MALLA REDDY TECHNICAL CAMPUS
A Constituent Unit of MALLA REDDY VISHWAVIDYAPEETH
Deemed to be University
Approved by UGC & AICTE New Delhi
Maisammaguda, Medchal (Dist), Hyderabad - 500100, Telangana

MALLA REDDY TECHNICAL CAMPUS
A CONSTITUENT UNIT OF MALLA REDDY VISHWAVIDYAPEETH
(DEEMED TO BE UNIVERSITY)

ACADEMIC REGULATIONS - MRV25 FOR CBCS & OUTCOME-BASED BBA (REGULAR) PROGRAMMES

(Effective for the students admitted into I year from the Academic Year 2025-26)

1.0 Under-Graduate Degree Programme in Management Studies (UGP in MS)

Malla Reddy Technical Campus (henceforth referred to as an Institution), a constituent unit of Malla Reddy Vishwavidyapeeth, A Deemed to be University (henceforth referred to as the University), offers new regulations termed MRV25 regulations for the Three-year (six semesters) Bachelor of Business Administration (BBA) degree programme, under Choice Based Credit System (CBCS), with effect from the academic year 2025-26.

2.0 Eligibility for Admission

2.1 Admissions will be made as per the norms prescribed by the University Grants Commission. The University and the Government orders in vogue shall prevail.

2.2 The candidate should have passed the qualifying examination, Intermediate or equivalent, on the date of admission.

2.3 Seats in each programme in the Institution are filled based on a merit list.

2.4 The medium of instruction for the entire undergraduate programme in Engineering & Technology will be **English** only.

3.0 BBA Programme Structure

3.1 After securing admission, a student shall complete the BBA programme within a minimum period of three academic years and a maximum period of six academic years from the date of commencement of the First Year, First Semester. Failure to complete the programme within the stipulated maximum period shall result in forfeiture of the student's seat in the BBA programme. To be eligible for the award of the BBA degree, a student shall successfully earn a minimum of 120 credits out of the prescribed 126 credits.

3.2 **UGC/ AICTE** specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these academic regulations/norms.

3.3 **Semester Scheme**

The undergraduate programme is of three academic years, with each academic year divided into two semesters. There shall be a minimum of 14 weeks of instruction, excluding the mid-term and semester-end exams. Each credit of a theory course and a practical course/skill course/project/field-based learning requires around 14 instruction hours and 28 instruction hours of learning, respectively. In each semester, there shall be 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)' under Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC.

3.4 Credit Courses

All courses offered in each semester are to be registered by the student. Against each course in the course structure, the L: T: P: S: C (lecture periods: tutorial periods: practical periods: skill: credits) pattern has been defined.

- One credit is allocated for one hour per week in a semester for a lecture (L) or Tutorial (T) session.
- One credit is allocated for two hours per week in a semester for Laboratory/ Practical/skill/Project/Mini Project/Internship/Externship (P/S) session.

3.5 Course Classification

All subjects/courses offered for the undergraduate programme in the BBA degree programme are broadly classified as follows:

I	Broad Course Classification	Course Group/ Category	Course Description
1	Foundation Courses (FnC)	BSC – Basic Sciences Course	Includes Mathematics and Physical Sciences courses
2		HMC – Humanities and Social Sciences Course	Includes courses related to Humanities and Social Sciences
3	Core Courses (CoC)	PCC – Professional Core Course	Includes core courses related to the parent branch of Management Studies.
4	Elective Courses (EℓC)	PEC – Professional Elective Course	Includes elective courses related to the parent branch of Management Studies.
5		OEC – Open Elective Course	Elective courses which include inter-disciplinary courses or courses in an area outside the parent branch of Management Studies.
6	Project work and Other Core Courses (PRJ)	Major Project/ Capstone Project/ Industry Internship / Industry Project / R&D Project / Startup / Externship/ Mini project/ Virtual Internship	Major Project/ Capstone Project/ Industry Internship / Industry Project / R&D Project / Startup / Externship/ Mini project/ Virtual Internship
7	Skill Development	-	Courses designed to gain, improve, or

	Courses (SDC)		refine specific skills
8	Value Added Courses (VAC)	-	Courses to build professional values, traditional knowledge, and sensitisation to societal issues

4.0 Mandatory Induction Programme

A three-week induction program for UG students entering the institution is proposed to start right at the beginning. Normal classes start only after the induction programme is over. The following activities could be part of the induction programme: i) Physical Activity, ii) Creative Arts, iii) Imparting Universal Human Values, iv) Literary Activities, v) Lectures by Eminent People, vi) Visits to Local Areas, vii) Familiarisation with the department as well as the entire institute, and viii) Making students understand Innovative practices at the Institution premises, etc.

5.0 Course Registration

5.1 A 'faculty advisor or mentor' shall be assigned to a group of around 20 students, who will advise the students about the undergraduate programme, its course structure and curriculum, choices/options of the courses, based on their competence, progress, prerequisites and interest.

