



**TRIBHUVAN
UNIVERSITY**
SCHOOL OF MANAGEMENT

**LEADING
THE SOCIETY**

MBA

MASTER OF
BUSINESS
ADMINISTRATION



Message from the Dean

Management education in Nepal has gained importance due to emergence of professionalism in the business and non-business sectors. In the business sector, the environment is increasingly competitive which has resulted in rising demands for qualified and competent graduates and entrepreneurs. In the non-business sector, the need for professional managers and administrators can be felt in order to deliver standard services to different stakeholders. This vacuum for professional workforce has led to the need for expansion of management education in our country. In this context, Tribhuvan University School of Management (SOMTU), recently initiated the Master of Business Administration (MBA) program taking the challenging task of imparting knowledge and skills to meet the expectations of various sectors, with regard to human capital. Considering the scenario in today's business environment and rising expectations of Nepalese organizations and their stakeholders, this initiative undertaken to produce well-competent and professional managers can be taken as a highly challenging task.

The SOMTU, within a short span of time, has been able to provide high quality education through a well designed curriculum thereby enabling our students to develop professional skills and capabilities. The School teaches courses and provides professional exposure to the students focusing on the development of their managerial and entrepreneurial capacities. The School also acts as a platform for the students to acquire the ability to prudently manage challenging tasks through analytical approach thus enhancing their competency for the future job market. From this perspective, the School is fully devoted to provide a state-of-the-art domain knowledge, to impart generic skills transferrable across domains, to foster research based

teaching-learning environment, to inculcate research ability, to enhance team work spirit, to incubate entrepreneurial skills and to create an understanding of the societal context and a sensitivity to social developmental issues of our students. After successfully producing several batches of competent MBA graduates, the SOMTU now welcomes new applicants for enrollment. I trust that the qualified students will not miss this opportunity to apply and try to get the advantage of being a part of the SOMTU.

Prof. Dr. Dev Raj Adhikari
Dean, Faculty of Management
Tribhuvan University, Nepal



Message from the Director

The SOMTU has emerged as the leading business school in Nepal. Although not all aspiring students manage to get into the SOMTU MBA, they all, however, consider it the best business school in the country. There are various reasons for that.

The SOMTU is the first choice of the largest number of aspirant students of all the business schools in Nepal. An overwhelming number of applications for MBA pours in every admission session for a very limited number of seats.

The SOMTU has huge support from the Tribhuvan University, Faculty of Management, Government of Nepal, National Planning Commission, World Bank Higher Education Project, Federation of Nepalese Chamber of Commerce and Industry, and Bankers' Association. It is closely working with these institutions, associations and other stakeholders, particularly the private sector.

The SOMTU MBA curriculum is unique as it has a local focus with a global perspective. It envisages transforming students by imparting state-of-the-art knowledge, building necessary skills and developing competence to become leaders and entrepreneurs of the twenty-first century.

The SOMTU has a host of enriched faculty, which mainly includes professors and associate professors with doctorate degrees, long experience of teaching, research and consulting, and other professionals. The continuous interaction with business leaders exposes students with the modern business reality, challenges and opportunities.



The pedagogic strategy has been devised to effectively execute the MBA curriculum to produce the desired end products. The inspirational atmosphere at the School provides the students with ample opportunity to learn desired knowledge, skills and building competence with positive attitude and excellent behavior.

Upon the completion of the MBA program, students are expected to become socially responsive and economically efficient leaders and entrepreneurs of today's complex organizational environment. We, therefore, welcome talented, hardworking and committed students to our School.

Prof. Dr. Madhav Raj Koirala, Director, School of Management

Message from the Deputy Director



At the SOMTU, emphasis is placed on the transformation of students into real world business leaders and entrepreneurs. Consequently, students are mostly engaged in learning through practice, experience and research, apart from the classroom teaching and learning. At the completion of their graduation, they are already transformed into competent and ready-to-work-and-achieve professionals. I, therefore, encourage prospective students to feel the transformation process as being the part of SOMTU family.

Dr. Jeetendra Dangol
Deputy Director, School of Management

➤ The Faculty of Management

The Faculty of Management of Tribhuvan University offers a variety of courses in general, functional and sectoral management areas. The courses are designed according to the need of the country and the international trends in management education.

The mission and objectives of Faculty of Management (FOM) is to contribute to the development of efficient and capable manpower for the business, government, and social sectors. FOM is continuously involved in development and upgrading of its curricula, teaching methods, and examination system. Its programs are designed with greater degree of flexibility that allows the incorporation of the latest development in theory and practice of management. It has already launched BBS, BBA, BIM, BHM programs at the bachelor level, and MBS, MHM and MTTM at the masters' level. In this endeavor, FOM has designed the MBA program to be implemented exclusively by the School of Management.

