



**CBIT - SCHOOL OF MANAGEMENT STUDIES**

*Nurturing Leadership Capabilities*

**MBA PROGRAMME**

**Academic Rules**

(With effect from Academic Year 2020-2021)

**Chaitanya Bharathi Institute of Technology (A)**

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## CBIT-School of Management Studies

### I. Preliminary Definitions and Nomenclature

These Rules are applicable to the Students who are admitted to MBA (Four Semesters) Programme from the Academic year 2020-2021. 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 and AICTE
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/ Project work/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.	Letter Grade	It is an index of the performance of Students in a said course. Grades are denoted by letters like S, A, B, C, D, E, F.
8.	Grade Point	It is a numerical weight allotted to each letter grade on a 10-point scale.
9.	Credit Point	It is the product of Grade point and number of Credits for a Course.
10.	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.
11.	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.
12.	Grade Sheet	Based on the Grades earned, a grade sheet shall be issued to all the registered students after every Semester. The Grade sheet will display the Course details (Course title, number of Credits, Grade secured) along with SGPA of that Semester and CGPA earned till that semester.

## II. Course Structure and types of Courses in the Programme

The Curriculum comprises of Core Courses, Open Elective Course, Elective Courses, Internship and Project Work.

### Core Course:

Core Courses provide a foundation in the fundamental practices of Business and broad Management Skills essential to succeed in Career. These Courses are mandatory Courses Students must study to meet the requirements to complete the Program.

### Elective Course:

Elective course is a Course that Students choose to take as part of the Programme of study. Students are required to choose two electives from a pool of courses in the listed 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 students Proficiency/Skill.

### Open Elective Course:

Open Electives are the mechanism which allows Students to pursue what interest them. The Students shall be given an option to choose one (1) among three (3) courses given under each Open elective during I and II semesters.

### Skill Development Course (Personality Development and Career Guidance):

Skill Development Course is a course which is mandatory and they may be

- Supportive to improve their Managerial Skills.
- Providing an extended scope of employability.
- Nurturing students Soft Skills.

The following table shows the Course structure with the Credit weightage distribution.

SI No	Description	Credits
1.	Core Courses (Theory and Lab)	60
2.	Elective Courses (Theory)	32
3.	Open Electives (Theory)	8
4.	Internship	2
5.	Project work and Comprehensive Viva Voce I and II	8
6.	Skill Development Course (Mandatory)	2
	<b>Total</b>	<b>112</b>

## III. CONTACT HOURS AND CREDITS

Course offered may have anyone or combination of the following components:

1. Lecture (L): Classroom sessions delivered by faculty in an interactive mode.
2. Practical (P): Practical/Project Work consisting of field work/case studies etc. that equip Students to acquire the required skill component.

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 per week is assigned one (1) Credit (C).

For example, a theory Course with a L-T-P schedule of 3-1-0 will be assigned four (4) Credits.

L	T	P	C
3	1	0	4

A laboratory practical Course with a L-T-P schedule of 0-0-2 will be assigned one (1) Credit.

L	T	P	C
0	0	2	1

#### IV. PLAN OF STUDY OF I-IV SEM OF MBA PROGRAMME (CURRICULUM)

##### Orientation Program

Orientation Program is designed for Freshers at the Commencement of the MBA Programme to navigate them through the Campus Culture, Ethical and Human Value Practices, Environment, Infrastructure, Academic Scope, Learning Resources, Activities that they can engage themselves; Social, Co and Extra Curricular and other Personality Development Schedules, that would during the period of the Program enable them to efficiently utilize the Opportunities and equip themselves with needed Skills in every Area of Management to address the future Challenges in their Careers.

The Orientation encompasses but not limited to the following activities:

S.No.	Activities during the Orientation Program
1.	Autonomous system - Academic Rules, Curriculum, Code of conduct
2.	Learning Resources
3.	Extension Activities
4.	Managerial Skills for Effectiveness
5.	Co-Curricular and Extra-Curricular
6.	Business Games
7.	Mentoring, Human Values and Professional Ethics

The following tables show the plan of study from I-semester to IV-semester.

