



**RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMME -
2-YEAR MBA DEGREE PROGRAMME (PRR-14)
(Applicable from the academic year 2014 -15)**

1. INTRODUCTION:

- 1.1 The provisions contained in these regulations given the conditions for imparting course of instructions, conducting examinations and evaluation of students performance leading to 2-year MBA degree programme to be offered by Kakatiya Institute of Technology & Science, Warangal and awarded by Kakatiya University, Warangal.
- 1.2 These regulations shall be called the "*Kakatiya Institute of Technology & Science, Warangal (KITSW) regulations for the award of 2-year MBA Degree Programme*" by Kakatiya University, Warangal.
- 1.3 They shall come into effect from the date of getting approval from the Academic Council of the Kakatiya Institute of Technology & Science, Warangal.
- 1.4 They shall be applicable for all students enrolling for 2-year MBA degree programme at the Kakatiya Institute of Technology & Science, Warangal from the academic year 2014-15.

2. DEFINITIONS:

- 2.1 "*MBA*" means Master of Master of Business Administration, a Post-Graduate Degree awarded by Kakatiya University, Warangal.
- 2.2 "*University*" means Kakatiya University, Warangal.
- 2.3 "*Institute*" means Kakatiya Institute of Technology & Science, Warangal.
- 2.4 "*UGC*" means University Grants Commission, New Delhi.
- 2.5 "*AICTE*" means All India Council for Technical Education, New Delhi.
- 2.6 "*MHRD*" means Ministry of Human Resource & Development, Govt. of India, New Delhi.
- 2.7 "*TSCHE*" means Telangana State Council for Higher Education, Govt. of Telangana, Hyderabad.
- 2.8 "*GB*" means Governing Body of the Institute.
- 2.9 "*AC*" means Administrative Committee of the Institute
- 2.10 "*FC*" means Finance Committee of the Institute
- 2.11 "*Council*" means Academic Council of the Institute
- 2.12 "*Principal*" means Principal of the Institute
- 2.13 "*Dean*" means Dean of specific affairs of the Institute
- 2.14 "*HoD*" means Head of the Department of specific programme offered by the Institute.
- 2.15 "*BoS*" means Board of Studies of the Department of Management of a specific programme offered by the Institute.
- 2.16 "*CoE*" means Controller of Examinations of the Institute.

3. POST GRADUATE PROGRAMMES:

- 3.1 The Institute shall offer the MBA (Master of Business Administration)
- 3.2 The provisions of these regulations shall also be applicable to any new postgraduate programmes that are introduced from time to time with approval from appropriate bodies such as MHRD / AICTE / UGC, etc.

4. ADMISSION:

- 4.1 Candidates possessing a Bachelor Degree in any discipline (Excluding BFA & BOI) with 40% aggregate marks and qualified in ICET Exam are eligible for admission to MBA Programme subject to rules and regulations of the Institute from time to time.
- 4.2 The Admissions shall be made in accordance with the rules and guidelines issued by TSCHE

5. ACADEMIC YEAR:

- 5.1 Each academic year is divided into two semesters (odd and even), each of 15 weeks including two Mid Semester Examinations. Academic session of the first semester will be decided based on counseling schedule declared by the TSCHE / Convener, ICET.
- 5.2 The Institute shall announce the schedule for all the academic activities for both the semesters (odd & even semesters) well before the commencement of the academic year and take all the necessary steps to follow them scrupulously.
- 5.3 The academic activities in a semester normally include registration, course work, Continuous Internal Evaluation (CIE), End Semester Examination (ESE) and declaration of results.

6. REGISTRATION:

- 6.1 All the students are required to register in person at the beginning of each academic year on the dates specified in the academic calendar / almanac.
- 6.2 The sole responsibility for registration rests with the student concerned.
- 6.3 Registration of students will be centrally organized by the Academic Section of the Institute.
- 6.4 The Registration procedure involves:
 - a) Filling of the prescribed registration form
 - b) Payment of fees and clearance of outstanding dues (if any).
 - c) Submitting undertaking (undertaking for regular attendance, discipline and against ragging) along with the parents.
- 6.5 If for any compelling reasons like illness, etc., a student is unable to register on the announced day of registration, he/she can register within 12 working days from the beginning of the academic year on payment of an additional late fee as prescribed by the Institute.
- 6.6 **No late registration shall be permitted after 12th working day** from the scheduled date of commencement of class work for that academic year.
- 6.7 Only those students will be permitted to register who have
 - a) cleared all institute and hostel dues of previous semesters.
 - b) paid all required prescribed fees for the current academic year.
 - c) not been debarred / detained from registering for a specified period on disciplinary or any other grounds.
 - d) cleared the minimum academic requirement as detailed in Regulation No. 14.

