



**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT,
NAGPUR**

An Autonomous College of Rashtrasant Tukadoji
Maharaj Nagpur University, Nagpur, Maharashtra (INDIA)

**TEACHING SCHEME & SYLLABUS
2016-17**

**DEPARTMENT OF MANAGEMENT TECHNOLOGY (DMT)
MASTER OF BUSINESS ADMINISTRATION INTEGRATED**

About the department

An era of excellence dawned with the birth of the Department of Management Technology (DMT). It was established under aegis of Shri Ramdeobaba Kamla Nehru Engineering College with the dream of nurturing and developing managerial talent. The MBA full time program is designed to equip students with domain knowledge of management in different business discipline & to develop leadership skills to enable students to make decisions in complex environment.

The Department Management Technology (DMT) has received Overall ranking of 107 across India. It is ranked 19th in Western India, 2nd in Vidarbha & Ranked 1st in the various Institutes Affiliated to RTM Nagpur University. In Industry Institute Interaction category DMT has been ranked 90th position in Western India by Business world 25th June 2012.

Vision:

We envisage Department of Management Technology to be a Place of Learning imparting management education of highest standard, most relevant at all times to meet the needs of the industry of suitable, efficient and ethical human resources.

Mission:

To impart quality education in the field of management by continuously updating the course contents to match the needs of industry and to develop industry institute interaction for mutual benefit for enhancement of knowledge, research, acumen and employability of the students

Programme Education Objectives & Outcomes (Department of Management Technology)

PROGRAM EDUCATION OBJECTIVES

- To develop understanding of the body of knowledge in the functional areas of business.
- To develop leadership, teamwork and supervision skills.
- To inculcate managerial skills, decision making and problem solving capabilities.
- To develop an understanding of and ability to use technology as a tool of effective management.
- To develop business communication and interpersonal skills.
- To develop professionalism, social and ethical values at work.

PROGRAM EDUCATION OUTCOMES

- MBA graduates will demonstrate domain knowledge in each of the functional areas of business
- MBA graduates will demonstrate business related behavioural skills including leadership, interpersonal and teamwork.
- MBA graduates will demonstrate the ability to evaluate the business environment, then choose and utilize decision making techniques that is appropriate for the given situation.
- MBA graduates will demonstrate their ability to use technology for effective management
- MBA graduates will demonstrate interpersonal, oral and written communication skills.
- MBA Graduates will demonstrate professional expertise, ethical behaviour and social responsibility.

Published by

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ISO 9001 : 2008 CERTIFIED ORGANISATION

I Semester MBA (Integrated)

Sr. No	Subject Code	Course Name	L	T	P	Marks			Credits	Exam Duration
						Internal Assessment.	Semester End Exam.	Total		
1	MIT101	English Language	4	0	0	40	60	100	4	3 Hrs.
2	MIT102	Business Ethics & Corporate Governance	4	0	0	40	60	100	4	3 Hrs.
3	MIT103	Business Mathematics	4	0	0	40	60	100	4	3 Hrs.
4	MIT104	Human Skills	4	0	0	40	60	100	4	3 Hrs.
5	MIT105	Computer Applications	4	0	0	40	60	100	4	3 Hrs.
6	MIT106	Self Management	4	0	0	--	--	--	--	--
Total			24	0	0	200	300	500	20	

II Semester Master of Business Administration

Sr.No	Subject Code	Course Name	L	T	P	Marks			Credits	Exam Duration
						Internal Assessment	Semester End Exam	Total		
1	MIT107	Business Communication	4	0	0	40	60	100	4	3 Hrs.
2	MIT108	Foreign Language	4	0	0	40	60	100	4	3 Hrs.
3	MIT109	Business Statistics	4	0	0	40	60	100	4	3 Hrs.
4	MIT110	Financial Accounting	4	0	0	40	60	100	4	3 Hrs.
5	MIT111	Organizational Behavior	4	0	0	40	60	100	4	3 Hrs.
6	MIT112	Environment Management	4	0	0	--	--	--	--	--
Total			24	0	0	200	300	500	20	

III Semester Master of Business Administration

Sr. No	Subject Code	Course Name	L	T	P	Marks			Credits	Exam Duration
						Internal Assessment.	Semester End Exam.	Total		
1	MIT201	Managerial Economics	4	0	0	40	60	100	4	3 Hrs.
2	MIT202	Management Principles	4	0	0	40	60	100	4	3 Hrs.
3	MIT203	Cost Accounting	4	0	0	40	60	100	4	3 Hrs.
4	MIT204	Marketing Management	4	0	0	40	60	100	4	3 Hrs.
5	MIT205	Human Resource Management	4	0	0	40	60	100	4	3 Hrs.
6	MIT206	Working on MS Office & Tally	4	0	0	--	--	--	--	--
Total			24	0	0	200	300	500	20	

IV Semester Master of Business Administration

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam Duration
						Internal Assessment.	Semester End Exam.	Total		
1	MIT207	Entrepreneurship Development	4	0	0	40	60	100	4	3 Hrs.
2	MIT208	Strategic Management	4	0	0	40	60	100	4	3 Hrs.
3	MIT209	Management Accounting	4	0	0	40	60	100	4	3 Hrs.
4	MIT210	Legal aspects of Business	4	0	0	40	60	100	4	3 Hrs.
5	MIT211	Operations Management	4	0	0	40	60	100	4	3 Hrs.
6	MIT212	Case Study Application	4	0	0	--	--	--	--	--
Total			24	0	0	200	300	500	20	

V Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam Duration
						Internal Assessment.	Semester End Exam.	Total		
1	MIT301	Financial Management	4	0	0	40	60	100	4	3 Hrs.
2	MIT302	Change Management	4	0	0	40	60	100	4	3 Hrs.
3	MIT303	Consumer Behavior	4	0	0	40	60	100	4	3 Hrs.
4	MIT304	Research Methodology	4	0	0	40	60	100	4	3 Hrs.
5	MIT305	Family Business	4	0	0	40	60	100	4	3 Hrs.
6	MIT306	Aptitude & Personality Development	4	0	0	--	--	--	--	--
		Total	24	0	0	200	300	500	20	

VI Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam duration
						Internal Assessment	Semester End Exam.	Total		
1	MIT307	Quantitative Techniques	4	0	0	40	60	100	4	3 Hrs.
2	MIT308	Banking & Financial Services	4	0	0	40	60	100	4	3 Hrs.
3	MIT309	E-Commerce	4	0	0	40	60	100	4	3 Hrs.
4	MIT310	Project Management	4	0	0	40	60	100	4	3 Hrs.
5	MIT311	General Studies	4	0	0	--	--	--	--	--
6	MIP301	Project	--	--	8	50	50	100	4	--
		Total	20	0	8	210	290	500	20	

VII Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam duration	
						Internal Assessment	Semester End Exam	Total			
1	-	Specialization I	Elective 1	3	0	0	40	60	100	3	3 Hrs.
2	-		Elective 2	3	0	0	40	60	100	3	3 Hrs.
3	-		Elective 3	3	0	0	40	60	100	3	3 Hrs.
4	-	Specialization II	Elective 1	3	0	0	40	60	100	3	3 Hrs.
5	-		Elective 2	3	0	0	40	60	100	3	3 Hrs.
6	-		Elective 3	3	0	0	40	60	100	3	3 Hrs.
7	MIT401	Advanced Computer Skills	3	0	0	--	--	--	--	--	--
		Total	21	0	0	240	360	600	18		

VIII Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam duration	
						Internal Assessment	Semester End Exam	Total			
1	-	Specialization I	Elective 4	3	0	0	40	60	100	3	3 Hrs.
2	-		Elective 5	3	0	0	40	60	100	3	3 Hrs.
3	-		Elective 6	3	0	0	40	60	100	3	3 Hrs.
4	-	Specialization II	Elective 4	3	0	0	40	60	100	3	3 Hrs.
5	-		Elective 5	3	0	0	40	60	100	3	3 Hrs.
6	-		Elective 6	3	0	0	40	60	100	3	3 Hrs.
7	MIP401	Winter Internship Project (WIP)	--	--	8	50	50	100	4	--	
8	MIT402	Business Analysis	3	0	0	0	--	--	--	--	--
		Total	21	0	8	290	410	700	22		

IX Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam duration	
						Internal Assessment	Semester End Exam	Total			
1	-	Specialization I	Elective 7	3	0	0	40	60	100	3	3 Hrs.
2	-		Elective 8	3	0	0	40	60	100	3	3 Hrs.
3	-		Elective 9	3	0	0	40	60	100	3	3 Hrs.
4	-	Specialization II	Elective 7	3	0	0	40	60	100	3	3 Hrs.
5	-		Elective 8	3	0	0	40	60	100	3	3 Hrs.
6	-		Elective 9	3	0	0	40	60	100	3	3 Hrs.
7	MIP501	Summer Internship Project (SIP)	--	--	8	50	50	100	4	--	
8	MIT501	Corporate Social Responsibility	3	0	0	0	--	--	--	--	
Total			21	0	8	290	410	700	22		

X Semester MBA (Integrated)

Sr.No	Subject Code	Subject	L	T	P	Marks			Credits	Exam duration
						Internal Assessment	Semester End Exam	Total		
1	MI P503	Industry Application Project*	--	--	16	200	200	400	8	
Total					16	200	200	400	8	

***Industry Application Project Assessment**

	Marks	
Viva -voice	100	Assessment By External Examiner
Project defense through presentation	100	
Overall Project Valuation	200	Assessment By Internal Examiner
Total marks	400	

List of Electives:

Students have to opt any two Specializations. In each Semester from VII to IX students will be taught three Electives from each specialization selected.

Second Year – Elective Subjects

Course Code	Elective		
MIT403-8	Performance and Compensation Management		
MIT403-9	Labor laws		
MIT403-10	Organization Theory: Structures and Design		
Entrepreneurship and Family Business			
MIT401-1	Family Business Management		
MIT401-2	Advance Management Accounting		
MIT401-3	Purchase & Materials Management		
MIT401-4	Industrial Marketing		
MIT401-5	Business Tax Planning		
MIT401-6	Managing Human Capital		
MIT401-7	Product & Brand Management		
MIT401-8	Entrepreneurial Finance		
MIT401-9	Logistics Management		
MIT401-10	International Business		
Finance			
MIT402-1	Financial Services Management		
MIT402-2	Commercial Banking in India		
MIT402-3	Merger & Acquisition and Corporate Restructuring		
MIT402-4	Security Analysis		
MIT402-5	International Finance and Trade		
MIT402-6	Project Planning & Financing		
MIT402-7	Corporate Taxation		
MIT402-8	Derivatives & Risk Management		
MIT402-9	Portfolio Management		
MIT402-10	Management Control System		
Human Resources			
MIT403-1	Advanced Organization Behavior		
MIT403-2	Recent Trends in HRM		
MIT403-3	HR Audit & Analytics		
MIT403-4	Training & development		
MIT403-5	Human Resource planning		
MIT403-6	Industrial relations		
MIT403-7	International HRM		
		Marketing	
		MIT404-1	Integrated Marketing Communication
		MIT404-2	Brand Management
		MIT404-3	Industrial Marketing
		MIT404-4	Retail Management
		MIT404-5	Sales Management
		MIT404-6	Service Marketing
		MIT404-7	Rural Marketing
		MIT404-8	Customer Relationship Management
		MIT404-9	Marketing Channel management
		MIT404-10	International Marketing
		Operations	
		MIT405-1	Enterprise Resource Planning
		MIT405-2	Quality Management
		MIT405-3	Services Operation
		MIT405-4	Advanced Operations Research
		MIT405-5	Contract Management Practices
		MIT405-6	Lean Management
		MIT405-7	Operations Planning & Control
		MIT405-8	Supply Chain management
		MIT405-9	World Class manufacturing
		MIT405-10	Advanced Project Management

Syllabus of Semester I, MBA (Integrated)

Course Code: MIT101

L: 4 Hrs, T: 0Hrs, P: 0 Hrs, per Week

Course : English Language

Total Credits : 4

Course Outcomes :

1. Awareness about the basic of grammar.
2. Understanding the usage of grammar.
3. Understanding about speaking skills.
4. Knowledge about how to converse in different situations.
5. Understanding about language and listening skills.
6. Understanding about written communication.

Unit-I:

Basics of grammar and usage: How to improve command over spoken and written English with stress on Noun and Pronoun, Verb Tense and Adjective. Sentence errors, Punctuation.

Unit II:

Grammar: Articles, Preposition, antonyms, synonyms, one word substitutes, Direct and Indirect Speech, Tenses and Uses.

Unit III:

Speaking Skills: Phonetics, Pronunciation (identification of sounds, vowels & consonants), Rhyming words, Vocabulary building for effective communication, common errors in spoken English.

Unit IV:

Spoken Communication: Meeting People, Exchanging Greetings and Taking Leave, Introducing Yourself, Introducing People to Others, Answering the Telephone and Asking for Someone, Dealing with a Wrong Number, Taking and Leaving Messages, Making Inquiries on the Phone, Calling for Help in an Emergency.

Unit V:

Language & Listening Skills: Figure of speech, Subject-Verb Agreement, Active-Passive Voice, Business Idioms and Business Phrases, Reading Skills – Types, importance, reading comprehension exercises. Listening Skills – Definition, importance, styles. Three modes of listening. The concept of Active Listening.

Unit-VI :

Written Composition: Paragraph writing – principles, style, story writing, Précis Writing Method of Procedure, Essay Writing, Types of essay.

Text Book :

English Grammar and Composition, Wren and Martin, S. CHAND Publication.

Reference Books :

1. Essential Grammar in Use with Answers: A Self-Study Reference and Practice ... by Raymond Murphy, Cambridge University Press, 3rd Edition
2. English Made Easy- By Mary Hosler, Mc Graw Hill, 5th Edition
3. English language Skills- By Aruna Knoneru, Mc Graw Hill
4. Build your Business Grammar-By Bowen, Cenage Learning India
5. Business Communication – by Asha Kaul



Syllabus of Semester I, MBA (Integrated)**Course Code: MIT102****Course : Business Ethics & Corporate Governance****L: 4 Hrs, T: 0Hrs, P: 0 Hrs, per Week****Total Credits : 4****Course Outcomes :**

1. Understanding of basic concept of Ethics, Values and morals.
2. Understanding ethical decision making using deontological and teleological approach.
3. Knowledge of business ethics and its Indian scenario.
4. Concepts of Corporate Governance and its Codes.
5. Understanding of ethics in Marketing and HRM and its various issues.
6. Knowledge of ethical issues in industry related to its operations and products.

Unit I :

Ethics an Introduction: Concept of ethics, Types of Ethics, Values & Ethics – Meaning & Types of Values, Ethical Action–Morals, Morality, Moral development pyramid, Beliefs & their Role. Business & itsstakeholders.Social Responsibility – Concept of CSR.Ecological Concerns – Air, Water, Land Pollution.

Unit II :

Ethical Decision Making: Normative Framework –Principle of personal benefit, Principle of SocialBenefit, Principle of Neutralization, Categorical Imperative, Principle of Duty, Principle of Justice andPrinciple of Lawfulness. Approaches / Theories of ethics –Kant's Deontological theory, Mill & Bentham's Utilitarianism theory,Aristotle's Virtue based ethics – Case studies on inspirational life stories of individuals.

Unit III :

Business Organizational Ethics: Ethics in Business – Myth & Reality, Need and Importance of Business Ethics, Approaches to Business Ethics, The Indian Business scene; LPG & Global trends in business ethics, Code of Conduct in Business, Ethical Dilemmas, Professional ethics.

Unit IV :

Corporate Governance : Objectives, issues, importance and principles, Corporate Governance codes and practice, Structure and Process of Corporate Governance, Cadbury report, CII recommendations, OECD Principle, Corporate Governance & Investment – ethicalinvesting, Insider trading, Case studies – Tata Finance, Enron case & UTI case.

Unit V :

Ethical Issues in Marketing & HRM: Introduction; Principles of Ethical Marketing; Ethical approaches tobuyer-seller relationship; Ethics in Pricing; Ethics in product labelling and packing; Ethics in promotion; Social and Ethical criticism of Advertising & Media, Ethics in personal Selling. HRM & Ethics; Privacy Issues, Restructuring and layoffs and Whistle Blowing.

Unit VI :

Ethical Issues in Industry : Ethical issues in Production management Services, Product Design,Features, Quality standards,Safety,Obligation to inform consumer, Ford Pintocase; Ethics Audit – Formalcommittees, Auditing Process.

Text Books :

1. Business Ethics - CSV Murthy, Himalaya publishing House
2. Business Ethics and Corporate Governance – B N Ghosh, Tata McGraw Hill Education Pvt. Ltd.

Reference Books :

1. Business Ethics – Concept & Practice- B. H. Agalgatti& R. P. Banerjee – (Nirali Publication)
2. Ethics in Business & Management- R. P. Banerjee (Himalaya Publication)
3. Business Ethics. by Crane – Pub. By Oxford Press
4. Corporate Governance & Business Ethics – (Text & Cases), U. C. Mathur, Macmillan India Ltd



Syllabus of Semester I, MBA (Integrated)

Course Code : MIT103

Course : Business Mathematics

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 4

Course Outcomes :

1. Students will understand various types of ratios, proportions & their applications
2. Students will understand Profit & loss, Discounts happening in business transactions
3. Understanding of calculation of SI & CI and Set theory
4. Ability to perform various operations on Matrices
5. Students will understand the basics on Arithmetic & Geometric progressions
6. Students will have understanding of Permutations & Combinations

Unit I :

Ratio, Proportion and Percentage Ratio- Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse Proportion, Variation, Inverse Variation, Joint Variation, Percentage-Meaning and Computations of Percentages.

Unit II :

Profit And Loss Terms and Formulae, Trade discount, Cash discount, Problems involving cost price, Selling Price, Trade discount and Cash Discount. Introduction to Commission and brokerage, Problems on Commission and brokerage.

Unit III :

Interest & Set Theory-Simple Interest, Compound interest (reducing balance & Flat Interest rate of interest), Problems- Set Theory: Sets, Subsets, Equality of two sets, Null set, Universal set, Complement of a set, Union and intersection of sets. Difference of two sets, Venn diagram, De Morgan's laws, Cartesian product of two sets, Laws of algebra of sets (with proof), Applications of set theory.

Unit IV :

Matrices And Determinants (upto order 3 only) : Multivariable data, Definition of a Matrix, Types of Matrices, Algebra of Matrices, Determinants, Adjoint of a Matrix, Inverse of a Matrix via and adjoint Matrix

Unit V :

Progressions : Arithmetic Progression, Geometric Progression – Introduction & concept, formulae for nth term of an A.P. & G.P. (without Proof) ; Sum to n term of A.P. & G.P. (without Proof), arithmetic & geometric problems based on the formula studied.

Unit VI :

Permutations and Combinations : Permutations of 'n' dissimilar objects taken 'r' at a time (with or without repetition). $nPr = n! / (n-r)!$ (without proof). Combinations of 'r' objects taken from 'n' objects, $nCr = n! / r! (n-r)!$ (without proof) problems, Applications.

Text Book :

Business Mathematics By S P Rajagopalan, R Sattanathan, 2nd Edition, Tata McGraw Hill

Reference Books :

1. Business Mathematics - By Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
2. Business Mathematics - By V. K. Kapoor - Sultan chand & sons, Delhi
3. Business Mathematics - By Bari, New Literature publishing company, Mumbai
4. Business Mathematics & Statistics - By NG Das & JK Das, McGraw Hill
5. Business Mathematics –II – By J. K. Singh, Deepti Rani. Himalaya Publishing House



Syllabus of Semester I, MBA (Integrated)

Course Code: MIT104

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Human Skills

Total Credits: 4

Course Outcomes :

1. Better understanding of individual behavior.
2. Basic understanding of Intelligence.
3. Knowledge of basic HR concepts of perception.
4. Understanding of various personality traits
5. Better understanding of concept of attitude.
6. Awareness of concept of six thinking hats

Unit I :

Foundations of individual behavior: Personal factors, Psychological factors, Organizational systems and resources and environmental factors

Unit II :

Intelligence: Concept of intelligence, Intelligent quotient, Measurement of intelligence, Factors influencing intelligence, Concept of emotional intelligence.

Unit III :

Perception: Meaning of perception, Perceptual process, managing the perception process.

Unit IV :

Personality: Concept and nature of personality, Determinants of personality, Personality structure- Big five personality model & Myers-Briggs Indicator.

Unit V :

Attitude: Concept and nature of Attitude, Components of attitude, Formation of attitude, Changing attitudes, Major Job attitudes

Unit VI :

Effective Thinking: Thinking Skills, Thinking Styles, Concept of Six Thinking Hats.

Text Book :

Organisational Behaviour: Text, Cases & Games, K. Aswathappa, Himalaya Publishing House

Reference Books :

1. Organisation Behaviour: Luthans 8th Tata McGraw Hill
2. Six Thinking Hats, Edward de Bono, Penguin Books
3. ORGB, Nelson, Quick and Khandelwal, Cengage Learning

Syllabus of Semester I, MBA (Integrated)

Course Code: MIT105

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Computer Applications

Total Credits: 4

Course Outcomes :

1. Awareness about the Objectives and role of IS in Business Organization with particular reference to Management Levels.
2. Understanding various Management support systems.
3. Getting acquainted with Database
4. To get familiar with SDLC
5. Understanding about E-Commerce
6. To learn Emerging Technologies & Trends

Unit I :

Introduction: IS:- Concepts & Definitions, Classification and types of IS, Definition, Purpose, IT support to Business Process & People, Using Information Technologies for a Competitive Advantage, Innovative & futuristic Information Systems.

Unit II :

Management Support Systems: Transaction Processing System, DSS, Executive Information system.

Unit III :

Managing Data: Databases & Database Management Systems, Database Models, Data Warehousing, Data Mining-Analysis and Data Marts.

Unit IV :

System Development: Concept of System, Types of Systems – Open, Closed, Deterministic, Probabilistic, etc., System Development Life Cycle - System Analysis, Design and Implementation, Need for System Analysis.

Unit IV : E

Commerce: Overview of E-Business & E-commerce, E-commerce Business Models, Major Categories of E-Commerce, E-C Mechanisms, E-Commerce Supporting Technologies: Electronic Payment System, Web Marketing & SEO, Ethical & Legal issues.

Unit VI :

Emerging Technologies & Trends: Business Intelligence, Artificial Intelligence, Use of Social Networks in Business, Business Analytics, Cloud Computing.

Text Books :

1. Information Technology for Management, 7th Edition, Efraim Turban, Linda Volonino, Wiley India

Reference Books :

1. Management Information System (South-Asian Perspective), Cengage Learning, Nilanjan Chattopadhyay, CENGAGE Learning
2. Management Information System- By Javadekar, W.S., Tata MacGraw Hill Publication, 2003.
3. Management Information System- By CSV Murthy, Himalaya Publication.
4. Computer Application in Business- By Dr. R. Parameswaran, S. Chand Publication, 2012

Syllabus of Semester I, MBA (Integrated)

Course Code: MIT106

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Self Management

Total Credits : 0

Course Outcomes :

1. It will provide awareness of the need for Self Development through conscious efforts.
2. Course will enhance the presentation & Public Speaking skills.
3. Course will develop the group discussion & debating skills of students
4. Course will Develop inter personal Skills, mold them as Team Players and develop leadership qualities.
5. The Students will understand the techniques of Time Management.
6. The course will help the students to. Learn Corporate Etiquettes

Unit I :

Importance of Self-Management-Understanding the type of one's personality - Understanding one's areas of Strength and Areas that requires improvement through SWOT Analysis, Identifying the Goals the students wish to pursue.

