



VARDHAMAN COLLEGE OF ENGINEERING

(AUTONOMOUS)

Affiliated to JNTUH, Approved by AICTE, Accredited by NAAC with A++ Grade, ISO 9001:2015 Certified
Kacharam, Shamshabad, Hyderabad - 501218, Telangana, India

Academic Regulations of MBA (Regular/Full Time) Programme Under Choice Based Credit System (CBCS) 2022-23 (R22) (Effective for the students admitted into I year from the Academic Year 2022-23 and onwards)

1. Vardhaman College of Engineering (VCE) offers **Two** Years (**Four** Semesters) full-time Master of Business Administration (**MBA**) Degree programme, under CBCS as an autonomous institution.

2. Eligibility for Admission

2.1 Admission to the MBA programme shall be made subject to eligibility, qualification prescribed by the VCE from time to time.

2.2 Admission to the MBA 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 Telangana State Government (ICET) for MBA programme / an entrance test conducted by JNTUH/ on the basis of any other exams approved by the VCE, 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. MBA Programme Structure

3.1 The MBA Programme of VCE is in Semester pattern, with **Four** Semesters consisting of **Two** academic years, each academic year having **Two** Semesters (First/Odd and Second/Even Semesters). Each Semester shall be of 22 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester.

3.2 The two-year MBA program consists of 102 compulsory credits and the student has to register for all 102 credits and earn all 102 credits for the award of MBA degree. There is **NO** exemption of credits in any case.

3.3 The student shall not take more than **four** academic years to fulfill all the academic requirements for the award of MBA degree from the date of commencement of first year first semester, failing which the student shall forfeit the seat in MBA programme.

3.4 **UGC/AICTE** specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in academic regulations.

3.4.1 Semester Scheme

Each Semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations. The terms

'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Internship', or 'Project' as the case may be.

3.4.2 Credit Courses

All subjects/courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/course in an L: T: P: C (Lecture Periods: Tutorial Periods: Practical Periods: Credits) structure based on the following general pattern:

- One credit for one hour/week/semester for theory/lecture (L)/ laboratory/practical (P) or tutorials (T) courses.
- Other student activities like study tour, guest lecture, conference/workshop participations, technical paper presentations, and identified mandatory courses, if any, will not carry credits.

3.4.3 Course Classification

All subjects/courses offered for the MBA Degree Programme is broadly classified as follows. The Institution has followed in general the guidelines issued by AICTE/UGC/JNTUH.

S. No.	Course Group/ Category	Course Description
1	CC – Core Courses	Includes subjects relates to the management
2	Project Work	Includes MBA Project or PG Project or Major Project
3	Seminar /Pre- Submission Project Seminar / Summer Internship	Seminar based on core contents related to management
4	PE – Professional Electives	Includes elective subjects related to the specialization.
5	OE – Open Electives	Elective subjects which include inter-disciplinary subjects.

4. Course Registration

- 4.1** A 'Faculty Advisor or Counselor' shall be assigned to each specialization, who will advise on the MBA, its Course Structure and Curriculum, Choice/Option for Subjects/Courses, based on his competence, progress, pre-requisites and interest.
- 4.2** The Academic Section of the College invites 'Registration Forms' from students within 15 days from the commencement of class work through 'Online Submissions', ensuring 'Date and Time Stamping'. The Online registration requests for any 'Current Semester' shall be completed before the commencement of SEEs (Semester End Examinations) of the 'Preceding Semester'.
- 4.3** A Student can apply for Online registration, only after obtaining the 'Written Approval' from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of Department (a copy of it being retained with Head of Department,

Faculty Advisor and the Student).

- 4.4 If the Student submits ambiguous choices or multiple options or erroneous entries during Online Registration for the Subject(s) / Course(s) under a given/ specified Course Group/ Category as listed in the Course Structure, only the first mentioned Subject/ Course in that Category will be taken into consideration.
- 4.5 Subject/ Course Options exercised through Online registration are final and cannot be changed, nor can they be inter-changed; further, alternate choices also will not be considered. However, if the Subject/ Course that has already been listed for registration by the Institution in a Semester could not be offered due to unforeseen or unexpected reasons, then the Student will be allowed to have alternate choice either for a new Subject, if it is offered, or for another existing Subject (subject to availability of seats). Such alternate arrangements will be made by the Head of Department, with due notification and time framed schedule, within the first week from the commencement of class work for that semester.