7. CURRICULUM

- 7.1 The duration of the programme leading to 2-year MBA degree will be 4 semesters (2 academic years).
- 7.2 The curricula for 2-year MBA degree programme with specializations as proposed by the department concerned and recommended by its BoS shall have the approval of the Academic Council.
- 7.3 The curricula to be followed for the MBA programme is as specified and approved by the BoS of the department concerned.
- 7.4 The courses offered would have a *Lecture - Tutorial - Practical (L-T-P)* component to indicate contact hours/ periods. Separate laboratory (practical) course may exist (**0-0-P**) in certain cases as decided.
- 7.5 The academic programmes of the Institute shall follow the credit system.

- 7.6 Each course shall have an integer number of credits (C), which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

$$\text{Number of credits of a course, } C = L + (T+P)/2$$

- Where L, T, P represent the No. of Lecture, Tutorial and Practical hours /periods per week.
- The fraction to be rounded off to next integer value.

- 7.7 **Course Code:** Each course offered in the Postgraduate (MBA) curriculum at this institute shall be listed by using a total of 8 digits, as follows:

Ex: **P14MB101**

1. The first letter, to represent the Post Graduate Programme
Ex. P for Postgraduate Course
2. The next two numerals, to represent the year in which the syllabus is proposed / revised.
Ex. 14 for the year 2014 from which syllabus is applicable for the batches admitted from academic year 2014-15.
3. The next two letters, to represent the post graduate specialization offered.
Ex. MB for Master of Business Administration.
4. The last three numerals, to represent the course number and semester in which it is being offered.

Ex. XYZ; X - Semester number ; YZ - Course number

101 represents course number 01 offered in first semester

In general, a **course code "P14MB101"** represents a **Postgraduate Course number-01 offered for the batches admitted from the year 2014 in MBA Course in first semester.**

- 7.8 The syllabus of each course in the MBA curriculum shall be divided into **five units**.

8. ATTENDANCE:

- 8.1 All the students are normally required to have full (100%) attendance.
- 8.2 However, the attendance in no case shall be less than 75% of the total classes held in all the courses offered in a semester for that academic year.
- 8.3 Students having attendance less than 75% in aggregate will be detained and are not allowed to appear for the end semester examination of that semester.
- 8.4 All such students who are detained have to repeat the entire semester when it is offered.

9. CONDUCT AND DISCIPLINE:

- 9.1 All students shall be required to conduct themselves in a manner befitting the reputation of the institution, within and outside the premises of the Institute; and are expected to complete their studies without any break.
- 9.2 As per the order of Hon'ble Supreme Court of India, ragging in any form is strictly banned. Involvement of a student in ragging will be considered as a gross indiscipline and may lead to his / her expulsion from the Institute.
- 9.3 Detailed rules regarding the conduct and discipline (code of conduct) are given in Appendix - I.

10 EVALUATION PROCEDURE:

- 10.1 The evaluation of students in a course for all 2-year MBA programme (4 semesters) is a continuous process and is based on their performance in different examinations as mentioned below:
 - a) Sessional, involving **Continuous Internal Evaluation (CIE)** conducted all through the semester which includes **Mid-Semester Exams (MSE)** and **Teachers Assessment (TA)** through assignments.

- b) Terminal, often designated as **End Semester Examination (ESE)** which includes a written examination for theory courses, practical, comprehensive viva-voce, dissertation examination with built-in oral part for laboratory / comprehensive viva-voce / dissertation courses.
- 10.2 A student's performance in a course (subject) shall be judged by taking into account the result of Continuous Internal Evaluation (CIE) and End Semester Examination (ESE) together.
- 10.3 Continuous Internal Evaluation (CIE) and End Semester Examination (ESE) shall have 40:60 weightage.
i.e. Continuous Internal Evaluation (CIE) carrying 40% weightage and End Semester Examination (ESE) carrying 60% weightage.

10.4 **Continuous Internal Evaluation (CIE) for Theory courses:**

10.4.1 *The Continuous Internal Evaluation (CIE) throughout the semester shall consist of Teachers Assessment (TA) and Mid Semester Examination (MSE).*

10.4.2 *For assigning marks in Teachers Assessment (TA), performance in assignments is to be considered. Teacher shall give at least 2 assignments per each unit of syllabus covering the entire contents of that unit.*

10.4.3 *There shall be two mid semester examinations (MSE-I and MSE-II) of two hour duration for each course.*

The average of the marks scored in MSE-I and MSE-II will be considered for evaluation under MSE. Hence, it is mandatory for the student to take both the mid semester examinations.