Unit II :

Public Speaking and Presentation Skills: Essentials of Public Speaking -The role of body language in public speaking- Tips for effective Public Speaking-Learning the tricks from powerful public speakers-The importance of practice. -Practice sessions. : Presentation Skills: 4 P's of presentation: Plan, Prepare, Practice and Present. Use of Visuals-Presentation Aids-How to make an effective presentation-Practice sessions

Unit III :

Debating: Fundamentals of Debating-, role of the speakers- techniques and rules of debating, Group Discussion-types of Group Discussion-Why Group Discussion? – Roles of the members in a group discussion-Skills developed by Group Discussion-Utility of Group discussion.

Unit IV :

Inter personal Skills-Working as Team-Essentials of a good team- Communicating as team-Aligning individual goals to Team goals. Characteristics of a good team player-Team activities –identifying one's team skills –Steps to improve one's team playing skills.

Unit V :

Time Management-Time management in day to day life-Importance and benefits of Time Management-Preparing schedules to achieve efficiency and productivity

Unit VI :

Corporate Etiquettes: Courtesy, dressing sense, body language.-appropriate posture, phone manners, E Mail etiquettes, thank you notes, discipline and punctuality, hospitality towards clients, active listening skills, non-verbal communication: personal space,

Reference Books :

1. Basic Business Communication – By Lesikar, R.V. and M.E. Flatley, New York. McGraw-Hill. Business Communication –By Nawal, Cenage India Learning.
2. Intercultural Communication for Business – By O'Rourke IV/Tuleja, Cenage India Learning, 1st Edition
3. Resume Writing & Interviews –By Munish Bhargava, Mc Graw Hill
4. Journey Towards Success Group Discussion & Personal interview –B Dr. G F Surya, Sai Jyoti Publication

Syllabus of Semester II, MBA (Integrated)

Course Code: MIT107

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Business Communication

Total Credits: 4

Course Outcomes :

1. Knowledge about the basics of Business Communication.
2. Knowledge about the various types of business letters.
3. Understanding of how to make business writing effective.
4. Awareness about the employment process communication.
5. Knowledge of the various types of corporate communications and public presentation.
6. Understanding the legal and ethical aspects of communication.

Unit I :

Overview of communication in business –Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers, Communication and organizational effectiveness, Perception and conception, Formal and informal communication systems, Communication networks and communication technology.

Unit II :

Letters-Need and functions of letter writing - Planning & layout of letter writing - - Essentials of effective correspondence, Drafting of letters and Email - Letter to the Principal ,Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters – Writing SMS Using Short hand and Symbols.

Unit III :

Effective business writing-Style, word-usage, organization, mechanics, and form (including electronic mail with attached documents) for specific objectives, Primary and secondary research for business report-writing including electronic databases, Revising and proofreading, Writing for maximum effect; using language checkers.

Unit IV :

Employment-Process Communication - Cover letter, resume, follow-up, On-line resume submittal forms, Interviewing skills (interviewer and interviewee), Listening skills, how to face a job interview.

Unit V :

Public presentation and Corporate Communication-Audience analysis, Research Organization of presentation Delivery of presentation, Nonverbal communication (including business etiquette and protocol). Meeting, Notice, agenda, Minutes & resolution, Internal Communication Memos & Circulars. Corporate Brochures, Public Relations, Press Release and Press Conference.

Unit VI :

Legal & ethical considerations: Business communicators, Equal employment opportunity, Invasion of privacy, Misrepresentation and fraud, Ethical perspectives and their implications for responsible communication, Applications of communication Group decision making, conflict & negotiation public relations.

Reference Books :

1. Basic Business Communication – By Lesikar, R.V. and M.E. Flatley, New York. McGraw-Hill.
2. Business Communication –By Nawal, Cenage India Learning.
3. Intercultural Communication for Business – By O'Rourke IV/Tuleja, Cenage India Learning,
4. Resume Writing & Interviews –By Munish Bhargava, McGraw Hill
5. Journey Towards Success Group Discussion & Personal interview –B Dr. G F Surya, Saijyoti Publication

Syllabus of Semester II, MBA (Integrated)

Course Code: MIT108

L: 4 Hrs, T: 0Hrs, P: 0 Hrs, per Week

Course: Foreign Language

Total Credits : 4

30 lectures would be conducted for the language.

Course Outcomes:

The student will have preliminary knowledge of the language and will be able to communicate to some extent. A Permanent/visiting faculty for the foreign language offered will be invited and the faculty will prepare the syllabus for 30 lectures and will teach the same.



Syllabus of Semester II, MBA (Integrated)

Course Code: MIT109

L: 4 Hrs, T: 0Hrs, P: 0 Hrs, per Week

Course : Business Statistics

Total Credits : 4

Course Outcomes :

1. The course will create awareness about the meaning, functions, scope, and limitations of statistics and its application in the business and research
2. Students will acquire knowledge of measures of central tendency like mean, mode, median, quartiles, Deciles and Percentiles etc.
3. Students will know about measures of dispersion like range, Quartile Deviation, Mean Deviation and Standard Deviation and Skewness.
4. Students will get acquainted with Correlation analysis and its applications.
5. The course will also make students learn about Regression analysis and its application.
6. The course will acquaint students with the concepts of probability and Tree Diagram .

Unit I :

Introduction, Data Condensation and graphical Methods: Meaning, functions, scope, distrust and limitations of statistics. – Statistical data collection-primary and secondary data, methods of collecting data, classification, tabulation and presentation of statistical data, Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distributions. Graphs - Histogram, Frequency polygon. Diagrams - Multiple bar, Pie, Subdivided bar.

Unit II:

Measures of Central Tendency – Introduction, Mean-Mode-median-Quartiles-Decile- percentile for raw data, frequency table and frequency table with range.

Unit III:

Measures of Dispersion and Skewness – Introduction, range, coefficient of range, inter-quartile range, quartile deviation, mean deviation, standard Deviation, variance.

Unit IV:

Correlation Analysis: Simple Correlation, Two-way Frequency distribution and Rank Correlation.

Unit V :

Regression Analysis: Introduction & meaning, Basic linear regression, numerical on regression equation of X on Y and regression equation of X on Y.

Unit VI :

Elementary Probability Theory: Types of events, Multiplication and Addition Theorems, basic tree diagram.

Text Book :

1. Business Statistics – By Dr. S.K. Khandelwal, international Book House Pvt.Ltd.

Reference Books :

1. Statistical Methods – By S.P.Gupta – S.Chand & CO.
2. J.K. Sharma - Business Statistics - Pearson Publications
3. Statistics, Theory, Methods & Applications – Sancheti & Kapoor
4. Statistical Methods – Digambarpatri
5. Business Mathematics & Statistics- By NG Das & JK Das, McGraw Hill

Syllabus of Semester II, MBA (Integrated)

Course Code: MIT110

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Financial Accounting

Total Credits: 4

Course Outcomes :

1. Understanding of the Basic concepts, pillars & terms of accounting.
2. Getting acquainted with recording of transaction in books of accounts
3. Understanding of Cash Book & importance of Bank Reconciliation Statement
4. Understanding Depreciation.
5. Getting acquainted with preparation of final accounts.
6. Getting acquainted with vertical format of final accounts.

Unit I :

Introduction: Book Keeping: - definition & objectives. Financial Accounting: -definition and Scope, objectives, advantages & limitation. Accounting v/s Book Keeping, Branches of Accounting, users of accounting information, Terms used in accounting, Accounting Principles, Concepts and Conventions.

Unit II :

Recording of transactions: Accounting Process, Journals, Ledger and Preparation of Trial Balance.

Unit III :

Cash Book & Bank Reconciliation Statement: Cash Book, Meaning, need & importance of Bank Reconciliation Statement, Preparation of Bank Reconciliation Statement

Unit IV :

Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation (WDV & SLM).

Unit V :

Preparation of final accounts of Sole Proprietor: Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business

Unit VI :

Preparation of Company final accounts : Introduction to Company final accounts such as Profit & Loss Account and Balance Sheet (vertical format)

Text Books :

1. Book-Keeping & Accountancy, Dr. S. A. Naringrekar, Maharashtra state board of secondary and higher secondary Education (state board book of Standard XI of commerce faculty).
2. Double Entry Book-Keeping, V. Wason, S. Chand (CBSE board book of Standard XI of commerce faculty).

Reference Books :

1. Financial Accounting Monga, J.R. and Girish Ahuja; Eighteenth Edition, Mayoor Paper Backs, 2003.
2. Accounting for Manager Bhattacharya, S.K. and J. Dearden; – Text and Cases, Third Edition, Vikas Publishing House, 2003.
3. Financial Accounting: Fundamental Gupta, R.L. and V.K. Gupta; Sultan Chand Publishers, 2003
4. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhry (Pearson Education)
5. Accounting Made Easy By Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)

Syllabus of Semester II, MBA (Integrated)

Course Code: MIT111

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Organisational Behaviour

Total Credits: 4

Course Outcomes :

1. Understand the basic framework of OB.
2. Understand motivation & different theories of motivation.
3. Understand Group & team Dynamics in the organisation.
4. Understand conflict & various types of conflict.
5. Understand the Organisation culture & various determinants of Job satisfaction.
6. Understand the concept of Change & processes related to Change.

Unit I :

Introduction to Organization Behaviour : Definition, Importance, Scope, Fundamental Concepts of OB, Evolution of OB.

Unit II :

Motivation: Definition, Importance, Motives – Characteristics, Classification of motives – Primary & Secondary motives, Theories of Motivation

Unit III :

Group Dynamics: Concept of Group & Team, Theories of Group Formation, Formal and Informal Groups, Importance of Team building.

Unit IV :

Conflict Management : Conflict Management: Definition, Traditional vis-à-vis Modern view of conflict – Types of conflict – Intrapersonal, Interpersonal, Intra-group and Inter-group, Constructive and Destructive conflict.

Unit V :

Organisation Culture: Organisation Climate, Factors Affecting Organisation Climate, Determinants & Measurement of Job Satisfaction.

Unit VI :

Organisation Change and Development : Characteristics & Objectives, Nature, levels of change, Pressures for change, The Domino effect, Responses to change, Force field analysis, Change process, Resistance to change, Dynamics of change.

Text Book :

1. Organisation Behaviour Text, Cases & Games : K Aswathappa, Himalaya Publishing House

Reference Books :

1. Organisation Behaviour: Luthans 8th Tata McGraw Hill
2. Organisation Behaviour: Robbins, 9th Pearson Education Asia
3. Principles of Organizational Behaviour: 4th Ed. By R. Fincham – Oxford
4. Organisational Behaviour Human Behaviour at Work: Newstrom & Davis, 10th, Tata McGraw Hill

Syllabus of Semester II, MBA (Integrated)

Course Code: MIT112

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Environment Management

Total Credits : 0

Course Outcomes :

1. Awareness about the Ecosystems and how they work.
2. Getting acquainted with disaster management.

Unit I :

Introduction and public opinion: PIL, Role of NGOs and Environmental Activism.

Unit II :

Ecosystems and how they work: Types of Eco-Systems, Geosphere – Biosphere and Hydrosphere introduction. Major issues of Biodiversity, Biosphere reserves, National Parks and sanctuaries, Natural Resources.

Unit III :

Concept of sustainability and international efforts for environmental protection: Concept of Sustainable Development, Emergence of Environmental Issues, Stockholm Conference on Environment, 1972 and Agenda 21.

Unit IV :

Natural Disasters: Floods, earthquakes, cyclones, landslides, disaster management.

Unit V :

Renewable and non-renewable resources: Defining resources, classification of resources, soil and land degradation, economic development and resources use, natural resources accounting. Energy needs, renewable and non-renewable energy resources, introduction to solar energy and its availability, wind power and its potential, hydropower as a clean source of energy, coal, oil, natural gas etc. introduction to bio fuel.

Unit VI :

Forest / Dams: Forest degradation and management, hazard based environmental issues, Fast depletion of forest resources and their regeneration, environmental issues related to Mega Hydroelectric Projects / Dams, resettlement and rehabilitation of people; its problems and concerns.

Reference Books :

1. Gupta N.C. -By Social Auditing of Environmental Law in India, edited book, New Century Publications, Delhi-2003.
2. Environmental Law and Policy in India, Cases, materials and statutes,- By Divan, Shyam and RosenCeran; Armin second edition, Oxford University Press, 2001.
3. Environmental Management -By Uberoi, N.K., Excel Books, New Delhi, 2000.
4. Environment management – By GN Pandey, Vikas Publishing House.

Syllabus of Semester III, MBA (Integrated)

Course Code: MIT201

L:4 Hrs., T:0Hrs., P:0 Hrs., Per week

Course: Managerial Economics

Total Credits : 4

Course Outcomes :

It will provide understanding the basic theoretical framework of microeconomics.

2. Understanding demand and consumer behavior
3. Understanding supply and supplier behavior
4. Understanding of various market structures & pricing policies
5. Knowledge of Business Cycle concept
6. Knowledge of Monetary & Fiscal Policy

Unit - I :

Nature and fundamental concepts : Analysis of Demand, Significance, estimation of demand; Elasticity of Demand, Techniques and Importance of Demand forecasting; Basic Mathematical Problems related to demand estimation and elasticity of demand.

Unit – II :

Consumer Function: Consumer Surplus, Cardinal & Ordinal Theory, Indifference Curve, Marginal Rate of Substitution

Unit - III :

Production & Production Function: Concept, Forms of production function, Law of variable Proportions, Returns to scale. Cost concept, Short term and long term cost output relationship, Cost curves, Economies of scale.

Unit - IV:

Market Structures: Perfect Competition, Monopoly, Monopolistic Competition & Oligopoly – kinked demand curve and cartels.

Unit V :

Business cycles: Concept, Causes & Impact, Measures to control Business cycles. Pricing: Objectives of pricing, factors involved, Cost plus pricing, marginal cost pricing, price discrimination and pricing over Life Cycle of a Product

Unit - VI :

Monetary & Fiscal Policy: Monetary and fiscal- objectives and Instruments; Inflation and Deflation, types, causes and control of inflation, Exchange Rate: Fixed & Flexible

Text Books :

1. Business Economics; Mishra &Puri, Himalaya Publishing House
2. Managerial Economics; D M Mithani, Himalaya Publishing House

Reference Books:

1. Managerial Economics : P. L. Mehta, Sultan Chand & Sons, New Delhi
2. Managerial economics in a Global economy : Dominick Salvatore, 2006, Thomson learning Press
3. Managerial Economics : Suma Damodran, Oxford University Press, New Delhi
4. Indian Economy : Mishra &Puri, 2007, Himalaya Publishing House

**Syllabus of Semester III, MBA (Integrated)****Course Code: MIT202****Course : Management Principles****L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 4****Course Outcomes :**

1. It will provide understanding of various management theories and their applications.
2. Students will understand the role of planning in the success of the enterprise.
3. Students will understand the role of organizing and learn about different organization structures and their pros and cons
4. Student will learn Various approaches to problem solving & decision making
5. Student will learn the concepts of coordination and directing and understand the different leadership types.
6. The students will learn the control processes and their importance.

Unit - I :

Introduction to Management: Nature – Function – Definition – Importance of Management – Elements of Management-Scope of Management – Is management a science or art? – Management Functions and skills – Development of Management Thought (Contribution of Taylor, Fayol, Hawthorne experiments).

Unit - II :

Planning: Concept – Nature – Importance – Types of Planning – Strategic and Operational Plans Policy, Procedures, Methods, Rules, Budget, Mission, Objectives – Process of Planning – Barriers to effective planning – Making Planning effective – Planning Premises (Concept & types).

Unit - III :

Organizing: Concept – Principles involved – Types of organization structure - Combining Jobs: Departmentalization, Span of Control, Delegation of Authority, Authority & Responsibility, Accountability - Authority, relationship – Line function and staff – Basics of delegation of responsibility and authority. Centralization and decentralization of authority and the pros and cons of each – Span of control – Pros and cons of narrow and wide spans of control.

Unit - IV :

Decision Making: Concept – Types – Approaches to Problem Solving - Steps involved – methods of decision making – Individual vs. Group Decision Making.

Unit - V :

Coordination & Directing : Importance and need for coordination – Principles of coordination – Methods of achieving effective coordination Concept of Direction – Importance – Principles – Effective supervision – Quality of work life – Morale Building – Concept of Leadership – Leadership Styles – Leadership development. A Comparative study of main features of Japanese Management and Z culture of American Companies.

Unit - VI :

Control : Concept – Planning and Control relationship – Types of control ((a) Feed forward control (b) Concurrent Control (c) Feedback Control) – Process of Control – Problems of Control Process – Requirements of Effective control

Text Book :

Principles and Practice of Management: L M Prasad, Sultan Chand & Sons educational, New Delhi

Reference Books :

1. Management Theory and Practice: P SubbaRao, Himalaya Publishing House
2. Principles of Management: Dr. Neeru Vasishth, Taxmann's Publication
3. Management Principles, Processes and Practices: Anil Bhat & Arya Kumar, Oxford Publications

Syllabus of Semester III, MBA (Integrated)

Course Code: MIT203

L: 4 Hrs, T: 0 Hrs, P: 0Hrs, per Week

Course : Cost Accounting

Total Credits : 4

Course Outcomes :

1. Awareness about basic concepts of cost accounting and Methods & Techniques of costing.
2. Ability to prepare Cost Sheet and tender.
3. Understanding reconciliation of cost & financial accounts.
4. Understanding of Job and Batch costing, operating costing
5. Understanding of Contract Costing
6. Understanding of Process Costing.

Unit I :

Introduction: Limitations of Financial Accounting, Meaning of costing and cost Accounting Objectives and Functions of cost Accounting, Advantages and Limitations of Cost Accounting, Difference between Financial and Cost Accounting, Meaning of Cost, Cost Unit & Cost Centre, Methods & Techniques of Costing.

Unit II :

Cost Sheet and Tender: Classification of Costing, Elements of Cost, Preparation of Cost Sheet and Tender.

Unit III :

Reconciliation: Reconciliation of Cost & Financial accounts, reasons of difference, Procedure for reconciliation.

Unit IV :

Introduction to Job and Batch Costing; Operating Costing: Introduction to Job and Batch costing, Operating costing (service costing)

Unit V :

Contract Costing: Definition & features, Costing of running contracts, Costing of contracts near completion, Cost plus contract.

Unit VI :

Process Costing: Process Costing, Process Losses & Gains, Valuation of Work-in-Progress.

Text Book :

1. A textbook of Cost and Management Accounting 10th Edition: M N Arora, Vikas Publishing House Pvt Ltd.
2. Management Accounting 1st Edition: Sudhindra Bhatt, Excel Books.

References Books :

1. Financial Cost and Management Accounting 2nd Edition: P. Periasamy, Himalaya Publishing House
2. Management Control System: Sekhar, TMH, New Delhi
3. Advanced Accounts Volume II: M.C. Shukla, T.S. Grewal, S.C. Gupta S. Chand and company, New Delhi.
4. Management Accounting Principles & Practice: Sharma R.K & Gupta S.K

Syllabus of Semester III, MBA (Integrated)

Course Code: MIT204

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Marketing Management

Total Credits : 4

Course Outcomes :

1. The students will have understanding of basic concepts of marketing
2. Students will be acquainted with consumer behavior and buying decision process
3. Students will have knowledge of market segmentation and positioning strategies
4. Student will acquire knowledge of basic product management
5. Students will have knowledge of pricing, IMC and distribution
6. Student will have understanding of marketing evaluation and control techniques

Unit – I :

Understanding Marketing Management: Core Concepts of Marketing, nature and concept of Marketing, Marketing Mix, Service Marketing- Introduction and 7P's of service marketing, Steps in the Marketing Process, Nature and contents of marketing plan, Scanning the Marketing environment.

Unit - II :

Consumer Behaviour: Consumer behaviour, buying decision process, organizational buying, Customer Relationship Management, marketing research and demand forecasting.

Unit - III :

Market Positioning: Market Segmentation and Targeting, Positioning & Repositioning; Marketing Strategies – Market leader and Market Challenger strategies

Unit - IV :

Product Management: Meaning of product, product classification, product levels, product policies, Product life cycle and new product development, Product differentiation.

Unit - V :

Pricing, IMC & Distribution: Pricing objectives, methods and pricing policies; Channel design and management, Understanding the communication process, managing advertising: Sales promotion

Unit - VI :

Market Evaluation and Controls: Types, process, obstacles to marketing control - Marketing Audit, Social, Ethical and Legal Issues in Marketing.

Text Book :

Marketing Management-A South Asian Perspective: Philip Kotler, Kevin Lane Keller, Prentice Hall

Reference Books :

1. Marketing Management-Planning, Implementation & Control: V.S. Ramaswamy and S.Namakumari, McMillan
2. Marketing Management: Rajan Saxena, Tata McGraw-Hill
3. Introduction to Marketing Management: Adrian Palmer, Oxford University Press.
4. Basic Marketing 15th edition: William D Perreault R, Tata McGraw-Hill

Syllabus of Semester III, MBA (Integrated)

Course Code: MIT205

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Human Resource Management

Total Credits : 4

Course Outcomes :

1. Understanding of roles and responsibilities of HR department in industries.
2. Have knowledge to understand job analysis and design jobs.
3. Understand job evaluation and estimate HR requirements.
4. Able to conduct recruitment & selection process.
5. Able to understand training methods.
6. Have clarity of employee compensation

Unit I :

Introduction of HRM: Nature, scope, objectives, Importance and functions, Evolution of the concept of HRM, Human resource management in India; Roles of HR manager, Practice in Industry

Unit II :

Job Analysis & Design : Job Analysis – Meaning, Uses, Process and methods of collecting data for job analysis, Job Description, Job Specifications, Factors affecting Job Design, Techniques of Job Design.

Unit III :

Job Evaluation and Human Resources Planning: Objectives of Job Evaluation; Advantages and Limitations of Job Evaluation, Human Resources Planning (HRP), Need and Benefits of HRP, Process of HRP, Factors Affecting HRP, Responsibility for HRP

Unit IV :

Recruitment & Selection: Factors Affecting Recruitment; Sources of Recruitment; Selection Process, Methods of selection – Interviews, Tests, Induction Program, Problems in Induction.

Unit V :

Training & Development: Introduction of Training, Objectives and Importance of Training, Classification of Training Methods/Techniques, Training Process, Reasons of Training Failure

Unit VI :

Employee Remuneration: Compensation (Direct & Indirect), Employee Benefits: Meaning, Types of Benefits & Services, Concept of Incentive Payments: Individual & Group plans, Employee Welfare & Social Security

Text Books :

1. Human Resource and Personnel Management – Text and Cases: K. Ashwathappa, Tata McGraw Hill Education Pvt. Ltd.
2. Personnel and Human Resource Management - P.Subba Rao, Himalaya Publishing.

Reference Books :

1. Human Resource Management: P. Jyothi, Publication, Oxford University Press
2. A Text Book of Human Resource Management: C. B. mamoria and S.V. Gankar, Himalaya Publishing House & Co.

Syllabus of Semester III, MBA (Integrated)

Course Code: MIT206

Course : Working on MS Office & Tally

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 0

Course Outcomes :

1. Understanding MS-Word, Excel & Power-point and their usage
2. Understanding Tally

Unit - I :

Text Processing (MS-Word): Features of Word Processor, Getting Started with MS-Word, Basic Word Processing concepts, creating a Document, Opening an Existing Document, Saving a Document, Editing and Formatting Document, Formatting Paragraph Printing a Document.

Unit - II :

Spreadsheet (MS-Excel) : Starting MS-Excel, Concepts of MS-Excel, Features of MS-Excel, Features of MS-Excel, Moving Around the Worksheet, Opening, saving a workbook, Display more or Fewer sheet Tabs, Entering Data, Undo Mistakes, Redo actions, Selecting the Cells, Editing Data, Move or Copy data within cell, Copy only value comments or cell formats, Delete Cells, Rows or Columns, Insert blank Cells, Row, Columns, Creating Chart, Printing a Worksheet.

