

**CMR COLLEGE OF ENGINEERING & TECHNOLOGY**  
**(Autonomous)**

Kandlakoya, Hyderabad – 501 401

**ACADEMIC REGULATIONS-R-18**

**FOR CBCS BASED MBA (REGULAR) DEGREE PROGRAMME**

(Applicable for the students admitted to I year from the Academic  
Year 2018-2019 and onwards)

**1. Eligibility for Admissions:**

- 1.1. Admission to the above program shall be made Course to eligibility, qualification and specialization as prescribed by the Government of Telangana from time to time.
- 1.2. Admission shall be made on the basis of merit/rank obtained by the candidates at the qualifying Entrance Test conducted by the Government or on the basis of any other order of merit as approved by the University, Course to reservations as laid down by Government of Telangana from time to time.

**2. 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 from the year of admission and not more than four academic years.
- 2.2. A student shall register for 102 credits and has to secure all 102 credits.
- 2.3. The MBA degree of Jawaharlal Nehru Technological University shall be conferred on candidates who are admitted to the program and who fulfill all the requirements for the award of the degree.
- 2.4. 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 seat in MBA course.

**3. Minimum Instruction Days:**

- 3.1. The minimum instruction days for each semester shall be 90 clear instruction days.
- 3.2. The medium of instruction and examination shall be English.

#### **4. Attendance requirements:**

- 4.1. A candidate shall be deemed to have eligibility to write Semester End Examinations if he has put in a minimum of 75% aggregate attendance.
- 4.2. Condonation of shortage of attendance up to 10% i.e. 65% and above and below 75% may be given by the Institute Academic Committee
- 4.3. Condonation of shortage of attendance shall be granted only on genuine and valid medical reasons on representation by the candidate with supporting evidence.
- 4.4. Shortage of attendance below 65% shall in NO CASE be condoned
- 4.5. A candidate will be promoted to the next semester if he satisfies the attendance requirement of the present semester including the days of attendance in sports, games, NCC and NSS activities to a maximum of 15 instructional days in a semester. Prior permission of the Head of the Department in writing shall be obtained by the students to avail the attendance from the above mentioned activities. In case of detention due to attendance, the candidate may re-register for the courses for that semester whenever offered next.
- 4.6. A stipulated fee as decided by the Institute Academic Committee shall be payable towards condonation of attendance in accordance with the clause in 4.2

#### **5. Minimum Academic Requirements:**

A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory or practical Course if he secures minimum of 50% of marks in the sum total of the Internal Evaluation and Semester End Examination taken together in that Course. However, the student has to secure a minimum of 40% of marks in the Semester End Examination. This is in addition to meeting the attendance requirement as stipulated in item No.4.

#### **6. Course Registration:**

- 6.1. A 'Faculty Advisor or Counselor' shall be assigned to each student, who will advise him about the PG Programme, its

- Course Structure and Curriculum, Choice/Option for Courses, based on his competence, progress, pre-requisites and interest.
- 6.2. Academic Section of the College invites 'Registration Forms' from students within 15 days from the Commencement of class work through 'on-line submissions', ensuring 'date and time stamping'. The On-Line Registration Requests for any 'Current Semester' shall be completed before the commencement of SEEs (Semester End Examinations) of the 'Preceding Semester'.
  - 6.3. A Student can apply for On-Line Registration, only after obtaining the 'written approval' from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of the Department (a copy of the same being retained with Head of Department, Faculty Advisor and the Student).
  - 6.4. If the Student submits ambiguous choices or multiple options or erroneous entries - during On-Line Registration for the Course(s) / Course(s) under a given/ specified Course Group/ Category as listed in the Course Structure, and thereby causing discrepancy, the decision of the Head of the Department is considered final.
  - 6.5. All courses are to be registered by a student in a semester to earn credits. Credits shall be assigned to each course in a L: T: P: C (Lecture Periods: Practice/Lab Periods: Tutorial: Credits) Structure, based on the following general pattern.
    - One Credit - for One hour/Week/Semester for Theory/Lecture (L) Courses; and
    - One Credit - for Two hours/Week/Semester for Seminar/Practice/Lab (P) CoursesAll Mandatory (Non-Credit) Courses shall not carry any credits.

