Department of Distance & Continuing Education
School of Open Learning
under the aegis of
Campus of Open Learning
University of Delhi

Master of Business Administration
(Two-Year Programme)

MBA Prospectus 2022-23

VISION & MISSION

VISION

To provide quality teaching & learning embedded with values & ethics to nurture our students to contribute in making aspiring India and develop global outlook.

MISSION

To carry modern education integrated with Indian knowledge system to the remotest individuals of the society by enabling them to be socially and economically responsive leaders through academic inclusion.

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PREAMBLE

The University of Delhi has established the Department of Distance and Continuing Education (DDCE); Faculty of Open Learning (FOL); and Open Learning Development Centre (OLDC) under the aegis of the Campus of Open Learning/School of Open Learning (COL/SOL), University of Delhi. Institute started its journey in 1962 with 900 students (UG and PG) and has grown to a vast family of five lakh (approximately) students on the roll in the academic session 2021-22 with its presence in all four corners of Delhi as regional centres, namely, North Delhi – within Main Campus; South Delhi at Moti Bagh; West Delhi at Keshav Puram; and East Delhi at Tahipur (Opening soon).

Further to accelerate its growth momentum, this year onward institute is venturing into new professional areas both at UG and PG level by launching six programmes, namely- Master of Business Administration (MBA); Master of Library and Information Sciences (MLISc); Bachelor of Library and Information Sciences (BLISc); Bachelor of Management Studies (BMS); Bachelor of Business Administration (Financial Investment Analysis) (BBA FIA); and Bachelor of Arts (Hons.) Economics under the Department/School.

The admission in the MBA programme will be based on the final merit drawn on the basis of the sum of undergraduate scores with a weightage of 80% and working experience with a weightage of 20%, as detailed in the eligibility criteria in this Prospectus. The admission process and examination for the MBA programme in the Department will be governed as per the rule of the University of Delhi. The University of Delhi confers the degree to the students of the Department as it does in the case of its other constituent colleges.

The institute provides a golden opportunity to those working professionals interested to go for MBA along with their jobs. Students will also be given the opportunity to connect with industry experts through various industry engagement lectures and workshops. The mode of instruction is primarily through well-structured course materials available in both hard and soft copy which are provided at the time of admission to all the students. This is also supplemented with an E-library facility, video lectures, and Academic Counselling Sessions conducted for the benefit of students at various Learning Support Centers run by the Institute.

This Prospectus contains all required information for the admission in the MBA programme offered by the DDCE, COL/SOL, University of Delhi. However, any further specific query (not available in the Prospectus) may be obtained from the DDCE, COL/SOL.

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VICE-CHANCELLOR'S MESSAGE

Greetings to all!

On the completion of 100 glorious years of University of Delhi, it's a matter of pride to be also celebrating the 60th anniversary of the Department of Distance and Continuing Education, School of Open Learning under the aegis of Campus of Open Learning, University of Delhi. It is my privilege to welcome you to the new academic session 2022-23. The Department/School has been extremely successful in catering to the educational needs of students across the nation by providing them with affordable and accessible education. It has played a pivotal role in aiding the lives of students coming from a plethora of backgrounds.

This year marks a renaissance in Distance Education and Open Learning, wherein six new job-oriented professional programmes have been introduced. The new programmes are launched with an aim of meeting different challenges in the globalised world through holistic development, so as to make them able professionals, service providers, policy-makers, managers, librarians and entrepreneurs. The contemporary world demands individuals to be global citizens, and I am sure that these programmes will harness the potential of the human resources of the nation and generate nation-builders of the future.

I extend a warm welcome the upcoming batch to this institute of great excellence and wish them success in their academic and professional lives. All the very best to the Department/School for a new beginning. I am completely assured of the enthused participation of all stakeholders at the Department of Distance and Continuing Education.

(Prof. Yogesh Singh)

Vice Chancellor

University of Delhi

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DIRECTOR'S MESSAGE

It gives me immense pleasure to share that the Department of Distance and Continuing Education, School of Open Learning, Campus of Open Learning is launching its Master of Business Administration (MBA) program through distance mode under the aegis of the University of Delhi.

The demand for education through distance mode has surged exponentially due to digitization and technological advancement. In today's VUCA world organizations need an employee with adequate managerial skills and the ability to take quick decisions. Our vision is to equip our students with decision making skills and strategic thinking to enable them to handle challenging leadership positions in the future. Currently, the University of Delhi is providing various management courses for both undergraduates and postgraduate students through conventional mode. The pandemic has caused huge technological disruptions and has created an urgency to overhaul the delivery of education in the field of management studies.

Our MBA programme is designed with the objective of democratizing learning and developing students into highly adept professional managers, who continuously strive for excellence. What sets the MBA programme at the Campus of Open Learning apart from any other institution, is the ideal mix of flexible scheduling and a wide array of learning opportunities. Apart from this, we are providing MBA by charging a very nominal fee. The programme is closely aligned with contemporary business requirements. It will empower students to demonstrate the ability to make decisions, and the ability to execute the challenges with the utmost rigor. During the course, students will be given the opportunity to connect with industry experts through various industry engagement lectures and workshops. Further classes will be taken by experienced faculties. Apart from detailed study material, students will be provided with access to an e-library, video lectures, counselling sessions, and other facilities. For further details related to other facilities and the admission process, students could go through the Prospectus in detail.

I warmly welcome you all to the Campus of Open Learning. We promise to give you a great learning experience through our efforts. With this, I wish you all the best in the new phase of your life.

