

**AMJAD ALI KHAN COLLEGE OF BUSINESS ADMINISTRATION**  
**MBA Student Policy Circular**

**Academic Policy Circular – Attendance & Assessments**

**Applicable to: MBA Programme (All Semesters)**

**Academic Year: 2026**

*As we commence the new semester of the MBA Programme under the affiliation of Osmania University, all students are hereby informed to strictly adhere to the following academic regulations concerning Attendance and Internal Assessments.*

**≥75% attendance:** Eligible for exams without condonation

**65–74.9% attendance:** Eligible for exam **only with condonation approval and fee**

**<65% attendance:** Not eligible to sit for exams under standard condonation rules

**I. ATTENDANCE POLICY**

**Minimum Attendance Requirement**

- A minimum of 75% attendance in each subject is mandatory as per university norms.
- Attendance will be calculated subject-wise, not overall.

**Shortage of Attendance**

- Students with attendance below 75% but above the condonation limit prescribed by Osmania University may apply for condonation (subject to university rules and prescribed fee).
- Students with attendance below the condonation limit will not be eligible to appear for Semester End Examinations.
- No special consideration will be given except in genuine cases supported by valid documentary evidence.

**Medical Leave**

- Medical leave must be supported by:
  - Valid medical certificate
  - Prescription copies
  - Written application
- Submission must be done within 3 working days of rejoining.

**Participation & Academic Engagement**

Attendance includes:

- Classroom lectures
- Case discussions
- Seminars and presentations
- Guest lectures
- Industrial visits
- Workshops / FDP-linked student sessions

Students are expected to actively participate in all academic activities.

**Late Entry Policy**






- Students arriving more than 10 minutes late may be marked absent for that session.
- Habitual latecomers will face disciplinary action.

**2. INTERNAL ASSESSMENT POLICY**

Internal Assessment marks are awarded as per Osmania University MBA regulations.

- Components of Internal Assessment

Internal marks will be based on:

-  Mid-Term Examination(s)
-  Assignments / Case Studies
-  Presentations / Seminars
-  Quiz / Surprise Tests
-  Attendance & Class Participation

Faculty will communicate detailed breakup at the beginning of each course.

### **Mid-Term Examinations**

- Mid exams will be conducted as per academic calendar.
- No re-test will be conducted except in genuine, approved cases.
- Absence without prior written approval will result in zero marks.

### **Assignments & Submission Rules**

- Assignments must be submitted on or before the deadline.
- Late submissions will attract mark deduction.
- Plagiarism (copying from internet/peers) will result in:
  - Zero marks
  - Disciplinary action
  - Possible reporting to Examination Cell

Students are encouraged to maintain academic integrity.

### **Presentation & Seminar Evaluation**

Marks will be based on:

- Subject knowledge
- Analytical ability
- Practical application
- Communication skills
- Professional conduct

MBA students are expected to demonstrate industry-level professionalism.

### **Eligibility for Semester End Examination**

A student must:

- Maintain minimum attendance as prescribed.
- Complete all internal assessment components.
- Clear all fee dues.
- Obtain required internal qualifying marks (as per university norms).

Failure to meet any of the above will make the student ineligible for Semester End Examination.

## **III. DISCIPLINE & PROFESSIONAL CONDUCT**

As MBA students, professional behavior is expected at all times:

- Adherence to dress code (formal attire during presentations, seminars, exams).
- Respect towards faculty and peers.
- No use of mobile phones during class (unless permitted for academic purpose).
- Strict prohibition of malpractice during examinations.

## **IV. ACADEMIC SUPPORT**

Students facing:

- Academic difficulty
- Attendance issues
- Personal challenges

Are advised to approach:

- Course Faculty
- Class In-charge
- Academic Coordinator

Early communication is encouraged to avoid complications.

### **✗ Reasons Not Covered for Condonation**

- 1. Employment / Job Commitments**
  - Taking up a full-time or part-time job during the semester
  - Working overtime / shift duties
  - Business or self-employment responsibilities
- 2. Employment Outside India**
  - Doing a job abroad while enrolled in the regular MBA programme
  - Frequent international travel for employment
- 3. Residing Outside India / Long-Term Stay Abroad**
  - Staying overseas for personal or family reasons during the semester
  - Visa / travel arrangements causing absence
- 4. Absence of Parents / Guardians**
  - Living alone without parents present in the city/country
  - Lack of supervision due to parental absence
- 5. Financial Difficulties**
  - Personal or family financial constraints
  - Need to work to support family income
- 6. Family Illness (Non-Student)**
  - Illness of parents/relatives without the student being medically unfit
  - Caregiving responsibilities without prior written approval from the college
- 7. Bereavement (Extended Absence)**
  - Death of parent/grandparent/relative resulting in prolonged absence beyond reasonable emergency leave period (short emergency leave may be considered with documentation; extended absence will not qualify for condonation under regular norms).
- 8. Psychological / Emotional Distress (Without Medical Certification)**
  - Claims of stress, anxiety, depression, or emotional disturbance **without certified medical documentation from a registered mental health professional**
  - General lack of motivation or academic pressure
- 9. Personal Travel / Social Commitments**
  - Family functions, weddings, festivals
  - Vacations or personal travel
- 10. Preparation for Competitive Examinations**
  - Absence due to preparation for CAT/UPSC/Bank exams/other competitive exams

### **Important Note**

All students are advised to read this circular carefully and sign the acknowledgement sheet circulated by the class in-charge.

Non-compliance will be treated as violation of institutional and university regulations.

**Principal**

**Amjad Ali Khan College of Business Administration**