

# **ACADEMIC REGULATIONS**

## **MASTER OF BUSINESS ADMINISTRATION**

(Applicable for the batch admitted from 2024-25)



**ANDHRA LOYOLA INSTITUTE OF ENGINEERING AND TECHNOLOGY  
(AUTONOMOUS)**

## ACADEMIC REGULATIONS

Applicable for the students of MBA from the Academic Year 2024-25.

### 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 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 University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects/courses, and with minimum 50% in each and every course including practicals.

- 4.1 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.
- 4.2 Shortage of Attendance **below** 65% in aggregate shall not be condoned and not eligible to write their end semester examination of that class.
- 4.3 Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- 4.4 A prescribed fee shall be payable towards condonation of shortage of attendance.
- 4.5 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

### Theory Courses

Each theory course shall be evaluated for a total of 100 marks, consisting of 30 marks for internal assessment and 70 marks for end semester examination.

#### *Internal Assessment*

- i) **average** of two mid- term examinations
  - a) 15 marks for descriptive exam.
  - b) 10 marks for Presentation
  - c) 5 marks for report writing

#### *External Assessment*

All five (5) questions (one question from one unit) to be answered (either or) and case study from any unit for 10 marks.

### Laboratory Course

#### Internal Assessment

- a) Day to day work-5 marks
- b) Record-5 marks
- c) Internal laborator-10 marks

#### External Assessment

- a) Procedure-5 marks
- b) Experimentation result-15 marks
- c) Results -5 marks
- d) Viva voce-5 marks

### Comprehensive Viva-Voce

Comprehensive Viva-Voce examination is conducted in all the subjects of four semesters of the course for 50 marks (internal evaluation only) at the end of fourth semester by a committee consisting of **two** senior faculty members of the department along with 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 University.

### Project Work

- i) The final project work shall be carried out during the 3<sup>rd</sup> 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 Board of Evaluators (BOE). BOE, which comprises of External Examiner appointed/nominated by the University, Head of the Department and Internal project guide.
- iii) 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. He needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.

**(a) Eligibility for Award of MBA Degree**

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

- (b)** Pursued a course of study for not less than two academic years and not more than four academic years.
- (c)** Registered for **104** credits and secured **104** credits.
- (d)** 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 the year of their

admission shall **forfeit** their seat in MBA course and their admission shall stands cancelled.

## 6. Criteria for Passing a Course and Award of Grades

### A) Criteria for Passing a Course

- i) 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.
- 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 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 University through the college by paying the requisite fees and get approval from the University before the start of the semester in which the re-registration is required.

### B) 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.

## 7. Cumulative Grade Point Average (CGPA)

| Marks Range<br>Theory / Project<br>Work<br>(Max – 100) | Marks Range<br>Laboratory/<br>Comprehensive<br>Viva- Voce<br>(Max – 50) | Letter<br>Grade | Level        | Grade<br>Point |
|--|---|-----------------|--------------|----------------|
| ≥ 90   | ≥ 45  | O               | Outstanding  | 10             |
| ≥80 to <90   | ≥40 to <45  | S               | Excellent    | 9              |
| ≥70 to <80   | ≥35 to <40  | A               | Very Good    | 8              |
| ≥60 to <70   | ≥30 to <35  | B               | Good         | 7              |
| ≥50 to <60   | ≥25 to <30  | C               | Fair         | 6              |
| ≥40 to <50   | ≥20 to <25  | D               | Satisfactory | 5              |
| <40  | <20   | F               | Fail         | 0              |
|  |   |                 | Absent       | 0              |

## 8. 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.

### 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.
- $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$
- Where  $S_i$  is the SGPA of the  $i$ <sup>th</sup> semester and  $C_i$  is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- Equivalent Percentage =  $(CGPA - 0.75) \times 10$

## 9. 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. Tech. Degree he shall be placed in one of the following four classes:

| Class Awarded                | CGPA to be secured      | <b>From the<br/>CGPA secured<br/>from 68<br/>Credits.</b> |
|------------------------------|-------------------------|---|
| First Class with Distinction | $\geq 7.75$             |   |
| First Class                  | $\geq 6.75$             |   |
| Second Class                 | $\geq 5.75$ to $< 6.75$ |   |
| Pass Class                   | $\geq 4.75$ to $< 5.75$ |   |

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

### 1. WITHHOLDING OF RESULTS

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

### 2. Supplementary Examinations

- i) Supplementary examinations will be conducted twice in a year at the end of odd and even semesters as per the University norms & Regulations.

#### ii) Advanced Supplementary Examinations:

Candidate(s), who failed in theory / comprehensive Viva-Voce / project work courses in 4<sup>th</sup> semester can appear for advanced supplementary examination may be conducted as per the University norms & Regulations.

### 3. Revaluation

As per the norms of the University.

## **10. TRANSITORY REGULATIONS ( for AR24 )**

- 10.1 Discontinued or detained candidates are eligible for re-admission into same or equivalent subjects at a time as and when offered.
- 10.2 The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per R16 academic regulations.

## **11. 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, 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.