DIRECTION

No.: 65/2023 Date: 17/10/2023

Subject : Examinations Leading to the Degree of Master of Business Administration (M.B.A.) (व्यवसाय प्रशासन पारंगत) (Two Years -Four Semesters CGS Pattern Degree Course).

Whereas, the Ordinance No.12/1985, Regulation No. 42/2003, Direction Nos. 26/2011& 81/2022, dated 06/10/2022 relating to the examinations leading to the Degree of Master of Business Administration (व्यवसाय प्रशासन पारंगत)(Two Years – Four Semesters – CGS pattern) are in existence in the University,

AND

Whereas, the Board of Studies in Business Management in its meeting held on 23/08/2022 vide Item No. 20 has prepared and recommended the draft syllabi and the draft scheme of Teaching, Learning, Examination and Evaluation of Semester I to IV of Master of Business Administration (M.B.A.) to the Faculty of Commerce and Management,

AND

Whereas. the above recommendations of Board of Studies in Business Management are accepted and approved by Hon'ble Vice-Chancellor under the provision of sub section (8) of Section 12 of Maharashtra Public Universities Act, 2016 on behalf of the Faculty of Commerce and Management and Academic Council on 11/09/2022,

AND

Whereas, the revised syllabi and the scheme of examination of Semester I to IV are to be implemented from the Academic Session 2022-2023 onwards and the syllabi and the Scheme are to be made available from the Academic Session 2022-2023,

AND

Whereas, Direction No. 81/2022 dated 06/10/2022 which was issued under sub section (8) of Section 12 of Maharashtra Public Universities Act, 2016 for the curriculum has to be converted into Statute, Ordinance or Regulation as the case may be within 06 months as per the proviso of said section, failing which such Direction shall automatically lapsed,

AND

Whereas, the scheme of teaching, learning, examination and evaluation of Semester I to IV of Master of Business Administration (MBA) is required to be regulated by amending the respective Regulation,

AND

Whereas, making an amendment to the respective Direction &Regulation is a time consuming process.

Now, therefore, I, Dr. Pramod G. Yeole, In-charge Vice-Chancellor, Sant Gadge Baba Amravati University, in exercise of powers conferred upon me, under sub section (8) of Section (12) of Maharashtra Public University Act, 2016, do hereby direct as under :-

1. This Direction may be called, "Examinations Leading to the Degree of Master of Business Administration (व्यवसाय प्रशासन पारंगत)(Two Years -Four Semesters CGS Pattern Degree Course), Direction, 2023".
2. The Degree of Master of Business Administration (व्यवसाय प्रशासन पारंगत)belong to the Faculty of Commerce and Management.
3. This direction shall come into force from the Academic Session as follows :
   i) the Academic Session 2022-2023 for Semesters I & II of M.B.A.Part- I, and
   ii) the Academic Session 2023-2024 for Semesters III & IV of M.B.A.Part-II.

4. **Definitions :**

A) **Choice Based Credit System (CBCS) :** Choice Based Credit System means the curricular system that offers multiple inter-disciplinary choices to students to select from the courses (Core, Elective, or Minor or Soft Skill Courses) to accumulate credits.
B) **Discipline Specific Core (DSC) :** Core or Basic study area of any subject of a particular discipline.
C) **Discipline Specific Elective (DSE) :** The specialized/emerging study area allied to the core subject.
D) **Theory Paper:** The paper including long answer/short answer/caselets/case study question based on the study area of a particular subject of the discipline.
E) **Open Elective Course (OEC):** The group of different choice-based courses comprising of General Interest Courses related to core subjects or of interdisciplinary nature, MOOCs offered by different authorized agencies.
F) **Non-examination Credits :** The credits to be earned by the students by participating in SIP/Internship / Field Work
G) **Induction Programme:** The program is to help students in getting familiarize with the programs, college/institutions. It is used to describe the whole process of education covering the aspects like socializing, associating, governing and experiencing.

H) **Dissertation/Research Project:** A course designed to acquire special / advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called Dissertation/Research Project.

I) **Summer Internship Programme (SIP):**30 - 45 days practical/field training related to any core study subject with any Company/Institute/Financial Institutions/Firm/Establishment identified by the College/P.G. Department of the University.

J) **Field Work:** Field work is known as practical or professional experience. Field work allows students to learn through direct implementation of their future professional role in real workplace settings.

K) **Semester Grade Point Average (S.G.P.A.):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits during semester. It shall be mentioned up to two decimal places. It should be computed with the givenformula.

L) **Cumulative Grade Point Average (C.G.P.A.) :** It is a measure of overall cumulative performance of a student over all semesters. The C.G.P.A. is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is mentioned up to two decimal places. It should be computed with the given formula.

5. There shall be four semester examinations leading to the Degree of Master of Business Administration namely-

   i) MBA Part-I consists of Semester-I & II examinations, and;

   ii) MBA Part-II consists of Semester-III & IV examinations.

6. The students who have passed any bachelor degree are eligible for admission in MBA and as decided by Admission Regulatory Authority (ARA) of Government of Maharastra /the Competent Authority from time to time.

