



SYLLABUS

For

Master of Business Administration (PT) (MBA-Part Time)

(For admission in 2022-23 and onwards)

MBA (PT) - Model Curriculum Structure

I – Semester

S. No.	Subject Code	Category	Subject Name	Maximum Marks Allotted		Total Marks	Contact Hours per Week			Total Credit
				Theory			L	T	P	
				External Marks	Internal Marks					
1.	MBA 101		Principles and Practices of Management	70	30	100	3	0	0	3
2.	MBA 102		Financial Accounting	70	30	100	3	0	0	3
3.	MBA 103		Business Environment	70	30	100	3	0	0	3
4.	MBA 104		Professional Business Communication	70	30	100	3	0	0	3
5.	MBA 105		Information System for Manager	70	30	100	3	0	2	4
Total				350	150	500	24	0	2	16
NSS/NCC										

II - Semester

S. No.	Subject Code	Category	Subject Name	Maximum Marks Allotted		Total Marks	Contact Hours per Week			Total Credit
				Theory			L	T	P	
				External Marks	Internal Marks					
1.	MBA 201		Quantitative Techniques & Operation Research	70	30	100	3	2	0	4
2.	MBA 202		Managerial Economics	70	30	100	3	0	0	3
3.	MBA 203		Business Laws	70	30	100	3	0	0	3
4.	MBA 204		Organizational Behavior	70	30	100	3	0	0	3
5.	MBA 205		Management Accounting	70	30	100	3	0	0	3
				350	150	500	15	2	0	16



Semester-I

Syllabus

PRINCIPLES AND PRACTICES OF MANAGEMENT (MBT 101)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: To familiarize the students with the fundamental concept of management, its process and behavioral dynamics in organizations it helps students to demonstrate effective leadership and teamwork behavior by learning the concept of leadership, team management and group dynamics.

Course Outcomes (CO's)

- To illustrate understanding of basic management concepts, principles and practices.
- To develop strategic planning and decision making strategies in an organization.
- To summarize the concept and process of organizing
- To develop an understanding of staffing, leadership, motivation in an organization.
- To predict the dynamics of controlling and its emerging issues in management.

Unit 1: (8 Hours)

Introduction

Nature and Purpose, Managing: Science or Art? The Evolution of Management Thoughts, The Function of Manager: Planning, Organising, Staffing, Leading and controlling: an overview. Coordination: The Essence of Management, System approach to Management Process.

Unit 2: (8 Hours)

Planning

Types of Plans: Missions or Purpose, Objective or Goals, Strategies, Policies, Procedure, Rules Programmes and Budgets. Steps in Planning, Objectives. Management by Objectives. Strategies, Policies and Planning Premises, Strategic Planning Process, Presuming and Forecasting, Decision Making.

Unit 3: (8 Hours)

Organizing

Nature of Organizing, Formal and Informal Organization, Organization Levels and the Span of Management. Structure and Process of Organization. Principles of Organizing, Line and Staff Authority. Empowerment, Decentralization of Authority, Delegation of Authority, Organization Charts.

Unit 4:**(8 Hours)****Staffing**

Definition of Staffing, an overview of Staffing Function, The System Approach to Human Resource Management, Recruitment, Selection, Placement, Promotion, Separation, Performance Appraisal, The Peter's Principle.

Unit 5:**(8 Hours)****Leading and Controlling**

- (a) **Motivation:** McGregor Theory of X and Y, Maslow Hierarchy of Needs Theory, Herzberg's Motivation- Hygiene Theory, Expectancy Theory, Equity Theory, Goal Setting Theory. Leadership: Definition, Ingredients, Styles, Committees and Group Decision Making.
- (b) Controlling: Concepts and Process, Controlling as a Feed Back System, Requirements for Effective Control, Major Controlling Techniques: Budgetary and Non Budgetary Control Devices, Statistical Data, Time-Event Network Analysis.

