DIRECTION

No. 59/2025 **Date: 14/08/2025**

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), Direction, 2025**

Whereas, the Ordinance No.12/1985, Regulation No. 42/2003, Direction Nos. 65/2023, dated 17/10/2023 relating to the examinations leading to the Degree of Master of Business Administration (व्यवसायप्रशासनपारंगत)(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 19/05/2025 vide Item No. 75 and 76 has prepared and recommended directions with respect to the direct second year admission (Lateral Entry) in Degree of Master of Business Administration (M.B.A) and the computation of SGPA & CGPA these admitted students to the Faculty of Commerce and Management to be implemented from Academic Year 2024 - 2025

AND

Whereas, the Faculty of Commerce & Management in its meeting held on 31/05/2025 vide Item No. 31 has accepted and recommended the above recommendation to the Academic Council to be implemented from Academic Year 2024 - 2025,

AND

Whereas, the above recommendations are accepted and approved by the Academic Council in its meeting 08/07/2025 vide Item No. 47 to be implemented from Academic Year 2024 – 2025,

AND

Whereas, approved recommondations regarding directions with respect to the direct second year admission (Lateral Entry) in Degree of Master of Business Administration (M.B.A) and the computation of SGPA &CGPAof these admitted is required to be regulated by framing new Ordinance,

AND

Whereas, making an Ordinance / Regulation is a time-consuming process.

Now, therefore, I, Dr. Milind A. Barhate, 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 maybecalled, "Examinations Leading to the Degreeof Master of Business Administration (व्यवसाय प्रशासन पारंगत)(Two Years -Four Semesters CGS Pattern Degree Course), Direction, 2025".
2. The Degree of Master of Business Administration (व्यवसायप्रशासनपारंगत)belong to the Faculty of Commerce and Management.
3. This direction shall come into force from the Academic Session 2024 – 25 &onwards.
4. **<u>General Definitions :</u>**

A) **ChoiceBasedCredit System (CBCS) :**ChoiceBasedCredit System means the curricular system thatoffers multiple inter-disciplinarychoices to students to select from the courses (Core, Elective, or Minor or Soft Skill Courses) to accumulatecredits.
B) **Discipline SpecificCore (DSC) :**Core or Basic study area of anysubject 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 dayspractical/field training related to anycorestudysubjectwithanyCompany/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 workdone 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 creditsduringsemester. It shallbementioned up to twodecimal places. It shouldbecomputedwith 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 ismentioned up to twodecimal places. It shouldbecomputedwith the givenformula.

5. There shallbe four semesterexaminationsleading to the Degree of Master of Business Administration namely-
   i) MBA Part-Iconsistsof Semester-I & II examinations, and;
   ii) MBA Part-II consists of Semester-III & IV examinations.

6. **First YearAdmission: -** The studentswho have passedanybachelordegree are eligible for First Year admission in MBA (Business Analytics) and as decided by Admission RegulatoryAuthority (ARA) of Government of Maharashtra / the CompetentAuthorityfrom time to time.

7. **Direct Second Year entry (Lateral Entry): -** Admission of studentsinto the second year of Post GraduateDegree Courses as per All-India Council for Technical Education (AICTE) Approval Process Handbook 2024-25 to 2026-27 – Chapter VII and as decided by Admission RegulatoryAuthority (ARA) of Government of Maharashtra / the CompetentAuthorityfrom time to time.

8. The examinationsshallbeheld at such places and on suchdates as maybeappointed by the Board of Examination.

9. The fee for the Examinationshallbe as prescribed by the competentauthorityfrom time to time.

10. (i) The scope of the subjectsshallbe as indicated in the Syllabus.
    (ii) The medium of Instruction and examinationshallbe English.

10. The Schemes of teaching and examinations for MBA course, computation of SGPA & CGPA and illustrative example for results in Grade Point System shallbe as providedunder Appendix/Appendices appendedwith 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 SpecificCore (DSC):**This component willinclude the subjects of corestudieshaving 4 credits for eachpaper.

(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, thereshallbe Dissertation /Research Project. This projectwillbebased on DSC/DSE papers. This Dissertation/researchprojectwill carry 4 credits and 100 marks. The project must besubmitted in the 4 hard and soft bound copies to the College/Institute. Scheme of the examinationisgiven at Point No.29. Two copies with soft copy of dissertation to besubmitted to the University. The concernedteacherwillwork as a guide for this dissertation/project.

