

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(AUTONOMOUS)**

Approved by AICTE, Accredited by NBA & NAAC, Recognized under 2(f) and 12(b) of UGC
Permanently Affiliated to JNTUGV, Vizianagaram
K. Kotturu, Tekkali, Srikakulam-532201, Andhra Pradesh, India

Academic Regulations 2025 (AR25) for MBA (Regular-Full time)
(Effective for the students admitted into I year from the Academic Year 2025-26 onwards)

1. AWARD OF MBA DEGREE:

A student will be declared eligible for the award of the MBA Degree if he/she fulfills the following academic requirements:

Registered for **102** credits and he/she must secure total **102** credits.

Students, who fail to complete their two-year course of study within **4** years or fail to acquire the **102** Credits for the award of the degree within **4** academic years from the year of their admission, shall forfeit their seat in MBA programme and their admission shall stand cancelled.

2. COURSE PATTERN:

The entire course of study is of two academic years and each year will have TWO Semesters (Total FOUR Semesters).

A student is eligible to appear for the end examination in a subject, but when absent for it or failed in the end examinations he/she may appear for that subject's supplementary examinations, when offered.

3. EVALUATION METHODOLOGY:

The performance of a student in each semester shall be evaluated subject wise with a maximum of **100** marks for theory, practical subject and project work.

A student has to secure not less than **40%** of marks in the external evaluation (in fraction rounded to lower digit) and a minimum of **50%** of marks in the sum total of the internal and external evaluation marks taken together.

Theory Course:

Assessment Method	Marks
Internal evaluation	40
External evaluation	60
Total	100

Internal evaluation: (40 marks)

40 marks for Internal can be categorized as follows:

30 Marks: For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination shall be evaluated for **30** marks for subjective paper (90 minute's duration) and contain 3 questions without any choice in the following pattern:

Weightage of Marks			
I MID		II MID	
I Unit	12 Marks	III Unit	6 Marks
II Unit	12 Marks	IV Unit	12 Marks
III Unit	6 Marks	V Unit	12 Marks

The first midterm examination will be conducted usually after completion of 50% syllabus (i.e. first 2.5 Units), and the second midterm examination will be conducted usually at the end of instruction (i.e. remaining 2.5 Units).

Final marks (**30** marks) for midterm examination shall be arrived by considering the marks secured by the student in both the mid examinations with 80% Weightage given to the better mid exam and 20% to the other.

4 Marks: The Internal evaluation for 4 marks shall be given on the basis of average of subjective assignments covering the questions from all 5 Units. Subjective assignments have to be given unit wise, i.e., 5 Units, 5 Subjective Assignments.

6 Marks: Case Study and Presentation.

External evaluation: (60 marks)

External evaluation is carried out by Semester End examination of 180 minutes' duration consisting of eight descriptive questions out of which five questions have to be answered.

Open Elective Course:

The student can choose any one open elective course offered in the respective semester. The pattern of internal evaluation and external evaluation of these courses is similar to regular theory courses and the valuation is purely internal.

Managerial Communication and Soft Skills:

The pattern of internal evaluation and external evaluation of this course is similar to regular theory courses. The examinations are in online mode objective questions consisting of true or false, matching, MCQs etc., and the valuation is purely internal.

Laboratory Course:

Assessment Method	Marks
Continuous internal assessment	40
Semester end examination	60
Total	100

Continuous internal assessment:

Day-to-day work in the laboratory shall be evaluated for **20** marks by the concerned laboratory teacher based on the regularity/record/viva and **20** marks for the internal test.

Semester end examination:

The end examination shall be conducted by the teacher concerned and external examiner from outside the college.

Procedure **20** marks, experimental work **10** marks, Results **15** marks and Viva voce **15** marks (or)

Description **10** marks, Programming Code **20** marks, Output **15** marks and Viva voce **15** marks.

Project Work:

A Project Review Committee (PRC) of the MBA Department is to be constituted with Principal as Chairperson, Head of the Department and two other senior faculty members of the department offering MBA.

Registration of Project work: A Candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses) up to II semester. Every candidate shall work on projects approved by the PRC of the Department.

After the second Semester, a student has to undergo practical training for a period of 6 weeks in Corporate Enterprise/ Industry (Social and Contemporary) issues. In training period, the candidates should work on a specific problem in the Management area. At the end of practical training, the student should submit a certificate obtained from the organization/ Industry. The student should prepare a Project Report under the supervision of a guide from the faculty of management of the concerned college.

Four copies of Project dissertation certified by the Project supervisor shall be submitted to the Department.

HOD of MBA will prepare the list of qualified teachers to be examiners, project guides and other similar evaluators, will place before board and pass on the approved list to the concern authority to execute such works. The project report shall be adjudicated by one examiner selected from outside the College. The Department will submit a 3-member panel who are eminent in that field of study to the Principal.

Project study will carry **100** marks of which **40** marks shall be reserved for internal assessment and the remaining **60** marks for Viva-Voce to be conducted by external examiner from the outside college.

Internal Assessment will be done on following points: understanding the relevance (**5** marks), scope and dimension of the project (**5** marks), methodology (**5** marks), quality of analysis and results (**5** marks), interpretations and conclusions (**5** marks), presentation (**5** marks) and report preparation (**10** marks).

The viva-voce examination (**60** marks) of the project report shall be conducted by a board consisting of the External examiner, the Head of the Department and Supervisor.

6. ATTENDANCE REQUIREMENTS:

A student shall be eligible to appear for the semester-end examinations, if he/she acquires a minimum of **75%** of attendance in aggregate of all the subjects.

