

THE PROGRAMME

The Master of Business Administration Financial Service Management is a two year full-time programme. The course structure and programme administration are as follows:

COURSE STRUCTURE

The programme has been organized in two years-First Year and Second Year, each year comprising two semesters. The list of papers offered during First Year and Second Year of the programme shall be as follows:

FIRST YEAR

Semester-I

CP-101	Management Process and Organizational Behaviour
CP-102	Quantitative Methods
CP-103	Managerial Economics
CP-104	Environment and Management
CP-105	Computer Application and Managerial Skill Development
CP-106	Marketing Management
CP-107	Accounting For Managers
CP-108	Human Resource Management

Semester-II

CP-201	Corporate Evaluation and Strategic Management
CP-202	Business Legislation
CP-203	Financial Management
CP-204	Research Methodology
CP-205	Management Information System
CP-206	Financial Services
CP-207	Marketing of financial Services
CP-208	Investment Management and Security Analysis

Summer Training

At the end of second semester, all students will have to undergo summer training of 6-8 weeks with a Financial service organization by taking up a project study. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the department in organizations as approved by the Department / Faculty from time to time. Each student will be required to submit a project report to the Department /

Faculty for the work undertaken during this period within three weeks of the commencement of the third semester for the purpose of evaluation in the third semester.

Semester-III

- CP-301 Risk Management
- CP-302 Financial Institutions and Markets
- CP-303 Merchant Banking Services
- CP-304 Mutual Funds
- CP-305 Commercial Bank Management
- CP-306 Insurance Management
- CP-307 Foreign Exchange Management
- CP-308 Mergers, Acquisitions and Corporate Restructuring
- CP-309 Summer Project

Semester-IV

- CP-401 Portfolio Management
- CP-402 International Financial Management
- CP-403 Major Research Project (In Financial Service Organisation)

Duration the fourth semester, all students will have to undergo training of 3-months with a Financial services organization by taking up a research project. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student takes a major research project, under the supervision of the department in organisation as approved by the Department/Faculty from time to time. Each students will be required to submit a project report to the Department / Faculty for the work undertaken during this period within three weeks of the completion of the major research project, duly certified by the organisation for the purpose of evaluation in the fourth semester.

PROGRAMME ADMINISTRATION (SUGGESTED GUIDELINES)**Evaluation**

- (i) Each paper will carry 100 marks (Except Papers CP-403) of which minimum of 30% of marks should be for internal assessment and remaining percentage of marks be for written examination. The duration of written examination for each paper shall be three hours.
- (ii) The internal assessment marks shall be based on factors such as:
- * Participation in seminars, case discussions and group work activities
 - * Class tests, quizzes, individual and group oral presentations
 - * Submission of written assignments, term papers and viva-voce
 - * Class-room participation and attendance

There will be one mid term class test which will carry 20 marks. If any candidate doesnot appear in any of the mid term tests on medical or other valid grounds, he may appear in the defaulter test by depositing a fee of Rs. 150/- per course.

Attendance will carry 05 marks while individual and group presentation will carry 05 marks.

- (iii) The scheme of evaluation of project studies shall be as follows:
- (a) For Paper CP-309, a project report based on the summer training will have to be submitted within three weeks from the commencement of third semester.
- (b) Paper CP-403, will carry 200 marks. Final project study shall commence from fourth semester and the report should be submitted towards the end of fourth semester.

The written part for each of the project studies shall account for 70% of marks and the viva-voce to be conducted by a duly constituted examination board for the remaining 30% of marks.

Promotion and Span Period

- (i) The span period of the programme is four years from the date of registration in the programme.
- (ii) The minimum marks for passing the examination for each semester shall be 40% in each paper and 50% in aggregate for all the courses of the semester.

- (iii) To be eligible for promotion to the second year of the programme, a student must clear successfully at least 12 papers out of the 16 papers offered during first year of the programme.
- (iv) If a student fails in more than 2 papers in one semester, he/she will be declared fail and he will be required to reappear in all the papers, as ex-student, whenever the semester is held.
- (v) The degree shall be awarded to successful students on the basis of the combined results of first year and second year examinations as follows:
 - Securing 60% and above : Ist Division -
 - All other : IInd Division
- (vi) A student to be eligible for award of degree has to clear all the papers offered during two-year programme within the span period.
- (vii) The candidates will be required to pass in the external examination of 70 marks.

Re-examination

A candidate who has secured minimum marks to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take reexamination in not more than two papers to obtain the aggregate percentage required to pass the semester. A regular student will be allowed to re-appear in any paper in any semester. However, the total number of attempts for a paper shall not exceed four during the span period of the programme. As regards the ex-students, they will be allowed to re-appear in papers only in the semester examination when held, subject to total number of attempts for a paper not exceeding four during the span period of the programme.

Attendance

No candidate shall be considered to have pursued a regular course of study unless he/she is certified by the Head/Dean of the Department/Faculty to have attended three-fourths of the total number of classroom sessions conducted in each semester during his/her course of study. Any student not complying with this requirement will not be allowed to appear in the semester examination. However, the Head/Dean may condone the required percentage of attendance by not more than 10 per cent during a semester.

A student not allowed to appear in the preceding semester examination due to shortage of attendance, may appear in the papers of the proceeding semester along with the papers of current semester after making up the attendance shortfall. Remedial classes, however, will not be arranged by the Department/ Faculty for this purpose.

COMPULSORY COURSES

SEMESTER - 1 : CP-101 TO CP-108

CP-101 : MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOR

Objectives

The objectives of this paper is to familiarize the student with basic management concepts and behavioural processes in the organization.

Course Contents

Evolution of management thought, Systems and contingency approach for understanding organizations, managerial processes, functions, skills and roles in an organization; Social Responsibility of Business ; Understanding and Managing Individual behaviour - Personality, Perceptions, Values, Attitudes, Learning, Work Motivation, Individual decision making and problem solving; Understanding and managing group processes - Interpersonal and group dynamics applications of emotional intelligence in organisations, communication, group decision making, Leadership and Influence process; Understanding and Managing organizational system - Organizational design and structure, Work stress.

Suggested Readings

1. Koontz, H and Wechrich, H. *Management*. 10th ed., New York, McGraw Hill, 1995.
2. Luthans, F. *Organizational Behaviour*. 7th ed., New York, McGraw Hill, 1995.
3. Robbins, S P. *Management*. 5th ed., New Jersey, Englewood Cliffs, Prentice Hall Inc., 1996.
4. Robbins, S P. *Organizational Behaviour*. 7th ed., New Delhi, Prentice Hall of India, 1996.
5. Singh, Dalip *Emotional Intelligence at Work, Response Books*, Sage Publications, Delhi, 2001
6. Staw, B M. *Psychological Dimensions of Organizational Behaviour*. 2nd Ed., Englewood Cliffs, New Jersey, Prentice Hall Inc., 1995.
7. Stoner, J. etc. *Management*. 6th ed., New Delhi, Prentice Hall of India, 1996.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.