##### I SEMESTER

S.No	Course Code	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	20MBC101	Management and Organization Behaviour	4	-	3	40	60	4
2.	20MBC102	Managerial Economics	4	-	3	40	60	4
3.	20MBC103	Financial Accounting for Management	4	-	3	40	60	4
4.	20MBC104	Marketing Management	4	-	3	40	60	4
5.	20MBC105	Statistics for Management	4	-	3	40	60	4
6.	20MBC106	Digital Technology	3	-	3	40	60	3
7.	20MBC107	Business Communication Lab	-	4	3	50	50	2
8.	20MBC108	Statistics Lab	-	2	3	50	50	1
9.		<b>Open Elective</b>	4	-	3	40	60	4
	20MBO101	Business Environment						
	20MBO102	Corporate Social Responsibility						
	20MBO103	Business Law and Ethics						
			<b>27</b>	<b>6</b>	<b>-</b>	<b>380</b>	<b>520</b>	<b>30</b>

L: Lecture T: Tutorial P: Practical CIE- Continuous Internal Evaluation SEE- Semester End Examination

**II SEMESTER**

S.No.	COURSE CORE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	20MBC201	Human Resource Management	4	-	3	40	60	4
2.	20MBC202	Financial Management	4	-	3	40	60	4
3.	20MBC203	Business Research Methods	4	-	3	40	60	4
4.	20MBC204	Operations Research	4	-	3	40	60	4
5.	20MBC205	Operations Management	4	-	3	40	60	4
6.	20MBC206	Business Analytics	3	-	3	40	60	3
7.	20MBC207	Logistics and Supply Chain Management	3	-	3	40	60	3
8.	20MBC208	Comprehensive Viva Voce- I	-	-	-	-	100	2
9.	20MBSD201	Personality Development and Career Guidance	-	4	3	50	50	2
10.		<b>Open Elective</b>	4	-	3	40	60	4
	20MBO201	E-Business						
	20MBO202	Banking Management						
	20MBO203	Customer Relationship Management						
			<b>30</b>	<b>4</b>		<b>370</b>	<b>630</b>	<b>34</b>

Note: III semester Electives are given in the separate table

[FE- First Elective, SE- Second Elective]

**III Semester**

S.No.	COURSE CODE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	20MBC301	Strategic Management	4	--	3	40	60	4
2.	20MBC302	Internship	-	-	-	100	-	2
3.	20MBE301 to 20MBE310	FE 1	4	--	3	40	60	4
4.		FE-2	4	--	3	40	60	4
6.		SE-1	4	--	3	40	60	4
7.		SE-2	4	--	3	40	60	4
			<b>20</b>	<b>-</b>		<b>250</b>	<b>300</b>	<b>22</b>

**Elective Courses**

Student has a choice to choose two Electives from the given list of electives consisting of Marketing, Human Resource, Finance, and Business Analytics/Supply Chain Management.

Note: Student can choose either Business Analytics or Logistics and Supply Chain Management.

**Elective wise Course Titles in III Semester**

Elective	Course Code	Course Title
Finance (F)	20MBE301	Investment Management
	20MBE302	Financial Markets and Services
Human Resource (HR)	20MBE303	Performance and Compensation Management
	20MBE304	Training and Development
Marketing (M)	20MBE305	Product and Brand Management
	20MBE306	Integrated Marketing Communications and Digital Marketing
Business Analytics (BA)	20MBE307	Business Data Mining
	20MBE308	Python Programming
Supply Chain Management (SCM)	20MBE309	Transport Management
	20MBE310	Distribution and Warehouse Management

