

Master of Business Administration (Human Resource Management)

PROJECT PROPOSAL REPORT



Department of Business Administration
OPEN AND DISTANCE LEARNING CENTRE
UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Techno City, 9th Mile, Baridua, Ri-Bhoi, Meghalaya, 793101

S/N	CONTENTS
I	Introduction, Programme Mission, and Objective.
II	Relevance of the program with HEI's Mission and Goals.
III	Nature of Prospective target group of Learners.
IV	Appropriateness of the programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence.
V	Instructional Design.
VI	Procedure for admissions, curriculum transaction and evaluation.
VII	Requirement of laboratory support and Library Resources.
VIII	Cost estimate of the programme and the provisions.
IX	Quality assurance mechanism and expected programme outcomes.

I. INTRODUCTION

The University of Science and Technology's Master of Business Management in Human Resource Management (M.B.A. HRM), a Distance programme intends to give professional training in managerial abilities. It also seeks to provide instruction in a variety of aspects of commercial knowledge in order to provide students with conceptual and analytical abilities as well as positive attitudes, which are necessary for their development as competent and effective managers or entrepreneurs. Its goal is to give students a solid foundation in management with a special emphasis on human resource management. The course is designed for students who are interested in Human Resource Management topics. To achieve these goals, the University of Science and Technology Meghalaya has developed an MBA (HRM) program in Human Resource Management to address these challenges. The MBA (HRM) course aims to provide advanced knowledge on Human capital in the business world, focusing on internal, external, and social change in business management, technology, and ultimately on Human resources of organizations. The promotion of managing human resources of an organisation through business knowledge would make a positive contribution to the betterment of the company or the use of consultancy to help business units make better management decisions.

The MBA (HRM) degree programme is designed to equip students with professional management skills in all functional areas of human resources management that are necessary for employees and organizations to develop effectively, sustainably, and holistically.

I. A) PROGRAMME MISSION & OBJECTIVES

This program is designed for students who want to become a full-fledged business professional with operational management experience. To prepare future business leaders and managers, the curriculum focuses on different core areas of the Human Resource Management field. The goal of this program is to provide participants with information, knowledge, skills, and confidence for competent and successful managers in corporate fields specially in HRM area that are rapidly changing at the national and global levels.

The specific objectives of the project are:

- Graduates, business leaders and executives will gain global business leadership, people management with strategic perspectives and problem-solving skills.
- Graduates will be able to perform and lead business activities alone or other jobs as per requirement for better sustainability.
- Graduates will be capable of innovation as contribution and perform different skills as a part of capacity building.

II. RELEVANCE OF THE PROGRAMME WITH HEI'S MISSION AND GOALS

One of the primary goals of education is to provide opportunity for learners at all levels of Human resource

management with utmost care and commitment. The MBA (HRM) programme at the University of Science and Technology Meghalaya (USTM) is designed to recruit and develop marketable alumni who are not able to continue their education on a regular basis in the evergreen field of HRM through a more gratifying and inspirational environment, promoting independence, empowerment, creativity, and innovation using modern technology, particularly in the distance mode. The MBA (HRM) programme would assist them in transforming individuals into intellectually competent human resources who might contribute to the nation's advancement in the form of core asset. Distance education is efficient in providing high-quality education at flexible times.

III. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

This Programme targets fresh graduates in any discipline, working Executives/Professionals and who aspire to acquire the overall management skills.

CAREER OPPORTUNITIES

M.B.A (HRM) Course, students have career Opportunities in various wide array of fields such as:

- All types of businesses in private sector,
- Public sector and
- Non-profit organisations
- Academics/Teaching

IV. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The aim of the Programme is to reach to the unreachable who could not fulfill their dreams due to some reason like employment, financial background etc. In Distance learning Programme there is no time specific or age criteria, moreover it is cost effective. Therefore, it will be most suitable to provide them education under Distance Learning mode.

V. INSTRUCTIONAL DESIGN

1. Duration of the Programme:

The course shall be of two years duration spread over four semesters. The Maximum duration to complete the course shall be 2 years.

2. Medium

The medium of instruction shall be English.

3. Instructional delivery mechanisms:

The delivery of the Programme is through conduct of Personal Contact Programme. In total 8 days (40 Hours) PCP classes for every semester will be conducted at selected centers based on the number of students enrolled for the Programme and the attendance is not mandatory.

