

Web Prospectus

MBA (Part-time) Programme (For the session 2009-11)

Salient Features of the Programme

- The duration of the programme is 3 years (6 semesters) on modular pattern. The candidates will be offered Certificate, Diploma, Degree depending upon the extent of completion of the programme:
1. On successful completion of one year: - Certificate in Management
 2. On successful completion of two years:- Diploma in Management
 3. On successful completion of three years:- Degree in MBA
- The classes will be held at Tezpur Town (Darrang College, Tezpur)
 - Timings of the classes are from 5.00 p.m. to 8.30 p.m. five days a week. However, the students will be required to attend computer laboratory and the library at least one day in a week at the permanent campus of the University at Napaam.

Eligibility

A bachelor's Degree in any discipline from a recognized Indian or foreign university with 2 years supervisory experience.

Selection of Candidates:

- A. Candidates desirous of seeking admission to MBA (Part-time) programme are to appear in a written test to be conducted by the Department of Business Administration, Tezpur University on 14th of December 2008 (Sunday), from 2 p.m. to 4 p.m. at Darrang College (Commerce Block), Tezpur. No separate call letter for the written test will be issued. Candidates are to report to the venue of the Test at 1.30 p.m. on 14. 12. 2008 with a proof of submission of application form

The written test will comprise of 200 multiple choice questions to be answered in 2 hours. There will be 5 sections in the test viz. General English, Test of Reasoning, Quantitative techniques, Data Interpretation and General Knowledge.

- B. Based on the performance in the written test, short-listed candidates will be called for Group Discussion (GD) and Personal Interview (PI) to be held on 21st of December, 2008 (Sunday) at 10 am in the Department of Business Administration, Tezpur University (Napaam). The list of selected candidates will be finalized on the basis of candidates' past academic record, work experience, extra curricular activities, and performance in the written test, GD, and PI.
- C. The list of candidates selected for admission, including waiting list, along with the date and time of admission will be notified in the University notice board and will be intimated individually by letter/telegram etc. The list will be made available in the university web-site www.tezu.ernet.in.
- D. Canvassing by candidates in any form for obtaining seat will be considered as a disqualification

Intake

The maximum in-take is 38. However, the same may be changed at the discretion of the university.

How to Apply:

Eligible candidates seeking admission to MBA (Part-time) programme in Tezpur University are required to fill in Tezpur University (T.U.) Application Form 'A' and 'B'

T.U. Application Form along with the prospectus can be obtained from the Office of the Department of Business Administration, Tezpur University by paying Rs.300/- (Rupees three hundred only) in cash or from selected branches (refer details to www.tezu.ernet.in) of AXIS BANK by paying Rs.325/- (Rupees three hundred twenty five only) in cash, or by sending a Bank Draft for Rs.350/- (Rupees three hundred fifty only) in favour of "Registrar, Tezpur University", payable at Tezpur. Application Forms together with the prospectus can also be downloaded from the university web-site www.tezu.ernet.in

Candidates are advised to go through the prospectus carefully before filling in the application form. Candidates are to ensure that the filled-in application form addressed to the Head, Department of Business Administration, Tezpur University, Napaam – 784 028 reaches on or before the last date of receipt of application forms i.e. 12.12.2008

Enclosures to be attached with the Filled in Application Form

Self attested photocopies supporting academic and other qualifications are to be attached. Employed persons must attach a No Objection Certificate (NOC) in the prescribed format (Form 'B') from their employers. Self-employed persons must attach relevant documents supporting their work experience. Downloaded forms must be attached with a Demand Draft of Rs. 300/- (Rs. 150/- for SC/ST) drawn in favour of 'The Registrar, Tezpur University' payable at Tezpur.

Candidates have to produce the originals of all documents at the time of personal interview as well as at the time of admission, if selected.

Provisional Admission

Applicant who cannot submit the No Objection Certificate (NOC) in Form 'B' from their competent employing authority may be provisionally admitted if otherwise found eligible. However, such candidate has to submit a self-declaration stating the following:

1. That all formalities for applying for the NOC have been completed.
2. That it will be possible for him/her to attend the classes.
3. That the NOC in the prescribed format will be submitted on or before 31-03-09.

In case the provisionally admitted candidate fails to attend the classes or fails to submit the NOC by the above-mentioned date, his admission will stand cancelled w.e.f. 01-04-09. No refund of fees will be entertained.

Academic Calendar

The academic calendar of the University will be followed for all academic and examination matters. Those interested for details may refer to it by visiting the 'academic' link of the university web-site.

Discipline

The students of the programme will be governed by the University rules in regard to minimum attendance, evaluation for award of Certificate, Diploma, Degree etc. Students shall abide by the Statutes, Ordinances, Rules, and Regulations of the University that are in force from time to time. They shall give due respect to the teachers and staff of the University and shall display decent and cordial behaviour to fellow students.

