

# **MBA Degree Course**

## **RULES AND REGULATIONS**

### **FOR THE**

## **TWO YEAR MBA DEGREE COURSE**



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY  
(AUTONOMOUS)**

**Gandipet, Hyderabad – 500 075, Andhra Pradesh, India  
(with effect from 2013-14)**

## **ChaitanyaBharathi Institute of Technology (Autonomous)**

Gandipet, Hyderabad – 500 075, Andhra Pradesh, India

(Applicable to students of Two YearsMBA Degree Course in School of Management Studies admitted from the Academic Year 2013 -2014)

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I. ELIGIBILITY FOR ADMISSION.

Candidates seeking admission into Full Time M.B.A. programme must be:

1. Bachelor degree holder recognized by any university or equivalent thereto and/(or) as per the rules laid down by the college.
2. The candidates seeking admission must qualify in the Entrance Examination, conducted by the appropriate authority in the year of admission as per the norms prescribed by the college.
3. The admission of Non-resident Indians and candidates admitted in lieu of them will be governed by the rules specified by the government of Andhra Pradesh from time to time.
4. Foreign candidates' admission is based on the Screening Process of the college currently in vogue.

II. Duration and course of study:

The duration of the course is Two years. Each of the Two academic years shall be divided into two semesters herein after referred to as the First semester and second semester in chronological order.

Instruction will be provided as per the workload indicated in the structure, Rules and regulations of M.B.A. Program for all Theory, Practical and Project Work course requirements. The Almanac will be as follows for all semesters.

Duration of instruction : 14-16 Weeks

Preparation Holidays : 10-15 Days

1. No admission (or) readmission (or) promotion is to be made after four weeks of the commencement of instruction.
2. In case there are any court cases consequent to which the authorities are compelled to admit any candidate after the announced last date of admissions, the admission (seat) of such a student would be reserved for the subsequent year on a supernumerary basis.
3. No refund of Tuition fee will be made after the commencement of instruction.
4. No supplementary or any other examination (except the internal Test) shall be conducted during the instruction period of the semester course, except Make-up Examination for the II year II semester course.
5. The schedule of study of all courses is regulated by the Academic Council of Chaitanya Bharathi Institute Of Technology (Autonomous)
6. Each candidate will be allotted a seat at the time of admission, strictly depending on the merit secured at the entrance examination and subject to the rules in force regarding reservations of seats.
7. Candidate of the Two year degree course who fails to fulfill all the requirements for the award of the degree as specified hereinafter within four academic years from the time of admission, will forfeit his/her seat in the course and his/her admission will stand cancelled.

### III. Rules and Regulations of Attendance:

1. The degree of Master of Business Administration will be conferred on a candidate who have pursued a "Regular Course of Study" for Two academic years as hereinafter prescribed in the scheme of instruction and has passed all the examinations prescribed in the scheme of examination.
2. A regular course of study for eligibility to appear at the MBA examinations of any semester shall mean putting in attendance of not less than 75% aggregate in lectures, practical's, workshops, field work, project, seminars etc. The cumulative monthly attendance in each subject and the aggregate attendance shall be displayed on the notice board.
3. Students must attend 75% of the total classes conducted for all the courses put together in a semester. Relaxation of 10% of attendance might be given to a student on medical grounds on the basis of a valid medical certificate and payment of condonation fee prescribed by the college.
4. Attendance of NCC / NSS camps or inter collegiate or inter university or inter-state or international matches or debates or educational excursion or such other inter university activities as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However, such absence shall not exceed (4) weeks per semester of the total period of instructions. Such facility should not be availed twice during the course of study.
5. In any semester of the course if a candidate fails to secure the minimum percentage of attendance, he / she shall not be eligible to appear in the examination of the semester and he / she shall have to enroll himself/ herself to undergo afresh a 'Regular Course of study' of the corresponding semester in subsequent academic session, in order to become eligible to appear for the examination.
6. The attendance shall be calculated on the aggregate of the paper / subjects from the date of commencements of classes/ date of readmission in case of detained candidates as per the almanac communicated by the Chaitanya Bharathi Institute of Technology (Autonomous)
7. Candidates admitted to the first year first semester through entrance test and do not have the requisite attendance but have not less than 40% attendance can seek readmission without once again appearing for the entrance test again in respect of candidates of such courses where the admissions are governed through an entrance test, candidates of 1 year 1 semester who do not have the minimum 40% attendance would lose their seat.
8. i) In special cases and for sufficient cause shown, the principal, may on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.  
 ii) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the principal may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.
9. The fee for condonation of attendance on medical grounds shall be Rs.250.00 payment through Demand Draft drawn in favour of the Principle, CBIT

