

MBA (Day) Course Structure and Syllabus as per AICTE guidelines with effect from 2022-23

MBA (DAY) PROGRAM

**FACULTY OF MANAGEMENT DEPARTMENT OF
BUSINESS MANAGEMENTOSMANIA UNIVERSITY**

HYDERABAD -500007

**University with potential for Excellence
(Accredited by NAAC A+ Grade)
Category Graded Autonomy by UGC**

**MBA (DAY) COURSE STRUCTURE AND
SYLLABUS AS PER CBCS & AICTE GUIDELINES**

**REVISED RULES AND REGULATIONS OF
M.B.A. PROGRAM - 2022-23**

RULES AND REGULATIONS OF M.B.A. PROGRAM-2022

The Master of Business Administration (M.B.A.) is a Post-Graduate course offered as:

- I. Two-year i.e., four semester Full Time Day program

1. Eligibility Conditions

M.B.A. (Day)

Candidate seeking admission into Full Time M.B.A. (Day) program must be:

1. Bachelor degree holder of Osmania University or a degree recognized by the university as equivalent thereto and / (or) as per the rules laid down by the University;
2. The candidate seeking admission must qualify in the Entrance Examination, conducted by the appropriate authority in the year of admission as per the norms prescribed by the University.
3. The admission of Non-resident Indians and candidates admitted in lieu of them will be as per the University Rules in force on the date of the admission.
4. Foreign candidates' admission is based on the Screening Process of the University currently in vogue.

2. Instruction Schedule:

Instruction will be provided as per the workload indicated in the structure, Rules and regulations of M.B.A. Program for all Theory, Practical and Project Work course requirements. The almanac will be as follows for all semesters.

Duration of Instruction : 14 Weeks

Preparation Holidays : 7-10 Days

Total No of Hours (Theory + Tutorial + Practicals)

Per Semester : **420 Hours**

Rules of Attendance

Students must attend 75% of the total classes conducted for all the courses put together in a semester. Relaxation of 10% of attendance might be given to a student on medical grounds on the basis of a valid medical certificate and payment of condonation fee prescribed by the university.

3. Promotion Rules

A student will be promoted subject to the following rules:

a. I Semester to II Semester:

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) and should be registered for the University exam for the I semester.

b. II Semester to III Semester

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) and should have passed at least 50% of Theory courses of I & II Semesters put together. (Viva Voce and Lab courses not considered for this purpose).



c. III Semester to IV Semester:

A student should put in a minimum of 75% of attendance in aggregate in all the courses put together of the Term (65% in the case of medical exemption) and having registered for the University Examination.

4. Cancellation of Admission:

The admission of a candidate admitted to the MBA Course stands cancelled if:

He / She does not put in at least 40% of attendance in Semester-I.

Or

He / She puts in at least 40% of attendance in Semester – I, but failed to register for 1st Semester Examinations

Or

He /She fails to fulfill all the requirements for the award of the degree as specified, within 4 academic years from the time of admission in case of full time 2 year MBA program.

5. Project Work:

The students should undertake the Project internship during the summer vacation (For 6 weeks of duration) intervening between II & III Semesters of MBA Day Program. Project Report Work should be carried out in the Final Year of MBA Program i.e., III & IV Semesters for Day Program.

The students are required to do project work in any area of Management under the active guidance of Internal Faculty Member assigned to the student.

The Project work usually consists of selecting a Topic / Problem / Theme in any area of management, gather relevant data, analyze and interpret the same in a systematic and scientific manner.

The Project Work should be undertaken under the supervision of the Faculty Member assigned for the purpose. The Project Report should be submitted to the University 30 days (one month) before commencement of Final Semester Examinations.

6. Scheme of Evaluation:

Internal Assessment: 30 Internal Marks are divisible into 2 parts.

- 20 Marks that consist of 5 short questions each carrying 2 marks and 2 long questions each carrying 5 marks.
- 10 marks for Theory Assignments

Semester End Examination for 70 Marks divisible as Part 'A' and 'B'.

- Part A – 20 Marks (5 Questions each carrying 4 marks) without choice.
 - Part B – 50 Marks (5 Questions each carries 10 Marks) with internal choice.

7. Award of Grades For Seminars, Project Report and Viva Voce Examinations :

Seminars: Students are expected to give a presentation on a relevant topic of any subject of II semester. Seminars are evaluated by internal faculty of the college concerned. Seminars will be evaluated for 50 marks and the same will be converted into equivalent grades as per the University norms. The assessment will be done based on Content, Communication, Presentation, and Ability to answer related questions.

Project Assessment for 150 Marks

Marks distributed for Project Assessment shall be as follows:

Internal Assessment

| | | |
|--|----------|----------|
| Research Design Seminar (III Semester) | 1 Credit | 25 Marks |
| Progress Seminar (III Semester) | 1 Credit | 25 Marks |

IV Semester end Assessment

| | | |
|-------------------------------------|-----------|----------|
| Dissertation | 1 Credit | 25 Marks |
| Final Presentation | 2 Credits | 50 Marks |
| Viva Voce during Final Presentation | 1 Credit | 25 Marks |

8. Instructional Work Load For Theory, Practical Courses and 'Mentoring & Project Work':

Each of the Theory Courses of the MBA Program shall have instructional workload of 4 periods of 60 Minutes duration per week in addition to mentoring and project work as specified in the course curriculum. The Instructional workload for each of the Practical and Lab Courses shall be 1 Period of 60 Minutes duration respectively per week. Tutorial for each subject shall be for one hour per week. All subjects must have one period of Tutorial each per week.

9. Tutorial: Individual and Group assignments, Case Studies, presentations, Quizzes, Book Reviews, Article Reviews, Management Games etc.