1. Faculty and support of Staff:

ODL faculty, University faculty from the Department of Business Administration and other senior faculty will be engaged in for handling classes for the entire whole semesters (total 4 semesters) in Personal contact Programme. Distance Education Staff are engaged in supporting other activities like dispatch of printed study materials. **MBA (HRM) program will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council.**

2. Pedagogy:

MBA (HRM) Program has a pedagogy comprising of appropriate combinations of learning from theory, self-learning materials and hands on sessions.

3. Minimum Learning Credits for the award of Degree:

The curriculum of MBA (HRM) program is designed to have a **total of 60 credits** for the award of the MBA (HRM) degree.

Teaching Pedagogy

- Lectures
- Seminars, Guest Lectures and Workshops
- Web-based Learning
- Experiential Training Programmes
- Case Studies and Presentations
- Group Discussions

VI. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION:

Eligibility Criteria for Admission:

The Students should possess any Degree from a recognized University with a pass in any of the following streams:

- 10 + 2 + 3 (or)
- 11 + 1 + 3 (or)
- 11 + 2 + 2 system.

Mandatory Documents for Admission into the MBA(HRM) programme:

- Duly filled Admission Form.
- Self-Attested photocopy of 10th Mark sheet & Pass Certificate.
- Self-Attested photocopy of 12th Mark sheet & Pass Certificate.
- Self-Attested photocopy of Degree Mark sheet & Pass Certificate.
- Highest/immediate qualified pass certificate and mark sheet (From Head of the Institution also may be applicable)
- Mark sheets (All semester/All year/Consolidated)*
- Passport size color photo- 3 copies/ soft copy.
- Self-Attested photocopy of Govt. photo ID Proof (e.g. Pan Card, Voter's ID, Aadhaar Card, Driving License, Passport etc.)
- In case of Name Change, Name Change document is mandatory. (e.g. Affidavit/Marriage certificate)
- Fees as per our policy. (Cheque/DD/Inter Bank Transfer/Counter slips (cash deposit, cheque deposit, DD)-Note- In Case of Installments PDC is (Optional).
- Mark sheets & certificates pattern apart from 10+2+3+2 or 3 and 10+2+4+2 or 3 should be accompanied by explanation as per the mentioned pattern.
- University at any point of student life cycle may ask for documents in case student provides unclear documents.

On Enrollment Students will receive the following:

- Registration/Welcome letter
- Prospectus in hard copy
- Course material in hard copy and soft copy (via email if required)
- Fee receipt
- University I-Card
- The above mentioned will be sent to student in a span of 30-60 working days from the date of enrollment

****Prospectus can be bought prior to admission as well.***

Submission of Fees and Admission form does not mean that admission is confirmed. Admission will be treated as enrolled only after the Registration Number has been generated by the University. The registration number will consist of the University name/Enrollment type/Session/Course Name/Student Category/three-digit Reg. No. and needs to be communicated for every correspondence with the university.

VI. A) PROVISIONAL ADMISSIONS

Provisional admissions will be given under the following circumstances if it has been accompanied

with a student undertaking letter in following cases:

1. All mandated educational documents have not been submitted & the student is asking for additional time.
2. Final Year student who has appeared for the examination & and submitted a hall ticket as proof.
3. If the payment of mentioned fees of that course is not complete

Provisional admissions will be cancelled if the information provided by the student is found incorrect or if the student fails to submit the required documents within 2 months/60 days. In such cases, the fees already paid will be forfeited.

VI. B) STUDENT SUPPORT SERVICES

Counseling sessions will be provided to students to choose the courses of their interest and plan their courses of study for career advancement.

Personal Contact Programme (PCP) / Face-to-Face Counseling will be held in each semester as part of student support services. This would help the students to interact with experts in the course and clarify doubts. However, attendance is not mandatory.

E-Learning portal for distance education students will be a medium for the dissemination of knowledge, skill enrichment, assist in examination preparation, exchange of experience and collaborative participation.

VI. C) ACADEMIC COUNSELING

In order to provide academic assistance to students, different levels of Counseling/attention will be provided by three types of coordinators viz.,

- (1) Academic coordinator
- (2) Programme Coordinator
- (3) Course coordinator as per the UGC stipulations.