IV. Promotion Rules

A student will be promoted subject to the following rules:

**I Semester to II Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of these semester (65% in the case of medical exemption) and should be registered for the external examination for the semester.

**II Semester to III Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of these semester (65% in the case of medical exemption) and should have passed at least 50% of Theory courses of I & II Semesters put together (viva voce and Lab courses not considered for this purpose).

**III Semester to IV Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of these semester (65% in the case of medical exemption) and having registered for the External Examination.

**Cancellation of Admission**

The admission of a candidate admitted to the MBA Course stands cancelled if: He/She does not put in at least 40% of attendance in Semester-I.

OR

He / She puts in at least 40% of attendance in Semester – I, but failed to register for 1<sup>st</sup> Semester Examinations

OR

He /She fails to fulfill all the requirements for the award of the degree as specified, within 4 academic years from the time of admission in full time Two year MBA programme

V. Project Work:

The students should undertake the Project internship during the summer vacation (For 6 weeks of duration) intervening between II & III Semesters of MBA Programme. Project Report Work should be carried out in the Final Year of MBA Programme i.e., III & IV Semesters.

The students are required to do project work in any area of Management under the active guidance of Internal Faculty Member assigned to the student.

The Project work usually consists of selecting a Topic / Problem / Theme in any area of management, gather relevant data, analyze and interpret the same in a systematic and scientific manner.

The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the college 30 days (one month) before commencement of Final Semester Examinations.

- VI. Award of Grades for Project Report and Viva Voce:  
Project Report and Viva Voce will be evaluated and awarded grades as per the following percentages of Marks obtained.

Super Grade S	-80% and above
Grade A	- 70% and above Marks
Grade B	- 60% and above but below 70% Marks.
Grade C	- 50% and above but below 60% Marks.
Grade D	- 40% and above but below 50% Marks.
Grade E (Fail)	- Below 40% Marks (Fail)

- VII. Scheme of Instruction and Examination:

1. Instruction in the various subjects in each semester of all the Two years shall be provided by the college as per the scheme of instruction and syllabi prescribed.
2. The distribution of marks / grades\* for sessional based on internal assessment by concerned teacher and the end / final examination shall be as follows.

Subjects	Sessional	End /Final Examination
Each theory subject	25**	75***
Each practical /lab	--	25

\*Grades are allotted based on the marks secured in end examination and sessional as per the following criteria.

Table: Letter Grade Points

Academic performance	Letter grade	Grade points
80% and above	S	10
70% to 79%	A	09
60% to 69%	B	08
50% to 59%	C	07
40% to 49%	D	06
Below 40%	E	00

\*\*Out of 25 sessional marks, 5 marks are allotted for Assignment /Quizzes etc, and the rest to be based on two internal Tests, weightage for each test is 20 marks.

\*\*\* The question paper will be in two parts, part-A and part- B. part A is compulsory and covers the entire syllabus, and carries 25 marks. Part- B carries 50 marks and covers all the units of the syllabus.

3. The details of instruction period, examination schedule, vacations etc. shall be notified by the principal of the college.
4. The medium of instruction and examination shall be English.
5. At the end of each semester, end / final examinations shall be held as prescribed in the respective schemes of examination. The examination pertaining to the semester just ended will be called main examinations and the examinations pertaining to the other semester will be called supplementary examinations except in the case of MBA II year II semester, which will be called Make-up examinations.

