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Part One

About

1.1 Mid-West University

Mid-West University (MU) is a multi-faculty autonomous public higher education institution established by the Government of Nepal with an enactment of Mid-West University Act 2010 through the Parliament of Nepal. It has a mission to serve the people of Nepal and enrich global learning community by extending the advantages of higher education in much deprived areas of the country. The institution strives to provide with technical support to public, private and development sectors in harmonizing their workforce and institutional system capacities under changing national and global contexts. Establishment of Mid-West University at Birendranagar, Surkhet, Nepal represents the fulfillment of a cherished dream of the general civilians seeking market relevant education in the regional context.

1.2 Mid-West University School of Management (MUSOM)

Founded in 2015 as an autonomous institute of Mid-West University, MUSOM has earned a reputation for market relevant programs, case-based teaching-learning, entrepreneurship-led research and career-driven courses.

1.3 Leading Business School

MUSOM places adequate emphasis on providing with research and innovation, outreach and extension, professional and institutional system capacity development initiatives. MUSOM strives to promote such services by creating more lasting partnerships and collaborations between academia, governments, industry and communities.

Vision

To be a world class leading business school in Nepal, offering market relevant education, producing innovative graduates, conducting collaborative research, and developing entrepreneurship & employability.

Mission

MUSOM strives to be the world class business school with contextually market relevant academic practices that seek to developing innovative managers, leaders, and entrepreneurs. MUSOM is committed to:

- Pursue excellence through student-centered teaching-learning process, promoting freedom of inquiry and openness to change,
- Carry out innovative action and policy research and transfer managerial knowledge and skills for industrial and societal needs,
- Foster moral and ethical values for sustainable development of indigenous resources.

1.4 At Mid-West University School of Management

- Employability is the key focus at Mid-West University School of Management.
- Using real life case studies and research based teaching-learning we carry out our academic programs.
- You will experience student-centered approaches to learning activities facilitated by professionals and academic experts from banking-finance, industry and world class higher education institutes. Once you become the part of MUSOM you are exposed to real life cases and get an opportunity to understand real world.



- All courses are designed to help graduates gain knowledge, and develop skills, attitude and habits required for the market. We provide fertile and constructive environment for creative and critical thinking to enhance innovation, enterprising mindset, and civic accountability.
- Located at the heart of the beautiful Surkhet valley, MUSOM arranges wide range of events in collaboration with industry, world class business schools, research centers, governments, professional bodies, and agencies to ensure your active involvement in enhancing your employability.

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Part Two

BBA & BHM Admission Procedures

2.1 Admission Committee

MUSOM Undergraduate Admission Committee led by MUSOM Director with the support of sub admission committee would have to announce admission for BBA and BHM along with fixed date and venue for the entrance.

Admission Committee is as follows:

- Director: Chair
- Head of Department of Graduate Studies: Member
- Head of Department of Undergraduate Studies: Member
- Administrative Staff: Member

Sub -Admission Committee is as follows being responsible towards director.

- Head of Concerned Department: Coordinator
- Head of Graduate/Undergraduate Studies as per entrance exam to be held: Member
- Administrative Staff: Member

Admission committee has to provide syllabus for the entrance. CMAT (Common Management Admission test) presented in BBA & BHM syllabus is the approved format for the entrance as follows:

2.2 Eligibility for Admission

Following are the eligibility criteria for admission in BBA and BHM program:

- a. Completion of +2 level of education in any discipline with at least 2.00 CGPA in aggregate of grading system, or having at least 45% aggregate in percentage based evaluation system. Passed in MUSOM CMAT: MUSOM CMAT (Common Management Admission Test) follows the standardized format that consists of six key sections with the purpose of testing candidates' general knowledge, reasoning, verbal, analytical and communication skills.
- b. Candidates must score 40% (36 out of 90) in CMAT to be eligible for an interview and candidates must score 40% out of full marks to be eligible for the admission.

CMAT Structure and Grading System

SN	Key Sections	Types of Questions	Full Marks	Pass Marks
1	Verbal Ability	20 MCQ	20	
2	Quantitative Ability	20 MCQ	20	
3	Logical Reasoning	20 MCQ	20	
4	General Awareness	20MCQ	20	
5	Analytical Essay Writing	1 Analytical Question	10	
		Total (CMAT)	90	36 (40%)
6	Personal Interview	5 Questions related to: a. Interpersonal -Communication b. Attitude –Personality c. Creativity - Scoring	10	4
Total			100	40

Signature



Note: Range of Marks for Each question is 2 marks.

