Unit No.	No. of	Intended Coverage of Syllabus
1 Concept of Management	1	Definition, Importance & Nature of Management
	1	Functions and Responsibilities of Managers
	1	Fayol's Principles of Management
	2	The Classical School of management thought
	1	The Human Relations School
	1	Systems Theory
	1	Contingency Management
	1	Case study
2 Planning, Concept and Nature of Objectives	1	Nature and Purpose of Planning
	1	The Planning Process
	1	Principles of Planning
	1	Types of Planning, Advantages and Limitations of Planning
	1	Types of Objectives, Importance of Objectives
	2	Management by Objectives (MBO),Benefits and Weaknesses
	1	Case study
3 Strategies and Policies	1	Concept of strategy , Formulation of Strategy
	1	Types of Strategies, The Strategic Planning Process
	1	The TOWS Matrix
	1	The Portfolio Matrix
	2	Three Generic Competitive Strategies by Porter
	1	Types of Policies, Principles of Formulation of Policies
	1	Decision Making Process
	1	Case study
4 Organizing	1	Nature and Purpose of Organizing
	1	Departmentation ,Bases of Departmentation
	1	Span of Management and its Determinants
	1	Line and Staff Relationship and Conflict
	1	Delegation
	1	Decentralization
	1	Case study
5 Controlling	1	Concept and Process of Control
	1	Control Techniques
	1	Valuing diversity:its dimensions and attitudes
	1	Minority-challenges, glass-ceilings, gender issues in management
	1	Case study
Total	40	

Dr. Anupama Pahwal

18

Lesson Plan

Session	2021-22
Name of Faculty	Dr.Ashish Mahajan
Subject code:	MBA 1007:
Subjcet Name:	Accounting for Manager

S.No.	Topic	lo.of Lecture
Unit-1 Introduction to Accounting	concept and conventions	3
	journalizing the transactions,	2
	posting entries in ledger accounts, triple column	1
	preparation of final accounts	3
	depreciation.	1
	bank reconciliation,	1
Unit-2 Introduction to Cost Accounting:	Nature, role, scope, concept of cost centers and	1
	contract cost,	2
	process cost,	2
	joint product cost and by-product cost.,	1
	preparation of cost sheet.	3
Unit-3 Cost Management	cost reduction and control	1
	types of budget, advantages and limitations of t	2
	preparation of budgets	3
Unit-4 Cost Analysis	Make or buy decisions	1
	accept or reject decisions	1
	concept of standard costing, concept of varianc	1
	calculating material cost variance	3
	calculating labour and overhead cost variance	2
Unit-5 Recent Developments	GAAP and IFRS	1
	inflation accounting	1
	human resources accounting	1
	computerized accounting	3

MBA 1009: ORGANIZATION BEHAVIOUR Lecture Plan

Unit No.	No. of Lectures	Intended Coverage of Syllabus
1 **Foundations of Individual, Organizational and Group Behavior**	1	Personality: Determinants and Attributes,
	2	Values, Job Attitudes
	3-4	Defining and Classifying Groups, Group Structure and Processes
	5	Process of Group formation ,
	6	Group Decision Making, Group v/s Team
	7	Team Effectiveness and Decision Making.
	8	Case Study
2 **Learning, Perception and Motivation**	9-10	Learning and Learning Theories
	11	Perception- Factors affecting Perception and Cognitive Dissonance theory
	12	Maslow's Hierarchy of Needs,
	13	Herzberg's Two Factor theory, ERG theory
	14	Vroom's Expectancy theory
	15	Reinforcement theory and Behavior Modification
	16	Case Study
3 **Leadership**	17	Trait theories, Behavioral theories
	18	Ohio State Studies, Michigan Studies, Managerial Grid
	19	Fiedler's Model
	20	Hersey and Blanchard's Situational leadership theory
	21	Leader-Member Exchange theory
	22	Path Goal theory
	23	Charismatic Leadership.
	24	Case Study
	25	Intra-individual, Interpersonal and Intergroup Conflict
	26	Transitions in Conflict Thought, Functional versus Dysfunctional Conflict
	27	Conflict Process
	28	Conflict Management Techniques

