



List of Revised Courses

Department : Department of Management Studies

Program Name : MBA

Academic Year : 2018-19

List of Revised Courses -

Sr. No.	Course Code	Name of the Course
01.	CORE-203	Human Resource Management
02.	CORE-204	Financial Management
03.	CORE-302	Corporate Legal Framework
04.	MM-3205	Marketing of Services
05.	OBH-3301	Management of Industrial Relations
06.	OBH-3303	Management Training and Development
07.	OBH-3304	Human Resource Planning and Development
08.	P101	Research Methodology
09.	P102	Specialized Skill Development
10.	P103M	Marketing
11.	P103OB	OB And HRM
12.	P103F	Finance



Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2018-19

School : School of Studies of Commerce and Management

Department : Department of Management Studies

Date and Time : June 22, 2018- 11:30 AM

Venue : Meeting Room Department of Management Studies

The scheduled meeting of the Board of Studies (BoS) of Department of Management Studies, School of Studies of Commerce and Management, Guru Ghasidas Vishwavidyalaya, Bilaspur was held on 22nd June 2018 to redesign and discuss the MBA First and Second year (II, III semester and Elective courses) scheme and syllabi.

The following members were present in the meeting:

1. Dr. B D Mishra (HOD, Associate Prof., Dept. of Management Studies.-cum Chairman, BOS)
2. Prof. Sanjeev Parashar (External Expert Member BoS, IIM Raipur)
3. Prof. Harish Kumar (Member BoS, Dept. of Management Studies.)
4. Prof.L P Pateriya (Member BoS, Dept. of Management Studies.)
5. Dr.(Mrs.) B B Pandey (Member BoS, Assistant Professor, Dept. of Management Studies)

Following points were discussed during the meeting

1. Approved with suggestions and improvements on proposal for the academic session 2018-19.
2. The syllabus for the VRET can be done according to the question paper two of the management subject prescribed by the University Grants Commission.
3. For the session 2019-20, it has been decided that the Head of the Department should send the already proposed syllabus to all the members, so that its comprehensive assessment can be done. Thereafter it is to be presented in the next BOS meeting

The committee discussed and approved the scheme and syllabi. The following courses were revised in the MBA First and Second year (II, III semester and Elective courses):

- ❖ Human Resource Management (Core-203)
- ❖ Financial Management (Core=204)
- ❖ Corporate Legal Framework (Core= 302)
- ❖ Marketing of Services (MM-3205)
- ❖ Management of Industrial Relations (OBH- 3301)
- ❖ Management Training and Development (OBH- 3303)
- ❖ Human Resource Planning and Development (OBH- 3304)



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अध्यक्ष
HEAD
प्रमुख अध्यापन विभाग
Department of Management Studies
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छत्तीसगढ़)
Bilaspur (Chhattisgarh)

Signature & Seal of HoD

Scheme and Syllabus

29 Department of Management Studies, G.G.V. Bilaspur Open with Google Docs Master of Business Administration (MBA) 30

ESSENTIAL INFORMATION

1. The MBA Programme shall consist of:
(a) Such course (Papers) as may be prescribed by the Department.
(b) Such Summer-training as may be prescribed by the Department.
(c) Such factory visits as may be prescribed by the Department.

2. The medium of instruction and language of examination shall be English.

3. Each student shall have to appear at the Written University Examination of 70 marks in each paper at the end of every semester and participate in Internal Assessment of 30 marks in each paper which will be held in the manner prescribed below:

(i) Assignments & Presentations	=	10 marks
(ii) Test (Best out of Two Test)	=	15 marks
(iii) Class Participation	=	05 marks

Each paper in the Written University Examination will be of three hours duration. Each course (paper) will be of 100 marks and the distribution of marks shall be as under:
University examination 70 marks and Internal assessment: 30 marks. But in the paper of project report, which shall be of 100 marks, internal examiner will award marks out of 50 and external examiner will also award marks out of 50. There shall be no supplementary or second full examination for failures. Provided that if a candidate after participating in the internal assessment and submitting the project report fails to appear at the Semester examination due to sickness or any other unavoidable reason, he/she will be allowed to appear at the next concerned semester examination as an Ex-student, for two subsequent examinations only and in case he/ she fails to pass the said examination, he/she shall cease to be a student of the course of studies in MBA. Provided, further that if a candidate after participating in the internal assessment of all the papers and after appearing in all the theory papers fails in any two of the theory papers in any one semester examination but secures at least 48% marks in aggregate in the papers cleared at that examination; he/she will be allowed to keep the term (ATKT) and promoted to the next semester.

Such candidate shall be eligible to take examination of those two papers as the case may be in which he/she has failed along with the semester examination concerned. He/she shall be eligible to carry backlog of two papers of each semester examination but in no case he/she shall be permitted to carry backlog of more than four papers at a time and there shall be no ATKT in case of internal assessment and there shall be no revaluation in case of assessment of theory papers.

Provided further that if a candidate fails in more than two papers in any semesters examination but has participated in internal assessment of all papers of that examination, he/she may be allowed to appear at the next concerned semester examination as an Ex-student.

Provided further that if a candidate fails to secure 50 per cent of marks in aggregate but clears all the papers in a semester examination, he/she will be allowed to keep the term (ATKT) and promoted to the next semester and he/she will be allowed to appear in the next concerned semester examination along with students of the same semester with any two of the theory papers of his choice of the concerned semester so as to obtain the minimum 50 percent of marks in aggregate in the concerned semester. The option about the choice of the theory papers once exercised shall not be allowed to be changed.

For this purpose, he/she shall be allowed to avail only one chance. However, the result of his higher semester examinations will be withheld until he clears all the lower semesters fully.

Provided further that if a candidate fails to secure the minimum 50 percent of marks in aggregate in the concerned lower semester, his concerned lower semester examination will be cancelled and he shall be allowed to appear as an ex-student in the next concerned semester examination.