7. The examinations shall be held at such places and on such dates as may be appointed by the Board of Examination.

8. The fee for the Examination shall be as prescribed by the competent authority from time to time.

9. (i) The scope of the subjects shall be as indicated in the Syllabus.
   (ii) The medium of Instruction and examination shall be English.

10. The Schemes of teaching and examinations for MBA course, computation of SGPA & CGPA and illustrative example for results in Grade Point System shall be as provided under Appendix/Appendices appended with the direction.

11. The papers for Examinations shall be as under-

For the M.B.A. Part-I & Part-II (Semester -I to IV) Examination –

(A) **Discipline Specific Core (DSC):** This component will include the subjects of core studies having 4 credits for each paper.

(B) **Discipline Specific Elective (DSE):** In Semester III & IV, there shall be Discipline Specific Elective (DSE) papers related to a specialized area of study in the subject out of elective papers prescribed by the University.

(C) **Dissertation/Research Project :** In Semester III & IV, there shall be Dissertation /Research Project. This project will be based on DSC/DSE papers. This Dissertation/research project will carry 4 credits and 100 marks. The project must be submitted in the 4 hard and soft bound copies to the College/Institute. Scheme of the examination is given at Point No.29. Two copies with soft copy of dissertation to be submitted to the University. The concerned teacher will work as a guide for this dissertation/project.

(D) **Ability Enhancement Course (AEC) (2 Credits):**

There shall be SIP/ Internship / Field Work for duration of at least 30-45 days mandatory to all the students to be completed from after completion Semester-II and before commencement of Semester-III. This will carry 2 credits.

(E) **Open Elective Course (OEC):**

There shall be Open Elective Course having 4 credits. Students can select anyone of course his choice during MBA Programme.

MOOC: The students have to opt for MOOC course during MBA Programme. 4 credits may be earned by the student after successful completion of the MOOC course with a minimum 60 hours/8-12 weeks duration, available on different online training platforms namely SWAYAM/NPTEL. The Marks/Grades and completion of the course shall communicate to the university before the start of IVth Semester Examination.

These courses shall be of intra- faculty as well as inter faculty in nature. Details are also given at Point No. 30.

12. The System of Evaluation will be as follows:
Theory, internal marks, dissertation, viva will be evaluated in terms of marks. Then marks will be converted into a grade and later a grade point average. Results will be declared for each semester and the final examination will give total grade and grade point average.

13. A total of 106 credits have to be taken by the students to complete the programme.
Programme Structure and Credits: The model Curriculum MBA program emphasizes an intensive, flexible management education with 64 credits of core courses and 32 credits of electives.
Number of class room contact teaching credits for MBA program should be 96 credits (one credit equals 10 hours) and Dissertation/Field Work/Internship/MOOC(Available on the website of SWAYAM/NPTEL) should be at 10 credits, thus the minimum number of credits for award of MBA course should be 106 credits. Out of 96 credits, 64 credits are to be allotted for core courses and rest of 32 credits for electives.

MBA Course	Number of Credits
First year (I and II semester)	56 credits of DSC courses
Second year (III and IV semesters)	40 credits of DSC+DSE
Dissertation/Research Project, Internship/ Field work, MOOC	10 credits
Total	**106 Credits**

Breakup of Internship/Field Work, Dissertation/Project, MOOC

Particulars	Credit	Types of Credit
Summer Internship Project/Field Projects (30-45 days)	2 Credits	Non Examination Credit
Dissertation/Research Project Pre – Report Submission	2 Credits	Examination Credit
Dissertation/Research Project Final Report Submission	2 Credits	Examination Credit
Massive Online Open Courses (MOOC) Available on the website of SWAYAM/NPTEL	4 Credits	Non Examination Credit
Total:	**10 Credits**	

Passing Standards:
In order to get through the examination, a student shall have to secure minimum of 50% of the marks allotted to each subject (i.e. 15 marks out of 30 marks (Internal) and 35 marks out of 70 marks (External) for all subjects), provided further that he/she shall secure minimum of 50% of the marks in aggregate. (Average of four semesters)
Outcome Based Student Centric Evaluation:
The program and its all courses shall have well defined outcomes to be attained by the student on completion of the program/course. The question papers shall be set to assess the attainment of these outcomes.

Pattern of Credit to be Earned

Sr. No	SEMESTER	Per Unit Credits	Total Credits
1	**MBA SEM - I** (7 Subjects x 4 Credits each)	28	**28**
2	**MBA SEM - II** (7 Subjects x 4 Credits each)	28	**28**
3	**MBA SEM – III**		**24**
	a) Summer Internship / Field Work (after SEM II exam and before commencement of SEM III academic session shall be done)	02	
	b) Pre-Report of Dissertation & Evaluation	02	
	c) 5 Subjects x 4 Credits each	20	
4	**MBA SEM - IV**		**26**
	a) 5 Subjects x 4 Credits each	20	
	b) Post- Report of Dissertation &Viva-Voce of Dissertation	02	
	c) Massive Online Open Courses (MOOC) Available on the website of SWAYAM/NPTEL	04	
		Total	**106**

Grade Improvement:
The student desirous to improve grade can do so by applying for grade improvement scheme. He/She can apply for this scheme within 3 years from passing date of MBA Degree Examinations. Student can avail two attempts for improvement of grade. He shall appear for University examination taking any four subjects from Semester I and Semester II together for which examination is conducted by the University.

