

MBA Prospectus

INTRODUCTION

The Master of Business Administration Programme is one of the prestigious and more demanding programmes of Patna University, which is itself the Seventh Oldest University in India, established in the year 1917.

The Management Programme was started in the Department of Applied Economics and Commerce, Patna University in the year 1973, first at the Diploma level and subsequently at the Post-Graduate level. The Degree in Master of Business Administration (MBA) awarded by the Patna University is recognized throughout the Country and abroad.

The Management Programme offers a two-year comprehensive MBA Course designed to provide a sound foundation for understanding the complexities of modern business and to equip the students with the analytical tools required for scientific decision-making. Thus, its basic objective is to train and equip students with knowledge and skills necessary for taking up managerial responsibilities in business enterprises. The Programme which includes teaching of Management Principles, Marketing, Organizational Behaviour, Business Environment, Management Information System, etc., is also designed to acquaint the students with all the important functional areas in business such as Finance, Marketing, Human Resource Management, etc. The theoretical foundation built in the students is reinforced by subjecting them to the rigors of Summer Training Programme and writing a Project Report so that during the course of the training itself, they may be in a position to test their knowledge of theory in its application to practical propositions.

AIMS AND OBJECTS

In the present day competitive world, especially in the light of Economic Liberalisation, which led to open / free market policy for the Corporate Sector, there is demand of specialised and professional personnel in the decision-making process. Keeping in view the prevailing scenario of the corporate world and in tune with the future strategic parameters, the MBA Programme has been tuned with the following objectives:

1. To provide opportunities to the students of different disciplines to join the Programme to be well acquainted with the managerial capabilities in their careers.
2. To develop special competency among the management students to meet and handle the changing scenario in the fields of Industry and Trade as well as ever increasing Service Sectors.
3. To provide an excellent managerial competence among the students for meeting the present and future challenges of business organization in the free economic system of the world.
4. To make students well equipped with the broad spectrum of knowledge of Management of Finance, Marketing and Human Resource so that they may be more professional and specialised in their respective fields.

5. To 'Create a Think Tank' of excellent managerial inputs for present and future Research & Development in the areas of Management.
6. To provide managerial inputs to the Small Sectors (SSI Units) so as to make the entrepreneurs-cum-managers more professionals in managing their units.

FACULTY

NAME	POSITION	SPECIALISATION
BRAHMANAND PANDEY (M.Com., Ph.D.)	Head and Director, University Professor	Statistics, Corporate Legal Framework.
JYOTI SHEKHAR (M.Com., Ph.D.)	University Professor	Business / Company Law, Principles of Management, Human Resource Management.
MAHESH CHANDRA PRASAD (M.Com., MBA, Ph.D.)	Associate Professor	Finance and Accounting.
MOHAMMMAD ALAMGIR (M.Com., Ph.D.)	Associate Professor	Cost Accounting, Business Environment, Management Principles, Organisational Behaviour, Human Resource Management.
NAGENDRA KUMAR JHA (M.Com., Ph.D.)	Associate Professor	Strategic Management, Financial Management, Corporate Financial Accounting.
ASHIM LAL CHAKRABORTY (M.Com., Ph.D.)	Assistant Professor	Financial Management, Management of Values, Managerial Economics, Strategic Management.

REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION (MBA) EXAMINATION

- (1) The Master of Business Administration Programme, a two year full time Programme, shall be organised and run by the Department of Applied Economics and Commerce, Patna University.
- (2) The Master of Business Administration Examination shall be held in two parts, viz., MBA Part-I and MBA Part-II. The Master of Business Administration Degree shall be awarded on the basis of combined marks obtained both at the MBA Part-I and MBA Part-II Examination.