Suggested Readings

1. Heinz Weihrich, Mark V. Cannice and Harold Koontz, (2009). Management: A Global and Entrepreneurial Perspective, 13thed., TMH. New Delhi
2. Harald Koontz and Heinz Weigh rich, Elements of Management. 9 ed., TMH. New Delhi 2012
3. Stoner James A. F. ,R. Edward Freeman and Daniel R, Gilbert Jr. Management,
4. Stephen P. Robbins and David A. Decenzo, Management; PHI
5. Newman, Summer, Gilbert Management; PHI
6. J S Chandan, Management-Concepts and Strategies- Vikas Publication-NOIDA



Semester-I

Syllabus

FINANCIAL ACCOUNTING (MBT 102)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: The objective of this course is to introduce problems of financial and management accounting such as measuring and reporting issues related to the business and preparing the financial statements by using accounting information as a tool in applying solutions for managerial problems and evaluating the financial performance.

Course Outcomes (CO's)

To demonstrate the various concepts & steps that organization follow in Financial Accounting so that the organization can deliver the fair position of business to the interested parties and the measures that can be taken for economic development too.

To breakdown the accounting process and system through accounting equations so as to analyze the classifications of revenues and expenses.

To demonstrate and compare the various steps that we follow in chronological order in which the accounting entries are recorded in books of accounts & the steps to rectify the errors made while recording using the technology as a tool.

To synthesize the performance of the organization and analyzing the position in the market using various analysis models. And further summaries the actual results of the business so as to how business have performed in the year.

Unit 1: (8 Hours)

Introduction to Financial Accounting

Concepts and Conventions and Postulates of Accounting- Accounting as a Language; Accounting as an Information System, Users of Accounting information, Role of Accounting in Economic Development.

Unit 2: (8 Hours)

Accounting System and Process

Accounting Equation, Transactions and their effects on Accounting and Equation, Classification of Accounts: Owner's Equity, Revenues and Expenses.

Unit 3: (8 Hours)

The Accounting Process

The Journal and its Sub-division, The Ledger, The Trial Balance, The Financial Statements, Computerized Accounting, Introduction to Tally Package, Rectification of Errors.

Unit 4:**(8 Hours)****Financial Statement Analysis**

The Tools of Analysis, Horizontal Analysis, Vertical Analysis, Trend Analysis, Ratio Analysis, Funds Flow and Cash Flow Analysis, AS-3(Revised).

Unit 5:**(8 Hours)**

- (a) **Corporate Accounting:** Financial Statement of Companies and Adjustment Entries (An overview of Corporate Finance)
- (b) **Accounting: Assets and Liabilities:** Depreciation and Amortisation Inventory Valuation and Accounting, Recent Trends in Corporate Reporting and Introduction to Indian Accounting Standards. International Financial Reporting Standards: An overview.

Suggested Readings

1. Robert n Anthony, Hawkins and Merchant, Accounting TMH
2. Chaudhary,A.,Fundamentals of Accounting and Financial Analysis, Pearson
3. Ashish Bhattacharyya, Essentials of Financial Accounting, PHI
4. Maheshwari, S Nand Sunil "Financial Accounting: Sultan chand and Sons, New Delhi



Semester-I

Syllabus

BUSINESS ENVIRONMENT (MBT 103)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course:

1. To train the students to use various statistical methods in order to understand, analyze and interpret various business, managerial and economic problems.
2. To make students understand about mathematical and computational modeling of real decision making problems, solve formulated mathematical models of business problems through the application of optimization technique.

Course Outcomes (CO's)

To analyze various categories that are constituting the business environment and apply various approaches that are helpful to manage both internal and the external business environment.

To apply the various types of policies in economic environment, by applying these policies change the structure of economy and the transition thereof from the past to the present scenario.

To apply various constitution provisions & how government play different roles for smooth functioning of an organization & evaluate the importance of CSR in an economy

To develop the understanding of technological, demographic social and cultural factors that play an important part for an organization functioning and to evaluate the recent trends in business environment.

To demonstrate the various policies of foreign institutions like world bank. Summarize the basics of foreign investments that are helpful for economy and interpret the terms that is related with trade and its regulation

Unit 1 :

(8 Hours)

Introduction

Concept, Significance and Nature of Business Environment. Types of environment, Interaction between Internal and External environments, Nature and Structure of Economy, Techniques for Environment Analysis, Approaches and Significance of Environment Forecasting.