(Prof. Payal Mago)
Director
Campus of Open Learning
University of Delhi

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OSD (COL) MESSAGE

Department of Distance and Continuing Education, School of Open Learning, Campus of Open Learning has been a trailblazer in distance education since its inception in 1962. We started with a batch of merely 900 students, the institute is now imparting education to around five lakh students as per the data of the preceding year 2021-22. Today, education through distance mode has taken precedence over the conventional mode of teaching due to various disruptors. Last year after the pandemic-induced lockdown, the need and urgency of developing a distance educational model became a priority of the education sector around the globe. The past year has also served as a reminder of some of the inherent advantages of distance education that further prompt us to not restrict ourselves to conventional programs only. Keeping our vision and values intact, it gives me immense pleasure and a feeling of accomplishment to announce that this year we are launching a Master of Business Administration (MBA) program through distance mode for both fresh graduates and working professionals.

The program will be delivered through the latest pedagogics. It will also include industry engagement, workshops, summer internships, and audio video facilities that could prepare our students for taking leadership positions. The program will be a blessing for working professionals who aspire to take leading positions in the coming future. It will equally enable fresh graduates in building their careers. Students may refer to the programme prospectus for detailed information on the admission process, eligibility criteria, programme structure, and other relevant aspects.

Finally, on behalf of the Department of Distance and Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi, I heartily welcome you all to your new journey and it will be our endeavor to provide you with an enriching and memorable experience.

Best Wishes!

(Prof. Uma Shankar Pandey)
OSD
Campus of Open Learning
University of Delhi

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ABOUT THE DEPARTMENT

The University of Delhi laid its foundation in management programme through the Faculty of Management Studies in 1954, which is one of the oldest B-schools in the country. In 1973, the Department of Business Economics introduced a master programme in business economics known as Master in Business Economics (MBE) followed by Master of Finance and Control (MFC) programme in 1987 in the Department of Financial Studies.

The University of Delhi has established the Department of Distance and Continuing Education (DDCE); Faculty of Open Learning; and Open Learning Development Centre under the aegis of Campus of Open Learning (COL) /School of Open Learning (SOL), University of Delhi. DDCE is continuously striving to build an inclusive knowledge-based society through distance education. It is focused to make high-quality academic programmes available to the mass through ODL mode.

From the current Academic Session 2022-23, DDCE is offering undergraduate and postgraduate programmes in management education in Open & Distance Learning (ODL) mode. The two undergraduate management programmes are Bachelor of Management Studies (BMS) and Bachelor of Business Administration (Financial Investment Analysis) (BBA(FIA)) and Master of Business Administration (MBA) as a postgraduate programme.

The department follows a multimedia approach in delivering its programmes. It has included self-learning printed materials, supporting audio-video programmes, face to face interaction with students and academic counsellors. It facilitates the working professionals in acquiring management abilities and skills which will transform them into a leader in the business environment. The programmes of the department are designed in a modular format for providing maximum flexibility to the learners.

The programmes offered by the DDCE bridge the gap between education and the corporate world.

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ACADEMIC STAFF		
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ABOUT THE PROGRAM

MBA-the two-year postgraduate programme designed to develop the skills required for careers in business and management. It is embedded with a high degree of flexibility, thereby allowing everyone to realize their educational capabilities and fulfil their career aspirations. The programme will enable participants to continuously learn, improvise, and grow in their career trajectory.

The structure of the course is closely aligned with contemporary business requirements. The MBA programme has a two-tier structure: it consists of a core curriculum (compulsory credit courses and compulsory non-credit courses), a summer internship and elective courses (optional courses in the second year). The first year is committed to develop business fundamentals through compulsory courses spanning the areas of economics, finance, marketing, etc. The second year offers number of electives, thus ensuring the students to have wide area of choices to build upon their desired area of pursuit.

DDCE is always student centric at its core and flexible enough to cater heterogeneous group of students with required customization. It is also committed to create a conducive environment for teaching, learning, and research for students and faculty. Continuous industry interaction is an added advantage to the students of this programme.

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IMPORTANT INFORMATION

Key Dates and Registration (MBA)

Events	**Date**
Uploading of the Prospectus of MBA	5th October 2022
Start of Registration	7th October 2022
Last date of Registration	25th October 2022
Display of First Merit List	27th October 2022
Fee submission for First Merit list Applicants*	27th October - 31st October 2022
Display of Second Merit List	1st November 2022
Fee submission for Second Merit list Applicants*	1st November - 5th November 2022
Display of Third Merit List	7th November 2022
Fee submission for Third Merit list Applicants*	7th November -11th November 2022
Mop-up Round (subject to availability of seats) **	12th November 2022
Fee submission for Mop-up Round Applicants	15th November 2022

* Any cancellation of admission/withdrawal is permissible only till 11th November 2022 (before Mop-up Round after deduction of Rs. 5000/- as administrative charges).

** No fee will be refunded for students taking admission in Mop-up Round.

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PROGRAMME STRUCTURE

Medium of Instruction: The medium of Instruction for this programme is English.

Programme Duration: The minimum duration of the programme is 2 years and the maximum duration is 4 years.

