

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI**

**MANAGEMENT EDUCATION & RESEARCH INSTITUTE**

**BACHELOR OF BUSINESS ADMINISTRATION**

**101-Management Process & Organizational Behavior**

**COURSE OUTLINE**

**Course Instructor – Dr.Maitri**

**Course Objective:**

The course aims at providing fundamental knowledge and exposure to the concepts, theories and practices in the field of management and organizational behaviour.

**Methodology:-**

The pedagogy will be Lectures, Case Studies, Role-plays and Group Activities.

**EVALUATION**

The students will be continuously assessed during the course on the following basis:

(a) Mid-term Test	15 Marks
(b) Internal Assessment	10 Marks
(d) External University Exams	75 marks
Total	: 100 marks

**Management Process & Organizational Behavior**

## Teaching Plan

<i>Course Contents</i>	<i>References</i>	<i>Number of Sessions</i>
<p style="text-align: center;"><b>UNIT-I</b></p> <p style="text-align: center;"><b>Introduction to Management</b></p> <p>1. Concept, Nature, Process, Significance</p> <p>2. Managerial Levels, Skills, Functions and Roles</p> <p>3. Management vs. Administration</p> <p>4. Coordination as essence of management</p> <p>5. Planning: Nature, Scope &amp; Objectives of Planning Types of Plan, Planning Process,</p> <p>6. Process &amp; Techniques of Decision Making, Bounded Rationality,</p> <p>7. Organizing :Concept, Principle of an Organization, Span of Control, Departmentation, Types of an organization Delegation &amp; Decentralization</p> <p><b>CASE STUDY</b></p>	<p><i>Management Process &amp; Organizational Behavior –T.NChhabra Chapters 1,2,3,4,6,32</i></p> <hr/> <p>Stoner, Freeman &amp; Gilbert Jr. (8<sup>th</sup> Ed. 2010) Management, Pearson Education.</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">4</p> <p style="text-align: center;">4</p> <p style="text-align: center;">2</p> <p style="text-align: center;"><b>12 Hours</b></p>
<p style="text-align: center;"><b>UNIT-II</b></p> <p style="text-align: center;"><b>Process of Management</b></p> <p>1. Staffing: Concept, Nature &amp; Importance of Staffing,</p> <p>2. Motivating &amp; Leading, Nature &amp; Importance of Motivation, Types of Motivation, Theories of Motivation, Maslow, Herzberg, X, Y &amp; Z.</p>	<p><i>Management Process &amp; Organizational Behavior –T.NChhabra</i></p> <p>Stoner, Freeman &amp; Gilbert Jr. (8<sup>th</sup> Ed. 2010) Management, Pearson Education.,</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p>

<p>3. Controlling-Nature and scope of Control, Types of Control Process, Control Techniques-Traditional &amp; Modern</p> <p>CASE STUDY</p>		<p>2</p> <p>6</p> <p><b>14 Hours</b></p>
<p style="text-align: center;"><b>UNIT III</b></p> <p style="text-align: center;"><b>Organizational Behavior</b></p> <p>1. Concept &amp; Nature of OB 2. Importance ,Challenges &amp; Opportunities</p> <p><b>Individual Behaviour</b></p> <p>1. Personality-Determinants &amp; Traits 2. Learning-Theories &amp; Process 3. Perception process &amp; Errors 4. Attitude Formation</p> <p>Relationship between individual determinants like personality,learning,perception and attitude with behaviour</p> <p><b>Case study</b></p>	<p><i>Management Process &amp; Organizational Behavior –T.NChhabra</i></p> <p>Robbins, S.P., and Sanghi,S. (16<sup>th</sup> Ed.,2014). Organizational Behavior, Pearson Education</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p><b>14 Hours</b></p>
<p style="text-align: center;"><b>UNIT IV</b></p> <p><b>Group Behaviour &amp; Team Development</b></p> <p>1. Concepts of Group &amp; Group Dynamics 2. Stages of Group Development 3. Theories of Group Formation 4. Concept of team vs Group 5. Types of Team 6. Building &amp; Managing Effective Team</p> <p><b>Case Study</b></p>	<p><i>Management Process &amp; Organizational Behavior –T.NChhabra</i></p> <hr/> <p>Robbins, S.P., and Sanghi,S. (16<sup>th</sup> Ed.,2014). Organizational Behavior, Pearson Education</p>	<p>14 Hours</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p>