5.2 The academic section of the Institution invites 'registration forms' from students before the beginning of the semester through online registration, ensuring 'date and time stamping'. Students should complete the registration before the commencement of the semester.

5.3 A student shall be permitted to register for all the courses offered in a semester as specified in the course structure.

5.4 Course options exercised through **online** registration are final and **cannot** be changed; further, alternate choices also will not be considered. However, if the course that has already been listed for registration by the Head of the Department in a semester cannot be offered due to any inevitable or unexpected reasons, then the student shall be allowed to have an alternate choice either for a new course (subject to offering such a course), or for another existing course. The Head of the Department will make such alternate arrangements, with due notification and a time-framed schedule, within **a week**, but before the commencement of classwork for the semester.

5.5 **Professional Electives**: The students must choose Professional Electives from the baskets of professional electives given. Students may choose from the list of professional electives offered by the institute or opt to register for equivalent Massive Open Online Courses (MOOCs) approved by the Institute.

5.6 **Open Electives:** Students must choose Open Electives from a basket of Open Electives. Students should opt for an Open Elective course offered from the basket, if they have not studied that course so far, and should not match any courses in the forthcoming semesters in the course structure. Students may choose from the list of open electives offered by the

institute or opt to register for equivalent Massive Open Online Courses (MOOCs) approved by the Institute.

5.7 Provision for Early Registration of Course(s):

For a professional/open elective course in a semester, a student may register for a course offered by the department or an equivalent MOOC recommended by the BoS Chairperson and approved by the Associate Dean Academics one semester in advance. For example, a Professional /Open Elective(s) of II Year II Semester may register in II Year I Semester. A student may register in advance for a maximum of two courses, for a total of up to 6 credits per semester. A course completed in advance shall be assessed, and the credits awarded, in the subsequent semester. Students who registered in advance for an equivalent MOOC and fail to secure a pass grade in the MOOC can register for the regular course offered in the following semester of their course structure.

5.8 Conversion of Marks Secured in MOOCs into Grades:

The marks secured by a student in the internal and external evaluations of MOOCs shall be appropriately scaled to 60 marks for CIE and 40 marks for SEE, respectively. The sum of the scaled CIE and SEE marks shall be considered as the total marks out of 100. The corresponding letter grade shall thereafter be determined in accordance with the Marks-to-Grades Conversion Rules specified in Clause 9.3.

6.0 Rules to offer Elective courses

6.1 An elective course may be offered to the students **only if** a minimum of 20 students opt for it.

6.2 More than **one faculty member** may offer the **same course** in any semester. However, student selection will be based on a first-come, first-served basis and CGPA.

6.3 If more students register for a course and the number of students exceeds the strength of one section, then the Head of the Department shall decide whether to offer the same course for two or more sections based on the resources available in the department.

7.0 Attendance requirements:

7.1 A student shall be eligible to appear for the semester-end examinations if the student acquires a minimum of 75% of aggregate attendance of all the courses for that semester.

7.2 Shortage of attendance in aggregate up to 10% (securing 65% and above but below 75%) in each semester may be condoned by the academic committee of the institution on genuine and valid grounds, based on the student's representation with supporting evidence.

7.3 A stipulated fee shall be payable for condoning shortage of attendance as notified.

7.4 Two hours of attendance for each theory course shall be considered if the student appears for the mid-term examination of that course.

7.5 Shortage of attendance below 65% in aggregate shall in no case be condoned.

7.6 Students whose shortage of attendance is not condoned in any semester are not eligible to

take their semester-end examinations of that semester. They get detained and will not be promoted to the next semester. Their registration for that semester shall stand cancelled, including internal marks. They may seek re-registration for all subjects registered in the semester in which the student is detained by seeking re-admission into that semester as and when offered; if there are any professional electives and/or open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the same set of elective subjects offered under that category.

7.7 A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same semester.

8.0 Criteria for Earning of Credits, Distribution of Marks and Evaluation: The performance of a student in every course will be evaluated for 100 marks.

8.1 Courses with Theory / Theory and Tutorial: The performance of a student will be evaluated for 100 marks with 60 marks allotted for CIE (Continuous Internal Evaluation) and 40 marks for SEE (Semester End Examination), irrespective of the credits allocated. A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to these courses if the student secures not less than 35% (14 marks out of 40 marks) in the semester-end examinations (SEE) and a minimum of 40% (40 marks out of 100 marks) in the total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of letter grades, this implies securing 'C' grade or above in that course.

8.1.1 Continuous Internal Evaluation (CIE):

The Continuous Internal Evaluation (CIE) for these courses would be for 60 marks during a semester and is distributed as follows:

8.1.1.1 There shall be **two mid-term examinations**. Each mid-term examination consists of **30 marks** for three questions from the three modules. The total duration of the mid-term examination is one and half hours.

The descriptive paper shall contain 3 questions, each carrying 10 marks. The average of the two Mid-Term Examinations shall be taken as the final marks for the Mid-Term Examination for 30 marks.

The first mid-term examination shall cover 50% of the syllabus; the second mid-term examination shall cover the remaining 50%. Questions will be drawn from the mid-term exam syllabus to ensure uniform coverage of all topics.

