

**Department of Business Administration**  
**Faculty of Management**  
**M.J.P. Rohilkhand University, Bareilly**

**ORDINANCE AND SYLLABI**  
**of**  
**MASTER OF BUSINESS ADMINISTRATION (PART TIME)**  
*(Under Choice Based Credit System)*

Master of Business Administration (Part Time) is a Three Year Programme. The course structure and programme ordinance are as follows:

**COURSE STRUCTURE**

The M.B.A. (Part Time) program shall be of three years duration i.e. first year, second year & third year, each year consisting of two semesters. The first four semesters, each shall consist of five core theory papers and viva-voce. The fifth and sixth semesters shall contain a combination of discipline specific elective papers. There shall be a system of **dual specialization**.

The list of papers offered during first year, second year & third year of the program shall be as follows.

**FIRST YEAR**

**I Semester**

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTC11	Management Concepts and Skill Development	4	30	70
MBA-PTC12	Statistics for Business Decisions	4	30	70
MBA-PTC13	Managerial Economics	4	30	70
MBA-PTC14	Marketing Management	4	30	70
MBA-PTC15	Financial Accounting and Reporting	4	30	70
MBA-PTC16	Viva-Voce	2	-----	100
	<b>Total.</b>	<b>22</b>	<b>150</b>	<b>450</b>

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### II Semester

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTC21	Human Resource Management	4	30	70
MBA-PTC22	Business Ethics	3	30	70
MBA-PTC23	Organizational Behavior	4	30	70
MBA-PTC24	Production & Operations Management	4	30	70
MBA-PTC25	Computer Applications in Management	3	30	70
MBA-PTC26	Viva-Voce	2	-----	100
	<b>Total</b>	<b>20</b>	<b>150</b>	<b>450</b>

### SECOND YEAR

### III Semester

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTC31	Strategic Management - I	4	30	70
MBA-PTC32	Quantitative Techniques	4	30	70
MBA-PTC33	Accounting for Decisions Making	4	30	70
MBA-PTC34	Business Environment	4	30	70
MBA-PTC35	Research Methodology	4	30	70
MBA-PTC36	Viva-Voce	2	-----	100
	<b>Total</b>	<b>22</b>	<b>150</b>	<b>450</b>

### IV Semester

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTC41	Strategic Management - II	4	30	70
MBA-PTC42	International Business	4	30	70
MBA-PTC43	Financial Management	4	30	70
MBA-PTC44	Project Management	4	30	70
MBA-PTC45	Management Information System	4	30	70
MBA-PTC46	Viva-Voce	2	-----	100
	<b>Total</b>	<b>22</b>	<b>150</b>	<b>450</b>

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**THIRD YEAR**

**V Semester**

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTE -	Specialisation Area I - <i>Part A Elective Paper I</i>	4	30	70
MBA-PTE -	Specialisation Area I - <i>Part A Elective Paper II</i>	4	30	70
MBA-PTE -	Specialisation Area II - <i>Part A Elective Paper I</i>	4	30	70
MBA-PTE -	Specialisation Area II - <i>Part A Elective Paper II</i>	4	30	70
MBA-PTC51	Viva-Voce	2	-----	100
	<b>Total</b>	<b>18</b>	<b>120</b>	<b>380</b>

**VI Semester**

Paper Code	Title of Paper	Credits	Marks	
			Internal	External
MBA-PTE -	Specialisation Area I - <i>Part B Elective Paper I</i>	4	30	70
MBA-PTE -	Specialisation Area I - <i>Part B Elective Paper II</i>	4	30	70
MBA-PTE -	Specialisation Area II - <i>Part B Elective Paper I</i>	4	30	70
MBA-PTE -	Specialisation Area II - <i>Part B Elective Paper II</i>	4	30	70
MBA-PTC61	Viva-Voce	2	-----	100
	<b>Total</b>	<b>18</b>	<b>120</b>	<b>380</b>

**Minimum credit requirements for the programme = 122 credits.**

The following shall be the Specialization Areas/ Elective Groups. The department (depending upon the staff position and other facility), shall offer in the beginning of MBA Part -III (Semester-V), the elective group(s) and / or paper(s), that will be taught in V and VI semester of MBA(PT) Third Year.

