



BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME GUIDE

OF

MASTER OF BUSINESS ADMINISTRATION – EXECUTIVE
(M.B.A. - E)

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION
Under: The Faculty of Management Studies
MASTER OF BUSINESS ADMINISTRATION - EXECUTIVE (M.B.A. - E)
 (Choice Based Credit System)
 To be effective from 2018-19

1. INTRODUCTION

The Master of Business Administration - Executive is two-year programme offered by Bharati Vidyapeeth Deemed To Be University, School of Distance Education (BVDU SDE), Pune and conducted at its All the study centers. These centres have experienced faculty members, excellent Laboratories, Library, and other facilities to provide proper learning environment to the students.

2. RATIONALE FOR SYLLABUS REVISION

The Vision and Mission statements of the MBA – (E) programme embodies the spirit of the mission of the University and vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed To Be University, which is to usher in “Social Transformation through Dynamic Education”.

In view of the dynamic nature of the market, economy and evolving expectations of the stakeholders such as students, faculty members and industry in particular, the MBA – (Executive) Programme Syllabus was revised with the introduction of Choice Based Credit System (CBCS).

Over the past years, feedback was received from various stakeholders and keeping in mind the experience with the CBCS implemented in the year 2018-19, need was felt to revise the syllabus so as to match the requirements of the industry and society. This revised draft is the result of inputs received from the industry, academia, alumni and all stakeholders.

3. VISION STATEMENT OF MBA (Executive) PROGRAMME

To facilitate creation of Dynamic and Effective Business Professionals, Managers and Entrepreneurs who can transform corporate sector that caters to the needs of the society and contribute towards Nation building.

4. OBJECTIVES OF THE MBA (Executive) PROGRAMME

The objective of MBA (Executive) Programme is to provide world class Business Education. The Programme aims to improve Business Decision Making Capabilities of upcoming Managers by enhancing their Analytical Skills.

5. LEARNING OUTCOMES FROM THE MBA (Executive) PROGRAMME

At the end of the course the student should be able to:

- Analyze problems and come up with effective solutions to resolve them.
- Learn new technologies with ease and be productive at all times
- Read, write, and contribute to Business literature
- To Develop Team Spirit.
- Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III – June For Sem - II, IV - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION TO THIS COURSE

Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions:

1. The candidate should have secured at least 50% (45% for SC/ST) in aggregate at graduate level university examination.

2. The Candidate applying in final year of bachelor's degree may also apply. Admission of such candidates will remain provisional until submission of final result certificates in original.
3. Subject to the above conditions, the final admission is based solely on Submission of Migration Certificate, Transference Certificate, 3 Years Work Experience Certificate etc.

9. DURATION

The minimum duration of the MBA (E) degree programme is two years divided into Four semesters although student may complete the programme gradually within a maximum period of Six years. If Programme is not completed successfully during Six years, he/she will be required to take fresh admission.

10. MEDIUM

The medium of instruction and examination is English only.

11. STRUCTURE OF THE PROGRAMME

The MBA (E) programme is of 70 credits which need minimum two years divided into four semesters to complete. During third semester students have to opt for specialization(s) and study the Units in the specialization in depth. The course also includes Internship / Summer Training of two months.

12. CREDITS

The definition of credits is based on the following parameters;

- i) Learning hours put in by the learner (SLM)
- ii) Learning outcomes
- iii) Contents of the syllabus prescribed for the course etc.

In this system each credit can be described as a combination of components such as Personal Contact Sessions (PCP), Home Assignments, Practicals, teleconferencing, Audio Programma, Video Programma. These components are further elaborated for an effective teaching learning process;

- Personal Contact Sessions (PCP): Personal Contact sessions delivered by Faculty member in an interactive mode.
Home Assignments: It is compulsory to submit Internal Assignments.
- Practical (P): It includes LAB sessions for IT related courses & Business Communication practice sessions.

13. A) SCHEME OF EXAMINATION

Courses having Internal Assessment (IA) and University Examinations (UE) shall be evaluated by the respective Study Centre and the University at the term end for 70 (Seventy) and 30 (Thirty) Marks respectively. The total marks of IA and UE shall be 100 Marks and it will be converted to grade points and grades.

Courses having **only Internal Assessment (IA)** the respective Study Centre will evaluate the students in various ways such as **Home Assignments and Mini Projects / Practical** for a total of 100 marks during the term. Then the marks will be converted to grade points and grades.

Open Courses shall be evaluated for 50 marks only.

B) COMPONENTS OF CONTINUOUS EVALUATION SYSTEM: Home Assignments

14. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES

The Faculty of Management Studies, Bharati Vidyapeeth University has suggested the use of a 10-point grading system for all programmes designed by its different Board of Studies.

15. STANDARD OF PASSING

For all courses, both UE and IA constitute separate heads of passing (HoP). In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA. If learner fails in IA, the learner passes in the course provided, he/she obtains a minimum 25% marks in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the learner passes at UE.

A student who fails at UE in a course has to reappear only at UE as backlog candidate and clear the Head of Passing. Similarly, a student who fails in a course at IA he has to reappear only at IA as backlog candidate and clear the Head of Passing. to secure the GPA required for passing.

The 10 point Grades and Grade Points according to the following table

Range of Marks (%)	Grade	Grade Point
80≤Marks≤100	O	10
70≤Marks≤80	A+	9
60≤Marks≤70	A	8
55≤Marks≤60	B+	7
50≤Marks≤55	B	6
40≤Marks≤50	C	5
Marks < 40	D	0

The performance at UE and IA will be combined to obtain GPA (Grade Point Average) for the course. The weights for performance at UE and IA shall be 70% and 30% respectively.

GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

16. FORMULA TO CALCULATE GRADE POINTS (GP)

Suppose that "Max" is the maximum marks assigned for an examination or evaluation, based on which GP will be computed. In order to determine the GP, Set $x = \text{Max}/10$ (since we have adopted 10 point system). Then GP is calculated by the following formulas

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} \leq 8x$	Truncate (M/x) +2
$4x \leq \text{Marks} \leq 5.5x$	Truncate (M/x) +1

Two kinds of performance indicators, namely the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all the courses since his/her enrollment. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula

$$\text{SGPA} = \frac{\sum C_k * \text{GPK}}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GPK is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study during the Semester, including those in which he/she might have failed or those for which he/she remained absent. **The SGPA shall be calculated up to two decimal place accuracy.**

The CGPA is calculated by the following formula

$$\text{CGPA} = \frac{\sum C_k * \text{GP}_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study from the time of his/her enrollment and also during the semester for which CGPA is calculated. **The CGPA shall be calculated up to two decimal place accuracy.**

The formula to compute equivalent percentage marks for specified CGPA:

% marks (CGPA)	$10 * \text{CGPA} - 10$	If $5.00 \leq \text{CGPA} \leq 6.00$
	$5 * \text{CGPA} + 20$	If $6.00 \leq \text{CGPA} \leq 8.00$
	$10 * \text{CGPA} - 20$	If $8.00 \leq \text{CGPA} \leq 9.00$
	$20 * \text{CGPA} - 110$	If $9.00 \leq \text{CGPA} \leq 9.50$
	$40 * \text{CGPA} - 300$	If $9.50 \leq \text{CGPA} \leq 10.00$

17. AWARD OF HONOURS

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
$9.5 \leq \text{CGPA} \leq 10$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.0 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} \leq 80$
$8.0 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} \leq 70$
$7.0 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} \leq 60$
$6.0 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} \leq 55$
$5.0 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} \leq 50$
CGPA below 5.0	F	Fail	Marks below 40

18. ATKT RULES

A student is allowed to carry any number of backlog papers of Semester I and Semester II while going into Semester III. However, a student must clear all papers of Semester I and Semester II so as to become eligible for appearing in Examinations at Semester IV.

Specialization Combinations

Specializations may be chosen from the following combinations:

Specialization Choices

Marketing Management
Financial Management
Human Resource Management
Information Technology Management
International Business Management
Production & Operations Management
Agribusiness Management
Retail Management

19. SUMMER INTERNSHIP

At the end of Semester II, each student shall undertake Summer Internship in an Industry for 60 (**Sixty Days**). It is mandatory for the students to seek written approval from the Faculty Guide about the Topic & the Organisation before commencing the Summer Internship. During Summer Internship students are expected to take necessary guidance from the faculty guide allotted by the Institute. To do it effectively they should be in touch with their guide through e-mail or telecon. Summer Internship Project should be a research project or it may be an operational assignment that involves working by the students in an organization.

In case of an operational assignment

- 1) Students are expected to do a project work in an organization wherein they are doing Summer Internship.
- 2) The students should identify specific problems faced by the organization in a functional area in which the assignment is given.
e.g.
 - a) Sales - sales targets are not achieved for a particular product or service in a given period of time.
 - b) Finance – mobilization & allocation of financial resources.
 - c) HR – Increase in employee turnover ratio.
- 3) In this study students should focus on
 - Identifying the reasons / factors responsible for the problems faced by the organization
 - Collection of data(Primary & Secondary) related to reasons /factors responsible for these problems
 - Data Analysis tools & interpretation
 - Findings & observations.
 - Suggestions (based on findings & observations) for improving the functioning of the organization.

The **learning outcomes and the utility to the organization** must be highlighted in Summer Internship Project Report.

- 4) General chapterization of the report shall be as under;
 - 1) Introduction and Literature Review: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
 - 2) Company profile: -
 - 3) Objectives of the study:-
 - 4) Data collection: -
 - 5) Data analysis & interpretation: -
 - 6) Findings & observations: -
 - 7) Suggestions:-Annexure: -
 - Questionnaire
 - References.
5. Technical details :
 1. The report shall be printed on A-4 size white bond paper.
 2. 12 pt. Times New Roman font shall be used with 1.5 line spacing for typing the report.
 3. 1" margin shall be left from all the sides.
 4. Considering the environmental issues, students are encouraged to print on both sides of the paper.
 5. The report shall be hard bound as per the standard format of the cover page given by the Institute and shall be golden embossed.
 6. The report should include a Certificate (on company's letter head) from the company duly signed by the competent authority with the stamp.
The report shall be signed by the respective guide(s) & the Director of the Study Centre 10 (Ten) days before the viva-voce examinations.
 7. Student should prepare two hard bound copies of the Summer Internship Project Report and submit one copy in the institute's Library. The other copy of the report is to be kept by the student for their record and future references.
 8. In addition to this students should prepare two soft copies of their SIP reports & submit one copy to Study Centre.

