

9MBA (FT), Non CBCS,1 st sem.		
Course Name Business Environment	Course Type Core	Course Code 10100
Objective: The course has been designed to provide basic understanding of different concepts of business and its environment with the aim to know about the various managerial business activities		
Unit: 1 Concept and significance of Business Environment; Role of Public and Private Sector; Basic Features of Indian planning – After adoption of NitiAayog,. Industrial Policy of India and Assam.		Marks 12
Unit: 2 Demographic Concept of Transition: Size, Composition and Growth of Population; Problems and Policies relating to Population to India; Natural Resources: A brief study of natural resources in India and their significance in the process of Economic Development, Labour Issues of India.		12
Unit: 3 Place of agriculture in India economy; principal crops and growth rate of agriculture, Agricultural Challenges, Future of Agriculture in Current Service Sector Dominance in India.		12
Unit: 4 Principal Industries: A brief study of present positions, recent development, problems and the future prospect of Industries in India; Small Scale Industries – their role, problems and prospects in India, Service Sector Industry, Industry and Environment.		12
Unit: 5 Transport – its significance in Economic development, Foreign Trade – Recent Trends and Structure of Foreign Trade in India; Foreign Trade Policy – Dynamics and Current Challenges, Policy of Promoting Foreign Investments under Current Scenario.		12
References:		
<ol style="list-style-type: none"> 1. Business Environment, Shaikh&Saleem - Pearson, 2ndEdition 2. Business Environment- Text and Cases,Francis Cherunilam, Himalaya Publishing House, 8th Edition. 3. Business Environment,Mittal - Excel Books. 4. Business Environment, V. Neelamegam –Vrinda Publications. 5. Economic Environmentof Business; Mishra &Puri -Himalaya Publishing House, 3rd Edition. 		

Pedagogy:Lecture, Discussion, Brain storming, Assignment, Case study, Audio-visual teaching learning.(Group Project: The group project is to be completed by team of five to six students. The group will be assigned a relevant topic related to the syllabus and the current environmental situations. The presentation of the group assignments will be done during the assigned class hours).

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment- 15, Attendance- 5)

End Semester Examination :60 Marks

MBA(FT), Non CBCS ,1 st Sem.		
Course Name: PRINCIPLES OF MANAGEMENT	Course Type Core	Course Code 10200
Objective: The course has been designed to provide basic understanding of different concepts and principles of the management that may be used as a foundation to study management and apply it in a business setting		
		Marks
Unit: 1 Meaning and concept of Management; Evolution of Modern Management Thoughts; Systems Approach and Contingency Approach to Management; The Management Process .		12
Unit: 2 Planning: Concept and Importance; Long Term and Short Term Planning; Elements of Planning; Policy, Strategy and Objectives; Management by Objectives; Decision Making, Decision Tree analysis.		12
Unit: 3 Organisation: Organising and Organizational Structure—Formal and Informal Organization; Departmentalization; Span of Management.		12
Unit: 4 Authority, Power, Delegation; Decentralization; Line and Staff Authority; Conflict.		12
Unit: 5 Coordination, Cooperation, Coordination as an essence of Management; Need, Type and Techniques of Coordination; Managerial Control; Reporting; Management by Exception.		12
Suggested Readings:		
1. Management A Global Innovative and Entrepreneurial Perspective; Heinz Wehrich, V Mark. Cannice and Harold Koontz, McGrawHill		
2. Management—A F James Stoner, A. Edward Freeman and Daniel R. Gilbert Jr. Pearson		
3. Management—Stephen, Robbins, Mary Coulter and Neharika Vohra, Pearson		
4. Principles of Management— Neeru Vasishth, Taxman Publications		
5. Management Text and Cases—V.S.P.Rao, V. Hari Krishna, Excel Books		

Pedagogy—Class lecture, Case analysis, Group presentations

Evaluation: Internal assessment: 40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment-5, Presentation – 10, Attendance- 5)

End Semester Examination : 60 Marks

MBA (FT), Non CBCS 1 st sem		
Course Name Organisational Theory and Behaviour	Course Type Core	Course Code 10300
Objective: The course has been designed to make the students familiar with organizational theory and behaviour studies along with the various factors impacting it		
		Marks
Unit: 1Introduction, Learning and Personality Introduction to Organizational Behaviour; Learning; -Types of Learning; theories of Learning; Personality - determinants, personality traits, theories of personality, , moods, emotions and personality		12
Unit: 2Values, Attitude and Perception Values – concepts, types of values, comparison between attitude and values Attitude- types, formation and change of attitude; Perception – concept and application;		12
Unit: 3Leadership and Motivation Leadership - Styles of Leadership ; Theories of Leadership. Motivation (Introduction, Nature, Process); Theories of Motivation		12
Unit: 4Communication Communication – meaning of communication, process of communication, Communication barriers, steps to make communication effective; Nonverbal communications		12
Unit: 5ssGroup and Group Dynamics Groups – Classifications and formation of groups; Group Dynamics and Effectiveness; Group Influence.		12
References: 1. Organisational Behaviour, Stephen P. Robbins, PHI. Eastern Economy Edition, N. Delhi 2. Organizational Behaviour: Korman, Abraham K., Prentice Hall, Delhi 3. Management of organisational Behaviour: Hersey, Paul& Blanchard, Prentice Hall, Delhi 4. Organisational Behaviour: Fred Luthans; Prentice Hall. 5. Human Behaviour at Work: Keith Davis; Tata McGraw Hill.		

