



MBA PROGRAMME

RULES AND REGULATIONS

AND

SCHEME

FOR THE

TWO-YEAR (FOUR SEMESTERS) MBA PROGRAMME

CHOICE BASED CREDIT SYSTEM (CBCS)

Chaitanya Bharathi Institute of Technology (Autonomous)

Gandipet, Hyderabad – 500 075, Telangana, India

(with effect from 2016-17)



Chaitanya Bharathi Institute of Technology(A) Choice Based Credit System (CBCS)

The CBCS is applicable to the students who are admitted to MBA (Four Semesters) programme from the academic year 2016-2017. The preliminary definitions and nomenclature are furnished in the following table.

Sl. No	Key Words	Definition
1.	Programme	An educational programme leading to award of a Degree MBA.
2.	Admission Procedure	As prescribed by Government of Telangana
3.	Academic Year	Two consecutive (one odd + one even) semesters constitute one academic year.
4.	Semester	Each semester will consist of 15-17 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
5.	Course	Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/projectwork/seminars/Exams/viva/assignments/presentations/self-study etc. or a combination of some of these. The medium of instruction, examinations and project report will be in English
6.	Credit	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.
7.	CBCS	Choice Based Credit System (CBCS) provides choice for students to select from the prescribed courses.
8.	CBSS	Credit Based Semester System (CBSS), the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
9.	Letter Grade	It is an index of the performance of students in a said course. Grades are denoted by letters like O, A ⁺ , A, B ⁺ , B, C ⁺ , C, D, F etc.
10.	Grade Point	It is a numerical weight allotted to each letter grade on a 10-point scale.
11.	Credit Point	It is the product of grade point and number of credits for a course.
12.	SGPA	Semester Grade Point Average (SGPA), it is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
13.	CGPA	Cumulative Grade Point Average (CGPA), it is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
14.	Transcript or Grade Card or Certificate	Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (Course title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.



TYPES OF COURSES IN THE PROGRAMME

The Curriculum comprises of Core Courses and Elective Courses.

Core Course:

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme.

Elective Course:

Elective course is a course which can be chosen from a pool of papers and they may be:

- Supportive to the discipline of study/ Program Specific
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain/Inter discipline
- Nurturing student's proficiency/skill.

The student shall compulsorily deliver one seminar in II semester which will be evaluated. In the IV Semester, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be six (6). The project work is a part of the regular course work of the MBA programme in the IV semester.

Course Structure: The following table shows the course structure with the credit Weightage distribution.

SI No	Description	Credits	%	Syllabus Requirements
1.	Core Courses (Theory)	63	64	Compulsory
2.	Elective Courses(Theory)	24	24	
3.	Lab Courses ,Seminars, Mini Project, Project Seminar and Project	12	12	
Total		99	100	

EXAMINATION AND ASSESSMENT

In assessing the performance of the students in examinations, the approach is to award marks based on the examinations conducted at various stages (internal exam and end exam) in a semester. Converting of these marks to letter grades based on absolute and award the grades. As per the UGC recommendations, the following system will be implemented in awarding the grades and CGPA under the credit based semester system.

Letter Grades and Grade Points:

The absolute grading mechanism is followed in mapping the letter grades. The marks are converted to grades based on pre-determined class interval. As per the UGC recommendations a 10-point grading system with the following letter grades are followed. The same is furnished in the following table.



% of Marks	Grade points	Letter Grade	Grade description
95.00-100	9.5-10.0	O	Outstanding
85.00-94.99	8.5-9.49	A+	Excellent
75.00-84.99	7.5-8.49	A	Very good
65.00-74.99	6.5-7.49	B+	Good
60.00-64.99	6.0-6.49	B	Fair
55.00-59.99	5.5-5.99	C+	Above Average
50.00-54.99	5.0-5.49	C	Average
40.00-49.99	4.0-4.99	D	PASS
<40	0.00	F	Fail
----	0.00	Ab	Absent

A student obtaining Grade F shall be considered failed and will be required to reappear in the end examination.

Computation of SGPA and CGPA:

The computations of SGPA and CGPA are followed as per the UGC guidelines.

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

The **SGPA** and **CGPA** shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript/Grade Sheet (Format): Based on the above guidelines on Letter grades, Grade points and SGPA and CCPA, the institute issues the transcript/grade certificate for each semester and a consolidated transcript/grade certificate indicating the performance in all semesters.