## **7. Evaluation :**

- 7.1. The performance of the candidate in each semester shall be evaluated course-wise, with a maximum of 100 marks for theory and 100 marks for practical's, on the basis of Internal and External Evaluation. For the theory Courses 70 marks shall be awarded based on the performance in the Semester End Examination, 30 marks shall be awarded based on the Internal Evaluation.
- 7.2. For Theory Courses, during a semester there shall be two midterm examinations. The midterm examination shall be in two parts, i.e., Part 'A' and Part 'B' with duration of 2 hours. Part 'A' of the

question paper shall be compulsory and will consist of 5 questions, each question carries 3 marks. At least one question should be given from each of the units. The Part 'B' of the question paper shall be for 15 marks and will have 5 questions out of which 3 are to be answered. Each question carries 5 marks. For Part 'B' two questions from each of the fully completed units and one question from partially completed unit must be given. While the first midterm examination shall be conducted from 1 to 2.5 units of the syllabus, the second midterm examination shall be conducted on 2.5 to 5 units. The total marks secured by the student in each internal examination are evaluated for 30 marks. The final marks will be awarded from two internal examinations conducted in a semester, with a weightage of 70% of the best secured internal examination and 30% of the least secured internal examination. A student who is absent from any internal examination for any reason what so ever shall be deemed to have secured 'zero' marks in the test/ examination and no make-up test/ examination shall be conducted.

- 7.3. The Semester End Examination shall be conducted for 70 marks and consists of two parts. Part-A shall be for 20 marks, and Part-B shall be for 50 marks. Part-A consists of five questions, one question from each unit and each question carries 4 marks. All questions are compulsory in Part-A. Part-A will be treated as Question 1. Part-B consists of five Questions (numbered from 2 to 6) carries 10 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an "either" "or" choice (that means there will be two questions from each unit and the student should answer only one question). The time duration of External Examination shall be 3 hours.
- 7.4. In practical courses, 70 marks shall be awarded based on the performance in the Semester End Examinations and 30 marks shall be awarded based on the day-to-day performance as Internal Marks
- 7.5. Semester End laboratory Examination must be conducted with two examiners, one of them being laboratory teacher and second examiner shall be an External Examiner. External Examiner shall be appointed by the Controller of Examinations from other institutions or industry
- 7.6. There shall be separate seminar presentations on Annual Report Analysis, Personal Effectiveness, Summer Internship, Field study(Mini Project) as per the course structure. The project seminars (Stage-I &II) shall be internally evaluated by the



department PRC committee, all the above seminars shall be externally evaluated, carrying 50 marks each. A candidate has to secure a minimum of 50% of total marks to be declared successful. Summer Internship shall be conducted after second semester in summer vacation and the same is evaluated in II year I semester.

- 7.7. In case the candidate does not secure the minimum academic requirement in any of the Courses (as specified in item 5) he has to reappear for the Semester End Examination in that Course. A candidate shall be given one chance to re-register for each Course provided the internal marks secured by a candidate are less than 50% and he has failed in the Semester End Examination. The candidate can re-register, when the college is subsequently offering the Course. In case the college is no longer offering the Course, alternate Course will be suggested by the College Academic Committee. In the event of taking another chance, the internal marks and Semester End Examination marks obtained in the previous attempt are nullified. The candidate getting reregistered shall pay tuition / other fee which is double the amount calculated on prorated basis.
- 7.8. There shall be a Comprehensive Viva-Voce in II year II Semester. The Comprehensive Viva-Voce is intended to assess the student's understanding of various Courses during the MBA course of study. The Viva-Voce shall be conducted by a Committee consisting of the Head of the Department, two Senior Faculty members of the Department and an external examiner. The Comprehensive Viva-Voce is evaluated for 50 marks by the Committee. There are no internal marks for the Comprehensive Viva-Voce. A candidate has to secure a minimum of 50% of marks to be declared successful. The External Examiner will be appointed by the Controller of Examinations from other institutions or industry.
- 7.9. Question paper pattern for evaluation

**Internal Examination (30 Marks) 2 hours**

Part A (15 Marks): 5 Questions of 3 marks each (All questions are compulsory).

