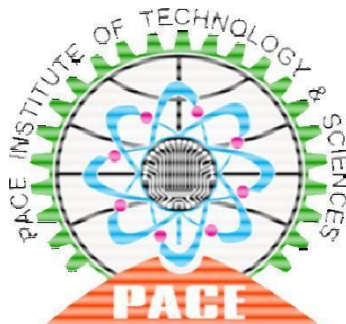


PACE INSTITUTE OF TECHNOLOGY & SCIENCES

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(AUTONOMOUS)

www.pace.ac.in



MASTER OF BUSINESS ADMINISTRATION

ACADEMIC REGULATIONS

AND

COURSE STRUCTURE & SYLLABUS

**(For the students admitted to
MBA Regular Two Years Programme from the Academic Year 2018-19)**



ACADEMIC REGULATIONS

**For the students admitted to
MBA Regular Two Years Programme from the Academic Year
2018-19**

ACADEMIC REGULATIONS R-18 FOR MBA (REGULAR)

(CHOICE BASED CREDIT SYSTEM)

Applicable for the students of MBA (Regular) from the Academic Year 2018-19

1. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into MBA programme shall be as per the guidelines issued by the Andhra Pradesh State Council of Higher Education (APSCHE) and/or by any other competent authority.

2. AWARD OF DEGREE

A student will be declared eligible for the award of MBA degree, if he/she fulfils the following academic requirements:

i. 2 Year MBA Programme:

The Student shall study a course for not less than two academic years and not more than four academic years.

The student shall register for 102 credits and secure all the 102 credits.

The students, who fail to fulfill all the academic requirements for the award of degree within four academic years from the year of their admission, shall forfeit their seat in MBA Programme.

No disciplinary action pending against the student by the time of the completion of his/her course. If any disciplinary action is pending against the student, he/she should not be awarded with the degree.

3. MEDIUM OF INSTRUCTION

The medium of instruction is English in all academic activities.

4. MINIMUM INSTRUCTION DAYS

The minimum instruction days for each Semester shall be 90.

5. CATEGORIZATION OF COURSES

The curriculum of each programme shall contain various courses indicated in the following categories to train the students for employment, higher learning, research and entrepreneurship.

- i. **Professional Core (PC):** These courses are the core courses that provide the requisite foundation in the chosen from specialization.

- ii. **Professional Elective (PE):** These courses are the elective courses opted by the students relevant to the chosen branch from programme that provides the requisite foundation in a specific area of specialization.

6. CREDIT ASSIGNMENT

Each course is assigned a certain number of credits based on the following criteria.

Contact hours per week			Credits
L	T	P	
1	0	0	1
0	1	0	1
0	0	2	1

7. SEMESTER-WISE DISTRIBUTION OF CREDITS

The entire course of study is for two academic years and is on semester pattern. The distribution of credits in each semester is as follows.

Semester	Credits
I	23
II	24
III	25
IV	30
Total	102

8. ASSESSMENT AND EVALUATION

The performance of a student in each course shall be evaluated based on Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) or only Continuous Internal Evaluation

S.No	Category of Course	Marks	
		CIE	SEE
1	Theory Courses	40	60
2	Laboratory Courses	40	60
3	Mini Project	100	-
4	Seminar	100	-
5	Project Work	Grade	

8.1 THEORY COURSES

8.1.1 Continuous Internal Evaluation (CIE):

Mid term Examinations (40 Marks):

There shall be two mid-term descriptive examinations of 120 minutes each. The mid-term examinations shall be conducted with syllabi from units I,II & first half of III for the first mid and second half of III, IV & V units for the second mid. In each theory course, the question paper for the mid-term descriptive examination consists of four questions. A student is required to answer all four questions for maximum 20 marks. Remaining 20 marks are allotted for Mini Report (10marks for preparation of Report and 10 marks for presentation in the class room) in the respective course.

CIE Computed is as follows: Finalized internal marks can be calculated with best of two mid term examination marks shall be considered for marks of 40.