The Summer Internship shall be assessed out 100 Marks. The break up of these marks is as under;

Viva- voce examination =	70 Marks
Summer Internship Report =	+ 30 Marks
	<hr/>
	100 Marks

There shall be a viva-voce of Summer Internship Project Report for 70 marks. The examiners' panel shall be decided as per the guidelines received from the University.

The viva –voce shall evaluate the project based on

- i. Actual work done by the student in the organization
- ii. Student's knowledge about the company & Business Environment

- iii. Learning outcomes for the student
- iv. Utility of the study to the organization

Structure of the Syllabus

MBA (E) Sem I

Course Code	Semester – I	Credits	UE	IA	Total Marks	Examination Pattern
101	Management Concepts & Applications	2	70	30	100	UE & IA
102	Economics for Managers	2	70	30	100	UE & IA
103	Financial & Management Accounting	2	70	30	100	UE & IA
104	Organizational Behaviour	2	70	30	100	UE & IA
105	Statistical & Mathematical Techniques	2	70	30	100	UE & IA
106	Legal Aspects of Business	2	70	30	100	UE & IA
107	Corporate Communication	2	70	30	100	UE & IA
108	Information Technology Skills for Managers	2	-	100	100	IA
See Groups	Open 1	1	-	50	50	IA
See Groups	Open 2	1	-	50	50	IA
Total No. of Credits		18			900	-

Open Courses: Students can opt any two courses from the following

109	Soft Skills I (Includes etiquettes, table manners, public speaking & presentation skills etc.)
110	Waste Management
111	Life Management Skills
112	Management of Events
113	Social Media Management
114	Social and Current Affairs
115	Data Analysis Using Software Tools (MS Excel)
116	Supply Chain Management

MBA (E) SEM II

Course Code	Semester II	Credits	UE	IA	Total Marks	Examination Pattern
201	Basics of Marketing Management	2	70	30	100	UE & IA
202	Basics of Financial Management	2	70	30	100	UE & IA
203	Human Resource Management	2	70	30	100	UE & IA
204	Introduction to International Business	2	70	30	100	UE & IA
205	Operations Management	2	70	30	100	UE & IA
206	Research Methodology	2	70	30	100	UE & IA
207	Business Environment	2	70	30	100	UE & IA
208	Business Ethics & Corporate Governance	2	-	100	100	IA
See Group	Open 1	1	-	50	50	IA
See Group	Open 2	1	-	50	50	IA
		8			900	

Open Courses: Any two courses from the following

- 209 Soft Skills II (that includes Logical reasoning & Aptitude tests, Interview techniques, Group Discussion etc.)
- 210 Business Analytics
- 211 Data Analysis Using Software Tools (SPSS)
- 212 E-commerce Business
- 213 Societal Concerns and NGO Operations

- 214 Foreign Language
 215 Six Sigma Technique
 216 Enterprise Resource Planning (ERP)

MBA (E) SEM III

Course Code	Semester –III	Credits	UE	IA	Total Marks	Examination Pattern
301	Business Policies and Strategic Management	2	70	30	100	UE & IA
302	Operations Research for Managers	2	70	30	100	UE & IA
303	*Entrepreneurship Development	2	70	30	100	UE & IA
See groups	Specialization I - E-(i)	2	70	30	100	UE & IA
See groups	Specialization I - E-(ii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(i)	2	70	30	100	UE & IA
See groups	Specialization II - E-(ii)	2	70	30	100	UE & IA
304	** Summer Internship	2			100	Viva – Voce & Report
305	Innovation & Change Management	2	.	100	100	IA
See Group	Open Elective1	1	.	50	50	IA
See Group	Open Elective 2	1	.	50	50	IA
Total No. of Credits		20				-

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
306	Digital Marketing	322	IT in BFSI Domain
307	Customer Relationship Management	323	Legal Aspects of IT & It Strategies
308	Marketing Research	324	Software Quality Standards & Process Documentation
309	Product & Brand Management	325	Cloud Computing
Open Courses under Financial Management		Open Courses under Production & Operations Management	
310	Corporate Taxation	326	Materials Management
311	Capital Market Operations	327	Maintenance Management
312	Financial Risk Management	328	World Class Manufacturing
313	Financial Statement Analysis	329	Business Process Re-engineering
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
314	Industrial Relations	330	Rural Banking
315	QMS & Innovation Management	331	Agriculture Marketing & Price Analysis
316	HR Audit	332	Commodity Market

317	Personal Relations & Corporate Communication	333	Indian Agriculture & World Trade Organisation
Open Courses under IB Management		Open Courses under Retail Management	
318	Global Logistics & Supply Chain Management	334	HRM in Retail
319	International Economics	335	Retail Stores and Operations
320	Currency, Derivatives & Risk Management	336	International Retailing
321	Global Strategic Management	337	Information Technology in Retailing

MBA (E) SEM IV

Course Code	Semester IV	Credits	UE	IA	Total Marks	Examination Pattern
401	Project Management	2	70	30	100	UE & IA
See groups	Specialization I - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization I - E-(iv)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iv)	2	70	30	100	UE & IA
402	Disaster Management	2	-	100	100	IA
See Group	Open 1	1	-	50	50	IA
See Group	Open 2	1	-	50	50	IA
Total No. Of Credits		14				-

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
403	Strategic Marketing	419	Big Data Analysis
404	Retail Marketing	420	IT Infrastructure Management
405	Marketing of Financial Services	421	Technology Management & IT Services
406	Social Media Marketing	422	Lab on Oracle & Open Source Software
Open Courses under Financial Management		Open Courses under Production & Operations Management	
407	Management Control System	423	Negotiation Management
408	Indirect Taxes	424	Service Operations Management
409	Banking Operations	425	Environment , Health & Safety
410	Financial Modelling Using MS Excel	426	Quality Management Standards
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
411	Labour Welfare	427	Microfinance
412	Managerial Competencies & Career Development	428	Rural Entrepreneurship
413	HR Lab	429	Agriculture & Indian Economy
414	HR Analytics	430	Marketing of Agro Products
Open Courses under IB Management		Open Courses under Retail Management	
415	Global Business Environment	431	Contemporary Retail Management
416	Foreign Exchange Management	432	Retail Planning
417	International Marketing Research	433	Retail & Distribution Management
418	Regulatory Aspects of International Business	434	Rural Retailing

LIST OF ELECTIVE GROUPS

Elective I: Marketing Management

Sem III

Paper no.	Name of the Course
MK01	Consumer Behaviour
MK02	Services Marketing

Sem IV

MK03	Management of Sales & Distribution
MK04	Integrated Marketing Communication

Sem III

Paper no.	Name of the Course
FN01	Investment Analysis & Portfolio Management
FN02	Management of Financial Services

Sem IV

FN03	Introduction to Corporate Finance
FN04	Basics of International Financial Management

Elective III: Human Resource Management

Sem III

Paper no.	Name of the Course
HR01	Training & Development for organization
HR02	Labour Laws

Sem IV

HR03	Personnel Cost & Compensation Management
HR04	Performance Management System

Elective IV: International Business Management

Sem III

Paper no.	Name of the Course
IB01	International Marketing
IB02	Export Import Policies, Procedures and Documentation

Sem IV

IB03	International Financial management
IB04	Global Business Strategies

Elective V: Production & Operations Management

Sem III

Paper no.	Name of the Course
PO01	Quality Management Systems
PO02	Production Planning & Control

Sem IV

PO03	Logistics & Supply Chain Management
PO04	Industrial Management

Elective VI: Information Technology Management

Sem III

Paper no.	Name of the Course
IT01	System Analysis & Design
IT02	Information System Security & Audit

Sem IV

IT03	RDBMS with Oracle
IT04	Enterprise Business Applications

Elective VII: Agribusiness Management

Sem III

Paper no.	Name of the Course
AB01	Introduction to Rural Marketing
AB02	Supply Chain Management in Agribusiness

Sem IV

AB03	Use of Technology in Agribusiness Management
AB04	Cooperatives Management

Elective VIII : Retail Management

Sem III

Paper no.	Name of the Course
R01	Introduction to Retailing Management
R02	Retail Management and Franchising

Sem IV

R03	Merchandising, Display Advertising
R04	Retail Supply Chain Management

**Semester I
MANAGEMENT CONCEPTS AND APPLICATIONS**

Course Objectives:

- 1 To impart the understanding of basic management concepts.
- 2 To familiarize the learner about application of Management concepts.
- 3 To expose learner with basic concepts of functional management.

Syllabus:

Unit	Contents	Sessions
1	<p>INTRODUCTION TO MANAGEMENT:</p> <p>A. Introduction to Management- Definitions & Characteristics of Management-Scope of Management-Management – Science or Art?-Functions of Management. Administration and Organization</p> <p>B. The Evolution Of Management Thoughts- Fredrick Taylor & Scientific Management, Henry Fayol-General Principles Of Management.</p>	
2	<p>Management Functions – concept of "POSDCORB", Staffing, Coordination, Decisions, Decision Making process, Concept of Leadership</p>	
3	<p>PLANNING & ORGANIZING:</p> <p>A. Planning-Introduction to Planning & its Importance-Definitions-Benefits / Importance of Planning-Nature of Planning-Planning Process-Types of Planning- Repeated Use Plan-Single Use Plan.</p> <p>B. Organization-Introduction & Definition-Why study Organization?-Principles of Organization-Creating an Organization Structure-Informal Organization- Departmentalization, line and staff relationship</p>	
4	<p>DIRECTING , COORDINATING</p> <p>A. Span of Management-The Concept of Authority & Responsibility Definitions-Different views on Authority, Power & Authority, Limits of Authority, Centralization & Decentralization, Responsibility,</p> <p>B. Delegation of Authority, Advantages of Effective Delegation, What to delegate & What not to delegate?-Barriers to effective delegation-Guidelines for effective delegation-Distinctions between Delegation & Decentralization-</p>	
5	<p>CONTROL</p> <p>A. Controlling- Basic Concept, Relationship between Planning & Controlling. The Basic Control Process, Requirement for Effective Control, Control Techniques, Use of IT for Controlling.</p> <p>B. Zero Base Budgeting and Management audit</p>	
6.	<p>FUNCTIONAL DEPARTMENTS AND SECTIONS - HR, Marketing, Production & Operations, Finance, etc.</p> <p>INTRODUCTION TO BUSINESS SECTORS: Manufacturing (Automobile, Pharmaceutical, etc), Service (IT, Telecom, Banking, Insurance, etc)</p>	

