

**MOHANLAL SUKHADIA UNIVERSITY:  
UDAIPUR**

**MASTER OF COMMERCE  
(BUSINESS ADMINISTRATION)**

**(Effective from Session 2011-2012)**

- Duration of the Course:** The Master of Commerce (Business Administration) course will be of four-semester duration to be conducted in two years. Each semester will be of approximately six months (minimum 90 working days in a semester) duration.
- Eligibility:** Candidates seeking admission to the first semester of Master of Commerce must have B.Com or equivalent degree with 48% marks.
- Admission:** Admission will be made on the basis of the merit.
- Course structure:**

**I Semester**

S. No.	Paper Code	Paper Name	Maximum Marks		
			Ext.	Int.	Total
1	41821	Management Concepts	75	25	100
2	41822	Personnel Management	75	25	100
3	41823	Marketing Management & Research	75	25	100
4	41824	Management Information System	75	25	100
5	41825	Labour Welfare & Industrial Relations	75	25	100
6	41826	Survey Assignment	-	100	100
		Total	450	150	600

**II Semester**

S. No.	Paper Code	Paper Name			
1	42821	Business Economic Environment	75	25	100
2	42822	Organizational Behaviour	75	25	100
3	42823	Retail Management	75	25	100
4	42824	Management of Small & Medium Enterprises	75	25	100
5	42825	Labour Legislation in India	75	25	100
6	42826	Presentation Skills (Practical)	-	100	100
		Total	450	150	600

**III Semester**

S. No.	Paper Code	Paper Name			
1	51821	Research Methods & Statistics	75	25	100
2	51822	Human Resource Management	75	25	100
3	51823	Rural and Service Marketing	75	25	100
4	51824	Business Laws	75	25	100
5	51825	Management of Public Enterprises	75	25	100
6	51826	Complied Project Report on Five Industries	-	100	100
		Total	450	150	600

**IV Semester**

S. No.	Paper Code	Paper Name			
1	52821	Strategic Management	75	25	100
2	52822	Organization Development	75	25	100
3	52823	Entrepreneurship	75	25	100
4	52824	Business Ethics	75	25	100
5	52825	Tourism Management	75	25	100
6	52826	VIVA	100	00	100
			450	150	600

**Note:**

- In case of non-collegiate candidates the maximum marks of the question paper shall be 100, and marks obtained shall be raised proportionately.**
- Comprehensive Viva-Voce shall be conducted by a panel of examiner consisting of Sr. Most Professor, HOD, Supervisor and External Expert.**

5. Method of Teaching: Classroom instructions as per lectures scheduled/ announced at the beginning of the each semester.
6. Attendance: Regular attendance of the student is an important factor in the semester system. No candidate can be allowed to appear in the Semester Examination as a regular student unless he/she has attended the course regularly as per University rules.
- 6.1 Minimum 75% attendance is compulsory for all students for every course in theory, laboratory and seminar for appearing in examination. Hence attendance is compulsory and will be monitored in the semester and students will be informed of the status of attendance at the end of every month and end of semester.
- 6.2 For students participating in Sports/Cultural event/NCC camps during a particular semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the Dean – Students Welfare and the student will be required to apply in advance for the leave to the Head/Course Director.

## **7. GENERAL REGULATION FOR POST-GRADUATE & UNDERGRADUATE EXAMINATION**

### **(SEMESTER SCHEME)**

**( Effective from 16<sup>th</sup> September 2011)**

- 7.1 Common examination rules for Post Graduate (semester), Undergraduate (Semester) and professional courses Examination from session 2011-12 based on the

Resolution 6 of the Academic Council dated 16<sup>th</sup> September 2011. **These rules shall be applicable to all the candidates appearing in the post-graduate examination (Semester) and undergraduate course First Semester examination from year 2011.**

- 7.2 From session 2011-12, the examinations in each paper of all post graduate semester courses M.A./M.Com./M.Sc. etc., including professional courses M.B.A and courses under Choice Based Credit System like M.C.A/M.Sc.(IT) etc. and undergraduate semester courses B.B.M, B.M.S, B.C.A consist of continuous evaluation through internal assessment and external examinations.
- 7.3 The internal assessment marks shall be 25% of maximum marks of each paper and remaining 75% marks shall be based on external examination conducted by the university.
- 7.4 Syllabus of each paper shall consist of five units and the question paper for the external examination shall consist of two parts. The first part, Part-A, shall consist of 45 Multiple Choice Questions (MCQ type) covering the entire syllabus and shall be of 90 minutes duration. The second part, Part-B, shall consist five long answer questions (which requires answers in about 300-400 words for each), one from each unit out of which three questions must be attempted by the candidate within remaining 90 minutes duration of the examination. For a paper of maximum 75 marks, each question in the part-A will carry 1 marks and part B will carry 10 marks. Thus, the maximum marks for

Part A will be 45 marks and that for Part B will be 30 marks.

7.5 External examination in Part-A (MCQ type) shall be conducted using OMR answer sheet whereas for PART-B, answer booklet with pre-printed questions and space for writing answer shall be provided.