Unit 2:

(8 Hours)

Economic Environment

History of Economic Systems, Market, Planned and Mixed Economy, Planning in India: Emergence and Objective; Planning Monetary Policy, Fiscal Policy. Union Budget as instrument of growth and its Impact on Business, Industrial Policy: Meaning Objective and Recent Development in economy and its Impact on Business.

Unit 3:**(8 Hours)****Politico-Legal Environment**

Relationship between Business and Government, Economics, Planning, Regulatory, Promotional and Entrepreneurial Roles of Government, Constitutional Provisions affecting Business. An overview of major laws affecting business, Consumerism, Social Responsibility of Business.

Unit 4:**(8 Hours)**

- (a) **Technological Environment:** Factors Influencing Technological Environment, Role and Impact of Technology on Business. Transfer of Technology -Channels, Methods and Limitations.
- (b) **Demographic and Socio-Cultural Environment:** Population Size, Falling Birth Rate, Changing age structure and its impact on business, Business and Society, Business and Culture, Culture and Organizational Behavior.

Unit 5:**(8 Hours)****Foreign Investment and Trade Regulation**

Foreign Direct Investment, Foreign Institutional Investment, WTO and India: an overview, Regulation of Foreign Trade ,Disinvestment in Public Sector Units.

Suggested Readings

1. Cherunilam, Francis –Business Environment, Himalaya Publishing House
2. Paul,Justin-BusinessEnvironment,Tata Mc GrawHill, New Delhi
3. Aswathappa, K., Business Environment and Strategic Management, HP
4. Mukherjee Sampath, Economic Environment of Business.
5. I.C. Dhingra, Indian Economics: Environment and Policy,25 ed., Sultan Chand & Sons, New Delhi,2012
6. SKMishra and V K puri, 4th ed., Economic Environment of Business, Himalaya Publishing House,Mumbai,2011.
7. H.L. Ahuja, Economic Environment of Business-Macroeconomic Analysis, S. Chand



Semester-I

Syllabus

PROFESSIONAL BUSINESS COMMUNICATION (MBT 104)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: The basic objective of the course is to understand the relative importance of Managerial Economics and know that how the principles of managerial economics can aid in achievement of business objectives.

Course Outcomes (CO's)

Student applies the knowledge by speaking confidently and communicating effectively in different business situations.

Student creates correct business letters for both Internal and External business environment.

The student creates and designs different letter formats effectively in a realistic way with reference to organizational goals.

The student analyses the situation shows professionalism and displays a good Code of conduct at the work place according to the need.

Unit 1:

(8 Hours)

Importance of communication skills in Business Management. Types of communication :the media and tools of communication, Cross cultural communication, public speaking and presentation. The Communication Process. Barriers and Gateways to communication, cross cultural communication.

Unit 2:

(8 Hours)

Verbal and Non-verbal Communication

Para language and body language. Types of managerial speeches: occasional speech; thematic speech. Group Communication in: group discussions, meetings, seminars and conferences. Art of facing interviews in: selection or placement, appraisal, public speaking and presentation, disciplinary committees and exit interviews.

Unit 3:

(8 Hours)

Written Communication Skills

Formats for business letters and memos: routine type; sales promotion, bill collection, disciplinary action; persuasive messages; negative messages; job applications .Preparing a professional resume and cover letter, follow-up messages and letters. Internal communication through: memos, minutes, notices, circulars. Writing effective Business Reports; Digital Communication. Power point preparation; Using Web as a source of knowledge Sharing.

Unit 4:**(8 Hours)****Recruitment and Employment Correspondence**

Drafting the Employment Notice, Job Application Letter; Curriculum Vitae/ Resumes; Joining Interview; Offer of Employment; Job Description; Letter of Acceptance, Letter of Resignation and Promotion, Testimonials and References.

Unit 5:**(8 Hours)****Business and Social Etiquette**

Professional conduct in a business setting; workplace hierarchy; proper way to make introductions; Use of courteous phrases and language in the workplace. Professional Image: appropriate business attire; Telephone Etiquette; Table etiquette. Language lab class for practical in business communication.