Salient Feature of the Programme:

- AICTE & DEB(UGC) approved Programme
- Latest curriculum
- Study material in Self Learning Mode
- Learning along with job
- Affordable fee
- Flexible learning

The Master of Business Administration Programme is divided into two parts. Each part consists of two semesters (Semester – 1 and Semester – 2)

		Semester - Odd	Semester- Even
Part I	**First Year**	**Semester - 1**	**Semester - 2**
Part II	**Second Year**	**Semester - 3**	**Semester - 4**

List of the courses

PART I: FIRST YEAR

The schedule of First Year Part I examination shall comprise of two semesters: Semester I and Semester II. The schedule of papers during the first year of the programme shall be as follows:

Semester - 1

MBAFT-6101 Organizational Behaviour
MBAFT-6102 Data Analysis and Decision Tools
MBAFT-6103 Managerial Economics
MBAFT-6104 Accounting for Managers
MBAFT-6105 Marketing Management
MBAFT-6106 Human Resource Management
MBAFT-6107 Business Communication
MBAFT-6108 Information Technology Management

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Semester- 2

MBAFT-6201 Organization Effectiveness and Change
MBAFT-6202 Decision Modeling and Optimization
MBAFT-6203 Economic Environment of Business
MBAFT-6204 Corporate Finance
MBAFT-6205 Management Accounting
MBAFT-6206 Production and Operation Management
MBAFT-6207 Marketing Research
MBAFT-6208 Management of Information System

Summer Training (For non-working students)

On completion of the first two semesters in the first year and before the commencement of the third semester in the second year, a student is required to undergo summer training in an organisation. A report based on the summer training shall be submitted within four weeks from the commencement of the third semester.

PART II: SECOND YEAR

Semester – 3

During Semester 3 of the program, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional papers announced at the beginning of Semester 3. Compulsory papers are listed here; elective papers are listed areawise.

MBAFT-6301 Business Ethics & Sustainability
MBAFT-6302 Strategic Analysis
MBAFT-6303 Project Study

Semester- 4

During Semester 4 of the program, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional papers announced at the beginning of Semester 4. Compulsory papers are listed here; optional papers are listed areawise.

MBAFT-6401 Legal Environment of Business
MBAFT-6402 Strategic Management
MBAFT-6403 Global Business Management

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Elective Course Areas

Area 1: Economics & Public Policy	MBAFT-7201 to MBAFT-7202
Area 2: Entrepreneurship	MBAFT-7301 to MBAFT-7302
Area 3: Finance	MBAFT-7401 to MBAFT-7414
Area 4: Information Technology Management	MBAFT-7501 to MBAFT-7503
Area 5: Marketing	MBAFT-7601 to MBAFT-7615
Area 6: Operations Management	MBAFT-7701 to MBAFT-7712
Area 7: Organizational Behaviour & Human Resource Management	MBAFT-7801 to MBAFT-7815
Area 8: Strategic Management	MBAFT-7901 to MBAFT-7905

LIST OF ELECTIVE COURSES

AREA – 1: ECONOMICS & PUBLIC POLICY

1. MBAFT-7201 Economic Growth and Development
2. MBAFT-7202 Economics of Innovation

AREA - 2: ENTREPRENEURSHIP

1. MBAFT-7301 Managing Human Resources in SMEs/Start-Ups
2. MBAFT-7302 Entrepreneurship, Creativity, and Innovation

AREA - 3: FINANCE

1. MBAFT-7401 Quantitative Analysis of Financial Decisions
2. MBAFT-7402 Security Analysis and Portfolio Management
3. MBAFT-7403 Financial Analytics
4. MBAFT-7404 International Financial Management
5. MBAFT-7405 Merchant Banking and Financial Services
6. MBAFT-7406 Management Control System
7. MBAFT-7407 Corporate Taxation
8. MBAFT-7408 Financial Derivatives
9. MBAFT-7409 Project Planning, Analysis, and Management
10. MBAFT-7410 Financial Risk Management
11. MBAFT-7411 Fixed Income Securities
12. MBAFT-7412 Financial Markets and Institutions
13. MBAFT-7413 Financial Reporting
14. MBAFT-7414 Mergers and Corporate Restructuring

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AREA - 4: INFORMATION TECHNOLOGY MANAGEMENT

1. MBAFT- 7501 Managing E-Business
2. MBAFT- 7502 Business Process Re-engineering
3. MBAFT- 7503 Strategic Management of Information Technology

AREA - 5: MARKETING

1. MBAFT- 7601 Consumer Behaviour
2. MBAFT- 7602 Advertising Management
3. MBAFT- 7603 Competitive Marketing
4. MBAFT- 7604 Business Marketing
5. MBAFT- 7605 Sales Force Management
6. MBAFT- 7606 Service Marketing
7. MBAFT- 7607 Sales Promotion Management
8. MBAFT- 7608 Brand Management
9. MBAFT- 7609 Digital Marketing
10. MBAFT- 7610 Retailing Management
11. MBAFT- 7611 Marketing Channels
12. MBAFT- 7612 Marketing Analytics
13. MBAFT- 7613 Advanced Marketing Research
14. MBAFT- 7614 Global Marketing
15. MBAFT- 7615 Rural Marketing

AREA - 6: OPERATIONS MANAGEMENT & DECISION SCIENCES

1. MBAFT- 7701 Operations Strategy
2. MBAFT- 7702 Total Quality Management for Business Excellence
3. MBAFT- 7703 Integrated Management Systems
4. MBAFT- 7704 World Class Manufacturing
5. MBAFT- 7705 Technology, Innovation and New Product Management
6. MBAFT- 7706 Service Operations Management
7. MBAFT- 7707 Systems Optimization and Management Science
8. MBAFT- 7708 Predictive Analytics and Big Data
9. MBAFT- 7709 Supply Chain Analytics
10. MBAFT- 7710 Supply Chain Management
11. MBAFT- 7711 Sustainable Operations Management
12. MBAFT- 7712 Artificial Intelligence and Deep Learning

