

# VAAGDEVI COLLEGE OF ENGINEERING

(AUTONOMOUS)

(Permanently Affiliated to JNTUH, Approved by AICTE, New Delhi)

BOLLIKUNTA, WARANGAL

## ACADEMIC REGULATIONS – VCE(A)R – 14

### MBA Regular Two Year Post Graduate Programme (For the batches admitted from the academic year 2014-2015)

For pursuing Two year PG program of study in Master of Business Administration (MBA) offered by **Vaagdevi College of Engineering** on Autonomous status and herein after referred to as VCE

#### 1. Applicability

All the rules specified herein after and approved by the Academic Council shall be in force and applicable to the students admitted from the academic year 2014-2015 onwards. Any reference to “college” in these rules and regulations stands for- **Vaagdevi College of Engineering**.

#### 2. Extent

All the rules and regulations, specified herein after shall be read as a whole for the purpose of interpretation and as and when a doubt arises, the interpretation of the Chairman, Academic Council is final. As per the requirements of statutory bodies, The Principal, Vaagdevi College of Engineering shall be the Chairman, Academic Council.

#### 3. Program Offered

**Vaagdevi College of Engineering**, an autonomous college affiliated to JNTUH, offers Master of Business Administration (MBA) program of study leading to the award of MBA post-graduate degree under the autonomous scheme.

#### 4 Admission: MBA Program

- 4.1 Eligibility-**Admission to the MBA degree program shall be made subject to the eligibility, qualifications and specialization prescribed by State Council of Higher Education, Government of Telangana.

Admissions shall be made based on the rank secured in ICET examination conducted by State Council for Higher Education, Government of Telangana for allotment of a seat by the Convener, ICET subject to reservations prescribed by the University or policies formed by the Government of Telangana from time to time.

- 4.2 Admission Procedure-** Admissions are made into the first year of two year MBA program as per the stipulations of State Council of Higher Education, Government of Telangana.

- i) Category - A seats are filled by the Convener, ICET.
- ii) Category - B seats are filled by the Management.

## **5 Duration of the Program**

**5.1 Normal Duration** - MBA program extends over a period of two academic years leading to the Post-graduate Degree of Master of Business Administration (MBA) of the Jawaharlal Nehru Technology University, Hyderabad.

**5.2 Maximum Duration** -The maximum period within which a student must complete a full-time academic program is 4 years for MBA. If a student fails to complete the academic program within the maximum duration as specified above, he / she will be required to withdraw from the program.

5.3. After four academic years of course work, the candidate is permitted to write the examinations for two more years. The candidate shall register for all 100 credits and secure all the 100 credits.

**6. Semester:** The College shall follow semester pattern for the two year MBA degree program for conducting all its curricula. An academic year shall consist of two semesters with semester break after first and second and summer break after second semester. Each semester shall be of 22 weeks duration and this period includes time for course work, examination preparation, and conduct of examinations. Each semester shall have a minimum of 90 working days.

## **7. Attendance Requirements to appear for the semester-end examination**

7.1. A student shall be eligible to appear for semester-end examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.

7.2. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.

7.3. Shortage of attendance below 65% in aggregate shall in no case be condoned.

7.4. Students whose shortage of attendance is not condoned in any semester are not eligible to take their semester-end examination of that class and their registration shall stand cancelled.

7.5. A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the current semester. The student may seek readmission for the semester when offered next. He/she will not be allowed to register for the subjects of the semester while he/she is in detention. A student detained due to shortage of attendance, will have to repeat that semester when offered next.

7.6. A stipulated fee shall be payable towards condonation of shortage of attendance to the College.

7.7. Attendance may also be condoned as per the recommendations of Academic Council for those who participate in prestigious sports, co-curricular and extra-curricular activities ( NCC and NSS ) provided as per the norms Govt. of Telangana in vogue.

**8. Method Evaluation-**The performance of the candidate in each semester shall be evaluated subject-wise for a maximum of 100 marks for each theory subject, 50 marks for each seminar and 50 marks for each laboratory course and 50 marks for each comprehensive viva-voce in all semester.

8.1 **Theory** -The performance of the candidate in each theory subject shall be evaluated for a maximum of 100 marks. The internal evaluation shall be for a maximum of 40 marks and the end semester evaluation shall be for a maximum of 60 marks.

