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International Center for Academics

#### Overseas Study Center 9602

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Management

Program Guide

Gyaneshwor, Kathmandu, Nepal, Tel: 01-4445540

GPO Box # 8975, EPC 5155, Kathmandu, Nepal

www.ica.edu.np

**Program on Offer from School of Management**

* Master of Business Administration (MBA)
* Post Graduate Diploma in Human Resource Management (PGDHRM)
* Post-Graduate Diploma in Financial Management (PGDFM)
* Post-Graduate Diploma in Operations Management (PGDOM)
* Post-Graduate Diploma in Marketing Management (PGDMM)

**Master of Business Administration (MBA)**

This programme is an AICTE recognized Post Graduate Degree programme designed to develop the skills required for careers in business and management. The programme is designed by renowned management experts keeping in view the latest industry requirements and practices. All the courses are contemporary, covers diverse areas of study in business and management and relevant to the present day needs. It is uniquely designed for both fresh graduates and the working personnel.

The MBA Programme consists of 28 courses in all and includes:   
i) Twenty (20) Core courses (from MMPC-001 to MMPC-020)   
ii) Seven (07) courses from any one of the chosen specialization area  
iii) One (01) Project course (MMMPCP-001 equivalent to 2 courses)  
  
In order to get an MBA degree a student has to complete 28 courses with a total credit weightage of 116 credits. They are as follows:

-20 Core Courses of 4 Credit each = 80 Credits.

-One Project course of 8 credits

-7 Courses from any one area of Specialization of 4 credits each = 28 credits

The MBA program is divided into semesters as below:

**I semester**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Course Code** | **Course Title** | **Credits** |
| 1 | **MMPC-001** | Management Functions and  Organisational Processes | 4 |
| 2 | **MMPC-002** | Human Resource Management | 4 |
| 3 | **MMPC-003** | Business Environment | 4 |
| 4 | **MMPC-004** | Accounting for Managers | 4 |
| 5 | **MMPC-005** | Quantitative Analysis for Managerial  Applications | 4 |
| 6 | **MMPC-006** | Marketing Management | 4 |
| 7 | **MMPC-007** | Business Communication | 4 |
|  | | | 28 |

**II Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Course Code | Course Title | Credits |
| 1 | **MMPC-008** | Information Systems for Managers | 4 |
| 2 | **MMPC-009** | Management of Machines and Materials | 4 |
| 3 | **MMPC-010** | Managerial Economics | 4 |
| 4 | **MMPC-011** | Social Processes and Behavioural Issues | 4 |
| 5 | **MMPC-012** | Strategic Management | 4 |
| 6 | **MMPC-013** | Business Laws | 4 |
| 7 | **MMPC-014** | Financial Management | 4 |
|  | | | 28 |

**III Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Course Code** | **Course Title** | **Credits** |
| 1 | **MMPC-015** | Research Methodology for Management Decisions | 4 |
| 2 | **MMPC-016** | International Business Management | 4 |
| 3 | **MMPP-001** | Project Course (Equivalent to 2(Two) courses) | 8 |
|  | | Four courses from specialization area of your choice | 16 |
|  | | | 32 |

**IV Semester**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Course Code** | **Course Title** | **Credits** |
| 1 | **MMPC-017** | Advance Strategic Management | 4 |
| 2 | **MMPC-018** | Entrepreneurship | 4 |
| 3 | **MMPC-019** | Total Quality Management | 4 |
| 4 | **MMPC-020** | Business Ethics and CSR | 4 |
|  | | Three courses from specialization Area opted in Semester III | 12 |
|  | | | 28 |

**Note: The list of specialization courses which will be available in 3rd and 4th semester will be updated later.**

**Grading and Result:**

Letter grade system is followed in this programme for evaluation. These letter grades are:

A = Excellent

B = Very Good

C = Good

D = Satisfactory

E = Unsatisfactory

A student will have to obtain at least ‘C’ Grade in both continuous and term-end examinations and also the overall average grade should be at least ‘C’ grade for the successful completion of the course.

Following is the system of converting the overall letter grades to percentage equivalents:

A = 80% and Above

B = 60% to 79.9%

C = 50% to 59.9%

D = 40% to 49.9%

E = Below 40%

**Credit System**

The University follows the ‘Credit System’ for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four credit course involves 120 hours of study. All management courses are 4 credit courses except the project course which is of 8 credits. This helps the student to understand the academic efforts one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both, the assignments and the termend-examination of each course in a programme.

**Examination Support**

The students, who are not satisfied with the marks/grades awarded to them in the Term-end Examination, may do the following:-

1. **Apply for re-evaluation by paying the prescribed fee**
2. **Apply to obtain the photocopy of answer sheet by paying the prescribed fee**

For any of the above process form should be filled before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results by following either of the ways.

Learners can direct an email to [grievance@ica.edu.np](mailto:grievance@ica.edu.np) in case of any discrepancy or call at office hour.

**Program Validity**

The Program is tailored to meet the demand of working group of learners with a huge flexibility i.e. course could be completed in maximum of 4 years.

**Term End Exam (TEE):**

TEE is held twice a year in the month of June and December. TEE comprises of 70% of total grades.

Deadlines for filling TEE are available on the operation calendar which can be downloaded from ICA website.

