

# <sup>1</sup>Manual of Policies for MBA

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## Department of Management Studies (DoMS) NALSAR University of Law

### **Vision**

*“To be recognized as a premier institution in the field of management education engaged in understanding the synergy between functional and legal aspects of business and advancing the theory & practice of business towards making a positive global impact”*

### **Mission**

*“Nurturing ethical and responsible business leaders by fostering an environment where educational, social, cultural and emotional needs are addressed through a holistic program partnered with staff, students, industry and community”*

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## Enforcement

The Manual of Policies for Students comes into effect for a student from the date of Registration at the University. The rules or policies prescribed in the Manual are applicable to all students, without prejudice to any actions or decisions already taken in the previous Academic Year and also without prejudice to any special rules framed or to be framed in regard to hostel, placement, library, computer centre, etc. Every student must secure a copy of the "Manual of Policies for Students" and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be grounds for consideration.

## 1. ACADEMIC YEAR

The Academic Year consists of two semesters a detailed Academic Calendar will be made available on the DoMS website (doms.nalsar.ac.in). Each semester is approximately of five months duration. The programme is spread over four semesters. The academic year commences with an Orientation or Induction Programme for the newly admitted students. Regular classes begin soon after the Orientation or Induction Programme.

## 2. REGISTRATION

- 2.1. Students are required to register for the first semester in person on the day earmarked for registration as per the admission call letter. A notice will be put up by the MBA Office for verification of the original certificates. In case original certificates are not available at the time of verification, provisional certificates will have to be shown.
- 2.2. The students, who could not submit their final year graduation mark sheets and degree from their respective universities by the day of the verification, should submit them latest by the end of the first semester, failing which the student's registration may be cancelled except under extenuating circumstances, with specific approval from the VC. In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the VC. The qualifying graduation examination shall be of minimum 3-year duration must be completed before the date of registration at the University. A student is not permitted to pursue any other regular/full – time course under any other University, after registering for the MBA Program at DoMS, NALSAR. No refund of fee and/or other claim can be made if the student fails to submit the certificates of the qualifying exam and/or fails to meet the minimum eligibility criteria after the extended time period for submission of documents of qualifying examination.
- 2.3. Students are required to register in person on the day specified for registration of each subsequent semester. Those who fail to register on the specified date will be deemed to have left the University unless prior permission for delayed registration is obtained from the Head, DoMS. If the Head, DoMS permits, a student can register by paying a late registration fee of Rs.500/- (Rupees five hundred) per day after the due date subject to a maximum allowance of seven working days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration. Semester Registration form (Annexure-I) is attached.

## 3. CURRICULUM

The Programme consists of core courses with credits and elective courses and seminar courses with credits. A course can be of one, two, three or four credits. One credit is equivalent to ten hours of contact class sessions. In most cases, course will have four scheduled sessions per week. Each session shall be of 60 minutes. Exceptions may be made to accommodate visiting faculty or other exigencies. A student has to undergo twenty-

five mandatory courses, a minimum of ten and a maximum of twelve elective courses, and one dissertation during the two-year program. The total credits offered during the program are one hundred and twenty only. Students are required to complete a minimum of one hundred and twelve credits.

### 3.1 Course Structure

The course map of the two year full time MBA program is as follows:

Semester-I		
Code	Title of the Subject	Credits
1.1.1	Principle of Management	3
1.1.2	Accounting for Managers	3
1.1.3	Quantitative Techniques for Decision Making	3
1.1.4	Organizational Behaviour	3
1.1.5	Business Economics	3
1.1.6	Managerial Computing with Excel	3
1.1.7	Business Communication	3
1.1.8	Marketing Management	4
1.1.9	Law of Contracts	3
1.1.10	Winter Internship	2
	<b>Total Credits</b>	<b>30</b>