MASTER OF BUSINESS ADMINISTRATION PART - I EXAMINATION

- (3) Every candidate for MBA Part-I Examination shall be examined in the following subjects:

Paper I	Management Process, Ethos and Values
Paper II	Quantitative Techniques
Paper III	Managerial Economics
Paper IV	Management of Environment
Paper V	Accounting Principles and Techniques
Paper VI	Accounting for Managers
Paper VII	Human Resource Management
Paper VIII	Financial Management
Paper IX	Marketing Management
Paper X	Research Methodology
Paper XI	Production and Operations Management
Paper XII	Organisational Behaviour

- (4) The Examination shall be conducted by means of Papers, twelve in number, each carrying 100 marks of which minimum of 30 marks shall be for 'Internal Assessment' and 70 marks for 'Written Examination' conducted by the University. The duration of Written Examination of each Paper shall be of three hours.
- (5) The internal assessment marks shall be based on the following activities:
 - Participation in seminars, case discussions and group work.
 - Class tests, quizzes, individual and group oral presentations.
 - Submission of written assignments, term papers and viva-voce.
 - Classroom participation and attendance.
- (6) The Examination shall be held once a year at such place or places and at such time as the Examination Board may fix.
- (7) For passing the MBA Part-I Examination, a candidate is required to obtain a minimum of 50 per cent in the aggregate of all the subjects taken together, subject to the condition that the candidate has obtained a minimum of 33 marks in each paper.

- (8) To be eligible for Promotion to MBA Part-II Class, a student must clear MBA Part-I Examination successfully.
- (9) As soon as possible after the Examination, the Examination Board shall publish a list of successful candidates eligible for promotion to Master of Business Administration Part-II.
- (10) A candidate who having completed the Programme fails to appear at the Examination or fails to be promoted in the Examination may again be admitted to the Examination on payment of prescribed fees without further attendance at lectures for three successful Examinations only.

MASTER OF BUSINESS ADMINISTRATION PART-II EXAMINATIONS

- (11) To be admitted to Part-II of the Master of Business Administration Examination, a candidate must have:
 - a. Passed Part-I of the Master of Business Administration Examination,
 - b. Completed a regular course of study as give in Clause 14 of this Regulations, and
 - c. Continue to be registered in the University as a student.
- (12) Any Master of Business Administration may on payment of the fee prescribed for the purpose be admitted again to the Master of Business Administration Examination in any Group of Elective Subjects other than that in which he was previously examined for three successive examinations only.
- (13) A candidate, who having completed the course fails to appear or fails to pass the examination, may again be admitted to the examination on payment of the prescribed fees without further attendance at lectures for three successive examinations only.
- (14) A candidate for Part-II of Master of Business Administration Examination shall be examined in the following subjects:

COMPULSORY PAPERS

- Paper I Business Policy and Strategic Management
- Paper II Computer Application and Management Information System
- Paper III Business Legislations
- Paper X Summer Training Programme
- Paper XI Project Study
- Paper XII General Viva-Voce

Elective Group

Any one of the following groups consisting of six papers of 100 marks each:

ELECTIVE GROUPS

(A) FINANCE

- Paper IV - Security Analysis and Portfolio Management
- Paper V - Management of Business Taxes
- Paper VI - International Financial Management
- Paper VII - Financial Decision Making
- Paper VIII - Working Capital Management
- Paper IX - Management of Financial Institutions and Services

(B) MARKETING

- Paper IV - Consumer Behaviour
- Paper V - Advertising Management
- Paper VI - Strategic Marketing
- Paper VII - International Marketing
- Paper VIII - Sales and Distribution Management
- Paper IX - Marketing of Services

(C) HUMAN RESOURCE MANAGEMENT

- Paper IV - Management of Industrial Relations
- Paper V - Management of Interpersonal and Group Processes
- Paper VI - Management of Training and Development
- Paper VII - Management of Change and Organizational Development
- Paper VIII - Human Resource Planning and Development
- Paper IX - Labour Legislations

(15) Summer Training shall be for 4 to 6 weeks with an industrial, business or service organization by taking up a study on of the various aspects of the organization. The conditions of successfully completing the course shall not be deemed to have been satisfied unless student undergoes summer training under the supervision of Member of a Faculty of the Department of Applied Economics and Commerce in organisations as approved by the Director. Each student will be required to submit a Summer Training Report to the Director for the work undertaken during the period.