After entrance admission committee would have to notify date for entrance result and official admission in the program with full payment of the fees.

MUSOM would announce orientation day of BBA and BHM with a clear notice in advance.

3. Fee Structure of BBA and BHM Program

S.N.	Head of fee	BBA 1st Semester	BBA 2nd Semester to 8th semester
1	Admission	2,000.00	
2	M.U Registration	1,000.00	
3	Tuition fee (Monthly)	5,025.00	
4	Identity Card	500.00	
5	Game and Sport	2,000.00	
6	Internet and library	3,000.00	
8	Library card	500.00	
9	Library deposit	2,000.00	
10	Examination	3,000.00	2,000.00
11	Workshop and seminar	1,000.00	1,000.00
12	Research and Publication	1,000.00	1,000.00
13	Report writing/Thesis Viva	4,000.00	
17	School development fund	1,200.00	
18	Student union	-	-
19	Student Welfare	1,000.00	
20	Social attachment/industrial visit	2,000.00	1,800.00
21	orientation	2,000.00	
22	Security deposit	2,000.00	
23	Miscellaneous		
Total Admission Fee		33,225.00	5,800.00
Remaining Tuition fee for 5 Month		25125	30,150.00
Total tuition fee for 2nd to 7 semester			211,050.00
Total admission fee for a 2nd to 8th semester			40,600.00
Total amount of fees		58,350.00	

310,000.00

Signature



4. Details for Entrance Exam

A separate question paper along with answer sheet should be provide to each applicant in stitched envelope.

Candidates should read instructions include in question paper before answering. Ink color used by candidates should be the same.

4.1 BBA Admission Procedure

Eligibility:

Students from any stream who have completed Grade 12 or equivalent level with a minimum of Grade "C" and d+ in one subject either in 11 or 12 or 50% overall aggregate score may apply for the program. But for BHM students must score d+ in each subject of 11 and 12 class.

Students who have successfully completed Grade 11 (with 50% or above) and are awaiting Grade 12 results may apply for admission on provisional basis.

Admission Objective of BBA and BHM Program

Program	Seats As per Section	Total Seats	Increase in Fee Regular Basis	Full Payment
BBA (4-year)	48	96	10%	100%
BHM (4-year)	48	48	10%	

4.2 MUSOM Admission Arrangements

Departments have to manage two types of admission as follows:

- Regular admission
- Full Payment admission

4.3 Entrance Exam

- With collaboration of the office of the director BBA and BHM entrance exam would be conducted.
- Entrance exam would be conducted as peer specified date.
- Total marks of the entrance exam would be 100%.
- Only candidates having success in entrance exam with qualifying process is qualified for application.
- 100% entrance exam would be conducted as under:
- 90% entrance should be conducted in one shift covering 2 hours.
- It is necessary to bring an entrance card with clear passport size photo to appear in the exam. Without entrance card no applicant would be allowed to appear in the entrance exam.

4.4 Entrance Exam Admit Card Distribution

MUSOM administration would be responsible to provide entrance card to each student before entering exam hall. Without admit card no applicant can sit in the exam.

4.5 Publication Entrance Exam Result

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. On the basis of marks in percent, candidates having scored 40% and above 40% (forty percent) as per MUSOM entrance pass cut off point can go for final admission in the program at MUSOM.

4.6 Selection and Publication of merit List

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. Accordingly, as per percent received by the applicants the list of qualified candidates

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would be published. Only candidates having scored 40% and above would be included in the merit list.

4.7 School Admission List publication and Admission Procedure

- If quotas remain unfulfilled at MUSOM would be completed by allowing candidates with common qualification.
- If candidate is absent for one week without any notification from the date class commencement, such candidate's admission would be rejected.

4.8 Scholarship Scheme

As mentioned in MUSOM Academic Development and Implementation Guidelines 2021, 20 percent Students among total admitted students would receive grants only in tuition fee and management council is responsible to make decision final decision of any scholarship such as need based scholarship.

