



## Criteria 2- Teaching, Learning and Evaluation

### 2.5.1 Mechanism of Internal /external Assessment is transparent and the grievance redressal system is time bound and efficient

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## Curriculum - MBA

MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

### Devi Ahilya Vishwavidyalaya, Indore



Syllabus


M.B.A (Full-Time) 2 Years Programme

Semester- I to IV

w.e.f. Academic year 2019-2020

w.e.f. Academic year 2019-20



  
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MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

**EXAMINATION SCHEME FOR MBA (FULL TIME) 2 YEARS PROGRAM OF DEVI AHILYA UNIVERSITY, INDORE FOR AFFILIATED COLLEGS: (w.e.f. Academic year 2019-20)**

**(1) Semester examination Scheme:**

Each paper (course) will carry 100 marks of which 20 marks shall be reserved for internal assessment and the remaining 80 marks for external examination to be held at the end of each semester as per the academic calendar notified in advance. The duration of the written examination for each paper shall be three hours.

**(2) Pass Percentage scheme:**

The minimum marks for passing the examination for each semester shall be 50% in aggregate and a minimum of 40% marks in each paper. Combined passing marks (External and Internal examination) are required for each paper.

**(3) ATKT and Other scheme:**

- I. A student will normally be permitted to clear a program within seven academic years (including the academic year of the admission) in maximum five attempts. If a candidate fails to clear the program within the above limit, Vice-Chancellor's permission, on the recommendation of the Dean, will be necessary to continue in the program.
- II. Only those students who clear the program in one attempt and without gap and grace mark will be eligible for position in the merit list.
- III. A student at a time will be allowed to carry 4 papers as ATKT. The moment the number of ATKT exceeds four, the student will reappear as a regular repeater/Ex-Student in the semester as a result of which his/her ATKT has exceeded four e.g. if the total number of ATKT of a student is four in the second semester, he/she will be promoted to third semester, if after in third semester examination, his/her ATKT is five or more, he/she shall re-appear in third semester as regular repeater/Ex student.
- IV. A regular repeater/Ex-Student may be allowed to repeat only those papers in which he/she has obtained ATKT or any number of papers that particular semester including the papers of ATKT. The candidate has to exercise the option in the beginning of the semester.
- V. If a candidate clears all the papers in a particular semester but fails in aggregate, such a candidate can reappear in any number of papers of his/her choice in that particular semester in order to up the shortfall in the aggregate. Such a student is allowed carry the semester.
- VI. Current scheme of examination and syllabus will be applicable to regular repeater/Ex-Students and to those who are appearing in examination to make up the short fall in the aggregate. If the papers of old scheme are not available in the current scheme a student will be allowed to appear in the closest equivalent papers of the current scheme in lieu of the papers in the old scheme.
- VII. Marks of internal assessment of ATKT papers and of the papers in which the student appears to make up the shortfall in aggregate will be sent to the examination section of the University afresh. The institution concerned will make the necessary arrangement for the same.
- VIII. These rules will apply for students taking admission in the academic year 2019-2020 and onwards. The old students may continue under the rules in which they were admitted.

*(Handwritten signatures)*  
 A.S. Pare, Rm, Srin, Sangeet, Anant, Sh. J.  
 w.e.f. Academic year 2019-20



*(Handwritten signature)*  
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## Ordinance- UG

Ordinance BBA FT (Semester System)

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DEVI AHILYA VISHWAVIDYALAYA, INDORE  
ORDINANCE NO.39  
Ordinance for Academic Degrees in foreign Trade

(FACULTY OF COMMERCE)  
(Under Section 6 (9) read with Section 37(ii) of  
Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973

1. The Degrees/Diplomas conferred by the University under faculty of Commerce for courses in foreign Trade shall be as following:-

- 1) Master of Foreign Trade (Two years - Full Time)
- 2) Master of Foreign Trade (Three years - Part Time)
- 3) Master of Foreign Trade (Five years - Integrated Full Time)
- 4) Bachelor of Foreign Trade (Three years - Full Time)
- 5) Diploma in Foreign Trade (One Year)
- 6) Diploma in Foreign Trade (One Year)  
Finance
- 7) Diploma in International (One Year)  
Business Laws
- 8) Diploma in Exports (One Year)
- 9) Diploma in Import (One Year)  
Management
- 10) Diploma in International (One Year)  
Logistics and Insurance
- 11) Diploma in Computer (One Year)  
Application to foreign Trade

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3. Candidates for the Master's Bachelor's Diploma Examinations in Foreign Trade shall have the option of answering questions and writing the Project Report/Research Project/Factory Visit Report through the Medium of English or Hindi (Devanagari script).

4. A Candidate who passed all the courses of a semester examination shall be assigned Division as per following:-  
 First Division: 70% and above  
 Second Division: 60% and above  
 There will be no Third Division.

5. Where a candidate has to submit the Project Report/Research Project as one of the relevant semester examination, the Project Report/Research Project shall be written under the supervision of a faculty member of the Institute in which the candidate is studying. He shall attach a certificate of satisfactory work from the supervising faculty. In special cases he may be permitted to write the Project Report/Research Project under the supervision of a faculty member of an industry or business house. The Research Project/Report shall be forwarded by the director of the Institute in his official signature.

6. No Private candidate will be allowed to appear in Master's Bachelor's or Diploma Examinations of Foreign Trade since the courses have been designed for regular students who have had adequate theoretical training and practical experience.

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**Ordinance of B.Com and B.Sc.**

**ORDINANCE NO.- 17**  
**COURSES AT UNDER GRADUATE LEVEL**  
**(ANNUAL SYSTEM OF EXAMINATION)**

*(Approved by the Co-ordination committee in it's 94<sup>th</sup> Meeting dt. 10/05/2016)*

1. The provisions of this Ordinance shall be applicable from the date of notification of Annual system\* by the state government, with the prior approval of the Chancellor.
2. The three year degree courses (e.g. - B.A., B.Sc., B.Com., B.A.(H), B.Sc.(H), B.Com (H), B.A.(Management), B.B.A., B.C.A., B.Sc.(Home Sci) and any other course/courses notified for this purpose by the University / State Govt. to be run under Annual Pattern of examination except those for which the University has separate ordinances, shall be run under Annual system.  
 The ordinance shall be applicable to all such courses being run in the university teaching departments (UTDs) and affiliated colleges under the jurisdiction of the University.
4. The Annual system shall also be applicable to private students.
5. The duration of these courses of study shall extend over three academic years.
6. Normally, the medium of instruction shall be Hindi / English or as decided by the University / State Govt. from time to time,
7. The intake for each of these courses shall be decided by the University / State Govt. from time to time, as the case may be.

\*\*\*\*\*

*[As notified by the State Government, vide Notification (N. 963/90/2011) dt. 12/7/17 and later approved by the Co-ordination committee in it's 93<sup>rd</sup> Meeting dt. 25/10/2017]*

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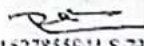


3. Every candidate seeking admission to these courses shall be required to have passed 10<sup>th</sup> examination (Higher Secondary) of M.P. Board/ CBSE/ Any other equivalent body recognized by the University for this purpose.

**Provided that**, for the purpose of admission in Honours courses the min. marks required shall be 60 % or as notified by the University / State Government from time to time .

9. Admissions in these courses will be made by any mode and procedure, as decided by the state government for colleges and in case of the UTDs as decided by the university, from time to time.
10. Admission rules and Guidelines, as framed by the state Govt./University shall be applicable for admissions from time to time
11. The under graduate courses in Annual System shall consist of :-  
a. Such Subjects, Papers, Job Internship, Lab works, Practicals, etc. as may be prescribed by the University/ State Government from time to time.  
b. Such Syllabus and the Scheme of examination as may be prescribed by the State Government or University, as the case may be, from time to time
12. Each student shall have to appear separately in the examination of theory/practical and continuous comprehensive examination (CCE) internal assessment(IA), if he/she is eligible and has not otherwise been prevented by the University from appearing in the examination. The CCE /IA will be held in the manner prescribed from time to time by the University/State Govt
13. For passing the examination, the candidate shall be required to secure minimum marks (As prescribed in the relevant scheme) in

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the University examination separately in Theory, Practical (if any) and CCE/IA in the prescribed subject.

14. There shall be supplementary examination for the eligible candidates. Theory, Practical and 'CCE/IA' shall be treated as separate subject for this purpose.

If a candidate fails in one subject and clears all the remaining subjects of that examination, he/she will be allowed to appear in the supplementary examination for two consecutive chances only.

Provided that if a candidate fails in more than one subject in any examination, he/she shall be declared FAIL and allowed to appear in the next examination of the same class.

Provided also, that if a candidate is unable to clear the supplementary examination in the chances prescribed in sub para (i) he/she shall be declared fail and shall have to appear in all the papers of the said examination again.

(ii) The candidate shall be awarded degree only in the year when he/she clears all the papers.

(iii) In all the above cases, the candidates shall be required to appear in the examination as per the syllabus and scheme applicable at the time of examination.

(iv) Any changes notified any time by the state Govt. in the criteria of eligibility of supplementary examination, shall overrule the above provisions.

15. No candidate shall be allowed to appear in the Examination unless he/she has:

- i. Attended at least 75% of lecture/practical delivered separately. (For Regular candidates only)
- ii. Paid all the fees due.

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**Ordinance of BBA (Semester System)**


**Devi Ahilya Vishwavidyalaya, Indore**

**Ordinance for Bachelor of Business Administration (BBA)**


*Disc No. 254*

This ordinance will apply to Three Years graduation program Bachelor of Business Administration (BBA)(Six Semesters) in Regular Mode of Devi Ahilya Vishwavidyalaya, Indore.

Degree Title	Bachelor of Business Administration (BBA)
Name of the Faculty	Faculty of Management
Duration of the Course	3 Years program (Six Semester)
Eligibility	10+2 in any stream with at least 45% of Marks Relaxation to be given as per State Govt. Rules
Admission Procedure	As decided by Devi Ahilya Vishwavidyalaya and Department of Higher Education, Government of M.P.
Number of Seats	As decided by Devi Ahilya Vishwavidyalaya and Department of Higher Education, Government of M.P.
Fees Structure	As decided by Devi Ahilya Vishwavidyalaya and Department of Higher Education, Government of M.P. from time to time
Curriculum & Related Regulation	As decided by Devi Ahilya Vishwavidyalaya For UTD the examination will be conducted by the Ordinance 31 and for affiliated college the examination will be conducted as per Ordinance 5 and 6 and as may be amended from time to time by the university <i>Cumulative passing with 50% marks and individual passing of 40% marks and as revised by DAVV from time to time.</i>
Eligibility of Degree	After successfully completing three years (Six Semesters) the candidate shall be eligible for a BBA Degree. Maximum duration to complete the program shall be 7 years.
General Instructions	For matters not covered in the ordinance general rules of Devi Ahilya Vishwavidyalaya shall be applicable. In all other matters the Board of Studies Executive Council, Vice Chancellor of Devi Ahilya Vishwavidyalaya shall be the competent to take the decision
Special Provisions	Specializations shall be offered as per the market demand on approval of academic bodies The Vishwavidyalaya reserves the right not to offer any particular specialization In case of any dispute regarding the interpretation on the Ordinance the decision of the Vice Chancellor shall be final

  
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*Faculty of Management*



  
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**Ordinance of UG Programs (Annual System as per NEP)**

**Ordinance - IIR**

Indore Institute of Management & Research, Indore (M.P.)

Date: 15/07/2021

Subject: UG Programs (Annual System as per NEP)

Approved by: *[Signature]*

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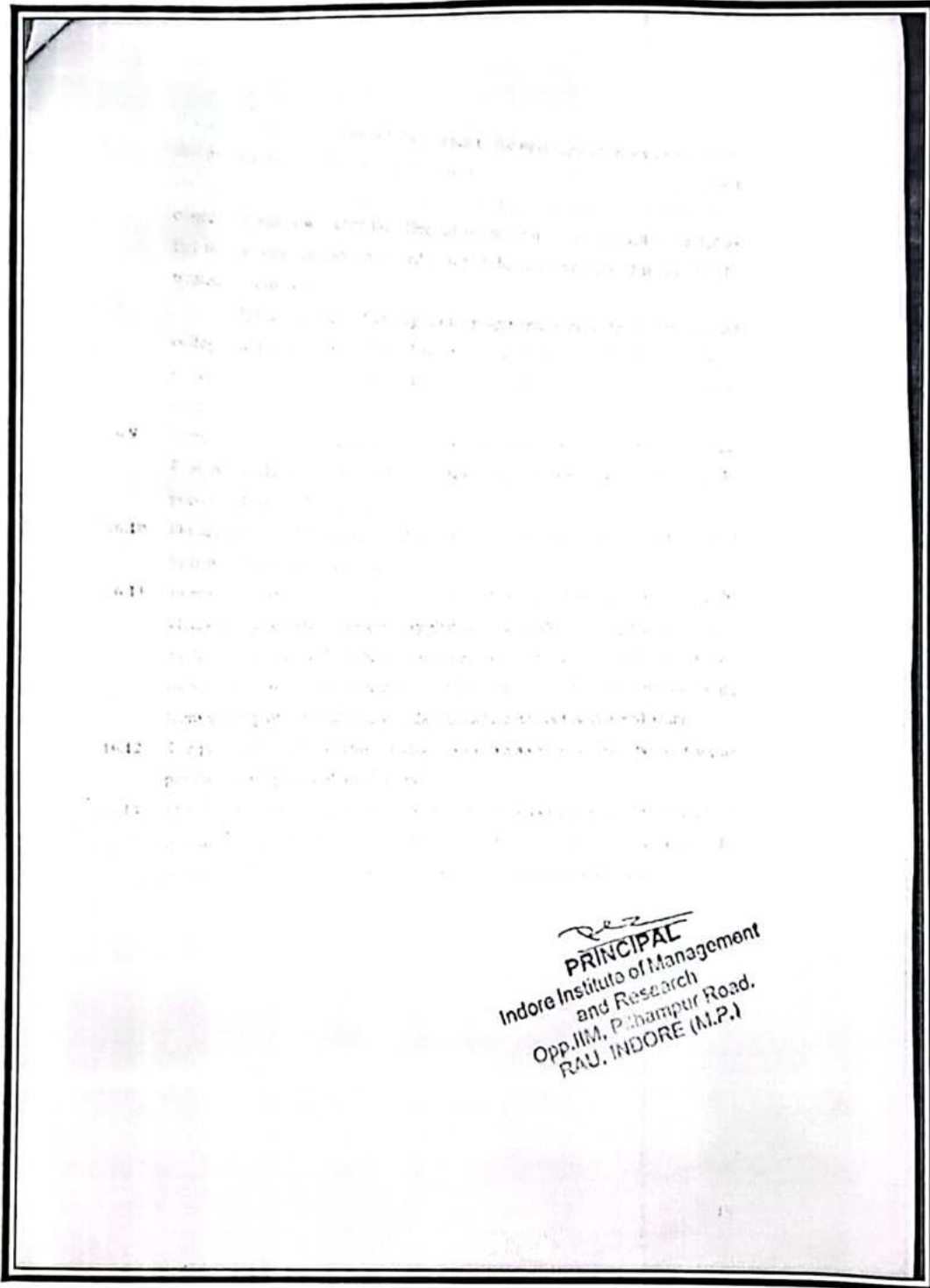
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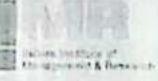


