

MOHAN BABU UNIVERSITY

Sree Sainath Nagar, Tirupati – 517 102



MBU
MOHAN BABU
UNIVERSITY

DREAM. BELIEVE. ACHIEVE

ONLINE PROGRAMS

ACADEMIC REGULATIONS

(Effective from 2025-26)

(Applicable to UG & PG Programs)

1. Preamble

In recognition of the growing demand for accessible and flexible higher education, and in alignment with national goals for inclusive and lifelong learning, the Distance Education Scheme is established to provide advanced academic opportunities to learners irrespective of geographical, professional, or personal constraints.

This scheme is designed to promote equity in education by extending quality graduate programs through online mode. It aims to empower working professionals, remote learners, and non-traditional students by offering curriculum-rich, industry-relevant, and academically rigorous programs that maintain the standards of conventional on-campus education.

The scheme upholds the principles of academic excellence, learner-centric approaches, and technological integration to foster innovation, research, and critical thinking among the learners. Through strategic use of digital platforms, modular content delivery, continuous evaluation, and academic support systems, the Distance Education Scheme seeks to democratize higher education and contribute meaningfully to personal, professional, and national development.

2. Scope

The online learning offers flexible and accessible education opportunities to learners unable to attend traditional on-campus programs. It caters to working professionals, remote learners, and individuals with personal constraints, enabling them to pursue degree. The scheme utilizes online platforms, modular content, and blended learning to ensure quality and convenience. Academic support, continuous assessment, and regulatory compliance are integral components. Overall, it aims to promote inclusive, lifelong learning aligned with national educational goals.

3. Regulations for all UG and PG Programs offered in MBU under CDOE

The rules and regulations stated herein shall be called "MBU25 OLP Academic Regulations" in its complete form. This regulations as given in this document are applicable to students admitted in UG & PG Programs offered in MBU under CDOE from the academic year 2025-26. All academic programs under CDOE shall be decided by the Academic council. As per University Grants Commission (UGC), National Education Policy 2020 (NEP2020), Govt. of India; the Mohan Babu University (MBU) now is being implemented from 2025-26 onwards.

4. Definitions and Nomenclature

'Degree' means the academic award conferred upon a student on successful completion of any program of study designed to achieve the defined attributes.

'Program' means cohesive arrangement of courses and activities to accomplish predetermined objectives leading to the awarding of a degree in a branch or discipline. Some Degree programs also provide options to specialize in a specific domain of interest in a branch or discipline. Such Degree programs are titled as the Degree along with its specializations.

'Course' means any combination of lecture, tutorial, practical and project based learning sessions of a subject studied in a semester, like Mathematics, Physics etc.

5. Admission

Number of Seats: The number of seats in each program for which admission is to be made will be decided by the statutory Body of MBU.

6.1 Eligibility Criteria

The minimum qualification and other essentials for admission into various programs will be stipulated by the Admission Committee every year and the same is notified on the website.

6.2 Authority for Admission: For any matter related to admission to any program, the decision of the Admission Committee is final.

If, at any time after admission, it is found that a candidate has not fulfilled the requirements stipulated in the offer of admission, the concerned School Dean may revoke the admission of the candidate and report the matter to the Vice Chancellor.

In Addition to the above, admissions will be based on the rules and regulations of the UGC/Competent authorities in force at the time of admissions.

6. PROGRAMS OFFERED UNDER CDOE

Programs
Bachelor of Computer Applications – BCA
Bachelor of Business Administration - BBA
Bachelor of Commerce (Computer Applications) - B.Com(CA)
Master of Computer Applications - MCA
Master of Business Administration - MBA

Note: Any other additional programs approved by the statutory authority of the university.

7. Academic System

7.1 Semester System

All the programs offered by MBU under CDOE shall follow the Semester system mode. There will be two semesters in an academic year.