4.9 Scholarship Scheme would be as follows:

SN	Categories	Remarks
1	Semester topper	Full tuition
2	Disability	Full tuition
3	Remote	Half
4	Janajati	Half
5	Financial Needy	Half
6	Disaster affected	Half
7	Female semester topper	Half
8	Dalit	Half

5. Sponsorship

MUSOM also accepts scholarship sponsored by private and government or foreign agencies. Foreign Students and NRN

If foreign applicants show interest in BBA and BHM program MUSOM can offer them 3 quotas on the condition of bot full paying and scholarship.

If any applicant does not apply, quotas would go with school's normal admission.

5.1 Foreign Students

SN	Categories	Entrance Exam
1	Foreign students studying in Nepalese institutes	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
2	SAARC countries students	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
3	Students beyond SAARC countries	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021

6. Required Documents

An applicant must complete the application form with copies of the following documents:

- ❖ Transcripts and certificates of Grade 12 or equivalent examinations
- ❖ Certificate and transcript of Grade 10 (SLC or equivalent)
- ❖ Character certificate (SLC and Grade 12)
- ❖ Provisional certificate
- ❖ Migration certificate
- ❖ Citizenship certificate
- ❖ Passport should be submitted by foreign students

Signature



7. Cancelling Admission and Deposit Return

- Admission of students is to be cancelled when they fail to provide eligible documents as per university policy and regulations.
- If a student goes on leave for one week from class commencement date without any notice to department, admission is to be cancelled.
- If a student himself and herself cancels his/her admission before class commencement due any reason MUSOM is to return fee by having 10 % tuition fee and if after class commencement and during academic year, student leaves MUSOM, MUSOM is no more responsible to return any fee or he or she cannot receive any return of fee and deposit.
- If students leave and rejoin program due to any reason MUSOM should consult MU Exam Management Office and its policy and should treat students as per university regulations.

For more details, please see:

Part IX: Student Conduct and Discipline Policy, MUSOM Academic Operating and Development Implementation Guidelines 2021.

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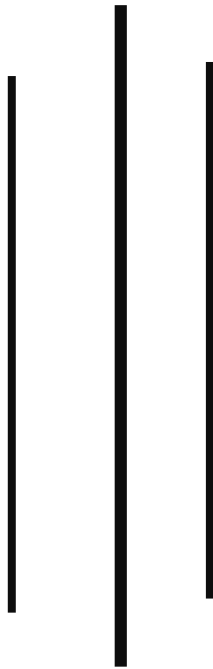


8. BBA Entrance Exam Syllabus

Code:

MID-WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)

Common Management Admission Test
(CMAT) for BBA



Office of the Director
Birendranagar, Surkhet, Nepal
2020

Name of Examinee :

Exam Roll Number :



Code:

Instructions

Read the following instructions and answer the questions.

- Time : 2 Hours
- Full Marks : 90
- Pass Marks : 36

Test covers following five sections.

- Section A : Verbal Ability
- Section B : Quantitative Ability
- Section C : Logical Reasoning
- Section D : General Awareness
- Section E : Analytical Essay Writing

Important Instructions

- Write your Exam Roll Number on the Answer Sheet.
- Complete the test within 2 Hours.
- Attempt all questions.

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Section A: Verbal Ability

(2×10=20)

Tick the correct Answer.

1. **Attempt directly refers to**
a. explore
b. inquire
c. try
d. analyze
2. **Harbinger means**
a. messenger
b. steward
c. forerunner
d. pilot
3. **What is the synonym of 'Shiver'?**
a. feel
b. rock
c. tremble
d. move
4. **The word 'Synopsis' is very close to**
a. index
b. mixture
c. summary
d. puzzles
5. **What is the meaning of the idiom 'A big cheese'?**
a. an important or a powerful person in a group or family
b. a big piece of cheese
c. very delicious food
d. a good news
6. **Which of the following words substitute the phrases 'A backward look or a view into the past'?**
a. Introspect
b. Prospect
c. Retrospect
d. Inspect
7. **The correct preposition in the gap of the sentence 'The boy fell bicycle.'**
a. of
b. off
c. from
d. under
8. **I put The light and slept, which of the following proposition is correct in the blank.**
a. up
b. down
c. in
d. out
9. **What does 'out and out' mean**
a. slightly
b. totally
c. simply
d. merely
10. **'It's raining cats and dogs' refers to**
a. It's snowing
b. There is a storm
c. It's raining heavily
d. There is an earthquake

