

BHILAI INSTITUTE OF TECHNOLOGY, DURG
(An Autonomous Institution)

SCHEME OF TEACHING AND EXAMINATION (Effective from 2020 – 2021 Batch)

MBA First Semester

Sl. No.	Board of Studies (BOS)	Courses (Subject)	Course Code	Period per Week			Scheme of Examination			Total Marks	Credit
				L	T	P	Theory/Lab				
							ESE	CT	TA		
1.	Management	Business Management and Ethics	251101MG	2	1	-	80	10	10	100	3
2.	Management	Quantitative Techniques in Management	251102MG	2	1	-	80	10	10	100	3
3.	Management	Organisational Behaviour	251103MG	2	1	-	80	10	10	100	3
4.	Management	Microeconomics	251104MG	2	1	-	80	10	10	100	3
5.	Management	Managerial Communication	251105MG	2	1	-	80	10	10	100	3
6.	Management	Financial Accounting	251106MG	2	1	-	80	10	10	100	3
7.	Management	Legal Aspects of Business	251107MG	2	1	-	80	10	10	100	3
8.	Management	Environment and Sustainability Management	251108MG	2	1	-	80	10	10	100	3
9.	Management	Basic Management (Lab)	251191MG	-	-	2	60	-	20	80	1
10.	Management	Advanced Excel (Lab)	251192MG	-	-	2	60	-	20	80	1
11.	Management	Professional Skills Development – I (Lab)	251193MG	-	-	2	-	-	40	40	1
Total Marks				16	8	6	760	80	160	1000	27

Note:

Abbreviations used: L-Lecture, T-Tutorial, P-Practical, ESE-End Semester Exam, CT- Class Test, TA-Teacher's Assessment.



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251101MG	BUISNESS MANAGEMENT AND ETHICS	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. The objective of this paper is to familiarize the student with basic management concepts, principles and practices. 2. To solve the organizational problems & develop optimal managerial decisions. 3. To acquire the requisite knowledge & skills to successfully manage the organization. 4. To equip the students with the concept of business ethics and values. 5. To acquaint the students with the principles of corporate governance.	On successful completion of the course, the student will be able to: CO1:- Understand and apply management concepts and functions CO2:- Analyze the role of planning and organizing in business organization. CO3:- Develop knowledge of staffing, directing, motivation and controlling in changing business scenario. CO4:- Comprehend the relationship between ethics and business. CO5:- Examine the elements of good corporate governance.
Course Contents:	
UNIT – I Fundamentals of Management Management: Concept, Nature, Scope, Importance. Principles and Functions of Management. An Overview of Management Thought: Scientific Management, Administrative, Human-Relations, Decision-Science, Systems and Contingency Movement; Basics of Business Environment.	CO1 [8 HRS]
UNIT – II Planning and Organizing Planning: Concepts, Steps in Planning Process; Forecasting, Decision Making and Strategy formulation. Organizing: Principles, Types and Organizational Structure. Centralization; Decentralization; Delegation of Authority; Span of Control.	CO2 [7 HRS]
UNIT – III Staffing and Controlling Staffing; Directing; Motivation- Theories & Types. Controlling: Concepts, Process and Techniques; Modern Approaches in Management.	CO3 [7 HRS]
UNIT – IV Business Ethics Ethics: Meaning, Definition, Concept, Nature and Principles. Ethical theories, Relevance of ethics and values in business. Values of Indian managers, Unethical issues in the functional aspects of management.	CO4 [7 HRS]
UNIT – V Corporate Governance Concept, importance, principle, evolution & elements, regulatory, framework of corporate governance in India.	CO5 [7 HRS]

Text Books:

S. No.	Title	Authors	Edition	Publisher
1)	The Practice of Management	Peter F. Drucker	Re issue Edition, 2006	Allied Publishers
2)	Business Ethics and Corporate Governance	B. N. Ghosh	1 st Edition, 2012	McGraw Hill Education Pvt. Ltd.

