

MOTHERHOOD UNIVERSITY, Roorkee

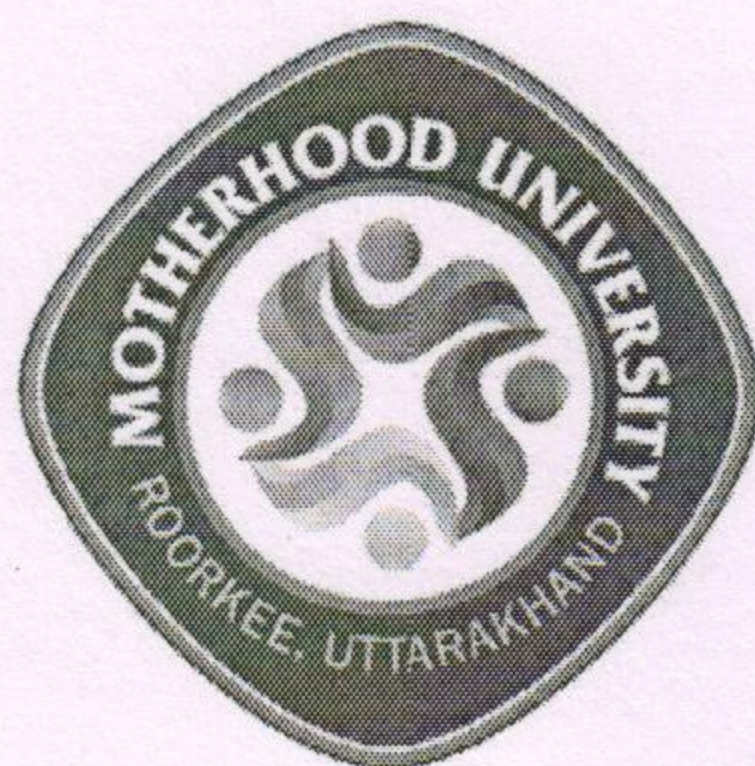
ENLIGHTENING WORLD

A STUDY AND EVALUATION SCHEME

OF

MASTER OF BUSINESS ADMINISTRATION (MBA – PART TIME)

[Admission Session 2019-20 onwards]



**Roorkee-Dehradun Road, Village Karoundi,
Post Bhagwanpur, Tehsil-Roorkee**

Pin -247661

**Distt-Haridwar
(Uttarakhand)**

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Faculty of Comm. & Buss. Studies
Motherhood University
Roorkee

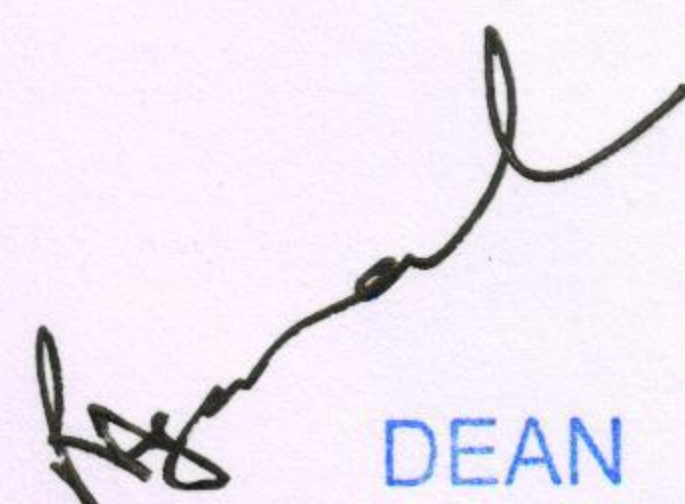
A
STUDY AND EVALUATION SCHEME
OF
MASTER OF BUSINESS ADMINISTRATION
(MBA – PART TIME)

[Admission Session 2019-20 onwards]

SUMMARY

Programme	MBA
Duration	Three year Part time (Six Semesters)
Medium	English
Credits	83

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MASTER OF BUSINESS ADMINISTRATION (Part Time)

The demand for skilled professionals is growing and everyone wants the best for their organisation and career. In such competitive times adding an MBA to one's resume is the best way to boost the one's way through the corporate ladder. But leaving a full time job may not be the ideal scenario and a viable option for many. Thus comes MBA (Part Time) which is a great way to enhance one's business education without compromising the existing career.

