

Savitribai Phule Pune University

Revised Syllabus

**Master of Business Administration
(MBA)**

Choice Based Credit System and Grading System

Two Year Full Time Four Semester

POST GRADUATE PROGRAMME

MBA I Year Curriculum Applicable w.e.f. AY 2016-17

MBA II Year Curriculum Applicable w.e.f. AY 2017-18

The score of each candidate for each course shall be known immediately after the conclusion of the online test and the Institute shall display the scores of all students for the online test within 3 days of the completion of the test.

5.1.2 Instructions to External Paper Setters / Chairman/ Examiners: The syllabus for each course is organized in 5 units. The end-semester University evaluation shall cover the entire syllabus prescribed for the course. For University evaluation (Written Examination – subjective type of 50 marks) of each full credit course, the question pattern shall be as follows:

Pattern of Question Paper:

- 1) There shall be five questions each of 10 marks.
- 2) All questions shall be compulsory with internal choice within the questions. i.e. There shall be 2 questions from each unit of the curriculum with an internal option.
- 3) A Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

ILLUSTRATIVE PATTERN OF QUESTION PAPER	
Q. 1 (A).....	based on Unit 1
OR	
Q.1 (B)	based on Unit 1
OR	
Q.2. (A)	based on Unit 2
OR	
Q.2 (B)	based on Unit 2
OR	
Q.3 (A)	based on Unit 3
OR	
Q.3 (B)	based on Unit 3
OR	
Q.4 (A)	based on Unit 4
OR	
Q.4 (B)	based on Unit 4
OR	
Q.5 (A)	based on Unit 5
OR	
Q.5 (B)	based on Unit 5

Questions shall assess knowledge, application of knowledge, and the ability to synthesize knowledge. The paper setter shall ensure that questions covering all skills and all units are set. She/he shall also *mandatorily submit* a detailed scheme of evaluation along with the question paper. Questions shall be of three categories of difficulty level – low difficulty, average difficulty and high difficulty.

The duration of written examination shall be 2½hours. Students shall be provided a single answer sheet of 16 pages.

5.2 Concurrent Evaluation: A continuous assessment system in semester system (also known as internalassessment/comprehensive assessment) is spread through the duration of course and is done by the teacher teaching the course.

The continuous assessment provides a feedback on teaching learning process. The feedback after being analyzed is passed on to the concerned student for implementation and subsequent improvement.As a part of concurrent evaluation, the learners shall be *evaluated on a continuous basis* by the Institute to ensure that student learning takes place in a graded manner.

Concurrent evaluation components should be designed in such a way that the faculty can *monitor the student learning & development and intervene wherever required*. The faculty must share the outcome of each

concurrent evaluation component with the students, soon after the evaluation, and guide the students for betterment.

Individual faculty member shall have the flexibility to design the concurrent evaluation components in a manner so as to give a balanced assessment of student capabilities across Knowledge, Skills & Attitude (KSA) dimensions based on variety of assessment tools.

Suggested components for Concurrent Evaluation (CE) are:

1. Case Study / Caselet / Situation Analysis – (Group Activity or Individual Activity)
2. Class Test
3. Open Book Test
4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Learning Diary
7. Scrap Book
8. Group Discussion
9. Role Play / Story Telling
10. Individual Term Paper / Thematic Presentation
11. Written Home Assignment
12. Industry Analysis – (Group Activity or Individual Activity)
13. Literature Review / Book Review
14. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
15. In-depth Viva
16. Quiz
17. Student Driven Activities
18. News paper reading

There shall be a *minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course*. The faculty shall announce in advance the units based on which each concurrent evaluation shall be conducted. Each component shall ordinarily be of 10 marks. The Institute shall however have the liberty to conduct additional components (beyond three/five). However the total outcome shall be scaled down to 30/50 marks for full credit and half credit courses respectively. Marks for the concurrent evaluation must be communicated by the Institute to the University as per the schedule declared by the University. Detailed record of the Concurrent Evaluation shall be maintained by the Institute. The same shall be made available to the University, on demand.

At the end of Concurrent Evaluation (out of 30/50 marks) the student does NOT have a facility of Grade Improvement, if he/she has secured any grade other than F.

5.2.1 Safeguards for Credibility of Concurrent Evaluation: The following practices are encouraged to enhance transparency and authenticity of concurrent evaluation:

- a) Involving faculty members from other management institutes.
- b) Setting multiple question paper sets and choosing the final question paper in a random manner.
- c) One of the internal faculty members (other than the course teacher) acting as jury during activity based evaluations.
- d) Involvement of Industry personnel in evaluating projects / field based assignments.
- e) Involvement of alumni in evaluating presentations, role plays, etc.
- f) 100% moderation of answer sheets, in exceptional cases.

5.3 Summer Internship Project: At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for 8 weeks. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP. 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. Ideally the SIP should exhibit a cross-functional

Instructions for Internal Assessment / Concurrent Evaluation - (A.Y. 2017-18)

(Internal Continuous Assessment -MBA 2016/2013 pattern & MCA 2015/2013 pattern)