<http://ica.edu.np/pages/operation-calender>

**Assignment**

Assignment comprises of 30% of total grades and has to be submitted within the deadline provided in the operation calendar. There is a specified format of assignment that should be followed and responses of the assignment should not replicate any of the contents directly copied from course blocks, individual fellow learners. While using online resource and library resource there should be citations in the end in a proper citation format giving due credit to the owner of the resources. Learner need to retain the assignment acknowledgement slip provided by the library. The issued acknowledgement slip is mandatory for collecting the evaluated assignments. Learners are responsible to maintain a copy of assignment for their reference with themselves since evaluated copies may not be returned depending

on conditions and situation.

Assignments are uploaded in the website and learners have to submit **the current assignment** with question paper attached and follow the format which is available on the ICA website itself. Assignment can be accessed from

<https://webservices.ignou.ac.in/assignments/management/mba.htm>In some cases where some courses are offered at only certain sessions, in that case new assignments may not be available hence students are allowed to do the last available assignment by taking the approval of Program Coordinator.

**Assignments must be handwritten. (MANDATORY)**

Assignment Format can be downloaded from

<http://ica.edu.np/pages/formats>

**Students Project Work (MS-100)**

Learners need to complete MS-100 as per the Guidelines provided by the University (Collect a copy of Guidelines for Project Course MS-100 from the Library or download from the website) to finally get awarded with an MBA degree which is to be completed in two steps:-

* Submission and approval of Project Proposal (2 Copies)
* Submission of Approved Project Report (2 Copies)

In order to get started with the MS-100 Project Work, a learner needs to obtain a supervisor under whose guidance the project work will be conducted. A supervisor can be obtained by sending an email to [academic@ica.edu.np](file:///C:\Users\Administrator\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\GKW5Y2R0\academic@ica.edu.np) specifying the name of learner, enrollment no and area of specialization. The appointed supervisor will be valid for duration of 6 months after which the learners will have to re-validate the appointment documents with an application and paying applicable fees. A learner themselves can choose a supervisor for the guide if the potential supervisor has met the credentials as specified in the MS-100 guideline; however the learner has to take permission of the Program Coordinator before commencing their project in cases when a learner chooses their own supervisor.

**Project Proposal University Standards**

Proposal is a brief description of the project being undertaken which should include a proper standard format proposal with standard format headings, subheading title and citation. It should include CV duly signed by the counselor and proforma. Submitted proposal to the centre is forwarded to the University for Evaluation.

Learners are advised to prepare the final report during the period when their proposal is under evaluation so that the learners can submit their report within the deadline as mentioned in the operation calendar.

Learners are requested to follow MS-100 guideline provided to you by the study centre or the same can be downloaded from the ICA website.

The guide for the project work can be accessed from:

<http://ica.edu.np/pages/formats>

**Project Submission Deadlines**

There is a flexibility of submission of proposal through-out the year but to ensure the result to be published on time learners are suggested to submit project report/project proposal as per the deadline mentioned in the operation calendar.

Proposal approval from the university takes a minimum of **four months** (excluding the vacation period of the faculty) time and learners are also responsible to maintain a copy of proposal with oneself for reference.

**Project Report**

Project report should be consistent with the topic chosen and also be as per the MS-100 guideline. Learners need to submit the project report within the deadline mentioned in the operation calendar, **in case the deadline is missed out, the evaluation of the report is automatically transferred to the next semester** i.e. the learner has to wait for the TEE result of the next semester. Learner is eligible to submit final report only after the approval of the proposal from the university.

**Note: It is advised to learners to choose the research topic based on the area of specialization.**

**Whom to Contact**

**Assistant Center Coordinator:**

Email : [asst.cor@ica.edu.np](mailto:asst.cor@ica.edu.np)

Skype ID : icaaccor

Contact : 4445540, Ext:120

**Associate Director of Academics:**

Email : [academic@ica.edu.np](mailto:asst.cor@ica.edu.np)

Skype ID : academic.co-ordinator

Contact : 4445540, Ext:121

**Associate Director- Admissions, Communications, Sales & Marketing:**

For logistic and other student support related matters:

Email : [srsd@ica.edu.np](mailto:srsd@ica.edu.np)

Skype ID : srsd.coordinator

Contact : 4445540, Ext: 105

**Admission Coordinator:**

For registration and support related matters:

Email : [support@ica.edu.np](mailto:support@ica.edu.np)

Skype ID : icasupport1

Contact : 4445540, Ext: 119

**Coordinator-Grievance and Records:**

For grievance and any kind of discrepancy related matter:

Email : [grievance@ica.edu.np](mailto:grievance@ica.edu.np)

Skype ID : grievance.ica

Contact : 4445540, Ext: 108

**Library Section:**

Collection of Study Materials, References books, Collection & Submission of Assignments, Projects, etc:

Email : [library@ica.edu.np](mailto:library@ica.edu.np)

Skype ID : library255

Contact : 4445540, Ext: 111

**Finance Department:**

For Fees and payment related matters:

Email : [cashier@ica.edu.np](mailto:cashier@ica.edu.np), [account@ica.edu.np](mailto:account@ica.edu.np)

Skype ID : account.ica

Contact : 4445540, Ext: 110/104