8.1.1.2. Ten marks for the assignment. Students shall submit two assignments, each for 5 marks. Students shall submit the first assignment before the first mid-term examination and the second assignment before the second mid-term examination.

8.1.1.3. Ten marks for the Case Study/Application-Based Activity/PPT/ Poster Presentation /Viva-Voce on a topic in the concerned subject. This assessment shall be completed before the II Mid-Term Examination. The Course Coordinator/Head of the department shall schedule these sessions in their semester plan.

8.1.1.4. Ten marks shall be awarded for Active Learning/Experiential Learning Activities. The assessment may include problem-solving activities, group activities, flipped classroom activities, peer learning, simulations, demonstrations, technical presentations, coding/problem-solving challenges, or other course-specific experiential learning activities. This assessment shall be completed before the II Mid-Term Examination. The Course Coordinator/Head of the Department shall schedule these sessions in their semester plan.

8.1.1.5 Missed Mid-Term Examination: An **Internal Examination** shall be conducted for a student who has missed **one of the two Mid-Term Examinations** due to unavoidable circumstances, subject to the approval of the **Associate Dean Academics**. The Internal Examination shall be conducted at the end of the semester and shall carry a maximum of **30 marks**.

The marks secured in the Internal Examination shall be considered in place of the marks for the **Mid-Term Examination missed by the student**.

If a student misses **both Mid-Term Examinations**, the student shall be permitted to appear for **only one Internal Examination**, subject to the approval of the **Associate Dean Academics**. The marks obtained in the Internal Examination shall be considered for **one of the missed Mid-Term Examinations**, while the other Mid-Term Examination shall be awarded **zero marks**.

A stipulated fee per course shall be payable for appearing the missed **Mid-Term Examination**.

8.1.2 Semester End Examinations (SEE): The semester end examinations (SEE), for theory courses, will be conducted for 40 marks consisting of two parts, viz. i) **Part- A** for 10 marks and ii) **Part - B** for 30 marks.

- Part-A is compulsory, consists of ten short answer questions covering all modules of the syllabus; each question carries one mark.
- Part-B consists of six questions carrying 5 marks each. The question paper includes two questions from each module with an either-or choice; students should answer one of the two questions. The student shall answer one question from each of the six modules.
- The duration of the Semester End Examination of theory course is 3 hours.

8.2 Courses with a. Theory and Practical or b. Theory, Practical and Skill will be evaluated as follows:

The performance of a student in these courses will be evaluated for 100 marks, with 60 marks allotted for CIE (Continuous Internal Evaluation) and 40 marks for SEE (Semester End Examination), irrespective of the credits allocated. A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to these courses if the student secures not less than 35% (14 marks out of 40 marks) in the semester-end examinations (SEE) and a minimum of 40% (40 marks out of 100 marks) in the total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken

together; in terms of letter grades, this implies securing 'C' grade or above in that course.

8.2.1 Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation (CIE) for these courses will be for 60 marks during a semester and is distributed as follows:

8.2.1.1 There shall be **two mid-term examinations**. Each mid-term examination consists of **15 marks** for three questions from the three modules. The total duration of the mid-term examination is one and half hours.

The descriptive paper shall contain 3 questions, each carrying 5 marks. The average of the two Mid-Term Examinations shall be taken as the final marks for the Mid-Term Examination for 15 marks.

The first mid-term examination shall cover 50% of the syllabus; the second mid-term examination shall cover the remaining 50%. Questions will be drawn from the mid-term exam syllabus to ensure uniform coverage of all topics.

8.2.1.2. Five marks for the assignment. Students shall submit two assignments, each for 2.5 marks. Students shall submit the first assignment before the first mid-term examination and the second assignment before the second mid-term examination.

8.2.1.3 Fifteen marks shall be awarded for Day-to-Day Laboratory Performance. The assessment shall be based on the student's regular performance in the laboratory, including the completion of prescribed experiments/programming exercises, practical skills, observation/record work, participation in laboratory activities, and timely submission of laboratory work.

8.2.1.4 Ten marks shall be awarded for the Internal Practical Examination. The Internal Practical Examination shall be conducted by the course faculty who assess the student's ability to apply and implement the concepts covered in the course through practical problems, experiments, programming exercises, demonstrations, or other course-specific practical tasks. The Practical Examination shall be conducted as per the schedule specified by the Department.

8.2.1.5 Fifteen marks shall be awarded for Problem-Based Learning (PBL), Experiential Learning, Hackathons, Coding Challenges, and Project Demonstrations. The assessment shall be based on the student's participation and performance in problem-solving activities, application development, mini-projects, case studies, demonstrations, simulations, hackathons, coding challenges, technical competitions, project demonstrations, or other approved practical, experiential, and skill-oriented activities relevant to the course.

8.2.1.6 Missed Mid-Term Examination: An **Internal Examination** shall be conducted for a student who has missed **one of the two Mid-Term Examinations** due to unavoidable circumstances, subject to the approval of the **Associate Dean Academics**. The Internal Examination shall be conducted at the end of the semester and shall carry a maximum of **15 marks**.