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Principles of Management	Koontz, Wehrich., Aryasri	2 nd Edition 2015	Mc Graw Hill, New York
2)	Principles of Management	P C Tripathy P N Reddy	6 th Edition 2017	Mc Graw Hill
3)	Principles of Management	T. Ramaswamy	8 th Revised Edition 2014	Himalaya Publishing House
4)	Management	Stoner and Freeman	6 th Edition 2018	Prentice Hall, New Delhi
5)	Business Ethics - Concepts and Cases	M. G. Velasquez	7th Edition, 2016	Prentice Hall India Limited
6)	Business Ethics – Text and Cases	C.S.V Murthy	3rd Edition, 2016	Himalaya Publishing House

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251102MG	QUANTITATIVE TECHNIQUES IN MANAGEMENT	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To make the students familiarize with the quantitative concept used in business. 2. To understand the quantitative aspects of research and its use in modeling and forecasting.	On successful completion of the course, the student will be able to: CO1:- Understand and demonstrate the concept of business mathematics and its application. CO2:- Determine the value of measure of central tendency and identify the relationship among symmetrical and skewed distribution. CO3:- Apply concepts of probability relating to theoretical distribution within business context. CO4:- Analyze and select various tools to solve social research problems. CO5:- Adapt forecasting tools to improve decision making ability.

Course Contents:

- UNIT – I Mathematical basis of Managerial Decision** **CO1**
 Overview of Mathematical basis of Managerial Decision; Scope, importance and limitations of Statistics. A.P. and G.P. - nth term, sum of n terms and mean; Matrices- Meaning, Types, Inverse; Determinants - Cramer's Method. **[7 HRS]**
- UNIT – II Descriptive Statistics** **CO2**
 Measures of central Tendency: Mean, Median and Mode, Measures of Dispersion- Quartile Deviation, Mean deviation, Standard Deviation, Measures of Symmetry - Skewness and Kurtosis. **[7 HRS]**
- UNIT – III Probability Theory** **CO3**
 Probability: Objective and Subjective, Conditional Probability, Bayes' Theorem and Inverse Probability; Probability Distributions: Binomial, Poisson and Normal. **[7 HRS]**
- UNIT – IV Testing of Hypothesis** **CO4**
 Sampling: Concept, Hypothesis Testing -Type I and Type II errors; z-test -One tailed and two tailed test, mean and proportion; Student's t-test - One tailed and two-tailed, paired and unpaired test. **[8 HRS]**

UNIT – V Correlation, Regression and Time Series Analysis**CO5**

Simple correlation- Karl Pearsons and Spearman's; Simple Linear Regression, Multiple Regression Analysis. Time Series Analysis- Free Hand Method, Semi average method and Moving Average Method.

[7 HRS]**Text Book:**

S. No.	Title	Authors	Edition	Publisher
1)	Statistics for Management	Richard I. Levin and David S. Rubin	7 th Edition, 1997	Prentice Hall of India, New Delhi.

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Business Statistics	Gupta, S. P. and Gupta, M. P.	17 th Edition, 2013	Sultan Chand and Sons, New Delhi,
2)	Essentials of Mathematics for Business and Economics	Kapoor, V. K.	5 th Edition, 2004	Sultan Chand and Sons, New Delhi
3)	Statistics for Management	T N Shrivastava and Shailaja Rego	2 nd Edition, 2015	McGraw Hill Education, New Delhi
4)	Fundamentals of statistics	D. N. Elhance	55 th Edition, 2011	Kitab Mahal
5)	Mathematics and Statistics	Suranjan Saha	9 th Edition, 2011	New Central Book Agency (1 January 2011)
6)	Business Statistics	N.D. Vohra	3 rd Edition, 2015	McGraw Hill Education, New Delhi

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251103MG	ORGANIZATIONAL BEHAVIOUR	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
<ol style="list-style-type: none"> 1. The objective of this course is to integrate the study of management principles and practices with the study of human behavior within organizations. 2. To prepare students for superior leadership roles in present organization. 3. Use various aspects of psychology, sociology, anthropology that result in organizational effectiveness, efficiency and human resource management & development. 4. Students will understand themselves and other people at work and will be able to learn how to create effective work groups to be successful in life. 	<p>On successful completion of the course, the student will be able to:</p> <p>CO1:- Illustrate development of organisational behavior and explain the micro and macro approaches.</p> <p>CO2:- Analyze and Compare different models used to explain individual behavior</p> <p>CO3:- Apply behavioral concepts, models and theories to real life management situations</p> <p>CO4:- Explain group dynamics and demonstrate skills required for working in groups (team building)</p> <p>CO5:- Evaluate the processes used in developing communication and resolving conflicts.</p>

Course Contents:

UNIT – I Understanding Human Behavior:

Organisational Behaviour: Challenges & Opportunities; The dynamics of people and Organisation: Comprehensive organisational behavior model; Determinants of organisational effectiveness; Biographical characteristics of Individual Behavior.