Unit - III :

Presentation Graphics (MS-PowerPoint) : Starting MS-PowerPoint, Create a new Blank Presentation, What is Slide?, Entering Text in Slide, Editing and Formatting Text in a Slide Adding Design Template to Slide, Applying Shadow to the Text, Applying colour Scheme, Animation Effects, Slide Shows.

Unit - IV :

Tally: Gateway of Tally, Masters Data Entry, Transactions data entry, Generation of reports, Balance Sheet, P&L A/c, Cash Flow Statement, Ratio Analysis, Stock management.

Reference Books :

Computer Applications in Management, by Sarabjit Singh, Sumeet Sharma, Regal Publication, New Delhi.



Syllabus of Semester IV, MBA (Integrated)

Course Code : MIT207

Course : Entrepreneurship Development

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 4

Course Outcomes :

1. An introduction of Entrepreneurship and its importance in economy.
2. Theoretical understanding of different types of entrepreneurs and family business and understand how to make career in entrepreneurship.
3. Understand the process of idea generation and students will be able to make detailed business plan.
4. Knowledge of entrepreneurial support system and financial incentives.
5. Able to understand Entrepreneurship in India and the concept of CSR.
6. Understand the concept of Industry and ancillarization and ancillary opportunities in different economic sectors.

Unit I :

Entrepreneurship - Definition of Entrepreneurship, Traits and qualities of an entrepreneur, Innovation and incubation, Relationship with the Economic Development, Barriers to Entrepreneurship (Factors affecting Growth of Entrepreneurship).

Unit II :

Entrepreneurship Trends: Strategic Management and entrepreneurship, Forms Types of Entrepreneurship, Family Business, Career Planning, Choice of Entrepreneurship as a Career, Cases from Indian Industry.

Unit III :

Business Idea & Business Plan- Identifying & Developing Entrepreneurial Potential, Business Ideas Generation Process, and Evaluation of Business Idea. - Location decisions for Manufacturing, Retail and Services Business, Layout and Design Considerations, Build, Buy or Lease Decisions. The ED Cycle, Building the Business Plan, Venturing an Enterprise, venture capital investments.

Unit IV :

Entrepreneurial Support Systems & financial incentives - Activities of SIDBI, EDI, NIESBUD, DIC, NABARD Government policy, Agency supporting entrepreneurial development Industrial estates.- Backward area benefits, Schemes for educated unemployed, Fiscal incentives, Procurement of industrial equipment, marketing support.

Unit V :

Entrepreneurship in India - Entrepreneurship Development in India: Issues and Opportunities, Small-Scale Sector in India, the NGO Factor in EDP-INDIA, Corporate Social Responsibility (CSR): NGO's in India, Social Responsibility of Entrepreneurs, CSR.

Unit VI :

The Industry and Ancillarization: Entrepreneurship & Industry, Ancillarization, Ancillarization in India, Ancillaries & Industrial Development, Ancillary Opportunities in different Economic Sectors: Agro Industries, Logistics, BPO, Banking and Finance, Sub-contracting System, Supplier Organization Network Global Aspect of Entrepreneurship.

Text Book :

1. Entrepreneurship, Rajiv Roy, Oxford Publication

References Books :

1. Entrepreneurship 6 th edition. Robert D Hisrich, Tata McGraw-Hill.
2. Kuratko- Entrepreneurship – A Contemporary Approach, (Thomson Learning Books)
3. Small-Scale Industries and Entrepreneurship. Desai, Vasant (2003). Himalaya Publishing House, Delhi.
4. Chary – Business Gurus speaks (Macmillan)
5. S. Khanka – Entrepreneurial Development (S. Chand & Co.)

**Syllabus of Semester IV, MBA (Integrated)****Course Code : MIT208****L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : Strategic Management****Total Credits : 4****Course Outcomes :**

1. It will provide understanding of Vision, Mission & goals and other basic concepts of Strategic management
2. Students will gain knowledge of various models for internal & external analysis
3. Students will have knowledge of strategy formulation at Corporate level grand strategies
4. Students will get acquainted with Business level & functional level strategies
5. Understating of portfolio analysis model by students
6. Students will learn how to do strategic evaluation & controls

Unit I :

Strategic management - Introduction to strategic management, Strategic decision making, Strategic management process; Difference between Policy, Strategy and Tactics. Vision, Mission & goals, Hierarchy of objectives & strategies, setting of Objectives.

Unit II :

External analysis & internal analysis - Environment analysis Components of External environment, Components of Internal environment, Environmental scanning. Industry Analysis Framework for industry analysis Michael Porter's Analysis ,Usefulness of industry analysis SWOT analysis, Resource analysis- Organisation capabilities & competitive advantage ,Value chain analysis; Concept of synergy -Core competency, Competitive analysis - Interpreting the five forces model

Unit III :

Strategy Formulation Corporate level strategy: A) Growth-Concentration, Horizontal, Vertical, B) Diversification- Concentric, conglomerate. C) Expansion through Cooperation; Merger, Acquisitions, Joint ventures & strategic alliances D) Stability -Pause/proceed with caution, No change, Profit strategies. E) Retrenchment –Turnaround, Captive Company Strategy, Selling out Bankruptcy, Liquidation

Unit IV :

Business Level strategy & Functional level strategy - A) Business Level strategy- Competitive advantage, Low cost strategy, Differential strategy and Focus strategy, B) Functional level strategy Operations strategy, Marketing strategy, Financial strategy, Human Resource strategy.

Unit V :

Portfolio Approach & analysis - Portfolio analysis, advantages & disadvantages, BCG Matrix, General Electric's Business Screen,, Introduction to Balance scorecard.

Unit VI :

Strategic Implementation evaluation & Control - 7 s framework- (separate variables in details), Strategic Business Unit (SBU), Merits & Demerits of SBU; Leadership and organization culture Establishing strategic evaluation & control

Text Book :

Strategic Management: John A. Pearce II, Richard B. Robinson Jr. and AmitaMital, Tata McGraw Hill Publications

Reference Books :

1. Strategic Management: Adrian Haberberg and Alison Rieple, Oxford University Press
2. Strategic Planning & Formulation of Corporate Strategy: V S Ramaswami, S Namaumari, Publication-Macmillan, India.
3. Strategic Management: Anthony Henry, Oxford University Press
4. Strategic Management and Business Policy:AzharKazmi, Tata McGraw Hill Publications
5. Contemporary Strategy Analysis: Robert Grant, John Wiley Publications.

**Syllabus of Semester IV, MBA (Integrated)**

Course Code : MIT209

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Management Accounting

Total Credits : 4

Course Outcomes :

1. To get acquainted with basic knowledge of Management Accounting.
2. Understanding the implications of various financial ratios in decision making.
3. Getting acquainted with Fund flow & Cash flow Statement.
4. Understanding break-even & Cost-volume-Profit Analysis.
5. Understanding the concept of budgetary control and its application in business.
6. Understanding standard costing & Variance analysis.

Unit I :

Introduction:Definition and meaning, Characteristics, Scope, and Functions of Management Accounting. Difference between Financial Accounting & Management Accounting, Difference between Cost Accounting & Management Accounting.

Unit II :

Financial Statement analysis & Interpretation: Meaning of financial statement, Principal tools of analysis, Ratio Analysis - classification of various ratios, Reading the balance sheet and other financial data to comment on the financial soundness of the firm.

Unit III :

Fund Flow statement & Cash flow statement: Meaning, Uses & preparation of Fund Flow statement & Cash flow statement

Unit IV :

Marginal costing (Break-even analysis): Break-even Analysis, Assumptions & Limitations, Profit Volume ratio, Cash Break-even, Margin of safety, Angle of Incidence, graphical representation of Break-even analysis.

Unit V :

Budgeting and Budgetary Control: Definition & Meaning of budgetary system, Budgeting process, Flexible Budgeting, Cash Budgeting

Unit VI :

Standard costing & Variance analysis:Standard Costing: - Meaning, Concept, Applicability, advantages & limitations. Standard Costing Vs. Budgetary Control.Variences:-Material variances.

Text Books :

1. A textbook of Cost and Management Accounting 10th Edition: M N Arora, Vikas Publishing House Pvt Ltd.
2. Management Accounting 1st Edition: Sudhindra Bhatt, Excel Books.

References Books :

1. Financial Cost and Management Accounting 2nd Edition: P.Periasamy, Himalaya Publishing House.
2. Cost & Management Accounting 5th Edition: Ravi M. Kishore, Taxman.
3. Management Control System: Sekhar, TMH, New Delhi
4. Advanced Accounts Volume II: M. C. Shukla, T.S. Grewal, S.C. Gupta S. Chand and company, New Delhi,
5. Management Accounting Principles & Practice: Sharma R.K & Gupta S.K
6. Cost Accounting Principles & Practice: Jain Narang, PHI.

**Syllabus of Semester IV, MBA (Integrated)****Course Code: MIT210****L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : Legal Aspects of Business****Total Credits : 4****Course Outcomes :**

1. Awareness of rights of citizens with respect to trade, profession & occupation.
2. Understanding of legal aspects of formation and composition of company.
3. Clarity to form and know the legal implications of partnership firm.
4. Understanding of essential elements of contract.
5. Awareness of intellectual properties and Right to Information Act.
6. Awareness as a consumer and know the legal process of filing a consumer complaint.

Unit I :

Administration of law & legal system in India: Introduction to legal aspects of Business in general; Components of Legal System, Freedom of Trade, Profession and Occupation (Constitutional Provisions).

Unit II :

The Companies Act (1956): Definition & characteristics of a company, Kinds of Companies, Provisions relating to Registration: Memorandum of Association, Articles of Association; Concept & contents of Prospectus, Directors – Powers, position and duties. Winding Up of the Company

Unit III :

The Partnership Act, 1932: Nature, Different types of partner, Difference between Partnership & Company, Reconstitution of partnership firm, Dissolution of partnership firm.

Unit IV :

Indian Contract Act (1872): What is a contract, Different types of contract, Essential elements of a valid contract, Competency to enter in contracts (Sec. 11 & 12), Consent – Free consent, Coercion, undue influence, fraud, misrepresentation, mistake (sec 13-23), Void Agreement (sec 24-30), Consequences of breach of contract (sec 73-75).

Unit V :

Intellectual Property Rights: Scope, Provisions & overview. Right to Information Act 2005 - Scope, Provisions & overview.

Unit VI :

Consumer Protection Act: Scope, Provisions & overview. Definition of Consumer, Consumer Dispute & Consumer Complaint, Consumer Dispute Redressal machinery: Composition & jurisdiction.

Text Book :

1. A Manual of business Laws by: Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Himalaya Publishing House.

References Books :

1. Bare Acts: Govt. or Private publication
2. Mercantile Law 30th Ed.: M.C.Shukla, S. Chand & Co.
3. Business Law: N. D. Kapoor, S. Chand & Co.
4. Company Law 11th Ed.: Singh Avtar, Eastern Book Co., Lkhnow
5. Business Law 2nd Ed.: M. C. Kuchhal, Vikas Publication House, New Delhi

Syllabus of Semester IV, MBA (Integrated)

Course Code: MIT211

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Operations Management

Total Credits : 4

Course Outcomes:

1. Understanding operation strategy
2. Understanding where a facility should be located and studying layouts
3. Understanding assessment of Quality
4. Understanding how to manage inventory
5. Understanding aggregate planning & management
6. Getting a knowhow of modern manufacturing systems

Unit I :

Introduction: Introduction to Operations Management and Productivity, Operations and Competitiveness, Operation Strategy, Decision Analysis.

Unit II :

Designing Services : Characteristics of Services, Service Design Process, Waiting Line Analysis for Service Improvements. Capacity & Facility Planning: Types of Layout, Designing Layouts, Factors of Location, Location Analysis Technique,

Unit III :

Quality Management: Introduction to Quality Management, Quality Management Systems, Quality Tools, TQM & QMS, QM-Customer Focus, Role of Employee, Quality in Services, Six Sigma, Quality Costs, ISO-9000.

Unit IV :

Inventory Management: Elements of Inventory Management, Inventory Control Systems, EOQ Models, Quantity Discounts, MRP, Purchase Management.

Unit V :

Aggregate Planning: Strategies for Adjusting Capacity, Managing Demand, Quantitative Techniques for Aggregate Planning, Hierarchical Nature of Planning, Aggregate Planning for Services.

Unit VI :

Modern Manufacturing Systems: Flexible Manufacturing System, Production Planning and Control, Computer Integrated Manufacturing Systems (CMS), Advanced Production Inventory Management Systems (APIMS), Lean Production.

Text Book :

1. Operations Management Along The Supply Chain: Russell & Taylor, Wiley India

References Books :

1. Production and Operations Management: Concepts, Models, and Behavior, Ronald J. Ebert Everett E. Adam, SAGE PUBLICATIONS
2. Operations Management: SLACK & LEWIS, Michael Lewis, Nigel Slack
3. Industrial Engineering & Production Management, Martand Telsang, S, Chand
4. Operations Management Process & Supply Chains, Krajewski, Ritzman, Mailhotra, Shrivastav, Pearson

Syllabus of Semester IV, MBA (Integrated)

Course Code: MIT212

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Case Study Application

Total Credits: 0

Course Outcomes :

1. Students will get acquainted with the case study methodology of management education.
2. Students will learn to apply their knowledge of theory in real life situations.
3. Students will practice to hone their skills of problem solving using a combination of principles learnt in Finance, Human Resources, Marketing and such other subjects.
4. Students will learn to work in a group and resolving conflicts through discussions.
5. Students will learn management skills like negotiation skills, deliberation, coordination, communication, delegation etc.
6. It will give students an impetus to have a practical approach in application of their knowledge.

30 lectures would be conducted for the subject

The Institute shall allot three case studies in the area of HR, Marketing and Finance in Case study Application to each student which may be from any relevant subject of the syllabus, specialization subject or may be interdisciplinary in nature. The students are expected to solve all the case studies & the internal examiner appointed by the Director/HOD of the Institute would ask the student to explain & present these cases solved by the student.

Syllabus of Semester V, MBA (Integrated)

Course Code: MIT301

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Financial Management

Total Credits : 4

Course Outcomes :

1. Knowledge of the basics of Financial Management Concepts and understanding Time value of money.
2. Understanding of concepts of capital budgeting decisions and evaluation of projects.
3. Understanding the concept of cost of capital and making decisions regarding raising of capital.
4. Understanding the concept of Capital structure evaluation and related decisions.
5. Understanding the procedure of Working capital management and its estimation and financing.
6. Detailed understanding of mergers, acquisitions and various other types financial restructurings.

Unit I :

Introduction to Financial Management - Concept of Business Finance, Functions of Finance, scope of Finance, Role of a Finance Manager, Goals & objectives of Financial Management, Functional areas, Time Value of Money.

Unit II :

Capital Budgeting Decision - Capital budgeting - Introduction, techniques of capital budgeting —Pay Back Method, Accounting rate of return, Internal Rate of Return, DCF, Net Present Value and profitability index.

Unit III :

Cost of Capital - Concept, meaning & importance, Opportunity Cost of capital, Cost of different sources of finance, weighted average cost of capital & factors affecting cost of capital.

Unit IV :

Capital Structure - Meaning, Theories of capital structure, concept of optimal capital structure, Computation of leverages, Capital gearing & leveraging, EBIT-EPS analysis.

Unit V :

Working Capital Management - Concept of working Capital, significance, types Adequacy of working capital, Factors affecting working capital needs, financing approaches for working capital, Methods of forecasting working capital requirements.

Unit VI :

Mergers, Acquisitions and Financial Restructuring – Mergers and Acquisitions: Types, Styles of Mergers, Corporate Restructuring, Mergers and Take-overs: Indian scene

Text Book :

1. Financial Management by Dr. R. P. Rustagi, Forth revised edition, Taxmann's Publication

Reference Books :

1. Financial Management by Sheeba Kapil, Pearson
2. Financial Management by Khan & Jain, Tata Mcgraw Hill
3. Financial Management by Dr. P C Tulsian, S Chand
4. Financial Management by R P Rustagi, Galotia Publication
5. Financial Management by Ravi Kishore, Taxmann

Syllabus of Semester V, MBA (Integrated)

Course Code : MIT302

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Change Management

Total Credits : 4

Course Outcomes:

1. Understanding the framework of Change management
2. Understand various models of Change Management.
3. Understand the different OD interventions.
4. Understand impact of Change Management on organizational effectiveness
5. Understand different Change Management Strategies and Strategic Change Management.
6. Understand Globalisation & its impact on Organisation.

Unit I :

Organizational Change : an overview, Nature, levels and dilemmas of change, Types of changes, Importance of change, Pressures for change, The Domino effect, Responses to change, Resistance to change, Dynamics of change.

Unit II :

Models of Change : Characteristics of effective Change program, System model of change, Force field analysis, Continuous Change process model, Change and Transition management, Organizational Growth model.

Unit III :

Change & Organizational Development : Nature of Organizational Development, OD team and Intergroup Interventions, Structural Intervention, comprehensive interventions, organizational learning, the reality checklist, seven steps of initiating organizational learning.

Unit IV :

Managing Organizational Change : Change management Principles, Change Transition for individual Employees, Organizational Improvement process, Execution and Implementation of change improvement system, Commitment curve, Change management iceberg

Unit V :

Change Management Strategies : Introduction, definition, principles of change management strategies, Philosophies of strategic change management, steps for strategic change management, Selection of organizational change strategy

Unit VI :

Globalization and organizational change development: Development, factors promoting globalization and technology transfers, Globalization challenge for managing organizational transformation, Globalization and organizational transformation.

Text Book :

1. Organization Change and Development, Kavita Singh, Excel Books

Reference Books :

1. Organizational Change and Development, Dipak Kumar Bhattacharyya, Oxford Publication
2. Organization Change Theory and Practice, Warner Burke, Sage Publication
3. Organization effectiveness and change management, V. G. Kondalkar, PHI Learning

Syllabus of Semester V, MBA (Integrated)

Course Code: MIT303

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Consumer Behavior

Total Credits : 4

Course Outcomes:

1. Understanding of consumer behavior for developing marketing strategies.
2. Ability to understand the buying process.
3. Ability to conduct consumer research.
4. Basic understanding of consumer perception.
5. Understanding of process of Decision making.
6. Understanding the importance of research in advertising.

Unit I :

Consumer Behavior- An Overview: Introduction, Meaning, Definition, Scope, Relevance of Consumer Behavior, Development of Consumer Behavior study, Growth of Consumer Research, Consumer Behavior and Marketing Management; Consumer Decision Making, Trends in Consumer Behavior.

Unit II :

Buying Process: Reference groups, buying process, factors influencing buying decisions, models of buying behavior (Howard Sheth Model of Buying Behavior), and post purchase behavior.

Unit III :

Consumer Research, methods of research and research process, data collection techniques, sources of secondary data for marketing decisions, relevance of secondary data, marketing metrics.

Unit IV :

Individual Determination of Consumer Behavior: Consumer Perception, Internal & External Factors, The Perceptual Process, Consumer Imagery and Marketing Implication.

Unit V :

Consumer Decision Making: Consumer Decision Making- Meaning, Views, Types of Decision Making in buying, Process of Decision Making, Consumer Information Processing, Models of Consumer Decision Making.

Unit VI :

Advertising & Media Research: Importance of Advertising, Need for Advertising Research, Media Research, Copy testing Advertising Research Studies in India, Evaluation of Advertising Research, Ethics in Consumer Research

Text Book :

1. Consumer Behavior Leon G. Schiffman, Leslie Lazar Kanuk, S. Ramesh Kumar, Pearson Publication

Reference Books:

1. Consumer Behavior: Insights from Indian Market, Majumdar Ramanuj, PHI Publication
2. Consumer Behaviour, 1/e, Mukherjee Srabanti, CENGAGE Learning
3. Marketing Research, Naresh malhotra, Pearson Publication

Syllabus of Semester V, MBA (Integrated)

Course Code : MIT304

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Research Methodology

Total Credits : 4

Course Outcomes:

1. Understanding the basic fundamentals of Research Methodology
2. Ability to conceptualize research design process
3. Ability to choose sampling technique for research
4. Understanding the tools & techniques of data collection
5. Ability to design Questionnaire
6. Understanding of how to write a Project report

Unit I :

Research Methodology-Introduction: Meaning, Objectives & Types of Research, Research Process, Criteria of Good Research

Unit II :

Research Problem & Design: Selection & Techniques involved in research problem, Features & important concepts related to Research Design, Types of Research Design.

Unit III :

Sampling Design: Census & Sample Survey, Steps in Sample Design, Criteria & Characteristics of Good Sample Design, Probability & Non Probability Sampling Technique, Sampling Errors.

Unit IV :

Measurement & Scaling Techniques: Measurement Scales, Sources of errors, Tests of sound measurement, Meaning of scaling, Important Scaling Techniques.

Unit V :

Data Collection: Collection Of Primary Data, Collection Of Secondary Data, And Selection Of Appropriate Method For Data Collection.

Unit VI :

Processing, Interpretation And Report Writing: Processing Operations, Problems In Processing, Meaning Of Interpretation, Technique Of Interpretation, Different Steps In Writing Report, Layout Of The Research Report, Types Of Reports.

Text Book :

1. Research Methodology: Methods and Techniques by C. R. Kothari, New Age International Publishers.

Reference Books :

1. Research Methodology By P. Paneerselvam, Prentice Hall of India Pvt. Ltd.
2. Business Research Methods by Zikmund, Thomson Learning Books
3. Research Methodology by Dr. Deepak Chawla & Dr. Neena Sondhi, Vikas Publishing House Pvt. Ltd.

Syllabus of Semester V, MBA (Integrated)

Course Code: MIT305

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Family Business

Total Credits : 4

Course Outcomes :

1. Understanding of importance and uniqueness of family business.
2. Develop skills for successfully managing a business enterprise.
3. Understanding and dealing with various issues related to conflict in the family business.
4. Understanding the concept of family governance and importance of innovation in generating new business idea.
5. Understanding of succession planning in family business.
6. Ability to understand the concept of philanthropy.

Unit I :

Introduction to Family Business: Entrepreneurship and Family Business, Role and importance of family business; forms of organization for family business. The nature, importance, and uniqueness of family business,

Unit II :

The family's relationship with the business: Developing a strategic vision & building teamwork, Professional Management of the Family Firm, How family- business-ownership systems predictably evolve, Managing business, family and shareholder relationships including family,

Unit III :

Conflict Management: Dealing with nepotism and encouraging professionalism in the family business, Encouraging change in the family business system; Women's issues in the family business; Developing family members as family business managers and/or shareholders

Unit IV :

Formalities of launching a new venture: Human resource management and leadership perspective, the role of balanced board of directors, family governance in multigenerational family firms Getting Started: Type of startup ideas, using innovative thinking to generate business idea, internal and external analysis to identify business ideas.

Unit V :

Succession Planning: Managing succession: the leadership challenge, Managing succession and continuity; Designing effective family business boards and family governance; Practices of successful family companies and business families

Unit VI :

Building financial security and Control: Wealth management: family offices and philanthropy, Ingredients for responsible leadership; Family relations, Marketing research for the new venture.

Reference Books/ Text Books/ Cases :

1. Arora, R. and Sood, S.K. Fundamentals of Entrepreneurship and Family Business Management. Ludhiana: Kalyani Publishers.
2. Desai, V. Family-Scale Industries and Entrepreneurship. Mumbai: Himalayan Publishing House
3. Jain, R. Governance of Family Firms. New Delhi: Macmillan India Ltd.
4. Ramachandaran, K. Managing a New Business Successfully, New Delhi: Global Business Press.

