

TEACHING PLAN FORMAT

**SCHOOL OF ECONOMICS
Devi Ahilya Vishwavidyalaya, Indore, India
2013 – 14**

Course Code and Title	714A IT for Managers (Inter Disciplinary)
Credit Hours	40
Faculty	Rachana Jain
E-mail Id	Rachana.soe@gmail.com

Course Overview : (Write about nature, relevance, scope, coverage, and applications of the course)

Information technology is related to studying, designing and developing information related to computers. Importance of information technology in educational sector is well-known. It helps the students in studying the course material easily because of fast access. Studying the subjects with the help of online libraries and dictionaries has made grasping and increasing the knowledge easy for the students. It has helped them in grasping the subject well and getting their basics cleared.

Importance of IT in management is quite significant. It helps the managers in adapting to the new business processes and to predict the possible impact of new technologies. The managers can benefit from the efficiently prepared computer packages and the electronically stored confidential information. With just a single click of the mouse, they can have the relevant information in front of their screen.

Learning Outcomes: (State learning outcomes in terms of knowledge, skills, understanding, applications, and competencies for students)

The objective of this paper is to understand basic knowledge of computers, applications of various information tools and basics of electronic-business to proceed with IT adopted in the business. It also includes topic related management information system indicating integration of managers skill with the computer generated information.

Pedagogy: (Mention various teaching methods such as lecture, case studies, power point presentations, field assignments etc.)

Lectures equipped with power point presentations for emerging topics such as V Generation Computers, virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-fi, Bluetooth. Along with case studies on different topics such as working of Information system in business organizations, working of e- markets, e-business.

Examination Scheme:

Assessment Components	% Weightage
External	60 %
Internal 1	20%

Internal 2	20%
Internal 3(Best of two are evaluated)	20%
Computer viva	20%

Assignments/Projects/Exercises	% Weightage
Assignment questions at the end of each topic. Assignments based on real time applications of various topic such as e-business, MIS in any organization.	20%

- **Text Books:**

- Computer Fundamentals – P.K.Sinha, , BPB Publisher
- A First Course in Computer – Sanjay Saxena, Vikas Publishing House Pvt. Ltd
- Computer Systems & Applications – Rustam Shroff, Himalaya Publishing House
- Computer Netware—K.K.Koli, Nakoda publication & Print ltd
- Introduction to Computers – N.Subramanium , Tata McGraw Hill Publication .
- DataBase Management System – Korth.
- Management Information System—Kenneth c. Laudon,Jane P. Laudon,Pearson education.
- Management Information System—D.P Goyal,Macmillan India Ltd.

- **Reference Books:**

- e-Business—Michael P.Papazoglou, Pieter M.A. Ribbers, Wley Computer Publishing.
- System analysis & design—Elias .M.Awad, Galgotia Publication Pvt.Ltd.

Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
5	1. Anatomy of Computer, Hardware & Software concepts, Types of Software – Operating system program language translator, communication software, Applicant software.	2
2	Networking – definition, need, types & applications, networking hardware – hub, router, bridge.	2

6	Data Base Management System Introduction – Data, Database management system purpose of database management system, Data abstraction, Instances and schemas, data-independence physical data independence, logical data independence, Data Model – Hierarchical, Network,	2
3	Relational. Introduction to relational approach – Tuple, Attribute, Domain, Degree, Relation.	2
1	System Concept: Definition, characteristics of system, Elements of system, Types of system.	2
5	Introduction to MIS: Characteristics of MIS, Structure of MIS, based on – management activity, organizational functions, Conceptual structure.	3
5	System development life cycle – feasibility study analysis, design, implementation, maintenance, Approaches of MIS development programmed & non-programmed decisions, decision support system.	2
2	Securing Information System, Tools & technologies for security	2
5	E-Business fundamentals, E-Business framework, E-Business applications, EBusiness markets, EBusiness models and market space characteristics ordering online Advertisement and marketing on Internet, offering customer product on the net.	4
6	Introduction to IT and its development – V Generation Computers, virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-fi, Bluetooth.	5