Suggested Readings

Koontz & O'Donnel	Principles Principles and Practice of Management of Management (McGraw Hill) -
L.M. Prasad	Principles and Practice of Management
Tripathi & Reddy	Principles and Practice of Management
Websites	<ol style="list-style-type: none"> 1. https://india.gov.in/ 2. http://pmindia.gov.in/en/ 3. http://www.makeinindia.com/policy/new-initiatives 4. https://mygov.in/group/digital-india 5. www.skilldevelopment.gov.in/World%20Youth%20Skills%20Day.html

Semester I
ECONOMICS FOR MANAGERS

Course Objectives:

- To impart knowledge about the theories of Economics required in Business scenarios
- to train the students to apply this theoretical knowledge to practical business situations

Unit	Contents	Sessions
1	<p>Introduction to Economics For Business</p> <p>Introduction to Economics, Nature and Scope of Managerial Economics, Significance of managerial economics in decision making. Firm and its Objectives, Theories of Firm, Relevance of Profit Maximization in Modern Context, Role of a managerial economist</p>	
2	<p>Demand Analysis:</p> <p>Theory of Demand, Law of demand, Determinants of Demand, Elasticity of Demand – Price, Income, Cross and Advertising elasticity, Uses of Elasticity of Demand for managerial decision making,</p> <p>Market Demand and Company Demand, Demand Estimation, Demand Forecasting - meaning, significance and methods, Demand forecasting of a new product.</p>	
3	<p>Supply Theory:</p> <p>The Theory of Supply, Law of supply, supply elasticity – use in managerial decision making,</p> <p>Production concepts and analysis: Production and Cost, Production Function, Concept of Productivity</p>	
4	<p>Costs</p> <p>Cost concepts and analysis, Classification of Costs - Short Run and Long Term Costs, Cost Function - short run and long run cost curves and its managerial uses.</p> <p>Least Cost Combination of Inputs, Producer's equilibrium, Law of Variable Proportions, Returns to Scale, Scale Economies, Scope Economies,</p> <p>Estimation of Cost Function - Problem of Estimation of Cost and Production Function, Dual Relationship Between Cost and Production Function, L-Shaped Cost Function</p>	
5	<p>Market Structures</p> <p>Market equilibrium and Average Revenue concept,</p> <p>Market Structure: Perfect Competition: meaning, features and determination of price under perfect competition.</p> <p>Monopoly: Features, pricing under monopoly, Price and Output, Discriminating Monopoly, Relationship under different market structures,</p> <p>Pure and Perfect Competition: Monopolistic Competition – features, pricing under monopolistic competition, product differentiation</p> <p>Oligopoly – features, Oligopoly and barrier to entry, price leadership</p> <p>Pricing Strategies: Price Determination, full cost pricing, product line pricing, price skimming, penetration pricing.</p> <p>Prisoner's Dilemma and Game Theory approach to oligopoly decision making</p>	
6	<p>National Income: Concepts and Various methods of measurement of National Income, Inflation – Meaning, types and Causes, Business cycle, Profit concept and major theories of profit.</p> <p>Fiscal policy and impact on Managerial decision making</p>	

Teaching Methodology

- Case Study Method and Mathematical Applications along with theoretic explanations.

Suggested Readings

Adhikari , M.

Managerial Economics, Khosla Publication House, New Dehli, 1999

Artis M. J,

Macro Economics, Oxford University Press, 1985 Reprint

Craig P.H and W Chris Lewis

Managerial Economics, Prentice Hill Ltd, New Dehli

Bayes Michael

Managerial Economics and Business Strategy, Irwin, Chicago, 1997

Dean Joel

Managerial Economics, Prentice Hill Ltd, New Dehli

Semester I Financial and Management Accounting

Course Objectives:

- To acquaint the students with the fundamentals of Financial Accounting.
- To orient the students to the Accounting process involved in preparation of Books of Accounts and Financial Statements
- To familiarize the students with the concepts of Cost and Management Accounting and applications of Management Accounting techniques

Unit	Contents	Sessions
1	Introduction to Financial Accounting Meaning, Objectives and Scope of Financial Accounting, Accounting Concepts and Conventions, Accounting Cycle, Role of Accountant in an organization	
2	Accounting mechanics Principles of Double Entry Book-Keeping, passing of accounting entries in Journal, Ledger and Preparation of Trial Balance, Preparation of Trading, Profit & Loss Account and Balance Sheet of a Sole Proprietor	
3	Introduction to International Accounting Standards: Development of international accounting and financial reporting rules, need for International Financial Reporting Standards (IFRS), Disclosure of Accounting Policies , reporting needs of emerging economies, IFRS for Small and Medium Enterprises(SMEs).	
4	Introduction to Cost and Management Accounting Cost Accounting – Meaning, Importance, Classification of Costs, Preparation of Cost sheet. Nature and Scope of Management Accounting, Distinction between Financial and Management Accounting.	
5	Techniques of Management Accounting (Budgetary Control) Budgeting and Budgetary Control – Meaning, Objectives, Advantages and Limitations of Budgeting, Types of Budget, Practical Questions on Cash Budget and Flexible Budget	
6	Techniques of Management Accounting (Standard Costing and Marginal Costing) Standard Costing – Meaning and Application, Essentials of standard Costing, Variance Analysis- Material and Labour Cost Variances. Marginal Costing – Meaning of Marginal Cost, Characteristics of Marginal Costing, Cost-Volume-Profit Analysis – Profit/Volume ratio, Break-Even Analysis and Margin of Safety	

Teaching Pedagogy:

- Classroom lectures (two way communication)
- Classroom discussions by solving Case Study and Real Life Examples
- Audio Video Material (Analysis done by Finance heads of companies, news channels etc.)
- Self study
- Group Project (Application by implementation of concepts in the Financial Statements of the companies)

Suggested Readings

1	R.L.Gupta, M.Radhaswami	Advanced Accountancy
2	S.N. Maheswari, S.K.Maheshwari	An Introduction to Accounting
3	Ashok Seghal, Deepak Seghal	Taxman's Financial Accounting
4	M N Arora	Cost and Management Accounting,Vikas publications Eighth Edition
5	Colin Drury of Huddersfield	Cost and Management Accounting:6 th edition, ISBN 18440349X
6	Pauline Weetman	Financial and Management Accounting – An introduction by 5 th edition

ORGANIZATIONAL BEHAVIOUR

Course Objectives:

- To introduce the role of individual, group and organizational processes on individual behaviour in a work setting
- To give insights on how concepts of organizational behaviour are applied by management practitioners and organizations

Unit	Contents	Sessions
1	<p>Introduction to Organizational Behaviour and Individuals in Organization -</p> <p>Definition - Evolution of the Concept of OB- Contributions to OB by major behavioural science disciplines - Challenges and Opportunities for OB managers - Models of OB study</p> <p>The nature of organisations: Components of organisations; Organisations as open systems, Managers in organisations, Productivity and managerial performance, Organisational behaviour and the workplace, Managing organisational transitions, Managing new forms of Organisation.</p>	
2	<p>Learning, Perception, Attitudes and values</p> <p>Concept of learning, Theories of Learning – Learning curves. Perception – Factors influencing perception, Process, Managerial implications -Perception and attribution: meaning, halo effect, stereotyping, pigeon holing,</p> <p>Attitudes and Job Satisfaction - Components of Attitude - Major Job Attitudes - Job Satisfaction, Job involvement, Organizational Commitment. Personality and Values - Personality Determinants - MBTI, Big - Five Model, Values - Formation - Types of Values</p> <p>Principles of reinforcement – schedules of reinforcement,</p>	
3	<p>Motivation Concepts to applications</p> <p>Concept of motivation - Definition - Theories of Motivation - Maslows' need Theory Herzberg, McClelland, Porter and Lawler Model, ERG Theory - Theory X and Theory Y - Two Factor Theory - Equity Theory - Vroom's Expectancy Theory – Application of Motivation concept, Individual motivation and motivation in the organization, Cultural Differences in Motivation, Intrinsic and Extrinsic Motivation, The Job Characteristics model – Work Redesign</p>	
4	<p>Foundations of Group Behaviour</p> <p>Group - Formation of Group - Classification - informal and formal groups, Group Properties - Roles, norms, status, size and cohesiveness - Group decision making –</p> <p>Teams: team building: selecting team members, team roles, stages in team development, team building, team identity, team loyalty, commitment to shared beliefs, multi-disciplinary teams, Team Dynamics: decision-making behaviour, dysfunctional teams, Understanding teams - creating effective teams.</p> <p>Conflict - Process - Conflict management</p>	
5	<p>Leadership</p> <p>Concept of Leadership - Traits of good Leader - Difference between Leader and Manager - Theories of Leadership - Ohio State and Michigan Studies - Blake and Mouton theory - Fielders model - Likert's model. Managers as leaders. 3D leadership model. Leadership Styles. The management Grid, Future perspectives of Leadership</p>	
6	<p>Emerging Issues: Stress: meaning and types, burnout, strategies to manage stress, Workforce diversity. Culture - Definition, Culture's function, need and importance of Cross Cultural training - Organizational Change</p>	
Suggested Readings		
1	<p>Robbins, Timothy Judge,</p> <p>Seema Sanghi</p>	<p>Organizational Behaviour -</p> <p>Prentice Hall, 12 edition</p>
2	<p>Fred Luthans</p>	<p>Organizational Behaviour, Mc Grow Hill Inc</p>
3	<p>John Newstrom and Keith</p> <p>Davis</p>	<p>Organizational Behaviour, Tata</p> <p>McGrow Hill, 11 edn</p>
4	<p>Kavita Singh</p>	<p>Organizational Behaviour , Pearson Publication</p>

Semester I
Statistical And Mathematical Techniques

Course Objectives:

- To familiarize the students with the basic statistical techniques and their applications in business decision-making
- To develop the quantitative skills of the students so as to make them skilled at understanding data, comparing two or more data sets and predicting business data etc.