Syllabus of Semester V, MBA (Integrated)

Course Code : MIT306

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Aptitude & Personality Development

Total Credits : 0

30 lectures would be conducted for the subject

Various topics related with Aptitude and personality development will be taught to students. Under aptitude development various topics will be broadly covered under sections of Quantitative methods, Data interpretation and analysis, Logical reasoning, visual reasoning etc. Interviews and group discussion will be majorly covered under personality development program.

Syllabus of Semester VI, MBA (Integrated)

Course Code: MIT307

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Quantitative Techniques

Total Credits : 4

Course Outcomes :

1. Students will have knowledge of Measures of central tendency & dispersion.
2. Students will have basic understanding of regression & correlation.
3. Students will understand formulation of hypothesis.
4. Students will understand the concept of statistical significance and types of errors.
5. Students will be application of different tests.
6. Students will be able to understand non parametric tests and their relevance.

Unit I :

Measures of Central Tendency – Mean, median, mode. Measures of dispersion - Standard Deviation, Mean Deviation, Skewness, Kurtosis

Unit II :

Regression and Correlation Analysis - Regression: Method of Least Squares, Regression Coefficient, Standard Errors of Estimate. Correlation: Types, Coefficient of Determination, Rank Correlation. The strength of association –R², Test of statistical significance of Regression Equation.

Unit III :

Introduction to Hypothesis Testing: Introduction and meaning of Hypothesis, Formulation of The Null and Alternative Hypotheses, Components of Hypothesis, Procedure, Limitations of Hypothesis testing

Unit IV :

Hypothesis Testing Test Statistic, Practical Significance Versus Statistical Significance, Decision-Making Risks- Type I Error, Type II Error, The p-Value Approach to Hypothesis Testing, Z Test – Single Mean and two mean

Unit V :

T-test - About a single, about difference of means, Paired sample, Chi Square test, One way ANOVA

Unit VI :

Non-parametric tests -Wilcoxon test, Rank test, Mann – Whitney test, Kruskal – Wallis H-test.

Text Books:

1. Research Methodology By C R Kothari (New Age International Publishers)

Reference Books :

1. Research Methodology By Dr. Deepak Chawla & Dr. Neena Sondhi (Vikas Publications)
2. Business Statistics By Dr. S K Khandelwal (International Book house Pvt. Ltd)
3. Research Methodology By R. Paneerselvam (Prentice Hall of India Pvt. Ltd)
4. Business Research Methods By Zikmund (Thomson Learning Books)
5. Marketing Research By G C Beri third edition (McGraw Hill)
6. Marketing Research By Malhotra & Dash (Pearson Publication)

Syllabus of Semester VI, MBA (Integrated)

Course Code: MIT308

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Banking & Financial Services

Total Credits : 4

Course Outcomes :

1. The Course will provide an overview of the banking system and the current scenario.
2. The students will get an understanding about the regulatory environment covering the financial services.
3. Course will develop an understanding of the financial markets and their relevance to the economic growth.
4. The students will understand the concept and working of Mutual Funds.
5. The Students will get an overview of the Insurance industry and their products.
6. The course will help the students to learn about housing finance and credit rating services.

Unit I :

Introduction to Banking: Definition of Banks and Banking-, Journey of Banking in India, Four Distinct Phases of Indian Banking-Role of banks as important aids to trade, Functions of Banks, Types of Services provided by the banks- The Indian Commercial Banking structure-Types of Banks in India- New trends in Banking Innovations in Banking-Electronic Banking

Unit II:

Regulatory Framework: Banking Regulation Act. Role of RBI, SEBI, AMFI and IRDA as a Regulatory Authority.

Unit III:

Introduction to Financial Markets-Capital Markets and Money Markets. Importance of Capital Markets-Primary and Secondary Markets: and the distinction between them - Management of IPO - Stock exchanges in India: BSE, NSE. –Money Market-Meaning and Participants-Nature and Role of money market in India, Money Market Instruments- Sub markets of Money Market-Commodity market, forex market.

Unit IV:

Mutual funds: Mutual funds – Definition, Concept of Mutual Funds –Structure of a Mutual Fund company- Advantages and disadvantages of mutual funds-Types of Mutual Fund schemes, Asset management companies -SEBI Requirements for Asset management companies (AMC), History of Mutual Fund Industry in India- Current developments in MF Industry.

Unit V:

Insurance: Insurance – Meaning, overview, Principles of Insurance -Classification of Insurance, Elements of an Insurance Contract, types – life and general- advantages, scope of growth in India.

Unit VI:

Housing Finance & Credit ratings: Housing Finance – Housing Finance in India- Institutional Structure of Housing Finance—National Housing Bank. Credit ratings – Origins, definition, advantages, credit rating agencies – global and Indian, Symbols, CRISIL, ICRA equity ratings, scope in India.

Text Book:

The Indian Financial System and Development: Vasant Desai, Himalaya Publishing house

Reference Books :

1. Indian Financial System: M Y Khan, Tata McGraw Hill
2. Principles of Bank Management: Vasant Desai, Himalaya Publishing house, Delhi
3. Financial Markets : Gorden&Natrajan, Himalaya Publishing House

**Syllabus of Semester VI, MBA (Integrated)**

Course Code: MIT309

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : E-Commerce

Total Credits : 4

Course Outcomes :

1. Understanding the concept of electronic commerce
2. To develop knowledge about requirements of building a website.
3. Knowledge of Internet marketing techniques.
4. Knowledge of Affiliate Programs.
5. Knowledge of e-CRM.
6. Understanding Legal and Ethical Issues of E-commerce

Unit I :

Introduction to Electronic Commerce: What is E-Commerce (Introduction and Definition), Main activities E-Commerce, Goals of E-Commerce, Technical Components of E-commerce, Functions of E-commerce, Adv. & Dis Adv. of E-commerce, Scope of E-commerce, Electronic commerce Applications, Various Categories of Electronic Commerce.

Unit II :

Building own website: Reasons for building own website, Benefits of website, How to pick a domain name, Registering a Domain Name, Bandwidth requirements, Cost, Time, Website Development Life Cycle.

Unit III :

Internet Marketing: Introduction, The PROS and CONS of online shopping, Branding, Internet Marketing Research, e-Mail Marketing, Promotions, e-business Advertising, internet marketing techniques, The E-cycle of Internet marketing.

Unit IV :

Affiliate Program: Introduction, how an affiliate program works, selecting an Affiliate program-Program Reward Structure, Attracting affiliates, monitoring an affiliate program, Web-site "Stickiness".

Unit V :

e-CRM: Introduction, Tracking & Analyzing Data, Personalization, Contact Centers, B2B e-CRM, Completes e-CRM solution.

Unit VI:

Legal and Ethical Issues: Double click's collecting information about web usage, ethical issues in the digital economy, cyber stalking, cybersquatting, Phishing, Skimming, Copyright, and Internet Gambling.

Text Book:

1. E-Commerce Concepts, Models, Strategies by – C.S.V Murthy

Reference Books:

2. Electronic Commerce by Elias M. Awad, Third Edition, PHI
3. E-Business & E-Commerce for Managers by Harvey M. Deitel, Paul J. Deitel, Kate, Pearson
4. E-Commerce, An Indian Perspective by P. T. Joseph, PHI
5. E-Commerce by–Kamlesh K Bajaj and Debjani Nag
6. Electronic Commerce by –Gary P. Schneider

**Syllabus of Semester VI, MBA (Integrated)****Course Code : MIT310****L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : Project Management****Total Credits : 4****Course Outcomes :**

1. To understand basic concept of project management
2. To learn about project organizational structures.
3. To build knowledge about budgeting, costing and scheduling of projects.
4. To understand project control and performance measurement techniques.
5. To learn to concepts of quality and risk management in project.
6. To understand project mapping and monitoring.

Unit I:

Introduction to Project Management- Characteristics & Objectives of Project, Project Life Cycle, Importance of Project Management, Constraints of Project, Project Portfolio Management.

Unit II:

Project Organization Structure & Defining Project- Advantages & Disadvantages of various Organization Structure used in Project. Project Scope, Project Priorities, WBS, Integration of WBS with Organization.

Unit III:

Estimating Project Time, Costs-Factors influencing quality of estimates, Top Down & Bottom Up methods of Estimating, Various Costs associated with Projects, Projects Cost –Duration Graph.

Unit IV:

Project Risk Management: Options for accelerating Projects, Risk Identification, Risk Assessment, Risk Response Development & Risk Response Control.

Unit V:

People Issues in Project Management-Network of Stakeholders, Qualities of an effective Project Manager, Five Stage Team Development Model, Building high performance project teams.

Unit VI:

Project Performance, Evaluation & Closure- Structure of Project Monitoring Information System, Project Control process, Monitoring Time performance through Gantt Chart, Types of Project Closure.

Text Book:

1. Project Management: 5th Edition by Clifford F. Gray, Erik W. Larson, McGraw Hill

Reference Books:

1. Project Management: Jeffrey Pinto, Pearson
2. Project Management: Rory Burke, Wiley India
3. Project Management, S Chowdhary, McGraw Hill
4. Project Management: V C Sontakki, Himalaya Publishing House
5. Project Management: Arun Kanda, PHI

Syllabus of Semester VI, MBA (Integrated)

Course Code: MIT311

L: 4 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : General Studies

Total Credits : 0

30 lectures would be conducted for the subject

It will include Newspaper readings, Business Magazine, Business articles, Business quiz. Subject will enhance the knowledge of students with respect to external world.



Syllabus of Semester VI, MBA (Integrated)

Course Code: MIP301

L: 0 Hrs, T: 0 Hrs, P: 8 Hrs, per Week

Course : Project

Total Credits : 4

The student is required to choose any one specialization and conduct a research on a topic related to the specialization. The topic is chosen in consultation with the student's guide. It is mandatory for the student to seek advance approval from the faculty guide about the topic before commencing the project work. The student must submit the completed project report and make an oral presentation of the same at the end of the semester. Through the project, the student is expected to furnish evidence of competence in understanding varied aspects of the topic selected and a deep understanding of the specialty area.



**SYLLABUS OF FORTH & FIFTH YEAR (SEMESTER VII TO IX), MBA (INTEGRATED)
SPECIALIZATION : ENTREPRENEURSHIP AND FAMILY BUSINESS**

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code : MIT401-1

Course : Family Business Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of shareholders priorities.
2. A basic idea about roles of people in succession planning.
3. An idea about HUF and Muslim law.
4. An understanding of Valuation of Family Businesses.
5. An understanding of importance of strategies in family business.
6. An idea about the current trends.

Unit I :

Ownership of an Enterprise Built to Last: Shareholder Priorities, Responsibility of shareholders, Values and Principles, Effective Governance

Unit II :

Succession and Transfer of Power: Role of CEO, Transfer of Power, Exit styles, Role of CEO spouse, Implications.

Unit III :

HUF & MUSLIM LAW: Distinctive features of HUF, Mode of Creation of HUF, and Amendments in Hindu Succession Act, Muslim Law

Unit IV :

Financial Considerations and Valuation of The Family Business: Financial measures that matter, financial statement analysis, the dupont approach to return on equity (roe), what is your business worth? Business Valuation and valuation Methods, nonfinancial returns and costs not captured by business valuation.

Unit V :

CREATING A STRATEGY: Strategic Planning and Family Business, The Zero Sum Family Dynamics, Stages of Business Development, Life cycle stages influencing Family Business Strategy, creating value with unique business model.

Unit VI :

CURRENT TRENDS IN FAMILY BUSINESS: Innovation Introduced, Inclusion of new businesses, ecommerce in family business.

Reference Books :

1. Family Business, Ernesto Poza, Third Edition, Cengage Learning
2. Family Business Management, by Dr. Kanchan Naidu, Prof. Kanak Wadhvani, HPH
3. Family business in India- Sudipt Dutta, Sage (1997)
4. The Keys to Family Business Success-Leslie, Sam Lane, Joe Paul, Darrell Beck and William Roberts: Aspen Family Business Group
5. Who moved my cheese? , Dr. Spencer Johnson, Random House
6. IM OK YOU'RE OK, Thomas A. Harris

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-2

Course : Advance Management Accounting

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits: 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of absorption costing and activity based costing.
2. An understanding of limiting factors in decision making.
3. An understanding of differential costing in decision making.
4. An understanding of the concepts of transfer pricing.
5. An understanding of the concept of working capital.
6. An understanding of management audit functions.

Unit I :

Traditional Vs. ABC: Traditional absorption costing, Activity based costing, difference between the traditional and ABC ways, relevance of ABC.

Unit II :

Key Factor (Limiting) Decision Making: Decision making based on key (limiting) factor of cost – material, labour etc.

Unit III :

Incremental & Differential Costing: Decision Making – Make or Buy, New vs. Old Machinery / Equipment, Accept or Reject.

Unit IV :

Transfer Pricing: Concept, Variable Cost Method, Total Cost Method, Market Price Method, Negotiated Price Method.

Unit V :

Working Capital Management: Working Capital Management & Receivables Management

Unit VI :

Audit of Management Function: Audit of Production, Finance, Materials Management, Sales & Distribution, HR Functions.

Reference Books :

1. Cost and Management Accounting, M. N. Arora, Vikas Publication
2. Management Accounting 1st Edition: Sudhindra Bhatt, Excel Books.
3. Management Control System: Sekhar, TMH, New Delhi
4. Advanced Accounts Volume II: M.C. Shukla, T.S. Grewal, S.C. Gupta S. Chand and company, New Delhi.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-3

Course : Purchase & Materials Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of basic concepts in purchase management.
2. An understanding of purchasing procedures.
3. An understanding of vendor management process.
4. An understanding of principle of materials handling and evaluation of material handling performance.
5. An understanding of concepts of inventory management.
6. An understanding of TQM, JIT and SCM.

Unit I :

Purchase Management: Overview, Purchase organization, Ethical Concepts in purchases, Purchase Parameters, purchase Methods.

Unit II :

International Purchasing: Problems, Role in supply chain, documents used, International purchasing procedures.

Unit III:

Vendor Management: Vendor Evaluation - factors, advantages, parameters. Vendor management process.

Unit IV:

Materials Handling: Handling Principles, handling costs, unit load concept, flow pattern, material handling equipment's, evaluation of materials handling performance, safety in materials handling.

Unit V:

Inventory Management: Types of Inventory, Costs Associated with Inventory, Inventory Control, Selective Inventory Control, Economic Order Quantity, Safety Stocks, Inventory Management Systems, Forecasting Techniques, Material Requirement Planning.

Unit VI:

Modern trends in Materials Management: Purchasing vs. Supply management, TQM and Quality Certifications, JIT, SCM.

Reference Books :

1. Purchasing and Materials Management, P Gopalkrishnan,
2. Materials Management – An Integrated Approach, P Gopalkrishnan, M. Sundaresan, PHI.
3. Materials Management, Procedures, Text and Cases, A K Datta, PHI.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-4

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Industrial Marketing

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of industrial and buyer markets and their differences.
2. An understanding of segmentation, Target and Positioning of products.
3. An understanding of the process of industrial communication.
4. An understanding of competitive bidding and terms and conditions of payments.
5. An understanding of various channels of doing business as well as of international industrial marketing
6. An understanding of importance of negotiation, concepts of BATNA & ZOPA

Unit I :

Industrial Markets: Introduction to industrial markets, understanding industrial buying & buyer behavior, difference between consumer and industrial sales, buyer seller relationship

Unit II :

Segmentation, Target and Positioning: Industrial Marketing intelligence and marketing research, industrial Market segmentation, target marketing and positioning, product strategy and new product development, Building brands in business market industrial marketing through ecommerce

Unit III :

Industrial Communication: Industrial communication and direct marketing, managing personal selling, ABC analysis of industrial customers, deployment of sales force (allocating sales force to territories and customers), management of major and national accounts

Unit IV :

Cost – Benefit Analysis: Cost benefit analysis, competitive bidding pricing policies, role of leasing, leasing Vs. purchase, commercial terms and conditions in industrial marketing, terms of payments (TOP), government regulations

Unit V :

Industrial Business – Various Channels: Industrial business through ecommerce, doing industrial business by exploiting various channels like trade exhibitions, associations, referrals, selecting and managing intermediaries & middleman. International industrial marketing – legal aspects, risks involved, pricing and payment terms.

Unit VI :

Negotiation: Introduction and importance of negotiation, fixed pie and value addition models, introduction and explanations of BATNA (Best alternative to a negotiated agreement) & ZOPA – (Zone of possible agreement)

Reference Books :

1. Industrial Marketing: by Krishna K Havaldar –publisher, McGraw Hill Publication.
2. Industrial Marketing: Robert R Reeder, Second edition, PHI publications
3. Negotiation Genius: by Deepak Malhotra, Harvard business School publications

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code : MIT401-5

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Business Tax Planning

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. A basic understanding about the different forms of organization.
2. A basic understanding of computation of Income under the head Business / Profession.
3. A basic idea about the incomes exempt from tax and deductions.
4. A basic idea about the working of service tax.
5. A basic understanding of CST and VAT.
6. A basic understanding about the chargeability of customs and excise duty.

Unit I :

Forms of Organization: Sole Proprietorship, Partnership, Limited liability partnership, Joint Stock company; Rules , regulations and benefits related to different forms of organisations.

Unit II :

Income from Business & Profession: Provisions relating to computation of Income under the head Business / Profession.

Unit III :

Income exempt from Tax and Assessment: Deductions. Set off and carry forward of losses, TDS, Self - Assessment tax, Filing of return..

Unit IV :

Service Tax: Provisions of law and procedures; Various Services covered under Service Tax.

Unit V :

VAT and CST: Concept, Applicability, Procedures involved and implications of the VAT, Introduction to CST.

Unit VI :

Central Excise & Customs: Basis of chargeability of duties of central excise-goods, manufacture, Classification and valuation of excisable goods - specific issues and case studies; Nature of customs duty , Types of customs duty , classification for customs and rate of duty, Valuation for customs duty , Provisions regarding baggage.

Reference Books :

1. Direct Taxes: Ahuja, G. K. & Gupta, Ravi, Bharat Law House.
2. Direct Taxes: V K Singhanian, Taxmann Publication.
3. Indirect Taxes: Datey V. S., Taxmann Publications, New Delhi.
4. Corporate Tax Planning, V K Singhanian, Taxmann Publication.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-6

Course : Managing Human Capital

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. A basic understanding of delegation of responsibilities and values practiced by leaders.
2. A basic understanding of Appraisal and Training and Development practices.
3. A basic understanding concepts of role clarity, managing role conflicts etc.
4. A basic idea of the laws related to payment of wages, PF and ESI.
5. A basic idea of the laws related to Social security of workers.
6. A basic understanding of relevance of professionalization of HR Practices in FB.

Unit I:

Leadership & Delegation Management: Types of Leadership, Values practiced by the great leaders, Delegation of Powers & Responsibilities, Dealing with Negative People and Use of Whip

Unit II:

Human Resource Practices: Selection, Compensation & Equity, Training & Development, Appraisal, and Problems associated in maintaining equity.

Unit III:

Role of HR in Family Business: Control & Collaborate; Role Confusion, Role Conflict, Role Clarity, Handling Leadership Pipelines, Bringing Family Members on Board; Addressing Problems

Unit IV:

Law of Wages: The Laws of Wages: Payment of Wages Act, Employee PF and Misc Provisions Act, Employee State Insurance Act.

Unit V:

Law of Workers Social Security: The Laws of Workers Social Security: Employees Compensation Act, The Laws of Industrial Relations: Factories Act, Industrial Disputes Act, 1947.

Unit VI:

Institutional Overlap: Founders Dilemma Family or Business and Coping Mechanisms, Professionalization of HR Practices in Family Business

Reference Books :

1. Exceptional Entrepreneurship (Real Life Lessons from Business Leaders) by LPP (2006)
2. The Keys to Family Business Success-Leslie, Sam Lane, Joe Paul, Darrell Beck and William Roberts: Aspen Family Business Group
3. Legal Aspects of Business, Daniel Albuquerque

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-7

Course : Product & Brand Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of basic concepts of product.
2. An understanding of new product planning and competitor analysis.
3. An understanding of Pricing and channel strategy.
4. An understanding of basic concepts of brand management.
5. An understanding of brand extensions and strategies.
6. An understanding of branding in different sectors.

Unit I:

Introduction to Product: Product: Basic Concepts, Classification of Products, Managing Product Issues, Difference between Consumer Products and Industrial Products, Consumer Adoption Process.

Unit II:

New Product Planning: Defining competitive set, Category Attractiveness Analysis, Competitor Analysis.

Unit III:

Pricing Strategy: Personalizing Marketing, Pricing Strategy, Channel Strategy

Unit IV:

Branding: Brand Positioning, Brand Image and Brand Equity, Brand Loyalty and Brand Analysis, Value Addition from Branding, Brand-Customer Relationship.

Unit V:

Managing Brands: Brand Selection, Brand Creation, Brand Interventions and Brand Extensions, Brand-Product Relationship, Brand Strategies.

Unit VI:

Branding in Different Sectors: Industrial Branding and Positioning of Industrial Products and Services, Branding in Retail and Service Sector, Marketing Research in Product and Brand Management Areas.

Reference Books :

1. Strategic Brand Management: Building, Measuring, and Managing Brand Equity, Kevin L. Keller, Pearson Education.
2. Product Management, Ramanuj Mazumdar, PHI Learning Pvt. Ltd
3. Managing Brand Equity by Aaker D: Free Press.
4. The New Strategic Brand Management: Jean-Noel Kapferer, Kogan Page.
5. Strategic Brand Management by Richard Elliot: Larry Percy, Oxford University Press, India.
6. Brand Positioning: Strategies for competitive Advantage: Sengupta, Tata McGraw-Hill.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-8

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Entrepreneurial Finance

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. An understanding of various sources of finance.
2. An idea about the working of SSIs and their financing requirements.
3. An understanding of the loan documentation.
4. An understanding of the process of preparation of project financing report.
5. An understanding and utility of Business Plan.
6. An idea about credit rating and the importance of credit rating.

Unit I :

Sources of Finance: Bank Finance – Term Loan, CC Limit, OD Limit, Loan against pledge, Unsecured Loan, Venture Capital Funding, Crowd Funding, Debentures, Equity Shares, PE Funding.

Unit II :

Small Scale Industries: Meaning, importance, growth of SSIs, Regulatory requirements, Special financing needs, issues & implications. IPO platform for SMEs.

Unit III :

Loan Documentation: Documents for processing of loan – project report, constitution details, promoters, fixed assets, material and various sanctions, approvals and clearances.

Unit IV :

Project Financing: Preparation of Project Financing Report – Components of Report, Market, Technical and Financial Feasibility, Appraisal of term loans by Financial Institutions.

Unit V :

Business Plan: Preparation of Business Plan – Feasibility studies, Appraisal of Business Plan by Venture capital and PE Funds.

Unit VI :

Credit Rating & Insurance: Credit rating by rating agencies like CRISIL, CARE, ICRA to assess the credit worthiness of small enterprise, Benefits of credit rating; Different insurances for business.

Reference Books:

1. Introduction to Project Finance: H R Machiraju, Vikas Publications
2. The Perfect Business Plan made Simple: William Lasher, Random House
3. The Business Plan Workbook: Collin Barrow, KPI
4. Small-Scale Industries In India: Problems And Policy Initiatives: K. Vijayarani, K. R. Vijayarani, Susan F. Hensonow, Intl Specialized Book Service Inc.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT401-9

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Logistics Management

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. A basic understanding of importance of logistics in marketing.
2. A basic understanding of integration of logistics and the barriers to integration.
3. A basic understanding of the application of IT in logistics.
4. A basic understanding about transportation and warehousing.
5. A basic understanding of store house operations.
6. A basic understanding of logistical measurement.

Unit I :

Elements of Logistics Management: Underlying philosophy, supply chain and competitive performance, Marketing and logistics interface, work of logistics.