7.6 The internal assessment in each paper for regular students shall be made through written examinations, assignments, oral examinations, seminars etc. depending the requirements of the course. The distribution of Internal marks for a theory paper shall be as follows:

**(a) Assignments/seminars/oral examination etc.:** 40% of the internal assessment marks (i.e 10 out of 25 marks) for each theory paper shall be awarded on the basis of the performance in the assignments/seminars/oral examination/group discussions/review etc.

**(b) Internal written examination:** 40% of the total internal assessment marks (ie 10 out of 25 marks) for each theory paper will be awarded on the basis of the performance in the descriptive type written examination conducted by the department. At least one written examination of one and half hours duration shall be conducted by the department. If a candidate fails to appear in the written examination of the internal assessment due to valid reasons, department may conduct defaulters examination after collecting prescribed fee.

**Note:** Since external examination question papers in compulsory and qualifying papers will be MCQ type,

Internal written examinations and assignments for these papers must be conducted to assess writing and comprehension ability of the student. In the case of compulsory paper of Elementary Computer Applications, regular students are required to carry out computer practical in their college. The internal marks for assignments in this paper shall be awarded based on performance of the candidates in computer laboratory assignments.

**(c) Regularity and conduct etc.:** 20% of the total internal assessment marks (ie. 5 out of 25 marks)for each paper will be awarded on the basis of the regularity and conduct of the student in the class.

7.7 In the case of practical papers, 80% of the total internal marks in each practical paper (ie 20 out of 25 marks) shall be awarded based on the number of experiments satisfactorily performed regularly by the candidate as evidenced by signature of the teacher concerned in the practical record/report submitted by the candidate. Remaining 20% of the internal marks will be awarded based on regularity and conduct of the student in the laboratory.

7.8 Timely and proper evaluation of the assignments and answer books of the written examination shall be mandatory for the teachers. Teachers assigned for teaching of each paper shall make internal evaluations and shall be responsible for the marks awarded to the students. Internal marks awarded by teacher is expected to follow

appropriate statistical distribution based on performance of students in the assignment/written examination. Marks

laid in 7.11a

- (d) A candidate fails to satisfy the criteria 7.11a, 7.11b, and 7.11c for promotion to next higher semester shall be required to rejoin the semester in which he/she has failed to satisfy the above criteria, if otherwise eligible in accordance with the university regulations laid in this regard.
- (e) Internal marks will be carry forwarded provided the candidate has passed in the Internal assessment. Department/College shall be required to conduct a written examination for those candidates who have failed in Internal assessment and award marks out of maximum prescribed internal marks.
- (f) In case result of a semester/year is not declared by the university, before the starting of the next higher semester/year, the students who have appeared in all the papers in the semester will be allowed to attend the class of the next higher semester at their own risk. Candidates who are not eligible to be promoted to the next higher semester/class will have to leave that semester.

#### **7.12 Re-evaluation**

- (a) Re-evaluation shall be allowed in 25% of the total theory papers provided a candidate apply for re-evaluation within 10 days from the date of declaration of examination results.
- (b) In case of increase in the marks after re-evaluation is 10% or more of the original marks awarded, marks obtained after re-evaluation will be awarded to the candidates. If the

increase is more than 20% of the maximum marks, average of original marks and re-evaluated marks shall be awarded.

(internal) conducted by the Department of ten marks each and 5 maximum marks for each paper will be awarded on the basis of seminar/presentation/assignment.

9. Minimum passing marks and criteria for promotion to next higher semester
  - 9.1 The minimum marks for passing a semester shall be 36% in each paper.
  - 9.2 A candidate would be promoted to the next semester if he/she has secured at least 36% marks in minimum four papers prescribed in one semester. Such candidate shall be required to appear in papers in which he/she secured less than 36% marks along with the next examination of the semester.
  - 9.3 In case of the result of a particular semester is not declared by the university, before the starting of the next higher semester, the students who have appeared in all the papers in the semester will be allowed to attend the classes of the next higher semester at their own risk. Candidates who are not later found eligible to be promoted to the next higher semester will have to leave that semester.
10. Calculators : The candidates shall be permitted to use non-programmable scientific calculators in examinations.
11. Result: At the end of final examination, the candidate's eligible for the award of M.Com (Business Administration) Degree shall be classified on the basis of the marks obtained in the first, second, third and fourth semester examination taken together, as follows:
  - (a) **First Division:** 60% or more marks.
  - (b) **Second Division:** 48% or more but less than 60%

marks.

(c) **Third Division:** 36% or more make but less than

## **Paper I (41821)**

### **Management Concepts**

#### **Unit – I**

Management – basic concepts, development of management thought, functions of management

#### **Unit – II**

MBO – concepts, nature, process, benefits, weakness and recommendations

#### **Unit – III**

Management decision making and problem solving, committees, advantage, disadvantages, misuses and suggestion for effective committee decision making

#### **Unit – IV**

Organization structures in global era, latest trends and practices of management in India

#### **Unit – V**

Influence of International Management Practices on India – Western thoughts V/S eastern thoughts

#### **Books recommended:**

- Management- Koontz and Weirich, Tata Mc Graw
- Management - Stoner, Gilbert et al
- Principles of Management- B.P Singh, TN Chabra
- OB- Fred Luthans
- Principles of Management- PC Tripathi

