Code: IM – 101

Principles and Practices of Management

Course Objectives

Objectives of this course are 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 managerial job, and enable them to analyze and understand the environment of the organization.

Course Contents

1. 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, Developing Excellent Managers.

2. Planning: Nature and Purpose of Planning, the Planning Process, Principles of Planning, Types of Planning, Advantages and Limitations of Planning.

3. Concept and Nature of Objectives: Types of Objectives, Importance of Objectives, Setting objectives, Management by Objectives (MBO) Benefits and weaknesses of MBO.

4. Strategies and Policies: Concept of Corporate Strategy, formulation of Strategy, Types of Strategies, the Strategic Planning Process, the TOWS Matrix, the Portfolio Matrix, Three Generic Competitive strategies by Porter, Effective Implementation of Strategies, Types of Policies, Principles of formulation of Policies, Decision Making Process, individual Decision Making Models.

5. 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, Delegation and Decentralization, Methods of Decentralization.

6. Controlling: Concept and Process of Control, Control Techniques, Human Aspects of Control, Control as a feedback system, Feedforward Control, 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.

Text Readings

1. Harold Koontz, O'Donnell and HeinzWeihrich, "Essentials of Management", New Delhi, Tata McGraw Hill, 1992.

2. R. D. Agrawal, "Organization and Management", New Delhi, Tata McGraw Hill, 1995.

Suggested Readings

1. Harold Koontz, HeinzWeihrich, "Management: A Global Perspective", New Delhi,

McGraw Hill, 10th Ed., 1994.

2. Robert Krietner, "Management", Houghton Miffin Co., 7th Ed., 1999.

Code: IM 102
Financial Accounting

COURSE SUMMARY & OBJECTIVES: Objective of the subject is to acquaint students with concepts of accounting and help them acquire the ability to develop and use the accounting data as an aid to decision making.

1. FUNDAMENTALS OF FINANCIAL ACCOUNTING: Meaning and definition of accounting, Need and functions of accounting, users of accounting information, importance and limitations of accounting, Relationship of accounting with other disciplines, Accounting Principles- Concepts and Conventions, An introduction to Accounting Standards and US GAAPs
2. DOUBLE ENTRY SYSTEM OF ACCOUNTING: Concept and definition, Process of Accounting, various stages of DES accounting: Journal, Ledger, Trial Balance, Preparation of Final Accounts, Adjustments in Final A/cs., Preparation of Final a/cs. With adjustments, Numerical Problems
3. An Introduction to Subsidiary Books, Cash Book and its types, Preparation of various types of Cash Books.
4. Errors and Their Rectification: Concept and Types of Errors, Procedure for Rectification of Errors, Impact of Errors and their Rectification on Final Accounts, Numerical Problems.
5. Bank Reconciliation Statement: Concept, Causes and Need, Reconciliation Process, Numerical Problems.
6. Depreciation Accounting.

Text Readings :

1. Principles of Accounting by R.L. Gupta and V.K. Gupta
2. Principles of Accounting by T.S. Grewal
3. Financial Accounting by S.N. Maheshwari

Code: IM – 103
Business Mathematics

Course objective: To acquaint the students with basic mathematical tools used in management.