Provided further that a candidate whose result is declared after the commencement of next higher semester for any reasons he/she may be allowed to attend classes for the next higher semester.

On account of shortage of attendance, if any candidate is not allowed to appear the semester examination his/her admission shall stand cancelled. However, he/she may apply for readmission only, once after paying the fees as prescribed for fresh admission.

There is no provision of Non-Collegiate candidate for this course.

A student of MBA Programme pursuing a regular course, shall not be permitted to take up any other examination or course or service simultaneously. However, this restriction shall not be applicable to the student of Language Certificate Courses.

No person shall be admitted to MBA Degree course if he/she has already passed MBA Examination or any equivalent examination of any university or statutory body. However, this restriction shall not be applicable to diploma holders.

Each student shall pay the fees as may be determined by the University from time to time. Examination fees, Hostel fees, Application Form fees, Admission Test fees etc. shall also be prescribed by the University from time to time.

For passing the examination, the candidate shall be required to secure at least 40% marks in each of the prescribed courses and an aggregate of 50% marks separately in internal assessment & written examination.

No student shall be allowed to take up the Examination unless he/she has:

- Attended at least 75% of lectures delivered,
- Paid all the fees due,
- Obtained "No Dues" Certificate, from the Library & the Department,
- Submitted the field Project Report as prescribed by the Department,
- Received "In-plant Training" as prescribed by the Department and
- Cleared all the dues of the Host Institution where "In-plant Training" has been received by him.

10. For points 01 through 09 provisions of ordinance No. 72 shall prevail. In matters of admission, attendance, examination and in all other matters not provided for in Ordinance No. 72, the MBA Degree Course shall be governed by the General Provision of the relevant Ordinance save in so far as they are not inconsistent with the provisions of Ordinance No. 72.

**COURSE STRUCTURE**

The programme has been organized in two years each year comprising two semesters. The list of papers offered during First Year and Second Year of the programme shall be as follows:

FIRST YEAR

Semester-I	Credits
Core-101 Management Process and Organizational Behaviour	3
Core-102 Quantitative Methods	3
Core-103 Managerial Economics	3
Core-104 Business Environment	3
Core-105 Managerial Skill Development	3
Core-106 Indian Ethos and Values	3
Core-107 Accounting for Managers	3
Core-108 International Environment and Management	3
Total Semester Credit	24
Semester - II	
Core-201 Organization Effectiveness and Change	3
Core-202 Operations Research	3
Core-203 Human Resource Management	3
Core-204 Financial Management	3
Core-205 Marketing Management	3
Core-206 Production and Operations Management	3
Core-207 Research Methodology	3
Core-208 Computer Applications in Management	3
Total Semester Credit	24
Summer Training	

At the end of second semester, all students will have to undergo summer training of **4-6 weeks** with an industrial, business or service organization by taking up a project study. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the executive in organizations as approved by the Department from time to time. Each student will be required to submit a project report to the Department for the work undertaken during this period within three weeks of the commencement of the third semester for the purpose of evaluation in the third semester. Confidential reports of the student's performance in the training will be collected from the concerned organizations. Reports will be a part of the evaluation process.

SECOND YEAR

During Second Year, in addition to core courses and project studies, a student shall have to choose five elective courses in third semester and three elective courses in fourth semester from the list of elective courses announced at the beginning of each semester.

Semester III	Credits
Core-301 Decision Support System and Management Information System	3
Core-302 Corporate Legal Frame Work	3
Core-303 Summer Training Project	3
Plus Five elective courses	15
Total Semester Credit	24
Semester-IV	Credits
Core-401 Strategic Management	3
Core-402 Project Report	6
Plus Three elective courses	9
Total Semester Credit	18
Total Credit in MBA Programme	90

Following Four Areas of Specializations are offered.

1. Finance
2. Marketing
3. Organizational Behaviour and Human Resource Development
4. International Business

The actual electives which are open will be announced by the Head of the Department before the commencement of III semester. Currently only the first three areas of electives are open. There will be five courses in each Area of Electives. These courses will be as follows:

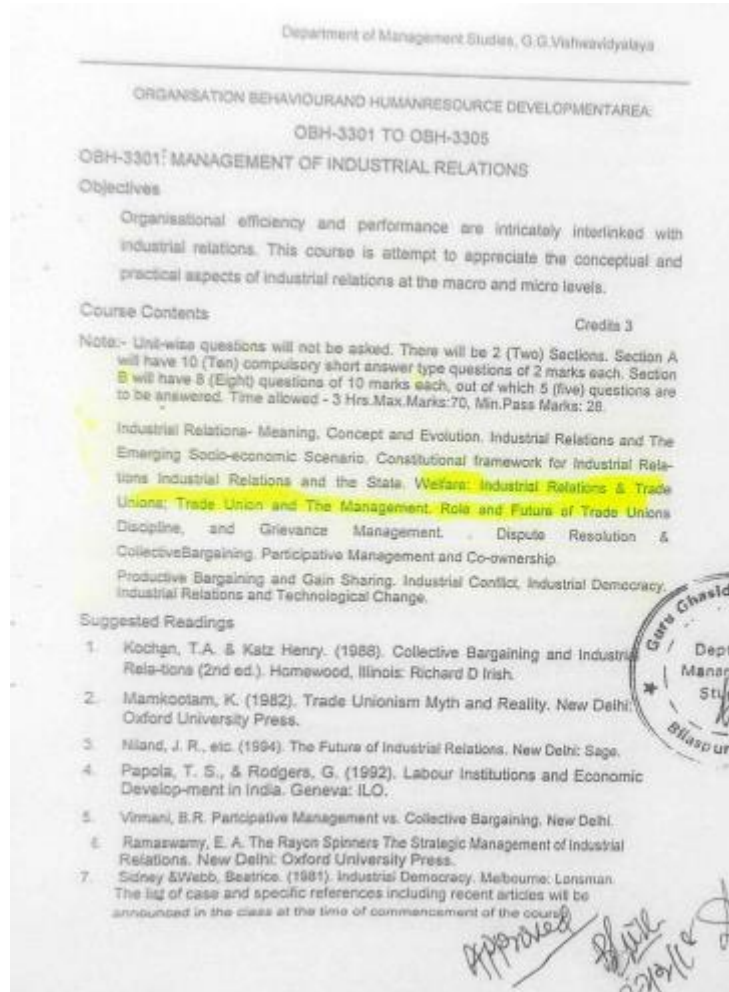
List of Elective Courses	Credits
Finance	
FM-3101 Management Control System	3
FM-3102 Security Analysis and Portfolio Management	3
FM-3103 Management of Financial Institutions	3
FM-3104 Management of Financial Services	3
FM-3105 International Financial Management	3
Marketing	
MM-3201 Consumer Behaviour	3
MM-3202 Advertising and Sales Promotion Management	3
MM-3203 International Marketing	3
MM-3204 Sales & Distribution Management	3
MM-3205 Marketing of Services	3
Organizational Behaviour and Human Resource Development	
OBH-3301 Management of Industrial Relations	3
OBH-3302 Legal Framework Governing Human Relations	3
OBH-3303 Management Training and Development	3
OBH-3304 Human Resource Planning & Development	3
OBH-3305 Organizational Change and Intervention Strategies	3
International Business	
IB-3401 International Financial Management	3
IB-3402 International Marketing	3
IB-3403 Export Import Procedures, Documentation & Logistics	3
IB-3404 India's Foreign Trade Policy	3
IB-3405 Global Human Resource Management	3