7.2 Program Duration and Credits

Program	Credits	Minimum Duration (Years)	Maximum Duration (Years)
BCA	120	3	6
BBA	120	3	6
B.Com (CA)	120	3	6
MCA	90	2	4
MBA	90	2	4

7.3 Medium of Instructions

The language of instruction will be English, for all courses..

7.4 Teaching Learning Pedagogy:

The teaching & learning pedagogy will be as per the 4-quadrant approach stated in UGC ODL regulations 2020.

7.5 Learning Materials:

Online course materials prepared as per the applicable norms laid down by competent authority of UGC and shall be provided to the students.

These e-learning Materials (PPT, Video/Video Script, Reading Materials, Quiz, Assignments and Discussion Forums) as per Four-Quadrant approach shall be published in Learning Management System (LMS) and these e-contents will be made available to all the registered applicants in a formalized way with proper accesses credentials.

7.6 Curriculum and Program Structure

The Program is structured on credit-based system. Each program curriculum contains Fundamental, Core, Elective and Supporting courses and these courses have credits apportioned accordingly.

7.7 Course Classification

Courses may be classified as Theory, Theory with Practical, Theory with Project Based Learning, Theory with Practical and Project Based Learning, Practical, Practical with Project Based Learning, Internship, Capstone Project Courses.

7.8 Syllabus

The syllabus of a course provides what the student will learn in the course of study. Each course syllabus document contains course code, course title, course description, course outcomes, module-wise topics, duration to cover each module, text books, reference books, video lectures and web resources for additional learning.

7.9 Course Credit Structure

One Credit equals 30 hours of self-learning, including assessments, to achieve the required learning outcomes.

8. Academic Calendar

The academic calendar includes the dates with regard to course registrations, spell of instructions, continuous internal assessment tests, preparation holidays, semester-end theory examinations, practical examinations and semester holidays if any. The CDOE office will communicate the Academic calendar to all concerned, and the same will be made available on the website. The dates and schedules in the academic calendar may change in specific programs due to regulatory and local requirements. In such cases, the CDOE office with prior authorization will communicate the changes to the students. The revised academic calendar (if any) will also made available on the website.

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10. Course Registration

- ❖ Every student after payment of the prescribed semester fee shall register for the courses which he/she wishes to undergo during a semester. Registration and enrolment process will be taken care of by the CDOE Office. All refund policies will be as per university policies.
- ❖ From the second semester onwards, all students must enroll on a specified day notified by the university at the beginning of a semester. A student will be eligible to enroll only if he/she has cleared all the dues to the university. Also, if he/she is not debarred from enrolment, as part of any disciplinary action of the Institution if any.
- ❖ Students can register a maximum of 32 credits in a regular semester including backlog courses.

10.1 Arrear Examination:

If a student failed in a course, then the student is allowed to clear the courses by appearing any number of arrear examinations upon the notifications within the stipulated program duration as mentioned in section 7.2

10.2 Re-registration for Backlog Courses

- ❖ Students who have dropped a course or detained for want of attendance in any semester can re-register whenever the course is offered during the regular semester. The assessment pattern will be similar as in the regular mode.
- ❖ Students shall be permitted to re-register the backlog courses by paying the registration fee as specified by the university at the time of re-registration of the course.
- ❖ The student shall be permitted to re-register the backlog course without opting for an arrear examination.
- ❖ If a student re-registered for a backlog course, then the earlier marks earned both internal and external for that course shall be cancelled.

10.3 Course Substitution

- ❖ If a student is failed in Elective courses and wish to take another course for a valid reason in the respective elective, the student shall be permitted with the consent of program coordinator. However, the student shall pay the requisite fee for the substituted course.
- ❖ Course substitution option shall be utilized by a student one time during the program of study.