Part B (15 Marks): 5 Questions out of which 3 are to be answered. Each question carries 5 marks.

**External Examination (70 Marks) 3 hours**

Part A (20 Marks): 5 Questions (Each Question from one unit) of 4 marks each (All questions are compulsory).

Part B (50 Marks): 5 Questions (numbered from 2 to 6) carries 10 marks each. Each of these questions will have internal choice (that means there will be two questions from each unit and the student should answer one question).

### **8. Evaluation of Project Work:**

- 8.1. A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters. The Viva-Voce examination shall be conducted at the end of the course work after the candidate successfully completes all theory, practical courses, seminars, project seminars, Non-credit courses and has secured 98 credits.
- 8.2. A Project Review Committee (PRC) of the department shall be constituted with the Head of the Department as Chairperson, and two other Senior Faculty of the department as members.
- 8.3. 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 Year I Semester.
- 8.4. Every candidate shall work on projects approved by the PRC of the department. The duration of the project is for 45 days.
- 8.5. After approval from the PRC, the soft copy of the dissertation should be submitted to the Controller of Examinations of CMRCET for ANTI-PLAGIARISM for the quality check and the plagiarism report should be included in the final dissertation. If the copied information is less than 30%, then only dissertation will be accepted for submission.
- 8.6. Three copies of the project thesis, certified by the Supervisor and Head of the Department shall be submitted to the department.
- 8.7. The Project thesis shall be adjudicated by one External Examiner appointed by the Controller of Examinations. For this, Head of the Department with the help of the PRC shall submit a panel of 3 examiners, who are eminent in that field, the Controller of Examinations of the college shall appoint the External Examiner from the panel.
- 8.8. If the report of the Examiner is favorable, Viva-Voce examination shall be conducted by a Board consisting of the Head of the Department, Supervisor and the External Examiner who adjudicated the thesis.
- 8.9. If the report of the Examiner is unsatisfactory, the candidate shall revise and resubmit the dissertation, in the time frame as

prescribed by PRC. If the report of the Examiner is unsatisfactory again, the thesis shall be summarily rejected. The candidate can re-register only once for conduct of project and evaluation of thesis, and will go through the entire process as mentioned above. The total duration for the MBA program is limited to four years.

- 8.10. At stage-I & II in II Year II Semester, the evaluation should be done internally by the PRC for 100 marks. The PRC will examine the overall progress of the Project Work and decide the eligibility of the project for final submission. A candidate has to secure a minimum of 50% of marks to be declared successful for Project Work. If he fails to fulfill minimum marks, he has to reappear for the Supplementary Examination.
- 8.11. Project Evaluation (Viva Voce) will be undertaken after SEE of II Year II Semester and for the candidate who successfully secures 98 credits. The External Evaluation is for 70 marks and the same is evaluated by the External Examiner. The internal evaluation should be conducted by the PRC for 30 marks. The candidate has to secure minimum of 50% marks in Project Evaluation (internal and external evaluation put together) for successful completion.
- 8.12. If any student fails to fulfill the requirements of securing 50% of total marks in Stage I & Stage II project seminars, the student will be given one chance of 'reappearance'. Even in his 'reappearance' if a student is unable to secure a minimum 50% out of total marks, he has to register under Supplementary Examination as and when notified by the institution
- 8.13. The Head of the Department shall coordinate and make arrangements for the conduct of Project Viva Voce examination.

#### **9. Evaluation of Mandatory Non-credit Courses:**

The student shall complete non-credit course as a mandatory course. Student shall be certified by the recognized Institution as 'Satisfactory' or 'No satisfactory'. Non-credit courses will not be counted for the computation of SGPA / CGPA.