Unit II :

Integrated logistics: Operational objectives, barriers to integration, logistical performance cycles,

Unit III :

Information & Forecasting: Designing LIS applications, information architecture, application of IT, forecasting process, characteristics, approaches.

Unit IV :

Transportation & Warehousing: Principles, Participants, modal characteristics, transport economics, Role of warehousing, warehouse design, types and strategies.

Unit V :

Storehouse operations & Control: Organizing, store location & layout, store keeping, physical verification, Security & Safety.

Unit VI :

Logistical measurement: Dimensions, Internal performance measurement, asset measurement, quality measurement, perfect order, external performance measurement.

Reference Books:

1. Logistics Management, Rakesh P. Singh, Satish C. Aliawadi, PHI.
2. Logistics Management, Ailawadi Satish C. & Singh P. Rakesh, PHI Learning Pvt. Ltd.
3. Logistic Management: a Competitive Advantage for the New Millennium, Kunal Sharma, Global India Publications.

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code: MIT401-10****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course: International Business****Total Credits: 3****Course Outcomes :**

At the end of the course students will have:

1. An understanding of nature of international business and approaches.
2. An understanding of business environment.
3. An idea about the modes of entering international business.
4. An idea about global trade and trends in exports.
5. An idea of working of foreign exchange markets and exchange rate determination.
6. An idea of the corporate and business level strategies.

Unit I:

International business: Introduction, Evolution, Nature of International Business, stages of Internationalization, International Business Approaches

Unit II:

International Business Environment: Social and Cultural Environment, Technological Environment, Economic environment, Political environment

Unit III:

Modes of Entering International Business: Modes of Entering International Business International Business Analysis, Modes of Entry: Exporting, licensing, franchising, contract manufacturing, management contracts, turnkey projects, FDI, Mergers and Acquisitions, Joint Ventures.

Unit IV:

International Business - Size and Growth: Global Economy, Integration of Global Trade, Trends in Exports, World Import Trend, Global Balance of Trade.

Unit V:

Exchange Rate Management: Basic Concepts – Balance of Trade, Balance of Payments, Exchange Rate Theory (Purchasing Power Parity), Working of Foreign Exchange Markets, Determination of Rate of Exchange, Role of RBI, Introduction To FEMA.

Unit VI:

Strategic Management: Corporate level strategies , Business Unit level strategies , Selection of best strategy, Ethics and Global business, Location decisions.

Reference Books :

1. International Business: P. Subba Rao, Himalaya Publishing House
2. Business Policy and Strategic Management, William F. Glueck, McGraw-Hill.
3. International Business: John S. Hill , Managing Globalization
4. International Business: Francis Cherunilam, Wheeler Publishing , New Delhi.
5. International Business: P. Subba Rao, Himalaya Publishing House

SPECIALIZATION : FINANCE**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code: MIT402-1****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : Financial Services Management****Total Credits : 3****Course Outcomes :**

1. The students will come to know the various financial services available in the economy for business.
2. They will gain knowledge about lease financing and its evaluation.
3. They will get knowledge about Factoring and forfeiting services and calculating the factoring costs.
4. They will gain knowledge about securitization and the steps involved.
5. They will come to know about venture capital funding and the venture investment process.
6. They will gain knowledge about Merchant Banking services and credit syndication.

Unit I:

An overview of the Financial Services: Introduction, Functions of financial services, types, Financial Markets, Evolution of Financial Services in India.

Unit II:

Lease Financing: Features, Constituents of Leasing Industry, Advantages, Types of Leasing, Accounting treatment, Leasing In India, Numericals on Evaluation of Lease.

Unit III:

Factoring & Forfeiting: Process of factoring, Functions, Advantages, Types, Export Factoring, Forfeiting, Numerical on costs of factoring.

Unit IV:

Securitization: Introduction to securitization, Process, Types of Securitisation, Credit enhancement, Effects of securitization on Balance Sheet, Current scenario, Legal Framework.

Unit V:

Venture Capital & Private equity: Introduction, Types of Venture Capital Fund, Venture Capital Financing, Venture Investment Process, Investment valuation, Investment nurturing, Status of venture capital in India, Regulatory Framework.

Unit VI:

Merchant Banking: Introduction, Functions, Credit Syndication, Issue Management, Merchant Bankers' Regulations.

Text Book:

1. Financial Services and Markets – Dr.Punnithavathy Pandian, Vikas Publishing House.

Reference Books:

1. Financial Management (Text, Problems & Cases), M. Y. Khan & P. K. Jain, McGraw Hill 2012.
2. Financial Management (Theory, Concepts & Problems), Dr.R.P.Rustagi. Taxmann's, 4th Edition
3. Fundamentals of Corporate Finance, Robert Parrino & David Kidwell, Wiley India.
4. Fundamentals of Financial Management, Eugene F. Brigham, Joel F. Houston, Brigham Houston, 12th Edition.

**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code: MIT402-2****Course : Commercial Banking in India****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. This course will provide insights into the crucial role played by the banking sector in the economy
2. The students will understand the regulatory structure of Indian Banking
3. The Course will give an understanding of the functions of a commercial bank and its deposit portfolio.
4. The students will understand the deployment of Funds by the banks in various Assets.
5. The students will understand the special structure of Balance Sheet and Profit and Loss account and learn to analyse the performance of the bank
6. The students will understand the International Banking Standards followed by the Indian Banks and also the techniques of Risk Management in Banks

Unit I :

Meaning and Definition of Banking; Evolution and History of Banking in India; The Role of Banks in the Financial System; Financial Intermediation by the Banks; The Indian Banking Structure-Types of Banks in India; Concepts of Banking-Unit Banking, Branch Banking, narrow Banking, Universal Banking; Channels of Banking-Branch Banking-Online Banking, Mobile Banking, Digital Wallets.

Unit II :

The Regulatory Structure of Banking –The Banking Regulation Act 1949The Central Bank-Functions of a central Bank; The Reserve Bank of India Functions and powers of RBI; RBI-the Monetary Policy and Reserve Ratio Requirements; An overview of other Laws Governing Banks.

Unit III :

Commercial Banks: Scheduled, non-Scheduled Banks, Functions of a Commercial Bank-Primary, Secondary and Agency functions; General Utility Services, Other Ancillary Services; Fund Transfer: RTGS, NEFT, IMPS- Products: Types and sub types Term deposits –calculation of interest and maturity value - Non Residential Indian Deposits, Foreign Currency Deposits-KYC Norms.

Unit IV :

Investment Policy of a Bank; Credit Creation-Loan Products – Fund Based and Fee Based; Types of Fund Based credit –Based on Nature (Business Loans and Retail Loan Products), Tenure, Purpose and Security ; Non Fund Based Credit-Letter of Credits, Guarantee Issued, Indemnities. RBI's Guidelines to Banks for advances and NPAs

Unit V :

The Financial Statements of Banks- Form A and Form B-The Structure of Balance Sheet and Income Statement; Schedules to the Financial Statements; Off Balance Sheet items; Analysis of Bank's Financial Statements: Ratios

Unit VI :

Capital Adequacy Norms-BASEL I, II and III. Risk Management in Banks-Liquidity Risk, Interest Rate Risk and Credit Risk-Asset Liability Management in Banks.

(Numerical questions will be based on units 3, 4 5 and 6)

Text Book :

1. Banking Products and Services (Indian Institute of Banking and Finance)
2. Bank Financial Management (Indian Institute of Banking and Finance)

Reference Books :

1. Banking Theory and Practice by P.K. Shrivastava
2. Retail Banking by Indian Institute of Banking and Finance

**Syllabus of Semester VII - IX, MBA (Integrated)**

Course Code: MIT402-3

Course : Mergers & Acquisition & Corporate Restructuring

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have

1. Understanding of the different forms of corporate restructuring and mergers and acquisitions, basic concepts of mergers & acquisitions, reasons of M&A as well as reasons of failure of M&A.
2. Understanding of methods of Valuation of Corporates
3. Understanding of process of valuation of Synergy
4. Understanding of process of appraisal of M & A.
5. Understanding of takeover defenses – Preventive as well as Active.
6. Awareness about the takeover code, current developments etc.

Unit I :

Mergers & Acquisitions: Forms of Corporate Restructuring, Different forms of M&A. M&A Process, Participants in the M&A Process, Post closing Integration, Due Diligence, Reasons for failure of M&A.

Unit II :

Methods of Valuation of Firms: Various approaches to Valuation, Role of Valuation, DCF Model, Equity Valuation Model, Firm Valuation Model.

Unit III :

M & A Synergies: Meaning, Types, Sources of Synergy, Valuation of Synergy, Factors destroying Synergy

Unit IV :

Post-Merger Performance Appraisal: Post Merger Appraisal using various ratios.

Unit V :

Takeover Defenses: Friendly vs. Hostile Takeovers, Takeover defenses, Preventive Anti-takeover measures, Corporate Charter amendments, Golden Parachute, Active Anti-takeover defenses, Regulation of Takeovers in India.

Unit VI :

Current Developments: Takeover code, Recent Mergers and Acquisitions, Divestments etc.

Text Books :

Mergers and Acquisitions: Rajinder S. Aurora, Kavita Shetty & Sharad Kale, Oxford University Press.

Reference Books :

1. Mergers and Acquisitions: Strategy, valuation & integration, Kamal Ghosh Ray, PHI.
2. Mergers, Acquisitions & Takeover, Machiraju H. R., New Age International (P) Limited, Publishers.
3. Corporate Restructuring- Mergers, Acquisition and other forms, D. Das, Himalaya Publishing House.
4. Corporate Restructuring through Disinvestment: An Indian Perspective, Harjit Singh, New Age International (P) Limited, Publishers.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT402-4

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Security Analysis

Total Credits : 3

Course Outcomes :

At the end of the course students will have

1. Understanding about various aspects of investments & its various avenues.
2. Understanding the meaning and various money market instruments.
3. Understanding the meaning of capital markets with respect to primary and secondary ones.
4. Understand the thumb rules of analyzing security market to reduce risk & enhance returns.
5. Understanding different tools of Fundamental analysis.
6. Understanding different indicators to assess the "Technical Condition" of the market.

Unit I :

Investment scenario and security markets- Investor life cycle and investment goals, Investment options available and their comparison, investment constraints.

Unit II :

Money Markets: Introduction and overview of money markets, Money markets instruments-T-Bill, Commercial paper, Certificate of deposits, Call and short Notice money markets. Tools for managing liquidity in the money markets.

Unit III :

Capital markets: Introduction and history of capital markets, Overview of Primary and Secondary markets, Scams and various capital market reforms.

Unit IV :

Risk & Return analysis: Definition and Measures of return and risk – historical rates calculation, Expected rates, required rate of return, risk free rate of return, & measurement of risk in portfolio context

Unit V :

Fundamental Analysis: Concept, & process of fundamental analysis, Economy analysis, sector analysis, company analysis, Tools and techniques of fundamental analysis, business cycle and industry life cycle analysis. Analysis of growth companies.

Unit VI :

Technical Analysis: Concept of technical analysis, Assumptions, advantages and challenges; fundamental Vs. technical analysis, Tools and techniques for analysis; Dow theory, basic types of charts, Price patterns, Trendlines, moving averages and advanced technical tools.

Text book :

Investment Management-Security Analysis & Portfolio Management: by V. K. Bhalla, S. Chand.

Reference Books :

1. Investment Analysis and Portfolio Management: by Prasanna Chandra, Tata McGraw Hill
2. Publishers 1/E, 2002
3. Investment Science: David G. Luenberger, Oxford Univeristy Press.
4. Financial Management: R. P. Rustagi, Galgotia Publication House.
5. Investment: William Sharpe (PHI)
6. Security Analysis and Portfolio Management: V. A. Avadhani, Himalaya Publishing House

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code : MIT402-5****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : International Finance and Trade****Total Credits : 3****Course Outcomes :**

At the end of the course students will have

1. Understanding the nature and modes of International Finance and the complexities of its functions that differentiate them from domestic financial functions.
2. Understanding various exchange rate mechanism and importance of IFM.
3. Understanding the various aspects of the foreign exchange market and with the varieties of transactions taking place therein.
4. Understanding the various types of exchange rate risk/ exposure and also how they can be assessed.
5. Understanding different sources of funds to be raised from the international financial market to finance the assets and finding out the factors taken into account while selecting a particular source of funds.
6. Understanding the Current Exim policy and its various regulations.

Unit I :

Introduction to International Finance: Increasing Interdependence in the Global Economy, Trends in International Trade and Cross-Border Financial Flows, India in the Global Economy, Recent Developments in Global Financial Markets, Liberalization, Integration and Innovation, Challenges of International Financial Management, Gains from International Trade and Investment.

Unit II :

International Monetary System: Exchange Rate Mechanisms, History of Monetary Systems -Gold Standard, Gold Exchange Standard, Bretton Woods System, Post Bretton Woods System, European Monetary System, Recent Developments.

Unit III :

The Foreign Exchange Market: Meaning & concept, Structure and the Participants, Types of Transactions, Mechanics of Currency Dealing, Exchange Rate Quotations, Quotes for various kinds of merchant transactions.

Unit IV:

Exchange Risk Management: Defining Foreign Exchange Exposure, Measuring Foreign Exchange Exposure, Classification of Foreign Exchange Exposure (Transactions Exposure, Translation Exposure, Operating Exposure), and their measurement.

Unit V:

International Financial markets & Instruments Origin, instruments in the international markets, players, resource mobilization, equity instruments, Debt instruments, Euro credit syndication.

Unit VI:

EXIM Policy & Regulations: Historical Perspective, Objectives, Highlights of the Current Policy, trade regulations governing Imports/ Exports & letter of credit.

Text book :

International Financial Management by Vyuptakesh Sharan, Sixth Edition, PHI.

Reference Books :

1. International Financial Management by A.K.Seth, Galgotia Publishing Company.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT402-6

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Project Planning & Financing

Total Credits : 3

Course Outcomes :

At the end of the course students will have :

1. Understanding of the process of screening of projects and Feasibility studies.
2. Understanding of the process of evaluation of projects using capital budgeting tools.
3. Understanding of the various risks attached to a project and how the same are managed.
4. Ability to prepare Project Report and Business Plan, Loan Documentation and Appraisal of Loan Proposals by the Financial Institutions.
5. Awareness and procedures about various sources of finance.
6. Awareness about characteristics and special needs of SSIs.

Unit I :

Introduction to Project Management: Planning: Generation & Screening of project ideas, Market & Demand Analysis, Technical Analysis, Financial estimates & projections.

Unit II :

Evaluating the Project: Nature and significance, techniques of evaluation –Pay Back Method, Accounting rate of return, Net Present Value and profitability index.

Unit III :

Analysis of Risk: Risks attached to the project (A review of project risks identification, allocation, and management).

Unit IV :

Project Report and Business Plan: Preparation of Project Financing Report – Components of Report, Appraisal of term loans by Financial Institutions. Business Plan:Preparation of Business Plan – Feasibility studies, Appraisal of Business Plan by Venture capital and PE Funds.

Unit V :

Sources of Finance : Bank Finance – Term Loan, CC Limit, OD Limit, Loan against pledge, Unsecured Loan, Venture Capital Funding, Crowd Funding, Debentures, Equity Shares, PE Funding.

Unit VI :

Financing of small scale industry - Meaning, importance, growth of SSIs, Special financing needs and sources, issues & implications.

Text Books :

Project Management: Shilpi Jauhari & S. K. Chaturvedi, Himalaya Publishing House

Reference Books:

1. Project Planning Analysis, Selection, Implementation and Review: Prasanna Chandra, TMH
2. Financial Management – Theory Concepts & Problems: Dr. R. P. Rustagi, Taxmann.
3. Project Management and Control: Narendra Singh, Himalaya Publishing House
4. Financial Management: Rajiv Shrivastava and Anil Mishra, Oxford Publications.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT402-7

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Corporate Taxation

Total Credits : 3

Course Outcomes:

At the end of the course students will have:

1. Awareness about basic concepts of Income Tax, Total Income, Agricultural Income etc.
2. Ability to calculate Income from Business/Profession.
3. Understanding of T.D.S., Tax Calculations, Set off & Carry Forward of losses, filing of return etc.
4. Basic understanding of indirect taxation - Central Excise & Customs
5. Basic understanding of indirect taxation - VAT (Sales Tax)
6. Basic understanding of indirect taxation - Service Tax.

Unit I :

Definition of Income & Assesse: Previous year, Assessment year, Gross total income, Total taxable income, Residential status, Agricultural income.

Unit II :

Income from Business & Profession: Provisions relating to computation of Income under the head Business / Profession.

Unit III :

Income exempt from tax & Assessment: Deductions. Set off & Carry forward of losses, TDS, Self- assessment tax, Filing of return.

Unit IV :

Central Excise Laws & Customs Laws: Basis of chargeability of duties of central excise- goods, Manufacture, Classification and valuation of excisable goods- specific issues and case studies; Nature of customs duty, Types of customs duty, Classification for Customs and rate of duty, Valuation for customs duty, Provisions regarding baggage.

Unit V :

VAT: concept, Applicability, Procedures involved and implications of the VAT, Introduction to CST.

Unit VI :

Service Tax: Provisions of law and procedures; Various Services covered under Service Tax.

Reference Books :

1. Direct Taxes: Ahuja, G. K. & Gupta, Ravi, Bharat Law House.
2. Indirect Taxes: Datey V. S., Taxmann Publications, New Delhi
3. Direct Taxes Law & Practice: Bhagwati Prasad, WishwaPrakashan.
4. Income Tax, Bombay: Kanga, J. B. and Palkhivala, N. A., N. M. Tripathi.
5. Direct Taxes Law and Practice: Singhania V. K., SinghaniaKapil, Singhania Monica,
6. Taxmann Publications, New Delhi.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT402-8

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Derivatives & Risk Management

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. Knowledge about the basic concepts of Risk Management.
2. Knowledge about the Mechanism of the Futures Market, the various types of Futures, strategies and purposes of these contracts.
3. Knowledge about the Mechanism of the Options Market, the various types of Options, strategies and purposes of these contracts.
4. Understanding of the Financial Swap Market, Various types of Swaps and Purposes of these contracts.
5. Understanding of the Concept of VaR and its purpose.
6. Understanding of the various types of Insurance and use of insurance as a risk management tool.

Unit I :

Introduction to Risk Management: The meaning of risk, How risk is managed, Limitations of Risk Management, Corporate Risk Management, Approaches to Risk Management, The Process of Risk Management, Techniques of Risk Management.

Unit II :

Mechanics of the Futures Market: Meaning and Definition, Types of futures, Mechanism of the Futures Market, Motives behind using Futures, Stock and Index Futures, Currency Futures, Interest rate Futures, Commodity Futures.

Unit III :

Options: Concept of Options, American and European Options, Option pricing models, Exotic Options

Unit IV :

Financial Swaps: The Concept of Swaps, Interest rate swaps, Currency swaps, Pricing of Swaps.

Unit V :

Value at Risk: The Concept of VaR, How VaR is calculated, Uses and limitations of VaR.

Unit VI :

Introduction to Insurance - Life and Non-Life: Meaning and Nature of Insurance, Classification of Insurance, Elements of an Insurance Contract, various types of Life and Non-Life Insurance. (SELF LEARNING)

Text Book :

Derivatives – Valuation and Risk Management: David A. Dufresne & Thomas W. Miller, Oxford University Press.

Reference Books :

1. Derivatives and Risk Management: Rajiv Shrivastava, Oxford University Press.
2. Options, Futures & Other derivatives: by John C. Hull, Pearson.
3. Financial Management: Theory Concepts & Problems by Dr. R. P. Rustagi, Taxmann.
4. Insurance & Risk Management: Dr. P. K. Gupta, Himalaya Publishing House

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT402-9

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Portfolio Management

Total Credits : 3

Course Outcomes :

At the end of the course students will have

1. Understanding about security analysis & Portfolio Management and various aspects of investments & its various avenues, Also trying to understand the thumb rules of analyzing security market to reduce risk & enhance returns.
2. Understanding the implications of the efficient market hypothesis
3. Understanding the importance of capital market theory for investment analysis.
4. Understanding the concept of Optimum Portfolio Selection & Revision.
5. Understanding the various measures available for performance management.
6. Understanding different schemes and constitution & management of Mutual Funds.

Unit I :

Introduction to Portfolio Management: Introduction, Traditional and Modern Approach, Fundamental principles of portfolio management, Portfolio risk management through diversification, portfolio creation and measuring portfolio efficiency.

Unit II :

Efficient capital markets Hypothesis: Need, EMH – forms, tests and results, Implications of efficient capital markets; Random walk Hypothesis, Indian Markets and Efficiency,

Unit III :

Capital Market theory - Background, risk free asset, Markowitz portfolio theory, the market portfolio; capital asset pricing Model, systematic and unsystematic risk, CML, SML; Arbitrage pricing theory – empirical test of APT, Stability of beta.

Unit IV :

Optimum Portfolio Selection & Revision –portfolio diversification, Optimal portfolio selection, portfolio revision & its techniques, transaction cost, portfolio monitoring & rebalancing, issues in portfolio rebalancing and selection & revision of equity portfolios

Unit V :

Performance measurement - Concept, Measures available–Treyner, Sharpe, Jensen, performance attribution analysis and Measuring market timing skills.

Unit VI:

Mutual funds and AMCs: concept, origin and growth of mutual funds, constitution & management of MFs – Sponsors, Trustees, AMCs, and custodians; Classification of mutual fund schemes, advantages and disadvantages in mutual fund schemes, NAV and pricing of mutual fund units; State of mutual funds in India.

Text book:

1. Investment Management-Security Analysis & Portfolio Management: by V. K. Bhalla, S. Chand.

Reference Books:

1. Investment Analysis and Portfolio Management: by Prasanna Chandra, Tata McGraw Hill Publishers 1/E, 2002
2. Investment Science: David G. Luenberger, Oxford Univeristy Press.
3. Financial Management: R. P. Rustagi, Galgotia Publication House.
4. Investment: William Sharpe (PHI)
5. Security Analysis and Portfolio Management: V. A. Avadhani, Himalaya Publishing House

**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code: MIT402-10****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Course : Management Control System****Total Credits : 3****Course Outcomes :**

At the end of the course students will have:

1. Understanding of Management Control system and subsystems.
2. Understanding of concept of responsibility Centre.
3. Understanding of Transfer Pricing.
4. Understanding of MCS in Service Sector.
5. Understanding of MIS and ERP.
6. Understanding of principles governing various types of Audit.

Unit I:

Definition and Concept of Management Control, Subsystems of Management control-Strategic Control, operational control and task control, Functions of management accountant and controller, Impact of changing business environment on management accounting and control systems, Requisites for designing and implementing management control systems. Goal congruence – cybernetic paradigm of Grissinger – functions of the controller.

Unit II:

Responsibility Centers – Types of Responsibility centers – Expense Center, Profit Centers and Investment Centers – Budgetary Control as a tool for Management Control System – Engineered, Discretionary and Committed Costs. Approaches to Budgeting w.r.t. Engineered and Discretionary costs, Bench marking and total cost management.

Unit III:

Transfer Pricing (Market Based and Cost Based): Related numerical problems – return on Investment, Economic Value Added, Capital Budgeting and Ratio Analysis as a tool to Management Performance Measurement.

Unit IV:

Management control system in service sector vis-à-vis in manufacturing sector. Financial and Non- Financial Performance measures w.r.t. balance score card (Rock Water's Model)

Unit V:

MIS- Management Information System & ERP

SPECIALIZATION : HUMAN RESOURCES**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code: MIT403-1****Course : Advanced Organisational Behavior****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits: 3****Unit VI :**

Introduction to Audit Functions as a control tool covering financial audit, internal audit and Cost Audit- management audit – principles and Objectives.