Pedagogy: Lecture Method, Case Study Based Learning, Assignment, and Research Based Learning, Group Discussion and Audio-Visual Tools

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment- 15, Attendance- 5)

End Semester Examination :60 Marks

MBA(FT), Non CBCS, 1st sem.

Course Name Managerial Economics	Course Type Core	Course Code 10400
<p>Objective :The course aims at making the students aware about the different basic concepts of Economics and its impact on the external and internal environment of the organizations and hence these will help them in the process of managerial decision making.</p>		
<p>Unit: 1: Fundamentals of Managerial Economics, Its Scope, Nature, Micro and Macro analysis Static and Dynamic concepts.</p>		Marks 8
<p>Unit: 2: Demand Analysis, Types of Demand, Different Types of Elasticity of Demand</p>		6
<p>Unit: 3 : Various Cost Concepts: Marginal Cost, Average Cost, Total Cost, Opportunity Cost, Social Cost, Private Cost, Accountants' Cost, Economists' cost and cost control measures</p>		8
<p>Unit: 4: Production Function: Input Output Relations, Law of Variable Proportions, Returns to Scale, Advantages and Disadvantages of different Scales</p>		10
<p>Unit: 5: Objectives of a firm, Different Types of Market Structure and Price Determination Under Different Market Structures, Price Discrimination Concept</p>		10
<p>Unit: 6: National Income Analysis: Various approaches of National Income Analysis, Classical and Keynesian approaches to Income, Employment and Investment, Importance of National Income Analysis, GDP, GNP, NNP, NI, PI, DPI etc</p>		10
<p>Unit 7: Meaning, Nature, Causes and impact of Inflation, Theories of Business Cycle and Causes , Concept of money supply.</p>		8
<p>Suggested Reading:</p> <ol style="list-style-type: none"> 1. Managerial Economics: M L Jhingan; Vrinda Publications (P) LTD 2. Managerial Economics: Seema Damodaran; Oxford University Press 3. Managerial Economics: Vinita Agarwal; Pearson 4. Managerial Economics: Yogesh Maheshwari; PHI 5. Managerial Economics, Analysis of Managerial Decision Making, Based on UGC model curriculum for MBA: H L Ahuja; S Chand 		

Pedagogy: Classroom lectures, Presentations, Seminar, Group Discussion, Case Analysis.

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment- 15, Attendance- 5)

End Semester Examination :60 Marks

MBA(FT) Non CBCS 1 st Sem		
Course Name Accounting for Managers	Course Type Core	Course Code 10500
Objective: The course has been designed to provide basic understanding of different concepts of Accounting including Cost Accounting and Management Accounting		
		Marks
Unit: 1 Introduction to Accounting, Accounting Principles, Users of Accounting Information, Accounting Equation, Recording, Classification and summarizing for information need, Preparation of Financial Statements, Understanding of Financial Statements and Financial Reporting, Accounting Information System		20
Unit: 2 Introduction to Cost Accounting, Marginal Costing and Absorption Costing, Standard Costing.		10
Unit: 3 Inventory Valuation, Depreciation Accounting, Theoretical introduction to Value Added Accounting, Responsibility Accounting, Human Resource Accounting.		20
Unit: 4 Management Accounting, Budget and Budgetary Control.		10
References:		
<ol style="list-style-type: none"> 1. Theory and Practice of Accountancy: B.B.Dam, Capital Publishing 2. Accounting for Managers: Maheswari and Maheshwari, Vikas 3. Accounting for Managers: A. Bhattacharyjee, Prentice Hall India 4. Cost Accounting: Jain & Narangs, Kalyani Publication 6. Financial Management : Sharma & Gupta, Kalyani Publishers 		

Pedagogy: Lecture Method, Case Study Based Learning, Assignment, and Research Based Learning, Group Discussion and Audio-Visual Tools.