10.4.4 *The distribution given to each component of Continuous Internal Evaluation (CIE) for a theory course is given below:*

S. No.	Particulars	Weightage
1.	Teacher's Assessment (TA) (Assignments)	15%
2.	Mid Semester Examination (MSE) (MSE-I & MSE-II)	25%
Total Weightage::		40%

10.4.5 The marks obtained by the students in Mid Semester Examination (MSE) must be submitted to the Controller of Examination (CoE) by the teachers within 10 days from the date of conduct of the examination.

10.4.6 The dates for Mid Semester Examination (MSE) and End Semester Examination (ESE) will be declared by the CoE in consultation with the Dean, Academic Affairs.

10.5 **End Semester Examination (ESE) for Theory Course:**

There shall be an End Semester Examination (ESE) at the end of each semester for three hour duration for each course.

10.6 **Continuous Internal Evaluation (CIE) for Practical (Laboratory) Course:**

10.6.1 Continuous Internal Evaluation (CIE) for practical course shall carry 40% Weightage.

10.6.2 The Continuous Internal Evaluation (CIE) throughout the semester shall consist of the following:

Assessment	Weightage
Regular Experimentation / Job work	10%
Regular submission of record	10%
Quiz / Skill Test at the end of semester	10%
Viva-voce at the end of semester	10%
Total Weightage	40%

10.7 **End Semester Examination (ESE) for Practical (Laboratory) Course:**

10.7.1 There shall be an End Semester Examination (ESE) at the end of each semester for three hour duration for each practical course.

10.7.2 The End Semester Examination (ESE) for practical course shall carry 60% Weightage.

10.7.3 The marks distribution at End Semester Examination (ESE) shall be as follows:

Assessment	Weightage
Procedure / Experimentation / Tabulation / Result, as applicable ...	40%
Viva-voce	20%
Total Weightage	60%

10.8 The **Department Post Graduate Review Committee (DPGRC)** shall be constituted with HoD as a Chairman, MBA Coordinator as a Convener and Three to five other faculty members representing various specializations in that particular programme as members.

10.9 **Evaluation for Seminar :**

10.9.1 There shall be only Continuous Internal Evaluation (CIE) for Seminar, which includes Report Submission & Presentation

10.9.2 A teacher will be allotted to a student for guiding in

(i) selection of topic

(ii) report writing

(iii) presentation (PPT) before the DPGRC

10.10 **Evaluation for Comprehensive Viva-voce :**

There shall be only external oral examination for Comprehensive Viva-voce on a pre-notified date. The oral examination shall cover the entire content of courses covered in First and Second Semesters.

10.11 **Evaluation for Industrial Training/Project Work:**

10.11.1 A Student has to undergo practical training for a period of 06 weeks in a Corporate Enterprise during the first summer vacation. During the training period, the candidates should work on a specific problem related to the management and working of the organization. At the end of practical training, the student should obtain a certificate for receiving the training from the organization.

10.11.2. The student should prepare a Project Report under the supervision of a guide from the faculty of Management of the institute.

10.12 **Continuous Internal Evaluation (CIE) for Dissertation/ Project Report:**

10.12.1 **Dissertation/Project Report** shall be normally conducted in two stages, spread over two sequential semesters i.e. third and fourth semester.

10.12.2 **Registration Seminar** shall be arranged within four weeks after completion of the Industrial Training and Seminar in the 3rd semester. The Registration Seminar shall include a brief report and presentation focusing the identified topic, literature review, time schedule indicating the main tasks, and expected outcome.

10.12.3 **Progress Seminar-I:** At the end of first stage (third semester), student shall be required to submit a preliminary report of work done for evaluation to the project coordinator and present the same before the DPGRC. The Continuous Internal Evaluation (CIE) for the third semester is as follows:

Assessment	Weightage
Dissertation/Project Report Supervisor Assessment	50%
DPGRC Assessment	50%
Total Weightage:	100%

10.12.4 **Progress Seminar-II** shall be arranged during the 6th week of IV semester.

10.12.5 **Progress Seminar-III** shall be arranged during the 15th week of IV semester.

10.12.6 **Synopsis Seminar** shall be arranged two weeks before the final thesis submission date. The student shall submit a synopsis report covering all the details of the works carried out duly signed by the Dissertation/Project Supervisor.