8.1.1. **Internal Evaluation** -Internal Evaluation shall be made by the concerned faculty on the basis of the average 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 total duration of 120 minutes. The structure of Internal Test Paper includes Part A as compulsory question (16 marks) which consists of four sub questions and carries four marks each and Part B (24 Marks) with Three questions to be answered out of five questions and each question is for 8 marks. If any candidate is absent from any test of a mid-term examination, test/s will be conducted for him/her with a stipulated fee for each paper by the Academic Council of the College.

8.1.2. **End –Semester Evaluation-**The end semester examination will be conducted in each subject for a maximum of 60 marks and the question paper shall be set externally and valued by both internal and external examiners. The question paper shall consist of two parts. Part-A for 20 marks, and Part –B for 40 marks. Part-A is compulsory question consists of five questions one from each unit and carries four marks each. This question shall be labeled as Question-1. Part-B consists of five Questions (labeled as 2 to 6) and carries 8 marks each. Each of these questions shall be drawn from one unit and may contain sub-questions. For each question there will be an “either” “or” choice (two questions from each unit with internal choice shall be set). The answer papers shall be examined by concerned internal faculty and by the external examiners approved by the Board of Studies

8.2. **Laboratory courses** -The performance of the candidate in each laboratory course shall be evaluated for a maximum of 50 marks. The internal evaluation shall be for a maximum of 20 marks and the end semester evaluation shall be for a maximum of 30 marks. A candidate has to secure a minimum of 50 per cent of marks put together in internal and end-semester examination in order to be declared as successful. Internal evaluation shall be done by concerned faculty and end-semester examination shall be conducted by the internal examiner and external examiner approved by the Board of Studies.

8.3. **Comprehensive Viva-Voce** -The performance of the candidate in each semester shall be evaluated for a maximum of 50 marks. The internal evaluation shall be for a maximum of 20 marks and the end semester

evaluation shall be for a maximum of 30 marks. A candidate has to secure a minimum of 50 per cent of marks both internal and end-semester examination to be declared successful. Comprehensive viva-voce examination - internal and end semester examination-shall be assessed by a board consisting of Head of the Department and two faculty members of the department.

8.4. **Seminars** -The performance of the candidate in Seminar-I and Seminar-II shall be evaluated for a maximum of 50 marks as end-semester examination. For seminar there shall be only internal evaluation for 50 marks. A candidate has to secure a minimum of 50 per cent of marks 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.

8.5 A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40 per cent of marks in the End semester Examination and a minimum aggregate of 50 per cent of the total marks in the End Semester Examination and Internal Evaluation taken together.

8.6 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 8.5) he/she has to write the End semester Examination again in that subject. A candidate shall be given one chance to re-register for each subject provided the internal marks secured by him/her are less than 50 per cent and so failed in the end examination. In such a case the candidate must re-register for the subject(s) and secure the minimum required attendance. The attendance in re-registered subject(s) shall be calculated separately to decide his 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 cancelled

#### **8.7 Conditions to avail the benefit of improvement of internal marks**

- a) The candidate should have completed the course work in the College.
- b) The candidate should pass all the subjects in which the internal marks secured are more than 50 per cent before availing the benefit of Improvement of Internal Marks.
- c) The candidate will be given only one chance for each subject for the improvement of internal marks for a maximum of three subjects, provided the internal marks secured are less than 50 per cent in each subject and so the candidate has failed in the end examination.
- d) In the event of availing the chance of improvement of internal marks, the internal marks and the end semester examination marks secured in the previous attempt, are cancelled.
- e) For each subject, the candidate has to pay a fee equivalent to one-third of the semester fee

## **9 Project Work**

- 9.1 Every candidate shall be required to submit dissertation on a topic approved by the Project Review Committee. A Project Review Committee (PRC) shall be constituted with the Head of the Department two other senior faculty members. The candidate has initiate the project work during the summer vacation after second semester examinations
- 9.2 A candidate is permitted to register for the project work after satisfying the attendance requirement in all the subjects, both theory and laboratory courses. A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters.
- 9.3 After satisfying rule 9.2, a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his/her proposed project work to the Head of the Department for its approval. Only after obtaining the approval, the student can initiate the Project work.
- 9.4 A candidate shall submit his/her status report in a bound form in two stages at the end of the third semester and fourth semester. The candidate need to present two seminars- one at the end of third semester and another at the end of fourth semester detailing the research design in third semester and pre-submission outcome of the project in the fourth semester.
- 9.5 A candidate is permitted to submit his/her dissertation only after the successful completion of theory and laboratory courses with the approval of PRC. For the approval of PRC the candidate shall submit the draft copy of the dissertation the thesis to the Head of the Department after second seminar in fourth semester.
- 9.6 Three copies of the dissertation certified by the supervisor shall be submitted to the Department.
- 9.7 The dissertation shall be adjudicated by an examiner approved by the Board of Studies.
- 9.8 If the report of the examiner is not favorable, the candidate shall revise and resubmit the dissertation within the time frame as prescribed by PRC. If the report of the examiner is un-favorable again, the thesis shall be summarily rejected.
- 9.9 If the report of the examiner is favorable, the Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner who adjudicated the dissertation. 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.

