



YOGI VEMANA UNIVERSITY

Accredited by NAAC 'A' Grade with CGPA 3.13 / 4.0

Centre for Distance and Online Education (CDOE)

Vemanapuram, Kadapa-516005, Andhra Pradesh, India



<https://cdoe.yvu.edu.in>



directorcdoe@yvu.edu.in



+91-9703000276

ACADEMIC REGULATIONS

Two Year **Master of Business Administration (4 Semesters)** with effect from the Academic Year 2021-22 as per NEP 2020

I. Eligibility

A student seeking admission into the following 2-year (4 Semesters) Post-graduate Courses in Col.2 below should have passed the qualifying degree examination of this University/ other Universities examination recognized by this University as equivalent thereto as mentioned against that course in Col.3 below. Besides this, the candidate must qualify in the prescribed entrance examination conducted by YVU/ APSCHE/ Any Apex body of that year.

Code	Name of the Course	Qualifying degree for admission
01	Master of Business Administration (MBA)	BBA/BBM/B.Com with all combinations
02	Master of Business Administration (HRM-Human Resource Management)	Any bachelor's degree except BOL

I Course of Study

- The course of study extends over two academic years, each year consisting of two semesters i.e..... four semesters for each course. The duration of each semester is ninety working days of six hours a day including the days allotted for tests, examinations, and preparation holidays. The inter-semester break shall be one week.
- The Course of study for the MBA degree shall be according to the scheme of examination, syllabus, list of textbooks, and reference books for the study as prescribed by the University from time to time.


Director, CDOE
DIRECTOR
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
YOGI VEMANA UNIVERSITY,
KADAPA - 516005.




Registrar
REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516 005.

III. Scheme of Examination

- a. **MBA & MBA(HRM) courses:** The course shall comprise of first and second semesters during the first academic year and the third and fourth semesters in the second academic year. In the First semester, there will be three core papers, the fourth paper will be a compulsory foundation with options, and the fifth paper will be the elective foundation (practical) with options. In the Second Semester, there will be five theory papers, out of these the third paper with options, the fourth paper is an Open elective-I (CBCS), and the fifth paper will be the compulsory foundation with options and one practical paper. There will be an Audit course paper with only internal evaluation for 100 marks with zero credits. In the third semester, there will be two core papers, the third paper will be a Generic Elective with options, The fourth paper will be an open elective paper II (CBCS) and the fifth paper will be skill skill-oriented course. In the fourth semester, there will be three core papers offered. Three sets of internal elective papers are offered with three specializations. In each set three papers are offered from which the student must select two papers each from two specializations and there will be a Project work. In the case skill-oriented course 50 marks will be theory and 50 marks will be practical/field work with six credits and there will be no internal marks. The maximum mark for each theory paper shall be 100 marks. Out of 100 marks in each theory paper, there will be 30 marks for internal assessment and 70 marks for the semester-end examination. The total marks for four semesters put together shall be 2000 including Practical/Viva-Voce/Field-Report/Records/Project report/ Dissertation. The maximum mark for the project report shall be 200 marks.

In the case of **III semester of MBA & MBA(HRM)**, four compulsory theory papers are offered. Two sets of internal elective papers are offered from the Finance specialization out of which the student must select two each from two sets. The fourth paper is an open elective paper II (CBCS). All the papers carry 100 marks each. In the **IV Semester of MBA & MBA(HRM)**, three compulsory theory papers are offered carrying 100 marks each. Two sets of internal elective papers are offered

from finance specialization, student must select any two papers from two sets. Students must submit a project dissertation report which carries 200 marks.

- a) The student will be awarded 4 Credits for each Theory and Practical Paper.
- b) Project dissertation in the IV semester will carry 8 credits.

IV. Attendance

- a) A student shall put in 75% of attendance in each semester and in each paper/Practical/Seminar, etc.
- b) Condonation of shortage of attendance for theory classes alone may be recommended by the head of the Department and Head of the Institution on medical grounds or other genuine reasons provided the student puts up 62.5% of attendance in all the theory papers. Candidates who put in 62.5% of attendance and apply for condonation, must pay the condonation fee as prescribed by the University. In the case of Practical/project Reports the student shall complete 75% of the listed experiments by attending extra Classes on Sundays/preparatory holidays/vacation periods etc., by paying an extra tuition fee, if necessary.
- c) A student who could not satisfy these requirements as given in IV (a) and IV (b) shall have to repeat the semester and put in again minimum required attendance as stipulated in clauses IV(a) and IV(b) by paying the additional tuition fee. The attendance put in by the candidate cannot be combined for computation.

V. Promotion and Detention

A student shall be eligible for promotion to the next semester if he/she satisfies the minimum attendance requirements as stipulated in regulations IV(a) and IV(b) in the semester and registers for the semester-end university examinations. Otherwise, the student will be detained. A candidate must complete the course including improvement within a year maximum period from the date of admission with internal assessment marks obtained during the study.


Director, CDDE
DIRECTOR
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDDE)
YOGI VEMANA UNIVERSITY,
KADAPA - 516005.




Registrar
REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516 005.

