‘Education is liberty’

SchEMS
School of Environmental Science and Management

BBA
Bachelor of Business Administration

2012

Year with Pokhara University

Celebrating 14th Year with Pokhara University
You are heartily welcome at SchEMS to avail a wider scope of learning opportunities. SchEMS, which has been contributing to higher education of international standards since 1999, is regarded as one of the best schools in the country.

Life at SchEMS is encouraging, stimulating and challenging. We have made the school a centre of excellence with an academic environment that not only encourages students to pursue professional courses and professional careers vigorously but also inspires them to be more committed in contributing to society.

At SchEMS, you will find a balanced blend of classroom learning and its application process. Furthermore, our study program focuses on real life situations, strengthened with the knowledge of theory. During your time at SchEMS, you will be with a faculty that cares about you and wants to help you fulfill your ambitions and dreams.

We provide an ideal environment for study and career planning for all our students and prepare them to be competitive to face the challenges of the modern world.

Prof. Dr. Ram B. Khadka
Principal
SchEMS

School of Environmental Science and Management (SchEMS) is one of the first affiliated institutions of Pokhara University, and we have started our journey with Pokhara University since 1999. SchEMS was established by a team of highly qualified and motivated professionals from multidisciplinary backgrounds, and their goodwill and recognition is not only at the national level but also at the international level.

SchEMS has been conducting Bachelor of Science and Masters of Science in Environmental Management (from 2000), Bachelor of Business Administration (from 2008), Training and Capacity Building Service, Course on Integrated Mountain Environment, and Research and Consultancy Services. In this journey of 13 years with Pokhara University, from this year onwards, SchEMS is conducting Executive Master of Business Administration (EMBA).

The main objective of SchEMS is “to prepare a skilled human resource base on integrated environmental management and sustainable development in line with the contemporary needs of the country in particular and that of the region in general”. SchEMS is affiliated to international universities of countries such as the People’s Republic of Bangladesh, Canada, the Netherlands, UK, USA and Australia.

SchEMS’s dynamic, cost-effective and practical programs offer state-of-the-art information that is tailored to suit the local conditions. The major opportunities and facilities at SchEMS include participatory and interactive teaching activities, scholarships to deserving students, opportunity to involve in research and consultancy works as interns, and opportunities for studying in institutions abroad with which it is affiliated.
Academic Team
SchEMS Team
Celebrating 14th Year with Pokhara University
Dynamic, creative and driven students from around the country choose SchEMS. We offer education that combines academic rigor with relevant and practical experiences.
SchEMS offers a complete BBA program as an undergraduate program affiliated to Pokhara University in order to cater to the needs of students who are seeking to develop their career in the field of management. The program covers a period of four academic years spread over eight semesters. The program consists of 40 course works of total 126 credit hours. 96 credit hours is to be devoted to cover the fundamental disciplines of business whereas 24 credit hours is allocated for the specialization courses and 6 credit hours is equally divided for summer project and internship course. The first six semesters are devoted to basic courses while the last two semesters offer specialization courses in two areas.

**Program Objective**
The objective of the program is to create learning opportunities in a suitable environment that will enable students to develop skills and a positive attitude towards learning.

**Teaching Pedagogy**
The general teaching methodology includes class lectures, group discussions, case studies, practical exercises, presentations, laboratory work, project work and term papers.

**Course of Study**
Students are required to study 5 courses each semester and to do a summer project work worth 3 credits in the fourth semester. Students should also involve themselves in internship once in the sixth semester.

**i) Summer Project**
All students of BBA program are required to take on an independent summer project worth 3 credits. The project work involves field work and analysis of the information collected. The students are required to prepare a report in a prescribed format and make a presentation.

**ii) Internship**
All students of BBA program are required to be involved in internship during the sixth semester. The internship is worth 3 credits and it provides students to gain real-life experience of organizations. This internship training is like on-the-job training which lasts for 6 to 8 weeks depending upon the need of the organization and the students. During the internship, every student is supervised by a faculty supervisor appointed by the college and a supervisor from the respective organization of internship.

