

School of Business
Department of Business Administration
Programme: Master of Business Administration [Full-Time]

Academic Preparation

The Master of Business Administration [MBA] programme is a professional graduate programme for individuals who plan managerial careers in business, government & industry. The objective of the programme is to develop skills and judgement in an individual for effective management. The emphasis is on developing a student's ability to evaluate business and organisational situations so as to enable him to make informed and creative judgement about policy and operations. Central to this approach is the development of creativity and judgement in students, which is essential to every manager regardless of functional area or level within an organisation.

The MBA programme begins with a three weeks foundation programme, then a sequence of fundamental management courses that are followed by a range of elective courses which provide opportunities for focusing in particular disciplinary areas. This is a full-time programme, followed by an internship programme.

Curriculum & Rules

Admission: The admission policy provides a framework for the selection of students to the MBA programme on a competitive basis of past academic records and performances in the admission test (or equivalent in some cases) plus an interview.

Requirement

The minimum requirements for eligibility to seek admission into the MBA programme are a bachelor degree or its equivalent in any field including business, engineering, agriculture or medicine and 5 (Five) points.

Certificate / Degree	Division / Class	
	1st	2 nd
SSC or Equivalent	3	2
HSC or Equivalent	3	2
Bachelor Degree (Pass)	4	3
Bachelor Degree (Hons) & Bachelor of Engineering, Medicine & Agriculture	5	4
Master Degree	1	1

Points will be calculated as follows for applicants with 4 years' bachelor degree in business with CGPA:

CGPA	Points
3.5 & above	5
3.0 – 3.5	4
2.5 – 3.0	3

Candidates who have passed at least 5 papers in G.C.E. "O" level and two papers of "A" level with a bachelor degree may also apply.

Candidates with any 3rd division at any levels should have minimum 2 years working experiences to become eligible for admission into the MBA programme.

Grading systems will be as follows:

Distribution of Marks

The marks of a given course will be as follows:

Class Attendance	10%
Class Performance (Quizzes, Assignments etc.)	20%
Mid Term examination	30%
Final Exam	40%

Class Performance: The marks for class participation's will be as follows:

Attendance	Marks
95% and above	10
90% to 94%	9
85% to 89%	8
80% to 84%	7
75% to 79%	6
70% to 74%	5
65% to 69%	4
60% to 64%	3
Less than 60%	0

A student will not be allowed to appear in the examination of a course if his/her class attendance in that course becomes less than 75%.

Mid Term Examination:

There should be at least one mid-semester examination for every course. The mid-semester examination will cover 30% marks of the total courses. However, respective teacher may split the 30 marks and take more than one examinations and then bring the averages or can take best results. The answer scripts should be returned to the students, as it is valuable to their learning process.

Final Examination:

The final examination procedure will be as follows:

Duration of Examination:

There should be a 3-hour final examination for every course of 3 credits or more after the 16th week, for smaller courses the duration should be proportional to the credit hours.

Letters Grades:

Letter Grade and Corresponding grade points will be awarded as follows:

Numerical Grade	Letter Grade	Grade Point
80% or above	A+	4.0
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00

Calculation of GPA & CGPA

GPA: Grade Point Average (GPA) is the weighted average of the grade points obtained in all the courses completed by a student. GPA will depend on the students total marks achieved in Class attendance, Class performance (Quizzes, Assignments etc.), Mid Term examination, Final Exam.

CGPA: Cumulative Grade Point Average (CGPA) is the weighted average of the grade points obtained in all the courses in more than one semester. CGPA will be counted by applying simple average formula.

F Grades: Student who has received F in any subject will have to retake subjects, however S/He would never position in Distinction list.

Improvement: A Student will be allowed to repeat a course for improvement if his grade is below C- .

Special Provision for BBA Graduates:

A general waiver of 8 courses (8 x 3= 24 credit hours) will be given to BBA graduates. BBA students will have to complete 41 credit hours. Breakdown:

- 12 courses (3 credit hour each).
- Thesis/Internship (3 credit hours)
- Viva Voce (2 credit hours)
- Total- 41 credit hours.