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**ELECTIVE GROUPS:**

**FINANCE**

*Part A*

Security Analysis and Portfolio Management	MBA- PTE -F-51
Corporate Restructuring	MBA – PTE -F-52
International Financial Management	MBA – PTE -F-53

*Part B*

Financial Derivatives	MBA – PTE -F-54
Management of Financial Services	MBA – PTE -F-55
Strategic Financial management	MBA – PTE -F-56

**MARKETING**

*Part A*

Marketing Research	MBA – PTE -M-61
Service Marketing & CRM	MBA – PTE -M-62
Consumer Behaviour	MBA – PTE -M-63

*Part B*

International Marketing	MBA – PTE -M-64
Sales & Distribution Management	MBA – PTE -M-65
Adverting & Product management	MBA – PTE -M-66

**HUMAN RESOURCE MANAGEMENT**

*Part A*

Labour Welfare and Social Security	MBA – PTE -H-71
Organizational Change and Intervention Strategies	MBA – PTE -H-72
Managing Interpersonal and Group Processes	MBA – PTE -H-73

*Part B*

Management of Industrial Relations	MBA – PTE -H-74
Compensation Management	MBA – PTE -H-75
Cross Cultural and Global HRM	MBA – PTE -H-76

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### PRODUCTION & OPERATIONS MANAGEMENT

#### *Part A*

Purchasing and Material Management	MBA – PTE -P-81
Total Quality Management	MBA – PTE -P-82
Production Planning and Control	MBA – PTE -P-83

#### *Part B*

Advance Operations Research	MBA – PTE -P-84
Logistics & Supply Chain Management	MBA – PTE -P-85
Service Operations Management	MBA – PTE -P-86

### INFORMATION TECHNOLOGY MANAGEMENT

#### *Part A*

Management Support System	MBA – PTE -IT-91
Business Process Re-engineering	MBA – PTE -IT-92
System Analysis and Design	MBA – PTE -IT-93

#### *Part B*

Strategic Management of Information Technology	MBA – PTE -IT-94
Data Base Management	MBA – PTE -IT-95
Telecommunication for Business	MBA – PTE -IT-96

### INTERNATIONAL BUSINESS

#### *Part A*

Export Procedure and Documentation	MBA – PTE -IB-01
Comparative International Management	MBA – PTE -IB-02
International Marketing Management	MBA – PTE -IB-03

#### *Part B*

Globalization and Sustainable Development	MBA – PTE -IB-04
International Human Resource Management	MBA – PTE -IB-05
International Financial Management	MBA – PTE -IB-06

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**Admission to MBA (PT) -I Year (Semester II)**

Admission to MBA (PT) -I year (Semester II) shall be given to those students who have successfully cleared at least three papers out of five theory papers and not declared as fail.

**Admission to MBA (PT) - II Year & III Year Course**

Admission to MBA (PT) II year (Semester III) shall be given to those students, who have cleared successfully at least three papers out of five theory papers offered for MBA (PT) -I year (Semester-I) as well as at least three papers out of five theory papers offered in MBA (PT) - I year (Semester II) exams and not declared as fail in any semester.

Admission to MBA (PT) III year (Semester V) shall be given to those students, who have cleared successfully at least three papers out of five theory papers offered for MBA (PT) -II year (Semester-III) as well as at least three papers out of five theory papers offered in MBA (PT) - II year (Semester IV) exams and not declared as fail in any semester.

The **Fifth and Sixth Semesters** shall contain a combination of discipline specific elective papers. There shall be a system of **dual specialization**.

A student shall be required to opt for **two** functional areas for their specialization at the time of admission to MBA (PT) – III year (Semester – V) which in turn will lead to studying **four papers (Two in fifth semester and Two in the sixth semester) from Specialisation Area I** and **four papers (Two in fifth semester and Two in the sixth semester) from Specialisation Area II**.

In MBA (PT) V Semester a student shall have the **choice** of studying **any two papers out of three papers mentioned in Part A of Specialisation Area I**. Similarly he/she will have the choice to study **any two papers out of three papers mentioned in Part A of Specialisation Area II**.

In MBA (PT) VI Semester a student shall have the **choice** of studying **any two papers out of three papers mentioned in Part B of Specialisation Area I**. Similarly he/she will have the choice to study **any two papers out of three papers mentioned in Part B of Specialisation Area II**.

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**Note:** A paper from specialization area shall only be offered for studying in MBA (PT) V/MBA (PT) VI Semester if minimum number of students interested in that paper is 15.

A student of MBA (PT) – III year (Semester – V) has to study two papers from Specialisation Area I & two papers from Specialisation Area II besides Viva-Voce examination.

In MBA (PT) – III year (Semester – VI) a student has to study two papers from Specialisation Area I & two papers from Specialisation Area II besides Viva-Voce examination.

