

Savitribai Phule Pune University
School of Open and Distance Learning

M.B.A. Admission Brochure

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- **Preface:**

Admission is available for 2 years post graduate course Master of Business Administration (M.B.A.) under the Department of 'School of Open and Distance Studies', Savitribai Phule Pune University. These admissions are given through distance learning method (no new admissions are given as external students). According to a circular issued by the University Grants Commission, New Delhi, degrees in the traditional system and degrees in the distance learning system are equivalent.

The academic year of distance learning students is not like the traditional learning system (regular students). As per the instructions received from the University Grants Commission, New Delhi, the academic year for distance learning students will start in January 2022.

The admission process will be partly online. There is no need to go to the University for this Admission. The School of Open and Distance Studies has provided a number of study centres for the students pursuing distance learning. The students have to choose a study center according to the convenience of the student and complete their admission process there.

The study centers are in selected colleges affiliated to Savitribai Phule University in Pune, Ahmednagar and Nashik districts. A list of colleges with study centres will be available to students during the online admission process. From that list students have to choose any one of the study centres (colleges) for their convenience.

- **Eligibility Criteria:**

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 degree of bachelor; 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.

- **Curriculum design:**

M.B.A. - This course has a total of 110 grades.

The credits are divided as follows:

Semester	Core Courses	Credit
Semester I	CC-1(06)	24
Semester II	CC-1(06)	24
Semester III	CC-1(06)	26
Semester IV	CC-1(06)	26
	1 -MOOC (10 for one MOOC)	10
	Total Credit	110

Students are required to obtain these 110 grades in minimum 2 years and maximum 4 years.

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 Behavior	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 Management	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/Major Specialisation Subject 3	04	III
5	CR-35	Minor/Major 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/Major Specialisation Subject 3	04	IV
5	CR-45	Minor/Major Specialisation Subject 4	04	IV
6	CR-46	Project Work	06	IV

MOOC COURSES:

Sr. No.	Subject Code	Name of the Subject	Credit	Semester
1	MC- CR-41	1 -MOOC Courses	10	I-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 Specialization:

- ❖ Human Resource Management
- ❖ Marketing Management
- ❖ Financial Management
- ❖ Entrepreneurship Management
- ❖ Project Management
- ❖ International Business Management
- ❖ Operation & Supply Chain Management
- ❖ Business Analytics

Minor Specialization:

- ❖ Pharma & Healthcare Management
- ❖ Tourism and Hospitality Management
- ❖ Digital Marketing
- ❖ Banking Management

Specialization Offered (Major-Minor combination) Learners may opt for only single major specialization (from Major subject's basket- 07)

Students can also get degree in major (Major subjects basket only-07) and minor (from all major and minor specialization basket-11) in combination as per their choice of interest or requirement.

Students will have choice of minor specialization of selecting 04 other offered subjects by school of open learning.

- **Admission Fees:**

M.B.A. Semester wise the total fee for admission for students graduating from Savitribai Phule Pune University is Rs. 15205 / - while the total fee for students of other universities is Rs. 16900/ -. The fee also includes admission fee, examination fee, self-study material fee, so there is no need to pay any fee after paying the entrance fee online during the online admission process.

- **Online Admission Process:**

The school has made available the website sppuoa.digitaluniversity.ac to complete the online admission process. Detailed information about the online admission process has been made available on the following links on this website.

<https://sppuoa.digitaluniversity.ac/esuvidha/instructionFinal/SavitribaiPhulePune.pdf>

<https://youtu.be/RAHj5oNbqlg>

There will be no entrance test or merit list for admission. Admission will be for limited space available on a first-come, first-served basis. Scanned copies of the student's passport size photo and the student's signature are required for uploading during the online admission process.

- **Admission process at the study centre:**

After completing the online admission process, download the PDF file of the admission application as well as the admission fee receipt and print it out. This admission form along with the required documents should be submitted immediately to the study center of your choice.

After the Last date for admission, the application form along with the required documents is dated. It is necessary to submit the application to the study centre; otherwise the student's admission application will be cancelled. However, admission forms sent by

post or courier cannot be accepted as it is necessary to check the original documents of the students.

Admission applications will be verified by the university, all the admitted students will receive PRN on their registered mobile number. This will be followed by a professor counselling session at the study center chosen by the students.

- **Documents required for admission:**

After completing the online admission process, the following documents should be submitted while submitting the admission application at the study centre:

1. Admission Form (Copy of Study Centre)
2. Admission Form (Student Copy)
3. Aadhar Card (Original copy and Xerox)
4. Degree Examination Sheet (Original Copy and Xerox)
5. One of the following documents (as applicable)
 - i) Transfer Certificate (Original)
 - ii) Migration Certificate (Original)

- i. **Transfer Certificate is required for the following students:**

If the student has taken admission in Savitribai Phule Pune University or affiliated college before admission in Open and Distance Learning School, then 'Transfer Certificate' (original copy) issued by that college / university department will be required.

- ii. **Migration Certificate is required for the following students:**

If a student has taken admission in a university other than Savitribai Phule Pune University before entering the Open and Distance Learning School, the 'Migration Certificate' (original copy) issued by that university will be required.

Gap Certificate is not required for admission.

- **Important Note:**

If the student needs to submit Migration Certificate then such students are not required to submit TC.

Even if the student has not received the Migration Certificate while submitting the admission form at the study centre, the student can still submit the admission form. A copy of the receipt of application made by such students for obtaining migration certificate

should be attached with the admission application. Admission of such students will not be guaranteed unless the certificate of migration is received and submitted to the Open Studies School.

- **Syllabus:**

The same syllabus that is applicable to regular college students is also applicable to distance learning students. The syllabus has been made available on the school's website unipune.ac.in/sol.

All study centres will have the same curriculum. Even if the study centre is in an autonomous college, the curriculum will be school-based (autonomous college curriculum will not apply). Since all subjects are available at all the study centres, the student can choose any subject at any study centre.

- **Self-Learning Material:**

All enrolled students are provided with 'Self-Learning Materials' (books on all subjects) prepared according to the university standard syllabus. Books will be available to the student in PDF format first. The printed books will then be made available to the students at their study centre.

- **Lecture/Guidance of the professor:**

The 'distance learning' method does not require regular attendance at the college like the 'traditional education' method. After the completion of the admission process, an introductory 'Identification Class' is organized for the first time to guide the students. Also, expert professors are provided guidance on how to do self-learning using the books made available to the students. For this, academic counselling sessions for each subject are organized on Sundays / holidays. In these sessions the related subject as well as the syllabus of that subject is introduced. Also, since self-learning is very important in the distance learning method, guidance is given on how to do self-learning using study materials (books). Also, the problems / doubts related to the students are solved in these sessions. However, it is in the interest of the students to actively participate in these sessions. These sessions are conducted online.

- **Examination methods:**

For M.B.A. there is semester pattern examination system for the course. At the end of the semester, examination is held for 70 marks. Also, 30 marks are reserved for the internal examination conducted by the study centre. In order to pass each subject, it is necessary to pass both the 'Internal Examination' and 'Semester Examination' independently with at least 40% marks.

After getting at least 40% marks in both internal and semester examinations in each subject, the student will get the marks of that subject. The student will be eligible for admission in the second year after obtaining at least 12 credits out of 24 credits in the 6 subjects of the first year, 4 credits each. The course can be completed in a maximum of 4 years from the first year of admission.

If you have any doubts about admission,
You can contact the study centre of your choice.

Contact details of the study centre are available on the School of Open and Distance

Learning website: unipune.ac.in/sol.