

**MASTER OF BUSINESS ADMINISTRATION
MBA**

Indira Gandhi National Open University, India (IGNOU)

Partner Institute: Open Minds International, Singapore

PI Code: 9301

The Open Minds International in conjunction with Indira Gandhi National Open University invites applicant to apply for the Master in Business Administration Programme.

This Programme offers an opportunity to upgrade their knowledge and skills to a Master's degree from a well-known University.

The Open University approach is more learners oriented and the student is an active participant in the teaching and learning process. Most of the instruction is imparted through distance learning material comprising of printed text, audio-visual material and counseling sessions.

Learning material is specially prepared for the courses by a team of experts drawn from different universities / professional institutes all

over India as well as in-house faculty. The material is reviewed by the content experts, supervised by instructional /unit designers and edited by Language experts at IGNOU before printing or production.

This Programme is designed to be completed in **2 and ½ years over six semesters**. In a semester, a student can take a maximum of four courses and a minimum of one. However a student can study at his own pace and **complete the programme in 8 years**. A student is not required to attend regular counseling sessions.

Eligibility: A Bachelor's degree **OR**

A Master's degree in any subject.

Medium: English

Exam: June and December Every Year

PROGRAMME CURRICULUM:

The MBA programme consists of 21 courses in all. These comprises of

- All the courses in PGDIM (Eleven Courses) i.e. MS-1 to MS-11
- Five courses from any one of the specialization streams
- Compulsory Courses (MS-91,MS-95) and one elective course(MS-92/93/94/96/97)
- Project Course (MS-100) equivalent to 2 courses.

During the completion of MBA Degree, a specific combination of above courses would lead a learner to get the following:

1. **Diploma in Management (DIM)** if see the conditions per “A” follows
2. **Post Graduate Diploma in Management (PGDIM)** if see the conditions per “B” follows
3. **Specialization Diploma Programme (PGSDMs)** if see the conditions per “C” follows
4. **MBA** if all the above conditions are fulfilled along with 2 Compulsory Courses,1 Elective Course and Project

A. Diploma in Management (DIM)

Duration 1 year

The Diploma in Management Programme comprises of 5 courses (three compulsory and two elective courses to be chosen out of four). The following table presents the overall scheme of courses:

<u>Programme</u>	<u>Course Status</u>	<u>Course Code</u>	<u>Course Title</u>
Diploma in Management(DIM)	Compulsory Courses	MS-1	Management Functions & Behavior
		MS-2	Management of Human Resources
		MS-3	Economic and Social Environment
	Electives (2 out of 4)	MS-4	Accounting and Finance for Managers
		MS-5	Management of Machines and Materials
		MS-6	Marketing for Managers
		MS-7	Information Systems for Managers

A. Post Graduate Diploma in Management (PGDIM)

Duration 1½ year

The **Post Graduate Diploma in Management** Programme comprises of 11 courses. The following table presents the list of courses in the Programme.

Programme	Course Code	Course Title
Post Graduate Diploma in Management (PGDIM)	MS -1	Management Functions and Behavior
	MS-2	Management of Human Resources
	MS-3	Economic and Social Environment
	MS-4	Accounting and Finance for Managers
	MS-5	Management of Machines and Materials
	MS-6	Marketing for Managers
	MS-7	Information Systems for Managers
	MS-8	Quantitative Analysis for Managerial Applications
	MS-9	Managerial Economics
	MS-10	Organizational Design, Development and Change
	MS-11	Strategic Management

B. The Specialization Diploma Programmes (PGSDMs)

Duration 1 year

The **Specialization Programme in Functional Areas** presently consists of 4 streams of functional area P.G. diplomas. They are, Post Graduate Diplomas in—Human Resource Management, Financial Management, Operations Management and Marketing Management. In order to qualify for a particular specialization P.G. diploma a student is required to complete **five courses** in all from that particular stream.

Programme	Course Code	Course Title
Human Resource Management (PGDHRM)	MS-21	Social Processes and Behavioral Issues
	MS-22	Human Resource Development
	MS-23	Human Resource Planning
	MS-24	Employment Relations
	MS-25	Managing Change in Organizations
	MS-26	Organizational Dynamics
	MS-27	Wage and Salary Administration
	MS-28	Labour Laws
Financial Management (PGDFM)	MS -41	Working Capital Management
	MS-42	Capital Investment and Financing Decisions
	MS43	Management Control Systems
	MS-44	Security Analysis and Portfolio Management
	MS-45	International Financial Management
	MS-46	Management of Financial Services
Operations Management (PGDOM)	MS-51	Operations Research
	MS-52	Project Management
	MS-53	Production/Operations Management
	MS-54	Management Information Systems
	MS-55	Logistics and Supply Chain

		Management
	MS-56	Materials Management
	MS-57	Maintenance Management
	MS-58	Management of R&D and Innovation
<u>Marketing Management</u> <u>(PGDMM)</u>	MS-61	Consumer Behavior
	MS-62	Sales Management
	MS-63	Product Management
	MS-64	International Marketing
	MS-65	Marketing Services
	MS-66	Marketing Research
	MS-68	Management of Marketing Communication and Advertising
	MS-611	Rural Marketing
	MS-612	Retail Management

The Integrative Courses:

The Integrative Courses consist of two compulsory courses, five elective courses, (out of which the student is required to choose one) and a project course, which is equivalent to two courses. (Thus making a total of five courses). The details are given below:

<u>Course Status</u>	<u>Course Code</u>	<u>Course Title</u>
<u>Compulsory Courses</u>	MS-91	Advanced Strategic Management
	MS-95	Research Methodology for Management Decisions
	MS-100	Project Course (Equivalent to two Courses)
<u>Elective Courses(Choose any one)</u>	MS-92	Management of Public Enterprises
	MS-93	Management of New and Small Enterprises
	MS-94	Technology Management
	MS-96	Total Quality Management
	MS-97	International Business

INSTRUCTIONAL SYSTEM

RE-REGISTRATION:

- ✓ A Student will have to submit Re-registration/course option along with the prescribed fee.
- ✓ MS-100 can be offered after a student has been on rolls for at least two semesters.
- ✓ A course once selected for study, must be successfully completed within 4 semesters. In case of failure to do so, the student will be required to seek **RE-ADMISSION** by paying the prescribed fees, if s/he desires to continue his/her studies and to enable him/her to appear for the exams and complete the course.