Norms of Theory Paper and Dissertation Workload:

1) For all theory papers 4 periods per week in all a minimum 45 periods per subject per semester. The duration of the lectures shall be 60 minutes each. There shall be at least 15 weeks of teaching before commencement of examination of respective semester.
2) There shall be University examination (written) of 70 marks of 3 hours duration for every paper (Except Business Communication which will be of 50 Marks and 2 Hours duration) at the end of each semester. And internal assessment of 30 marks (Except Business Communication which will be of 50 Marks) at Institute level.
3) There shall be minimum 10 students for every additional specialization at MBA III Semester and Semester IV level.
4) a) For dissertation work there shall be a batch of 6 students per guide teacher.
   b) For one batch of 6 students three periods workload per week shall be allotted for guidance of dissertation in the Semester III and IV.

14. The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee of post graduate course shall be as given below :-The marks will be given in all examinations which will include internal assessment marks and the total marks for each Theory shall be converted into Grades as shown in Table No. 1.
SGPA shall be calculated based on Grade Points corresponding to Grade and the Credits allotted to respective papers shown in the scheme for respective Semester.
SGPA shall be computed for I, II, III, & IV Semester and CGPA shall be computed only in IV Semester based on SGPAs of I, II, III, & IV Semesters. :-

$$SGPA = \frac{C1 \times G1 + C2 \times G2 + \ldots\ldots\ldots + Cn \times Gn}{C1 + C2 + \ldots\ldots + Cn}$$

Where C1 = Credit of individual Subject
G1= Corresponding Grade Point obtained in the respective Subject

$$CGPA = \frac{(SGPA)\ I \times (Cr)\ I + (SGPA)\ II \times (Cr)II + (SGPA)\ III \times (Cr)\ III + (SGPA)\ IV \times (Cr)\ IV}{(Cr)I + (Cr)\ II + (Cr)\ III + (Cr)\ IV}$$

Where (SGPA) I, II, III, IV = SGPA of I, II, III, IV Semester
(Cr) I, II, III, IV = Total Credits for I, II, III, IV Semester

$$SGPA = \frac{C1 \times G1 + C2 \times G2 + \ldots\ldots\ldots + Cn \times Gn}{C1 + C2 + \ldots\ldots + Cn}$$

Appendix-A

Table No. 1
Grades and Grade Points for M.B.A. Examination

Grade	Description	Range of Marks obtained out of 100 or equivalent fraction	Grade point
O	Outstanding	90-100	10
A+	Excellent	80-89.99	9
A	Very Good	70-79.99	8
B+	Good	60-69.99	7
B	Above average	55-59.99	6
C	Pass	50-54.99	5
F	Fail	40-49.99	0
AB	Absent	Absent in Examination	Fail

1. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
2. For non credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of S.G.P.A./C.G.P.A.

Table No.2

Table of Grade Points for SGPA and CGPA for M.B.A.Examinations

Grade Points	Final Grade
9 – 10	O
8 – 8.99	A+
7 – 7.99	A
6 – 6.99	B+
5.5 – 5.99	B
5 – 5.49	C
0 – 4.99	F

Table No.3

Table of Equivalence of Class/Division to CGPA

Sr. No.	CGPA	Class/Division
1.	7.5 or more than 7.5	First Class with Distinction
2.	6.00 or more but less than or equal to 7.49	First Class
3.	5.50 or more but less than or equal to 5.99	Higher Second Class
4.	5.00 or more but less than or equal to 5.49	Second Class

15. No person shall be admitted to an examination under this Direction, if he/she has already passed the same examination, or an equivalent examination of any other Statutory University.

16. As soon as possible after the examinations the Board of Examinations shall publish a list of successful examinees. The results of final MBA examinations shall be classified as said before and merit list shall be notified as per Ordinance No.6.

17. The provisions of Ordinance No.18 of 2001 to provide grace marks for passing in a head of passing and improvement of division (Higher Class) and getting Distinction in the subjects and condonation of deficiency of marks in a subject shall apply to the examinations under this Direction.

18. (A) A student desirous of pursuing a course in additional specialization after completion of his regular MBA course from this university may do so by getting duly admitted to this course in the beginning of the session within the prescribed time limit for admission given by the University. In such case the student shall opt for any one specialization group and shall be required to take examination for only 5 subjects of that specialization.

    (B) Minimum No. of students offering additional specialization per subject shall be 5.
    (C) The student will have to seek admission as a regular student & will have to pay tuition fee of Rs.16000/- as well as admission fee as prescribed by the institution.

19. In Order to pass at the Semester I,II,III & IV Examinations an examinee shall obtain not less than 50% marks in each paper and at least 50% of the aggregate marks in all the theory papers taken together as given in appendices A,B,C & D.

