

MASTER OF BUSINESS ADMINISTRATION (M.B.A)

(Affiliated Colleges)

REVISED REGULATIONS

(For Regular Students Studying in Affiliated Colleges / Institutes of S.V.University, Tirupati)

(To come into effect from the academic year 2009-10)

1. GENERAL INFORMATION

(i) Program – Course

- The program consists of a number of courses
- A course is a paper of the program
- A course may involve, Lectures / tutorials / Lab work / Seminar / Case Studies / Group discussion / Role playing / project / practical training
- A course length is usually 15 lecture weeks
- Each course is given a code

(ii) Classification of courses:

The various courses offered to students are of two types:

(a) Core Course:

Core courses are those, knowledge of which is essential for students registered. These courses are mandatory.

(b) Elective Courses:

An elective allows students to gain knowledge in areas where the concerned subject has applications.

(iii) Semesters: An academic year is constituted into two semesters.

Odd semesters are conducted from August to December, with fifteen lecture weeks. Even semesters are conducted from January to April with fifteen lecture weeks.

No preparatory holidays for semester-end examinations. Next semester starts immediately after the end of previous semester end examinations. Semester-end examinations are conducted every working day without gap between two examinations.

2. Eligibility for admission into Two Year Degree of Master of Business Administration (M.B.A)

The candidates seeking admission into the MBA Programme should have Passed the Bachelor Degree Examination of a minimum of Three Years duration of this University or an examination recognized by this University as equivalent thereto and besides to have passed in the prescribed entrance examination, and fulfil any other conditions as in vogue for admission into the M.B.A Degree programme.

3. For passing the MBA Degree examination, the candidate has to fulfill the conditions

Prescribed hereunder:

a) The candidate has to undergo a course of study in the affiliated College/ institutes Extending over a period of two academic years, each academic year consisting of two semesters .

b) The First Year comprises of two semesters and each semester contains eight common courses. The Second Year also has two semesters and each semester contains five common courses and three electives. Details of course structure and evaluation, are given in Annexure – I

c) At the end of fourth semester a comprehensive viva- voce examination will be conducted on the courses covered in MBA programme by a panel of examiners. The panel consists of a minimum of one internal examiner from the Department of Management Studies, Sri Venkateswara University and one external examiner. The Viva-Voce examination carries a maximum of 100 marks. In case of failure of the candidate in the Viva-voce examination, he / she has to reappear along with the regular candidates when the Viva- voce examination is held for the concerned semester.

d) As a part of second semester-end examinations there shall be Communication and Computer Lab examination covering the courses on communication and computers. The examination shall be conducted by a panel of examiners, consisting of at least two faculties, a faculty drawn from the Dept. of Management Studies of the University and an external faculty. This lab examination carries a maximum of 100 Marks. In case of failure of the candidate in the lab examination, he / she shall appear for the computer lab examination along with the regular candidates when the lab examination is conducted.

4. Industrial Training and Project Work:

(i) Each student must undergo internship in any one of the reputed corporate industrial establishments for a period, not less than eight weeks but not more than 10 weeks in between II and III semesters.

(ii) Each candidate shall do the project work under the supervision of a faculty guide allotted to him/her. In the corporation where the candidate undertakes project work, he/she must have a supervising guide to look after the progress of his/her works in the company. He/she must maintain a diary during his/her stay in the company which will be submitted to the Head of the Department.

(iii) The candidate must give joining report in the organization by producing a letter issued by the Head of the Department. On completion of the training, the candidate must get relieving certificate and a certificate for bonafide work, which are to be submitted to the Head of the Department.

(iv) The internship envisages submission of dissertation (Code No. 304 of III semester) which carries a maximum of 100 marks including 30 marks for sessionals. The dissertation shall be valued for 70 marks by an internal examiner and an external examiner separately. During the III semester, the candidate has to present one seminar on his/her topic for evaluation by the faculty.

5. Medium of instruction in English Only.

6. Scheme of Examination:

There shall be four semester-end examinations spread over two academic years. Each course carries a maximum of 100 marks including 30 marks for sessionals. Duration of the semester-end examination is 3 hours for each paper of 70 marks and two hours for each paper of 30 marks. The sessional marks will be assigned on the basis of tests, quizzes, seminars, carry home assignments, etc., by the concerned teacher. The Question paper structure for University Examination is given in Annexure – II.