Dr. M. Kautkar

20

Unit No.	No. of Lectures	Intended Coverage of Syllabus
1 **Introduction to Production and Operations Management**	1	Nature of Production / Operations Management, Evolution of operation management
	1	Production Function and Its Environment
	1	Organization of Production Function. Functions of Production/Operations Manager
	1	Types of Production Systems
2 **Facilities and Layout Planning**	1	Product Selection and Design. Service Design. Process and Technology Selection
	2	Location of Manufacturing / Service Facility - Quantitative and Qualitative Models
	1	Product layout, Process Layout, Fixed Position and Group Layout
	1	layout design: Relationship based and Load-Distance cost matrix
3 **Production Planning & Control**	1	Capacity Planning Machines and Labour Planning
	1	Machines and Labour Planning, Learning Curve Application
	1	Introduction to PPC
	1	Production Activity Control for Mass Manufacturing
	2	Rules for batch Processing
	1	Job Shop scheduling
	2	Jobs on Two/Three Machines (Johnson's Rule).
4 **Quality Control**	1	Quality definition and concept, Quality Control Function
	1	Acceptance Sampling
	1	Statistical Process Control
	1	Operating Characteristics Curve and Its Applications
	2	Application of Control Charts
	1	Quality Circles, Quality Improvements
	1	Introduction to Six Sigma
	1	Quality Concept and Its Role in Quality Management
	1	Cost of Quality
5 **Materials Management**	1	Management in Relation to Materials: Meaning, Definition
	1	Areas, Objectives, Importance, Role of Materials Manager,
	1	Integrated Materials Management. Materials Planning
	1	Materials Identification. Codification and Standardization
	1	Preventive and break down maintenance
	2	Single Equipment Replacement Model
	2	Group Replacement
	2	Replacement of items which deteriorate with time and items
Total	40	

Dr. Monica Bhatia

Shri Govindram Seksaria Institute of Science and Technology
Department of Humanities and Social Sciences
Lecture Plan : Business Communication HUA1105

Total No. of Units: 5

Total No. of Lectures: 40

Unit No.	No. of lectures	Intended Topic Covered	Remarks
I	1	Definition and Principles of Effective Communication	2
	2	Process and Objectives of Communication	2
	2	Feedback and Corporate Communication	2
	2	Channels and Types of Communication	3
	1	Models of Communication	1
II	2	Barriers to Effective Communication	
	2	Effective Listening and its importance	
	2	Types and Essentials of Effective Listening	
	2	Barriers to Effective Listening	
	2	Developing Listening Skills	
III	2	Transactional Analysis	
	1	Technology enabled Communication	
	1	Online Etiquettes	
	1	Cell phone Etiquettes	
	1	Ethics in Business Communication	
	1	Meeting Etiquettes	
IV	1	Patterns of Business Letters	
	2	Cover Letter and Resumes	
	2	Sales and Credit Letters	
	2	Business Reports	
	2	Business Proposals	
	1	Drafting e-mails and Memos	
V	2	Techniques of Oral Presentation	
	1	Public Speaking	
	1	Communication Approaches during Interviews	
	1	Group Discussion	

22

Shri G. S. Institute of Technology and Science
Department of Applied Mathematics and Computational Science
MBA- I SEMESTER
MAA-1104- MATHEMATICS AND STATISTICS FOR MANAGERS

Total No. of Units: 5   Total No. of Lectures:40

LECTURE PLAN Jan –June 2022

Lecture No.	Topic
	UNIT-I
1	Sets, Subsets , Types of Sets
2	Operations on Sets.
3	Cartesian product of Sets and Application.
4	Probability theory - introduction and Basic concepts
5	Additive and Multiplicative Probability rules.
6	Conditional Probability Rules
7	Baye's Theorem
8	Questions and examples based on
	UNIT-II
9	Matrices introduction, Types of Matrices,
10	Operations on Matrices- Addition and Multiplication of Matrices
11	Adjoint of Matrix
12	Inverse Matrix
13	Elementary Row Operations
14	System of linear equations
15	Solution of Simultaneous Linear Equations using Matrices
16	Input/ Output Analysis.
	UNIT-III
17	Introduction to Statistics: Meaning and Definition of Statistics
18	Scope and Limitations of Statistics
19	Role of Statistics in Management Decisions
20	Measures ofCentral Tendency and Dispersion
21	Mean, Types of mean , Methods of finding Mean
22	Median **and** Mode , Methods of finding Mode and Median
23	Correlation- methods of calculating correlation coefficient, and rank correlation coefficient
24	Regression analysis lines of regression , regression coefficient
	UNIT-IV
25	Random variable and types of Random variables
26	Introduction to Probability Distributions
27	Binomial Distribution

23

(Dr. Smita Veena)
Head, DAMCS.