➤ School of Management

The School of Management (SOMTU) is an autonomous institution formed by Tribhuvan University under the Faculty of Management. SOMTU envisages implementing the MBA program with a professional touch with the huge support base of academically qualified faculty members with wide exposures and experience. The operation of the SOMTU is governed by the Working Procedure Regulations 2066 BS that gives the institution a fully autonomous status. The SOMTU Governing Board is the apex body that is authorized to determine all academic, administrative, and financial policy of the school.

SOMTU GOVERNING BOARD

Prof. Dr. Dev Raj Adhikari, Dean, Faculty of Management – **Chairperson Member**, National Planning Commission, Nepal – **Member**

Representative, the FNCCI – **Member**

Representative, the Bankers' Association of Nepal – **Member**

Representative, the Government of Nepal – **Member**

Prof. Dr. Pushkar Bajracharya, Central Department of Management – **Member**

Prof. Dr. Prem Raj Pant – **Member**

Prof. Dr. Rajan B. Paudel, Public Youth Campus – **Member**

Prof. Dr. Madhav Raj Koirala, Director, SOMTU – **Member Secretary**



Master of Business Administration (MBA) Program

The MBA program is implemented by the autonomous School of Management (SOMTU) on a full time basis. The program's focus is on developing managerial and entrepreneurial capabilities of students through the curricular and co-curricular activities. The MBA program specifically aims to:

- Prepare professional managers for the business and non-business sectors.
- Develop entrepreneurs capable of evaluating risks and taking challenges in the emerging Global business environment.
- Inculcate knowledge, skill, and attitude in students so that they become scientifically approached, result oriented, and socially responsive management professionals.

The program has been designed at 60 credit hours with components that involves course work, seminars, practicum, experiential learning, and graduate research project. The total duration of the program is 2 years. The program is spread over four semesters. The maximum duration for the completion of the requirements for the MBA program is five years from the date of registration.

The course components comprise of courses on business foundations, core areas, capstone, and concentration area courses. Students also develop their knowledge and skill through research, seminar, practicum, and experiential learning.





➤ Student Intake

Student intake for the MBA program will be twice a year. The spring intake will begin from the month of January for the February – June semester, while the fall intake will begin from July for the August – December semester. In each intake SOMTU will admit a total of 35 students (30 for regular students and 5 allocated for the Corporate Sponsored and Foreign student quota). Corporate and foreign students must secure a minimum of 60 percent in the written entrance test (SOMAT) in order to be placed in this quota.

➤ Class Timings

The regular class for the program is arranged between 7.00 AM to 2.00 PM through Sunday to Friday.

➤ Eligibility

The applicant to the MBA program must meet the following minimum requirements to be eligible to apply for the MBA program:

- A minimum of 15 years' formal education (12 years of schooling plus three years of graduation).
- Must have secured a minimum CGPA of 2.0 or 45 percent in Bachelor's level. The final decision on admission is taken on the basis of performance scores of an applicant in the admission tests.

Students applying for the MBA program must fill in the application blank with all details of their personal information and past academic records. The application blank and this brochure will be available from the SOMTU reception during the



Admission Tests

office hours. The application blank can also be downloaded from the school's website (www.somtu.edu.np). The completed application along with the transcripts and certificates should be submitted to the office as per the publicly notified time. At the time of submission students pay Rs. 1000 for admission tests. This fee must be deposited in the school's account no. 0501010000163 at the Global Bank and the deposit voucher submitted along with the application.

SOMTU shall conduct a four stage admission tests for appropriate screening of applicants. The applicants shall be screened in each of the stages.

- **Written test:** This test will be based on the SOMAT format. The duration of the test will be 3 hours and 30 minutes.
- **Group discussion:** Groups discuss on a given topic. Performance of applicants is recorded by a panel of judges based on leadership, logic, and conclusions.
- **Individual presentation:** Applicants present their views and opinions on a given topic to the panel of judges.
- **Personal interview:** Personal interview to measure applicants motivation level, attitude and capability to handle the pressure and rigors of the MBA program.

SOMTU has the final authority in selecting the students for the program.

Teaching Pedagogy

The MBA program is based on the student-centered learning approach. The general teaching methodology of the program includes interactive lectures, students' presentations, case studies, individual and group projects, seminars, and practicum. The teaching faculty shall determine the appropriate teaching-learning methods suitable to each course.