CONTACT HOURS AND CREDITS

Course offered may have any one or combination of the following components:

- Lecture (L): Classroom sessions delivered by faculty in an interactive mode
- Practical (P): Practical/Project Work consisting of field work/case studies etc that equip students to acquire the required skill component.
- Seminar (S): Seminar to be given by the student.

The norms for course credits are as follows:

Lecture (L)/Tutorials (T): One (1) hour per week is assigned one (1) credit(C).

Practical (P): Two (2) hours session per week is assigned one (1) credit(C).

Seminar (S): Two (2) hours session per week is assigned one(1) credit(C).



For example, a theory course with a L-T-P schedule of 2-1-0 will be assigned three (3) credits.

L	T	P	C
2	1	0	3

A laboratory practical course with a L-T-P schedule of 0-1-2 will be assigned two (2) credits.

L	T	P	C
0	1	2	2

PLAN OF STUDY OF I-IV SEM OF MBA (CURRICULUM)

The plan of study from I-semester to IV-semester is furnished in the following tables.

I- SEMESTER

Course Code	Subject	No. of Hrs./Week		Marks for		Total Marks	Credits
		L	T/P/S	Internal Exam	End Exam		
16MB C101	Principles of Management	3	--	30	70	100	3
16MB C102	Managerial Economics	3	--	30	70	100	3
16MB C103	Financial Accounting and Analysis	3	--	30	70	100	3
16MB C104	Marketing Management	3	--	30	70	100	3
16MB C105	Statistics for Management	3	--	30	70	100	3
16MB C106	Business Communication	3	--	30	70	100	3
16MB C107	Business Law	3	--	30	70	100	3
16MB C108	Information Technology Applications for Business	3	--	30	70	100	3
16MB C109	IT Lab		2	15	35	50	1
16EG C103	Soft Skills Lab	--	2	15	35	50	1
Total		24	4	270	630	900	26

*L- Lecture, T/P/S: Tutorial/Practical/Seminar

II- SEMESTER

Course Code	Subject	No. of Hrs./Week		Marks for		Total Marks	Credits
		L	T/P/S	Internal Exam	End Exam		
16MB C110	Organisation Behaviour	3	--	30	70	100	3
16MB C111	Business Environment and Ethics	3	--	30	70	100	3
16MB C112	Human Resource Management	3	--	30	70	100	3
16MB C113	Financial Management	3	--	30	70	100	3
16MB C114	Business Research Methods	3	--	30	70	100	3
16MB C115	Operations Research	3	--	30	70	100	3
16MB C116	Operations Management	3	--	30	70	100	3
16MB C117	Business Analytics	3	--	30	70	100	3
16MB C118	Statistical Software Lab	--	2	15	35	50	1
16MB C119	Seminar	--	2	50	--	50	1
Total		24	4	305	595	900	26



III- SEMESTER

Course Code	Subject	No. of Hrs./Week		Marks for		Total Marks	Credits
		L	T/P/S	Internal Assessment	End Exam		
16MB C120	Management Accounting and control	3	--	30	70	100	3
16MB C121	International Business	3	--	30	70	100	3
16MB C122	Strategic Management	3	--	30	70	100	3
16MB E101to 110	*Elective-1						
	Subject-1	3	--	30	70	100	3
	Subject-2	3	--	30	70	100	3
	*Elective-2						
	Subject-1	3	--	30	70	100	3
	Subject-2	3	--	30	70	100	3
16MB C123	Project Proposal		2	50	--	50	1
Total		21	2	260	490	750	22

Note: *Elective: List of Electives (with subjects) are given in table III Semester Electives

IV- SEMESTER

Course Code	Subject	No. of Hrs./Week		Marks for		Total Marks	Credits
		L	T/P/S	Internal Assessment	End Exam		
16MB C124	Logistics and Supply Chain Management	3	--	30	70	100	3
16MB C125	Entrepreneurial Development	3	--	30	70	100	3
16MB E111to 119	*Elective-1						
	Subject-1	3	--	30	70	100	3
	Subject-2	3	--	30	70	100	3
	*Elective-2						
	Subject-1	3	--	30	70	100	3
	Subject-2	3	--	30	70	100	3
16MB C126	Comprehensive Viva	--	--	--	50	50	1
16MB C127	Project Work	--	6	50	100	150	6
Total		18	6	230	570	800	25