10. Evaluation System:

1. All courses of MBA Program will carry a Maximum of 100 Marks each.
2. Duration of the university examination for all the courses is three hours each.
3. All the courses will have 70% marks for university semester end examination and 30% marks for internal examination (CIE).
4. The Guidelines, Rules and Regulations framed by the University in this regard will be applicable to the MBA (Day) Program.


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11. Conduct of Examinations:

Examination will be conducted based on the existing rules of examination Branch that are applicable to other PG Courses

12. Award of Degree And Division:

Candidates will be awarded MBA Degree on successful completion of all Theory Courses, Practical Courses, Viva Voce and Project Report. The Division / Class will be awarded as per the University norms.

13. Readmission for Pursuing Additional Elective Courses:

A student can be given readmission for pursuing additional electives after completion of MBA program subject to payment of requisite fee prescribed by the college / Department. Such candidates have to satisfy all the rules including attendance rule in vogue on par with regular students.

- a. The additional elective must be pursued in the same college in which the student studied and completed the MBA Program.
- b. The admission must be done within four weeks of the commencement of the III Semester.

14. Total number of credits to be completed to be eligible for the award of MBA degree:

Total number of credits at the end of fourth semester (MBA-Day) = $24 + 26 + 26 + 26 = 102$

15. Awarding Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA):

15.1 Subject-wise Grading

Grades shall be awarded to indicate the performance of students in each of subjects studied. Based on the percentage of marks obtained in both Continuous Internal Evaluation and End Semester Evaluation, a corresponding letter grade shall be given as shown in Table 1.

15.2 Semester Grading

The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (Σ CP) secured from all subjects/courses registered in a Semester, by the total number of credits registered during that Semester. SGPA is rounded to two decimal places and is computed as

SGPA = For each Semester, Σ CP/Total no. of credits

As a measure of the performance of a student, a 10- point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed.

Table 1

| S. No | % of Marks in a Subject | Grade | Letter Grade | Grade Points |
|-------|-------------------------|---------------------|--------------|--------------|
| 1 | 85 to 100 | Outstanding | O | 8.5-10 |
| 2 | 70 to 84 | Excellent | A | 7-8.49 |
| 2 | 60 to 69 | Very Good | B | 6-6.99 |
| 3 | 55 to 59 | Good | C | 5.5-5.99 |
| 4 | 50 to 54 | Above Average | D | 5-5.49 |
| 5 | 40 to 49 | Average | E | 4-4.99 |
| 6 | <40 | Fail (Repappear) | F | |
| 9 | Absent | Absent | Ab | 0 |

A student who has obtained an 'F' grade in any subject shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the End Semester Evaluation, as and when offered. In such cases, internal marks in those subjects shall remain the same as those obtained earlier.

To a student who has not appeared for an examination in any subject, 'Ab' grade shall be allocated in that subject, and he/she is deemed to have 'failed'. A student shall be required to reappear as a 'supplementary student' in the End Semester Examination, as and when a student earns grade point (GP) in each subject/course, on the basis of the letter grade secured in that subject/course. The corresponding 'credit points' (CP) are computed by multiplying the grade point with credits for that particular subject/course as shown below.

Credit points (CP) = grade point (GP) x credits

For a subject/course a student passes the subject/course only when $GP \geq 4$ ('D' grade or above)

15.3 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in all registered courses in all semesters, and the total number of credits registered in all the semesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester.

Computation of SGPA and CGPA are done using the procedure listed above. For Final % of Marks equivalent to the computed final CGPA, as :

$\% \text{ of Marks} = (\text{final CGPA} - 0.5) \times 10.$

As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed.

16. General Clause:

It may be noted that beside the above specified rules and regulations all the other rules and regulations in force and applicable to semester system in Post-Graduate courses in Osmania University will be applicable as amended from time to time by the University. The students shall abide by all such Rules and Regulations. . This includes Plagiarism rules notified by the University.

V. Sudha

MBA Year-I Semester –I

| Course Code | Course Title | Nature | Credits | HPW (Th+Tu+P) | Max Marks (CIE+SEE) |
|---|---------------------------------------|---------------|----------------|----------------------|----------------------------|
| MB101 | Management & Organizational Behaviour | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB102 | Accounting for Management | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB103 | Marketing Management | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB104 | Statistics for Management | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB105 | Economics for Managers | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB106 | IT Applications for Management | Core | 4 | 3Th+2P | 30+50 +20P |
| Total credits at the end of I Semester | | | 24 | | 600 |

- **HPW – Hours Per Week**
- **CIE – Continuous Internal Exam**
- **SEE – Semester End Exam**
- **Th- Theory**
- **Tu – Tutorial**
- **P - Practical**



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MBA Year-I Semester –II

| Course Code | Course Title | Nature | Credits | HPW (Th+Tu+P) | Max Marks (CIE+SEE) |
|--|----------------------------------|---------------|----------------|----------------------|----------------------------|
| MB201 | Human Resources Management | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB202 | Financial Management | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB203 | Operations Research | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB204 | Entrepreneurship and Development | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB205 | Business Research Methods | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB206 | Business Law and Ethics | Core | 4 | 4Th + 1 Tu | 30+70 |
| MB207 | Seminar Presentation * | Core | 2 | | Grade |
| Semester Credits | | | 26 | | 600 |
| Total Credits at the end of II Semester | | | 50 | | 1200 |

- **HPW – Hours Per Week**
- **CIE – Continuous Internal Exam**
- **SEE – Semester End Exam**
- **Th- Theory**
- **Tu – Tutorial**
- **P - Practical**

***Seminar should be evaluated for 50 marks and then converted to Grade.**

*** Student Seminars will be done by students on Semester I and II subjects**


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