The MBA course aims at providing inputs to the students relevant to the business, industry and trade so that they can function in different organizations and face the challenges arising there from. The course not only aims at providing knowledge and skills in different areas of management, but also provides inputs necessary for the overall development of the personality of the students. The structure of the course is designed in a way that students have to study the core courses from different functional areas of management that are made compulsory. Later on, specializations are offered in functional areas where the students can opt for two specializations out of the seven offered. The offered specializations include Marketing, Digital Marketing, Finance, Human Resource Management, International Business, Operations Management and Information Technology. Broadly, the course is of three years divided into six semesters, with the total marks of 3800 & 83 total credit hours. There is a system of dual specialization having four papers (two in fourth semester and two in the fifth semester) from specialization 1 and four papers (two in fourth semester and two in the fifth semester) from specialization 2. Every student has to prepare a detailed research project report in sixth semester which may be related to any exploratory or conclusive study. Seminar & Comprehensive Viva and Dissertation are part of the course. The case study shall be taught wherever required.

Comprehensive Viva voce

The comprehensive viva voce is scheduled at the end of each semester except for V semester in order to judge the understanding as well as application of the knowledge gained by the students by the end of semester of the course. This is also to see the articulation of what is being learnt by them. The idea is to see that students are able to digest what is being taught in that semester and see their relevance not only in the practical field but also their inter relationship.

Seminar

Each student shall be required to present a seminar in II & IV semester on the topics related to Subject matter, Trade, Industry, Commerce, Corporate world and Corporate Affairs lasting approximately for 10- 15 minutes. The marks shall be awarded by the Internal Expert appointed by the Dean.

Research Project & Dissertation

In V semester the students are required to submit a Research Project Dissertation on a problem/topic (from the specialization areas) under the supervision of a core faculty member of the department. The time schedule will be allotted by the designated teacher concerned to the students under their charge immediately at the beginning of a V Semester. The project report shall be in the form of Dissertation and one hard bound copy of the report shall be submitted by the students in the Department before the date specified of submission. The dissertation would be evaluated by Internal Expert appointed by the Dean. The evaluation of the dissertation will be through presentation followed by question answer session.


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Research Project Report

In VI semester the students are required to submit a Research Project report on a problem/topic of any particular organization or solutions of a live problem under the supervision of a core faculty member designated by the department. The objective is to equip the student with the knowledge of problems faced by organisations for exploring feasible solutions and suggestions. The report prepared by the student will be known as Research Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of micro problem. Relevant tables and bibliography should support it. The Research Project Report must be divided into five chapters namely Introduction, Review of Literature, Research Methodology, Analysis & Interpretation and Findings, discussion, conclusion, recommendations and scope for further research. One hard bound copy of the report shall be submitted by the students in the Department before the date specified of submission. Research Project Report would be evaluated by Expert Panel appointed by the Dean. It is mandatory that the student will make presentation in the presence of panel, teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.

Pattern of Examination

The maximum marks for each paper, except in case of Comprehensive viva voce Research Project Report, Dissertation, Seminar, shall be of 100 (one hundred) marks of which 70 (seventy) marks shall be awarded on the basis of the external Examination and 30 (Thirty) marks shall be awarded on the basis of Internal Assessment. Internal assessment will consist of two components (1) class test (20 marks) (2) Teacher assessment (10 marks) which includes assignment, class presentations etc. Question papers in semester examination will be divided into the following three parts:

Part 1: 10 marks

Containing 10 objective questions (multiple choice, true/false, Fill in the blanks) of 1 mark each from the total syllabus. All of which are needed to attempt.

Part 2: 30 marks

Containing 8 short questions of 5 marks each from the total syllabus out of which 6 questions are needed to attempt.

Part 3: 30 marks

Containing five questions of 10 marks each, one from each unit, out of which 3 questions are needed to attempt.

Medium of Instructions

The medium of Instruction of study and the examinations shall be English.

Omnibus Clause: This ordinance and the syllabus shall come into effect from the academic session 2019-2020 with effect from July, 2019. In case of any clarification on any points mentioned in the ordinances and the syllabus or for any dispute on any points the decision of the of the Vice-Chancellor would be final and binding on all concerned.

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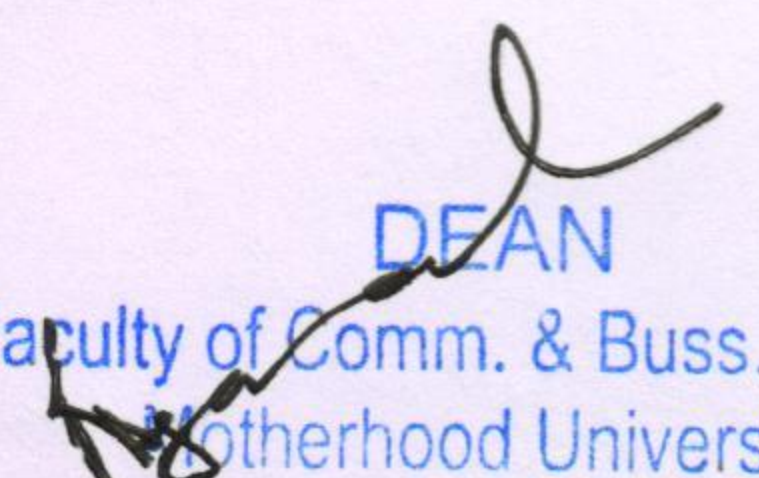
MBA (SEMESTER-I)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 101	Principles and Practice of Management	2	30	70	100
2	MUMBAP 102	Quantitative Analysis for Business Applications	3	30	70	100
3	MUMBAP 103	Financial and Management Accounting	3	30	70	100
4	MUMBAP 104	Managerial Economics	2	30	70	100
5	MUMBAP 105	Business Communication	2	30	70	100
6	MUMBAP 106	Computer Applications in Business	2	30	70	100
7	MUMBAP 107	Comprehensive viva – voce	2	-	50	50
Total			16	180	470	650

