

# INSTITUTE of MANAGEMENT STUDIES, Devi Ahilya University, INDORE

<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>M.B.A. (FINANCIAL ADMINISTRATION) MS5C Semester – I</b>			<b>Batch 2017-19</b>
<b>Subject Name</b>	<b>FUNDAMENTALS OF MANAGEMENT</b>	<b>Subject Code</b>	<b><u>FA101C</u></b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: CORE</b>			
<b>Course Objective:</b>			
<ul style="list-style-type: none"> <li>• To expose the students to the different functions performed by managers, the roles they have to perform for those functions , and the knowledge and skills they have to develop for the roles through real life examples and cases;</li> <li>• To provide the necessary foundation for all other courses based on management practices across the world</li> </ul>			
<b>Learning Outcome:</b>			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> <li>1. Define Management and explain how management differs according to level and whether a manager is a line manager or an enabling role.</li> <li>2. Briefly describe and contrast four models of management; rational, goal, scientific, human relations, open systems</li> <li>3. Describe and attain some elementary level of skills in the main management processes; planning, organizing, decision making and control.</li> </ol>			
<b>Examination scheme:</b>			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents</b>			<b>Class Room Contact Sessions</b>
<b>UNIT –I Management Concept and Theories</b>	<b>1.1</b> Concept and Nature of Management <b>1.2</b> Role and responsibility and functions of Manager <b>1.3</b> Managerial Skill and organization hierarchy <b>1.4</b> Evolution of Management thoughts – (Classical School, Taylor, Fayol & Weber’s Contribution ) <b>1.5</b> Neoclassical Theory (Elton Mayo Contribution) Modern Theory (Contingency & System Approach)	<b>07</b>	
<b>Unit-2 Planning</b>	<b>2.1</b> Nature and purpose of planning. <b>2.2</b> Types of Planning, <b>2.3</b> Planning Process <b>2.4</b> Nature and Objectives, MBO; Process, benefits and limitations.	<b>08</b>	
<b>Unit-3 Strategies, Policies and Planning</b>	<b>3.1</b> Nature and process of planning <b>3.2</b> Strategies planning process <b>3.3</b> TOWS Matrix, Porter’s <b>3.4</b> Porter’s Generic Competency Model <b>3.5</b> Planning & Forecasting.	<b>08</b>	

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<b>Unit- 4 Organizing</b>	4.1 Nature and Purpose of Organizing, 4.2 Organizational Design & Types 4.3 Organizational Structure; Departmentalization. 4.4 Line/Staff Authority & De centralization, Delegation.	<b>09</b>
<b>Unit -5 Controlling</b>	5.1 Concept and Process of Control, 5.2 Control Techniques 5.3 Human aspects of Controlling, 5.4 USE of IT in Controlling	<b>08</b>
<b>Unit-6 Decision Making</b>	6.1 Decision Making; 6.2 Nature, Types,& Scope of Managerial decision Making process 6.3 Models of decision making 6.4 Certainty in decision making	<b>05</b>
<b>TOTAL CLASSROOM CONTACT SESSIONS</b>		<b>45</b>

**Learning Resources:**

**Text Books:**

1. Horold Koontz, O'Donnell and Heinz Wehrich, "Essentials of Management' New Delhi, Tata McGraw Hill, Latest Edition.
2. R.D. Agrawal, "Organization and Management" New Delhi, Tata McGraw Hill Latest Edition.

**Reference Books:**

1. Horold Koontz, Heinz Wehrich, "Management: A Global Perspective" New Delhi Tata McGraw hill, Latest Edition.
2. Robert Krietner, "Management" Houghton Miffin CO. Latest Edition.
3. Stephen Robbins "Management" 8th Ed. New Delhi Pearson Latest Edition.

