

## **RULES AND REGULATIONS OF M.B.A. PROGRAMME**

The Master of Business Administration (M.B.A.) is a Post-Graduate course offered as:

- I. Two-year i.e., four semester Full time Day programme
- II. Three year, i.e., six semester Part-time programme offered to Working Executives and employees.

### **1. ELIGIBILITY CONDITIONS**

#### **1.1 M.B.A. (Day)**

Candidate seeking admission into Full Time M.B.A. (Day) programme must be:

1. Bachelor degree holder of Osmania University or a degree recognized by the university as equivalent thereto and /(or) as per the rules laid down by the University;
2. The candidate seeking admission must qualify in the Entrance Examination, conducted by the appropriate authority in the year of admission as per the norms prescribed by the University.
3. The admission of Non-resident Indians and candidates admitted in lieu of them will be as per the University Rules in force on the date of the admission.
4. Foreign candidates' admission is based on the Screening Process of the University currently in vogue.

#### **1.2 M.B.A. (Evening)**

**Candidate seeking admission into Part-Time M.B.A. (Evening) Programme has to satisfy the following Conditions:**

1. Must be a Bachelor Degree holder of Osmania University or a Degree recognized by the university as equivalent thereto and/ (or) as per the Rules laid down by the University.
2. The candidate seeking admission must qualify in the entrance examination conducted by the appropriate authority in the year of admission as per the norms prescribed by the University.
- a. Must have at least Two years experience in Executive / Managerial /Administrative/ Supervisory position in any organization after obtaining the Bachelor Degree.  
Or
- b. Officers / Executives / Engineers working with any Government / Quasi govt. /Autonomous bodies / Local authorities/ teachers working in academic institutions with post-bachelor's experience of 2 years.  
Or
- c. Officers of the Defence Forces / Establishments holding Administrative/ Executive post with not less than 2 years experience after obtaining Bachelor degree.
3. The candidate should submit Service certificate and No Objection Certificate from the present employer.

**Note:** The Work experience of Two years should be completed as on the Date of Admission into MBA programme.

## **2. Instruction Schedule:**

Instruction will be provided as per the workload indicated in the structure, Rules and regulations of M.B.A. Program for all Theory, Practical and Project Work course requirements. The almanac will be as follows for all semesters.

Duration of instruction : 14 – 16 Weeks

Preparation Holidays : 7-10 Days

## **3. Rules of Attendance:**

Students must attend 75% of the total classes conducted for all the courses put together in a semester. Relaxation of 10% of attendance might be given to a student on medical grounds on the basis of a valid medical certificate and payment of condonation fee prescribed by the university.

## **4. Promotion Rules**

A student will be promoted subject to the following rules:

### **4.1 I Semester to II Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for both day and evening programs and should be registered for the University exam for the I semester.

### **4.2 II Semester to III Semester**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for both day and evening programs and should have passed at least 50% of Theory courses of I & II Semesters put together. (Viva Voce and Lab courses not considered for this purpose)

### **4.3 III Semester to IV Semester:**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) for both day and evening programs and having registered for the University Examination.

### **4.4 IV Semester to V Semester: (Applicable for MBA Evening Programme only)**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the cases of medical exemption) and should have passed at least 50% of Theory courses of I, II, III & IV Semesters put together. (Viva Voce and Lab courses not considered for the purpose)

### **4.5 V Semester to VI Semester: (Applicable for MBA Evening Programme only)**

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the term (65% in the cases of medical exemption) and having registered for the University Examination.

## **Cancellation of Admission**

The admission of a candidate admitted to the MBA Course stands cancelled if:

He / She does not put in at least 40% of attendance in Semester-I.

Or

He / She puts in at least 40% of attendance in Semester – I, but failed to register for 1<sup>st</sup> Semester Examinations

Or

He /She fails to fulfill all the requirements for the award of the degree as specified, within 4 academic years from the time of admission in case of full time 2 year MBA program and 6 years in case of part time MBA (evening) 3 year program.

### **5. Project Work:**

The students should undertake the Project internship during the summer vacation (For 6 weeks of duration) intervening between II & III Semesters of MBA Day Programme. Project Report Work should be carried out in the Final Year of MBA Programme i.e., III & IV Semesters for Day Programme and V & VI Semesters in case of Part-time Evening Programme.

The students are required to do project work in any area of Management under the active guidance of Internal Faculty Member assigned to the student.

The Project work usually consists of selecting a Topic / Problem / Theme in any area of management, gather relevant data, analyze and interpret the same in a systematic and scientific manner.

The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the University 30 days (one month) before commencement of Final Semester Examinations.

### **6. Award of Grades For Project Report and Viva Voce:**

Project Report and Viva Voce will be evaluated and awarded grades as per the following percentages of Marks obtained.

Grade A	- 70% and above Marks
Grade B	- 60% and above but below 70% Marks.
Grade C	- 50% and above but below 60% Marks.
Grade D	- 40% and above but below 50% Marks.
Grade E (Fail)	- Below 40% Marks (Fail)

### **7. Instructional Work Load For Theory, Practical Courses and 'Mentoring & Project Work':**

Each of the Theory Courses of the MBA Programme shall have instructional workload of 5 periods of 60 Minutes duration per week in addition to mentoring and project work. The Instructional workload for each of the Practical and Lab Courses shall be 2 Periods of 60 Minutes duration per week.

### **8. Evaluation System:**

1. All courses of MBA Program will carry a Maximum of 100 Marks each.
2. Duration of the university examination for all the courses is three hours each.
3. All the courses will have 80% marks for university examination and 20% marks for internal examination.

