SAVITRIBAI PHULE PUNE UNIVERSITY

(University with Graded Autonomy)

Academic Year 2024-25

Admission Prospectus

M.B.A.

(Distance Learning mode)

Developed by

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Online Admission	Support for Admission Process
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Admission Prospectus

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Preface:

Savitribai Phule Pune University has been awarded 'Category-I' status by the University Grants Commission and the University has achieved 'Graded Autonomy'. As per the new National Education Policy, to increase the gross enrolment ratio in Higher Education, Savitribai Phule Pune University is also providing higher education through 'distance learning' mode along with regular mode.

Various courses have been made available through distance learning through the 'School of Open and Distance Learning' of the university. Higher education has become accessible to the people who cannot opt regular college education (especially the working class, housewives, senior citizens, citizens of remote areas, professionals, etc.).

Distance Education System:

The Distance education system facilitates to access the higher education to the students, who cannot attend college regularly. The University Grants Commission (UGC), New Delhi has declared that the degree obtained through 'Distance Learning' mode is equivalent to the degree obtained through the regular colleges.

For admission in the distance education system, a student is required to select a study centre (college) and submit an admission form to the study centre. Study materials (books) written according to the syllabus are available to the students from the study centre. The subject wise teachers are also made available to guide the students. The examination of the student is conducted at one of the study centres.

Admission Eligibility:

Programme	Admission Eligibility
M.B.A.	1) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically weaker section and Persons with Disability Candidates belonging to Maharashtra State only) or its equivalent; 2) Minimum 02 years work / professional experience is required after obtaining the bachelor degree; OR A candidate having age of 30 years on the last date of making an online application along with own Business, Company, Entrepreneurs and Professionals.

Admission Fee:

The Admission Fee for **First Year** of M.B.A. Rs. **33430/-** for the students of Universities from Maharashtra and Rs. **35230/-** for the students of Universities outside Maharashtra. This fee needs to be submitted online during the admission process. This Fee includes registration fee, tution fee, eligibility fee, study material fee, study centre fee and regular examination fee. After paying the admison fee online at the time of admission, no other fee is required to be paid.

Admission Process

Online Admission Process:

The student has to register online on the university website http://unipune.ac.in/SOL/admission2024.html and then the admission form has to be filled online.

A student has to select a study centre while taking admission in distance learning mode. The university has provided 'Distance Education' study centres in various colleges of Pune, Ahmednagar and Nashik districts. The list of study centres is available in the online application form. While filling the admission form, the student can choose any convenient study centre from the available colleges in the list.

Thereafter, the student has to select the subject and pay the admission fee online. After paying the fee online, the student has to download the admission form (PDF File) and take a print out of it. There is no need to scan and upload any documents while filling the online application form.

Admission Process at Study Centre (College):

The student has to submit the printed copy of the admission form along with the required documents at the study centre (college) selected in the admission form. Admission will be confirmed only after submitting the admission form along with the required documents at the study centre. However, the admission form must be submitted at the study centre within the prescribed time limit. If the application form is not submitted to the study centre within the prescribed period, the application form will be cancelled and admission will not be confirmed.

Documents required for Admission:

There is no need to scan and upload any documents while filling the online admission form. However, after completing the online admission process, the following documents are required to be produced while submitting the admission form at the study centre:

1) Admission Form (Original & Xerox Copy)

2) Aadhar Card (Original & Xerox Copy)

3) Marksheet of Bachelor Degree (Original & Xerox Copy)

4) S.S.C. (10th Standard) Certificate (Original & Xerox Copy)

5) Proof of Change in Students' name, if any (Original & Xerox Copy)

6) Proof of Working / Professional / Business / Entrepreneurship Experience

7) One of the following (as applicable) (Original)

   Transfer Certificate / Migration Certificate:

i) **Transfer Certificate** is required in case the previous admission is
   a) in the college affiliated to Savitribai Phule Pune University
      or
   b) as a regular student in any Department of Savitribai Phule Pune University
      or
   c) as an external student of Savitribai Phule Pune University

Transfer Certificate is not required if the previous admission is in School of Open and Distance Learning of Savitribai Phule Pune University.

ii) **Migration Certificate** is required in case the previous admission is in Department / College of any other University

- If the student does not have the transfer / migration certificate while submitting the admission form at the study centre (college), the student must submit an undertaking in the prescribed format along with the admission form. The admission of the student will be confirmed only after the transfer / migration certificate is submitted to the study centre.

- Before submitting the admission form to the study centre, the student must carefully check the personal details (name, mobile number, e-mail ID, address, date of birth etc.) in the admission form. If any correction is to be made in these details, the application in the prescribed format must be submitted to the study centre along with the admission form.

Syllabus, Study Material & Teachers' Guidance

The syllabus for the various courses through Distance Learning mode has been made available on the website of School of Open and Distance Learning http://unipune.ac.in/SOL/. This syllabus will be applicable in all study centres. The study material written as per the prescribed Syllabus is available in printed (Books) format. After completion of the entire admission process, the student will get the study material (books) from the study centre (College) selected by the student.

After completion of the entire admission process, an "Induction Programme" is conducted to guide the students. Students are informed on how to do 'self-study' using the books provided. The Academic Counselling Sessions for each subject are conducted on Sundays or public holidays through the Study Centre.

The difficulties / doubts faced by the students during the Self-Learning can be discussed with the subject teachers in the counselling sessions. So, students are advised to actively participate in these sessions. The instructions are given regarding Internal Evaluation during the counselling sessions.

Scheme of Examination:

The Internal & End-Semester Examination is conducted for every subject. The proportion of marks in Internal & End-Semester Examination is 30:70.