Duration of the Programme for general graduated (other than BBA):

- 05 Semesters [01 Semester = 04 Months] OR
- 01 Year & 08 Months OR
- 20 Months

Duration of the Programme for BBA Graduates:

- 03 Semesters [01 Semester = 04 Months] OR
- 01 Year OR
- 12 Months

Degree Requirement:

The MBA degree requirements are:

- Completion of 20 courses [60 credit hours] for general graduates and 12 courses [36 credit hours] for BBA graduates.
- Passing of the comprehensive examination with a minimum grade of D.
- Passing of all courses individually and maintaining a minimum Cumulative Grade Point Average [CGPA] 2.00
- Completion of the internship programme with a minimum grade of D.

List of Courses:

Terms	Course Code	Durations	Course Title	Credit Hours
First Term	MBA 021		Principles of Accounting	3.00
	MBA 022	4 Months	Principles of Management	3.00
	MBA 023		Business Communication	3.00
	MBA 025		Micro Economics	
Second Term	MBA 024		Marketing Management	3.00
	MBA 031	4 Months	Mathematics for Decisions	3.00
	MBA 033		Computer Programming and Applications	3.00
	MBA 035		Financial Management	3.00
Third Term	MBA 026		Macro Economics & Policy	3.00
	MBA 032	4 Months	Business Statistics	3.00
	MBA 027		Human and Organisational Behaviour	3.00
	MBA 036		Production & Operation Management	3.00
Forth Term	MBA 037		Management Accounting	3.00
	MBA 028	4 Months	Human Resources Management	3.00
	MBA 034		Legal Environment of Business	3.00
	MBA 038		Strategic Management	3.00
			Major Subjects:	
Fifth Phase	MJ 1	4 Months	Major Subject 1	3.00
	MJ 2		Major Subject 2	3.00
	MJ 3		Major Subject 3	3.00
	MJ 4		Major Subject 4	3.00
Sixth Phase	MBA TH	-	Internship & Thesis & Seminar	3.00
	MBA VV		Viva Voce	2.00
Total		20 Months	20 Subjects + Internship/ Thesis + Viva	65 Credit Hours

CORE SUBJECTS

01. MBA 021 Principles of Accounting

This is a basic course and deals with functional of aspects bookkeeping and accounting. The course covers the basic accounting concepts, double-entry system of book-keeping, recording of transaction, preparation of trial balance,

treatment of adjustment entries, preparation of financial statements, accounting for assets and liabilities, accounting system and accounting practices in different types organisation.

02. MBA 037 Management Accounting

The course is a sequence to A501 and deals with tools and techniques of internal use of accounting for management decision viz, analysis and interpretation of financial statements, concept of cost element, pricing of cost and cost centers, cost classification, methods of costing and break-even analysis, accounting treatment of price-level changes, budgeting and budgetary control and other uses of accounting information.

03. MBA 023 Business Communication

The course provides a thorough understanding of the communication process and dynamics in business setting and emphasizes written as well as verbal communication: The course is designed to help the students in learning the techniques and acquiring the skills needed to communicate effectively in management. The course deals with basic English in the practices of communication. Various techniques of effective communication through business letters, reports and other media form an integral part of the course.

04. MBA 035 Financial Management

This course covers the nature and scope of financial management, the objectives of financial management and need for management of working as well as fixed capital, tools for quantitative analysis of prior financial position, techniques of forecasting, the need for funds, techniques of capital budgeting and related concepts, financial structure and profit distribution policy.

05. MBA 025 Micro Economics

The purpose of microeconomics is developing the student's skill in the systematic analysis of the economic aspects of business decisions and to acquaint them with some relevant analytical methods and concepts. The course covers concepts related to analysis of market as seen by producers and consumers and relate them to production pattern, distribution of income and allocation of resource in the context of a market economy.

06. MBA 026 Macro Economics and Policy

The course starts with concepts of national income accounting, investigates economic aggregates and leads to development of forecasts for business condition analysis.

07. MBA 027 Analysis of Human and Organizational Behavior

The course deals with individual and group behavior models in the context of different organizations social systems. It deals with the basic concepts of motivation, perception, learning and analysis of human behavior, individual differences and job satisfaction attitude changed, group process, team work, role theory, power and authority along with the analysis of small group behavior, group dynamics, leadership, decision development of organizations and the influence of groups.