4. In case of courses where practical/lab component is involved, of the total 100 marks, 60% marks are for university examination, 20% marks are for internal evaluation and 20% marks are for practical/lab examination.
5. The Guidelines, Rules and Regulations framed by the University in this regard will be applicable to the MBA (Day and Evening) Programme.

### **9. Conduct Of Examinations:**

At the end of Odd numbered semesters viz., I, III and V, examinations for these Semesters and IV (Day) and VI (Evening) will be conducted. The students appearing for regular, backlog and improvement can get registered for the above examinations as per the norms of the University.

At the end of even numbered semester's viz., II, IV and VI terms, examinations will be conducted for all Semesters i.e., (I to VI Semesters). The students appearing for regular, backlog and improvement can get registered for the above examinations as per the norms of the University.

### **10. Rule For Offering Electives:**

The Minimum number of Students required for offering an Elective / Specialization shall be 20% of students on rolls of the college for Final Year subject to a Minimum of 10 students.

### **11. Award Of Degree And Division:**

Candidates will be awarded MBA Degree on successful completion of all Theory Courses, Practical Courses, Viva Voce and Project Report. The Division / Class will be awarded based on the following percentage of marks obtained by the candidate.

- |                               |   |
|-------------------------------|---|
| 1st Division with Distinction | - 70% and above of aggregate marks.               |
| 1st Division                  | - 60% and above but below 70% of aggregate marks. |
| 2nd Division                  | - 50% and above but below 60% of aggregate marks. |
| Pass Division                 | - 40% and above but below 50% of aggregate marks. |

Candidates who have passed all the examinations in the first attempt along with the batch in which they were admitted are eligible for getting Distinction Rank Certificates / Gold Medals / Prizes.

### **12. Readmission For Pursuing Additional Elective Courses:**

A student can be given readmission for pursuing additional electives after completion of MBA programme subject to payment of requisite fee prescribed by the college / Department. Such candidates have to satisfy all the rules including attendance rule in vogue on par with regular students.

- a. The additional elective must be pursued in the same college in which the student studied and completed the MBA Programme.
- b. The admission must be done within four weeks of the commencement of the III / V Semester.

### **13. Total number of credits to be completed to be eligible for the award of MBA degree:**

- (a) Total number of credits at the end of fourth semester (MBA-Day) =  $28 + 28 + 24 + 32 = 112$
- (b) Total number of credits at the end of sixth semester (MBA-Eve) =  $20+20+16+16+16+24 = 112$

#### 14. Electives (Major and Minor):

MBA Programme offers Electives (Specialization) as Major and Minor. For example, a student wants to **Major in Finance and Minor in Marketing**. In such case, student needs to study the Major subjects of Finance elective (Investment Management (3<sup>rd</sup> Semester), Financial Risk Management (4<sup>th</sup> Semester) and one subject each from the **minor of 3<sup>rd</sup> and 4<sup>th</sup> semesters of both Finance and Marketing respectively**. The similar rule is applicable for MBA (Eve) programme in 5<sup>th</sup> and 6<sup>th</sup> semesters respectively.

#### 15. Awarding Cumulative Grade Point Average (CGPA):

Following is the criteria to award CGPA:

- a. CGPA ranges from 0 to 10  
point grade b. Grade point

Grade Point	Division to be awarded
0.00 to 3.99	Fail division
4.00 to 4.99	Pass Division
5.00 to 5.99	Second Division
6.00 to 6.99	First Division
7.00 to 10.00	First with Distinction

**Note:** First with distinction will be awarded only when candidate completes the course within the stipulated period (2 years in case of day programme and 3 years in the case of (Evening)) and single attempt without any backlog and improvement.

#### 16. Example of calculating CGPA:

The following example may be considered for calculating CGPA.

Example-1: Assume that student has secured 1900 out of 2600. Then the CGPA of the student will be %  $(1900/2600) = 73.07\%$  (or) 7.3 CGPA, which falls under First Division with distinction. Example-2: Assume that student has secured 1700 out of 2600. Then the CGPA of the student will be %  $(1700/2600) = 65.38\%$  (or) 6.5 CGPA, Which falls under First Division.

Example-3: Assume that student has secured 1500 out of 2600. Then the CGPA of the student will be %  $(1500/2600) = 57.69\%$  (or) 5.7 CGPA, Which falls under Second Division.

Example-4: Assume that student has secured 1200 out of 2600. Then the CGPA of the student will be %  $(1200/2600) = 46.15\%$  (or) 4.6 CGPA, Which falls under Pass Division.

Example-5: Assume that student has secured 900 out of 2600. Then the CGPA of the student will be %  $(900/2600) = 34.61\%$  (or) 3.4 CGPA, Which falls under Fail Division.

**Important Note:** It is important to be noted while awarding CGPA that rounding option should not be exercised. For instance, a student has secured 1817. Then the percentage of marks will be %  $(1817/2600) = 69.88\%$  and CGPA will be 6.9, which falls under first class. It should be noted that

69.88 should not be rounded to 70.00% and the CGPA should not be 7.0.

**17.Choice Based Credit System (CBCS):**

As per the University norms student needs to study one subject each in the third and fourth semesters outside the MBA department. However, the CBCS is not applicable for MBA (Eve) programme and private affiliated colleges.

**18.General Clause:**

It may be noted that beside the above specified rules and regulations all the other rules and regulations in force and applicable to semester system in Post-Graduate courses in Osmania University will be applicable as amended from time to time by the University. The students shall abide by all such Rules and Regulations.