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<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>M.B.A. (FINANCIAL ADMINISTRATION) Semester – I</b>			
<b>Subject Name</b>	<b>QUANTITATIVE METHODS</b>	<b>Subject Code</b>	<b>FA102C</b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: CORE</b>			
<b>Course Objective:</b>			
<ul style="list-style-type: none"> <li>• To expose the students to the different statistical tools used by managers for effective decision making. through real life examples and cases;</li> <li>• To provide the necessary foundation for all other courses.</li> </ul>			
<b>Learning Outcome:</b>			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> <li>1. Interpret the data to get solutions to the problems in the corporate world.</li> <li>2. Classify, present the data as per the requirements of the practicing managers.</li> <li>3. Describe and attain some elementary level of mathematical and statistical skills for the management processes; planning, organizing, decision making and control.</li> </ol>			
<b>Examination scheme:</b>			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents</b>			<b>Class Room Contact Sessions</b>
<b>UNIT –I</b> Sets, Functions, and Progressions	<b>1.1_.</b> Sets, Functions, and Progressions <b>1.2</b> Functions, <b>1.3</b> Progressions (with specific applications to compounding and discounting techniques)		<b>08</b>
<b>Unit-2</b> Determinants and Matrices	<b>2.1</b> Determinants and Matrices Types of matrices, <b>2.2</b> Operations on matrices, <b>2.3</b> Ad joint matrix and Inverse matrix, <b>2.4</b> Solution of simultaneous linear equations using matrices, <b>2.5</b> Input/Output analysis.		<b>07</b>
<b>Unit-3</b> Introduction to Statistics	a. Introduction to Statistics: b. Introduction to Measurement of Central Tendency c. Introduction to Measurement of Variations		<b>06</b>
<b>Unit- 4</b> Probability Theory and Probability Distributions	<b>4.1</b> Probability: Concepts <b>4.2</b> Additive and Multiplicative Theorem <b>4.3</b> Conditional Probability, Baye’s Theorem, <b>4.4</b> Binomial, Poisson and Normal distributions- their characteristics and applications.		<b>08</b>
<b>Unit -5</b> Correlation & Regression	<b>5.1</b> Correlation (Karl Pearson’s and Spearman’s Coefficient), <b>5.2</b> Methods of computing simple regression.		<b>06</b>

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<b>Unit-6</b> Time Series	6.1 Time Series and its Components, 6.2 Models of Time Series 6.3 Methods of Studying Components of Time Series: Measurement of trend, Measurement of seasonal variations Measurement of cyclic variations	<b>06</b>
<b>Unit – 7</b> Statistical Decision Theory	7.1 Decision making process 7.2 Decisions under Uncertainty and Decisions under Risk	<b>04</b>
	<b>TOTAL CLASSROOM CONTACT SESSIONS</b>	<b>45</b>
<p><b>Text Reading: Latest Editions</b></p> <ol style="list-style-type: none"> <li>1. J.K. Sharma, “<b>Mathematics for Management and Computer Applications</b>”, New Delhi, Galgotia Publication,</li> <li>2. S. Saha, “<b>Business Mathematics and Quantitative Techniques</b>”, Calcutta, Central Book Agency.</li> <li>3. Richard I. Levin and D.S. Rubin, “<b>Statistics for Management</b>”, New Delhi: Prentice Hall of India.</li> <li>4. S. P. Gupta, “<b>Statistical Methods</b>”, New Delhi, Sultan Chand and Sons.</li> <li>5. D. C. Sancheti and V. K. Kapoor, “<b>Statistics: Theory, Methods and Applications</b>”, New Delhi: Sultan Chand and Sons.</li> <li>6. D.N. Elhance, Veena Elhance and B. M. Aggrawal, “<b>Fundamentals of Statistics</b>”, Allahabad: Kitab Mahal.</li> </ol>		