Section B: Quantitative Ability

(2×10=20)

11. **If 10 pens cost Rs. 300, then find the cost of 15 pens.**
a. 420
b. 430
c. 450
d. 500
12. **If 15 men can harvest a field measuring 24 hectares in 20 days, in how many days 9 men wikk harvest a field measuring 18 hectares?**
a. 20
b. 25
c. 30
d. 35
13. **What is the simple interest on Rs. 8000 for 3 years at 5% per annum.**
a. 1200
b. 1300
c. 1400
d. 1500

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14. Harish paid Rs. 32000 for a computer after receiving 20% discount. What is the price of computer before discount?
- a. 35000
b. 40000
c. 45000
d. 50000
15. An article sold for Rs. 415 at a loss of 17%. What would have been the selling price?
- a. 350
b. 450
c. 500
d. 600
16. Which of the following is the greatest?
- a. $15/16$
b. $13/14$
c. $11/12$
d. $9/10$
17. The value of $2^{12} + 2^{12} + 2^{12} + 2^{12}$ is:
- a. 2^{14}
b. 4^{16}
c. 2^{16}
d. 2^{48}
18. A number x when multiplied by 5 and added to three times its own number gives 64, the number x is:
- a. 8
b. 12
c. 16
d. 20
19. If you roll two dice, what is the probability of sum total of 5?
- a. $1/6$
b. $1/9$
c. $1/18$
d. $1/36$
20. Find the median of the data: 24,6,13,11,17,21,15
- a. 15
b. 17
c. 11
d. 13

Section C: Logical Reasoning

(2×10=20)

21. Find the missing term in the following series.
1, 9, 25, 49,, 121
- a. 64
b. 81
c. 91
d. 100
22. Find the wrong term in the following series.
25, 36, 49, 81, 121, 169, 225
- a. 36
b. 49
c. 169
d. 225
23. Choose the correct alternative
Dog bark, goat?
- a. Howl
b. Bleat
c. Grunt
d. Bray
24. Fact 1: Islands are surrounded by water.
Fact 2: Maui is an island.
Fact 3: Maui was formed by a volcano.
If the first three statements are facts, which of the following statements must also be a fact?
- I. All islands are formed by volcanoes.
II. All volcanoes are on islands.
III. Maui is surrounded by water.
- a. I only
b. I and II only
c. III only
d. None of the statements is a known fact.
25. Choose the word which is least like the other words in the group.
- a. Zebra
b. Lion

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- c. Horse
d. Tiger
- 26. Here are some words translated from an artificial language.**
slar means jump
slary means jumping
slarend means jumped
Which word could mean "playing?"
a. clargslarend
b. clargy
c. ellaclarg
d. slarmont
- 27. Which combination is correct similar to the combination of 'petal: flower'**
a. salt: pepper
b. base: ball
c. sandals: shoes
d. tyre: bicycle
- 28. Choose the correct letter series to fill the gap below.**
QPO, NML, KJI, _____, EDC
a. HGF
b. BAC
c. LKJ
d. IHG
- 29. Which word best fits with the word 'Shoe'?**
a. Lather
b. Sole
c. Lace
d. Walking
- 30. Which of the following words is most essentially related to the word 'language'?**
a. Tongue
b. Slang
c. Words
d. Writing

Section D: General Awareness

(2×10=20)

- 31. Which is the correct pair?**
a. Alibaba Elon Musk
b. Amazon Bill Gates
c. Google Larry Page
d. Facebook Jack Dorsey
- 32. How many districts are there in Karnali Province?**
a. 6
b. 7
c. 9
d. 10
- 33. Who is the Chief Minister of Karnali?**
a. Mahendra Bahadur Shahi
b. Jeevan Bahadur Shahi
c. Purna Bahadur Khadka
d. Nanda Bahadur Singh
- 34. Who is the richest person in the world today?**
a. Elon Musk
b. Jeff Bezos
c. Bill Gates
d. Bernard Arnault
- 35. Which is the revenue generating unit of a business organization?**
a. Production
b. Finance
c. Sales
d. Administration
- 36. What is balance of trade?**
a. Balanced combination of exporting items
b. Difference between export and import
c. Keeping trade of all items in balance by the government
d. No profit no loss situation
- 37. How can a country be rich?**
a. By exporting locally produced goods and services to other countries
b. By giving employment to all people
c. By importing goods and services from other countries
d. By educating the citizens of the country