AREA - 7: ORGANIZATIONAL BEHAVIOR & HUMAN RESOURCE MANAGEMENT

1. MBAFT-7801 Human Resource Metrics & Analytics
2. MBAFT-7802 Performance Management and Training Intervention
3. MBAFT-7803 Managing Training, Learning and Development
4. MBAFT-7804 Talent Management
5. MBAFT-7805 Personal Power & Leadership through Asian Values
6. MBAFT-7806 Compensation and Rewards Management
7. MBAFT-7807 Managing Interpersonal and Group Processes

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8. MBAFT-7808 Managing Diversity
9. MBAFT-7809 Counseling Skills for Managers
10. MBAFT-7810 Human Resource Development: Strategies and Systems
11. MBAFT-7811 Management of Industrial Relations
12. MBAFT-7812 Negotiation and Influence Skills
13. MBAFT-7813 Cross Cultural and Global Management
14. MBAFT-7814 Change and Intervention Strategies
15. MBAFT-7815 Leadership, Power and Politics

AREA – 8: STRATEGIC MANAGEMENT

1. MBAFT-7901 Strategic Capability Building and Innovation
2. MBAFT-7902 Strategic Management in Social Enterprises
3. MBAFT-7903 International Business Strategy
4. MBAFT-7904 Strategic Management of Startups
5. MBAFT-7905 Strategic Innovation in Health Care and Education

Selection of Elective Courses:

During Semester 3 of the program, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional papers announced at the beginning of Semester 3. Also, during Semester 4 of the program, in addition to the three compulsory papers, a student shall have to choose five elective courses from the list of optional/elective papers announced at the beginning of the Semester 4.

Course Credit Scheme

Definitions:

(i) 'Academic Programme' means an entire course of study comprising its programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a teaching Department/Centre or jointly under more than one such Department/ Centre

(ii) 'Course' means a segment of a subject that is part of an Academic Programme

(iii) 'Programme Structure' means a list of courses (Core, Elective, Open Elective) that makes up an Academic Programme, specifying the syllabus, Credits, hours of teaching, evaluation and examination schemes, minimum number of credits required for successful completion of the programme etc. prepared in conformity with University Rules, eligibility criteria for admission

(iv) 'Core Course' means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course

(v) 'Elective Course' means an optional course to be selected by a student out of such courses offered in the same or any other Department/Centre

(vi) 'Open Elective' means an elective course which is available for students of all programmes, including students of the same department. Students of other Departments

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can opt these courses subject to fulfilling eligibility criteria as laid down by the Department offering the course.

(vii) 'Credit' means the value assigned to a course which indicates the level of instruction; hour lecture per week equals 1 Credit, 2 hours practical class per week equals 1 credit. Credit for a practical could be proposed as part of a course or as a separate practical course

(viii) 'SGPA' means Semester Grade Point Average calculated for the individual semester.

(ix) 'CGPA' is Cumulative Grade Points Average calculated for all courses completed by the students at any point of time. CGPA is calculated each year for both the semesters clubbed together.

(x) 'Grand CGPA' is calculated in the last year of the course by clubbing together of CGPA of two years, i.e., four semesters. Grand CGPA is being given in Transcript form. To benefit the student, a formula for conversion of Grand CGPA into percentage marks is given in the Transcript

Semester	**Core Courses**			**Elective Course**			**Open Elective Course**			**Total Credits**
	No. of papers	Credits (L+T/P)	**Total Credits**	No. of papers	Credits (L+T/P)	**Total Credits**	No. of papers	Credits (L+T/P)	**Total Credits**	
I	8	4.5*	36	0	NA	NA	NA	NA	NA	36
II	8	4.5	36	0	NA	NA	NA	NA	NA	36
III	3	4.5	13.5	5	4.5	22.5	NA	NA	NA	36
IV	3	4.5	13.5	5	4.5	22.5	NA	NA	NA	36
Total Credits for the Course	22	18	99	10	9	45	NA	NA	NA	144

Semester - I				
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**
MBAFT - 6101	4.5	NA	NA	4.5
MBAFT - 6102	4.5	NA	NA	4.5
MBAFT - 6103	4.5	NA	NA	4.5
MBAFT - 6104	4.5	NA	NA	4.5
MBAFT - 6105	4.5	NA	NA	4.5
MBAFT - 6106	4.5	NA	NA	4.5
MBAFT - 6107	4.5	NA	NA	4.5
MBAFT - 6108	4.5	NA	NA	4.5
Total credits in core courses	**36**			**36**

Semester - II				
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**

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MBAFT - 6201	4.5	NA	NA	4.5
MBAFT - 6202	4.5	NA	NA	4.5
MBAFT - 6203	4.5	NA	NA	4.5
MBAFT - 6204	4.5	NA	NA	4.5
MBAFT - 6205	4.5	NA	NA	4.5
MBAFT - 6206	4.5	NA	NA	4.5
MBAFT - 6207	4.5	NA	NA	4.5
MBAFT - 6208	4.5	NA	NA	4.5
Total credits in core courses	**36**			**36**

Semester - III				
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**
MBAFT - 6301	4.5	NA	NA	4.5
MBAFT - 6301	4.5	NA	NA	4.5
MBAFT - 6301	4.5	NA	NA	4.5
Total credits in core courses	**13.5**			**13.5**
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**
Elective Course 1*	4.5	NA	NA	4.5
Elective Course 2*	4.5	NA	NA	4.5
Elective Course 3*	4.5	NA	NA	4.5
Elective Course 4*	4.5	NA	NA	4.5
Elective Course 5*	4.5	NA	NA	4.5
Total credits in elective courses	**22.5**			**22.5**

