

# **ONLINE DISTANCE EDUCATION**

**Bachelor of Computer Applications (B.C.A.)**

**Bachelor of Business Administration (B.B.A.)**

**Master of Business Administration (M.B.A.)**

**For the academic year 2009-10 onwards**

## (I) GENERAL INSTRUCTIONS

- This prospectus contains the brief information about all the programs available in online mode. With your enrollment, you will get the detailed syllabus from the Department / Center.
- An Entrance Test is conducted for MBA. Entrance Test forms are available in the University Publication Department from March to June.
- Entrance Tests are conducted on every 2nd Sunday at 10.00 am during the said period in the University campus or at selected Study Centers.
- **It is essential that each student must read carefully all the University Rules and confirm the fee structure before filling the admission form.**
- As a student under the mode of Distance Learning, the Faculty of Distance Education wishes you a bright future.

## (II) ADMISSION PROCEDURE

- Attend a counselling session at the Study Centre or Exam Centre. Understand the list of required documents and the fee amount.
- The documents required are, attested copies of
  1. Leaving Certificate
  2. HSC Mark List and/or True Copy of the marksheet of the last examination passed.
- Visit the centre again along with the recommended documents and a Demand Draft (from Nationalised Bank Only) worth the fees amount.
- The Demand Draft (DD) should be drawn in favour of "The Registrar, Tilak Maharashtra University, Pune."
- Visit the University Portal from the Study / exam centre from the centre.
- Fill up the online admission form with the help of the Centre-in-Charge.
- A digital Photograph of the candidate will be taken at the centre.
- The candidate should sign the Printed copy of the completely filled form and submit the copy along with the Documents and DD to the Centre-in-Charge.
- Mention the candidate's Name, Address and the Temporary Form Number on the back of the DD.
- The candidate should note his system-generated Temporary Form number (TFN) for further reference.

# General Instructions

- The candidate's Admission status will be updated on the university portal which can be accessed with his TFN. The Admission Department at the University will check the eligibility and generate a mail that will be sent to the candidate's mail id and the Centre.
- Last date for submitting the form online : 15th August.
- Late fee will be charged for admission forms submitted thereafter until August 31.
- **Note :**
  1. Cheque, Cash, Money Orders, IPO or any other mode of Payment will not be accepted.
  2. University will not be responsible for any loss through such mode of payments.
  3. Payment should be made by Demand Draft (DD) from Nationalised Bank only.

## EVALUATION

The evaluation of the student will be done in two ways, Objective Examination and Subjective examination. Proportion of marks of Objective and Subjective Examination will be 60:40 respectively for each subject, every semester. Practical Examination will be of 100 marks.

### Objective Exam :

Two exams (each worth 30 marks) per semester will be conducted for Objective evaluation. The duration of each exam will be 1 hour, unless specified otherwise. Objective Exam will be conducted Online.

### Subjective Exam :

The 40 marks' subjective exam will be conducted towards the end of the semester at the respective center.

### Practical Exam :

Practical Exam will be conducted at the centre.  
(Note : Individual passing in each exam is compulsory. (For passing minimum 50% marks are essential.)

### Gradation :

Percentage	Grade
Below 50%	Fail
Below 55%	Pass Class
55% to 64%	Second Class
65% to 69%	First Class
70% and above	Distinction

# General Instructions

## Results

Results (Pass or Fail) of the online exam will be displayed immediately after the exam. Result of the subjective exam and practical will be declared later.

## EXAMINATION INSTRUCTIONS

### Objective Examination

- The objective exams will be held 4 times a year **Online** i.e. approximately September, December, March & April.
- Students can appear for the exams from selected centres of TMU.
- The University will declare the days of the exam. Students are required to reserve their time slot at the exam center for these days,.

