



**R.V.R. & J.C. COLLEGE OF ENGINEERING:: GUNTUR**  
**(Autonomous)**

**CHOICE BASED CREDIT SYSTEM REGULATIONS (R-21) for**  
**2-YEAR MASTER OF BUSINESS ADMINISTRATION (M.B.A.) Degree Program**  
(w.e.f. The Batch of Students Admitted into First Year M.B.A from the Academic Year  
2021-22)

**1. MINIMUM QUALIFICATION FOR ADMISSION:**

The eligibility criteria for admission into the Master of Business Administration (M.B.A.) programme is as per the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE), Amaravathi.

**1.1 Category – A Seats:**

The seats under this category shall be filled by the Convener, ICET Admissions.

**1.2 Category – B Seats:**

The seats under this category shall be filled by the College, as per the guidelines of APSCHE

**2. DURATION OF THE COURSE AND MEDIUM OF INSTRUCTION:**

2.1 The duration of the course is two academic years consisting of two semesters in each academic year.

2.2 The medium of instruction and examination is English.

**3. MINIMUM INSTRUCTION DAYS:**

Each semester shall consist of a minimum number of 90 days of instruction excluding the days allotted for tests, examinations and preparation holidays.

**4. REGISTERING THE COURSES OFFERED:**

4.1 A student has to Register and Secure **102** Credits, out of which 12 credits from Laboratory Courses, 8 credits from Project Internship Report, 10 credits from Comprehensive Viva.

4.2 The structure of the M.B.A Programme comprises four semesters of course work, consisting of 25 Subjects + 4 Labs + 6 Weeks Project Internship (at the end of I year II Sem), followed by Project Review (Comprehensive Viva) and MOOCs Completion Certificate at the end of II year II Semester. At the end of the II year, I semester, the student should submit a Project Internship report.

4.3 MOOCs (Massive Open Online Courses) Requirements.

- Enrollment of MOOCs Course will be initiated from the date of commencement of classwork for MBA I year I Semester.
- MOOCs course completion certificate must be submitted on or before the last instruction day of MBA II year II Semester.
- List of organizations offering MOOCs course(s) will be announced by the Respective Board of Studies, at the time of commencement of classwork for I year I Semester.

4.4. a. Project internship shall be carried out under the Joint Supervision of a Faculty Member in the Department and a guide in the concerned organization, where he/she is working for the Project internship

b. Project internship should be undertaken only in Corporate Enterprise. The Project Internship may be undertaken in the concerned area of specialization.

c. Two copies of the Project Internship Report certified by the concerned organization, where the student has undertaken the internship, the Supervisor(s), The Head of the Department and submit the report at the end of the II year I semester.

4.5. Structure of the Program:

Semester	Credits	Marks
I	21	700
II	21	700
III	29	800
IV	31	800
<b>TOTAL</b>	<b>102</b>	<b>3000</b>

**5. SHORT VISITS:**

The students shall make one compulsory short visit to two different Industrial Establishments / Corporate Offices in the neighboring towns/cities in I Semester and II Semester. All the students are required to submit the visit reports at the end of the semester.

**6. ATTENDANCE:**

6.1 The student shall put up a minimum of 75% attendance in each subject.

6.2 Condonation for shortage in attendance up to 10% in any subject may be condoned by the Principal of the College for reasons of ill health and the application is submitted through proper channel at the time of actual illness and is supported by a certificate from the authorized Medical Officer approved by the Principal.

6.3 If the student does not satisfy the attendance requirement in any subject he or she shall not be permitted to appear for the Semester end examination in that subject and has to repeat that subject when next offered.

**7. EVALUATION:**

**7.1. INTERNAL EVALUATION:**

- a. The performance of the student in each semester is evaluated subject-wise. The Internal Examination consists of a Sessional Test for 30 Marks, attendance for 5 marks and seminars/classroom/ for 5 marks. The semester end examination is conducted for 60 marks. The Internal Evaluation for Theory subjects is based on the 80% weightage given to the best of the performances and the remaining 20% for the least performance, in the two sessional examinations one held in the middle of the semester and the other held immediately after the completion of the instruction. The internal evaluation for practical subjects is based on the day to day performance and semester end internal practical Examination.
- b. The marks for the Seminar / Project Internship presentation is evaluated by a panel of the department.
- c. A student who could not secure a minimum of 40% aggregate sessional marks is not eligible to appear for the Semester End Examination and shall have to repeat that Semester.