MBA (SEMESTER-II)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 201	Business Environment	2	30	70	100
2	MUMBAP 202	Human Resource Management	2	30	70	100
3	MUMBAP 203	Organizational Behaviour	2	30	70	100
4	MUMBAP 204	Marketing Management	2	30	70	100
5	MUMBAP 205	Management Information System	2	30	70	100
6	MUMBAP 206	Seminar & Comprehensive viva – voce	3		100	100
Total			13	150	450	600

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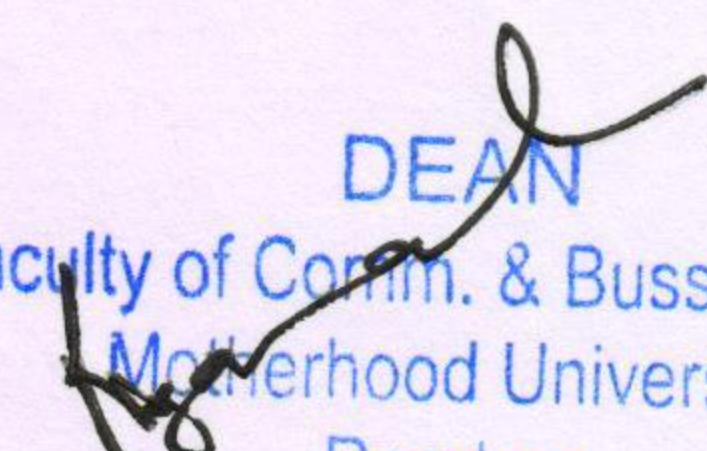
MBA (SEMESTER-III)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 301	Financial Management	3	30	70	100
2	MUMBAP 302	Production And Operations Management	2	30	70	100
3	MUMBAP 303	Business Research Methods	3	30	70	100
4	MUMBAP 304	Strategic Management	2	30	70	100
5	MUMBAP 305	Project Management	2	30	70	100
6	MUMBAP 306	Total Quality Management	2	30	70	100
7	MUMBAP 307	Comprehensive viva – voce	2	-	50	50
Total			16	180	470	650

MBA (SEMESTER-IV)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 401	Entrepreneurship Development	2	30	70	100
2	MUMBAP 402	International Business	2	30	70	100
3		Specialization Group -1 Elective -1	2	30	70	100
4		Specialization Group -1 Elective -2	2	30	70	100
5		Specialization Group -2 Elective -1	2	30	70	100
6		Specialization Group -2 Elective -2	2	30	70	100
7	MUMBAP 410	Seminar & Comprehensive viva – voce	3		100	100
Total			15	180	520	700

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Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

SPECIALIZATION GROUPS (SEMESTER-IV)

<u>MARKETING</u>	
MUMBAP403-M1	Consumer Behaviour
MUMBAP403-M2	Advertising Management
MUMBAP403-M3	Marketing of Services
MUMBAP403-M4	Marketing Research
<u>DIGITAL MARKETING</u>	
MUMBAP404-DM1	Consumer Behaviour
MUMBAP404-DM2	Advertising Management
MUMBAP404-DM3	An Introduction to Digital Marketing
MUMBAP404-DM4	Marketing Research
<u>FINANCE</u>	
MUMBAP405-F1	Security Analysis and Portfolio Management
MUMBAP405-F2	Financial Markets and Institutions
MUMBAP405-F3	International Financial Management
MUMBAP405-F4	Corporate Tax Planning
<u>HUMAN RESOURCE MANAGEMENT</u>	
MUMBAP406-H1	Industrial Relations and Labour Laws
MUMBAP406-H2	Industrial Psychology
MUMBAP406-H3	Human Resource Planning & Development
MUMBAP406-H4	Performance Management
<u>INTERNATIONAL BUSINESS</u>	
MUMBAP407-IB1	International Logistics Management
MUMBAP407-IB2	Cross-Cultural Business Management
MUMBAP407-IB3	Management of Multinational Corporations
MUMBAP407-IB4	International Business Laws and Treaties
<u>OPERATIONS MANAGEMENT</u>	
MUMBAP408-OM1	Materials Management
MUMBAP408-OM2	Maintenance Management
MUMBAP408-OM3	Project Evaluation & Review Techniques
MUMBAP408-OM4	Aggregate Planning & Scheduling
<u>INFORMATION TECHNOLOGY</u>	
MUMBAP409-IT1	Database Management System
MUMBAP409-IT2	Enterprise Resource Planning
MUMBAP409-IT3	Information System Management
MUMBAP409-IT4	E-Governance & Framework of ICT

