

The institution offers a course on Human Values and professional ethics

FOUNDATION OF HUMAN SKILLS

SEMISTER V

PAPER I : (New syllabus will be implemented from June 2012 onwards)

OBJECTIVES: 1.To develop different human skills among students.

2.To enhance quality behavior.

3.To increase Emotional Quotient by learning values.

UNIT I	Basics Of Human Skills Introduction to Human skills, Types of human skills – Reading, Writing, Listening, Speaking. Basic abilities – Muscular, sensor, mental, social and conceptual. Use of basic abilities in organizational life .	12 Lectures
UNIT II	Understanding Self And Others Understanding self and others through Johari Window. Journey of self discovery. Analysis of strength and weakness. Goal settings to overcome weakness. Learning - Concepts, Principles of learning, learning through reinforcement, learning through feedbacks, learning by observations, learning through experience.	14 Lectures
UNIT III	Human Attitudes And Values Attitudes - concept, components of attitudes. The attitude formation process . Values- Importance of values, sources of values, five universal values (Truth, Righteous conducts, Peace, Love, Non-violence) & sub values.	12 Lectures
UNIT IV	Communication Meaning- Four functions of communication - control, Motivation, Emotional expression, Information, Characteristics of communication. Written communication- preparation of Resume. Oral communication- Facing an Interview.	10 Lectures

Note: Practical sessions may be conducted to improve the skills of students.

FOUNDATION OF HUMAN SKILLS

SEMISTER VI

PAPER II: (New syllabus will be implemented from June 2012 onwards)

UNIT V	New Skills In Management Creative style – Emotional Intelligence (E.Q.) – Leadership skills, work style- sales competencies, sports mental skills, conflict management, stress management, Team role skills critical thinking skills, computing skills.	12 Lectures
UNIT VI	Personality Meaning- Aspects of personality, Development of personality: Erikson’s eight life stages, Jung’s Personality Theory, Traits influencing organizational behavior. Locus of control. Problem solving styles.	12 Lectures
UNIT VII	Skills Development Decision making skills, Methods used to develop decision making skills- In the basket, Business games, case studies. Interpersonal skills - Meaning, Methods Used to develop interpersonal skills - role playing, Behavior modeling, sensitivity Training, Transactions Analysis – structural Insight.	12 Lectures
UNIT VIII	Utilizations of skills Career Management – Career stages model, basic career – Anchors – Security, Autonomy, creativity, Functional competence, Managerial Competence, factors affecting career choices, career opportunities in management.	12 Lectures

Note: Practical sessions may be conducted to improve the skills of students.

Reference Books

Basic Managerial Skills For All	E.H. McGrath (Prentice Hall of India Ltd.)
Human Values For Managers	Chakraborty
Organizational Behavior Through Indian Philosophy	M.N. Mishra (Himalaya Publishing House)
Total Quality Management	S.D. Bagade (Himalaya Publishing House)
Organizational Behavior	Luthans Fred
Education to Human Values	Tilak Raj Bhardwaj (A Mittal Publication)
Personnel Management	Edwin Flippo

MBA -I SEM-I
PAPER-I
PRINCIPLES AND PRACTICES OF MANAGEMENT
(Choice-Based Credit System)

Marks : 80

Total Hours of Teaching: 60

Theory: 40

Practical: 20

Syllabus Contents:

Unit 1: a) Theory	Introduction and Evolution of Management: Definition-Scope of management- Functions of management-Managerial skills-Levels of Management-Roles of a manager, Functional areas of Management, Classical Approach-Scientific Management Approach-Contribution of F W Taylor, Henry Fayol, Peter Drucker, Max Weber- Behavioral Approach-Human Relations Approach-Contingency, Operational Approach, Management by Objectives (MBO) – Definition, Meaning and Significance, MBO process.	10 Hours
b) Practical	Visit any organization and study the different functional areas of Management. Submit a report.	5 Hours
Unit 2: a) Theory	Planning and Organizing: Planning-nature, types, steps in planning, process and limitation of planning Organizing-meaning, Process, Organization structure, Types of organizational structure, Centralization and Decentralization, Departmentalization, Span of management, Concept of Authority, Responsibility and Accountability, Delegation.	10 Hours
b) Practical	Visit any organization and study its organization structure and its mechanism (Roles, responsibilities, decision making authority and reporting system)	5 Hours
Unit 3: a) Theory	Staffing, Directing and Controlling: Staffing- concept, need, human resource planning, recruitment and selection. Directing- concept, need and principles of directing. Controlling - Steps in Control Process- Need-Types of control Method- Techniques of Controlling-Benefits.	10 Hours
b) Practical	Visit any organization and study its types and techniques of control	5 Hours
Unit 4: a) Theory	Corporate Governance and Business Ethics Corporate Governance – Concept, importance and role of board of directors, auditors and stakeholders in corporate governance – Characteristics of good corporate governance, measures to improve corporate governance. Benefits of corporate governance. Business Ethics – Definition and its relevance to Business, Historical Perspective of Ethics, Trusteeship Management- Gandhian Philosophy of Wealth Management. Management in 21 st Century-Challenges and Opportunities	10 Hours

b) Practical	a) Study online, different MNC's to understand their corporate Governance. b) Present seminar on best ethical practices in business.	5 Hours
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Note: Relevant case studies based on the above units should be discussed in the class.

Reference Books:

1. Koontz and Wehrich-Essentials of Management, McGraw-Hill
2. Daft Richard L. – Management – Thomson.
3. Certo-Modern Management prentice hall
4. L.M. Prasad-Principles of Management
5. R.M. Srivastara-Principles of Management
6. Peter Drucker- Essentials of management
7. Stephen P. Robbins-Management; Prentices Hall
8. Sherlekar S.A.-Modern Business Administration and Management; Himalaya Publishing House
9. J.S.Chandra- Management Concept and Strategies
10. Das Gupta A-Business Management in India, Vikas Publishing
11. Mc Farland Daltion- Management Principles and Practices, Macmillan
12. Terry Georgy R- Principles of Management, III inions
13. Robbins Stephen P. and Decenzo David- Fundamentals of Management
14. Kazmi Azhar- Business Policy and Strategic Management
15. Choudhari Subir- The power of six sigma
16. Ross Joel- Total Quality Management
17. R. P Banerjee Ethics in Business and Management
18. M. K. Gandhi, Trusteeship
19. William Shaw, Business Ethics
20. Manuel G. Velasquez, Business Ethics

Suggested Additional Readings:

Web site of CII

Suggested Research Journal :

Vikalp – IIM Ahmedabad

Vision – MDI, Gurgaon

Indian Journal of Corporate Governance, [institute of Public Enterprise \(IPE\), Hyderabad.](#)

