+I. MANAGEMENT PROCESSES AND ORGANIZATIONAL BEHAVIOUR

**Course Code:** MBA-101

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**Objectives**

A study of this course will help in understanding management principles and why employees behave the way they do, and also thereby predict how they are going to behave in the future. It is important to understand the diversity of societal culture and its bearings on the culture of an organization.

**Contents:**

- **Unit I:** Management Processes - Planning, Organising, Directing, controlling, coordinating, span of control, centralization Vs decentralization
- **Unit II:** Introduction to Organisation Behaviour, Historical perspective
- **Unit III:** Foundations of individual Behaviour- Personality, perception, attitudes, values and job satisfaction, learning, Motivation- concepts and applications
- **Unit IV:** Foundations of Group Behaviour – Groups, team building, conflicts and negotiations, communication, leadership, power and politics, Stress
- **Unit V:** Dynamics of organization – types of organization, organization structure, culture and climate, organization change and development, organization effectiveness, QWL, International OB

**Note:** Psychometric instruments are used for 3, 4 & 5 to enable the students to carry out an objective Self-Appraisal.

**Text Books:**


**Reference Books :**

1. Fred Luthans, Organisation Behaviour, McGraw Hill
2. Hell Riegel, Slocum and Woodman, Organisation Behaviour, South Western, Thomson Learning, 9th Edition,
2. STATISTICS FOR MANAGEMENT

Course Code: MBA-102

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Objectives
This course is aimed at introducing the statistical concepts which would enable students to take better business decisions. A greater emphasis will be on the use of packages especially MS EXCEL, to compute and interpret the statistical data. The course would be administered using both lectures and tutorials to give the students a hands-on experience with simulated real life business situation.

Contents:

**Unit I:** Probability: Introduction to probability theory: events and their probabilities, subjective probabilities; continuous and discrete distributions: Binomial, Poisson, Normal, and exponential distributions; Expected values, averages and standard deviations. Conditional Probability – Bayes’ theorem.

**Unit II:** Correlation, Regression Analysis: Correlation coefficient – Rank Correlation coefficient – Regression lines,

**Unit III:** Sampling distribution : Estimation and Hypothesis, Sampling Distribution concepts, Introduction to sampling distributions, concepts – sample size — Hypothesis – Testing of Proportion and Mean - Methods of sampling – Concepts of sampling and non- sampling errors – Standard error- Type I and Type II error in Hypothesis testing

**Unit IV:** Parametric Analysis –. Chi Square Test – Goodness of Fit – Relationship between variables - t test

**Unit V:** Analysis of variance – one-way and two-way classification

Text Book:

1. P.R. Vittal, Quantitative techniques, Margham publications
2. T N Srivatsava,Shailaja rego,Statistics for managers TATA MC GRAW HILL
3. Statistical tools for managers using MS EXCEL

**Reference Books:**
1. Green & Tull, Market Research, Prentice Hall
5. Dr. P.N. Arora and Mrs. S. Arora, Statistics for management, S. Chand & Company Ltd.
3. ECONOMICS FOR MANAGERS

Course Code: MBA-103

Objectives:
This course is intended to provide an introduction to basic principles of microeconomics - its application to business decisions, and important macro-economic issues such as the national income and accounting, determinants of long run economic growth, trade balance & financial flows. Graphs would be used to explain various principles.

Contents: (to be changed from vrn)

Unit I: Firms- nature, rationale & objectives of firms, Economic Profit, Theory of Consumer Demand & Indifference Curves, Income effect & substitution effect of price changes, demand curve, law of demand, change in demand Vs change in quantity demanded, industry demand, short run Vs long run demand, Elasticity of Demand – price & income elasticity, cross elasticity, substitution elasticity, Demand Estimation – multiple regression, forecasting models.

