CBIT - SCHOOL OF MANAGEMENT STUDIES

Nurturing Leadership Capabilities

MBA PROGRAMME

Academic Rules

(With effect from Academic Year 2026-2027)

Chaitanya Bharathi Institute of Technology (A)
Chaitanya Bharathi (P.O), Kokapet, Gandipet
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VISION

To establish an institutional culture for management education, research, entrepreneurship, and innovation to achieve sustainable impact on society

MISSION

M1: Impart quality management education through innovative, experiential, and technology-enabled teaching-learning practices.

M2: Promote research, innovation, and industry collaboration to generate knowledge and solve real-world business problems.

M3: Develop ethical, socially responsible, and sustainability-oriented managerial leaders.

M4: Foster entrepreneurship, leadership, digital competence, and lifelong learning to succeed in dynamic global business environments.

Program Educational Objectives

PEO	PEO Statements
PEO 1	Graduates will demonstrate managerial and analytical competencies to solve complex business and organizational problems.
PEO 2	Graduates will demonstrate leadership, teamwork, communication, and decision-making abilities in diverse business environments.
PEO 3	Graduates will engage in research, innovation, entrepreneurship, and continuous professional development.
PEO 4	Graduates will demonstrate ethical values, social responsibility, and sustainability orientation in managerial practice.

Program Outcomes

PO	PO Statements
PO 1	Apply knowledge of management theories and practices to solve business problems.
PO 2	Foster Analytical and Critical thinking abilities for data-based decision making.
PO 3	Ability to develop Value based Leadership ability.
PO 4	Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
PO 5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

Program Specific Outcome (PSO)

PSO	PSO Statements
PSO 1	Demonstrate functional expertise in marketing, finance, human resources, business analytics, and entrepreneurship to address managerial challenges.
PSO 2	Apply data-driven managerial tools, digital platforms, and emerging technologies for strategic business decisions.

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 2026-2027. 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 etc.
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:

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.

Sl No	Description	Credits
1.	Core Courses (Theory and Lab)	57
2.	Elective Courses (Theory)	24
3.	Open Electives (Theory)	6
4.	Internship	2
5.	Project work	7
6.	Skill Development Course (Mandatory)	2
7.	Holistic Development & Student Engagement	4
	Total	**102**

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. Tutorial (T): Classes which allow discussion of lecture content and assignments, clears the doubts of the students and helps them understand the subject better.
3. 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 and Ethics

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

SEMESTER – I

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	
THEORY									
1	26MBC101	Management and Organization Behaviour	3	1	-	3	40	60	4
2	26MBC102	Financial Accounting for Managers	3	1	-	3	40	60	4
3	26MBC103	Marketing Management	3	1	-	3	40	60	4
4	26MBC104	Research Methodology and Statistical Analysis	3	1	-	3	40	60	4
5	26MBC105	Managerial Economics	3	1	-	3	40	60	4
6	26MBC106	Data Analysis Lab	-	-	4	3	50	50	2
7	26MBS101	Business Communication Lab	-	-	2	2	50	50	1
8	26MBD101	Holistic Development & Student Engagement - I	-	-	-	-	50	-	1
OPEN ELECTIVE									
9	26MBO101	Sustainable Business and Corporate Governance	2	1	-	3	40	60	3
	26MBO102	Digital Business & IT Applications							
	26MBO103	Design Thinking							
		TOTAL	**17**	**6**	**6**	**-**	**390**	**460**	**27**
Clock Hours Per Week: **29**									

L: Lecture **P: Practical** **CIE: Continuous Internal Evaluation**

T: Tutorial **SEE-Semester End Examination**

SEMESTER – II

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	
THEORY									
1	26MBC201	Human Resources Management	3	1	-	3	40	60	4
2	26MBC202	Financial Management	3	1	-	3	40	60	4
3	26MBC203	Operations Research	3	1	-	3	40	60	4
4	26MBC204	Operations Management	3	1	-	3	40	60	4
5	26MBC205	Business Analytics & Data Visualization	2	1	-	3	40	60	3
6	26MBC206	Spreadsheet Lab	-	-	4	3	50	50	2
7	26MBC207	Python Lab	-	-	2	2	50	50	1
8	26MBS201	Employability Skills Lab	-	-	2	2	50	-	1
9	26MBD201	Holistic Development & Student Engagement - II	-	-	-	-	50	-	1
OPEN ELECTIVE									
10	26MBO201	Business Environment & Public Policy	2	1		3	40	60	3
	26MBO202	Banking, Financial Services and Insurance							
	26MBO203	Cyber Security & IoT							
		TOTAL	**16**	**6**	**8**	**25**	**440**	**460**	**27**
Clock Hours Per Week: **30**									