Note: A student has to select two electives each from any two groups of specializations. Specializations would be same for IV and V Semester.

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Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]


MBA (SEMESTER-V)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 501	Business Ethics and Corporate Governance	2	30	70	100
2		Specialization Group -1 Elective -3	2	30	70	100
3		Specialization Group -1 Elective -4	2	30	70	100
4		Specialization Group -2 Elective -3	2	30	70	100
5		Specialization Group -2 Elective -4	2	30	70	100
6	MUMBAP 509	Research Project & Dissertation	4	-	100	100
Total			14	150	450	600

MBA (SEMESTER-VI)

Sr. No.	Subject Code	Subject Name	Credit Hours/week	Evaluation Scheme		
				Internal Assessment	End Term	Total Marks
1	MUMBAP 601	Research Project Report	6	-	500	500
2	MUMBAP 602	Comprehensive viva – voce	3	-	100	100
Total			9	-	600	600

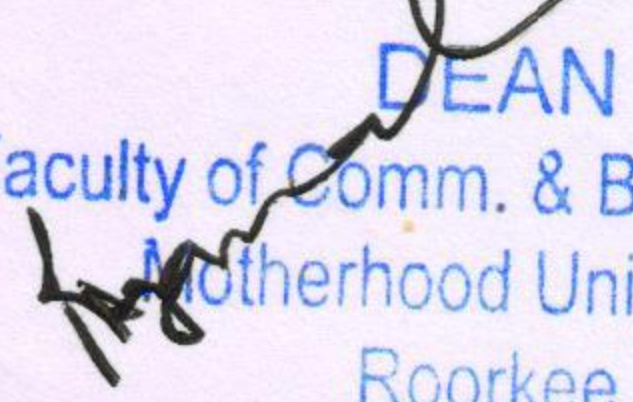
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SPECIALIZATION GROUPS (SEMESTER-V)

<u>MARKETING</u>	
MUMBAP 502-M1	International Marketing
MUMBAP 502-M2	Sales Management
MUMBAP 502-M3	Rural Marketing
MUMBAP 502-M4	Retail Management
<u>DIGITAL MARKETING</u>	
MUMBAP 503-DM1	E- Business
MUMBAP 503-DM2	Data Analytics
MUMBAP 503-DM3	Social Media Marketing
MUMBAP 503-DM4	Marketing of Services
<u>FINANCE</u>	
MUMBAP 504-F1	Financial Services
MUMBAP 504-F2	Mergers and Acquisitions
MUMBAP 504-F3	Financial Derivatives
MUMBAP 504-F4	Risk Management and Insurance
<u>HUMAN RESOURCE MANAGEMENT</u>	
MUMBAP 505-H1	International Human Resource Management
MUMBAP 505-H2	Compensation Management
MUMBAP 505-H3	Corporate leadership
MUMBAP 505-H4	Organisational Structure and Change
<u>INTERNATIONAL BUSINESS</u>	
MUMBAP 506-IB1	EXIM Financing and Documentation
MUMBAP 506-IB2	Global Financial Markets and Instruments
MUMBAP 506-IB3	Foreign Exchange Management and Currency Derivatives
<u>OPERATIONS MANAGEMENT</u>	
MUMBAP 507-OM1	Advanced Operations Research
MUMBAP 507-OM2	Supply Chain Management
MUMBAP 507-OM3	Enterprise Resource Planning
MUMBAP 507-OM4	Logistics Management
<u>INFORMATION TECHNOLOGY</u>	
MUMBAP 508-IT1	Software Project Management
MUMBAP 508-IT2	Information Security
MUMBAP 508-IT3	Web Technologies

Note: A student has to select two electives each from any two groups of specializations. Specializations would be same for IV and V Semester.


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Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

SEMESTER-I

MUMBAP 101 PRINCIPLES AND PRACTICES OF MANAGEMENT

Credits: 2

Course Objective: To familiarize the students with the basic concepts and principles of management. The students would clearly understand the definitions of different areas of management. The course will expose the student to the basic concepts of management in order to aid the student in understanding how an organization functions, and in understanding the complexity and wide variety of issues managers face in today's business firms. The course will understand the various concepts of planning, Decision making and controlling to help solving managerial problems.