Unit	Contents	Sessions
1	<p>Importance of Statistics in Business Management Domain</p> <p>Business Statistics: Definition, Importance in management domain Organizing data: Frequency distribution, types of frequency distribution Diagrams and Graphs - Diagrammatic presentation of data, Graphs - Frequency polygon and frequency curve, Histograms, Cumulative Frequency Curves (ogives).</p>	
2	<p>Measures of Central Tendency and Dispersion</p> <p>Measures of Central Tendency: Arithmetic Mean, Median, mode, partition values – quartiles, deciles and percentiles, Applications in business. Measures of Dispersion: Range, Semi Inter-quartile range, mean deviation, standard deviation, coefficient of variation, methods of calculation and applications.</p>	
3	<p>Correlation Analysis</p> <p>Definition, Types of correlation, methods of studying correlation– Scatter Diagrams, Karl Pearson’s coefficient, Rank correlation, coefficient of determination. Application of Correlation to business and management</p>	
4	<p>Regression Analysis</p> <p>Definition, significance of regression method, regression lines, regression coefficient, Applications in business</p>	
5	<p>Probability and Probability Distribution</p> <p>Sample space, events, basic rules of probability, random variable, conditional probability, Bayes’ theorem Probability Distributions- Binomial distribution, Poisson distribution & Normal distribution. Problems based on Business applications.</p>	
6	<p>Association of Attributes</p> <p>Introduction, Notations, Classes and Class frequencies, Order of classes and Class Frequencies, Relation between Class frequencies: two attributes and three attributes, Yule’s Coefficient of association and interpretation</p> <p>Decision Making: Process of decision making, types of decision. Risk, uncertainty, etc. Criterion of decision making</p>	

Teaching Pedagogy		
	Suggested Readings	
1	S.C. Gupta & Indira Gupta	Business Statistics
2	Richard I. Levin & David S. Rubin	Statistics for Management
3	Hooda R. P.	Statistics for Business and Economics, (2010, 4e), Macmillan
4	Terry J K (2007)	Business Statistics 2/e, Pearson Education, New Delhi
5	David and Lori	(2008) Applied Statistics in Business and Economics, Tata Mc Graw Hill
6	Q. Zamiruddin & V.K. Khanna, S. K. Bhambri	Business Mathematics
	Bhardwaj R. S.	Business Statistics

Semester I
Legal Aspects of Business

Course Objectives:

- To provide students with in-depth understanding of business related laws

Unit	Contents
1	<p>The Indian Contract Act 1872:</p> <p>Essential elements of a contract, performance and discharge of a contract, Offer and Acceptance, Consideration, Legality of Object, Capacity to contract, Free Consent, Modes of Discharge, Breach and Remedies, Quasi Contracts</p>
2	<p>The Sale of Goods Act 1930</p> <p>Formation of a contract of sales and its features, Conditions and warranties, Rights of an unpaid seller, Types of Goods, Distinction between sale and agreement to sell, Performance of contract</p>
3	<p>The companies Act 1956 & Companies Act, 2013</p> <p>Comparative Study of the Companies Act, 1956 and the Companies Act, 2013 on the basis of the following</p> <p>Kinds of companies, Formation of a company, Memorandum of Association(M/A), Articles of Association(A/A), Prospectus, Meetings, Appointment and Removal of Directors, Shares, types of shares and dividends.</p>
4	<p>The Arbitration and Conciliation Act 1996</p> <ul style="list-style-type: none"> - Definition - Arbitration Agreement - Composition of Arbitral Tribunal - Jurisdiction of Arbitral Tribunal - Conduct of Arbitral Proceedings
5	<p>Alternative Dispute Resolution System</p> <p>Consumer Protection Act, 1986.</p> <p>Introduction, consumer and consumer disputes, Definitions of Consumer, Complainant, Goods, Service - Meaning of Consumer Dispute Complaint - Unfair Trade Practices – Restrictive Trade Practices Rights of Consumers Consumer Disputes Redressal Agencies, consumer protection councils</p>
6	<p>Objectives and Need of the Competition Act , 2002</p> <p>The Information Technology Act, 2000</p> <p>Introduction, Digital Signatures, Electronic governance, Cyber Laws, Cyber crime – types and remedies, Electronic records, controlling and certifying authority, cyber regulation appellate tribunals, Important Provision of Information Technology Act 2000</p> <p>Intellectual Property Rights: Introduction, Scope and objective of Patent Act, 1970.</p> <p>Patentable and Non-patentable inventions. Types and overview of IPR, Types of Patents, Trademarks, Copyrights, Industrial designs, Important provisions with respect to – registration, renewal, revocation, remedies in case of infringement etc.</p>

Reference Material

Suggested Readings		
1	N. D. Kapoor	Mercantile Law, Sultan Chand & Sons
2	Dr. B. L Wghera	Universal Law Publication, Law relating to Intellectual Property
3	Dr. Paranjpe	The Arbitration and ADR
4	Dr. M. Dasgupta	Cyber Crime in India
5	Akhilshwar Pathak	Legal Aspects of Business, TMH, 3/e, 2009
6	K.R. Bulchandani	Business Law for Management, Himalaya Publications, 2008

Semester I
Corporate Communication

Course Objectives:

- To familiarize with the process of communication and the principles & techniques of business communication
- To enable student to understand the different dimensions of business communication
- To enlighten about the communications strategy for managers

Unit	Contents	Sessions
1	<p>Fundamentals of Business Communication</p> <p>Meaning and importance of communication in business, Essentials of effective communication, Channels of communication, their effectiveness, limitations, Barriers to communication, approaches to effective Communication</p>	
2	<p>Communication in Organizations :</p> <p>Communication needs of business organization, Strategies for improving Organizational communication. Modes and levels of communications in organizations. direction of flow of communication in organization, networks of flow of communication – wheel network, chain network, Y network, circle network, etc.</p> <p>Dimensions of Business Communication – Intra-personal communication, Inter-personal communication, verbal communication, listening, feedback, types of feedback, importance of feedback, non-verbal communication, Intra-organizational communication, inter-organizational communication. Intra-cultural and inter-cultural communication.</p> <p>Formal and informal and their characteristics,</p>	
3	<p>Forms of Business Communication: Written Communication, Principles of Effective Written Communication.</p> <ul style="list-style-type: none"> • Business letters – Parts of business letters, letter formats, envelope, address on envelope, • Types of business letters : office order, office circular, invitation letters, enquiry letters, trade reference letters, etc • Letters from Purchase department, Letters from the Sales /Marketing Department, Accounts department, Personnel department, Letters of social significance, Tenders, Quotations and Orders, Banking Correspondence, Letters of enquiry, dealing with complaints, • Letters to staff, Memos, Writing Emails. Office notes, Reminders and Follow ups, Employee Newsletters, • Meetings, Notices, agenda, minutes of the meeting • Exercises for Written Communications: Essay writing, Poster Making, Writing, an Advertisement Copy, Slogans, Captions, & preparing Press notes, Letter Of Acceptance, Letter Of Resignation 	
4	<p>Communication Strategy for Managers:</p> <p>Communicating different types of messages – positive or neutral messages, negative messages, persuasive messages, effective team communication, motivational communication.</p> <p>Technology enabled communication – role of technology, different forms of technology for communication, telephone, tele-fax, teleconferencing, email, text messaging, podcast, blog, wikis, videos, social media, power point, etc.</p> <p>Netiquettes, internet etiquettes</p>	
5	<p>Exercises for Oral Communications: Individual and Group Presentations, Extempore, Role Playing, Debates and Quiz</p> <p>Effective notes taking, Strategies to improve reading skills, Speech Writing, Creative Writing. Oral Communication: Speaking skills, Public Speaking, Effective Listening, Strategies for Communicating in Teams</p>	
6	<p>Curriculum Vitae, Invitation To Interviews, Offer Of Employment, Job Description, Letter Of Acceptance, Letter Of Resignation.</p> <p>Business Reports and Proposal: what is a report? Elements of effective business report, purpose of writing reports, steps in writing a routine report, corporate reports. Format of a business report</p>	

Reference Books

1. Business Communication , second edition, by Meenakshi Raman,Prakash Singh, Oxford Higher Education.
2. Business Communication , second edition, by R.K.Madhukar, Vikas Publications.
3. Business Communication , second edition, by Asha Kaul, PHI Publications.
4. Communication for Business , Fourth edition, by Pearson Education.
5. Business Communication , second edition, by P.D.Chaturvedi, Mukesh Chaturvedi, Pearson.

Semester I
Information Technology skills for Managers

Course Objectives:

- To understand the basics of computer hardware and software
- To impart the IT skills and knowledge necessary for managers

Unit	Contents
1	<p>Introduction to Computer</p> <ul style="list-style-type: none"> • Introduction to types of Computer systems, Basic Computer operations, connecting devices • Networks: Networking hardware, types of network, Internet, Intranet and Extranet Applications, • Practical data processing application in business, and Computer applications in various areas of business.
2	<p>Computer Software:</p> <ul style="list-style-type: none"> • Types of software (System, application, utility), • types of application software (content access, end user, enterprise, simulation, application suite), examples, selecting and acquiring software options for procuring the software (licensed, sold, public domain, open source, freeware, shareware), • software trends and issues (mobile applications, integration of in-house and outsourced services strategy, cloud based enterprise solutions), Data Base, Data Base Management Systems.
3	<p>IT Skills: Lab sessions necessary</p> <p>Microsoft Office- Introduction and working with MS Word, Features - insert headers and footers, insert table and table options, Mail Merge.etc</p> <p>MS Power point- Basic introduction, features, Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations, design a template, entering data to graph, organization chart, slide transitions, creating slide shows.</p> <p>MS Excel – Basic functions, Creating, Analyzing & Formatting Data & Content</p> <p>Collaborating – Insert, View, Edit etc. Managing Workbooks, advance functions, sensitivity analysis, Pivot tables etc.</p> <p>Introduction to HRIS, Introduction to Tally Package for accounting.</p>
4	<p>Internet, Security and E-Commerce: Introduction, Core features of the Internet, Internet Applications, Internet and World Wide Web, Extranet and E-mail, Mobile Computing, Electronic Commerce, Types of E-Commerce and their utilities</p>
5	<p>Management Information Systems: Introduction to MIS, Principles of MIS, Characteristics, functions, structure & Classification of MIS, information for decisions; MIS in Manufacturing, Marketing, Finance Human Resource</p> <p>Management, Materials & Project Management; Brief idea about knowledge management, Information Technology in Knowledge Management, Roles of people in knowledge management. Types of information systems(TPS, MIS, OAS, DSS, ESS, ES, KWS), GIS Information systems and functional areas- Transaction processing system, Human Resource systems and Marketing systems, Operations and Financial Management systems.</p>
6	<p>Current trends- Integrated enterprise system (ERP, CRM, and SCM), COBIT- IT governance tool, changing role of CIO. Concept of SMAC (Social, Mobile, Analytics and Communication), use of Social media facebook, tweeter, linkedIn etc. for general communication and business communication, social media for marketing, email and video conferencing tools for business communication, Analytical tools of data interpretation.</p> <p>Managing E-identity, Security issues: Precautions in using the Information technology tools and media. Secure surfing, Creating Profile on Social Media. Online security, e-fraud – types and preventions, threats from use of IT systems, threat against IT system,</p>