L: Lecture **P: Practical** **CIE: Continuous Internal Evaluation**

T: Tutorial **SEE-Semester End Examination**

SEMESTER – III

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/D		CIE	SEE	
THEORY									
1	26MBC301	Strategic Management	2	1	-	3	40	60	3
2	26MBC302	Project Management	2	1	-	3	40	60	3
3	26MBE301 to 26MBE308	FE-1	2	1	-	3	40	60	3
4		FE-2	2	1	-	3	40	60	3
5		SE-1	2	1	-	3	40	60	3
6		SE-2	2	1	-	3	40	60	3
7	26MBD301	Holistic Development & Student Engagement - III	-	-	-	-	50	-	1
8	26MBI301	Internship	-	-	-	-	50	50	2
9	26MBC305	Project Work – Part-I	-	-	-	-	100	-	3
		TOTAL	**12**	**06**	**-**	**-**	**440**	**410**	**24**
Clock Hours Per Week: **18**									

*Note: III semester Electives are given in the table [FE- First Elective, SE- Second Elective]

Semester III Electives

Elective Wise Course Titles in III Semester		
Elective	**Course Code**	**Course Title**
Finance (F)	26MBE301	Investment Management
	26MBE302	Financial Analytics
Human Resource (HR)	26MBE303	Learning and Development
	26MBE304	HR Analytics
Marketing (M)	26MBE305	Product and Brand Management
	26MBE306	Marketing Communication and Analytics
Business Analytics (BA)	26MBE307	Business Data Mining
	26MBE308	Python Programming

SEMESTER – IV

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/D		CIE	SEE	
THEORY									
1	26MBC401	Innovation, Entrepreneurship & Start Up	2	1	-	3	40	60	3
2	26MBC402	Logistics & SCM	2	1	-	3	40	60	3
3	26MBE401 to 26MBE408	FE-1	2	1	-	3	40	60	3
4		FE-2	2	1	-	3	40	60	3
5		SE-1	2	1	-	3	40	60	3
6		SE-2	2	1	-	3	40	60	3
7	26MBC403	Business Simulation Lab	-	-	2	2	50	50	1
8	26MBC404	Project Work – Part-II	-	-	-	-	100	100	4
9	26MBS401	Holistic Development & Student Engagement - IV	-	-	-	-	50	-	1
		TOTAL	**12**	**6**	**2**	**-**	**440**	**510**	**24**
Clock Hours Per Week: **20**									

*Note: **IV semester Electives are given in the table**

Semester IV Electives

Elective Wise Course Titles in IV Semester		
Elective	**Course Code**	**Course Title**
Finance (F)	26MBE401	Financial Risk Management
	26MBE402	FinTech
Human Resource (HR)	26MBE403	Performance and Compensation Management
	26MBE404	Leadership and Change Management
Marketing (M)	26MBE405	Consumer Behaviour
	26MBE406	Services and Retail Marketing
Business Analytics (BA)	26MBE407	AI & Machine Learning for Business
	26MBE408	Cloud Computing & Big Data Analytics

The time-table is prepared with the following timings:

1st Hour	2nd Hour	3rd Hour	Lunch	4th Hour	5th Hour	6th Hour
09:10-10:10	10:10-11:10	11:15-12:15	12:15-13:00	13:00-14:00	14:00-15:00	15:05-16:05

V. HOLISTIC DEVELOPMENT & STUDENT ENGAGEMENT ASSESSMENT

Apart from regular academics, students should possess several other skills to excel in the competitive business world, hence there should be holistic development of Students. Students must be engaged in all facets of learning. In order to meet these requirements, every student admitted into MBA Program is required to earn minimum marks 50 percent of 50 marks, in case students fails to get minimum requirement, student has to reappear whenever conducted by the Department. For earning the required activity marks, student should get engaged in the categories of activities: 1. Co-Curricular Activities, 2. Extra-curricular activities, 3. Community Engagement/Extension Activities, 4. Coordinator for Class, Alumni, Internship, Placements, Leadership and Volunteer Roles for Department Activities/Events, organizing department events etc. and 5. Professional Body Activities and Industry Exposure. The list of activities with weightage of marks will be circulated to the students on the registration day/orientation day of the Semester. The assessment will be done for maximum 50 marks at the end every semester considering the achievements of only that semester. The marks/grade will be reflected in the Marks sheet under "Holistic Development & Student Engagement". Every student shall participate in the activities and submit a report of the participation with the proofs along with learning outcomes. Assessment will be done by a panel formed by the Head of the Department.

