

SEMESTER- I

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S. No.	Course code	Course Code	Course Title	L	T	P	Credit
3 WEEKS COMPULSORY INDUCTION PROGRAM (UHV-I)							
1	MNG-001-CC-1110	CC	Principles and Practices of Management	3	1	0	4
2	MNG-001-AE-1110	AEC	Business Communication-I	1	1	0	2
3	MNG-001-CC-1120	CC	Financial accounting	3	1	0	4
4	MNG-001-CC-1130	CC	Business Statistics and Logic	3	1	0	4
5	MNG-001-AE-1120	AEC	General English	1	1	0	2
6	MNG-001-MD-1110	MDE	Indian Knowledge System^	2	0	0	2
7	MNG-001-VA-1110	VAC	Environmental Science and sustainability	2	0	0	2
8	MNG-001-AE-1130	AEC	Additional Course - Indian or Foreign Language 1-1-0)) [op- tional course]*	1	1	0	0*
TOTAL							20

Course Code: MNG-001-CC-1110
Course Title- Principles and Practices of Management
Credit: 4

Course Objective-

1. To equip students with knowledge about the evolution, functions, and principles of management, and how to apply these principles within an organization.
2. To provide students with an understanding of fundamental management concepts, principles, and practices, as well as insight into the roles and responsibilities of a manager.
3. To help students appreciate the significance and applications of various managerial functions.
4. To cover the traditional management functions of planning, organizing, directing, and controlling.

Course Outcome-

CO1: Explain the foundational theories and concepts of management, including planning, organizing, leading, and controlling, and how they are applied in real-world business scenarios.

CO2: Apply management practices to analyze business situations, develop strategic plans, and implement solutions to enhance organizational performance.

CO3: Demonstrate effective leadership and decision-making skills by leading teams, managing resources, and making informed decisions to achieve organizational goals.

Module 1: Introduction

Concept, Nature, Process and Significance of Management; Managerial levels, skills, Functions and Roles; Management vs Administration; Coordination as Essence of Management; Development of Management Thought: Classical, Neo-Classical, Behavioral, Systems and Contingency Approaches.

Module 2: Planning

Nature, Scope and Objectives of Planning; Types of plans; Planning Process; Business Forecasting; MBO: Concept, Types, Process and Techniques of Decision-Making; Bounded Rationality.

Module 3: Organizing

Nature, Process and Significance; Principles of an Organization; Span of Control; Departmentation; Types of an Organization; Authority- Responsibility; Delegation and Decentralization; Formal and Informal Organization.

Module 4: Staffing:

Concept, Nature and Importance of Staffing. Motivating and Leading: Nature and Importance of Motivation; Types of Motivation; Theories of Motivation: Maslow, Herzberg, X, Y and Z; Leadership: Meaning and Importance; Traits of a leader; Leadership Styles – Likert's Systems of Management, Tannenbaum & Schmidt Model and Managerial Grid..

Module 5: Coordinating and Controlling

Coordination- Meaning, Importance and Principles, Controlling- Meaning and stages in controlling, Essentials of Effective Control System, Methods of Control.

Books for Reference:

1. S.P. Robbins, "Fundamentals Management: Essentials Concepts Applications", Pearson Education, 2014.
2. Gilbert, J.A.F. Stoner and R.E. Freeman, "Management", Pearson Education, 2014.
H. Koontz, "Essentials of Management", McGraw Hill Education, 2012.
3. Sherlekar, S.A.&Sherlekar V.S, (2014), Principles of Business Management, 3rd Edition, Himalaya Publishing House Pvt. Ltd, Mumbai.
4. Tripathi P.C, (2017), Principles of Management, 6th Edition, Tata McGraw Hill Education private limited, 7th west Patel Nagar, New Delhi

Course Code: MNG-001-AE-1110
Course Title- Business Communication-I
Credit: 2

Course Objective:

To form written communication strategies necessary in the workplace.

Course Outcomes:

CO1: Demonstrate the ability to communicate effectively in professional settings by utilizing appropriate communication techniques, including verbal, non-verbal, and written communication.

CO2: Develop proficiency in business writing by creating clear, concise, and well-structured business documents such as emails, reports, proposals, and presentations.

CO3: Exhibit strong interpersonal and cross-cultural communication skills by effectively engaging with diverse teams and stakeholders in a global business environment.

Module 1: Introduction to Business Communication

Importance and function of Business Communication, Relevance in Management, Characteristics and Types of Business Communication, Channels and Mediums, 7Cs of Communication, Barriers of Business Communication.

Module 2: Communication Rules:

Ethics of Communication (plagiarism, language sensitivity towards gender, caste, race, disability etc.) Role of Culture in communication, Challenges in online communication.