- **Additional Resources / Web links:**

- <http://my.safaribooksonline.com/book/information-technology-and-software-development>
- <http://www.paolocoletti.it/books/basiccomputer.pdf>
- <http://www.anzaq.com/2013/05/download-computer-fundamentals-pk-sinha.html>
- http://vfu.bg/en/e-Learning/Computer-Basics--computer_basics2.pdf
- http://en.wikibooks.org/wiki/Computers_for_Beginners/The_Basics
- <http://www.nios.ac.in/media/documents/sec229new/Lesson%201.pdf>

Course Code and Title	731 - Financial Products and Services
Credit Hours	40 Hours
Faculty	Dr. Mrs. Vidya Telang
E-mail Id	vidya.telang@gmail.com

- **Course Overview : (Write about nature, relevance, scope, coverage, and applications of the course)**

The objective of this paper is to provide knowledge about the different financial products and services that are available for a business organization. Since the specialization of the course is in Financial Services, this is one of the most relevant papers for the students as it will provide them knowledge regarding the various financial products and services which have emerged in the country and all over the world during recent times. The subject knowledge can be applied to the variety of products and services given by banks, merchant banks, leasing and hire selling companies, factoring organisations, capital markets etc.

- **Learning Outcomes: (State learning outcomes in terms of knowledge, skills, understanding, applications, and competencies for students)**

As stated above the study of the course helps in making the students more aware of the current scenario of the financial services and products market. The advent of the variety of financial services and products has increased the employment opportunities for students both in the domestic as well as global markets. In fact many of these services like mergers and acquisitions seek specialized knowledge for their application in the real life scenario. Thus this subject makes them more competent to face the challenges in a better way.

- **Pedagogy: (Mention various teaching methods such as lecture, case studies, power point presentations, field assignments etc.)**

The various teaching methods include oral lectures, power point presentations, discussion of case studies. As a part of the MBA course curriculum the students have to undergo mandatory summer internship of 6 to 8 weeks where a majority of them practically learn how to market these financial services.

- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20*
Internal 2	20*
Internal 3	20*

***The best two of the three internal tests are taken giving a combined weightage of 40% for the internals.**

Assignments/Projects/Exercises	% Weightage
The assignments and projects/exercises, overall class participation etc. are evaluated on a continuous basis and a final assessment is done for the third internal.	20 (included as a part of the third internal)

- **Text Books/ Reference Books :**

1. Financial Services by Khan M.Y.,
2. Banking & Financial Services: H.R.Machiraju,
3. Merchant Banking & Financial Services: J.C.Verma.
4. Lease Financing and hire Purchase, Merchant banking, Mutual Funds, Factoring and Venture Capital - Kothari, Vinod- Wadhwa & co. Pvt. Ltd. (Latest Edition)
5. Financial Services- Text, Cases & Strategies- P.Mohana Rao, R.L. Hyderabad-Deep Publication Pvt.Ltd.

- ***The students are advised to refer the latest editions of the books to remain updated about the latest introductions in the books.***

Session Plan:

Sessions(Hours)	Topics	Chapters/ Readings / Study Material / Cases
2	1. Introduction – Meaning, Nature & scope of Financial Services, Fund based and Fees based services.	Self made notes provided to students
8	2. Factoring Services – Meaning, Concept and evolution of Factoring; Functions of a Factor; Types of Factoring; Factoring Vs Bills discounting; Advantages of Factoring; Forfeiting – an overview.	Study Material and self made notes provided to students. Case study related to advantages of factoring discussed in the class.
11	3. Leasing and Hire - Purchase – Meaning concept and agreement, types of leasing, advantages and disadvantages of leasing, financial evaluation related to Lease vs. Buy /borrow decisions, legal aspects of leasing; Lease vs. Hire-Purchase	Self made notes provided to students. Numerical cases on cost benefit analysis of leasing vs. buying decisions discussed and solved in class.
4	4. Venture Capital Financing – Meaning, concept of VCF; Features of VCF, Need, Stages of financing, Exit routes; Role in the development of industry/economy.	Self made notes provided to students.
4	5. Securitization – Meaning and features, operational mechanism, Advantages, Provisions of The Securitization Act 2002.	Self made notes provided to students.
8	6. Capital structure decisions – Meaning, Factors affecting capital structure and capital structure decisions.	Self made notes provided to students. Numerical problems related to theories of capital structure, indifference EBIT, ROI-ROE analysis discussed in the class.
3	7. Plastic Money – Concept and operation of VISA, Master Card, Diners Club	