08. MBA 028 Human Resources Management

This course deals with management of human resources in organization, viz, the basic functions of human resource management, sources of personnel, methods of selection, recruitment, developing and motivating the work force, procedures of primary record-keeping, compensation, salary and wage administration, promotion, training appraisal, health safety, moral discipline, employee benefits etc.

09. MBA 031 Mathematics for Decision Making

The course includes elements of algebra, number fields, linear and non-linear inequalities, functions sets analytical geometry, logarithm limit, differential and integral calculus, matrix and linear programming, the purpose of the course is to help the student learn mathematical tools which are used in management studies.

10. MBA 032 Business Statistics

The course is designed to equip the students with statistical tools and concepts to be used in the business decision processes. Methods of descriptive and Inferential statistics are covered that include measures of central tendency and dispersion, probability distributions, hypothesis, testing and their application in the management decision process, testing hypothesis, correlation and regression analysis, and basics of non-parametric statistics. Survey methods, sample design and sources of business statistics in Bangladesh are also given. Pre-requisite: Math for decision-making.

11. MBA 033 Computer Programming and Applications

The course acquaints students with the role and uses of computer in decision processes. The basics of computer hardware and software are introduced with reference to evolution from abacus to notebooks. A procedural language is used to solve problems from business situations. Emphasis is given on database management with reference to various packages.

12. MBA 034 Legal Environment of Business

The course is designed to help the students in learning the application of law to business transactions and their legal responsibility as managers. The course includes those aspects of law as related to business e.g. contract, agency, sale of goods, negotiable instruments. Insolvency, partnership and labor, Beginning with the nature and sources of business law the students will be required to conceptualize the legal system and relationship in the context of Bangladesh.

13. MBA 024 Marketing Management

Marketing management course is designed to present and integrated approach to marketing from a managerial point of view. Economic quantitative and behavioral concepts are used in analyzing and developing framework for decision-making leading to formulation of an organization's goals and implementation of its marketing program. The course includes identification of market structure, analysis of consumer behavior, factor affecting the efficiency of marketing and the process of planning marketing operations.

14. MBA 036 Production & Operations Management

The course Provides with the concepts of economics production, basic production decision, and operations of organizations producing goods and services. This covers identification and definition of major problem areas within these functions and development of appropriate concepts and decision processes for dealing with these problems. Main emphasis is given on forecasting quality control and inventory control. Utilizing the operations research, industrial engineering and system approach.

15. MBA 022 Principles of Management

The course covers functions of management viz planning organizing, staffing, direction motivating and controlling, problems of organizational goal attainment in differing managerial environments. Each management principle and function is discussed in detail.

16. MBA 038 Strategic Management

The course on Strategic Management focuses on managerial issues that affect the organization as a whole issues that have long-term implications and deal with organization-environment relationships. The course gives particular emphasis on the characteristics and determinants of goal formation, industrial analysis, the forms of competitive warfare and various types of generic business and corporate strategies as kinds of problems, which affect the success of an entire organization.

Specialisation or Core Courses

Students build upon the basic concepts developed in the Required Curriculum when they choose from an unparalleled range of elective courses during the second year. This portion of the program enables students to integrate the functional skills learned in the first year into an understanding of the firm as a total enterprise.

Students may take any combination of courses—up to five courses per semester—and even have the opportunity to cross-register for courses in other select graduate programs.

Elective Courses Description:

Specialisation Field: International Business

**MBA IBS 1 - International Finance and Banking
Description: 3 Credits**

Deals with the operation of international currency, debt, equity and derivative security markets and the role of related institutions. Topics include Eurodollar loans, accessing the American corporate bond market, appraising the investment performance of international mutual funds, operations and activities of the multinational business enterprise, appraising international financial impacts on domestic firms and the management of international financial risk.

MBA IBS 2 - International Marketing

Description: 3 Credits

Develops students' understanding of the concepts, planning activities and management strategies of international marketing. Addresses the needs of management charged with seeking and servicing overseas markets from a primarily Bangladeshi base. Topics will include external environmental concepts, initialising mechanisms, marketing research, product/service quality control and management, cross-cultural issues and communications, facilitating intermediaries and international marketing in a service and Government environment.