10.4 Course Equivalence

- ❖ If a student failed in a course and re-registered for next time when it is offered there may be a chance of having revised syllabus of that course with marginal changes. The revised version of syllabus is treated as equivalent to the course in which the student has failed. The revised version of syllabus shall be offered to the re-registered student.
- ❖ The Credits of the original course (of the curriculum) will be considered as 'earned', if there is a credit difference to the equivalent course.
- ❖ Grade Sheet and Consolidated Grade Sheet will indicate the original course code and title only and not the equivalent course the student has registered, or written as the arrear exam.
- ❖ No separate classes with the older version of syllabus will be offered to the student to clear their backlog. After careful study of the syllabi, the Course Committee may also identify new courses considered equivalent to those courses that were dropped from the curriculum for various reasons. Based on the recommendations of the Course Committee, Director shall declare such courses as equivalent and the same may be recommended.
- ❖ Course equivalence is applicable to all curricula, present and the future.

11. COMMITTEE STRUCTURE

- ❖ **Programme Coordinator** (One per Programme):
The Programme Coordinator shall be responsible for overall coordination of the development, delivery and assessments of the learners in the Online Programme.
- ❖ **Course Coordinator** (One per Course):
The Course Coordinator shall coordinate the development, delivery and assessments of the learners in the Course.
- ❖ **Course Mentor** (One per batch of 250 learners):
Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups.

12. Attendance Requirements

- ❖ The attendance shall be calculated from the date of registration to a course. For each course, the minimum attendance requirement to appear for semester-end examinations is 75%.
- ❖ The attendance includes attendance in all the activities (live sessions & LMS activities) of Online Learning programme prior to semester-end examinations.
- ❖ If a learner participation percentage is less than 75% in a course, then the student is declared as not eligible to write semester-end examinations, those student shall repeat the course as and when offered in next regular semester.
- ❖ If the student attendance is less than 75% in all the courses registered in a semester during the program of study, then the student is detained and the registration shall stand cancelled for that semester and also not promoted to the next semester.

- ❖ Students who are Discontinued or are not eligible to write semester-end examinations are eligible for readmission as and when the semester is offered next after the fulfillment of academic regulations. Candidates who have been detained for want of attendance or have not fulfilled any academic requirements or have discontinued and wish to continue the program are eligible for admissions into the unfinished semester from the date of
- ❖ commencement of classwork with the same or equivalent subjects as and when subjects are offered, and they will follow the academic regulations into which they are admitted.

13. EXIT OPTIONS

The following exit options are available for students

- ❖ Exit after 1 year with a Foundational Level **Certificate**
- ❖ Exit after 2 years with a **Diploma**

14. Evaluation Criteria

All components in any Program of Study shall be evaluated through Internal Evaluation and/or Semester End Evaluation.

Course Type	Component	Internal/ External	Weightage %
Theory	Mid Examination	Internal	10
	Two Assignments		20
	Semester-end Examinations	External	70
Theory with Practical	Mid Examination	Internal	10
	One Assignment		10
	Practical Exercises		10
	Semester-end Examinations	External	Theory – 40 Practical – 30
Theory with Project Based Learning	Mid Examination	Internal	10
	One Assignment		10
	PBL Evaluation		10
	Semester-end Examinations	External	70
Theory with Practical + Project Based Learning	Mid Examination	Internal	10
	Practical Exercises		10
	PBL Evaluation		10
	Semester-end Examinations	External	Theory – 40 Practical – 30
Practical	Practical Exercises	Internal	15
	Model Examination		15
	Semester-end Examinations	External	70
Practical with Project Based Learning	Practical Exercises	Internal	10
	Model Examination		10
	PBL Evaluation		10
	Semester-end Examinations	External	70
Internship	Semester-end Examinations	External	100
Capstone Project	Review-1	Internal	15
	Review-II		15
	Viva-Voce Examination	External	70

14.1 Evaluation and Assessment:

Courses type - Theory/Practical/Project Based Learning and combination Components

For every course a student attending during a semester, there is an online Continuous Internal Assessment (CIA) component that will contribute 30% (Mid, Quizzes, Case Studies, Assignments, etc.). There will be one proctored online Semester-end examination of 3 hours duration for each credited course which will contribute 70% total assessment.