5. Attendance Requirements

The programme is offered on the basis of a unit system with each subject being considered a unit. Attendance is calculated separately for each subject.

- 5.1 Attendance in all classes (Lectures/Laboratories) is compulsory. The minimum required attendance in each theory including the attendance of mid-term examination / Laboratory etc. is 75%. Two periods of attendance for each theory subject shall be considered, if the student appears for the mid- term examination of that subject. A student shall not be permitted to appear for the Semester End Examinations (SEE), if his attendance is less than 75%.
- 5.2 **Condoning of shortage of attendance** (between 65% and 75%) up to a maximum of 10% (considering the days of attendance in sports, games, NCC, NSS activities and Medical grounds) in each subject of a semester shall be granted by the College Academic Committee on genuine reasons.
- 5.3 Shortage of Attendance below 65% in any subject shall in **no case be condoned**.
- 5.4 A Student, whose shortage of attendance is **not condoned** in any subject(s) in any semester, is considered detained in that subject(s) and is not eligible to write Semester End Examination(s) of such subject(s) in that semester, and he has to seek re-registration for those subject(s) in subsequent semesters, and attend the same as and when offered.
- 5.5 A student fulfills the attendance requirement in the present semester, shall not be eligible for readmission into the same class.
- 5.6 A prescribed fee per subject shall be payable for condoning shortage of attendance after getting the approval of College Academic Committee for the same. The College Academic Committee shall maintain relevant documents along with the request from the student.
- 5.7 A Candidate shall acquire minimum required attendance subject-wise in at least THREE theory subjects in each semester for promoting to next Semester.

6. Attendance requirements

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no. 5. The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks per subject/course (theory / laboratory), on the basis of Internal Evaluation (for 40 marks) and Semester End Examination (for 60 marks).

- 6.1** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/course, if he secures not less than 40% of marks (16 out of 40 marks) in the Continuous Internal Evaluation (CIE), not less than 40% of marks (24 out of 60 marks) in the Semester End Examination, and a minimum of 50% of marks in the sum total of CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of Letter Grades and this implies securing 'B' Grade or above in a subject.
- 6.2** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to a subject/ course, if he secures not less than 50% of the total marks. The student is deemed to have failed, if he does not submit a report on summer internship or does not make a presentation of the same before the evaluation committee as per schedule, in such a case, he has to reappear for the same during the supplementary examinations as and when the notification is issued, subject to item 3.2.
- 6.3** A student shall register for all subjects for total of **102** credits as specified and listed in the course structure for the chosen specialization, put in the required attendance and fulfill the academic requirements for securing 102 credits obtaining a minimum of 'B' Grade or above in each subject, and all **102** credits securing Semester Grade Point Average (**SGPA**) ≥ 6.0 (in each semester) and final Cumulative Grade Point Average (**CGPA**) (i.e., CGPA at the end of MBA Programme) ≥ 6.0 , to complete the MBA Programme successfully.

Note: (1) The SGPA will be computed and printed on the marks memo only if the candidate passes in all the subjects offered and gets minimum 'B' grade in all the subjects.
(2) CGPA is calculated only when the candidate passes in all the subjects offered in all the semesters

- 6.4** Marks and Letter Grades obtained in all those subjects covering the above specified **102** credits alone shall be considered for the calculation of final CGPA, which will be indicated in the Grade Card /Marks Memo of second year second semester.
- 6.5** If a student registers for extra subject(s) (in the parent specialization or other specializations of Management) other than those listed subjects totaling to **102** credits as specified in the course structure, the performance in extra subject(s) (although eval-

uated and graded using the same procedure as that of the required **102** credits) will not be considered while calculating the SGPA and CGPA. For such extra subject(s) registered, percentage of marks and Letter Grade alone will be indicated in the Grade Card/Marks Memo, as a performance measure, subject to completion of the attendance and academic requirements as stated in items 5 and 6.1 - 6.3.

