

ACADEMIC REGULATIONS (R24)

For

Master of Business Administration (MBA) Programme

(Duration: Two Years)

(Applicable for the batches admitted from the **A.Y. 2024-25**)



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA – 533003, ANDHRA PRADESH, INDIA**



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Kakinada – 533 003, Andhra Pradesh (India)

ACADEMIC REGULATIONS

Applicable for the students of Master of Business Administration (MBA) PG Programme admitted from the Academic Year 2024-25 onwards. The MBA Degree of Jawaharlal Nehru Technological University Kakinada shall be conferred on candidates who are admitted to the program and who fulfil all the requirements for the award of the Degree.

1.0 ELIGIBILITY FOR ADMISSIONS

Admission to the above program shall be made subject to eligibility, qualification and specialization as prescribed by the University from time to time.

Admissions shall be made on the basis of merit rank obtained by the candidates at ICET examination or the qualifying Entrance Test conducted by the University or on the basis of any other order of merit as approved by the University, subject to reservations as laid down by the Govt. from time to time.

2.0 AWARD OF MBA DEGREE

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

2.2 The student shall register for all 111 credits and secure all the 111 credits.

2.3 The minimum instruction days in each semester are 90.

2.4 A 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.

2.5 Credit Definition:

1 Hour Lecture (L) per week	1 Credit
1 Hour Tutorial (T) per week	1 Credit
1 Hour Practical (P) per week	0.5 Credit

3.0 ATTENDANCE

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

3.2 A student is eligible to write the University examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.

3.3 Condonation of shortage of attendance up to 10% i.e., 65% and above, and below 75% may be given for a **maximum of TWO times** by the college academic committee.

- 3.4 Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representations by the candidate with supporting evidence.
- 3.5 Shortage of attendance below 65 % in aggregate shall not **be condoned and not eligible to write their end semester examination of that class.**
- 3.6 A candidate shall not be promoted to the next semester unless; he/she fulfills the attendance requirements of the previous semester.
- 3.7 A stipulated fee of Rs 500/- shall be payable towards condonation fee for shortage of attendance. Students availing condonation on medical ground shall produce a medical certificate issued by the competitive authority.
- 3.8 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 readmission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

4.0 EVALUATION

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory and 50 marks for practicals on the basis of continues Internal Exams and End Semester Examination.

4.1 Continuous Internal Evaluation:

Theory

- (a) For theory subjects, during a semester, there shall be two mid-term examinations. Each midterm examination shall be conducted for a total duration of 120 minutes with 4 questions (without choice) each question for 10 marks.
- (b) The descriptive examination is set with 4 full questions from first two and half units (50% of the syllabus), the student has to answer all questions. In the similar lines, descriptive examination shall be conducted on the rest of the syllabus.
- (c) The first mid (Mid-1) marks shall be submitted to the University examination section within one week after completion of first mid examination.
- (d) The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.
- (e) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.
- (f) Second mid examination shall be conducted on the similar lines of mid-1 and its mid (Mid-2) marks shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.

- (g) The final marks are the sum of average of two mid-term examinations i.e. $\frac{\text{Mid1}+\text{Mid2}}{2}$
- (h) With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

4.2 End Semester Theory Examination Evaluation:

Theory:

The semester end examination shall be conducted for a duration of three hours with 5 questions and one case study which is compulsory. There should be one question from each unit. All the five questions must cover all the five units of syllabus. 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.

4.3 Laboratory Evaluation:

Internal Evaluation: The internal marks for laboratory are 40 marks and the marks shall be awarded based on the day to day work: 10 marks, Record: 5 marks and the remaining 25 marks to be awarded by conducting an internal laboratory test.

External Evaluation: For external marks for laboratory are 30 and marks shall be awarded based on the performance in the end laboratory examinations. Laboratory examination must be conducted with two Examiners, one of them being the Laboratory Class Teacher and the second examiner shall be appointed by the university from the panel of examiners submitted by the respective college. Laboratory examination must be conducted with a breakup marks of Procedure-10, Experimentation-10, Results-5, Viva-voce-5.

- 4.4 For Bridge course, the course shall be taken on MOOCS platform, the candidate has to get a satisfactory report upon successful completion, and the same shall be communicated to the University as Completed or Not Completed.
- 4.5 A 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 Semester Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- 4.6 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 4.5) he has to reappear 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 are nullified. For re-registration the candidates have to apply to the University through the college by paying the requisite fees and get approval from the University before the start of the semester in which re-registration is required. At a given time, a candidate is permitted to re-register for maximum of two subjects in addition to the subjects of regular semester, when the student is on roles. Once the completion of the course work, a student can re-register a maximum of SIX Courses at any time"

4.7 In case the candidate secures less than the required attendance in any re registered subject (s), he/she shall not be permitted to write the End Semester Examination in that subject. He shall again re-register the subject when next offered.

4.8 Laboratory examination for MBA courses must be conducted with two Examiners, one of them being the Laboratory Class Teacher or teacher of the respective college and the second examiner shall be appointed by the university from the panel of examiners submitted by the respective college.

4.9 A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters. The viva-voce examination shall be conducted at the end of the course work (4th semester).