Note: *Elective: List of specializations are given in table IV Semester Specializations



III SEMESTER ELECTIVES

Elective	Code	Subjects	Remarks
Finance (F)	16MB E101	Investment Management	Student, who would like to choose OM or Systems as elective, should choose either OM or Systems.
	16MB E102	International Finance	
Human Resource (HR)	16MB E103	Performance and Compensation Management	
	16MB E104	Organizational Development and Change Management	
Marketing (M)	16MB E105	Product and Brand Management	
	16MB E106	Promotion and Distribution Management	
Operations Management (OM)	16MB E107	Total Quality Management	
	16MB E108	Technology Management	
Systems (SYS)	16MB E109	RDBMS	
	16MB E110	E-Business	

IV SEMESTER ELECTIVES

Elective	Code	Subjects	Remarks
Finance (F)	16MB E111	Financial Risk Management	Student, who would like to choose OM or Systems as elective, should choose either OM or Systems.
	16MB E112	Banking and Insurance	
Human Resource (HR)	16MB E113	Industrial Relations and Labour Laws	
	16MB E114	Talent and Knowledge Management	
Marketing (M)	16MB E115	Consumer Behaviour	
	16MB E116	Services and Retail Marketing	
Operations Management (OM)	16MB E117	Service Operations Management	
	16MB E118	*Enterprise Resource Planning (ERP)	
Systems (SYS)	16MB E119	Cloud Computing	

Note: * Enterprise Resource Planning (ERP): common subject for 'Operations Management' and 'Systems' Elective.

Student has a choice to choose a total of two electives among 'Marketing', 'Human Resource', 'Finance', and 'Operations Management' / 'Systems'. Each elective will have two (2) subjects/courses. The student, who prefers to choose OM or Systems, they must choose either OM or Systems. The Student who chooses electives in III-Semester should study the same electives in the IV- Semester. For example, student who chooses Finance (F) and Marketing (M) as Electives in III -Semester should study the same Electives in IV- semester (i.e. F and M).

The time-table is prepared with the following timings:

1 st Hour	2 nd Hour	3 rd Hour	Lunch	4 th Hour	5 th Hour	6 th Hour
09:40-10:40	10:40-11:40	11:40-12:40	12:40-13:20	13:20-14:20	14:20-15:20	15:20-16:20



Industrial Training / Internship

The students may undergo Industrial training/Internship during summer / winter vacation. The students may undergo Internship in organization during summer / winter vacation or during semester break. Internships shall not be considered for dropping any course or in process of award of degree. The student will be certified that he has done Internship.

Assessment Procedures for Awarding Marks

The distribution of marks which is based on internal assessment (Sessional) by concerned teacher and the Semester end examination shall be as follows:

Course (in terms of credits)	Sessional (Marks)	Semester end Examination (Marks)	Remarks	Duration of Semester End Examination
Three(3) Credits	30*	70**	Theory Course	3 Hours
One(1) Credit	15	35	IT Lab Course Statistical Software Lab Course Soft Skills Lab Course	2 Hours
One(1) Credit	50	---	Seminar	----
One(1) Credit	--	50	Comprehensive Viva	Viva
Six(6) Credits	50	100	Project Work	Project Work: Evaluation and Viva

* Out of 30 sessional marks, 10 marks are allotted for assignments (at least two assignments must be given, which covers the entire syllabus of that particular course/subject) and the remaining 20 marks are based on the average of two Internal exams (weightage for each test is 20 marks of one hour duration). The question paper for internal tests will be in two parts, Part-A and Part-B. Part A is compulsory and carries six (6) marks (3 short notes for 2 marks each). Part-B carries fourteen (14) marks (student has to answer two out of three questions), each carries 7 marks. The Internal exam shall be conducted as per the schedule prescribed by the College. In case a candidate fails to appear for the Internal exam, the exam will not be conducted again.

** The question paper will be in two parts, Part-A and Part-B. Part A is compulsory and covers the entire syllabus, and carries 20 marks (10 short bits, each 2 marks). Part-B carries 50 marks and covers all the units of the syllabus equally (student has to answer five out of seven questions, each carries 10 marks).

Minimum pass marks in the semester end **Examinations plus Sessional marks shall be 40%**. A course that has sessional marks but no external examination as per scheme is treated as Pass/Fail course for which pass marks are 40% of Sessionals.