Internship

The student shall undergo an Internship in an Industry/National Laboratories/ Academic institution relevant to the branch specific or interdisciplinary for FOUR weeks duration during summer vacation. This course shall be registered in the subsequent semester immediately after the summer vacation. The Internship shall be submitted in a report form, and a presentation of the same shall be made before an Internship Evaluation Committee (IEC) and it shall be evaluated for 100 marks. The IEC shall consist the concerned Supervisor and a Senior Faculty Member of the Department nominated by Head of the Department with the approval of the Director. If required, multiple IECs shall be constituted for multiple sections with prior approval.

Capstone Project

Continuous Evaluation: The progress of the students in their Project Work will be assessed through Continuous Evaluation shall be made by the Project Evaluation Committee (PEC) consisting of concerned supervisor and One senior faculty members, on the basis of TWO project reviews on the topic of the project. The PEC is constituted by the respective Director on the recommendations of the Head of the Department/Program coordinator.

Upon completion of the Project in VI semester, the student will have to submit the Project Report, which will be evaluated by duly appointed examiner(s). The evaluation will be based on the report, the assessments during the periodical reviews, and a viva-voce examination on the Project Work.

Semester End Evaluation: Upon completion of the Project, the student shall submit the Project Report. The Semester-end evaluation shall be conducted by a Committee consisting of an External Examiner, HOD and concerned Supervisor. If required, multiple committees shall be constituted for multiple sections with prior approval. The External Examiner shall be nominated by the Director from the panel of Examiners submitted by the Department.

The dissertation certified in the prescribed format by the concerned Supervisor and HOD shall be submitted at one copy to the Department and one copy to the Controller of Examinations in addition to student copy.

15. Course Wise Grading of Students

Each student shall be awarded Letter Grades and Grade Points (GP) based on the aggregate of marks obtained through Internal Evaluation and Semester End Evaluation in a course.

15.1 Absolute Grading

The letter grades and the corresponding grade points are in accordance with the UGC guidelines, as detailed below.

% of Marks obtained	Letter Grade	Description of Grade	Grade Points (GP)
≥90	O	Outstanding	10
≥80 to <90	A+	Excellent	9
≥70 to < 80	A	Very Good	8
≥ 60 to < 70	B+	Good	7
≥ 55 to < 60	B	Average	6
≥ 50 to < 55	C	Pass	5
<50	F	Fail	0
Absent	Ab	Absent	0

Pass Marks: If Absolute Grading is applied for a course then, A student shall be declared as "PASS" in a course if he/she secures a minimum of 50% of the total marks obtained from CIAT and Semester End Evaluation. Otherwise, he/she shall be declared as "FAIL" in that course.

15.2 Semester Grade Point Average (SGPA): SGPA shall be calculated as given below on a "10 point scale" as an index of the student's performance:

$$SGPA = \frac{\sum (C \times GP)}{\sum C}$$

Where "C" denotes the "credits" assigned to the courses undertaken in that semester and "GP" denotes the "grade points" earned by the student in the respective courses.

Note: SGPA is calculated only for the candidates who appeared in the semester-end regular examinations in a particular semester.

15.3 Cumulative Grade Point Average (CGPA):

The CGPA shall be calculated for a candidate who appeared in the Semester End Examination (including Regular & Arrear) till that semester. The CGPA shall be displayed in the Grade sheet of the Regular Semester-end examinations and also in the consolidated Grade Sheet issued at the end of the program. The CGPA is computed on a 10 point scale as given below:

$$CGPA = \frac{\sum (C \times GP)}{\sum C}$$

Where, C denotes the credits assigned to courses undertaken up to the end of the Program and GP denotes the grade points earned by the student in the respective courses.