6. To enable the MBA Final year students to complete the course requirements in time, there shall be a make-up Exam for II year II semester only, which will be scheduled within one month of publication of results of II year II semester Main Examinations. All the general rules for examinations shall be adhered to.

### VIII. Grading System

1. Candidates who have passed all the examinations of the MBA degree course shall be awarded division in accordance with the grade secured by them in all the I and II semester examination of MBA I, II years taken together, including the sessional marks secured in those years
2. The grade secured shall be shown in the memorandum of marks as per the performance in end examinations including sessional marks.
3. A minimum cumulative grade point average (CGPA) of 5 is required for the award of degree. The consolidated memorandum of marks will reflect the credits / grade scored in each subject.
4. Semester grade point average (SGPA) & CGPA calculation.
5. Two internal tests will be conducted in a semester. Each test will be of 25 marks, 5 marks for part –A consisting of short notes, part -B for 15 marks consisting of short answer questions and part C - 5 marks for assignment. The average of two tests plus marks obtained in assignments will be taken as sessional marks.

$$(a) \text{ SGPA} = \frac{\sum(\text{Letter grade point}) \times (\text{Credits})}{\sum(\text{Credits})}$$

SGPA is calculated only when all subjects in that semester are passed

$$(b) \text{ CGPG} = \frac{\sum(\text{SGPA}) \times (\text{Credits})}{\sum(\text{total Credits})}$$

CGPA is calculated only when total credits earned are equal to total credits prescribed as per scheme up to a semester in which the candidate has last appeared for end examination.

### IX. Instructional Work Load for Theory, Practical Courses and 'Mentoring & Project Work':

Each of the Theory Courses of the MBA Programme shall have instructional workload of 5 periods of 50 Minutes duration per week in addition to mentoring and project work. The Instructional workload for each of the Practical and Lab Courses shall be 2 Periods of 1 hour duration per week.

### X. Evaluation System:

1. All courses of MBA Program will carry a Maximum of 100 Marks each.
2. Duration of the external examination for all the courses is three hours each.
3. All the courses will have 75% marks for external examination and 25% marks for internal examination.
4. In case of courses where practical/lab component is involved, of the total 100 marks, 50% marks are for external examination, 25% marks are for internal evaluation and 25% marks are for practical/lab examination.
5. The Guidelines, Rules and Regulations framed by the college in this regard will be applicable to the MBA Programme.

**XI. Conduct of Examinations:**

At the end of odd numbered semesters viz., I and III examinations for these Semesters will be conducted. The students appearing for regular, backlog and improvement can get registered for the above examinations as per the norms of the college.

At the end of even numbered semester's viz., II and IV-Semesters, examinations will be conducted for all Semesters i.e., (I to IV-Semesters). The students appearing for regular, backlog and improvement can get registered for the above examinations as per the norms of the college.

**XII. Rule for offering Electives:**

The Minimum number of Students required for offering an Elective / Specialization shall be 20% of students on rolls of the college for Final Year subject to a Minimum of 10 students.

**XIII. Award of Degree and Division:**

Candidates will be awarded MBA Degree on successful completion of all Theory Courses, Practical Courses, Viva Voce and Project Report.

**XIV. Total number of credits to be completed to be eligible for the award of MBA degree:**

Total number of credits at the end of fourth semester MBA =  $28 + 28 + 24 + 24 + 8 = 112$

**XV. Electives (Major and Minor):**

MBA Programme offers Electives (Specialization) as Major and Minor. For example, a student wants to Major in Finance and Minor in Marketing. In such case, student needs to study the Major subjects of Finance elective (Investment Management (3<sup>rd</sup> Semester), Financial Risk Management (4<sup>th</sup> Semester) and one subject each from the minor of 3<sup>rd</sup> and 4<sup>th</sup> semesters of both Finance and Marketing respectively.

