

Minutes of the meeting for Board of Studies in MBA held on 03.09.2021 at 12.00 PM in the office of Chairman BOS, (Management Studies) in the Department of Management Studies.

Following members has attended the meeting of Board of Studies:

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1. Prof. G. Thakar            | Chairman                             |
| 2. Prof. Mukesh Barua         | External Expert (DOMS, IIT Roorkee)  |
| 3. Prof. Rajendra Singh       | External Expert (IMS, DAVV, Indore)  |
| 4. Dr. Jyoti Sharma           | External Expert (IIPS, DAVV, Indore) |
| 5. Dr. (Ms.) Anupama Paliwal  | Member (Asst. Prof., DOMS)           |
| 6. Dr. (Ms.) Mayura Kemkar    | Member (Asst. Prof., DOMS)           |
| 7. Dr. Ashish Mahajan         | Member (Asst. Prof., DOMS)           |
| 8. Prof. A Dalpati            | Invitee (Head IPD, SGSITS)           |
| 9. Dr. (Ms.) Shweta Choudhary | Invitee (Asst. Prof., DOMS)          |
| 10. Dr. Navita Gurbani        | Invitee (Asst. Prof., DOMS)          |

Following member could not attend the meeting:

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. Prof. Sushant Mishra | Invitee (IIM Indore)                 |
| 2. Mr. Manoj Pandey     | Invitee (Head HR, ADOR Welding Ltd.) |

The members discussed and resolved the following: *Met AY 2021-22*

1. Program Outcomes (PO) and Program Educational Objectives (PEO) are modified as per SAR form of PG NBA and are approved. (Annexure-1)

2. The proposed modifications in the following syllabi of the subjects are approved:

*21-22*  
*Sem-1 A)* In unit no. 1 of the subject MBA 1007: Accounting for Manager content "trading account, P&L account, balance sheet, adjustment entries, preparation of final accounts" is

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approved to be replaced with "preparation of final accounts of various types of organizations including companies as per schedule III of Companies Act, 2013" (< 15%) (Annexure II)

22-23

→ III Sem

B) In unit no. 1 of the subject MBA 3505: Social and Industrial psychology "schemas, errors in social cognition" and in unit no. 2 "errors in attribution" are approved to be added. (< 15%) (Annexure III) [Applicable from 22-23 Session in III Semester]

22-23

→ III Sem

C) In unit no. 3 of the subject MBA 3506: Training and organization Development "Models and Theories of OD" and in unit no. 5 "Emotional Intelligence for Managers" are approved to be added (< 15%) (Annexure IV)

22-23

→ III Sem

3. Introduction of new subject "Financial Derivatives and Risk Management" to replace existing subject "MBA 3305: Derivatives" in Finance Specialization in MBA 3<sup>rd</sup> semester were discussed and approved. (Annexure-V) New subject codes may be allotted to this subject.

4. As per the request from HODs and as per the AICTE model curriculum recommendations, a new subject "Organisation Behaviour and Human Resource Management" is introduced as Open Elective Course in B.Tech Computer Engineering (Sem B) and as a Mandatory Course in B.Tech Civil Engineering (Sem VI). The syllabus was discussed and approved.

21-22

→ III Sem

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22-23  
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New subject codes may be allotted to this subject. (Annexure-VI)

The Meeting ended with the vote of thanks to the chair.

Committee recommends the enclosed Syllabi which are to be approved by Academic Council of the institute.

S. No.	Name of members		Signature
1.	Prof. G. Thakar	Chairman	
2.	Prof. A. Dalpati	Invitee	
3.	Prof. Mukesh Barua	External Expert	Present online
4.	Prof. Rajendra Singh	External Expert	Present online

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5.	Dr. Jyoti Sharma	External Expert	Present online
6.	Dr. Anupama Paliwal	Member	Anupama
7.	Dr. Mayura Kemkar	Member	Apchal
8.	Dr. Ashish Mahajan	Member	Ash
9.	Dr. Shweta Choudhary	Invitee	Shweta
10.	Dr. Navita Gurbani	Invitee	Navita

Encl.:

- Annexure I: Performance indicator POS & PEOs and PI's
- Annexure II: Modified syllabi of subject MBA 1007: Accounting for Manager
- Annexure III: Modified syllabi of subject MBA 3505: Social and Industrial psychology
- Annexure-IV: Modified syllabi of subject MBA 3506: Training and organization Development
- Annexure-V.: syllabi of subject "Financial Derivatives and Risk Management"
- Annexure-VI syllabi of subject "Organization Behavior and Human Resource Management"

Name of SW and  
to be mentioned  
in title B  
Lab.  
To be described in  
the syllabus  
Lab.