[7 HRS]

UNIT – II Individual dynamics:

Values, Attitudes and its components, Theory and application of Personality, Managing Stress and Emotions, Emotional Intelligence.

[8 HRS]

UNIT – III Inter-Intra Personal Processes:

Theory and application of Learning, Perception & Sensation, Leadership theories.

[7 HRS]

UNIT – IV Managing Groups and Teams

Group Dynamics: Importance and Need for group formation, Inter- Intra group Processes and behavior, Team & Teamwork.

[7 HRS]

UNIT – V Transactional Analysis:

Transactional Analysis: Types and Methods; Conflict Management, Negotiation process and Issues.

[7 HRS]

Text Book:

S. No.	Title	Authors	Edition	Publisher
1)	Management and Organizational Behaviour	P. Subba Rao	3 rd Edition, 2015	Himalaya Publishing House

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Organizational Behaviour	Luthans Fred	18 th Edition, 2010	TMH, New Delhi
2)	Organizational Behaviour	Pareek Udai	3 rd Edition, 2011	Oxford, IBH
3)	Organizational Behavior	Nelson, Quick, Khandelwal	6 th Edition, 2008	Cengage Learning
4)	Behavioral Science	L.M. Prasad,	2 nd Edition, 1994	Sultan Chand & Sons
5)	Organizational Behaviour	Stephen P. Robbins	8th Edition, 2018	Pearson
6)	Human Behaviour at Work	Davis Keith	3 rd Edition, 1967	McGraw-Hill
7)	Organizational Behaviour	Khanka S. S	7 th Edition, 2006	S. Chand & Company Ltd.

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251104MG	MICROECONOMICS	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To familiarize the prospective managers with concepts and techniques used in micro-economic theory and to enable them to apply this knowledge in business decision making. 2. It aims to equip the students with standard concepts and tools that help them to tackle business problems and applications that they would find useful in their disciplines.	On successful completion of the course, the student will be able to: CO1:- Disseminate knowledge about the basic concepts and principles of business economics and theories of profit. CO2:- Develop an understanding of demand for enhancing business decisions. CO3:- Develop an understanding of supply for enhancing business decisions. CO4:- Utilize and apply the concepts of cost function and production function. CO5:- Evaluate and appraise the price-output determination for different market structures

Course Contents:

UNIT – I Basic Concepts of Business Economics:

CO1

Nature and Scope, Fundamental Concepts, Types of Economy, Nature and Concept of Profit and Theories of Profit. **[7 HRS]**

UNIT – II Demand:

CO2

Demand: Theory, Nature, Law of Demand, Determinants, Function, Forecasting, Elasticity of Demand, Concept of Utility. **[7 HRS]**

UNIT – III Supply:

CO3

Supply: Theory, Nature, Law of Supply, Determinants, Elasticity of Supply.
 Supply Curve: Movement and Shift on Curve. Equilibrium Price. **[7 HRS]**

UNIT – IV Cost and Production Analysis:

CO4

Cost analysis: Incremental, opportunity and marginal cost, short and Long run costs function.
 Production analysis: Production function Returns to scale, Input-Output Analysis. **[7 HRS]**

UNIT – V Price-Output Determination:

CO5

Price-output decisions under different market conditions: Perfect and Imperfect market. Market structure: Monopoly, Oligopoly and Duopoly, Monopolistic Competition.
 Non-Price Competition, Price Discrimination, Product Differentiation. **[8 HRS]**

Text Book:

S. No.	Title	Authors	Edition	Publisher
1)	Economics (Indian Adaptation)	Samuelson & Nordhus	19 th Edition, 2018	Tata McGraw-Hill

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Managerial Economics	D. N. Dwivedi	8 th Edition, 2018	Vikas Publication, New Delhi
2)	Economics	Colander	10 th Edition, 2019	Tata McGraw-Hill
3)	Managerial Economics	Petersen, Lewis and Jain	4 th Edition, 2005	Pearson Education
4)	Managerial Economics	Suma Damodaran	2 nd Edition, 2010	Oxford University Press
5)	Managerial Economics Analysis, Problems and Cases	P L Mehta	4 th Edition, 2016	Sultan Chand and Sons