VI. D) ACADEMIC COORDINATOR

A Faculty member called the Academic coordinator will look after all the academic-related responsibilities as under:

- (a) To advise the student in career planning and identifying resources if the student requires.
- (b) To be knowledgeable about the program(s) for which he/she is advising and be familiar with published academic rules and regulations of UGC/Competent authorities.

- (c) To inform the student of the various aspects of degree requirements.
- (d) To guide the students while applying for readmission.

In all of these matters, the Academic Coordinator must judge whether the student's request is in order, is in the student's best interest, and is feasible under existing regulations.

VI. E) PROGRAMME COORDINATOR:

A Faculty member called the Academic coordinator will look after all the academic-related responsibilities as under:

- To coordinate with the course coordinator for the smooth conduct of PCP.
- Planning and execution of personal contact program and internal assessments
- To help students to plan a suitable schedule of Electives, at least one semester in advance.
- To provide counseling on academic and non-academic matters Whenever and wherever required to them.

VI. F) COURSE COORDINATOR:

A Faculty member called Course coordinator whose basic responsibilities in DDE are:

- ❖ To perform face-to face interaction with students whenever required.
- ❖ To conduct personal contact program (PCP) for each and every subject/course.
- ❖ To provide assignments, quiz, develop analytical and creativity analysis and hands-on project, to the students as per the need of subject/course internal assessment component.
- ❖ In addition, Course Coordinator also would advise students from time to time.

VI. G) CONDUCT AND DISCIPLINE:

Every student is required to:

- Demonstrate ethical, professional, and exemplary conduct and decorous behavior both inside and outside DDE centers and not to indulge in any activity that will tend to bring down the prestige of the DDE University of Science and Technology Meghalaya (USTM).
- Be self-motivated and self-disciplined.
- Make the most of their ability and contribute to the well-being of the University of Science And Technology Meghalaya (USTM) community by supporting others.
- Treat others in the way that they would wish to be treated themselves.
- Avoid Plagiarism, copying, and malpractices of any kind in learning.
- Assignments including project work and its reports.

LEARNING ASSESSMENT PROCEDURE

External judges may be appointed as training consultants. However, the case for project works is excluded. Students' progress in each course is assessed primarily on the basis of regular assessments (internal assessments) and end-of-semester examinations. Continuing semester assessments (also known as internal assessments) extend over the course and are led by the course program coordinator.

The various assessment components are as follows:

- Assignments
- MCQ based quizzes
- Presentations
- Projects
- Field survey
- Seminars
- Group discussions/activities, etc

The end-semester examination shall have assessment from the following perspective with respect to all courses:

1. Evaluation with respect to knowledge
2. Evaluation with respect to Understanding
3. Evaluation with respect to skill
4. Evaluation with respect to Applications
5. Higher Order Thinking Skills

The assessment method of theory and practical courses is further detailed below:

(a) Theory courses - Course without any practical component

Assessment tool	Marks	Remarks
Assignment - 1	15	Under the guidance of the relevant program coordinator, it will take the form of descriptive questions and answers, case studies with solutions,

Assignment - 2	15	thematic presentations, fieldwork presentations, mini-projects, MCQ-based questionnaires and in-house workshops.
Total in-semester assessment	30	Smaller projects also include individual projects presented by students and presentations / Viva-voce led by interested scientists. course coordinator
End semester Examination	70	Duration – 3 hours
Total	100	

(b) Theory courses - Course with practical component

Assessment tool	Marks	Remarks
Assignment - 1	15	Under the guidance of the relevant program coordinator, it will take the form of descriptive questions and answers, case studies with solutions, thematic presentations, fieldwork presentations, mini-projects, MCQ-based questionnaires and in-house workshops.
Assignment - 2	15	Smaller projects also include individual projects presented by students and presentations / Viva-voce led by interested scientists. course coordinator
Total in-semester assessment	30	
End semester Examination- Theory	40	Descriptive type theory questions to be answered as per program courses
Carrying out laboratory work and submission of record	20	Evaluation components: Each experiment includes markers for monitoring, data collection, analysis, interpretation, inference, and acceleration.