Course Syllabus – Session Descriptions

1. **Sets** – Relation and functions sets, types of sets, algebra of sets, union, intersection, difference, Cartesian products, applications.
2. Relations, binary relations, types, equivalence relation, mapping types, one-one-out maps.
3. Law of indices, Exponential among logarithmic functions, graphical representation.
4. Natural and common logarithm characteristic and mantissa, tables of logarithms, Antilogarithm.
5. **Trigonometric Function**
   Definition, graphical representation of trigonometric functions, trigonometrical ratios, sum, difference and product formula. Fundamental relationship in trigonometrical ratios, ratios of certain specific angles, Examples.
6. Solution of linear equation in two variables, Examples
7. **Calculus:**
   Limit and continuity of functions Derivatives, geometrical meaning, Methods of differentiation, standard forms, product and quotient functions, Examples. Differentiation of function of a function, logarithmic differentiation, Examples. Maxima and minima of single variable, applications.
8. **Integration** Meaning, integration as reverse process of differentiation, standard forms, method of integration, integration by parts, method of substitution, Examples.
9. **Averages,** ratios and proportions, applications, percentage
10. **Commission**, discount, profit & loss, applications.
11. **Progressions**: A.P, G.P. and H.P. applications
12. **Simple Interest**
    Meaning, calculation of interest by using logarithm, common multiplier, interest on provident fund scheme, calculation of simple interest by third – tenth and tenth rule, applications
13. **Compound Interest**
    Meaning, difference between simple and compound interest, methods of calculation, interest compounded monthly, quarterly etc. effective rates nominal rates, depreciation, applications.
14. **Matrix**
    Meaning notations, types of matrices, matrix algebra, transport and adjoint, inverse of matrix, solution of linear system by matrix methods.

Text Readings :

1. R. Jayprakash Reddy and Y. Mallikarynna Reddy, "**A Text book of Business Mathematics"**, New Delhi, Ashish Publishing House, 2002
2. K. B. Dutta, "**Matrix and Linear Algebra"**, New Delhi, Printice Hall of India 1999.

Code: IM-104
Computer Application

Objectives:

The objective of this course is to introduce the students to the basic concepts of computer. Special emphasis will be laid on helping students to acquire a high degree of proficiency in Windows based applications in various functional areas of management.

Course Contents:

1. **Introduction to computer**.
   - Definition of the computer
   - Characteristics of the computer
   - Components of the computer
   - Functions and Applications of computer.

2.Classification of computer
   - Microcomputers
   - Minicomputers
   - Mainframes
   - Supercomputers

3.**Anatomy of Digital Computer:**
   - Central Processing Unit (CPU)
   - Control Unit
   - Arithmetic –Logic Unit
   - Memory

4. **Computer Architecture**
   - Block Diagram of the Computer
   - I/O Interface
   - Techniques to transfer data.

5. **Number Systems**:
   - Decimal Number system.
   - Binary Number System.
     - Binary-decimal conversion
     - Decimal-binary conversion
     - Binary Addition
     - Binary Subtraction
   - Octal Number System
   - Hexadecimal Number System

6. **Memory Units:**
   - Introduction
   - RAM Dynamic RAM
     Static RAM
   - ROM
     - PROM
     - EPROM
     - EEPROM

7. **Auxiliary Storage Device:**
   - Magnetic tape

- Magnetic Disk
- Optical Disk
- Magneto-Optical Disk

8. **Input Devices**
   - Keyboard, Mouse, Scanner.
   - Digital Camera.
   - Magnetic Ink Character. Recognition (MICR).
   - Optical character Recognition (OCR)
   - Optical Mark Recognition (OMR)
   - Bar code Reader.
9. **Output Devices**
   - Monitor, Printers, Plotter
10. **Computer Software**
    - System Software
    - Application Software
11. **Computer Languages**
    - Introduction
    - Machine Language
    - Assembly language
    - High-level languages
    - Compiler and Interpreter

12.Operating Systems:

- Types of Operating System
  - Batch Operating System
  - Spooling
  - Multiprogramming
  - Real time System

13. **MS-DOS**
    - DOS Features
    - External and Internal Commands.
    - Working with files
    - Working with Directories
14. **A.*MS –Word (Word Processing*):**
    - Working with Word.
    - Typing and Editing
    - Formatting Text.
    - Page design and layout
    - Adding Tables
    - Advanced features of word
    - Hypertext., Mail Merge
15. ***MS - Excel (Worksheet):***
    - Entering Data
    - Formatting
    - Calculation in Worksheets
    - Adding Charts

- Advanced features of Excel

16. ***MS – PowerPoint (Presentation):***
    - Working with PowerPoint
    - Adding Text.
    - Customize PowerPoint
17. **Brief Introduction to Networking:**
    - Types of networking
    - Different topologies

References:

Books	**Author**
Fundamentals of Information Technology. (Text Book)	Alexis and Mathews Leon
Introduction To Comp. Science	Pearson (LPE)
The Complete Reference Office 2000	Stephen L. Nelson
Learn DOS in a day	Stulz

Code: IM – 105A
ORGANIZATIONAL BEHAVIOUR

Course Objectives

Objective of this course is to help students to understand human Behaviour in organizations so that they improve their managerial effectiveness.