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**External Exam Cell**



Date: 25/11/23

**CIRCULAR**

**Committee Formation for University Examination**

In view of the upcoming university examination, following are the members in Examination Committee:

S.No.	Name	Designation	Exam Designation	Signature
1	Dr. Aradhana Chouksey	Principal	Senior Center Superintendent	
2	Dr. Vinayak Khare	Associate Professor	Center Superintendent	
3	Prof. Nayan Bhidodiya	Assistant Professor	Assistant Superintendent	

(DR. ARADHANA CHOUKSEY)

Dr. Aradhana Chouksey

Principal

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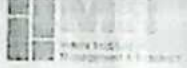
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**Internal Exam Cell**




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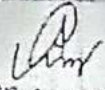
Date 14/10/23

**CIRCULAR**


**Committee Formation for Internal Examination**

In view of the upcoming internal examination, previous committee members as mentioned below will continue as "Internal Examination Committee" for the academic year 2023-24.

S.No.	Name	Designation	Exam Designation	Signature
1	Dr. Shiji Shukla	Assistant Professor	MST Coordinator	
2	Dr. Vinayak Khare	Assistant Professor	Member	
3	Prof. Nayati Bhidodiya	Assistant Professor	Member	

  
**DR. ARADHANA CHOUKSEY**  
Dr. Aradhana Chouksey  
Princ. Principal  
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## Transparent Evaluation System

### Academic Calendar DHE

उच्च शिक्षा विभाग, म.प्र.

परिशिष्ट - 1

अकादमिक कैलेंडर सत्र 2023-2024 (सेमेस्टर कक्षाओं के लिए प्रभावशील)

अकादमिक कार्य	स्नातकोत्तर प्रथम/प्राथमिक	स्नातकोत्तर द्वितीय/समुप
आवधिक कक्षाएँ	01 जुलाई 2023	21 दिसम्बर 2023
शैक्षणिक कार्य	01 जुलाई 2023 से 08 नवम्बर 2023	21 दिसम्बर 2023 से 17 अप्रैल 2024
सी.सी.ई. कार्य	दिसम्बर प्राथमिक सप्ताह	मार्च द्वितीय सप्ताह
प्रायोगिक परीक्षाएँ	20 अक्टूबर 2023 से 05 नवम्बर 2023 तक	01 अप्रैल 2024 से 15 अप्रैल 2024 के मध्य
परीक्षा पूर्व तैयारी अवकाश	16 नवम्बर 2023 से 21 नवम्बर 2023	16 अप्रैल 2024 से 22 अप्रैल 2024
सेमेस्टर एब एटीकेटी परीक्षा	22 नवम्बर 2023 से 12 दिसम्बर 2023	23 अप्रैल 2024 से 15 मई 2024
सेमेस्टर अन्ततः (मैक) रिपोर्टिंग के लिए	13 दिसम्बर 2023 से 20 दिसम्बर 2023	16 मई 2024 से 30 जून 2024
परीक्षा परिणामों की घोषणा	31 दिसम्बर 2023 तक	15 जून 2024 तक

- प्रवेश परीक्षा कार्यक्रम : जुलाई 2023
- छात्रसम्मेलन : दिसम्बर - 2023
- खेलकूद/एन.सी.सी./एन.एस.एस./कुशा उत्सव/ : माह नवम्बर 2023 तक
- दीक्षावली अवकाश नवम्बर : दीक्षावली सागरोह एवं अन्य सम्पूर्ण गतिविधियाँ पूर्ण कर ली जाएँ
- स्नेह सम्मेलन/वार्षिकोत्सव/पुरस्कार वितरण : दिनांक 09 नवम्बर से 14 2023 तक (05 कार्य दिवस)
- वार्षिक पत्रिका का प्रकाशन एवं विमोचन : फरवरी 2024 द्वितीय सप्ताह

टीप :-

- अतिरिक्त कक्षाएँ शैक्षणिक कार्य निर्दिष्ट मानक दिवसों से कम होने की दशा में, महाविद्यालय/विश्वि स्तर पर शैक्षणिक कार्यक्रमों की अवधि में आवश्यकता अनुसार वृद्धि कर शैक्षणिक दिवसों की पूर्ति की जाये ताकि अकादमिक कैलेंडर का पालन समन्वयपूर्वक सुनिश्चित किया जा सके।
- स्नातकोत्तर प्राथमिक सेमेस्टर में प्रवेश हेतु नवीनीकरण प्रक्रिया को अचानक हुए शैक्षणिक कार्य प्रारंभ करना सुनिश्चित किया जाये।
- शैक्षणिक कार्य दिवस कम होने पर अतिरिक्त कक्षाएँ समाविष्ट कर पाठ्यक्रम पूर्ण किया जाये।

निचम एवं मार्गदर्शी सिद्धांत 2023-24 Page 33/46



  
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स्नातकोत्तर सेमेस्टर पद्धति प्रथम/तृतीय कार्य दिवसों की गणना  
सत्र 2023-2024

क्र.	माह	दिवस	अवकाश	कार्य दिवस
1	जुलाई 2023	31	5 रविवार + 1 अवकाश	25
2	अगस्त 2023	31	4 रविवार + 2 अवकाश	25
3	सितम्बर 2023	30	4 रविवार + 2 अवकाश	24
4	अक्टूबर 2023	31	5 रविवार + 3 अवकाश	23
5	नवम्बर 2023	30	4 रविवार + 2 अवकाश	24
6	12 दिसम्बर 2023 तक	12	2 रविवार + 0 अवकाश	10
	कुल दिवस	164	33	131

स्नातकोत्तर सेमेस्टर पद्धति प्रथम/तृतीय हेतु शैक्षणिक कार्य दिवसों की गणना  
सत्र 2023-2024

क्रमांक	विवरण	कार्य दिवस
1.	01 जुलाई 2023 से 12 दिसम्बर 2023 तक कुल कार्य दिवस	131
2.	अवकाश एवं शैक्षणिक गतिविधि/परीक्षा हेतु अशैक्षणिक दिवस	41
	1. स्थानीय अवकाश - 03 कार्य दिवस	
	2. तीपावली अवकाश - 05 कार्य दिवस	
	3. महाविद्यालय स्तर गतिविधियाँ - 08 कार्य दिवस	
	4. परीक्षा पूर्व तैयारी अवकाश - 05 कार्य दिवस	
	5. परीक्षा - 20 कार्य दिवस	
3.	कुल शैक्षणिक दिवस (1-2) (131-41)	90



  
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**Institute Academic Calendar Mention MST dates**

Indore Institute of Management & Research  
 Academic Calander 2023-24  
 Post Graduate and Under Graduate

Particulars	BBA/B.Com/BFI 1	BBA/B.Com/BFI 2	BBA/B.Com/BFI 3	MBA 1	MBA 2
Induction	23 & 24th August			25th to 27th September	
Commencement of Classes		21st August	21st August		20th Nov
SIC		15th September	18th September	04-Oct	
MST 1	30th Oct-2nd Nov	30th Oct-2nd Nov	30th Oct-2nd Nov	30th Oct-2nd Nov	7th Dec
MST 2	22nd to 24th January	22nd to 24th January	22nd to 24th January		
MST 3	29th to 1st March	29th to 1st March	29th to 1st March		
End of Session	28th February	28th February	28th February	27th February	27th February

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**Mention in Scheme provided by Affiliating University**

MBA

MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

**EXAMINATION SCHEME FOR MBA (FULL TIME) 2 YEARS PROGRAM OF DEVI AHILYA UNIVERSITY, INDORE FOR AFFILIATED COLLEGS: (w.e.f. Academic year 2019-20)**

(1) Semester examination Scheme:  
Each paper (course) will carry 100 marks of which 20 marks shall be reserved for internal assessment and the remaining 80 marks for external examination to be held at the end of each semester as per the academic calendar notified in advance. The duration of the written examination for each paper shall be three hours.

(2) Pass Percentage scheme:  
The minimum marks for passing the examination for each semester shall be 50% in aggregate and a minimum of 40% marks in each paper. Combined passing marks (External and Internal examination) are required for each paper.

(3) ATKT and Other scheme:

- I. A student will normally be permitted to clear a program within seven academic years (including the academic year of the admission) in maximum five attempts. If a candidate fails to clear the program within the above limit, Vice Chancellor's permission, on the recommendation of the Dean, will be necessary to continue in the program.
- II. Only those students who clear the program in one attempt and without gap and grace mark will be eligible for position in the merit list.
- III. A student at a time will be allowed to carry 4 papers as ATKT. The moment the number of ATKT exceeds four, the student will reappear as a regular repeater/Ex-Student in the semester as a result of which his/her ATKT has exceeded four e.g. if the total number of ATKT of a student is four in the second semester, he/she will be promoted to third semester, if after third semester examination, his/her ATKT is five or more, he/she shall reappear in third semester as regular repeater/Ex student.
- IV. A regular repeater/Ex-Student may be allowed to repeat only those papers in which he/she has obtained ATKT or any number of papers that particular semester including the papers of ATKT. The candidate has to exercise the option in the beginning of the semester.
- V. If a candidate clears all the papers in a particular semester but fails in aggregate, such a candidate can reappear in any number of papers of his/her choice in that particular semester in order to up the shortfall in the aggregate. Such a student is allowed carry the semester.
- VI. Current scheme of examination and syllabus will be applicable to regular, repeater/Ex-Students and to those who are appearing in examination to make up the short fall in the aggregate. If the papers of old scheme are not available in the current scheme a student will be allowed to appear in the closest equivalent papers of the current scheme in lieu of the papers in the old scheme.
- VII. Marks of internal assessment of ATKT papers and of the papers in which the student appears to make up the shortfall in aggregate will be sent to the examination section of the University. The institution concerned will make the necessary arrangement for the same.
- VIII. These rules will apply for students taking admission in the academic year 2019-2020 and onwards. The old students may continue under the rules in which they were admitted.