MBA IBS 3 - International Management

Description: 3 Credits

Develops students' understanding of international management from a managerial perspective within a global setting. Students will be introduced to the components of international management and will explore practical applications.

MBA IBS 4 - International Human Resource Management

Description: 3 Credits

Enables the student to effectively conduct the management of diverse human resources, particularly in the international employment relations' context. Fosters an understanding of International HRM as well as HRM practices in other countries.

Specialisation Field: Entrepreneurship and Small Enterprise Management

MBA ENM 1 - Entrepreneurship Development

Description: 3 Credits

Introduces students to the concepts of entrepreneurship and entrepreneurial behaviour. Aims to define entrepreneurship, identify characteristics of entrepreneurs, debate the training and development of entrepreneurs, and illustrates the application of entrepreneurship to public and private sector operations. Several entrepreneurship theories and their applications will also be examined.

MBA ENM 2 - Management of Small Enterprises

Description: 3 Credits

Developing a definition of small enterprise in Australia; contribution of small enterprises to the Australian economy; financial management of small enterprises; information for small enterprise management; applying management systems to small enterprise success; the impact of the law on small enterprise management; marketing and personnel management applied to the small enterprise unit; advisory services available to assist small enterprise management in Bangladesh.

MBA ENM 3 - Management of Public Enterprises

Description: 3 Credits

Promotion and development of small enterprises; policy issues - government and non-government; creating an entrepreneurial environment; the relationship between small enterprise development and economic development; the informal sector and small enterprise developments; training potential owners and managers; providing management services for small enterprise owners; various extension services for small enterprises; technology in small enterprise development. Not available to undergraduates.

MBA ENM 4 - Innovation and Technology

Description: 3 Credits

Focuses on concepts of technological innovation. Examines characteristics of innovators in their quest to create wealth via alternative types of innovations - such as technical products/services; new methods of production/distribution; new markets; alternative sources of supply; creation of new organisational structures. Cases of technological innovations in Bangladesh, India, & SAARC will be reviewed.

Specialisation Field: Information Systems Management

MBA ISM 1- Database Management Systems

Description: 3 Credits

Introduces students to basic telecommunications concepts, network architectures, hardware and software, data communications policy and standards, and services provided by public carriers.

MBA ISM 2 - Issues in Information Management

Description: 3 Credits

Examines the management issues at the administrative and policy planning levels, in an attempt to match the information needs of an organisation.

MBA ISM 3 - E-Commerce

Description: 3 Credits

Focuses on managerial issues related to e-commerce: benefits and opportunities as supported and enabled by modern information technology applications; security, legal and ethical issues; the role of government. The unit uses a text but also relies heavily on web-based materials; students therefore must have access to the Internet.

MBA ISM 4 - Project Management

Description: 3 Credits

Focuses on the systems approach to project management and its application to industry-based projects. Topics include Project Management Systems and the Project Life Cycle concept, Identification of Tasks, Project Estimating, Configuration and Scheduling, and Controlling Project Implementation. Students select a project to use as a case study throughout the unit. Not available to undergraduates.

Specialisation Field: Finance & Banking

04 courses to be selected

MBA FIN 1- Managerial Finance

Description: 3 Credits

The course considers in more detail the investment, financing and dividend decisions of organisation, and focuses on the role that these decisions play in creating value within organisations. Aims to provide an understanding of the conceptual basis for these decisions and provides opportunities for the development of practical decision making frameworks that incorporate this conceptual base.

MBA FIN 2- International Finance

Description: 3 Credits

The course considers International Financial Environment, Exchange rate behavior, Risk Management, Long and Short term asset and liability management.

MBA FIN 3 - Law of Finance and Securities

Description: 3 Credits

Designed to develop a detailed knowledge of the ways in which the regulation of financial markets can be analysed so as to evaluate the effect of current (and proposed) regulations of the Bangladesh Securities Market. A detailed analysis of the regulation of the banking industry and securing finance from a legal perspective will be covered. The course is designed to provide examples of the practical application of finance and banking laws to managers and senior financial advisers.