Semester-II		
Code	Title of the Subject	Credits
1.2.1	Operations Management and Research	3
1.2.2	Strategic Management	3
1.2.3	Business Research Methods	3
1.2.4	Human Resource Management	3
1.2.5	Corporate Laws	3
1.2.6	Financial Management	3
1.2.7	Business Analytics	3
1.2.8	Banking Financial Services and Insurance	3
1.2.9	Digital Marketing	2
1.2.10	Design Thinking	2
1.2.11	Summer Internship	2
	<b>Total Credits</b>	<b>30</b>

Semester-III		
Code	Title of the Subject	Credits
2.1.1	Entrepreneurial Strategy and Innovation Management	3
2.1.2	AI and Data Science for Managers	3
2.1.3	Sustainability & SDG in Business	2
2.1.4	Elective-1	4
2.1.5	Elective-2	4
2.1.6	Elective-3	4
2.1.7	Elective-4	4
2.1.8	Elective-5	4

2.1.9	Winter Internship	2
	Total Credits	30

Semester-IV		
Code	Title of the Subject	Credits
2.2.1	Dissertation	4
2.2.2	Business Ethics and Human Values	2
2.2.3	Cyber Security: Technology and Law	2
2.2.4	International Business	2
2.2.5	Elective-6	4
2.2.6	Elective-7	4
2.2.7	Elective-8	4
2.2.8	Elective-9	4
2.2.9	Elective-10	4
	Total Credits	30

Tentative list of Electives  
Discipline Centric/Advanced Electives

Areas of Specialization*		List of Elective Courses*
1.	Court Management	Justice Theories
		Introduction to Justice Management
		Judicial Process & Court Structure
		Judicial Responsiveness Management
		E-court Management
		Case Flow Management
2	Business Laws	Banking and Finance Laws
		Goods and Services Tax
		International Trade Laws
		Taxation
		Capital Markets and Securities Laws
		Law of Insolvency
		Environmental Laws
		Consumer protection and Competition Laws
3	Finance	Security Analysis & Portfolio Management
		Business Analysis & Valuation
		Financial Derivatives
		Financial Modelling & Analytics
		Merger Acquisition & Corporate Restructuring
		Behavioral Finance and Financial Planning
4	Business Analytics	Marketing Analytics
		Supply Chain analytics
		HR Analytics
		R and Python
		Data Visualization with Power BI
		Big data and data mining
		Artificial intelligence and machine learning
		Social Media Analytics
5	Marketing	Services Marketing
		Customer Relationship Management
		Marketing Decision Models
		Product & Brand Management

		Digital Marketing
		Integrated Marketing Communications
		Consumer Behavior
		Sales and Distribution Management
	Human Resources	Labor Laws
	Human Resources	Organizational Change and Development
	Human Resources	Recruitment & Selection
	Human Resources	Strategic Compensation Management
	Human Resources	HR Analytics
	Human Resources	Performance Management & Counseling
	Human Resources	Training and Development
	Operations & Systems	Advanced Operations Research
	Operations & Systems	Supply Chain Management & Analytics
	Operations & Systems	Project Management
	Operations & Systems	Total Quality Management
	Operations & Systems	Retail Management
	Operations & Systems	Enterprise Resource Planning

\*The list of areas of specialization and elective courses are indicative only.

### 3.2 Pedagogy

- 3.2.1 Teaching pedagogy consists of lecture inputs, exercises, cases, role plays, presentations, project-work, term papers, etc. Each instructor uses a suitable mix of methodology to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, project & presentations, mid semester examination, end-semester examination, cases, role plays, and other assignments. On the commencement of the course, the Course Outline is given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may, however, check with the instructor if these details are not specified.
- 3.2.2 The faculty (full time/visiting) shall provide mandatory supplementary reading material to students preferably prior to (or on the day of) commencement of classes of a course.
- 3.2.3 The MBA program consists of core courses, elective courses, seminar courses, and a dissertation with credits. A course can be of 2, 3, 4, 5 or 6 credits. Each credit is equivalent to 10 teaching/contact hours. In most cases courses will have three scheduled sessions per week. Exceptions are made to accommodate visiting faculty or other exigencies. As part of the program, every student would undergo three (one mandatory and two optional) internships to appreciate the application of the theory learnt in the class and to understand the application of the same.