*(Signatures)*  
A. Singh, R. Singh, Sangeet, Anant, J. Singh

w.e.f. Academic year 2019-20



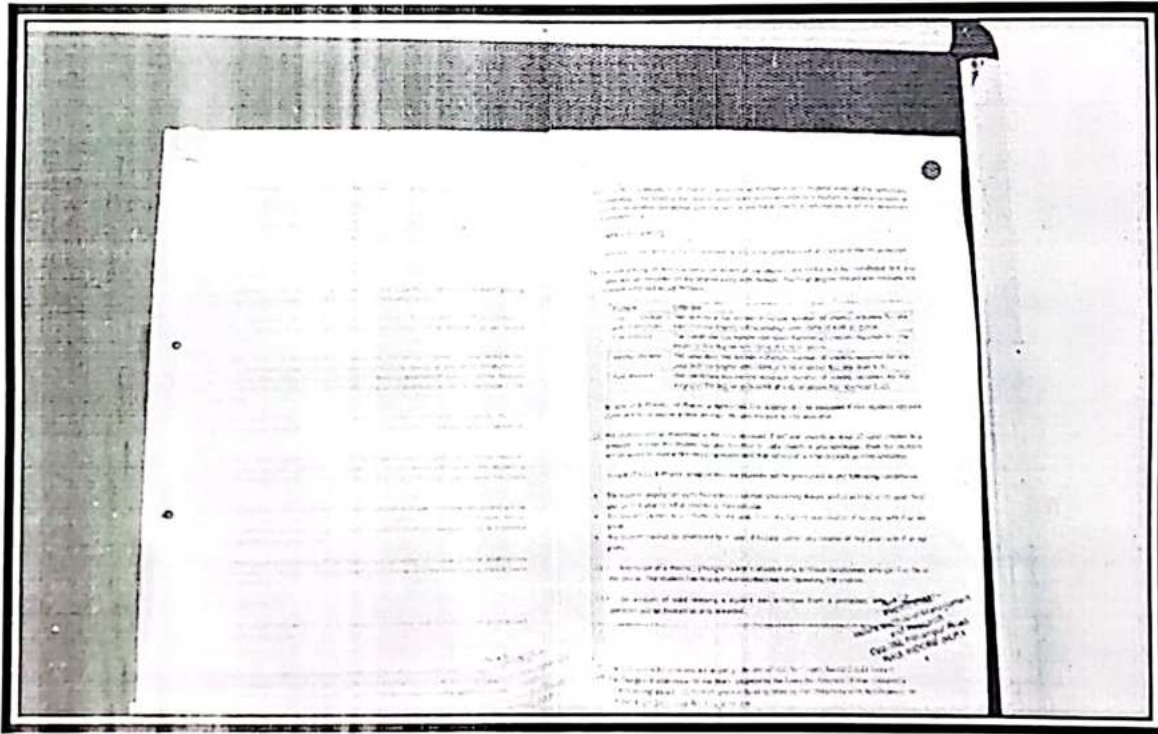
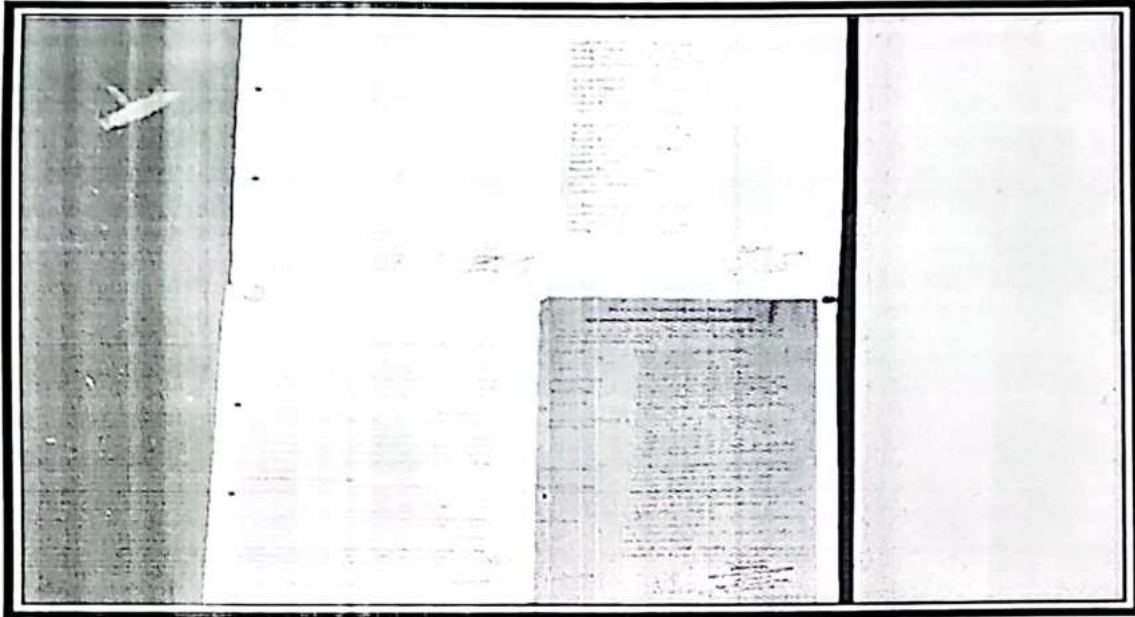
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**Display of Evaluation Scheme on Notice Board**



*[Signature]*  
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**Mention in Syllabus prescribed by the affiliating University**

**Sample Syllabus MBA**

MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

**PE-101 C PRINCIPLES AND PRACTICE OF MANAGEMENT**

**COURSE OBJECTIVE**

The course is aimed at delivering an insight in to the field of management. The course aims at explaining various concepts of management and contemporary management practices, highlighting the functions and responsibilities of the manager, making the students aware about professional challenges faced by the managers and acquainting the students with the tools and techniques that are used for handling the challenges of managerial jobs along with an understanding of the work environment.

**EXAMINATION SCHEME**

Student shall be evaluated on two components: 20 internal and 80 end semester examination. There will be 20 marks for internal evaluation, three internal evaluations will be conducted out of which two will be written test and third will be assignment/ presentation/quiz/ class participation. Best two out of 3 evaluation will be considered as internal marks.

The semester examination carrying 80 marks will have two sections A and B. Section A worth 50 marks will have six theory questions out of which students will be required to attempt any four questions. Section B carrying 30 marks will contain one or more cases (or case/practical).

Note: Relevant Case Studies (at least two cases per unit) will be discussed compulsorily.

**COURSE OUTCOMES**

After studying the course, the students would be able to gain

- CO-1 Understanding of various management concepts functions and practices
- CO-2 Understanding of the role of managers
- CO-3 Learn about integrating management practices in work environment.
- CO-4 Enhance their decision-making through the use of analytical skills of management.

**COURSE CONTENTS**

**UNIT I**  
 Concept of Management Concept and Nature of Management, Functions and Responsibilities of Managers, Management Thought - Fayol, Taylor & Weber's Contribution to Management, The Classical School, the Human Relations School, Systems Theory, Contingency Management, Developing Excellent Managers

**UNIT II**  
 Planning and Concept of Objectives Nature and Purpose of Planning, The Planning Process, Principles of Planning, Types of Planning, Advantages and Limitations of Planning, Objectives (Nature and Types), MBO (Process, benefits and limitations)

**UNIT III**  
 Strategies and Policies Strategic Planning (Concept, Types and Process) and its Models

W.E.T. Academic cell, 20/09/20

*[Handwritten signatures and initials are present at the bottom of the syllabus page.]*



*[Handwritten Signature]*  
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MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

**FT-104 C: IT & E-BUSINESS FUNDAMENTALS**

**COURSE OBJECTIVES**

The objective of this course is to help the student acquire the basic knowledge of Information Technology and e-Business Fundamentals. The subject course is to help students to understand the management aspect of E-commerce Technological Environment.

**EXAMINATION SCHEME**

Student shall be evaluated on two components: 20 internal and 80 end semester examination. There will be 20 marks for internal evaluation, three internal evaluations will be conducted out of which two will be written test and third will be assignment/presentation/quiz/class participation. Best two out of 3 evaluation will be considered as internal marks.

The semester examination carrying 80 marks will have 30 marks for <sup>Extensive</sup> viva-voce, 50 marks for written examination that will have theory and practical problems. 7 to 8 questions will be asked out of which students will be required to attempt any 5 questions.

**COURSE OUTCOMES**

After the completion of the course the students should be able

- CO1: To understand basics of Information Technology and E-Business fundamentals.
- CO2: To gain knowledge of Computer fundamentals and applications of MS-Office in business.
- CO3: To have awareness of E-business, Cyber security threats & other related issues.
- CO4: To Learn optimum uses of e-resources like websites, search engines, shopping sites, etc.

**COURSE CONTENTS**

**UNIT I**

Introduction to Computer: Hardware: Input & output devices, storage devices and memory, Software, System and Application Software, Computers, Interpreters and Assemblers, Computer Languages, Levels of languages, generation and their features, Internet: Concepts & Services, Hardware and software requirements, type of Internet connections, Operating Systems: WINDOWS XP: Basic Operations, utilities and features.

**UNIT II**

Application Software (MS-Office)

- 1. MS Word: word basics, formatting text and documents, introduction to mail merge & macros
- 2. MS Excel: Excel: basics, rearranging worksheets, working with graphics using worksheet as databases, automating "what-if" projects.



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MBA Full Time Revised Syllabus for Affiliated Institutions of Devi Ahilya Vishwavidyalaya, Indore

**FT 4041 PHP PROGRAMMING AND JAVA SCRIPT**

**COURSE OBJECTIVES**

The objective of this course is to help students to understand the visual Programming and concepts of front-end tool using visual basic and their use in organization and processing complex business information.

**EXAMINATION SCHEME**

Student shall be evaluated on two components: 20 internal and 80 end semester examinations. There will be 20 marks for internal evaluation, three internal evaluations will be conducted out of which two will be written test and third will be assignment/ presentation/quiz/ class participation. Best two out of 3 evaluations will be considered as internal marks.

The semester examination carrying 80 marks will have 30 marks for viva-voce, 50 marks for written examination that will have theory and practical problems. 7 to 8 questions will be asked out of which students will be required to attempt any 5 questions.

**COURSE OUTCOMES**

After the completion of the course the students should be able to:

- CO1. Know the basic concepts of PHP programming language.
- CO2. Understand the working of various control structures used in PHP programming.
- CO3. Understand the concepts of functions in PHP programming.
- CO4. Gain basic Knowledge of advance PHP techniques and JavaScript.

**COURSE CONTENTS**

**UNIT I**

**Introduction** The Origin of PHP, PHP is better than its alternatives, Interfaces to External systems, Hardware and Software requirements, What a PHP Script Looks Like c, Web Designing Basics and WYSIWYG Editor, Receiving User Input, Repeating Code

**UNIT II**

**Basic PHP Development** How PHP scripts work, Basic PHP syntax, PHP data types, Google Callfame, displaying type information Testing for a specific data type, Changing type with Set type, Operators, Variable manipulation, Dynamic variables, Static vs. Dynamic Optimization, Analytics, Analysis and ROI Concept

**UNIT III**

**String Manipulation** Formatting String for Presentation, Formatting String for Storage, Joining and Splitting String, Comparing String, Matching and replace Substring  
**Control Structures**

*[Handwritten signatures and initials]*

w.e.f. Academic year 2019-20



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**Sample Syllabus BBA (Semester System)**

**BB602**

**Retail Management**

**Course Objective:** The objective of this course is to develop an insight and understanding of Retail Management.

**Examination Scheme:** Students shall be evaluated on two components, internal and end semester examination. The Semester Exam shall be worth 80 marks, it will have two sections A and B. Section A worth 60 marks will comprise of seven theory questions, out of which a student will be required to attempt any four questions. Section B worth 20 marks will contain a case.

<b>Unit-I</b>	<b>Introduction to retailing:</b> Definition and scope, evolution of retailing, types of retail, trends in retailing industry, benefits of retailing, retailing environment.
<b>Unit-II</b>	<b>Retail purchasing and pricing:</b> <b>Purchase management:-</b> Merchandise purchasing, open to buy, open to buy planning, analyzing the merchandise performance, Pricing strategies:-every day pricing, competitive based pricing, price skimming, market-oriented pricing, marginal cost pricing. <b>Retail price strategies:</b> - mark-up pricing, vendor pricing, competitive pricing, psychological pricing.
<b>Unit-III</b>	<b>Retail marketing and promotion:</b> Nature and scope:-relationship marketing, market strategies, retail research.  <b>Understanding the retail customer:-</b> retail market, population analysis, demographic analysis, consumer behaviour  <b>Retail promotion Mix:</b> - Retail promotion programme, retail advertising media, promotional budget.  <b>Customer services:</b> - customer services, services quality gaps, service recovery.
<b>Unit-IV</b>	<b>Information system in retailing:</b> Acquiring and using information strategies, technology in retail, information sources, retail information system.
<b>Unit-V</b>	<b>Retailing in India:</b> Evolution and trends in organised retailing, Indian organised retail market, FDI in Indian organised retail sector, retail scenario in India, future trends of retail in India.
<b>Unit-VI</b>	<b>Ethical and legal issues in Retailing:</b> Dealing with ethical issues, social responsibility, environmental orientation, waste reduction at retail stores.

**BOOKS:**

1. Swapna Pradhan, Retail Management, Tata McGraw Hill, New Delhi
2. Gibson Vedamam, Retail Management Functional Principles and Practices, Jaico Publishing, New Delhi



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**BB605F**

## Merchant Banking and Financial Services

**Course Objective:** The objective of this course is to develop an insight and understanding of Merchant Banking and Financial Services

**Examination Scheme:** Students shall be evaluated on two components, internal and end semester examination. The Semester Exam shall be worth 80 marks, it will have two sections A and B. Section A worth 60 marks will comprise of seven theory questions, out of which a student will be required to attempt any four questions. Section B worth 20 marks will contain a case.

Unit-I	Merchant Banking: Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - primary Markets in India and Abroad - - professional Ethics and code of conduct - current Development.
Unit-II	Financial Services: Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features, Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase. Difference between hire purchase and leasing.
Unit-III	Factoring: concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting- Evaluation of a Factor - Evaluation of Factoring - Factoring in India current Developments.
Unit-IV	Securitization - Mortgages: Meaning, nature and scope of securitization, securitization as a Funding Mechanism, securitization of Residential Real Estate - whole Loans - Mortgages - Graduated-payment.
Unit-V	Depository: Meaning, Evolution, Merits and Demerits of Depository, Process of Dematerialization and Dematerialization. Brief description of NSDL and CDSL.
Unit-VI	Security Brokerage: Meaning of Brokerage, types of brokers. Difference between broker and jobber. SEBI Regulations relating to brokerage business in India.