The marks secured in the Internal Examination shall be considered in place of the marks for the **Mid-Term Examination missed by the student**.

If a student misses **both Mid-Term Examinations**, the student shall be permitted to appear for **only one Internal Examination**, subject to the approval of the **Associate Dean Academics**. The marks obtained in the Internal Examination shall be considered for **one of the missed Mid-Term Examinations**, while the other Mid-Term Examination shall be awarded **zero marks**.

Missed Mid-Term examination will not be conducted for Internal practical examination.

A stipulated fee per course shall be payable for appearing the missed **Mid-Term Examination**.

8.2.2 Semester End Examinations (SEE): The semester end examinations (SEE), for theory and practical courses, will be conducted only for the theory part, and no SEE will be conducted for the practical part. The theory examination will be conducted for 40 marks, consisting of two parts, viz. i) **Part- A** for 10 marks and ii) **Part - B** for 30 marks.

- Part-A is compulsory and consists of ten short answer questions covering all modules of the syllabus; each question carries one mark.
- Part-B consists of six questions carrying 5 marks each. The question paper will include two questions from each module with an either-or choice, and the student should answer either of the two questions. The student shall answer one question from each of the six modules.
- The duration of the Semester End Examination of theory course is 3 hours.

8.3 Courses with Practical / Practical and Skill / Tutorial and Practical/ Tutorial, Practical and Skill

The performance of a student in these courses shall be evaluated for 100 marks through Continuous Internal Evaluation (CIE) throughout the semester, irrespective of the credits assigned to the course. There shall be **NO** Semester-End Examination (SEE) for these courses. A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to these courses if the student secures not less than 40% (40 marks out of 100 marks) in the CIE (Continuous Internal Evaluation); in terms of letter grades, this implies securing 'C' grade or above in that course.

8.3.1 Continuous Internal Evaluation (CIE)

The Continuous Internal Evaluation (CIE) for these Courses shall be conducted throughout the semester for a maximum of 100 marks, distributed as follows:

8.3.1.1 Forty marks shall be awarded for Day-to-Day Laboratory Performance. The assessment shall be based on the student's regular performance in the laboratory, including completion of prescribed experiments/programming exercises, understanding of the aim, procedure, implementation, and expected outcome, practical skills, laboratory record work, participation, and timely completion of assigned laboratory work.

8.3.1.2 Twenty marks shall be awarded for the Internal Practical Examination. The concerned laboratory teacher (s) shall conduct the Internal Practical Examination at the end of the semester. The examination shall assess the student's ability to independently perform experiments, implement concepts, solve practical problems, and demonstrate the

required practical skills related to the course.

8.3.1.3 Twenty marks shall be awarded for Problem-Based Learning (PBL)/Experiential Learning Activities. The assessment may include problem-solving activities, application development, mini-projects, case studies, demonstrations, simulations, or other course-related experiential learning activities.

8.3.1.4 Twenty marks shall be awarded for Hackathons/Coding Challenges/Project Demonstrations. The assessment shall be based on the student's participation and performance in hackathons, coding challenges, project demonstrations, technical competitions, or other approved practical and skill-oriented activities relevant to the course.

8.4 Virtual Internship / Industry Internship / Industry Project / R&D Project / Startup / Externship:

The performance of a student in these courses will be evaluated for 100 marks, irrespective of the credits allocated. A report shall be submitted and presented before the committee at the end of the semester. It shall be evaluated for 100 external marks. The committee consists of an Examiner, Head of the Department, Supervisor/Mentor of the Virtual Internship / Industry Internship / Industry Project / R&D Project / Startup / Externship, and a Senior Faculty Member of the Department.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to Virtual Internship / Industry Internship / Industry Project / R&D Project / Startup / Externship if the student secures not less than 40% marks (i.e., 40 out of 100 allotted marks) in each of them. The student is deemed to have failed if he/she (i) does not submit a report on Virtual Internship / Industry Internship / Industry Project / R&D Project / Startup / Externship, or (ii) does not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in Virtual Internship / Industry Internship / Industry Project / R&D Project / Startup / Externship evaluations. A student who has failed to appear may re-appear once for the above evaluation, when it is scheduled again; if the student fails to appear in such 'one re-appearance' evaluation also, then they must appear as and when it is scheduled.

8.5 Mini Project/ Capstone Project / Major Project:

8.5.1 Student must submit the project work report at the end of the Semester. The project work shall be evaluated for 100 marks. Out of which 60 marks and 40 marks are allocated for CIE and External Evaluation respectively.

8.5.2 For internal evaluation, the departmental committee consisting of the Head of the Department, Project Supervisor and a Senior Faculty Member shall evaluate the project work for 60 marks in three Review committee meetings.