Semester - IV				
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**
MBAFT - 6401	4.5	NA	NA	4.5
MBAFT - 6401	4.5	NA	NA	4.5
MBAFT - 6401	4.5	NA	NA	4.5
Total credits in core courses	**13.5**			**13.5**
Number of Core Courses	**Credits in each core course**			
Course	**Theory**	**Practical**	**Tutorial**	**Credits**
Elective Course 1*	4.5	NA	NA	4.5
Elective Course 2*	4.5	NA	NA	4.5
Elective Course 3*	4.5	NA	NA	4.5
Elective Course 4*	4.5	NA	NA	4.5
Elective Course 5*	4.5	NA	NA	4.5
Total credits in elective courses	**22.5**			**22.5**

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*Elective courses will be shared with the participants at the end of second semester.

Assessment of Students' Performance and Scheme of Examinations:

- English shall be the medium of instruction and examination.
- Duration of examination of each paper shall be 3 hours.
- Each course will be of 100 marks out of which 70 marks shall be allocated for semester end examination and 30 marks for internal assessment.

Pass Percentage

The minimum marks for passing the examination for each semester shall be 45% in aggregate and a minimum of 40% marks in the semester-end examination in each theory paper and 40% in internal assessment marks of each paper. In each paper, numeric scores will be awarded to both the evaluation components: internal assessment and final semester examination. Internal assessment score will be based on the average of the numeric scores of the various components (decided at the beginning of the semester). The total score in a paper is obtained by adding the internal assessment marks and end semester examination marks.

Promotion Criteria

To be eligible for promotion to the Second Year (Part II) of the programme, a student must clear successfully at least 12 papers out of the 16 papers offered during the first year of the programme. However, he/ she will have to clear the remaining papers while studying in Part II of the programme.

Re-Examination

A candidate who has secured the minimum marks to pass in each paper but has not secured the minimum marks to pass in aggregate or has secured the minimum marks in aggregate but has not secured the minimum marks in the semester-end examination in any paper/s, may take reexamination in that/ those paper/s in order to be able to secure the minimum marks prescribed to pass the semester any time during the Span Period of the programme.

Conversion of Marks into Grades

In each paper, numeric scores will be awarded to both the evaluation components: internal assessment and final semester examination, internal assessment score will be based on the average of the numeric scores of the various components such as quizzes, assignments, project work, class participation, mid-semester exams, etc. The total score in a paper is obtained by adding the internal assessment marks and the end semester examination marks. The total score obtained in a paper is converted to a letter grade in a ten-point grading scale as given below:

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A+	A	A-	B+	B	B-	C+	C	D	F
10	9	8	7	6	5	4	3	2	1

Relative Grading Method based on Standard Deviation shall be used for the conversion of the numeric scores to the letter grades. Student grades are based on their distance from the mean score of the class. The standard deviation, mean and median are computed after creating the frequency distribution of the total scores (internal assessment marks plus end semester marks) so that cut-off points for each grade level can be determined. If the mean and median are similar in value then mean should be used for further computations of the cut-off of grades. In case, mean and median are not similar then the median should be used for computation of cut-off of grades. The details are given below:

Letter Grade	Marks Interval
A+	Total Score > Mean + 2.0 S.D
A	Mean +1.5 S.D < Total Score < Mean+2.0 S.D
A-	Mean +1.0 S.D < Total Score < Mean+1.5 S.D
B+	Mean +0.5 S.D < Total Score < Mean+1.0 S.D
B	Mean < Total Score < Mean+0.5 S.D
B-	Mean -0.5 S.D < Total Score < Mean
C+	Mean – 1.0 S.D < Total Score <Mmean-0.5 S.D
C	Mean -1.5 S.D < Total Score < Mean-1.0 S.D
D	Mean -2.0 S.D < Total Score < Mean-1.5 S.D or Total score > 40 %
F	Total Score < 40 %

Grade Points: As per the University Examination rule

CGPA Calculation: As per the University Examination rule.

SGPA Calculation: As per the University Examination rule.

Grand SGPA Calculation: As per the University Examination rule.

Conversion of Grand CGPA into Marks: As notified by competent authority the formula for conversion of Grand CGPA into marks.

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Division of Degree into Classes

The degree shall be awarded to the successful students on the basis of the combined results of Part-I and Part-II in the first year and second year examinations as follows:

Candidates securing 60% and above	:	First Division
Candidates securing above 50% but below 60%	:	Second Division
All others	:	Third Division

Span Period

The span period of the programme is four years from the date of registration in the programme. A student to be eligible for award of degree has to clear all the papers offered during the two year programme within the span period of 4 years.

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ELIGIBILITY CRITERIA

Minimum Eligibility

Graduation with 50% marks from any recognized University in any discipline.

Selection Criteria

Merit for admission in the course will be prepared in the following manner

Category-1

1. 80% weightage will be given of Graduation Marks.
2. 20% Weightage of marks for Professional work experience of any reputed Govt. or non-Govt/Corporate Organization (No objection from employer is mandatory for working professionals).

   The weightage of marks will be determined in the following manner:

   i. 20% weightage will be given for minimum work experience of Four year or more.

   ii. 15% weightage will be given for minimum work experience of Three year.

   iii. 10% weightage will be given for minimum work experience of Two year.

   iv. 5% weightage will be given for minimum work experience of One year.

   v. 0% weightage will be given for work experience of less than One year.