(D) **AbilityEnhancement Course (AEC) (2Credits):**

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 in total of 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 willbe as follows:
Theory, internal marks, dissertation, vivawillbeevaluated in terms of marks. Then marks willbeconvertedinto a grade and later a grade point average. Resultswillbedeclared for eachsemester and the final examinationwillgive total grade and grade point average.

13. A total of 106 credits have to betaken 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 shallbedone)	02	
	b) Pre-Report of Dissertation & Evaluation	02	
	c) 5 Subjects x 4 Creditseach	20	
4	**MBA SEM - IV**		**26**
	a) 5 Subjects x 4 Creditseach	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 theorypapers 4 periods per week in all a minimum 45 periods per subject per semester. The duration of the lectures shallbe 60 minutes each. There shallbe at least 15 weeks of teachingbefore commencement of examination of respective semester.
2) There shallbeUniversityexamination (written) of 70 marks of 3 hours duration for everypaper (Except Business Communication whichwillbe of 50 Marks and 2 Hours duration) at the end of eachsemester. And internalassessment of 30 marks (Except Business Communication whichwillbe of 50 Marks) at Institute level.

3) There shallbe minimum 10 students for everyadditionalspecialization at MBA III Semester and Semester IV level.
4) a) For dissertation workthereshallbe a batch of 6 students per guide teacher.
   b) For one batch of 6 studentsthreeperiodsworkload per weekshallbeallotted 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)**

i) **The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee admitted in First year 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: -

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

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 = C1 x G1 + C2 x G2 +…….. + Cn x Gn

C1 + C2 +……+ Cn

ii) The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee admitted in Direct Second Year (Lateral Entry) of post graduate course shall be as given below:

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

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

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

Where
(SGPA) III = SGPA of III Semester
(SGPA) IV = SGPA of IV Semester
(Cr) III = Total Credits for III Semester of MBA course
(Cr) IV = Total Credits for IV Semester of MBA course

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 studentobtaining Grade F shallbeconsideredfailed and willberequired to reappear in the examination.
2. For non credit courses 'Satisfactory' or 'Unsatisfactory' shallbeindicatedinstead of the letter grade and thiswill not becounted 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 lessthan or equal to 7.49	First Class
3.	5.50 or more but lessthan or equal to 5.99	Higher Second Class
4.	5.00 or more but lessthan or equal to 5.49	Second Class

15. No personshallbeadmitted to an examinationunderthis Direction, if he/she has alreadypassed the sameexamination, or an equivalentexamination of anyotherStatutoryUniversity.

16. As soon as possible after the examinations the Board of Examinationsshallpublish a list of successfulexaminees. The results of final MBA examinationsshallbeclassified as saidbefore and meritlistshallbenotified as per Ordinance No.6.

17. The provisions of Ordinance No.18 of 2001 to providegrace marks for passing in a head of passing and improvement of division (Higher Class) and getting Distinction in the subjectsand condonation of deficiency of marks in a subjectshallapply to the examinationsunderthis Direction.

18. (A) A studentdesirous of pursuing a course in additionalspecializationaftercompletion of hisregular MBA course fromthisuniversitymay do so by gettingdulyadmitted to this course in the beginning of the session within the prescribed time limit for admission given by the University. In such case the studentshallopt for any one specialization group and shallberequired to takeexamination for only 5 subjects of thatspecialization.

    (B) Minimum No. ofstudentsofferingadditionalspecialization per subjectshallbe 5.
    (C) The studentwill have to seek admission as a regularstudent&will have to paytuitionfee 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 examineeshallobtain not lessthan 50% marks in eachpaper and at least 50% of the aggregate marks in all the theorypaperstakentogether as given in appendices A,B,C & D.

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

- ✓ Test schedulesshouldbedeclared by the Institute well in advance. Tests must beconducted on declaredschedule (changedunderextreme emergency/ and someother important academicassignment as decided by the HOD/Principal/Director of the Institute)

- ✓ For all theorypapers (ExcludingInternalAssessment Papers and Business Communication Paper) therewillbe 30 marks for internalassessment. The division of internalassessmentwillbe 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 InternalAssessmentshallbe 15 marks i.e. 50% of the total internal marks exceptSubject Code MBA 107 and MBA 207.