MBA FIN 4 - Investment Analysis and Portfolio Management

Description: 3 Credits

Utilises contemporary finance theory to appraise the development of appropriate investment and portfolio management strategies for different classes of investors (individuals, corporate and institutional). These core decision areas are put into perspective by the treatment of topics relating to the investment environment, the regulation of securities markets, sources of market information and the nature of investment risk.

MBA FIN 5 - Corporate Finance

Description: 3 Credits

Course Objectives:

This course deals with the operation of the firm (both the investment decision and the financing decision) from the firm's point of view and thereby accomplishing the financial managers main functions are to plan for, obtain and use funds to maximize the value of a firm.

MBA FIN - 6 FINANCIAL INSTITUTIONS & CAPITAL MARKET

Description: 3 Credits

Financial markets and instruments : role function and type of financial markets . Attributes of financial instruments Classification of financial markets . Govt. securities. Instruments of the money and capital markets . Financial assets and financial transactions: Creation of financial assets. Characteristics of financial assets. Types of financial transactions Financial intermediation: the economic basis for financial intermediation Classification of financial intermediation. Investment type financial intermediaries. The changing nature of financial intermediation. The behavior of Interest rates > Present value interest rates and security prices. the loanable funds model. Major determinants of interest rates. Relationship between interest rate and bond prices . Inflation and yield curves. Real interest rates. The meaning and importance of real interest rates. the estimation of real interest rates. Factors that influence real interest rates . The term structure and risk structure of interest rates: The term structure of interest rates. theories of term structure. The risk structure of rates. the money market: Characteristics of money market . money market securities and market operations . The capital market : The capital market securities. Organized security exchange DES . Investment companies and investment Bankers ICB .OTC Third and Fourth markets The foreign exchange market: Foreign exchange markets and rates . Exchange rate determination. Long run and short run exchange rate determination. Consequences of exchange rate changes. Trading arrangements: Margin purchase, short selling the capital market . Major financial institutions in Bangladesh, Bank Fund Management.

Specialisation Field: Marketing Management

04 courses to be selected

MBA MKT 1 - International Marketing

Description: 3 Credits

Develops students' understanding of the concepts, planning activities and management strategies of international marketing. Addresses the needs of management charged with seeking and servicing overseas markets from a primarily Australian base. Topics will include external environmental concepts, initialising mechanisms, marketing research, product/service quality control and management, cross-cultural issues and communications, facilitating intermediaries and international marketing in a service and Government environment.

MBA MKT 2 – Marketing Communication
Description: 3 Credits

A vast range of products/services are targeted at business users by other business organisations. Focuses on marketing strategy and decision making in this business to business, marketing environment. Case studies and real life examples reflect the practical orientation of the unit.

MBA MKT 3- Consumer Behavior
Description: 3 Credits

Environmental Influence & Individual Influences: The Retail Environment is one of the most important business areas in Bangladesh. It is the second largest employment area, the source of sales for virtually all consumer and manufactured goods, and the provider of most goods to the Australian public. Its an integral part of the study of Marketing, and, due to recent economic, technological, competitive and social changes, it is undergoing profound changes that will affect every Bangladeshi peoples.

MBA MKT 4- Marketing Research
Description 3 Credits

Introduction to Research Methodology in Social Science: Science and Knowledge . Methods in Science: Scientific Methods. Hypothesis: Meaning .Types. Formulation. and uses in Research: Local Reasoning: deduction and Induction. Observation. Participation and Experiment. Analogy and Inference Explanation and Causation: Concepts. Construes. Variables and Paradigm. Measurement and scaling Techniques : Test of Reliability and validity . Generalization of Hypothesis and Extending it to Theoretical Framework. Research in Business; Steps Followed in Conducting a Research : Problem Definition. Formulation of Hypothesis. Research in Business. Steps Followed in Conducting a research: Problem Definition Formulation of Hypothesis Research Design Data Collection. Data Summarization and Analysis. Presentation and Report Writing. Use of Research Findings.

MBA MKT 5 - Services Marketing and Management
Description: 3 Credits

The unit examines marketing practices in a service environment, offering marketeers theoretical and practical strategic and operational options, while comparing and contrasting practices applied in the marketing of physical goods.