		Presentation of the works performed.
	10	Marks for Viva
Total End semester Examination	70	Duration – 3 hours
Total	100	

(c. Courses with only practical component

Laboratory courses

Assessment tool	Marks	Remarks
Carrying out laboratory work and submission of record	20	Evaluation components: Each experiment has symbols for observation, data collection, analysis, interpretation, inference, and operational presentation of the work performed.
	10	Marks for Viva
Total in-semester assessment	30	
End semester examination	70	At the end of the semester, students will be informed about the nature of the exam at the beginning of the course. At the end of the semester, the exams are given only after the last working day of the semester. Students are required to take an exam at the end of the semester and receive an "Ab" grade will be awarded for absentees.

PROJECT EVALUATION:

The final MBA (HRM) project must be socially significant and industry-oriented. Students are expected to comply with insurance, legal, and other regulatory issues related to specific industries/organizations. The project must be completed by each student in the designated semesters. Upon completion of the project (it can be minor or major), the student will submit a project report for review by duly appointed internal and external examiners. The evaluation of the project takes place in two stages, and the ODL Center totals up to 100 points based on the criteria established by USTM. In the first stage, the internal teachers award 30 points. In the second stage, 70 points are provided through the Viva Project, which is evaluated by external experts together with internal teachers.

Review of Report		Dissertation & Viva voce	
Component	Marks	Component	Marks
First Review	15	Presentation	10
Second Review	15	Analysis	20
		Finding and Conclusion	20
		Viva voce	20
Total	30		70

END SEMESTER EXAMINATION

It is not possible to change the test location. Registration for the university exam is mandatory for all courses, including deadlines. End-of-semester exams are held from October to December in odd semesters for students of the school year, even semesters for students in the calendar year and even odd semesters for students from March to May. Semester for calendar year students. End-of-semester exams take place at the end of each semester. Students must take a final exam in the existing curriculum to be assessed in this curriculum.

EVALUATION

- The Evaluation process has been developed based on objective and scientific guidelines with due importance to continuous Internal Assessments and Term End Examinations. This is to ensure that the learners get a fair chance of proving their mettle in different platforms of evaluation.
- The complete academic performance of a student is evaluated by Internal / External Examinations
- The student performance in each course, in general, is evaluated based on in-semester assessment and end-semester examination.
- The maximum marks for any course will be 100 comprising of 30 marks for Internal Assessment and 70 marks for the end semester examinations.

EVALUATION RATIO:

Courses	Internal Assessment	End Semester Examination	
		Theory	Practical
Theory without Practical	30 Marks	70 Marks	--
Theory cum Practical	30 Marks	40 Marks	30 Marks
Practical Courses	30 Marks	---	70 Marks

The Internal Assessment is based on submission of assignments / case studies / Quiz/ multiple choice questions / Problem based solutions/ Practical Exercises wherever applicable.

The in-semester assessment method is further detailed below:

Course Details	Assessment Tools	Marks
Course with Theory component only	Assignments / case studies / Quiz / Multiple choice questions / Problem based solutions - I	15 Marks
	Assignments / case studies / Quiz / Multiple choice questions / Problem based solutions - II	15 Marks
Course with Theory cum practical	Theory with Practical exercises -1(Theory – 10 Marks & Practical 5 Marks)	15 Marks
	Theory with Practical exercises -2(Theory – 10	15 Marks

	Marks & Practical 5Marks)	
Courses with Practical	Practical exercises -1	10 Marks
	Practical exercises -2	10 Marks
	Practical exercises -3	10 Marks

Evaluation of the Project work is based on the Project Review Report submission (30 Marks) and Viva-Voce Examination (70 Marks) conducted by the University.

EVALUATION RATIO:

Review of Report		Dissertation and viva voce	
Component	Marks	Component	Marks
Review 1	15	Presentation	10
Review 2	15	Analysis	20
		Finding & Conclusion	20
		Viva Voce	20
Total	30	Total	70

Passing Requirements

A student who secures not less than 50 % of the total marks prescribed for any course with a minimum of 50 % marks prescribed for the end semester examination shall be declared to have passed in the examination for that course.