1. English shall be the medium of instruction in lectures, University examinations; Admission test(s) Presentations etc.
2. As far as possible fifty percent paper setters / examiners will be internal and fifty percent external.
3. For promotion in next semester/clearing the semester it is compulsory for students to pass in the Viva-Voce examination because provision of Back Paper shall not be applicable in Viva-Voce examination.
4. **End semester examination:** All papers will be of 03 hours duration. The maximum marks allotted for each paper will be 70.
5. **Mid semester examination:** There shall be one mid semester written examination of two hours duration for each paper, which shall carry 20 marks. This examination will be compulsory for the students. In case, if any student fails to appear in one or more papers on **medical ground** then he/she may be provided **one more chance during the same semester with due permission of the Head/Dean on payment of re-examination fee of Rs 1000/- per paper subject to a maximum of Rs 4000/-**
6. **Guidelines for internal evaluation:**
  - a) It shall be based on verifiable means.
  - b) The distribution of marks of internal evaluation will be as follows:

(i) Written test (Mid Semester Examination)	- 20 marks
(ii) Term Assessment based on assignments/presentations/LSA/ class participation	- 10 marks

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Whenever the score in internal evaluation is 80% or more (except in papers of quantitative nature) the written test answer books could be re-evaluated by two teachers of the department.

c) All assignments will be submitted in his/her hand writing only.

7. **The maximum marks allotted for each paper will be as follows:**

- |                              |          |
|------------------------------|----------|
| (i) End semester examination | 70 marks |
| (ii) Internal evaluation     | 30 marks |

8. **Back Paper Provision:** The minimum **passing marks in each individual paper will be 40% and in aggregate 50% in each semester.** This percentage will apply on **aggregate marks of internal evaluation and end semester examination.**

Any candidate who fails to secure **minimum of 40% marks but secures 30% or more marks, in two or less than two papers,** in first semester of the **first academic year** will be promoted to the next semester of MBA (PT) - Part I.

Any candidate who fails to secure minimum of 40% marks but secures 30% or more marks, **in two or less than two papers,** in first semester of the **second academic year** will be promoted to the next semester of MBA (PT) - Part II. However in MBA Part II (III semester), only those candidates will be admitted who have cleared at least three papers in each of the I and II semester of MBA Part I examinations.

Any candidate who fails to secure minimum of 40% marks but secures 30% or more marks, **in two or less than two papers,** in first semester of the **third academic year** will be promoted to the next semester of MBA (PT) - Part III. However in MBA Part III (V semester), only those candidates will be admitted who have cleared at least three papers in each of the III and IV semester of MBA Part II examinations.

A **maximum of two back papers** are allowed in any semester.

The examinations of the back papers of the I and II semesters will be held along with III and IV semesters respectively.

The examinations of the back papers of the III and IV semesters will be held along with V and VI semesters respectively.

The examinations for the back papers of the V and VI semesters will be held in subsequent year (s) as and when the V and VI semesters examinations of the next batch are held.

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A maximum of three chances shall be available to a candidate to clear his/her back papers. The candidate has to clear all his/her back papers within a period of six years from the year of his/her admission. After which he/she will be declared fail. If a candidate clears his I, II, III, IV, V semesters but obtains back (s) only in VI semester then treating it as a special case the examination of back paper (s) of VI semester could be held along with I, III & V semester examinations or earlier, if possible.

9. A candidate who has secured minimum marks to pass in each paper but has not secured minimum marks to pass in aggregate may reappear in any of the paper(s) of the semester concerned (subject to maximum of two), according to his choice in order to secure the minimum marks prescribed to pass in the aggregate.

10. **Evaluation Pattern for MBA:**

*Award of Grades & Grade Points Based on Absolute Marks*

Marks Range (out of 100)	Grade	Grade Point
90 – 100	O	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
30 – 39	Bp	4
00 – 29	F	0
Absent	Ab	0

Letter grades O, A, B, C, D & E in a paper means that the student has been able to clear that paper (i.e. passed in paper).

Letter grade Bp in a paper means that the student has not been able to clear the paper and is entitled to appear in the Back Paper examination if he/she satisfies other conditions for Back Paper examination.

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Letter grade F means that the student has failed.

Letter grade Ab means that the student was absent

**Calculation of SGPA and CGPA**

The following procedure shall be used to calculate the **Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i$ th paper and  $G_i$  is the grade point scored by the student in the  $i$ th paper.

- The CGPA is also calculated in the same manner taking into account all the papers undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_j \times S_j)}{\sum C_j}$$

where  $S_j$  is the SGPA of the  $j$ th semester and  $C_j$  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 transcripts.

**Illustration of Calculation of SGPA and CGPA**

- **Illustration for SGPA**

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- Bottom left: "D. Singh 5-8-16"  
- Middle right: "Rai"  
- Far right: "A. Singh"  
- Bottom right: "Rai"  
- Far right: "D. Singh"