(16) A student of the Master of Business Administration shall be required to work on a project approved by the Director. For preparing the Report on the Project Study, the candidate shall have to work under the Supervision of a Member of a Faculty approved by the Director.

- (17) A candidate who obtains 50 per cent marks each in the Summer Training Report and Project Report but fails in the examination shall not be required to re-submit a fresh Summer Training Report and Project Report before appearing at any subsequent examinations. The marks secured by him / her in Summer Training Report and Project Report in previous examination shall be carried over to the subsequent examinations.
- (18) The Faculty of Commerce or the Departmental Council shall make such changes in the subjects mentioned in Clause-3 and 14 of this Regulations or in the detailed course of studies prescribed for the purpose as it may deem fit, from time to time with the approval of Academic Council.
- (19) Aggregate marks for Part-II of Master of Business Administration Examination shall be 1,200. The nine (09) in number, each of 3 hours duration: Summer Training Programme, Project Study and a General Viva-Voce each carrying 100 marks (except Summer Training Programme: Paper X, Project Study Paper XI and General Viva-Voce: Paper XII) of which minimum of 30 marks shall be 'Internal Assessment' and 70 marks for 'Written Examination'.
- (20) The 'Internal Assessment' marks shall be based on the activities mentioned in Clause-5 of this Regulations.
- (21) The scheme of evaluation of Summer Training Programme and Project Study shall be as follows:
 - (a) For Paper X, a Training Report based on Summer Training will have to be submitted as per the schedule announced by the Director from time to time.
 - (b) For Paper XI, Project Report based on Project Study will have to be submitted as per the scheduled announced by the Director from time to time.
 - (c) The written part of the Training Report and Project Report each shall account for 70 marks and Viva-Voce each of 30 marks to be conducted by duly constituted Board.
- (22) General Viva-Voce (Paper XII) carrying 100 marks shall be conducted by a duly constituted Board.
- (23) For passing the MBA Part-II Examination, a candidate is required to obtain a minimum of 50 per cent marks in the aggregate of all the subjects taken together, subject to the condition that the candidate has obtained a minimum of 33 marks in each Paper.
- (24) A candidate who fails to pass or fails to appear at the MBA Part-II Examination may be allowed to take up to three subsequent examinations without further attendance at lectures.
- (25) The Master of Business Administration Degree shall be awarded to successful students on the basis of combined results of MBA Part-I and MBA Part-II Examinations. The name of successful candidates shall be arranged in order of the merit in the two classes as follows:
 - (a) Candidates who obtain a minimum of 60 per cent of the aggregate marks or more shall be placed in the First Class.

- (b) Candidate who obtain a minimum of 50 per cent or more but less than 60 per cent of the aggregate marks shall be placed the Second Class.
- (26) If a student fails in three subjects or less in the examination or secures minimum marks to pass paper but has not secured the minimum marks required to pass in aggregate for the year concerned may have the option to take re-examination in not more than three papers to pass the year.
- (27) As soon as possible after the Examination, the Examination Board shall publish a list of successful candidates, those placed in the First Class in order of merit and the rest in alphabetical order.
- (28) Every successful candidate of the Part-II of Master of Business Administration Examination shall receive a diploma in such form as may be prescribed by the Academic Council.

N.B.: For candidate, who fails to pass or to appear after being sent-up at MBA Examination, two special examinations shall be conducted under old regulations, whenever there is a change in the Regulations.

Note: These Regulations shall be effective from session 2005-2007.