COURSE-WISE GRADING OF STUDENTS

Letter Grades and Grade Points (GP) Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of the semester, in each Course. The letter grades and the corresponding grade points, as recommended by UGC, are as follows:

Letter Grade	Grade Points	Normalized Mark Range
O(Outstanding)	10	91-100

A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Above Average)	6	56-60
C (Average)	5	50-55
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab (Absent)	0	Failure due to non-appearance in examination

A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than “F” or “Ab” in that course. A letter grade F or Ab in any course implies a failure in that course. A course successfully completed cannot be repeated.

Procedure in the event of failure / absent

- a. If a student fail / absent in a particular course, he/she may appear for the university examination in that course in subsequent semesters and obtain pass marks. However, the internal assessment marks obtained by the student in the first attempt shall be retained and considered valid for all subsequent attempts.
- b. If a course has theory and practical components combined, then the student shall appear in the end-semester examination for both theory and practical components duly.
- c. If a student has not registered or fails to register for any end-semester examinations, he/she will be permitted to register and appear for the same in the subsequent end semesters with prescribed fees.

REVIEW OF ANSWER SCRIPTS / SINGLE VALUATION

In case any student feels aggrieved about the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of the end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

GRADE SHEET

The Grade card/sheet issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:

- a. The credit of each course.
- b. Letter grade obtained in each course.
- c. Total number of credits earned by the student up to end of that semester in each of the course categories.
- d. The CGPA of all the courses taken from the First semester onwards.

COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

- (i) The SGPA will be calculated according to the formula:

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured and Ab grades.

- (ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where S_i = Sum of credits in i^{th} semester, $(SGPA)_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semesters and the sum is over all the semesters under consideration.

- (iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

ACADEMIC DISHONESTY

When a student is found responsible for a violation of the DDE University of Science and Technology Meghalaya (USTM) code of conduct pertaining to academic dishonesty (Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate

penalty or punishment will be awarded to the student and communication sent to the Director of Distance Education.

ELIGIBILITY FOR THE AWARD OF THE DEGREE

A Student shall be declared to be eligible for the award of the Degree provided if,

- i. The student has successfully completed the course requirements and has passed all the prescribed examinations in all Four semesters within the maximum duration.
- ii. No disciplinary action is pending against him/her.

CLASSIFICATION OF THE DEGREE AWARD

Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

Category	CGPA	Class / Distinction
Students who successfully completed the Post Graduate Programme within the time duration of 4 Semesters	≥ 8.0 (without "F" (or) "Ab" in any semester)	First Class with Distinction
	≥ 8.0 (without F (or) Ab in any semester but obtained pass grade "O" to "C" subsequently)	First Class

	$\geq 6.0 \& < 8.0$	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 4 Semesters but complete it successfully within the time duration of 5 Semesters	≥ 6.0	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 5 Semesters but complete it successfully within the time duration of 8 Semesters	≥ 5.5	Second Class
	$\geq 5.0 \& < 5.5$	Third Class

REVALUATION

There is no revaluation for MBA (HRM) programme.

REVISION OF REGULATION AND CURRICULUM

The University may from time-to-time revise, amend or change the regulations, scheme of examinations and syllabi as found necessary.

PATTERN OF QUESTION PAPER

a) Pattern of Question Paper (Theory)

The question paper for all theory courses consists of three parts namely PART-A , PART-B and PART-C.

PART-A consists of 10 questions. All questions to be answered, each question carries 2 marks. Answer should not exceed 30 words for each questions.

Part-B consists of 10 marks questions of either or pattern for each unit (5 Units). Answer should not exceed 150 words for each questions.

Part-C consists of 2 case studies comprising 15 marks for each case studies. Structure of case study questions given below:

Q a: Answer should not exceed 150 words (10 Marks).

Q b: Answer should not exceed 75 words (5 Marks).

ACTIVITIES

Both theoretical and practical aspects of businesses are covered in order to provide conceptual knowledge, logical reasoning ability and analytical skills in the domain of business. In addition, the students are provided with practical application of the concepts taught during the course to develop managerial and entrepreneurial skills necessary to venture into the corporate sector. Further, it facilitates an all-round development of the student by sensitizing towards the ethical and social needs of the society. To improve their business analytics skills regular sessions on numerical analysis tools using computer software like Microsoft Excel, IBM SPSS, R, Quantitative Techniques and Logical Reasoning, Case study analysis, Analysis of Current Business and Economics, Managerial Communication etc. as part of curriculum for students' professional and personal development.