20. **Scheme of Examination for Internal Assessment Marks for SEM I, SEM II, SEM III and SEM IV:**

- ✓ Test schedules should be declared by the Institute well in advance. Tests must be conducted on declared schedule (changed under extreme emergency/ and some other important academic assignment as decided by the HOD/Principal/Director of the Institute)

- ✓ For all theory papers (Excluding Internal Assessment Papers and Business Communication Paper) there will be 30 marks for internal assessment. The division of internal assessment will be as follows:

Sr. No.	Assessment Parameters	Marks
1	Two Test on Syllabus	20
2	Two Home Assignments/Projects/Seminar	10
	Total	**30**

Internal Evaluation for Business Communication Paper

Sr. No.	Assessment Parameters	Marks
1	Two Test on Syllabus	20
2	Presentation/ Seminar	20
3	Two Assignments	10
	Total	**50**

1st Class test should be based on two units whereas 2nd class test should be based on remaining two units.
Pattern of question paper will be like university examination paper (Text and Application).
The minimum passing for Internal Assessment shall be 15 marks i.e. 50% of the total internal marks except Subject Code MBA 107 and MBA 207.

21. **Papers of Subject code MBA107 and MBA 207**, shall be internally assessed at Institute Level. The assessment shall be based on Assignment/Test/Seminar /Presentation to be submitted by the candidates.
The **minimum number of Assignements/Tests/Seminar/Presentation, shall be 5 per paper of 20 marks each.** The assessment of these papers will be shown by the grade. The students getting' F' grade fails in the paper.

(I) An examinee getting F grade in internal assessment will be allowed to improve his/her Grade by taking additional assignment and submitting them to the teacher. By Reappearing for the examination of the respective subject and fill examination form and communicating to the institute the same.

22. **Scheme of Examination of Dissertation/Research Project**

Detail scheme of Assessment of papers M.B.A. 305 & M.B.A.405 i.e. Dissertation is given in Point No 29.The student getting 'FF ' grade will be declared as 'Fail' in the Dissertation.

(I) An examinee getting FF/ZZ grade in Dissertation will be allowed to improve his/her Grade by submitting a fresh Dissertation.
(II) By Reappearing for the examination of the respective subject and fill University Examination form of respective semester and communicating to the institute the same.
(III) For improving his/her grade as in (I) and (II) above will have to pay an additional fee of Rs.1500/-

23. **Promotion to Higher Semester:**
The applicant shall be admitted to the next semester as per following eligibility Table No.4 :-

Table No. 4

Sr. No.	Name of Exam, Admission to Semester	Students should have completed the term (attended at least minimum no. of classes as per ordinance and submitted test / assignments) satisfactorily for appearing examination	Eligibility for admission and taking University Examination
1	M.B.A. Semester - I	M.B.A. Semester - I	As per rules of admission authority.
2	M.B.A. Semester – II	M.B.A. Semester – II	Candidate should have completed the term of the Semester I and filled examination form Sem II.
3	M.B.A. Semester – III	M.B.A. Semester – III	Candidate should have completed the term of the Semester II, filled the examination form of Sem III and have earned 40 credits from M.B.A. Semester - I and II taken together.
4	M.B.A. Semester - IV	M.B.A. Semester - IV	Candidate should have completed the term of the Semester III and filled examination form Sem IV.

24. **Instruction of Writing Answer:**

In order to inculcate precise and specific writing skills among students, students should write answer to the question within the provided space of answer sheet (Main Answer Sheet +One Supplement). This will help student to utilize the resources and time (only 3hours) effectively.

1. Students will be provided only additional one suppliment besides main answersheet.
2. Student should plan things considering this constraint of time and space.
3. Students should preferably follow the word limit given to repective question

Note: If the University changes the size and structure of answer sheet the above instruction should be modified accordingly.

Pattern of Question Paper: All Theory Papers except paper (MBA/201 Business Communication)

1) **The question paper shall have three (3) sections A, B and C.**

2) **Section A shall have two questions of conceptual nature of 16 marks each.**
   - Student shall attempt any one question from this.

3) **Section-B shall have two questions of 19 marks each.**
   - Each question of 19 marks divided into two parts one part shall be of conceptual nature and other part shall be of applied nature.
   - Conceptual parts have three questions of 6 marks each. Student shall attempt any two questions from this.
   - Applied nature part shall consists of one case study problem carrying 7 marks.

4) **Section C shall have one question of 16 marks divided into two parts.**
   - One part of it shall be of conceptual in nature and other part shall be of applied in nature.
   - Conceptual part shall have two questions of 8 marks each. Student shall attempt any one question from this.
   - Applied nature part shall consists of one case study problem/carrying 8 marks, also can be divided into two sub questions.

Pattern of Question Paper of MBA/201 Business Communication

1. There will be written examination of 50 marks of 2 hours duration at the end of II semester. And internal assessment of 50 marks at Institute level.

2. **The question paper shall have three (3) sections A, B and C.**

3. **Section A shall have two questions of conceptual nature of 12 marks each.**
   - Student shall attempt any one question from this.

4. **Section-B shall have two questions of 13 Marks each. Distribution of 13 marks is as mentioned below.**
   - Each question of 13 marks divided into two parts one part shall be of conceptual nature and other part shall be of applied nature.
   - Conceptual parts have two questions of 6 marks each. Student shall attempt any one question from this.
   - Applied nature part shall consists of one case study problem carrying 7 marks.