Unit II: Production function, laws of Production, cost analysis, short and long run cost functions, Economies of Scale & Scope, Supply analysis, Elasticity of supply, Revenue Analysis

Unit III: Product market structure, competition, barriers to entry, pricing in different markets – Perfect Competition, Monopoly, Discriminating monopoly, Monopolistic competition and Oligopoly, Administered prices – floor price & price ceiling, Dual pricing, Export pricing

Unit IV: Macroeconomics--National income accounting, methods of determining national income, GDP-measurement, Real GDP, Price Index & inflation, Consumption Function, saving, investment, goods-market equilibrium, Multiplier effect, Balance of Payments account


Text Book:
1. S.Shankaran -- Managerial Economics – Margham Publications
2. Yogesh Maheshwari, Managerial Economics – Prentice Hall of India Limited, Delhi

Reference Books:
2. Mehta, P L, Managerial Economics – Analysis, Problems & Cases, Sultan Chand
4. ACCOUNTING FOR MANAGERS

Course Code: MBA- 104

Objectives:
This course aims at introducing basic accounting concepts, the system of recording and summarizing the effects of transactions on financial statements. Efforts will also be made to analyze and interpret the profitability and financial solvency of a business, the importance of internal control over cash, receivables, inventories, payables, liabilities and fixed assets.

Contents:

Unit I: FINANCIAL ACCOUNTS- Accounting definition- Principle concepts – Conventions – Accounting standards - Preparation of Financial statement: Trial balance- Trading & Profit and loss account

Unit II: COMPANY ACCOUNTS – Meaning of Company – Maintenance of books of accounts – Profit or loss before incorporation – Final accounts of Company – Alteration of Share Capital – Preferential allotment, Employee stock option – Buy back of securities

Unit III: ANALYSIS OF FINANCIAL STATEMENT - Financial statement Analysis-ratio analysis - Funds flow analysis – Cash flow analysis – Limitation


Unit V: ACCOUNTING IN COMPUTERISED ENVIRONMENT – Significance of computerized Accounting system – codification and grouping of accounts – Maintaining the hierarchy of ledgers – Prepackaged Accounting Software.

Text book:
2. S.K. Bhattacharya John Dearden – Accounting for Management Text and Cases Vikas Publishing House, New Delhi

Reference Books:
5. LEGAL SYSTEMS IN BUSINESS

Course Code: MBA-105

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Objective:
To create the knowledge of Legal perspective and its practices to improvise the business. Legal insight will be established in the business practices according to the situation of changing environment.

Contents: (to be changed by ar)

Unit I: COMMERCIAL LAW - THE INDIAN CONTRACT ACT 1872

Unit II: COMMERCIAL LAW - THE SALE OF GOODS ACT 1930
Special contracts – sale of goods act 1930 – negotiable instruments act 1881, Types of negotiable instruments

Unit III: COMPANY LAW
Kinds of companies – formation & incorporation of a company – memorandum & articles of association – prospectus – Power, duties and liabilities of Directors– meetings– winding up of a company

Unit IV: INDUSTRIAL LAW

Unit V: INCOME TAX, CONSUMER PROTECTION ACT AND CYBER LAWS

Text Book:

Reference Books:

4. Dr. Vinod K. Singhania, “Direct Taxes Planning Management”.

6. MARKETING MANAGEMENT

Course Code: MBA- 106

Objectives:

This course is intended to bring about an awakening in students by emphasizing the all-pervasive & company-wide role of Marketing. Efforts will be made to use recent cases in illustrating the principles.

Contents:

**Unit I:** Introduction, Concepts of marketing, traditional and modern methods of marketing, selling and marketing, marketing environment, Marketing Segmentation and marketing Mix

**Unit II:** Consumer Behaviour, Marketing Research and Marketing information System, Positioning and differentiating the marketing offers

**Unit III:** Product mix, Levels of product, Branding, label, New product development, Price mix – determination of price, pricing methods and pricing strategies

**Unit IV:** Distribution - channels, physical distribution, logistics, and promotion Mix – advertising, sales promotion, personal selling, publicity, direct marketing

**Unit V:** Consumerism., Services marketing, rural marketing, new developments in marketing, internet marketing – C2C, B2B, B2C, facebook, blogs, Twitter, green marketing, CRM, relationship marketing