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- 38. Which is the biggest problem of our country?
 - a. Lack of higher institutions for quality education
 - b. Deforestation at fast rate
 - c. Poor state of infrastructure development
 - d. Political instability and lack of good governance
- 39. Who is the manufacturer of coca cola product?
 - a. Chaudhary Group
 - b. Bottlers Nepal Limited
 - c. Varun Beverages Pvt. Ltd
 - d. Gorkha Brewery
- 40. What is not the function of Central Bank of Nepal?
 - a. To encourage people, invest money in business projects
 - b. To maintain stability of price
 - c. To formulate monetary and fiscal policies
 - d. To consolidate balance of payment

Section E: Analytical Essay Writing **(1×10=10)**

(Limit of Words up to 300)

Direction: Essay must cover introduction providing main points, body presenting examples and conclusion offering opinion.

**41. Good education of young people is the joint efforts of both the school and the students.
Write an essay describing the duties of the school and the students for better education.**

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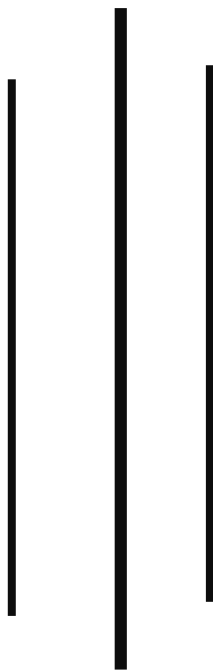
Thank you.



Code:

MID-WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)

Common Management Admission Test
(CMAT) for BHM



Office of the Director
Birendranagar, Surkhet, Nepal
2021

Name of Examinee :

Exam Roll Number :

exam only.



Code:

Instructions

Read the following instructions and answer the questions.

Time : 2 Hours
Full Marks : 90
Pass Marks : 36 (40%)

Test covers following five sections.

Section A : Verbal Ability
Section B : Quantitative Ability
Section C : Logical Reasoning
Section D : General Awareness
Section E : Analytical Essay Writing

Important Instructions

- Write your Exam Roll Number on the Answer Sheet.
- Complete the test within 2 Hours.
- Attempt all questions.

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Section A: Verbal Ability

(2×10=20)

Tick the correct Answer.

- Which of the following is best synonym of the word 'rescue'
 - retire
 - save
 - defense
 - define
- The word consequence has the closest meaning with the word.....
 - conclusion
 - result
 - clearance
 - control
- Which of the following word has similar meaning of the word 'ideal'
 - civilized
 - thorough
 - model to be followed
 - useless
- The word 'faculty' has the opposite equivalent with...
 - Teachers
 - Students
 - Subject
 - discipline
- The word Monarchy means.....
 - Government by one person
 - Government by two agency
 - Government by military class
 - Government by the people
- Fill the gap in the sentence 'We travelleda boat to reach Sri Lanka'.
 - about
 - for
 - on
 - by
- Which of the following is suitable in the blank of the sentence 'I am ready to say this her face'.
 - at
 - on
 - in
 - by
- What is the meaning of the phrase 'At sixes and sevens'?
 - in disorder
 - a poor man
 - a benefit in loss
 - an important day
- The word isolation means.....
 - association
 - hardihood
 - hardness
 - segregation
- The study of knowledge comes under....
 - psychology
 - anatomy
 - philosophy
 - metaphysics

Section B: Quantitative Ability

(2×10=20)

- If 10 pens cost Rs. 300, then find the cost of 15 pens.
 - 420
 - 430
 - 450
 - 500
- What is the simple interest on Rs. 8000 for 3 years at 5% per annum?
 - 1200
 - 1300
 - 1400
 - 1500

