

For more details, please contact

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This flyer is prepared by the MCA for general information.

IGNOU's programme prospectus carries the official information.

The programme will be offered subject to an adequate number of learners enrolling.

AT/rb/30/08/11



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY
(IGNOU)**



**MAURITIUS COLLEGE OF THE AIR
(MCA)**

**MASTER IN BUSINESS
ADMINISTRATION – HUMAN
RESOURCE MANAGEMENT
(MBA- HRM)**

PROSPECTUS 2012

MAURITIUS COLLEGE OF THE AIR

Division of Distance Education

MASTER IN BUSINESS

ADMINISTRATION - HRM (MBA-HRM)

The Mauritius College of the Air is proposing to offer the Indira Gandhi National Open University's (IGNOU's) Master in Business Administration (MBA) - HRM Programme with specialisation in Human Resource Management.

IGNOU was established in 1985. It has today emerged as one of the largest open universities in the world. In 2008, its annual fresh enrolment crossed 500,000 and its cumulative student strength is about 2 million now. This amounts to about 15% of the total student population in the universities in India. IGNOU has over 45 overseas partner institutions including Mauritius.

IGNOU has also been designated as a Centre of Excellence for Distance Education by the Commonwealth of Learning.

The Division of Distance Education of the MCA has been offering courses to Mauritian learners since 1995 in a wide variety of subjects in order to increase access to higher education for people who are already working and cannot enrol for full-time instruction.

It is known for the nature of its services to distance education learners who find a supportive environment to ensure their success in the studies they undertake.

1. AIMS/OBJECTIVES OF THE MBA-HRM PROGRAMME

- To introduce the core concepts and techniques of analysis relevant to the theory and practice of management.
- To set the theoretical framework for coping with challenges in business organisations.
- To apply a critical approach to the understanding of the complex nature of the behaviour of people in a changing work environment.
- To develop the knowledge and skills to optimise the use of new technologies for improving the various management functions.
- To integrate practical experience/skills acquired to manage the organisation.
- To introduce core concepts and techniques of analysis relevant to the theory and practice of human resource management.
- To apply a critical approach to human resource planning and human resource development.
- To develop the required knowledge and skills to initiate, implement and manage change.
- To set the theoretical framework to better cope with challenges in managing human resources.
- To guide the learners in the integration of their practical experience/skills acquired so as to be able to produce a synthesis of their own for better decision-making.
- To introduce the learners to research methods and help them conduct research for management decisions.

2. WHO IS THE PROGRAMME FOR?

People having managerial and supervisory responsibilities or those who aspire to these positions.

3. ENTRY REQUIREMENTS

- (i) Bachelor's Degree with a minimum of 50% marks* and with 3 years of supervisory / managerial / professional experience.
OR
- (ii) Professional** Degree in Engineering / Technology / Medicine / Architecture/ Agriculture/ Law/ Pharmacy etc.
OR
- (iii) Professional Qualifications in Accountancy/ Company Secretaryship, etc.
OR
- (iv) A Master's Degree in any subject.

* *Transcript to be produced*

** **'Professional'** means a person holding a degree in Engineering, Law, Medicine, Accountancy, etc.

Confirmation of Registration is done by IGNOU

4. DURATION

The minimum duration for the MBA programme is 3 years through distance learning. Each course requires 180 hours of study.

A student is advised to study 30-35 hours per week for 35-40 weeks per year to complete the programme in three years.

5. DELIVERY OF PROGRAMME

The programme will be delivered through open/distance teaching. Learners will get the self-instructional materials especially designed by IGNOU to facilitate independent study. Support will be provided as appropriate from the following:

- Induction
- A programme planner to establish a timetable for study
- Regular face-to-face tutorials with tutors trained to work with adult learners
- A personal tutor
- Additional reference/materials in our Library
- Individual coaching through comments and feedback on assignments
- Counselling including guidance on study skills and writing skills
- Phone counselling
- Pastoral Care
- Institutional/Administrative support.
- Your responsibilities as well as those of MCA for the delivery of the program are detailed at <http://www.mca.ac.mu/advert/odl/charter.jan11.pdf>

Face to face sessions will be held at Belle Rose SSS.

6. HOW IS THE PROGRAMME ASSESSED?

Assessment will consist of:

- Continuous assessments through Tutor Marked Assignments - Weighting (30%)
- Term-End Examinations - Weighting (70%)

7. EXAMINATIONS

Examinations are organised and conducted by the Mauritius Examinations Syndicate (MES).

8. HOW MUCH DOES IT COST?

Full cost – Rs178,500 payable in 6 equal instalments of Rs29,750 at the beginning of each semester.

The amount charged may vary if the US\$ fluctuates.

The fees **exclude** local examination fees payable to the Mauritius Examinations Syndicate & IGNOU examination fees at the rate of US\$10 per course.

9. PROPOSED STARTING DATE

January 2012

10. RECOGNITION

This programme run by the MCA is approved by the Mauritius Qualifications Authority (MQA) and recognised by the National Accreditation and Equivalence Council (NAEC).

[Still valid as per Section 6 of the Education & Training (Misc. provisions) Act 2005]

11. DO I GET A REFUND IF I STOP STUDYING?

The conditions are as follows:

- if no course material is issued – 90% of fee paid is refunded
- if a request is made within 3 weeks of induction on account of major life events, 75% of fees paid is refunded provided course material is refunded in good condition.

Requests for refund made after 3 weeks of induction are not considered.

12. PROGRAMME STRUCTURE

The Master in Business Administration - HRM (MBA-HRM) programme comprises 21 courses as follows:

	Semester	Course Code	Course Title
Year 1	Semester 1 Jan -June 2012	MS-1	Management Functions & Behaviour
		MS-2	Management of Human Resources
		MS-3	Economic & Social Environment
	Semester 2 July -Dec 2012	MS-4	Accounting & Finance for Managers
		MS-5	Management of Machines & Materials
		MS-6	Marketing for Managers
		MS-7	Information Management & Computers
Year 2	Semester 1 Jan -June 2013	MS-8	Quantitative Analysis for Managerial Applications
		MS-9	Managerial Economics
		MS-10	Organisational Design, Development & Change
		MS-11	Strategic Management
	Semester 2 July -Dec 2013	MS-25	Managing Change in Organisations
		MS-26	Organisational Dynamics
		MS-91	Advanced Strategic Management
Year 3	Semester 1 Jan -June 2014	MS-95	Research Methodology for Management Decisions
		MS-21	Social Processes & Behavioural Issues
		MS-22	Human Resource Development
		MS-23	Human Resource Planning
	Semester 2 July-Dec 2014	MS-100*	Submission of Synopsis
		MS-96	Total Quality Management
		MS-100*	Submission of Project

* Equivalent to two courses

13. CAREER PROSPECTS

The programme could apply to a job in human resource management/ management in any organisation.

The generic skills covered could apply to various challenges faced by those involved in management/human resource management.

After completing the programme, the student would be in a position to apply to such posts as human resource manager, recruiter or supervisor.

Depending on organisations, attractive salaries are offered for jobs in the field of human resource management across the world.

14. DOCUMENTS TO BE PRODUCED UPON REGISTRATION/ENROLMENT

Original + One photocopy of each of the following:

- Birth Certificate
- Marriage Certificate (If applicable)
- Educational Certificates
- ID card &
- Two Passport Photographs