VI. Evaluation

The setting of question papers shall be always by external examiners. All the semester's end theory and practical examinations conducted by the University shall be valued by both external and internal examiners. In the case of Open Electives, I & II papers shall be valued only one valuation by the Internal Examiner and there is no external valuation. The Project/dissertation submitted by the student at the end of the IV semester shall be valued by both external and internal examiners. A Viva-Voce examination shall be conducted by both the external examiner and internal examiners. Two internal Tests of one-hour duration shall be conducted for 30 marks by the Department on the date communicated by the Principal of the College. The best of the two tests shall be considered for the award of marks. A student who is absent for any test shall be deemed to have secured Zero (0) in that test and no makeup test shall be conducted. The semester-end examinations of the University with three hours duration shall be conducted for 70 marks.

VII. Qualification for Pass

A student appearing for the first time for any semester-end University examination shall register for the whole examination. A candidate shall be declared to have passed the whole examination,

- a) He/she secures a minimum of 35% marks in each theory paper/practical semester-end university examination and an aggregate of 40% marks in each semester (i.e., semester-end examinations and internal assessment marks put together). In the case of project work, the candidate gets 35% marks in the dissertation and an aggregate of 40% marks both in the dissertation and Viva-Voce put together. Paper paper passes are allowed.
- b) If the aggregate of 40% is secured, the student shall be declared to have been exempted in such theory paper in which he secured a minimum of 35% of the marks in the semester-end examination and internal assessment marks put together.
- c) A student who could not secure the aggregate of 40% in any semester (i.e., semester-end examination and internal assessment marks including seminar/record/viva-Voce, etc., put together) shall be declared to have been exempted in such theory paper in which he secured a minimum of


Director, CDOE
DIRECTOR
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
YOGI VEMANA UNIVERSITY,
KADAPA - 516005.




Registrar
REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516 005.

40% of the marks in semester end examinations and internal assessment marks put together.

- d) The failed student (supplementary) should secure not less than 35% marks in each theory paper/practical semester-end university examination and 40% marks for passing the paper (s) (i.e., semester-end examinations and internal assessment marks put together) in which they have failed.
- e) A student who could not get pass marks in the dissertation of the project work shall revise and resubmit the dissertation along with the next regular batch of students.
- f) A student who fails and wishes to appear for the whole of the theory examination of any semester shall be allowed only after canceling the results of the previous examination of that semester.
- g) Supplementary student shall register afresh and reappear for the paper in which he/ she has failed in the examination; he/ she shall be declared to have Passed the examination in such paper (s) when the student fulfills the requirements of the regulation VII(a), (b), (c) and (d).
- h) There shall be no separate supplementary examinations. The failed student shall register and reappear for the examination along with the next batch of regular students.
- i) The marks obtained by the student in internal assessment / Seminars/dissertation shall continue for improvement / failed candidates.

VIII. Classification

The marks obtained in each paper by the student shall be given the letter grade and grade points on the 10-point scale as given below:

Range of marks	Letter Grade	Grade Points	Qualitative Meaning
90-100	O	10	Outstanding
80-89	A+	9	Excellent
70-79	A	8	Very Good
60-69	B+	7	Good
50-59	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Pass
<40	F	0	Fail
0	AB	0	Absent

The classification of students on a 10-point scale based on Semester Grade Point Average (SGPA) at the end of each semester and Cumulative Grade Point Average (CGPA) at the end of the course as explained below.

i) Semester Grade Point Average (SGPA) $S_i = \sum (C_i * G_i) / \sum C_i$

Where C_i is the number of credits of the i^{th} Course and G_i is the grade point scored by the student in the i^{th} course.

ii) Cumulative Grade Point Average (CGPA) $= \sum (C_i * S_i) / \sum C_i$

Where S_i is the SGPA of the i^{th} Semester and C_i 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 transcript.

Aggregate Percentage = CGPA X 10

IX. Choice Based Credit System (CBCS)

Two Open Elective papers shall be introduced in the second and third semesters as Open Elective I and Open Elective II respectively as a part of CBCS. These papers shall be taught by the staff of other departments from Arts or Sciences as per the choice of the student. The student shall pass these open elective papers, on par with the main subjects.

X. Award of Rank

There shall be no award of rank at the time of publication of results. However, the names of gold medal awardees, Fellowship programmes, etc shall be announced at the time of convocation only in their subject in the University based on total marks obtained in all the Semesters put together and who passed all the Semester examinations in one attempt. Supplementary / improvement students are not eligible for the award of rank.

XI. Improvement

The students shall be permitted to improve their marks in one or more theory papers of any semester as per the regulations and syllabus in force. If the student improves, necessary corrections shall be made to the marks statement and


Director, CDDE
DIRECTOR
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDDE)
YOGI VEMANA UNIVERSITY,
KADAPA - 516005.




Registrar
REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516 005.

Provisional / Degree Certificate. If the student fails to improve marks/grades, the original marks remain unaltered. They shall not be eligible for the award of rank. There shall be no provision for improving the marks obtained in internal assessments/practicals/records/dissertations/seminars.

XII. Conditions of Award of Degree

A student for the award of an MBA Degree course shall be required.

- a) To have undergone the course of study in the University/ Affiliated Colleges over two academic years consisting of four Semesters, and
- b) To have passed the examinations as prescribed above.

XIII. Transitory Provision

- a) The course of study for a postgraduate degree shall normally cover two academic years comprising four semesters.
- b) No student shall be permitted to obtain a degree earlier than four semesters and to appear for any Semester examination after four years.

XIV. No award of any other Degree.

XV. The University shall have the right to amend or modify any of the above regulations, whenever necessary.


Director, CDDE
DIRECTOR
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDDE)
YOGI VEMANA UNIVERSITY,
KADAPA - 516005.




Registrar
REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA - 516 005.