ORDINANCES FOR ADMISSION OF STUDENTS TO MASTER OF BUSINESS ADMINISTRATION COURSE

1. The total number of students to be admitted to the Master of Business Administration Programme, Department of Applied Economics and Commerce shall be fixed by the Vice-Chancellor for different categories of seats, namely, General and Reserved Category (Merit, NRI Category, Sponsored Category and Paid Category).
2. The maximum number of seats for the Master of Business Administration Programme shall be limited to 60 only. This may be revised with prior permission of the Vice-Chancellor. There shall be five (05) additional seats each in the Category of (i) Sponsored Candidate of N.R.I's (ii) Sponsored Candidate of Business Houses, and (iii) Paid Seats. All these seats shall be filled in on first-come-first serve basis.
3. The Selection of candidates for admission to MBA Part-I shall be made by the Management Programme of the Department of Applied Economics and Commerce, Patna University. The Head of the Department of Applied Economics and Commerce shall be the Ex-officio Director of the Programme.
4. The selection of candidates for admission to the Programme shall be made on merit. The 'Merit List' shall be prepared on the basis of aggregate of (i) composite marks obtained by the candidate at the National Entrance Examination / Test conducted by any one of the five (05) Institution, namely, CAT (conducted by IIMs), JMET (conducted by IITs), XAT (conducted by XLRI), MAT (conducted by AIMA) and ATMA (conducted by AIMS) or the Test prescribed for the purpose, from time to time, and (ii) Group Discussion carrying 200 marks, and (iii) Personal Interview carrying 200 marks. Group Discussion and Personal

Interview shall be conducted at such place and at such time by a Board constituted by the Vice-Chancellor.

5. The 'Merit List' for admission to MBA Part-I shall be prepared of candidates who have obtained 45 per cent marks at the Selection Test as mentioned in Clause-4 above. However, in exceptional circumstances, the above marks may be suitably lowered by the Vice-Chancellor. Provided that in case of Scheduled Caste / Scheduled Tribes candidates 5 per cent marks shall be relaxed in Selection Test for preparation of Merit List for admission.
6. The minimum marks required for admission to the 'Selection Test' conducted for selection of candidates shall be 45 per cent of the aggregate marks at the degree examination.
7. Any registered student of this University who has passed the Bachelor's Examination in the Faculties of Arts, Humanities, Science, Commerce, Business Administration, Law or Engineering examination or of any other Universities recognized by the Academic Council as equivalent thereto may appear at the 'Selection Test' as specified in Clause-4 of this Ordinances provided he fulfils the conditions as laid down in Clause-6 above. Provided that applications of graduates having degree from the Faculties other than those specified having satisfactory business experience may also be considered in exceptional cases by the Vice-Chancellor.
8. Reservation of seats for different categories of candidates shall be made as per Rules of the Patna University applicable at the time of admission provided they qualify for admission as required in Clause-5 of this Ordinances.
9. Seats left unfilled in any of the categories for reserved seats under Clauses-8 above by reason of the fact that no eligible candidates are available shall be filled-up by following reservation procedure / rule strictly as per Section of the P. U. Act, 1976 (amended up-to-date).
10. Admission against seats earmarked for candidates sponsored by NRIs, candidates sponsored by business house and paid seats categories shall be made provided the candidate fulfils the condition as laid down in clauses 5, 6 and 7 of this Ordinances.

N.B.: Sponsored candidates of NRI's, sponsored candidates of Business Houses and Paid Seats shall be filled-up on the basic of merit only.

11. (a) No applicant shall be admitted who, in the opinion of the Vice Chancellor, should not be admitted in the best interest of the University.
(b) No applicant shall be admitted who has not applied for admission within the notified time, or who, on being selected for admission, does not get himself / herself enrolled within the specified time except when the delay is condoned by the Vice-Chancellor.
12. Every candidate seeking admission to the programme shall pay fees as may be prescribed from time to time by the University. The fee of the Programme shall be charged in full at the time of admission to the Programme.