Textbook:

1. Marketing Management by C B Gupta and Rajan Nair

Reference Books


7. ENTREPRENEURSHIP

Course Code: MBA- 107

Objectives:
To explain the Key ingredients to be a successful entrepreneur. To appreciate the value of entrepreneurship in daily life. To understand the impact of Social & Environmental issues in starting up of a new venture. To develop entrepreneurial culture & provide opportunity to build analytical & practical skills

UNIT I: Competing Theories of Entrepreneurship: Definition of entrepreneurship, Characteristics of entrepreneurship, A conception model, Types of Businesses – Definition of SSI,MSI, MSE, Ancillary,

Entrepreneurs and emergence of Indian Entrepreneurs – Traits of successful entrepreneurs – Entrepreneurs Vs Managers - -Entrepreneurial Development Program – Entrepreneurial Development Institute ( EDI )


Text book: add two books


References:


8. SOFT SKILLS-I (Advanced Computing Skills)

Course Code: MBA-S-101

Objectives:

The major objectives of introducing the Computer Skills course are to impart training for students in Microsoft Office and its different components like MS word, MS Excel, MS Access, Power point etc., and also familiarize with the Tally Package at two levels based on their knowledge and exposure. The course is highly practice and application oriented with hands-on working on the various software packages.

Contents:

1. Word Processing - Formatting – paragraph and character styles, templates and wizards, table and contents and indexes, cross referencing; Tables and columns – creating manipulating and formatting; Mail Merge, Labels and Envelopes

2. Spreadsheets - Workbook- Building, modifying, navigating; Worksheet – Auto fill, copying and moving cells, inserting and deleting rows, printing; Formulas and functions- Troubleshooting formulas, Functions and its forms like database, financial,
logical, reference, mathematical and statistical – Databases- creating, sorting, filtering and linking

3. **Presentations** – Power point – exploring, creating and editing slides, inserting tables and charts – Special effects – Clip Art, creating and drawing shapes, inserting multimedia content – Presentations – planning, animation, handouts, slideshow

4. **Databases** – Access- Components, creating a database and project, import and exporting, customizing; Tables – creating and setting fields; Queries – types, creating, wizards – Reports – creating and layout, *Information management* – Outlook – starting, closing, contacts, tool bars, file management;

5. **Internet** - E-mail, Reading, composing, responding, attachments, signature, junk mail; tasks – screen, sorting, creating, deleting, assigning, updating; scheduling – calendar

**Reference Books**

1. Working in Microsoft Office ; Ron Mansfield, Tata McGraw Hill

**Examination**: 1. Internal could be based on theory and/or Practicals
2. External based on theory.
Organizational behavior (OB) or organisational behaviour is the: "study of human behavior in organizational settings, the interface between human behavior and the organization, and the organization itself". OB research can be categorized in at least three ways: individuals in organizations (micro-level), work groups (meso-level), how organizations behave (macro-level). The Influence Processes in Organisations: Power, Politics, Leadership and Entrepreneurship. 7.1 An Example of Power 7.2 Uses and Abuses of Power: Playing Politics 7.3 Leadership: A Conundrum of Theory 7.4 The New Age of Entrepreneurs Learning Summary Review Questions Case Study 7.1: Lenton Industries Case Study 7.2: Inside the Mind of a Re-Engineering Cost Cutter. Organisational Behaviour Edinburgh Business School. 1/1. Module 1 / The Basics of Organisational Behaviour and Its Relation to Management. · Describe how economic insecurity erodes workers’ commitment and involvement. · Link personal values to whistle-blowing behavior at work. Organizational behavior management (OBM) applies behavioral principles to individuals and groups in business, industry, government and human service settings, according to Psychological Services, a publication from the American Psychological Association. OBM can be seen as the intersection between behavioral science and improvement in organizational environments. Systems analysis refers to the analysis and modification of organizational processes to benefit the organization. This field focuses on how individuals or groups of workers can complete interdependent tasks that lead to created products or services important to the entire organization.