Note: Candidates those have no professional working experience they are eligible to pursue MBA, but their merit will be considered only based on marks obtained by them in Graduation.

Category-2*: For MBBS/BDS/MD/ MDS degree holders or persons having experience in Hospital administration with 2 years (No objection from Employer is mandatory in case of working professionals).

Category-3*: For Group A Officers of Govt. and Public Undertaking Organizations having graduation in any discipline (No objection from Employer is mandatory).

Category-4*: For those having experience of 2 or more years in Corporate Houses/Hospitality and Transportation Sector/Industry/Service Sector/Self-employed professionals (documentary evidence is mandatory).

*Preference will be given to these categories.

Important: The Reservation policy will be applicable as per rules of the University of Delhi.

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ADMISSION PROCEDURE

Online Registration

Applicants can register themselves for admission to the MBA Programme (2022– 2024) through the website https://sol.du.ac.in/ by filling up online registration form and by paying the requisite registration fee (UR/OBC-NCL/EWS: Rs 250/-, SC/ST/PwBD: Rs 100/-) within the specified time period. Admission in the programme will depend upon eligibility fulfillment, merit in the list and availability of the seats.

Programme Fee (Annual)

S. No	Head	Fees in Rupees
1.	Tuition fees	10,000
2.	University student Welfare fund	100
3.	College Student Welfare Fund	100
4.	University Development fund	900
5.	College Development Fund	300
6.	University facilities and services charges	4,000
7.	College facilities and services charges	32,000
8.	Economically weaker section support University Fund	100
	Total	**47,500**

***Examination Fee will be charged separately.**

Essential documents to be submitted online

1. Recent Photograph and Signature. (In proper size)
2. Self-Attested copy of Class-X Marksheet.
3. Self-Attested copy of Class-XII Marksheet.
4. Self-Attested copy of Graduation Marksheet.
5. Experience Certificate from employer(s), if claiming for admission.
6. No Objection Certificate from current employer.

Additional Documents required for concerned applicants:

7. Self-attested photocopy of Reserve Category Certificate of the candidates belonging to OBC/SC/ST/EWS Category and in case of PwBD Category Disability Certificate with

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minimum 40% disability issued by any Government Hospital, CW certificate

8. The certificate of the candidate must have been issued before the date of admission.
9. Original Income Certificate, if applying for fee concession/ Financial Assistance.
10. Self-attested photocopy of AAY Ration Card, for Financial Assistance.

Additional information

- Transaction made at any portal other than the admission portal of SOL will not be accepted.
- Students are strictly advised to keep all the records of fee payments as a proof for further activities.
- There is no restriction on admission in any course for gap year students.
- It is the basic responsibility of the student to submit the required certificates and documents in support of his/her eligibility, as and when demanded. All admissions are provisional till the verification of original certificates and confirmation by the University of Delhi. DDCE reserves the right to cancel the admission or result of any part of the examination of the concerned degree course of any student who fails to submit the required documents within the stipulated time or any of the certificates is found to be false / invalid at any stage.
- The Merit List for the admission will be displayed on the SOL website **https://sol.du.ac.in**
- Any person who was/is convicted of an offence involving moral turpitude shall not be admitted to a course of study or shall not be permitted to take any examinations of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him/ her. However, the Competent Authority of the University of Delhi may exempt any such person from operation of this rule.
- Aggregate marks in respect of examinations where the results shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examination etc.), then the minimum percentage of the marks for subjects given in standards is taken into account.
- The Candidates must ensure their respective eligibilities to the course to which they apply. The School reserves the right to cancel any admission at any stage, if found ineligible as per rules and regulations prescribed by the University of Delhi from time to time. **For any legal proceedings, the jurisdiction shall be the Delhi Courts only.**

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OFFICE TIMINGS

The office remains open for interaction with the students on all working days from **9:00 AM** to **05:30 PM** and it remains closed on **Saturdays, Sundays** and **other declared Holidays**.

STUDENT SUPPORT SERVICES

Study Material

1. As per DEB guidelines preparation and provisions of study material without any cost to all the students of Department/School is mandatory requirement. Accordingly, the syllabus for such papers of the course is divided into suitable number of lessons. These lessons are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. **The soft copy** of the study material is available on SOL Website. The printed study material is either sent by post or distributed at concerned regional center.

2. This year the competent authority has decided to give rebate of Rs. 400/- in Admission Fee to those students who do not require study material in hardcopy format as an incentive for ecofriendly initiative by saving paper. However, The soft copy of the study material will be available on COL/SOL website without any cost.

3. Rs. 600/- will be charged from the students who wish to take study material in Hardcopy Format later on after having taken a rebate of Rs. 400/- at the time of submission of admission fee.

Open Learning Development Centre (OLDC)

The Campus of Open Learning has established an Educational Technology Lab, Open Learning Development Centre (OLDC) as a resource Centre at Academic Research Centre oppsite SGTB Khalsa College, University of Delhi, Delhi-110007. It has been providing technical and resource support for developing basic skills as well as advanced expertise in the field of Distance and Open Education. In OLDC there are laboratories for audio-video e-content development. There is a well-equipped studio which contains all modern equipment to address the present needs of open and distance education/online education.