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<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>MBA (Financial Administration) Semester I</b>			
<b>Subject Name</b>	<b>FINANCIAL ACCOUNTING &amp; REPORTING</b>	<b>Subject Code</b>	<b>FA103C</b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: CORE</b>			
<b>Course Objective:</b> The objective of this course is to acquaint participant with the basic process of financial accounting and to have an insight into financial reporting function.			
<b>Learning Outcome:</b> At the end of the course students should be able to; <ol style="list-style-type: none"> <li>1. Concepts of Accounting, Double Entry system and other accounting systems, maintaining the ledger accounts and preparation of Trial Balance.</li> <li>2. Finalizing the accounting of an individuals and introduction to corporate final accounts and preparation of final accounts.</li> <li>3. Understand various reserve and provisions maintain under the companies act. 2013 and reporting.</li> </ol>			
<b>Examination scheme:</b> The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents</b>			<b>Class Room Contact Sessions</b>
<b>UNIT –I</b> <u>Introduction to Accounting:</u>	<ol style="list-style-type: none"> <li>1.1 Meaning of Accounting, Generally accepted Accounting principal (GAAP), Concept &amp; Need for US GAAP</li> <li>1.2 Importance of International accounting standards, Basic differences between US and Indian GAAP, Concepts Convention,</li> <li>1.3 Concept of Double Entry System of Accounting, Rules for Debit and Credit Entries, types of accounts,</li> <li>1.4 Journalizing the transactions, posting entries in Ledger Accounts, and preparation of trial Balance.</li> </ol>	<b>10</b>	
<b>Unit-2</b> <u>Preparation of Final Accounts:</u>	<ol style="list-style-type: none"> <li>2.1 Differentiation between Capital and Revenue Expenditure and receipt</li> <li>2.2 Manufacturing and Trading Account, Profit and loss Account Balance Sheet with adjustment entries.</li> </ol>	<b>08</b>	
<b>Unit-3</b> <u>Depreciation:</u>	<ol style="list-style-type: none"> <li>d. Concept &amp; Necessity of Depreciation, Advantages and disadvantages of depreciation</li> <li>e. Methods of Depreciation SLM and WDV, Numerical on</li> </ol>	<b>06</b>	

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	SLM and WDV methods of depreciation, Tax aspects of Depreciation.	
<b>Unit- 4 Financial Reporting</b>	4.1 Concept of Financial Reporting, Legal provisions of Companies Act, 1956 and Income Tax Act, 1961 in this regard. 4.2 Importance and Advantages of Financial Reporting 4.3 A brief introduction of various tools used for corporate and Non- corporate Financial reporting.	<b>09</b>
<b>Unit -5 Financial Statements of Company</b>	5.1 Preparation of Company Final Accounts except managerial remuneration. 5.2 Adjustments in preparation of final accounts especially in profit and loss appropriation account.	<b>07</b>
<b>Unit-6 Recent Issues in Accounting</b>	6.1 Recent Developments in Accounting 6.2 Concept of Inflation Accounting, Human resources accounting, Forensic Accounting.	<b>05</b>
	<b>TOTAL CLASSROOM CONTACT SESSIONS</b>	<b>45</b>
<p><b>Learning Resources:</b></p> <p><b>Text Books:</b></p> <p><b>Text Reading: Latest Editions</b></p> <ol style="list-style-type: none"> <li>1 R.L. Gupta, V.K. Gupta, V.K. Gupta “ Principles of Accountant” Sultan Chand &amp; Sons,.</li> <li>2 S.N. Maheshwari “Introduction to Accounting” Vikas publishing House new Delhi.</li> <li>3 S.N. Maheshwari “Cost Accounting, Theory and Problems” Vikas publishing House New Delhi.</li> <li>4 Sukl and Grewal ,”Company accounts” Sahitya Bhawan Publication</li> </ol> <p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1 Robert N Anthony and James S Recee, An Accounting Principles New Delhi A.I.T.B. Publishers and Distribution.</li> <li>2 R.P. Rastogi, “Graded Problems and Solutions in Financial Management”. Galgotia Publication New Delhi.</li> </ol>		

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INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (Financial Administration) Semester I			
Subject Name	I.T for Business Application	Subject Code	FA-104C
		Total Credits	03
<b>Subject Nature: ABILITY ENHANCEMENT</b>			
<p><b>Course Objective:</b></p> <ul style="list-style-type: none"> <li>• To get a thorough update of Information Technology used in Business Organizations.</li> <li>• To develop understanding of managerial aspects so as to use Information Technology effectively and efficiently.</li> <li>• To develop capability to integrate different but related aspects of Information Technology.</li> <li>• To develop a view of IT Management, especially, for a large organization.</li> <li>• To appreciate IT Management as an independent and important field of work, different from IT for Management.</li> <li>• To develop conceptual understanding about latest developments in the field of information Technology and the impact of IT in managing a business.</li> <li>• To learn to use Information Technology to gain competitive advantage in business.</li> <li>• To learn from, with a view to emulate, entrepreneurial ventures in e-Commerce and m-Commerce.</li> </ul>			
<p><b>Learning Outcome:</b></p> <ul style="list-style-type: none"> <li>• The student will be able to apply the basic IT tools for managerial decision making.</li> <li>• The student will be able to apply data management tools in corporate organizations.</li> <li>• The student will be able to work in MIS enabled organizations.</li> <li>• The student will be able to communicate using internet facilities.</li> </ul>			
<p><b>Examination scheme:</b> The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.</p>			
Course Contents			Class Room Contact Sessions
<b>UNIT –I Over View of Computer</b>	Data , Information , Hardware , Software , Operating Systems, Computer Language, Number Systems		<b>08</b>
<b>Unit-2 Application Software Management</b>	Overview of General Purpose Application Software : Word processing, Spread Sheet , Business Presentation such as Software Suites, Messaging, Groupware, Commercial and Corporate software tools – (Assignment & Presentation)		<b>08</b>