BEE

lecture No.	Topic	Faculty
1	Business Environment: Components and Significance of Business Environment	DM
2	Factors effecting environment of Business,	DM
3	SLEPT Analysis	DM
4	Social environment and its impact on purchasing and consumption	DM
5	Legal factors influencing business environment	DM
6	Economic factors and its components	DM
7	Political stability and sovereignty and its impact on the returns of business	DM
8	Technology effects on internationalizing the business activities	DM
9	Sectors of Indian economy	NJ
10	Industrial policy and its review	NJ
11	Contribution and trends of various sectors in national income and economy	NJ
12	Economic institution, public; private; joint; and cooperative sectors	NJ
13	Monetary policy: Objectives and measures	NJ
14	Fiscal policy: Objectives and measures	NJ
15	trends and structure of Indian import and export	NJ
16	FDI, FII: nature and scope in economic development	NJ
17	Inflation and its causes, and remadial measures	NJ
18	five year plans since independence	NJ
19	Global Economic Environment	NJ
20	International economic integration	NJ
21	international trading blocks, their objectives, WTO	NJ
22	GATT	NJ
23	G20 and BRICS	NJ
24	International Vs Inland trade	NJ
25	International trade theories	NJ
26	Balance of payments – concept and trends, trade barriers	NJ
27	Disequilibrium and corrective measures for BOP	NJ
28	Free trade vs. protection	NJ
29	Regulation and Promotion of Business in India	DM
30	Indian banking system	DM
31	Tax system in India (VAT,GST,STT,CTT)	DM
32	Insurance regulatory and development agency	DM
33	Telecom regulatory authority of India	DM
34	SEBI, FMS, FICCI and CII, MSME.	DM
35	Money and Capital Markets in India	DM
36	Block Chain technology and crypto-currency	DM
37	Non-banking finance companies	DM
38	Special financial institutions –UTI, ICICI; IFCI; IDBI,	DM
39	Merchant banking, mutual funds, stock exchanges	DM
40	Micro-finance.	DM

SGSITS, Department of Management Studies
MBA I Year (I Sem)CTA 1106 : IT FOR MANAGERS
LECTURE PLAN (Theory)

Unit No.	No. of	Intended Coverage of Syllabus
1 **Introduction to Computer**	2	Introduction of Computer - Diagram, components, characteristics, ability etc.
	2	Hardware -Input/Output Devices
	1	Computer Memory and Storage Devices
	1	Software -System and Application
	1	Computer Languages – Generation and Levels
3 **E- Business Fundamentals and Electronic Payment System:**	2	Introduction of Business, E-Business and E-Commerce, Comparisons with tradition Business
	1	E-Business Framework, E-Business Application,
	1	Network Infrastructure for E-Business. Implementation issues of E-Business
	1	E-Business models. (B2B, B2C)
	1	Introduction of E-Payment, Type of E-payment,
	1	Digital Token-Based E-payment, Smart Card, Credit Card
	1	Designing E-payment System
	1	Risk on E-payment, Role of Banking in Electronic Payment
4 **Inter- Organization Management and E-business Standards**	1	Introduction of Inter-organisation activities and its management in tradition system
	1	Introduction of EDI,EDI Application in Business
	1	Standardization and EDI,
	1	EDI Software Implementation,
	1	VANs (Value Added Network), Internet Based EDI
	1	Cyber Laws, Cyber Crimes and Frauds
	1	Types and Tools of Hacking
	1	Security and E-business: Client-server Security
	1	Data and Message Security, Document Security, Firewalls
5 **Introduction to Information Systems and Future of Electronic- Business**	1	Introduction of Data, Information, Definition of information system with examples
	1	Types of Information Processing Systems Transaction
	1	Office Automation Systems,
	1	Knowledge Work Systems,
	1	Management Information Systems,
	1	Decision Support Systemsand Executive Support Systems
	1	Mobile and Wireless Computing Fundamentals and Applications
	1	Virtual Factory,
	1	Strategies for Electronic Business
Total	34	

24

Unit No.	No. of Lectures	Intended Coverage of Syllabus
2 Application Software (Practical)	4	**Introduction of Word processing and MS-Word** • Formatting (Index, Tab, bullet, numbering, etc.); Adding images, comments, symbols, diagrams • Adding header and footer, Changing Case, Text Direction, Rearranging Text into Columns; Mail Merge • Columns text (Tables, pictures, etc.); Importing and exporting data and files
	8	**Introduction of Spreadsheets and MS-Excel** • Entering data (numeric, text, date, time, comments) • Editing (update values, copying, moving, drag & drop, delete / insert rows & columns) • Formatting (text style, text orientation, increase/decrease width of columns and rows) • Changing Chart and Data Series; Charts (bar, pie, line, etc) • Value Axis Scaling and Formatting Lines; Consolidating Data; Creating Automatic Subtotals. • Using Pivot Tables and Pivot Charts; 11.Using Analysis Tool – Goal Seek and Solver
	3	**Introduction of Presentations and MS-PowerPoint** • Creating presentations using Wizards • Creating blank presentation; Various type of views and their uses • Applying templates on presentations; Applying color schemes on presentations • Implementing Slide Transactions and Custom Animations OLE Concepts
	5	**Introduction of Database Creation and MS-Access** • Creating tables (Understanding fields, data types, range etc.) ; Establishing relationships • Creating Tables using Wizard; Creating Tables using Data View • Creating Select Queries; Designing queries with QBE Grid • Creating other types of queries (Cross tab, update etc.); Creating forms using wizards and Toolbar • Inserting data in tables using forms; Validating Forms; Creating Reports for table data
Total (Practical)	20	