Book:

1. “ Information technology for Management” by Ramesh Behl, Tata McGraw Hill Publication, 2nd edition
2. “Computer Fundamentals” by Pradeep K Sinha, Priti Sinha, BPB Publication,
3. “Computer Application in Management” by A. K. Saini, Pradeep Kumar, Anmol Publications Pvt. Ltd.
4. “Interpreting Information Systems in Organizations” by Geoff Walsham ,The Global Text Project , 2011
<http://www.saylor.org/site/textbooks/Information%20Systems%20for%20Business%20and%20Beyond.pdf>
5. “Information Technology for Management” by Henry C. Lucas -,McGraw-Hill/Irwin , 2009
<https://dl.dropboxusercontent.com/u/31779972/Interpreting%20Information%20Systems%20in%20Organizations.pdf>
6. “Information Systems for Business and Beyond” by David T. Bourgeois, Saylor Foundation , 2014
<https://dl.dropboxusercontent.com/u/31779972/Information%20Technology%20For%20Management.pdf>

Semester I

Soft Skills-I

Course Objectives:

- To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit	Contents
1	SWOT Analysis : Basics of PERSONAL SWOT analysis, Identifying Strengths, Weaknesses, Deficiencies ETC. Performing SWOT on yourself
2	The Art of Effective Communication: Presentation skills Group Discussion, Debates
3	Time Management : Importance of setting Tasks Applying basic principles of Time management; identify productivity cycles, and set goals and priorities Create a time management plan and a daily plan Effectively utilize time by using technology and reducing time wastage. Manage interruptions, increase meeting productivity, overcome personal time wasters, and prevent personal work overloads. Screen and organize information to reduce information overload.
4	Public Speaking Skills : Public Speaking skills Emoting: Importance of Eye Contact, Audience engagement Forms of speech, Content Preparation, Debating, Extempore - Do's and Don'ts
5	Body Language: Details about body language for effective communication
6	Verbal communication in practice, Speaking Skills, Assertiveness, Strategies For Assertiveness : Use Of Language, Empathetic Presentation, Paraphrasing, Asking Questions, Visualization And Realization Of Goal, Create A Positive Impression, Indicators Of Assertive Behavior, How To Say No , (Provide reason and logic, Broken Record, Rain Check) Listening Skills : Importance of listening, Techniques of effective listening, practical exercise on improving listening skills

Semester I

Waste Management

Course Objectives:

- To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit	Contents	Sessions
1	Introduction to Ecosystem and Waste Management. Types, Importance and Need of Waste Management - Waste Management practices in Indian Industries – Future challenges in Waste Management. Ecosystem - Meaning, Types, Components, Structure and Functions, Levels of organization in nature- Food chain and Tropic structure, Biogeochemical Cycles, Energy flow - Definition	
2	Collection and Disposal of Waste Site selection and plant layout of an incinerator, Collection of Waste, problems in collection of waste, Waste Disposal methods- Landfill, Incineration/Combustion, Recovery and Recycling, Composting	
3	Electronic Waste Management. E-Waste - Meaning, Sources of E-Waste and their effects on environment and human beings	
4	Students shall undertake desk research on e- waste management systems adopted by commercial organisations.	
5	Students shall visit Waste Management Department of Local Administrative Bodies like Municipal Corporation, Municipal Councils etc. and prepare a report on how waste management is done in their area.	
6	Report Preparation and Presentations on Unit no. 4 and 5	

Pattern of Evaluation:

The performance of students in this course shall be evaluated as under –

- A) Class Participation – 10 Marks
- B) Presentation – 10 Marks
- C) Mini Project Report – 10 Marks
- D) Viva – voce Examination on Mini Project Report at end of term – 20 Marks

References:

1. Solid Waste Management : Subhash Anand, Mittal Publications, New Delhi (2010)
2. E- waste: Implications, Regulations and Management in India and Current Global Brst Practices – Rakesh Johri, TERI Press New Delhi (2008)

Website:

Ministry of Environment, forest and Climate Change , Government of India
(<http://envfor.nic.in/content/draft-waste-management-rules>)

Semester I

Life Management Skills

Course Objectives:

- Provide guidelines to apply life skills into practice.

Unit	Contents	Sessions
1	Introduction: Definition of life skills concept: Definition, concept of skill in Life Skills, primary goal of life skills programme. Definition of Personality, Determinants of Personality- biological, psychological and socio- cultural factors., Misconceptions and clarifications , Need for personality development	
2	Coping: meaning, types of coping strategies – 1) appraisal focused (Adaptive Cognitive), 2) problem focused (adaptive behaviour) & 3) Emotion Focused	
3	Empathy: Meaning, difference between empathy and sympathy, Anger and stress: meaning and strategies to overcoming the same.	
4	Study Skills: Meaning, types of study skills, methods based on memorization – rehearsal and role learning, Exam Strategies- time management, organisation and life style changes.	
5	Moral Development: Meaning, interpersonal influences on moral development, moral development and social exclusion. ABC of moral life. Morality: Morality and culture, morality and intergroup attitudes, moral emotions	
6	Self Awareness : Self Management Self Evaluation, Identifying one’s strength and weakness, Planning & Goal setting, Managing self –emotions, ego, pride. , Self discipline, Self criticism , Recognition of one’s own limits and deficiencies Independency etc , Thoughtful & Responsible behaviour Community and Community Development: Individual’s role and responsibility in society.	

References:

1. Critical Thinking Skills: Developing Effective Analysis and Argument, Stella Cottrell
2. Academic Writing: A handbook for International Students, Stephen Bailey
3. Effective Study Skills: Step by Step System to Achieve Student Success , Semones
4. Critical Thinking and Analysis : Mary Deane
5. Developing and Applying Study Skills : Writing Assignments, Dissertations and Management Reports, Donald Currie
6. Assignment and Thesis Writing , Jonathan Anderson

Magazine: Human Capital

MBA (E) Semester I

Event Management

Course Objectives:

- ☐ To groom the students with a view to hone their Event Management Skills by giving them the required exposure

Unit	Contents	Sessions
1	The concept of event, its different managerial dimension from the various functions point of view. e.g. planning to close activities of any event	
2	Types of events Different types of event in Corporates, Social Programmemes and Private Programmemes: The expected outcome is preparation of a list consisting at least 10 Programmemes in Education, Health Care etc. with their distinctive features of audience, beneficiaries and deliverables.	
3.	Event Marketing and Advertising Nature of Marketing, Process of marketing, Marketing mix, Sponsorship	
4.	Hands on Event Management 1. The total number of students shall be divided into a group of 06 students each. They should organize /conduct/ manage the events of the institute. They are expected to prepare budget of the event, plan the event in its minutest details, organize, and execute the event, take feedback of all stakeholders and prepare a report to be given for publication in the media, follow up with media through proper channel etc. (The above assignment shall be for 20 marks) 2. Post event assessment of any 03 programmemes organized during the term. A student or a group of 02 students shall be assigned the event which has taken place recently at institute and they shall make an inquiry into its success and effectiveness by rating them on the basis of appropriate parameters and shall submit the assignment to the respective teacher . This exercise shall be for 20 marks.	
5.	Report on Learning outcomes of this course A student shall prepare a report on what he learnt from the events and submit it to the concerned teacher. The report shall include mainly the description of occasion, the person involved and what guiding principles they have received from them	
6.	This report shall be assessed for 10 marks for its preparation and 10 marks for oral examination	

Recommended Books :

1. Successful Event Management; Anton Shone Beyn Parry; CengageLrng Business Press.
2. Event Management (Paperback); AshutoshChaturvedi; Global India Publication Pvt. Ltd.
3. Event Planning and Management; Sharma D.; Deep & Deep Publications Pvt. Ltd.
4. Event Marketing and Management; S.S. Gaur; Vikas Publication House Pvt.Ltd (2010)
5. Event Management; Sita Ram Singh; Ash Publishing Corporation.

Semester I

Social Media Management

Course Objectives:

- To introduce the learners to the different social media
- To educate about the strengths and weaknesses of Social Media

Unit	Contents	Sessions
1	INTRODUCTION TO SOCIAL MEDIA Introduction to Social Media, What is Social Media? How Social Media developed? Managing Information, Aggregators, Google , Alerts, Blogs	
2	GETTING READY FOR SOCIAL MEDIA Getting ready for Social Media- Content Management, Touchpoint analysis Scheduling, Creating content, Managing content programs, Planning Worksheets	
3	LEGAL ASPECTS OF SOCIAL MEDIA The Legal side of Social Media, In-house guidelines, Copyright and Trademark Implications, Blogs, Blogger	
4	PODCASTING Podcasting What is it? Where to find How to create a) Hardware b) Software Facebook Facebook - Creating groups and pages Tips and Guides, Facebook Posts Paid Promotion Ads Contests	
5	GOOGLE + Google+ Set-up and usage, Company profile Hangouts, SEO What is it? How it is determined, How to affect it, Google's role, YouTube- Long-form video platforms, Setting up a channel, Managing content	
6	VI SOCIAL MEDIA SITES Twitter, Set-up and usage, Tips Up and Coming Social Media LinkedIn- LinkedIn Tips and Guides, Review of profiles Pinterest Visual social media and bookmarking Set-up and management, Collaborative Marketing & Crowdsourcing	

Please note that practical session for all the above topics has to be conducted along with theory class.

Semester I

114: Social and Current Affairs

Course Objectives:

- To develop in the students the skill to read the latest news related to business and general
Students will be required to read, listen to or watch the news regularly and come back and report in college either through presentations or submissions. Preparing a scrap book of top ten news in the last two months may be thoroughly studies and presented.
Project, quiz, scrap book etc.

Semester I

Data Analysis Using Software Tools (MS EXCEL) – Open course

Course Objectives

- To train the student for using the spreadsheet package MS-Excel for business applications.
- To impart skills of analyzing data and presenting it using MS-Excel.