FEE STRUCTURE

The fee structure of the Programme shall be the following:

PARTICULARS	GENERAL AND RESERVE SEATS	NRI SEATS	SPONSORED SEATS	PAID SEATS
Admission Test and Interview fees	500	500	500	500
Entrance Fees	6,500	13,000	13,000	13,000
Tuition Fees	22,000	44,000	44,000	44,000
Developmental Charges	6,500	13,000	13,000	13,000
Miscellaneous Charges	1,000	2,000	2,000	2,000
Total Rs.	36,500	72,500	72,500	72,500

13. The general superintendence and direction of the Management Programme shall be the responsibility of the Director.
14. The Director shall appoint such person or persons and invite such person or persons as Faculty for running the Management Programme as he seems fit, from time to time
15. The Master of Business Administration Programme shall be organized and managed by the Department of Applied Economics and Commerce at such place or places and at such time as the Vice-Chancellor may fix.
16. The Master of Business Administration Programme shall be placed in the Faculty of Commerce.
17. The admission of the student admitted to Master Business Administration Programme shall be cancelled in case the document(s) submitted by the student are found to be fake.
18. A student admitted to the Programme, if found guilty of gross misconduct, shall be expelled from Programme at any stage.

NOTE: The Ordinance shall be effective from Session 2004-2006.

NRI / SPONSORED / PAID SEATS

Candidates desirous of taking admission on NRI / Sponsored / Paid Seats are required to use their option for the seat in the application form. For admission on NRI Seat, letter from respective Embassy shall have to be submitted and for admission on sponsored seats payments shall be received only in form of crossed cheque issued by the Business Houses.

WORK LOAD

A student will normally have minimum of four classes on each working day. Duration of each class will be of about forty five minutes. The number and duration of classes on each working day may vary according to the need.

TIMINGS

The MBA Classes will be held at the venue and according to the timings as decided and notified by the Director, Management Programme from time to time.

MEDIUM OF INSTRUCTION

The medium of instruction and examination in Management Programme shall be English.

METHOD OF INSTRUCTION

Instruction and training to the candidates will be imparted through:

- (a) Class Room lectures
- (b) Tutorials
- (c) Seminars
- (d) Group Discussion
- (e) Summer Training
- (f) Project Work
- (g) Professional Lectures, etc.

ATTENDANCE

No candidate shall be considered to have pursued a regular course of study unless he / she is certified by the Director, Management Programme to have attended the three fourth of the total number of classroom sessions during his / her course of study. Weightage shall be given for attending Computer Practical Classes & participation in Summer Training Programme. Any Student not complying with this requirement will not be allowed to appear at the examination. However, the Director may condone the **required percentage of attendance** by not more than 10 per cent.

LIBRARY FACILITIES

The Management Programme, Department of Applied Economics and Commerce have a rich collection of book on Management in its Library. Some of the best Newspapers and Journals are also subscribed. All these Materials are available to the students of Management Programme during normal working hours.

HOSTEL ACCOMODATION

A few seats are available for students admitted to the Programme. However, hostel accommodation is not guaranteed.

OTHERS

(1) DISCIPLINE

Candidates who are admitted to Management Programme shall have to maintain proper discipline on the campus. They will have to strictly follow the Rules and Regulations prescribed by the University for the Programme, from time to time. The Vice-Chancellor / Director shall have the power to order the cancellation of admission of a student admitted to the Programme, if in his opinion such cancellation is necessary and in the best interest of the Institution or the University. But, before doing so, notice shall be served on the student concerned to explain why such an action should not be taken against him?

Irregular attendance, long absence, unsatisfactory progress, unsatisfactory conduct, failure in making payment of fees in time, disobedience, etc., will be considered as enough reasons for cancelling the admission of any candidate to the Programme at any time during the Academic Session. The decision of the Director, Management Programme in this regard shall be final.

(2) PAYMENT

All payments relating to the Management Programme must be made by Bank Drafts only drawn in favour of 'Director, Mgt. Prog., Dept. of AE & C. P.U.' Payable at Patna.

Money Order / Cheque / Postal Order shall not be accepted. Receipts must be obtained for all payments made to the Department. Fees charged from the candidate shall not be refunded.

(3) ENQUIRY

All enquiries or communication, relating to the Management Programme, should be addressed to the Coordinator, Management Programme, Department of Applied Economics and Commerce, Patna University, Patna – 800005.