

ACADEMIC REGULATIONS

MASTER OF BUSINESS ADMINISTRATION

(Applicable for the batch admitted from 2020-21)



KKR & KSR INSTITUTE OF TECHNOLOGY AND SCIENCES
(AUTONOMOUS)
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DEPARTMENT OF MANAGEMENT STUDIES

Applicable for the students of Master of Business Administration [MBA] [Regular] program admitted from the Academic Year **2020-21**. The MBA Degree of KITS, Guntur shall be conferred on candidates who are admitted to the program and who fulfill all the requirements for the award of the Degree.

COLLEGE VISION AND MISSION

VISION

- To produce eminent and ethical Engineers and Managers for society by imparting quality professional education with emphasis on human values and holistic excellence.

MISSION

- To incorporate benchmarked teaching and learning pedagogies in curriculum.
- To ensure all round development of students through judicious blend of curricular, co curricular and extracurricular activities.
- To support cross-cultural exchange of knowledge between industry and academy.
- To provide higher/continued education and research opportunities to the employees of the institution.

DEPARTMENT VISION AND MISSION

VISION:

- Emerging as a business school of repute

MISSION:

- Serving students with satisfaction so as to develop successful entrepreneurs and competent and ethical management professionals, Cater to the needs of industrial, service sectors and society.

1. INTRODUCTION

The first autonomous regulation (**K20**) of the KKR & KSR Institute of Technology and Sciences (**Subsequently referred to as KITS**) is formulated based on the guidelines of ALL INDIA COUNCIL FOR TECHICAL EDUCATION, (AICTE), NEW DELHI. Also, abide by the norms of Jawaharlal Nehru Technological University Kakinada, Kakinada. The Academic Council (AC) of this Institution has duly approved the regulation **K20**.

- 1 It is applicable to MBA program offered by the College with effect from the academic year **2020–21**.
- 2 The regulations hereunder are subject to amendments made by the Institution's Academic Council from time to time, keeping the Board of Studies (BOS) recommendations in view. The AC will decide the batches of students already undergoing the Programme applicable to these amendments.

2. ADMISSIONS

2.1 Eligibility for Admissions

The admission procedure into MBA program adheres to the norms approved by the Government of Andhra Pradesh State from time to time, and it is carried through two modes.

- **Category-A:** The seats under which fills by the Convener, (AP-ICET).
- **Category-B:** The Institution fills the seats as per the norms approved by the Government of Andhra Pradesh.

2.2 Admission to the post graduate degree programme shall be made on the basis of either the merit rank or Percentile obtained by the qualified student in the relevant qualifying Examination/ the merit rank obtained by the qualified student in an entrance test conducted by Andhra Pradesh State Government (ICET) for MBA programme / on the basis of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.

2.3 The medium of instructions for MBA Programme will be English only.

3. ACADEMIC REGULATIONS

Applicable for the students of MBA from the Academic Year 2020-21.

3.1 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.

3.2 Minimum Instruction Days

Each semester consists of a minimum of ninety instruction days.

3.3 Program Credits

MBA program is designed to have a total of **102** credits and the student shall have to complete the two year course work and earn 102 credits for the award of MBA Degree.

3.4 Credit definition

Credit means quantified and recognized learning. Credit is measured in terms of contact hours per week in a semester and is summarized in Table.

Credit and Contact Hour

Course type	Contact hours	Credit
Theory	1	1
Tutorial	1	1
Practical	2	1

4. ATTENDANCE REGULATIONS

- 1 A student shall be eligible to write semester 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.
- 2 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.
- 3 Shortage of Attendance **below** 65% in aggregate shall not be condoned and not eligible to write their end semester examination of that class.
- 4 Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- 5 A prescribed fee shall be payable towards condonation of shortage of attendance.
- 6 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.

5. COURSE STRUCTURE:

Dual specialization is given in the program. A student can opt any two specializations from the existing options subject to the minimum of 30% of the total students in the class. The following table depicts the division of credits.

Courses	Total	Credits
Programme Core Courses	1700	68
Programme Open Elective Courses	100	4
Programme Elective Courses	800	24
Internship	50	2
Project	100	4
Total	2750	102

6. EXAMINATIONS AND SCHEME OF EVALUATION

6.1 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. 30 marks for internal assessment, 10 marks are for seminar and presentation and 20 marks for descriptive exam.
- II. There are two mid examinations consists of presentations for 10 marks and descriptive for 20 marks. The mid (descriptive) exams should be conducted for 40 marks and be reduced to 20 marks.
- III. 10 marks for presentation (5 marks are for report content and 5marks are for presentation).
- IV. Each mid-term examination is conducted for 40 marks with two hours (120mins) duration. Each mid-term examination consists of three questions. The questions asking from unit I&II should have (a) & (b) carries 8 marks each and only one question should be asked from first half of the unit III it also carries 8 marks. Two units carry equal marks where as third unit carries half of the weightage all the questions need to be answered. The same pattern should be followed in mid II also.
- V. The final marks are the sum of average of two mid-term examinations for 20 marks and 10 marks for presentation.