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251105MG	MANAGERIAL COMMUNICATION	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To acquaint the students with basic fundamentals of managerial communication. 2. To equip the knowledge of students in business correspondence. 3. To foster the knowledge of students in Business Presentation, case analysis and negotiation skills	<p>On successful completion of the course, the student will be able to:</p> <p>CO1:- Acquire the basic knowledge of Managerial Communication. CO2:- Develop practical knowledge in Written Communication. CO3:- Learn to prepare and deliver presentations. CO4:- Acquire deep knowledge of organizational meetings, conferences, Team briefing and Interviews. CO5:- Develop a strong foresight with regards to Corporate Communication.</p>
Course Contents:	
<p>UNIT – I Business communication: Meaning, Definitions, Nature, Importance, Process, Channels, Media, Networks, Barriers.</p>	CO1 [7 HRS]
<p>UNIT – II Oral and Written Communication: Oral Communication: Principles, Merits and Demerits, conversation control, verbal and Non – verbal communication. Written communication: Principles, Merits and Demerits, writing process for business communication: Pre- writing, Writing, Revising, Specific writing features, coherence, electronic writing process. Technical report writing.</p>	CO2 [7 HRS]
<p>UNIT – III Presentation and Negotiation Skills Presentation skills: Meaning, elements, designing a presentation. Advanced visual support for business presentation Negotiations skills: Nature, need, factors, stages, process, strategies.</p>	CO3 [7 HRS]
<p>UNIT – IV Listening Skills Importance, process, barriers, difference between Hearing & Listening, Strategies to improve listening efficiency.</p>	CO4 [8 HRS]
<p>UNIT – V Employment Communication Cross Cultural Communication, writing CVs, Group discussions, Interview skills, Impact of Technological Advancement on Business Communication, Intranet, Internet, e mails, SMS, teleconferencing, videoconferencing.</p>	CO5 [7 HRS]

Text Book:

S. No.	Title	Authors	Edition	Publisher
1)	Business Communication	Meenakshi Raman Prakash Singh	Second edition, 2012	Paperback

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Contemporary Business Communication, Fifth Edition, New Delhi: Biztantra	Ober Scot	Fifth Edition, 2004	New Delhi: Biztantra
2)	Business Communication	Hudson, R.H	Fifth edition, 2006	Jaico, Publishing House
3)	Business Communication	Bovee Courtland, L. et.al	Seventh Edition 2003	Delhi: Pearson Education.
4)	Business Communication	Lesikar and Flatley	Tenth Edition, 2005	New Delhi: Tata McGraw Hill.
5)	Effective Technical Communication	M Ashraf Rizvi	Second edition, 2019	McGraw Hill Education (India) Private Limited, Chennai
6)	Case Studies in Management: A Practical Approach to Management Problems	Akhilesh Chandra Pandey	Second edition, 2015	I K International Publishing House Pvt. limited
7)	Communication Skills	Leena Sen	First edition, 2005	Prentice Hall of India private limited, New Delhi

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251106MG	FINANCIAL ACCOUNTING	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To develop an insight of the basic concepts of financial accounting. 2. To know various tools and techniques of financial accounting that would facilitate decision making. 3. To develop analytical abilities to interpret the financial statement.	On successful completion of the course, the student will be able to: CO1:- Comprehend the financial accounting concepts and formulate the financial statements CO2:- Construct the financial statements for decision making. CO3:- Analyze the basic concepts of financial statement. CO4:- Evaluate proposal and determine relationship between items of financial statement. CO5:- Adapt the financial accounting techniques to facilitate business decisions.
Course Contents:	
UNIT – I Financial Accounting: Concepts and Conventions, Importance and Scope. Preparation of Journal, Ledger and Trial Balance.	CO1 [8 HRS]
UNIT – II Preparation of Financial Statements: Profit and Loss Account and Balance Sheet in compliance with schedule VI of Companies' Act 1956.	CO2 [7 HRS]
UNIT – III Financial Statements: Changes in Financial Position, Funds Flow Statement, Cash Flow Statement, Uses of the statement of changes in financial position.	CO3 [7 HRS]
UNIT – IV Changes in Financial Position: Users of Financial Analysis, Ratio Analysis: Liquidity Ratios, Leverage Ratios, Activity Ratios, Profitability Ratios.	CO4 [7 HRS]
UNIT – V Analysis of Financial Statement: Trend Analysis, Inter-firm Analysis, Utility and Limitations of Ratio Analysis, cautions in using Ratio Analysis, Financial Ratios as Predictors of Failure.	CO5 [7 HRS]