I. General Instructions:

1. The subject teachers have to assess the students as per the guidelines timely provided by Savitribai Phule Pune University.
 - a. Refer the "Handbook of Credit system for PG Program" & applicable "Syllabus" of MBA / MCA – *available at below link*
(http://www.unipune.ac.in/university_files/syllabi.htm)
2. The subject teacher will conduct the Internal assessment as follows;
 - a. The subject teacher needs to submit the Teaching Plan including all the assessment details to the respective HOD.
 - b. It is necessary to communicate the students about details of Concurrent Evaluation (CE) & it's Mode, well in advance.
 - c. The subject teacher can communicate to the students through Notice board/DMI Website/DMI SMS or in the Classroom announcement.
 - d. It is mandatory for the subject teacher to communicate Marks of each CE to the students with necessary feedback for his/her betterment.
3. The subject teachers will **submit the Authenticated record** of Mark sheets, Attendance Sheets, Question papers etc. **to the Exam Department** at the end of every Semester.
4. In the **backlog cases**, the subject faculties in consultation with the Departmental Head will follow **the concurrent evaluation and submit the record of backlog students at the end of Semester.**
5. For **Lab/Practical Examination** C.E. marks distribution
 - **Journal – 10 marks**
 - **Viva-voce at the time of submission of each practical – 20 marks**
 - **G. D. of 5/6 students for testing the understanding level of a student – 10 marks**
 - **Attendance – 5 marks**
 - **Additional practical work of inter disciplinary approach – 5 marks**

At least 3 experiments should be asked for the full course of 4/5 credits & at least 2 for 2/3 credits.

II. Methodology for Conducting Concurrent Evaluation (C.E.)

Sr. No.	Concurrent Evaluation Component	Documents Submission	Method to Conduct CE	Marks Allotted
1	Case study / Caselet / Situation Analysis (Group or Individual Activity)	Que./Case/Situation, Attd. Sheet /Mark sheet	Conduct in Class room with proper Decorum & predefined parameters	10
2	Open Book Test	Max 3 Que. /Attd. /Ref. Book name/Mark sheet	Conduct in Class room for 1 hr on single Ref. book	10
3	Field Visit / Study tour report of same/Learning Diary	Visit Details /Attd. /Mark sheet	Arrange the visit/activity with prior permission & decided Objectives	5
4	Small group project & internal viva voce	Topic List / Attd./ Mark sheet /Examiner Names	Involvement of other Internal Faculty / Industry Personality (suggested)	10
5	Group discussion	Que./Attd. / Mark sheet /Examiner Names	Involvement of other Internal Faculty (suggested)	5
6	Role play	Que./Attd. / Marks Sheet/ Examiner Names	Involvement of other Internal Faculty / Alumni (suggested)	10
7	Term paper/thematic / Seminar presentation	Que. Topic/Attd. / Mark Sheet./ Examiner Names	Involvement of other Internal Faculty (suggested)	5
8	Written Home Assignment	Que./Attd. /Mark Sheet	Assess the sheets & provide suggestions for Improvement (Max 2)	5
9	Book review / literature review	Name of the book(s)/ Topic/Attd. /Mark Sheet	Conduct in Class room on decided topic / book & provide suggestions for improvement if any	10
10	In-depth viva	Topic/Attd. / Mark Sheet	Involvement of other Internal Faculty / Industry Personality (suggested)	10
11	Quiz	Topic/Attd. / Mark Sheet	Decide the area / topic of Questions, set the questions	10
12	Industry analysis (Group or Individual Activity)	Que./Topic list/Attd. /Mark Sheet/Examiner Names	Involvement of other Internal Faculty / Industry Personality / Expert	10
13	Student Driven Activates	Topic / Attd./ Mark sheet /Examiner Names	Involvement of other Internal Faculty / Industry Personality (suggested)	5

Note: Consult the Respective HOD for Assessment of Summer Internship Project/Dissertation/Project work

TWO COMPULSARY Written Class Tests as Concurrent Evaluations

Sr. No.	Concurrent Evaluation Component	Documents to Submit	Method of Conducting CE	Coursewise Internal Marks Allotted for CE		
				Out of 30	Out of 50	Out of 70
1	Class Test – I	Que. Paper/Attd. /Mark Sheet	Conduct all Class tests of all courses as per the Time table declared by Exam Department (from 1 st April to 15 th April)	10	15	20
2	Class Test - II	Que. Paper/Attd. /Mark Sheet		10	15	20

* Please Refer the Instructions for Conducting Class Tests

III. Instructions for Conducting Class Tests

- ❑ Inform the students about syllabus for Class Tests.
- ❑ The **Common Class Tests Time Table** will be provided by Exam Department (The probable schedule of both Class Tests is during MBA Online Exam)
- ❑ Prepare separate **Question papers** for different Class Tests of each subject.
- ❑ Both Class Tests are of Equal marks (as per individual Class Test weightage i.e.10/15/20 marks)
- ❑ The Subject teacher has to maintain the Marks of each Class Test Separately as Two different CEs with Two different Attendance Sheets.

Sr. No.	Total Marks in any Class Test	Nature of Question Paper (there is no limit for internal Que. choice)	Stationary provided by Exam Dept.
1	10	Attempt any 1 Question of 10 Marks or 2 Questions of 5 Marks	Single Ans. Sheet of 4 Pages (No supplement will be provided)
2	15	Attempt any 1 Question of 10 Marks and 1 Question of 5 Marks	Single Ans. Sheet of 4 Pages (No supplement will be provided)
3	20	Attempt any 2 Questions of 10 Marks	Single Ans. Sheet of 4 Pages
4	30	Attempt any 2 Questions of 10 Marks and 2 Questions of 5 Marks	Single Ans. Sheet of 4 Pages

IV. Concurrent Evaluation Important Dates:

- ❖ The Subject Teacher shall have to conduct all the specified CEs during the semester & submit **the Final Mark sheet (Out of 30/50/70)** along with necessary record of Individual CEs in Hard Copies approved by HOD to the Exam Dept. - **compulsorily before 10 days of University Written Exam.**
- ❖ The subject faculty needs to submit Final Mark sheets integrated with University Exam Seat No. in Soft Copy (MS Excel file) to HOD – as & when it will required
- ❖ The subject faculties will be responsible for any discrepancies in marks submitted through Soft Copy & Hard Copies.
- ❖ The subject faculties are requested to be in contact with Exam Dept. /HOD regularly for changes if any, that may be notified later in the plan.