**7.2 EXTERNAL EVALUATION:**

- a. For each theory subject, there is a comprehensive Semester Examination at the end of each Semester.
- b. For each Practical course the Semester End Examination is conducted by one internal and one external examiner appointed by the Principal of the College. The duration of the examination is specified in the detailed Schemes of Instruction & Examination.
- c. At the end of the II year, I semester, a Project Internship Report evaluation is conducted both internally and externally. The evaluation is conducted by one internal examiner and one external examiner appointed by the Principal.
- d. At the end of II year, II semester, a Comprehensive Viva-Voce Examination is conducted by one internal examiner and one external examiner appointed by the Principal.
- e. The performance of the students in each semester is evaluated subject-wise. The distribution of marks between sessional and Semester End Examination is as follows:

<b>Nature of the subject</b>	<b>Sessional Marks</b>	<b>Semester End Exam. Marks</b>
Theory subjects	40	60
Laboratory subjects	40	60
Project Internship Report	40	60
Comprehensive Viva – Voce	--	100
MOOCs	--	--

## 8. LABORATORY / PRACTICAL COURSES

In any semester, a minimum of 8 experiments/exercises specified in the syllabus for laboratory course shall be completed by the student and get the record certified by the concerned Head of the Department, to be eligible to appear for the Semester End Examination in that Practical course.

8.1 The evaluation for Laboratory class work consists of a weightage of 25 marks for day to day laboratory work including record work and 15 marks for internal laboratory examination including Viva-voce examination.

## 9. CONDITION(S) FOR PROMOTION:

A student shall be eligible for promotion to next semester if he/she satisfies the minimum requirements of attendance and internal marks as stipulated in **Clauses 6 and 7**.

## 10. CONDITIONS FOR PASS:

A student is declared to have passed in an individual subject if he/she secures a minimum of 40% marks in theory and 50% marks in Project Internship/Laboratory Exam / Comprehensive Viva in Semester End Examination and a minimum of 50% marks in both Sessional & Semester End Examination put together

## 11. AWARD OF CREDITS:

Credits are awarded for all subjects. Each theory subject and Lab are awarded 3 credits, Project Internship Report 8 credits and Comprehensive Viva is awarded 10 credits.

### 11.1 AWARD OF GRADES

S.No.	Range of marks	Grade	Grade Points
1.	≥90%	A <sup>+</sup>	10.0
2.	≥80% -<90%	A	9.0
3.	≥70% -<80%	B	8.0
4.	≥60% -<70%	C	7.0
5.	≥55% -<60%	D	6.0
6.	≥50% -<55%	E	5.0
7.	<49%	F	0.0
8.	The grade 'W' represents the withdrawal /absent (subsequently changed into pass or C to O or F grade in the same semester)	W	0.0

11.2 A student securing an 'F' grade in any course, thereby securing zero grade points has to reappear and secure at least a 'C' grade in the subsequent examinations for that subject.

11.3 After each semester, a Grade sheet will be issued which will contain the following details:

- The list of subjects for each semester and corresponding credits and grades obtained
- The Semester Grade Point Average (SGPA) for each semester and
- The Cumulative Grade Point Average (CGPA) of all subjects put together up to that semester.

SGPA is calculated based on the following formula:

$$\frac{\sum [No. of credits \times Grade points]}{\sum No. of Credits}$$

CGPA will be calculated similarly, considering all the courses up to that semester.

11.4 A consolidated Grade Sheet shall be issued to the student, after completing all, CGPA of all the two years put together.

11.5 Conversion of CGPA into equivalent Percentage of marks:  
Percentage of Marks = (CGPA-0.50) x 10.

## 12. ELIGIBILITY FOR AWARD OF M.B.A DEGREE:

The M.B.A. Degree shall be conferred on a student who satisfies the following requirements:

12.1 The student who satisfies the conditions for the pass in all the subjects of all the years as stipulated in **Clause 8 and 9**.

12.2 *Maximum Time Limit for completion of M.B.A. Degree*

A student, who fails to fulfil all the academic requirements for the award of the Degree, within four academic years from the year of admission, shall forfeit his/her seat in M.B.A Degree.