Note : First three elective courses are available in III semester and rest two courses are available in IV semester.

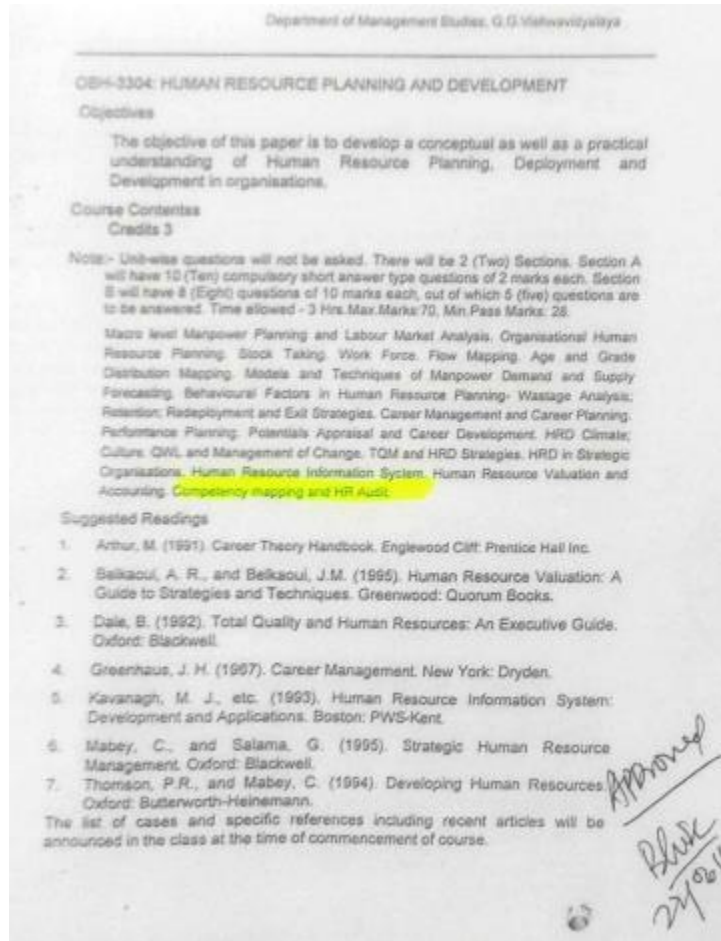
A student is required to opt total number of eight courses - Five in third semester and Three in fourth semester. A student can opt three courses in third semester from any one particular area of elective and two courses from the rest three areas. A student can opt two remaining electives in fourth Semester from the same area chosen in the third semester and one course from rest of the areas.

The Summer Training Project Report (Core-303) will be of 100 marks and has to be submitted within three weeks from the commencement of the third semester.

The Project Report (Core-402) will be of 200 marks (project Report 100 marks + Viva Voce. Examination 100 marks) and shall commence from third semester and the report shall be submitted towards the end of the fourth semester. A student will not be given any special permission to leave the Department for a long time to do the project, as he/she will be missing fourth semester classes. Preferably, market surveys, organization surveys in the local organizations can be done. A Board of Examiners consisting of internal and external examiners will evaluate the report.

