

SHRI G S INSTITUTE OF TECHNOLOGY & SCIENCE, INDOR

Department of Management Studies

20/07/2020

Minutes of the meeting for Board of Studies in MBA held on 20/07/2020 at 12.00 Noon in the office of Chairman BOS, (Management Studies) in the Department of Management Studies.

Following members attended the meeting of Board of Studies in Management Studies.

- | | |
|-------------------------------|-------------------------------------|
| 1. Prof. A. Dalpati | Chairman |
| 2. Prof. Mukesh Barua | External Expert (DOMS, IIT Roorkee) |
| 3. Prof. Rajendra Singh | External Expert (IMS, DAVV Indore) |
| 4. Prof. Sushant Mishra | External Expert (IIM Indore) |
| 5. Dr. (Ms.) Anupama Paliwal | Member (Asstt. Prof., DOMS) |
| 6. Dr. (Ms.) Mayura Kemkar | Member (Asstt. Prof., DOMS) |
| 7. Dr. Ashish Mahajan | Member (Asstt. Prof., DOMS) |
| 8. Dr. (Ms.) Shweta Choudhary | Invitee (Asstt. Prof., DOMS) |
| 9. Mr. Rajeev Gupta | Invitee (Visiting Faculty, DOMS) |

Mr. Manoj Pandey, External Expert could not attend the meeting.

The members discussed the scheme and syllabi of MBA programme in the Choice Based Credit System (CBCS) and resolved the following:

Agenda No. 1: Modifications in few syllabi/scheme of MBA

- i) The subject MBA-4306 'Banking & Insurance' is shifted from Sem.-IV to Sem.-III in place of MBA-3306 'Financial Markets and Services'.
- ii) The subject MBA-4706 'Advances in Operations Management' is shifted from Sem.-IV to Sem.-III in place of 'Innovation Management and Sustainability'.

AP
MK
JS

ds

Agenda No. 2: Approval of syllabus of a new subject for MCA students (as requested by HOD MCA)

The syllabi of subject 'Fundamental of Management & Organisation Behaviour' was approved. As per the request received from Chairman BOS-MCA there will be only one subject in the MCA programme from the session 2020-21. This subject can be taught in first semester of MCA first year.

Agenda No.4: Any other item with the permission of the chair

The members approved the preparation of online teaching material (including Lesson Plan, Assignments (Case studies), PPT Presentations, Quizzes, MRP etc.). The BOS also recommended the use of suitable practical sessions using virtual laboratory in the relevant subjects.

The meeting ended with a vote of thanks to the chair.

The BOS recommends the enclosed annexures of syllabi and the decisions for the approval by Academic Council of the institute.

Anupama
20/7/2020
(Dr. Anupama Paliwal)

Mayura
20/7/20
(Dr. Mayura Kemkar)

Ashish
20.7.2020
(Dr. Ashish Mahajan)

Shweta
20/7/20
(Dr. Shweta Choudhary)

A. Dalpati
20/7/20
(Prof. A. Dalpati)

MBA _____ FUNDAMENTALS OF MANAGEMENT & OB

MCA FIRST YEAR – SEM-B

S. No	Code No.	Subject Name	L	T	P	Th. Credit	Pr. Credit	Maximum Marks				Total
								Theory	CW	SW	Pr.	
1.	MBA _____	Fundamentals of Management & OB	4	-	-	4	0	70	30	-	-	100

Unit 1: Concept of Management, Functions, Roles and Responsibilities of Managers, Fayol's Principles of Management, Nature and Purpose of Planning, Planning Process, Advantages and Limitations of Planning.

Unit 2: Objectives, Types of Strategies, Strategic Planning Process, Types of Policies, Formulation of Policies, Management by Objectives-Process, Benefits and Weaknesses, Decision Making- Process, Rational Decision Making, Types of Decisions, Effective Decision Making

Unit 3: Organizing, Organization Structures, Departmentation, Bases of Departmentation, Span of Management, Delegation, Problems in Delegation, Guidelines for Effective Delegation, Concept and Process of Organizational Control.

Unit 4: Theories of Motivation and Leadership, Types of Teams, Team V/s Groups, Group processes, Interpersonal Needs & Relations, Group Dynamics, Stress Management.

Unit 5: Organizational Change: Forces & Resistance to Change, Lewin's Three Step Model, Personality-Meaning, Types, And Tests. Personnel Management Functions. Recruitment and Selection.

Book Recommended:

Text books:

1. R. D. Agrawal, "Organization & Management", TMH, 1982.
2. Stephen Robbins, "Organization Behavior", Pearson Education, 12th Edition.

Reference books:

1. L. M. Prasad, "Principles & Practices of Management", Sultanchand & Sons, 1996.
2. Chitale and Dubey, "Organization Behaviour", TMH. 2nd Edition, 2019.
3. Keith Davis, "Principles of Management", McGraw Hills International, 1989.