

**Syllabus
For
MBA
(Distance Education)
(Two Year Programme)
(2023-24)**



**SCHOOL OF MANAGEMENT STUDIES
PUNJABI UNIVERSITY PATIALA
(Established under Punjab Act No.35 of 1961)**

ORDINANCES

MASTER OF BUSINESS ADMINISTRATION

(Distance Education)

Session 2023-2024

1. The duration of the MBA programme, designed with various streams of specialization in functional area of Management. The admissions to the programme shall be made in the month of June-July. Each year shall consist of two semesters i.e. Semester I and II in the first year and Semester III and IV in the second year.
2. The last date for receipt of admission forms and fees shall be fixed by the Vice Chancellor from time to time.

3. CATEGORY –I: BUSINESS EMPLOYEES/OTHERS- 50 SEATS

Admission to the first semester of MBA Programme will be open to candidates who have passed Bachelor's Degree or Master's Degree in any discipline from any recognized University or an examination recognized there to or have passed the final examination conducted by the Institute of Chartered Accountants of India or equivalent or Institute of Company Secretaries of India or equivalent or Institute of Cost and Works Accountants of India or equivalent with preferably working experience of one year. The candidate should have at least 50% marks in Graduation/Post-graduation.

CATEGORY –II: DEFENCE OFFICERS- 50 SEATS

- All commissioned officers with a minimum of 5 years of commissioned service will be eligible to join the course.
- To be eligible for admission to MBA Programme, a Defence Officer must have passed either a Graduate or Post-graduate degree in any discipline with at least 50% marks or must have undergone successfully one of the following courses:
 - (i) N.D.A./M.A./Any other equivalent course viz. O.T.S./O.T.A./Indian Air Force Academy/Naval Academy; and
 - (ii) At least one of the following courses:
 - a) Defence Service Staff College Course
 - b) Technical Staff Officers Course
 - c) Long Defence Management Course
 - d) Senior Defence Management Course
 - e) Higher Command Course
 - f) Advanced Air Armament Staff Officer Course
 - g) Specialized Advanced Course of various Arms and Services
 - (iii) They should have a meritorious record of service.
 - (iv) In case of Defence Officer, it is to be submitted through the Director General (Resettlement), Ministry of Defence, Govt. of India, West Block IV, Sector-I, R.K.Puran, New Delhi.

OR

Approval of Serving Formation Head.

4. Each candidate shall be examined in the subject(s) as laid down in the Syllabus prescribed by the Academic Council from time to time.
5.
 - The internal assessment marks shall be based on the three assignments (10 Marks of each) to be submitted by the students as per the given schedule by the Department.

- Initial time for submission of all the assignments will be indicated by Head of the Department- SMS.
 - One month extension period for submission of assignment is allowed with late fee of Rs. 100/- per assignment per subject (All assignments must be deposited before 10 days from final exams).
 - In case a student is unable to submit the assignment(s) even after the lapse of late fee period, then accordingly his internal assessment will be forwarded to the Controller of Examinations.
 - The students can submit the assignments in printed form or can be handwritten.
 - The Head of the Department-SMS shall forward (to Controller of Examinations) the internal assessment marks obtained by the students in different papers on the basis of the three written assignments (10 Marks each) to be submitted by the students as per the given schedule by the department.
 - The medium of instruction and the examination shall be English.
6. The minimum number of marks required to pass a paper shall be 40% in the external examination and 40% in the aggregate of internal and external examination in each paper. There is no pass percentage for internal part of the assessment.
- A candidate shall have to pass all the four semester examinations within maximum period of four years of his/her admission to the first semester of 2-Year MBA (DE) failing which he/she will be deemed to be unfit for the programme. however, if any candidate has secured less than 40% marks in the internal assessment in any one or more papers and is placed under reappear in that papers , he may at his option , attend regular classes of the papers , after his fourth semester examination against a payment of Rs.2000/- per paper to improve, the candidate would be required to attend such classes in a semester in which that paper is offered by the department subsequently and thus improve his internal assessment score in the concerned papers. In case, such a candidate improves upon the earlier internal assessment, the external marks secured by the candidate will remain the same i.e. will carry the external pass marks secured by him/her, if he fails to improve upon his earlier internal assessment in that papers his original assessment marks would stand.
7. The amount of examination fee shall be payable by a candidate for each semester as prescribed by the University from time to time.
8. The internal assessment awards of candidate, who fails in any paper(s), shall be carried forward to the next examination.
9. (i) The practical examination(s) of the courses (relating to IT/Computer or wherever specified) shall be conducted jointly by the two external examiners and one internal examiner. Internal examiner shall be appointed by the **Head of the Department-SMS** and external examiners to be appointed by the Vice Chancellor on the recommendations of the Chairman, PG Board in Business Studies
- The quorum would be of one internal and one external examiner.
- (ii) Viva-Voce shall be conducted by a Committee consisting of the following:-
- Two External Experts to be appointed by the Vice Chancellor on the recommendations of the Chairman, PG Board in Business Studies.
 - One internal examiner shall be appointed by the **Head of the Department -SMS**.
 - Head of the Department or his nominee.
- The quorum of committee meeting would comprise one external and one internal examiner.