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<b>Unit-3 Data Management</b>	Database Concepts and Development - Types of Databases – Application Development thru DBMS ( Project work / Case Studies )	<b>04</b>
<b>Unit- 4 Networking Management</b>	Networking Trends – Internet Basics – Intranet and Extranet – Overview of Networking , Networking types, Networking media, Networking software, Networking architecture and Networking protocols.	<b>04</b>
<b>Unit -5 System Software Management</b>	Overview of Operating Systems, Network Management Programs, Database Management Programs, Servers, System Utilities, Performance and Security Monitors, System Development Programs. Managerial considerations in selection, maintenance, controlling, replacement of Software.	<b>04</b>
<b>Unit-6 Management Information Systems</b>	Need, Purpose and Objectives - Data, Information, Knowledge – Types of Information Systems - Information as a strategic resource - Use of information for competitive advantage. Business Intelligence and Analytics - Group Decision Support Systems – Executive Information Systems - Executive Support Systems – Geographical Information Systems - Expert Systems and Knowledge Based Expert Systems, DSS, Artificial Intelligence. ( Project / Case Studies)	<b>06</b>
<b>Unit – 7 Digital firm Perspective</b>	Information System Development Life Cycle - All phases , System Analysis , System Design, MIS Model for a digital firm – Organization Structure for digital firm – E-Business Models and Applications ( Project / Case Studies)	<b>04</b>
<b>Unit-8 Security Management</b>	Information Security and Control - Quality Assurance -Ethical and Social Dimensions - Intellectual Property Rights as related to IT Services / IT Products. Types of Computer Crime – Cyber Law - Security Defenses – System Controls and Audit. ( Assignment / Case Studies )	<b>04</b>
<b>Unit -9 Latest trends in IT</b>	Mobile computing, Cloud computing , Mobile Computing etc. Data Warehousing and Data Mining	<b>03</b>
	<b>TOTAL CLASSROOM CONTACT SESSIONS</b>	<b>45</b>
<b>Text Reading: Latest Editions</b>		
<ol style="list-style-type: none"> <li>1. Management Information System Obrien, Marakas, Behl 9<sup>th</sup> Edition Tata McGraw Hill</li> <li>2. Management Information Systems W S Jawadekar, 4<sup>th</sup> Edition Tata McGraw Hill</li> <li>3. IT system Management by Rich Schiesser</li> <li>4. Enterprise Computing by Alan R. Simpson</li> <li>5. Computer Applications In Management (With Cd ), Dr. Niranjan Shrivastava ,Wiley India Pvt. Limited,</li> <li>6. Management Information Systems by Jaiswal and Millal, Oxford University Press</li> <li>7. Business Information Systems, 5<sup>th</sup> edn: Technology, Development and Management for the E-Business: Author Paul Bocij, Andrew Greasley, Simon Hickie ,Pearson Education Limited,</li> <li>8. Management Information Systems by C.S.V. Murthy</li> <li>9. Management Information System by Davis and Olson, Tata McGraw Hill</li> </ol>		