8.1.2 Semester End Examinations (SEE)

The semester end examinations for theory courses will be conducted covering all the units for 60 Marks. The question paper consists of two parts. In Part-A, Comprising of 7 Essay type Questions taken 1 each from 5 units of the syllabus ,out of which 4 Questions are to be answered by the Students. Each Question Carries 12 Marks (**4 X 12=48 M**). (to test their Comprehensive understanding of the subject) and in Part-B Comprising of 1 **Case Study** which is Compulsory and can be taken from any unit of the syllabus (**1 X 12=12 M**) (to examine the student's ability to understand the problem and to conduct Situation

Analysis and Making Decision).Part-A and Part-B put together are given for 60 marks.

8.2 LABORATORY COURSES

8.2.1 Continuous Internal Evaluation (CIE)

The continuous internal evaluation for laboratory courses is based on the following parameters:

Parameter	Marks
Day-to-day Work	20
Internal Test	15
Viva Voce	05
Total	40

8.2.2 Semester End Examinations (SEE)

The performance of the student in laboratory courses shall be evaluated jointly by internal and external examiners for 3 hours duration as per the parameters indicated below:

Parameter	Marks
Procedure/Algorithm	10
Experimentation/Program Execution	15
Observations/Calculations/Testing	15
Result/Inference	10
Viva Voce	10
Total	60

8.3 SEMINAR

There shall be one seminar presentation during III Semester on any emerging topic of his/her choice from the core domain for credits of 2. For seminar, a student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the department in a duly-certified report form and shall mark an oral presentation before a Committee consisting of Head of the Department, Supervisor and two other senior faculty members of the department and CIE marks will finalize based on the following parameters:

Parameter	Marks
Seminar report	30
Innovation	20
Presentation	30
Viva Voce	20
Total	100

A student who fails to secure minimum 50% marks or abstains will be permitted to reappear in the subsequent semester(s). There shall be no semester end examination.

8.4 Mini Project (during II Semester): At the end of II Semester, every student shall submit the Mini Project in the form of a report and give a seminar before a committee to be evaluated for 100 marks. The Committee consists of the Head of the Department, the Supervisor of mini project and one faculty member from the department. There shall be no Semester End Examination. The student has to secure minimum 50% marks to be declared successful.

Parameter	Marks
Mini project Report	30
Innovation	25
Presentation	25
Viva Voce	20
Total	100

8.5 Project/Dissertation Work

Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.

- i. A Project Review Committee (PRC) shall be constituted with Head of the Department and two other senior faculty members.
- ii. Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement up to II Semester , both theory and practical.
- iii. Every candidate shall work on projects approved by the PRC.
- iv. A student has to undergo practical training for a period of 5 weeks in a Corporate Enterprise after II Semester/ Summer vacations in training period, the candidates should work on a

specific problem related to the project/elective subject. At the end of practical training, the student should submit a certificate obtained from the organization. The student should prepare a Project Report under the supervision of a guide from the Supervisor. However, the students who prepare Project Report in the area of systems can also work under the guidance of Supervisor.

- v. Three copies of the Project Thesis certified by the Supervisor shall be submitted to the Institute.
- vi. A candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work for approval. The student can initiate the project work, only after obtaining the approval from the Project Review Committee (PRC).

If a candidate wishes to change his/her supervisor or topic of the project, he/she can do so with the approval of the Project Review Committee (PRC). However, the Project Review Committee (PRC) shall examine whether or not change of topic/supervisor leads to a major change of his/her initial plans of project proposal. If yes, his/she date of registration for the project work starts from the date of change of Supervisor of topic as the case may be.

- vii. The thesis shall be adjudicated by an External Examiner approved by the Principal from a panel of 4 Examiners, eminent in the field, submitted by the Department.
- viii. If the report of the examiner is not favorable, the candidate shall revise and re-submit the Thesis in the time frame as decided by the PRC. If the report of the examiner is unfavorable again, the Thesis shall be summarily rejected. The candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the PRC.
- ix. If the report of the examiner is favorable, Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner who adjusted the Thesis. The board shall jointly report the candidate's work as one of the following:

- A: Excellent
- B: Good
- C: Satisfactory
- D: Unsatisfactory

The Head of the Department shall coordinate and make arrangements for the conduct of Viva Voce examination.

If the candidate fails to secure Grade A/Grade B/ Grade C in project Viva-Voce, the candidate shall retake the Viva Voce examination only after three months. If he/she fails to get a Grade A/Grade B/ Grade C report at the second Viva-Voce examination, the candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the PRC.