Module 3: Writing Skills: Formal and Informal Writing, Basics of Paragraph Writing (Topic sentence, Introduction and the Conclusion, Variety in Sentences and Paragraphs), Email Writing (Formal and Informal).

Module 4: Report Writing

Purpose and Scope of a Report, Fundamental Principles of Report Writing, Project Report Writing, Summer Internship Reports

Books for Reference:

1. M. Ashraf Rizvi, Effective Technical Communication, Tata McGraw Hill Publication, 2005.
2. M. Raman and S. Sharma, Technical Communication, Oxford University Press, 2011.

3. Textbook of Business Communication, Ramaswami S, Macmillan Working in English, Jones, Cambridge
4. A Writer's Workbook Fourth edition, Smoke, Cambridge • Effective Writing, Withrow, Cambridge
5. Writing Skills, Coe/Rycroft/Ernest, Cambridge

Course Code: MNG-001-CC-1120
Course Title : Financial Accounting
Credit: 4

Course Objectives:

To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.

Course Outcomes:

CO1: Explain the fundamental principles and concepts of financial accounting, including the accounting cycle, double-entry system, and the preparation of financial statements.

CO2: Apply accounting standards and practices to accurately record, classify, and summarize financial transactions in compliance with regulatory requirements and industry standards.

CO3: Analyze and interpret financial statements to assess the financial health and performance of an organization, and make informed business decisions.

Module 1: Introduction to Accounting

Meaning, objectives and scope of Financial Accounting, Concept of Book Keeping, Basic Accounting terms, users of accounting information, Limitations of Financial Accounting, Accounting Concepts and Conventions, Accounting Standards- Concept, objectives, benefits, brief review of Accounting Standards in India.

Module 2: Accounting Process

Meaning of Double Entry System, Process of Accounting, Kinds of Accounts, Rules, Transaction Analysis, Journal, Ledger, Balancing of Accounts, Trial Balance, Problems on Journal, Ledger Posting and Preparation of Trial Balance.

Module 3: Bank Reconciliation Statement

Meaning, Need, Importance of Bank Reconciliation Statement, Reasons of difference between Cash book and Pass Book Balance, Methods of preparation of Bank Reconciliation Statement.

Module 4: Final Accounts

Final Account- preparation of Manufacturing Account, Trading Account, Profit and Loss Account, Balance Sheet.

Module 5: Depreciation

Concept and Causes of Depreciation, depreciation and Depletion, Amortization and Dilapidation, Depreciation Accounting, Methods of Recording Depreciation, Methods of providing Depreciation.

Books for Reference:

1. R.L.Gupta & V.K.Gupta, (2011) Advanced Accounting, Sultan Chand & Sons, New Delhi.
2. S.P Jain & K.L. Narang, (2016), Advanced Accountancy Principles of Accounting, Kalyani Publishers / Lyall Bk Depot, New Delhi.
3. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhary (Pearson Education)
4. Financial accounting: By Jane Reimers (Pearson Education)
5. Accounting Made Easy by Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)

Course Code: MNG-001-CC-1130
Course Title : Business Statistics and Logic

Credit: 4

Course Objectives:

- To familiarize the students with various Statistical Data Analysis tools that can be used for effective decision making. Emphasis will be on the application of the concepts learnt.

Course Outcomes:

CO1: Explain key statistical concepts and techniques, including descriptive statistics, probability distributions, hypothesis testing, and inferential statistics.

CO2: Apply statistical methods and models to analyze business data, identify trends, and support decision-making processes.

CO3: Interpret and communicate statistical findings effectively to stakeholders through reports, presentations, and visualizations.

Module 1: Introduction

Meaning, nature and scope, Use of statistics in business, Primary data and secondary data, Frequency distribution, Histogram, Graphs and diagrams

Module 2: Measures of Central Tendency and Dispersion

Mean, Combined Mean, Weighted Mean, Median, Partition Values, Quartiles, Deciles and Percentiles, Relationship between Partition values, Mode, Relationship between Mean, Median and Mode, Range, Quartile Deviation, Mean Deviation, Standard Deviation, Co-efficient of Variation, Moments, Skewness, Kurtosis

Module 3: Correlation and Regression Analysis

Simple Correlation Analysis- Meaning of Correlation, Simple, multiple and partial, linear and non-linear correlation, correlation and causation, scatter diagram, Pearson's correlation coefficient and Rank Correlation.

Simple Regression Analysis- Meaning of Regression, Principle of least square and regression analysis, Calculation of regression coefficient, properties of regression coefficient, Relationship between correlation and regression coefficient

Module 4: Time Series and Index Numbers

Time Series- Components of time series, Additive and multiplicative models, Trend analysis, fitting of trend line using principle of least squares – linear, second-degree parabola and exponential, Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa, moving averages, Seasonal variations-calculation and uses. Simple averages, ratio-to-trend, ratio-to-moving averages and link-relative methods.