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<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>M.B.A. (Financial Administration) Semester I</b>			
<b>Subject Name</b>	<b>BUSINESS COMMUNICATION</b>	<b>Subject Code</b>	<b>FA-105C</b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: ABILITY ENHANCEMENT</b>			
<b>Course Objective:</b> To help the student acquire the theoretical and practical knowledge of oral, written and interpersonal skills of communication in business, so as to improve his managerial abilities.			
<b>Learning Outcome:</b> At the end of the course students should be able to; To identify objectives, analyze audiences, and choose the most effective structure and style for delivering strategically sound written and spoken messages in a dynamic and diverse business environment.			
<b>Examination scheme:</b> The internal assessment will be of 40 marks based on three assessments of 20 marks each, out of which best two will be considered. The end semester examination will be worth 60 marks consisting of two sections A and B respectively. Section A will be of 40 marks and have theory questions. Section B will be of 20 marks and consist of case(s).			
<b>Course Contents</b>			<b>Class Room Contact Sessions</b>
<b>UNIT –I Nature of Business Communication</b>	1.1 Need, importance and purposes of communication in organizations 1.2 Elements and environment of communication 1.3 Models of communication 1.4 Forms and networks of organizational communication 1.5 Types of communication barriers and how to overcome them 1.6 Listening, types of listening and effective listening 1.7 Elements of effective communication	<b>10</b>	
<b>Unit-2 Non-verbal Communication</b>	2.1 Importance of appearance and how to use it as a tool in communication 2.2 Body language and oculesics 2.3 Paralanguage 2.4 Proxemics 2.5 Chronemics 2.6 Haptics 2.7 Using non-verbal tools (oral and written) to communicate effectively	<b>07</b>	
<b>Unit-3 Presentations, Interviews, Group</b>	3.1 Preparation of content for presentation 3.2 Understanding the audience 3.3 Importance of rehearsals	<b>10</b>	

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<b>Discussions and Business Meetings</b>	3.4 Using visual aids in presentations 3.5 Handling questions 3.6 Writing a resume' 3.7 Types of interviews 3.8 Preparation for an interview 3.9 Do's and don'ts during an interview 3.10 Understanding the group in a group discussion 3.11 Do's and don'ts in a group discussion 3.12 Meetings in business and its types 3.13 Notice and agenda 3.14 Minutes of a meeting 3.15 Mannerisms, etiquettes and assertiveness in oral communication	
<b>Unit- 4 Business Writing</b>	4.1 Types of business letters 4.2 Structure and format of letters 4.3 Memorandums and circulars 4.4 e-mails 4.5 Text messaging 4.6 Report writing 4.7 Importance of written communication 4.8 Appropriate tone in business writing	<b>08</b>
<b>Unit -5 Negotiation Skills</b>	5.1 Need for negotiation 5.2 Process of negotiation 5.3 Barriers to negotiation and how to overcome them	<b>04</b>
<b>Unit-6 Issues in Communication</b>	6.1 Handling diversity (gender, culture, ethnicity, etc.) 6.2 Tolerance and acceptance of diversity 6.3 Emotional intelligence and its impact on communication 6.4 Social intelligence and its impact on communication 6.5 Ethics in communication	<b>06</b>
	<b>TOTAL CLASSROOM CONTACT SESSIONS</b>	<b>45</b>
<p><b>Text Reading: Latest Editions</b>                      M.Raman and P.Singh, <b>Business Communication</b>, latest edition, Oxford University Press, India.                      William V. Ruch, <b>Business Communication</b>, Maxwell Macmillan, New York.                      Lani Arredono, <b>The McGraw-Hill 36-Hour Course: Business Presentation</b>, McGraw-Hill, New York.                      Bill Scott, <b>The Skills of Communication</b>, Jaico, Bombay.                      Ronald E. Dulek and John S. Fielden, <b>Principles of Business Communication</b>, McMillan, New York.                      Dalmer Fisher, <b>Communication in Organizations</b>, Jaico Publishing House, India.                      M. E. Guffy, <b>Essentials of Business Communication</b>, Thomson Publication.                      Shirley Taylor, <b>Communication for Business</b>, Pearson Education.</p>		