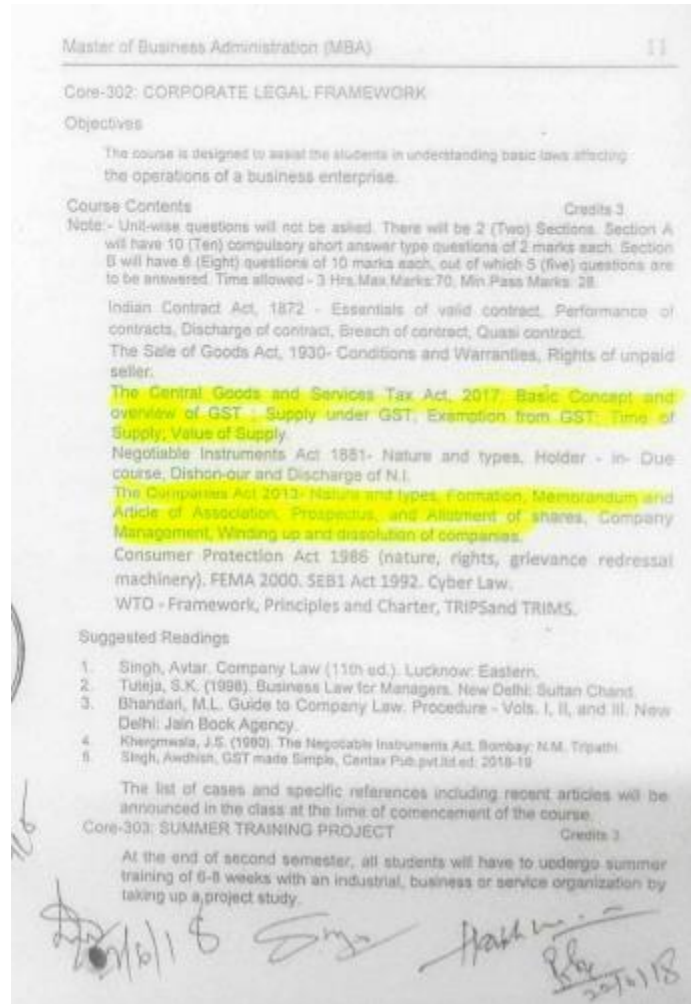


Course Outcomes: After the course, the students are expected to fair knowledge of industrial relations which help them to effective IR managers



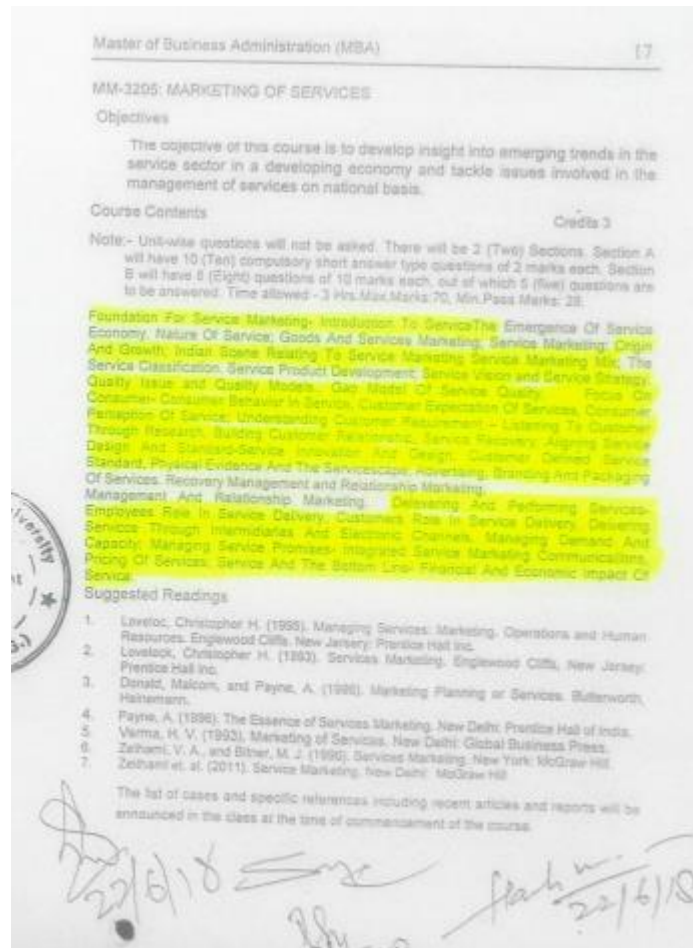
Course Outcomes: At the end of the course the learner is expected to

1. Analyze the theory and concepts of human resource planning and Development
2. Identify the evolution of HRP throughout the organization.
3. Relate and apply models and methods used in forecasting.
4. Describe the applications of a Human Resources Information System.



Course Outcomes:

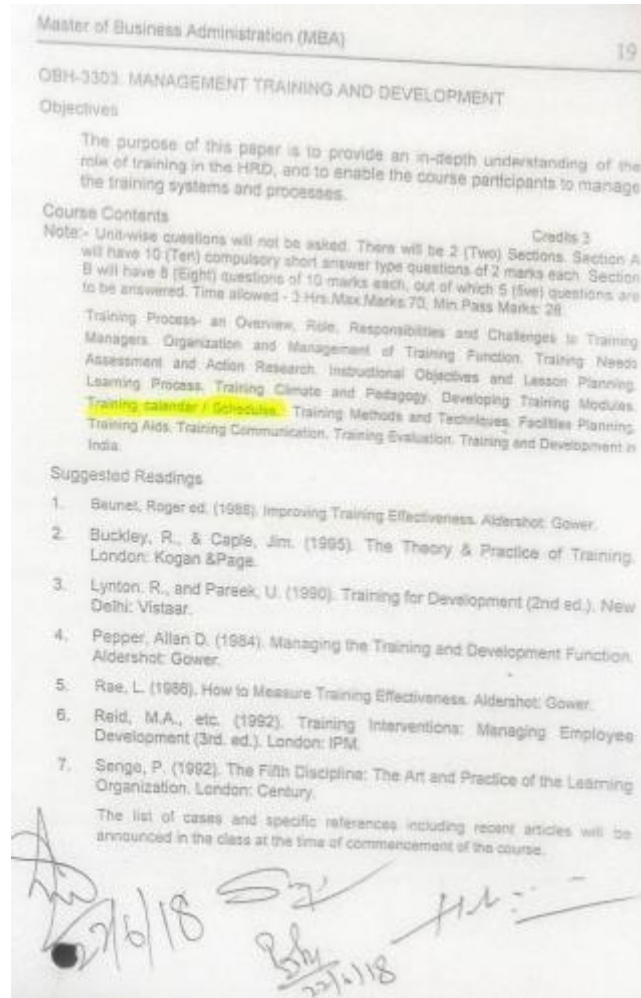
1. Acquire a sound understanding of the corporate legal Framework of the affecting businesses legal.
2. Apply basic legal knowledge to business transactions.