Index Numbers- Meaning and uses of index numbers, Construction of index numbers: fixed and chain base; univariate and composite, Aggregative and average of relatives—simple and weighted, Tests of adequacy of index numbers, Base shifting, splicing and deflating, Problems in the construction of index numbers, Construction of consumer price indices, Important share price indices including BSE - SENSEX and NSE - NIFTY.

Books for Reference:

1. S.P. Gupta (S.P.): Statistical Methods, Sultan Chand & Sons, 34th Edition.
2. Richard Levin & David Rubin: Statistics for management, Prentice Hall.
3. Anderson, Sweeny & Williams: Statistics for Business and Economics, South Western
4. N.V.R Naidu: Operation Research I.K. International Publishers
5. D.H Elhence: Fundamentals of Statistics, Kitab Mahal Allahabad
6. Gupta S.P.: Business statistics, Sultan Chand & Sons, New Delhi
7. Hoonda R.P: Statics for Business and Economics, Mac Millian, New Delhi
8. Richard I & David S Rubin: Statics for Management, Prentice Hall, New Delhi
9. D.P Apte; Statistical Tools for Managers

Course Code: MNG-001-AE-1120
Course Title- General English
Credit: 2

Course Outcome:

CO1: Demonstrate proficiency in the four essential language skills: listening, speaking, reading, and writing, in various contexts.

CO2: Develop the ability to write clear, coherent, and well-structured texts, including essays, reports, and professional correspondence.

CO3: Enhance critical reading and comprehension skills by analyzing and interpreting a variety of texts, including literary works, academic articles, and media.

Unit I: Introduction to Communication Skills

- The Nature and Process of Communication
- Types and Modes of Communication
- Verbal and Non-verbal Communication
- Essentials of Effective Communication
- Overcoming Miscommunication: Communication Barriers and Strategies

Unit II: Listening Skills

- The Importance and Purposes of Effective Listening
- Developing Active Listening Skills
- Identifying and Overcoming Barriers to Listening
- Guidelines for Improving Listening Skills
- Strategies for Effective Note-taking during Lectures and Presentations

Unit III: Speaking Skills

- Pronunciation Practice and Phonetic Awareness
- Developing Fluency through Conversation Practice
- Participating in Debates and Group Discussions
- Interview Skills: Effective Communication for Job Interviews
- Effective Presentation Skills and Public Speaking Techniques

Recommended Readings:

1. *Business English*, Pearson, Pearson Education, 2008.
2. *Fluency in English - Part II*, Oxford University Press, 2006.
3. *Language, Literature and Creativity*, Orient Black Swan, 2013.
4. Turton, N.D. and J.B. Heaton *Longman Dictionary of Common Errors*, Longman, 1998.

Course Code: MNG-001-MD-1110
Course Title- Indian Knowledge System
Credit: 2

**Note: ^Indian Knowledge System: Indian Culture and Civilization
Indian Vision for Human Society Indian Science Indian Town
Planning and Architecture Indian Mathematics and Astronomy Indian
Aesthetics Indian Health, Wellness**

Course Outcome:

CO1: Explain the fundamental principles and concepts of traditional Indian knowledge systems, including their historical development and cultural significance.

CO2: Apply Indian philosophical and ethical frameworks to analyze contemporary issues and develop solutions that reflect traditional wisdom and values.

CO3: Integrate indigenous knowledge with modern scientific and management practices to create innovative approaches in areas such as healthcare, environmental sustainability, and holistic well-being.

Course Objectives

To understand the bases of India's diversity and its linkages with the people, livelihood, occupational diversity, and socio-economic challenges. To explore the contributions of Indian Knowledge Systems (IKS) to various fields and their relevance in contemporary times. To analyze the impact of Indian knowledge and cultural heritage on modern business practices.

Unit 1: Foundations of Indian Knowledge Systems

- Definition and Importance of Indian Knowledge Systems (IKS)
- Historical Context and Development of IKS
- Major Indian Philosophical Thoughts: Vedanta, Buddhism, Jainism, and others
- Role of IKS in Shaping Indian Society and Culture

Unit 2: Contributions of IKS to Science and Technology

- Indian Contributions to Mathematics: Concept of Zero, Decimal System, Algebra, Trigonometry
- Achievements in Astronomy: Aryabhata, Bhaskara, and Others
- Advances in Medicine: Ayurveda, Yoga, and Siddha
- Architectural Innovations: Indus Valley Civilization, Temple Architecture, Vastu Shastra

Unit 3: Application of Indian Knowledge Systems in Modern Business

- Principles of Ethics and Governance: Arthashastra, Manusmriti
- Sustainable Business Practices: Lessons from Traditional Indian Practices

- Integrating Ayurveda and Yoga in Modern Health and Wellness Industries
- Cultural Sensitivity and Diversity Management in Indian Business Context

Recommended Readings:

Radhakrishnan, S. (1992). *The Hindu View of Life*. HarperCollins Publishers.

