



## AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

Gudur, Nellore Dist - 524101, A.P (India)

### ACADEMIC REGULATIONS FOR THE AWARD OF FULL TIME M.B.A. DEGREE PROGRAMME (WITH EFFECT FROM THE ACADEMIC YEAR 2013-14)

The **Audisankara College of Engineering and Technology**, Gudur, Nellore District, Andhra Pradesh shall confer M.B.A Post Graduate degree to candidates who are admitted to the Master of Business Administration (M.B.A.) Programme and fulfilled all the requirements for the award of the degree.

#### **1. ELIGIBILITY FOR ADMISSIONS:-**

Admission to the Master of Business Administration programme shall be made subject to the eligibility, qualifications and specialization criteria prescribed by the JNTUA, Anantapur for each programme, from time to time.

- ❖ As per the norms of A.P. State Council of Higher Education (APSCHE), Government of Andhra Pradesh, admissions are made to the first year of two year M.B.A. P.G. Degree Programme as follows:-
  - As per the norms of Government of Andhra Pradesh, Category-A (based on the rank obtained in ICET) seats will be filled up by the Convener, ICET.
  - As per the norms of Government of Andhra Pradesh, Category-B seats will be filled up by the management.

#### **2. COURSE WORK:-**

- ❖ A Candidate after securing admission must pursue the M.B.A course of study spread over Four Semesters.
- ❖ Each semester shall be of 20 weeks duration including all examinations.
- ❖ A candidate admitted into the programme should complete it within a period equal to twice the prescribed duration of the programme from the date of admission.

#### **3. ATTENDANCE REGULATIONS AND CONDONATION:-**

- (i) A student shall be eligible to appear for end semester examinations, if he acquires a minimum of 75% attendance in aggregate of all the subjects.
- (ii) Condonation of shortage of attendance in aggregate up to 10% on medical grounds (65% above and below 75%) in each semester may be granted on the recommendation of the College Academic Committee. However, granting condonation is purely at the discretion of Principal of the college.
- (iii) A Student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester as applicable. They may seek re-admission for that semester as and when offered next.
- (iv) Shortage of Attendance below 65% in aggregate shall in no case be condoned.
- (v) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that particular semester and their registration for examination shall stand cancelled.

- (vi) A stipulated fee shall be payable towards condonation of shortage of attendance if granted.
- (vii) Attendance may also be condoned for those students who participate in prestigious sports and co and extracurricular activities provided their attendance is in the minimum prescribed range for the purpose and recommended by the concerned authority.

#### 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 100 marks for practical subjects, on the basis of Internal Evaluation and End Semester Examination. For the theory & practical subjects 60% of the marks will be for the External End Examination, while 40% of the marks for Internal Evaluation

#### 4.1 **INTERNAL EVALUATION FOR THEORY SUBJECTS:**

Each course is evaluated for **40 marks (a+b)**

**a)** Two Midterm Examinations each for **30 marks** with a duration of two hours each will be conducted for every theory course in a semester. First Midterm Examination is conducted in the middle of the Semester (I & II units) and second Midterm Examination immediately after the completion of instruction (III & IV units) as per academic schedule. The Midterm Examination marks shall be awarded giving a weightage of 80% in the Midterm Examination in which the student scores more marks and 20% in the remaining Midterm Examination.

##### **Midterm Examination Pattern for 30 Marks:**

- ❖ Each Midterm Examination Question Paper comprises of four questions covering the two units.
- ❖ Answering any three questions.
- ❖ Questions 1 & 2 from one unit and Questions 3 & 4 from another unit. Each question is allotted 10 marks.

##### **b) 10 marks** are allocated for **Assignment Tests**.

- There will be four Assignment tests per subject in year/semester pattern.
- One Assignment test is conducted from each unit.
- Five Assignment questions are given in advance from each unit out of which two questions given by the concerned teacher has to be answered during Assignment test.
- Average of Assignment tests marks is considered.

**NOTE:** A student who is absent for any Midterm Examination / Assignment Test, for any reason whatsoever, shall be deemed to have scored zero marks in that Midterm Examination/ Assignment Test and no make-up test shall be conducted.