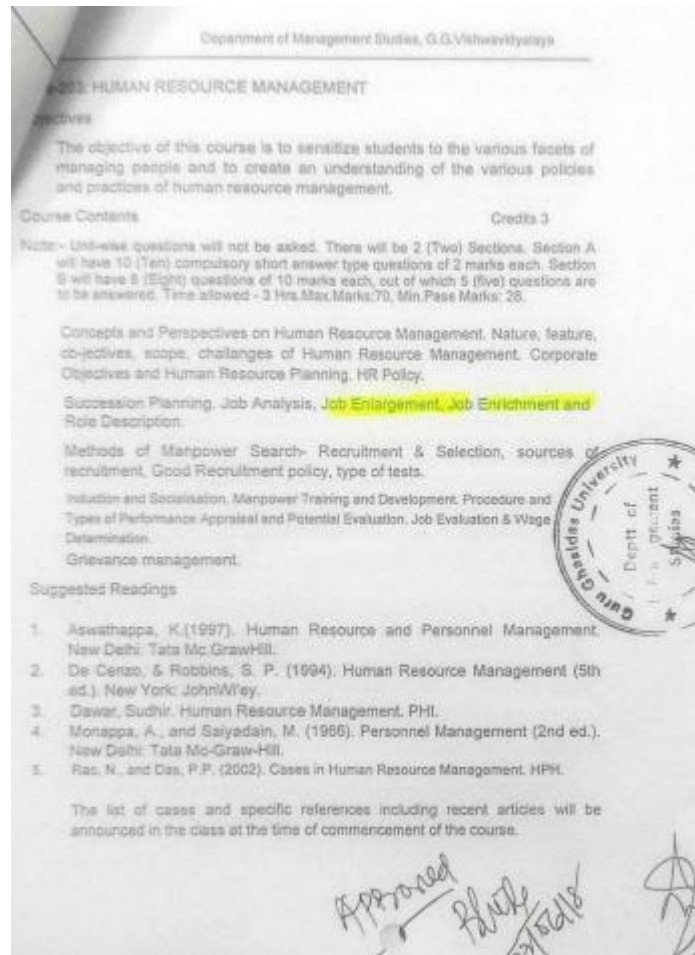
Course Outcomes:

Students will able to-

1. Explain the significance of services marketing in the global economy and the deeper aspects of successful services marketing also found challenges and opportunities in services marketing
2. Understand and explain the nature and scope of services marketing and present about this in a professional and engaging manner.
3. Understand the expectations of customers and know how to translate this knowledge into genuine value for customers



Course Outcomes: At the end of the course, the students are expected to have a fair knowledge of legislations governing human relations



Course Outcomes:

After the course the students are expected to know the basics of HRM and apply it for improving human resource management in an organisation



Master of Business Administration (MBA) 7

Core-204: FINANCIAL MANAGEMENT

Objectives

The purpose of this course is to acquaint the students with the broad framework of financial decision-making in business unit.

Course Contents Credits 3

Note:- Unit-wise questions will not be asked. There will be 2 (Two) Sections. Section A will have 10 (Ten) compulsory short answer type-questions of 2 marks each. Section B will have 8 (Eight) questions of 10 marks each, out of which 5 (five) questions are to be answered. Time allowed - 3 Hrs. Max. Marks: 70, Min. Pass Marks: 28.

Aims and objectives of Financial Management. Financial planning and financial forecasting. Finance function.

Time value of money, Investment Decisions- Significance of capital budgeting decisions, types of capital expenditure projects, Techniques of Capital Budgeting.

Instruments of Long Term Finance; Cost of different sources of Long Term Capital, Weighted Average Cost of Capital.

Operating and Financial Leverage. Capital structure decisions. Capital structure theories and optimum capital structure.


Management of working capital - Cash, Receivables and Inventory Management. Internal Financing and Dividend Policies- Types of Dividend, Dividend Theories. Bonus shares.

Financing the Infrastructure: Basic Issues

Suggested Readings

1. Home, Van, and James, C. (1997). Financial Management and Policy (10th ed.). New Delhi: Prentice Hall of India.
2. Hampton, John. (1997). Financial Decision Making. Englewood Cliffs, New Jersey: Prentice Hall Inc.
3. Pandey, I.M. Financial Management, New Delhi: Vikas Publishing.
4. Brealey, Richard A., and Myers, Stewart C. Principles of Corporate Finance (7th ed.). New Delhi: Mc Graw Hill.
5. Sheran, V. Fundamentals of Financial Management. Pearson Education.

The list of cases and specific references including recent articles will be announced in the class at the time of commencement of the course.



Department of Management Studies, G.G. Vishwavidyalaya


formatting of worksheet; sharing data with other desktop applications; strategies of creating error free worksheet.

introduction to Accounting and Statistical Packages- Preparation of vouchers, invoices and salary statements; Maintenance of inventory records; Maintenance of Accounting books and final accounts, financial reports generation, practical knowledge on Wings Accounting and Wings Trade (Software). Usage of statistical packages for analyses in research- Lotus and Excel, SPSS and SYSTAT.

Suggested Readings

1. Data, C. J. An Introduction to Database Systems. Massachusetts: Addison Wesley.
2. Dienes, Sheila S. Microsoft Office- Professional for Windows 95. Delhi: BPB Publication.
3. Mansfield, Ron. The Compact Guide to Microsoft office. Delhi: BPB Publication.
4. Summer, M. Computers concepts and uses (2nd ed.). Englewood Cliffs, New Jersey: Prentice Hall Inc.

The list of cases and specific references including recent articles will be announced in the class at the time of commencement of the course.



Approved



Course Outcomes:

Student will

1. Understand various concepts related to financial management.
2. Able to use various tools and techniques in the area of finance
3. Develop analytical skills this which facilitate the decision making in Business situations.



Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2018-19

School : School of Studies of Commerce and Management

Department : Department of Management Studies

Date and Time : 29th April 2019 At 02.40 PM

Venue : Meeting Room Department of Management Studies

Meeting of the Board of Studies in Business Management was held on 29th April 2019 at 02:40 p.m. in department. The following members were present:

- Dr. BD Mishra
- Prof. Harish Kumar
- Prof. L.P. Pateriya
- Dr. Smt. B.B. Pandey

The meeting discussed the syllabus of Pre-PhD Coursework in Management and the examination scheme. After discussion the proposed syllabus and the examination scheme was approved.