Unit	Contents	Sessions
1	Introduction to Excel MS excel screen elements – Tool bar, title bar, ribbon, formula bar, status bar. Moving around a Worksheet, entering and formatting (e.g. Number, Text, Date and Currency) data. Cell referencing (relative, absolute, mixed), using formulae, Use of Find, Replace, Goto.	
2	Working with Excel Insert, delete - cells, rows, columns. Sorting (basic, custom), filtering, grouping, ungrouping data, dealing with subtotals and grand totals. Validating data, protecting cells. Pivot Tables.	
3	Conditional Formatting Once defined, it will automatically change the formats as per conditions user puts	
4	Commonly used functions Sum, Max, Min, Average, Count, Today, Now, Datedif, Countif, CountA, CountBlank, Round, Roundup, Round Down, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif	
5	Data Viewing and Reviewing Inserting comments, spell checks and changes to the worksheet data etc, Viewing data in different ways eg. Page break, normal etc	
6	Creating and managing charts Create and modify graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc. Working with multiple sheets, hyper linking.	

Teaching Methodology

- Case based Lectures, discussions, practical in labs.

Suggested Readings

- | | |
|---------------------|--|
| 1. Albright : | Data Analysis and Decision Making Using MS Excel |
| 2. Stwphen Nelson : | Data Analysis For DuMmIES |
| 3. Narayan Ash Sah: | Data Analysis Using Microsoft Excel 1/e, Excel Bools |

Semester I

Supply Chain Management

Course Objectives:

- An understanding of the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain
- An understanding of the management components of supply chain management
- An understanding of the tools and techniques useful in implementing supply chain management
- Knowledge about the professional opportunities in supply chain management.

Unit	Content	Sessions
1	The Basics of Supply Chain Management- Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions	
2	Logistics Management: Logistics as part of SCM, Logistics costs, logistics sub-system, inbound and outbound logistics	
3	Planning Demand and Supply-I: Introduction, Three Components of SCM, Demand Management, Demand Forecasting	
4	Procurement and Inventory Management- Introduction, Supply Chain Operations: Procurement Cycle, Inventory Management, Inventory Costs	
5	Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure	
6	Recent Trends in Supply Chain Management- Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management	

Reference Books

- Raghuram G. (I.I.M.A.) - Logistics and Supply Chain Management (Macmillan, 1stEd.)
- Krishnan Dr. Gopal - Material Management, (Pearson, New Delhi, 5thEd.)
- Agarwal D.K. - A Text Book of Logistics and Supply chain management (Macmillan, 1stEd.).
- Sahay B.S. - Supply Chain Management (Macmillan, 1stEd.)
- Chopra Sunil and Peter Meindl - Supply chain management (Pearson, 3rdEd.)

Semester II
BASICS OF MARKETING MANAGEMENT

Course Objectives:

- To enhance management students' knowledge as regards to basics of marketing and know the applications of marketing skills required

Unit	Contents	Sessions
1	<p>Introduction to Marketing: Core concepts of marketing: Need, want, demand, value, exchange, customer satisfaction & customer delight. Marketing Vs Selling. Approaches to Marketing: Production, Product, Sales, Marketing, Societal, Relational. Marketing Environment: Analyzing Macro Environment - Political, Economic, Socio-cultural and Technical Environment (PEST analysis)</p>	
2	<p>Segmentation, Targeting and Positioning: Meaning, need and importance, bases for consumer market segmentation and industrial market segmentation, evaluation of identified segments and selection and evaluation of target market. targeting strategies. Levels of market segmentation: segment marketing, niche marketing, local marketing, individual marketing. Positioning and Differentiation: meaning, concept, product, service, people and image differentiation, ways to position the product.</p>	
3	<p>Marketing Mix: Concept, Seven P's of marketing mix: Product – meaning, levels of product, product mix- product line, width, length, depth. Product life cycle – Concept, stages in PLC, characteristics and strategies for each stage of PLC. Brand – Concept, Brand Creation Price – meaning, objectives of pricing, pricing approaches- cost based, competition based and market based, pricing strategies- skimming pricing, penetrative pricing ,psychological or odd pricing, perceived value pricing , loss leader pricing etc. Place- Importance of distribution in marketing of products or services, Types of intermediaries, levels of channels, Channel Management Decisions-factors considered for selection and motivation of dealers and retailers, channel conflict- concept, types of channel conflict, ways to resolve channel conflicts Promotion- Elements of promotion mix: meaning of advertising, sales promotion, personal selling, public relations, publicity, direct marketing and event marketing and sponsorship. Brief Overview- People, Process, Physical Evidence</p>	
4	<p>Consumer Behaviour: Concept of Marketing Myopia. Meaning of Consumer, customer, consumer behaviour and buying motives.</p>	
5	<p>Marketing Planning and Control: Process, nature and contents of a marketing plan. Need of marketing control, Annual plan control, productivity control, efficiency control and strategic control- marketing audit and marketing ratios.</p>	
6	<p>Marketing Research: Need and Importance of Marketing Research, Marketing Research Process, Types of Marketing Research. Marketing Information System- overview.</p>	

Teaching Methodology

- Classroom Discussions
- Case Study Discussions and Real Life Examples
- Audio Video Material
- Field Assignments

Books Recommended:-

- Principles of Marketing 12th Edition - Philip Kotler and Gary Armstrong
- Marketing Management – Rajan Saxena, Tata McGraw Hill Publications
- Marketing Management - V.S.Ramaswamy and S.Namakumari ,
- Services Marketing – Christopher Lovelock
- Fundamentals of Marketing - Stanton
- Marketing Research – G.C. Beri.

Magazine/ Yearbook

- Marketing White book – The Essential Handbook for Marketers: Business World Publications.

Website: www.trendswatching.com

Semester II
Basics of Financial Management

Course Objectives:

- To introduce the fundamentals of Financial Management
- To orient on the financial decision making techniques and Financial Statement Analysis

Unit	Contents	Sessions
1	<p>Introduction</p> <p>Nature, Scope and Functions of Financial Management, Objectives of Financial Management Profit Vs Wealth Maximization, Finance Functions: Investment Decision, Liquidity Decision, Dividend Decision and Financing Decision</p>	
2	<p>Investment Decision</p> <p>Importance and process of Capital Budgeting, Capital Budgeting Techniques - Problems & case studies- Accounting Rate of Return, Payback Period, Net Present Value, Profitability Index, Discounted payback period, Internal Rate of Return</p> <p>Capital Budgeting under Risk and Uncertainty Concept and Techniques (Theory only)</p>	
3	<p>Working Capital Management</p> <p>Meaning, Need and Types of Working Capital, Components of Working Capital, Factors determining Working capital, Estimation of Working Capital, Problems and Case Studies on Estimation of Working Capital</p>	
4	<p>Sources of Long Term Domestic Finance</p> <p>Shares, Debentures, Retained Earnings, Financing through Financial Institutions, International Financing, Venture Capital financing: concept and Venture capital scenario in India, Recent Case Studies and examples on above topics</p>	
5	<p>Capital Structure and Cost of Capital</p> <p>Meaning and Principles of Capital Structure Management, Factors affecting Capital Structure, Problems and Case Studies on Capital Structure- EBIT- EPS Analysis, Concept and Types of Leverage, Cost of Capital: Meaning, Components, Cost of Debt, Cost of Preference Share, Cost of Equity Share, Cost of Retained Earnings, and Weighted Average Cost of Capital.</p>	
6	<p>Financial Statement Analysis</p> <p>Meaning and Types, Techniques of Financial Statement Analysis: Common Size Statement, Comparative Statement, Trend Analysis and Ratio Analysis. Problems on Ratio analysis</p> <p>Funds Flow Statement and Cash Flow Statement. (Theory only)</p>	

Reference Material

Books

1. Financial Management – Theory and Practice – Prasanna Chandra
2. Financial Management – I.M. Pandey
3. Financial Management – Khan and Jain
4. Financial Management – R.P. Rustogi
5. Financial Management – Theory and Practice Eugene F. Brigham, Michael C. Ehrhardt 11th edition.

Journals

1. Journal of Financial Statement analysis
2. Asia Pacific Journal of Accounting and Economics
3. Research Journal of Finance and Accounting

Semester II
Human Resource Management

Course Objectives:

- To explain the significance of HRM and changing role of HRM
- To bring out the role of HR in organizations effectiveness and employee performance

Unit	Contents	Sessions
1	<p>Introduction to HRM :</p> <p>Definition, Nature and Scope of HRM, Evolution of HRM, HR Profession and HR Department, Global perspective of HRM</p>	HRM, Challenges of
2	<p>Human Resource Planning:</p> <p>HR, Demand and Supply forecasting, factors Affecting HRP, Job analysis and Job Design, Recruitment and Selection – Recruitment Process, Sources and Methods of Recruitment, Evaluation of methods of recruitment. Steps in selection</p>	
3	<p>Training and Development: Need and Importance of Training and Development, Training Need Analysis and techniques, Design Training Programme, Types of training, Training evaluation, Executive Development, Concept of Career Development</p>	

- 4 **Wages and salary Management**
Job Evaluation, Wage Determination, Types of Wages, Salary Structure, Fringe benefits, Executive Compensation,
- 5 **Performance Appraisal:**
Need and Importance of Performance Appraisal Performance Appraisal Process, Methods of Performance Appraisal
- 6 **Employee Relations Management:**
Overview of Employee Relations Management, Importance of Relations Management, Employee Relation Management Tool, Issues in Employee Relation Management.