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Approved by us  
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Annexure I:

Program Educational Objectives (PEO)

- 1. To equip the students with requisite knowledge, skills, competencies and ethical values necessary to create efficient Managers.
- 2. To enable the students to solve real world concerns through the use of analytical tools, effective communication, critical thinking, problem-solving and decision making skills.
- 3. To foster the creative, innovative and entrepreneurial potential of students for employment and lifelong learning.

Program Outcomes (PO)

- 1. Apply knowledge of management theories and practices to solve business problems.
- 2. Foster Analytical and critical thinking abilities for data-based decision making.
- 3. Ability to develop Value based Leadership ability.
- 4. Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- 5. Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- 6. Perceive an aptitude for creativity, innovation and entrepreneurship.

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Annexure II

MBA 1007: Accounting for Manager

COURSE CONTENTS:

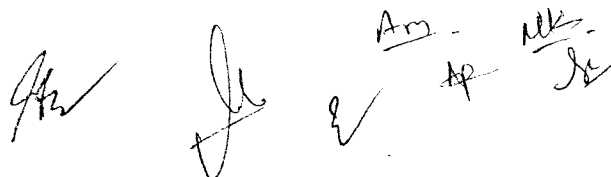
1. **Introduction to Accounting:** concept and conventions, accounting standards , journalizing the transactions, posting entries in ledger accounts, triple column cash book, preparation of final accounts of various types of organizations including companies as per schedule III of Companies Act, 2013, bank reconciliation, depreciation.
2. **Introduction to Cost Accounting:** Nature, role, scope, concept of cost centers and cost units, classification of cost by nature and behaviors, essentials while establishing a cost system, elements and managerial uses of unit cost, batch cost, job order costs, contract cost, process cost, joint product cost and by-product cost., preparation of cost sheet.
3. **Cost Management:** Understanding difference between cost reduction and control meaning, advantages and limitations of budgetary controls, types of budget, and preparation of budgets.
4. **Cost Analysis for Decision Making and Standard Costing:** Make or buy decisions, accept or reject decisions, concept of standard costing, concept of variance, calculating material, labor and overhead variance.
5. **Recent Developments:** Understanding basic difference between GAAP and IFRS, understanding concept and importance of (IA) inflation accounting and (HRA) human resources accounting. Calculation of IA and HRA , computerized accounting : features, creating ledgers & making voucher entries in accounting software package.

TEXT READINGS:

1. S. N. Maheshwari, "A Textbook of Accounting for Managers", Vikas Publishing House, New Delhi, 2008
2. Jawharlal, "Accounting for Managers", 5<sup>th</sup> ed. , Himalaya publication, New Delhi, 2012
3. S. N. Maheshwari, "Cost Accounting, Theory and Problems", 12<sup>th</sup> ed. 2014, Vikas Publications, New Delhi

SUGGESTED READINGS:

1. Management Accounting / Hansen, Don, R., 8<sup>th</sup> edition 2006, Thomson south western USA
2. Ramachandran, N. Financial Accounting for Management, 3<sup>rd</sup> ed. 2013, McGraw Hill Education
3. Tulsian,P.C, Financial Accounting New Delhi, 2<sup>nd</sup> edition 2014, McGraw Hill Educatio



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Annexure III

MBA 3505: Social and Industrial psychology

COURSE CONTENTS:

- 1. **Social Psychology:** Definition, Nature and Background, Factors affecting social behavior, Social Cognition, Schemas, Errors in Social Cognition, Social Perception, Non-Verbal Communication, Non verbal cues in social interaction, Case studies.
- 2. **Theories of Attribution:** Concept of Attribution, Kelley's theory of causal attribution, Theory of correspondent inference, Errors in Attribution, Impression formation and Impression management, Case studies.
- 3. **Social Identity:** Self Concept, Self-esteem and its components, Self-efficacy and factors affecting it, , Self-monitoring and its factors, Self- focusing, Case studies.
- 4. **Employee Selection and Testing:** Interview- objectives, process, guidelines, Application blanks- Importance and Proforma, Biographical inventories, References and background investigations, Employee Testing abilities, Types of tests, Testing personality, Testing skills and achievements, Using and not using tests, Case studies.
- 5. **Safety Psychology:** Safety management, Safety Training, Safety Publicity and Contests. Safety psychology, Differential accident liability, Prevention of Accidents, Case studies

TEXT READING:

- 1. Robert A. Baron, Nyla R., Donn Byrne, Social Psychology, Pearson, 2009
- 2. Landy, Work In The 21st Century: An Introduction to Industrial and Org. Psychology, Wiley, 2009
- 3. Howitt, Dennis, Social Psychology: Conflicts & Continuities, Mc Graw Hill Education 2008