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<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>MBA (Financial Administration) Semester I</b>			
<b>Subject Name</b>	<b>BUSINESS ETHICS AND MANAGEMENT BY INDIAN VALUES</b>	<b>Subject Code</b>	<b>FA-106C</b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: Interdisciplinary</b>			
<b>Course Objectives:</b>			
<ul style="list-style-type: none"> <li>• To acquaint the students with ethics and Indian ethos along with its relevance to managerial decision making.</li> <li>• To provide the necessary theoretical and conceptual foundation of ethics and ethical behavior in organizations.</li> <li>• To promote an understanding of Indian values and value system in detail and its universal applicability in understanding human behavior.</li> </ul>			
<b>Learning Outcomes:</b>			
At the end of the course, students should be able to;			
2. Understand nature and purpose of ethics and ethical norms.			
3. What exactly business ethics is and how it is different from corporate social responsibility.			
4. Learn and apply important theoretical frameworks in business situation and decision making.			
5. Learn and understand various concepts of Indian ethos and how they impact various key business decisions.			
6. Understand importance of self-management and work place spirituality.			
<b>Examination scheme:</b>			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents</b>			<b>Class Room Contact Sessions</b>
<b>UNIT –I</b> Nature and purpose of Ethics, Ethical Norms.	<b>1.1</b> Concept and Nature of Ethics- Business Ethics <b>1.2</b> Role and purpose of Ethics for business <b>1.3</b> Ethical Norms and Principles for business	<b>03</b>	
<b>Unit-2</b> <b>Theories of Business Ethics</b>	2.1 Different Theories of Business Ethics 2.2 Business Ethics and Corporate social Responsibility 2.3 Nature of Utilitarian view of Business Ethics	<b>03</b>	
<b>Unit-3</b> <b>Corruption and Whistle blowing</b>	3.1 Nature and types of Corruption in India 3.2 Method and means of checking corruption in India 3.3 Whistle blowing	<b>03</b>	
<b>Unit- 4</b> <b>Indian Ethos</b>	4.1 Management and Culture, Management is Culture bound (Discussion) 4.2 Concept and Nature of Indian Ethos for Management	<b>03</b>	

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	4.3 Sources of Indian Ethos in Management and problems in understanding them	
<b>Unit -5 Sources of Indian Ethos and Management</b>	Representative Sources of Indian Ethos in Management 5.1 Vedas, Shastras, Smritis, Puranas, Upanishads 5.2 Ramayana, Mahabharata- Special Reference to Bhagwat Geeta 5.3 Arthashastra, Ramcharitmanas, Panchatantra, Hitopdesh 5.4 Guru Granth Sahib, Teachings of Buddha and Mahaveer 5.5 The Holy Bible, The Holy Quran (Should they be included in Indian Ethos: Discussion) 5.6 Kabir, Rahim, Ramkrishna Paramhansa, Swami Vivekananda, Local folk songs, idioms and folk tales	<b>10</b>
<b>Unit-6 Values for Indian Managers</b>	6.1 Values v/s Skills, Value System 6.2 Values and Purity of Mind 6.3 Indian Values and Wisdom relevant to modern management	<b>04</b>
<b>Unit -7 Human Behavior</b>	7.1 Models of motivation and Leadership in Indian thoughts, Examples from scriptures 7.2 Guna Theory, Karma Theory and Sanskar Theory	<b>08</b>
<b>Unit-8 Work Ethics and Models of Motivation and Leadership</b>	8.1 Work Ethics & Ethics in Work 8.2 Life Goals or Purusharthas, Professionalism and Karma Yoga	<b>03</b>
<b>Unit-9 Indian Heritage and Corporate Social Responsibility</b>	9.1 Five fold debts (Pancha Rina) v/s Corporate Social Responsibility (Discussion)	<b>02</b>
<b>Unit-10 Management of the Self and Workplace Spirituality.</b>	10.1 Management of the Self and Workplace Spirituality.	<b>06</b>
	<b>TOTAL CLASSROOM CONTACT SESSIONS</b>	<b>45</b>

**Learning Resources: (latest Editions of thr books and material)**

1. A.C Fernando, Business Ethics: An Indian Perspective, Pearson
2. Weiss, Business Ethics Concept & Cases, Cengage Learning
3. Velasquez, Business Ethics, Concepts & Cases, PHI
4. Murthy, Business Ethics, Himalaya Publishing House
5. Al Gini, Case Studies in Business Ethics, Pearson Education.
6. Shashtri J.L., Ancient Indian Tradition and Mythology, Motilal Banarsidas, New Delhi
7. F. Max Muller, Sacred Books of East, Motilal Banarsidas, New Delhi
8. S.K. Chakraborty, Ethics in Management-Vedantic Approach, New Delhi, Oxford India Ltd.,