Example:

1. For B.Ed you take admission 1st year but you need to fill Re-registration form with requisite fee for the 2nd year.
2. For MBA, you opt for one semester during admission but for subsequent continuation of MBA (i.e. from 2nd semester onwards you need to fill Re-registration forms with requisite fees)

Yearly program are re-registered once in a year and semester programs are re-registered 2 times in a year (for each semester)

Students for MP (MBA) program can re-register for maximum 4 subjects per semester.

PRINT MATERIAL (STUDY MATERIAL): The print material prepared by the University is self-instructional in nature. Each course is divided into number of Blocks. The printed materials would be sufficient to write assignment responses and prepare for the term-end examination.

ASSIGNMENTS:

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The Grade/Marks you get in your assignments will be counted in your result.

The main purpose of the assignment is to test your comprehension of the learning material you receive from us and also to help you get through the courses.

Assignments are uploaded on the site www.ignou.ac.in from the month of Jan.

TERM-END EXAMINATION (TEE):

Another component of the evaluation system is the term-end examination.

The University conducts the term-end examination twice in a year i.e. in June and in December.

- ✓ If you fail to get D grade in the term end examination of the particular course, you will be eligible to reappear in the next term end examination for the same course.

To be eligible to appear at the term end examination in any course, you are required to fulfill the following conditions:

- You should have registered (opted) for the respective courses.

- You should have submitted all the assignments for the respective courses.
- You should have submitted the examination form in time.

Note: Kindly be careful in writing your enrolment number and subject code while filling the exam form. Any mistake in writing the enrolment number or course code will result in non – declaration of your result.

HALL TICKET:

Hall ticket is your Term End Examination Intimation Slip. Hall tickets are uploaded on the website 1 week before the commencement of the relevant TEE. You can download the same from University website www.ignou.ac.in and the same would be valid provided you carry Identity Card along with it. Hall tickets arrive at the exam centre one week before the commencement of examination. You can collect the same on the day of the examination.

How to check the Results:

Results are uploaded online.

Main page of the website - Students zone - examination results-term end exam.

Comprehensive Grade card are also available on the website in students zone.

Transfer of International Students in programmes having entrance exam in India:

If a student requests for transfer to India before completing 4 semesters in MBA/ One year in B.Ed, he/she may be asked to appear for an entrance test along with other Indian students and admission will be granted only if he/she qualifies on the basis of merit. After admission, the student can apply for transfer of credits on the payment of fess as per rules.

Students seeking transfer to India, will have to qualify the entrance examination (OPENMAT) conducted by IGNOU for confirmed re-admission to MBA Programme. The credits earned by the student while studying after they qualify the entrance test, will be credited into their academic account. If they do not qualify, their admission will stand cancelled.

- (i) There will be a transfer fee which will have to be submitted by the students seeking transfer from PIs to Indian Regional Centres/Study Centre/Other

PI. The transfer request will be processed by the International Division.

- (ii) Any Indian Student seeking transfer from India to PI will have to submit transfer application to the International Division with a payment. Any support for the courses registered in India by the student will be available at PI by additional payment per course payable to the PI.
- ❖ The Indian students seeking permission to appear for TEE abroad will have to submit application to the International Division requesting for exam to be conducted abroad.

The students visiting India from PIs abroad seeking permission to appear in TEE in India by paying the requisite fee will be permitted to appear in the TEE only at the Regional Centres and Regional Centres will be requested to dispatch the answer scripts of such students directly to the International Division.

GUIDELINES FOR PROJECT COURSE (MS-100):

Students can take up Project Course only after registering for MS-1 to MS-11 and MS-95 courses.

Important notes while preparing the Project Proposal (Project Synopsis)

- Send only one copy of the Project Proposal
- Ensure the inclusion of the following documents while submitting the Synopsis:
 - Proforma for Approval of Project Proposal duly filled and signed by both the student and the supervisor.
 - Detailed Bio-Data of the supervisor duly signed by him/her.
 - Synopsis of the Project.
- The Synopsis of the Project Proposal should include the following:
 - Rationale of the study
 - Objectives of the study
 - Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc.)
 - The expected Contribution from the study

- Limitations, if any and the direction of future research.

Important notes while preparing the Project Report:

- The Project Report should be submitted in original A-4 Size (29x20 cm), typed in double space, in a bound volume.
- Before binding the Project Report the student should ensure that it contains the following:
 - Approved Project Proposal Proforma(original)
 - Original Approved Synopsis,
 - An Originality Certificate duly signed by the student and Supervisor (Proforma enclosed)
- One typed copy of the Project Report, in a bound volume

OPEN MINDS INTERNATIONAL (IGNOU Partner in Singapore since 2001)

1 Rochor Canal Road

#5-11, Sim Lim Square, Singapore 188504

Office hours: 11.30am to 7.30 pm (Monday to Saturday)

Tel: +65 6336 4600 Fax: +65 6333 9576

Email: admin@openminds.com.sg