#### **10. Academic Requirements**

A Student will not be promoted from I Year to II Year, unless he fulfils the Attendance requirements and secures a minimum total of 26 Credits out of 52 Credits of I Year, from all the relevant Regular and Supplementary Examinations, whether he attempts those examinations or not.

**11. Course Pattern:**

- 11.1. The entire course of study is two academic years with semester pattern.
- 11.2. A student eligible to appear for Semester End Examination, but absent from a Course(s) or has failed in the Semester End Examination may appear for that Course(s) at the Supplementary Examination.
- 11.3. When a student is detained due to shortage of attendance, he may re-register whenever the concerned semester commences after fulfillment of the academic requirements. However, the academic regulations applicable are those that existed when he was first admitted. After the revision of the regulations, the students of the previous batches will be given two chances for passing in their failed courses, one supplementary and the other regular. If the students cannot clear the courses in the given two chances, they shall be given equivalent courses as per the revised regulations which they have to pass in order to obtain the required number of credits.
- 11.4. All the papers are for 100 marks with 30% for internal evaluation and 70% for Semester End Examination. The degree will be awarded after successful completion of all the semester courses and submission of project report followed by Viva-Voce. The teaching methodology should emphasize on case study approach wherever appropriate with cases being of recent origin.

**12. Award of Class:**

After a student has satisfied the requirements prescribed for the completion of the programme, becomes 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 and Distinction	$\geq 7.75$
First Class	$6.75 \leq \text{CGPA} < 7.75$
Second Class	$6.00 \leq \text{CGPA} < 6.75$

**13. Examinations and Assessment – The Grading System**

- 13.1. Marks will be awarded to indicate the performance of each student in each Theory Course or Laboratory/Practical, or Seminar, or Project, etc., based on the % marks obtained in CIE + SEE

(Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in item 6 above, and a corresponding Letter Grade shall be given.

- 13.2. 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:

<b>% of Marks Secured (class intervals)</b>	<b>Letter Grade (UGC Guidelines)</b>	<b>Grade Points</b>
80% and above ( $\geq 80\%$ , $\leq 100\%$ )	<b>O (Outstanding)</b>	<b>10</b>
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	<b>A<sup>+</sup> (Excellent)</b>	<b>9</b>
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	<b>A (Very Good)</b>	<b>8</b>
Below 60% but not less than 55% ( $\geq 55\%$ , $< 60\%$ )	<b>B<sup>+</sup> (Good)</b>	<b>7</b>
Below 55% but not less than 50% ( $\geq 50\%$ , $< 55\%$ )	<b>B (Above Average)</b>	<b>6</b>
Below 50% ( $< 50\%$ )	<b>F (FAIL)</b>	<b>0</b>
<b>Absent</b>	<b>AB</b>	<b>0</b>

- 13.3. A student obtaining 'F' Grade in any Course shall be considered 'failed' and is required to reappear as 'Supplementary Candidate' in the Semester End Examination (SEE), as and when offered. In such cases, his Internal Marks (CIE Marks) in those Courses will remain the same as those he obtained earlier.
- 13.4. A student not appeared for examination the 'AB' Grade will be allocated in any Course shall be considered 'failed' and will be required to reappear as 'Supplementary Candidate' in the Semester End Examination (SEE), as and when offered.
- 13.5. A Letter Grade does not imply any specific Marks percentage and it will be the range of marks percentage.
- 13.6. In general, a student shall not be permitted to repeat any Course/Course (s) only for the sake of 'Grade Improvement' of 'SGPA/CGPA Improvement'
- 13.7. A student earns Grade Point (GP) in each Course / Course, on the basis of the Letter Grade obtained by him in that Course / Course.



The corresponding 'Credit Points '(CP) are compute by multiplying, the Grade Point with Credits for that particular Courses/Course.

Credit Points (CP) = Grade Point (GP) x Credit ... For a Course.