### 3.3 Choice of Elective Courses and arriving at Specialisation

- 3.3.1 The students may choose electives from the following indicative areas of specializations:  
a) Business Laws, b) Court Management, c) Finance, d) Human Resources, e) Business Analytics, f) Marketing, g) Operations & Systems or any other specialization that may be offered depending upon the availability of Faculty and minimum number of students opting for it.
- 3.3.2 Choice of specializations / elective course may be exercised in view of their placement and academic interests/subject to concurrence of concerned area coordinator.
- 3.3.3 The elective course in a particular specialization will be offered only when at least eight students opt for the said elective course.
- 3.3.4 No student shall be permitted to drop a specialization/elective after the commencement of classes.

- 3.3.5 If a student successfully passes six elective courses of a particular specialization and passes another four elective courses of any other area of specialization, she/he may be awarded MBA with dual specialization with Major and Minor
- 3.3.6 If a student successfully passes six elective courses of a particular specialization, she/he may be awarded MBA with Major in that area of specialization.
- 3.3.7 If a student does not opt and pass a minimum of six elective courses of a single specialization but completes mandatory one hundred and eighteen credits she/he may be awarded MBA.
- 3.3.8 Every student admitted to the program must mandatorily complete at least eight elective papers, and a dissertation.

### **3.4 Choice of Electives and Registration to Elective Courses**

3.4.1 The students are required to give their choice of list of electives towards the end of the first year before leaving the University in May for summer Internship. Choice of electives may be exercised in view of their placement/academic interests/specialization subject to concurrence of the faculty concerned and subject to fulfilment of criteria stated in 3.3.5 and 3.3.6.

3.4.2 The elective courses to be offered in a semester will be announced five weeks before the concerned semester in which the electives are slotted. The students should register for the electives online, within one week of announcement, i.e. before four weeks.

3.4.3 Students must finalise the course registration by going through the course outlines and other related information. If necessary, students are advised to discuss the details about the electives with respective faculty, to help finalise their choice. No change of electives would be permitted once the semester begins.

3.4.4 Maximum number of electives students may opt across 3<sup>rd</sup> and 4<sup>th</sup>, semester is limited to ten only.

3.4.5 Maximum number of electives students may opt for in any of 3<sup>rd</sup> and 4<sup>th</sup>, semester is limited to five only.

3.4.6 Minimum number of electives students may opt for in each of 3<sup>rd</sup> and 4<sup>th</sup>, semester is limited to three only, however, the total number of electives must be eight in the second year of MBA.

### **3.5 Scheduling of Classes**

3.5.1 In the first year of MBA, all courses will be mandatory in nature. However, in the second year, both mandatory as well as elective courses may be offered.

3.5.2. Generally, the classes shall be scheduled on weekdays; however, some classes may also be scheduled on weekends.

3.5.3 It may so happen that the number of electives offered/opted in a particular semester may be much more than the number of sessions that can be scheduled per week. This may require the University to consider the convenience of faculty while scheduling the sessions.

3.5.4 The list of elective courses under each specialization as mentioned above at 3.1 is only indicative and may be offered during third and fourth semester as per the availability of the faculty concerned.

3.5.5 A few electives may clash with one another because of concurrent schedule, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, where a student opts for both/all the electives so scheduled in the same slot. Should a situation of this kind arise, students affected by such slotting will be directed to opt for any one/other elective(s), for a particular class slot.

3.5.6 Rescheduling/cancellation of classes shall be possible only with the written communication from the office of the Head, DoMS NALSAR.

#### 4. ATTENDANCE

The University attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses.