8.5.3 The External Evaluation shall be conducted by the external examiner for a total of 40 marks.

8.5.4 The student is deemed to have failed if they (i) do not submit a report on the Project, or (ii) do not make a presentation of the same before the External Examiner as per schedule,

or (iii) if the student secures less than 35% (14 marks out of 40 marks) in the External Evaluation or less than 40% (40 marks out of 100 marks) in the total of the CIE (Continuous Internal Evaluation) and External Evaluation taken together.

8.5.5 For conducting viva-voce exam of project work, the Institute appoints an external examiner. The external examiner may be selected from the list of experts submitted by the Head of the Department.

8.5.6 A student who has failed to appear may re-appear once for the above external evaluation, when it is scheduled again; if the student fails to appear in such 'one re-appearance' external evaluation also, then they must appear as and when it is scheduled.

8.6 Value Added Courses

The performance of a student in a Value Added Course shall be evaluated for 100 marks through Continuous Internal Evaluation (CIE). There shall be **NO** Semester-End Examination (SEE) for Value-Added Courses. A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to these courses if the student secures not less than 40% (40 marks out of 100 marks) in the CIE (Continuous Internal Evaluation); in terms of letter grades, this implies securing 'C' grade or above in that course.

8.6.1 Continuous Internal Evaluation (CIE)

The CIE shall be conducted through two Multiple-Choice Question (MCQ) examinations, each carrying 50 marks, as follows:

8.6.1.1 First MCQ Examination – 50 Marks: The first MCQ examination shall be conducted after completion of 50% of the course content and shall carry 50 marks.

8.6.1.2 Second MCQ Examination – 50 Marks: The second MCQ examination shall be conducted after completion of the remaining course content and shall carry 50 marks.

8.6.1.3 Final CIE Marks: The sum of the marks obtained in the two MCQ examinations shall be considered as the final CIE marks out of 100.

8.6.1.4 Missed MCQ Examination: An **MCQ Examination** shall be conducted for a student who has missed **one of the two MCQ Examinations** due to unavoidable circumstances, subject to the approval of the **Associate Dean Academics**. The MCQ Examination shall be conducted at the end of the semester and shall carry a maximum of **50 marks**.

The marks secured in the MCQ Examination shall be considered in place of the marks for the **MCQ Examination missed by the student**.

If a student misses **both MCQ Examinations**, the student shall be permitted to appear for **only one MCQ Examination**, subject to the approval of the **Associate Dean Academics**. The marks obtained in the MCQ Examination shall be considered for **one of the missed MCQ Examinations**, while the other MCQ Examination shall be awarded **zero marks**.

A stipulated fee per course shall be payable for appearing in the missed **MCQ Examination**.

8.7 Foreign Language Courses

Foreign Language Courses such as **German, Japanese, French, Spanish, etc.** shall be evaluated for **100 marks** through Continuous Internal Evaluation (CIE). There shall be **NO** Semester-End Examination (SEE). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to these courses if the student secures not less than 40% (40 marks out of 100 marks) in the CIE (Continuous Internal Evaluation); in terms of letter grades, this implies securing 'C' grade or above in that course.

8.7.1 Continuous Internal Evaluation (CIE)

The CIE shall be conducted for **100 marks** as follows:

8.7.1.1 Forty marks shall be awarded for Continuous Language Learning. The assessment shall be based on regular participation, vocabulary, grammar, reading, writing, listening, and speaking activities.

8.7.1.2 Thirty marks shall be awarded for Internal Language Assessment. The assessment shall include written / oral tests covering vocabulary, grammar, reading, writing, listening, and speaking skills.

8.7.1.3 Thirty marks shall be awarded for Communication Activities. The assessment may include conversations, role plays, presentations, dialogues, cultural activities, and other practical language-learning activities.

8.8 A student eligible to appear in the semester-end examination for any course, who is absent from it or fails (thereby failing to secure 'C' grade or above), may re-appear for that course in the supplementary examination as and when it is conducted. In such cases, internal marks assessed in continuous internal evaluation (CIE) earlier for that course will be carried over and added to the marks obtained in the SEE supplementary examination. If the student secures sufficient marks for passing, 'C' grade or above shall be awarded as specified in clause 9.3.

9.0 Grading Procedure

9.1 An absolute grading system is followed for awarding the grades to each course.

9.2 Grades will be awarded to indicate the performance of students in all the courses as per the course structure. Based on the percentage of marks obtained as specified in clause 8 above, a letter grade shall be given as explained in the following clause.

9.3 To measure the performance of a student, a 10-point grading system is followed. The mapping between the percentage of marks secured and the corresponding letter grade is as follows:

Range of percentage of Marks Secured in a course	Letter Grade (UGC Guidelines)	Grade Points
Greater than or equal to 90	O (Outstanding)	10
80 and less than 90	A^+ (Excellent)	9
70 and less than 80	A (Very Good)	8
60 and less than 70	B^+ (Good)	7
50 and less than 60	B (Average)	6
40 and less than 50	C (Pass)	5

Below 40	**F (FAIL)**	**0**
Absent	**Ab**	**0**

9.4 A student shall be declared successful or 'passed' in a semester if he/she secures **'C'** grade or above in every course (ie GP ≥ 5)

9.5 A student who has appeared for the Semester End Examination and obtained an **'F'** grade / who has not appeared for Semester End Examination and obtained an **'Ab'** grade, shall be deemed to have **'failed'** and is required to re-appear for a supplementary exam as and when conducted. In such cases, CIE marks in those courses will remain the same as those obtained earlier.