अध्यक्ष
HEAD
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Department of Management Studies
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छत्तीसगढ़)
Bilaspur (Chhattisgarh)

Signature & Seal of HoD



Scheme and Syllabus

The schedule of papers prescribed for the coursework shall be as follows:

Paper No.	Papers Title	Total Marks	Credits
P101	Research Methodology	100	4
P102	Specialized Skill Development	100	4
Optional Papers*		100	4
P103M	Marketing		
P103OB	OB And HRM		
P103 F	Finance		
Total		300	12

*Student has to choose one paper from the three optional papers currently offered by the department.

Placed before the BOS of Management Studies
on 29-04-19

Approved
29/4/19
29/4/19

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III. Scheme of Examinations

1. English shall be the medium of instruction and examination.
2. Examination shall be conducted at the end Semester as per the schedule notified by the university.
3. The question paper will have two sections. Section A will have ten compulsory short answer type questions of two marks each. Section B will have eight questions of sixteen marks each out of which five questions are to be answered. Maximum marks in each paper are 100 and minimum pass marks is 40. The student has to secure minimum 55% marks in aggregate to pass the course work.

IV. Pass Percentage & Promotion Criteria

1. All Ph.D. scholars have to obtain a minimum of 55% of marks or its equivalent in the course work in order to be eligible to continue in the program leading to the completion of PhD thesis.
2. All research scholars admitted to Ph.D. Programme shall be required to complete the coursework within initial one or two semester. If the student is unable to qualify Pre- PhD course work successfully his/her admission will be cancelled automatically.

Read before the BOS of Management
Studies, on 29-04-19

Printed on
29/4/19

Approved
29/4/19
By
29/4/19



Detailed Syllabus

Course Work for Ph. D Students in Management

Paper – P101 Research Methodology

Credits: 4

Course Objective: The course aims to equip the researcher with the tools and techniques as applied to business research.

Meaning, Objective, Significance and Type of research; Selection and Formulation of Research Problems.

Hypothesis – Meaning and Characteristics of Working Hypotheses, Problem in formulating Hypothesis, Sources of Hypothesis, Origin of Hypothesis, Types and Significance of Hypotheses.

Research Design – Meaning, Objective and Content of Research Design, Types of Experimental research design, Collection of Primary data – Observation Method, Interview Method, Questionnaire Method and Scheduled Method.

Sampling Design: Sampling Methods and Technique, Sample size determination, Field work and data collection, Sampling and non-sampling errors, Data screening and editing.

Case Study Method – Its Characteristics Advantage and Limitation, Preliminary data analysis, Descriptive and Inferential statistics- Major parametric and non-parametric tests, Analysis of variance, Correlation and regression analysis, T-Test and Z-Test .Processing of data - Analysis And Interpretation of data and Thesis Writing.

Ethical Issues in Research – Research Ethics, Approaches to research ethics, Desirable elements to ensure ethics in research, Important measures to make research more ethical.

1. Creswell, J. Research design: qualitative, Quantitative and Mixed Method Approaches, Fifth edition (2018), SAGE Publications
2. Kothari C.K. , Research Methodology - Methods and techniques, 2nd edition (2014), (New Age International), New Delhi.
3. Donald R. Cooper, Pamela S. Schindler and J.K. Sharma, Business Research Methods, Twelfth edition (2018), Tata Mc Graw Hill, New Delhi.
4. Uma Sekaran and Roger Bougie, Research Methods for Business, 5th edition, [2012] Wiley India, New Delhi.
5. Krishnaswamy, K.J. Shankumar, Appa Iyer and Mathirajan M. Management Research Methodology , integration of of Principles, Methods and techniques, 1-edition (2006) ,Pearson Education, New Delhi.

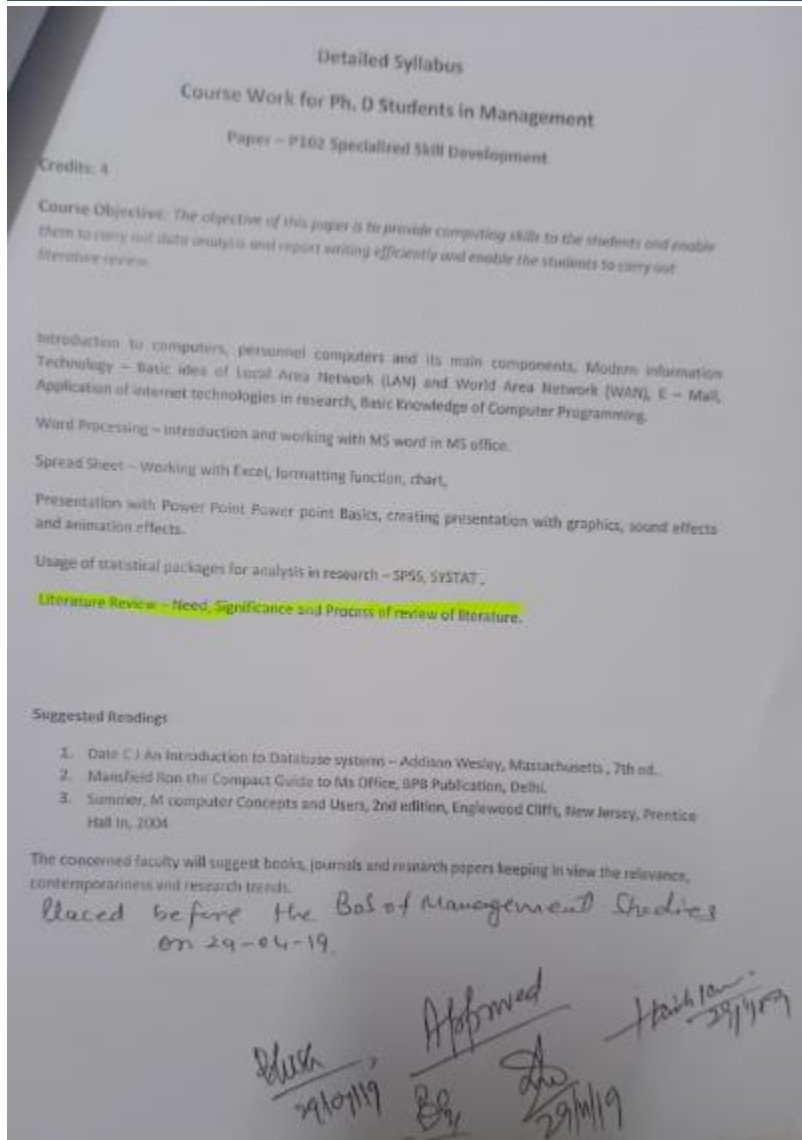
The concerned faculty will suggest books, journals and research papers keeping in view the relevance, contemporaneity and research trends.