Suggested Readings

1. Kitty O. Locker and Stephen Kyo Kaczmarck, (2007). Business Communication: Building Critical Skills,3/e,TMH.New Delhi.
2. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz and Neeaja Pande(2009).Business Communication: Making Connections in a Digital World,11/e.TMH.New Delhi.
3. Booher,Dianna(2001).E Writing: 21st Century Tools for Effective Communication. New York: Pocket Books, Division of Simon & Schuster, Inc.
4. Guffey, Mary Ellen(2006).E-book—Business Communication: Process and Product. 5/e Cincinnati, Ohio: South-Western College Publishing/ Thomson.
5. Randolph H. Hudson and Benard J. Selzler, (2006). Business Communication: Concepts and Applications in an Electronic Age,5/e., Jaico Reprint, Jaico, New Delhi.
6. Bovee, Thill and Schatzman, 'Business Communication Today', Pearsoned. 2007(4ed.)



Semester-I

Syllabus

INFORMATION SYSTEM FOR MANAGERS (MBT 105)

L:T:P:: 3:0:2

Credits-4

Objectives of the Course: The basic objective of the course is to develop understanding and provide knowledge about business environment to the management students and to promote basic understanding on the concepts of Business Environment and to enable them to realize the impact of environment on Business.

Course Outcomes(COs)

To apply various terminologies used in the operation of computer systems in a business environment.

To apply various terminologies used in the operation of computer systems in a business environment.

To apply various terminologies used in the operation of computer systems in a business environment.

To develop or provide support for MIS according to business organizational needs

To provide support for MIS according to business organizational needs

Unit 1: (8 Hours)

Introduction to MIS:

Overview, Importance and functions. Difference between data and information, concept of system, concept of information system, business process design, Role of IT in Business, Influencing parameters for use of IT in Business and Retailing, components of information technology advantages of information systems in business,

Unit 2: (8 Hours)

Information System in the Enterprise

Types of information system in the organization – TPS, DSS, MIS, ESS, Functional perspective of information systems – Sales and Marketing System, Manufacturing and Production System , Finance and Accounting Systems, HR Systems, Benefits of challenges of enterprise systems, strategic uses of information systems and information technology at Firm level and industry level.

Unit 3: (8 Hours)

Office Tools for Business

Overview and Practical application of MS Windows, MSOffice - MS Word ,PowerPoint, Excel, Access and Outlook. **This unit should be done in the computer lab on the systems with practice questions and case studies.**

Unit 4: (8 Hours)

Information Systems in Global Business Today

The Role of Information Systems in Business Today, Concepts of MIS; Components of MIS, Role of Managers, Business and technology Trends; Management and Decision Levels; Foundation of information Technology: Information Systems as a Competitive Advantage, Managerial Challenges of information Technology, overview of DBMS.

Unit 5: (8 Hours)

- (a) **Business Application of MIS** :e-commerce, Electronic Payments Systems, Enterprise Resource Planning(ERP), Advantages of ERP, Challenges of ERP, ERP and Related Technologies :Customer Relationship Management(CRM), Supply Chain Management(SCM), Data Warehousing, Data Mining, Business Information System.
- (b) **Business Expert Systems:** Role of Expert Systems in Complex Decision, Building of Expert Systems, Management of Expert Systems.

Suggested Readings

1. Lucas Jr. H C, Information Technology for Management, McGraw Hill, New York,1997
2. Kenneth C. Loudon and Jane P. Loudon(2004), Management Information Systems,8/E, Pearson Education
3. James A.O. Brien (200),Management Information Systems.5/E, Tata Mcgraw -Hill.
4. Saxena S, First Course in Computers; Vikas Publication, New Delhi, 2003
5. Leon, Alexis & Mathews- Information Technology, Vikas Publications, 2006. 6. Sinha, P K-Fundamentals of Computers, BPB Publications, New Delhi, 2011.



Semester–II

Syllabus

QUANTITATIVE TECHNIQUES AND OPERATION RESEARCH (MBT 201)

L:T:P:: 3:2:0

Credits-4

Objective of the course : To familiarize the student with the concept of behavior of people at individual level, group level, and organizational level so that they are able to understand the importance of behavior for the development of organization and the dynamics of behavior in the organization.

