

**Statement of Course Structure for M.B.A. Part Time Programme**

**First Semester**

| <b>S. No.</b> | <b>Course Code</b> | <b>Subjects</b>                              | <b>Marks</b> |
|---------------|--------------------|--|--------------|
| 1             | MBAPT-101          | Principles ,Concept &Practices of Management | 100          |
| 2             | MBAPT-102          | Managerial Economics                         | 100          |
| 3             | MBAPT-103          | Quantitative Techniques                      | 100          |
| 4             | MBAPT-104          | Accounting for Managers                      | 100          |
| 5             | MBAPT-105          | Business Communication                       | 100          |

**SEMESTER – I**  
**MBAPT-101**

**Principles, Concept & Practices of Management**

**Objective**

The objective of this course is to help the students gain understanding of the functions and responsibilities of the manager, provide them tools and techniques to be used in the performance of the managerial job, and enable them to analyze and understand the environment of the organization.

- UNIT-I      Concept of Management:** Functions and Responsibilities of Managers, Fayol's Principles of Management, Management Thought -The Classical School, the Human Relations School, Systems Theory, Contingency Management.
- UNIT-II      Planning Nature** and Purpose of Planning, The Planning Process, Principles of Planning, Types of Planning, Advantages and Limitations of Planning.
- UNIT-III      Organizing** Nature and Purpose of Organizing, Bases of Departmentation, Span of Management, Determinants of Span of Management, Line and Staff Relationship, Line-Staff Conflict, Bases of Delegation, Kinds of Delegation and Decentralization, Methods of Decentralization
- UNIT-IV      Controlling:** Concept and Process of Control, Control Techniques, Human Aspects of Control, Control as a Feedback System, Preventive Control, Profit and Loss Control, Control Through Return on Investment, The Use of Computer for Controlling and Decision Making, The Challenges Created by IT as a Control Tool, co-ordination.
- UNIT-V      Concept and Nature of Objectives:** Types of Objectives, Importance of Objectives, Setting Objectives, Management by Objectives (MBO), Benefits and Weaknesses of MBO.

**Books Recommended:**

1. Stephen P. Robbins, David A. Decenzo, Sanghmitra Bhattacharya, 7 Madhushree Nanda Agarwal, **Fundamentals of Management**, Pearson Education, 2009.
2. Kreitner, **Management Theory and Applications**, Cengage Learning, India, 2009.
3. Robbins, **Management**, 9th edition Pearson Education, 2008.

4. Griffin, **Management Principles and Applications**, Cengage Learning, India First Edition
5. Harold Koontz, O'Donnell and Heinz Weihrich, **Essentials of Management**. New Delhi, Tata McGraw Hill, 2006.
6. Stoner, **Management**, PHI Learning, 2008.
7. Richard L. Daft, **Principles of Management**, Cengage Learning, India, 2009.
8. Anil Bhatt & Arya Kumar **Principles Processes and Practices** 1st Edition 2008 Oxford Higher Education.
9. Satyaraju & Parthsarthy, **Management Text and Cases**, PHI Learning, 2009.
10. J.S. Chandan, **Management Theory and Practice**, 1st edi, Reprint2007 Vikas Publishing House.
11. Kanishka Bedi, **Management and Entrepreneurship**, 1st Edition 2009 Oxford Higher Education.

**SEMESTER – I**  
**MBAPT-102**

**Managerial Economics**

**Objective:**

The objective of this paper is acquainting the participants with concepts and techniques used in Micro-Economic Theory and to enable them to apply this knowledge in business decision-making. Emphasis is given to changes in the nature of business firms in the context of globalization.

- UNIT-I**      Concept of Techniques – Nature & scope managerial economics of Marginal analysis, optimization; Theory of Demand – demand functions, income and substitution effects.
- UNIT-II**      Theory of firm – profit maximization, sales maximization, organizational structure, ownership and control.
- UNIT-III**      Macro Economics- Aggregate & concepts, Gross national product & Gross domestic product concept & management of national income.
- UNIT-IV**      Money supply and monetary policy fiscal policy, Aggregate consumption- Gross domestic.
- UNIT-V**      Market Structure- Price and output decision under different market structure, price determination, non-price competition.

**Books Recommended:**

1. Abhikary, M. Business Economics, New Delhi, Excel Books, 2000.
2. Keat, Paul G. & Philips K.Y. Young, Managerial Economics, Prentice Hall, New Jersey, 1996.
3. Koutsoyiannis, A. Modern Micro Economics, New York, McMillan, 1991.
4. Milgrom, P. and Roberts, J. Economics, Organization and management, Englewood Cliffs, New Jersey,
5. Prentice5. Hall Inc. 1992Baumol, W.J. Economic Theory and Operations Analysis, 3<sup>rd</sup> Ed., New Delhi, Prentice Hall Inc., 1996.

**Note:** The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

**SEMESTER – I**  
**MBAPT-103**

**Quantitative Techniques**

**Objective:**

The objective of the course is to make the students familiar with some basic statistical and linear programming techniques. The main focus, however, is in their applications in business decision making.

**UNIT-I** Introduction to Statistics: Meaning and Definition of Statistics, Scope and Limitations of Statistics, Role of Statistics in Management Decisions.