21. **Papers of Subject code MBA107 and MBA 207**, shallbeinternallyassessed at Institute Level. The assessmentshallbebased on Assignment/Test/Seminar /Presentation tobesubmittedby the candidates.
The **minimum number of Assignements/Tests/Seminar/Presentation, shallbe 5 per paper of 20 marks each.**
The assessment of thesepaperswillbeshown by the grade. The studentsgetting‘ F’ grade fails in the paper.

(I) An examineegetting F grade in internalassessmentwillbeallowed to improvehis/her Grade by takingadditionalassignment and submittingthem to the teacher. By Reappearing for the examination of the respective subject and fillexaminationform and communicating to the institute the same.

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

Detailscheme of Assessment of papers M.B.A. 305 & M.B.A.405 i.e. Dissertation isgiven in Point No 29.Thestudentgetting ‘FF ’ grade willbedeclared as ‘Fail’ in the Dissertation.

(I) An examineegetting FF/ZZ grade in Dissertation willbeallowed to improvehis/her Grade by submitting a fresh Dissertation.
(II) By Reappearing for the examination of the respective subject and fillUniversityExaminationform of respective semester and communicating to the institute the same.
(III) For improvinghis/her grade as in (I) and (II) abovewill have to pay an additionalfee of Rs.1500/-

23. **Promotion to Higher Semester:**

I. Student admitted to the First Year of MBA - 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 (10 Subjects incusive of internal subjects) 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.

II. Student admitted to the Direct Second Year (Lateral Entry) of MBA (Business Analytics) - The applicant shall be admitted to the next semester as per following eligibility Table No.5: -

Table No. 5

Sr. No.	Name of Exam, Admission to Semester	Students should have completed the term	Eligibility for admission and taking University Examination
1	M.B.A. Semester - III	M.B.A. Semester - III	As per rules of Admission Regulatory Authority (ARA) of Government of Maharashtra / the Competent Authority.
2	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. Studentswillbeprovidedonlyadditional one supplimentbesides main answersheet.
2. Studentshould plan thingsconsideringthisconstraint of time and space.
3. Studentsshouldpreferably follow the wordlimitgiven 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.**
   - Studentshallattemptany one question fromthis.

3) **Section-B shall have two questions of 19 marks each.**
   - Each question of 19 marks dividedintotwo parts one part shallbe of conceptual nature and other part shallbe of applied nature.
   - Conceptual parts have three questions of 6 marks each. Studentshallattemptanytwo questions fromthis.
   - Applied nature part shallconsists of one case studyproblemcarrying 7 marks.

4) **Section C shall have one question of 16 marks divided into two parts.**
   - One part of itshallbe of conceptual in nature and other part shallbe of applied in nature.
   - Conceptual part shall have two questions of 8 marks each. Studentshallattemptany one question fromthis.
   - Applied nature part shallconsists of one case studyproblem/carrying 8 marks, also can bedividedintotwosub questions.

Pattern of Question Paper of MBA/201 Business Communication

1. There willbewrittenexamination of 50 marks of 2 hours duration at the end of II semester. And internalassessment of 50 marks at Institute level.

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

3. **Section A shall have two questions of conceptual nature of 12 marks each.**
   - Studentshallattemptany one question fromthis.

4. **Section-B shall have two questions of 13 Marks each. Distribution of 13 marks is as mentionedbelow.**
   - Each question of 13 marks dividedintotwo parts one part shallbe of conceptual nature and other part shallbe of applied nature.
   - Conceptual parts have two questions of 6 marks each. Studentshallattemptany one question fromthis.
   - Applied nature part shallconsists of one case studyproblemcarrying 7 marks.