Course Outcomes:

- To develop the student's ability to deal with numerical and quantitative issues in business.
- To enable the use of statistical, graphical, and algebraic techniques wherever relevant.
- To understand the importance of correlation and regression analysis and application of non-parametric tests in hypothesis testing.
- To comprehend the decision-making process under uncertainty using statistical tools and linear programming.
- To have a proper understanding of Statistical applications in Management.

Unit 1:

(8 Hours)

Introduction to Statistics

Definition of Statistics, Types of Data, Functions, Importance and Limitations of Statistics, Uses of Statistics in Functional Areas of Management, Types of Measurement Scale ,Diagrammatic and Graphical Representation of Data-Line, Bar, Rectangle and Pie Diagram, Histograms, Frequency Polygon, Cumulative Frequency Curves or Ogives.

Unit 2:

(8 Hours)

Measures of Central Tendency and Dispersion

Mathematical Averages: Arithmetic, Geometric, and Harmonic mean. Positional and Locational Averages: Median, Mode, Quartiles. Measures of Dispersion: Range, Quartile Deviation, Mean and Standard Deviation, Variance, Coefficient of Variance. Comparison of various measures of Dispersion. Skewness: Relative Measures of Skewness- Karl Pearson, Bowley, Kelly-Coefficient of Skewness. Kurtosis: Relative measures of Kurtosis.

Unit 3:**(8 Hours)****Regression Analysis and Forecasting**

Correlation: Scatter Diagram, Karl Pearson's Coefficient of Correlation, Properties of Correlation Coefficient, Spearman's Coefficient of Rank Correlation. Concurrent Deviation. Regression: Method of Least Squares, Method of Regression Coefficient, Properties of Regression Coefficients. Partial and Multiple Correlation. Time Series Forecasting- Introduction, Objectives of time Series, Identification of Trend, Variation in Time Series, Secular Variation, Cyclical Variation, Seasonal Variation, and Irregular Variation, Methods of Estimating Trend, Choosing Appropriate Forecasting Model.

Unit 4:**(8 Hours)****Probability and Probability Distributions**

Classical and Axiomatic Approach of Probability, Applications of Addition, Multiplication, Conditional and Bayes Theorems, Random variables and Concept of Probability Distributions. Theoretical Probability Distributions and their Applications. Discrete Distributions: Binomial and Poisson Distribution. Continuous Distribution: Normal and Exponential Distribution.

Unit 5:**(8 Hours)****Introduction to Operation Research**

Importance, Scope, Techniques and Characteristics, Concept of Optimization, Different Types of Models, Linear Programming Problem (LPP), Formulation of LPP: Structure of linear programming model. Advantage of using linear programming, Limitations of linear programming, The Graphical Method: Graphical solution methods of LPP. The Simplex Method: Introduction, Standard form of an LPP, Simplex algorithm (Maximization and Minimization Case), Types of linear programming solutions. Transportation Problem: Introduction, Mathematical model of transportation problem, Methods of finding initial solution. Assignment Problem: Introduction, Mathematical model of statement assignment problem, Solution methods of assignment problem (Hungarian Method).

TEXT BOOKS

- E. Narayanan Nadar, Statistics, PHI.
- J. K. Sharma, Operation Research - Theory and Applications, Macmillan.

REFERENCE BOOKS

- P. N. Arora, S. Arora, Statistics, S. Chand.
- Richard A. Johnson & Gouri K. Bhattavharyya, Statistics - Principles and Methods, Wiley.
- S. C. Gupta, V. K. Kapoor, Fundamentals of Mathematical Statistics, S. Chand & Sons.
- S. C. Gupta, V. K. Kapoor, Fundamentals of Applied Statistics, S. Chand & Sons.
- Ken Black, Applied Business Statistics, Wiley.
- Ravindran, Phillips & Solberg, Operation Research - Principles & Practice, Wiley.
- R. Panneerselvam, Operations Research, PHI.
- Prem Kumar Gupta, D. S. Hira, Operations Research, S. Chand.
- J. K. Sharma, Business Statistics, 2nd ed. (New Delhi): Pearson Education, 2007



Semester–II

Syllabus

MANAGERIALECONOMICS (MBT 202)

L:T:P:: 3:0:0

Credits-3

Objective of the course : This course is to make the students understand the application of accounting principles, accounting techniques and tools that can be used for decision making.