**XVI. Awarding Cumulative Grade Point Average (CGPA):**

Following is the criteria to award CGPA:

- a. CGPA ranges from 0 to 10 point grade
- b. Grade point Table

CGPA	Division
7.00 to 10.00	First with Distinction
6.00 and less than 7	First Division
5.00 and less than 6	Second Division
4.00 and less than 5	Pass Division
0.00 and less than 4	Fail Division

Note: First with distinction will be awarded only when candidate completes the course within the stipulated period of 2 years and single attempt without any backlog and improvement.

**XVII. Award of Gold Medal:**

A student securing highest CGPA in single attempt is eligible for award of Gold Medal in each course of study of MBA.

**XVIII. Improvement of overall Score:**

A candidate who wishes to improve his /her overall score may do so within one academic year immediately after having passed all the examinations of the MBA degree course by reappearing at not more than two semesters (all subjects pertaining to the semester taken together) examination. For the award of the overall score, he /she will have the benefit of the higher of the two aggregates of marks / grade secured in the corresponding semester(s).



**XIX. General Rules of Examination:**

1. Application for permission to appear for every examination shall be made on the prescribed form, accompanied by three passport size full face photographs (not profile) which along with the necessary certificates regarding attendance, practical work, etc, and prescribed fee, should be sent to the principal ChaitanyaBharathi Institute of Technology (Autonomous) on or before the date fixed for this purpose.
2. When a candidate's application is found in order and he / she is eligible to appear at an Examination, the Director of Evaluation, Examination Cell, ChaitanyaBharathiInstitute of Technology (Autonomous) shall furnish him / her with a Hall-Ticket with the photograph affixed to it, enabling the candidate to appear in the examination and this Hall –Ticket shall have to be produced by the candidate before he /she is admitted to the premises where the examination is being held.
3. A candidate who does not present himself / herself for the examination for any reason whatsoever, excepting shortage of attendance, shall not be entitled to claim refund of the whole or part of the examination fee, for subsequent examination(s)
4. A candidate after he /she has been declared successful in the whole examination, shall be given a certificate setting forth the year of examination, the subjects in which he /she was examined and, the overall grade secured.
5. No candidate shall be allowed to putin attendance for a course or appear at examinationsfor different degrees and different faculties at one and the same time.
6. Student who have appeared once at any examination of the course need not put in fresh attendance, if they wish to reappear at the corresponding examination, notwithstanding the fact that the college may have introduced new subjects. They will, however, have to appear at the examination according to the scheme of examination and syllabi in force.

**XX. Transitory Regulations:**

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabi / regulations candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabi / regulations.

All the rules and regulations, specified herein after shall be read as whole for the purpose of interpretation and when a doubt arises, the interpretation of the Chairman, Academic Council, ChaitanyaBharathi of Technology (Autonomous) is final. As per the requirements of the Statutory Bodies, Principal, ChaitanyaBharathi of Institute of Technology (Autonomous), shall be the chairman of the college Academic Council

**XXI. Example of calculating CGPA:**

The following example may be considered for calculating CGPA.

Example-1: Assume that student has secured 1900 out of 2600. Then the CGPA of the student will be %  $(1900/2600) = 73.07\%$  (or) 7.3 CGPA, which falls under First Division with distinction.

Example-2: Assume that student has secured 1700 out of 2600. Then the CGPA of the student will be %  $(1700/2600) = 65.38\%$  (or) 6.5 CGPA, Which falls under First Division.

Example-3: Assume that student has secured 1500 out of 2600. Then the CGPA of the student will be %  $(1500/2600) = 57.69\%$  (or) 5.7 CGPA, Which falls under Second Division.

Example-4: Assume that student has secured 1200 out of 2600. Then the CGPA of the student will be %  $(1200/2600) = 46.15\%$  (or) 4.6 CGPA, Which falls under Pass Division.