9. ATTENDANCE REQUIREMENTS

- i. A student is eligible to write the Semester End Examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
- ii. 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 on medical grounds.
- iii. A stipulated fee shall be payable towards condonation of shortage of attendance.
- iv. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- v. Shortage of Attendance below 65% in aggregate shall not be condoned.
- vi. A student who is short of attendance in semester may seek re-admission into that semester when offered within one week from the date of the commencement of class work.
- vii. Students whose shortage of attendance is not condoned in any semester are not eligible to write their Semester End Examination of that class.

10. MINIMUM ACADEMIC REQUIREMENTS

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.09.

- a. A student shall be deemed to have satisfied the minimum academic requirements if he/she has earned the credits allotted to each course and secures not less than a minimum 40% of marks exclusively at the Semester End Examination. However, the student should secure minimum 50% of marks in both CIE and SEE put together to be eligible for passing the course.
- b. A student shall be promoted from II Semester to III Semester if he/she fulfills the minimum attendance requirement.
- c. The Students who fail to earn 102 credits as indicated in the course structure within four academic years from the year of admission, shall forfeit their seat in MBA programme and admission stands cancelled.

11. PROCEDURES FOR SEMESTER END EXAMINATIONS

- i. **Supplementary examinations:** There shall be supplementary examinations along with regular semester end examinations for a student to reappear in the course(s) failed or not attempted.
- ii. **Recounting:** A student, who wishes to verify the total marks obtained by him/her in any theory course in SEE can apply for recounting in response to the notification along with the prescribed fee. The outcome of the recounting gets reflected in the results sheet and grade card.
- iii. **Revaluation:** A student who wishes to apply for revaluation of a theory course in SEE can submit an application along with the prescribed fee as per the notification issued.
 - a. If the variation in marks of the first valuation and revaluation is $\leq 15\%$ of the total marks, then the better of the two evaluations shall be considered as final marks.
 - b. If the variation of marks between the first valuation and revaluation is $>15\%$ of the total marks, there shall be a third evaluation by another examiner. The average marks of two nearer evaluations shall be taken into consideration. In case of any fractional value of marks, it can be rounded off to the next integer value.

- c. If a student secures a higher grade in the revaluation, that grade will be declared as the final grade. Otherwise, the original grade will remain valid.

12. AWARD OF LETTER GRADES

A letter grade and grade points shall be awarded to a student in each course based on his/her performance as per the 10-point grading system given below.

Marks (Max:100)	Letter Grade	Grade Point	Level
≥ 90	O	10	Outstanding
80 to <90	S	9	Excellent
70 to <80	A	8	Very Good
60 to <70	B	7	Good
50 to <60	C	6	Pass
<50	D	0	Fail
--	Ab	0	Absent

Marks (Max:100)	Letter Grade	Grade Point	Level
≥ 50	SA	-	Satisfactory
< 50	US	-	Unsatisfactory
--	Ab	-	Absent

- a. A student who secures “D” grade in any course shall be considered “Failed” and is required to reappear as “Supplementary student” in SEE, as and when offered. In such cases, his/her CIE marks in those courses will remain same as obtained earlier.
- b. A student, who is absent from any examination shall be treated as “Failed”.
- c. In general, a student shall not be permitted to repeat any course (s) for the sake of “Grade improvement” or “SGPA/CGPA improvement”.

13. COMPUTATION OF SGPA & CGPA

a. Semester Grade Point Average (SGPA)

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is the ratio of sum of the product of the number of credits and the grade points scored by a

student in all the courses to the sum of the number of credits of all the courses.

$$\text{SGPA (S}_i\text{)} = \Sigma (\text{C}_i \times \text{G}_i) / \Sigma \text{C}_i$$

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.

b. Cumulative Grade Point Average (CGPA)

The CGPA is a measure of the overall cumulative performance of a student. The CGPA is calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme.

$$\text{CGPA} = \Sigma (\text{C}_i \times \text{S}_i) / \Sigma \text{C}_i$$

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

- c. The SGPA and CGPA are rounded off to 2 decimal points and reported in grade cards.