7. Attendance:

7.1 Regular course of study, in a semester, means a minimum average attendance of 75% in all the papers computed by totaling the number of periods of lectures, tutorials, practical and project as the case may be, held in every

paper as the denominator and the total number of periods attended by the student in all papers, as the numerator.

7.2 However, a student has to put in a minimum attendance of 50% in each subject, in addition to the condition laid down in clause 7.1.

7.3 No consideration whatsoever in attendance will be shown to any student for late admission due to any reason.

7.4 Condonation of shortage of attendance may be recommended provided a student puts in at least 62.5% attendance, in all the papers put together as calculated in clause 7.1 above, along with a minimum of 50% attendance in each subject as stated in clause 7.2, and provided the Principal is satisfied with the reason for shortage of attendance.

7.5 A student who could not satisfy these requirements of attendance as given in clauses above, in any semester, shall have to repeat that semester.

7.6 A certificate of satisfactory attendance must be submitted by the student from the organization where he/she undertakes Project Work.

7.7 Further, a student is required to complete the course of study satisfying the attendance requirements in all the four Semesters, within a period of first Eight Semesters from the time of admission, failing which he/she shall forfeit his /her seat.

7.8 A student, who has satisfied the minimum attendance requirements in any semester, may repeat that semester after obtaining written permission from the Principal and canceling the previous record of attendance and sessional marks of that semester. However, this facility may be availed by any student not more than twice during the entire course of study and the entire course of study shall be within the first Eight Semesters as stipulated in clause 7.7.

8. Promotion:

A candidate who has put in the required minimum attendance as stipulated in Clause No.7 and has registered for the semester-end University examination by paying the required examination fee is eligible for promotion to next semester. There shall be no detention of failed candidates or candidates who are absent for the semester-end University examination.

9. Evaluation:

There shall be both Internal and External evaluation for the semester-end examinations, including Project Report.

10. Qualifying Marks for Pass

i) A candidate appearing for the first time for the Examinations of any semester, shall register for the examinations of all courses of that Semester. A candidate shall be declared to have passed the whole or a part of the whole examination if he/she secures not less than 40% of marks in each theory paper/practical/project report in Semester-end University Examination and not less than 40% marks in Internal Assessment and Semester-end Examination put together.

ii) To pass, the candidate has to obtain a minimum of 40 marks out of 100 marks in VIVA-VOCE examination/ Communication and Computer Lab examination.

A candidate who fails to get pass marks for the Project report should submit the revised report along with the next batch of students.

11. Classification of successful candidates:

The classification will be on the basis of the total marks obtained by the candidate in all the semesters put together and will be classified as follows:

i) A candidate who secures 60% and above of total (aggregate) marks will be placed in FIRST CLASS.

ii) A candidate who secures 50% and above but less than 60% of total (aggregate) marks will be placed in SECOND CLASS.

iii) A candidate who secures 40% of marks or above but less than 50% of total (aggregate) will be placed in THIRD CLASS.

12. Award of Ranks:

Candidates who passed the examinations of all the Four Semesters for the degree at the first appearance in all Four Semesters shall be ranked in order of merit. The candidates who have taken supplementary examinations shall also be eligible for classification but they shall not be considered for the award of rank. Ranks shall be awarded for the top three students or 10% of the total strength of the students appeared for the Four Semester end examinations.

13. Supplementary Examination:

There shall be no supplementary examinations. The failed candidate shall appear again for the examinations along with the regular candidates of next batch as per the syllabus and regulations in vague. The candidates shall complete all the examinations within five years after joining MBA programme. No examination shall be conducted for the candidates after five years.

14. Improvement:

The candidates are permitted to improve their marks/class by taking Semester-end examinations in one or more papers as per the existing regulations and syllabi. Once a candidate had appeared for examinations for improvement of marks/class, the marks/class in the earlier examinations of the respective course(s) shall automatically get cancelled.

Note: The candidates shall be permitted to improve their marks within a period of four years from the date of admission into First Semester.

15. Transitory Provision:

a). For candidates who studied the M.B.A. Degree Course under previous regulations and syllabus, and who could not pass some or all the courses (papers) shall be permitted to take examinations under old regulations and syllabus for three more times after the last regular examinations of the concerned subject (s).

b) Candidates who satisfied the minimum attendance requirements in any semester under Old Regulations, but who are yet to pass some papers even after three chances as stated in 14.(a), shall appear for the equivalent papers under Revised Regulations, as specified by the Chairman of the Board of Studies.

16. The university shall have the right to amend or modify or revise any of the above regulations whenever necessary.