

Academic Regulations 2009 for MBA (Regular)

(Effective for the students admitted into first year from the academic year 2009-2010)

The MBA Degree of the Jawaharlal Nehru Technological University Hyderabad shall be conferred on candidates who are admitted to the program and 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 the eligibility, qualifications and specialization prescribed by the University from time to time.

Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or at an Entrance Test conducted by the University subject to reservations prescribed by the university from time to time.

2.0 AWARD OF MBA DEGREE:

- 2.1 A student shall be declared eligible for the award of MBA degree, if he pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years.
- 2.2 A Student, who fails to fulfil 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.
- 2.3 The minimum instruction days for each semester / year shall be 90/180 clear instruction.

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 Condonation of shortage of attendance up to 10% i.e. 65% and above and below 75% may be given by the College academic committee consisting of Principal, Head of the Department and a senior faculty member.
- 3.3 Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representation by the candidate with supporting evidence.
- 3.4 Shortage of attendance below 65% shall in **no case be condoned.**
- 3.5 A candidate shall not be promoted to the next semester unless he fulfils the attendance requirements of the previous semester.

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 practicals, on the basis of Internal Evaluation and End Examination

- 4.1 For the theory subjects 60 marks shall be awarded based on the performance in the End Examination, 40 marks shall be awarded based on the Internal Evaluation. Internal Evaluation shall be made based on the better of the marks secured in the two Mid Term-Examinations conducted one in the middle of the Semester and the other immediately after the completion of instruction. Each mid term examination shall be conducted for a duration of 120 minutes with 4 questions to be answered out of 6 questions.
- 4.2 For practical subjects, 60 marks shall be awarded based on the performance in the End Semester Examinations, 40 marks shall be awarded based on the day-to-day performance as Internal Marks.
- 4.3 There shall be a seminar presentation in III Semester. For Seminar there will be only internal evaluation of 50 marks. A candidate has to secure a minimum of 50% to be declared successful. The assessment will be made by a Board consisting of Head of the Department and two other internal staff members of the department.
- 4.4 A candidate shall be deemed to have secured the minimum academic requirements 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.
- 4.5 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 5.4) he has to reappear for the End 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 he has failed in the end examination. In such case candidate must re-register for the subject(s) and secure required minimum attendance. The attendance of re-registered subject(s) shall be calculated separately to decide upon the eligibility for writing the end examination in those subject(s). In the event of taking another chance, the internal marks and end examination marks obtained in the previous attempt are nullified.

Conditions to avail the benefit of Improvement of Internal Marks:

- (i) The candidate should have completed the course work in the College.
- (ii) The candidate should pass all the subjects for which the internal marks secured are more than 50%, before availing the benefit of Improvement of Internal Marks.
- (iii) The candidate will be given only one chance for each subject for improvement of internal marks for a maximum of three subjects provided the internal marks secured are less than 50% in each subject and the candidate has failed in the end examination.

- (iv) In the event of availing improvement of internal marks, the internal marks and the end examination marks, secured in the previous attempt are cancelled.
- For each subject, the candidate has to pay a fee equivalent to one-third of the semester fee, and the amount is to be remitted in the form of a DD in favour of the Registrar, JNTUH payable at Hyderabad..
- 4.6 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 and after the completion of the end semester examination of the final semester.
- 4.7 Laboratory examination for MBA course must be conducted with two Examiners, one of them being Laboratory Class Teacher and second examiner shall be other than Class Teacher.

5.0 5.0 EVALUATION OF PROJECT / DISSERTATION WORK:

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee.

- 5.1 A Project Review Committee (PRC) shall be constituted with Principal as chair person, Heads of all the Departments which are offering the PG programs and two other senior faculty members.
- 5.2 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the subjects (theory and practical subjects).
- 5.3 After satisfying 5.2, a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work to the Departmental Committee for its approval. Only after obtaining the approval of Departmental Committee the student can initiate the Project work.
- 5.4 If a candidate wishes to change his supervisor or topic of the project he can do so with approval of Departmental Committee. However, the Departmental Committee shall examine whether the change of topic/supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
- 5.5 A candidate shall submit status report (in a bound-form) in two stages at least with a gap of 3 months between them.
- 5.6 The work on the project shall be initiated in the beginning of the **fourth semester** and the duration of the project is for **one** semester. A candidate is permitted to submit Project Thesis only after successful completion of theory and practical course with the approval of PRC not earlier than 40 weeks from the date of registration of the project work. For the approval of PRC the candidate shall submit the draft copy of thesis to the Principal (through Head of the Department) and shall make an oral presentation before the PRC.
- 5.7 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College / School / Institute.

- 5.8 The thesis shall be adjudicated by one examiner selected by the University. For this, Principal of the College shall submit a panel of 5 examiners, who are eminent in that field with the help of the concerned guide and head of the department.
- 5.9 If the report of the examiner is not favourable, the candidate shall revise and resubmit the Thesis, in the time frame as described by PRC. If the report of the examiner is unfavourable again, the thesis shall be summarily rejected.
- 5.10 If the report of the examiner is favourable, viva-voce examination shall be conducted by a board consisting of the supervisor, Head of the Department and the examiner who adjudicated the Thesis. The Board shall jointly report candidates work as:
- A. Excellent
 - B. Good
 - C. Satisfactory
 - D. Unsatisfactory

Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination.

If the report of the viva-voce is unsatisfactory, 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.

6.0 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	% 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%
Pass Class	Below 50% but not less than 40%

(The marks in internal evaluation and end examination shall be shown separately in the marks memorandum)

7.0 WITHHOLDING OF RESULTS:

If the candidate has not paid any dues to the university or if any case of indiscipline is pending against him, the result of the candidate will be withheld and he will not be allowed into the next semester. The issue of degree is liable to be withheld in such cases.

8.0 TRANSITORY REGULATIONS:

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course are eligible for admission to the same or equivalent subjects as and when subjects are offered, subject to a maximum of 2 subjects at a time.

9.0 GENERAL:

- 9.1 The academic regulations should be read as a whole for purpose of any interpretation.
- 9.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 9.3 The University may change or amend the academic regulations and syllabus at any time and the changes and amendments made shall be applicable to all the students with effect from the date notified by the University.
- 9.4 Wherever the word he, him or his occur, it will also include she, her and hers.
- 9.5 There shall be no transfers within the constituent colleges of Jawaharlal Nehru Technological University Hyderabad.

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. The Hall Ticket of the candidate is to be cancelled and sent to the University.
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 classwork and all University 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 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 projectwork 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 classwork 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 projectwork 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 projectwork 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 projectwork 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.	

Malpractices identified by squad or special invigilators

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
 - (i) A show cause notice shall be issued to the college.
 - (ii) Impose a suitable fine on the college.
 - (iii) Shifting the examination center from the college to another college for a specific period of not less than one year.