

SEMESTER I

MANAGING ORGANIZATIONS

Sub Code : 12MBA11	IA Marks : 50
No. of Lecture Hrs /week : 04	Exam Hrs. : 03
Total No. of Lecture Hrs. : 56	Exam Marks : 100
Practical Component : 01 Hr/ Week	

Part A- Principles of Management

Module I : Introduction (6 Hours)

Management: Introduction, definition of management, nature, purpose and functions, levels and types of managers, managerial roles, skills for managers, evolution of management thought, Fayol's fourteen principles of management and recent trends in management.

Module II: Planning and organizing (12 Hours)

Planning: Nature of planning, planning process, objectives, MBO, strategies, level of strategies, policies, methods and programs, planning premises, decision making, process of decision making, types of decisions, techniques in decision making.

Organizing: Organization structure, formal and informal organizations, principles of organizations-chain of command, span of control, delegation, decentralization, empowerment.

Functional, divisional, geographical, customer based and matrix organizations, team based structures, virtual organizations, boundary less organizations.

Module III: Controlling (4 Hours)

Controlling, importance of controlling, controlling process, types of control, factors influencing control effectiveness.

Recommended Books

1. Essentials of Management-Koontz, 8/e, McGraw Hill
2. Management: Text and Cases-VSP Rao, Excel Books
3. MGMT, An Innovative approach to teaching and learning Principles of Management, Chuck Williams, Cengage Publications, 2010
4. Principles and practices of Management, Kiran Nerkar, Vilas Chopde, Dreamtech Press, 2011
5. Management Theory & practice – Chandan J. S, Vikas Publishing House.
6. Management Theory & Practice Text & Cases – Subba Rao P & Hima Bindu, Himalaya Publication.

Part B- Organizational Behaviour

Module IV: Introduction

(4 hours)

Organizational Behaviour: Introduction, definition, historical development, fundamental principles of OB, contributing disciplines, challenges and opportunities.

Module V: Foundations of Individual Behaviour

(14 Hours)

Individual behaviour: Foundations of individual behavior.

Ability: Intellectual abilities, Physical ability, the role of disabilities.

Personality: Meaning, formation, determinants, traits of personality, Big five and MBTI, personality attributes influencing OB.

Attitude: Formation, components of attitudes, relation between attitude and behaviour.

Perception: Process of perception, factors influencing perception, link between perception and individual decision making.

Emotions: Affect, mood and emotion and their significance, basic emotions, emotional intelligence, self awareness, self management, social awareness, relationship management.

Module VI: Motivation and Leadership (8 Hours)

Motivation: Meaning, theories of motivation-needs theory, two factor theory, Theory X and Y, application of motivational theories.

Leadership: Meaning, styles of leadership, leadership theories, trait theory, behavioural theories, managerial grid, situational theories-Fiedler's model, SLT, transactional and transformation leadership.

Module VII: Group Behaviour (4 Hours)

Definition, types, formation of groups, building effective teams.

Conflict: Meaning, nature, types, process of conflict, conflict resolution.

Power and politics: Basis of power, effectiveness of power tactics. The ethics of behaving politically.

Module VIII: Organizational culture (4 Hours)

Importance, managing culture. Work stress and its management.

Practical Component

- Studying organizational structures of any 10 companies and classifying them into different types of organizations which are studied in Module 2 and justifying why such structures are chosen by those organizations.
- Preparing the leadership profiles of any 5 business leaders and studying their leadership qualities and behaviours with respects to the trait, behavioural and contingency theories studied.
- Identifying any five job profiles and listing the various types abilities required for those jobs and also the personality traits/attributes required for the jobs identified.

Note: Faculty can either identify the organizations/ leaders/jobs or students can be allowed to choose the same.

RECOMMENDED BOOKS:

1. Organizational behaviour, Stephen P Robbins, Timothy A. Judge, Neharika Vohra, Pearson, 14th Edition, 2012.
2. Introduction to Organisational Behaviour – Michael Butler, Jaico Publishing House,
3. Organization Behaviour – Ashwathappa, Himalaya Publication House
4. ORGB - Nelson, Quick, Khanelwal, 2/e, Cengage Learning, 2012.
5. Organizational behaviour - Anada Das Gupta, Biztantra, 2011.
6. Organizational behaviour: A modern approach - Arun Kumar and Meenakshi, Vikas Publishing House, 2011.
7. Organizational behaviour – Rao V. S. P, Excel Books, 2009.

REFERENCE BOOKS:

1. Organizational Behaviour - Fred Luthans, 12/e, Mc-Graw Hill International, 2011.
2. Management and organizational Behaviour - Laurie J Mullins, Pearson education
3. Fundamentals of organizational behaviour - Slocum/Hillriegel. Cengage Learning
4. Organizational Behaviour - Aquinas P. G, Excel Books.

ACCOUNTING FOR MANAGEMENT

Sub Code : 12MBA14	IA Marks : 50
No. of Lecture Hrs /week : 04	Exam Hrs. : 03
Total No. of Lecture Hrs. : 56	Exam Marks : 100
Practical Component : 01 Hr/ Week	
Ratio of Theory to problems = 40:60	

Module I: Introduction to Accounting (4 Hours)

Need and Types of Accounting, Users of Accounting, concepts and conventions of Accounting, Accounting Equations.

Module II: Preparation of Books of Accounts (10 Hours)

Journals, Subsidiary books, three column cash book, ledgers and trial balance. (Problems only on three column cash book)

Module III: Preparation of Financial Statements (12 Hours)

Preparation of final accounts of sole traders and companies (excluding partnership) in horizontal format (students are to be introduced to vertical formats also)

Module IV: Analysis of Financial Statements (14 Hours)

Comparative, common size and trend analysis, Ratio Analysis, Preparation of financial statements using ratios, Cash flow Statement.

Module V: Accounting Standards and IFRS (4 Hours)

IFRS and proposed changes in Indian Accounting Standards.