- 4.1 The students must remember that learning is a continuous process and needs participation in the class. It is, therefore, advisable that in their own interest they should not miss any class.
- 4.2 Attendance is taken in each class and recorded. The examination section shall notify the attendance to the students at regular interval by posting the same on the notice board.
- 4.3 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student may be liable for appropriate disciplinary action.
- 4.4 Exemption from attending classes is not permissible for reasons other than personal physical exigency, grave personal tragedy, and University work. A committee of Faculty members concerned shall, however, advise suitable relaxation in penalty for such cases.
- 4.5 Teachers will mark a student present only if she/he comes to the class after reading the requisite portion from the material provided by the Faculty Member for the concerned class
- 4.6 In any course, to be permitted to take the end-Semester examination, a candidate should have attended a minimum of 75% of classes. However, a student who has been granted Medical Leave shall be allowed to appear in the End-Semester Examination provided he / she has put in minimum of 67% attendance. The percentage indicated above shall be rounded up to the next whole number. The attendance of students will be reported to the examination section in the prescribed format by the instructors concerned, after completion of each course.

#### 4.7. Attendance Rules:

4.7.1 Students shall be present in the allotted classroom at least 5 minutes before the commencement of sessions.

4.7.2 Students shall maintain an attendance of 75% percentage for each subject on all days (including guest sessions on Saturdays or other days) so as to qualify for taking the End Semester Examinations.

#### 4.8 Medical Leave:

4.8.1 Any absence on sick grounds shall be duly supported by medical certificates which should specifically substantiate the grounds on which the student is unable to attend the classes on those particular days. Medical Certificate should be submitted along with the filled in Medical pro-forma attached below within one week of reporting back to the University.

4.8.2 Granting of leave shall be at the sole discretion of the Head, DoMS, NALSAR. However, a student who has been granted Medical Leave shall be allowed to appear in the End- Semester Examination provided he / she has put in minimum of 67% attendance in a course.

4.8.3 In genuine cases, where the hospitalization is not necessary, the Examination Committee, as constituted and headed by the Head, DoMS will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief-Warden.

4.8.4 The decision of the Examination Committee on acceptance or rejection of the Medical Certificate shall be final.

4.8.5 Only such student, who has less than 75% mandatory attendance, may apply for grant of medical leave provided he/she has secured minimum of 67% attendance.

4.8.6 Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave.

4.8.7 No medical leave certificate issued / submitted post facto shall be considered under any circumstances.

4.8.8 Any student who submits a medical certificate which is found to be fake or if the same is obtained from a non-qualified medical officer, clinic / hospital, shall be liable to disciplinary action.

#### 4.9 Absence from Class

Faculty are not responsible for any student losing any segment of evaluation on account of leave availed by him/her even with prior permission.

#### 4.10 Menstrual Leave:

Every beneficiary of this Policy can claim Menstrual Leave, that is, one day in every month, in an academic semester / trimester in the University.

Provided that in no case will total attendance requirement be less than 67%, inclusive of any medical leave that may be claimed by the beneficiary in the same academic semester / trimester.

Provided that there is no requirement of medical proof, or any other proof whatsoever, apart from self-certification, to claim the Menstrual Leave.

## 5 EXAMINATION AND EVALUATION

### 5.1 The Evaluation System

5.1.1 Every faculty, while giving the course outline, will indicate his/her criteria for evaluation at the beginning of the semester.

5.1.2 All courses will be evaluated for 100 marks.

5.1.3 For one and above credit courses, distribution of the evaluation will be as follows:

- Continuous Evaluation (50 marks)
  - Mid- semester exam is of 25 Marks
  - Internal (25 marks): Assignments (15/10 marks) and case (10/15 marks) depending upon the nature of the course
- End-Semester Examination (50 marks)

5.1.6. The Dissertation will be evaluated for 100 marks. 75 marks are allocated for written submission and 25 marks for presentation / defence respectively.

5.1.7. The mid-semester and end-semester examinations shall be conducted only during an announced schedule by the Examination Section.

5.1.8. Mid-semester examination question paper may consist of two parts A and B. Part A may consist three questions of 5 marks each with or without the choice of questions. Part B may consist of a case study of 10 marks having a minimum of two questions.

5.1.9. End-Semester Examination question paper may consist of three parts A, B, & C. Part A may consist of three questions of five Marks each with or without internal choice. Part B may consist of two long answer types (10 marks each) or numerical questions depending on nature of the course. Part C may consist of a case study (of 15 marks) with or without questions.