VI. EMPLOYABILITY SKILLS LAB

Employability Skills Lab is designed to enhance students' professional readiness, workplace effectiveness, and career management capabilities by developing communication, analytical, interpersonal, digital, and career-oriented competencies required in contemporary organizational environments. The course focuses on bridging the gap between academic learning and industry expectations through practical training in self-assessment, resume building, aptitude preparation, group discussions, interview techniques, networking strategies, emotional intelligence, and career planning. It also emphasizes professional ethics, adaptability, lifelong learning, and the effective utilization of digital platforms and e-learning resources for career development and employment opportunities. Students are required to successfully complete the prescribed Employability Skills Lab components as part of the curriculum.

VII. INTERNSHIP

The Curriculum includes the Internship for Students of four to five weeks/90 hours 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 four to five weeks/90 hours 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/her 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 divided into Part-1 and Part-2, Part-1 to be carried out in III semester and is assigned three (3) Credits and evaluated for 100 marks, Part-2 to be carried out in IV semester and is assigned four (4) Credits and evaluated for 200 marks [hundred (100) Continuous Internal Evaluation and hundred (100) marks for Semester End Examination].
iv. The Project work must be submitted by the student in the 13th week of the IV Semester.
v. The dissertation must be typed and be limited to 70 to 100 pages of A4 size and in standard format which is prescribed by the department.
vi. 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 Course

Academic Performance	Letter grade	Grade points	Performance
90% ≤ Marks ≤ 100%	S	10	Outstanding
80% ≤ Marks < 90%	A	9	Excellent
70% ≤ Marks < 80%	B	8	Very Good
60% ≤ Marks < 70%	C	7	Good
50% ≤ Marks < 60%	D	6	Average
40% ≤ Marks < 50%	E	5	Pass
0% ≤ Marks < 40%	F	0	Fail
	Ab	0	Absent

For Laboratory/Personality Development & Career Guidance/Internship Courses /Project/Comprehensive Viva Voce I & II

Academic Performance	Letter grade	Grade points	Performance
90% ≤ Marks ≤ 100%	S	10	Outstanding
80% ≤ Marks < 90%	A	9	Excellent
70% ≤ Marks < 80%	B	8	Very Good
60% ≤ Marks < 70%	C	7	Good
50% ≤ Marks < 60%	D	6	Average/Pass
0% ≤ Marks < 50%	F	0	Fail
	Ab	0	Absent

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

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

$$\textbf{SGPA}\ (Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

Where **Ci** is the number of credits of the i^{th} course and **Gi** is the grade point scored by the student in the i^{th} course.

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

$$\textbf{CGPA} = \Sigma(Ci \times Si) / \Sigma\ Ci$$

Where **Si** is the SGPA of the i^{th} semester and **Ci** 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 (Marks)	SEE (Marks)	Duration of Semester End Examination
Theory Course:				
Core	Four (4)	40	60	3 Hours
Core	Three (3)	40	60	3 Hours
Open Elective	Three (3)	40	60	3 Hours
Elective	Three (3)	40	60	3 Hours
Lab Course	Two (2)	50	50	3 Hours
	One (1)	50	50	2 Hours
	One (1)	50	-	2 Hours
Internship during Summer Vacation	Two (2)	100	-	-
Project Work:				
Project Work (Part-I)	Three (3)	100	-	-
Project Work (Part-II)	Four (4)	100	100	-

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

S. No.	Assessment Tool	No. of Tests	Description	Max. Marks
1.	Class Tests	2	Average of two tests, each of 20 marks	20
2.	Assessment-I	1	Company Analysis/Industry Analysis/Product or Process Analysis/Policy Review/Data Analysis/Article Review/Problem Identification Study (should be from BL4 and BL5)	10
3.	Assessment-II	1	Case Study Analysis/Technology Adoption Study/Project Feasibility Analysis/Domain-specific Analytical Assignment	10
	Total Marks			**40**

Out of 40 CIE marks:

1) 20 marks are based on the average of two Class Tests (weightage for each test is 20 marks of one hour duration). The question paper for class tests will be in two parts, Part-A and Part-B. Part A carries six (6) marks, student has to answer all three questions, each question carries two (2). Part-B carries fourteen (14) marks, student has to answer two questions with internal choice, each carries seven (7) marks.
2) 20 marks are allotted for Assessment(s). Assessment methods can be opted as per the scope of the course. Two Assessments (should be from BL4 and BL5), total of two assessments, each of 10 marks.