Text Book :

1. Management Control System : 10th Edition – Anthony and Govindrajana, Tata McGraw Hill

Reference Books :

1. Practical Auditing : B. N. Tondon
2. Management Control System: Kirby

Course Outcomes :

1. To understand how Motivational theories are applied in organisations.
2. To understand power and political behavior in organisations.
3. To understand what is leadership and theories of leadership.
4. To understand Work Stress and its management for individuals and organisations.
5. To understand the basics of transactional analysis.
6. To understand application of transactional analysis in an organisational setting.

Unit I :

Applied Motivational Practices–Types of Organisational Rewards, Job Design, Factors affecting Job Design & its approaches. Model of Job Design, Behavior Modification.

Unit II :

Power & Political Behavior– Dynamics & Indicators of Power, Sources of Power, Power Tactics, Politics & Political Behavior in Organisation.

Unit III :

Leadership - Nature and Definition, Difference between Leaders & Managers, Leadership Styles, Theories of Leadership.

Unit IV :

Work Stress: Meaning and definitions, Work stress model, stressors, sources of stress, individual and group level stressors, organisational stressors, extra-organisational stressors, daily hassles, outcomes, burnout. Strategies for stress management: individual, organisational. Stress and Performance.

Unit V :

Transactional Analysis - Ego states and their identification, Types of Transactions, Positions of change, Child, parent & adult.

Unit VI :

Application of Transactional Analysis: Using transactional analysis in the workplace, Transactional analysis and communication, Transactional analysis and leadership, Using TA in negotiations.

Text Book :

1. Organisational Behaviour - K. Aswathappa, Himalaya Publishing House.

Reference Books :

1. Organisational Behaviour -Fred Luthans, McGraw- Hill Publishing co. ltd.
2. Organisational Behaviour - Robbins, Prentice hall of India
3. Organisational Behaviour -Koontz, McGraw- Hill Publishing co. ltd.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-2

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Recent Trends in HRM

Total Credits : 3

Course Outcomes :

1. Students will know the Employee Engagement Practices to be fruitfully adopted in an Organization.
2. Students will know to ascertain the prevalence of OCB and its contribution towards organization.
3. Students will be able to analyze long term performance drivers through Balance Scorecard.
4. Students will be able to understand about the relevance of CSR from HR perspective.
5. Students will know the best practices to acquire and retain the talent workforce in the organization.
6. Students will understand about the current developments and recent trends in the field of Human Resource

Unit I :

Employee Engagement: Concept, Benefits, Activities under Employee Engagement, Employee Engagement towards Sustainability, Models of Employee Engagement.

Unit II:

Organization Citizenship Behavior: Concept, Benefits, Antecedents of Organization Citizenship Behaviour, Factors of Organization Citizenship Behaviour, Evaluating Organization Citizenship Behaviour at Workplace, and Measures to Encourage Organization Citizenship Behaviour at Workplace.

Unit III:

Balance Scorecard: Concept, Perspective in Balance Scorecard, Framework of Balance Scorecard, HR & Balance Scorecard

Unit IV:

Corporate Social Responsibility: Role of HR in Corporate Social Responsibility, Employee Engagement through Corporate Social Responsibility, Activities under Corporate Social Responsibility.

Unit V:

Talent Management Concept, Evolution of Talent Management, Process, Best Practices in Talent Management, Talent Management and its relation with Succession Planning.

Unit VI:

Other Concepts: Quality of Work Life, Work Life Balance, Workplace Ostracism, Emotional Intelligence, HR Outsourcing, recent developments and Trends

Reference Books:

1. Working with Emotional Intelligence, Daniel Goleman, Publisher, Bloomsbury
2. Personnel and Human Resource Management: text and Cases, P. Subba Rao, Himalaya Publishing House
3. Human Resource and Personnel Management - Text and cases, K. Aswathappa, McGraw- Hill Publishing co. ltd.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code : MIT403-3

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : HR Audits & Analytics

Total Credits : 3

Course Outcomes :

1. To understand the basics of HR Audit.
2. To understand the how to audit different HR Practices in different dimensions.
3. To understand the HR Audit Methodology and presentation of the report.
4. To understand the basics of HR Analytics.
5. To understand what the prerequisites for HR Analytics are.
6. To understand in detail the process of HR Analytics.

Unit I :

Introduction to HR Audit –Good HR Practices, Good HR practices and Business improvement, Impact of HR practices on employee productivity and organizational effectiveness, impact of good HR practices: the Indian experience, HRD and organizational effectiveness, elements of good HRD, approaches to evaluate the HR function and its impact, need for HR Audit, HRD Audit: Basic concepts, Need, Role, Overview of Methodology.

Unit II :

HRD and HR Audit –Strategies: Human Resource Strategies At The Corporate Level, Auditing HRD Strategies, Culture: Organizational Culture, Auditing HRD Culture And Values, Structures: Current Structures And Structural Alternatives, Auditing The Structure, Systems: HRD Systems And Subsystems, Auditing HRD Systems, HR Department: HRD Competencies, Challenges, Professionalism In HR- Myths, Priorities, Lessons, Future Strategies, Auditing HRD Competencies, Auditing The Styles Of Top Management.

Unit III :

HR Audit Methodology and Issues – HR Audit Methodology: Questionnaires, interviews, observation, Measuring Business Impact and Establishing the HRD Score Card, Writing the HRD Audit report, Measuring Business Impact, Designing and Using HRD Audit for Business Improvement,

Unit IV :

Introduction to HR Analytics – Basic framework of HR Analytics, analytics value chain, Analytic Model, training value application model, assessment, developmental experiences, financial connections, Human Capital data utilization, turning data into information.

Unit V:

Prerequisites for HR Analytics—Preparing for an Analytics Unit, Ten Steps for an Analytics Unit, Structure and Team Building, Developing an Analytics Culture, Research, designing and delivering reports. Process management, making an impact, preparation, Efficiency measures, effectiveness measures.

Unit VI:

Predictive Analytics in Action – Data: ownership and forms, First Step: Determine the Key Performance Indicators Second Step: Analyze and Report the Data Relationships, Optimization, and Predictive Analytics, Predictive Analytics, Interpreting the Results, Predicting the Future Structural Equation Modeling.

Reference Books :

1. HRD Audit; T. V. Rao; SAGE Publication
2. Predictive Analysis for Human Resources; Dr. Jac Fitz-enz John R. Mattox II; Wiley Publication
3. The New HR Analytics; Dr. Jac Fitz-enz; AMCOM

**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code : MIT403-4****Course : Training & Development****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. Understanding the Function of Training & Development followed in the organizations.
2. Understanding identification of training needs, design & evaluation of training programs.
3. Understand the design of Training programs & different training programs.
4. Understand importance & methods of Management Development
5. Understand the various tools used for effective training.
6. Understand the Cost associated & evaluation of Training program.

Unit I :

Training, Development & Learning – Nature & Significance of training, Scope & Objectives of training, Benefits of training, Principles of Adult Learning, Difference between Training, Development & Learning.

Unit II :

Training Need Analysis - Identification of training needs, Thayer & McGhee Model, Areas of training, Responsibilities for providing training,

Unit III :

Training Design & Methods of Training - Perspectives for Designing Training, methods of On the Job Training & Off the Job Training,

Unit IV:

Management Development: Concept & Importance of Management Development Programs (MDP's), Steps in MDP's, Prospective pitfalls, Methods and Techniques of MDP's.

Unit V:

Tools for Effective Training - Teaching aids and techniques, Audio-visual aids, Skills of an Effective Trainer: Communication skills, Knowledge, Training styles, Power of Body Language, Developing creativity.

Unit VI :

Cost of Training & Evaluation of Training – Direct & Indirect Cost, Measurement of training effectiveness, Models of Training evaluation, Training in Indian & International Organisation.

Mini Project will be done by students for understanding Training Function in the organization.

Text Book :

Training and Development by G. P. Naik published by Excel Books, New Delhi in September 2007

Suggested Readings:

1. Effective Human Resource Training and Development Strategy – Dr. B. Rathana Reddy Publication –Himalaya Publication House
2. Human Resource and Personnel Management – Text and cases, K. Aswathappa, Publication - McGraw-Hill Publishing co. Ltd
3. Human Resource Management , Tenth Edition, Gary Dessler, Publication-Pearson Education

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-5

Course: Human Resource Planning

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits: 3

Course Outcomes :

At the end of the course students will have :

1. Understanding of the topical issues faced by the organization in HR planning.
2. Understanding of HR forecasting process.
3. Understanding of Downsizing & Restructuring.
4. Ability to understand HRP in succession management.
5. Understanding of Strategic HR planning.
6. Ability to appreciate latest HR trends in an industry.

Unit I :

Human Resource Planning: HRP-an overview, objectives, Significance, need, Models of Business strategy, Strategic HR Planning Model.

Unit II :

HR Forecasting Process: Meaning & benefits of HR forecasting, Key personnel required, Determining net HR requirements, Ascertaining HR supply, labour wastage analysis, Forecasting techniques, Types, Live Industry project to study forecasting techniques of organizations.

Unit III :

Concept of downsizing & restructuring: Need of downsizing, the decision of downsizing, concept of "survivors" of downsizing, Impact & consequences of downsizing, Effective downsizing and restructuring strategies, Handling psychological and labour issues in downsizing.

Unit IV :

HRP & Succession Management: Concept & importance of succession management, Evolution & Process of succession management, Management developments methods, Role of employee in succession management, HRP & Retention management

Unit V:

Strategic HR Planning : Strategies and HR practices, Mergers & Acquisitions : Concept of merger & acquisition, 360 degree impact of merger & acquisition, Cultural issues in mergers, HR planning for mergers & acquisitions, Changes brought in various HR issues.

HRP & Downsizing & Restructuring:

Unit VI :

HRP and outsourcing, current trends in HR Planning: Development of HR planning, Controlling attrition, Scope & overview.

Text Book :

1. Strategic Human Resources Planning: Monica Belcourt, Kenneth J. Mc Bey; Ying Hong, Margaret Yep.

Reference Books :

1. Effective Succession Planning: William J. Rothwell; Amacom
2. Human Resource Planning: John Bramham; Universities Press
3. Strategic Human Resource Management: Rajeesh Vishwanathan; Himalaya Publishing House

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-6

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course: Industrial Relations

Total Credits: 3

Course Outcomes:

1. Students will understand about current Industrial Relation Legislative Proposals and Impact of Labour Laws on Human Resource Management.
2. Students will understand the importance and practices to be adopted for workers participation and Collective Bargaining.
3. Students will know about Industrial Relations and Grievance Redressal Procedure.
4. Students will be able to get in-depth knowledge of important areas of Social Security Measures for employees.
5. Students will know about the working of State, National and International Labour Organization.
6. Students will get a better understanding about the Functions & Working of Offices Attached To Labour Ministry

Unit I :

Industrial Relation and Industrial Democracy: Definition and concept of industrial relation, basic facts, scope, aspects & ideologies of Industrial relations, Approaches to Industrial relations.

Unit II :

Collective Bargaining: Definition, importance, types ,prerequisites of effective collective Bargaining & Collective Bargaining in India; Workers Participation: Concept & meaning, Aims & objective, Forms & levels of participation, conditions essential of working of the scheme.

Unit III :

Grievances & Disputes: Nature, causes, settlement procedure of Grievances, Industrial Disputes, causes, remedial & prevention measures. Consequences of Industrial disputes on Industry & Society. Significance of Peace & Harmony to Industrial Productivity & progress

Unit IV :

Employee's Social Security: Aims of social security measures, methods of providing social security, benefits to workers - social assistance and social insurance

Unit V :

ILO & Functions of Working of Offices Attached To Labour Ministry: ILO: Constitution, working & impact of ILO on Labour Legislations in India, ILO convention & recommendations.

Unit VI :

Functions & Working of Offices Attached To Labour Ministry: Directorate: General of Employment & Training; Labour Bureau; Welfare Commissioners; Various committee constitute by the Government of India (Ministry Of Labour).

Text Book :

1. Dynamics of Industrial Relations: Mamoria & Mamoria, Publisher: Himalaya Publishing House

Reference Books :

1. Essentials of Human Resource Management & Industrial Relation: P. SubbhaRao, Publisher: Himalaya Publishing House.
2. Industrial Relations: C. S. Venkata Ratnam, Publisher: Oxford University Press

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-7

Course : International HRM

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course the students will have :

- 1) Understanding International Business Overview, Multinational Corporations
- 2) Ability to Become acquainted with Cultural literacy in context of IHRM
- 3) Understanding of Domestic versus International HRM Planning
- 4) Ability to understand Macro and Micro level sources of recruitment
- 5) Understanding of global training and development, Compensation benefits
- 6) Understanding of Shift in Industrial relations and International HRM

Unit I :

Introduction: to International Resource Management Scope of international HRM, Cultural Literacy and Cultural awareness: essentials, advantages, cultural skills for co-operative advantages. Factors affecting International HRM. Comparative Employment Policy-Concept, significance, the Cultural Approach-Power Distance (PDI), Uncertainty avoidance (UAI), Individuality (INV), Masculinity (MASC), Long-Term Orientation.

Unit II :

Business Management of Global Companies- Characteristics of domestic and global companies, HRM approaches and strategic planning in global organizations. Roles of International HR Manager, Developing Global Literate Leader.

Unit III :

International Staffing-Recruitment, selection, hiring, training and development, career planning, succession planning, retention. Expatriation, Inpatriation, Flexpatriation. Cultural and Reality shock, Reverse-Cultural Shock.

Unit IV :

Work Culture of various economies-The comparative approach to HRM in America, Japan, India and UK. National culture, HRM and other employee related values and practices in these economies.

Unit VI :

Challenges and strategies in IHRM: Challenges with respect to Demographics, Diversity, Occupational Shifts, Workforce Scarcity, Quality, Economy, Technology, Retention, Mergers, Acquisitions and Lay-offs. IHRM Strategies.

Unit V :

International Compensation-Principles of International Compensation, Methods and practices of International Compensation, International Compensation and employee satisfaction.

Text Book :

1. International Human Resource Management: Monir Tayeb, Oxford University Press.

Reference Books :

1. International Human Resource Management: P. Subba Rao, Himalaya Publishing House
2. International Human Resource Management: K. Aswathappa & S. Dash, Tata McGraw Hill
3. International Human Resource Management: Tony Edwards & Chris Rees, Pearson Education

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-8

Course : Performance and Compensation Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. Understanding of basic concepts of Performance management system.
2. Understand parts of Performance management.
3. Understanding of basic concept of Compensation Management.
4. Knowledge of impact of behavioral dimension of compensation.
5. Better understanding of relationship between compensation and performance.
6. To understand incentive determination and innovations in compensation.

Unit I :

Performance Management: Concept of performance management, process of performance management system, types of appraisal method, rating errors during appraisal.

Unit II :

Parts of Performance: Management: Planning employee performance, monitoring & mentoring performance, stocktaking performance and potential

Unit III :

Introduction to Compensation Management: Role of Compensation in Organization, Definition, Objectives, Principles and Importance of compensation, Ethical Issues, Compensation in India.

Unit IV: Behavioral Dimension of Compensation Management: Factors influencing effective compensation management, motivational issues in compensation, organizational justice and compensation, impact of compensation on employee behavior, consequences of dissatisfaction with compensation.

Unit V :

Rewarding Performance: Approaches to rewarding performance, Strategic Compensation: Pay-for-performance programmes, meaning and types of incentive plans, essential characteristics of effective incentive plan and its limitations.

Unit VI :

Quantitative Tools and Innovation in Compensation: Variable Compensation, Retirement Plans, Employee Benefits – gratuity, PF, DA. Incentive Determination, Overtime Wages, Merit Practices, Economic Value Added.

Text Books :

- 1) Compensation Management – Tapomoy Deb, Excel Books.
- 2) Compensation Management – Dipak kumar Bhattacharyya, Oxford Publications.

Reference Book :

- 1) Compensation – Milkovich, Newman, Venkata Ratnam, Mc Graw Hill Education.
- 2) Performance Management: Prem Chadha, Publication – Macmillan

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT403-9

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Labour Laws

Total Credits : 3

Course Outcomes :

1. Students will have the ability to understand Industrial Relations and Grievance Redressal Procedure.
2. Students will get detailed insights about the laws governing terms and conditions of employment
3. Students will have the knowledge of laws governing the wages of employees.
4. Students will be able to get the knowledge of important areas of Legislation relating to governing factories, shops & establishments.
5. Students will have in depth knowledge of welfare measures extended towards employees during mishap or maternity.
6. Students will have in depth knowledge of important areas of Legislation relating to Social Security Measures.

UNIT I :

Industrial Disputes: Definition, Nature of Industrial Disputes, Authorities under the Act, Dispute Settlement Machinery, Industrial Disputes Act, 1947.

UNIT II :

Laws governing terms and conditions of employment : Industrial Employment (Standing Orders) Act, 1946, Contract Labour (Regulation & Abolition) Act, 1970

UNIT III :

Laws governing wages and Trade Unions: Minimum Wages Act, 1948, Payment of Wages Act, 1936, Trade Unions Act. 1926

UNIT IV:

Laws governing welfare I: Factories Act, 1948, Shops and Establishments Act

UNIT V:

Laws governing social security I: Employees Provident Funds and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948,

UNIT VI :

Laws governing social security II: Payment of Gratuity Act, 1972, Employees' Compensation Act, 1952

Text Book :

1. Labour and Industrial laws: P. K. Padhi, Publisher: Eastern Economy Education.

Reference Books :

1. Industrial Jurisprudence & Labour Legislation: A. M. Sarma, Publisher: Himalaya Publishing House
2. Taxmann's Labour laws: Taxmann Publications Pvt. Ltd.

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code : MIT403-10****Course : Organisational Theory: Structures and Design****L: 3 Hrs, T: 0 Hrs, P : 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. To understand the basics of organizational theories and structure.
2. To understand the dimensions of organizational structure. Determinant of structure: Strategy
3. To understand determinants of organizational structure: size and technology
4. To understand determinants of organizational Structure: environment and power-control
5. To understand the various organizational design options.
6. To understand the contemporary issues in organizational theory.

Unit I :

Overview of Organizational Theories-Definition and importance, The Evolution of Organizational Theory - Type 1 Theorists, Type 2 Theorists, Type 3 Theorists, Type 4 Theorists, Organizational Effectiveness - Importance, Approaches: Goal-Attainment, Systems, Strategic-Constituencies, Competing-Values.

Unit II:

Dimensions of Organizational Structure - Complexity, Formalization, Centralization. Determinants of Structure - Strategy - Definition, Types; Classifying strategic dimensions, Chandler's Theory, Contemporary Theory, Limitations.

Unit III:

Determinants of Organizational Structure: Size and Technology - Organizational Size - Definition, Advocates and criticism, Dimensions of organizational structure and the size imperative. Technology - Definition, Contributions of Woodward, Perrow and Thompson, Influence of industry and size, Technology and Structure.

Unit IV:

Determinants of Organizational Structure: Environment and Power-control - Environment - Definition, Contributions by various researchers, The Environmental imperative - advocates and criticism, The environment-structure relationship. Power-control - Strategic choice, challenges to the contingency perspective, the roads to power, synthesizing the power-control view, Implications of the power-control view.

Unit V:

Organizational Design: Choosing the right structural Form -Organizational Design Options - The case for standard configurations, Common elements in organizations, different types of organizational structures. Bureaucracy - definitions, dysfunctional consequences of bureaucracy. Adhocracy - The matrix, Theory Z, The collateral form, the network structure.

Unit VI :

Applications: Contemporary issues - Managing the Environment - Internal strategies, External strategies, Guidelines for managing environment. Managing Organizational Change - Model for managing organizational change, managing conflict - Sources of organizational conflict, resolution techniques, Managing Organizational culture, managing organizational evolution.

Applications of Organizational Theory: Cases in organization theory.

Text Book :

Organization Theory: Structures, Designs, and Applications; 3rd Revised Edition; Stephen Robbins, Mary Matthew; Pearson Education.

Reference Books :

1. Organizational Theory, David Crowther, ?Miriam Green
2. Understanding Organizations: Organizational Theory And Practice; Madhukar Shukla, Prentice Hall.
3. Organization Theory and Design, Richard L. Daft; Cengage India

SPECIALIZATION: MARKETING

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-1

Course: Integrated Marketing Communication

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits: 3

Course Outcomes :

At the end of the course, the student shall develop:

1. Understanding of basics of Marketing Communication
2. Ability to build Marketing Communication Plan
3. Understand the creative process in Marketing Communication
4. Understand Message execution process.
5. Understand Media Management and Planning.
6. Ability to make media calculations and media schedule.

Unit I :

Introduction to Marketing Communication Concept; Functional areas of Marketing Communications; How does marketing communication work. Concept of brand-customer touch points.

Unit II :

Concept of Integrated Marketing Communication planning process-identifying target audience, analyzing SWOT, determining marketing communication objectives, developing strategies and tactics, setting the budget and evaluating effectiveness. Concept of internal marketing.

Unit III :

Creative Concept and Messages; the message strategy brief, the creative process,

Unit IV :

Message Execution; Message storytelling, tone and style, copy writing, message consistency, the consistency triangle.

Unit V :

Media planning, media classification, media strengths and weaknesses, Audience management and measurement, out of home media, product placement.

Unit VI :

Media targeting, media profiles, CDI-BDI Determination, calculating reach and frequency, GRP and TRP concept and calculation, IMC media mix, calculating media cost, media scheduling.

Text Book :

1. Principles of Advertising and IMC: Duncan, Tom. - McGraw Hill.

Reference Books:

1. Integrated Marketing Communications: Pickton, D. and Broderick, A. - Prentice Hall.
2. Using advertising and promotion to build brands: Blyth, J. - Pearson
3. Advertising management by Jethwaney: Pub by Oxford.
4. Building the Indian Brand: Kapoor, MacMillan

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-2

Course : Brand Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

Upon successful completion of the course, students should obtain the following learning outcomes:

1. Students will able to describe and identify all the components of Brand Management.
2. Students will able to identify and establish brand positioning. Students will know different brand elements and will able to determine brand elements for a new product.
3. Students will able to understand the leveraging of secondary brand knowledge to build brand equity.
4. Students will able to develop brand equity measurement system and will able to measure the sources and outcomes of brand equity.
5. Students will able to understand the design, implementation and evaluation of branding strategies.
6. Students will able to understand how to manage brands over time and over geographic boundaries.

Unit I :

Brands and Brand Management: What is a brand? Why do brands matter? Can anything be branded? What are the strong brands? Branding challenges and opportunities, brand equity concept, strategic brand management process The customer based brand equity: Brand knowledge; building a strong brand, brand-building implications.

Unit II :

Brand Positioning: Identifying and establishing brand positioning, positioning guidelines, defining and establishing brand values, internal branding. Choosing Brand Elements to Build Brand Equity: Criteria for choosing the brand elements, options and tactics for brand elements.

Unit III :

Designing Marketing Programs to Build Brand Equity: New perspective on marketing, product strategy, pricing strategy, channel strategy. Leveraging Secondary Brand Knowledge to Build Brand Equity: Conceptualizing the leveraging process, company, country of origin and other geographic areas, channels of distribution, co-branding, licensing, celebrity endorsement, sporting, cultural, or others events, third party sources.

Unit IV :

Developing a Brand Equity Measurement and Management System: The brand value chain, designing brand tracking studies, establishing a brand equity management system. Measuring Sources of Brand Equity: Qualitative research techniques, quantitative research techniques. Measuring Outcomes of Brands Equity: Capturing market performance, comparative methods, holistic methods.

Unit V :

Designing and Implementing Branding Strategies: The brand-product matrix, brand hierarchy, designing a branding strategy. Introducing and Naming New Products and Brand Extensions: New products and brand extensions, advantages of extensions, disadvantages of brand extensions, understanding how consumers evaluate brand extensions, evaluating brand extension opportunities.