**IV SEMESTER**

S.No.	COURSE CODE	Title of the Course	Scheme of Instruction		Scheme of Examination			Credits
			Hours per week		Duration of SEE in Hours	Maximum Marks		
			L/T	P		CIE	SEE	
1.	20MBC401	Entrepreneurship Development	4	--	3	40	60	4
2.	20MBC402	Project Work	--	8	--	100	100	4
3.	20MBC403	Comprehensive Viva Voce- II	-	-	-	-	100	2
3	20MBE401 to 20MBE410	FE-3	4	-	3	40	60	4
4		FE-4	4	-	3	40	60	4
6		SE-3	4	--	3	40	60	4
7		SE-4	4	--	3	40	60	4
			<b>20</b>	<b>8</b>	<b>15</b>	<b>250</b>	<b>400</b>	<b>26</b>

Note: IV semester Electives are given in the separate table

**V. List of Course Titles in each Elective**

Elective	Course Code	Course Title
Finance (F)	20MBE401	Financial Risk Management
	20MBE402	Project Appraisal and Financing
Human Resource (HR)	20MBE403	Industrial Relations and Labour Laws
	20MBE404	Strategic Human Resource Management
Marketing (M)	20MBE405	Consumer Behaviour
	20MBE406	Services and Retail Marketing
Business Analytics (BA)	20MBE407	Machine Learning and Artificial Intelligence
	20MBE408	Cloud Computing
Supply Chain Management (SCM)	20MBE409	E-Commerce Logistics
	20MBE410	International Logistics

The time-table is prepared with the following timings:

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

## **V. COMPREHENSIVE VIVA VOCE**

Comprehensive Viva Voce is intended to assess the Student's understanding of various Subjects he/she studied during the MBA Course of Study. Every Student shall be required to undergo Comprehensive Viva Voce-I at the end of II Semester and Comprehensive Viva Voce-II at the end of IV semester of MBA. The Comprehensive Viva Voce-I shall be conducted on I and II Semester courses and Comprehensive Viva Voce-II shall be conducted on III and IV Semester courses of the MBA Programme. Evaluation Committee is constituted as per norms of the Institute/Department and evaluates the Student performance for maximum marks of 50 in each Viva Voce.

## **VI. CAREER GUIDANCE**

Career guidance encompasses information, guidance and counselling services to assist Students in making educational training and occupational choice. Career Guidance cell provides guidance to Students on Higher studies, Possibilities, Courses etc. It helps the Students realize their potential by identifying their own Strengths and Weaknesses and choosing their Career to the best of their Abilities. It encourages the Students to develop their Skills, adapt to the changes and prepare themselves to take up the responsibilities and face the challenges in the Career which they choose. It also conducts lectures by experts from Industry, Academics and Government. The cell also initiates Programmes on Personality Development, develops Communication Skills, conducts Mock interviews and Group Discussions and also prepare them to take up examinations for further studies.

## **VII. INTERNSHIP**

The Curriculum includes the Internship for Students of six weeks' duration during summer vacation (at the end/after II Sem). The internship experience will augment outcome based learning process and inculcate various attributes in a Student. Internships are educational and career development opportunities providing practical experience in a field or discipline.

The Students shall undertake the Internship during the summer vacation continuously for six weeks of duration in any Industry/ organization after seeking due approval from the Head of the Department. The award of credits for the Internship during summer shall be evidenced in the III Semester Grade Sheet. The detailed procedure is furnished in the **Annexure-I**.

[**Note:** Doing Internship in Summer Vacation is mandatory. In addition to Internship in Summer Vacation, Students may do another Internship to any number of Weeks utilising Holidays and Sundays without losing his Academic Attendance to gain real-world experience that enables them to put what they have learned into action].

## **VIII. PROJECT WORK**

The Students are required to do Project work in any area of Management under the guidance of Internal Faculty member assigned to the student. The Project work consists of choosing a Topic/Problem/Theme in any area of Management, collect data, analyze and interpret the same in a systematic method.

- i. Every Student shall do individual Project work under the supervision of a Faculty.
- ii. The supervisor shall be assigned to the Student by the 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 four (4) Credits and evaluated for 200 marks [fifty (100) Continuous Internal Evaluation and hundred (100) marks for Semester End Examination].
- iv. The Project work must be submitted by the student in the 13<sup>th</sup> 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. The evaluation of the Project shall be completed before the commencement of Semester End Examinations (Theory) of IV Semester.