Dasgupta, S. (1947). *A History of Indian Philosophy*. Cambridge University Press.

Frawley, D., & Ranade, S. (2001). *Ayurveda, Nature's Medicine*. Lotus Press.

Pollock, S. (2006). *The Language of the Gods in the World of Men: Sanskrit, Culture, and Power in Premodern India*. University of California Press.

Vatsyayan, K. (1997). *Traditional Indian Theatre: Multiple Streams*. National Book Trust.

Thapar, R. (2002). *Early India: From the Origins to AD 1300*. University of California Press.

Kaul, V.K. (2014). *Innovation Revolution: Harnessing India's Diversity*. Yojana.

Sen, A. (2005). *The Argumentative Indian: Writings on Indian History, Culture, and Identity*. Farrar, Straus, and Giroux.

Course Code: MNG-001-VA-1110
Course Title- Environmental Science and sustainability
Credit: 2

Course Objectives:

1. Enhance knowledge, skills, and attitudes toward the environment.
2. Provide firsthand understanding of various local environmental issues.
3. Sensitize students to ecological concerns and environmental pollution.

Course Outcomes:

CO1: Demonstrate a comprehensive understanding of environmental systems, including ecosystems, biogeochemical cycles, climate systems, and natural resource management, and the processes that govern their functioning.

CO2: Analyze environmental issues, such as pollution, biodiversity loss, climate change, deforestation, and resource depletion, using interdisciplinary approaches and scientific methods, and evaluate their socio-economic and ecological implications.

CO3: Apply principles of sustainability and develop solutions to address environmental challenges, promote conservation of natural resources, mitigate environmental degradation, and foster sustainable development.

Module 1: Introduction

Definition, scope, and importance of environmental science. Interdisciplinary nature of environmental science. Structure and function of ecosystems. Energy flow and nutrient cycling in ecosystems. Types of biodiversity (genetic, species, ecosystem). Importance of biodiversity and conservation strategies.

Module 2: Natural Resources and Environmental Pollution

Types of natural resources: renewable and non-renewable. Sustainable management of natural resources. Hydrological cycle. Water conservation and management. Types of pollution: air, water, soil, and noise. Causes, effects, and control measures of pollution.

Module 3: Climate Change, Sustainable Development, and Corporate Social Responsibility (CSR)

Causes and consequences of climate change. Mitigation and adaptation strategies. Business implications of climate change. Concepts and principles of sustainable development. Sustainable business practices and green technologies. Definitions, importance, and implementation in businesses. Case studies of CSR initiatives in various industries.

Module 4: Environmental Laws, Policies, and Assessment

Overview of major environmental laws and regulations. International environmental agreements and their impact on business. Principles and processes of EIA. Role of EIA in project planning and implementation. Conducting environmental audits in business. Environmental management systems (EMS) and ISO 14001. Analysis of case studies related to business and environment. Best practices for environmental management in businesses.

Module 5: Social Issues and the Environment

From unsustainable to sustainable development, Urban problems and related to energy, Water conservation, rain water harvesting, watershed management Resettlement and rehabilitation of people- its problems and concerns, Case studies, Environmental ethics- Issues and possible solutions Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies, Wasteland reclamation Consumerism and waste products Environmental Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, Public awareness.

Books for Reference:

1. "Environmental Science: Earth as a Living Planet" by Daniel B. Botkin and Edward A. Keller
2. "Business and Environmental Sustainability" by Michael Blowfield
3. "Corporate Social Responsibility: Readings and Cases in a Global Context" by Andrew Crane, Dirk Matten, and Laura Spence
4. "Environmental Impact Assessment: Theory and Practice" by Peter Wathern
5. "Our Common Future" (The Brundtland Report) by World Commission on Environment and Development (WCED)
6. Basu, M. and Xavier, S., Fundamentals of Environmental Studies, Cambridge University Press,
7. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
8. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad 380 013, India, Email: mapin@icenet.net (R)
9. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, 2nd Edition 2013 (TB)
10. Mitra, A. K and Chakraborty, R., Introduction to Environmental Studies, Book Syndicate.
11. Enger, E. and Smith, B., Environmental Science: A Study of Interrelationships, Publisher: McGraw Hill Higher Education
12. Down to Earth, Centre for Science and Environment (R)

Course Code: MNG-001-AE-1130
Course Title- - Indian or Foreign Language
Credit: 2

***Indian Languages: Sanskrit/Hindi/All Regional languages**

Foreign Languages: Spanish/German/French/Korean/Mandarin