Note: Assessment methods for all Laboratory Courses shall be as specified in the Annexure**.**

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

The question paper will 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 10 marks, one from each unit carrying a weightage of 2 marks each. Part-B consists of five questions, one question from each unit with internal choice and carries 50 marks, carrying a weightage of 10 marks each and covers all the units of the syllabus. Student has to answer five questions.

In theory subject a candidate shall score: i) 40% marks in Semester End Exam and ii) 40% of marks in Continuous Internal Evaluation and Semester End Exam (CIE+SEE) together, in a particular Course, to be declared as 'PASS' in that Course.

In Practical course, a candidate shall score: i) 50% and marks in Semester End Exam ii) 50% of marks in Continuous Internal Evaluation and Semester End Exam (CIE+SEE) together, in a particular course, to be declared as 'PASS' in that course.

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 student fails to secure 50% of marks, then he/she has to re-register the course in the consequent semesters whenever it is offered.

XII. PROMOTION RULES

Rules of promotion are as under:

S.No.	Semester	Conditions to be fulfilled
1.	From I -Semester to II-Semester	a) Regular Course of Study of I-Semester
2.	From II- Semester to III - Semester	a) Regular Course of study of II -Semester b) Student must have earned at least 27 credits of I and II semester
3.	From III- Semester to IV-Semester	a) Regular Course of Study of III-Semester
4.	To attend SEE of IV-Semester	a) Regular course study of IV Semester

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 102**.**

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 Principal may, on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.

   ii) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Principal may condone the deficiency in attendance to the extent of 15% (as against 10% Condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.

4. The fee for condonation of attendance on medical grounds shall be Rs.2000.00.

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

If a student fails in a theory course/lab course, the student has to appear for semester end exam in the subsequent semester for earning the credits for that failed course.

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.

Students who fail the course for which there is only CIE, such students are required to reappear for the same when offered next time by the respective department.

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 and other requirements as specified in the Curriculum corresponding to the student's programme within the stipulated time.

Successfully completed the Course requirements, appeared for the Semester End 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

CGPA	DIVISION
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

*Candidates are eligible for the award of First Class with Distinction with a CGPA of 7.5 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 four/five (4/5) weeks or 90 hours 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 four/five (4/5) weeks or 90 hours 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.

Student's Diary/ Daily Log

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered and suggestions given, if any and the same should be reported/signed by the Faculty by the Industry guide and faculty mentor. Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary
- Adequacy & quality of information recorded
- Data recorded
- Thought process and recording techniques used
- Organization of the information

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

Evaluation by Faculty Guide:

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 & Industry:

Two midterm evaluations shall be done by the Faculty Guide. One evaluation at the end of second (2nd) week of Internship and another at the end of 4th 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 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.

FORMAT: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

.....

Subject: REQUEST FOR 6 WEEKS Internship of MBA Programme

Dear Sir,

As a part of Curriculum and Industry knowledge, MBA Students have to undergo internship training in the organization. In this connection we request to given an opportunity to the students to do internship in your esteemed organisation.

In view of the above, I request your good self to allow our following_ _____students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join internship after confirmation.

S. No.	Name	Roll No.	Year	Area of Specialization

If vacancies exist, kindly do plan for Campus/Off Campus Interview for_____ batch passing out students in MBA.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer
CBIT

Head of the Department, SMS
CBIT

FORMAT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____

Student Roll No. _____ Class & Academic Year: _____

Campus Address: _____

City, State: _____

Phone: _____ Email: _____

Industrial Supervisor

Name: _____Designation: _____

Company/Organization: _____

Internship Address: _____

_____

Contact No: _____Email: _____

Faculty Mentor Name: _____ Phone: _____

Campus Address:_____

Academic Credit Information

Internship Title: _____

Department: _____

Course : _____ Credits: _____Grading Option:

Beginning Date: _____ Ending Date: _____

Hours per Week: _____ Internship is: _____Paid_____Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

• **Knowledge and Understanding**

• **Skills**

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student _____ Date _____

Faculty Mentor _____ Date _____

Industry Supervisor _____ Date _____

FORMAT: RELIEVING LETTER OF STUDENT

To .....

.....

Subject: Relieving letter of student and Industry.

Dear Sir,

Kindly refer your letter/e-mail dated..... on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

S.No.	Name of Students	Roll No.	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Parameters	Evaluation Ranking			Remarks
		Excellent (6 Marks)	Very good (4 Marks)	Satisfactory (2 Marks)	
1.	Attendance and general behaviour				
2.	Relation with workers and supervisors				
3.	Initiative and efforts in learning				
4.	Knowledge and skills improvement				
5.	Contribution to the organization				
	Sub-Total				
Total Marks secured (out of 30 Marks):					

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated..... along with a copy of this letter.