Unit 1 : Introduction

Nature and Purpose, Managing: Science or Art? The Evolution of Management Thoughts, The Function of Manager: Planning, Organising, Staffing, Leading and controlling: an overview. Coordination: The Essence of Management, System approach to Management Process.

Unit 2: Planning

Types of Plans: Missions or Purpose, Objective or Goals, Strategies, Policies, Procedure, Rules Programmes and Budgets. Steps in Planning, Objectives. Management by Objectives. Strategies, Policies and Planning Premises, Strategic Planning Process, Presuming and Forecasting, Decision Making.

Unit 3 : Organising

Nature of Organising, Formal an Informal Organisation, Organisation Levels and the Span of Management. Structure and Process of Organisation. Principles of Organising, Line and Staff Authority. Empowerment, Decentralisation of Authority, Delegation of Authority, Organisation Charts.

Unit 4 : Staffing

Definition of Staffing, an overview of Staffing Function, The System Approach to Human Resource Management, Recruitment, Selection, Placement, Promotion, Separation, Performance Appraisal, The Peter's Principle.

Unit 5 : Leading and Controlling

Motivation: McGregor Theory of X and Y, Maslow Hierarchy of Needs Theory, Herzberg's Motivation-Hygiene Theory, Expectancy Theory, Equity Theory, Goal Setting Theory.

Leadership: Definition, Ingredients, Styles, Committees and Group Decision Making. Communication: Purpose, Process of Communication, Barriers and Break Downs, Making Communication Effective

Controlling: Concepts and Process, Controlling as a Feed Back System, Requirements for Effective Control, Major Controlling Techniques: Budgetary and Non Budgetary Control Devices, Statistical Data, Time-Event Network Analysis.

Suggested Readings

1. Heinz Wehrich, Mark V. Cannice and Harold Koontz, (2009). Management: A Global and Entrepreneurial Perspective, 13e., TMH., New Delhi
2. Harald Koontz and Heinz Wehrich, Elements of Management. 9e, TMH. New Delhi 2012
3. Stoner James A. F., R. Edward Freeman and Daniel R, Gilbert Jr., Management, 8e., Pearson, New Delhi 2010
4. Stephen P. Robbins and David A. Decenzo, Management; PHI
5. Newman, Summer, Gilbirt Management; PHI
6. Chaturvedi & Saxena -Managing Organization (Himalaya Publication)
7. Stoner, Freeman & Gilbert Jr - Management (Prentice Hall of India, 6th Edition)

Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

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MUMBAP 102 QUANTITATIVE ANALYSIS FOR BUSINESS APPLICATION

Credits: 3

Course Objective: To provide basic knowledge of the concept of quantitative techniques having their application in the field of Business. The course will facilitate better decisions in complex scenarios by the application of a set of advanced analytical methods. It couples theories, results and theorems of mathematics, statistics and probability with its own theories and algorithms for problem solving.

Unit 1

Management and Decision Making, Statistics and Managerial Decision Making, Functions – Applications of Functions, Some special Functions A.P. and G.P and their Managerial Applications. Markov chains and their Applications.

Unit 2

Transportation Problems, Problem Statement, Testing Optimality, Modi Method and Improving the Solution

Unit 3

Linear Programming, Basic Concepts, Model formulation, Solution Method, Duality.

Unit 4

Theory of Games, Simulation, Basic Concept of PERT and CPM.

Unit 5

Probability, Definition, Basic Concepts, Marginal Joint Conditional Probabilities, Additive and Multiplicative Rules, Random variables, Probability Distribution, Concept of Fractal, Mean of Random variables, Properties of Mean, Variance of a random Variable.

Suggested Readings

1. Paolo Brandimarte-Quantitative Methods: An Introduction for Business Management, Willey.
2. Apte-Operation Research and Quantitative Techniques , Excel Books
3. S Kalawathy-Operation Research , 5e, Vikas
4. Natarajan- Operation Research, Pearson
5. Taha Hamdy - Operations Research - An Introduction, 9e, Prentice-Hall
6. Vohra - Quantitative Techniques in Management, 2e ,Tata McGraw-Hill
7. Kothari - Quantitative Techniques, 3e , Vikas 1996,
8. Sharma J K - Operations Research,3e, Pearson
9. Sam Ashe-Edmunds, Quantitative Analysis for Business Decision-Making by, Demand Media
10. Gene Wright, Quantitative Analysis For Business: The Time Value of Money and Basic Business Statistics Using a Business Calculator, 3e

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MUMBAP 103 FINANCIAL AND MANAGEMENT ACCOUNTING

Credits: 3

Course Objective: To acquaint the students with fundamental concepts and processes of accounting so that they are able to appreciate the nature of item presented in the annual accounts of an organisation. Further, it aims at familiarizing the student with those significant tools and techniques of financial analysis, which are useful in the interpretation of financial statements. These tools and techniques form an important part of management planning and control systems.