### BOOKS:

1. S. Gurusamy, Merchant Banking and Financial Services, TataMcgraw Hill, New Delhi
2. Madhu Viji, Swati Dharwan, Merchant Banking and Financial Services, TataMcgraw Hill, New Delhi



  
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Sample Syllabus BBA (Annual System)

Format for Syllabus of Theory Paper

Part A Introduction		
Program: Certificate		Class: BBA I Year   Year: 2021   Session: 2021-2022
Subject: BUSINESS MANAGEMENT		
1	Course Code	MI-BBA1T (Group-I)
2	Course Title	BBA
3	Course Type (Core Course Elective/Generic Elective Vocational/.....)	(Core Course)
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	1. Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour. 2-Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market. 3. Students will understand various forms of organizational structures and their importance. 4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency. 5. Students will be able to understand how organizations use different leadership styles to stay competitive.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks: 25+75   Min. Passing Marks: 33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours  
L-T-P: 90

Unit	Topics	No. of Lectures
1	Management in Indian Culture and Tradition, Definition and Meaning of Management, Functions and Responsibilities of Management, Role of manager, Principles of Management, School & Thoughts of Management	18
2	Planning Process, Types and Significance, Planning vs. Forecasting Objective, Strategies and Policies, MBO, Decision Making: Process & Significance, Planning for Start-ups	18
3	Organization: Nature and Purpose of organization, Importance and process of Organization, Departmentalization, Organizational structures, types and relevance, Line and Staff relationship.	18
4	Authority- Delegation, Decentralization - Difference between Authority and power- Responsibility, Recruitment- Sources, Selection, Training, Direction -Nature and Purpose.	18
5	Leadership Meaning, Importance, Types of Leadership, Leadership Styles, Motivation: Types & significance, Maslow's Need Hierarchy, Theory X & Y of Motivation, An overview of Strategic Management, SWOT Analysis, Strategic Analysis, Alternative-Choice & Evaluation, Future Management- Challenges and Skills	18

Keywords/Tags:

*[Signature]*

28.5.2021

Prof. Dr. S.K. Khatik,  
Chairman, Central Board of  
Professional Management BBA C



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**Part C-Learning Resources**

Text Books, Reference Books, Other resources

**Suggested Readings:**

- Management James A.F. Stoner, R. Edward Freeman-Pearson Prentice Hall-6th Edition
- Principles of Management – PC Tripathi & PN Reddy – TMH – 5th Edition - 2012
- Koontz D and Weihrich: Management, International Student Edition, Tokyo 1980.
- R.D. Agrawal, Organization & Management MC Graw Hill, New Delhi 1982.
- Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PPL.
- S. M. Shukla: Principles of Management, Sahitya Bhawan, Agra (UP) (Latest Edition). (Hindi and English Medium).
- Dr. Rajeev Kumar Jhalani & Dr. Yogita Chandel, Principles of Management, Devi AhilyaPrakashan, Indore (Hindi Medium)
- Dr. C. M. Mehta, Business Organization, Ram Prasad and Sons, Bhopal. (Hindi Medium)

**Suggested web links:**

[https://www.dphu.org/uploads/attachements/books/books\\_5284\\_0.pdf](https://www.dphu.org/uploads/attachements/books/books_5284_0.pdf)

<https://education.stateuniversity.com/pages/cw/lev9e9ib/An-Introduction-to-the-Principles-of-Management.html>

**Suggested equivalent online courses:**

**Part D-Assessment and Evaluation**

**Suggested Continuous Evaluation Methods:**

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE):25	Assignment/Presentation	10
External Assessment:	Section(A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
Time: 02:00 Hours	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context. Presentations and Industry Based Assignments.

*S. K. Khatik*

28.5.2021

Prof. Dr. S. K. Khatik,  
Chairman, Central Board of Studies,  
Professional Management BBA  
Course.



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Sample Syllabus B. Com

Part A introduction

Programme	Certificate Class: B.COM.1 <sup>st</sup> Year	Session 2021-22
Subject	Commerce	
1 Course Code	C1-COMA1T	
2 Course Title	Financial Accounting	
3 Course Type	Core	
4 Prerequisite	Not required open for all	
5 Course Learning Outcomes	<p>Successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>Acquire conceptual knowledge of basics of accounting</li> <li>Identify events that need to be recorded in the accounting records</li> <li>Develop the skills of recording financial transactions and preparation of reports in accordance with GAAP</li> <li>Describe the role of accounting information and its limitations</li> <li>Equip with the knowledge of accounting process and preparation off In a accounts of sole trader</li> <li>Identify and analyze the reasons for the difference between cash book and pass book balances</li> <li>Recognize circumstances providing for increased exposure to errors and frauds</li> </ul>	
6 Credit Value	6	
7 Total Marks	Max marks : 25+75 Minimum Passing Marks 33	

Part B: content of the course

Unit	topic	No. of lectures
1	Accounts - Indian History , Definition , Objectives ,Basic Concept and Principals of Double Entry System Journal Entry ,Ledger, Subsidiary books ,Trial Balance Introduction of Indian Accounting Standard Final Accounts	15
2	Accounting for Depreciation (According to Accounting Standard -6) Branch Accounts	15
3	Royalty Accounts , Departmental Accounts	15
4	Accounting of Non Profit Organisation , , Investment Account Consignment Accounts	15
5	Partnership Accounts :- Dissolution of Partnership (with Insolvency), Amalgamation of Partnership Firms, Conversion of Partnership firm in to joint stock Company	15
6	Computerized Accounts by using any popular accounting software. creating a company, configure and features setting, creating accounting ledgers and groups, creating stock items and groups, vouchers entry (with maintenance of vouchers) , generating report - cash book, ledger accounts, trial balance , profit and loss account and balance sheet	15

Keywords/Tags: financial A/c, Depreciation, Accounting Standard, branch a/c, royalty A/c, partnership and Computerized Accounts.

*Pavan Mishra*  
(PROF. PAVAN MISHRA)



*Pavan Mishra*  
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**Part C learning Resources**

1. भारतीय हिंदी वीर अकादेमी, भोपाल की पुस्तक।
2. Dr. R.K. Sharma/Dr. R.S. Popli, Financial Accounting ,Kitab Mahal Pub.Agra
3. Anil, Mahesh & Mariya Financial Accounting Himalya Publication Nagpur
4. Shukla & Grewal, Financial Accounting, S Chand & Sons New Delhi
5. Maheshwari S.N., An Introduction to Accountancy, Vikas publication, New Delhi .
6. Agrawal Dr. Mahesh Financial Accounting, Ramprasad and sons ,Bhopal
7. S.M.Shukla ,Financial Accounting Shahitya Bhawan Agra.
8. Gupta R.L. and Radhaswamy M, Advance Accounting S Chand & Sons, New Delhi
9. Dr. Ramesh Mangal , Financial Accounting , Satish Printers and Publishers Indore
10. Books published by Madhya Pradesh hindi granth academy

**Suggestive digital platforms, web links:**

1. <http://www.ddopjust.ac.in/studymaterial/mba/cp-104.pdf>
2. <http://www.ddopjust.ac.in/studymaterial/bba/bba-104.pdf>
3. <https://depppanacademy.com/pdf/cma/foundation/fundamentals-of-accounting.pdf>
4. [https://www.academia.edu/38623012/Financial\\_Accounting\\_IFRS\\_Edition\\_2e\\_th\\_Jerry\\_I\\_Weygandt](https://www.academia.edu/38623012/Financial_Accounting_IFRS_Edition_2e_th_Jerry_I_Weygandt)

**Part D-Assessment and Evaluation**

**Suggested Continuous Evaluation Methods:**

Maximum Marks - 100

Continuous Comprehensive Evaluation (CCE) : 25marks University Exam (UE) 75 marks

Internal Assessment :	Class Test	15
Continuous Comprehensive Evaluation (CCE) 25	Assignment/Presentation	10
External Assessment :	Section(A) : Three Very Short Questions (50 Words Each)	03 x 03 = 09
University Exam Section: 75	Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	04 x 09 = 36
Time : 02.00 Hours		02 x 15 = 30 Total 75

  
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**Sample Syllabus B. Sc**

B.Sc / B.Com III year 25.

Department of Higher Education, Govt. of M.P.

Syllabus for Under Graduate Annual Exam Pattern As recommended by  
Central Board of Studies and Approved by the Governor of M.P.

With effect from: 2021-22

Class : B.A/ B.Sc /B.Com/B.Sc (Home science)/ B.A(Mgt.) BCA  
Year : III  
Subject : English Language  
Paper Code : English Language  
Type : II  
Compulsory / Optional : Compulsory

Max. Marks : 30 + Internal assessment (5) =35

Note: Max. Marks for private students shall be 35.

**UNIT - I**

- Stopping by Woods on a Snowy Evening : Robert Frost
- Sherry Tree : Mark Twain
- The Avaricious Nanyan
- The Selfish Giant : Oscar Wilde
- On the Road : A.G. Gardiner
- The Song of Shakuntala : Translated by Tagore

**UNIT-II**

Reading Language Skills

Information of sentences, Direct-Indirect Speech, Active-Passive Voice, Confusing Words,

Opposite Words, Synonym Words with different meaning.

**UNIT-III**

Writing Skills, Presentation Skills, Narration of events and situations.

**UNIT-IV**

Oral Writing

**UNIT-V**

Reading CA

Handwritten signatures and dates:

- 3/6/19 (A. Nigam)
- 3/6/19 (Dr. A. Duley)
- 3/6/19 (Dr. S. S. Vijayaram)
- 3/6/19 (Dr. A. Duley)
- 3/6/19 (Dr. S. S. Vijayaram)
- 3/6/19 (Dr. A. Duley)



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**Mention in Session Plan Sample IT & E Business Fundamentals**

Lesson Plan

Subject: IT and E-Business Fundamentals

Class: MBA - I Sem

**Objective of course:**

The objective of this subject is to help students to understand the basics of Information Technology and e-Business Fundamentals. They should know the e-business applications in day to day life and should know its practicality.

**Examination:**

The faculty member will award internal marks out of 20 and the bifurcation is mention in the scheme of internal marks. An External viva-voce will be of 30 marks. The end semester examination will be worth 50 marks having theory and cases practical problems. There will be 7/8 questions out of which a student will be required to attempt any 4 questions.

**Course Outcomes (CO)**

- CO1. Basic understanding of Information Technology and E-Business fundamentals
- CO2. Knowledge of e-business fundamentals and applications of MS-Office in business
- CO3. Awareness of e-business security threats & other related issues
- CO4. Learning skills to use e-resources like websites, search engines, shopping sites, etc.

**PO-COMapping: HIGH-3, MEDIUM-2, LOW-1**

	PO	CO 1	CO 2	CO 3	CO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1		1					2		1				
CO 2		2								1	2		2
CO 3	1					3			2	2		2	1
CO 4						3	1		2		3	3	



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RAU, INDORE (M.P.)



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**Student Notices, Timetables, Faculty Notice & Guidelines for MST**

**INDORE INSTITUTE OF MANAGEMENT AND RESEARCH**

Date- 10<sup>th</sup> October 2023

**NOTICE**

**Mid-Session Test – 01**

**of**

**BBA, BBA FT, BCom (all years), and MBA I semester**

All the students of BBA, BBA FT, BCom (all years), and MBA I semester are hereby informed that as a part of the Internal Assessment, the Mid-Session Test 01 is scheduled from 30<sup>th</sup> October 2023 to 2<sup>nd</sup> November 2023

It is compulsory for all eligible students to appear in the MST

BY ORDER

*Vishal Geete*  
Dr. Vishal Geete  
O/C Principal



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and Research

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 Indore Institute of Management & Research



IIMR/2023-24 / Indore (M.P.)

Date: - 19/01/2024

**NOTICE**

All the students of BBA/BBB of the Institute hereby informed that MST-2 schedule of 22/01/2024 is rescheduled to 23/01/2024. All other papers remain the same.

For any queries contact D. S. Bhat



Prof. (Dr.) Aradhana Chouksey  
 Principal  
 IIMR, Indore

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INDORE INSTITUTE OF MANAGEMENT AND RESEARCH  
 MST 15-MBA I Year (I Sem), BBA I Year (I Sem), B.Com. All years  
 SYLLABUS TABLE

Programme	Sl. No.	Sl. No.	Sl. No.	Sl. No.
MBA I YEAR (I Sem)	9.30-11.00	Principles of Management	Business Environment	Quantitative Techniques
	11.30-01.00	Accounting for Managers	Business Communication	Managerial Economics
BBA I YEAR	9.30-11.00	Business Studies	Business Environment	Fundamentals of Accounting
	11.20-01.00	Communication Skills	Business Communication	Foundation (English, Hindi, Yoga and EVS)
BBA II YEAR	9.30-11.00	Marketing Management	Human Resources and Financial Management	Foundation (English, Hindi, Yoga and EVS)
	11.30-01.00	Organizational Behaviour	Business Environment	Management Information Systems
BBA III Year	9.30-11.00	Consumer Behaviour	Advertising and Sales Management	Personal Tax Planning
	11.30-01.00	Retail Management	Business Environment	Regular Classes will be scheduled as per IT
BBA IV YEAR	9.30-11.00	International Supply Chain Management	Business Environment & Business Communication	Business Maths & Statistics
	11.30-01.00	Business Law	Business Environment & Business Communication	Foundation (English, Hindi, Yoga and EVS)
BBA V YEAR	9.30-11.00	Export Import Procedures Document	Business Environment & Business Communication	Foundation (English, Hindi, Yoga and EVS)
	11.30-01.00	E-Commerce	Business Environment & Business Communication	Business Environment & Business Communication
BBA VI Year	9.30-11.00	Foreign Exchange & Development	Business Environment & Business Communication	Computer Application to Foreign Trade
	11.20-01.00	New Technologies in Multinational MNCs and Foreign Collaboration	Business Environment & Business Communication	International Advertising & Brand Management
B.Com.Hons. I Year	9.30-11.00	Financial Accounting	Business Environment and Communication	Accounting w/o Tally
	11.20-01.00	Business Regulatory Framework	Business Environment & Business Communication	Foundation (English, Hindi, Yoga and EVS)
B.Com.Hons. II Year	9.20-11.00	Corporate Accounting	Business Environment & Business Communication	Foundation (Hindi, English, Yoga and EVS)
	11.30-01.00	Cost Accounting	Business Environment & Business Communication	Regular Classes will be scheduled as per IT
B.Com.Hons. III Year	9.30-11.00	Income Tax Law & Practice	Business Environment & Business Communication	Management Accounting
	11.30-01.00	Goods and Services Tax	Business Environment & Business Communication	Principal Institute of Management and Research