Yours sincerely,

Training & Placement Officer
CBIT

Head of the Department, SMS
CBIT

FORMAT: STUDENT'S DAILY DIARY/ DAILY LOG

Day	Time of Arrival	Time of departure	Task	Remarks
Day-1				
Day-2				
Day-3				
Day-4				
Day-5				
Day-6				
Day-7				
Day-8				
Day-9				
Day-10				
Day-11				
Day-12				
Day-13				
Day-14				
Day-15				
Day-16				
Day-17				
Day-18				
Day-19				
Day-20				
Day-21				
Day-22				
Day-23				
Day-24				
Day-25				
Day-26				
Day-27				
Day-28				
Day-29				
Day-30				
Day-31				
Day-32				
Day-33				
Day-34				
Day-35				
Day-36				

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD
CBIT- SCHOOL OF MANAGEMENT STUDIES

MBA BATCH 2021-2022 INTERNSHIP DETAILS (CONSOLIDATED)

(To be filled by Guide)

S.No.	Student Roll No.	Internship Details			Total Duration of Internship(s) (weeks/days)	Outcome
		Title of Internship	Company	Start date-end date		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD
SCHOOL OF MANAGEMENT STUDIES
ASSESMENT-I: EVALUATION BY FACULTY SUPERVISOR

Date: _____

1. Name of Student _____
2. Roll No. _____
3. Mobile No. _____
4. Email ID. _____
5. Period of Internship (s) _____

   _____
6. Supervisor Name _____
7. Supervisor Designation _____
8. Supervisor email ID & Mobile No. _____
9. Date of Evaluation _____

S.No.	Criteria	Satisfactory (2 Marks)	Good (4 Marks)	Excellent (6 Marks)
1.	Attendance			
2.	Daily Dairy, Adequacy & quality of information recorded			
3.	Ability to Learn			
4.	Initiative and Creativity			
5.	Character Traits			
			Total Score Obtained:	

Signature of Internship Supervisor with date: _____

ASSESSMENT-II: EVALUATION BY INDUSTRY/INTERNSHIP PROVIDER

Date: _____

Student Roll No. _____Student Name: _____

Work Supervisor: _____Title/Designation: _____

Company/Organization: _____

Internship Address: _____

Mobile No._____ email ID: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviours:

S.No.	Parameters	Evaluation Ranking			Remarks
		Satisfactory (2 Marks)	Good (4 Marks)	Excellent (6 Marks)	
1.	Attendance and general behaviour				
2.	Relation with workers and supervisors				
3.	Initiative and efforts in learning				
4.	Knowledge and skills improvement				
5.	Contribution to the organization				
Total Score Obtained:					

Note: In case Industry refuses to give assessment, Faculty guide can assess the student after discussion with
the industry supervisor.

Additional comments, if any: _____

_____

Signature of Industry Supervisor/HR Manager/Faculty Supervisor _____

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD

CBIT-SCHOOL OF MANAGEMENT STUDIES

INTERNSHIP ASSESSMENT-III Max.Marks:40

Dt. 25-01-2023

Panel Member Name:						
	Parameters (To be filled by Panel member)					
	1	**2**	**3**	**4**	**5**	**Total Marks**
Students Roll No (Write Below)	**Quality of content presented (8 Marks)**	**Proper planning for presentation (8 Marks)**	**Effectiveness of presentation (8 Marks)**	**Depth of knowledge and skills (8 Marks)**	**Outcome of Internship (8 Marks)**	**40**

Panel Member Name:

Designation:

Panel Member Signature:

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD
CBIT – SCHOOL OF MANAGEMENT STUDIES
AWARD SHEET
CONSOLIDATED ASSESSMENT SHEET

MBA BATCH: _____ **Date of Assessment: _____**

(to be filled by the Guide)

S.No.	Roll No.	Name of the Student	Assessment-I	Assessment-II	Assessment-III	Total (100 Marks)
			Evaluation by Faculty Guide (30 Marks)	Evaluation by Industry (30 Marks)	Evaluation through Seminar Presentation at the Institute. (40 Marks)	
1						
2						
3						
4						
5						
6						
7						
8						
9						

Guide Name: **Designation:** **Signature:**

ANNEXURE-II

I. Project Work (Part-1)

Assessment Procedure for earning three (3) Credits:

Assessment (CIE) will be carried out at the end of III semester by the Committee (constituted by Head of the Department) for 100 max marks on the below parameters:

	Criteria	Max. Marks Awarded
1.	Title and Significance of the Study	10
2.	Objectives and Hypothesis	10
3.	Relevance of Review of Literature	10
4.	Sources of Data (Primary & Secondary)	10
5.	Statistical Tools (Identification & Relevance)	10
6.	Interaction and Discussion with Guide	10
7.	Organization of PPTs & Presentation Skills	10
8.	Answering the Queries	10
9.	*Paper presented in Conferences	20
	Total	**100**

*Papers presented in Conferences [National 10 marks, International (within India) 15 marks, International Abroad 20 marks]

The Department submits the performance of the student to the CoE for awarding Grade/Grade points towards earning Two (2) credits by the student for Project Work.

