

SYLLABUS AND SCHEME OF EXAMINATION FOR MASTER OF BUSINESS ADMINISTRATION

Two-Year Four-Semester (Full-Time) Programme

we.f. Session-2019-20



(Upgraded in the meeting of PGBOS&R held on 11.06.19)

DEPARTMENT OF MANAGEMENT
FACULTY OF COMMERCE AND MANAGEMENT
CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

SCHEME AND INSTRUCTIONS FOR MBA EXAMINATION

1. This is an intensive programme of study for two academic sessions.
2. The programme is divided into four semesters and there shall be an examination at the end of each semester.
3. Each paper shall be of 4 Credits until and unless indicated otherwise in the scheme of examinations. Theory classes will be held 4 hours per subject per week. In case of practical papers, theory classes will be held 1 hour per week and one hour per week practical will be held.
4. Every theory course shall carry a total of 100 marks. There shall be 80 marks for semester end examination and 20 marks for internal examination until and unless indicated otherwise.
5. Every theory course shall carry a total of 100 marks. There shall be 80 marks for semester end examination and 20 marks for internal examination until and unless indicated otherwise.
6. In MBA 3rd and 4th Semester, dual (Major and Minor) specialization would be available to students in MBA and they can choose any two specializations out of Marketing, Finance, and Human Resources Management, The minimum number of students to opt a particular elective paper / specialization is 10.

CRITERIA FOR INTERNAL ASSESSMENT

The internal assessment of the students (out of 20 marks) shall be as per the criteria given below:

Sr. No.	Components of Minors	Weightage
A)	THEORY COURSES:	
1.	Sessional Test – I	50% = 10 marks
2.	Individual Presentation/Group Discussion/Quiz/Case Study Discussion/ Class Participation	25% = 5 marks
3.	Attendance	

	Less than 65% Up to 70% Up to 75% Up to 80% Above 80%	0 marks 2 marks 3 marks 4 marks 5 marks
B)	LAB COURSES:	
1.	Objective test/MCQ	20 %
2.	Lab. Work / Project	60 %
3.	Viva Voce/Test	20 %

Note:

- a) Case study discussion and participation is compulsory in the subjects wherever possible. Concerned Teacher will discuss at least 03 (Three) cases maximum Eight (08) cases in each course.
- b) To the extent possible, sessional test should include the case analysis.

EXTERNAL EVALUATION

There shall be a semester-end external examination of 80 marks for all theory courses until and unless indicated otherwise. The external examiner will set ten questions selecting two questions from each unit. The candidate has to attempt five questions in all selecting one question from each unit.

PRACTICAL EXAMINATIONS

Practical Examinations shall be conducted jointly by the external and Internal Examiners. Internal examiner will be appointed by Chairman of the concern department of the institute and external examiner will be appointed by the Controller of Examinations on the recommendation of Chairman, Postgraduate Board of Studies and Research (PGBOS&R).

SUMMER INTERNSHIP REPORT EVALUATION

All the students will submit their Summer Internship Report in a format as prescribed in the "Detailed Guidelines for Summer Internship" within a period of one month in the concerned department of their institute; this period shall be counted from the last date of completion of their Summer Internship. Students will have to give a presentation on the work done during the internship and his/her performance **out of 50 marks** will be evaluated on the basis of this presentation by a committee constituted by the Chairman of the Department. The evaluation of the **remaining 50 marks** shall be made by external examiner appointed by the Controller of Examinations on the recommendation of Chairman, Postgraduate Board of Studies and Research (PGBOS&R).

PROJECT REPORT

Every student will be required to submit a research proposal by the end of the Fourth Semester and it will be pursued by him/her under the supervision of an internal supervisor. The completed Project Report in the format as prescribed in the “Detailed Guidelines for Project Report” will be submitted by the students prior to the date of the commencement of the Final Examinations for the Fourth Semester and this date will be notified by the Controller of Examinations, CRSU, Jind.

PROJECT REPORT EVALUATION

The Project shall be evaluated by External Project Report evaluation (80 marks)] and Internal (20 marks) Examiners. The internal assessment shall be done by the concern supervisor of the candidate. The external assessment shall be done on the basis of evaluation and comprehensive viva- voce of the project report by an external expert appointed by the University on the recommendations of Chairman, Postgraduate Board of Studies and Research.

CONDITIONS IN SPECIALIZATION

- The minimum number of students to opt a particular elective paper/specialization is 10.
- During 3rd semester and 4th semester, dual (Major and Minor) specialization will be available to students and they can opt for any two specializations out of Marketing, Finance, and Human Resources Management. However, combination of specializations once opted in the 3rd semester will not be changed in 4th semester under any condition.
- Students should opt elective papers in such a way that no paper is repeated. Choosing same paper from different specializations is strictly prohibited.