Unit-1

Financial Accounting – Meaning, Need, Objectives, Concepts & Conventions. Branches of Accounting, Internal and External Users of Accounting, Advantages and Limitations of Financial Accounting, Accounting Standards.

The Double Entry System – Its meaning and Scope, The Journal, Cash Book, Ledger, Trail Balance, Trading Account, Profit and Loss Account, Balance Sheet, Entries and Adjustments of different heads in different books and Accounts.

Introduction of Company Accounts.

Unit-2

Managing Accounting – Meaning, Function, Scope, Utility, Limitations and Tools of Management Accounting, Analysis of Financial Statements – Ratios, Comparative and Common size Statements, Cash Flow and Fund Flow Analysis, management Audit and Financial Reporting.

Unit-3

Cost Accounting – Nature, Objectives, Significance of Cost Accounting, Classification of Cost, Costing of Material, labour, and Overheads.

Marginal Costing, and cost volume profit Analysis – Its Significance, Uses and limitations.

Unit-4

Standard Costing – Its Meaning, Uses and Limitations, Determination of Standard Cost, Variance Analysis – Material, Labour and Overheads.

Responsibility Accounting – Its Meaning and Significance, Cost, Profit, and Investment Centers.

Accounting for Price level Changes – Concepts, CPP and CCA methods.

Unit-5

Budget and Budgetary Control - Its Meaning, Uses and Limitations, Budgeting and Profit Planning, Different types of Budget and their Preparations, Sales Budget, Purchase Budget, Production Budget, Cash Budget, Flexible Budget, Master Budget, Zero Based Budgeting.

Suggested Readings

1. Robert Anthony, Hawkins and Merchant, Accounting TMH
2. Pandey I M - Management Accounting, 3e , Vikas, 2004
3. Khan and Jain - Management Accounting ,Tata McGraw-Hill, 2000
4. Sinha- Accounting and Costing for Management, Excel Books
5. Chaudhary, A., Fundamentals of Accounting and Financial Analysis, Pearson
6. Ashish Bhattacharyya, Essentials of Financial Accounting, PHI
7. Maheshwari, SN and Sunil "Financial Accounting: Sultan Chand and Sons, New Delhi
8. Monga, GR, Financial Accounting: Concepts and Application, Mayoor Paper Books, New Delhi
9. Tulsian PC. Financial Accounting, Pearson Education
10. Balakrishnan _ Managerial Accounting ,Wiley Dreamtech
11. Horngren et al - Introduction to Management Accounting, 12 e, Prentice hall,2002

Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

MUMBAP 104 MANAGERIAL ECONOMICS

Credits: 2

Course Objective: To enable the students to learn the basic principles of economics and its application in the decision making in the business. The students will learn the demand analysis and various cost aspects in the business; the market structure and the decision making process for various markets; the profit, profit policies, cost volumes relationship as well as the macro environment of the business.

Unit 1: Introduction

Introduction to Managerial Economics, Evolution, Nature, Scope and Significance, Circular Flow in an Economy, Principles, Production Possibility Frontier, Managerial Economics: Micro and Macro Economics.

Unit 2 : Market Forces: Demand and Supply

Demand Analysis: Theory of demand; Objectives of demand analysis and determinants of demand; theory of consumer behavior; Elasticity of demand and its measurement methods; importance in decision-making.

Supply Analysis: Objective of supply analysis; Determinants of supply, Elasticity of supply.

Unit 3: Production Function and Cost Analysis

Theory of Production and Cost Analysis; Production Functions and its Managerial Uses; Cobb Douglas Production Function, Laws of Production and analysis: Empirical Estimates of Production and Cost; short run and Long run average cost curves and their analysis; Economies and Diseconomies of scale.

Unit 4: Organization of the Firm

Pricing Decision: Pricing under different Market Structures: Perfect and Imperfect (Monopoly, Duopoly, Monopolistic Competition, Oligopoly Markets), Pricing Policies and Strategies; Collusive and Non-Collusive Oligopoly; Baumol's Marries' and O. Williamsons Model.

Unit 5: Factor Pricing

Determination of Factor Pricing; Marginal Productivity Theory; Richardian and Modern Theories of rent; Modern Theory of Wage rate determination; Classical, Neo-Classical and Keynesian Theory of Interest; Modern Theory of Profit; Welfare Economics; Pareto Optimality Conditions; Social Welfare Function.