5. **Section C do not have internal choice and consists of one case study having 12 Marks.**

25.**Rubrics:**

The course teacher shall design Rubrics for each Internal Evaluations/Assessment. Rubrics are scoring tools that define performance expectations for learners. The course teacher shall seek approval for the rubrics from Head of the Department / Other designated competent academic authority of the institute. The course teacher shall share the approved Rubrics with the students at the start of the course. The rubric shall detail the following:

1. Linkages of the Internal Evaluations/Assessment to Course Outcomes. (COs)
2. A description of the assessment - brief concept note
3. Criteria that will be assessed - the expected learning outcomes.
4. Descriptions of what is expected for each assessment component - the expectations from the student.
5. The team composition, if applicable.
6. The format and mode of submission with timelines
7. Any other relevant details.

26. **University Question Paper Evaluations:**

1. The End Semester Evaluation for the DSC and DSE by the Sant Gadge Baba Amravati University.
2. All questions are compulsory and having three sections A, B & C
3. The broad structure of question paper shall be as follows:

Section of Question Paper	Cognitive Ability Evaluated	Nature of Paper
A	Remembering	Detailed scheme is given in point no. 24
B	Understanding & Applying	
C	Developing & Analysing	

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ILLUSTRATIVE PATTERN OF QUESTION PAPER
M.B.A. Semester (I/II/III/IV) Examinations (New Course)
Name of Subject/ (Subject Code)

Time : 03:00 Hrs.] **[Maximum Marks: 70**
N.B.:- Instructions for respective Paper

Section-A **(16 Marks)**

Q.1) Attempt any one question of conceptual nature from this (16 Marks each) (Max.800 words)
a) ……
b) ……

Section-B **(38 Marks)**

Q.2) Attempt any two questions of conceptual nature from this (06 Marks each) (Max. 300+300 Words)
a) ……
b) ……
c) ……

And

Attempt one question of applied nature from this (07 Marks) (Max. 350 Words)
d) ……

Q.3) Attempt any two questions of conceptual nature from this (06 Marks each) (Max. 300+300 Words)
a) ……
b) ……
c) ……

And

Attempt one question of applied nature from this (07 Marks) (Max. 350 Words)

d) ……

Section-C **(16 Marks)**

Q.4) Attempt any one question of conceptual nature from this (08 Marks each)(Max. 400Words)
a) ……
b) ……

And

One question of case Study nature (08 Marks) (Max. 400Words)
c) ……

ILLUSTRATIVE PATTERN OF QUESTION PAPER

M.B.A. Semester II Examinations (New Course)
BUSINESS COMMUNICATION / (201)

Time: 02 :00 Hrs.] **[Maximum Marks: 50**
N.B.:- Instructions for respective Paper

Section-A **(12 Marks)**

Q.1) Attempt any one question of conceptual nature from this (12 Marks each) (Max. 600 Words)
a) ……
b) ……

Section-B **(26 Marks)**

Q.2) Attempt any one question of conceptual nature from this (06 Marks each) (Max. 300 Words)
a) ……
b) ……

And

Attempt one question of applied nature from this (07 Marks) (Max. 350 Words)

c) ……

Q.3) Attempt any one question of conceptual nature from this (06 Marks each) (Max. 300 Words)
a) ……
b) ……

And

Attempt one question of applied nature from this (07 Marks) (Max. 350 Words)
c) ……

Section-C **(12 Marks)**

Q.4) One question of case study nature (12 Marks) (Max. 600 Words)
a) ……

27. **Induction cum Foundation Course:**

Introduction: Induction is a well planned process of introducing the new students to higher education, the institution, etc. Before it is conducted, it is essential to plan all the activities in advance. This course is aimed at making the student ready to pursue higher education in business management. As a graduate of any stream/faculty is eligible to take admission to this program, the Institute/College/Department may have students from various streams such as Commerce, Humanities, Science, Engineering or any other Interdisciplinary studies.

Purpose : Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration. Hence, every institute shall organize an Induction Cum Foundation Course for First Year Students before commencement of academic session for First Semester.

Guidelines for Induction cum Foundation Course:

- The Induction Course shall have minimum 25 - 30 contact hours.
- The Induction Course does not carry any Credit and hence the evaluation of students is not mandatory at the end of this Course.
- The Institute/College/Department shall organize the Induction Course before commencement of classes for First Semester and ensure the attendance of all enrolled students for the same.
- The Institute/College/University Department shall keep proper record of the Induction Course to be verified by the competent authority, if needed.
- The contents of Induction include:
  - Physical Activity
  - Creative Arts and Culture
  - Mentoring & Universal Human Values
  - Familiarization with College, Department and Specialization
  - Literary Activity
  - Proficiency Modules
  - Lectures & Workshops by Eminent People
  - Visits in Local Area
  - Extra-curricular Activities in College
  - Feedback and Report on the Program
- The contents of Induction Course provided above are minimum and the Institute/College/Department is free to add any relevant content as they deem fit.

28. **Guidelines for Summer Internship Programme (SIP):**

- Each student shall have to undergo a practical training for a period of 30 – 45 days during vacation falling after the end of II Semester.
- For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work and SIP shall have 02 credits.
- SIP can be carried out in an Field/Desk Research/ Industry/ Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector.
- The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management.
- It is mandatory for the student to seek advance written approval from the Director/ Principal/ Head / Faculty Guide from time to time of the Institute about the topic and organization before commencing the SIP.
- Alternatively Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the research area/sector/industry/company specific project to the individual student.
- SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ in an organization / industry.
- It is expected that the SIP shall sensitize the students to the demands of the workplace.
- Each student shall maintain a SIP Progress Diary detailing the work carried out and the progress achieved on a daily basis
- The student shall submit a written structured SIP report along with SIP Progress Diary based on work done during this period and duly sign by Authority.

