- A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject as and when university conducted next.
- When a student has shortage of attendance, he/she may be re-admitted into the same semester/year in which he has been detained. However, the academic regulations under which he was **first admitted** shall continue to be applicable to him.

8. Criteria for passing a course and award of grades

(a) Criteria for passing a course:

- A candidate shall be declared to have passed in individual theory/ laboratory / project course if he secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in the semester end examination.
- A candidate shall be declared to have passed in comprehensive viva- voce, if he secures a minimum of 50% marks.
- 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 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 University through college by paying the requisite fees and get approval from exam section before start of semester in which re-registration is sought.

(b) Award of Grades:

Method of awarding grade point and grade in each course based on his performance is given below.

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
		AB	Absent	0

9. CALCULATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA):

- The Semester Grade Point Average (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.

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

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

- The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where 'Si' is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester

- Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- While computing the SGPA/CGPA, the subjects in whom the student is awarded Zero grade points will also be included.
- Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, S, A, B, C, and F.
- As per AICTE regulations, conversion of CGPA into equivalent percentage as follows:
Equivalent Percentage = $(CGPA - 0.50) \times 10$

10. Award of 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	From the CGPA secured from 104 Credits.
First Class with Distinction	≥ 7.75 with no subject failures	
First Class	≥ 6.75 with subject failures	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 4.75 to < 5.75	

11. With holding of results

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

12. Supplementary Examinations

- Supplementary examinations will be conducted twice in a year at the end of odd and even semesters as per the University norms & Regulations.
- Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester after the conduct of the last set of regular examinations under the present regulation.
- Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.
- Advanced Supplementary Examinations:** Candidates failed in theory/comprehensive Viva-Voce/project work courses in 4th semester can appear for advanced supplementary examinations conducted the University as per the norms & regulations.

13. Revaluation & Recounting

- Recounting of Marks in the End Semester Examination:** A student can request for recounting of his/her answer book on payment of a prescribed fee as per institution norms.
- Revaluation or Revaluation by Challenge of the End Semester Examination:** A student can request for Revaluation or Revaluation by Challenge of his/her answer book on payment of a prescribed fee as per institution norms.

14. *Malpractices in Examinations:* Disciplinary action shall be taken in case of malpractices during mid/end examinations as per rules framed by institution.

15. Transitory Regulations

- Discontinued or detained candidates are eligible for re-admission as and when next offered as per university norms.
- The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted

16. GENERAL

- Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- The academic regulation should be read as a whole for the purpose of any interpretation.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the principal is final.
- The institution 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 institution.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS:

The Principal shall refer the cases of malpractices by students in internal assessment tests and end semester examinations, to a malpractice enquiry committee constituted for the purpose. The committee shall follow the approved scales of punishment.

The committee consists of:

1. Principal
2. Controller of Examinations
3. Deputy Controller of Examinations
4. Head of The Department
5. Subject Expert
6. Invigilators

SNO	NATURE OF MALPRACTICES/IMPROPER CONDUCT	PUNISHMENT
1(a)	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.
1(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/year.
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 practicals 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, he will be handed over to the police and a case is 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 / year. The candidate is also debarred for two consecutive semesters from class work And al University examinations 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 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/year. 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 college 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	Expulsion from the examination hall and cancellation

	examination hall.	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 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/year. 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/year.
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 examinations
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the CE office for further action to award suitable punishment.	

RAGGING

PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTIONS ACT 26 OF 1997

PUNISHMENTS FOR RAGGING:

As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.10,000/- or both

CONDUCT AND DISCIPLINE:

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.
- If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
- The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures.
 - Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
 - Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- The following activities are not allowed within the campus:
 - Mutilation or unauthorized possession of library books.
 - Noisy and unseemly behavior, disturbing studies of fellow students.
 - Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
 - Use of cell phones in the campus.
 - Plagiarism of any nature.
 - Any other act of gross indiscipline as decided by the college from time to time.
 - Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
 - For an offence committed in (i) a hostel, (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
 - Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
 - Unauthorized collection of money in any form is strictly prohibited.
 - Detained and break-in-study candidates are allowed into the campus for academic purposes only with permission from authorities.
 - Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
 - The disciplinary action committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed
 - Grievance redressal committee, constituted by the Principal, shall deal with all grievances pertaining to the academic / administrative and disciplinary matters.
 - All the students must abide by the code and conduct rules of the college.