10.12.7 At the end of second stage (fourth semester), student shall be required to submit two bound copies, one being for the department and other for the Dissertation/Project Report Supervisor. The Dissertation/Project report shall be evaluated by the DPGRC and external examination shall be conducted on a pre-notified date.

The Dissertation evaluation for the fourth semester is as follows:

Assessment	Weightage
Dissertation/Project Supervisor Assessment	20%
DPGRC Assessment	20%
ESE (Presentation & Viva-voce)	60%
Total Weightage:	100%

11 MINIMUM REQUIREMENT FOR PASSING A COURSE

- 11.1 **Theory Course:** A student is deemed to have passed in a theory course, if he / she secures
- 35 percent of marks assigned to End Semester Examination (ESE) and
 - 35 percent of marks assigned to the Mid Semester Examination (MSE) and End Semester Examination (ESE) of the course taken together.
- 11.2 The average of the marks scored in both Mid Semester Examination (MSE) (as per the Regulation No. 10.4.4) will be considered for the evaluation under Mid Semester Examination (MSE).
- 11.3 **Laboratory Course:** A student is deemed to have passed in a laboratory course, if he / she secures
- 35 percent of marks assigned to End Semester Examination (ESE) and
 - 35 percent of marks assigned to the Teachers Assessment (TA) and End Semester Examination (ESE) of the laboratory course taken together.

12 GRADING SYSTEM

- 12.1 At the end of the semester a student is awarded a letter grade in each of his / her courses taking into account his / her performance in Continuous Internal Evaluation (CIE) and End Semester Examination (ESE).
- 12.2 The typical grades and their numerical equivalents on 10-point scale (called Grade Points) are as follows:

Performance	Letter Grade	Grade Points (G_i)
Superior	S	10
Excellent	A	9
Very Good	B	8
Good	C	7
Average	D	6
Pass	P	4
Fail	F	0

- 12.3 F-Grade is a Fail Grade. The course in which the student has earned F-Grade will be termed as backlog Course.
- 12.4 In addition, there shall be a transitional M-grade. M-Grade for "Debarred" due to malpractice / indiscipline during examination.
- 12.5 The Institute shall follow absolute grading system. The grades will be awarded as under:

Grade	Percentage Score (X)
S	$X \geq 90$
A	$80 \leq X < 90$
B	$70 \leq X < 80$
C	$60 \leq X < 70$
D	$45 \leq X < 60$
P	$35 \leq X < 45$
F	$X < 35$

- 12.6 For arriving at a grade obtained by a student in a particular course (subject), initially numeric marks obtained by the student out of 100 are to be determined. Once a numeric mark is obtained, the same is to be converted to a letter grade following the guidelines given in 12.5.
- 12.7 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where 'n' is the no. of courses (subjects) offered for the semester, 'C_i' is the credits allotted to a particular course, 'G_i' is the grade-points carried by the letter corresponding to the grade awarded to the student for the course as illustrated in 12.2.

- 12.8 The SGPA would indicate the performance of the student in the semester to which it refers. SGPA will be rounded off to the second place of decimal and recorded as such.
- 12.9 Starting from the second semester, at the end of each semester, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where 'm' is the total number of courses (subjects) the student has been offered from the first semester onwards upto and including the present semester, 'C_i' and 'G_i' are as explained in 12.7.

- 12.10 The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers. CGPA will be rounded off to the second place of decimal and recorded as such.
- 12.11 SGPA and CGPA are calculated in consideration of only credits cleared, i.e. F-grade credits are not included for calculation.

13 SUPPLEMENTARY EXAMINATIONS

- 13.1 End Semester Examination (ESE) for each semester shall be conducted once in an academic year.
- 13.2 A student who obtained the F-grade in a course (theory or practical) can appear in a subsequent End Semester Examination (ESE) in the same course as supplementary candidate.
- 13.3 However the marks secured in Continuous Internal Evaluation (CIE) by the student in that course during the semester study shall remain unaltered.
- 13.4 The students those who have passed in the supplementary examination will be awarded grade with "*" marked on the courses passed in the supplementary.
- 13.5 Any candidate appearing for ESE in any course, after 2 years from his admission, shall be governed by the syllabus in force.

14 CONDITIONS FOR PROMOTION

- 14.1 A student shall have to satisfy the attendance requirements for the semester (as per the regulation No. 8) for promotion to the next higher semester.