#### **Following is the procedure for the Online examination.**

- Check for the date and time on University website **www.tmu.edu.in**
- Log on to the University website.
- Enter the login ID and Password assigned to you 15 minutes before the scheduled time.
- A Login ID, Password, the date and time of the examination will be communicated to you.
- The question will appear on the screen at the scheduled time.
- Duration of the examination will be one hour unless and otherwise specified.
- The paper pattern will be as follows:

### Online Exam Paper Pattern

#### Exam Schedule per semester

- Number of Objective Exams : 2
- Number of Subjective Exams : 1
- Number of Practical Exams : 1 (for BCA)

#### Paper Pattern (30 marks online exam)

<b>Section 1 (Marks 14)</b>	Multiple Choice Questions (14 Qs)
	True or Faluse (14 Qs)
<b>Section 2 (Marks 10)</b>	Match the pair (12 Qs)
	Odd one out (8 Qs)
<b>Section 3 (Marks 6)</b>	Fill in the Blanks (12 Qs)

# General Instructions

- Results (only Pass or Fail) will be displayed after completion & submission of the examination.
- Absent / Fail / A.T.K.T. candidates can reappear for the backlog examination by paying the fees Rs. 150/- per subject.

## **Subjective Examination**

- Subjective Exam of 40 marks will be conducted as per traditional method at the end of each semester i.e. in the month of November and March.
- A student is required to pass in both subjective and objective examination for all subjects.
- In case a student fails in subjective or objective examination, he/she is required to resubmit the same during the scheduled time.

## **Examination Center**

Examination centres/venues will be finalised as per requirement by the University every year. Information of this will be given well in advance.

## **Results / Examination**

Results of the University examinations will be declared after 45 days since the end of examination of that particular programme.

## **Rules for promotion :**

The candidate is not admitted to the third year unless he /she clears his/her first year. And the candidate is not admitted to the final year unless he/she clears his/her second year.

## **Reappearing**

- Absent/ Fail / A.T.K.T. candidates can reappear for the backlog examination by paying the fees.
- The University has the right to reserve the result of a student if he / she has not cleared his fee / other dues.

## **Convocation**

- On the completion of the programme successful candidates are granted the degree certificate in the Convocation ceremony organized by the University annually. Date of the Convocation is declared in due course by the University.

## **Special Note :**

- In case of any change - partial or full in the syllabus of the programme, the examination of the previous syllabus will be conducted, only for the next 3 consecutive times and the repeaters should clear their backlogs of the previous syllabus within those 3 examinations.

## WORKING OF THE PROGRAMME

### Study Material

- As you have enrolled for Distance Learning Programme (D.L.P.) you should inculcate the habit of learning things by making use of the 'Self Learning Material' as well as other relevant material. Faculty of Distance Education has developed Self Learning Material for different programmes.
- Recorded Lectures will be provided on the University website as per schedule.

### Contact Programmes

#### A) Study Centres

- Personal Contact Programmes are organized at the headquarter as well as at the Study Centers. Contact program fee is charged towards the same.
- The Study Centers are directed to arrange specified number of Contact Programmes at their Study Center to briefly cover the syllabus and to solve the difficulties of the students.

#### B) Admission and Counselling Centres

- Contact programmes will be conducted twice in a semester at selected places by the University. No contact Programme Fees only are charged as regular contact programmes will not be conducted by the University.

### Website of Tilak Maharashtra University

- All information regarding the available programmes is displayed on our website. Visit us on [www.tmv.edu.in](http://www.tmv.edu.in)

### Library Facility

- Free reading facility.
- For home lending facility a student should pay the prescribed fee.

- **Change of Elective / Programme / Medium**

Change in Elective / Medium / programme is permitted within one month of admission.

- **Change/Correction of Address**

In case there is any correction / change in the address the learners are directed to write to the Programme Co-ordinator of the respective programme, Department of Distance Education of the University, through their respective study center. **They are advised not to write letters to any other authority/person in the University in this regard. Normally, it takes 2-3 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.**

- **Change of Centre**

Learners are advised to make sure that counselling facilities are available, for the programme he/she has chosen. **Request for change of center is normally granted subject to the availability of seats for the programme at the new center asked for.**

- **Validity of Admission**

Registration of a student is valid for the period of seven (7) years.

- **Incomplete and Late Applications**

Incomplete application forms / Re-registration forms, forms received after the due date, applications having wrong options of programmes or electives or false information will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose all the attested copies of the necessary certificates asked for, and submit the form to the concerned on or before the due date. In this regard no correspondence will be entertained.

- **Simultaneous Registration**

Learners may take simultaneous Registration in a Certificate Programme of 6 months' duration and any other programme provided it does not clash with their initial study. The University shall not be responsible to conduct examination for such students in case the dates of examination of a programme overlap.