VII.) LIBRARY RESOURCES:

University of Science and Technology Meghalaya (USTM) has an excellent library for the benefit of students, faculties and researchers. As one of the best-established libraries according to International Standards, the University Library has a large collection of books covering various branches of Engineering and Technology, Medical and Health Sciences and Science and Humanities and its related fields.

The library is at the Block C of the University Premises: **Maulana Azad Central Library**

- Fully air-conditioned and automated with RFID (Radio Frequency Identification) technology
- Well protected with fire alarms and CCTV security systems

- Equipped with reading halls in all the floors, with reference collection.

Collections

- **Books:** The resource center has 136859 volumes of books consisting of 59419 titles. The collection also includes 1550 handbooks & 200 encyclopedias.
- **Periodicals:** The resource centre subscribes 188 National and 32 International periodicals.
- **Back volumes:** There are about 4105 back volumes.
- **Project reports:** 8235 above project thesis
- **Standards:** 781 standards that include BIS, ISA & IEEE

VIII.) COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

The Department of Accounts & Finance of USTM keeps all the records of expenses regarding print of self-learning materials (SLM), remuneration to the members and staff, honorarium paid to content writers, all editors, translators, proofreaders, expenses related to the workshop, meeting expenses of various study centers etc. Moreover, the accounts team also maintains records of the purchase of computers, online space, purchase of books and journals. The accounts are maintained as per the laid down procedures of the income tax department. As regards to cost of programme development, programme delivery, and programme maintenance, the accounts & and finance department conduct an exercise based on historical costing method to arrive at indicative figure of cost. The findings are presented below in respect to the MBA (HRM) programme.

Programme development cost approx. : Rs.2,40,000/-

- Self-learning materials (SLM) development cost for MBA (HRM) per paper is rs.10,000/-
- Printing cost of self-learning materials (SLM) approx. –Rs. 135/-

Programme delivery Cost:-

The self-learning materials (SLM) has to be delivered to various study centers located throughout the entire and outside the region. on an average, the university delivers about 25 kgs of study materials per student. The cost of delivery of 1 kg of such materials is Rs. 35/-. Therefore, the average delivery cost of self-learning materials (SLM) per student is rs.875/- depending upon the number of students enrolled.

Program maintenance Cost:-

The Accounts & Finance team of the university keeps financial provisions for organizing meetings, workshops, etc., as per the academic plan and academic calendar approved by the academic council of the university. The university bears the entire cost for organizing the meeting/seminar/ workshop and also invests in it infrastructure so that learners can benefit from it maintenance cost for the MBA (HRM) programme per student is approx., Rs. 3,500/- per student. The figures as indicated above is applicable for the MBA (HRM) program of the university. The university keeps an adequate financial budget/provision for the development, delivery and maintenance of the

programme presented as per the programme project report.

IX.) QUALITY ASSURANCE MECHANISM:

The University of Science and Technology Meghalaya (USTM) has a well-established quality management system supervised by an actively involved Internal Quality Assurance Cell (IQAC). There is a well- defined academic audit process. Its main functions are:

OBJECTIVES:

The Internal Quality Assurance Cell has been created as a part of quality control measures enshrined in ODL Regulations, 2017. There are several exercises in the field of distance education that require a separate set of quality parameters which may vary from the on-campus programmes for which the IQAC is the nodal agency. The activities in ODL include highly flexible delivery systems and need primarily to be learner centric. Hence this calls for a separate monitoring body overseeing the vital quality parameters. The formation of IQAC ODL will ensure the adoption of qualitative distance education right through all the processes. The ODL programme envisaged in the University of Science and Technology Meghalaya (USTM) would be a dynamic model aimed at creating abroad-based, technology-assisted, and learner-oriented model. Some of the features are:

- a) To render quality service to the ODL learners.
- b) To constantly revisit the system based on experience and keep the ODL activities dynamic.
- c) To maintain quality in all the key areas of ODL operations.
- d) All the Quality Assurance efforts will be made public and shared among all the stakeholders.
- e) To keep in place an effective feedback system
- f) IQAC will be the nodal body to coordinate the inter-functionality among all the departments of USTM.
- g) To provide interactive platforms among all players in ODL to exchange views, ideas, and innovative practices.
- h) To ensure quality in the delivery tools from the preparation of the Programme Project Report for each programme to the evaluation of examination scripts.
- i) Maintaining accurate records of all the activities in ODL and generating reports of all kinds.