- 13.8. The Student passes the Course only when he gets  $GP \geq 6$  (B Grade or above)
- 13.9. The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points ( $\sum CP$ ) secured from ALL Courses/Course 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.  

$$SGPA = \{ \sum_{i=1}^N C_i G_i \} / \{ \sum_{i=1}^N C_i \} \dots$$
 For each Semester.  
 Where 'i' is the Course indicator index (takes into account 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 ith Course, and  $G_i$  represent the Grade Points (GP) corresponding to the Letter Grade awarded for that ith Course.
- 13.10. The Cumulative Grade Point Average (CGPA) is measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses 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 Second Semester onwards, as the end of each Semester, as per the formula.  

$$CGPA = \{ \sum_{j=1}^M C_j G_j \} / \{ \sum_{j=1}^M C_j \} \dots$$
 For all S Semester registered { it., up to and inclusive of S Semester,  $S \geq 2$  ).  
 Where 'M' is the TOTAL no. of Course ( as specifically required and listed under the Course Structured of the parent Department) the Student has 'REGISTERED' from the 1st Semester onwards up to and inclusive of the Semester S (Obviously  $M > N$ ), 'j ' is the Course indicator index (takes into account all Courses from 1 to S Semesters),  $C_j$  is the no. of Credits allotted to the jth Courses from  $G_j$  represent the Grade Points (GP) corresponding to the Letter Grade awarded for the jth Course. After registration and completion of II Semester however, the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

13.11. For Calculations listed in item 7.6 – 7.10, performance in failed Course / Courses (securing F Grade) will also be taken into account, and the credits of such Courses/ Courses will also be included in the multiplications and summations.

13.12. For Calculations listed in item 7.6 – 7.10, performance in failed Course/Courses (Securing F Grade) will also be taken into account, and the Credits of such Courses/Courses will also be included in the multiplication and summations.

**14. Withholding of Results:**

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

**15. 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 re-registration to the same or equivalent Courses as and when the Courses are offered, Course to clause 2.3 and 7.7.

**16. General:**

16.1. The academic regulations should be read as a whole for purpose of any interpretation.

16.2. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Institute Academic council is final.

16.3. The college 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 college.

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

## DISCIPLINARY ACTION FOR IMPROPER CONDUCT IN EXAMINATIONS

	<b>Nature of Malpractices/ Improper conduct</b>	<b>Punishment</b>
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 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 Course of the examination)	Expulsion from the examination hall and cancellation of the performance in that Course 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 Course 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 Course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that Course and all other Courses the candidate 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 candidate is to be cancelled.

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 Courses of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the Remaining Courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all end semester examinations. The continuation of the course by the candidate 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.
4.	Smuggles 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 Course and all the other Courses the candidate 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 candidate is also debarred for two consecutive semesters from class work and all end semester Examinations. The continuation of the course by the candidate is Course 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 Course
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 or organizes a walk out or instigates others to examination hall 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 Course and all other Courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the Courses of that semester/year. The candidates are also 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.

**Malpractices identified by squad or special invigilators:** Punishments to the candidates as per the above guidelines.

**Malpractice identified at Spot Center during valuation**

The following procedure is to be followed in case of malpractice cases detected during valuation, scrutiny etc. at spot center.



1. Malpractice is detected at the spot valuation. The case is to be referred to the malpractice committee. Malpractice committee will meet and discuss/question the candidate and based on the evidences, the committee will recommend suitable action on the candidate.
2. A notice is to be served to the candidate(s) involved through the Principal to his address and to the candidate(s) permanent address regarding the malpractice and seek explanations.
3. The involvement of staff who are in charge of conducting examinations, invigilators valuing examination papers and preparing / keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry
4. Based on the explanation and recommendation of the committee, action may be initiated.
5. Malpractice committee:

Controller of Examinations	Chairman
Assistant Controller of Evaluation	Member
Chief Examiner of the Course/ Course	Member
Subject Expert	Member
Concerned Head of the Department	Member
Concerned Invigilator	Member

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