ABBREVIATION USED

DSC	Discipline Specific Core Course
DSE	Discipline Specific Elective Course
AECC	Academic Enhancement Compulsory Course
SEEC	Skill Enhancement Elective Course

SCHEME OF EXAMINATION FOR TWO YEAR MBA PROGRAMME FROM THE SESSION 2018-2019

FIRST YEAR

First Semester

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAC-101	DSC	Principles of Management	5	1	-	4	80	20	-	100
MBAC-102	DSC	Statistical Analysis	5	1	-	4	80	2	-	100
MBAC-103	DSC	Managerial Economics	5	1	-	4	80	20	-	100
MBAC-104	DSC	Financial Accounting	5	1	-	4	80	20	-	100
MBAF-105	DSC	Business Environment	5	1	-	4	80	20	-	100
MBAE-106	SEEC	Business Communication	4	1	-	3	80	20	-	100
MBAE-107	AECC	Computer Applications for Business*	3	1	2	3	60	20	20	100

* Note: Each question paper shall have six questions. Question no. 1 shall have 10 short-answer type questions, covering all the five units, all of which shall be compulsory and each question shall carry two marks. Question no. 2 to 6 shall have internal choice and shall carry 12 marks each.

FIRST YEAR**Second Semester**

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAC-201	DSC	Organisational Behaviour	5	1	-	4	80	20	-	100
MBAC-202	DSC	Operations Research	5	1	-	4	80	20	-	100
MBAC-203	DSC	Management Accounting	5	1	-	4	80	20	-	100
MBAC-204	DSC	Financial Management	5	1	-	4	80	20	-	100
MBAC-205	DSC	Marketing Management	5	1	-	4	80	20	-	100
MBAC-206	DSC	Human Resource Management	5	1	-	4	80	20	-	100
MBAC-207	DSC	Production and Operations Management	5	1	-	4	80	20	-	100

SUMMER INTERNSHIP

Immediately after the completion of the Second semester, the students shall proceed for their Summer Internship (SI) of 6-8 weeks duration. The Summer Internship Report (SIR) prepared after the completion of SI shall be assessed in the third Semester as a Skill Enhancement Elective course (SEEC). The SIR will be submitted by the candidates in the manner as specified in the Ordinance.

Note: Each question paper shall have six questions. Question no. 1 shall have 10 short-answer type questions, covering all the five units, all of which shall be compulsory and each question shall carry two marks. Question no. 2 to 6 shall have internal choice and shall carry 12 marks each.

Second Year

Third Semester

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAC-301	DSC	Strategic Management	5	1	-	4	80	20	-	100
MBAC-302	DSC	Business Laws	5	1	-	4	80	20	-	100
MBAC-303	DSC	Business Research Methods	5	1	-					
MBAC-304	SEEC	Summer Training Report [#]	-	-	-	2	50	50	-	100
		Open Elective Under CBCS								
	DSE	Major Specialisation -Elective paper-I	5	1	-	4	80	20	-	100
	DSE	Major Specialisation - Elective paper-II	5	1	-	4	80	20	-	100
	DSE	Major Specialisation Elective paper-III	5	1	-	4	80	20	-	100
	DSE	Minor Specialisation -Elective paper-I	5	1	-	4	80	20	-	100

Note: Each question paper shall have six questions. Question no. 1 shall have 10 short-answer type questions, covering all the five units, all of which shall be compulsory and each question shall carry two marks. Question no. 2 to 6 shall have internal choice and shall carry 12 marks each.

Summer Internship Report will be evaluated on the basis on presentation & viva-voce taken by a committee constituted by the Chairman of the Department while for external evaluation, it be evaluated by an external examiner(s) appointed by Controller of Examinations on the recommendation of Postgraduate Board of Studies and Research.

Second Year

Fourth Semester

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAC-401	DSC	Entrepreneurship Development and Start-ups	5	1	-	4	80	20	-	100
MBAC-402	DSC	Indian Ethos and Business Ethics	5	1	-	4	80	20	-	100
MBAC-403	DSC	Supply chain Management	5	1	-	4	80	20	-	100
MBAC-404	DSE	Project Report	5	1	-	4	80	20	-	100
MBAC-405	DSE	Comprehensive Viva-Voce	2	-	-	2	100	-	-	100
		Open Elective Under CBCS								
	DSE	Major Specialisation -Elective paper-I	5	1	-	4	80	20	-	100
	DSE	Major Specialisation - Elective paper-II	5	1	-	4	80	20	-	100
	DSE	Major Specialisation Elective paper-III	5	1	-	4	80	20	-	100
	DSE	Minor Specialisation -Elective paper-I	5	1	-	4	80	20	-	100

Students are required to choose any **three optional** courses from form major specialisation and **one optional** course from minor specialisation. The specialization area opted in 3rd Semester would remain same in 4th semester also.