10. The list of successful candidates, after the fourth semester examination shall be arranged as under, in two divisions on the basis of the aggregate marks obtained in all the semester examinations taken together, and the division obtained by the candidate will be stated in his/her degree;
- Those who obtain 50% or more marks but less than 60% marks SECOND DIVISION
 - Those who obtain 60% or more marks FIRST DIVISION
 - Candidate who passes all the four semester exams. at the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with **DISTINCTION.**
11. (i) The grace marks shall be allowed according to the General Ordinances relating to 'Award of Grace Marks' these Ordinances will apply to all the examinations.
- (ii) To pass in one or more written papers or subjects, and/ or to make up the aggregate to pass the examination but not in practical, internal assessment, viva-voce and skill in teaching.
- (iii) Up to 1% of the total marks of Part-I and Part II examination shall be added to the aggregate of both Part-I and Part II examinations to award a higher division / 55% marks, to a candidate.
12. MBA Part II shall be open to any person who has passed MBA I examination or has cleared at least 50% of total papers prescribed for the first and second semesters of MBA courses from Punjabi University, Patiala only within the last two academic years. These candidates have to qualify in all the papers of MBA course within a period of two years from the date of joining the course.
13. The candidate shall have to qualify in all the papers prescribed for MBA course within a period of four years from the date he joins the course. In case, he fails to do so within the prescribed period of four years as aforesaid, he shall be declared fail.
14. If the candidate drops out of a term due to service exigencies or any other reason acceptable to the Head of the Department, he would be allowed direct admission to the concerned semester in any following batch after payment of all dues, except library security, if pending with the Department. It is understood the such admission will be in addition to the normal admission.
15. A candidate who has passed MBA examination from this University shall have one chance within a period of two years after passing the examination to improve his/her division or to make minimum of 55% marks in MBA in a Maximum of 1/3 of total theory papers offered. Out of the papers taken up the candidate will be given the benefit of increase in marks, where the marks have increased in paper(s). Punjabi University Rules of Scheme for additional specialization will be applicable.
16. Successful candidates would be awarded the degree of Master of Business Administration. The student who tops the list of successful candidates will be awarded medal as per University rules.
17. Students can opt for one additional specialization consisting of 5 papers, if they so desire, against a payment of Rs. 2000/- per paper. The students can appear in 2 papers in 3rd and 3 papers in 4th semester after completing the MBA course.
18. Personal Contact Programme (PCP) of one week duration in each semester shall be held for the students admitted to the course. The students attending the PCP shall have the opportunity to interact with the teacher(s) concerned for resolving their doubts/queries relating to the subject. Attending the PCP is Compulsory for the students.

19. In no case and under no circumstances, the dispute arising out of the adherence or implementation or otherwise on the part of any one, in any clause(s), binds the University to change or amend the clause(s) under the Ordinance at any point of time.
20. The Candidates who could not attend PCP due to any reason can be given another chance to attend special PCP with a fee of Rs.2000/- only per subject.

21. The Structure of Fee shall be as under:

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| 1. Tuition Fee & Charges | Rs. 17000/- per semester |
| 2. Registration Fee/ Continuation Fee | Rs. 600/- once only/ Rs. 250/- once only |
| 3. Verification Fee | Rs. 700/- once only (Not applicable for those who have passed Graduation/Post Graduation from Punjabi University, Patiala) |
| 4. Migration Fee | Rs. 100/- (if applicable) |
| 5. NSS Fund | Rs. 80/- per annum |
| 6. Identity Card Fee | Rs. 40/- per annum |
| 7. Development of Punjabi Language | Rs. 115/- per annum |
| 8. Library Security (Refundable) | Rs. 2500/- once only |
| 9. IMSJ Journal | Rs. 500/- per annum |
| 10. Department Services Charges | Rs. 2625 per semester (A/c No.65193465734) |
| 11. Departmental Infrastructure Charges Fund | Rs. 1000/- per annum (A/c No. 37838278891) |
| 12. Alumni Fund | Rs. 500/- per annum (A/c No.38774041944) |

The fee from Sr. No. 1-9 has to be deposited in Registrar, Punjabi University Account No.37712809736 (at any branch of SBI Bank) And Sr. No. 10 to be deposited in Account No. 65193465734 at any branch of SBI and Sr. No. 11 to be deposited in Account No. 37838278891 at any branch of SBI and Sr. No.12 to be deposited in Account No.38774041944 (at any branch of SBI). The counter foil of the pay-in slips have to be submitted to the office of School of Management Studies, Punjabi University, Patiala. The pay-in-slips for depositing the fee are available at website and the office of SMS.

Under Choice-Based Credit System

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Student can opt any one course from the following open electives in lieu of electives of Semester IIIrd and Semester IVth of MBA (Distance Education) Programme.

While selecting an elective from any other Distance Education Department, the student must make sure that the time table of PCP of the selected paper does not clash with the time table applicable in SMS.

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| 1. | M.A. (Economics) | Money and Banking: 405 |
| 2. | M.A. (Journalism & Mass Communication) | Public Relations and Corporate Communication |
| 3. | M.A. (Journalism & Mass Communication) | Inter-Cultural and International Communication |
| 4. | M.Sc. (Information Technology) | Artificial Intelligence:MITM2203T |
| 5. | M.Com. | Fundamentals of Investment:MCOP 2402T |
| | | Banking and Insurance Services:MCOP 2403T |
| 6. | M.A. POLITICAL SCIENCE | Theory and Practice of Public Administration |