MBA MKT 6- Strategic Marketing
Description: 3 Credits

The Retail Environment is one of the most important business areas in Bangladesh. It is the second largest employment area, the source of sales for virtually all consumer and manufactured goods, and the provider of most goods to the Australian public. Its an integral part of the study of Marketing, and, due to recent economic, technological, competitive and social changes, it is undergoing profound changes that will affect every Bangladeshi peoples.

Specialisation Field: Health Services Management

MBA HSM 1 - Health and Epidemiology

Description: 3 Credits

Addresses current health needs in Bangladeshi society from the perspective of epidemiological and other research findings. These findings are then used to consider the development of an appropriate health care agenda.

MBA HSM 2 - The Sociological and Political Base of Health Care

Description: 3 Credits

Analyses the impact of social factors on health and studies the impact of dominant models of the body and illness and the effect of these images on the structure of health care delivery. The structure of the health care system is examined both from the perspective of government responsibility for health and the impact of more recent policy trends upon health care delivery. Not available to undergraduates.

MBA HSM 3 - Health Law

Description: 3 Credits

Commences with an introduction to the Bangladeshi legal system, its origins, basic concepts and legal processes. Following this introduction, students will examine the major legal concepts which impact upon health managers such as Consent, Negligence, Death and Dying and Patients' Rights. Relevant Health Acts will also be examined in detail.

MBA HSM 4 - Strategic Issues in Health Management

Description: 3 Credits

Examines health issues from strategic management and planning perspectives. Factors from the external environment such as the locus of power and control, economic, ethical and social influences will be critically applied to contemporary health services management issues. Critical examination of factors from the internal environment which impact on health services management will include organisational culture, professional workforce mix, planning and management within multi-disciplinary organisations. Selected health issues will be used to exemplify the principles of strategic management.

Specialisation Field: Hotel, Travel & Tourism Management

MBA HTT 1 – Hotel Accommodations & Marketing

Description: 3 Credits

House keeping functions, Tools of Trade, Cleaning Materials & Methods, Materials & their characteristics, Interior decorations, Room Interiors (Furniture, Furnishing and fixture), House keeping Control, Liaison with maintenance, Hotel credit, Guest check, Telephones, Emergency procedures.

MBA HTT 2 – Food & Beverage Management

Description: 3 Credits

Brief introduction to Bangladeshi, Indian, Chinese and continental cookery, Menu planning, Food purchase, Evaluating Recipes, Introduction to types of Salad, Appetizer, Sauces, Sandwiches, Gravies, Egg cookery, Milk & Milk products; Material management, Procurement and upkeep of catering equipment, Production planning, Introduction to Catering function, Food and beverage management, Revenue Control, Restaurant layout and design, Kitchen Stewarding.

MBA HTT 3 – Domestic & International Travel

Description: 3 Credits

Domestic - Basic Information on Distances, Routes, Weather, Time Tables etc.; Reservation procedure, Fares and Ticketing, Baggage Rules, Cancellation rules and refunds regulations.

International – Basic information on Time Difference, Flying time, Routes, Weather, Tourists centres, Business Centres, IATA exchange rates; Passports, Purpose of travel, Fares, Routing, Ticketing, Baggage, Other formalities of Visa, Visa types and related documents; Airport regulations, Charters.

MBA HTT 4 – Travel & Hospitality Management

Description: 3 Credits

General Information, Qualifications, IATA approved PSA, Procedure involved in IATA apply, Travel Trade qualifications, Staff qualifications, Financial Qualifications, Disqualifications, Premises, Steps in setting up of a Travel Agency, Modern Office Management;

Introduction to Travel Industry, Composition of Travel Services, Tourism Planning and development, Tourism marketing, Public Relations, Tourism & Hotel Evolution, Passengers, Tours, Costing, Tourism Organisations in Bangladesh and Business Strategy in Travel Industry.

Specialisation Field: Corporate Management

04 courses to be selected

MBA MGT 1 – Corporate Strategy

Description: 3 Credits

The course is an in depth study of various corporate level strategies including acquisition, merger, global expansion etc., their advantages and disadvantages, conditions under which a type of strategy is desirable and assessment of the impact of adopting one strategy over others. The course will use case method extensively.