Placed before the BOS of Management Studies
on 29-04-19

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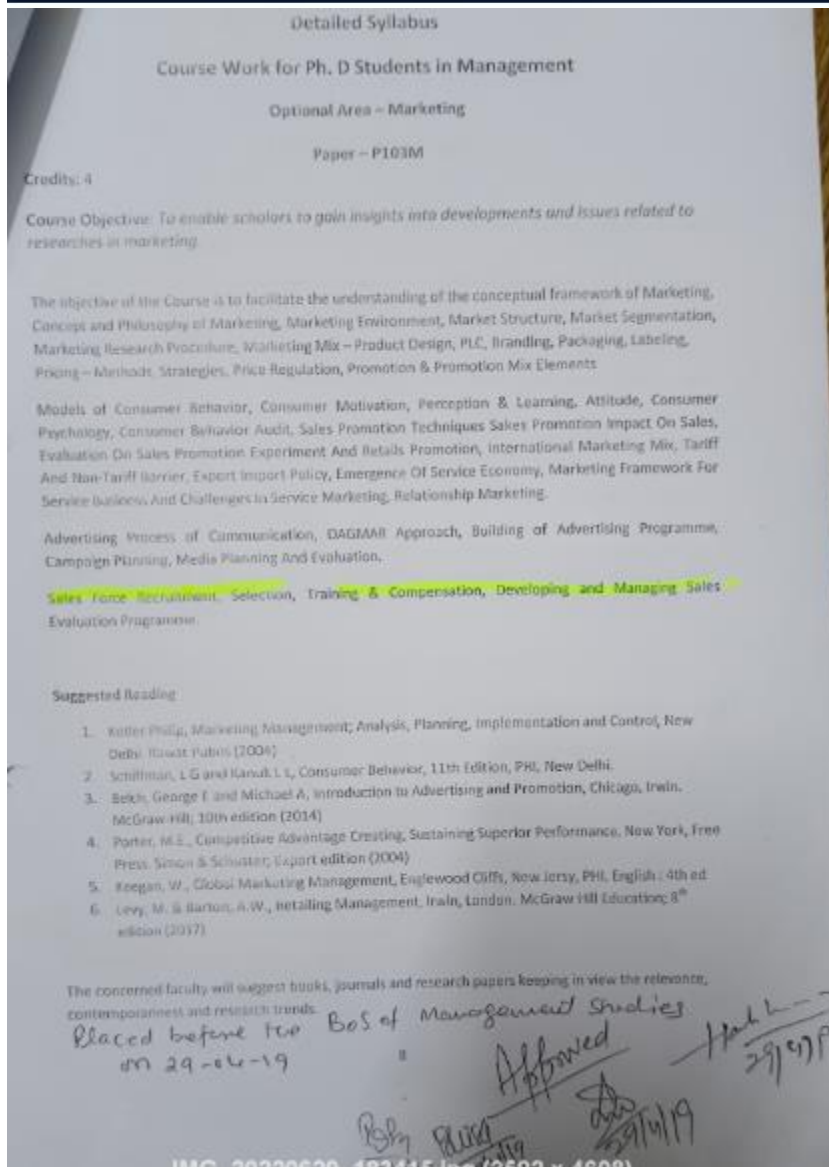
Course Outcome:

After completion of the paper the Scholar would be conversant with various statistical tools for data analysis and data interpretation. The scholar would have a clear understanding of scientific research process.