SUGGESTED READING:

- 1. Jex and Britt, Organizational Psychology: A Scientist Practitioner Approach, Wiley, 2014
- 2. Taylor, Social Psychology, Pearson, 2010
- 3. Ghosh P.K., Industrial Psychology, Himalaya Publishing House, 1980
- 4. Steve M. Jex, Organization Psychology, Wiley, 2009
- 5. Comer & Gould, Psychology around us, Wiley, 2010

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Annexure IV

MBA 3506: Training and organization Development

COURSE CONTENTS:

1. Designing the Training Program: Scope, Nature and Importance, Training Needs Analysis, Training Design Process, Principles of Learning (Vroom's Expectancy Theory, Social Learning Theory, Reinforcement Theory), Trainee Readiness and Motivation, Establishing Training Objectives. Case Studies

2. Implementation and Evaluation: Training Methods for Non-Manual employees and Management Development, Similarities and Differences. Kirk Patrick's Model for Training Evaluation. Levels of evaluation (Reactions, Learning, Behavior, Results), Bench Marking. Case Studies.

3. Theory and Management of OD: Foundations of Organizational Development, Models and Theories of OD, OD Process, Action Research and OD, Life Cycle & Phases of growth, Organization Culture, Values & Ethics. Case Studies.

4. OD interventions and Change Strategy: Overview, Types, Team interventions, Inter-Group interventions, Comprehensive and Structural interventions. Forces for Change (Internal Vs. external), Kurt Lewin's 3 step change model, Case Studies.

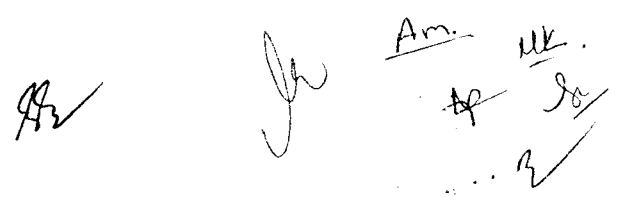
5. Emerging Trends in OD and T&D: Recent trends and changes in Organizational Development and Training & Development, Learning Organizations, Case Studies, Emotional Intelligence for Managers.

TEXT READINGS:

- 1. Raymond A Noe, Amitabh Deo Kodwani, Employee Training and Development 5th edition, Tata McGraw Hill Education 2012.
- 2. Kavita Singh, Organisation Change and Development, Excel Books
- 3. Srivastava, Organization Design and Development: Concepts and Applications, Wiley

SUGGESTED READINGS:

- 1. Rolf P. Lynten and Udai Pareek, Training for Organizational Transformation Sage Publications, 2000
- 2. Blanchard, Nick & Thacker, James W. (3rd ed.) Effective Training. Prentice Hall. 2007
- 3. Mohanty, Kalyani, Human Resource Development and Organisational Effectiveness, New Delhi: Excel Books, 2010


 A collection of handwritten signatures and initials at the bottom of the page. On the left, there is a signature that appears to be 'AR'. In the center, there is a signature that looks like 'Jh'. To the right, there are several initials and signatures, including 'Am.', 'UK.', 'AP', 'So', and 'B'.

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Annexure V

MBA \_\_\_\_ : FINANCIAL DERIVATIVES & RISK MANAGEMENT

PERIOD PER WEEK			CREDITS			MAXIMUM MARKS				
						THEORY		PRACTICAL		TOTAL MARKS
T	P	Tu	CW	SW	Tu	CW	End Sem	SW	End Sem	
4	-	-	3	-	-	30	70	-	-	100

**COURSE OBJECTIVES:** The objectives of this course are to explain to the student the risk return tradeoff and manage financial risk through the use of various derivatives and to make them understand operations of derivatives market

**COURSE OUTCOMES:** At the end of the course, the student will be able to:

1. <sup>Apply</sup> Understand the application of the ~~latest~~ financial derivative products as risk management tools in key financial markets.
2. <sup>Describe</sup> Understand the mechanism of swaps, <sup>options and future contracts</sup> options and future contracts.
3. Determine the fair value of equity options and construct desirable option strategy.
4. <sup>Use</sup> Understand the utility of key Greek hedge ratios in financial derivative segment and implement hedging techniques <sup>using futures contracts</sup> using futures contracts.

**COURSE ASSESSMENT:**

Students will be assessed on the basis of following-

1. Continuous assessment in the form of two mid-term tests, class attendance- regularity, quiz, and assignments/presentations (30%)
2. An end-term theory examination (70%).