Unit VI :

Managing Brands over Time: Reinforcing brands, revitalizing brands, adjustments to the brand portfolio.

Managing Brands over Geographic Boundaries and Market Segments: Rationale for going international, advantages of global marketing programs, disadvantages of global marketing programs, standardization versus customization, global brand strategy, building global customer – based brand equity.

Note : Underlined topics are for self-study.

Text Book :

1. Strategic Brand Management: Building, Measuring, and Managing Brand Equity, Kevin L. Keller, Pearson Education.

Reference Books :

1. Strategic Brand Management, Richard Elliot, Larry Percy, Oxford University Press, India.
2. Managing Brand Equity, Aaker D., Free Press.
3. The New Strategic Brand Management, Jean-Noel Kapferer, Kogan Page.
4. Brand Positioning: Strategies for competitive Advantage, Sengupta, Tata McGraw-Hill.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-3

Course : Industrial Marketing

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. Basic understanding of various dimensions of industrial marketing
2. Understanding of Organizational buying behavior
3. Understanding of Strategy formulation in Industrial market
4. Understanding of Channel Structure in Industrial markets
5. Understanding of Pricing for Industrial Products
6. Understanding of Promotion and advertising for Industrial products

Unit I :

Dimensions of Industrial Marketing: The Industrial Marketing system and the Industrial Marketing concept, Industrial goods demand and product characteristics market levels and product types, the industrial customer, buyer motives business and institutional buyers. Industrial Marketing Vs. Consumer Marketing Relational approach to Industrial Marketing- The Nature of Industrial Demand & Industrial Customer

Unit II :

Organizational Buying: BUYGRID MODEL, phases in purchasing decision process & their marketing implications, Buying centers, value analysis & vendor analysis. Factors influencing Organizational Buying: Buying Roles; Organizational Buying Decision Process; Environmental & organizational Influences

Unit III :

Strategy formulation in Industrial market: Industrial market segmentation, Target marketing & positioning, Developing product strategy, Strategic innovation and new product development

Unit IV :

Channel Structure for Industrial Products: Geographical, size, operating characteristics – manufacturers' and sales agents – Brokers - Channel Logistics

Unit V :

Pricing for Industrial Products: Price Determinants, Pricing Objectives - Price Decision Analysis – Breakeven analysis – net pricing – discount pricing – trade discounts – geographic pricing – factory pricing – freight allowance pricing – Terms of Sale – Outright purchase – Hire-purchase – Leasing

Unit VI :

Promotion for Industrial products: Developing Industrial sales force, planning organizing and controlling the selling function, meaning advertising ,sales promotion and publicity strategy Sales appeal – Publicity & sponsorships – Trade shows – exhibits – Catalogs – Samples – promotional letters – Promotional novelties

Text Books :

1. Industrial marketing by Robert R. Reeder – PHI publications

Reference Books :

1. Industrial marketing by P K Ghosh – Oxford Publications
2. Industrial Marketing Research by Cox. F. (Jr.) John-Willey & Sons
3. Industrial Marketing by Fisher L Business Books

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code: MIT404-4****Course : Retail Management****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. Student will be able to understand the context and concept of Retailing
2. Student will be able to handle responsibilities in operating Retail functions
3. Student will be able to reach a Point of Decision and help the management in making scientific and informed decisions on Merchandising
4. Student will be able to understand the concept of private labels and use category management and apply it in large retail establishments
5. Student will be able to design the store layout and merchandise display
6. Student will be able to use IT enabled services for running the store operations

Unit I :

Introduction: Retail in India, Size of Retail in India, Key Sectors, FDI in Retail, Challenges to Retail Development, Evaluation of Retail formats, Theories of Retail Development, Concept of Life Cycle in Retail, Business Models in Retail, Services Retail, India Specific Retail Models, Concept of Internationalization, Determining Market Entry, Retail in Asia.

Unit II :

Strategy & Planning: The need for Studying consumer behavior, Factors influencing the retail shopper, Customer Decision Making process, market Research, Retail Strategy, Concept of Business Model, Growth Strategy, Retail Value Chain, Ethics in Retailing, Types of Retail Locations, Step in choosing location, Methods of evaluating trade area, Retail Franchising, Types of franchising, Advantages & Disadvantages of Franchising, Franchising in India, Legal Issues.

Unit III :

Merchandise Management: Factors affecting Buying decisions, The merchandiser's role and responsibility, Buyer role and responsibility, Function of buying for different types of organizations, Buying for a single / independent store, Concept of lifestyle merchandising, Implications of Merchandise planning, Process of Merchandise planning, Technology tools for merchandise planning, Methods of Procurement, Sourcing, Age of Global Sourcing, Retailing pricing & evaluating Merchandise performance.

Unit IV :

Managing Retail: Private Labels, Need and Evolution of Private Labels, Process of Creation, Category Management, Reasons for Emergence of Category Management, Components of Category Management, Category Management Business Process, Drawbacks of Category Management, Store Operations & Profitability, Key components in Retail Operations, Retail Economics, The 5Ss of Retail Operations.

Unit V :

Creating and Sustaining Value: Store Design & Visual Merchandising, Concept & Principles of Store Design, Elements of Store Design, Visual Merchandising, Servicing the Retail Customer Measuring gaps in service Gathering Customer Information & Enhancing Loyalty CRM, Personal Selling, Retail Selling process.

Unit VI :

Marketing & Technology: Retail marketing & Branding, Retail Marketing Mix, The STP approach, Retail Image, Retail Communication Mix, Concept of Branding, Retail Management Information Systems, Unique Needs of Technology in Retail, Need for Product identification, Importance of IT in retailing, Factors affecting use of technology, Applications of Technology, Internet Retailing, Supply Chain Management, Concept, Need & Evolution, SCM Framework, Integration of SC, Innovations in Supply Chain, Collaborative Planning Forecasting & Replenishment (CPFR).

Text Book :

1. Retail Management : SwapnaPradhan, McGraw Hills Publications, 3rd Edition

Reference Books :

1. Managing Retailing : SinhaUniyal, Oxford Publications
2. Retail Management : A Global Perspective, - Singh, Dr. Harjit, S. Chand Publications

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-5

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Sales Management

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

- 1) Understanding of sales management, selling skills & selling process.
- 2) Ability to design a sales territory & sales quota.
- 3) Ability to determine the size of the sales force and understanding of recruitment & selection.
- 4) Ability to design training & motivational Programme.
- 5) Ability to design compensation plan and evaluate sales force performance.
- 6) Understanding of sales budgeting, forecasting, sales & cost analysis.

Unit I :

Introduction to sales management, selling skills and selling strategies, selling process.

Unit II :

Sales organizational design, Management of sales territory, Management of sales quota.

Unit III :

Salespeople & Sales Manager-Profiles, Roles and Responsibilities, Recruitment and selection sales force, determining size of the sales force.

Unit IV :

Training the sales force, Designing a motivational Programme, Directing the Sales force.

Unit V :

Types of compensation plans and designing a compensation plan, Sales force performance evaluation-Steps in sales force performance appraisal.

Unit VI: Sales Budgeting and forecasting, Sales & Cost Analysis, Modern Selling Approaches.

Text Book :

1. Sales & Distribution Management: by Tapan Panda –publisher, Oxford Publication.
2. Sales Management: by Pradip Kumar Malik-publisher, Oxford Publication.

Reference Books :

1. Sales & Distribution Management: by Krishna K Harvadkar -publisher: McGraw Hill.
3. Physical Distribution Management: Kulkarni, M V, Everest Publishing House.
4. Marketing Management: V S Ramaswami & S Namkumari, Macmillan India Ltd.

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-6

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Course : Services Marketing

Total Credits : 3

Course Outcomes :

1. Students will understand the concept of services, its characteristics and challenges
2. Student will gain understanding of consumer behavior and consumer expectations in services
3. Students will have knowledge of customer perception and service recovery
4. Students will ability to understand service development and design
5. Students will understand role of employees and customers in service delivery
6. Students will gain knowledge of managing services, capacity and pricing of services

Unit I :

Introduction to Services: What are services? Why services marketing? Characteristics of services, challenges in services marketing, Services marketing mix

Unit II :Consumer Behavior in Services: Search, Experience, and Credence properties, Customer choice, Consumer experience, Post-experience evaluation,
Customer Expectations in Services: Meaning and types of service expectations, Factors that influence customer expectations of services, Issues involving customer service expectations.**Unit III :**Customer Perceptions in Services: Customer perceptions, Customer satisfaction, Service quality, the gaps model of service quality. Service encounter,
Service Recovery: The impact of service failure and recovery, how customers respond to service failures, Customers' recovery expectations, switching versus staying following service recovery, services recovery strategies, service guarantees.**Unit IV :**Service Development and Design: Challenges of service innovation and design, new service development processes, types of service innovations, stages in service innovation and development, Service blueprinting, building a blueprint. Customer Defined Service Standards: Factors necessary for appropriate service standards, Types of customer defined standards, development of customer-defined service standards.
Physical Evidence and the Servicescape: Physical evidence, Types of Servicescapes, Strategic roles of the Servicescape, Framework for understanding servicescape effects on behavior, Guidelines for physical evidence strategy.

Unit V:

Employees' Role in Service Delivery: Service culture, the critical importance of service employees, the services marketing triangle, the service profit chain, effect of employee behavior on service quality dimensions, boundary spanning roles, strategies for delivering service quality through people, customer oriented service delivery, inverted services marketing triangle. Customers Role in Service Delivery: The importance of Customers in service delivery, Customers' roles, customer participation using self-service technologies, service production continuum, strategies for enhancing customer participation.

Unit VI:

Managing Demand and Capacity: The underlying issue: lack of Inventory capability, capacity constraints, demand patterns, Strategies for matching capacity and demand, yield management, challenges and risks in using yield management, waiting line strategies, Pricing of services: Key ways that service prices are different for consumers, role of non-monetary pricing, approaches to pricing services, pricing strategies.

Text Book:

1. Services Marketing: Valarie A Zeithaml, Dwayne D Gremler et al, Tata McGraw-Hill

Reference Books:

1. Services Marketing: S. M. Jha, Himalaya Publication House
2. Services Marketing: Harsh Verma, Pearson
3. Services Marketing: Govind Apte, Oxford University Press

**Syllabus of Semester VII - IX, MBA (Integrated)**

Course Code: MIT404-7

Course : Rural Marketing

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have:

1. Understanding of the rural economy and rural marketing environment.
2. Understanding of rural consumer buying behaviour, the consumption pattern, the need and wants of the rural consumers.
3. Ability to apply theoretical concepts in designing rural marketing research.
4. Understanding of rural market segmentation, targeting and positioning.
5. Understanding of rural marketing strategy and marketing of Agricultural inputs.
6. Understanding of innovation in rural marketing related to financial services and retailing.

Unit I:

The Rural Economy: The economic scenario in rural India – the transition of rural economy – the Rural economic structure – the rural infrastructure – Rural marketing environment – the Role of Government in the development of Agricultural marketing. Recent trends in rural marketing.

Unit II:

Rural Consumer Buying Behaviour: Characteristics of rural consumer – Factors influencing consumer behaviour – Buyer Decision Process – Key Opinion leaders.

Unit III:

Rural Market Research: The Rural Marketing Research Process, Special tools used in Rural Marketing Research, Field Procedures and Rural realities.

Unit IV:

Targeting, Segmentation and Positioning in Rural Market: Bases for segmenting rural consumer markets – Targeting and Positioning.

Unit V:

Rural Marketing Strategy: Product decisions and Strategies - Pricing strategy – Distribution strategy – Communication strategy, Marketing of Agri- inputs-Seeds, Fertilizers, Pesticides & Tractors.

Unit VI:

Innovation in Rural Marketing and Financial services: Innovation in Rural Marketing: E-Rural marketing – Organized retailing- Cooperative Societies (self study).

Financial services: An overview of financial services – Sources of Credit – Innovative credit delivery system like Kisan credit card - Micro finance - Chit funds - Cooperative credit - Crop insurance (self study).

Note : Rural engagement project (REP) is a distinctive feature of rural marketing assignment. During REP all students are required to visit rural areas and have to interact with the rural people right from government initiative in rural areas to marketing practices of corporate.

Text book

1. The Rural Marketing: by Pradip kashyap & Siddhatha Raut (Publisher: Biztantra)

Reference Books:

1. Rural Marketing: By Balram Dogra & Karminder Chuman (Publisher: Tata McGraw Hill Edu Pvt Ltd)
2. Introduction to Rural Marketing: By R. Krishnamoorthy (Publisher: Himalaya Publishing House)
3. Rural Marketing Text and Cases: By U C Mathur (Publisher: Excel Books)
4. Rural Marketing: by R V Bedi & M V Bedi (Publisher: Himalaya Publishing House)

**Syllabus of Semester VII - IX, MBA (Integrated)**

Course Code: MIT404-8

Course : Customer relationship management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. To understand basic concept of CRM.
2. To learn the CRM planning process.
3. To develop knowledge about various CRM strategies
4. To understand process of CRM Implementation.
5. To learn role of Information Technology in CRM.
6. To be acquainted with latest development in CRM in various sectors.

Unit I :

Customer Relationship Management- Basic Concepts: Key Customers, Considerations to Decide the Key Customers, Strategies for Key Customers, Segmentation, Campaign Management, Single Customer View, Cross-Selling and Up-Selling, Multi-channels, Operational and Analytical CRM, Case-Study.

Unit II :

Planning for CRM: Building Customer Centricity, Setting CRM Objectives, Defining Data Requirements, Planning Desired Outputs, Relevant Issues while planning outputs, Elements in CRM Plan, Relevant Issues in the CRM Plan, Case Study.

Unit III :

CRM Strategy: Strategic Orientation for CRM, Extending the Concepts of Relationships, Technology Orientation, Strategic Framework for CRM, Planning for Success, Change Management, Case Study.

Unit IV :

CRM Implementation: Preparing for CRM Implementation, Dimensions and Technology Issues in CRM Implementation, Steps in CRM Implementation, Expected Benefits, Choosing Right CRM Implementation Approach, CRM Implementation-Best Practices, Case Study.

Unit V :

Role of IT and eCRM: CRM Strategy and Technology, Steps in Preparing the IT Systems for CRM, Using IT Systems for Better CRM, Issues for Consideration in CRM Tool Selection, Tools for CRM, Basic Concepts for eCRM, Benefits of eCRM, Steps in eCRM, Success Factors in eCRM, Establishing Customer Relationships on the Internet, Case Studies.

Unit VI :

CRM in Practices: CRM in Manufacturing, CRM in Insurance, CRM in Airlines, CRM in Hotels and CRM in Telecom.

Text Book :

1. Customer Relationships Management: Kaushik Mukherjee, Prentice Hall of India.

Reference Books :

1. The CRM Handbook: Jill Dyche, Vikas Publishing House.
2. Customer Relationships Management: William, G. Zikmund, Raymond McLeod Jr. and Faye W. Gilbert, Wiley.
3. CRM-Essential Customer Strategies for the 21st Century: Paul Greenberge, Pearson Education.
4. Customer Relationship Management: Mohammed, H. Peeru and a Sagadevan, Vikas Publishing House.



Syllabus of Semester VII - IX, MBA (Integrated)

Course Code : MIT404-9

Course : Marketing Channel Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course students will have :

- 1) Understanding of marketing channel management & channel strategy.
- 2) Understanding of environment of marketing channel.
- 3) Ability to design customer oriented marketing channel.
- 4) Understanding of product issues, pricing issues and promotion through channel.
- 5) Understanding of Channel members behavior and channel conflicts.
- 6) Ability to evaluate channel members performance and managing international channel.

Unit I :

Introduction to marketing channel management, Marketing channels and marketing management strategy, Channel Strategy versus Logistics Management, Channel Participants (Manufacturer, Intermediaries, final user), Recent trends in distribution.

Unit II :

The Environment of Marketing Channels, Types of Marketing Channels, Multi-Channel Challenge.

Unit III :

Marketing channel strategy, Market Behavior (When Customer buy, where, how & who buy), Selecting Channel Members, Designing Customer Oriented Marketing Channels.

Unit IV :

Motivating the Channel members, Product and Pricing issues in channel management, Promotion through marketing channel, Logistics & Channel Management.

Unit V :

Managing Channel member behavior: Channel relationships, channel control, channel power and channel conflicts.

Unit VI :

Evaluating Channel Member performance, Electronic Marketing channels, Managing the International Channels of Distribution.

Text Book :

1. Marketing Channels A Management View: by Bert Rosenbloom –publisher, CENGAGE Learning.
2. Sales & Distribution Management: by Tapan Panda –publisher, Oxford Publication.

Reference Books :

1. Sales & Distribution Management: by Krishna K Harvadkar -publisher: McGraw Hill.
2. Physical Distribution Management: Kulkarni, M V, Everest Publishing House.
3. Marketing Management: V S Ramaswami & S Namkumari, Macmillan India Ltd.



Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT404-10

Course : International Marketing

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. Understanding of GLOCAL marketing, emerging trends, of world trade and India's growth.
2. Understanding of functioning of WTO.
3. Understanding of factors that help in decision making and designing product strategy.
4. Understanding of Brands and the process of building brands, factors influencing pricing decisions.
5. Understanding of Value Chain, Distribution channels.
6. Understanding of communication strategies and emerging issues

Unit I :

Concept of International Marketing: Introduction, Global Marketing, Theories of International Trade, Internationalization, process of IM, Emerging Opportunities, Trends, Composition, Direction and Outlook of World Trade, India's Foreign Trade, India's Growth of Exports in International Markets, Identifying Opportunities in IM.

Unit II :

World Trade Organization: Introduction, From GATT to WTO, Functions and structure of WTO, Multilateral Trading System, WTO Agreements, Standard and Safety Measures, Disputes Settlement, Effects of China's Entry, Implications of WTO, Scanning the International Economic Environment, International Economic Institutions, Conceptual Framework, Growth of RTAs, India's Participation in RTAs, RTAs under the WTO.

Unit III :

Decision Making Process and Product Strategy: Identification, Segmentation and Selection of International Markets, Tools for Analysis, Entering International Markets -Concept and Model of International Market Entry, Factor Affecting selection of Entry Mode, International Market Entry Mix, Standardization Vs Adaptation, Trade-off strategy, Product Quality Decisions, Packaging and labeling, Product Launch, PLC, Product-Promotion strategies.

Unit IV :

Building Brands and Pricing Decision: Types of Brands, Benefits of Branding, Selecting Brand Name, Brand Image, Brand Equity, Brand Identity, Brand Essence, Brand Positioning, Brand Revitalization, Strategies for Building Global Brands, Life Cycle Concepts, International Brand Strategy, Pricing Decision, Approaches, Factor Influencing Pricing Decisions, Transfer Pricing, Grey Marketing,

SPECIALIZATION : OPERATIONS**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code : MIT405-1****Course: Enterprise Resource Planning****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits: 3****Unit V :**

International Logistics and Distribution : Introduction, International Logistics, Value Chain Concept, Channels of International Distribution and selecting channels, Types of Channels, Market Intermediaries, Structure of Distribution Channels, International Retailing, Franchising, Private Labels, Managing Logistics, India's International Shipping Activities.

Unit VI :

Communication Decisions and Emerging Issues: Consumer Response Hierarchy Models, Process of IM Communication, Marketing Communication Strategies, Tools, Factor Influencing International Communication Decisions, Framework for Product Promotion Strategies, Emerging Issues in IM, CRM, ICT, Resurgent India, India's Competitiveness and ICT.

Text Book :

1. International Marketing: Rakesh Mohan Joshi, Oxford University Press.

Reference Books :

1. International Marketing: Francis Cherunilam, Himalaya Publishing House.
2. International Marketing: Rathor, Jani, Rathor, Himalaya Publishing House.
3. Export Marketing: Strategies for Success: Bhattacharya, B., Global Business Press.
4. Global Marketing Management: Warren J. Keegan, Prentice Hall Inc.

**Course Outcomes :**

At the end of the course students will have:

1. Understanding of various modules of ERP and risks and benefits of ERP.
2. Knowledge of technologies related to ERP such as Management Information System (MIS), Executive Information System (EIS), Decision support System (DSS), Supply Chain Management (SCM).
3. Understanding of various functional modules of ERP such as Finance, Sales & Marketing, PPC, HR, Quality Management, Materials Management.
4. Understanding of ERP market and selection of ERP software.
5. Understanding the challenges associated with the successful implementation of ERP software with an emphasis on leadership and managerial implications/actions.
6. Understanding of Vendors, Consultants and users.

Unit I :

ERP Concepts : Introduction to ERP Evolution of ERP, Reasons for the growth of ERP, Scenario and Justification of ERP in India, Evaluation Of ERP, Various Modules Of ERP, Risk & Benefits of ERP.

Unit II :

ERP and Related Technologies : Business Process Reengineering (BPR), Management Information System (MIS), Executive Information System (EIS), Decision support System (DSS), Supply Chain Management (SCM)

Unit III :

ERP Functional Modules: Introduction, Finance, Sales & Marketing, PPC, HR, Quality Management, Materials Management

Unit IV :

ERP Market: Introduction, SAP AG, Baan Company, Oracle Corporation, People Soft, JD Edwards, System Software Associates Inc. (SSA), A Comparative Assessment and Selection of ERP Packages and Modules.

Unit V:

ERP implementation: Lifecycle, issues in implementing ERP packages, pre-evaluation screening, package evaluation, project planning phase, gap analysis, reengineering, configuration, implementation, team training, testing, going live, end-user training, post implementation (Maintenance mode)

Unit VI:

Vendors, Consultants and users, In-House Implementation - pros and cons, vendors, consultants, end user

Text Book :

1. Enterprise Resource Planning: Alexis Leon, Tata-McGraw-Hill Publications

Reference Books :

1. ERP Ware: ERP Implementation Framework: V.K. Garg & N.K. Venkitakrishnan
2. ERP Concepts and Planning: Garg & Venkitakrishnan
3. Textbook of Enterprise Resource Planning: Jaiswal / Vanapalli, McMillan Concepts in Enterprise Resource Planning
4. : by Joseph Brady, Ellen Monk, and Bret Wagner

**Syllabus of Semester VII - IX, MBA (Integrated)**

Course Code: MIT405-2

Course : Quality Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

At the end of the course the students will have:

1. Understanding of the Total Quality Basics, Quality leadership and customer delight.
2. Ability to practically implement the Total Quality Principles to employees and supplier partnership.
3. Understanding of the methodical approach to Total Quality for overall performance enhancement.
4. Ability to practically implement the tools for Total Quality Principles
5. Development of Statistical Approach ensuring Total Quality enhancement
6. Understanding of QMS and ISO concept

Unit I :

Introduction to Total Quality in Organization: A brief history, the concept of quality, evolution of total quality, principles of total quality, Gurus of total quality management, their philosophies and contributions, Characteristics of Quality leader, Customer satisfaction, Customer perception of quality, Feedback, Customer complaints.

Unit II :

Employee Involvement & Supplier Partnership: Employee motivation, Empowerment, Teams, Suggestion system, Performance appraisal and gain sharing. Principles of customer/supplier relations, Partnering, Sourcing, Supplier selection, Supplier certification, Supplier rating.

Unit III:

Continuous Process Improvement: Process, PDCA Cycle, The Juran Trilogy, Problem solving method, Kaizen, Six Sigma, Performance measures, Cost of Quality.

Unit IV:

Tools & Techniques for Total Quality I: 7 QC Tools, Management tools, Quality Function Deployment, Quality by Design, Failure Mode and Effect Analysis.

Unit V :

Tools & Techniques for Total Quality II: Statistical Process Control, Experimental Design, Taguchi's Quality Engineering.

Unit VI :

Tools & Techniques for Total Quality III: Benchmarking, Five S, Total Productive Maintenance, Quality Management System, Environmental Management System.