II. Project Work (Part-2)

Assessment procedure for earning four (4) credits:

Two evaluations, CIE consisting of 100 marks and SEE consisting of 100 marks will be done.

1. CIE Evaluations (100 Marks):

S.No	Criteria	Marks Awarded
1.	Presentation of the Report	20
2.	Quality of Writing style	10
3.	Heading, sub-heading, spacing, rules of citations etc.	10
4.	Adherence to the Guidelines	10
5.	PPT Presentation	20
6.	Answering the Queries	10
7.	*Research Paper/Case Studies Submitted for Journals/Case Studies Series/inventory in Department	20
	Total	**100**

*Publications in reputed indexed journals such as Scopus, Web of Science, ABDC listed journals, and journals categorized under Q1 to Q4 quartile rankings

2. SEE Evaluation (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.

- External Examiner examines the student's Project work and the marks (Maximum 100 Marks) are to be awarded on the following aspects.

S.No	Criteria	Marks Awarded
1.	Project Report	40
2.	Viva Voce	40
3.	*Outcome/Learnings of the Project – Contribution of the Work (Business Impact, Social Impact etc)	20
	Total	**100**

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.

ANNEXURE-III: ASSESSMENT METHODS FOR ALL LABORATORY COURSES

(A) Business Communication Lab (26MBS101) – Assessment Scheme (CIE & SEE)

Scheme of Examination	Unit	Assessment Component	CO Mapped	Marks
Continuous Internal Evaluation (CIE) – 50 Marks	Unit - I	Digital Communication Platforms – Comparative Analysis Report	CO1	8
	Unit - II	Listening Activity	CO2	8
	Unit - III	Composing Business Email and Business Report	CO3	8
	Unit - IV	Delivering a Speech and Business Presentation	CO4	8
	Unit - V	Workplace Etiquette Simulation Activity	CO5	8
		Business Communication Lab Record	—	10
		Total		**50**
Semester End Examination (SEE) – 50 Marks	Unit – I to V	Written Test	CO1 to CO5	20
		Speaking Skills Assessment		10
		Viva Voce		20
		Total		**50**

(B) Data Analysis Lab (26MBC106); Spreadsheet Excel (26MBC206); Python Lab (26MBC207) - Assessment Scheme (CIE & SEE)

S No	Component		Duration in Hours	Marks	Component Wise Marks	Total Marks	Weightage	Marks
1	Continuous Internal Evaluation (CIE)	Lab Internal 1 (Write up, Execution)	1	20	20	50	50 %	50
		Lab Internal 2 (Write up, Execution)	1	20				
		Viva 1		10	10			
		Viva 2		10				
		Assessment 1	-	10	10			
		Assessment 2	-	10				
		Observation Book	-	10	10			
2	Semester End Exam (SEE)	Writeup, Execution	3	30	50	50	50 %	50
		Viva		10				
		Record		10				
Total Marks								**100**

(C) Employability Skills – (26MBS201) – Assessment Scheme (CIE & SEE)

Scheme of Examination	**Unit**	**Assessment Component**	**CO Mapped**	**Marks**
Continuous Internal Evaluation (CIE) – 50 Marks	Unit - I	SWOT analysis activity -Professional competencies for personal branding	CO1	10
	Unit - II	Measuring Workplace readiness using Situational analysis	CO2	10
	Unit - III	Resume writing and developing digital job profile	CO3	10
	Unit - IV	Mock GD and Interviews	CO4	10
	Unit - V	Activity on Career Management skills	CO5	10
		Total		**50**

ANNEXURE-IV (A):

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD
SCHOOL OF MANAGEMENT STUDIES
Holistic Development & Student Engagement – I to IV Sem
Category of Activities & Marks

(With effect from Academic Year 2026-2027)