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13. Harish paid Rs. 32000 for a computer after receiving 20% discount. What is the price of computer before discount?
a) 35000 b) 40000 c) 45000 d) 50000
14. Which of the following is the greatest?
a) $15/16$ b) $13/14$ c) $11/12$ d) $9/10$
15. The value of $2^{12} + 2^{12} + 2^{12} + 2^{12}$ is:
a) 2^{14} b) 4^{16} c) 2^{16} d) 2^{48}
16. Which of the following fraction has smallest value?
a) $1/7$ b) $1/8$ c) $2/9$ d) $3/11$
17. If $2376 = 2^a \cdot 3^b \cdot 11^c$ then the value of $a+b+c$ is
a) 5 b) 6 c) 7 d) 8
18. The limit of the probability is :
a) Greater than 1 c) Greater than 0 and less than 1
b) Less than 1 d) Any value
19. In a certain distribution, the mean and the median are 24 and 26 respectively, find the value of the mode.
a) 20 b) 21 c) 22 d) 23
20. Find the median of the data: 24,6,13,11,17,21,15
a) 15 b) 17 c) 11 d) 13

Section C: Logical Reasoning / BHM Awareness

(2×10=20)

21. A guest who extends his/her length of stay than expected
a) Stay over b) Stay on c) Stay out d) Stay in
22. A mean of transportation that deliver people and vehicles from one side of river/lake to other is....
a) Ferries b) Bulk carrier c) Tanker d) Container
23. The refund is theof pre-paid money.
a) Return b) Collection c) Proof d) rules
24. The No show is treated as.....
a) Cancellation c) Proof of payment
b) Intention d) Government rules
25. A civil engineer is responsible for:
a) Building maintenance c) Mechanical workshop
b) Plumbing d) Electrical systems
26. Which is the fastest growing industry in the world?
a) Fashion c) Tourism
b) Fast food d) IT

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27. All the request for reservation is first entered into:
- a) Guest folio
 - b) Hotel diary
 - c) Reservation slip
 - d) None
28. A la carte is amenu.
- a) Full choice
 - b) Limited choice
 - c) No choice
 - d) None of the above
29. World famous wine are produced in:
- a) France
 - b) Spain
 - c) Portugal
 - d) Australia
30. Cocktail is a
- a) Mixed drink
 - b) Cold drink
 - c) Hot drink
 - d) None of the above

Section D: General Awareness

(2×10=20)

31. Which type of activities belongs to adventurous tourism category?
- a) Benjie jumping
 - b) Trekking
 - c) Agri-tourism
 - d) Eco-tourism
32. Which is not a hotel?
- a) Inn
 - b) Motel
 - c) Restaurant
 - d) Resort
33. Which is senior most job in a hotel organization?
- a) Food and beverage manager
 - b) General manager
 - c) Catering manager
 - d) Chef
34. Who are most valuable element of hotel industry?
- a) Investor
 - b) Employees
 - c) Customers
 - d) Managers
35. Why do people travel?
- a) Learning
 - b) Enjoy leisure
 - c) Cultural experience
 - d) All a, b and c
36. What is the most important quality of a hotel employee?
- a) Soft communication and respectful behavior
 - b) Smart personality
 - c) Good English language command
 - d) Intelligent
37. Which hotel is not in Surkhet?
- a) Hotel Siddhartha
 - b) Soltee hotel
 - c) Suva hotel
 - d) Namaste Nepal
38. Which country does Nepal get highest number of tourists from?

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- a) India b) USA c) Japan d) France
39. What do you expect in a typical resort?
a) Lodging with good services c) Excitement
b) Luxury and comfort d) Privacy, entertainment and experiences
40. Which is the highest order of hotel in Nepal?
a) One star c) Five star
b) Two star d) Ten star

Section E: Analytical Essay Writing **(1×10=10)**
(Limit of Words up to 300)

Direction: Essay must cover introduction providing main points, body presenting examples and conclusion offering opinion.

41. Good education of young people is the joint efforts of both the school and the students. Write an essay describing the duties of the school and the students for better education.

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MUSOM Entrance Interview Question Modality

Following questions would be evaluated observing candida's interpersonal communication, attitude, personality, creativity and +2 scoring.

Set: 1 Self-Reflective: (past and present work experience, accomplishment, and career goal)

Question: 1. Tell me a little bit about yourself.

Question: 2. Why do you want to earn a BBA BHM degree?

Set: 2 Analytical Question

Question: 1. Why are you interested in MUSOM BBA/BHM program?

Question: 2. Why should we admit you?

Set: 3. Comprehensive Question

Question: 1. What are your strengths and weaknesses?

Question: 2. What are short term and long term goals?

Set: 4. +2 scoring

Question: Let us know your +2 score with a reason.