		<b>16 Hours</b>
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*Management Process & Organizational Behavior – T.N Chhabra*

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**Text Books:**

1. Robbins, (9<sup>th</sup> Ed., 2016). Fundamentals of Management: Essentials Concepts & Applications, Pearson Education.
2. Robbins, S.P., and Sanghi, S. (16<sup>th</sup> Ed., 2014). Organizational Behavior, Pearson Education.
3. Koontz, H. (10<sup>th</sup> Ed., 2015), Essentials of Management, Mc Graw Hill Education
4. Ghillyer, A. W., (2<sup>nd</sup> Ed 2011) Management-A real World Approach, Mc Graw Hill Education.
5. Stoner, Freeman & Gilbert Jr. (8<sup>th</sup> Ed. 2010) Management, Pearson Education.
6. Luthans, Fred, (12<sup>th</sup> Ed., 2013), Organizational Behavior, Mc Graw Hill Education.

**Management Magazines & Journals**

1. Harvard Business Review
2. Indian Management by AIMA
3. Business World
4. Forbes India

**MANAGEMENT EDUCATION & RESEARCH INSTITUTE**

**BACHELOR OF BUSINESS ADMINISTRATION**

**BBA 105- FINANCIAL ACCOUNTING AND ANALYSIS**

**COURSE OUTLINE**

**Course Objective:**

The primary objective of the course is to give understanding of the basic accounting principles and techniques of preparing the accounts for users of accounting information.

**Methodology:-**

The pedagogy will be Lectures, Case Studies and solving practical questions.

**Evaluation:-**

(a) Class Test –Unit Wise / Quiz/Assignment/ Project/Case Study	05 Marks
(b) Mid Term Test	10 Marks
(c) Internal Assessment	10 Marks
(d) External University Exams	75 marks
Total	100 marks

## Teaching Plan

<b><i>COURSE CONTENTS</i></b>	<b><i>REFERENCES</i></b>	<b><i>NUMBER OF SESSIONS</i></b>
<p><b>UNIT-1:</b></p> <p><b>Meaning and Scope of Financial Accounting:</b></p> <ul style="list-style-type: none"> <li>• Objective and nature of Financial Accounting</li> <li>• Definition and functions of Financial Accounting</li> <li>• Book keeping and accounting</li> <li>• Interrelationship of accounting with other disciplines</li> <li>• Branches of accounting</li> <li>• Limitations of accounting</li> </ul> <p><b>Accounting principles and standards:</b></p> <ul style="list-style-type: none"> <li>• Accounting principles,</li> <li>• Accounting concepts &amp; Accounting conventions</li> <li>• Meaning and relevance of GAAP</li> <li>• Introduction to accounting standards issued by ICAI.</li> </ul>	<p style="text-align: center;">Financial Accounting- <b>J.R.Monga</b></p> <p style="text-align: center;">Ch-1</p> <p style="text-align: center;">Financial Accounting- S.N. <b>MAHESHWARI</b></p> <p style="text-align: center;">Ch-2</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>1</p> <p>2</p> <p>14 Hours</p>
<p><b>UNIT-2:</b></p> <p><b>Journalizing transactions:</b></p> <ul style="list-style-type: none"> <li>• Journal entries,</li> <li>• Compound Journal entries, Opening entry</li> <li>• Introduction to Ledger posting &amp; trial balance</li> <li>• Preparation of Ledger, posting</li> <li>• Preparation of cash book,</li> <li>• Preparation of sales book</li> <li>• Preparation of purchase book</li> <li>• Preparation of &amp; trial balance</li> </ul> <p><b>Company Final Accounts</b></p> <ul style="list-style-type: none"> <li>• Preparation of final account involving adjustments</li> </ul>	<p style="text-align: center;">Financial Accounting- S.N. <b>MAHESHWARI</b></p> <p style="text-align: center;">Ch-3,4</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>3</p> <p>1</p>