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<b>M.B.A. (Financial Administration)</b>		<b>Batch 2017-19</b>	
<b>Semester – I</b>			
<b>Subject Name</b>	<b>Indian Financial System</b>	<b>Subject Code</b>	<b><u>FA-107C</u></b>
		<b>Total Credits</b>	<b>03</b>
<b>Subject Nature: Core</b>			
<b>Course Objective:</b> To enable the students to gain acumen, insight and through knowledge relating to the various aspects of corporate finance, emerging financial services and their regulatory frameworks.			
<b>Learning Outcome:</b> After studying this syllabus the learner should be able to: <ol style="list-style-type: none"> <li>1. Understand various organizations and institutions and their regulatory bodies in Indian Financial System.</li> <li>2. Roles and responsibilities of working institutions in Indian financial system.</li> <li>3. Procedures of issue of securities and maintaining transactions in primary and secondary markets.</li> </ol>			
<b>Examination Scheme:</b> The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents</b>			<b>Hours</b>
UNIT –I  Introduction to Indian And Global Financial System	1.1 Introduction to Indian Financial System 1.2 Introduction to Global Financial System 1.3 Structure of Indian Financial System 1.4 Characteristics of Indian Financial System 1.5 Organization of Indian Financial System	04	
UNIT-2  Financial Markets	2.1 Functioning of Financial market 2.2 Purpose of financial market 2.3 Global financial market Roles and responsibilities 2.4 Importance of Financial Markets.	04	
UNIT-3  Money Market	3.1 Introduction to Money Market, need importance and market players 3.2 Money Market Instruments 3.3 Evolution of Money Market in India 3.4 Call Money Market, Commercial Paper, Certificates of Deposit, Gilt Edged Securities Market (Dated Securities), Treasury Bills (Repurchase Agreement).	07	
UNIT- 4  Capital Market	4.1 Primary Market - Introduction, Public Issue, of Book Building Process, Unlisted Companies, 4.2 Role of SEBI in Primary Market,	17	

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	<p>4.3 Intermediaries involved and their Role in Primary Market,            4.4 Issues of Prospectus, Dematerialization.            4.5 Secondary Market - Introduction,            4.5 History and Growth of Stock Markets in India,            4.6 Stock Market Indices, Determinants of a Stock Index            Methods of Index Construction,            4.7 Popular Indian Indices, Major U.S. Indices, Advantages of            Stock Exchange, Type of Broker in Stock Exchange,            4.8 Trading Mechanism on a Stock Exchange, Insider Trading,            and Insider Defined.</p>	
<p>UNIT -5             Security Exchange            Board Of India            (SEBI)</p>	<p>5.1 Security Exchange Board of India (SEBI) - Introduction            5.2 Activities of SEBI,            5.3 SEBI &amp; Primary Market,            5.4 SEBI &amp; Secondary Market, SEBI &amp; Mutual Funds,            5.5 SEBI and Takeover Norms</p>	04
<p>UNIT-6             Reserve Bank of            India</p>	<p>6.1 Establishment of RBI            6.2 Organization and Management            6.3 Main Role and Functions of RBI            6.4 Monetary Policy of RBI</p>	03
<p>UNIT-7             Development            Financial            Institutions in India</p>	<p>7.1 Industrial Credit &amp; Investment Corporation of India Ltd.            (ICICI) - Functions/Services offered by ICICI,            7.2 Industrial Finance Corporation of India (IFCI) - Products &amp;            Services, Industrial Development Bank of India (IDBI) -            History and Growth.            7.3 National Bank for Agriculture &amp; Rural Development            (NABARD), Small Industries Development Bank of India            (SIDBI), Schemes,            7.4 EXIM Bank of India, Export Services, Development Banks            7.5 Future Ahead, The Role of Development Banks &amp; Impact of            Liberalization.</p>	06
Total Classroom Contact Sessions In Hours		45
<p>Lectures, Discussions, Presentations, Case studies, Group activities etc.            Text Books:            1. Vasant Desai, "Indian Financial System and Development", Himalaya Publication ,Latest publication            2. Bharti Pathak, "Indian Financial System" Pearson education.            3. M.Y. Khan, "Financial Services", Tata McGraw Hill.            4. B.S. Bhatia, G.S. Batra, "Management of Capital Markets, Financial Services and Institutions", Deep and Deep            Publications.            Reference Books:            1. Machiraju H.R., "Merchant Banking", New Age International Pub.Ltd., Wiley Eastern Ltd.            2. J.C. Verma, "Venture Capital Finance In India", Response Books.            3. Dr. Brahmaiah, "Lease Financing", Himalaya Publication.            Web References: <a href="http://www.rbi.org.in">www.rbi.org.in</a> www.shodhganga.com, www.questedustation.com, Supplementary Material:            Notes (soft copy), PPTs, NEWS Papers and Magazines</p>		

