

Saurashtra University

RAJKOT

(Re- Accredited Grade B by NAAC CGPA 2.93)



Faculty of Business Management
Syllabus
for
**Master of Business Administration
(Executives Programme)**

**Choice Based Credit System
Effective From
JULY - 2013**

ADMISSION REQUIREMENTS & PROCEDURE:-

ORDINANCE & REGULATIONS :

O. MBAE 01. Admission:

- Candidates should be graduated from a recognized university.
- Admission in the course will be given on the basis of merit of graduation result.
- If numbers of applicant are more than the intake, the department will organize an entrance test.

O. MBAE 02. Duration and span of the Course and course structure:

- The course will be of two-academic year duration divided into four semesters and for Specific purpose The registration of the student for the course will be valid for 4 years.

O. MBAE 03. Award of Degree

- After the successful completion of first two semesters of the course, if any candidate wants to drop out from the programme, will be awarded on Post Graduate Diploma in Business Administration for Executive.
- After successful completion of four semesters of the programme, candidate will be awarded Degree Master of Business Administration (Executives Programme).

O. MBAE 03.

The total number of participants to be admitted to the Evening Master of Business Administration for Executives programme will be 60. Candidates should be sponsored by the organization where they are working. The fees of the course will be decided every year in the beginning of academic year by the university.

The Regulations:

R.MBAE: 01 The teaching methodology for this professional course based on the following pedagogy.

- Case Pedagogy
- Role Play
- Presentation and Seminar
- Simulation
- Quiz
- Assignment

R.MBAE: 02 the medium of instruction will be in English.

R.MBAE: 03 Teaching & Evaluation scheduled shall be as under:

COURSE STRUCTURE OF MBAE

SEMESTER - I

	Types of Course	Course. Code	Name of Subject	EXT	INT	MP	C	TM
1	Core	EMBA 13101	Principles and Practice of Management	70	30	40	4	100
2	Core	EMBA 13102	Business Environment	70	30	40	4	100
3	Core	EMBA 13103	Marketing Management	70	30	40	4	100
4	Core	EMBA 13104	Accounting For Managers	70	30	40	4	100
5	Core	EMBA 13105	Organizational Behaviour	70	30	40	4	100
Total				350	150	200	20	500

SEMESTER - II

	Types of Course	Course Code	Name of Subject	EXT	INT	MP	C	TM
1	Core	EMBA 13201	Financial Management	70	30	40	4	100
2	Core	EMBA 13202	Human Resource Management	70	30	40	4	100
3	Core	EMBA 13203	Cost & Management Accounting	70	30	40	4	100
4	Core	EMBA 13204	Strategic Management	70	30	40	4	100
5	Seminar	EMBA 13205	Contemporary Issues in Management	70	30	40	4	100
Total				350	150	200	20	500

SEMESTER - III

	Types of Course	Course Code	Name of Subject	EXT	INT	MP	C	TM
1	Core	EMBA 13301	Research Methodology	70	30	40	4	100
2	Core	EMBA 13302	Management Control System	70	30	40	4	100
3	Core	EMBA 13303	Corporate Governance and Business Ethics	70	30	40	4	100
4	Project	EMBA 13304	Project Report	200		80	8	200
Total				410	90	200	20	500

SEMESTER - IV

	Types of Course	Course Code	Name of Subject	EXT	INT	MP	C	TM
1	Core	EMBA 13401	International Business	70	30	40	4	100
2	Elective	EMBA 13402	Working Capital Management and Financing Decision	70	30	40	4	100
		EMBA 13403	- OR - Consumer Behaviour					
		EMBA 13404	- OR - Compensation Management					
4	Project	EMBA 13405	Comprehensive Project Report	300		120	12	300
Total				440	60	200	20	500

Abbreviations:

O = Ordinance

MP = Minimum Passing Marks

TM = Total Marks

EXT = External Examination

C = Credit per week

SS = Self Study

***For project guidance one credit for one contact hour.**

R. MBAE: 04 Each component shall be 40% marks i.e. 12 out of 30 and 28 out of 70 marks.

R. MBAE: 05

The CBCS is student centric not only in the teaching-learning processes but also in their evaluation process. In CBCS, the evaluation process is divided into two parts under the CBCS. The first part-consists of Comprehensive Continuous Assessment (CCA) and the second part consists of the Semester end examination. In the CBCS, the evaluation process shall follow the norm that the faculty, who teaches the course, shall conduct the Comprehensive Continuous Assessment (CCA) and the Semester end examination (SEE). The concerned faculty shall be accountable for transparency and reliability of the entire evaluation of the student in the concerned Course.