#### 4.2 **Internal Evaluation for Practical Subjects:-**

For Laboratory courses there shall be continuous evaluation during the semester for 40 internal marks. The break-up of internal marks to be awarded is as given below:

**Table 1: Break-up of Internal Marks**

S.No.	Criterion	Marks
1	Conduct of experiments, Observation & Results in regular class work(Day-to-Day Performance)	25
2	Viva – voce and Internal Examination	15

In any semester a minimum of 90% of the prescribed number of experiments/exercises specified in the syllabus for laboratory course shall be conducted. They shall complete these experiments/exercises in all respects and submit report and get it certified by the concerned internal lab teacher and the Head of the Department to become eligible to appear for the final end examination in the Laboratory Course.

#### **4.3 Internal Evaluation for Seminar & Case Studies:-**

For Seminar and Case studies there will be an internal evaluation of 50 marks each. A candidate has to secure a minimum of 50% to be declared successful.

The distribution of internal marks for seminar is given below:

**Table 2: Distribution of Marks**

S.No.	Criterion	Marks
1	Seminar Report & Subject content	20
2	Seminar presentation & Viva – Voce Exam	30

For the **Seminar**, the student shall collect the information on a specialized relevant topic and prepare a report, showing his understanding over the topic, and submit to the department. The assessment for 20 marks (10 marks for report, 10 marks for subject content) will be made by a board consisting of HOD and two internal experts at the end of the semester instruction. The assessment for 30 marks (20 marks for presentation and 10 marks for queries) will be evaluated by the Department Committee consisting of Head of the department, Seminar Supervisor and a Senior Faculty Member.

For the **Case study**, the objectives of the course are to enhance analytical and logical thinking capabilities of the student, to improve the communication and presentation skills of the student and to enable the student understand the process of problem analysis, identifying appropriate solutions with respect to the concepts of the subject.

Total sessions in a semester shall be distributed for all the subjects. The concerned teaching staff shall select the cases of recent origin for discussion.

Internal evaluation (50 marks): Case studies are conducted in atleast 5 subjects out of total 7 subjects. At least two cases per subject shall be considered for internal evaluation. Such case study analyses by student shall be produced as a record. Case studies for each subject are allotted 10 marks awarded by the concerned subject faculty and Head of the Department. The Head of the Department shall consolidate the marks of all such case studies and finalize the internal evaluation marks for 50.

#### **4.4 Evaluation for Project Work:-**

Out of a total of 200 marks for the project work, 80 marks shall be for Internal Evaluation and 120 marks for the End Semester Examination. The End Semester Examination (viva-voce) shall be conducted by an External examiner nominated by the Principal, HOD & Supervisor as a committee. The Internal Evaluation shall be made by the departmental committee, on the basis of two seminars given by each student on the topic of his project.

**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 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 4.4) he has to reappear for the Semester Examination either supplementary or regular in

that subject, or repeat the course when next offered or do any other specified subject as may be required.

### **5.0 EVALUATION OF SOFT SKILLS:-**

The subject **Soft Skills** is introduced in to the M.B.A Programme to equip with the necessary skill sets and to enhance the placement opportunities of students. It is a theoretical subject equivalent to any other professional theory subject but only internal evaluation.

### **6.0 SEMESTER END EXAMINATIONS:-**

#### **6.1 Theory Courses: 60 marks each:-**

The Semester end examination in each theory subject shall be conducted for 3 hours duration at the end of the semester for 60 marks. The question paper shall be designed as per the following guidelines.

#### **Question paper contains**

- A total of Eight questions.
- Answer one Question from each Unit
- The Eight questions are to be designed taking one question from each unit (Unit Wise Either or Type) of the four units.
- In each question, one, two or more bits can be set, totaling 15 Marks with appropriate distribution of marks.

A student has to secure not less than a minimum of 40% of marks (24 marks) exclusively at the end semester examinations in each of the theory subjects in which the candidate had appeared. However, the candidate shall have to secure a minimum of 50% of marks (50 marks) in both external and internal components put together to become eligible for passing in the subject.

#### **6.2 Lab Courses (Practical / Workshop): 60 marks**

Out of 60 marks **40** marks are allocated for experiment (procedure for conducting the experiment carries 10 marks & readings, calculation and result-30) and **15** marks for viva-voce examination with **5** marks for the record.