9.10 The Board shall jointly report the candidate's work in the form of letter grade listed here under

- |    |   |                |
|----|---|----------------|
| A. | = | Excellent      |
| B. | = | Good           |
| C. | = | Satisfactory   |
| D. | = | Unsatisfactory |

9.11 If the report of the Viva-Voce is unsatisfactory, the candidate will retake the Viva-Voce examination after three months. If he/she fails to get a satisfactory report at the second Viva- Voce examination also, he/she will not be eligible for the award of the degree.

9.12 **Mini Project on Industry Analysis**-Every candidate is required to submit mini report on industry analysis on a topic approved by the A Project Review Committee. The project work submitted in the written form shall be evaluated for 50 marks at the end of third semester by internal examiners.

## **10 Academic Requirements for Promotion/Completion of regular MBA Programme of Study**

The following academic requirements have to be satisfied in addition to the attendance requirements for promotion / completion of regular MBA programme of study.

- i. A student shall be deemed to have satisfied the minimum academic requirements for each theory and lab course, if he/she secures not less than 40 per cent of marks in the semester-end examination and a minimum of 50 per cent of marks in the sum of the internal evaluation and semester – end examination taken together.
- ii. In case of Industry Analysis Report Presentation a student shall be deemed to have satisfied the minimum academic requirements if he/she secures not less than 50 per cent of marks.
- iii. In case of project work, a student shall be deemed to have satisfied the minimum academic requirements if he/she secures not less than 50 per cent of marks in mid-term appraisal (Seminar-1) and final presentation (Seminar-II)
- iv. Students who are detained for want of attendance (or) who have not fulfilled academic requirements (or) who have failed after having undergone the course in earlier regulations (or) have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same (or) equivalent subjects as and when subjects are offered, and pursue the remaining course work with the academic regulations of the batch into which such students are readmitted.

**11 Supplementary Examination**-Supplementary examinations for the odd semester shall be conducted with the regular examinations of even semester and vice versa, for those who appeared and failed in regular examinations. Such of the candidates writing supplementary examinations may have to write more than one examination per day.

**12. Personal Verification-**Students shall be permitted for personal verification of the semester-end examination answer scripts within a stipulated period after payment of prescribed fee.

**13. Award of Class-** Declaration of Class is based on percentage of marks to be secured. After a student has satisfied the requirement 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 four classes

<b>Class Awarded</b>	<b>Per cent of marks to be secured</b>
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
Fail	Below 50

**14. Transitory Regulations**

- i Discontinued, detained, or failed candidates are eligible for admission to two earlier or equivalent subjects at a time as and when offered.
- ii The candidate who fails in any subject will be given two chances to pass the same subject otherwise; he/she has to identify an equivalent subject as per academic new regulations from time to time

**15. Award Degree**

The degree will be conferred and awarded by Jawaharlal Nehru Technological University, Hyderabad on the recommendations of the Chairman, Academic Council.

**16. Eligibility**

A student shall be eligible for the award of MBA Degree, if he/she fulfills all the following conditions:

- i. Registered and successfully completed all the components prescribed in the programme of study to which he is admitted.
- ii. Obtained not less than 50% of marks (minimum requirement for declaring as passed).

**17. Termination from the Program**

The admission of a student to the program may be terminated and the student is asked to leave the college in the following circumstances

- i. The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- ii. The student fails to satisfy the norms of discipline specified by the institute from time to time.

**18. Curriculum**

Board of Studies in Business Management is responsible for designing the curriculum once in four years. Board of Studies (BOS) is constituted in accordance with AICTE / UGC / JNTUH statutes by VCE

**19. Amendments to Regulations**

The Academic Council of Vaagdevi College of Engineering reserves the right to revise, amend, or change the regulations, scheme of examinations, and / or syllabi or any other policy relevant to the needs of the society or industrial requirements etc., without prior notice.

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## 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 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.

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 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 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 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.
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 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.
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 Examination.
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 toward 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 centre from the college to another college for a specific period of not less than one year.