- **Additional Resources / Web links:**

The students are provided with notes, extra questions for practice wherever deemed necessary. They are also advised to look up on the other web resources for extra knowledge.

Course Code and Title	711C - Business Finance and Accounting
Credit Hours	40 Hours
Faculty	Dr. Mrs. Vidya Telang
E-mail Id	vidya.telang@gmail.com

- **Course Overview : (Write about nature, relevance, scope, coverage, and applications of the course)**

The objective of this paper is to go through the financial concepts and understand the techniques to manage the finance for the organization. The terminology used in accounting emanates from the subject of Business Accounting. Before the students are taught about the basic and details of finance, it is imperative to make them understand the basic terminology used in these subjects. Also the information required to take financial decisions is available majorly in the accounting and financial statements. Thus it is important for the students specializing in Finance to understand as to how the accounting information is prepared, maintained and read. Without studying the basics and language of accounting it is difficult to understand the fineries and intricacies of financial decision making.

- **Learning Outcomes: (State learning outcomes in terms of knowledge, skills, understanding, applications, and competencies for students)**

The students are introduced to the basic terminology of double-entry book-keeping and its principles. Thus it prepares a ground for the students to understand the various types of problems faced in taking financial decisions and how to deal with them in everyday situations. This subject enables them to make use of accounting information and the techniques which are used in analysing the information.

- **Pedagogy: (Mention various teaching methods such as lecture, case studies, power point presentations, field assignments etc.)**

The various teaching methods include oral lectures, blackboard teaching, power point presentations etc. Since the subject is majorly numerical in nature most of the teaching involves solving numerical problems related to recording of transactions and preparation of final accounting statements etc. Because of the conceptual nature of the subject, the theoretical base of the students also needs to be strengthened which makes imparting oral lectures, explanations and thorough discussion of the topic very necessary.

- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20*
Internal 2	20*

Internal 3	20*
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***The best two of the three internal tests are taken giving a combined weightage of 40% for the internals.**

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The assignments and projects/exercises, overall class participation etc. are evaluated on a continuous basis and a final assessment is done for the third internal.	20 (included as a part of the third internal)

6. Text Books/Reference Books:

1. Advanced Accountancy- Vol I , R.L. Gupta & Radhaswamy, Sulltan Chand & Sons, New Delhi
 2. Double entry Book keeping and Accountancy, T. S. Grewal, Sultan Chand & Sons, New Delhi.
 3. Comprehensive Financial Accounting , S.A Siddique, Laxmi Publications,
 4. Financial Management -- Khan & Jain, Tata McGraw Hill Publication.
 5. Financial Management-- I.M. Pandey., Vikas Publishing House Pvt. Ltd.
 6. Financial Management-- Prassanna Chandra, Tata Mc Graw Hill Publication.
 7. Financial Management -- Maheshwari, Sultanchand \$ Sons.
- *The students are advised to refer the latest editions of the books to remain updated about the latest introductions in the books.*

Session Plan:

Sessions(Hours)	Topics	Chapters/ Readings / Study Material / Cases
7	1. Introduction to Financial Accounting - Meaning & function of Accounting; Generally accepted Accounting Concepts & Conventions; Nature of Accounts; Rules for Debiting & Crediting; Journalizing the transactions; Posting from the Journal to the Ledger & Preparation of Trial Balance.	Discussion on meaning of Financial Accounting, journalisation rules, classification of accounts, ledger, trial balance. Solved practical examples and illustrations on the above topics and given assignments.