9.6 A student who has obtained an **'F'** grade in the Practical / Practical and Skill / Tutorial and Practical courses are required to register for the Continuous Internal Evaluation of these courses with a stipulated fee. However, all the components of the course would be evaluated except Day-to-day evaluation. The marks obtained in the Day-to-day evaluation will remain the same as those obtained earlier.

9.7 A student who has obtained an **'F'** grade in the Value Added Course is required to register for the course to appear for the MCQ examinations with a stipulated fee.

9.8 A student who has obtained an **'F'** grade in the Foreign Language Skill course is required to register for the Continuous Internal Evaluation of the course with a stipulated fee. However, all the components of the course would be evaluated except the Continuous Language Learning evaluation. The marks obtained in the Continuous Language Learning evaluation will remain the same as those obtained earlier.

9.9 The students earn a Grade Point (GP) in each course, based on the letter grade secured in that course. Every student who passes a course will receive a grade point **GP ≥ 5** ('C' grade or above).

9.10 The Credit Points (CP) are computed by multiplying the grade point by the credits for a given course.

Credit Points (CP) = Grade Point (GP) x Credits (C)

9.11 The Semester Grade Point Average (SGPA) is calculated only when all the courses offered in a semester are passed by a student. It is calculated by dividing the sum of credit points (∑CP) secured from all courses registered in a semester by the total number of credits registered during that semester. SGPA is rounded off to **two** decimal places. SGPA for each semester is thus computed as

$$\mathbf{SGPA} = \{ \sum_{i=1}^{N} C_i \, G_i \} / \{ \sum_{i=1}^{N} C_i \}$$

where 'i' is the course indicator index (considering all courses in a semester), 'N' is the no. of courses registered for the semester (as listed under the course structure of the branch), C_i is the no. of credits allotted to the i^{th} course, and G_i represents the grade points corresponding to the letter grade awarded for that i^{th} course.

9.12 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio

of the total credit points secured by a student for the courses corresponding to the best 160 credits out of all registered courses in all semesters, and the total number of credits corresponding to those selected courses. CGPA is rounded off to two decimal places. CGPA is thus computed at the end of each semester, from the I year II semester onwards, as per the formula

$$\mathbf{CGPA} = \{ \sum_{j=1}^{M} C_j G_j \} / \{ \sum_{j=1}^{M} C_j \}$$

where 'M' is the total no. of courses corresponding to the best 120 credits from the courses registered in all six semesters, j' is the course indicator index (considers all courses from 1 to 6 semesters), C_j is the no. of credits allotted to the j^{th} course, and G_j represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} course.

Illustration of calculation of SGPA:

Course	Credits	Letter Grade	Grade Points	Credit Points
Course 1	4	A	8	4 x 8 = 32
Course 2	3	O	10	3 x 10 = 30
Course 3	3	C	5	3 x 5 = 15
Course 4	3	B	6	3 x 6 = 18
Course 5	3	A	8	3 x 8 = 24
Course 6	2	A+	9	2 x 9 = 18
Course 7	1	C	5	1 x 5 = 5
Course 8	1	O	10	1 x10 = 10
	20			152

SGPA = 152/20 = 7.60

The CGPA of the entire B. Tech. programme shall be calculated considering the best 120 credits earned by the student.

9.13 For merit ranking or comparison purposes or for any other listing, only the **'rounded off'** values of the CGPAs will be used.

10.0 Declaration of Results and issue of Grade Memo

10.1 While declaring the results, the web version should display only the grades earned by the student.

10.2 After the completion of each semester, a certificate of memorandum of grades shall be issued to all the registered students, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, course title, no. of credits), letter grade and credits earned.

11.0 Withholding of Results

11.1 If the student has not paid the fees to the Institute at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and the student will not be allowed to go into the next higher semester. The award or issue of the degree may also be withheld in such cases.

12.0 Promotion Rules

S.No.	Promotion	Conditions to be fulfilled
1	First year first semester to first year second semester	Regular course of study of first year first semester and fulfilment of attendance requirement.
2	First year second semester to Second year first semester	(i) Regular course of study of first year second semester and fulfilment of attendance requirement (ii) Must have secured at least 25% of the total credits up to first year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3.	Second year first semester to Second year second semester	Regular course of study of second year first semester and fulfilment of attendance requirement.
4	Second year second semester to Third year first semester	(i) Regular course of study of second year second semester and fulfilment of attendance requirement. (ii) Must have secured at least 25% of the total credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
5	Third year first semester to Third year second semester	Regular course of study of third year first semester and fulfilment of attendance requirement.