Suggested Readings

1. Crag W. Paterson, W. Cris Lewis, and Sudhir K. Jain, Managerial Economics, PHI Learning /Pearson, New Delhi, 2004.
2. Joel Dean, Managerial Economics
3. GS Gupta, Managerial Economics, 2e, Tata McGraw-Hill Publishing Co. Ltd., New Delhi,
4. Dominique Salvatore, Managerial Economics in a Global Economy, 4e., Cengage Learning,
5. D.N. Dwivedi, Managerial Economics, 4e., Vikas Publishing House, New Delhi, 2006
6. Koutsoyiannis A., Modern Micro Economics, MacMillan, 2000
7. Paul Samuelson and Nordhaus, Economics, 19e. Tata McGraw-Hill, New Delhi
8. H.L. Ahuja, Managerial Economics, S. Chand, 2004
9. Raj Kumar-Managerial Economics, UDH Publishers, 2013 edition
10. Damodaran Suma – Managerial Economics ,Oxford 2006
11. Atmanand- Managerial Economics, Excel Books
12. Keats- Managerial economics-6e , Prentice hall
13. Vanita Agarawal-Managerial Economics-Pearson
14. M.L. Jhingan & J.K. Stephan - Managerial Economics, Vrinda Publications, 2e
15. Singh- Managerial Economics ,Wiley Dreamtech
16. Hirschey Mark – Economics for Managers, Thomson, India Edition, 2007

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Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

MUMBAP 105 BUSINESS COMMUNICATION

Credits: 2

Course Objective: To understand business communication strategies and principles for effective written, visual, and oral communication in domestic and international business situations. The course will develop the ability to write a documented paper and/or to give an oral presentation as well as develop the ability to communicate via electronic mail, Internet, and other technologies for presenting business messages.

Unit 1: Introduction

Importance of communication skills in Business Management. Types of communication: the media and tools of communication. The Communication Process. Barriers and Gateways to communication.

Unit 2: Verbal and Non-verbal Communication

Personal language and body language. Types of managerial speeches: occasional speech; thematic speech. Group Communication in: group discussions, meetings, seminars and conferences. Art of facing interviews in: selection or placement, appraisal, disciplinary committees and exit interviews.

Unit 3: Written Communication Skills

Formats for business letters and memos: routine type; sales promotion, bill collection, disciplinary action; persuasive messages; negative messages; job applications. Preparing a professional resume and cover letter, follow-up messages and letters. Internal communication through: memos, minutes, notices, circulars. Writing effective Business Reports; Digital Communication. Power point preparation; Using Web as a source of knowledge Sharing.

Unit 4: Recruitment and Employment Correspondence

Drafting the Employment Notice, Job Application Letter; Curriculum Vitae/Resumes; Joining Interview; Offer of Employment; Job Description; Letter of Acceptance, Letter of Resignation and Promotion, Testimonials and References.

Unit 5: Business and Social Etiquette

Professional conduct in a business setting: workplace hierarchy; proper way to make introductions; Use of courteous phrases and language in the workplace. Professional Image: appropriate business attire; Telephone Etiquette; Table etiquette.

Suggested Readings

1. Kitty O. Locker and Stephen Kyo Kaczmarck, (2007). Business Communication: Building Critical Skills, 3/e, TMH. New Delhi.
2. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz and Neeaja Pande (2009). Business Communication: Making Connections in a Digital World, 11e. TMH. New Delhi.
3. Booher, Dianna (2001). E-Writing: 21st Century Tools for Effective Communication. New York: Pocket Books, Division of Simon & Schuster, Inc.
4. Guffey, Mary Ellen (2006). Business Communication: Process and Product. 5e Cincinnati, Ohio: South- Western College Publishing/ Thomson.
5. Randolph H. Hudson and Benard J. Selzler, (2006). Business Communication: Concepts and Applications in an Electronic Age, 5/e., Jaico, New Delhi.
6. Bovee, Thill and Schatzman, Business Communication Today, Pearson ed. 2007,4e.
7. Bisen & Priya – Business Communication ,New Age International Publication
8. Kalkar,Suryavanshi,Sengupta-Business Communication, Orient Blackswan
9. M.K. Sehgal & V. Khetrapal - Business Communication ,Excel Books.
10. P.D. Chaturvedi – Business Communication ,Pearson Education, 3e,2006.
11. Sharma R.C., Mohan Krishna – Business Correspondence and Report Writing ,Tata McGraw Hill, 3e .
12. Rajendra Pal - Business Communication ,Sultan chand & Sons Publication

Study and Evaluation Scheme of Master of Business Administration (MBA – Part Time) [Admission Session 2019-20 onwards]

MUMBAP 106 COMPUTER APPLICATIONS IN BUSINESS

Credits: 2

Course Objective: The objective of this course is to acquaint the students with the application of computers in understanding latest trends in information technology. This course will also provide an orientation about the increasing role of management information system in managerial decision making with the help of computers and how information is processed, stored and utilized. The course will create awareness in upcoming managers, of different types of information systems in an organization so as to enable the use of computer resources efficiently, for effective decision making.