5.1.10. The faculty members are free to set the Mid and End Semester question papers either in closed book or open book mode.

- 5.1.11. An open book exam might be in any of the following manner:
- Only handwritten notes allowed
  - Only printed material allowed
  - Only calculator allowed
  - A combination of the above
- 5.1.12. The nature of closed/ open book exam shall be clearly defined by the respective faculty members and shall be informed to the students and the examination section, DoMS in writing before the conduct of the exam.
- 5.1.13. The decision of the faculty regarding marks or any segment of evaluation will be final. A student who needs clarification of one's marks may discuss with the faculty concerned within a week of receiving the grades.
- 5.1.14. Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.
- 5.1.15. Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submissions shall not be accepted by the faculty and in such instances the faculty concerned shall deduct one mark per day for seven days and shall be awarded zero out of the total allotted marks for the same component if the submission is beyond seven days past the deadline.
- 5.1.16. No assignment/term paper/project report/dissertation of students shall be accepted by the Examination section, DoMS without the copy of the report from the plagiarism checking application/software available with the university. If the similarity index found in the report is less than 15%, only then the work shall be accepted for evaluation.

## 5.2 End-Semester / Repeat and Improvement Examination

- 5.2.1 End-semester examination will be conducted at the end of the semester. The exam will be for 50 marks and 150 minutes duration.
- 5.2.2 The declaration of result of end-semester examination shall be done within two weeks from the completion of the End-Semester Examinations.
- 5.2.3 The repeat examination for the courses offered in a particular semester will be conducted one week to ten days prior to the commencement of the next semester. The repeat examination shall be held only for the component of end-Semester examination and shall not be held for the component of other internal evaluation.
- 5.2.4 Students who have failed in a course can appear for the Repeat examination by paying a fee of Rs.500/- per course.
- 5.2.5 The repeat examination shall be conducted only once, and grade secured at the repeat examination shall carry 'R' (Reappear) at the top of the Grade secured. The same shall be recorded in the Grade Sheet.
- 5.2.6 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry ® with the grade obtained later. The students who fail to clear any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly, a student who is not allowed to take End-Semester Examination for shortage of attendance and has been allowed to re-register by paying Rs.4,000/ per subject as Re-registration fee, the grade obtained after re-registration will carry ®®.
- 5.2.7 The Students who secure pass marks are entitled to apply for improvement examination and shall take the examination at the time of repeat examination.
- 5.2.8 Students who fail in a course are anyhow entitled to repeat examination, but they cannot apply for improvement examination again.
- 5.2.9 In case of improvement examination, the grade secured by the student at the improvement examination shall be taken as the final grade by paying of Rs. 1000/- per course and will carry the letter 'I' at the top of the

Grade secured indicating that the grade was obtained after 'Improvement Examination' and will be recorded in the Grade Sheet. Improvement is allowed only in end term exam.

### 5.3 Grading System

The performance of the students would be evaluated on a ten-point scale with corresponding grade values as mentioned below:

Percentage of Marks	Grade	CGPA/GP A
90 and above	O+ (Exceptionally Outstanding)	10
85 – 89	O (Outstanding)	9
80 – 84	E+	8.5
75 – 79	E (Excellent)	8
70 – 74	A++	7.5
65 – 69	A+	7
60 – 64	A	6.5
55 – 59	B+	6
50 – 54	B	5.5
Below 50	F (Fail)	0

5.3.1 Grade point or grade value for a course is calculated as per the grade table presented in this section. In case a student obtains fractional marks (0.5 or more), such fraction shall be rounded off to the nearest whole number.

5.3.2 Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the product of Grade Values and the Course Credits in each course by the total number of credits in all the subjects.

Thus, the formula for calculating Grade value/point, GPA and CGPA may be given as:

- Grade point or grade value in a course = As per the grade table
- GPA = Sum of the product of Grade Values and the Course Credits divided by Total Course Credits (for a particular semester)
- CGPA = Sum of the product of Grade Values and the Course Credits in each course divided by Total Course Credits in all the subjects (Cumulatively calculated up to the end of a semester)

5.3.3 A candidate to be successful should obtain a minimum of 50% marks or the equivalent grade, i.e., 'B' in every course. However, the candidate who fails to obtain the minimum grade (i.e., 'B') shall be given another chance (repeat-examination) to complete the course.