14. AWARD OF CLASS

A student who satisfies the minimum requirements prescribed for the completion of a programme is eligible for the award of MBA degree and he/she shall be placed in one of the following four classes on a 10 point scale.

Class Awarded	CGPA to be secured	From the CGPA secured from 102 Credits
First Class with Distinction	≥ 7.75 with no subject failures	
First Class	≥ 6.75 with subject failures	
Second Class	≥ 5.75 to < 6.75	
Pass Class	> 5.0 to < 5.75	

15. DISCIPLINE

- a. A student is required to observe discipline and decorum both inside and outside the college and not to indulge in any activity that may tarnish the prestige of the college. The head of the institution shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the college about the disciplinary action taken. In case of any serious disciplinary action, which leads to suspension or dismissal, a committee shall be constituted by head of the institution for taking final decision.
- b. Those students who indulge in examination related malpractices shall be punished as per the scale of punishment notified in Annexure-I.
- c. Those students involved in the illegal acts of ragging shall be punished as per the provisions of Act 26, 1997 of Govt. of Andhra Pradesh (Annexure-II).

16. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may revise, amend or change the regulations, curriculum, syllabus and scheme of examinations from time to time subject to decisions/recommendations of Board of Studies and the College Academic Council.

17. WITHHOLDING OF RESULTS

If a student fails to clear dues, if any, payable to the institution or any case of indiscipline is pending against him, the result of the student will be withheld, and also the award of his/her degree is withheld in such cases.

18. TRANSITORY REGULATIONS

- a. A student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those students who have already passed the courses in the earlier semester(s) he/she is originally admitted into and substitute courses are offered in place of them as approved by the Board of Studies.

- b. In general, after transition, there will be a fitment formula approved by the competent authority in order to balance course composition and the number of credits.
- c. Students admitted by transfer from other institutions shall follow transitory regulations with suitable fitment formulae approved by the competent authority.
- d. A student who is seeking readmission shall apply in the prescribed format within one week after the commencement of the class work. However, the readmission of a student shall be approved by the competent authority.

19. COURSE CODE

The Course Codes will be given by the departments concern to the subject. Each course code contains 8 characters. The 8 characters for each subject will be filled as per the following description.

1	2	3	4	5	6	7	8	9
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1 Character : Institute Name as ‘**P**’

2 Character : Post Graduation Name as ‘**P**’

3,4 Characters: Year of Commencement of Regulations as ‘**18**’

5,6 Characters: Programme Category such as ‘**MB**’

7 Character: Mode of Subject Learning and Evaluation such
as **T** for Theory Courses

L for Laboratory Courses

S for Seminar

P for Project

M for Mini Project

E for Professional Elective Courses

8,9 Characters: Serial number of the course taught by the department in
that Semester such 01, 02, 03,..... etc

20. GENERAL

Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.

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

In case of any doubt or ambiguity in the interpretation of the above rules, decision of the competent authority is final and binding.

The college may change or amend academic regulations or syllabi at any time subject to approval of the competent authority and the changes or amendments made shall be applicable to all students with effect from the dates notified.

21. STATUTORY DECLARATION

In case the regulations do not specify application of an appropriate rule in a unique case, the decision of the competent authority of the college shall be final.

ANNEXURE-I

MALPRACTICE RULES

DISCIPLINARY ACTION FOR MALPRACTICE/IMPROPER CONDUCT IN EXAMINATIONS

S.No	Nature of Malpractices/Improper Conduct	Punishment
1 (a)	If a student possesses or tries to Access any paper, notebook, 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)	If a student 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.	If a student is found to have 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. 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 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. The candidate is also debarred for two consecutive semesters from class work and all Semester End 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.	If a student smuggles inside the exam hall an Answer book or additional sheet or takes out or Arranges to send out the question paper 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. The candidate is also debarred for two consecutive semesters from class work and all Semester End Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If a student 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 the subject.
6.	If a student refuses to obey the orders of the Chief Superintendent/Controller of Examinations / 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.	Such a student(s) 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. 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.	If a student 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. The candidate is also debarred for two consecutive semesters from class work and Semester End Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat .
8.	If a student is in 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. 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. 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.	If a student 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.	If 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 examinations.
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 to award suitable punishment	

Malpractices identified by squad or special invigilators

Punishments to the candidates as per the above guidelines.

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.