13.0 Re-admission after Detention

i) A student detained due to lack of credits shall be promoted to the next academic year only after acquiring the required number of credits.

ii) A student detained due to shortage of attendance shall be admitted in the same semester in the successive academic years.

iii) When a student is readmitted in the following academic years, the academic regulations under which the student seeks re-admission shall only be applicable to this student, not the academic regulations under which he got admitted in his first year of study.

14.0 Credit Exemption

A student (i) shall register for all courses covering 126 credits as specified and listed in the course structure and (ii) earn 120 or more credits to successfully complete the undergraduate programme.

- Best 120 credits shall be considered for CGPA computation. The student can avail exemption of courses ***totaling up to 6 credits*** other than Professional Core Courses, Skill Development Courses, Major Project / Capstone Project / Industry Internship / Industry Project / R&D Project / Startup / Externship / Mini project / Virtual Internship, for optional drop out from these 126 credits registered.

15.0 Award of Degree

15.1 A student who registers for all the courses specified in the course structure and secures the required number of 120 credits within 6 academic years from the date of commencement of the first academic year, shall be declared to have qualified for the award of BBA degree.

15.2 A student who qualifies for award of the degree as listed in item 15.1 shall be placed in the following classes.

15.3 A student with final CGPA (at the end of the undergraduate programme) ≥ 7.5, and fulfilling the following conditions, shall be placed in **'First Class with Distinction'**:

(i) Should have passed all the courses in **'First Appearance'**.

(ii) Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.

A student not fulfilling any of the above conditions with final CGPA ≥ 7.5 shall be placed in **'First Class'**.

15.4 Students with final CGPA (at the end of the undergraduate programme) ≥ 6.5 but < 7.5 shall be placed in **'First Class'**.

15.5 Students with final CGPA (at the end of the undergraduate programme) ≥ 5.5 but < 6.5 shall be placed in **'Second Class'**.

15.6 All other students who qualify for the award of the degree (as per item 15.1), with final CGPA (at the end of the undergraduate programme) ≥ 5.00 but < 5.5, shall be placed in **'pass class'**.

15.7 Grace Marks

Grace marks shall be given to those students who have completed the coursework of the three-year BBA degree, have not secured a pass grade in not more than three courses and adding specified grace marks enables the student to pass the course(s) as well as get eligibility to receive the provisional degree certificate.

Grace marks for students admitted under the MRV25 Academic Regulations should not exceed **0.15%** of the total maximum marks in all six semesters.

16.0 Award of Medals for Academic Toppers

16.1 Students fulfilling the conditions listed under item 15.3 alone will be eligible for award of Medals for Academic Toppers.

16.2 If more than one student secures the same highest CGPA, then the following tie resolution criteria, in the same order of preference, shall be followed for selecting the Medal winner, until the tie is resolved: i) more number of times secured highest SGPAs, ii) more number of O and A+ grades in that order and iii) highest SGPA in the order of first semester to sixth semester.

17.0 Conversion of CGPA into equivalent Percentage of Marks

17.1 The following formula shall be used for the conversion of CGPA into equivalent marks, whenever it is necessary

Percentage (%) of Marks = (Final CGPA) x 10

18.0 Multiple Entry Multiple Exit Scheme (MEME)

18.1 Entry and Exit Options:

18.1.1 1st Year (NCrF Level 4.5 – Undergraduate Certificate):

- **Entry:** As per the University / Statutory Bodies norms
- **Exit:** Certificate in Computational Thinking & Engineering Science (Pass and obtain 'C' grade or more in all courses up to BBA. I year as per course structure and earn the credits)

18.1.2 2nd Year (NCrF Level 5.0 – Undergraduate Diploma):

- **Entry:** Completion of the BBA. first year with an NCrF Level 4.5 undergraduate certificate
- **Exit:** Undergraduate Diploma in the respective discipline (Pass and obtain 'C' grade or more in all courses up to BBA. II year as per course structure and earn the credits)

18.1.3 3rd Year (NCrF Level 5.5 – Bachelor's Degree):

- **Entry:** Completion of the BBA. II year with an NCrF Level 5.0 undergraduate diploma
- **Exit:** Bachelor of Science in the respective discipline (Pass and obtain 'C' grade or more in all courses up to BBA. III year as per course structure and earn the credits)

18.1.4 4th Year (NCrF Level 6.0 – Bachelor of Engineering Degree):

- **Entry:** Completion of the BBA. III year with an NCrF Level 5.5 Bachelor of

Science degree.

- **Exit:** BBA. degree (As per clause 15.0).

18.1.5 When a student is admitted in the BBA II / III year with appropriate NCrF Level certificate, the academic regulations under which the student seeks admission shall be applicable to the student. However, the student has to register and obtain a minimum of 120 credits for the award of BBA degree as per clause 15.0

18.2 Break in Study and Maximum Duration

A student can take a break after completion of BBA I year / II year with prior approval from the University. Re-entry after a break is subject to the condition that the student completes all academic requirements within twice the duration of the programme (i.e., within 6 years for a 3-year BBA programme from the year of admission into first year).