- 6.6** When a student is detained due to shortage of attendance in any subject(s) in any semester, no Grade allotment will be made for such subject(s). However, he is eligible for re-registration of such subject(s) in the subsequent semester(s), as and when next offered, with the academic regulations of the batch into which he is re-registered, by paying the prescribed fees per subject. In all these re-registration cases, the student shall have to secure a fresh set of internal marks and Semester End Examination marks for performance evaluation in such subject(s), and SGPA/CGPA calculations.
- 6.7** A student eligible to appear for the Semester End Examination in any subject, but absent from it or failed (failing to secure 'B' Grade or above), may reappear for that subject at the supplementary examination as and when conducted. In such cases, his Internal Marks assessed earlier for that subject will be carried over, and added to the marks secured in the supplementary examination, for the purpose of evaluating his performance in that subject.
- 6.8** A Student who fails to earn **102** credits as per the specified course structure, and as indicated above, within **four** academic years from the date of commencement of his first year first semester, shall forfeit his seat in MBA programme and his admission **shall stand cancelled**.

7. Evaluation - Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject- wise (irrespective of credits assigned) for a maximum of 100 marks. The MBA project work (main project viva voce) will also be evaluated for 100 marks.

- 7.1** For the theory subjects 60 marks shall be awarded for the performance in the Semester End Examination and 40 marks shall be awarded for Continuous Internal Evaluation (CIE). The Continuous Internal Evaluation shall be made based on the average of the marks secured in the two Mid-Term Examinations conducted, first Mid-Term examinations in the middle of the Semester and second Mid-Term examinations during the last week of instruction.

In CIE, for theory subjects, during a semester, there shall be two mid-term examinations. Each Mid- Term examination consists of two parts i) **Part – A** for 10 marks, ii) **Part – B** for 15 marks with a total duration of 2 hours as follows:

1. Mid-Term Examination for 30 marks:
 - * Part - A: Objective/Quiz/Short answer questions for 10 marks.
 - * Part - B: Descriptive paper for 20 marks.

The objective/quiz paper is set with multiple choice, fill-in the blanks, match the following type of questions and short notes for a total of 10 marks. The descrip-

tive paper shall contain 6 full questions out of which, the student has to answer 4 questions, each carrying 5 marks. The average of the two Mid Term Examinations shall be taken as the final marks for Mid Term Examination (for 30 marks).

The remaining 10 marks of Continuous Internal Evaluation are distributed as:

2. Assignment for 5 marks. (Average of 2 Assignments each for 5 marks)
3. PPT/Poster Presentation/ Case Study/Video presentation/Survey/Field Study/Group discussion /Role Play on a topic in the concerned subject for 5 marks before II Mid-Term Examination.

While the first mid-term examination shall be conducted on 50% of the syllabus, the second mid-term examination shall be conducted on the remaining 50% of the syllabus.

Five (5) marks are allocated for assignments (as specified by the subject teacher concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The average of the two assignments shall be taken as the final marks for assignment (for 5 marks).

PPT/Poster Presentation/ Case Study/ Video presentation/ Survey/ Field Study/ Group discussion / Role Play on a topic in the concerned subject for 5 marks before II Mid-Term Examination.

The Student, in each subject, shall have to earn 40% of marks (i.e. 16 marks out of 40 marks) in CIE, 40% of marks (i.e. 24 marks out of 60) in SEE and Overall 50% of marks (i.e. 50 marks out of 100 marks) both CIE and SEE marks taking together.

The student is eligible to write Semester End Examination of the concerned subject, if the student scores $\geq 40\%$ (16 marks) of 40 Continuous Internal Examination (CIE) marks.

In case, the student appears for Semester End Examination (SEE) of the concerned subject but not scored minimum 40% of CIE marks (16 marks out of 40 internal marks), his performance in that subject in SEE shall stand cancelled inspite of appearing the SEE.

The details of the end semester question paper pattern are as follows:

- 7.2** The semester end examinations (SEE), for theory subjects, will be conducted for 60 marks consisting of two parts viz. i) **Part- A** for 10 marks, ii) **Part - B** for 50 marks. Part-A is a compulsory question which consists of ten sub-questions from all units carrying equal marks.

Part-B consists of five questions (numbered from 2 to 6) carrying 10 marks each. Each of these questions is from each unit and may contain sub-questions. For each question there will be an “either” “or” choice, which means that there will be two questions from

each unit and the student should answer either of the two questions.