Condonation of shortage of attendance in aggregate up to **10%** (**65%** and above and below **75%**) in each semester with genuine reasons shall be approved by a committee duly appointed by the college. A fee stipulated by the college shall be payable towards condonation of shortage of attendance.

Shortage of Attendance below **65%** in aggregate shall in **NO** case be condoned.

A Student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester. He/she may seek re-admission for that semester when offered next.

7. ACADEMIC REQUIREMENTS:

Conditions for pass and award of credits for a course:

A candidate shall be declared to have passed the individual course if he/she secures not less than **40%** of marks in the end examination (in fraction rounded to lower digit) and a minimum of **50%** of marks in the sum total of the mid semester and end examination marks taken together.

On passing a course of a program, the student shall earn assigned credits in that Course.

Method of Awarding Letter Grades and Grade Points for a Course:

A letter grade and grade points will be awarded to a student in all courses having credits, based on his/her performance as per the grading system given below.

% of marks	Level	Letter Grade	Grade Points
≥ 90	Outstanding	A+	10
>= 80 to < 90	Excellent	A	9
>= 70 to < 80	Very Good	B	8
>= 60 to < 70	Good	C	7
>= 50 to < 60	Fair	D	6
< 50	Fail	F	0
Absent	Absent	AB	0

Calculation of Semester Grade Points Average (SGPA):

The performance of each student at the end of each semester is indicated in terms of SGPA.

The SGPA is calculated as below:

$$\text{SGPA} = \frac{\Sigma(\text{CR} \times \text{GP})}{\Sigma \text{CR}} \quad (\text{for all courses passed in a semester})$$

Where CR = Credits of a Course

GP = Grade points awarded for a course

Calculation of Cumulative Grade Points Average (CGPA):

The CGPA is calculated as below:

$$\text{CGPA} = \frac{\Sigma(\text{CR} \times \text{GP})}{\Sigma \text{CR}} \quad (\text{for the entire program})$$

Where CR = Credits of a course

GP = Grade points awarded for a course

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Award of Class:

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured from 102 Credits
First Class	≥ 7.75 (With supplementary appearance) ≥ 6.75 to < 7.75 (Without any supplementary appearance)	
Second Class	≥ 6.75 to < 7.75 (With supplementary appearance) ≥ 6.0 to < 6.75 (Without any supplementary appearance)	
Pass Class	≥ 6.0 to < 6.75 (With supplementary appearance)	

CGPA to Percentage Conversion Formula: (CGPA – 0.5) x 10

8. SUPPLEMENTARY EXAMINATIONS:

Supplementary examinations will be conducted along with the subsequent batches regular examinations.

9. WITH-HOLDING OF RESULTS:

If the candidate has any dues not paid to the university or if any case of indiscipline or malpractice is pending against him/her, the result of the candidate shall be withheld in such cases.

10. CONDITIONS FOR PROMOTION:

A student will be promoted from one semester to another semester if he/she satisfies the minimum attendance requirement.

11. TRANSITORY REGULATIONS:

Discontinued or detained candidates are eligible for readmission (within the duration as mentioned in item 1) and when next offered.

The readmitted students will be governed by the regulations under which the candidate has been admitted.

12. MINIMUM INSTRUCTION DAYS:

The minimum instruction days for each semester shall be **90**.

13. GENERAL:

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

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

In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.

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

DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
1	If the student possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
	If the student gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phone with any student or students in or outside the exam hall with respect to any matter	Expulsion from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the student has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the student is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year.
3	If the student impersonates any other student in connection with the examination	The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all semester-end examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of the seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the student smuggles the answer book or additional sheet or takes out or arranges to send out the question paper or answer book or additional sheet during or after the examination	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all semester-end examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of the seat.
5	If the student uses objectionable, abusive or offensive language in the answer script or in letters to the examiners	Cancellation of the performance in that subject.

	or writes to the examiner requesting him to award pass marks	
6	If the student refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout or instigates others to walk out or threatens the officer-in charge or any person on duty in or outside the examination hall or causes any injury to any of his relatives either by words spoken or written or by signs or by visible representation, assaults the officer-in-charge or any person on duty in or outside the examination hall or any of his relatives, or indulges in any other act of misconduct or mischief which results in damage or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination	In case of students of the college, they shall be expelled from examination hall and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The students also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the student leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof inside or outside the examination hall	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of the seat.
8	If the student possesses any lethal weapon or firearm in the examination hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clauses 6, 7, 8	In case of student of the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to police and. a police case will be registered against them.
10	If the student comes in a drunken condition to the examination hall	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the

		remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	Cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Chief Superintendent for further action to award a suitable punishment.	

Ragging

Ragging is prohibited under the following Acts

Supreme Court in SLP No. 24295 of 2006 dt. 16-05-2007
High Court Judgement dt. 11-09-1997 in W.P.No. 26132/96
Act 26 of A.P. Legislative Assembly dt. 19-08-1997
Indian Parliament Notice dt. 26-07-2008
as per AICTE Notice dt. 01-07-2009
as per UGC Notice dt. 22-10-2009

Ragging within or outside any educational institution is Prohibited.

Ragging means doing an act which causes or is likely to cause Insult
or Annoyance or Fear or Apprehension or Threat or Intimidation
or outrage of modesty or Injury to a student.

	Imprisonment upto		Fine upto
Teasing Embarrassing and Humiliation	6 Months 	+	Rs.1000/-
Assaulting or using criminal force or criminal intimidation	1 Year 	+	Rs.2000/-
Wrongfully restraining or confining or causing hurt	2 Years 	+	Rs.5000/-
Causing grievous hurt, kidnaping or rape or committing unnatural offence	5 Years 	+	Rs.10,000/-
Causing death or abetting suicide	10 Years 	+	Rs.50,000/-