Text Book:

S. No.	Title	Authors	Edition	Publisher
1)	Financial Accounting	P. C. Tulsian	1 st Edition 2002	Pearson

2)	Financial Management	I M Pandey	11 th Edition, 2017	Vikas Publication

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Financial & Managerial Accounting	Jane R Williams, Haka & Bettner	16 th Edition 2011	Mc Graw Hill
2)	Accounting Text and Cases	Robert N Anthony, Hawkins David F, Kenneth A Merchant.	13 th Edition 2017	Mc Graw Hill
3)	Accounting for Management: Text & Cases	Bhattacharya S.K and Dearden J	3 rd Edition 2019	Vikas, New Delhi

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251107MG	LEGAL ASPECTS OF BUSINESS	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To understand the rules and regulations in various types of contracts in Indian businesses. 2. To study the registration, formation and working of Companies Act 1956. 3. To know procedural norms to deal with consumers in Indian business perspectives. 4. To provide information regarding opening and handling acts concerning to firms in India. 5. To explore the requirement and importance of IT Act and Cyber Laws in business.	On successful completion of the course, the student will be able to: CO1:- Familiarize with the norms essential for Contract and Sales of Goods. CO2:- Identify concepts of Company Law and evaluate corporate problems. CO3:- Demonstrate an understanding of the legal framework of Consumer Protection Act. CO4:- Comprehend basic problems of SEBI, MRTP and FEMA Act. CO5:- Explore the legal and policy development of IT Law in business.

Course Contents:

UNIT – I Indian Contract Act, 1872:

Essential Elements, Classifications, Sale of Goods Act 1930

CO1
[8 HRS]

UNIT – II The Companies Act:

Features, Classification, Formation, Memorandum of Association, Articles of Association, Prospectus.

CO2
[7 HRS]

UNIT – III Consumer Protection Act

Need of Act, Rights, Objectives, Application, Consumer Protection Councils, Dispute Redressal Agencies.

CO3
[7 HRS]

UNIT – IV SEBI Act, MRTP Act and FEMA Act

SEBI Act: Organization and objectives, Functions and Role, Rights and Power.
MRTP Act, FEMA Act.

CO4
[7 HRS]

UNIT – V Law of Information Technology Act, 2000:

Introduction, Objectives, Digital Signature, Electronic Governance, Electronic Records and Cyber Laws.

CO5
[7 HRS]

Text Book:

S. No.	Title	Authors	Edition	Publisher
1)	Mercantile Law	N. D. Kapoor	14 th Edition, 2015	Sultan Chand & Sons

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	Company Law	Dr. G.K. Kapoor and Dr. Sanjay Dhamija	22 nd Edition, 2019	Taxmann's, New Delhi.
2)	A Manual of Mercantile Law	M. C. Shukla	13 th Edition, 1948	Sultan Chand & Sons, New Delhi
3)	Business Legislation	Rama Gopal	1 Edition, 2008	New Age Publishing.
4)	Business Law	P. C. Tulsian	4 th Edition, 2000	<i>Tata McGraw-Hill</i> Education
5)	Business Laws	S. S. Gulshan & G. K. Kapoor	4 th Edition, 2018	New Age International, New Delhi
6)	Business law for Management,	K. R. Bulchandani,	22 nd Edition, 2010	Himalaya Publishing House, New Delhi.
7)	Principles of Mercantile Law	Awatar Singh	11 th Edition, 2018	Eastern Book Company

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251108MG	ENVIRONMENT AND SUSTAINABILITY MANAGEMENT	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	80	10	10	100	3 Hours