15 GRADUATION REQUIREMENT

- 15.1 A student shall be declared to be eligible for award of the MBA degree, if he / she has registered and completed all the courses with a minimum P-grade scored in every course
- 15.2 Normally a student should complete all the requirements consecutively in 4 semesters (2 academic years) for the award of MBA degree. However, the students who fail to fulfill all the requirements for the award of MBA degree within a period of 8 consecutive semesters (4 academic years from the registration in 1st semester) shall forfeit his / her enrolment to the program.

15.3 CGPA to Percentage (%) and Class Conversion is as follows:

S.No.	Division	Eligibility Criteria
1	First Division with Distinction	a) Student should secure CGPA ≥ 8.0 . b) Student should pass all the courses along with the batch of students admitted with him / her within 8 consecutive semesters. c) The failed candidate in any course shall not be awarded Distinction.
2	First Division	Student should secure CGPA, which is $6.5 \leq \text{CGPA} < 8.0$ within the time frame of the programme i.e. 8 semesters.
3	Second Division	Student should secure CGPA, which is $5.0 \leq \text{CGPA} < 6.5$ within the time frame of the programme i.e. 8 semesters.
4.	Pass Division	Student should secure CGPA, which is $4.0 \leq \text{CGPA} < 5.0$ within the time frame of the programme i.e. 8 semesters.

15.4 The University will award the post-graduate degrees to the students who are evaluated and recommended by the Institute.

16 MALPRACTICE IN EXAMINATION

16.1 Malpractice in examination is an illegal activity and is prohibited.

16.2 Mobile phones are strictly prohibited in the examination hall.

16.3 Exchange of question paper and material like pen, pencil, sharpener, eraser, scale, calculator, etc., during examination is strictly prohibited.

16.4 Malpractice in examination is viewed very seriously. Malpractice includes oral communication between candidates, possessing forbidden material, mobile phones (switched off/on) etc.

16.5 Any malpractice or engaging in any improper conduct and violation of the examination code by the student during examinations is liable for the punishment as given below:

S. No	Nature of Malpractice	S. No	Punishment
1.	Taking help from others, consulting and or helping other examinees during the examination period inside the examination hall or outside it, with or without their consent or helping other candidates to receive help from anyone else.	a)	Cancelling the examination of the paper in which he / she indulged in malpractices.
2	If the examinee attempts to disclose his / her identity to the valuer by writing his / her Hall-Ticket Number at a place other than the place prescribed for it or any coded message including his / her name or addressing the valuer in any manner in the answer book.		Cancelling the examination of the paper in which he / she indulged in malpractices.
3.	Candidate is found in possession of forbidden material; relevant or not relevant <u>but not used</u> .	b)	Cancellation of the result of all examinations taken or proposed to be taken during that session. However, he/she shall be promoted to next semester/year as per the promotion rules in vogue.
4.	Destroying the material found in his / her possession or acting in any other manner with a view to destroying evidence.	c)	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the Institute for a period of one year. The student will be eligible to

			appear for the next corresponding semester / year examination in the succeeding academic year.
5.	Smuggling main answer book / additional answer book / question paper / matter in to or out of the examination hall & Conspiring to interchange Hall Ticket Numbers.		-do-
6.	Candidate is found in possession of forbidden material, relevant or not relevant <u>but used</u> .		-do-
7.	In case of (i) impersonation, (ii) misbehavior with the invigilators/any person related to examination work, (iii) insertion of written sheets in different hand writing in the main/additional answer book, and (iv) creation of disturbance in and around the examination hall during or before the examination.	d)	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission in to or continuation in any course of the Institute for a period of two years. Further, the candidate shall not be allowed to appear for any examination during the period of punishment.

17 ROLL NUMBERS ALLOTMENT

The Roll Number given to the student shall have a total 8 digits as follows:

Ex: **M14MB007**

1. The first letter, to represent Masters (MBA) degree programme.
Ex: **M** for Masters programme
2. The next two numerical, to represent the year in which the student admitted into I semester.
Ex: **14** for 2014
3. The next two letters, to represent the concerned specialization to which the student belongs.
Ex: **MB** for Master of Business Administration.
4. The last three numerical, to represent the three digit roll number of the student.
In general, a **student with roll number "M14MB007"** represents a **MBA Student admitted in the year 2014 bearing a roll number of 007.**

18 AMENDMENTS

Notwithstanding anything contained in this manual, the Academic Council of the Institute reserves the right to modify / amend the curricula, requirements and rules & regulations pertaining to its postgraduate programmes, without any notice.