Unit 1

Concept of Computers: Brief History of Computers, Generation and its Evolution, Characteristics of Computers (Hardware, Software), Criteria for using the Computers, Organizations and Functions of Computers, Advantages and Disadvantages of Computers, Main Areas of Computers and their Applications.

Types of Computers: Analog, Digital, Hybrid, General Purpose and Special Purpose Computers, Micro Computers, Mini-Computers, Main-frame Computer, and Super Computers.

Unit 2

Input devices: Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Digital Camera, MICR, OMR, Bar-code Reader, Voice Recognition, Light Pen, Touch Screen- Working principles, Areas of use & characteristics.

Output Devices: Monitors, characteristics and types of monitor- Digital, Analog, Size, Resolution, Refresh Rate, Dot Pitch, Video Standard- VGA, SVGA, XGA etc.

Printers- Daisy Wheel, Dot Matrix, Inkjet, Laser, Line Printer, Plotter.

Unit 3

Operating Systems Concepts: MS-DOS, WINDOWS, Functional knowledge of these operating systems. Introduction to basic commands of DOS, Managing files and directories in various operating systems

MS Office

MS Windows, MS Office (MS Word, PowerPoint, Excel, Access and Outlook)

Unit 4

Storage Devices- Fundamentals, Primary vs Secondary, Data Storage and Retrieval Methods- Sequential, Direct and Index Sequential, Various Storage devices- Magnetic Tape, Magnetic Disks, Cartridge Tape, Hard Disk Drives, Floppy Disks (Winchester Disk), Optical Disks, CD, VCD, CD-R, CD-RW, Zip Drive.

Unit 5

Fundamental or Data Communication: Network Concepts and Classification; Introduction to internet and its applications.

Cloud Computing: Introduction, characteristics and its area of application.

Virus: Types of Viruses, Virus detection and prevention, Virus on Network; Introduction to Multimedia

Suggested Readings

1. Lucas Jr. H C, Information Technology for Management, Mc Graw Hill, New York, 1997
2. James A.O. Brien (200), Management Information Systems. 5/E, Tata Mcgraw-Hill.
3. Saxena S, First Course in Computers; Vikas Publication, New Delhi, 2003
4. Leao, Alexis & Mathews- Information Technology, Vikas Publications, 2006
5. Sinha, P K-Fundamentals of Computers, BPB Publications, New Delhi, 2011
6. Shrivastava-Fundamental of Computer & Information Systems, Wiley Dreamtech
7. Leon A and Leon M - Introduction to Computers, Vikas, 1st Edition.
8. ITL ESL – Introduction to Information Technology, Pearson, 2nd Edition.
9. ITL ESL – Introduction to Computer science, Pearson, 2nd Edition.
10. Introduction to Computers, Norton P., Tata McGraw Hill

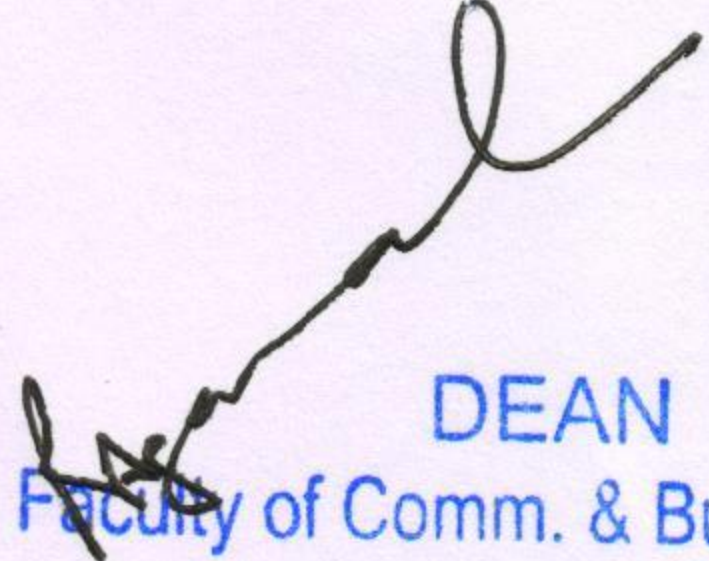
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MUMBAP 107 COMPREHENSIVE VIVA VOCE

Credits: 2

The comprehensive viva voce is scheduled at the end of First semester in order to judge the understanding as well as application of the knowledge gained by the students by the end of semester. This is also to see the articulation of what is being learnt by them. The idea is to see that students are able to digest what is being taught in that semester and see their relevance not only in the practical field but also their inter relationship.

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