5.0 (A) Evaluation of Entrepreneur Project

Entrepreneur Project is conducted in all the three semesters of the course for 50 marks each. At each semester the student needs to do the following tasks to meet the evaluation criteria

Tasks:

- i) The Entrepreneur Project shall be carried out during the 1st, 2nd and 3rd semester and will be evaluated for 50 marks each.
- ii) The Entrepreneur Project can be done either individual or group of students with same ideas (limited to maximum of 4 members)
- iii) 50 marks shall be awarded by **BOE (Board of Evaluators)** which comprises Head of the Department, Senior Professor of the MBA department and Internal project guide who is appointed by the HOD.
- iv) Each student shall give **one seminar** on the topic of his/her interest area of the project as a **prerequisite** at the starting of the project in **first semester**. He/She need to submit the following points in his Entrepreneur Project report along with the guide certificate stating that the student carried the work by his own.

Guidelines:

Entrepreneur Project I– (First Semester):

Initial Business Idea Generation

Feasibility Study

Existing / Emerging Idea

Confirmation of at least Two (2) to Five (5) existing or emerging business firms/industries concerns meeting and interaction.

G.P.S PHOTOGRAPH PROOFS for interaction

- Establishment (Since When)
- How many employees working? (Total work force)
- Initial & source of investment
- Machinery / raw material procurement
- Finished goods and storage services if any
- Cost of production (manufacturing cost)
- Logistics cost
- Selling cost
- Sales & Turnover
- Estimation
- Target Customers

Interaction Inquiry / Questions

- New Idea/Business/process
 - Economic feasibility
 - HR feasibility
 - Technical feasibility
 - Marketing feasibility

1) Model of the business (B-B, B-C, C-C, C-B)

Finally Submitting Seminar or Presentation along with summary of the idea

Entrepreneur Project II– (Second Semester)

1) Study on different approaches (G.P.S PROOF REQUIRED)

➤ Central Govt Agency (1)

➤ State Govt Agencies (2)

➤ Banks & Financial Institutions (2)

Outcome Report should be submitted.

2) Business Development Plan Preparation

➤ Consulting and preparation of Memorandum of Association, Details of Registration and Source of funding.

➤ Consulting Concerned Guides/ Mentors/ Faculty for proper drafting the outcomes followed by seminar or presentation.

Entrepreneur Project III– (Third Semester)

i) Prepare a Project Proposal for submission.

ii) Applying for permissions or patents etc. for innovative or creative ideas.

iii) Submit the Project Proposal to the various Govt.bodies and Agencies. (PM

VISHWAKARMA, START-UPS/MSME /NABARD/IDBI/SISI)

iv) Submission the Acknowledgment to the University. Documentation & Seminar Submission

5.0 (B) Evaluation of Final Project/Dissertation Work

The student shall need to do the summer internship in fourth semester for a duration of 8 weeks. The summer internship shall commence every year from 1st April to 31st of May. The main project shall be submitted at the end of the 4th Semester for evaluation.

The final project shall be based on the summer internship on his/her Major Elective.

i) The final project work shall be carried out during the 4th semester and will be evaluated for 100 marks.

ii) Out of 100 marks, 50 marks shall be for dissertation and 50 marks for the project Viva-Voce. Both are evaluated by the External Examiner.

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. The pre-talk must be evaluated by the **BOE (Board of Evaluators)** which comprises Head of the Department, Senior Professor of the MBA department and Internal project guide. He/She needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the

iii) final project report.

iv) **Alternative to the Project:**

The student can also start his/her own business instead of going to the internship. The student need to submit the proof for his/her own business.

The student also need to submit his/her project documentation with the following chapters of content:

1. Abstract 2. Introduction 3. Business Survey 4. Business Plan and Proposal 5. Business Execution 6. Proofs (GST Certificate / Firm Registration / Municipality/local bodies permission).

6.0 Cumulative Grade Point Average (CGPA)

Marks Range(Max – 100)	Level	Letter Grade	Grade Point
≥ 90	Outstanding	A+	10
≥80 to <90	Excellent	A	9
≥70 to <80	Very Good	B	8
≥60 to <70	Good	C	7
≥50 to <60	Satisfactory	D	6
<50	Fail	F	0
-	Absent	AB	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.,

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

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.

Computation of CGPA

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a programme, i.e.,

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

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester. The SGPA and CGPA shall be rounded off to TWO decimal points and reported in the transcripts.

7.0 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 M.B.A. Degree he shall be placed in one of the following four classes:

Class Awarded	CGPA to be secured	
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured from 111 Credits.
First Class	≥ 7.75 (With any supplementary appearance) ≥ 6.75 to < 7.75	
Second Class	≥ 6.0 to < 6.75	
Pass Class	≥ 5.0 to < 6.0	

The secured grade, grade points, status and credits obtained will be shown separately in the memorandum of marks.

8.0 WITHHOLDING OF RESULTS

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

9.0 TRANSITORY REGULATIONS

9.1 Discontinued or detained candidates are eligible for readmission (within the duration as mentioned in item 2.1) as and when next offered.

9.2 The readmitted students will be governed by the regulations under which the candidate has been admitted.

10.0 Minimum Instruction Days

The minimum instruction days for each semester shall be 90 working days. There shall be no transfer from one college to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Kakinada.

11.0 GENERAL

11.1 Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.

11.2 The academic regulation should be read as a whole for the purpose of any interpretation.

11.3 In the case of any doubt or ambiguity in the interpretation of the above rules/regulations, the decision of the Vice-Chancellor is final.

11.4 The University 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 University.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
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.
(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 External 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 all External 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 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	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.

	the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
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 External 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 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 University for further action to award suitable punishment.	

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