**UNIT-II** Probability Theory and Probability Distributions: Concepts, additive, multiplicative, conditional probability rules, Baye's Theorem, Binomial, Poisson and Normal distributions- their characteristics and applications.

**UNIT-III** Correlation & Regression: Correlation (Karl Pearson's and Spearman's Coefficients), Methods of computing simple correlation and regression Line of Regression, Curve Fitting- Least Square Method).

**UNIT-IV** Time Series: Time Series and its Components, Analysis, Models of Time Series, Methods of Studying Components of Time Series: Measurement of trend (moving average and least squares method).

**UNIT-V** Linear Programming - Basic Concepts, Model Formulation, Solution Methods, Duality; Introduction to some Basic Quantitative Methods Packages.

**Books Recommended:**

1. Operations Research: H.A. Taha, Mc-Millian, New York.
2. Linear Programming and Decision Making : A. S. Narang, Sultan Chand & Sons, Delh.
3. Operation Research (Theory & Application):Sharma J.K., Macmillian Indian Ltd, New Delhi.
4. Operation Research: Sharma S.D., KedarNath Ram Sons, Meerut, U. P.
5. Operation Research :KantiSwaroop, P.K. Gupta & Man Mohan, Sultan Chand & Sons, New Delhi.

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SEMESTER – I

**MBAPT-104**

**Fundamental of Accounting for Managers**

**Objective:**

The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and utilization of financial and accounting information for planning, decision-making and control.

- UNIT-I**      **Meaning and Scope of Accounting:** Definition, Objectives, Functions, Book Keeping, Branches of Accounting, Principles of Accounting, Journal Entry, Ledger and Trial Balance. **Final Accounts:** Trading Account / Manufacturing Account, Profit and Loss Account, Balance Sheet
- UNIT-II**      Financial Accounting - Concept, Importance and Scope, Generally Accepted Accounting Principles, Preparation of Financial Statements with special reference to analysis of a Balance Sheet.
- UNIT-III**      Financial Statement Analyses, Funds Flow Analysis. The Statement of Cash Flows; Management Accounting - Concept, Need, Importance and Scope.
- UNIT-IV**      Cost Accounting - Records and Processes, types of Cost Ledger and Control Accounts, Overhead Cost and Control, Job and Process Costing.
- UNIT-V**      Budget and Budgetary Control, Performance Budgeting, Zero-Base Budgeting, Standard Costing and Variance Analysis, Marginal Costing and Absorption Costing.

**Books Recommended :**

1. R N and Reece J S. Accounting Principles, 6th ed., Homewood, Illinois, Richard D. Irwin, 1995.
2. Bhattacharya S K and Dearden J. Accounting for Management. Text and Cases. New Delhi, Vikas, 1996.
3. Heitger, L E and Matulich, Serge. Financial Accounting. New York, McGraw Hill, 1990.
4. Hingorani, N L. and Ramanathan, A R. Management Accounting. 5th ed., New Delhi, Sullan Chand, 1992.
5. Horngren, Charles etc. Principles of Financial and Management Accounting. Englewood Cliffs, New Jersey, Prentice Hall Inc., 1994.
6. Needles, Belverd, etc. Financial and Managerial Accounting. Boston, Houghton Mifflin Company, 1994.
7. Vij, Madhu. Financial and Management Accounting. New Delhi, Anmol Publications, 1997.

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SEMESTER – I  
MBAPT -105

**Business Communication**

**Course Objectives:**

The objective of this course is to make students understand the importance of the concept, process and importance of communication

**UNIT-I**

**INTRODUCTION TO COMMUNICATION:** Communication Overview, Functions – Objectives - Importance, nature and need of communication, Essentials of good communication, Seven Cs of effective communication, Process of communication.

**UNIT-II**

**EFFECTIVE COMMUNICATION SKILLS:** Perquisites of a good communicator, How to create an immediate impression, power of eye contact, Using your voice more effectively.

**UNIT-III**

**VERBAL AND NON VERBAL COMMUNICATION:** Introduction to Verbal and Non-verbal communication, Upward, Downward, Lateral and Horizontal Communication, Formal vs. Informal channels of communication, Grapevine communication, Type of Non verbal Communication.

**UNIT-IV**

**EFFECTIVE ORAL COMMUNICATION:** Meaning, nature and scope - Principles of effective oral communication, Techniques of effective speech - Media of oral communication, Listening: Process, Types of listening, and essentials of good listening.

**UNIT-V**

**COMMUNICATION FOR EMPLOYMENT:** Strategies to develop effective communication skills, Essentials of resume writing, Importance of resume and covering letter, Group discussions, Interview, types of interview, Preparation; Interview Techniques: Mastering the art of conducting and giving interviews.

**Recommended Books**

1. Rodriques, MY., Effective Business Communication, Concept Publishing Company, Delhi, 2003.
2. Sinha, K.K., Business Communication, Galgoita Publishing Company, New Delhi, 2006.
3. M.K. Sehgal& V. Khetrapal - Business Communication (Excel Books).
4. Rai, Urniila and S.M Rai, Business Communication, Himalaya Publishing House, Mumbai