5. **Section C do not have internalchoice and consists of one case studyhaving 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 havingthree sections A, B & C
3. The broad structure of question papershallbe as follows:

Section of Question Paper	Cognitive AbilityEvaluated	Nature of Paper
A	Remembering	tailedschemeisgiven 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 fromthis (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 fromthis (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) ……

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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 fromthis (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 fromthis (07 Marks) (Max. 350 Words)

c) ……

Section-C **(12 Marks)**

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

a) ……

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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 anyCredit and hence the evaluation of studentsis not mandatory at the end of this Course.
- The Institute/College/Departmentshallorganize the Induction Course before commencement of classes for First Semester and ensure the attendance of all enrolledstudents for the same.
- The Institute/College/UniversityDepartmentshallkeepproper record of the Induction Course to beverified by the competentauthority, if needed.
- The contents of Induction include:
  - Physical Activity
  - Creative Arts and Culture
  - Mentoring & Universal Human Values
  - FamiliarizationwithCollege, Department and Specialization
  - Literary Activity
  - Proficiency Modules
  - Lectures & Workshops by Eminent People
  - Visits in Local Area
  - Extra-curricularActivities in College
  - Feedback and Report on the Program
- The contents of Induction Course providedabove are minimum and the Institute/College/Departmentis free to addany relevant content as theydeem fit.

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

- Eachstudentshall have to undergo a practical training for a period of 30 – 45 daysduring vacation fallingafter 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 becarried out in an Field/Desk Research/ Industry/ CorporateEntity / NGO / SME / GovernmentUndertaking / CooperativeSector.
- The SIP may or may not have a Functional Focus, i.e. the studentmaytake up a SIP in his/herintended area of specialization or in anyotherfunctional area of management.
- It ismandatory for the student to seekadvancewrittenapprovalfrom the Director/ Principal/ Head / Faculty Guide from time to time of the Institute about the topic and organizationbeforecommencing the SIP.
- AlternativelyDirector/ Principal/ Head / Faculty of the Department/ College/ Institute mayallocate the research area/sector/industry/companyspecificproject to the individualstudent.
- SIP maybe a researchproject – based on primary / secondary data or maybe an operationalassignmentinvolvingworking by the student on a giventask/assignment/project/ in an organization / industry.
- It isexpectedthat the SIP shallsensitize the students to the demands of the workplace.
- Eachstudentshallmaintain a SIP Progress Diarydetailing the workcarried out and the progressachieved on a daily basis
- The studentshallsubmit a writtenstructured SIP report alongwith SIP Progress Diarybased on workdoneduringthisperiod and dulysign by Authority.

Evaluation of Summer Internship Programme (SIP):

- ✓ The formalevaluation by the company guide shall comment on the nature and quantum of workundertaken by the student, the effectiveness and overallprofessionalism.
- ✓ The learningoutcomes of the SIP and utility of the SIP to the host organization must bespecificallyhighlighted in the formalevaluation by the company guide.
- ✓ The SIP Certificatedulysigned and stamped by the industry guide shallbeincluded in the final SIP report.
- ✓ The studentshallsubmitTwo hard copies & One soft copy of the project report after 30 days of commencement of**Semester III**. One hard copy of the SIP report is to bereturned to the student by the Institute after the Viva-Voce.
- ✓ The Institute shallconduct an internalviva-voce for evaluation of the SIP for 50 marks after 31 – 45 days of commencement of**Semester III**.
- ✓ Evaluation of the SIP Report and presentationsshallbedonejointly by any one Industry Professional/Senior Alumni/CorporateRecruiter and one faculty Guide of the Institute.
- ✓ Marks out of 50 willbeawardedaftersubmission of report and viva-voce (30 marks for Report +20 marks for the presentation). It willbeconverted 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 projecttitle, Student'sname, name of the SIP organization, Name of the supervisorfrom SIP organisation, Name of the guide fromDepartment/ College/ Institute.
- Slide 2: About the company - itsproducts& services, Sector size and major players.
- Slide 3 to 5: Week wisedetails of the workdoneincluding the details of anyspecifictasks or projectsassigned 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:

- ResearchProposal (Synopsis)
- Secondary data collection
- Analysis of secondary data collection
- Preparationtool of primary data collection
- Introductorychapters 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 shallconduct a viva-voce for evaluation of the dissertation pre-report submission for 50 marks at Institute level 15 daysbefore commencement of semester III examination.
- ✓ Evaluation of the dissertation pre-report throughseminar/presentationsshallbedonejointly 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 shallbedistributed as 30 marks for report and 20 marks for Presentation/Seminar.
- ✓ It willbeconvertedinto 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 projecttitle, Student'sname, Name of the guide fromDepartment/ College/ Institute and year of submission.
ii. **Inner Cover page:**
iii. **Certificate:** A certificatefrom the Supervisor to the effectthat the candidate has satisfactorilycompleted the Project work for not lessthan one session and that the Project workis the result of the candidates ownwork and is of sufficiently high standard to warrant itspresentation 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) Studentsmayprinttheirproject reports on bothside 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 shallbedonejointly by one external examiner appointed by the UniversityAuthority and Internal Guide of the Department/Institute.
- ✓ External examiner shallgive 50 marks distributed as 30 marks for dissertation and 20 marks for Viva-Voce.
- ✓ Dissertation examinationshallbeconducted at the end of Semester - IV. Institute shallsubmit dissertation 4 hard and soft copies 15 daysbefore the commencement of Semester – IV for examination to the University.
- ✓ Marks obtainedwillbeconvertedinto grades as per table number 1 on proportionate basis.