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment- 15, Attendance- 5)

End Semester Examination :60 Marks

MBA (FT), Non CBCS, 1 st sem.		
Course Name Human Resource Management	Course Type Core	Course Code 10600
<p>Objective: This paper is to give a conceptual idea of one of the important resource (asset) of the organization, HUMAN RESOURCE MANAGEMENT and its applicability in an organization.</p>		
<p>Unit 1. Introduction to Human Resource Management: Introduction, Concept of Human Resource Management, Scope of Human Resource Management, History of Human Resource Management, Function of Human Resource Management, Role of HRM</p> <p>Unit 2. Job Analysis and Design: Concept of Job Analysis, Process of Job Analysis, Methods of Job Analysis.</p> <p>Human Resource Planning: Need of Human Resource Planning, Process for Human Resource Planning, HR Forecasting Techniques, Successful Human Resource Planning</p> <p>Recruitment and Selection: Concept of Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction</p> <p>Unit 3. Training and Management Development: Meaning of Training, Area of Training, Methods of Training, Concept of Management Development, Management Development Methods, Differences Between Training and Development, Evaluation of Training and Management Development</p> <p>Employee Career Planning and Growth: Concept of Employee Growth, Managing Career Planning, Elements of a Career Planning Programme, Succession Planning</p> <p>Unit 4. Performance Appraisal: Concept and Need for Performance, Reviews, Overview of Performance Appraisal, Types of Appraisal Methods, 360 degree appraisal, Benefits</p> <p>Compensation Management: Wage and Salary Administration, Managing Wages, Concept of Rewards and Incentives, Managing Benefits in Organisations</p> <p>Job Evaluation: Concept of Job Evaluation, Objectives, Techniques, Advantages and Limitations, Introduction to Competency</p> <p>Unit 5. Employee Welfare and Working Conditions: Concept of Employee Welfare, Welfare Measures, Types, Employee Welfare Responsibility, the Business Benefits of Employee Welfare Activities</p> <p>Emerging Trends in HRM: HRIS, Competency Mapping, Business Process Outsourcing, Right Sizing of Workforce, Flexi time, Talent Management, Employee Engagement. Work life balance</p>		<p>Marks</p> <p>12</p> <p>12</p> <p>12</p> <p>12</p> <p>12</p>
<p>References:</p> <ol style="list-style-type: none"> 1. Personnel Management, Mamoria and Mamoria, Himalaya Publishing House 2. Human resource management : Text and cases, Ashwathappa, McGraw Hills. 3. Human Resource Management, D. K. Bhattacharya, Excel books. 4. Human Resources, Berwell& Holden, Macmillan 		

Pedagogy: Lecture, Discussion, Brain storming, Assignment, Case study, Audio-visual teaching learning, Group Project in an organization.

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totaling 20 marks, Home Assignment- 15, Attendance- 5)

End Semester Examination: 60 Marks

MBA (FT) Non CBCS 1 st Sem.		
Course Name Computer Applications in Management	Course Type Core	Course Code 10700
<p>Objectives : The main objective of this course is to help learners know the use of computers in a business environment. It seeks to make him/her confident in handling the computer keeping in mind the law and use it in his/her day-to-day activities effectively</p>		
		Marks
<p>Unit 1: Introduction to the computer as an important business tool in terms of its three important functions – storage, processing and communication; Overview of the development of computers till date; Classifying the computer; Understanding the digital computer – role of number systems, von Neumann Architecture, Constituents of the Computer System – Hardware, Software and Users; Hardware and Software Classification</p>		12
<p>Unit 2:Introducing IT with relation to computers, Basics of Data Communication – data transmission modes, analog and digital signals, modulation, multiplexing, switching ; Computer Networks – OSI Model, topologies, access methods, media, network types and devices; Internet – TCP/IP, services, netiquettes; Security – tools and techniques</p>		12
<p>Unit 3:Business Data Processing – functions, modes, business files and organizations, file processing; Information Systems; Internet enabled Business Systems – uses and benefits, Intranets and Extranets; E-business; M-business & Apps; Big Data</p>		8
<p>Unit 4:Latest advancements in the field of computers with relation to business, Computer Ethics, Cyber Crimes and the IT Act 2000 / 2008</p>		8
<p>Unit 5:Programming Fundamentals – flowcharts and algorithms, process and techniques; Development of simple programs to understand program development and logic [Programming Language to be decided / announced]</p>		10
<p>Unit 6:Understanding Elementary Data Structures – stacks, queues, arrays, linked lists, binary trees, strings and graphs; Searching – sequential and binary search; Sorting – selection, bubble, insertion</p> <p>Practicals: MS Office 2007/10 – Word and Excel. Simple Program development using any Programming Language</p>		10
<p>References:</p> <ol style="list-style-type: none"> 1. Fundamentals of IT and Computers (2nd Edition) – Himadri Barman, Mahaveer Publications 2. Fundamentals of Computers – V Rajaraman, PHI 3. Introduction to Information Technology – ITL ESL, Pearson 4. Introduction to Computer Science – ITL ESL, Pearson 		

Pedagogy : Lectures, Presentations &Practicals

Evaluation: Internal assessment:40 marks (2 Sessional Examinations – 10 marks each totalling 20 marks, Home Assignment- 5, Attendance- 5)

End Semester Examination :60 Marks