Seminar:

A student shall deliver one seminar from the core subject in the II Semester with a weightage of 50 marks or one credit each. Out of these 50 marks, 20 marks shall be allotted for the write up of the topic of the seminar and 30 marks for the presentation. The seminars are expected to train the student in self study, collection of relevant matter



from the books and on-line resources, editing, document writing, typing and presentation. The student has to submit a hardcopy of the report in a standard format which is prescribed by the department.

Comprehensive Viva:

The objective of comprehensive viva is to judge the overall knowledge acquired by the student during MBA programme. Every student will be required to undergo comprehensive viva-voce at the end of IV semester of MBA. The comprehensive viva cover the subjects taught in all the semesters of MBA programme.

Project Work:

- i. Every student shall do the Project work under the supervision of a Faculty. Every student shall do an individual project. There is no provision for group projects.
- ii. The supervisor shall be assigned to the student by the concerned department during the II -semester to enable the student to plan and carry out the work during III and IV semesters
- iii. The project work is assigned six (6) credits and evaluated for 150 marks (fifty (50) Internal marks for sessional and hundred (100) marks for semester end exam) of which 50% marks are allotted for the dissertation and 50% for the presentation and Viva-Voce in Project.
- iv. The project work must be submitted by the student in the 13th week of the IV Semester.
- v. The dissertation must be typed and be limited to 70 to 100 pages of A4 size and in standard format which is prescribed by the department.
- vi. Project work shall be evaluated by an external and one internal examiner which is followed by presentation of work and Viva-Voce
- vii. The evaluation of the project shall be completed before the commencement of IV Semester Theory examinations

PROMOTION RULES

Rules of promotion are as under:

S.No.	Semester	Conditions to be fulfilled for Promotion
1.	From I -Semester to II- Semester	Undergone a Regular Course of Study of I-Semester.
2.	From II- Semester to III -Semester	Undergone a Regular Course of study of II -Semester and have earned 26 credits
3.	From III- Semester to IV- Semester	Undergone a Regular Course of study of III –Semester and have earned .

Note: Regular course of study means the student has to satisfy attendance rules as prescribed by the Institute.

Credit Requirements

Credit Requirement for the award of MBA degree is **99**.

RULES AND REGULATIONS OF ATTENDANCE

1. The Degree of MBA will be conferred on a candidate who has pursued a 'Regular Course of Study' for four semesters as hereinafter prescribed in the scheme of instruction and has earned the required credits.



2. i) A regular course of study for eligibility to appear at MBA Examination of any Semester shall mean putting in attendance of not less than 75% aggregate in lectures/theory, Practicals, Seminars etc. The cumulative monthly attendance in each course and the aggregate attendance shall be displayed on the notice board.
- ii) Attendance of N.C.C/N.S.S. 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.
- iii) 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 that semester and he/she shall have to enrol 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. **The student needs to pay the required tuition fee for that corresponding semester as per institute rules.**
- iv) The attendance shall be calculated on the aggregate of the courses/ subjects from the date of commencement of classes / date of readmission in case of detained candidates as per the almanac communicated by the Chaitanya Bharathi Institute of Technology (Autonomous).
- v) Candidates admitted to the first semester through an entrance test and do not have the requisite attendance but have not less than 40% attendance can seek readmission without once again appearing the admission process where the admissions are governed through an entrance test. Candidates of I-Semester, who do not have the minimum 40% attendance, would lose their seat.
3. 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.
4. The fee for condonation of attendance on medical grounds shall be Rs.500.00 payable through Demand Draft drawn in favor of the Principal, CBIT, Hyderabad.

ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the M.B.A., provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 8 semesters considered from the commencement of the first semester to which the candidate was admitted.

Successfully passed any additional courses prescribed by the institute whenever readmitted under regulation and no disciplinary action pending against the student.

The award of Degree must have been approved by the University.



Award of Division:

CGPA	Division
7.5 and above	First Class with Distinction
6.0 and less than 7.5	First division
5.0 and less than 6.0	Second division
4.0 and less than 5.0	Pass division

Award of Gold Medal:

A student securing highest CGPA in single attempt is eligible for award of Gold Medal in the course of study of M.B.A.

REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The institute may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council's approval.

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, Chaitanya Bharathi Institute of Technology (Autonomous) is final. As per the requirements of the Statutory Bodies, Principal, Chaitanya Bharathi Institute of Technology (Autonomous), shall be the Chairman of the College Academic Council.