Course Contents

Foundations of Individual and Organizational Behaviour: OB Models, Personality—Determinants and Attributes, Values, Job Attitudes, Learning and Learning Theories, Perception-Factors affecting Perception and Cognitive Dissonance theory.

Motivation: Needs, Contents and Processes; Maslow's Hierarchy of Needs, Herzberg's Two Factor theory, ERG theory, Vroom's Expectancy theory, Reinforcement theory and Behaviour Modification.

Foundations of Group Behaviour: Defining and Classifying Groups, Group Structure and Processes, Process of Group formation, Group Decision Making, Group v/s Team, Team Effectiveness, and Decision Making.

Leadership: Trait theories, Behavioral theories-- Ohio State Studies, Michigan Studies, and Managerial Grid. Contingency theories-- Fiedler's Model, Hersey and Blanchard's Situational theory, Leader-Member Exchange theory, Path Goal theory, Charismatic Leadership.

Conflict: Intra-individual Conflict, Interpersonal Conflict, Intergroup Conflict, Organizational Conflict, Transitions in Conflict Thought, Functional versus Dysfunctional Conflict, Conflict Process, Conflict Management Techniques.

Organizational Change and Stress Management: forces of Change, Resistance to Change, and Lewin's Three-Step Model, Stress Management—Potential Sources, Consequences and Coping Strategies for Stress.

Organizational Culture: Definition, Uniform Cultures, Relevance of Culture, Creating and Sustaining Culture, How Employees Learn Culture.

Text Reading

1. Stephen P. Robbins, "**Organizational Behaviour: Concepts, Controversies, and Applications",** New Delhi, Prentice Hall, 9th Ed., 2000.
2. Fred Luthans, **"Organizational Behaviour"**, New York, McGraw Hill, 8th Edn., 1998.
3. Bill Scott, **"The Skills of Communications"**, Jaico Publications, Bombay 1995.
4. John W. Newstrom and Keith Davis, "**Organizational Behaviour: Human Behaviour at Work"** New Delhi, Tata McGraw Hill, 1993.

Suggested Reading

1. Upinder Dhar and Santosh Dhar, "**Case Method in Management Education: Text and Illustrations"**, Excel, New Delhi, 2002.

Code:IM- 106B
Business Communication and Personality Development

Objectives of the course:

- To explain the dynamics of communication
- To make the students understand the importance of effective communication in personal as well as professional life
- To help students become effective communicators and develop good interpersonal skills
- To explain the meaning of personality
- To make students assess their personality and help them develop it

Pre requisites:
Students are expected to have good understanding of English language and fluency in English speaking. **This is not an English Speaking and/or Writing course.**

Contents:
Unit 1:
Communication: meaning, definitions, models, functions
Objectives of effective communication
Dimensions of communication: upward, downward, lateral/horizontal, grapevine
Barriers to effective communication

Unit 2:
Channels of communication: formal, informal
Types of communication: verbal, nonverbal
Written communication: letter writing, report writing
e-mail and mobile phone etiquettes
Public speaking, making effective presentations
Preparing for interviews
Listening

Unit 3:
Interpersonal communication: Johari Window, Transactional analysis

Unit 4:
Personality: meaning, definitions, aspects
Types of personalities
Having an effective personality

Note: *classroom activities and exercises would be conducted and assignments would be given as per the session requirements. The assignments would be graded as a part of the internal assessment.*