Evaluation of Summer Internship Programme (SIP):

- ✓ The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism.
- ✓ The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide.
- ✓ The SIP Certificate duly signed and stamped by the industry guide shall be included in the final SIP report.
- ✓ The student shall submit Two hard copies & One soft copy (CD) of the project report after 30 days of commencement of **Semester III**. One hard copy of the SIP report is to be returned to the student by the Institute after the Viva-Voce.

- ✓ The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks after 31 – 45 days of commencement of **Semester III**.
- ✓ Evaluation of the SIP Report and presentations shall be done jointly by any one Industry Professional/Senior Alumni/Corporate Recruiter and one faculty Guide of the Institute.
- ✓ Marks out of 50 will be awarded after submission of report and viva-voce (30 marks for Report +20 marks for the presentation). It will be converted in to grades as per table number 1 on proportionate basis.

The SIP report must reflect 30 – 45 days of work and justify the same. The SIP report should be well documented and supported by:

1. **Title Page:** including the project title, Student's name, name of the SIP organization, Name of the supervisor from SIP organisation, Name of the guide from Department/ College/ Institute and month and year of submission.
2. **Institute's Certificate:** "This is to certify that the investigation described in this report titled "Summer Project Report Title" has been carried out by Mr. / Ms. Student's Name during the summer internship project. The study was done in the organisation, SIP Company Name, in partial fulfillment of the requirement for the degree of Master of Business Administration of S. G. B. Amravati University, Amravati. This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged."
3. **Certificate by the Company:** A copy of the certificate specifying that the student has successfully completed the summer project for the prescribed duration.
4. **Formal feedback from the Company Guide:** It may include (Knowledge of Subject, Punctuality, Attitude Accomplishment of the Assigned Tasks, Confidence Level & Overall Personality).
5. **Acknowledgement page:** Acknowledging persons, organisations and other resources which were instrumental in completion of student's summer training
6. Executive Summary
7. Organization profile
8. Outline of the problem/task undertaken
9. Research methodology & data analysis (in case of research projects only)
10. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
11. Learning of the student through the project
12. Contribution to the host organization
13. Conclusion
14. Appendices
15. References in appropriate referencing styles. (APA Style)

Format for SIP Project Presentation:

- Title Slide 1: The project title, Student's name, name of the SIP organization, Name of the supervisor from SIP organisation, Name of the guide from Department/ College/ Institute.
- Slide 2: About the company - its products & services, Sector size and major players.
- Slide 3 to 5: Week wise details of the work done including the details of any specific tasks or projects assigned by the company.
- Slide 6: Key learning.
- Slide 7: Findings and Suggestions.
- Slide 8: Conclusion.

Each Student shall make a presentation for duration of maximum 10 minutes which shall be followed by a question and answer session of maximum 5 minutes.

29. **Scheme of Dissertation/Research Project (Paper 305/405)**

Assessment of dissertation shall be done at two stages:

Stage I - Dissertation Pre-Report submission at the end of Semester – III; it contains 50 marks and 2 credits. Marks out of 50 will be award based on submission of pre report and evaluation by internal examiner.

Stage II - Dissertation Final-Report submission at the end of Semester – IV; It contains 50 marks and 2 credits. Marks out of 50 will be awarded based on submission of final report and Viva-Voce was conducted by external examiner appointed by the University authority.

Pre Submission of Dissertation (Paper 305):

The work expected from students at the time of Pre Submission of Dissertation at the end of semester III:

- ❖ Research Proposal (Synopsis)
- ❖ Secondary data collection
- ❖ Analysis of secondary data collection
- ❖ Preparation tool of primary data collection
- ❖ Introductory chapters like (Nature & Scope, Review of Literature etc.)

Content of Research Proposal:

A synopsis should have the following sub-headings.

i) Review of literature
ii) Identification of research problem
iii) Aims & Objectives of the study
iv) Scope of the study
v) Statement of Hypothesis/Hypotheses
vi) Research Methodology
1. Research Design
2. Data Sources
3. Tools of Data Collection
4. Sample Design
(Including sample size & its justification)
5. Sampling Technique
6. Tools Proposed to be used for Data Analysis
7. Brief Outline of Dissertation i.e. only name of Scheme of Report (Chapters)

Evaluations of Pre-submission Dissertation Report:

- ✓ The Institute shall conduct a viva-voce for evaluation of the dissertation pre-report submission for 50 marks at Institute level 15 days before commencement of semester III examination.
- ✓ Evaluation of the dissertation pre-report through seminar/presentations shall be done jointly by one external examiner appointed by the HOD/ Director of the Institute and one faculty Guide of the Department/Institute.
- ✓ Pre Submission Report having 50 Marks shall be distributed as 30 marks for report and 20 marks for Presentation/Seminar.
- ✓ It will be converted into grades as per table number 1 on proportionate basis.