Example-5: Assume that student has secured 900 out of 2600. Then the CGPA of the student will be %  $(900/2600) = 34.61\%$  (or) 3.4 CGPA, Which falls under Fail Division.

**Important Note:** It is important to be noted while awarding CGPA that rounding option should not be exercised. For instance, a student has secured 1817. Then the percentage of marks will be %  $(1817/2600) = 69.88\%$  and CGPA will be 6.9, which falls under first class. It should be noted that 69.88 should not be rounded to 70.00% and the CGPA should not be 7.0.

**XXII. General Clause:**

It may be noted that besides the above specified rules and regulations all the other rules and regulations in force and applicable to semester system in Post-Graduate courses in college will be applicable as amended from time to time by the college. The students shall abide by all such Rules and Regulations.

**First year- First Semester**

Course Code	Title	Theory	Lab	Total	Internal Marks	External Marks	Total Marks	No. of credits
MB 111	Management and Organisational Behaviour	5	-	5	25	75	100	4
MB 112	Managerial Economics	5	-	5	25	75	100	4
MB 113	Financial Accounting and Analysis	5	-	5	25	75	100	4
MB 114	Marketing Management	5	-	5	25	75	100	4
MB 115	Statistics for Management	5	-	5	25	75	100	4
MB 116	Business Communication	5	-	5	25	75	100	4
MB 117	Information Technology and Applications for Business	4	-	4	25	50	75	3
MB 118	ITAB Lab		2	2		25	25	1
	<b>Total</b>	<b>34</b>	<b>2</b>	<b>36</b>	<b>175</b>	<b>525</b>	<b>700</b>	<b>28</b>

## First year -Second Semester

Course Code	Title	Theory	Lab	Total	Internal Marks	External Marks	Total Marks	No. of credits
MB 121	Human Resource Management	5	-	5	25	75	100	4
MB 122	Business Law	5	-	5	25	75	100	4
MB 123	Financial Management	5	-	5	25	75	100	4
MB 124	Research for Marketing Decisions	5	-	5	25	75	100	4
MB 125	Operations Research	5	-	5	25	75	100	4
MB 126	Operations Management	5	-	5	25	75	100	4
MB 127	Decision Support Systems	5	-	5	25	75	100	4
	Total	35		35	175	525	700	28

## Second year -First semester

Course Code	Title	Theory	Lab	Total	Internal Marks	External Marks	Total Marks	No. of credits
MB 211	Total Quality Management	5	-	5	25	75	100	4
MB 212	International Business	5	-	5	25	75	100	4
MB 213	Cost and Management Accounting	5	-	5	25	75	100	4
MB 214	Elective I (Major)	5	-	5	25	75	100	4
	Finance : Investment Management		-					
	HR: Compensation Management		-					
	Marketing: Product and Brand Management		-					
MB 215 & MB 216	Elective II( Minor)	5+5	-	10	25+25	75+75	100+100	4+4
	Finance: a) International Finance b) Financial Services and Systems HR: a) Organizational Development b)Leadership and Change							

	Management Marketing: a) Promotion and Distribution Management b) Agricultural and Rural Marketing							
	Total	30		30	150	450	600	24

## Second year -SecondSemester

Course Code	Title	Theory	Lab	Total	Internal Marks	External Marks	Total Marks	No. of credits
MB 221	Strategic Management	5	-	5	25	75	100	4
MB 222	Supply Chain Management	5	-	5	25	75	100	4
MB 223	Entrepreneurial Development	5	-	5	25	75	100	4
MB 224	Elective I: (Major)	5	-	5	25	75	100	4
	Finance: Financial Risk Management HR: Performance Management Marketing: Consumer Behaviour							
MB 225 & MB 226	Elective II: (Minor)	5+5	-	10	25+25	75+75	100+100	4+4
	Finance: a) Derivatives b) Banking and Insurance HR: a) Labour Laws and Employee Relations b) Talent and Knowledge Management Marketing: a) Services and Retail Marketing b) Customer Relationship Management							
	Total	30	-	30	150	450	600	24