The duration of Semester End Examination is 3 hours.

7.3 For practical subjects there shall be a Continuous Internal Evaluation (CIE) during the semester for 40 marks and 60 marks for semester end examination. Out of the 40 marks for internal evaluation:

1. A write-up on day-to-day experiment in the laboratory (in terms of aim, components/procedure, expected outcome) which shall be evaluated for 10 marks
2. 10 marks for viva-voce (or) tutorial (or) case study (or) application (or) poster presentation of the course concerned.
3. Internal practical examination conducted by the laboratory teacher concerned shall be evaluated for 10 marks.
4. The remaining 10 marks are for Laboratory Project, which consists of the Project design / Program execution / field study submission which shall be evaluated after completion of laboratory course and before semester end practical examination.

- The Semester End Examination shall be conducted with an external examiner and the laboratory teacher. The external examiner shall be appointed and decided by the Principal/Controller of Examinations based on the panel of examiners submitted by the Head of the Department.

In the Semester End Examination held for 3 hours and total 60 marks are divided and allocated as shown below:

1. 10 marks for write-up
2. 15 for experiment/program
3. 15 for evaluation of results
4. 10 marks for presentation on another experiment/program in the same laboratory course
5. 10 marks for viva-voce on concerned laboratory course

The Student, in each subject, shall have to earn 40% of marks (i.e. 16 marks out of 40 marks) in CIE, 40% of marks (i.e. 24 marks out of 60) in SEE and Overall 50% of marks (i.e. 50 marks out of 100 marks) both CIE and SEE marks taking together. The student is eligible to write Semester End Examination of the concerned subject if the student scores $\geq 40\%$ (16 marks) of 40 Continuous Internal Examination (CIE) marks.

In case, the student appears for Semester End Examination (SEE) of the concerned subject but not scored minimum 40% of CIE marks (16 marks out of 40 internal marks), his performance in that subject in SEE shall stand cancelled inspite of appearing the SEE.