Category No.	Category Name		Marks	Max Marks Allowed
I	**Co-Curricular Activities:**			**10**
1.1	MOOCs (Swayam, NPTEL/Coursera/ or equivalent) per course o 12 Weeks/30 Hours o 8 Weeks/ 20 Hours o 4 Weeks/ 10 Hours		 10 7.5 5	
1.2	Management & Business Competitions/ Research Day/Webinar/Guest Lecture/Workshop/Conference/Training/Case Competitions etc.	Organizer	5	
		Participant	3	
1.3	Interdisciplinary Hackathons, Ideathons and Innovation Challenges		3	
1.4	Coordinating activities in Technical/Management clubs		3	
1.5	Case Writing Competitions		5	
1.6	Publication in Newspaper, Magazine & Blogs		5	
1.7	Research Paper	Presented in Conference	5	
		Publication in Conference Proceedings (ISBN/WoS/Scopus)	10 (including Presentation)	
1.8	Essay Writing, Technical Debates		3 (additional 2 marks for winning or organizing)	
1.9	Quiz Competitions (Max limit 3 marks)		1	
1.10	Member in CBIT Clubs (Max limit 2 marks)		1	
II	**Extra-Curricular Activities:**			**10**
2.1	Cultural Events and Competitions		3 (additional 2 marks for winning or organizing)	
2.2	Music, Dance, Drama Performances, Photography and Art Exhibitions		4	
2.3	Literary Club Activities (Poetry and Creative Writing)		2 (additional 3 marks for winning or organizing)	
2.4	Participation in Sports/Games (additional 2 marks for winning)	College level	2	
		University level	5	
		Region level	6	
		State Level	7	
		National Level	10	
2.5	Coordinating activities in Cultural clubs		3	
III	**Community Engagement/Extension Activities:**			**10**
3.1	Community Service		5	
3.2	Environmental Initiatives		2	
3.3	Social Projects (funded/in collaboration with Industry/NGO)		10	
3.4	Organizing/Participating in Blood donation		5	

	camps, health camps, relief camps, NSS activities etc.			
3.5	Training/Guidance to under privileged physically challenged		5	
3.6	Volunteering for Community Service		3 (additional 2 marks for organizing)	
3.7	Identifying Rural and Urban Problem and developing solution with outcomes		3	
3.8	Public Speaking Competitions		3 (additional 2 marks for winning or organizing)	
3.9	Rural Outreach Programs		3	
3.10	Skill Development Workshops for Underprivileged		5	
3.11	Harithaharam/Plantation (Max. limit 2 Marks)		1	
3.12	Environmental/Health Awareness Campaigns		2	
IV	**Contribution to the Department:**			**10**
4.1	Career Development Workshop Organizer		3	
4.2	Activity Coordinator (Max limit 6 marks)		3	
4.3	Department Club(s) Student Executive body member		5	
4.4	Webinar/Seminar/Workshop at Department (Max. limit 4 Marks)	Organizer	2	
		Participation	1 (including assessment)	
4.7	Value Added Course or Skill Development Program (minimum 30 hours)		10 (including assessment)	
4.8	Guest Lecture (Max limit 3 marks)		1 (Participating) 2 (Organizing)	
4.9	Initiating MoU		5	
4.10	Departmental Contributions		2	
4.11	Class Representative/Placement Coordinator/Internship Coordinator etc.		5	
V	**Professional Body Activities and Industry Exposure**			**10**
5.1	Professional Body Membership	Membership	2	
5.2	Professional Body Activities	Participation in activities/events	2	
5.3	Industry Interaction	Participation in industry interaction sessions	2	
5.4	Industrial Visit & Report/Assessment Performance (Max limit 3 marks)	Industrial visit with active participation and submission of report/assessment	3	
5.5	Industry-Linked Activity	Participation in industry-linked projects, live projects, consultancy-supported activities or industry problem-solving activities	3	
5.6	Professional Networking / Events	Participation in professional networking events, business conclaves, trade fairs, industry exhibitions, career fairs, etc.	2	
5.7	Industry Certifications	Completion of an		

	○ Basic certification ○ Intermediate certification ○ Advanced certification	industry-recognized professional certification	5 7.5 10	
5.8	Professional Body (Organizing events under Professional Body/Chapters)	Leadership/coordination/organizing role in activities of a recognized professional body	3	

Note: Marks will be awarded to the activities only if proof is submitted. In case of courses, it should be completed by the time of assessment, admission or registration will not be considered. Other than the activities mentioned in the list, any student done any of the activity, decision of the committee formed by the Head of the Department is final. Any doubt arises, the interpretation of the Head of the Department is final.

The above list may be modified, including the addition or deletion of activities, based on the inputs and suggestions received from stakeholders.