Internal Examination is conducted by the Study Centre. The details regarding the Internal examination are provided to the students by the Study Centre from time to time.

The End-Semester Examination (Pen & Paper format Examination) is conducted by the Examination Department of the University generally in the months of December-January & June. The Examination centres are located at Pune, Pimpri-Chinchwad, Baramati, Ahmednagar & Nashik. The examination centre may be made available at other places based on the number of students. The Time-Table for End-Semester Examination, Question Paper Format & other details get displayed on the website of School of Open and Distance Learning.

To complete the course, a minimum of 40% marks is required in each subject. The student has to obtain minimum 40 % marks separately in the both the examinations – Internal & End-Semester examination. After passing in a subject, the student will get the credit marks of that subject. A student will be eligible for second year admission if s/he obtains at least 50 % of the total credits in the first year.

M.B.A. course is of 2 years duration & can be completed in a maximum of 4 years from the time of admission to this course. (All subjects must be passed within a total period of 4 years.) After that, the student cannot appear for the examination as the registration period of the student ends.

Important Instructions for the students:

1) The manual and video regarding the submission of admission form is available on the admission portal.

2) The University / College sends message on the mobile number used by the student during registration & online admission process. So, the students should use their own mobile number & e-mail ID during online admission process.

3) It is very essential for the student to carefully preserve the UserID received through message (sms) on the mobile number used for the registration. This UserID is required further to login on the portal, to get the PRN (Permanent Registration Number) and to download Examination Hall Ticket.

4) For any assistance regarding admission process, the students can write to student.sol@unipune.ac.in with the following details:

Name of the student, Mobile Number, Course Name, Name of the Study Centre (College), Admission Form number (if form submitted)

5) While paying online admission fee, if the amount gets debited from the bank account (transaction successful), but admission form (PDF) is not downloading, the student should not make the repayment (Double Payment). Student should write to student.sol@unipune.ac.inwith the following details:

Name of the Bank, Transaction ID & mode of Payment–Card / UPI / Netbanking

6) If the student fails to submit the admission form along with the necessary documents to the study centre within duration mentioned in the Admission Notice, the online form will be rejected and the admission will not be confirmed.

7) After completing online admission process the students can download (PDF copy) admission form. The admission form is in 2 copies – Study Centre copy and Student Copy. Students have to submit the Study Centre copy at the college and should take the stamp of the study centre (college) on the Student Copy. The students should carefully preserve the 'Student Copy' of the admission form till the completion of the course.

8) The students should carefully select the subjects during the online admission process. For changes, if any the charges will be applicable as per the norms.

9) For the important updates regarding Admission process, Examination, Result etc., the students should regularly visit the website http://unipune.ac.in/sol/.

10) Internal Examination is conducted by the Study Centre (College). Students should regularly follow the instructions given by the Study Centre & complete the Internal Examination within prescribed time period.

11) The important instructions regarding the submission of Backlog Examination form & admission form for 2nd Year are given on the website http://unipune.ac.in/sol/. There is limited time period to submit these forms online. So, the students should regularly visit the website and submit the online form within prescribed time period.

12) The students can write e-mail to student.sol@unipune.ac.in for any assiatance / querry regarding admission process. The srudents can also contact Study Centre for assistance regarding admission process.

Course – Credit Structure:

- **Curriculum design:**

M.B.A.-This course has a total of 110 credits. The credits are divided as follows:

Semester	No. of Courses	Credit
Semester I	6	24
Semester II	6	24
Semester III	6	26
Semester IV	6	26
Any Semester	MOOC	10
	Total Credits	110

Subjects available for the course:

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	CR-11	Management Concepts & Applications	04	I
2	CR-12	Economics for Managers	04	I
3	CR-13	Organizational Behaviour	04	I
4	CR-14	Elements of Managerial Communication	04	I
5	CR-15	Computers Application for Business	04	I
6	CR-16	Basics of Marketing	04	I

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	CR-21	Basics of Human Resource Management	04	II
2	CR-22	Operational Management	04	II
3	CR-23	Management Accounting	04	II
4	CR-24	Management of Social Media	04	II
5	CR-25	Research Methodology	04	II
6	CR-26	Management Information System	04	II

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	CR-31	Strategic Management	04	III
2	CR-32	Major Specialisation Subject 1	04	III
3	CR-33	Major Specialisation Subject 2	04	III
4	CR-34	Minor Specialisation Subject 3	04	III
5	CR-35	Minor Specialisation Subject 4	04	III
6	CR-36	Project Work	06	III

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	CR-41	Entrepreneurship Development	04	IV
2	CR-42	Major Specialisation Subject 1	04	IV
3	CR-43	Major Specialisation Subject 2	04	IV
4	CR-44	Minor Specialisation Subject 3	04	IV
5	CR-45	Minor Specialisation Subject 4	04	IV
6	CR-46	Project Work	06	IV

MOOC (Massive Open Online Course):

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	MC-CR-41	MOOC	10	I to IV (A certificate regarding successful completion of the MOOC course shall be presented mid of any semester but before completion of IV semester of the MBA)

Major & Minor Specialization:

1. Human Resource Management
2. Marketing Management
3. Financial Management
4. Entrepreneurship Management
5. Project Management
6. International Business Management
7. Operation & Supply Chain Management
8. Business Analytics

Only Minor Specialization:

9. Pharma & Healthcare Management
10. Tourism and Hospitality Management
11. Digital Marketing
12. Banking Management

Students can also get degree in major (Major subjects basket only-08) and minor (from all major and minor specialization basket-12) in combination as per their choice of interest or requirement.

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