



SAVITRIBAI PHULE PUNE UNIVERSITY
(University with Graded Autonomy)



Academic Session January-February 2025

Admission Prospectus

M.B.A. (ODL Mode)



Online Admissions

<http://unipune.ac.in/SOL/>

Student Support

student.sol@unipune.ac.in

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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:

- 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) Total Number of Seats available for admission are 360 & shall be allotted based on the category wise merit list prepared from the marks obtained in the Entrance Examination conducted by Savitribai Phule Pune University.

Admission Fee:

The Admission Fee for First Year of M.B.A. is 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, tuition fee, eligibility fee, study material fee, study centre fee and regular examination fee. After paying the admission fee online at the time of admission, no other fee is required to be paid.

Admission Process

Registration for Entrance Examination:

- i) Entrance examination will be conducted for admission to M.B.A. (ODL mode) programme.
- ii) The entrance examination will be conducted online.
- iii) The schedule to register for Entrance Examination, Entrance Examination Time-Table & the details guidelines regarding Entrance Examination will be displayed on the website <http://unipune.ac.in/SOL/admission2024.html>.
- iv) The link for online registration for Entrance examination will also be displayed on the website.
- v) The syllabus for Entrance Examination shall be same as the syllabus of Entrance Examination for Regular M.B.A. Programme.
- vi) Total number of Questions is 50 & each question shall carry 2 marks.
- vii) The time duration for Entrance Examination will be 1 Hour.
- viii) There will not be negative marking system.

Merit List for admission:

- i) The merit list shall be prepared as per the norms of Govt. of Maharashtra.
- ii) Merit list will be displayed on the website <http://unipune.ac.in/SOL/admission2024.html> after the Entrance Examination.

Online Admission Process:

- i) The candidates selected as per the Merit List have to submit the Online Admission Form.
- ii) A student has to select a study centre while taking admission in ODL mode. The university has established 'Distance Education' study centres in some of

the colleges at Pune, Ahilyanagar & Nashik City. The list of the Study Centres (colleges) is available in the online admission form.

- iii) Candidate has to pay the admission fee online.
- iv) After paying the admission fee online, the student has to download the admission form & fee receipt (PDF File) and take a print out of it.
- v) There is no need to scan and upload any documents while filling the online admission form.

Admission Process at Study Centre (College):

- i) 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.
- ii) Admission will be confirmed only after submitting the admission form along with the required documents at the study centre. The admission form must be submitted at the study centre within the prescribed time limit only (as mentioned in the admission notice).
- iii) If the candidate fails to submit the admission form to the study centre with necessary documents within the prescribed time period (as mentioned in the admission notice), the admission form will be cancelled and admission of the candidate will be rejected.

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) ABC-ID / APAR-ID Card (Original & Xerox Copy)
- 3) Mark sheet 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) 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. Such students have to submit the pending document within a period of 1 month from the date of admission failing to which, the admission shall be liable to get rejected.
- Before submitting the admission form to the study centre, the student must carefully check the personal details (name, ABC-ID/APAR ID, DEB-ID, mobile number, e-mail ID, postal 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 M.B.A. (ODL Mode) has been made available on the website <http://unipune.ac.in/SOL/>. This syllabus will be applicable in all study centres. The Self-Learning 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" will be conducted to guide the students. Students shall be 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.

Scheme of Examination:

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

Internal Assessment:

Internal Assessment is conducted by the Study Centre. Study Centre will provide the Assignment Questions. The students have to complete the assignments & submit the same to Study Centre. The details regarding the Internal Assessment will be provided by the Study Centre from time to time.

End-Semester Examination:

The End-Semester Examination (Pen & Paper format Examination) is conducted by the Examination Department of the University. The Examination centres are located at Pune, Ahilyanagar & Nashik.

The Online Links Time-Table for End-Semester Examination, Seating Arrangement, Question Paper Format, Examination Hall Ticket & other details get displayed regularly on the website <http://unipune.ac.in/sol/>.

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 – Internal Assessment & End-Semester examination. After passing in a subject, the student will get the credit 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 guidelines regarding the registration submission of admission form will be made available on the admission portal.
- 2) The University / College may contact to student on the mobile number used by the student during registration & online admission process. So, the students should use their own & correct mobile number & e-mail ID during online admission process.
- 3) It is very essential for the student to carefully preserve the User ID 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.in with the following details:
Name of the Bank, Transaction ID & mode of Payment– Card / UPI / NetBanking
- 6) After completing online admission process the students can download (PDF copy) admission form. Students have to submit the two printed copies at the Study Centre (college) and should take the stamp of the study centre (college) on one of the Copy. The students should carefully preserve this copy of the admission form till the completion of the course.
- 7) For the important updates regarding Admission process, Examination, Result etc., the students should regularly visit the website <http://unipune.ac.in/sol/>.
- 8) Internal Assessment is conducted by the Study Centre (College). Students should regularly follow the instructions given by the Study Centre & complete the Internal Assessment within prescribed time period.
- 9) The important instructions regarding the submission of Backlog Examination form & admission form for 2nd Year get displayed on the website <http://unipune.ac.in/sol/> from time-to-time. 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.
- 10) The students can write e-mail to student.sol@unipune.ac.in or can contact to Study Centre for any assistance / query regarding admission process.

Course–Credit Structure:

- Curriculum design:

M.B.A. programme 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 Course	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 Course	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 Course	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 Course	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 Course	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 semester IV of 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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