Reference Material :

1. Gary Dessler, Biju Varkey - Human Resource Management, Pearson Publication, 12th Edition
2. Seema Sanghi, Human Resource Management, Macmilan Publication, 2011
3. Decenzo, Robbins, Human Resource Management, John Wiley & Sons Inc, Sixth Edition
4. V.S.P. Rao, Human Resource Management
5. K. Ashwathappa, Human Resource Management
6. Edwin Flippo, Personal Management

Semester II
Introduction to International Business

Course Objectives:

- To give an overview of Global Business Environment.
- To acquaint students with intricacies of Cross Border Trade Transactions

Unit	Contents	Sessions
1	Introduction of international Business Definition of International Business, Nature and Scope of International Business, Exporting, Importing and Countertrade Settlement through NOSTRO and VOSTRO Accounts, Statutory Basis of International Business Introduction to India's Foreign Trade Policy,	
2	Globalization Definition of Globalization, Globalization of Market, Globalization of Production, Drivers of Globalization International Trade Theories Mercantilism, Absolute Cost Advantage, Comparative Advantage, Huckscher Ohlin Theory, Product Life cycle Theory, Porter's Diamond Theory	
3	Development in Monetary Scenario Breeton Woods System to EURO and its Implications, SAARC,G7 ,G20 and BRIC countries, Country Risk Analysis	
4	International Financial Organizations and Environmental framework Role of GATT, WTO,IMF and World Bank, EPRG Framework. Comparative Environmental framework, Cultural, Political, Legal and Economic framework,	
5	Balance of Payment Classification, Basic Balance and Overall Balance, Credit and Debit Entries in BOP, Convertibility – Current and Capital Account, Purchasing Power Parity	
6	Foreign Exchange Rate and Market Types of Exchange Rate –Real and Nominal exchange Rate, Fixed vs. Flexible Exchange Rate, Managing Float, Factors affecting Foreign Exchange Rate , Offshore Currency and Market, Export and Import Strategies, Collaborative and Control Strategies	

Reference Material

Books

1. International Business, P.Subba Rao
2. International Business Environment, Francis Cherunilam
3. International Financial Management, Justin Paul
4. International Business, V.K.Bhalla, S.Shiva Ramu

Semester II Operations Management

Course Objectives:

- To equip students with fundamentals of Manufacturing business for related aspects.
- To acquaint the students with concepts of all the functions under the Manufacturing activities by introducing the Units Materials Management, SCM ,QA, EHS and Quality System Certification, JIT etc.

Unit	Contents	Sessions
1	Concepts & scope of POM Nature, Scope, Importance and Functions of POM, Production Process, Difference between Production and Service operations, Functions & internal relations of various Departments in manufacturing Unit; Production administrations & responsibilities. Production process selection decisions, Types of Production (Jobs, Batch, Mass etc.)	
2	Production Planning Control Objectives of PPC & it's various functions of common and optional nature, Job sequencing, Assembly Line Balancing.	
3	Facility Planning & Layout Selection of Product, Factors affecting Plant Location Decision, Plant Layout: objectives, types.	
4	Maintenance Management Concepts, Need of maintenance, Objectives & types of maintenance.	
5	Inventory management Concept, Importance, Classification of Inventory System, EOQ Model with numericals, Waste disposal/ reduction. Basic concept of Material Requirement Planning (MRP).	
6	Emerging Trends in POM: Supply Chain Management (SCM), Just in Time (JIT), Quality Control, Quality Assurance (QA), ISO certification, Enterprise Resource Planning (ERP), Total Quality Management (TQM), TPM, EHS: Culture, employee involvement Concept. Quality Circles.	

References

1. Production and Operations Management- L.C.Jhamb
2. Production & Operation Management- Chunawala & Patel
3. Production & Operations Mgt. – Everett Adams & Ronald Ebert.
4. Production & Operations Mgt. – Dr. N.G. Nair – Tata McGraw Hill Ltd.
5. Production & Operations Mgt. – S.N. Chary – Tata McGraw Hill Ltd.
6. Production & Operations Mgt. – E.S. Buffa – Tata McGraw Hill Ltd.
7. Supply Chain Management- Sunil Chopra

Journals:

International Journal of Operations & Production Management, IEEE Journals, Journal of Operations Management

Internet Resources: www.poms.org, www.iimm.org, www.sae.org, www.iso.org

Semester II Research Methodology

Course Objectives:

- To equip the students with an understanding of the research process, tools and techniques.
- To introduce the students to the scientific research process and its applications to business and management
- To enable the students understand the know-how of conducting surveys and reporting the research.

Unit	Contents	Sessions
1	Introduction to Research Methodology Meaning, Definitions, Characteristics and Objectives of research, Motivations in research, Types of Research, Importance of research in managerial decision making, Research in functional / business areas, Qualities of a good researcher	
2	Research Process Steps in research process. Defining the Research Problem - Problem Formulation and Statement of Research Problem – Framing of Hypothesis. Research Design: Meaning, Characteristics, advantages and importance of research design. Measurement – types and errors in measurement, Development and designing of tools of data collection - Attitude measurement scales - Levels of measurement and questions of Validity and reliability. Designing of Research Projects – Research Proposal, Pilot surveys,	
3	Sampling and Sampling Designs Census and sample survey, Need and Importance of Sampling, Probability and non-probability Sampling techniques. Data collection – Primary and secondary sources of data, methods of collecting primary data – interview, observation, questionnaires, survey methods etc, Library and Documentary Sources etc. Use of secondary data, precautions while using secondary data, Limitations of different data collection methods.	
4	Processing and Analysis of Data	

Meaning, importance and steps involved in processing of data, Use of Statistical tools and techniques for research data analysis.

Testing of Hypothesis – Procedure, terms, Chi Square test.

Analysis and Interpretation of Data - Interpretation of results, techniques of Interpretation.

5 **Reporting of research work**

Types of Reports, Report Writing: Importance of written and oral reports presentation, format of a good research report, Presentation of Reports.

6 **Role of Computer in Research**

The Computer and Computer Technology, Important characteristics, Computer Applications, Computers and Researcher, Use of Statistical Software Packages.

Teaching Methodology

• **Case Study Method**

- **Project work:** (Mini project: Students to select a Unit and conduct a study or survey on any managerial application and carry out the project under the guidance of the faculty in groups of four-five. Prepare report and present the results.)

Reference Material

1. Donald Cooper and PS Schindler (2009) Business Research Methods, 9th edition, Tata McGraw Hill.
2. Kothari C. R.: Research Methodology
3. Uma Sekaran (2010) Research Methods for Business, 4th edition, Wiley.
4. Ranjit Kumar (2009) Research Methodology, 2nd edition, Pearson Education.
5. Naresh Malhotra and S Dash (2009) Marketing Research, 5th edition, Pearson Prentice Hall.
6. Michael V. P.: Research Methodology.
7. Fred N. Kerlinger : Foundations of Behavioral Research.
8. Research Journals.

SEM II Business Environment

Course Objectives

- To enable the students to understand the overall business environment within which an organization has to function.
- To enable students to understand its implication for decision making in business organizations.

Unit	Contents	Sessions
1	Introduction to Business Environment: - Nature and scope of business, goals meaning of environment of business, objectives, environmental analysis, significance/benefits of environmental analysis, environmental factors/types, techniques of environmental forecasting, limitations of environmental forecasting.	
2	Economic Environment: - Nature of economy, structure of economy, understanding economic system, economic policies- Industrial Policy and Trade Policy, Fiscal Policy, Monetary Policy, National Income and GDP, composition and growth trends.	
3	Regulatory Environment: - Functions of state, Economic role of Government, Government and Legal System, the constitutional environment, forms of Government regulations, state intervention and control, business- Government interference.	
4	Socio-Cultural Environment: - Business and Society- social responsibility of business social orientation of business, the Indian scenario, social audit, impact of culture on business, other socio-cultural factors and business, Consumer Protection Act, Consumer rights, Right to information Act, business ethics and corporate governance.	
5	Natural and Technological Environment: - Natural Environment, technological environment and their impact on business, innovation and business technology and competitive advantage, economic effects of technology, technology policy and government promotional facilities.	
6	Global Environment and Institutions: - Globalisation- meaning, features, benefits, challenges, globalization of Indian businesses GATT and WTO – understanding WTO, functions, structure, implications for India, regulation of foreign trade- Foreign Trade Act, EXIM policy, FEMA.	

Suggested Readings

Raj Agarwal

Francis Cherunilam

K. Aswathappa

Business Environment

Business Environment-

Essentials of Business Environment

Semester II
Business Ethics & Corporate Governance

Course Objectives

- To enable the students understand the importance of Ethical values and corporate social responsibility in the contemporary business.

Unit

Contents

1 Introduction

Overview of Business Ethics: Importance of Business Ethics, Development of Business Ethics, Ethical Issues in Business, Ethics as a Dimension of Social Responsibility. Ethics and Management. Ethics and values, Norms, Beliefs, Morality

2 Ethical Decision Making Process

Ethical Decision Making and Corporate Governance, Moral Philosophies and Moral Development. Factors involved: Corporate Culture, Structure, Relationship and Conflicts. Framework for ethical decision making.

3 Spirituality and Ethics

Influence of Major religions on ethics: Hinduism, Islam, Christianity, Buddhism, Sikhism, and Zoroastrianism.

4 Social, Environmental and Ethical Issues in Business

Issues and opportunities for Business in socio-environmental context, Business action that affects society (Ethical issues), Social responsibility of Business, Ethics and the Environment (pollution control and conserving depletable resources), Legal and Regulatory Issues:

5 Ethics in Business disciplines: Ethics and Marketing, Ethics and Human Resource Management, Ethics and Finance, Ethics and technology

6 Implementation of Business Ethics

Need for organizational ethics program, Codes of Conduct, Ethics Audit and its process, Corruption and Scams, Impact of Corruption on Society and Economy, Anti-Corruption Laws, Agencies such as Central Vigilance Commission(CVC) and Central Bureau of Investigation(CBI) for anti-corruption cases, Professional values for business and managerial values,

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Murthy CSV

Business Ethics, Himalaya Publishing House.

Velasquez Manuel G –

Business Ethics, Eastern Economy Edition.

Ferrell O C, Fraedrich John Paul, Ferrell Linda –

Business Ethics, Ethical Decision Making and Cases,

Biztantra.

Hartman L, Chatterjee A, -

Perspectives in Business Ethics, McGraw Hill Publishing Co. Ltd

Boatright John –

Ethics and the conduct of Business, Pearson Education.