Semester Cycle

The MBA program is implemented over four semesters. Each semester consists of 16 weeks. There will be a preparation week (17th week) and an end-semester examination week (18th week). The program shall be run without a long vacation.

First Semester Courses

Managerial Communications	2 Credits
Statistics for Managers	3 Credits
Economics for the Firm	2 Credits
Organizational Behavior	2 Credits
Financial Reporting and Control	2 Credits
Marketing Analysis and Strategy	2 Credits
Emerging Concepts and Issues in Management (Seminar)	1 Credit
Managerial Communication (Practicum)	1 Credit

Second Semester Courses

Data Management	2 Credits
Management Accountancy	3 Credits
Business and the National Economy	2 Credits
Information Systems in Organizations	2 Credits
Human Resource Management	2 Credits
Corporate Financial Analysis	2 Credits
E-marketing (Practicum)	1 Credit



Third Semester Courses

Business Research Methodology	2 Credits
Entrepreneurship and Small Business Management	2 Credits
Business Environment Analysis	2 Credits
Operations and Process Management	2 Credits
Concentration Area Course I	2 Credits
New Venture and Market Creation (Seminar)	1 Credit
Elective Course I	2 Credits
Experiential Learning (Internship)	3 Credits

16 Cr. Hrs.

Fourth Semester Courses

Strategic Management	3 Credits
International Business	2 Credits
Concentration Course II	2 Credits
Concentration Course III (Practicum)	2 Credits
Elective Course II	2 Credits
Career Development and Self Marketing (Practicum)	1 Credit
Graduate Research Project	3 Credits

15 Cr. Hrs.

Concentration Area Courses

Students are offered opportunity to specialize in any one of the four concentration areas – entrepreneurship and enterprise development, finance, marketing, and human resource management. The total course load of the concentration area is 6 credits. Students are required to take two courses and one practicum from a chosen concentration area. The offer of the specialization areas and the courses will be decided by SOMTU according to availability of resource persons and students' aptitude. The school expects the registration of at least 10 students to open a concentration area.