The framework for Comprehensive Continuous Assessment:

Although assessment and evaluation process in CBCS is in continuous mode, for the purpose of finally letting the candidate know his/her progress periodically, an assessment is divided into four discrete components for reporting the scores to the student as earned by him or her.

The details of the Continuous Assessment are summarized in the Table below:

Component	Units covered In a course	Mode of Evaluation	Weightage	Period of Continuous assessment
1	1 st 30%	Assignments	10%	First part of the semester. To be completed by 5 th week
2	2 nd 30%	MCQ Test	10%	Second part of the semester. To be completed by 10 th week
3	Remaining- 40%	Seminar Presentation	10%	Third part of the semester. To be completed by 15 th week
4	100%	Semester end Examination	70%	To be completed between 18 th and 20 th week

- In case a student fails to secure 12 out of 30 in the CCA (all three components taken together), he/she shall not be allowed to appear for the Semester end examination. If candidate is not appearing in internal examination, he / she will be allowed one more chance to appear for retest and his/her passing marks (Actual marks obtained in retest or passing marks whichever is less) will be consider for grade only.

R. MBAE 6

Semester End Examination (SEE)

- The duration of the semester-end examination shall be 3 hours per course. A question paper for semester-end –examination shall not expect the student to reproduce the answers by memorizing the topics, but it shall rather examine the candidate’s creativity, comprehension, problem solving ability, interpretation and awareness capabilities.
- Minimum passing mark in external examination is 28 marks out of 70 marks.

R. MBAE 7

Project Report

- Project Report: 05 Students Projects Guidance will equal to 20 hours of teaching.
- Project Report will be commenced in the beginning on the Third semester. Students have to select appropriate organization for the purpose. The paper is equivalent to two papers (200 marks). The written part of the project shall account for 100 marks and the viva voce shall account for 100 marks. Evaluation will be done by the Board of Examiners duly appointed by the university. The Student will be guided by the panel of Guide. Panel consists of Two Guide, one faculty from the university department and one from the concern organization.

R. MBAE 8

Comprehensive Project work:

- Comprehensive Project: 05 Students Projects Guidance will equal to 20 hours of teaching.
- Comprehensive Report will be commenced in the beginning on the Fourth semester. Students have to select appropriate organization for the purpose. The paper is equivalent to two papers (300 marks). The written part of the project shall account for 150 marks and the viva voce shall account for 150 marks. Evaluation will be done by the Board of Examiners duly appointed by the university. The Student will be guided by the panel of Guide. Panel consists of Two Guide, one faculty from the university department and one from the concern organization.

R. MBAE 9

Promotion, Re-Admission Rules & Maximum Time for Completion of Course

- From semester I to semester II, if a student undergoes a regular course of study of the semester I and fulfills the required criterion of attendance and secures minimum 12 (out of 30) marks in the internal assessment component.
- From semester II to semester III, if a student undergoes a regular course of study of the semester II and fulfills the required criterion of attendance and secures the minimum 12 (out of 30) marks in the internal assessment component of semester II and clears 50% of the total courses of Semester I and II.
- From semester III to semester IV, if a student undergoes a regular course of study of semester III and fulfills the required criterion of attendance and secures the minimum 12 (out of 30) marks in the internal assessment component of semester III and clears all the of Semester I and II.

R. MBAE 10

- A candidate having obtained graduation degree from other than Saurashtra University, will required to obtain eligibility certificate from the university.

R. MBAE 11

- **Class, Grades , SGPA, CGPA will be awarded on successful candidates as per the Saurashtra University Norms**

R. MBAE 12 Candidates must forward their applications for admission to university examination to the Registrar on or before the prescribed date with a certificate of attendance duly signed by the Head of the Department along with the examination fees fixed by the University.

R. MBAE 13 30 % internal evaluation shall be within the exclusive perview of the concerned Head of the Department which requires purity, transparency accuracy in the evaluation & assessment of students. The benefits of re-assessment scheme will not be made available to the students in this regards.

R. MBAE 14 there will be theory and practical examination (Where it is prescribed in the syllabus) at the end at each semester. The viva voce examination will be conducted at the end of semester.