9	2. Final Accounts - Preparation of financial Statements – Trading, Profit & Loss Account, and Balance Sheet with the help of Adjustment Entries.	Discussion and explanation of the entire process of preparation of final accounts along with adjustments. Solved numerical problems related to final accounts and given assignments.
5	3. Depreciation – Meaning and Need, Methods of Charging depreciation – Straight Line Method; WDV Method; Accounting for depreciation in the Books of Account.	Discussion and explanation of the topic and solving of numerical problems on various methods of charging depreciation. Class assignments given by extempore creation of problems.
8	4. Analysis and Interpreting of the Financial Statements – Financial Ratio Analysis-Liquidity Ratios- Current Ratio, Quick ratio, Profitability Ratios – GP ratio, NP ratio, Operating Ratio, ROI, ROE, ROA, EPS, DPS, Dividend Pay Out Ratio, Price Earnings Ratio, Earnings yield Ratio, Turnover Ratios – Stock Turnover Ratio, Debtors Turnover Ratio, Creditors Turnover Ratio, Capital Turnover Ratio, fixed assets turnover, current assets turnover. Solvency Ratio – Debt-equity Ratio, Capital Gearing Ratio, Interest Coverage Ratio, Debt Service Coverage Ratio, Building An Income Statement and Balance sheet	Discussion and explanation of the topic on financial ratios. Study of various ratios related to Liquidity, Solvency, Turnover and Profitability. Solving of numerical questions on ratios and building a balance sheet and income statement with the help of ratios. Class assignments given and discussed.

4	5. Fund flow statement - Meaning, uses and preparation.	Discussion and explanation of the topic and solving of numerical problems related to preparation of Statement of Working capital changes, Funds from operations, Funds flow statement.
5	6. Cash Flow statement (AS-3) – Meaning, uses and preparation	Discussion and explanation of the topic and solving of numerical problems related to preparation of cash flow statement as per AS-3 under various activities such as operating, investing and financing.
2	7. Introduction to Cost Accounts – Meaning, Objectives, Difference between cost Accounts and Financial Accounts, Elements of Cost.	Discussion and explanation of the topic. Self made notes provided to students.
Assignment	8. Analysis of financial statements of any public limited company.	Given to students as an assignment where they have to analyse the financial statements of a public limited company to have a practical insight into ratio analysis.

- **Additional Resources / Web links:**

The students are provided with notes, extra questions for practice wherever deemed necessary. They are also advised to look up on the other web resources for extra knowledge

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Credit Hours	40
Faculty	Rachana Jain
E-mail Id	Rachana.soe@gmail.com

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- Management Information System—Kenneth c. Laudon,Jane P. Laudon,Pearson education.
- Management Information System—D.P Goyal,Macmillan India Ltd.

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6	Data Base Management System Introduction – Data, Database management system purpose of database management system, Data abstraction, Instances and schemas, data-independence physical data independence, logical data independence, Data Model – Hierarchical, Network,	2
3	Relational. Introduction to relational approach – Tuple, Attribute, Domain, Degree, Relation.	2

1	System Concept: Definition, characteristics of system, Elements of system, Types of system.	2
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5	System development life cycle – feasibility study analysis, design, implementation, maintenance, Approaches of MIS development programmed & non-programmed decisions, decision support system.	2
2	Securing Information System, Tools & technologies for security	2
5	E-Business fundamentals, E-Business framework, E-Business applications, EBusiness markets, EBusiness models and market space characteristics ordering online Advertisement and marketing on Internet, offering customer product on the net.	4
6	Introduction to IT and its development – V Generation Computers, virtual reality, GPS, GIS, Mobile technology – 1G, 2G, 3G, 4G. Wi-fi, Bluetooth.	5