ANNEXURE-IV (B):

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD
SCHOOL OF MANAGEMENT STUDIES
Holistic Development & Student Engagement

ASSESSMENT SHEET

Roll No.			**Semester:**		
Name of the Student:			**Mentor Name:**		
Category No.	**Category Name**		**Marks**	**Max Marks Allowed**	**Marks Secured**
I	**Co-Curricular Activities:**			**10**	
1.1	MOOCs (Swayam, NPTEL/Coursera/ or equivalent) per course o 12 Weeks/30 Hours o 8 Weeks/ 20 Hours o 4 Weeks/ 10 Hours		 10 7.5 5		
1.2	Management & Business Competitions/ Research Day/Webinar/Guest Lecture/Workshop/Conference/Training/Case Competitions etc.	Organizer	5		
		Participant	3		
1.3	Interdisciplinary Hackathons, Ideathons and Innovation Challenges		3		
1.4	Coordinating activities in Technical/Management clubs		3		
1.5	Case Writing Competitions		5		
1.6	Publication in Newspaper, Magazine & Blogs		5		
1.7	Research Paper	Presented in Conference	5		
		Publication in Conference Proceedings (ISBN/WoS/Scopus)	10 (including Presentation)		
1.8	Essay Writing, Technical Debates		3 (additional 2 marks for winning or organizing)		
1.9	Quiz Competitions (Max limit 3 marks)		1		
1.10	Member in CBIT Clubs (Max limit 2 marks)		1		
II	**Extra-Curricular Activities:**			**10**	
2.1	Cultural Events and Competitions		3 (additional 2 marks for winning or organizing)		
2.2	Music, Dance, Drama Performances, Photography and Art Exhibitions		4		
2.3	Literary Club Activities (Poetry and Creative Writing)		2 (additional 3 marks for winning or organizing)		
2.4	Participation in Sports/Games (additional 2 marks for winning)	College level	2		
		University level	5		
		Region level	6		
		State Level	7		
		National Level	10		

2.5	Coordinating activities in Cultural clubs		3		
III	**Community Engagement/Extension Activities:**			**10**	
3.1	Community Service		5		
3.2	Environmental Initiatives		2		
3.3	Social Projects (funded/in collaboration with Industry/NGO)		10		
3.4	Organizing/Participating in Blood donation camps, health camps, relief camps, NSS activities etc.		5		
3.5	Training/Guidance to under privileged physically challenged		5		
3.6	Volunteering for Community Service		3 (additional 2 marks for organizing)		
3.7	Identifying Rural and Urban Problem and developing solution with outcomes		3		
3.8	Public Speaking Competitions		3 (additional 2 marks for winning or organizing)		
3.9	Rural Outreach Programs		3		
3.10	Skill Development Workshops for Underprivileged		5		
3.11	Harithaharam/Plantation (Max. limit 2 Marks)		1		
3.12	Environmental/Health Awareness Campaigns		2		
IV	**Contribution to the Department:**			**10**	
4.1	Career Development Workshop Organizer		3		
4.2	Activity Coordinator (Max limit 6 marks)		3		
4.3	Department Club(s) Student Executive body member		5		
4.4	Webinar/Seminar/Workshop at Department (Max. limit 4 Marks)	Organizer	2		
		Participation	1 (including assessment)		
4.7	Value Added Course or Skill Development Program (minimum 30 hours)		10 (including assessment)		
4.8	Guest Lecture (Max limit 3 marks)		1 (Participating) 2 (Organizing)		
4.9	Initiating MoU		5		
4.10	Departmental Contributions		2		
4.11	Class Representative/Placement Coordinator/Internship Coordinator etc.		5		
V	**Professional Body Activities and Industry Exposure**			**10**	
5.1	Professional Body Membership	Membership	2		
5.2	Professional Body Activities	Participation in activities/events	2		
5.3	Industry Interaction	Participation in industry interaction sessions	2		
5.4	Industrial Visit & Report/Assessment Performance (Max limit 3 marks)	Industrial visit with active participation and submission of report/assessment	3		

5.5	Industry-Linked Activity	Participation in industry-linked projects, live projects, consultancy-supported activities or industry problem-solving activities	3		
5.6	Professional Networking / Events	Participation in professional networking events, business conclaves, trade fairs, industry exhibitions, career fairs, etc.	2		
5.7	Industry Certifications o Basic certification o Intermediate certification o Advanced certification	Completion of an industry-recognized professional certification	5 7.5 10		
5.8	Professional Body (Organizing events under Professional Body/Chapters)	Leadership/coordination/organizing role in activities of a recognized professional body	3		
Total Marks				**50**	
Name & Signature of the Mentor					
Name & Signature of the Panel Member					