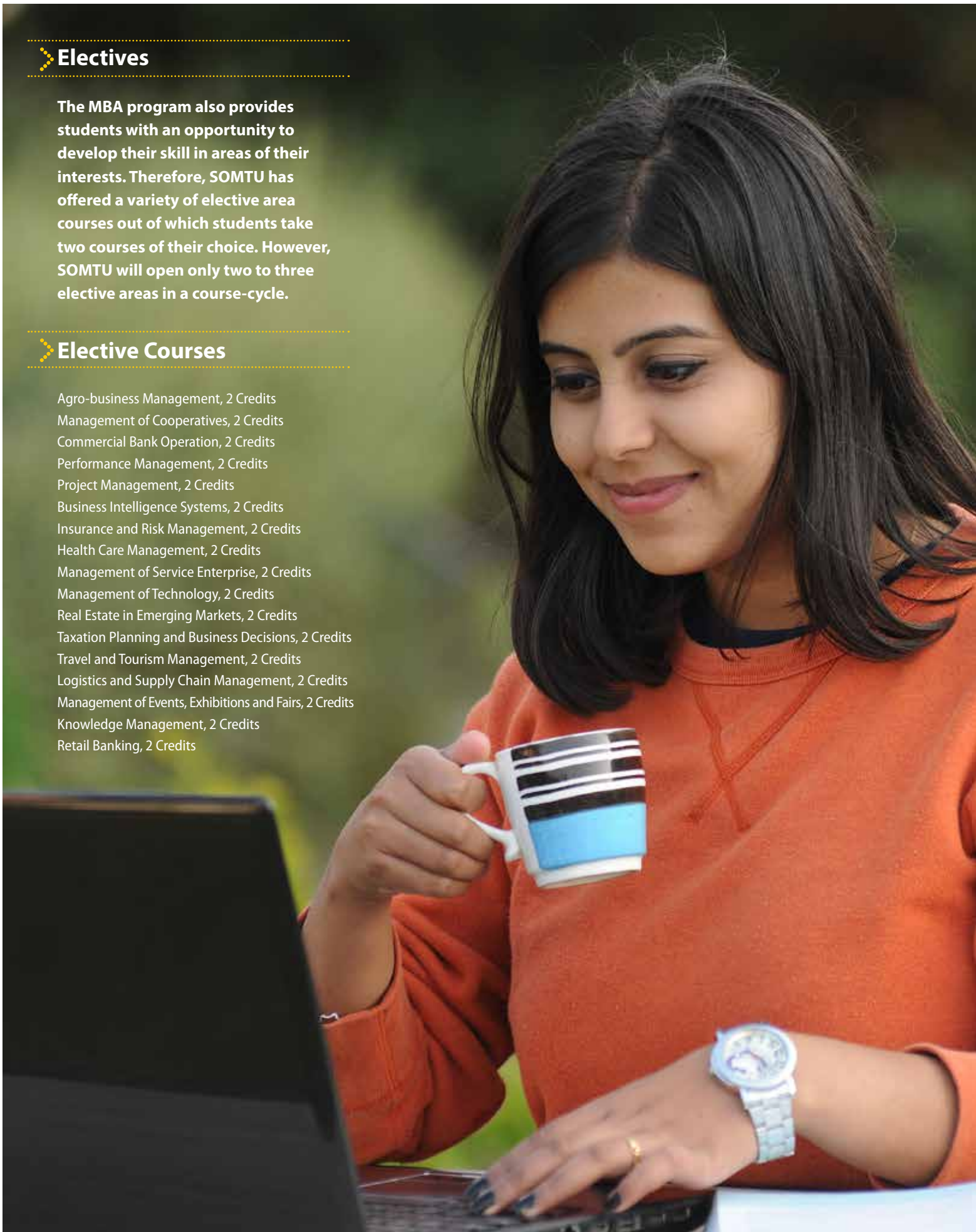


Electives

The MBA program also provides students with an opportunity to develop their skill in areas of their interests. Therefore, SOMTU has offered a variety of elective area courses out of which students take two courses of their choice. However, SOMTU will open only two to three elective areas in a course-cycle.

Elective Courses

Agro-business Management, 2 Credits
Management of Cooperatives, 2 Credits
Commercial Bank Operation, 2 Credits
Performance Management, 2 Credits
Project Management, 2 Credits
Business Intelligence Systems, 2 Credits
Insurance and Risk Management, 2 Credits
Health Care Management, 2 Credits
Management of Service Enterprise, 2 Credits
Management of Technology, 2 Credits
Real Estate in Emerging Markets, 2 Credits
Taxation Planning and Business Decisions, 2 Credits
Travel and Tourism Management, 2 Credits
Logistics and Supply Chain Management, 2 Credits
Management of Events, Exhibitions and Fairs, 2 Credits
Knowledge Management, 2 Credits
Retail Banking, 2 Credits





Entrepreneurship and Enterprise Development

Practicum New Business Planning and Development (Compulsory) 2 Credits
 Managing Innovations 2 Credits

Entrepreneurial Finance 2 Credits
 Legal Aspects of Entrepreneurship 2 Credits
 Family Business Management 2 Credits
 Venture Capital Financing 2 Credits
 Social Entrepreneurship 2 Credits

Finance

Practicum on Financial Planning (Compulsory) 2 Credits
 Financial Institutions and Markets 2 Credits

Investment Strategies 2 Credits
 Capital Markets and Behavioral Finance 2 Credits
 Financial Derivatives, Futures and Options 2 Credits
 Financial Mergers and Acquisitions 2 Credits
 Micro Finance 2 Credits

Marketing

Applied Marketing Planning Practicum (Compulsory) 2 Credits
 Strategic Sales Management 2 Credits
 Consumer Behavior Analysis 2 Credits
 Advertising and Promotions Management 2 Credits
 Applied Marketing Research 2 Credits
 Strategic Brand Management 2 Credits
 Service Marketing Strategies 2 Credits

Human Resource Management

Negotiation Skills: Practicum (Compulsory) 2 Credits
 HR Planning 2 Credits
 Management of Diversity in the Workplace 2 Credits
 Strategic HR Management 2 Credits
 International HR Management 2 Credits
 HR Development and Training 2 Credits
 Employee Relations Management 2 Credits





Attendance, Internal Evaluation and End-Semester Examination

The MBA program is an intensive professional program. This program demands a very high level of commitment from students. Students are required to attend regularly all classes, seminars, practicum, and presentations as required by the course. Students failing to attend 80% of classes shall not be allowed to appear in the semester-end examinations.

The performance of students will be evaluated through ongoing in-semester evaluations and semester-end examinations. The in-semester (internal) evaluation shall generally have a total weight of 50 percent in course work related subjects and 100 percent in the case of seminars and practicum related subjects. The concerned faculty shall be responsible for the continuous in-semester evaluations. The in-semester evaluation shall be based on a student's performance in class presentations, case analysis, individual and group assignments, class tests and others as required by the course.