5.3.4 In order obtain a conversion of CGPA to Percentage, the CGPA shall be multiplied by 10 to arrive at the aggregate percentage.

5.3.5 Once a student is declared as 'Failed (F)' for whatever reason, his/her grade shall carry ® with the grade obtained later. The students who fail to pass any course even after the Repeat Examination has to Re-register for the same course for next year. Similarly, a student who is not allowed to take End-Semester Examination for shortage of attendance will not be allowed for repeat examination. In such a case, student has to re-register for the course, the grade obtained after re-registration will carry ®®.

### 5.4 Revaluation of Answer Scripts

5.4.1 Students who wish to apply for revaluation of answer scripts of End-Semester examination (including Repeat) are required to make an application to the Vice-Chancellor along with a fee of Rs.2000/- per paper within one week from the date of declaration of result, if the University is in session.

5.4.2 If the result is declared during vacations, the request should be made within one week of re-opening of the University.

5.4.3 In no case, the request for reevaluation shall be entertained after the expiry of the period mentioned above.

5.4.4 In case of reevaluation, the student shall be awarded the grade obtained in reevaluation.

5.4.5 In case a student takes repeat examination and also applies for reevaluation, the grade obtained in reevaluation shall be final.

5.4.6 If she/he fails in reevaluation, the grade obtained in repeat shall be final.

5.4.7 If the difference between the original award of marks and marks obtained in reevaluation is more than 5, then only the reevaluation marks will be considered.

## 5.5 Dissertation/Industry Analysis

As per the requirements laid down by the University, students enrolled in MBA program must complete a dissertation or industry analysis (carrying 4 credits) in the fourth semester.

The main objective of the dissertation or industry analysis component is to assess the research, analysis and writing skills. These dissertations or industry analysis can be refined further and submitted for publication in scholarly journals or even serve as the basis for full-length dissertations in doctoral/ fellow programmes. For those interested in other career options, they can serve as writing samples which demonstrate one's capabilities and interests.

The planning for the dissertation should ideally begin soon after the completion of the third semester. As a general matter, it is advisable to write a dissertation in a field that has synergies with the specialization chosen.

### 5.5.1 Topic selection

Examination section, DoMS will ask students to submit their initial choice of topics towards the end of the third semester. To enable this, Examination section, DoMS will circulate a list of faculty members, drawn into subject-wise panels after accounting for their respective areas of expertise. Students should also feel free to consult scholars and practitioners from outside the University who may have experience or expertise in the chosen fields. To ensure smooth coordination, students must send in their initial dissertation proposal by the deadline that is prescribed by the Examination section, DoMS.

### 5.5.2 Allocation of supervisor

Examination section, DoMS will allocate a faculty supervisor for each student. As far as possible, these allocations will be based on the expertise of the faculty members. However, in order to maintain a certain standard of supervision, no faculty member will guide more than six dissertations in an academic year. Examination section, DoMS can exercise discretion to resolve unforeseen difficulties in the allocation of supervisors. This process will be completed by the end of third semester.

### 5.5.3 Preparatory tasks, format, and length of MBA dissertations or industry analysis

After the allocation of supervisors has been notified, the onus is on the students to maintain regular contact with the respective faculty members. Supervisors may ask students to engage in several tasks such as preparing notes on the research problem, generating a survey of literature, and making short presentations before faculty members from time to time. In particular, students should make full use of the library resources as well as the guest talks, lectures etc. that are held on campus. It is always worthwhile to periodically show rough drafts to the supervisors. The students shall meet their supervisors as per the scheduled provided by the DoMS office.