MBA MGT 2- Strategic Planning and Control

Description: 3 Credits

Strategic planning encompasses the tasks of developing a vision statement, setting objectives, and crafting a strategy. Students are exposed to the different ways in which strategy is conceptualised and applied in today's organisations. A computerised simulation may be utilized to provide a hands-on experience with the planning process.

MBA MGT 3- Competitive Strategies

Description: 3 Credits

This course helps students develop skills for formulating strategy. The strategy process demands the mastery of a body of analytical tools and the ability to take an integrative point of view. Students develop these skills through: In-depth analysis of industries and competitors, Prediction of competitive behavior, Techniques for analysing how firms can develop and sustain competitive advantage over time. Topics with particular emphasis include competitive positioning, understanding comparative costs, and solving problems such as cannibalisation, network externalities, and globalisation.

MBA MGT 4- Business Ethics & Public Affairs

Description: 3 Credits

Examinations are made on a range of ethical considerations in business-decisions involving the individual, corporation, society, and international business. The course is designed to inform and stimulate thinking on ethical issues and challenges encountered in business. Topics include an examination of the economic, legal and ethical responsibilities of managers in both private and public organisations. The overall course objectives are to increase awareness of the ethical dimension of business; to contribute insight into the professional standards and responsibilities; and to develop analytical skills for identifying and resolving issues related to public affairs.

MBA MGT 5- Comparative Management

Description: 3 Credits

The course deals with analysis of administration variables in organisation of different ownership, purpose and operation functioning in different economic, socio-cultural, political, technological and moral environments.

MBA MGT 6- Organisation Design and Development

Description: 3 Credits

The course aims at providing the students an in depth understanding of nature, purpose, establishment, structure and functioning of organisations and the management process and skills required to manage organisations effectively. Topics are organisational types, missions and objectives, structure and dynamics, organisational culture, concept, process and environment of management, managerial skill and competence, problem solving and decision-making, management functions- planning, organising, leading, controlling.

MBA MGT 7- Managing the Managers

Description: 3 Credits

Importance of Manpower planning; Issues in human resource planning; Planning model; Determination of future human resource requirements and availability; Assessing gaps and objectives; Action planning to match the gaps; Human Resource Information System; System approach to annual manpower planning exercise.

MBA MGT 8- Managing Organisational Change

Description: 3 Credits

This course is designed to have a strategic perspective. Emphasis will be put on how and why a well-conceived and well-executed strategy nearly always enhances an organisation's long-term performance. The purpose of this course is to sharpen the abilities of the students to "think strategically" and weigh things from the perspective of what is best for the organisation as a whole.

Specialisation Field: Human Resources Management

04 courses to be selected

MBA HRM 1- Manpower Planning and Personnel Policy

Description: 3 Credits

The aim of this course is to develop a critical understanding of the role of the manpower planning and its personnel policy in modern organisations. The course is designed to equip students with the techniques of developing personnel policy and implementation. It includes a detailed study of environmental trend analysis, manpower planning models, manpower needs and personal information system to forecast manpower needs and consideration of some indicators of manpower effectiveness. Students must consider historical, economic, cultural, legal, political and other factors before coming to a policy decision. A greater emphasis will be placed on management of labor policy and differences between management and their workforces.

MBA HRM 2- Career Management

Description: 3 Credits

The nature of careers and career development at individual, organisational and societal levels of analysis, considered from personal and managerial perspectives. Explores the linkage between organisational strategy, structure and career system as well as the central role of career management in the effective use of human resources.

MBA HRM 3- Leadership and Teamwork

Description: 3 Credits

This course concentrates on the following topics: Managers vs Leaders, Challenging the process, Inspiring a shared

vision, Enabling others to act, Modeling the way, Encouraging the heart, Managing People, Understanding Oneself and Others, Leadership and Team building, Effective Communication, Leadership Behaviour, Stress Management, Managing Organisational Culture, Leading organisational change and managing conflicts.