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COURSE CONTENTS:

1. **An overview of derivatives & risk management:** Financial risk and need of financial risk management, risk management process, types of derivatives; Forward, Future and options, An overview of Indian derivatives market, hedgers, speculators & arbitragers.
2. **Forward & Future Contracts:** Introduction to Forward & futures contracts, future contract specifications and trading, mechanism of future, operations of margin, basis & convergence, cross hedging, determination of future and forward prices, hedging using futures & forward, basics of stock index future.
3. **Option Market:** Types and uses of options, payoffs, trading strategies: Bull-Bear, Butterfly, Calendar and Diagonal spread, Straddles, Strip and Straps, options valuation and pricing, factors determining option price, properties of stock options, put call parity, hedging using options.
4. **Greek letters and exotic options:** Concepts of delta, theta, gamma, vega, theta. exotic options; barrier option, binary options, compound options, asian options.
5. **Swaps, future options, and other derivatives:** interest rate and currency swaps and other types of swaps. Future options: nature, European spot and future options, paradigm shift in derivatives.

TEXT READINGS:

1. Hull. J. C Options Futures and Other Derivatives, 7<sup>th</sup> edition, PHI New Delhi, 2009
2. Varma, Jayanth, Derivatives and Risk Management, 1<sup>st</sup> edition, Mcgraw Hill Education

SUGGESTED READINGS:

1. Stulz Risk management and Derivatives, 1<sup>st</sup> edition, Cengage Learning, 2008
2. Dixit, Yadav and Jain, Derivative Markets in India: Trading, Pricing and Risk Management, 2<sup>nd</sup> edition, , Mcgraw Hill Education, 2010
3. Kumar. S, Financial Derivatives, PHI New Delhi, 2010

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Annexure VI

MBA \_\_\_\_\_ : Organization Behavior & Human Resource Management

PERIOD PER WEEK			CREDITS			MAXIMUM MARKS				TOTAL MARKS
						THEORY		PRACTICAL		
T	P	Tu	CW	SW	Tu	CW	End Sem	SW	End Sem	
3	-	-	3	-	-	30	70	-	-	100

**COURSE OBJECTIVE:** The objective of this course is to introduce the various concepts of organizational behavior to students. It provides an understanding of the fundamental concepts and importance of human resource management, with particular reference to HRM policies and practices in India.

**COURSE OUTCOMES:**

At the end of the semester, the students will be able to:

- 1 Define the concepts related to individual, organizational and group behavior.
- 2 Explain the concepts of Learning, Motivation, Leadership and Organizational Change.
- 3 Describe the concepts of Job Analysis, Recruitment and Selection.
- 4 ~~Understand the~~ <sup>Describe the</sup> process of development and maintenance of Human Resources.

**COURSE ASSESSMENT:**

Students will be assessed on the basis of following -

1. Continuous assessment in the form of two mid-term tests, class attendance- regularity, quiz, and assignments/presentations (30%)
2. An end-term theory examination (70%).

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COURSE CONTENTS:

1. **Foundations of Individual, Organizational and Group Behavior:** Personality: Determinants and Attributes, Values, Job Attitudes, Defining and Classifying Groups, Process of Group formation.

2. **Learning, Motivation and Leadership:** Learning and Learning Theories, Motivation: Maslow's Hierarchy of Needs, Herzberg's Two Factor theory, Leadership theories.

3. **Organizational Change:** Forces of Change (Internal and External), Resistance to Change, Lewin's Three-Step change Model.

4. **Acquisition of Human Resources:** Job Analysis: Job Description, Job Specification, Recruitment, Selection, Induction and its types

5. **Development & Maintenance of Human Resources:** Concept of Training and Development, Introduction to Succession Planning, Job Evaluation, Compensation.

*from managers Emotional Intelligence*

TEXT READING:

1. Robbins, Judge, Sanghi —Organizational Behavior, Prentice Hall, New Delhi, 2009
2. K Aswathappa- Organizational Behavior, 9<sup>th</sup> Edition, Himalaya Publications, 2012
3. DeCenzo, Robbins, Verhulst-Fundamentals of Human Resource Management, 11<sup>th</sup> edition, Wiley, 2012

SUGGESTED READINGS:

1. Newstorm and Davis- Organizational Behaviour, McGraw Hill; 11<sup>th</sup> Edition, 2004
2. Khanka -Organizational Behavior, S Chand & Co Ltd, 2006
3. Hitt, Miller and Colella- Organisation Behaviour, 3<sup>rd</sup> Edition, Wiley, 2010
4. Rao V S P, Human Resource Management, 3<sup>rd</sup> Edition, Excel Books India. 2007

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