The assessment procedure of Project Work is given in **Annexure-II**.

### **IX. EXAMINATION, ASSESSMENT AND LETTER GRADES/GRADE POINTS**

In assessing the performance of the Students in examinations, the approach is to award marks based on the examinations conducted at various stages (CIE and SEE) in a Semester. As per the UGC recommendations, the following system will be implemented in awarding the grades and CGPA.

#### **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 tables for Theory courses and Laboratory.

#### **For Theory courses**

<b>Academic Performance</b>	<b>Letter grade</b>	<b>Grade points</b>
90% ≤ Marks ≤ 100%	S	10
80% ≤ Marks < 90%	A	9
70% ≤ Marks < 80%	B	8
60% ≤ Marks < 70%	C	7
50% ≤ Marks < 60%	D	6
40% ≤ Marks < 50%	E	5
0% ≤ Marks < 40%	F	0

A Student obtaining Grade F shall be considered failed and will be required to reappear the examination. For non-credit course 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. For the non-credit Courses, the Students must have secured 'Satisfactory' for the award of degree along with other requirements.

### **X.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<sub>i</sub>** is the number of credits of the **i<sup>th</sup>** course and **G<sub>i</sub>** is the grade point scored by the student in the **i<sup>th</sup>** 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<sub>i</sub>** is the SGPA of the **i<sup>th</sup>** semester and **C<sub>i</sub>** 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.

#### XI. ASSESSMENT PROCEDURE FOR AWARDING MARKS

The distribution of marks which is based on continuous internal assessment by concerned teacher and the Semester End Examination shall be as follows:

Course	Credits	CIE	SEE	Duration of Semester End Examination
Theory Course	Four (4)	40*	60**	3 Hours
Lab Course	One (1) Two (2)	50 50	50 50	2 Hours
Internship during Summer Vacation	Two (2)	100	-	-
Comprehensive Viva-Voce	Two (2)	-	100	
Project Work	Four (4)	100	100	-

#### \*CIE: Continuous Internal Evaluation (Max. Marks: 40)

S.No	Assessment Tool	No. of Tests	Description	Max. Marks	Remarks
1.	Internal Tests	2	Average of two tests, each of 20 marks	20	
2.	a) Case Studies/Book Review/Relevant Industry visit & Report/ Course end project/ Open ended problem	1	Evaluation as per the assessment rubrics (minimum 2 reviews)	10	Assessment methods either (a) or (b) can be opted as per the scope
	b) Assignments(should be from BL4 and BL5)	2	Average of two assignments, each of 10 marks		
3.	Slip Tests	3	Three slip tests and average of the best two slip tests	5	
4.	Attendance	5	5 marks >=85% 4 marks >=80% 3 marks >=75% 2 marks >=70% 1 marks >=65%	5	
	<b>Total Marks</b>			<b>40</b>	

**\*\*Semester End Examination (SEE) (Max. Marks: 60)**

The question paper shall be in two parts: Part-A and Part-B. Part-A is for five (5)\* questions and is compulsory, covers the entire syllabus and carries 15 marks. Part-B consists of five questions, one question from each unit with internal choice and carries 45 marks and covers all the units of the syllabus. Student has to answer five questions.

[\*Every question in Part-A may have sub-division]

**Note:** A course that has CIE (sessional marks) but no semester end examination as per scheme is treated as Pass/Fail for which pass marks are 50% of CIE.

If he/she fails, then he/she has to re-register the course in the consequent semesters whenever it is offered.

Minimum pass marks for theory course is 40% of total marks i.e., CIE plus semester end examinations where as for the lab course/project is 50%.

For non-credit courses also the minimum pass mark is 40% and the students who secures more than are equal to 40% of maximum mark, then the student will be awarded with 'Satisfactory' otherwise they will be awarded with 'Not-satisfactory'. The students must have secured with 'Satisfactory' in these non-credit courses for the award of degree.