- **Additional Resources / Web links:**

Course Code and Title	735: Strategic Fiancial Management
Credit Hours	34
Faculty	Dinesh Bargale
E-mail Id	Dineshbargale03@gmail.com

- **Course Overview:** This subject focus on the development of decision making skills into the students at different levels in an organization related to strategies of financial management to business world.
- **Learning Outcomes:** After going through this subject, students can develop the skills for taking various decision of the organisation in financial manner by using the concept of strategic management.
- **Pedagogy:** Teaching Methodology in the class room are lectures, cases study, power point presentation.
- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20
Internal 2	20
Internal 3	20

**Best of two internal marks will be considered.*

Assignments/Projects/Exercises	% Weightage
Assignments	50
Exercise	50

- **Text Books:**
 1. Strategic Financial management – Rajni Sofat , Preeti Hiro
 2. Strategic Management – Upendra Kachre- Excel Book – 1st Edition 2005
 3. Strategic Management - Hachiraja
- **Reference Books:**
 - **Stategic Managment – Azhar kazmi.**

1. Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
1	Strategy Concepts: Definition and meaning by various schools Strategic Planning	1
2	Long range Business Planning graduation from operational to policy to Strategic decision making.	
3	Working Capital Strategies	2
4	Working Capital Strategies	
	Exercise (Numerical)	
5	Industry variation and seasonal fluctuations in working capital management of current assets and current liabilities,	
6	Industry variation and seasonal fluctuations in working capital management of current assets and current liabilities,	
7	Matrix Methods for Strategic Decisions:	3
8	Case	
9	SWOT analysis	
10	Case	
11	Pestle analysis and their applications	
12	Case	
13	BCG matrix	
14	Case	
15	McKinley other directional policy matrices.	4
16	Basic Strategic Models: Fit concept and porter's generic s Model	
17	Case	
18	Gary Hamel and C.K. Praihad core competencies recommendations	
19	Gary Hamel and C.K. Praihad core competencies recommendations	5
20	Sumantra Ghoshal and Steven covey for meaning in a changing environment.	
21	Organizational Strategic: Generic Strategy Alternatives	
22	Stability	
23	Case	
24	Retrenchment as a Strategic option: need choice and stages	6
25	Growth Strategic: Vertical and Horizontal growth.	
26	Case	
27	Mergers and Acquisitions,	
28	Organic and inorganic methods take over	
29	Case	
30	methods identification of target resisting take over turn around	6
31	financial analysis at each stage	
32	financial analysis at each stage	
33	Case	
34	Case	

- **Additional Resources / Web links:**

1. www.icaai.org
2. www.investopedia.com/
3. www.exed.hec.edu
4. www.edwards.usask.ca/csfm/

Cases:

1. Putting together the strategic intent at Dabur India Ltd.
2. Bharat Heavy Electrical Ltd Constrictions on the power Equipment industry.
3. Pyramid Saimira entertains a dicey strategic option
4. Organic & Inorganic Growth -Bibby Line Group
5. Incorporating corporate social responsibility into strategy at the Tata group.
6. Air Deccan: Revolutionising the Indian skies.

Course Code and Title	737: Security Analysis & Portfolio Management
Credit Hours	43
Faculty	Dinesh Bargale
E-mail Id	Dineshbargale03@gmail.com

- **Course Overview :** This subject focus on analysis of various financial securities, various financial investment instrument and group of securities called Portfolio
- **Learning Outcomes:** (after going through this subject students can make the various investment portfolios for themselves and for others to. An they come to know the mechanism of various portfolios)
- **Pedagogy:** (teaching Methodology in the class room are lectures, case study, power point presentation and 1 guest lecture)
- **Examination Scheme:**

Assessment Components	% Weightage
External	60

Internal 1	20
Internal 2	20
Internal 3	20

Assignments/Projects/Exercises	% Weightage
Assignments	50
Exercise	50

- **Text Books:**

- **Security analysis and Portfolio Management By Dharmesh Khatri .**
- **Security analysis and Portfolio Management By Dharmesh Khatri by Punitvarthi Pandyan.**
- **Security analysis and Portfolio Management By Dharmesh Khatri by D.E. Fischer**