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**Mounata Ghimire**
The faculty of SchEMS has been instrumental in bolstering my confidence and enhancing my knowledge.
SchEMS is a family of over 1000 students and 100 faculty members.
# Course Outline

## First Year

<table>
<thead>
<tr>
<th>Semester I</th>
<th>15 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101.3</td>
<td>English I (3)</td>
</tr>
<tr>
<td>MTH 101.3</td>
<td>Business Mathematics I (3)</td>
</tr>
<tr>
<td>MGT 101.3</td>
<td>Principles of Management (3)</td>
</tr>
<tr>
<td>ACC 101.3</td>
<td>Financial Accounting I (3)</td>
</tr>
<tr>
<td>CMP 101.3</td>
<td>Computer Applications (3)</td>
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## Second Year

<table>
<thead>
<tr>
<th>Semester III</th>
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<tbody>
<tr>
<td>ENG 103.3</td>
<td>Business Communication (3)</td>
</tr>
<tr>
<td>STT 101.3</td>
<td>Business Statistics (3)</td>
</tr>
<tr>
<td>SOC 101.3</td>
<td>Sociology (3)</td>
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<tr>
<td>ACC 103.3</td>
<td>Management Accounting (3)</td>
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<td>ECO 102.3</td>
<td>Macroeconomics (3)</td>
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## Third Year

<table>
<thead>
<tr>
<th>Semester V</th>
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<tbody>
<tr>
<td>MGT 102.3</td>
<td>Organizational Relations (3)</td>
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<tr>
<td>MKT 101.3</td>
<td>Principles of Marketing (3)</td>
</tr>
<tr>
<td>FIN 102.3</td>
<td>Finance II (3)</td>
</tr>
<tr>
<td>MIS 101.3</td>
<td>Management Information System (3)</td>
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<tr>
<td>MGT 113.3</td>
<td>Nepalese Business Environment (3)</td>
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## Fourth Year

<table>
<thead>
<tr>
<th>Semester VI</th>
<th>15 credit hours</th>
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<tbody>
<tr>
<td>MGT 105.3</td>
<td>Entrepreneurship (3)</td>
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<tr>
<td>MGT 106.3</td>
<td>International Business (3)</td>
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<tr>
<td>MGT 104.3</td>
<td>Operations Management (3)</td>
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<tr>
<td>MGT 103.3</td>
<td>Human Resource Management (3)</td>
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<tr>
<td>LAW 102.3</td>
<td>Business Law (3)</td>
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<tr>
<td>INT 101.3</td>
<td>Internship (3)</td>
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## Fourth Year

<table>
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<th>Semester VII</th>
<th>15 credit hours</th>
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<tbody>
<tr>
<td>MGT 111.3</td>
<td>Strategic Management I (3)</td>
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<tr>
<td>Specialization I (Two Courses) (6)</td>
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</tr>
<tr>
<td>Specialization II (Two Courses) (6)</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MGT 112.3</td>
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</tr>
<tr>
<td>Specialization II (Two Courses) (6)</td>
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</tbody>
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### Anish Shrestha

SchEMS is where I discovered a promising business entrepreneur in myself.
The applied and participatory learning approach at SchEMS prepares you to hit the ground running when you graduate.
Fee Structure 2012

The fee structure includes the semester fees, tuition fees, and university charges. The semester fee includes fees for internal examinations, library, laboratory facility, and other support facilities required during study. University charges are for registration, affiliation and examinations which will be charged as per the rules of Pokhara University.