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## INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

MST 1- MBA II Year (III semester)

MST 2- MBA I Year (I Semester) Section A and B

### TIMETABLE

Programme	Date Time	10th December 2021	11th December 2021	12th December 2021	13th December 2021	14th December 2021	15th December 2021
MBA I YEAR (I Semester) Section A and B	9:30-11:00	Business Environment	Business Environment	Quantitative Techniques	Organizational Behaviour	Regular Classes	
	11:30-01:00	Business Environment	Business Environment	Managerial Techniques	IT and E-Business Fundamentals	Regular Classes	
	1:20-1:50	Result of Exams					
MBA II Year (II Semester)	9:20-11:00	Industrial Engineering and Legislation	Industrial Engineering and Legislation	Business Drive	Advertising and Digital Marketing	Tax Planning and Management	
	11:30-01:00	Industrial Engineering and Legislation	Social Psychology		Product and Brand Management	Indian Financial System	
	1:00 to 1:30	Industrial Engineering and Legislation			Sales and Distribution Management	Bank and Insurance Management	

Dr. Suresh Chandra  
MST Coordinator

Dr. Anshu Chandra  
Principal

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Indore Institute of Management and Research, Indore  
(NAAC 'A' Accredited, Affiliated to Devi Ahilya University, Indore (M.P.), India)

Minutes of the Meeting  
Subject: Mid Session Test 1 for MBA and BBA Programs

Date: 03/10/2023

Time: 1:00 pm

Venue: IIMR BOARD ROOM

#### Attendees:

- Dr. Vishal Geete, O/C Principal
- Dr. Rakshita Purank, Dean Research
- Dr. Anandha Pathak, IQAC Incharge
- Dr. Shilpa Shukla, MST Coordinator
- Mr. Nayan Bhidediya, MST Co-Coordinator

#### Agenda:

1. Schedule of Internal Examinations
2. Examination Guidelines and Protocols
3. Faculty Responsibilities

#### Discussion Points and Resolutions:

##### 1. Schedule of Internal Examinations:

- Proposed dates for MBA and BBA internal examinations were discussed.
- It was decided that examinations would commence from 19/10/2023 and conclude on 02/11/2023.
- A detailed timetable will be circulated by the MST Coordinator.

##### 2. Examination Guidelines and Protocols:

- Separate guidelines to be circulated to faculty members regarding MST.
- It was emphasized that examination halls would be monitored to ensure adherence to academic integrity.

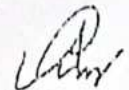
##### 3. Faculty Responsibilities:


- Faculty members were assigned the task of preparing question papers and submitting them to the Examination Cell.
- Faculty will also be responsible for invigilation duties as per the roster to be shared by the MST Coordinator.

Meeting Adjourned at: 2:10 pm

Minutes Prepared by: Mr. Nayan Bhidediya, MST Co-Coordinator



  
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Indore Institute of Management and Research, Indore  
(NAAC 'A' Accredited, Affiliated to Devi Ahilya University, Indore (M.P.), India)

Minutes of the Meeting  
Subject: Mid Session Test 2 for BBA Programs

Date: 04/01/2024

Time: 1:30 pm

Venue: IIMR BOARD ROOM--

### Attendees:

- Dr. Aradhana Choksey, Principal
- Dr. Vishal Geste, Dean Academics
- Dr. Rakshita Paranjik, Dean Research
- Dr. Anuradha Pathak, IQAC Incharge
- Dr. Shijji Shukla, MST Coordinator
- Mr. Nayan Bhidodiya, MST Co-Coordinator

### Agenda:

1. Schedule of Internal Examinations 2
2. Examination Guidelines and Protocols
3. Faculty Responsibilities
4. Improvement in Results

### Discussion Points and Resolutions:

#### 1. Schedule of Internal Examinations:

- Proposed dates for internal examinations were discussed.
- It was decided that examinations would commence from 22/01/2024 and conclude on 24/01/2024.
- A detailed timetable will be circulated by the MST Coordinator.

#### 2. Examination Guidelines and Protocols:

- Separate guidelines to be circulated to faculty members regarding MST.
- It was emphasized that examination halls would be monitored to ensure adherence to academic integrity.

#### 3. Faculty Responsibilities:

- Faculty members were assigned the task of preparing question papers and submitting them to the Examination Cell.
- Faculty will also be responsible for invigilation duties as per the roster to be shared by the MST Coordinator.

Meeting Adjourned at: 2:50 pm

Minutes Prepared by: Dr. Shijji Shukla, MST Coordinator

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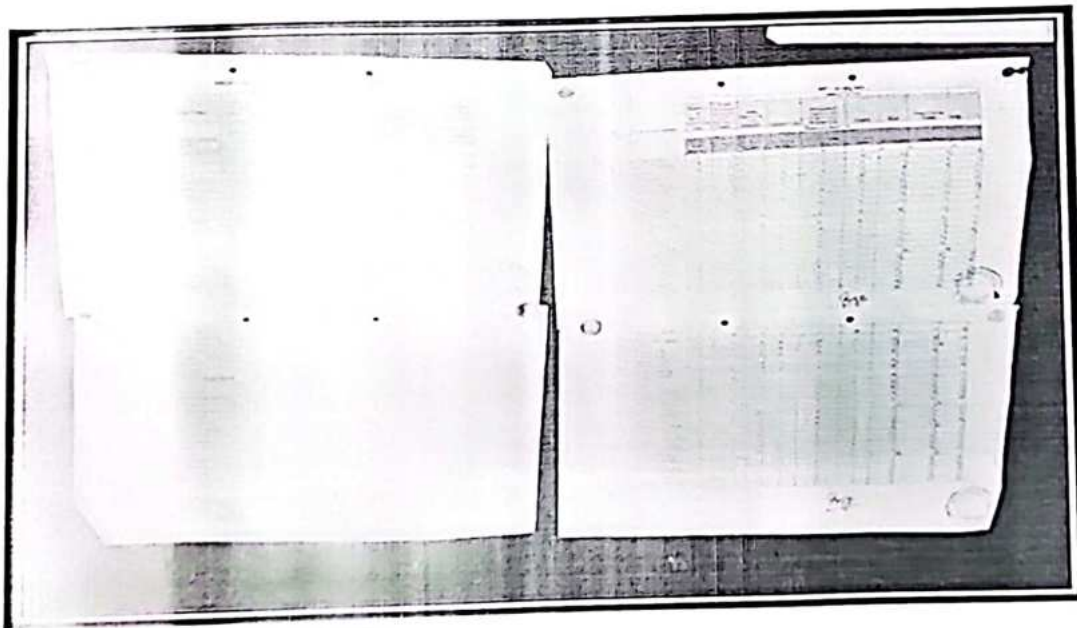
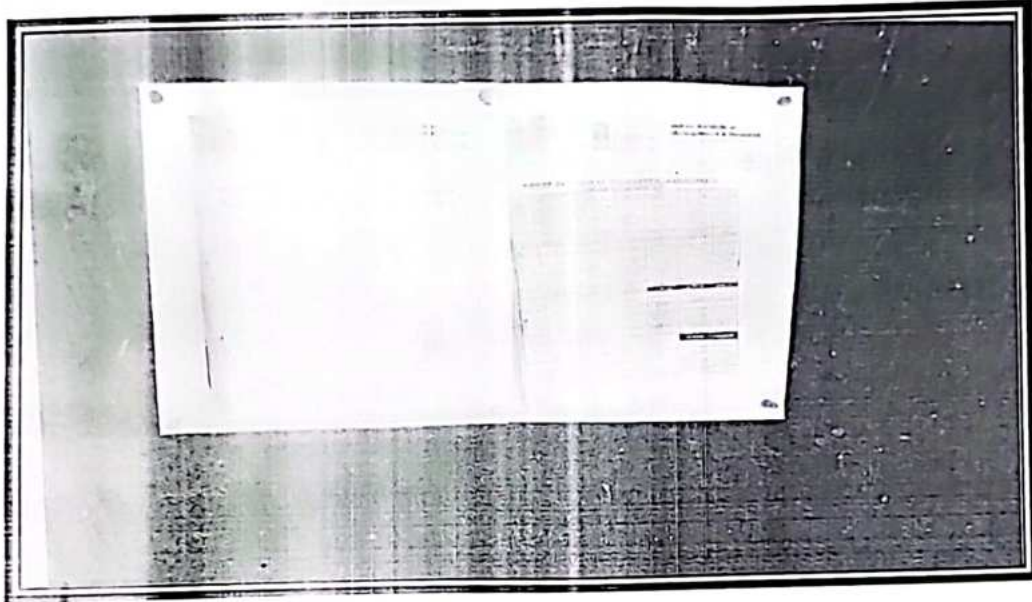
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**Display of Internal/External Examination Notices on Notice Board**



*[Signature]*  
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**Sensitization during Induction Ceremony**

**INDORE INSTITUTE OF MANAGEMENT AND RESEARCH, INDORE**

Event Report

**Name of the Event: "ABHIGYATA PARV 2023" (UG INDUCTION PROGRAMME)**

**Date of Event: 23rd and 24th August 2023**

**Faculty Coordinator: Dr. Anuradha Pathak, Dr. Pooja Srivastava**

**Student Coordinators: Rishi Dixit, Avush Singh Thakur, Sargam Sharma, Arham Ali Rizvi, Anamang Khatke, Sneha Ghatge**

Indore Institute of Management and Research hosted an Induction Ceremony "Abhigyata Parv 23-24" on 23rd and 24th August 2023 for the new batch of BBA, BBA (Foreign Trade) and B. Com on 23rd and 24th August 2023. The purpose of the induction program for undergraduate (UG) students is to provide them with a smooth transition into university life, facilitate their adjustment to the campus environment, and provide them with the necessary support for a successful and fulfilling college experience. The program was attended by faculty and student volunteers who worked together to ensure the proper and smooth conduction of the event. The following are the brief notes on the various events conducted as part of the induction program.

The first day of the induction program started with Registration and Kit distribution to the students followed by the completion of KYC and Biometric attendance registration.

The event began with a warm welcome by welcoming the new batch with Tilak. Students were then invited to participate in a group activity to mark the beginning of the academic year and formal inauguration of the program. The program was followed by Saraswati Vandana, Shri Arun S. Patil, Chairman of the Board of Studies, Indore Institute of Management and Research, with Principal IIMR Dr. Rishi Dubey inaugurated the program by offering blessings from Goddess Saraswati. The occasion was graced by the performance of Ms. Sargam Sharma of BBA FI III Yr. to symbolize the beginning of a new journey for the new members, making them feel valued and appreciated.

Principal IIMR Dr. Rishi Dubey welcomed students to a world of knowledge, ideas, and experiences. He encouraged them to embrace their intellect and broaden their horizons. He emphasized the institute's commitment to get NAAC "A" Grade Accreditation in its very first year and to provide a platform for the pursuit of knowledge and personal development. He emphasized the importance of the development of students through making them industry ready through various skill development programs.

  
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Guest Speaker, Shri. ... welcomed new students. In his address, he said that the acronym ... of our mission, IIMR is also a place where you will ... education is not just about academics; it's also about ... to instill values such as integrity, empathy, and social ... will learn the importance of teamwork, critical thinking, ... will not only serve well in academic pursuits but also in ... students to be mindful of the impact they can have on ... world. He ... with the concept of "Eat Your FROG" and "Five ... importance of mental wellbeing in the process of evolving

... students were given ceremonial ... Diksha Sutra Ceremony. The Diksha Sutra Ceremony was ... students to adhere to the teachings and processes of the

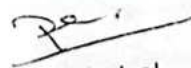
... Thanks given by Dr. Pooja Srivastava. A group ... first day of Batch 2023-26 followed by refreshments to

... during the induction programme, there by ... and making them environment conscious. Tree ... under the aegis of Green Waves Club and ... assured to take care of the saplings planted by

... ice-breaking activities conducted by UG Senior

... August 23, the day started with the continuing session on ... to concentrate and enhance will power" by Shri Arun ... simple language about the meaning of success and how

... about the academic processes and comprehensive ... Dean Academics, Dr. Simranjeet Kaur Sandhar ... Academic Systems and Process, Teaching ... Attendance Policy and Comprehensive learning system

  
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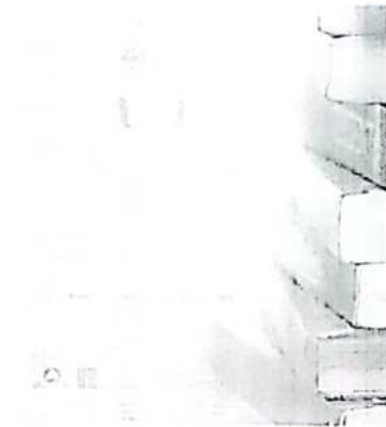




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Indore Institute of Management & Research

**इगिज्जा पर्व-२०२३**  
 भा.प.प.प. - अंतर्गत - अंतर्गत

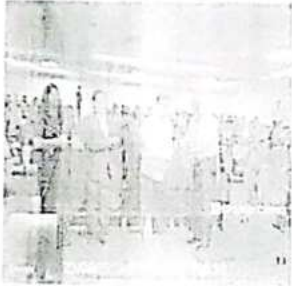
**परिचर्चा**

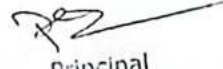
*How to Handle Failures- Obstacles & How concentrate & Enhance Willpower*

Guest Speaker  
**DR. BHASKAR K. SHARMA**  
 Director, IIMR

17th August 2023, 12:00 PM to 1:30 PM

207, Laxmi Nagar, Indore, M.P. | Phone: 0731-2531111 | Email: iimr@iimr.ac.in | Website: www.iimr.ac.in