ACTIVITIES:

To achieve the objectives listed above, the following activities of CIQA will be in place:

- a) The IQAC at USTM would meet periodically to review the ongoing activities of the Directorate of Distance Education.
- b) To monitor the preparation of the Programme Project Report and ensure that the guidelines of the UGC are strictly adhered to.
- c) To oversee the preparation of SLM and suggest effective corrective measures wherever required.
- d) To follow up on the effectiveness of Personal Contact Programmes in terms of their reach, coverage, and participation by the students.
- e) To engage constantly with the UGC and MHRD and understand the implications of their guidelines.
- f) To be in touch with the other institutions offering ODL and familiarize themselves with the best practices followed elsewhere.
- g) To encourage research on distance education and encourage the Faculty of the University of Science and Technology Meghalaya (USTM) to go for publications and participate in seminars and conferences.
- h) To prepare reports on the progress of IQAC periodically and maintain key data on ODL activities at the University of Science and Technology Meghalaya (USTM).
- i) To ensure that the learning is maximized through learner-centric approaches.

PROGRAM STRUCTURE

This Course offers core and elective Papers. The students must complete one Project for the core subject at the end of the course. At the end of the first year, the student has to undergo an internship in a company to gain real-time industry exposure. Subjects offered:

MASTER OF BUSINESS ADMINISTRATION

(HUMAN RESOURCE MANAGEMENT)

SEMESTER I

CURRICULUM 2023

Course Code	Course Title	L (Hrs)	T (Hrs)	P (Hrs)	Total LTP in Hrs	C
MBAD 101	Management Process and Organizational Behaviour	12	0	108	120	4
MBAD 102	Marketing Management-1	9	0	81	90	3
MBAD 103	Human Resource Management-1	12	0	108	120	4
MBAD 104	Financial Accounting	9	0	81	90	3
Total Hrs / Credits		42	0	378	420	14

SEMESTER II

Course Code	Course Title	L (Hrs)	T (Hrs)	P (Hrs)	Total LTP in Hrs	C
MBAD201	Leadership, CSR, and Ethics	9	0	81	90	3
MBAD202	Quantitative Techniques and Statistics in Business	9	0	81	90	3
MBAD203	IT and Human Resource Information System	12	0	108	120	4
MBAD204	Business Environment and Managerial Economics	12	0	108	120	4
Total Hrs / Credits		42	0	378	420	14

STREAM III – HUMAN RESOURCE MANAGEMENT (FUNCTIONALELECTIVE)						
Course Code	Course Title	L Hrs	T Hrs	P Hrs	Total LTPHrs	Credit
MBHD301	Manpower Planning and Resourcing	12	0	108	120	4
MBHD302	Industrial Relationship Management	12	0	108	120	4
MBHD303	Change Management and Organization Development	12	0	108	120	4
MBHD304	Compensation Management	12	0	108	120	4
Total Hrs / Credits		48	0	432	480	16

SEMESTER –IV

STUDENT MUST CHOOSE ANY TWO COURSE AMONG THE FOLLOWING SIX NON-FUNCTIONAL ELECTIVE COURSES						
Course Code	Course Title	L Hrs	T Hrs	P Hrs	Total LTPHrs	Credit
NON- FUNCTIONAL ELECTIVES						
MBED401	International HRM	12	0	108	120	4
MBED402	Talent Management	12	0	108	120	4

MBED403	Labour Laws	12	0	108	120	4
MBED404	Human Resource Development and Total Quality Management	12	0	108	120	4
MBED405	Strategic Human Resource Management and Human Resource Audit	12	0	108	120	4
MBED406	Knowledge Management and Performance Management	12	0	108	120	4
COMPULSORY COURSE						
MBPD407	Major Project	0	0	240	240	8
Total Hrs / Credits - (ANY TWO COURSES of Nonfunctional and one Compulsory course)		24	0	456	480	16

Note 1 Credit = 30 Hrs. and L = 10% of Total LTP

TOTAL OVERALL CREDIT	60
-----------------------------	-----------