External Assessment

The semester end examination shall be conducted for duration of three hours. It can be divided as part A, B and C. Part A consists of 5 questions, one question must be from each unit, carries 2 marks. Part B consists of 5 questions one question must be from each unit, each carries 10 marks. All questions are to be answered and for each question has “either or” option. Part C is a case study carries 10 marks, which is compulsory, total becomes 70 marks.

6.2 Laboratory Course

- I. For practical subjects the 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 which 10 marks for lab exam, 10 marks shall be for day- to-day performance (5 marks for day-to-day observation and 5 marks for Record) at the end of semester.

- II. End semester laboratory examination shall be conducted for 30 marks 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 Principal from the panel of examiners submitted by the department, with a break-up marks of Procedure-5, Experimentation-15, Results-5, Viva-voce-5.

6.3 Skill oriented course.

- The examination for skill oriented courses shall be conducted internally for 50 marks basing on the day-to-day performance in different activities.

6.4 Internship

- The student shall be permitted to undergo an internship program outside the campus for a period of ten days. The student will be allowed after taking the mid-I examinations and supposed to submit before the commencement of mid-II examinations. The internship shall be evaluated on the basis of the report he/she submits.
- The internship shall be evaluated internally for 20 marks and external 30 marks. The internal 20 marks shall be awarded after presenting the project internally. External 30 marks will be awarded 10 marks for documentation and 20 marks for viva-voce examination.

7. PROJECT WORK

- I. The final project work shall be carried out after completion of second semester and will be evaluated for 100 marks.
- II. The project shall be evaluated after completion of the fourth semester examinations.
- III. 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 chief examiner, Head of the Department and Internal project guide.
- IV. 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.
- V. He needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.
- VI. The student should get a minimum of 50% aggregate marks, otherwise if the student is unable to secure the above specified percentage he/she has to resubmit within the three months with the modifications.

8. ELIGIBILITY FOR AWARD OF MBA DEGREE

- a) 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.
- b) Registered for **102** credits and secured **102** credits.
- c) Students, who fail to complete their Two years Course of study within Four years or fail to acquire the **102** 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 stand cancelled.

9. CRITERIA FOR PASSING A COURSE AND AWARD OF GRADES

9.1 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. In case the candidate does not secure the minimum academic requirement in any subject as specified 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 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 stand cancelled. For re-registration the candidates have to apply to the college by paying the requisite fees and get approval from the Principal before the start of the semester in which the re-registration is required.

9.2 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.

Cumulative Grade Point Average (CGPA)

Computation of SGPA

Marks Range Theory Project Work (Max – 100)	Marks /Range Laboratory/ Comprehensive Viva- Voce (Max – 50)	Letter Grade	Level	Grade Point
≥ 90	≥ 45	O	Outstanding	10
≥80 to <90	≥40 to <45	S	Excellent	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
			Absent	0

- 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 th 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 = $(CGPA - 0.75) \times 10$

10. 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 MBA 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 102 Credits.
First Class	≥ 7.75 (with any supplementary appearance) ≥ 6.75 and < 7.75 (without any supplementary appearance)	
Second Class	≥ 6.75 and < 7.75 (with any supplementary appearance) ≥ 6.0 to < 6.75 (without any supplementary appearance)	
Pass Class	≥ 6.0 to < 6.75 (with any supplementary appearance)	

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

10.1 withholding of results

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

I. Supplementary Examinations

Supplementary examinations will be conducted along with the students admitted in the next year.

II. Revaluation

As per the norms prescribed by the Principal

11. TRANSITORY REGULATIONS

Discontinued or detained candidates are eligible for re-admission into same or equivalent subjects at a time as and when offered.

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 previous autonomous academic regulations.

12. CONDUCT AND DISCIPLINE

Students admitted to KITS must abide by the code of conduct and discipline of the College and which will be updated from time to time.

13. 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 any interpretation.
- In case of any doubt or ambiguity in interpreting the above rules, the Principal's decision shall be final and ratified by the Governing Body's Chairman.
- The College may change or amend the academic regulations or syllabi at any time. The changes or amendments made shall apply to all the students with effect from the dates notified by the College.

14. 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 Board of Examinations.

3.	Impersonates any other Candidate in connection with the examination.	<p>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 Practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year.</p> <p>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. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.</p>
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.	<p>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</p>
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.	<p>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.</p>	<p>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.</p>
7.	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>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.</p>
8.	<p>Possess any lethal weapon or firearm in the examination hall.</p>	<p>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.</p>

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 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.	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.	

14.1 Malpractices identified by squad or special invigilators

- If any student involves malpractices in internal assessment tests or Semester-End Examinations, the Principal constitutes Malpractice Enquiry Committee to enquire the case.
- The Principal shall take necessary action based on the recommendations of the committee as per stipulated norms.