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

15.4 Recounting /Revaluation/Personal Verification/ Challenging Evaluation

Students shall be permitted to apply for Recounting /Revaluation/Personal Verification/ Challenging Evaluation of the Semester End Examination answer scripts within a stipulated period after payment of the prescribed fee. After completion of the process of Recounting/ Revaluation/Personal Verification/ Challenging Evaluation, the records are updated with changes if any, and the student shall be issued a revised grade sheet. If there are no changes, the student shall be intimated the same through a notice.

16. Grade Sheet

A grade sheet shall be issued to each student indicating the SGPA and CGPA, provided if he passed all the courses registered in the regular semester-end examinations.

17. Consolidated Grade Sheet

After successful completion of the entire Program of study, a Consolidated Grade Sheet indicating the performance of all academic years shall be issued as a final record. Duplicate Consolidated Grade Sheet shall also be issued, if required, after payment of the requisite fee.

18. Withholding of Results

Results may be withheld in a semester, if

- ❖ The student has any dues to the Department/ School/ University
- ❖ Action arising out of malpractice is pending
- ❖ Action arising out of indiscipline is pending

The student whose result was withheld shall not be allowed/promoted to the next higher semester.

19. Award of Class

The CGPA requirement for the award of the class is as follows.

Awarding of Class

CGPA Secured	Class Awarded
≥8.0	First Class with Distinction
≥6.0 and <8.0	First Class
≥5.5 and <6.0	Second Class
≥5.0 and <5.5	Pass Class

20. Award of Degree

After successful completion of the program and minimum credit requirements as specified in Section 7.2, a Provisional Certificate will be issued to eligible students. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the name of the Program of study, and specializations if any, in which the student has graduated

21. Credit Transfer

- ❖ If a student discontinued in any of the semester and later he wish to continue in the same program, then the he shall follow the latest regulations and curriculum that is being implemented during readmission into the same semester. However, the earned credits before discontinued shall be transferred to his credit account and he has to complete his degree within the stipulated program duration as mentioned in section 7.2.
- ❖ A similar procedure shall be adopted for the candidates who are seeking admission from other Universities into various eligible programs of the University, subject to the condition that those Universities are recognized and approved for credit transfer by MBU.
- ❖ If the other Universities follow a different system, then the program into which the student is seeking admission/ transfer shall work out an equivalence of credits that are to be transferred with valid supporting documentation.
- ❖ The number of credits thus transferred will be considered for the minimum credit requirements of the program, but not considered for the GPA/ CGPA calculations. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place and Country)' and no breakup of courses will be listed.
- ❖ Award of degree classification is purely based on the GPA/CGPA calculations considering credits earned during the program of study with the MBU.

22. Amendments to Regulations

The Academic Council headed by the Vice-Chancellor of the University has the right to revise, amend, or change any component of regulations from time to time. In case of any dispute arising in interpreting the rules, the Academic Council's interpretation shall be the final decision.

23. General

The words such as "he", "him", "his" and "her" shall be understood to include all students irrespective of gender connotation.

Note: Failure to read and understand the regulations is not an excuse.

**GUIDELINES FOR DISCIPLINARY ACTION FOR MALPRACTICES /
IMPROPER CONDUCT IN EXAMINATIONS**

- ❖ Every student is required to observe discipline and decorous behaviour in all activities related to academic programmes and not indulge in activities that would bring disrepute to the University.
- ❖ Any instance of indiscipline related to the academic activity of a student will be referred to a Discipline and Welfare Committee; likewise, any instance of malpractice by a student in connection with the examination process will be referred to Grievance and Redressal Committee.
- ❖ These Committees will inquire into the issues and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Program Coordinator. The Program coordinator will consider the recommendations of these committees and decide on the appropriate action to be taken. The Director (Centre for Distance and Online Education) will report the action taken in the matter at the next meeting of the Academic Council.