When a student Re-enters after the break in the following academic years, the academic regulations under which the student seeks re-entry shall only be applicable to the student, not the academic regulations under which they got admitted in their first year of study.

19.0 Transitory Regulations for the students re-admitted in MRV25 Regulations:

19.1 Transitory regulations are applicable to the students detained due to shortage of attendance as well as detained due to the shortage of credits and seek permission to re-admit to the BBA programme, where MRV25 regulations are in force.

19.2 A student detained due to shortage of attendance and re-admitted in MRV25 regulations: Such students shall be permitted to join the same semester, but in MRV25 Regulations.

19.3 A student detained due to shortage of credits and re-admitted in MRV25 regulations: Such students shall be promoted to the next semester in MRV25 regulations, only after acquiring the required number of credits as per the corresponding regulations of their previous semester(s).

19.4 A student who has failed in any course in a specific regulation has to pass those courses in the same regulations.

19.5 If a student is readmitted to MRV25 Regulations and has any course with 80% of the syllabus common with their previous regulations, that course in MRV25 Regulations will be substituted by an equivalent course of previous regulations by the Institute. Such substitution courses would be recommended by the BOS chairperson and approved by the Associate Dean Academics.

19.6 The MRV25 Academic Regulations are applicable to a student from the year of re-admission. However, the student is required to complete the study of BBA degree within the stipulated period of six academic years from the year of first admission.

20.0 Student Transfers

20.1 There shall be no branch transfers after the completion of the admission process.

20.2 Students seeking transfer from various other Universities/institutions having backlogs at the previous University/institution must pass the courses offered at the Institution which are equivalent to the failed courses at the previous University/institution. The evaluation of such courses would be decided by the Associate Dean Academics

21.0 Scope

21.1 The academic regulations should be read as a whole, for any interpretation.

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

21.3 The Institution/University may change or amend the academic regulations, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the Institution/University authorities.

21.4 Where the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.

****

MALPRACTICE RULES

Disciplinary Action for Malpractices/Improper Conduct in Examinations

	Nature of Malpractices/ Improper conduct	Punishment
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, smart watches, electronic gadgets 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 candidate 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. Confiscation of Cell phones, pagers, palm computers, smart watches, electronic gadgets, etc., and the same would be handed over only after punishment finalized by the Malpractice Committee.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones, pager, palm computers, smart watches, electronic gadgets with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police, and a case will be registered against him. Confiscation of Cell phones, pagers, palm computers, smart watches, electronic gadgets, etc., and the same would be handed over only after punishment finalized by the Malpractice Committee.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers, cell phones, smart watches, electronic gadgets or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared, including practical examinations, excluding Project work/ Mandatory Courses /Technical Seminar and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled. Confiscation of Cell phones, pagers, palm computers, smart watches, electronic gadgets, etc., and the same would be handed over only after punishment finalized by the Malpractice Committee.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from the examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate Who has been impersonated,

		shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the Remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all end-semester examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police, and a case will be registered against him.
4.	Smuggles the answer book or additional sheet, or takes out or arranges to send out the question paper during the examination or the 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 candidate 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 for two consecutive semesters from class work and all end semester Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks	Cancellation of the performance in that subject
6.	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 or organizes a walk out or instigates others **to** examination hall-walk out, or threatens the officer- in-charge or any person on duty in or outside the examination hall of any injury**,** to his person or to any of his relations whether by words, either 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 relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institution campus or engages in any other act which in	In case of students of the Institution, they shall be expelled from examination halls 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 candidates are also 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.

	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.	
7.	Leaving the exam hall taking away the answer script or intentionally tearing 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 candidate 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 for two consecutive semesters from class work and all Semester End Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess 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 candidate 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.
9.	If student of the Institution, who is not a candidate for the particular examination or any person not connected with the Institution indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	If the student belongs to the Institution, expulsion from the examination performance in that subject and all other subjects shall, and cancellation of the candidate 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 Institution will be handed over to the police, and a police case will be registered against them.
10.	Comes in a state of inebriated/drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared, including practical examinations and project work and shall not be permitted for other 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 candidate has appeared in, including practical

		examinations, excluding Project work/ Mandatory Courses /Technical Seminar of that semester/year.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Institution Academic Committee for further action to award suitable punishment.	

Malpractices identified by squad or special invigilators

Punishments to the candidates as per the above guidelines.

Malpractice identified during valuation.

1) The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny, etc. The case is to be referred to the malpractice committee. The malpractice committee will meet and discuss/question the candidate and, based on the evidence, the committee will recommend suitable action on the candidate.
2) A notice is to be served to the candidate(s) involved through the Principal regarding the malpractice and to seek explanations.
3) The involvement of staff who are in charge of conducting examinations, invigilators, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.
4) Based on the explanation and recommendation of the committee, action may be initiated.

Malpractice committee:

(a) Chief Superintendent	Chairman
(b) Controller of Examinations	Member
(c) Dean Academics	Member
(d) Chief Examiner of the Course/ Subject Expert	Member
(e) Concerned Head of the Department	Member
(f) Observer	Member

******