The dissertation should be in the following format:

- Cover Page
- Certificate by supervisor
- Declaration by student
- Executive Summary
- Table of Contents
- List of Tables
- Introduction
- Literature Review
- Research Model and Hypotheses
- Research Methodology
- Results & Findings
- Conclusion
- References & Bibliography

Alternatively, the students can also do industry analysis as a part of dissertation. The format for the industry analysis is follows:

- INTRODUCTION
  - Study Deliverables
  - Study Assumptions
  - Scope of the Study
- RESEARCH METHODOLOGY
- EXECUTIVE SUMMARY
- MARKET DYNAMICS
  - Market Overview
  - Market Drivers
  - Market Restraints
- PORTER'S FIVE FORCES ANALYSIS
  - Bargaining Power of Buyers
  - Bargaining Power of Suppliers
  - Threat of New Entrants
  - Threat of Substitute Products
  - Competitive Rivalry
- MARKET SEGMENTATION STRATEGIES
- COMPETITIVE LANDSCAPE
  - Major Players
  - Market Share Analysis
- MARKET OPPORTUNITIES AND FUTURE TRENDS
- INDUSTRY ASSOCIATIONS
- REGULATORY FRAMEWORK

The aggregate length of the main body of the dissertation should be between 25,000-30,000 words. The text in the main body should be in the Times New Roman font (size 12), with double-spacing. Footnotes are not advisable however if any, should be in the Times New Roman font (size 11), with single-spacing. APA style should be followed for referencing purposes.

Note: The Cover page, Supervisor's Certificate, Student's Declaration, and the manner of giving Acknowledgements shall be as prescribed by the Examination Section, DoMS.

#### 5.5.4 Submission and evaluation of MBA dissertations or Industry analysis

A student must give one pre - submission seminar and one defence Seminar. The deadlines of the above seminars are as follows:

Seminar	Deliverables	Deadline
Pre-Submission Seminar	Research problem, objective, literature review, research methodology, data analysis, results and discussions, managerial implications, directions for future research	2 <sup>nd</sup> week of March
Final Submission and Defense		4 <sup>th</sup> week of April

A student must necessarily show a draft of the entire dissertation or industry analysis to her/his supervisor before obtaining approval for submission. The last date for submission of dissertation or industry analysis shall be 31<sup>st</sup> March. Rough drafts need to be submitted to the supervisor in mid-March so that supervisors have sufficient time for reviewing the draft. Once the supervisor approves the draft, two hard copies along with a soft copy of the dissertation or industry analysis need to be submitted to the Examination section, DoMS.

The examination section shall, then, conduct the similarity/plagiarism check and if found suitable, forward it for evaluation to the external examiner appointed by the Head, DoMS. The candidate after the evaluation shall defend the Dissertation or Industry analysis before a Committee consisting of three or more members including one external expert constituted and headed by the Head, DoMS.

#### 5.5.5 Evaluation of Dissertation or Industry analysis

Candidate must secure a minimum of 50% marks in the written submission for scheduling the date for defending the Dissertation. To pass the Dissertation or industry analysis a candidate should secure at least 50% marks/B grade in total. If a candidate secures 'F' grade in Dissertation or industry analysis or fails to submit the Dissertation or Industry Analysis within the time permitted he/she shall have one more chance to submit a revised Dissertation or Industry analysis, as the case may be, in the third or fourth week of June. The same shall be announced by the Examination section, DoMS.

### 5.6 Promotion and Exit Policy

5.6.1 Promotion from the first semester to the second semester would be automatic. But to be promoted to second year, a candidate should not have obtained 'F' grade in more than 4 courses (excluding courses of less than three credits) offered in the first year.

5.6.2 The following exit options are available to the students joining MBA programme as per the NEP:

- a) On successfully passing of all the courses of first year with a minimum credit of 60 : Post Graduation Certificate in Management
- b) On successfully passing all the courses of the second year with a minimum credits of 112 : MBA Degree

### 5.7 Policy for Award of the Degree

5.7.1 A student to be eligible for the award of the Degree should earn a minimum of one hundred and eighteen credits out of one hundred and twenty six credits with a minimum of 'B' Grade and obtain at least an overall CGPA of 5.5 out of 10.00 and must have completed the mandatory summer internship programme satisfactorily.