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- 7.4 For conducting laboratory end examinations, one internal examiner and one external examiner are to be appointed by the Principal/Controller of Examinations within two weeks, before commencement of the lab end examinations. The external examiner shall be appointed and decided by the Principal/Controller of Examinations based on the panel of examiners submitted by the Head of the Department. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.3.
- 7.5 There shall be a summer internship during the summer vacation of I Year II Semester and the evaluation is done in II Year I Semester. Summer internship Report has to be submitted to the department after approval by the concerned supervisor/mentor and the Head of the department. Summer internship Report is evaluated for 100 marks. The report has to be evaluated by the Head, Supervisor/mentor and a senior faculty of the department. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2.
- 7.6 Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.
- 7.7 A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project Supervisor and one senior faculty member of the Departments offering the MBA programme.
- 7.8 Registration of Project Work: A candidate is permitted to register for the project work at the beginning of II Year I Semester.
- 7.9 After satisfying 7.8, a student, **Project Work Phase I**, in consultation with his Supervisor, the title, objective and plan of action of his Project work to the Project Review Committee (PRC) for approval **within two weeks** from the commencement of **Second year First Semester**. Only after obtaining the approval of the PRC can the student initiate the dissertation work.
- 7.10 If a candidate wishes to change his supervisor or topic of the dissertation, he can do so with the approval of the PRC. However, the PRC shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of dissertation proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
- 7.11 A candidate shall submit his project work progress report in two stages at least with a gap of three months between them.
- 7.12 The work on the dissertation shall be initiated at the beginning of the II year and the duration of the dissertation is two semesters. A candidate is permitted to submit dissertation only after successful completion of all theory and practical courses with the approval of PRC **not earlier than 40 weeks** from the date of approval of the dissertation work. For the approval of PRC, the candidate shall submit the draft copy of dissertation to the Head of the Department and make an oral presentation before the PRC.
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- 7.13** The Project Work Phase I in II Year I Semester carries 100 internal marks. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate the work for the other 50 marks. The Supervisor and PRC will examine the Problem definition, objectives, scope of Work, literature survey in the same domain and progress of the Project Work Phase I. A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Phase I. If he fails to obtain the minimum required marks, he has to reappear for Project Work Phase I as and when conducted.
- 7.14** The Project Work Phase II in II Year II Sem. carries 40 internal marks. Evaluation should be done by the PRC for 20 marks and the Supervisor will evaluate it for the other 20 marks. The PRC will examine the overall progress of the dissertation and decide whether or not the dissertation is eligible for final submission. A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Phase II. If he fails to obtain the required minimum marks, he has to reappear for Project Work Phase II as and when conducted. For Project Work Phase II viva voce in II Year II Semester there are external marks of 60 and it is evaluated by the external examiner. The candidate has to secure a minimum of 50% marks in Project work (Viva- Voce) examination.
- 7.15** Project Work Phase I and II shall be conducted in phase I (Regular) and Phase II (Supplementary). The unsuccessful students in Project Work Phase I shall reappear for it at the time of Project Work Phase- II. These students shall reappear for Project Work Phase II in the next academic year at the time of Project Work Phase II only after completion of Phase I and then Phase II follows. The unsuccessful students in Project Work Phase II shall reappear in the next academic year only at the time of Project Work Phase I.
- 7.16** After approval from the PRC, a soft copy of the dissertation should be submitted for 'Anti Plagiarism' check and the plagiarism report should be submitted to the VCE and be included in the final dissertation. The dissertation will be accepted for submission, if the similarity index is less than 30%. If the similarity index has more than the required percentage, the student is advised to modify accordingly and re-submit the soft copy of the dissertation after one month. The maximum number of re-submissions of dissertation after anti plagiarism check is limited to TWO. The candidate has to register for the dissertation work and work for two semesters. After three attempts, the admission is liable to be cancelled. The college authorities are advised to make anti plagiarism check of every soft copy of dissertation before submissions.
- 7.17** Three copies of the dissertation certified by the supervisor shall be submitted to the Institute, after submission of a research paper related to the Project work in a UGC approved journal. A copy of the submitted research paper shall be attached to dissertation.
- 7.18** The dissertation shall be adjudicated by an external examiner selected by the Principal/Controller of Examination of the Institution. For this, Head of the Department shall submit a panel of three examiners from among the list of experts in the relevant specialization as submitted by the supervisor concerned and Project Coordinator.
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- 7.19** If the report of the external examiner is unsatisfactory, the candidate shall revise and resubmit the dissertation. If the report of the examiner is unsatisfactory again, the dissertation shall be summarily rejected. Subsequent actions for such dissertations may be considered, only on the specific recommendations of the external examiner and /or Project Review Committee. No further correspondence in this matter will be entertained, if there is no specific recommendation for re-submission.
- 7.20** If the report of the examiner is satisfactory, the Head of the Department shall coordinate and make arrangements for the conduct of Project Work Phase II viva-voce examination. It shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who adjudicated the dissertation. The candidate has to secure a minimum of 50% of marks in Project Work Phase II viva-voce examination. For Project Work Phase II viva-voce examination one external examiner shall be allotted for a group of ten students (in a panel minimum of three students should be there). The Project Work Phase II viva-voce examination shall be conducted within two weeks after completion of the fourth semester end examinations. The Students need to prepare the PPT (slides) of the Project Work for the viva-voce examination.
- 7.21** If he fails to fulfill the requirements as specified in 7.14, he will reappear for the Project Work Phase II viva-voce examination only after three months. In the reappeared examination also, if he fails to fulfill the requirements, he will not be eligible for the award of the degree, unless he is asked to revise and resubmit his project work by the board within a specified time period (within four years from the date of commencement of his first year first semester).
- 7.22** The Project Work Phase II viva-voce external examination marks must be submitted to the Controller of Examination/Examination Branch on the day of the examination.

8. Re-Admission/Re-Registration

8.1 Re-Admission for Discontinued Student

A student, who has discontinued the MBA degree programme due to any reason whatsoever, may be considered for '**readmission**' into the same degree programme (with the same specialization) with the academic regulations of the batch into which he gets readmitted, with prior permission from the authorities concerned, subject to item 6.6.

- 8.2** If a student is detained in a subject (s) due to shortage of attendance in any semester, he may be permitted to **re-register** for the same subject(s) in the same category (core or elective group) or equivalent subject, if the same subject is not available, as suggested by the Board of Studies of that department, as and when offered in the subsequent semester(s), with the academic regulations of the batch into which he seeks re-registration, with prior permission from the authorities concerned, subject to item 3.2.