The breakdown charges for each semester is as follows:

Year 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Amount</th>
<th>Semester 2</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Semester Fee</td>
<td>14,000</td>
<td>Semester Fee</td>
<td>10,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
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<td>Tuition Fee</td>
<td>24,000</td>
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<tr>
<td>Total</td>
<td>38,000</td>
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Year 2

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<th>Semester 4</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Semester Fee</td>
<td>14,000</td>
<td>Semester Fee</td>
<td>14,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>25,000</td>
<td>Tuition Fee</td>
<td>25,000</td>
</tr>
<tr>
<td>Total</td>
<td>39,000</td>
<td>Total</td>
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Year 3

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<th>Semester 5</th>
<th>Amount</th>
<th>Semester 6</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Semester Fee</td>
<td>14,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
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<td>Tuition Fee</td>
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</tr>
<tr>
<td>Total</td>
<td>42,000</td>
<td>Total</td>
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Year 4

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<tr>
<th>Semester 7</th>
<th>Amount</th>
<th>Semester 8</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Fee</td>
<td>14,000</td>
<td>Semester Fee</td>
<td>10,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>30,000</td>
<td>Tuition Fee</td>
<td>30,000</td>
</tr>
<tr>
<td>Total</td>
<td>44,000</td>
<td>Total</td>
<td>40,000</td>
</tr>
</tbody>
</table>

At the time of Admission

- Admission Fee: 6,000
- Refundable Deposit: 4,000
- 50% of Semester I Tuition Fee: 12,000
- Semester Fee of 1st Semester: 14,000
- University charges for registration and affiliation as per the rules of Pokhara University: 5,500
- Total: 41,500

Note:
- The fee structure above does not include university charges.
- Deposit is refunded only on completion of program.

Saroj Ghimire

The requirements of the 21st century scholar are not only the degree and the certificate but also the professionalism and leadership skills which I have found at SchEMS.
SchEMS is located right in the heart of Kathmandu and provides all the facilities required for effective learning.
Facilities

SchEMS has support facilities to provide comfortable learning environment and easy reach to resources.

Library
SchEMS houses an extensive resource library with all basic textbooks and reference material that are accessible to all students for the completion of their semester course. Books are made available in proportionate copies. Furthermore, handouts are also provided to the students as per requirement. Apart from these, journals, newsletters and other relevant periodicals are subscribed by SchEMS to keep students updated.

Computer Lab
Well-maintained and updated computer laboratory is available for the students. It is open around the day so that students can use it to develop reports, prepare presentations and perform other tasks. Internet facility is made available so that students can update themselves and make quick correspondence with colleagues as well as faculty members for academic interaction and coordination.

Logistic Facility
Printing and photocopy facility is available to the students so that they can perform more efficiently in case they need reference materials for report preparation and others.

Further Studies and Credit Transfer
SchEMS has signed a “Memorandum of Understanding” with universities and academic institutions of the region as well as abroad in order to avail an opportunity to SchEMS students for further studies and credit transfer. Through these agreements, a number of SchEMS graduates and undergraduates have joined reputed universities and institutions which have provided opportunity for credit transfer to the students of SchEMS:
1. University of Iowa, USA
2. University of Chicago, USA
3. Yale university, USA
4. Middlesex University, UK
5. Manchester University, UK
6. University of Waginengen, the Netherlands
7. Faculty of Geo-Information Science and Earth Observation (ITC), Twente University, the Netherlands
8. International Center for Integrative Studies, Maastricht University, The Netherlands
9. University of Delaware, USA
10. Washington University, USA
11. Liverpool University, USA
12. University of London, UK
13. Aberdeen University, UK
14. University of Sydney, Australia
15. Independent University, Bangladesh

The understandings with above Universities and Institutions have been established for:
➢ Collaboration in research
➢ Credit transfer and students exchange
➢ Scholarship programs

Scholarship
SchEMS supports scholarship programs undertaken by Pokhara University. SchEMS also provides scholarships on merit basis. Students who are enrolled in BBA program at SchEMS are eligible for the SchEMS Scholarship Program.

Khimananda Sharma
SchEMS created the gateway to discover practical knowledge along with the theoretical basis.
We welcome you to join us to avail a wider scope of learning opportunities.
Application Procedure

Eligibility for enrollment
Students who have successfully completed or expect to successfully complete Intermediate or Higher Secondary examination with minimum second division are eligible to apply.