**XII. PROMOTION RULES**

Rules of promotion are as under:

S.No.	Semester	Conditions to be fulfilled for Promotion
1.	From I -Semester to II- Semester	<ul style="list-style-type: none"> <li>i. Regular Course of Study of I-Semester</li> <li>ii. Student must secure at least 40% of Maximum Marks of CIE of I Semester.</li> </ul>
2.	From II- Semester to III -Semester	<ul style="list-style-type: none"> <li>i. Regular Course of study of II -Semester</li> <li>ii. Student must secure at least 40% of Maximum Marks of CIE of II Semester.</li> <li>iii. Student must have earned at least 32 credits of I and II semester</li> </ul>
3.	From III- Semester to IV- Semester	<ul style="list-style-type: none"> <li>i. Regular Course of Study of III-Semester.</li> <li>ii. Student must secure at least 40% of Maximum Marks of CIE of III Semester.</li> </ul>

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

**XIII. CREDIT REQUIREMENTS**

Credit Requirement for the award of MBA degree is 112.

#### XIV. 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 herein after 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, Practical, Seminars etc.  
  
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 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. **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 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 Director 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 Director 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 study.
4. The fee for condonation of attendance on medical grounds shall be Rs.2000.00.

## **XV. REAPPEARING/READMISSION/READMISSION/REVALUATION/PHYSICAL VERIFICATION OF ANSWER SCRIPTS**

Supplementary Semester End examination shall be conducted for I and III semester Theory / Lab courses, whereas Supplementary Semester End Examination shall not be conducted for II and IV Semester theory/ Lab courses/Comprehensive Viva-Voce I & II.

If a Student is prevented from writing End Semester examination due to lack of attendance, the Student must take re-admission of that semester (by paying appropriate tuition fee as prescribed by the institute) when offered next and must attend the classes and fulfill the attendance requirements.

A Student can apply for revaluation of the Student's Semester Examination answer paper in a Theory course, notified by the Institute, on payment of a prescribed fee along with prescribed application.

After the declaration of results, the interested Student(s) can go through/evidence their Semester End Theory examination answer scripts (by paying the prescribed fee) physically on issuing of the notification by the respective authorities.

If a student is detained due to non-earning of required Credit(s), such Student(s) are eligible for re-admission after earning the required number of Credits only. Further, if any Student is detained due to non-earning of required Credit(s) and wants to repeat the Semester class work, such Students are eligible for re-admission in the odd semesters only, such Students are required to pay tuition fee as per the Institute Rules.

## **XVI. 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.

**XVII. AWARD OF DIVISION**

<b>CGPA</b>	<b>DIVISION</b>
7.5 and above	First Class with distinction
6.5 and less than 7.5	First Class
5.0 and less than 6. 5	Second Class
4.0 and less than 5.0	Pass
Less than 4.0	Fail

Candidates are eligible for the award of Distinction with I Class with a CGPA of 7.0 and above if and only if the Student clears all the subjects in all Semesters in single attempt.

**XVIII. 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.

**XIX. 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.**

**ANNEXURE-I****Internship**

**Internship is compulsory for all the Students for the award of MBA degree and the guidelines for earning two (2 credits) by the student are furnished below:**

**Guidelines:**

Procedure for granting permission to the student to carryout Internship by the Student, continuously for six (6) weeks duration from an organization during the summer vacation:

1. The Student needs to approach the Head of the Department with a request to carry out Internship, with the details of the Industry/Organization and the Department allocates one of the Faculty members as Guide.
2. The Guide visits the Industry/Organization and discuss with CEO/Director/HR/ Concerned person of that Industry/Organization on the following points:
  - Duration of the Internship
  - Nature of work to be carried out by the Student
  - Facilities to be extended to the student in the Industry
  - Requesting the industry Personnel to assign a guide or an in-charge to monitor the Student's work in the Industry
  - Number of work hours to be spent by the Student
  - Preparation of the documentation/report by the Student
  - To apprise the Industry Personnel that the Internship carries a weightage of two (2) Credits
3. If the Department recommends then the Student is permitted to carry out Internship in that particular Industry/Organization, continuously for Six (6) weeks during the summer vacation.
4. Recommendation Letter/Email from Department/Career Guidance Cell (CGC) of the college should go to industry to provide internship opportunity for the Student(s).
5. A copy of the confirmation given by the Industry shall be maintained with the CDC, Department and the Student.
6. Students on joining Internship at the concerned Industry/Organization, submit the Joining Report/Letter/Email.
7. Students undergo Internship at the concerned Industry/Organization. The candidate should regularly submit his/her progress report to their respective Faculty guide. In-between Guide/Panel evaluate(s) the performance of Students at the mid of Internship and at the end of Internship period in consultation with Guide/Concerned person in the Industry.
8. Students will submit Internship report after completion of Internship.