Course Outcomes(CO's)

Examine and apply human resource planning in an organization.

Understand and develop career planning & development related activities in the organization

Apply the basic concepts of HRD, different approaches to HRD, HRD styles, Structure and competencies for the growth of an organization.

Examine the impact of HRD in an organization with the help of various data collecting techniques.

Develop organization culture by implementing HRD techniques in Organizations

Unit 1:

(8 Hours)

Introduction

Introduction to Managerial Economics, Evolution, Nature, Scope and Significance, Circular Flow in an Economy, Principles, Production Possibility Frontier, Managerial Economics: Micro and Macro Economics.

Unit 2:

(8 Hours)

Market Forces: Demand and Supply

- (a) **Demand Analysis:** Theory of demand; Objectives of demand analysis and determinants of demand; theory of consumer behavior; Elasticity of demand and its measurement methods; importance in decision-making.
- (b) **Supply Analysis:** Objective of supply analysis; Determinants of supply, Elasticity of Supply.

Unit 3:

(8 Hours)

Production Function and Cost Analysis

Theory of Production and Cost Analysis; Production Functions and its Managerial Uses; Cobb Douglous Production Function, Laws of Production and analysis :Empirical Estimates of Production and Cost; short run and Long run average cost curves and their analysis ;Economies and Diseconomies of scale.

Unit 4:

(8 Hours)

Organization of the Firm

Pricing Decision: Pricing under different Market Structures: Perfect and Imperfect (Monopoly, Duopoly, Monopolistic Competition, Oligopoly Markets), Pricing Policies and Strategies; Collusive and Non-Collusive Oligopoly ; Baumol's Marries' and O. Williamsons Model.

Unit 5:

(8 Hours)

Introduction to Macro Economics

Introduction : Difference in Micro Macro Economics, Macro Economics environment, Monetary policy, uses and applications, fiscal policy uses and applications, changes in macro environment.



Semester–II

Syllabus

BUSINESS LAWS (MBT 203)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: The basic objective of the course is to understand the Consumers' requirements and their Psychology and develop effective marketing strategies to achieve organizational objectives.

Course Outcomes (CO's)

To Assess and apply the fundamental legal rules regarding contractual agreements pertaining to the business world to manage businesses effectively.

To interpret and apply the law relating to the sale of goods as a legal advisor in an organization.

To analyze and apply the fundamental legal principles behind negotiable Instruments.

To interpret and apply the law relating to consumer protection and market competition Act.

To demonstrate and apply the various legal matters related to the establishment, running and winding up of a company as legal advisor in an organization.

Unit 1:

(8 Hours)

Laws of Contract (The Indian Contract Act, 1872)

Concept of Contract, Offer and Acceptance; valid contracts and its essential elements; void agreements; classification of contracts; Quasi contract; performance of contract; discharge of contract; remedies for breach of contract., Guarantee, Bailment, Pledge, and agency amendments made in Indian Contract Act 1872.

Unit 2:

(8 Hours)

The Sale of Goods Act, 1930

Nature of Contract of Sale; Formation of Contract of Sale, Agreement to Sell, Conditions and Warranties, Transfer of Property in Goods, Performance of the Contract of Sale, Remedies for Breach, Unpaid Seller and his rights, rights of buyers, Sale by Auction.

Unit 3:

(8 Hours)

The Negotiable Instruments Act, 1881

Definition, Features and types of negotiable instruments; Methods of negotiation of Instruments ; holder and holder-in-due Course ;Endorsement and delivery of a negotiable instrument; Presentation of Negotiable Instrument. Banker and Customer: An introduction; Crossing of a cheque; Types of crossing; Bouncing of cheques ;Obligations of Banker and Customer ;Dishonour and discharge of negotiable instruments.