Semester II
Soft Skills -II

Unit No	Details to be covered
1	<p>Developing Interpersonal Skills and Teamwork:</p> <p>The Importance of Interpersonal skills at the workplace</p> <p>Collaborating with Teams to deliver value. Effective Professional Networking. Developing Problem Solving skills</p>
2	<p>Etiquette and Manners :</p> <p>E-Mail etiquette, Dining etiquette, Social etiquette, business etiquette, telephone etiquette, Meeting Etiquette</p>
3	<p>Introspection: Knowing yourself , your comfortable areas or subjects, Companies, sectors, functions, Employer Research Skill set and competency mapping</p> <p>Goal Setting :</p> <p>Why set goals, set personal goals, SMART goals, tips for setting goals, achieving goals.</p> <p>Presentation Skills :</p> <p>Presentation Skills -do's and don'ts Practical exercises on presentation skills.</p> <p>Leadership Skills :</p> <p>Assessing leadership qualities – experiential learning of leadership skills exercise in team work.</p> <p>Decision Making Skills :</p> <p>Decision Making through logic and Reasoning, dealing with personal problems, diagnosing and solving people problems, tools for effective decision making</p> <p>Quantitative Logical reasoning</p> <p>Mathematical through– quizzes – General Knowledge – Puzzles, emotional intelligence -coping with emotions, interpersonal conflicts, emotional, rational balance</p>
4	<p>How to create a winning CV :</p> <p>Designing an Impressive CV</p> <p>Defining the objective</p> <p>Customizing the CV for each job</p> <p>Identifying and Highlighting the right set of strengths</p> <p>Presentation of academic and professional achievements</p> <p>Formatting Styles, Do's and Don'ts and common mistakes</p> <p>Preparing for Interview: Attire and Etiquette : Greetings, posture, handshakes, manners and actions, Common Interview blunders, Frequently asked questions for Freshers and Experienced professionals</p>

- 5 Structure and Format of a GD
Difference between a Discussion & an Argument
Observing, Reflecting and designing responses within a group The art of being assertive and persuasive
Defining the correct Body Language and posture, Common Do's and Don'ts, Practice and Exercise
- 6 Simulated Interview Situations
Do's and Don'ts before an Interview
Common formats of Company Interview assessments What to speak?
Latest developments about the specific sector for last 5 years

SEM II Business Analytics

Objectives:

- To gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.
- To become familiar with the processes needed to develop, report, and analyze business data

Unit	Contents	Sessions
1	Introduction, What is Business Analytics, Overview of Areas where Business Analytics is applied	
2	Visualization and Data Issues, organization of Source of Data, Importance of Data Quality, Dealing with Missing or incomplete data, data classification, Introduction to Data Mining, Data mining process, data mining tools XL MINER.	
3	Introduction to decision modeling – optimization, use of excel to solve business problems	
4	Applications of Business Analytics - Risk - Fraud Detection and Prediction, Recovery Management, Loss Risk Forecasting, Risk Profiling, Portfolio Stress Testing, Market share estimation and Sensitivity Analysis	
5	• Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Analytics Customer Segmentation, Cross- Sell or Upsell Models	
6	Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Human Resource Retention Analytics, Workforce Analytics	

Project Work

1. Purba Halady Rao, Business Analytics – an application focus, PHI Learning, 2013, ISBN 978-81-203-4819-6

Semester II Data Analysis Using Software Tools (SPSS) – Open course

Course Objectives

- To familiarize the students with the use of SPSS package for analysis and interpretation of statistical data.
- To use SPSS for effective decision reporting.

Unit	Contents	Sessions
1	SPSS Windows Processes: Mouse and keyboard processing, frequently used dialog boxes, editing output, printing results, the Options option	
2	Creating and editing a Data File Managing data: Listing cases, replacing missing values, computing new variables, recoding variables, exploring data, selecting cases, sorting cases, merging files	
3	Graphs Creating and editing graphs and charts	
4	Frequencies Frequencies, bar charts, histograms, percentiles	
5	Descriptive Statistics Measures of Central Tendency, Variability, Cross Tabulation, Chi square Analysis, means procedure	
6	Testing of Hypotheses Bivariate Correlation, The T test procedure, The one way ANOVA procedure.	

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Darren George, Paul Mallery:

SPSS for Windows – Step by Step : Pearson Education, (LPE).

SPSS 17.0 for Researchers, International Book House Pvt. Ltd.

Gupta S. L. :

Quantitative Data Analysis With SPSS : A Guide for Social Scientists ,

Alan Bryman, Duncan Cramer :

Routledge

Semester II

E-Commerce Business

Course Objectives

- To enable knowledge about E-commerce, security issues of e-commerce, payment systems of e-commerce and various e-commerce applications.

Unit	Contents Sessions
1	Introduction to E-Commerce Brief history of e-commerce, definitions of e-commerce, technical components and their functions, e-commerce versus traditional business, requirements of e-commerce. Advantages and disadvantages of e-commerce, Value chain in e-commerce, current status of e-commerce in India.
2	Business Models for e-commerce Types of business models (B2B, B2C, C2B,C2C) with examples. EDI – Requirement of EDI, types of EDI, advantages and disadvantages of EDI. ISP, Types of ISP, Choosing an ISP, domain name, domain name types, how to register domain name.
3	E-commerce Security Security issues, privacy issues, basic computer security, secure transaction, security threats, risk, security tools. Hacking, viruses, denial of service attacks, malicious code, Intruders, attacking methods. Cryptography, types of cryptography, symmetric and asymmetric cryptography. Firewall, types of firewall, components of firewall. Digital signature, digital certificate, secure electronic transactions, secure socket layer.
4	E-commerce Payment System Overview of Electronic payment technology, limitations of the traditional payment system, requirements of e-payment system. B2B Electronic Payments, Third-Party Payment Processing, Electronic Payment Gateway Electronic or digital cash, properties of digital cash, how it works. Online credit card payment system, smart card.
5	E-Commerce Applications E-Commerce and banking, e-commerce and retailing, e-commerce and online publishing, online marketing, e-advertising, e-branding.
6	Mobile Commerce Overview of M-Commerce - Wireless Application Protocol (WAP), Generations of Mobile Wireless Technology, Components of Mobile Commerce, Networking Standards for Mobiles Examples of M-Commerce, Current Status of M-Commerce in India, , M-commerce applications, Mobile information Services, Mobile banking and trading.

References

E-Commerce, C.S.V. Murthy,	Himalaya Publishing House
E-Commerce A Managerial Perspective	P.T.Joseph, Prentice Hall of India
Frontiers of Electronic Commerce	Kalakota and Whinston, Pearson Education

Semester II

Societal Concerns and NGO Operations

Unit	Contents Sessions
1	Introduction: NGO: concept, Characteristic features , types of NGO, social clubs, blood banks. Changing roles of NGO , NGO organizational structures .
2	NGO vs. Profit oriented organizations, features, Objectives , process and tasks of NGO, problems and prospects of NGO in India.
3	Problems and prospects of NGO in India and abroad, Role of government as a caretaker, planner for growth and development of NGO in India.
4	Business system and Societal aspects of Business- concept of Business – society relationships, Business as social system.
5	Social obligations and social responsibilities of business enterprise, Impact of business enterprise on society-business –its objectives and socially oriented organization.
6	Business its relationships with its stakeholders, business types of business enterprise , its contribution towards society, business core competency, sustainable advantage concept and applicability.

**Semester II
FOREIGN LANGUAGE**

Syllabus for Foreign Language to be as per the Language offered and standard norms

**Semester II
Six Sigma Technique**

Course Objectives:

- Understand Six Sigma Methodology and how it applies to their day-to-day work
- Demonstrate tools and techniques required to assist Black Belts in their company's Six Sigma projects
- Identify and implement small-scale improvement projects

Unit	Content	Sessions
	Overview: Six Sigma and the Organization	
1	Value of six sigma, Organizational goals and six sigma projects, Organizational drivers and metrics	
2	Define Phase Project Identification, Voice of the customer (VOC), Project management basics, Management and planning tools, Business results for projects, Team dynamics and performance	
3	Measure Phase Process analysis and documentation, Probability and statistics, Statistical distributions, Collecting and summarizing data, Measurement system analysis (MSA), Process and performance capability	
4	Analyze Phase Exploratory data analysis, Hypothesis testing	
5	Improve Phase Design of experiments (DOE), Root cause analysis, Lean Tools	
6	Control Phase Statistical process control (SPC), Control plan, Lean tools for process control	

Reference Books

1. The Lean Six Sigma Pocket Toolbook: A Quick Reference Guide to 100 Tools for Improving Quality and Speed by Michael L. George, John Maxey, David Rowlands and Mark Price
2. The Six Sigma Way: How to Maximize the Impact of Your Change and Improvement Efforts by Peter Pande, Robert Neuman and Roland Cavanaugh
3. The Six Sigma Handbook: A Complete Guide For Green Belts, Black Belts, And Managers At All Levels by Thomas Pyzdek
4. Statistics For Six Sigma Made Easy! by Warren Brussee
5. The Certified Six Sigma Green Belt Handbook by Roderick Munro, Govindarajan Ramu and Daniel Zrymiak
6. Lean Six Sigma for Hospitals: Simple Steps to Fast, Affordable, and Flawless Healthcare by Jay Arthur
7. Six Sigma For Dummies by Craig Gygi and Bruce Williams
8. Six Sigma Demystified by Paul Keller
9. Six Sigma for Everyone by George Eckes
10. Six Sigma for Managers by Greg Brue

**Semester II
Enterprise Resource Planning (ERP)**

Course Objectives:

- To understand the business process of an enterprise
- To grasp the activities of ERP project management cycle
- To understand the emerging trends in ERP developments

Unit	Content	Sessions
	Introduction	
1	Overview of enterprise systems – Risks and benefits - Fundamental technology – key elements to be consider in planning design and implementation of multi functional integrated ERP systems	

- 2 **Functional Modules**
Basics of ERP software - Small medium and large enterprise vendor solutions, BPR, Basics of ERP modules - Accounting and Finance, sales and Marketing, Materials and Production management etc
- 3 **Implementation of ERP**
Planning for ERP -Implementation life cycle , Methodology and Frame work- Training – Data Migration. People Organization in implementation
- 4 **Post Implementation of ERP**
Organizational and Industrial impact, Maintenance of ERP, Effect on System.
- 5 **Recent Developments in ERP**
Developments in IT Technology, Considerations for Customer Relationship Management, Supply Chain Management and Business analytics etc.
- 6 Mini Cases citing the ERP in business scenario.

Reference Books

1. Mahadeo Jaiswal and Ganesh Vanapalli, ERP Macmillan India, 2006.
2. Summer, ERP, Pearson Education, 2008.
3. Jagan Nathan Vaman, ERP in Practice, Tata McGraw-Hill, 2008
4. Vinod Kumar Grag and N.K. Venkitakrishnan, ERP- Concepts and Practice, Prentice Hall of India, 2006.
5. Alexis Leon, Enterprise Resource Planning, second edition, Tata McGraw-Hill, 2008.