Text Book :

1. Total Quality Management: Dale H. Besterfield, Carol Besterfield-Michna et al, Pearson.

Reference Books :

1. Total Quality Management: Kanishka Bedi
2. Total Quality: James R. Evans, Cengage Learning.
3. Total Quality Management: Poornima M Charantimath, Pearson
4. Quality Management Demystified: Sid Kemp, Tata Mc Graw Hill
5. Total Quality Management: N Gupta, B Valarmathi, Tata Mc Graw Hill

**Syllabus of Semester VII - IX, MBA (Integrated)**

Course Code: MIT405-3

Course : Services Operation

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. Student will be able to compare and understand the services economies including the job availability
2. Student will be able to develop new service design using various elements
3. Student will be able to apply the SERVQUAL model to various services and also be able to do service gap analysis and improve them
4. Student will be able to understand the basics of layouting and the estimation of services demand in PESTEL context
5. Student will be able to analyze the waiting lines and optimize services facilities
6. Student will learn the new technologies in services.

Unit I:

Introduction to Services: The role of services in an economy - dependency of manufacturing on services, economic evolution, stages of economic development, nature of the service sector, sources of service sector growth. Nature of Services - characteristics and classification of services, the service package.

Unit II:

Service Strategy: Strategic service vision, competitive service strategies, competitive role of information in services, limits in use of information. New Service Development - The NSD process cycle, service design elements, service blueprinting, service positioning through process structure, Taxonomy for service process design, Generic approaches to service system design, Customer value equation.

Unit III:

Service Quality: SERVQUAL, Dimensions of service quality, Scope of service quality, Stages in quality development, the service quality ladder, Gap Model, Gaps in service quality. Service Recovery - Service recovery framework, approaches to service recovery, Service Encounter - Service encounter triad, the service organization, Contact personnel, The customer. Creating a customer service orientation, service profit chain.

Unit IV:

The Supporting Facility: Servicescape framework, Factors that influence facility design, Process analysis, Facility Layout, Product layout and the work allocation problem, Process layout and the relative location problem, Operations sequence analysis. Service Facility Location - Location Considerations, Geographic representations, Optimization criteria, Estimation of geographic demand, Facility location techniques - site considerations.

Unit V:

Managing Waiting Lines: Psychology of waiting, Queuing systems - essential features, queue configurations, queue discipline. Managing Capacity and Demand - Strategies for managing demand, strategies for managing capacity.

Unit VI:

Technology in Services: Technology in service encounter, emergence of self-service, automation in services, internet services, electronic and traditional services, economics of scalability, technological innovation in services. Managing Service supply Relationships - Customer-supplier duality, managerial implications of bidirectional relationships, sources of value in service supply relationships, outsourcing services, managerial considerations with service outsourcing.

Text Book:

1. Service Management: Operations, Strategy, Information Technology, James Fitzsimmons, Tata McGraw Hill Publications

Reference Books:

1. Service Management: James Fitzsimmons, Mona Fitzsimmons, Tata McGraw Hill Publications
2. Service Operations Management: Johnston Robert & Clark, Graham, Prentice Hall Publications

**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code : MIT405-3****Course : Services Operation****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. Student will be able to compare and understand the services economies including the job availability
2. Student will be able to develop new service design using various elements
3. Student will be able to apply the SERVQUAL model to various services and also be able to do service gap analysis and improve them
4. Student will be able to understand the basics of layouting and the estimation of services demand in PESTEL context
5. Student will be able to analyze the waiting lines and optimize services facilities
6. Student will learn the new technologies in services.

Unit I :

Introduction to Services: The role of services in an economy - dependency of manufacturing on services, economic evolution, stages of economic development, nature of the service sector, sources of service sector growth. Nature of Services - characteristics and classification of services, the service package.

Unit II :

Service Strategy: Strategic service vision, competitive service strategies, competitive role of information in services, limits in use of information. New Service Development - The NSD process cycle, service design elements, service blueprinting, service positioning through process structure, Taxonomy for service process design, Generic approaches to service system design, Customer value equation.

Unit III :

Service Quality : SERVQUAL, Dimensions of service quality, Scope of service quality, Stages in quality development, the service quality ladder, Gap Model, Gaps in service quality. Service Recovery - Service recovery framework, approaches to service recovery, Service Encounter - Service encounter triad, the service organization, Contact personnel, The customer. Creating a customer service orientation, service profit chain.

Unit IV :

The Supporting Facility: Servicescape framework, Factors that influence facility design, Process analysis, Facility Layout, Product layout and the work allocation problem, Process layout and the relative location problem, Operations sequence analysis. Service Facility Location - Location Considerations, Geographic representations, Optimization criteria, Estimation of geographic demand, Facility location techniques - site considerations.

Unit V:

Managing Waiting Lines: Psychology of waiting, Queuing systems - essential features, queue configurations, queue discipline. Managing Capacity and Demand - Strategies for managing demand, strategies for managing capacity.

Unit VI:

Technology in Services: Technology in service encounter, emergence of self-service, automation in services, internet services, electronic and traditional services, economics of scalability, technological innovation in services. Managing Service supply Relationships - Customer-supplier duality, managerial implications of bidirectional relationships, sources of value in service supply relationships, outsourcing services, managerial considerations with service outsourcing.

Text Book:

1. Service Management: Operations, Strategy, Information Technology, James Fitzsimmons, Tata McGraw Hill Publications

Reference Books:

1. Service Management: James Fitzsimmons, Mona Fitzsimmons, Tata McGraw Hill Publications
2. Service Operations Management: Johnston Robert & Clark, Graham, Prentice Hall Publications

**Syllabus of Semester VII - IX, MBA (Integrated)****Course Code:** MIT405-5**Course:** Contract Management Practices**L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. Student will be able to understand the process from start to finish
2. Select the right type of contract for their project
3. Effectively prepare for contract administration
4. Avoid common problems and reduce risk
5. Evaluate proposal to arrive at decisions optimal to the contract
6. Apply contract practices in real world situations

Unit I:

Understanding contract management process: Definition, Description and uses of Contract, Buyer and Seller Perspective

Unit II:

Contracting methods: Contracting methods — competitive and non-competitive - Purchase cards, imprest funds or petty cash - Sealed bidding, two-step sealed bidding, competitive negotiation and competitive proposals - Reverse auctions - Purchase agreements vs. contracts - Single-source negotiation vs. sole-source negotiation

Unit III:

Contract administration planning: Contract work breakdown structure (CWBS) as a tool - Responsibility matrix - Schedules - Contract administration plans are a must - Pre-performance meetings, Kick off meetings

Unit IV:

Monitoring progress tools and techniques: Performance observation - Progress reports - Performance variances - Records - Corrective action

Unit V:

Proposal evaluation and source selection: Evaluation methods - Scoring and selection

Unit VI:

Contract administration real life challenges and closure: Interpreting contract requirements - Reporting progress - Managing changes - Negotiations - Dispute resolution - Invoicing and payments - Acceptance - Warranties - Documentation of lessons learned, Completion of work - Final settlement - Continuing obligation

Text Book:

1. Contract Lifecycle Management, Douglas Kinnis Macbeth, e-book, bookboon.com

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT405-6

Course : Lean Management

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. Student will be able to understand the concept of Time and Motion study
2. Student will be able to use various tools to measure work & do activity analysis
3. Student will be able to apply the concept of LSS to Manufacturing & Service Organizations

Unit I : Introduction: History of Motion & Time Study, Process Analysis, Activity Charts

Self Studies : Field work on collection of Data & Analyzing the activities

Field Work : Expected.

Unit II : Method and Micromotion Study: Work methods design, Fundamental Hand Motions, Study Equipments, Standardization

Self studies : Principles of Motion Economy related to Workplace, Human Body Tools and equipments and Field work on the same.

Field Work : Expected

Unit III : Time Study & Work Sampling: Time study equipment, Rating Factors, Allowances, Work Sampling

Self Studies : Maynard's Operational Sequence Technique

Field Work : Expected

Book : For Unit I, II & III, - Motion & Time Study Design and Measurement of Work by Ralph Barnes – Wiley India

Unit IV : Decentralized Pull Systems: Kanban, CONWIP,

Self studies : Field work and Mini Project on the concepts

Field Work : Expected

Unit V : Lean Management: JIT, Concept of Waste Management (5S), TPM, Jidoka, Genchi Gembutsu Activity Based Costing

Unit VI : Recent Trends: Students is expected to carry out assignment given by the Faculty members which may be based on Field Work.

Text Book:

1. Motion & Time Study Design and Measurement of Work by Ralph Barnes – Wiley India
2. Design and Analysis of Lean Production Systems – Askin & Goldberg – Wiley India

Reference Book :

1. Lean Production that works – Bill Carreira, PHI
2. Workstudy – ILO

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code:** MIT405-7**Course :** Operations Planning & Control**L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. Student will be able to understand the context and concept of Production Planning
2. Student will be able to put in practice the Macro Planning Techniques
3. Student will be able to design micro processes in production planning
4. Student will be able to use various process design tools for planning functions in the context of optimization
5. Student will be able to solve scheduling problems
6. Students will learn the latest trends in Operations Planning

Unit I : Aggregate Planning: Aggregate Planning, Nature, Types, Numerical

Self Studies : Building up cases and make a summary sheet on the Field Work

Field Work : Expected.

Book : Operations Management by Russell & Taylor, Wiley India

Unit II : Master Production Schedule: Capacity & MPS, Bill of Material, Disaggregation, Managing and Maintaining MPS

Self studies : Managing and Maintaining MPS

Field Work : Not Expected

Book : Production Planning and Inventory Control by Narasimhan, McLeavey & Billington

Unit III : Process Design: Process Planning & Selection, Process Analysis & Flowcharts, Process Innovation

Self Studies : Technology Decisions & its Financial Justification

Field Work : Expected

Book : Operations Management by Russell & Taylor, Wiley India

Unit IV : Sequencing: Sequencing, 2 jobs 2 machines, n jobs 2 machine, n jobs-m machines

Book : Operations Research by J K Sharma

Unit V : Capacity planning and Line Balancing: Capacity Planning, designing Process, Service and Product Layouts Line balancing

Self Study : Field work on the Types of Layouts

Book : Operations Management By Russell & Taylor, Wiley India

Unit VI : Recent Trends in Production Planning: Computer Integrated manufacturing, Hardware and automation Students is expected to carry out assignment given by the Faculty members which may be based on Field Work.**Text Book :**

1. Operations Management – Russell and Taylor. Wiley India

Reference Books :

1. Production Planning and Inventory Control – Narasimhan, McLeavey & Billington, PHI India.
2. Elements of Production Planning and Control: Samuel Eilon, Universal Books Corporation
3. Production & Operations Management: Everett E. Adam Jr., Ronald J Ebert, PHI India
4. Production and Operations Management: S. N. Chary, 4th Edition, TMH Publications
5. Operations Now – Byron Finch, 3rd Edition, TMH Publications

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code:** MIT405-8**Course :** Supply Chain Management**L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

At the end of the course students will have:

1. Understanding of main concepts of SCM and the strategic role SCM plays in business.
2. Understanding of functions such as procurement and inventory management & will able to design inventory control system.
3. Understanding of functions such as transportation and warehousing & will able to evaluate transportation alternatives.
4. Understanding of role & benefits of information technology in supply chain.
5. Understanding of issues related to supply chain integration and restructuring.
6. Understanding of supply chain disruptions and methodology for handling these disruptions.

Unit I :

The Role of Supply Chain Management in Economy and Organization: Introduction to supply chain management, Key concepts, Enablers of supply chain performance, Supply chain strategy, Customer Service & Cost tradeoffs, Supply chain performance measures, Enhancing supply chain performance.

Unit II :

Outsourcing, Procurement & Inventory Management: Make versus buy, Sourcing Strategy, Procurement, e-Procurement, Introduction to inventory management, Types of inventory, Inventory related costs, Managing cycle stock, Managing safety stock, Managing seasonal stock, Analyzing impact of supply chain redesign of the inventory, Managing inventory for short life cycle products, Multiple-item, multiple location inventory management.

Unit III :

Transportation, Warehousing & Storage, and Network Design & Facility Location : Drivers of transportation decisions, Modes of transportation, Devising a strategy for transportation, Vehicle scheduling, Warehouse functions, warehousing planning and cost reduction, Warehousing options, Warehouse design principles, Network operations planning, Network design problem, Network design and operations models, Location of service systems, Incorporating uncertainty in network design.

Unit IV :

Demand Forecasting and the Role of Information Technology in Supply Chain Management : Role of forecasting, Qualitative forecasting methods, Quantitative forecasting methods, Time series forecasting models, Enabling SCM through IT, Strategic management framework for IT adoption in SCM.

Unit V :

Supply Chain Integration and Restructuring: Internal integration, External integration, Building partnership & trust in a supply chain, Vendor managed inventory, CPFR, Supply chain mapping, supply chain process restructuring, Postpone the point of differentiation, restructuring the supply chain architecture.

Unit VI :

Agile Supply Chains and Pricing & Revenue Management: Supply chains for high demand uncertainty environment, Illustration of responsive supply chain approach, sources of supply chain disruptions and its impact on business, methodologies for handling disruptions, Pricing, Revenue management, Innovative pricing.

Text Book :

1. Supply Chain Management: Janat Shah, Pearson Education.

Reference Books :

1. Supply Chain Management Strategy, Planning and Operation: Chopra, S, and P. Meindl, Pearson Education.
2. Logistics and Supply Chain Management: Cases and Concepts, Raghuram, G. and N. Rangaraj, Macmillan
3. Designing and Managing the Supply Chain: Concepts, Strategies and Case Studies D. Simchi-Levi, P.
4. Kaminski and E. Simchi-Levi, McGraw-Hill.
5. Supply Chain Management: Sunil Sharma, Oxford University Press.
6. Principles of Supply Chain Management: A Balanced Approach, Joel D. Wisner, G. Keong Leong, Keah-Choon Tan, Cengage Learning

Syllabus of Semester VII - IX, MBA (Integrated)

Course Code: MIT405-9

Course : World Class Manufacturing

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 3

Course Outcomes :

1. Student will be able to understand the traditional and current manufacturing concepts
2. Student will be able to understand the change in competitiveness based on manufacturing tools employed
3. Student will be able to apply Systems and tools for achieving global business competitiveness
4. Student will be able to do a technology gap analysis for improvement in manufacturing
5. Student will be able to reach a Point of Decision and help the management in making scientific and informed decisions
6. Student will be able to micro plan manufacturing activities based on available technology resources

UNIT I:

Introduction to world class manufacturing: Emergence of Information age, Competing in Information Age, Business Challenges, Manufacturing Challenges, Problems in the manufacturing industry

UNIT II:

Gaining Competitive Edge through WCM: Manufacturing Excellence & Competitiveness. What is WCM? The Practices of WCM, Quality in WCM

UNIT III:

Systems and tools for wcm: The Integration Imperative, Overview of Systems and Tools, Material Processing & Handling Tools, An Assessment of Manufacturing Systems & Tools

UNIT IV:

The Indian scenario Competitiveness of Indian Manufacturing, Planned strategies of Indian Firms, Objectives & Strategies, Usage of Management tools and technologies, Manufacturing Management Practices, IT Infrastructure & Practices, Strategic Use of IT in Indian Manufacturing, Is India ready for WCM

UNIT V:

Leading India towards wcm: Generic Manufacturing Strategies for the Information Age, Issues in Strategic Planning for WCM, Barriers to using IT Strategically, Implementing the WCM Plan, Need for Performance Improvement, Human Resource Dimensions in WCM, Morale & Teamwork

UNIT VI:

Where do we go from here : Manufacturing Strategy: Futile Search for an Elusive Link, The Manufacturing Strategic Intent Classification, Translating intent into Action

Text Book:

1. World Class Manufacturing- A Strategic Perspective-Sahay B S, Saxena K B C, AshishKumar,;MacMillan – India Ltd, ISBN 0333-93-4741.

Reference Books:

1. Finding and Implementing Best Practices- Business Process Benchmarking, Champ ,Robert C. Vision Books , New Delhi – 2008
2. Hammer, Michael and James Champy. Reengineering the corporation-A Manifesto for Business revolution, Nicholas Brealey Publishing, London.- 1993

Syllabus of Semester VII - IX, MBA (Integrated)**Course Code: MIT405-10****Course : Advanced Project Management****L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week****Total Credits : 3****Course Outcomes :**

1. To understand basic concept of project management
2. To learn about project organizational structures.
3. To build knowledge about budgeting, costing and scheduling of projects.
4. To understand project control and performance measurement techniques.
5. To learn to concepts of quality and risk management in project.
6. To understand contracting in project management.

Unit I :

Project Management Concepts and Project Planning: Characteristics of a project, Need for project management, Roles of project managers, Project Management Environment, Project Initiation. Project Scope: definition, planning, verification, change control. Project activity identification: WBS, Cost/Time estimation. Activities: Sequencing, Duration and Scheduling, CPM/PERT. Project Communication: Identification of communication requirement, communication technology, communication plan, distribution of information.

Unit II:

Project Organizational Structures and Behaviors: Organisation for projects, Roles and responsibilities of project team members and team leader, Different types of teams, Identify leadership styles of project managers, Techniques used to manage groups and individuals, Identify sources of diversity, either corporate or ethnic, that impact project team effectiveness.

Unit III:

Cost Estimating and Budgeting: Preparing cost estimates, budgets and expenditures, Effort and Time estimation, Developing cost summaries for tracking project expenditures, Developing cost forecasts to proactively control future planned expenditures. Identifying resource requirement, Scheduling resources, Analyze optimal labour utilization for cost effectiveness and schedule efficiency.

Unit IV:

Project Control and Performance Measurement : Project Reviews : Types of reviews. Project Control : Objectives of control, reasons and measuring duration and cost deviations. Progress reporting systems, Use of Project Management Information Systems (PMIS) to monitor, evaluate, and control planned cost and schedule performance, Conducting periodic project performance evaluation audits.

Unit V:

Project Quality Management and Risk Management Process: Project Quality : Definition of quality, project quality management concepts. Definition of Risk, Tolerance for Risk, Definition of Risk Management- Certainty, Risk and Uncertainty. Analyze the risk management process cycle within a company, Identify risk, Risk quantification, Risk response, Risk control

Unit VI:

Contracting For Project Managers: Define contract administration and its role in project management, .Project Procurement cycle, Contract Administration policies and procedures, Select contract types for various situations, Contract Proposal Development, Contract Terms & Conditions, Contract Negotiation. Introduction to Project Management Software and Case Studies

Text Book:

1. Effective Project Management: Robert K. Wysocki, Rudd McGary, Wiley Publications

Recommended Books:

1. Project Management: A Managerial Approach, Meredith and Mantel, John Wiley and Sons
2. The New Project Management: J. Davidson Frame, Jossey-Bass
3. Project Management: Harold Kerzner, Van Nostrand Reinhold
4. Successful Project Management: Milton D. Rosenau, Lifelong Learning
5. The Implementation of Project Management: Project Management Institute, Addison-Wesley
6. Project Management Body of Language: PMI Standards

Syllabus of Semester VII, MBA (Integrated)

Course Code: MIT401

Course : Advanced Computer Skills

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits: 0

Course Outcomes :

1. Understanding Spreadsheet and its usage
2. Using advanced graphs and presentation techniques to maximize impact
3. How to use referencing for linking multiple spreadsheets
4. How superpower functions can solve complex problems
5. Using PivotTables and Power Pivots to turn raw data into clear information that supports key decisions

Unit I :

Spreadsheet Basics: Introducing Spreadsheet, Creating, opening and saving spreadsheets. Navigating within spreadsheets, Entering, Editing, and Formatting Data.

Unit II :

Spreadsheet Functions: Creating Charts and Graphs, Formatting charts and graphs, Exporting charts.

Unit III :

References in Spreadsheet: Using multiple sheets, Referencing other cells and sheets, Using Hyperlinks. Sort & Filter: Sorting & Filtering

Unit IV:

Formulas and Functions: Text Function, Mathematical Function, Logical, Statistical Functions, understanding Error Messages

Unit V:

Pivot Table: Introduction, Understanding basic layout and field options, working with result of Pivot table

Syllabus of Semester VIII, MBA (Integrated)

Course Code: MIT402

Course : Business Analysis

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits : 0

Course Outcomes :

1. This course presents a wide range of practical skills required in Business Analysis.
2. This course will take you through a proven, structured process to improve your ability to gather, analyze and prepare business model based on business requirement document.
3. It will also teach you how to report on business data and present information and analysis to clients and stakeholders.
4. Create stunning charts to communicate these business decisions and make you one the most valuable people in your business.

Unit I:

Introduction:

- A. Definition of Business and Business Analyst: This will give you idea about the Business as Profit organisation & role of Business Analyst in Business perspective
- B. Importance of Business Analysis: Crucial work of Business Analyst to understand the Existing work and required transformation of Business

Unit II :

The Business Analyst's Toolbox:

- A. Essential Excel for Business Analysis: Different function of Excels that are used in day to day Analysis of Business analyst, including Pivot Tables, Managing Pivot Tables Output etc.
- B. Other Tools of Business Analyst: Use of Word and Presentations for documentation and presentation, Other Analysis tools, Different Charts -Professional Charting, Dynamic Charts

Unit III :

Competencies of Business Analyst: Analysis, Communication, Presentation Skill, Coaching: Importance of different skills at various stages of the Project, Different Types of Analysis, communications, how to built up and enhance the Skills.

Unit IV:

Business Analysis as a Process [Part 1]:

- A. Requirement Gathering, Analysis, Documentation: Different ways of Requirement Gathering; analysis and preparation of Professional documents such as Business Requirement Document, SRS Document

B. Modeling requirement: Preparation of Wireframes & Visual Designs along with UI Team, preparation of Prototype

Unit V: Business Analysis as a Process [Part 2]:

- A. Estimation, Controlling: Preparation of Early estimation, Initiation of Project, tracking of Projects
- B. Testing, Deployment and Communication, Training: Preparation of Test Cases, Testing of Overall project, Coordination in User Acceptance Testing, Roll out and Communication Activities. User Training

Unit VI: Stakeholder Analysis and Management: User Coordination at all the stages of Project Lifecycle

Unit VII: Case Study



Syllabus of Semester IX, MBA (Integrated)

Course Code: MIT501

Course : Corporate Social Responsibility

L: 3 Hrs, T: 0 Hrs, P: 0 Hrs, per Week

Total Credits: 0

Course Outcomes :

1. To enhance the skills of student and provide them with an overall exposure an array of activities
2. The objective of which is to bring all students at the same level of understanding in the basic issues/concepts related to CSR Management
3. To give a broader perspective of CSR Management to the students

Unit I:

Defining CSR: Definition of CSR, Sustainability, Externalizing Cost, Corporate Governance, Corporate Governance Principles.

Unit II:

Legal Management, Ethics, CSR & Corporate Behavior: What is Ethics?, Ethical Philosophies, The Gaia Hypothesis, Corporate Behavior, Corporate Reputation, CSR, Ethics & Corporate Behavior, CSR in Company Act, 2013

Unit III:

Performance Evaluation & Performance rating: Introduction, What is Performance? Its Aspects, Social Accounting, Balanced Scorecard, Environmental Audit, CSR Audit: ISO 26000, Measurement & Evaluation of Performance,

Unit IV:

Globalization & CSR: Globalization Introduction, How Globalization affects CSR, Globalization, Corporate Failures & CSR, Globalization an opportunity or threat for CSR

Unit V:

CSR in Not for Profit Organization: Distinguishing features of sector, Types of Not for Profit Organization, Motivation for Not for Profit Organization's, Implication for managers, Available Resources

Reference Book :

■ Corporate Social Responsibility by David Crowther and Guler Aras