  
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## Frequency and Varieties of Assessment

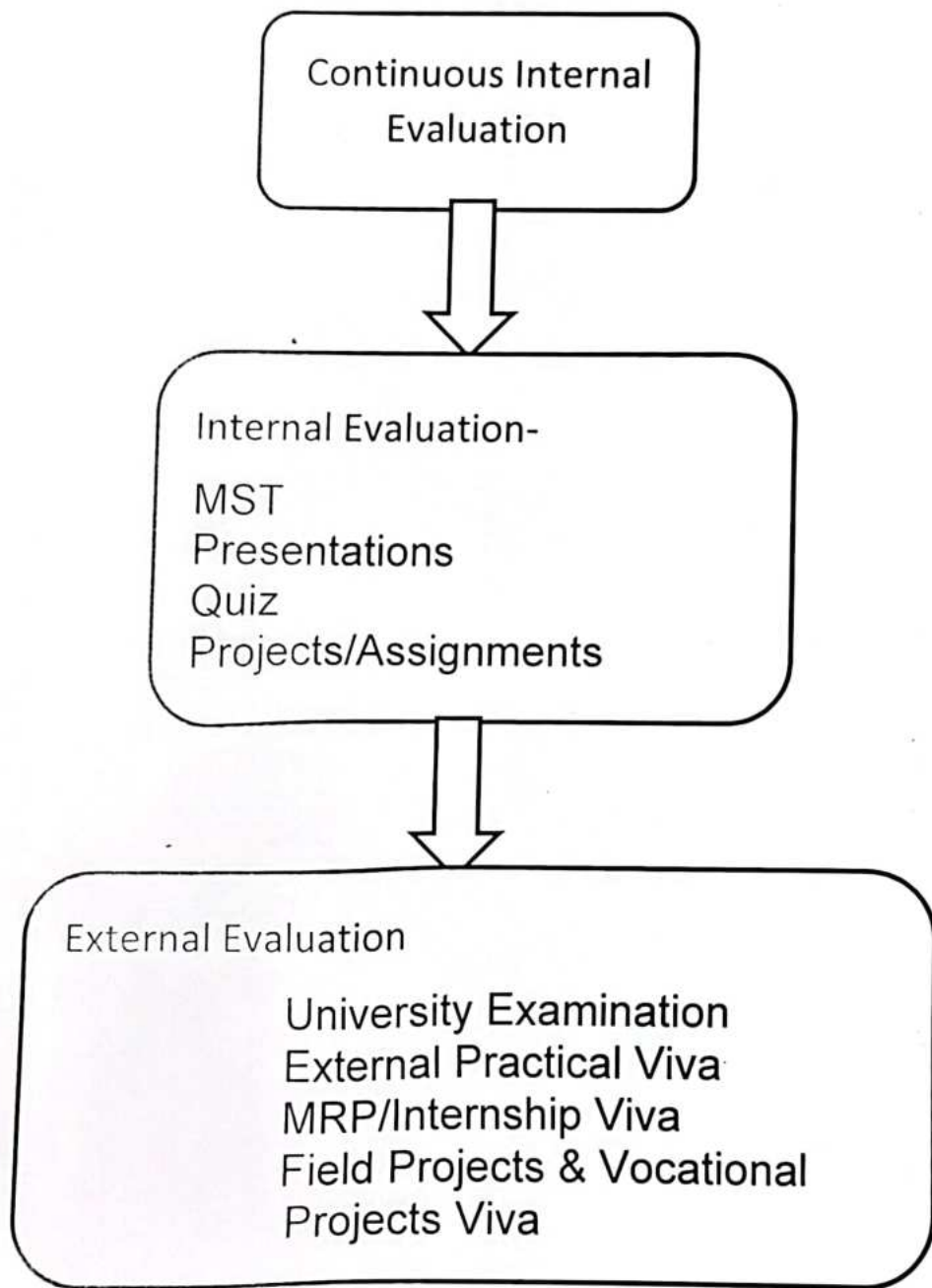
MBA curriculum prescribes at least three internal evaluations, out of which two are written tests and third shall be Assignment/Presentation/Quiz/Class Participation. Best two out of three evaluations are considered for final marks. In Undergraduate program, Academic calendar issued by DHE forms the basis of academic planning. Accordingly, two internal evaluations in the form of written tests are conducted in UG programs. Besides MST exams, one quiz, one group presentation and minimum one application based assignment/ projects are conducted. Teachers have all the freedom to use other assessment tools like class participation, class tests, and group discussions, viva voce for continuous evaluation.



  
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### Flow Chart for Continuous Evaluation



  
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**Proofs of Continuous Internal Evaluation-**

Sample MST Copies shown to students maintaining transparency in internal evaluation

Nishpreet Kaur Chahl

**IIMR** *Scan and Subjected*  
*11/11/2024*

Course: \_\_\_\_\_ DATE: 11/11/2024

EXAM: \_\_\_\_\_ SESSION: (Odd/Even) 20\_\_\_\_20\_\_\_\_

NAME: \_\_\_\_\_ ENROLLMENT: \_\_\_\_\_

BRANCH: \_\_\_\_\_ YEAR: \_\_\_\_\_ SEMESTER: 3<sup>rd</sup> SECTION: B

ROLL NAME: \_\_\_\_\_ SUBJECT CODE: 571081

MARKS	1		2		3		4		5		6		7		8		
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	

MAX. MARKS: 75 MARKS OBTAINED: \_\_\_\_\_ IN WORDS: \_\_\_\_\_

NAME & SIGN. INVIGILATOR INTERNAL: *Acad* NAME & SIGN. VALUER/EXTERNAL: *Hij*

NOTE: Start Writing From Here

Section A

Monopoly is a market structure that when the number of sellers is one, it makes homogenous product.

Features of Monopoly:-

- 1. Homogenous product.
- 2. High barriers to entry.
- 3. Less competition.

Monopoly vs perfect competition :- The market combination of perfect competition and monopoly.



*[Signature]*  
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Rishika Gupta: BBA IInd year

Date: 23/01/24  
Rishika

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INSTITUTE:  HST  IIT  IIM  IITM  IITK  IITR  IITD  IITB  IITM  IITK  IITR  IITD  IITB

COURSE: BBA DATE: 23/01/24

SESSION: (Odd/Even) 20..22..20..22..

NAME: Rishika Gupta ENROLLMENT: D22207522

SEMESTER: SECTION:

SUBJECT CODE: M2-BBA2T

1	2	3	4	5	6	7	8
A	B	A	B	A	B	A	B

MARKS: 25 / MARKS OBTAINED: 20

NAME & SIGN. VALUER/EXTERNAL: Dr. Ashu Ashu

NOTE: Start Writing From Here 04+20  
(Hukri)

Section - A

Money market instruments are -

- Commercial Bill
- Commercial Paper
- Call money ✓
- Certificate of Deposit (1)



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**Projects/Assignments**

**B. Com 1st year- Environmental Studies**

Sl. No.	Name	Grade	Section	Subject	Assignment/Project Title	Status
1	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
2	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
3	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
4	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
5	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
6	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
7	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
8	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
9	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
10	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]

Sl. No.	Name	Grade	Section	Subject	Assignment/Project Title	Status
1	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
2	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
3	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
4	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
5	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
6	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
7	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
8	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
9	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]
10	[Name]	[Grade]	[Section]	[Subject]	[Assignment/Project Title]	[Status]



*[Signature]*  
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- My Favorites
- My Recent
- My Search
- My Help
- My Support
- My Contact
- My Privacy
- My Security
- My Logout

**Assignment -2 (Previous Year Paper)**

Due Feb 20, 2024

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 IMG-20240210-WA0022.jpg

IMR-20240210-WA0021.jpg  
 IMG-20240210-WA0020.jpg

**B.Com I Year Hindi Language**

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- My Notifications
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- My Favorites
- My Recent
- My Search
- My Help
- My Support
- My Contact
- My Privacy
- My Security
- My Logout

Assignment -2 (Previous Year Paper)

Due Feb 20, 2024

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IMR-20240210-WA0021.jpg  
 IMG-20240210-WA0020.jpg



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### BFT III Years-Major Research Project Work

Classroom

Home

Calendar

Feedback

Classroom

2024-25

2023-24

Batch 2022-23

Batch 2021-22

Batch 2020-21

Batch 2019-20

Batch 2018-19

Batch 2017-18

Batch 2016-17

Batch 2015-16

Batch 2014-15

Batch 2013-14

Batch 2012-13

Batch 2011-12

Batch 2010-11

Batch 2009-10

Batch 2008-09

Batch 2007-08

Batch 2006-07

Batch 2005-06

Batch 2004-05

Batch 2003-04

Batch 2002-03

Batch 2001-02

Batch 2000-01

Batch 1999-00

Batch 1998-99

Batch 1997-98

Batch 1996-97

Batch 1995-96

Batch 1994-95

Batch 1993-94

Batch 1992-93

Batch 1991-92

Batch 1990-91

Batch 1989-90

Students are to be assigned for Major Field Project work. The following guidelines are to be followed for Major Field Project work.

1. Students are to be assigned in groups of 3-4 members. Each group should submit a project report on the following subjects i.e. Packaging, Distribution Channels and Material Handling in Time Temperature Sensitive (TTS) Products, Distribution Channels and Material Handling in Non-TTS Products, Branding, Distribution Channels and Material Handling in Non-TTS Products, Distribution Channels and Material Handling in Non-TTS Products, Distribution Channels and Material Handling in Non-TTS Products.

2. The Google form to mention details of your Group Member names, title of project work, Organisation name, address, contact details, phone and e-mail to be filled and submitted to the concerned faculty member.

3. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

4. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

5. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

6. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

7. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

8. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

9. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

10. The project report should be submitted to the concerned faculty member after approval of the student in-charge.

### MBA IV Sem Investment Analysis & Portfolio Management

Assignment	Classwork	Portfolio Management
Assignment 1: Case Study 1	Assignment 2: FDRM Assignment	Assignment 3: SM Assignment
Assignment 4: Assignment 1		



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**BBA V Sem Banking & Insurance Management**

The screenshot displays a list of items in a learning management system:

- pe... assignment: Assignment- Sales Script
- S... Sandhar p... a new material: Unit 2
- S... Sandhar p... a new assignment: Banking and Insurance Assignment: ...
- S... Sandhar p... a new assignment: Describe in detail the various investm...

**BBA VI Sem Merchant Banking & Financial Services**

The screenshot shows an assignment page with the following details:

- Assignment: MFBS**
- 3 stars
- 10 points
- Students are requested to submit the handwritten copy of the assignment in hard copy. The last date of submission is 15th May 2023.
- Assignment link



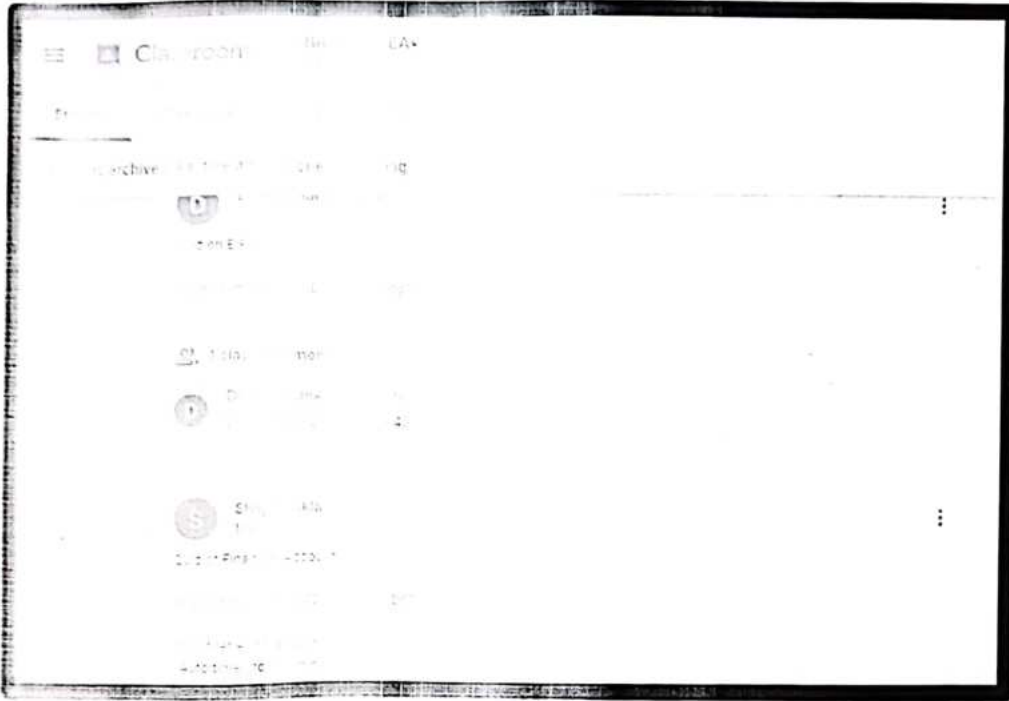
*[Signature]*  
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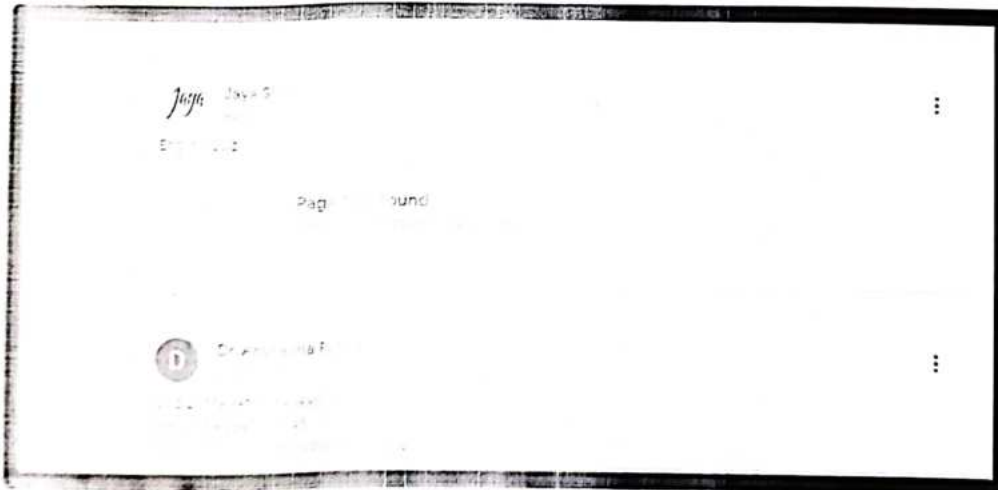