Library Facilities

The Department/School has a library at the Main Campus as well as at its South Regional Centre and at West Regional Centre, Keshavpuram Delhi. The Library has ample collection of textbooks, general books, reference books, journals and magazines. The Following services/facilities are provided in the library:

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- 1) Registration & Renewal of membership
- 2) Lending service
- 3) Reference Service
- 4) Reading Room facility
- 5) Book Bank facility
- 6) N-List (National Library and Information) Services
- 7) DELNET (Developing Library Network) Services
- 8) EOC (Equal Opportunity Cell) for visually impaired students
- 9) Web OPAC Service
- The book/books will be issued for a fortnight (15 days) only.
- The timings of the Library (Subject to change) are as follows:
  09.30a.m. to 5.00 p.m.: (Except Sundays and holidays)

On Sundays and other Holidays, the Library will remain open during Academic Counselling Session, PCP Classes.

All students are advised to get themselves registered with the Library within TWENTY DAYS OF THE ALLOTMENT of their Department/School Admission Numbers. Students desirous to become members of the Library will have to bring with them the fee receipt along with their Identity Card for registration.

Students shall carry their Identity Card on every visit to be shown at the library gate. If this card is lost by the student, a duplicate can be obtained from the School on payment of Rs. 30/-. If any book(s) issued is/ are lost, the students will be required to replace it by the latest edition of the book(s).

Reference Books and Magazines are not issued under any circumstances.

Book Bank

The Department/School has the facility of Book Bank for the marginalized/weaker section student wherein sufficient number of books are provided to these students through the semester. The criteria for availing books from the Book Bank is the same as in the case of fee concession.

Identity Card

Every student is required to have an Identity Card of the Department/School. The student can download the same from SOL website https://sol.du.ac.in.

Student Counselling Facility Academic Counsellings Session (ACS)

Members of the teaching departments are available to solve the academic problems of the students on all working days in the Department/School at the Main Campus only. The availability of the members of the teaching department is displayed on the website.

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Academic Counsellings Session (ACS)

The Department/School will provide sufficient number of Academic Counsellings Sessions on Sundays/Gazetted Holidays at various Regional Centers and other identified Learning Support Centres for their MBA Students. The lectures are provided by well experienced faculty of University of Delhi and other educational institutions to understand the course in more professional manner.

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Guidelines for Online Registration and Admission – 2022-23

School of Open Learning
University of Delhi
Delhi-110007

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You account is created successfully. Please enter the "Verification Code" sent to your registration details

Verify Account

Please do not refresh this page.
Time remaining to enter the OTP : 14 min 55 sec

Reset Password

Enter the OTP you received on your email ka******@sol-du.ac.in to verify your account

OTP received on Mail

Captcha Verification

383835

* Click on the text to change

Submit OTP

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University of Delhi
Delhi-110007

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Account verified successfully. Please login to start your application process.

Welcome to the School of Open Learning, Admission Portal - 2022

CLICK HERE FOR NEW REGISTRATION

The School of Open Learning, formerly known as The School of Correspondence Courses and Continuing Education, established under the University of Delhi in 1962, is a pioneer Institution in the field of Distance Education in India. home School of Open Learning

Welcome to Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi Undergraduate Admissions 2022

1. The Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi has adopted UGCF -2022 (Under NEP 2020). The Curriculum and Syllabus of Department/School is the same as of University of Delhi.
2. As per Distance Education Board (DEB) guidelines CUET is not mandatory for the candidates to take admission in Department/School.
3. There is no seat limit hence candidates have to take direct admission in the programmes offered by the Department/School. However, candidate has to posses minimum eligibility of the programme.
4. The Last date to take admission is October 31, 2022 (PLEASE DO NOT WAIT FOR THE LAST DATE).
5.

Programmes	Eligibility
B.A (Programme) and B.Com.	The candidate must have passed in Class XII or its equivalent examination from a single recognized board.
B.A.(Hons.) English	65% in Aggregate in any one of the qualifying examinations with 75% in English Core or 65% in English Elective/Functional English (at least with 1 language (only English) + 3 academic subjects. Vocational stream is not allowed)
B.A.(Hons.) Political Science	50% in aggregate in any one of the qualifying examinations (at least with one language plus three academic subjects (Vocational stream is not allowed)
B.Com.(Hons.)	The Candidate must have 55% marks in Class XII or its equivalent examination from a single recognized board with mathematics or economics as a subject.

6.

Registered User Login

Registered Username *

Enter Registered Username

Password *

Password

Captcha Verification

757135

Type the text

Click on the text to change

Login

- *Forgot Password?* Click to Reset your Password
- *Forgot Username?* Click to Reset your Username

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Delhi-110007

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Important Instructions

Welcome to Department of Distance & Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi Undergraduate Admissions 2022

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B.Com.(Hons.)	The Candidate must have 55% marks in Class XII or its equivalent examination from a single recognized board with mathematics or accountancy as a subject

6.

Programmes	Fee Amount
B.Com.(Hons)	Rs.6410/-
B.Com.	Rs.5910/-
B.A.(Hons) English	Rs.6410/-
B.A.(Hons) Political Science	Rs.6410/-
B.A. Programme	Rs.5910/-

For PWBD Category Fee Amount is Rs.130/- for all the UG Programmes.For Non Resident Indians Rs.1500/- extra will be added to the Fee Amount

7. Admission to all UG Programmes of Department/School for the Academic Session 2022-23 will be through admission website, based on the eligibility requirements stated in UG Bulletin of Information SOL-2022-23 and other rules as published by the SOL,University of Delhi on its website
8. The online application process will be considered completed only after the realization of the Admission fee
9. Candidates must check their dashboard, email, and admission website for all communications, updates and schedules related to admission.