**13. AWARD OF CLASS:**

A student who becomes eligible for the award of an M.B.A Degree as stipulated in **Clause 10** shall be placed in one of the following Classes.

S.No	Class	CGPA
1	First Class With Distinction	7.5 or more
2	First Class	6.5 or more but less than 7.5
3	Second Class	5.5 or more but less than 6.5
4	Pass Class	5.0 or more but less than 5.5

**14. AWARD OF RANK:**

The rank shall be awarded based on the following:

- 14.1 Ranks shall be awarded for the top five per cent of the students, appearing for the Regular Semester End Examinations or the top ten students whichever is minimum.
- 14.2 The Rank shall be awarded only to those students who complete their Degree within two academic years.
- 14.3 to award rank, those students who have passed all subjects in the first attempt only, shall be considered.

**15. SUPPLEMENTARY EXAMINATIONS:**

15.1 In addition to the Regular semester-end examinations held at the end of each semester, supplementary examinations will also be conducted during the academic year. Such candidates taking the regular/supplementary examinations as supplementary candidates may have to take more than one examination per day.

**16. TRANSITORY REGULATIONS:**

- 16.1 A student, studied under R-17 regulations of RVR & JCCE (Autonomous) curriculum and discontinued the I Year I Semester course, shall join in I Year I Semester of R-21 regulations.
- 16.2 A student, studied under R-17 regulations of RVR & JCCE (Autonomous) curriculum and discontinued the I year II Semester course and also at the subsequent semesters will follow the same R-17 regulations/ curriculum and he/she has to complete the subject by appearing the examinations conducted by the college under R-17 curriculum.

**17. CONDUCT AND DISCIPLINE**

- 17.1 Candidates shall conduct themselves within and outside the premises of the institute in a manner befitting the student of our institution.
- 17.2 As per the order of the Hon'ble Supreme Court of India, ragging in any form is considered a criminal offence and is banned. Any form of ragging will be severely dealt with.
- 17.3 The following acts of omission and/or commission shall constitute a gross violation of the code of conduct and are liable to invoke disciplinary measures about ragging.
  - a) Lack of courtesy and decorum, indecent behaviour anywhere within or Outside the Campus
  - b) Willful damage of college / individual property.
  - c) Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
  - d) Mutilation or unauthorized possession of library books.
  - e) Noisy and unseemly behaviour, disturbing studies of fellow students.
  - f) Hacking of computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber-crime etc.)
  - g) Usage of camera/cell phone in the campus
  - h) Plagiarism of any nature
  - i) Any other acts of gross indiscipline as decided by the academic council from time to time.
- 17.4 Commensurate with the gravity of the offence, the punishment may be a reprimand, fine, expulsion from the institute/hostel, debar from examination, disallowing the use of certain facilities of the institute, rustication for a specified period or even outright expulsion from the institute or even handing over the case to appropriate law enforcement or the judiciary, as required by the circumstances.

- 17.5 For an offence committed in (i) a hostel (ii) a department or a classroom and (iii) elsewhere, the chief warden, the head of the department and the principal respectively, shall have the authority to reprimand or impose a fine.
- 17.6 Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 17.7 All cases of a serious offence, possibly requiring punishment other than reprimand, shall be reported to the academic council.
- 17.8 The institute level standing disciplinary action committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 17.9 The principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the programmes committee in an appropriate manner, and subsequently, such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the appropriate authority, shall be reported to the academic council for ratification.
- 17.10 "Grievance and Redressal Committee" (General) constituted by the Principal shall deal with all grievances on the academic/administrative/disciplinary matters.

## **18. MALPRACTICES**

- 18.1 The Principal shall refer the cases of malpractices in internal assessment tests and semester-end examinations to a malpractice enquiry committee constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The principal shall take necessary action, against the erring students based on the recommendations of the committee.
- 18.2 Any action on the part of a student during an examination trying to get an undue advantage or trying to help another, or drive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in charge of conducting examinations, 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 in the examination shall be viewed seriously and recommended for award of appropriate punishment after through enquiry.

## **19. AMENDMENTS TO REGULATIONS**

- 19.1 The College may, from time to time, revise, amend, or change the Regulations, Schemes of Examinations, and/or Syllabus.

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