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<b>INSTITUTE OF MANAGEMENT STUDIES</b>			
<b>Semester I MBA (Financial Administration)</b>			
<b>Subject Name</b>	<b>MICRO ECONOMICS</b>	<b>Subject Code</b>	<b>FA-108C</b>
<b>Subject Nature: CORE</b>		<b>Total Credits</b>	<b>03</b>
<b>Course Objective:</b> Objective of this Course is to help the students understand concept and theories of economics and analyze economic environment.			
<b>Learning Outcome:</b> At the end of the course students should be able to; Basics and theories economics and relate to the economic environment. Present changes in economic environment and their effects on business units and individuals.			
<b>Examination scheme:</b> The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
<b>Course Contents(6 to 8 Units)</b>			<b>Class Room Contact Sessions</b>
Content			
<b><u>UNIT –I</u></b> <b><u>Introduction to microeconomics:</u></b>	1.1 Nature scope, characteristics and significance of micro economics. 1.2 Relationship of microeconomics with economics 1.3 operation research, 1.4 Decision making, statistics, accounting.		5
<b><u>Unit-2</u></b> <b><u>Fundamental concepts:</u></b>	2.1 Incremental reasoning, Marginal analysis, 2.2 Equimarginal utility, time perspective, 2.3 consumer surplus, opportunity cost 2.4 time value of money 2.5 Theories of Firm – Managerial theories – Baumol and Williamson 2.6 Behavioral theories – Simon, Cyret and March.		6
<b><u>Unit-3</u></b> <b><u>Supply &amp; Demand Analysis</u></b>	3.1 Concept, Determinates & Types of Demand. 3.2 Utility and its types 3.3 law of Diminishing Marginal utility 3.4 Demand Function, Law of Demand. 3.5 Elasticity of Demand Price, Income, Cross, Advertising & price expectation. 3.6 Demand Forecasting.		6
<b><u>Unit- 4</u></b> <b><u>Production and cost analysis:</u></b>	4.1 Meaning of production, production function, 4.2 short run and long run production analysis. 4.3 Isoquant curves and Isocost lines, Ridge lines, Equilibrium production, expansion path. 4.4 Cost – meaning and types of cost, cost function, 4.5 short run and long run cost function.		6

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	4.6 Economies and diseconomies of scale. 4.7 Law of supply.	
<b>Unit -5</b> <b><u>Pricing:</u></b>	5.1 Price determination under perfect competition. 5.2 Monopoly and Price Discrimination 5.3 Monopolistic Competition, 5.4 Oligopoly – kinked demand curve, 5.5 cartel formation, price leadership.	6
<b>Unit-6</b> <b><u>Profit:</u></b>	6.1 Meaning, types and theories of profit 6.2 profit planning 6.3 break even analysis	4
<b>Unit-7</b> <b>Micro-macro interrelations</b>	7.1 Circular flow of economic activity, 7.2 National Income concepts 7.3 Concepts and Objectives of Private Business. 7.4 Meaning and Phases of Business Cycles: 7.5 Economic stabilization 7.6 Role of govt. in the economy.	6
<b>Unit-8</b> <b>Concepts, recent trends in Indian Economy, of the following:</b>	8.1 Monetary Policy, Fiscal Policy, 8.3 Foreign Trade Policy 8.4 Exchange Rate Policy 8.5 features	6
	<b>Total Class Room Contact Sessions</b>	45

## **Learning Resources:**

### **Text Books: Latest Editions**

- 1 P.L. Mehta – Managerial Economics, Sultan Chand, New Delhi.
- 2 Mishra & Puri – Micro Economics, Himalaya Publishing House, New Delhi
- 3 G.S. Gupta: Managerial Economics, Tata McGraw Hills, New Delhi
- 4 Peterson & Lewis: Managerial Economics, Princeton Hall of India, New Delhi.

### **Suggested Books: Latest Editions**

- A. Koutsoyiannis – Modern Micro Economics, Macmillan Press, New Delhi
1. Dr. Atmanand – Managerial Economics, Excel books, New Delhi
  2. Howard Davis – Managerial Economics, Macmillan Press, New Delhi
  3. D.N. Dwivedi – Managerial Economics, Vikas Publishing, New Delhi
- Hal Varian – Intermediate micro economics, Tata McGraw Hills, New Delhi