Course Objectives	Course Outcomes
1. To facilitate the students to understand the fundamental concept of Environment, Ecosystem and Biodiversity. 2. To acquaint students with environmental pollution and social issues. 3. To enable the students to understand the concept of CSR and Sustainable development. 4. To enable the students to understand the moral obligations of businesses to make it sustainable. 5. To understand the relevance and importance of CSR in Indian context.	On successful completion of the course, the student will be able to: CO1:- Develop a basic knowledge on environment. CO2:- Gain knowledge on Ecosystem and Biodiversity. CO3:- Synthesize knowledge on Environmental pollution and social issues. CO4:- Understand basic concept of sustainable development. CO5:- Understand the relevance and importance of CSR.
Course Contents:	
UNIT – I Environment as the basis of life: Meaning, components, structure, functioning, Renewable and Non-renewable sources of energy, Environmental movements in India	CO1 [7 HRS]
UNIT – II Ecosystem and Biodiversity: Ecosystem: Concept, structure and function. Biodiversity: Introduction, Classification, Biodiversity at global, national and local levels, Threats, Endangered and Endemic species of India, Conservation of biodiversity.	CO2 [7 HRS]
UNIT – III Environmental pollution and social issues: Environmental pollution: Cause, effects and control measures of Air, water, soil, noise and thermal pollution Social Issues: Water conservation, Rainwater harvesting, Watershed Management, Environment Protection Act.	CO3 [7 HRS]
UNIT – IV Sustainable Development: Definitions, History and Emergence, Greenhouse gases, Desertification, Social Insecurity, Industrialization, Globalization, Role of developed countries in sustainable development of developing countries, Waste Management.	CO4 [7 HRS]
UNIT – V Corporate Social Responsibility: Concept, Scope, Importance, Evolution, Corporate Philanthropy, Caroll’s model, CSR and Consumer Protection, Environmental Audit.	CO5 [8 HRS]

Text Books:

S.No.	Title	Authors	Edition	Publisher
1)	Environment and Sustainability	Sundar. I	1 st edition, 2006	APH publishing corporation
2)	Corporate Social Responsibility	C.V. Baxi and Ajit Prasad	1st edition, 2005	Excel Books.

Reference Books:

S.No.	Title	Authors	Edition	Publisher
1)	Environmental Management	Ajith Sankar	1st Edition, 2015	Oxford University Press
2)	Environmental Management: Text and Cases	Bala Krishnamoorthy	3 rd revised Edition, 2017	PHI Learning
3)	Business Ethics and Corporate Governance	B. N. Ghosh	5 th Reprint 2015	.Tata Macgraw Hill

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251191MG	BASIC MANAGEMENT (LAB)	L = 2	T = 1	P = 0	Credits = 3
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	60	00	20	80	-

Course Objectives	Course Outcomes
1. To familiarize the prospective Managers with software tools required in office management. 2. To equip the students for advance application in MS Office tools.	<p>On successful completion of the course, the student will be able to:</p> <p>CO1:- Understand the basics of M.S Word concepts CO2:- Comprehend the Advance features of MS Word. CO3:- Apply basics of office management tools like M.S Power point. CO4:- Explore advance media and animation features of MS Power Point. CO5:- Apply internet domain knowledge and understand Search Engine and Social Media Browsing concept.</p>

Course Contents

UNIT- I M.S Word Basics:

Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting page layout, background and borders, headers and footers. **CO1**
[2 HRS]

UNIT – II Advance Features in M.S Word:

Inserting tables, smart art, page breaks, lists and styles, working with images, Insert and edit tables, Insert clip art and pictures to Documents, Spelling and Grammar check, Mail Merge. **CO2**
[2 HRS]

UNIT – III M.S. Power Point Basics:

Opening, viewing, creating, and printing slides, auto layouts, Slide transitions, Copying and moving objects. Formatting including the format Painter. Fonts and effects. Inserting new slides. Slide layout. Selecting multiple Objects. Grouping objects. **CO3**
[3 HRS]

UNIT – IV Advance Features in M.S Power Point:

Adding custom animation, graphically representing data: Charts & Graphs. **CO4**
[2 HRS]

UNIT – V Internet Browsing

Concept of Internet, Browser and Search Engine, inserting hyperlinks, tables, list. Social Media Browsing, Application of Internet in Business: E-Commerce (for example e-ticketing, e-billing, e- payments etc.). **CO5**
[3 HRS]

Text Book:

S.No.	Title	Authors	Edition	Publisher
1)	Foundations of Business Systems	David, Van Over	1992	Forth Worth, Dryden