Dissertation Viva Voce shall be evaluated on following Parameters:

- Adequacy of workundertaken by the student
- Knowledge of Subject / Domain Area
- Analyticalcapabilities
- TechnicalWriting& Documentation Skills
- Outcome of the project – sense of purpose
- Utility of the project to the organization/Society at large
- PresentationSkills

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 in total of 4 credits.

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

- ✓ Studentsshouldsee the list of course on respective portal of MOOC Courses.
- ✓ He/Sheshall select the course with**(minimum duration of 8 - 12 weeks/60 hours and of with minimum 4 Credits)**available in the beginning of eachsemester.
- ✓ A studentmay select the course of his/herchoicefrom the available courses and register for the same.
- ✓ A studentisalsorequired to appear and successfullycomplete the online examination for the MOOC opted by his/herchoice.
- ✓ The successfulcompletion of **ONE suchMOOCs**comprisingin total of 4 Credit Points ismandatory for everystudent to becomeeligible for the award of degree.
- ✓ If a student has completed a MOOC carrying more than 4 credits, thenonly 4 creditsshallbeconsidered and beshown in the mark list of 4th Semesteragainstsuch course.
- ✓ In case, the MOOC certificatedoes not have a mention of Credits, the Principal/Director/Head shallcertify the number of credits for which a course of minimum duration of 8 weeks/60 hoursshallbeconsideredequivalent to 4 credits.
- ✓ A studentisexpected to fill the examinationform for Semester IV alongwith the titles of courses (MOOC courses) he/shehadcompleted.
- ✓ The Admission and Examinationfee of MOOCsis to bepaid and borne by the studentseparately.
- ✓ Studentshallsubmitrequired documents for his/her claim of credits for subject 406 MOOC course before last date of submission of internalassessment marks of Sem – IV as per scheduledeclared by theUniversity time to time.
- ✓ Studentfailed to submit the certificatewithinschedule time willbedeclared fail.
- ✓ Studentshallsubmit the examinationform of nextconsecutiveexaminationalongwith the certificate.

31. A studentappearing for M.B.A.Semester IV Examinationwill have to pay an additionalfee of Rs.1000/- for Dissertation in addition to usualExaminationfees 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. Examineessuccessful at the Semester-I, II, III & IV Examinationshallbeentitled to receive a marksheetsigned by the Director, Board of Examination& Evaluation and thosesuccessful at the Semester- I, II, III & IV Examination, shall on payment of the prescribedfees, receive a Degree in the prescribedformsigned by the Vice-Chancellor.
34. In the event of anydoubt or dispute arising out of interpretation of any provision of this direction the mattershallbereferred to the decision of Vice-Chancellor whosedecisionshallbe final and binding on all.
35. The Schme of Teching, Learning, Examination and Evaulation of Semester I to IV of Master of Business Administration (व्यवसायप्रशासनपारंगत) 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. 65/2023 dated 17/10/2023 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 : 13 /08/2025.

(Dr. Milind Barhate)
Vice-Chancellor,
Sant Gadge Baba Amravati University

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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		50	25	50	25	** 50Average of Marks given by Internal & External Examinar	
306	Summer Internship Programme	---	2	---	---	---	50	25	** 50	
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
**Marks Not be included in the total. Marks scored shall be converted into grade to be included in the marksheet.

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		50	25	50	25	** 50 Average of Marks given by Internal & External Examinar	
406	MOOC Course	---	4	---	---	---	---	---	Grade	
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.
**Marks Not be included in the total. Marks scored shall be converted into grade to be included in the marksheet.