Each Semester End Lab Examination shall be evaluated by an Internal Examiner along with an External Examiner.

A candidate shall be declared to have passed in individual lab course if he secures a minimum of 50% aggregate marks (50 marks) (Internal & Semester External Examination marks put together), subject to a minimum of 40% marks (24 marks) in the semester external examination. External Examiner is appointed by the Principal.

#### **6.3 Evaluation of Project Work:-**

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the college/ concerned department.

- ❖ **Registration of Project work:** A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I, II and III Semesters)
- ❖ An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor/ Guide and one Internal senior expert shall monitor the progress of the project work.
- ❖ The work on the project shall be initiated in the penultimate semester and continued in the final semester. The candidate can submit Project thesis with the approval of I.D.C. at the end of the IV semester Instruction as per the schedule. Extension of time within the total

permissible limit for completing the programme is to be obtained from the Head of the Institution.

- ❖ The student must submit status report at least in two different phases during the project work period. These reports must be approved by the I.D.C before submission of the Project Report.
- ❖ The viva-voce examination may be conducted for all the candidates as per the IV semester examination schedule.
- ❖ Three copies of the Thesis / Dissertation certified in the prescribed form by the supervisor and HOD shall be submitted to the HOD.
- ❖ The semester end examination for project work done during IV Semester shall be conducted by a Project Review Committee (PRC). The evaluation of project work shall be conducted at the end of the IV Semester.
- ❖ The PRC comprises of an External examiner appointed by the Principal, Head of the Department and Project Guide/Supervisor to adjudicate the thesis / dissertation. The PRC will evaluate the candidates work for 120 marks. The committee comprises of an External Examiner appointed by the Principal, Head of the Department and Project Guide/Supervisor. The evaluation of project work shall be conducted at the end of the IV Semester. The above committee evaluates the project work and a weightage of 50% of the marks (60 marks) awarded by external, 25% of marks (30 marks) awarded by HOD & 25% of the marks (30 marks) by Project Guide/Supervisor respectively is considered. The evaluation of 120 marks is distributed as given below:

**Table 3: Distribution of Project Work Marks**

Sl. No.	Criterion	Marks
1	Report	80
2	Presentation & Viva – Voce	40

A candidate shall be declared to have passed in project work course if he secures a minimum of 50% aggregate marks (100 marks) (Internal marks + External project marks). If the report of the viva-voce is not satisfactory (Fail) the candidate will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination he will not be eligible for the award of the degree unless the candidate is permitted to revise and resubmit the thesis.

#### **7.0 RE-REGISTRATION FOR IMPROVEMENT OF INTERNAL EVALUATION MARKS:-**

Following are the conditions to avail the benefit of improvement of internal evaluation marks.

- ❖ The candidate should have completed the course work and obtained examinations results for all four semesters pending submission of Project work.
- ❖ He should have passed all the subjects for which the internal evaluation marks secured are more than 50%.
- ❖ Out of the subjects the candidate has failed in the examination due to Internal evaluation marks secured being less than 50%, the candidate shall be given one more chance for each Theory subject and for a maximum of **three** Theory subjects for Improvement of Internal evaluation marks.
- ❖ The candidate has to re-register for the subjects so chosen and fulfill all the academic requirements.
- ❖ For each subject, the candidate has to pay a fee equivalent to one third of the semester tuition fee and the amount is to be remitted in the form of D.D. in favour of **'The Principal, Audisankara College of Engineering & Technology' payable at Gudur** along with the requisition through the Controller of the Examinations of the college.

- ❖ In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered subjects stand cancelled.

## 8.0 SEMESTER – WISE DISTRIBUTION OF CREDITS:-

**Table 4: Semester –wise Credits distribution**

SEMESTER	No. of Credits per semester Theory + Lab	Total credits
I Semester	28+04	32
II Semester	30+02	32
III Semester	28+04	32
IV Semester	16+14	30
<b>TOTAL CREDITS</b>	<b>102+24</b>	<b>126</b>

## 9.0 AWARD OF DEGREE AND CLASS:-

After the 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 four classes:

**Table 5: Award of Division**

Class Awarded	% of marks to be secured
First Class with Distinction	70% and above
First Class	Below 70% but not less than 60%
Second Class	Below 60% but not less than 50%

## 10. READMISSION CRITERIA:-

A Candidate, who is detained in a semester due to lack of attendance, has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling all the required norms stipulated by the college in addition to paying the required fee.