**Quizzes**

**BBA FT II Year- Export Pricing & Product Planning**



**BBA II Year Marketing Research**



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**Presentations**  
**Final year EPD**

**Final year EPD**

Due Feb 6

... presentation has to be done with the help of Chart/Poster (Not ppt). The ... tables wherever required to avoid texts

... at section

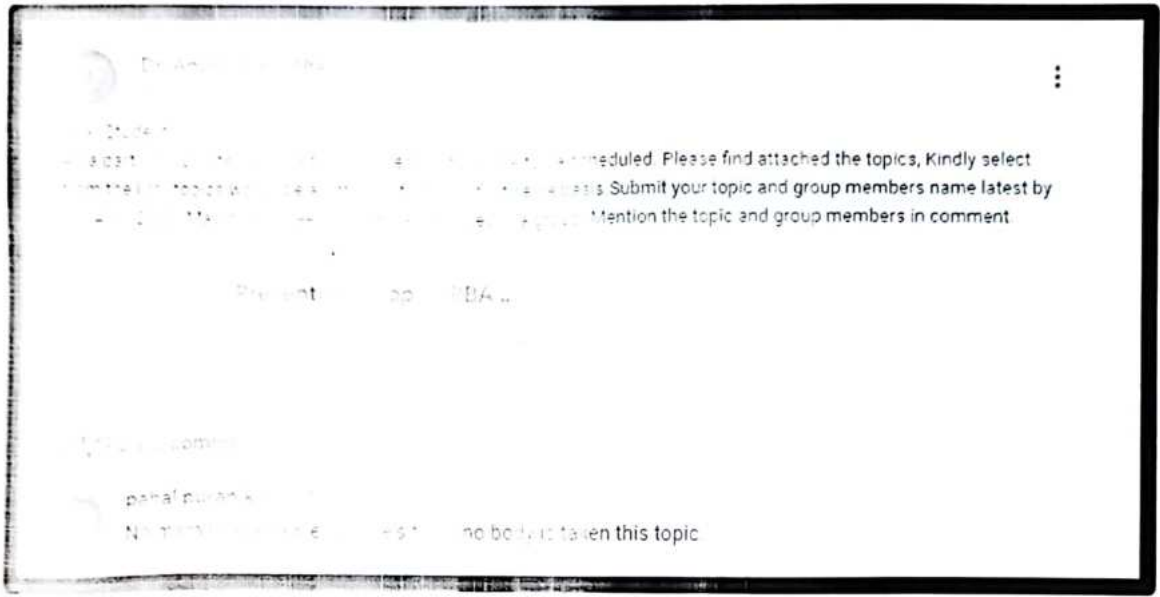
**Final year EPD**

... Please find attached the topics. Kindly select ... Submit your topic and group members name latest by ...

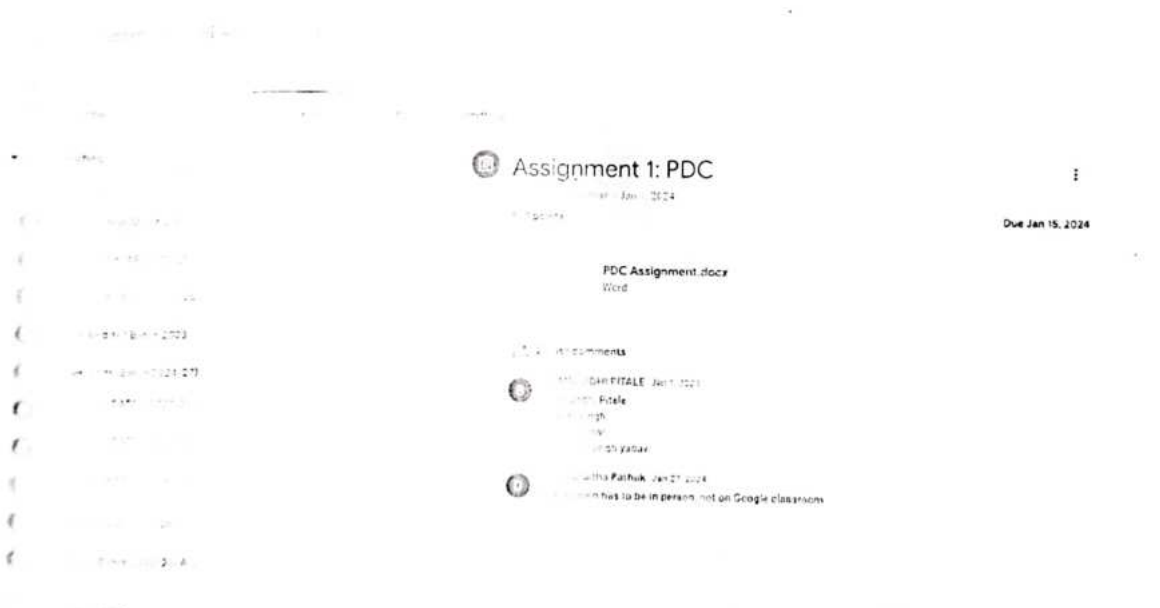
... select some other topic



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**PDC III year- Assignment PDC**



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**BFT III Year- Presentation Guidelines**

Dr. Anurag...

**Objective:**  
 It is to inform you about the presentation guidelines are proposed to be implemented on 28-21 Feb 2024. The groups should follow the format and Guidelines. Kindly read the instructions carefully and accordingly. The date to submit the presentation paper is 15th Feb 2024.

**Note:**  
 Before the same of group 2 group members name in the class represent section of Group Classroom first. It is to be filled up the class. Fill the group form mentioned in the post. No other method of communication. All group and group member names which be taken into consideration. Only one member of the Group should be present in the class.

[View Presentation Guidelines](#)

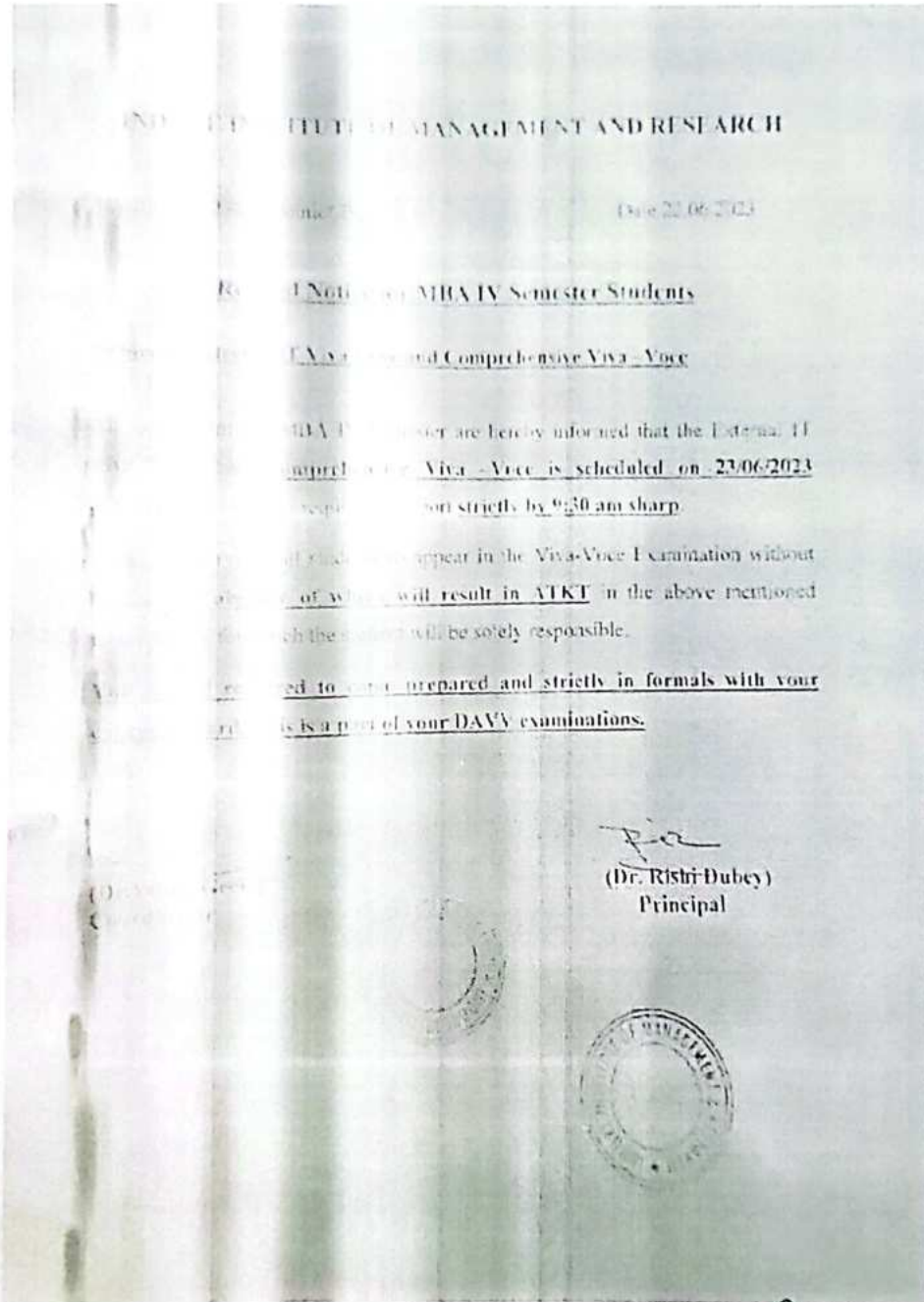


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**External Evaluation**

**Sample Notice Practical Viva Voce MBA IT & E Business Fundamentals and Comprehensive Viva**



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(Dr. Rishi Dubey)  
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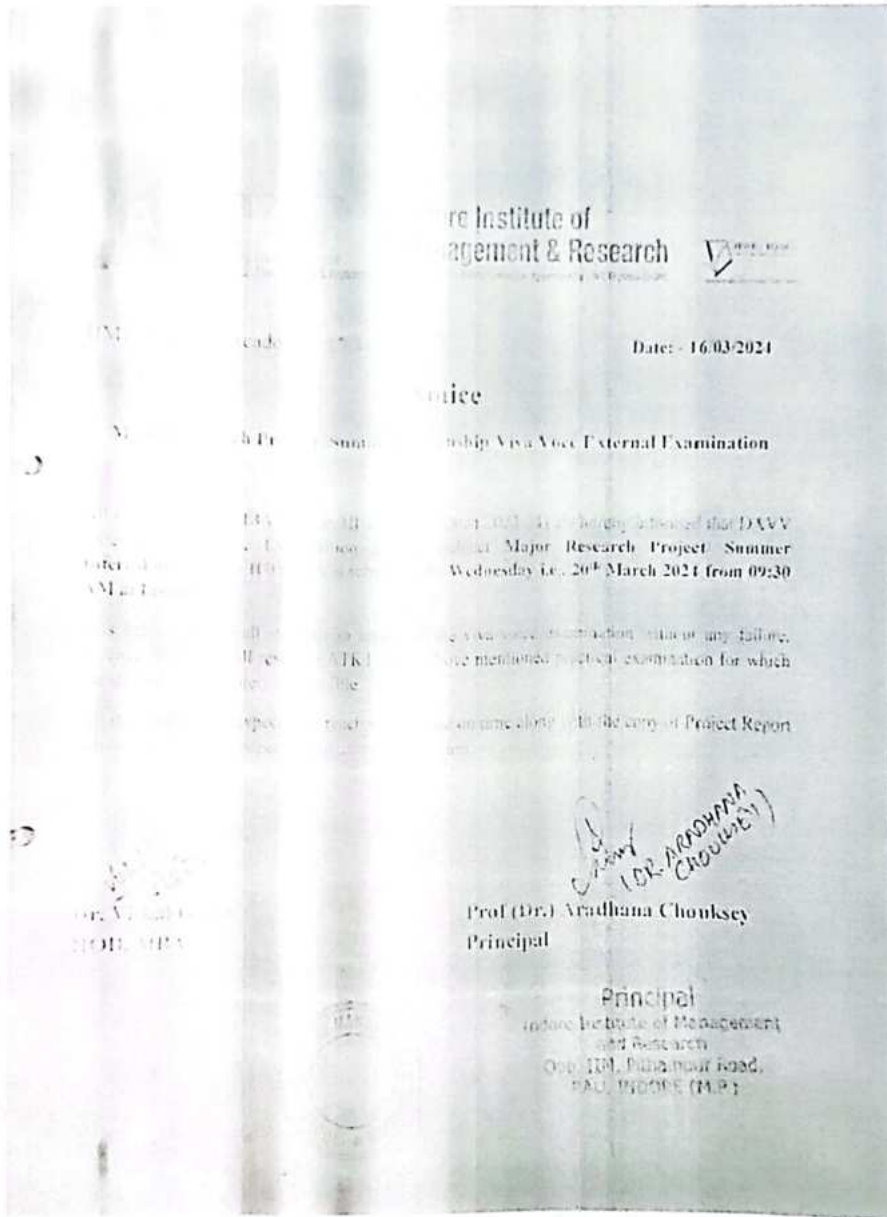
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## Sample Notice MRP/Internship Viva Voce MBA III Semester