Admission

Selected candidates will have to get themselves admitted on the stipulated date and time by paying all dues failing which their seats shall be cancelled. The seat(s) so available shall immediately be allotted to the candidates from the waiting list in order of merit. Admission schedule is given in Annexure I.

The fee structure for MBA (Part-time) Programme is given in Annexure II.

Teaching Pedagogy

The inherent managerial qualities of the students are further sharpened by the qualified faculty members. The teaching pedagogy includes class lectures, case studies, simulation exercises, etc. Teaching aids viz. OHP projectors, LCD projectors are used for better delivery of lectures. The students are encouraged to make presentations, carry out analytical exercises with an aim to develop their overall personality. Students are evaluated on the basis of their performances in class tests, mid-term and end-term examinations. Moreover, participation in classes, attendance, quality of presentation etc. are given due weightage in evaluation. Care is taken to see that students are evaluated not only on the theoretical contents but also on the practical aspects of the course. Students are also encouraged to participate in various extra-curricular activities in addition to their classroom coaching.

Syllabi

It has been the effort of the Department to offer the latest development in the field of management through its continuously updated syllabi to mould the students to face the challenges of tomorrow. As such, the contents of the syllabi for the programme encompass all the essential elements needed for a perfect management graduate. There are a total of 124 credits offered during the course, logically segregated for award of certificate, diploma and degree. The proposed MBA (Part-time) programme offers dual specialization in the third year of the programme. The programme is designed to supplement the knowledge of the candidates so as to make them empowered managers, and thus contributes to managerial capacity building.

The semester-wise break-up of course structure is given below. The course structure is subject to revision.

SEMESTER I	Cr.	SEMSTER II	Cr.
Management Principles and Styles	4	Quantitative Techniques	2
Managerial Economics	4	Business Law	2
Financial Accounting	4	Business Online Basics	2+2
IT for Managers	2+2	Business Ethics and Social Responsibility	2
Organizational Behaviour	4	Cost & Management Accounting	4
		Research Methods in Business	4
		Knowledge Management	2
Total Credits	20	Total Credits	20
SEMESTER III	Cr.	SEMESTER IV	Cr.
Financial Management	4	Operation Research	4
Marketing Management	4	Strategic Management	4
Human Resource Management	4	Managerial Communication	2
Systems Analysis and Design	2+2	Change Management	2+1
Operations Management	4	Entrepreneurship Development	2+1
		Management Information System	2+2
Total Credits	20	Total Credits	20
SEMESTER V	Cr	SEMESTER VI	Cr
Project Management	4	International Business	2
Supply Chain Management	2	Project Work	4
Specialization A(I)	4	Specialization A(III)	4
Specialization A (II)	4	Specialization A (IV)	4
Specialization B(I)	4	Specialization B(III)	4
Specialization B (II)	4	Specialization B (IV)	4
Total Credits	22	Total Credits	22

* Course structure is subject to revision

Contact Details

Department of Business Administration

Tezpur University

Napaam Assam

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Fax: (03712) 267128, 267005, 267006

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Coordinator: Dr. Subhranghsu Sekhar Sarkar (mobile 9435081446)

This document does not create a binding contract between the University and the student. The information in this Prospectus is subject to change.

Annexure - I

Admission Schedule

Date of Issue of T.U. Prospectus: **01-10-08 (Through downloading web-site)** **from**

**03-11-08 (From selected branches of
AXIS BANK)**

Last Date of Issue and Receipt of T.U. form: **12-12-2008**

Date of written Test: **14-12-2008 (2p.m. -4 p.m.)**

Date of GD/PI: **21-12-2008 (10 am onwards)**

Date of Publication of Results **24-12-2008**Date of Admission: Merit List **05-01-2009 to 07-01-2009**Wait List **08-01-2009 to 09-01-2009**Commencement of Classes **16-01-2009**

Annexure – II

Break up of fee structure

Particulars	Mode	Amount
Admission fee	Once on admission	200.00
Convocation fee	Once on admission	500.00
Identity card fee	Once on admission	25.00
Caution deposit (refundable on completion of course)	Once on admission	1000.00
Provisional certificate fee	Once on admission	100.00
Tezpur University Alumni Association fee	Once on admission	500.00
Subtotal (a) -		2325.00
Enrollment fee	Per semester (From Second Semester onwards)	100.00
Tuition fee	Per semester	9500.00
Library fee	Per semester	200.00
Student activity fee	Per semester	150.00
Laboratory fee	Per semester	200.00
Examination fee (Theory + Practical)	Per semester	200.00
Class test fee	Per semester	150.00
Study Material	Per semester	500.00
Grade card	Per semester	50.00
Subtotal (b) -		11050.00

Fees for the first semester	Rs. 13,275.00
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Fees for the first semester	Rs. 18,275.00
Fees next semester onwards	Rs. 11,050.00

Total fees for the programme (Rs. 13,275.00 x 1) + (11,050 x 5) =68,525.00