MBA HRM 4- Negotiation and Dispute Resolution

Description: 3 Credits

The purpose of this course is to introduce students to the theory and techniques of negotiation and mediation processes. The course will begin with a review of negotiation theory. This will be followed by a review of techniques for the design and operation of stakeholder decision-making processes. Case studies and negotiation simulation sessions will be used to illustrate key concepts. After completion of the course, students will have the skills required to design, manage and participate in a stakeholder negotiation and decision-making process.

MBA HRM 5- Industrial Relations Management

Description: 3 Credits

This course examines how the interactions between and among workers, management, and the state shape and define the structure and experience of work. The course discusses the following topics: Introduction to IR Theory, Employment Relations: The Economic Paradigm, IR Dynamics, Theory of Unionism, Nonunion Worker Voice and IR Theory, Alternate Paradigms of Industrial Relations, Comparative IR Theory, Public Policy and IR Theory, Integration and Synthesis .

MBA HRM 6- Strategic Human Resource Management

Description: 3 Credits

Human resource management: meanings and models. The links with strategy. Strategic human resource management and competitiveness. International dimensions of human resource management including examples from the USA, Europe and Developing Countries. The international firm: staffing and policies. Expatriates and inter-cultural competence. Substantive issues with a focus on employee involvement, human resource flows (including selection, training and development), work systems (designed for motivation and commitment) and modern reward systems. Future issues in human resource management: globalisation and the management of diversity.

MBA HRM 7- Employee Discipline, Discharge and Grievance Settlement

Description: 3 Credits

The course deals with policies, principles, procedures and rules to effect and maintain discipline in workforce and to settle grievances. Case studies are extensively used.

MBA HRM 8- Labour Market and Public Policy

Description: 3 Credits

The course will cover main topics in labour economics. The topics that will be discussed in this course are: the Nature of Labour Market Analyses; Labour Market Flows; Labour Market Developments in Selected Industrial Nations, The Basic Static Labour Supply Model. Home Production and Time Allocation Models. Non-Linear Budget Constraints. Family Models. Empirical Analyses, Human Capital and Long-Run Labour Supply. Occupational and Educational Choice, Wages and Earnings. Returns to Experience, Labour Demand: the Basic Theory; Some Extensions; Empirical Evidence, Discrimination and Segmentation, Labour Markets in Transitional Economies.

MBA HRM 9- Technology and Tools for Managing HR System

Description: 3 Credits

This course introduces the best technology and tools for attracting, developing, motivating and retaining a workforce. It considers human resource issues such as recruitment and selection, diversity performance evaluation, compensation and reward systems, teams, worker participation programs.

MBA HRM 10-**Management of Organisational Change****Description:****3 Credits**

The course aims at providing the students an in depth understanding of the nature, purpose, establishment, structure and functioning of organisations and the management process and skills required to manage organisations effectively. Topics are organisational types, missions and objectives, structure and dynamics, organisational culture, concept, process and environment of management, managerial skill and competence, problem solving and decision-making, management functions- planning, organising, leading, and controlling.

MBA HRM 11-**Compensation Policy****Description:****3 Credits**

The course begins by examining functional areas of human resource management including compensation, Compensation and Motivation, Different Rules. It examines in depth the historical development of organised labour, the current structure and characteristics of the labour market and industrial relations, government regulation of the labour market, and recent developments in the area of human resource management.

List of Courses for BBA Graduates in MBA:

Course Code	Title of Courses	Credit hours
	Any 08 core courses	
MBA-024	Marketing Management	3
MBA-026	Macro Economics & Policy	3
MBA-027	Human & Organizational Behavior	3
MBA-028	Human Resource Management	3
MBA-034	Legal Environment of Business	3
MBA-035	Financial Management	3
MBA-037	Management Accounting	3
MBA-038	Strategic Management	3
MBA-039	Project Management	3
MBA-040	Operations Research	3
MBA-041	Managerial Economics	3
	04 Major Courses:	
MJ 1	Major Subject 1	3
MJ 2	Major Subject 2	3
MJ 3	Major Subject 3	3
MJ 4	Major Subject 4	3
		3
MBA TH	Internship & Thesis & Seminar	3
MBA VV	Viva Voce	2
Total	12 Subjects + Internship/ Thesis + Viva	41 credit hours