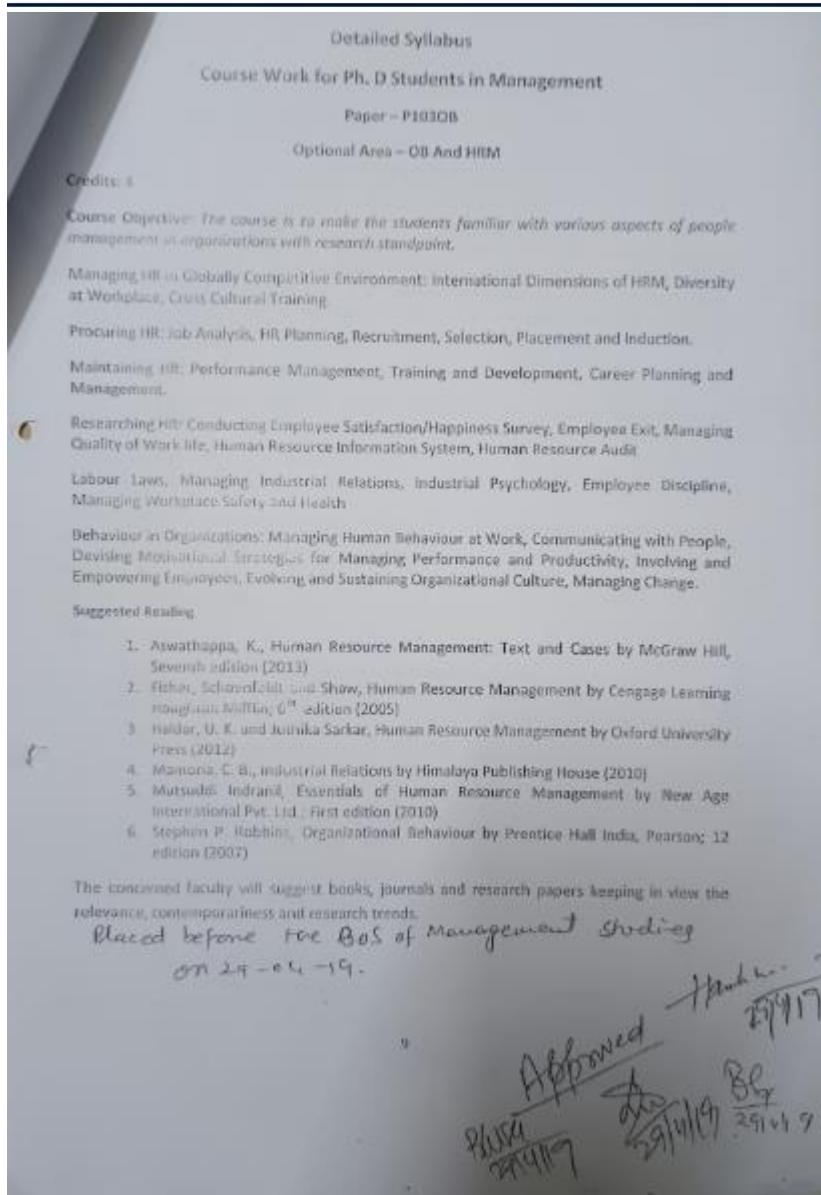
Course Outcome:

The scholar would be conversant with various computer software for data analysis and data interpretation. The Scholar would also be enabled to use computers for research.



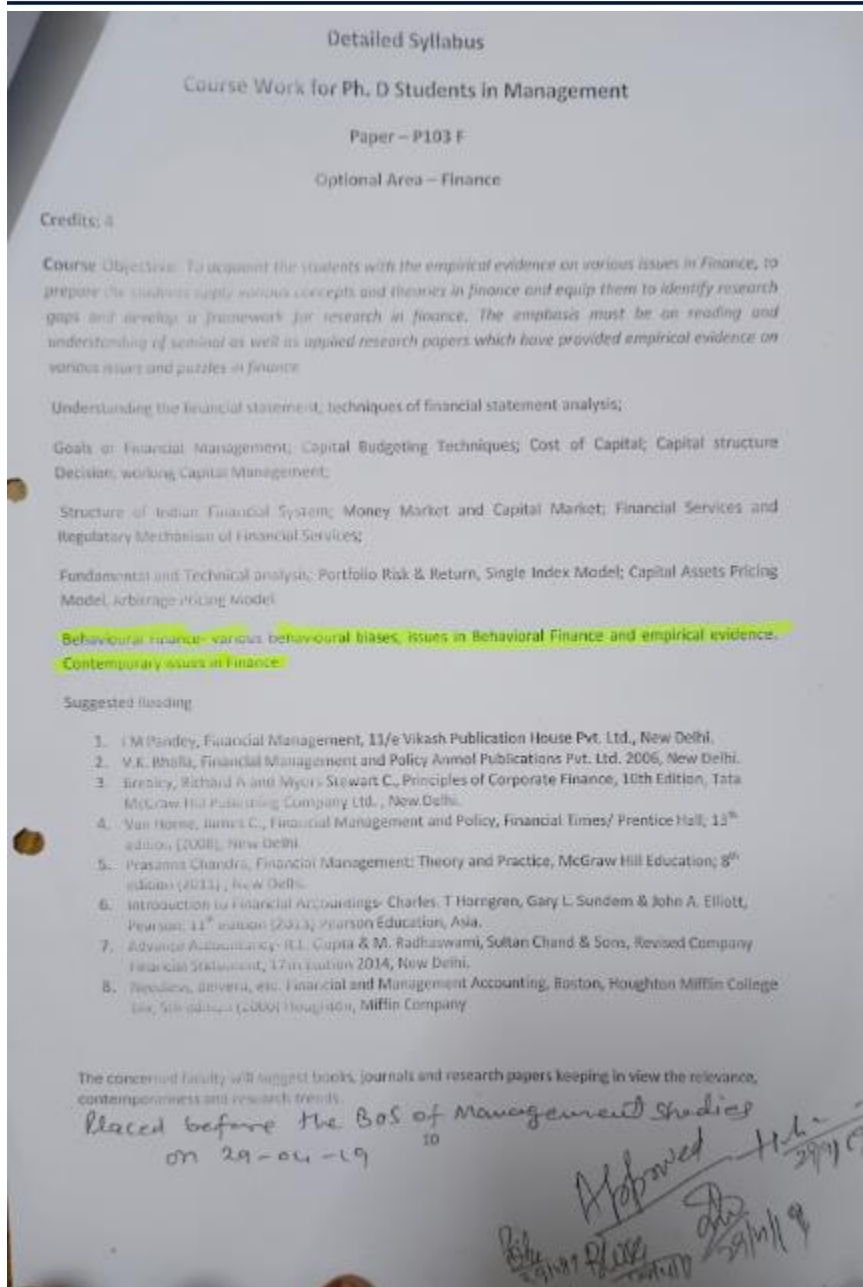
Course Outcome:

After completion of the course scholar would have a comprehensive understanding of fundamentals of Marketing Management. The Scholar would be able to appreciate recent research issues in Marketing.



Course Outcome:

After completion of the course scholar would have a comprehensive understanding of fundamentals of Human Resource Management. The Scholar would be able to appreciate recent developments in the field of Human Resource Management



Course Outcome:

At the end of the course the Scholar would have comprehensive understanding of various aspects of Financial Management. The Scholar would be aware of recent developments and research issues in the field of finance.