Unit4 :**(8 Hours)**

- (a) **The Consumer Protection Act, 1986:** Basic Concepts: Complaint, Complainant, Consumer, Rights of Consumer, Right to information Act (RTI) and Right to Education Act (RTE) Consumer Forums: Their Role, Powers and Functions, Procedure for Consumer Grievance Redressal ,Major Decided Cases.
- (b) **Information Technology Act 2000:** Overview of Cyber Crimes and Cyber Law, types of Cyber Crimes, prevention of cyber crimes, cyber crime and security, cyber security strategies- Eco system, Frame work, open standards, IT mechanism, e-governance, infrastructure, different between cyber crime and cyber security. IPC-1860, Sections related to cyber crime and cyber security, information technology rules,

Unit 5:**(8 Hours)****The Companies Act**

An Overview; Nature and kinds of Companies; Formation of a company, Memorandum of Association and Articles of Association, Company Management; Company Meetings, Duties and obligations of Directors, rights of directors, overview of portfolio management and overview of shares and issue of shares under companies Act, winding up of company .

Suggested Readings

1. M.C.Kuchhal –Business Law, Vikas Publishing House, Delhi
2. RavindraKumar,Legal Aspects of Business, Cengage learning,NewDelhi,2011
3. S.S. Gulsan, Mercantile Law, Excel Books.
4. N.D. Kapoor- Elements of Mercantile Law, Sultan Chand and Sons Publication
5. MC Kuchhal,Indian Company Law,Shri Mahavir Book Depot,Delhi,2011
6. V.K.Agrawal,Consumer Protection:Law and Practice,Bharat Law House, New Delhi, 2012.



Semester–II

Syllabus

ORGANISATIONAL BEHAVIOUR (MBT 204)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: To understand the sources of finance for determining the capital structure and its effect, to use capital budgeting techniques for new as well as existing projects, to implement working capital management policy as well as to understand the significance of time value of money, dividend policy etc.

Course Outcomes(COs)

To apply the conceptual foundation of organization behavior.

To develop the working environment for individual for the smooth running of organization

To analyze inefficiency in individual and apply various measures to improve it in the organization

To analyze how to develop the team work in the organization.

To apply how to use organization power and politics for efficient working

Unit 1:

(8 Hours)

Introduction

Conceptual Foundation of Organisational Behaviour; Nature and Characteristics; Determinants; Contributing Disciplines; Challenges and Opportunities for Organisational Behaviour, Models and Approaches of Organizational Behaviour, OB and Emotional Intelligence.

Unit 2:

(8 Hours)

- (a) **Perception, Attitude, and Values:** Nature, Process, Importance, Factors Influencing Perception; Attribution Theory of Perception; Issues Involved in Perception: Selective Perception, Halo Effect, Contrast Effect, Projection, Stereotyping; Concept of Pygmalion Effect; an overview of Emotions, Values, Beliefs and Attitudes with Managerial Implications.
- (b) **Learning:** Concept; Theories of Learning: Conditioning, Social Learning, Managerial Implication of Learning Theories.

Unit 3:

(8 Hours)

- a) **Personality:** Concept and Determinates; Types and Traits; Major Personality Attributes Influencing Organizational Behavior; Locus of Control; Machiavellianism;
- b) **Self-Esteem;** Self-Monitoring; Risk-Taking; Personality; Proactive Personality' Personality and National Culture; Holland's Typology of Personality and Congruent Occupations.
- c) **Leadership:** Concept and Functions; Style and Theories of Leadership: Traits, Behavioural and Situational/ Contingency Groups of Theories; Inspirational approaches to Leadership; Charismatic Leadership, Transformational Leadership, and Transactional Leadership, Contemporary Leadership Roles; Challenges to the Leadership Construct; Substitutes and Neutralizers to Leadership.

- d) **Stress:** Concept; Consequences and sources; Stress Management: Approaches towards stress management.

Unit 4: (8 Hours)

- (a) **Group Behaviour:** Groups: Concept and Classification; Stages of Group Development; Group Structure; Roles and Norms; Premise and Issues; Group Decision-Making: Group vs Individual; Groupthink and Groups Shift; Group Decision Making Techniques and Process.
- (b) **Interpersonal Relationships:** Understanding Self and Others; Developing Interpersonal Relationships; Transactional Analysis; Johari Window.
- (c) **Conflict Management:** Concept; Causes; Types; Stages; Effects; Management of Conflicts.