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	On-Line Business Computer Applications	Eliason, A. L	First Edition	Chicago, Science Research Association.
2)	Automating Mangers: the implications of Information Technology for Managers	John, Moss Jones	1995	London Printer
3)	M. Computers Concepts and Uses	Summer	2nd ed. Englewood Cliffs	PHI publication
4)	Connecting to the Internet	Estrada, Susan	Sebastopol, 1993	CA O'Reilly

Chairman (AC)	Chairman (BoS)	November 2020	1.00	Applicable for AY 2020-21 Onwards
		Date of Release	Version	



Seth Balkrishan Memorial
Bhilai Institute of Technology, Durg
 (An Autonomous Institute affiliated to CSVTU, Bhilai)
 Scheme of Examination and Syllabus 2020
MASTER OF BUSINESS ADMINISTRATION
1st SEMESTER

251192MG	ADVANCED EXCEL (LAB)	L = 0	T = 0	P = 2	Credits = 1
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	60	00	20	80	-

Course Objectives	Course Outcomes
1. To conceptualize the basic spreadsheet software programming. 2. To make student compatible to apply advance spreadsheet application in office.	On successful completion of the course, the student will be able to: CO1:- Understand the Microsoft Excel Environment. CO2:- Comprehend the concept of Cell Reference in spreadsheet and worksheet operation. CO3:- Explore Excel spreadsheet advance functions and formulas concept. CO4:- Comprehend Pivot Table, and advance formatting function in Microsoft Excel. CO5:- To apply solver and what if analysis to solve managerial problems.

Course Contents

UNIT - I

Examine spreadsheet concepts and explore the Microsoft Office Excel Environment. Create, open and view a workbook, Save and print workbooks Enter and edit data. **CO1**
[2 HRS]

UNIT – II

Work with cell references, learn to use functions and formulas, Create and edit charts and graphics, Using Ranges, Columns & Rows, Worksheet Tools and Layout. **CO2**
[3 HRS]

UNIT – III

3D Formulas, Named Ranges, Conditional Formatting, Paste Special. Sharing Workbooks, Auditing Worksheets. **CO3**
[3 HRS]

UNIT – IV

Pivot tables, Sorting Data, Filtering Data, The H lookup and Lookup Functions. **CO4**
[2 HRS]

UNIT – V

Security Features, Making Macros, What If Analysis, Solver. **CO5**
[3 HRS]

Text Book:

S.No.	Title	Authors	Edition	Publisher
1)	Microsoft Excell 2019 Bible	Mikel Alexendar	2018	Wiley

Reference Books:

S. No.	Title	Authors	Edition	Publisher
1)	On-Line Business Computer Applications	Eliason, A. L.	First Edition	Chicago, Science Research Association.
2)	Automating Mangers: the implications of Information Technology for Managers	John, Moss Jones	1995	London Printer
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MASTER OF BUSINESS ADMINISTRATION
1st SEMESTER

251193MG	PROFESSIONAL SKILLS DEVELOPMENT – I (LAB)	L = 0	T = 0	P = 2	Credits = 1
Evaluation Scheme	ESE	CT	TA	Total	ESE Duration
	00	00	40	40	-

Course Objectives	Course Outcomes
1. To comprehend why professional development matters and how to advance it. 2. To understand the art of conversation – Oral and written. 3. To know the right way to behave online in business context.	On successful completion of the course, the student will be able to: CO1:- Create and maintain an impression of credibility, power and efficiency during business meetings. CO2:- Gain practical tips on handling the most important issues related to professional workplace attire. CO3:- Follow key guidelines of proper written communication decorum.

Course Contents:

Professional Business Introductions:

- Proper business introductions and making a great first impression.
- The proper handshake.
- Social and business introductions.
- Business cards and introductions.

CO1

[2 HRS]

Professional Attire:

- The importance of proper business attire.
- Proper business attire for women.
- Proper business attire for men.

CO2

[2 HRS]

Business Correspondence Development:

- Written communication guidelines – Reports, Proposals
- Civility on the Internet
- Email draft
- Social Media communication

CO3

[2 HRS]

		November 2020	1.00	Applicable for AY 2020-21 Onwards
Chairman (AC)	Chairman (BoS)	Date of Release	Version	