☑ I have read the important information

Submit

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GALLERY

NORTH REGIONAL CENTRE

SOUTH REGIONAL CENTRE

WEST REGIONAL CENTRE

EAST REGIONAL CENTRE (UNDER CONSTRUCTION)

ADMINISTRATIVE STAFF			
Designation	**Name**	**Email Id**	**Contact Number**
Deputy Registrar	Dr. O P Sharma	Opsharma67@sol-du.ac.in	27008310
Assistant Registrar	Raja Ram (Estab. & PIO)	rajaram@sol-du.ac.in	27008330
	Sanjay Aggarwal (PCP, E&C, Degree)	sanjayagrawal@sol-du.ac.in	24151622
	Ashwani Kumar (Add. Charge Accounts)	ashwani@sol-du.ac.in	27008335
	Bache Singh Satpola (Add. Charge Unit I-V)	bssatpola@sol-du.ac.in	27008458
	Pradeep Bajpayee (Add. Charge General Section)	pradeepbajpayee@sol-du.ac.in	27008320
	Jitender Kumar (Add. Charge Unit VI-IX)	jitenderkumar@sol-du.ac.in	27008322
	Ms. Suman Gagneja (Add. Charge South Regional Centre)	sumangagneja@sol-du.ac.in	27008362
	Mukesh Chand Meena (Add. Charge Mailing and Printing	mukeshm@sol-du.ac.in	27008455
Section Officers	Ravinder Kumar, Degree	ravinderkumar@sol-du.ac.in	27008416
	Prem Chand, Unit II	premchand@sol-du.ac.in	27008319
	Ashwani Kumar (Accounts)	ashwani@sol-du.ac.in	27008335
	Meena Kumari	meenakumari@sol-du.ac.in	27008318
	Prem Raj, Unit V	premraj@sol-du.ac.in	27008319
	Vinod Joshi	vinodjoshi@sol-du.ac.in	27008321
	Bache Singh Satpola (Unit III)	bssatpola@sol-du.ac.in	27008458
	Pradeep Bajpayee (General Section)	pradeepbajpayee@sol-du.ac.in	27008320
	Jitender Kumar (Unit VI)	jitenderkumar@sol-du.ac.in	27008322
	Rajesh Kumar, Estab.I	Rajeshkumar2@sol-du.ac.in	27008333
	Umesh Chandra (PCP)		27008428
	Ms. Nisha (Accounts)	nisha@sol-du.ac.in	27008337
	Vijay Pal, Unit I	vijaypal@sol-du.ac.in	27008309
	Ms. Suman Gagneja, SRC		27008362
	Suresh Chand Verma, General Section	sureshverma@sol-du.ac.in	27008320
	Ms. Anita, E & C	anita@sol-du.ac.in	27008517
	Gajender Kumar Sharma, Unit VIII	Gajendra1@sol-du.ac.in	27008314
	Satyapal, Unit VII	satyapal@sol-du.ac.in	27008463
	Rajesh Kumar, Store	rajeshkumar1@sol-du.ac.in	
	Suraj Kumar, SRC	surajkumar@sol-du.ac.in	24151612
	Vinod Bhandari, WRC	vinodbhandari@sol-du.ac.in	
	Ashok Kumar, Estab. II	Akumar1973@sol-du.ac.in	27008331
	Khajan Chand, Unit IX	khajanchand@sol-du.ac.in	
	Vishal Taneja, DDCE	vishaltaneja@sol-du.ac.in	27008392
Junior Programmer	Sanjay Gupta	sgupta@sol-du.ac.in	
Senior Personal Assistant	Sunil Kumar	sunil@sol-du.ac.in	27008304
Incharge Library	Ms. Preeti Sharma	preeti@sol-du.ac.in	27008338
Production Superintendent	Vijay Bhandari	vbhandari@sol-du.ac.in	27008364

Note: Please add 011 – state code if you are dialing from outside Delhi.

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SOCIAL MEDIA INFORMATION

Offical Social Media Pages of SOL

Instagram : DUSOLOFFICAL

https://www.instagram.com/dusolofficial

Facebook : SOLUnivofDelhi

https://www.facebook.com/SOLUnivofDelhi

Twitter : SOL_UnivofDelhi

https://twitter.com/SOL_UnivofDelhi

YouTube : DUSOL OFFICIAL

https://www.youtube.com/c/DUSOLOfficial

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IMPORTANT:

For any disputes pertaining to Admissions, Examination and any other matter etc., and involving the DDCE, SOL/COL, the jurisdiction for legal purpose will be Delhi Courts.

DISCLAIMER

This Prospectus is a compendium of inputs assembled and collated from various Sections, Branches, Faculties, Departments, other DU Institutions and the related sources, Due care has been taken to reproduce the authentic official version of rules and regulations and other relevant information in this Bulletin, to the extent possible.

It should in no case, be construed as a warranty, express or implied, regarding completeness and accuracy of the informations provided, as a ready reference.

The DDCE, SOL/COL, University of Delhi disclaims any liability towards any individual for any loss or damage caused to him/her arising out of any action taken on the basis of this information, which may be due to inadvertent omissions, clerical errors or for any other reason whatsoever.

NOTE:

Admission Tickets and Demand Letter–cum-Examination Form will be available on SOL website and Student Dashboard. The DDCE, SOL/COL will send the text message to the students informing about the same.

However, the students are strictly advised to keep in touch with the SOL website and their respective Student Dashboards from time to time for latest information and updates.

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For more information :
011 2700 8300
https://sol.du.ac.in

Department of Distance & Continuing Education
School of Open Learning
under the aegis of
Campus of Open Learning
5 Cavalry Lane, University of Delhi
Delhi-110007