List of Questions

- Why do you want to take admission to this course?
- What are the roles played by a business administrator?
- Why do you want to join our institution?
- What are your hobbies?
- How does business contribute to economic development?
- Could you describe your best high school experience? Or your biggest challenge?
- What is your philosophy towards work?
- Tell me about your dream job.
- What kind of person would you refuse to work with?
- What is more important to you: the money or the work?
- Have you displayed your leadership in school?
- Which is your favorite book and why?
- Where do you see yourself five years from now?
- What do you mean by business administration?
- Differentiate between qualitative and quantitative decisions.
- What is the difference between centralization and decentralization?
- What is the main difference between Vertical and Horizontal Organizations?
- How will you differentiate between a manager and a leader?
- What do you expect to gain from the course?
- How do you plan to utilize the course as a foundation for your dream career?
- What are the key skills a candidate requires to excel in the field of business administration?
- How a manager can motivate his employees to perform better?
- Explain the importance of an organization?
- What are the qualities of a good manager?
- Give me an example of any major problem you faced and how you solved it?
- Can you work under pressure or deadlines?
- What do you think is your major accomplishment?
- Have you ever worked with someone that you did not get along with as part of a team? How did you handle that?
- Any question you want to ask from us?

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Part Three

MBA Admission Procedures and Regulations

1. Eligibility for Admission

Following are the eligibility criteria for admission in MBA program:

- Completion of undergraduate level of education in any discipline with at least 2.00 CGPA in aggregate of grading system, or having at least 45% aggregate in percentage based evaluation system.
- Passed in MUSOM GMAT: MUSOM GMAT (General Management Admission Test) follows the standardized format that consists of six key sections with the purpose of testing candidates' general knowledge, reasoning, verbal, analytical and communication skills.
- Candidates must score 40% (36 out of 90) in GMAT to be eligible for an interview.
- Candidates must score 40% out of full marks to be eligible for the admission.

2. GMAT Structure and Grading System

SN	Key Sections	Types of Questions	Full Marks	Pass Marks
1	Verbal Ability	20 MCQ	20	
2	Quantitative Ability	20 MCQ	20	
3	Logical Reasoning	20 MCQ	20	
4	General Awareness	20MCQ	20	
5	Analytical Essay Writing	1 Analytical Question	10	
		Total (GMAT)	90	36
6	Interview	5 Questions related to: a) Interpersonal Communication b) Attitude - c) Personality d) Creativity e) Undergraduate Scoring (Range of Marks for Each question is 2 marks)	10	4
Total			100	40

After entrance admission committee would have to notify date for entrance result and official admission in the program with full payment of the fees.

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3. Fee Structure of MBA Program

S.N.	Head of fee	MBA 1st Semester	MBA 2nd Semester to 4th semester
1	Admission	2,000.00	
2	M.U Registration	1,000.00	
3	Tuition fee (Monthly)	5,000.00	
4	Identity Card	500.00	
5	Game and Sport	2,000.00	
6	Internet and library	3,000.00	
8	Library card	500.00	
9	Library deposit	2,000.00	
10	Examination	25,00.00	
11	Workshop and seminar	5,000.00	
12	Research and Publication	3,000.00	
13	Report writing/Thesis Viva	7,000.00	
17	School development fund	3,000.00	
18	Student's Welfare	-	-
19	Social Attachment/Community Linkage/Industrial Visit	4,000.00	
20	Orientation	3,000.00	
21	Security Deposit	5,00.00	
22	Health Care	1,000.00	
Total Admission Fee		46,000.00	
Remaining Tuition fee for 5 Month of the 1st semester		25,000.00	
Total admission, tuition and other fee for 1st semester		71,000.00	
Total admission, tuition, and other fee for a 2nd to 4th semester			51,568.00
Total MBA 10th batch fees			225705.00

MUSOM would announce orientation day of MBA with a clear notice in advance.

4. Details for Entrance Exam

A separate question paper along with answer sheet should be provide to each applicant in stitched envelope.

Candidates should read instructions include in question paper before answering. Ink color used by candidates should be the same.

Signature



4.1 MBA Admission Procedure

Eligibility:

- Completion of undergraduate level of education in any discipline with at least 2.00 CGPA in aggregate of grading system, or having at least 45% aggregate in percentage based evaluation system.
- Passed in MUSOM GMAT: MUSOM GMAT follows the standardized format that consists of six key sections with the purpose of testing candidates' general knowledge, reasoning, verbal, analytical and communication skills.
- Candidates must score 40% (36 out of 90) in GMAT to be eligible for an interview.
- Candidates must score 40% out of full marks to be eligible for the admission.