Guidelines for Dissertation Report Viva - Voce (Paper 405)

The Dissertation Final Report generally should have covered the following aspects as given in Typical Report Writing Plan:

i. **Cover page:** Including the project title, Student's name, Name of the guide from Department/ College/ Institute and year of submission.
ii. **Inner Cover page:**
iii. **Certificate:** A certificate from the Supervisor to the effect that the candidate has satisfactorily completed the Project work for not less than one session and that the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination in partial fulfillment of the requirement for the degree of Master of Business Administration of S. G. B. Amravati University, Amravati.
iv. **Declaration:** A declaration by the candidate that the Project is the result of his/her own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
v. Acknowledgement :
vi. Content Page :
vii. List of Tables :
viii. List of Graphs :
ix. Executive Summary/Abstract :

Chapter I Introduction/Nature and Scope of the Study
Chapter II Review of Literature
Chapter III Research Methodology
a. Research Objectives
b. Research Settings
c. Limitations of the study
Chapter IV Data Analysis, Interpretation and Findings
Chapter V Conclusions and Recommendations

Appendices:

a. Questionnaire used for research study
b. Any other reference document
c. Bibliography

Notes :

i) Above mentioned Title is of indicative in nature. Students should use appropriate Title/s for chapter according to his/her topic.
ii) Students can add chapter to the report as needed.
iii) Students may print their project reports on both side of the paper.

Page Set up

In order to have standardized format of dissertation report students should maintain page setting as given below:

Paper size : A4 (Bond Paper)
Font size : Heading 14 and Text 12
Font : Times New Roman
Line Spacing : 1.5 lines
Margins : Left 2 inches,
All other 1 inches

Evaluations of Dissertation Report (Paper 405):

- ✓ Evaluation of the dissertation report through Viva-Voce shall be done jointly by one external examiner appointed by the University Authority and Internal Guide of the Department/Institute.
- ✓ External examiner shall give 50 marks distributed as 30 marks for dissertation and 20 marks for Viva-Voce.
- ✓ Dissertation examination shall be conducted at the end of Semester - IV. Institute shall submit dissertation 4 hard and soft copies 15 days before the commencement of Semester – IV for examination to the University.
- ✓ Marks obtained will be converted into grades as per table number 1 on proportionate basis.

Dissertation Viva Voce shall be evaluated on following Parameters:

- Adequacy of work undertaken by the student
- Knowledge of Subject / Domain Area
- Analytical capabilities
- Technical Writing & Documentation Skills
- Outcome of the project – sense of purpose
- Utility of the project to the organization/Society at large
- Presentation Skills

30. **Credit Transfer for MOOCs:**

Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated in the AICTE regulation (2016). Every student admitted to this program has to successfully complete **ONE** Massive Online Open Courses available on portal to become eligible for the award of MBA degree.

The credit points of MOOCs earned by a student shall be transferred in the Mark list of Semester IV. The student has liberty to complete the course any time during the MBA program after his/her admission and it is not restricted to any specific semester/s. However, the student is advised to successfully complete these MOOCs at the end of III Semester.

In compliance with the Choice Based Credit System, the student is free to opt for **any course of any domain area (Preferably of respective Graduation Stream)** available on the **SWAYAM/NPTEL** portal during a particular semester provided the course has 4 credits.

Following guidelines are to be followed by the Students, University and Institute:

- ✓ Students should see the list of course on respective portal of MOOC Courses.
- ✓ He/She shall select the course with **(minimum duration of 8 - 12 weeks/60 hours and of with minimum 4 Credits)** available in the beginning of each semester.
- ✓ A student may select the course of his/her choice from the available courses and register for the same.
- ✓ A student is also required to appear and successfully complete the online examination for the MOOC opted by his/her choice.
- ✓ The successful completion of **ONE such MOOCs** comprising of total 4 Credit Points is mandatory for every student to become eligible for the award of degree.
- ✓ If a student has completed a MOOC carrying more than 4 credits, then only 4 credits shall be considered and be shown in the mark list of 4th Semester against such course.
- ✓ In case, the MOOC certificate does not have a mention of Credits, the Principal/Director/Head shall certify the number of credits for which a course of minimum duration of 8 weeks/60 hours shall be considered equivalent to 4 credits.
- ✓ A student is expected to fill the examination form for Semester IV along with the titles of courses (MOOC courses) he/she had completed.
- ✓ The Admission and Examination fee of MOOCs is to be paid and borne by the student separately.

31. A student appearing for M.B.A.Semester IV Examination will have to pay an additional fee of Rs.1000/- for Dissertation in addition to usual Examination fees in Semester IV.

32.**Industrial Tour:**

To makestudents understand various aspects of business College/Institute/Department may organized industrial visit to Industry/Business Houses.

33. Examinees successful at the Semester-I, II, III & IV Examination shall be entitled to receive a marksheet signed by the Director, Board of Examination & Evaluation and those successful at the Semester- I, II, III & IV Examination, shall on payment of the prescribed fees, receive a Degree in the prescribed form signed by the Vice-Chancellor.

34. In the event of any doubt or dispute arising out of interpretation of any provision of this direction the matter shall be referred to the decision of Vice-Chancellor whose decision shall be final and binding on all.