## 11. SUPPLEMENTARY EXAMINATIONS:-

Apart from the regular End Examinations the institute may also schedule and conduct supplementary examinations for all subjects for the benefit of students with backlogs. Such students writing supplementary examinations as supplementary candidates may have to write more than one examination per day.

## 12. CONDUCT AND DISCIPLINE:-

- Students shall conduct themselves within and outside the premises of the Institute in a descent and dignified manner befitting the students of ACET.
- As per the order of the Honorable Supreme Court of India, ragging in any form is considered a criminal offence and is totally banned. Any form of ragging will be severely dealt with.
- The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
  - Lack of courtesy and decorum; indecent behavior anywhere within or outside the college campus.
  - Damage of college property or distribution of alcoholic drinks or any kind of narcotics to fellow students / citizens.

- (d) Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- (e) Mutilation or unauthorized possession of library books.
- (f) Noisy and unruly behavior, disturbing studies of fellow students.
- (g) Hacking in 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.
- (h) Usage of camera /cell phones in the campus.
- (i) Plagiarism of any nature.
- (j) Any other act of gross indiscipline as decided by the college academic council from time to time.
- (k) Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute/ hostel, debarring from 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.
- (l) For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the concern Head of the Department and the Principal respectively, shall have the authority to reprimand or impose fine.
- (m) Cases of adoption of unfair means and/ or any malpractice in an examination shall be reported to the principal for taking appropriate corrective action.
- (n) All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Academic council of the college.
- (o) The Institute Level Standing Disciplinary Action Committee constituted by the academic council 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.
- (p) The Principal shall deal with any problem, which is not covered under these rules and regulations.
- (q) **"Grievance and Redressal Committee" (General)** constituted by the Principal shall deal with all grievances pertaining to the academic / administrative / disciplinary matters.
- (r) All the students must abide by the code and conduct rules prescribed by the college from time to time.

### **13.0 WITH – HOLDING OF RESULTS:-**

If the candidate has not paid dues to the university/college or if any case of in-discipline is pending against him, the result of the candidate shall be withheld and he will not be allowed / promoted to the next higher semester. The issuing of degree is liable to be withheld in such cases.

### **14.0 TRANSITORY REGULATIONS:-**

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course in earlier regulations and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when such subjects are offered, subject to the conditions of 4.5 and 2.3 sections

### **15.0 MINIMUM INSTRUCTION DAYS:-**

The minimum instruction days for each semester shall be 90 clear instruction days excluding the days allotted for tests/examinations and preparation holidays declared if any.

**16.0 AMENDMENTS OF REGULATIONS:-**

The college may, from time to time, revise, amend or change the regulations, scheme of examinations and syllabi. However the academic regulations of any student will be same throughout the course of study in which the student has been admitted.

**17.0 GENERAL:-**

- ❖ The academic regulations should be read as a whole for the purpose of any interpretation.
- ❖ Disciplinary action for Malpractice/improper conduct in examinations is appended.
- ❖ Where the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- ❖ In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Head of the Institute is final.

\*\*\*\*\*



**RULES FOR DISCIPLINARY ACTION FOR MALPRACTICE / IMPROPER CONDUCT IN EXAMINATIONS**

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<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.	Is found copying 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 will be cancelled.
3.	Comes in alcohol 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.
4.	Smuggles the Answer book or a part there of 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 end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

5.	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 end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6.	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/year. The candidate will also be debarred and forfeit the seat.
7.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeit 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 will also be 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 impostor is an outsider, he will be handed over to the police and a case registered against him.
8.	Refuses to obey the orders of the Chief Superintendent/Asst.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 causing any injury to him or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-	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 registered against

	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.	them.
9.	Is a 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 clauses 6 to 8.	In case of students of the college 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.	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.
11.	Is detected copying 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.	Indulging in any malpractice which is not covered in the above clauses 1 to 11 if detected shall be reported to the College Authorities for further action to award suitable punishment.	Appropriate action will be taken as recommended by the College Authorities.

Malpractices identified by squad or special invigilators

1. Punishments to the candidates as per the above guidelines.