5.7.2 A student admitted to the M.B.A. Degree program has to complete all the prescribed requirements within a maximum period of four years from and

including the year of admission in order to be eligible for the award of the Degree.

#### 5.8 Moderation Procedure

The Head of the Department may constitute a Moderation Committee headed by herself/himself for moderation of results. The Committee may, at its discretion, and through discussion with the subject instructors, award 'grace marks' to students who have obtained a score of less than 50 % in order to enable them to pass an examination

Provided that in no circumstances, shall, a student be granted more than five grace marks in a semester to be distributed in all subjects for that semester.

## 6 INTERNSHIP

DoMS provides advisory services to a student to have industry training through three internships: One mandatory summer internship (at the end of third semester), and two optional (at the end of second and fifth semester). Following are the clauses for the internships:

- 6.1 At the end of the first year, a student is required to undergo the mandatory summer internship in an organisation for 8 to 10 weeks. For this purpose the student has to work on a specific project given to him/her by the sponsoring organisation. The objective of the internship is to expose the student to the practical aspects of management and enable him/her to study specific problems in the organisation. This unique exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live problems.
- 6.2 Internship Project investigates some significant aspects of a managerial problem. It gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding of managerial problems, internship also gives students practical experience that will help them to plan their careers.
- 6.3 Mandatory Summer Internship for students is assisted through the Training and Placement Advisory Cell (TPAC). The student would have an executive guide in the industry taking him/her for summer training. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the TPAC within one week of re-joining the University for Regular Classes along with a completion certificate issued by the organization. Ordinarily, the report should be within 40 to 60 typed pages. The contents should include definition of the problem, methodology used, data analysis, findings, conclusions and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality.
- 6.4 No students will be entitled to receive the MBA Degree without completing the mandatory summer internship satisfactorily.
- 6.5 A student, who does not complete the Internship satisfactorily, and who does not comply with the requirements, will have to do another Internship before becoming eligible to receive the Degree.
- 6.6 Students, who receive adverse comments from their company guides and do any act which brings disrepute to the University, will be liable for disciplinary action, which may result in expulsion from the University.

## **7. ACADEMIC MIS-CONDUCT AND DISCIPLINE**

The Rules with regard to Academic Misconduct which include Unfair Means and Malpractice in Examination; Plagiarism etc. and discipline on campus and hostels, the Rules of the University shall apply.

## **8. MODIFICATION TO THE MOP**

The Vice-Chancellor depending on the need may be authorized to approve the modifications, if any, in the course structure, course content and the evaluation scheme which shall be reported to the Academic Council and the Executive Council for ratification.

DEPARTMENT OF MANAGEMENT STUDIES, NALSAR UNIVERSITY OF LAW,  
HYDERABAD

**SEMESTER REGISTRATION FORM**

Name of the Student (in full)			
ID No.			
Course Registration: (Please tick)	Semester II	Semester III	Semester IV

**MODE FEE PAYMENT MODE**

Annual

Total Fee Paid Amount (Please tick)	Year - I		Year – II	

**OR**

Semester wise

Total Fee Paid Term wise Amount (please tick)	Semester-I		Semester-II		Semester-III		Semester-IV	

Late Registration (if applicable)

Late Registration Fee (500 per day)	Semester II	Semester III	Semester IV
No of Days			
Fee paid Amount (in INR)			
Fee paid Amount (in words)			
Total Fee Paid (in INR)			
Total Fee Paid (in words)			

Date		Signature (of student)	
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**NOTE:**

1. It is mandatory to submit copies of fee receipt for both admission confirmation and 1<sup>st</sup> year/semester I while registering for semester – I.
2. It is mandatory to submit the filled application form along with the copy of fee receipt obtained from the Accounts section for registration.
3. In case of permission sought and granted for time relaxation in fee payment, copy of such grant must be submitted along with clear indication of the mode and time period.

**To be issued by DoMS, NALSAR (not to be filled by the student)**

This is to certify that ..... bearing student id number ..... is registered for semester .....

Date:

Signature:

Seal