- 8.3** A candidate shall be given one chance to re-register and attend the classes for a maximum of two subjects if the internal marks secured by a candidate are less than 50% and failed in those subjects but fulfilled the attendance requirement. A candidate must re-register for failed subjects within four weeks of commencement of the class work and secure

the required minimum attendance. In the event of the student taking this chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks obtained in the previous attempt stand cancelled.

9. Examinations and Assessment - Grading System

- 9.1** Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practicals, or Seminar, or Project, etc., based on the % of marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 7 above, and a corresponding Letter Grade shall be given.
- 9.2** As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

Percentage of Marks Secured in a Course (Class Interval)	Letter Grade (UGC Guidelines)	Meaning	Grade Points
≥ 90	O	Outstanding	10
≥ 80 and < 90	A+	Excellent	9
≥ 70 and < 80	A	Very Good	8
≥ 60 and < 70	B+	Good	7
≥ 50 and < 60	B	Above Average	6
Below 50	F	Fail	0
ABSENT	AB	Absent	0

- 9.3** A student obtaining F Grade in any Subject is deemed to have 'failed' and is required to reappear as 'Supplementary Candidate' for the Semester End Examination (SEE), as and when conducted. In such cases, his Internal Marks (CIE Marks) in those subjects will remain as obtained earlier.
- 9.4** If a student has not appeared for the examinations, 'Ab' Grade will be allocated to him for any subject and shall be considered 'failed' and will be required to reappear as 'Supplementary Candidate' for the Semester End Examination (SEE), as and when conducted.
- 9.5** A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks
- 9.6** In general, a student shall not be permitted to repeat any Subject/ Course (s) only for the sake of 'Grade Improvement' or 'SGPA/ CGPA Improvement'.
- 9.7** A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him in that Subject/ Course. The corresponding 'Credit Points' (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/

Course.

Credit Points (CP) = Grade Point (GP) x CreditsFor a course

9.8 The student passes the Subject/ Course only when he gets $GP \geq 6$ (B grade or above)

9.9 The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points ($\sum CP$) secured from all courses registered in a semester, by the total number of credits registered during that semester. SGPA is rounded off to two decimal places. SGPA is thus computed as

$$SGPA(S_i) = \frac{\sum_{i=1}^N C_i \times G_i}{\sum_{i=1}^N C_i}$$

where 'i' is the course indicator index (considering all courses in a semester), 'N' is the no. of courses 'registered' for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the i^{th} course, and G_i represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} course..

9.10 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in all registered courses (of 160) in all semesters, and the total number of credits registered in all the semesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$CGPA = \frac{\sum_{j=1}^M C_j \times G_j}{\sum_j C_j}$$

(i.e., up to and inclusive of S semesters, $S \geq 2$),

where 'M' is the total no. of courses (as specifically required and listed under the course structure of the parent department) the student has 'registered' i.e., from the 1st semester onwards up to and inclusive of the 8th semester, 'j' is the course indicator index (takes into account all courses from 1 to 8 semesters), C_j is the no. of credits allotted to the j^{th} course, and G_j represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} course. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Illustration of calculation of SGPA

$$SGPA = 152/21 = 7.24$$

Illustration of Calculation of CGPA

$$CGPA = 612/96 = 6.37$$

Course (i)	Credits (C _i)	Letter Grade	Grade Points (G _i)	Credit Points C _i × G _i
Course 1	4	A	8	4 × 8 = 32
Course 2	4	O	10	4 × 10 = 40
Course 3	4	C	5	4 × 5 = 20
Course 4	3	B	6	3 × 6 = 18
Course 5	3	A+	9	3 × 9 = 27
Course 6	3	C	5	3 × 5 = 15
	∑ C _i = 21			∑ C _i × G _i = 152

Semester	Credits	SGPA	CGPA = Credits × SGPA
Semester I	24	7	24 × 7 = 168
Semester II	24	6	24 × 6 = 144
Semester III	24	6.5	24 × 6.5 = 156
Semester IV	24	6	24 × 6 = 144
	Total Credit = 96		612

10.0 Award of Degree and Class

10.1 If a student who registers for all the specified Subjects/ Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire MBA Programme, and secures the required number of **102** Credits (with CGPA ≥ 6.0), shall be declared to have 'QUALIFIED' for the award of the MBA Degree that he was admitted into.