A student must secure a minimum Grade Point Average (GPA) of 3.0 or Grade B in a course in order to be eligible to appear in the semester-end examination of that course. The in-semester evaluations will be based on the following components:

In-semester Evaluation: 50 Marks

Evaluation Activities	Weight in Marks
Term Examinations	15
Class-room activities (Class presentations, case analysis, group works etc)	15
Projects	20

The semester-end examinations on course work related subjects shall have a total weight of 50 percent. The semester-end examination shall be based on problem solving questions, analytical questions, and case studies or any other formats as demanded by a course. The duration of the examination shall be 3 to 4 hours as demanded by the course. The end-semester examination shall be conducted by Examination Office of the Dean, Faculty of Management. The general pattern of the external examinations shall be conducted as presented in the following table:

External Evaluation: 50 Marks

Evaluation Components

Number of Questions	Weight in %
Case Analysis, Situation Analysis or Extended Problem Analysis as suitable to the course.	
Three questions	30
Problem Solving, Critical Analysis Questions	
Three questions of 10 marks each	30
Concept based Short Answer Questions	
Eight Questions of 5 marks each	40
Total Marks	100

Students who do not qualify to appear in the semester-end examinations will have to reregister and retake the course as and when offered by SOMTU. Students who are qualified but fail to appear in the semester-end examinations or fail in the semester-end examination can appear in make-up examinations as per the semester cycle. SOMTU shall organize chance make-up examinations in the last semester where a student may appear in 6 courses of the earlier three semesters in addition to the regular examination load of the last semester.





➤ Degree Requirements

- To receive MBA degree the student must have
- 'B' minus (GPA 2.7) or better grade in each of the courses, practicum, seminars, and graduate research project;
 - Obtained an overall CGPA of 3.0 or better after combining the GPAs obtained in all courses, seminars, practicum, and research projects; and
 - Completed all the course requirements, project work and internship within the maximum time period of five years from the date of registration.

➤ Grading System

The grading system followed in the MBA program will be based on the absolute performance of a student in the in-semester evaluations and semester-end examinations. The performance of a student in the MBA program shall be made on a four point scale ranging from 0 to 4. The following table presents the Letter Grade, CGPA and Performance Remarks for the MBA program:

Grade	CGPA	Performance Remarks
A	4.0	Distinction
A-	3.7	Very Good
B+	3.3	Good
B	3.0	Fair
B-	2.7	Pass in Individual Course
F	0	Fail

The students shall receive their grades in semester and final academic transcript only in letter grades and GPA scores.

➤ Experiential Learning

Students at the end of the Third Semester shall be assigned to organizations for practical exposure and business orientations. The period of internship shall be of ten weeks. At the end of the internship, the student shall prepare a report on the prescribed format and present it in a seminar organized by the School.

The evaluation of the internship is based on the following three components:

1. Confidential report of the host organization: **40 %**
2. Oral presentation of the report: **30 %**
3. Written internship report evaluation: **30 %**



Graduate Research Project

A student is required to undertake a research assignment and prepare a Graduate Research Project Report at the end of the fourth semester. SOMTU shall assign a faculty member to supervise the research work. The research work must be presented in the format as prescribed by SOMTU. The evaluation of the research shall be based on the following two components: Written Report: **60 %**, Presentation or Viva-voce: **40%**

The SOMTU Board shall have the final authority to decide on any other matters and issues not mentioned in the aforementioned clauses. The Board also has the authority to revise the courses and curricular structure with the authorization from Faculty Board of FOM and Academic Council of TU.

Fee Structure

The program cost per student will be Rs. 385,000 for the two-year program for regular students and Rs. 495,000 for sponsored and foreign students. Each student shall pay all fees due for a semester at the beginning of the semester. The breakdown of the semester wise fee will be as follows:

First Semester Fee

Admission Fee:	Rs. 35,000
Semester Charges & Tuition Fee	Rs. 87,500
Payment at the time of admission	Rs. 122,500

Second Semester onwards

Semester Charges & Tuition Fee	Rs. 87,500
Total fee to be paid from second semester to fourth semester	Rs. 87,500 per semester.

Note 1: Semester charges include semester examination fee and resource materials and computer lab costs. Each student shall receive a standard text book in each of the courses during the whole academic period. Cost of photocopy of case materials, seminar papers and articles will be paid from the semester charges.

Note 2: Make-up examinations fee to FOM will have to be paid by students.

Note 3: Graduate Research Project (GRP) processing fees will be paid by students.

Note 4: The cost of excursions for socio-economic study will be shared by the students in the following manner:

- **Transportation and lodging cost:**
To be paid by the SOMTU.
- **Food cost:** To be paid by the students.

Scholarship

In order to encourage students to excel in the program SOMTU has arranged a scholarship of Rs. 25,000 for students securing the letter 'A'. The amount of scholarship shall be deducted from the fee payable in the subsequent semesters.





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