Project Report (MBAC-404) is elective course for major specialisation in 4th semester. The student can opt MBAC – 404 as a elective paper for major specialisation. The topic of the Project Report (Code MBAC-404) shall be finalized in 3rd semester by a Committee of the faculty members to be constituted by Chairperson of the department after presentation by candidate before the Committee. Project Report will be evaluated by an external examiner appointed by the University on the recommendation of the Postgraduate Board of Studies and Research.

Note: Each question paper shall have six questions. Question no. 1 shall have 10 short-answer type questions, covering all the five units, all of which shall be compulsory and each question shall carry two marks. Question no. 2 to 6 shall have internal choice and shall carry 12 marks each.

SPECIALISATIONS OFFERED IN THIRD AND FOURTH SEMESTERS**FINANCE:****Third Semester:**

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAFNE-311	DSE	Financial Institutions and Markets	5	1	-	4	80	20	-	100
MBAFNE-312	DSE	Security Analysis and Portfolio Management	5	1	-	4	80	20	-	100
MBAFNE-313	DSE	Project Planning and Review	5	1	-	4	80	20	-	100
MBAFNE-314	DSE	Corporate Tax Planning	5	1	-	4	80	20	-	100

Fourth Semester

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAFNE-411	DSE	Financial Derivatives	5	1	-	4	80	20	-	100
MBAFNE-412	DSE	Insurance and Risk Management	5	1	-	4	80	20	-	100
MBAFNE-413	DSE	Corporate Restructuring	5	1	-	4	80	20	-	100
MBAFNE-414	DSE	International finance	5	1	-	4	80	20	-	100

MARKETING**Third Semester:**

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAME-321	DSE	Consumer Behavior	5	1	-	4	80	20	-	100
MBAME-322	DSE	Retail Management	5	1	-	4	80	20	-	100
MBAME-323	DSE	Marketing Research	5	1	-	4	80	20	-	100
MBAME-324	DSE	Rural Marketing	5	1	-	4	80	20	-	100

Fourth Semester:

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAME-421	DSE	Brand Management	5	1	-	4	80	20	-	100
MBAME-422	DSE	Services Marketing	5	1	-	4	80	20	-	100
MBAME-423	DSE	International Marketing	5	1	-	4	80	20	-	100
MBAME-424	DSE	Integrated Marketing Communications	5	1	-	4	80	20	-	100

HUMAN RESOURCE MANAGEMENT (HRM):**Third Semester:**

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAHRE-331	DSE	Organizational Change and Development	5	1	-	4	80	20	-	100
MBAHRE-332	DSE	Cross Cultural Management	5	1	-	4	80	20	-	100
MBAHRE-333	DSE	Performance Management	5	1	-	4	80	20	-	100
MBAHRE-334	DSE	Strategic HRM	5	1	-	4	80	20	-	100

Fourth Semester

Course Code	Nature	Title of Course	Periods			Total Credits	External Marks	Internal Marks	Practical marks	Total Marks
			Lecture	Tutorial	Practical					
MBAHRE-431	DSE	Human Resource Development: Strategies and Systems	5	1	-	4	80	20	-	100
MBAHRE-432	DSE	Industrial Relations and Labor Laws	5	1	-	4	80	20	-	100
MBAHRE-433	DSE	Compensation Management	5	1	-	4	80	20	-	100
MBAHRE-434	DSE	Training and Development	5	1	-	4	80	20	-	100

Instructions for the conduct of Practical, Comprehensive Viva-Voce, Workshop etc. for Two Year MBA Programme

Conduct of Computer practical, Comprehensive Viva-voce, Workshop etc. wherever applicable, shall be done by a Board of examiners as per provisions in the concerned Ordinances of all programmes of MBA on invitation of the Chairperson of the Department. The external examiner in the concerned course only shall be invited , who is at present working as faculty on permanent basis against sanctioned post, approved by the University having experience of not less than FIVE years in the University or a Institute/ College affiliated to University for the conduct of computer practical, comprehensive viva-voce, workshop etc.

The concerned Chairperson of the Department shall request the examiner at his own level and shall make necessary arrangements for the smooth conduct of the examinations as stipulated in the Ordinances. The Chairperson shall ensure to upload the marks awarded by the examiner(s) on the University website and also submit the hard copy of the award list along with attendance of the candidates and eligibility proof of examiner duly signed by both the examiner and Chairperson to the office of the Controller of Examinations within 15 days of the conduct of examinations.

The concerned Chairperson is also required to make payment of TA/DA and examination remuneration to the examiner on the spot as per University norms and the same will be reimbursed by the University after submitting the bills to the Controller of Examinations duly verified by the concerned Chairperson of the Department.