10.2 Award of Class

After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First Class with Distinction	≥ 7.75
First Class	6.75 ≤ CGPA < 7.75
Second Class	6.00 ≤ CGPA < 6.75

A student with final CGPA (at the end of the MBA Programme) < 6.00 shall not be eligible for the Award of Degree.

11. Withholding of Results

If the student has not paid the dues, if any, to the VCE or if any case of indiscipline is pending against him, the result and degree of the student will be withheld and he will not be allowed into the next semester.

12. General

- 12.1 Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one hour of practical work/field work per week.
- 12.2 Credit Point:** It is the product of grade point and number of credits for a course.
- 12.3** Wherever the words “he”, “him”, “his”, occur in the regulations, they shall include “she”, “her”.
- 12.4** The academic regulation should be read as a whole for the purpose of any interpretation.
- 12.5** In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the VCE is final.
- 12.6** The VCE 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 VCE.

13. Transitory Regulations

A For students detained due to shortage of attendance

1. Student who has been detained in I year of R18 Regulations due to lack of attendance, shall be permitted to join I year I Semester of R22 Regulations and he is required to complete the study of MBA programme within the stipulated period of four academic years from the date of first admission in I Year.
2. Student who has been detained in any semester of II year of R18 regulations for want of attendance, shall be permitted to join the corresponding semester of R22 Regulations and is required to complete the study of MBA within the stipulated period of four academic years from the date of first admission in I Year. The R22 Academic Regulations under which a student has been readmitted shall be applicable to that student from that semester. See rule (B) for further Transitory Regulations.

B For readmitted students in R22 Regulations:

1. A student who has failed in any subject under any regulation has to pass those subjects in the same regulations.
2. The maximum credits that a student acquires for the award of degree, shall be the sum of the total number of credits secured in all the regulations of his/her study including R22 Regulations. **There is NO exemption of credits in any case.**
3. If a student is readmitted to R22 Regulations and has any subject with 80% of syllabus common with his/her previous regulations, that particular subject in R22 Regulations will be substituted by another subject to be suggested by the VCE.

Note: If a student readmitted to R22 Regulations and has not studied any subjects/topics in his/her earlier regulations of study which is prerequisite for further subjects in R22 Regulations, the College Principal shall conduct remedial classes to cover those subjects/topics for the benefit of the students.

14. Student Transfers

- 14.1** There shall be no branch transfers after the completion of admission process.
- 14.2** The students seeking transfer to VCE from various other Universities/institutions have to pass the failed subjects which are equivalent to the subjects of VCE, and also pass the subjects of VCE which the students have not studied at the earlier institution. Further, though the students have passed some of the subjects at the earlier institutions, if the same subjects are prescribed in different semesters of VCE, the students have to study those subjects in VCE in spite of the fact that those subjects are repeated.
- 14.3** The VCE shall provide one chance to write the internal examinations in the equivalent subject(s) to the students transferred from other universities/institutions to VCE who are on rolls, as per the clearance (equivalence) letter issued by the Institution.

Malpractices Rules
Disciplinary Action For Improper Conduct in Examinations

#	Nature of Malpractices/Improper conduct	Punishment
	If the student:	
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 course of the examination (theory or practical) in which student is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
1 (b)	Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any student 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 course only of all the students 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 course of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The hall ticket of the student is to be cancelled and sent to the Controller of Examinations.

3.	<p>Impersonates any other student in connection with the examination. The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year.</p>	<p>The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course 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.	<p>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>	<p>Expulsion from the examination hall and cancellation of performance in that course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course to the academic regulations in connection with forfeiture of seat.</p>
5.	<p>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.</p>	<p>Cancellation of the performance in that course.</p>

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 course and all other courses the student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The students 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 off 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 course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course to the academic regulations in connection with forfeiture of seat.</p>

8.	Possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the seat.
9.	If student of the college, who is not a student 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.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to the 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 course and all other courses the student has already appeared for including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 course and all other courses the student has appeared for 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 Controller of Examinations for further action to award a suitable punishment.	