35. The Schme of Teching, Learning, Examination and Evaulation of Semester I to IV of Master of Business Administration **(व्यवसाय प्रशासन पारंगत)**is appended herewith as **Annexures A1 to A4**.

36. The Ordinance No. 12/1985, Regulation No. 42/2003, Direction No. 26/2011 shall be repealed stage-wise and only applicable to the students who have already sought their admissions as per its provisions and shall repealed after exhausting the chances given to the failure students of old programme by the University. Similarly, Direction No. 81/2022 dated 06/10/2022 has been repealed and replaced by this Direction, since as per proviso 12(8) of Maharashtra Public Universities Act, 2016, the direction shall have to be converted into Statute, Ordinance or Regulation as the case may be, within 06 months of issuing such Direction, failing which such Direction shall automatically lapse.

Sd/-

Date : 17 /10/2023

(Dr. Pramod G. Yeole)
In-charge Vice Chancellor,
Sant Gadge Baba Amravati University, Amravati

Annexure – A1
Master of Business Administration Course
Semester-I

Subject Code	Name of Subject	Hrs/ Week	Credits	Examinations Scheme						
				Duration of Exam Hours	External		Internal		Total Max Marks	Min. Agg. Marks
					Max. Marks	Min. Pass Marks	Max. Marks	Min. Pass Marks		
MBA 101	Managerial Economics	4	4	3	70	35	30	15	100	300
MBA102	Legal and Business Environment	4	4	3	70	35	30	15	100	
MBA103	Financial Reporting, Statements and Analysis	4	4	3	70	35	30	15	100	
MBA104	Indian Ethos and Business Ethics	4	4	3	70	35	30	15	100	
MBA105	Organizational Behaviour	4	4	3	70	35	30	15	100	
MBA106	Computer Applications for Business	4	4	3	70	35	30	15	100	
MBA107	Business Statistics and Analytics for Decision Making	4	4	---	---	---	**Internal Assessment Paper**			
Total		**28**	**28**						**600**	**300**

Annexure – A2
Master of Business Administration Course
Semester-II

Subject Code	Name of Subject	Hrs/ Week	Credits	Examinations Scheme						
				Duration of Exam Hours	External		Internal		Total Max Marks	Min. Agg. Marks
					Max. Marks	Min. Pass Marks	Max. Marks	Min. Pass Marks		
MBA 201	Business Communication	4	4	2	50	25	50	25	100	300
MBA202	Marketing Management	4	4	3	70	35	30	15	100	
MBA203	Corporate Finance	4	4	3	70	35	30	15	100	
MBA204	Research Methodology	4	4	3	70	35	30	15	100	
MBA205	Production and Operations Management	4	4	3	70	35	30	15	100	
MBA206	Human Resources Management	4	4	3	70	35	30	15	100	
MBA207	Entrepreneurship	4	4	---	---	---	**Internal Assessment Paper**			
Total		**28**	**28**						**600**	**300**

Annexure – A3
Master of Business Administration Course
Semester-III

Subject Code	Name of Subject	Hrs/Week	Credits	Examinations Scheme						
				Duration of Exam Hours	External		Internal		Total Max Marks	Min. Agg. Marks
					Max. Marks	Min. Pass Marks	Max. Marks	Min. Pass Marks		
301	Paper-I Common Paper applicable to all DSE*	4	4	3	70	35	30	15	100	250
3101/3201 ….	Paper –II DSE	4	4	3	70	35	30	15	100	
3102/3202 …	Paper-III DSE	4	4	3	70	35	30	15	100	
3103/3203 …	Paper –IV DSE	4	4	3	70	35	30	15	100	
3104/3204 …	Paper-V DSE	4	4	3	70	35	30	15	100	
305	Dissertation (Pre – Report Submission)	3 (Per Batch of Six Students)	2				**Internal Assessment Paper**			
306	Summer Internship Programme	---	2	---	---	---	**Internal Assessment Paper**			
Total		**23**	**24**						**500**	**250**

***Discipline Specific Electives:**Students can select any one Discipline Specific Elective Group (Specialization) from among the different specializations offered by the University

Annexure – A4
Master of Business Administration Course
Semester-IV

Subject Code	Name of Subject	Hrs/Week	Credits	Examinations Scheme						
				Duration of Exam Hours	External		Internal		Total Max Marks	Min. Agg. Marks
					Max. Marks	Min. Pass Marks	Max. Marks	Min. Pass Marks		
401	Paper-I Common Paper applicable to all DSE*	4	4	3	70	35	30	15	100	250
4101/4201 ….	Paper –II DSE	4	4	3	70	35	30	15	100	
4102/4202 …	Paper-III DSE	4	4	3	70	35	30	15	100	
4103/4203 …	Paper –IV DSE	4	4	3	70	35	30	15	100	
4104/4204 …	Paper-V DSE	4	4	3	70	35	30	15	100	
405	Dissertation (Final Report Submission)	3 (Per Batch of Six Students)	2				**Internal Assessment Paper**			
406	MOOC Course	---	4	---	---	---	**Internal Assessment Paper**			
Total		**23**	**26**						**500**	**250**

***Discipline Specific Electives:** Students can select any one Discipline Specific Elective Group (Specialization) from among the different specializations offered by the University.