Unit 5 : (8 Hours)

- (a) **Organisation Power and Politics:** Concept; Sources and Classification; Power Tactics; Coalitions; Organisational Politics: Concept and People's Response to Organisational Politics, The Concept of Impressing Management.
- (b) **Organisational Culture:** Concept; Dominant Culture; Strong vs Weak Cultures ; Creating and Sustaining Culture; Employees Learning of The Culture; Creating a Customer-Responsive Culture, introduction to industrial psychology.
- (c) **Organisational Changes:** Concept and Forces for Change; Managing Planned Changes; Resistance to Change; Approaches to Manage Organisational Change; Organisational Development; Culture-Boundedness of Managing the Change.

Suggested Readings

1. Robbins, SP Stephen P., Timothy Judge and Nehasika Vohra, Organisational Behaviour, 12 ed., Pearson Education,2011.
2. Fred Luthans, Organisational Behaviour, 11 ed., Mc Graw Hill,2009.
3. W. Newstrom, John, Organisational Behaviour,10 ed., Tata Mc Graw –Hill 2009.
4. Heresy, Paul, Kenneth H. Blanchard, and Dewey E. Johnson, Management of Organisational Behaviour, 8 India, Eastern Economy Edition, 2006.
5. SS Khanka, Organisational Behaviour, S. Chand & Co., New Delhi, 2008.
6. Sanghi Seema, Organisational Behaviour, Pearson, 2011.



Semester–II

Syllabus

MANAGEMENT ACCOUNTING (MBT 205)

L:T:P:: 3:0:0

Credits-3

Objectives of the Course: To enable the students to understand the concepts, importance and role of human resource management in the organization

Course Outcomes(CO's)

To demonstrate the differences between management accounting, financial accounting and cost accounting

To develop and apply standards to various types of budget for planning and controlling

To understand standard costing and analysis of deviations

To apply the concept of marginal costing, and break even concept in various decision making process

To analyze cost-volume profit techniques for optimizing managerial decisions, responsibility accounting and importance of responsibility centers.

Unit 1: (8 Hours)

Introduction

Nature, Scope and Importance of Management Accounting; Difference between Financial Accounting and Management Accounting; Difference between Cost Accounting and Management Accounting; Cost Control, Cost Reduction, and Cost Management.

Unit 2: (8 Hours)

Budgeting and Budgetary Control

Concept of Budget and Budgetary Control; Objectives, Merits and Limitations of Budget Administration; Types of Budget: Fixed and Flexible Budgets, Zero-Base Budget, Programme and Performance Budget.

Unit 3: (8 Hours)

Standard Costing

Concept of Standard Cost and Standard Costing; Advantages, Limitations, and Application; Variance Analysis: Calculation of Material Variances, Labour Variances, and overhead Variances, Disposition of Variances.

Unit 4: (8 Hours)

Marginal Costing and Decision-Making

Concept of Marginal Costing, Differential Costing and Absorption Costing, Break-Even Analysis, Use of above Costs in Decision-Making; Make or Buy, Change of Product-Mix, Pricing and Determination of Shut-Down Point.

Unit 5

(8 Hours)

Responsibility Accounting

Concept and Approaches to Responsibility Accounting. Different Responsibility Centres
Significance; Divisional Performance Measurement – Financial Measures.

Suggest Readings

1. Charles T. Horngren, Gray L. Sundem, and William O. Stratton, Introduction to Management Accounting, 14th ed., Prentice-Pearson Education, Delhi, 2008
2. Khan, M.Y., and P.K. Jain, Management Accounting, 6 ed., Tata McGraw-Hill, New Delhi, 2009
3. Richard M. Lynch and Robert W. Williams, Accounting and Management: Planning and Control, 4. Tata McGraw-Hill, New Delhi, 2005
5. Anthony, Robert N., David f. Hawkins, and Kenneth A. Merchant, Accounting: Text and Cases, 13ed., Tata McGraw-Hill, New Delhi, 2010