- **Refund of Fee**

**Refund of fee will be considered for 15 days only from the date of admission (Rs.1000/- will be deducted). No request for refund will be considered afterwards.**

# University Rules

## ● Contact

- i) For your identity card, fee receipt and bonafide certificates, write to your concerned Programme Co-ordinator.
- ii) For non-receipt of study material and assignments, write directly to the concerned Programme Co-ordinator / Center Co-ordinator.
- iii) For queries relating to examination, result, re-checking, etc. write to Assistant Registrar (Examination).
- iv) For change of elective or for opting left over electives, write to the Programme Co-ordinator within one month after the admission.
- v) For Migration Certificate write to the Assistant Registrar (Examination) along with the following documents :
  - Application
  - Attested copy of the Mark List
  - Prescribed fee in the form of Demand Draft drawn in favour of Registrar, Tilak Maharashtra University, Pune payable at Pune.

## Disputes on Admission & Other University Matters

The place of jurisdiction for filing of a suit if necessary will be only at Pune.

### **Fees for Mumbai, Navi Mumbai and Thane :**

Taking into consideration additional costs incurred in Mumbai, 20% additional fees will be charged for all the programs proportionately.

### **NOTICE AGAINST RAGGING**

**As per the provisions of Maharashtra Prohibition of Ragging Act, 1999, Ragging within or outside of any educational institution is prohibited. Any TMU student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside the University will be liable for action under the provisions of the said Act.**

**(Maharashtra Act. No. XXXIII of 1999.)**

**If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.**

# Programme Details

## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

**Introduction** : Over the last few years the requirement of Management graduates has increased by folds. To fulfil this requirement, the BBA Programme has been introduced, which intends to enable students to learn the basic intellectual foundations of Management practice & gain some theoretical & practical grasp of today's complex business issues.

**Duration** : Three Years (Six Semesters)

**Eligibility** : 12<sup>th</sup> Pass or Equivalent

**Fee Structure** : **For Study Centre - (Tuition/Coaching fee towards Regular Contact Programmes)**  
for the academic year 2009-10

Year	University Fee Rs.	Laboratory Fee Rs.	Contact Progr. & Coaching Fee Rs.	Total Rs.
First Year	7000	---	7000	14000
Second Year	6000	---	8000	14000
ThirdYear	6000	---	8000	14000

### For Admission and Counselling Centre

Year	Tuition	Laboratory	Admission	Administrative	Exam	Eligibility	Total
First Year	-	-	500	5500	2000	500	8500
Second Year	-	-	500	6000	2000	-	8500
Third Year	-	-	500	6000	2000	-	8500

\* No tuition fees are charged as regular contact programmes will not be conducted by the University.

\* Contact Programmes will only be conducted twice in a semester.

**Medium** : English

**Course Structure** : **First Year Semester I**

Course Code	Course Name	Marks		
		Objective	Subjective	Total
71111	English	60	40	100
71112	Principles of Management	60	40	100
71113	Principles of Financial Accounting	60	40	100
71114	Introduction to Business	60	40	100
71115	Basics of Computer	60	40	100

# Programme Details

## Semester II

Course Code	Course Name	Marks		
		Objective	Subjective	Total
71211	Marketing Management - I	60	40	100
71212	Financial Accounting	60	40	100
71213	Business Economics - I	60	40	100
71214	Business Statistics	60	40	100
71215	Communication Skills	60	40	100

## Second Year

Code	Semester III	Code	Semester IV
71311	Marketing Management - II	71411	Business Economics - II
71312	Information Technology	71412	Cost & Management Accounting
71313	Financial Management	71413	Production & Operations Management
71314	Organizational Behaviour - I	71414	Organizational Behaviour - II
71315	Business Mathematics	71415	Business Environment

## Third Year

Code	Semester V	Code	Semester VI
71511	Mercantile Law	71611	Entrepreneurship Development
71512	Human Resource Management	71612	Customer Relationship Management
71513	Indian Economy	71613	Specialization (Mktg/HR)
71514	MIS	71614	Specialization (Mktg/HR)
71515	Research Methodology	71615	Project

### Specialization

#### Human Resource Management

- HR71603 Compensation Mgmt. & Industrial Relations
- HR71604 Training & Development

#### Marketing

- M71603 Industrial Marketing
- M71604 Advertising and Media Management