Admission Objective of MBA Program

Program	Seats	Increase in Fee Regular Basis	Full Payment
MBA (2-year)	30	10%	100%

4.2 MUSOM Admission Arrangements

Departments have to manage two types of admission as follows:

- Regular admission
- Full Payment admission

4.3 Entrance Exam

- With collaboration of the office of the director MBA entrance exam would be conducted.
- Entrance exam would be conducted as per specified date.
- Total marks of the entrance exam would be 100%.
- Only candidates having success in entrance exam with qualifying process is qualified for application.
- 100% entrance exam would be conducted as under:
- 90% entrance should be conducted in one shift covering 2 hours.
- It is necessary to bring an entrance card with clear passport size photo to appear in the exam. Without entrance card no applicant would be allowed to appear in the entrance exam.

4.4 Entrance Admit Card Distribution

MUSOM administration would be responsible to provide entrance card to each student before entering exam hall. Without admit card no applicant can sit in the exam.

4.5 Publication Entrance Exam Result

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. On the basis of marks in percent, candidates having scored 40% and above 40% (forty percent) as per MUSOM entrance pass cut off point can go for final admission in the program at MUSOM.

4.6 Selection and Publication of Merit List

Total marks in percent scored by candidates through entrance exam evaluation would be entrance exam percent. Accordingly, as per percent received by the applicants the list of qualified candidates would be published. Only candidates having scored 40% and above would be included in the list.

4.7 School Admission List publication and Admission Procedure

- If quotas remain unfulfilled at MUSOM would be completed by allowing candidates with common qualification.
- If candidate is absent for one week without any notification from the date class commencement, such candidate's admission would be rejected.



4.8 Scholarship Scheme

As mentioned in MUSOM Academic Development and Implementation Guidelines 2021, 5 percent Students among total admitted students would receive grants only in tuition fee and management council is responsible to make decision final decision of any scholarship such as need based scholarship.

4.9 Scholarship Scheme would be as follows:

SN	Categories	Remarks
1	Semester topper	Full tuition
2	Disability	Half tuition
3	Remote/Janajati/dalit	Half
4	Financial Needy/disaster affected	Half

5. Sponsorship

MUSOM also accepts scholarship sponsored by private and government or foreign agencies.

Foreign Students and NRN

If foreign applicants show interest in BBA and BHM program MUSOM can offer them 3 quotas on the condition of bot full paying and scholarship.

If any applicant does not apply, quotas would go with school's normal admission.

5.1 Foreign Students

SN	Categories	Entrance Exam
1	Foreign students studying in Nepalese institutes	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
2	SAARC countries students	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021
3	Students beyond SAARC countries	Have to pass Entrance exam to be conducted by MUSOM as per admission manual and MUSOM Academic Development and Implementation Guidelines 2021

6. Required Documents

An applicant must complete the application form with copies of the following documents:

- ❖ Undergraduate certificate
- ❖ Certificates of Grade 12 or equivalent examinations
- ❖ Certificate and transcript of Grade 10 (SLC or equivalent)
- ❖ Character certificate (SLC and Grade 12)
- ❖ Provisional certificate
- ❖ Migration certificate
- ❖ Citizenship c
- ❖ Passport should be submitted by foreign students

7. Cancelling Admission and Deposit Return

- Admission of students is to be cancelled when they fail to provide eligible documents as per university policy and regulations.
- If a student goes on leave for one week from class commencement date without any notice to department, admission is to be cancelled.

Signature



- If a student himself and herself cancels his/her admission before class commencement due any reason MUSOM is to return fee by having 10 % tuition fee and if after class commencement MUSOM is to return fee by having 20% tuition fee.
- If students leave school during academic year, he/she cannot receive any return of fee and deposit.
- If students leave and rejoin program due to any reason MUSOM should consult MU Exam Management Office and its policy and should treat students as per university regulations.

For more details, please see:

Part IX: Student Conduct and Discipline Policy, MUSOM Academic Operating and Development Implementation Guidelines 2021.

MBA Entrance Syllabus

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