

# **ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (AUTONOMOUS)**

Approved by AICTE, Accredited by NBA & NAAC, Recognized under 2(f)12(b) of UGC  
Permanently Affiliated to JNTUK, Kakinada.  
K.Kotturu, Tekkali, Srikakulam-532201, Andhra Pradesh

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## **Academic Regulations for MBA (Regular) 2013**

**(For the students admitted into first year from the academic year 2013-2014)**

(Effective for the students admitted into first year from the academic year 2013-2014)

The MBA Degree of the Aditya Institute of Technology and Management (AITAM), Tekkali shall be conferred on candidates who are admitted to the program and fulfill all the requirements for the award of the Degree:

### **1.0 ELIGIBILITY FOR ADMISSIONS**

Admission to the above programme 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 subject to reservations prescribed by the Government of Andhra Pradesh 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 fulfill all the academic requirements for the award of the degree within FOUR academic years from the year of their admission, shall forfeit his/her seat in MBA course.

### **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 two senior faculty member.

3.3 Condonation of shortage 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.



candidate is permitted to re-register for a maximum of two subject(s) in addition to the subjects of a regular semester.

4.5 A Candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters.

4.6 The viva-voce examination shall be conducted at the end of the fourth semester end examinations.

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 external examiner from outside the college.

## **5.0 EVALUATION OF PROJECT WORK**

5.1 A Project Review Committee (PRC) of the MBA Department is to be constituted with Principal as chairperson, PG.Director, Head of the Department and two other senior faculty members of the department offering MBA.

5.2 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) up to II semester.

5.3 Every candidate shall work on projects approved by the PRC of the Department.

5.4 A student has to undergo practical training for a period of 6 weeks in a Corporate Enterprise after the Second Semester/Summer vacations In training period, the candidates should work on a specific problem in the Management area. At the end of practical training, the student should submit a certificate obtained from the organization. The student should prepare a Project Report under the supervision of a guide from the faculty of management of the concerned college. However, the students who prepare Project Report in the area of systems can also work under the guidance of Faculty member from Computer Science Department.

5.5 Three copies of Project dissertation certified by the Project supervisor shall be submitted to the Department.

5.6 The Chairman BOS, Department of MBA will prepare the list of qualified teachers to be examiners, project guides and other similar evaluators, will place before board and pass on the approved list to the concern authority to execute such works.

5.7 The project report shall be adjudicated by one examiner selected from outside the

College. The Department will submit a 5-member panel who are eminent in that field of study to the Principal. A summer project study will carry 100 marks of which 40 marks shall be reserved for internal assessment and the remaining 60 marks for Viva-Voce to be conducted by external examiner from the outside college.

The project study will be evaluated on the basis of the following parameters

## **Internal Assessment (Before PRC of the Department)**

**40 Marks**

Internal Assessment will be done on following points

- Understanding the relevance 5 Marks
- scope and dimension of the project 5 Marks
- Methodology 5 Marks
- Quality of Analysis and Results 5 Marks
- Interpretations and Conclusions 10 Marks
- Report 5 marks
- Defence 5 Marks

## **External Assessment**

**Viva- Voce**

**60 Marks**

**Total**

**100 Marks**

5.8 The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner (See section 5.7), the Head of the Department and Supervisor. The Candidate should have to secure minimum 40% marks in External assessment of Project viva-voce. Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination.

5.9 If the candidate fails to secure minimum 40% of marks in project and viva-voce, the candidate will retake the viva-voce examination after three months. If he fails to get minimum marks at the second viva-voce examination, he will not be eligible for the award of the degree, unless the candidate is asked to revise and resubmit. If the candidate fails to secure minimum marks again, the project shall be summarily rejected.

If the candidate fails to secure minimum 50% of (internal and external) marks in Theory subjects he/she has to re-appear supplementary examination.

## **6.0 AWARD OF DEGREE AND CLASS**

A candidate shall be eligible for the award of MBA degree if he satisfies the minimum academic requirements in every subject and in his project thesis/dissertation and viva-voce.

### **Method of Awarding Letter Grades and Grade Points for a Course.**

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below.

**Table: Grading System for MBA. Programme**

Theory/ Lab	Grade Points	Letter Grade
90-100%	10	S
80-89%	9	A
70-79%	8	B
60-69%	7	C
50-59%	6	D
<50%	0	F (Fail)

**6.1 Calculation of Semester Grade Points Average (SGPA)\* for semester**

The performance of each student at the end of the each semester is indicated in terms of SGPA.

The SGPA is calculated as below:

$$SGPA = \frac{\Sigma(CR \times GP)}{\Sigma CR} \text{ (for all courses passed in semester)}$$

Where CR = Credits of a Course, GP = Grade points awarded for a course

\*SGPA is calculated for the candidates who passed all the courses in that semester.

**6.2 Calculation of Cumulative Grade Points Average (CGPA) and Award of Division for Entire Programme.**

The CGPA is calculated as below:

$$CGPA = \frac{\Sigma(CR \times GP)}{\Sigma CR} \text{ (For entire programme)}$$

Where CR = Credits of a course GP = Grade points awarded for a course

Table: Award of Divisions

CGPA	DIVISION
≥ 8	First Class with distinction
≥ 7 - < 8	First Class
≥ 6 - < 7	Second Class
< 6	Fail

**7.0 WITHHOLDING OF RESULTS**

If the candidate has not paid any dues to the Institution or if any case of indiscipline is pending against him/her, the result of the candidate will be withheld and he/she 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.

## **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 of ambiguity in the interpretation of the above rules, the decision of the BOG is final.

9.3 The Institution 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 Institution.

9.4 Wherever the word he, him or his occur, it will also include she, her and hers.

9.5 There shall be transfers within the affiliated colleges of Jawaharlal Nehru Technological University, Kakinada as per Government of A.P. and University norms.

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