- **Reference Books:**

- **Investment Analysis and Portfolio Management by Prasanna Chandra**
- **Security analysis and Portfolio Management by V. K. Bhalla**

Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
<i>1</i>	Introduction of SAPM	<i>1</i>
<i>2</i>	Concept of Investment, Investment verses Speculation	
<i>3</i>	Financial and Economic Aspect of Investment, Types, Characteristics and Objectives of Investment.	
<i>4</i>	Risk Return: Concept of Risk and Return	<i>2</i>
<i>5</i>	Systematic and Unsystematic Risk,	
<i>6</i>	Multifactor model of Risk and return	
<i>7</i>	Exercise (Numerical)	
<i>8</i>	Efficient capital markets, Concept of Beta,	
<i>9</i>	Capital Assets Pricing Model,	
<i>10</i>	Exercise (Numerical)	
<i>11</i>	Exercise (Numerical)	
<i>12</i>	SML and CML Valuations	
<i>13</i>	SML and CML Valuations	
<i>14</i>	Exercise (Numerical)	

15	Valuation of Securities – An introduction to security valuation,	3
16	Macroeconomic and Market analysis, The global asset allocation decision‘	
17	Valuation of Bonds: PV Model,	4
18	Bonds Yield, Measures Duration,	
19	Exercise (Numerical)	
20	Exercise (Numerical)	
21	Modified Duration,	
22	Immunization Conservity	
23	Exercise (Numerical)	
24	Bond Value Theorem.	5
25	Security Analysis: Fundamental Analysis	
26	Security Analysis: Fundamental Analysis	
27	Security Analysis: Fundamental Analysis	
28	Exercise (Numerical)	
29	Exercise (Numerical)	
30	Technical Analysis, Dow Theory,	
31	Elliott Wave Theory, Efficient Market Theories and Testing.	6
32	Portfolio Concepts: Portfolio and Security Returns,	
33	Diversification, Markowitz Model, Sharp Index Model.	
34	Exercise (Numerical)	7
35	Factor Models and Arbitrage Pricing Theory	
36	Exercise (Numerical)	8
37	Portfolio Investment Process.	
38	Portfolio Evaluation: Measures of Returns,	9
39	Sharpe Measures.	
40	Treynor Measures.	
41	Sharpe and Treynor Measures.	
42	Exercise (Numerical)	
43	Exercise (Numerical)	

• **Additional Resources / Web links:**

5. www.chart-formations.com
6. <http://www.investopedia.com/>
7. <http://www.myiris.com/>
8. <http://www.moneycontrol.com/>
- 9.

Course Code and Title	713: Principles and practices of management & Organization
Credit Hours	43
Faculty	Dinesh Bargale
E-mail Id	Dineshbargale03@gmail.com

- **Course Overview:** This subject focus on the fundamentals of management concept. This subject is the base of all the subject and organisation behaviour is for understand the human behaviour to have efficiency effectiveness with the total development of the organization.
- **Learning Outcomes:** After going through these subject students aware about the fundamentals of management and analysis of human behaviour in the organisation for the effectiveness for organisation.
- **Pedagogy:** Teaching Methodology in the class room are lectures, case study, power point presentation
- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20*
Internal 2	20*
Internal 3	20*

**Best of two internal marks will be considered.*

Assignments/Projects/Exercises	% Weightage
Assignments	50
Exercise	50

- **Text Books:**
 - Principle of management – Navlakha
 - Fundamental of management
 - Stephen P. Robbins, —Organizational Behaviour
 - Essentials of management- Harold knootz
 - R.D. Agrawal, —Organization and Management
 - Management- Stephen P. Robbins and Merry Coulter
- **Reference Books:**
 2. —Organizational Behaviour- Fred Luthans

Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
1	Introductory: Concept of management including functions of management,	<i>1(Sec-A)</i>
2	functions and responsibilities of managers, Fayol's principles of management.	
3	Management thought; the classical school,	
4	the human relations school,	
5	Systems, Theory school, Contingency theory school,	
6	Planning: Nature and purpose of planning including strategic planning,	<i>2</i>
7	Principles of planning,	
8	Types of Planning, Advantages and Limitations of planning.	
9	Case	
10	Concept and nature of Objectives: Types of objectives,	<i>3</i>
11	Importance of objectives	
12	setting objectives, Management by objectives	
13	Strategies and Policies: Concept of corporate strategy, formulation of strategy,	<i>4</i>
14	Types of strategies, TOWS matrix	
15	Case	
16	the Portfolio matrix, three generic competitive strategies by Porter	
17	Effective implementation of strategies, types of policies,	
18	Principles of formulation of policies, Decision making.	
19	Organizing: Nature and purpose of organizing	<i>5</i>
20	Bases of Departmentation, Span of management	
21	Line and Staff relationship, Line-staff conflict,	
22	Delegation, kinds of delegation, Delegation and Decentralization, Methods of Decentralization.	
23	Case	
24	Control: Concept and process of control, Control techniques	<i>6</i>
25	Human aspects of control, control as a feedback system, Feed forward control, Preventive control.	
26	Foundations of Individual and Organizational Behavior: OB Models	
27	Personality Determinants and Attributes	<i>1(Sec-B)</i>
28	Learning and Learning Theories, Perception-Factors affecting Perception.	

29	Motivation: Needs, Contents and Processes; Maslow's Hierarchy of Needs	2
30	Herzberg's Two Factor theory, ERG theory,	
31	Vrooms Expectancy theory, Reinforcement Theory.	
32	Case	
33	Foundations of Group Behavior: Defining and Classifying Groups	3
34	Group Structure and Processes, Process of Group formation	
35	Group Decision Making, Group v/s Team, Team Effectiveness, and Decision Making.	
36	Case	
37	Leadership: Trait theories, Behavioral theories-- Ohio State Studies,	4
38	Michigan Studies, and Managerial Grid	
39	Contingency theories—Fiedler's Model, Hersey and Blanchard's Situational theory	
40	Leader-Member Exchange theory, Path Goal theory, Charismatic Leadership.	
41	Case	
42	Conflict & Organizational Change: Interpersonal Conflict, Inter group Conflict	5
43	Organizational Conflict, forces of Change, Resistance to Change	

• **Additional Resources / Web links:**

1. <http://www.investopedia.com/>
2. <http://www.citehr.com/>
3. <http://kalyan-city.blogspot.com/>
4. www.linksmanagement.com/

Cases:

3. All this talk about Leadership: ..But what about Fellowship?.
4. Executive pay around the world
- 5.

Course Code and Title	MBA –FS
Credit Hours	Around 38
Faculty	Varsha Gupta Bansal
E-mail Id	Varsha19g@yahoo.co.in

- **Course Overview :** The syllabus cover all the important Acts of law which will helps to the professionals in their future and they can aware about the rights and responsibility of their own.
- **Learning Outcomes:** Law itself is a knowledge but when it relates to the different field like professionals, businessman, MNC definitely helps to student in their future.
- **Pedagogy:** Case laws, Lecture, rulings etc.
- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20(best of two)
Internal 2	20(best of two)
Internal 3	20(best of two)

Assignments/Projects/Exercises	% Weightage

- **Text Books:** Bare Acts
- **Reference Books:** Taxman, legal professionals, case laws

Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
1	Customs Act	Legal Framework
2	Foreign Exchange Management Act	Legal Framework
1	The Money Laundering Act	Legal Framework
1	Insolvency Law	Legal Framework
3	Information and technology Act Competition Act	Legal Framework
4	Indian Contract Act, Companies Act	Contractual Relations and Company regulations
4	Copyright Act, Patent Act, Designs Act & Trade Marks Act	Property Rights: Intellectual Property
4	Merchandise Marks Act, International Conventions & UNO specifications	Property Rights: Intellectual Property
4	Carriage of goods Act, Multimodal Transport & Insurance.	<i>Insurance</i>
4	Security Contract, Preferential Shares and Dividend Act	Preferred Act
4	Sales Tax- Central , Income Tax, Avoidance of Double Taxation	Taxation
6	Product Liability, Transfer of Technology, International Contracts, Licenses Joint Venture/ Consultation, Foreign Investment Laws, International Organizations, United Nations World Trade Organizaion	

- **Additional Resources / Web links:**

Course Code and Title	713A Business Communication and Personality Development
Credit Hours	3 Hrs/week
Faculty	Mrs. Deepali Pai
E-mail Id	adapai@yahoo.co.in

- **Course Overview :** Business Communication and personality development is a subject to develop the soft skills of students. The syllabus is designed to equip the students with oral and written communication. The subject has immense relevance in today's

competitive world, where job seekers are not only expected to have thorough subject knowledge but also presentation skills.

- **Learning Outcomes:**

Students learnt

- the fundamentals of communication
- fundamentals of business writing (how to present good, bad and neutral news, appropriate usage and choice of words, sentences and paragraphs)
- Report writing
- Letter writing(application, complaint, bank, sales letters)
- Resume
- Interview (Dos and donts)
- Tips for effective presentations

- **Pedagogy:** Students were taught using

- Case studies
- Lectures
- Practice on writing letters, resume etc
- Role plays
- Mock interviews

- **Examination Scheme:**

Assessment Components	% Weightage
External	60
Internal 1	20
Internal 2	20
Internal 3	20

Assignments/Projects/Exercises	% Weightage
External	60
Internal 1 (Paper)	20
Internal 2 (Paper)	20
Internal 3 (File Written Assignment + Group Discussion)	10 + 10 = 20

- **Text Books:**

Business Communication Rajendra Pal
Business Communication K.K. SINHA

- **Reference Books:**

Business Communication P D Chaturvedi
Contemporary Business Communication Scot Ober

Effective Technical Communication M Ashraf Rizvi

Session Plan:

Sessions	Topics	Chapters/ Readings / Study Material / Cases
1	Objective and overview of the subject, Defining Communication	
2	Process of communication, Principles of effective communication	
3	Importance and objectives of business communication	
4	Importance of feedback	
5	Physical, Mechanical and Psychological barriers to communication.	
6	Effective listening – types and Essentials of effective listening.	
7	Development of intrapersonal and interpersonal skills for Personal effectiveness.	
8	Channels, Formal, Informal, Internal, External and communication networks.	
9	Verbal, Non-verbal communication and it's importance.	
10	Adaption and selection of words, construction of clear sentences and paragraphs, writing for effect	
11	Basic patterns of Business Letters, Directness in good news and neutral situations, Indirectness in bad news and persuasive messages.	
12	Sales letter writing	
13	Practice on sales letters	
14	Letters of bank correspondence	
15	Practice on bank letters	
16	Complaint letters.	
17	Practice of complaint letters	
18	Dealing with print and electronic media, writing a press release	
19	Practice	
20	Introduction to report writing	
21	Practice on reports	
22	Introduction and importance of Employment Messages	

23	Writing Resumes, Application letters: writing the opening paragraphs, summarizing the key selling points, writing the closing paragraph.	
24	Practice on writing application letters: solicited and unsolicited	
25	Effective presentation skills : body language, eye contact, gesticulation, use of audio visual aids	
26	Practice on presentation, students spoke on a topic	
27	Interview skills : types of interview, preparing for an interview, how to handle stress	
28	Commonly asked questions in an interview	
29	Preparation of common questions	
30	Attire and body language during interview	
31	Tips on Group Discussions	
32	Group Discussion	
33	Group Discussion	
34	Group Discussion	
35	Group Discussion	

- **Additional Resources / Web links:**