**Internship Report:**

After completion of Internship, the Student should prepare a comprehensive report to indicate what he/she has observed and learnt in the internship period. One hour slot will be allocated in the III Semester to develop the document under the guidance of Faculty Guide. The Internship report should be signed by the Internship Supervisor (from Industry), Faculty Guide, and Head of

the Department. The Internship report will be evaluated on the basis of following criteria:

1. Originality
2. Adequacy and purposeful write-up
3. Organization, format, charts/images/diagrams/models, language, style etc.
4. Variety and relevance of learning experience.
5. Practical applications, relationships with basic theory and concepts taught in the Course.

#### **Monitoring and Evaluation of Internship:**

The Internship of the Students will be evaluation in three stages:

1. Evaluation by Industry
2. Evaluation by Faculty Guide
3. Evaluation through Seminar Presentation/Viva-voce at the Institute.

#### **Evaluation by Industry:**

The Industry will evaluate the Students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary, skill test etc. for 30 marks.

#### **Evaluation by Faculty Guide:**

Two midterm evaluations shall be done by the Faculty Guide. One evaluation at the end of third (3<sup>rd</sup>) week of Internship and another at the end of 5<sup>th</sup> Week of Internship are to be carried out by the Faculty Guide. The midterm evaluation will be based on the work carried out by the Student in Industry/Organisation and also Attendance record, daily diary etc. For awarding marks for midterm evaluations the guide has to coordinate with the guide from industry. The midterm evaluations are to be carried out for a maximum of 30 marks.

#### **Evaluation through Seminar Presentation/Viva-Voce at the Institute:**

The student will give a seminar based on his Internship report, before an expert committee/panel constituted by the concerned department as per norms of the Institute. Committee examines the Students work and performance and the Marks (Maximum 40 marks) are to be awarded.

The evaluation will be based on the following criteria:

1. Quality of content presented (8 Marks)
2. Proper planning for presentation (8 Marks)
3. Effectiveness of presentation (8 Marks)
4. Depth of knowledge and skills (8 Marks)
5. Outcome of Internship (Publication, presentation in conference, project proposal etc.) (8 Marks)

Seminar presentation will enable sharing knowledge and experience amongst students and Faculty and build communication skills and confidence in Students.

The Department sends the performance of the Student to the Controller of Examinations (CoE) for awarding Grade/Grade points towards earning of two (2) Credits by the Student for Internship.

## ANNEXURE-II

### Project Work

#### Assessment procedure for earning four (4) credits:

Two mid-term evaluations, one at the end of III Semester and another at the end of the IV Semester (before submission of hard copy in the department). The midterm evaluation will be based on oral presentations by the student and a documentary evidence of the work carried out by the student. The midterm evaluations are to be carried out for a maximum of 100 marks.

The student has to submit a hard copy of the Project report in a standard format which is prescribed by the department. Finally, the committee constituted by the department as per norms of Department/Institute evaluates the performance of the Student for a maximum of hundred (100) marks.

- The Student has to deliver Power- point presentation before the committee on the work which is carried out by the student during Project Work. Committee examines the student's Project work and the marks (Maximum 100 Marks) are to be awarded on the following aspects.

Power Point Presentation:	30 Marks
Hard copy of the Report:	50 Marks
Viva-Voce:	20 Marks

The Department submits the performance of the student to the CoE for awarding Grade/Grade points towards earning four (4) credits by the student for Project Work.

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