Enrollment Procedure
Students need to complete the application form and submit it to the Academic Department of SchEMS. Application form is available at SchEMS or one can download from website of SchEMS.

A complete application form
- Certified copy of academic transcript of school level
- Certified copy of academic transcript of intermediate level
- Character certificate
- Letter of recommendations from the institutions
- Original migration certificate (can be submitted during or after admission)
- A copy of citizenship certificate

Admission Procedure
All candidates are required to take an entrance examination and an interview conducted by the admission committee. Candidates will be offered admission based on the committee’s evaluation of students’ past academic performance, entrance examination and interview.

Student Council of SchEMS (SCOS)
SchEMS encourages students to initiate and actively participate in extracurricular as well as skill-enhancement activities. SchEMS provides guidance to the students and also supports them with required facilities for their endeavors. In this process, SCOS was formed and is actively conducting different interactive programs which help the students to achieve the objectives of learning.

Nikky Shrestha
I am very happy to be a part of this college and thankful to the management for providing a homely environment.
SchEMS is the preferred educational destination for students from all parts of the country.
Faculty

1. Prof. Dr. Ram Bahadur Khadka
   PhD-Ecology, EIA, Environmental Management

2. Prof. Dr. Ananda Raj Joshi
   PhD-Environment Policy, Environmental Management

3. Mr. Shailendra Guragain
   EMBA-Project Management & Organizational Development

4. Mr. Ajay Bhakta Mathema
   MSc-GIS & Remote Sensing, Environmental Management

5. Mr. Anand Ghimire
   MBA, Mphil-Tribhuvan University (TU) (PhD ongoing, TU)

6. Ms. Preeti Jha
   MCA-IGNOU University, Delhi (PhD ongoing, K.N. Modi University, Jaipur)

7. Mr. Shankar Dhodary
   MBS-Finance, Tribhuvan University (TU)

8. Mr. Krishna Raj Acharya
   MA-Economics, MASociology, BEd-Economics, Tribhuvan University (TU)

9. Ms. Kamala Sharma
   MA, BEd-Philosophy of Logic, Guwahati University, India

10. Mr. Resham Raj Regmi
    LLM-Business Law, Tribhuvan University (TU)

11. Mr. Mahesh Poudel
    MPhil-English, Pokhara University, MA-English, Tribhuvan University (TU)

12. Mr. Suresh Subedi
    MPhil, MA-English, Tribhuvan University (TU)

13. Mr. Prakash Kumar Shrestha
    MBA, MPA, MA-Sociology/ Human Resource Management, Tribhuvan University (TU)

14. Mr. Om Bakhati
    MBS-Finance, Tribhuvan University (TU)

15. Mr. Shankar Poudel
    MASociology/ Anthropology, Tribhuvan University (TU)

16. Mr. Bhanubhakta Pokharel
    MBS-Finance, Tribhuvan University (TU)

17. Mr. Bhumi Raj Acharya
    MScStatistics, Tribhuvan University (TU)

18. Mr. Bharat Thapa
    MA-Psychology, Tribhuvan University (TU)

19. Mr. Rewat Shrestha
    MBS-Finance, Tribhuvan University (TU)

20. Mr. Rajendra Maharjan
    MBS-Finance, Tribhuvan University (TU)

21. Mr. Prahlad Baidar
    MSc-Statistics, Tribhuvan University (TU)

22. Mr. Binod Pokharel
    MA-Economics, Tribhuvan University (TU)

23. Ms. Charu Thapa
    MCom-Marketing, HNB Garhwal University, India

24. Pradip Aryal
    MBA-Management, Tribhuvan University (TU)

25. Mr. Ritesh K. Shah
    MBA-Finance, University of Mysore, India

26. Mr. Hem Adhikari
    MBA-Finance, Anna University, India

27. Mr. Pratap Shakya
    MBS-Finance, Tribhuvan University (TU)