  
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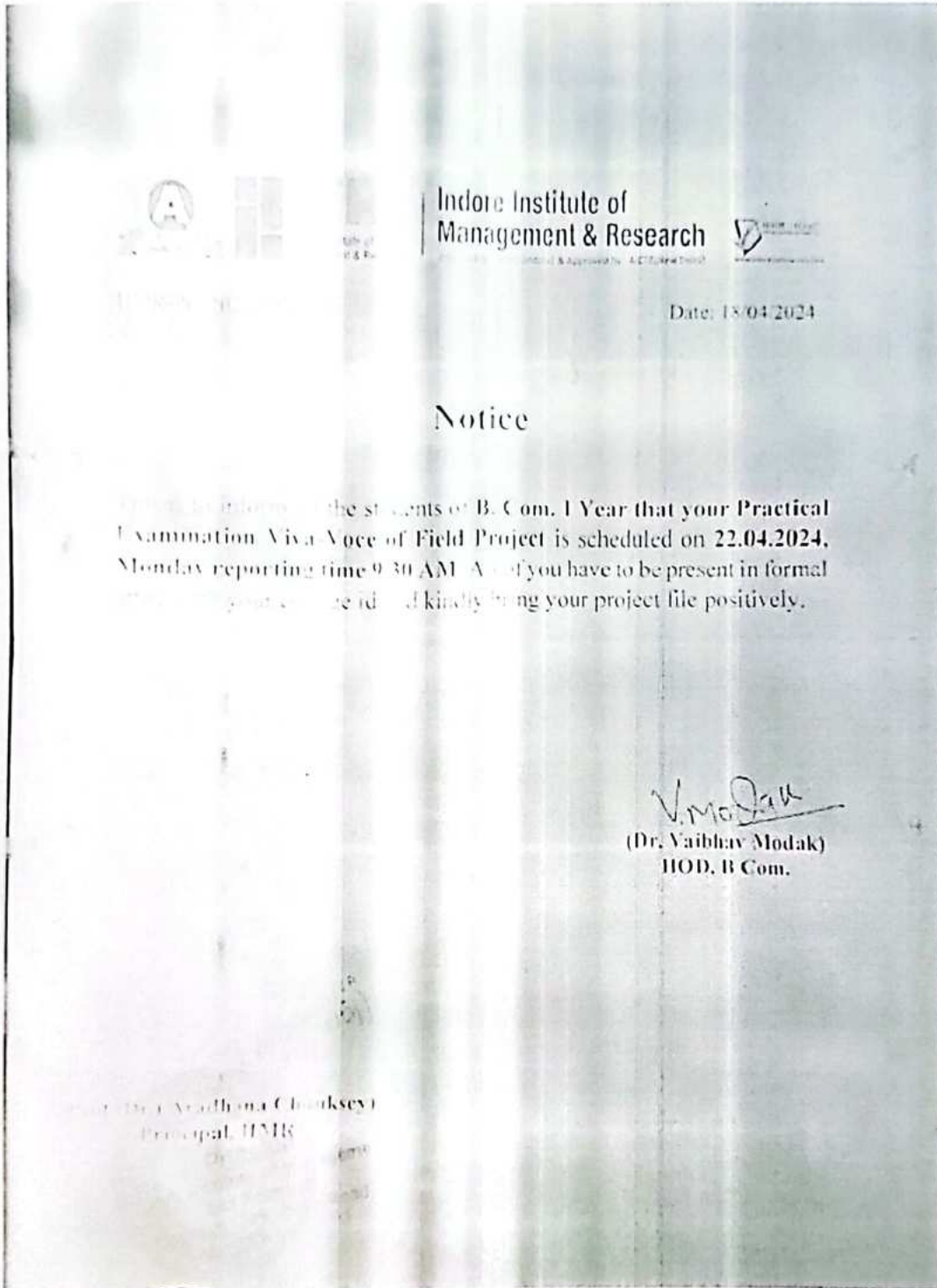




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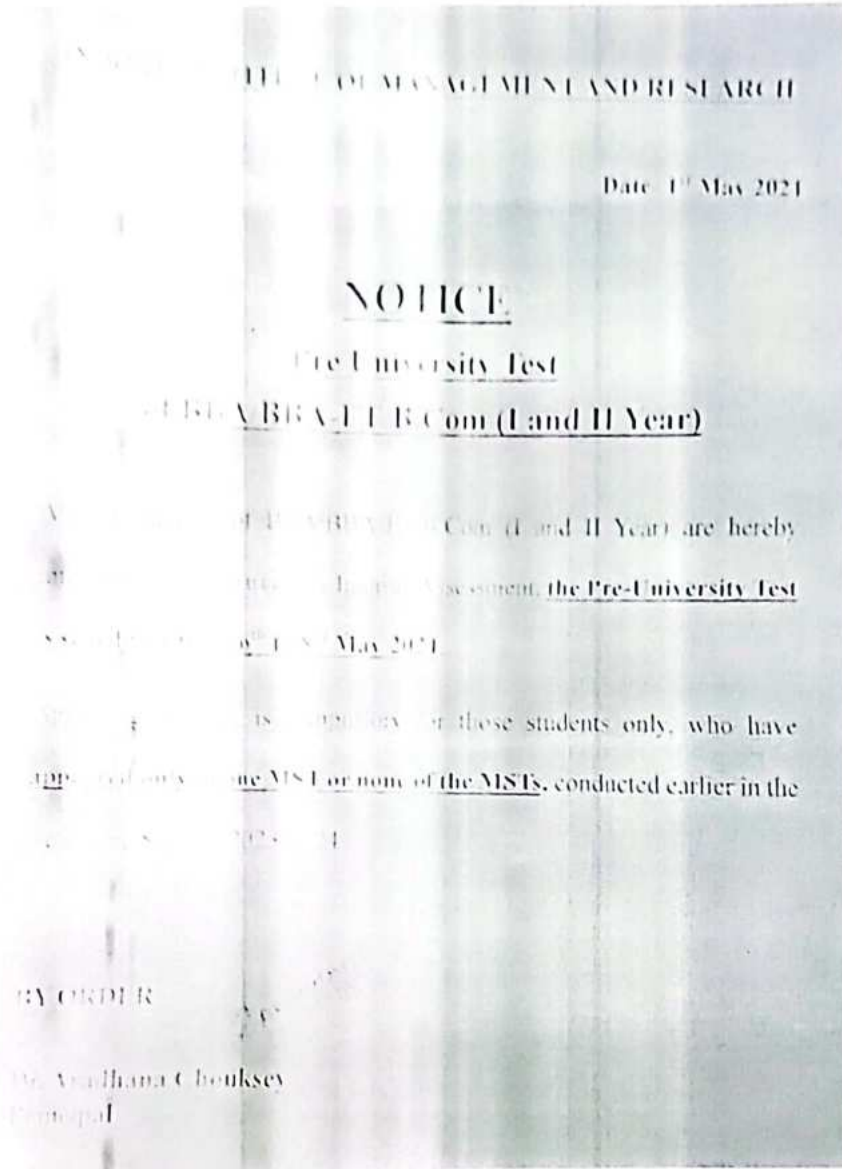
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**Sample Notice B Com I Year Field Project Viva Voce**



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**Sample Notice B. Com /BBA /BBA FT (I and II Year Pre University Test)**



  
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**Grievances Redressal Mechanism**

**Internal Examination Redressal Flowchart**

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**INTERNAL EXAMINATION REDRESSAL FLOWCHART**

In case of any grievance related to the Mid-Session Tests (MSTs)- Internal Examination, students are suggested to follow the following flowchart of contact procedure in effective, immediate, and appropriate redressal to their issue.

- During the answer sheet and marks sharing in the class, the student can openly discuss his/her grievance with the subject faculty
- In case of any genuine changes in the marks or any other issues, the subject faculty will make the desired changes
- If not, the awarded marks will be treated as the final marks of that MST

- If the student is dissatisfied with the marks obtained and the redressal provided by the subject faculty, the student can approach the MST coordinator, for further redressal

- In case with the above steps are not addressing the issue faced by the student, the said student can consult with their concerned HoD.
- The decision of the HoD will be final and abiding



  
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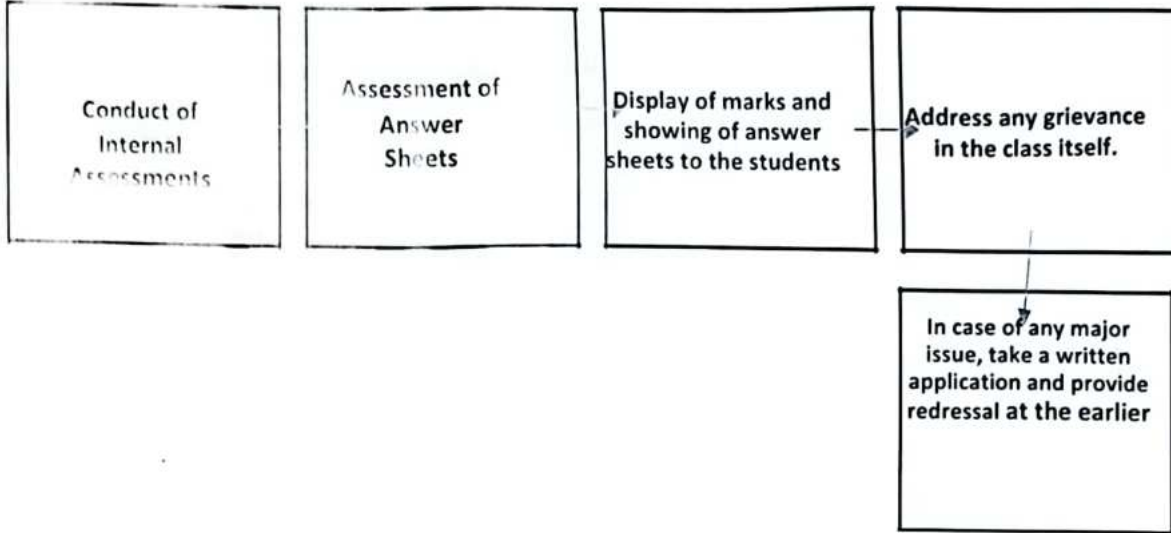




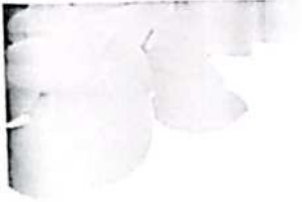
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## Internal Examination Grievance Redressal Mechanism



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**External Examination Grievance Redressal Mechanism**

Conduct of External Assessments

Declaration of Results

In case of any grievance, guide the student for rechecking, revaluation, retotaling, view answerbook (as the case may be)

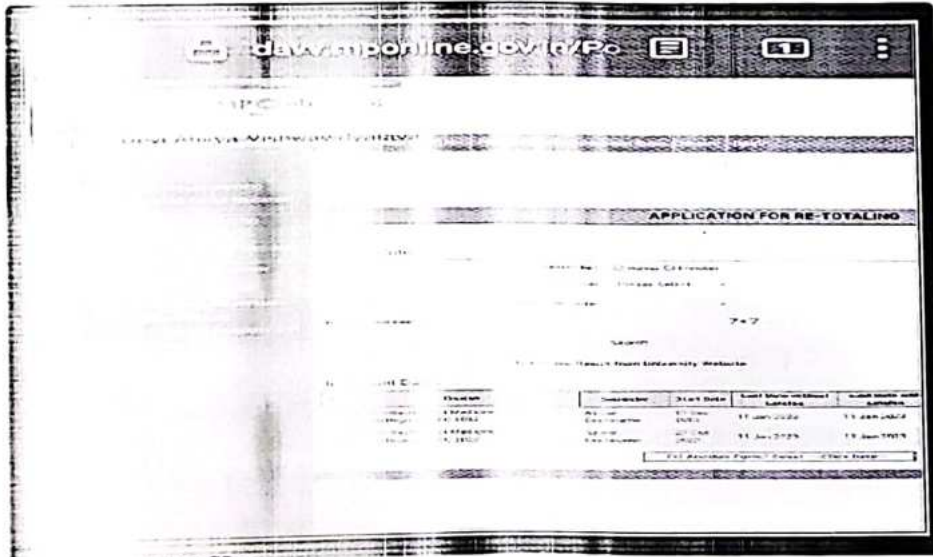
Students can visit following links, as per their grievances

<http://www.davv.mponline.gov.in/Portal/Services/DAVVDashboard/Counterbase/REVAL/RevalApp.aspx>

<http://www.davv.mponline.gov.in/Portal/Services/DAVVDashboard/Counterbase/REVAL/RetotalApp.aspx>

<http://www.davv.mponline.gov.in/Portal/Services/DAVVDashboard/Counterbase/REVAL/ViewAnswerBook.aspx>

Screen Shots DAVV Website for Exam Related Grievance



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davv.mponline.gov.in/Portals/0

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Sl. No.	Department	Examination	Start Date	Last Date of Fee of Lecture	Last Date with Lecture
1	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
2	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
3	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
4	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
5	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022

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Home > Analysis > M&R > Indore

**APPLICATION FOR REVALUATION**

Search Results

Search By: [Filter] [Clear]

Click to view Result from University Website

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2	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
3	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
4	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022
5	BA (Hons.)	BA (Hons.)	31 Jan 2022	11 Jan 2022	11 Jan 2022



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