<ul style="list-style-type: none"> <li>• Trading account</li> <li>• Profit &amp; Loss account</li> <li>• Balance sheet as per schedule-III of the new companies act 2013.</li> </ul>	Financial Accounting- <b>S.N. MAHESHWARI</b> Ch-5	1 1 14 Hours
<b>UNIT-3:</b> <b>Depreciation provisions and reserves:</b> <ul style="list-style-type: none"> <li>• Concept and features of Depreciation</li> <li>• Causes of Depreciation</li> <li>• Meaning of Depreciation accounting, Objectives of providing Depreciation</li> <li>• Fixation of Depreciation amount</li> <li>• Methods of recording Depreciation</li> <li>• Methods of providing Depreciation</li> <li>• Depreciation policy</li> <li>• AS-6 (Revised) provisions and reserves</li> <li>• Change of method of Depreciation( By both current and retrospective effect)</li> </ul> <b>Contemporary issues and challenges in accounting:</b> <ul style="list-style-type: none"> <li>• Human resource accounting</li> <li>• Green Accounting</li> <li>• Inflation Accounting</li> <li>• Price level Accounting</li> <li>• Social responsibility Accounting</li> </ul>	Financial Accounting- <b>S.N. MAHESHWARI</b> Ch-                   <b>Notes and Web</b>	1 1 1 1 2 1 1 1     1 1 1 1 1  14 Hours
<b>UNIT 4:</b> <b>Shares and Share Capital</b> <ul style="list-style-type: none"> <li>• Introduction to joint stock company</li> <li>• Shares and share capital</li> <li>• Accounting entries: <ul style="list-style-type: none"> <li>○ Issue of shares-At Par</li> <li>○ Issue of shares-At Premium</li> <li>○ Issue of shares-At Discount</li> </ul> </li> <li>• Oversubscription</li> <li>• Under subscription</li> <li>• Call in advance and calls in arrears</li> <li>• Forfeiture &amp; Re-issue of shares</li> <li>• Surrender of shares</li> <li>• Right Shares</li> </ul>	Advanced Accountancy – <b>R.L.Gupta</b> Ch-	1 3 3  1 1 1

<p><b>Issue of Debentures:</b></p> <ul style="list-style-type: none"> <li>• Issue of debentures</li> <li>• Methods of Redemption</li> <li>• Redemption of Debentures</li> </ul> <p><b>Overview of Stock exchanges of India &amp; Role of SEBI</b></p>	<p>Advanced Accountancy Volume-II S.N. MAHESHWARI Ch-</p>	<p>2  2  14 Hours</p>

**Text Books:**

1. Maheshwari, S. N., “ Financial Accounting – Theory and Problems”, 26<sup>th</sup> Revised Edition, Shri Mahavir Book Depot
2. Financial Accounting by **J.R.Monga**
3. Maheshwari, S. N., “Advanced Accountancy Volume-II”, Vikas Publishing House.
4. Gupta R.L., Radhaswamy M.,” Advanced Financial Accounting”. Sultan Chand & Sons publishers

**MANAGEMENT EDUCATION & RESEARCH INSTITUTE**

**BACHELOR OF BUSINESS ADMINISTRATION**

**SEMESTER I**

**107: Business Economics**

***COURSE OBJECTIVE***

The course has been designed with the objective to provide understanding of the basic concepts and issues of business economics and their applications in business decisions.



## PEDAGOGY

Prior reading of suggested course material for each session happens to be a prerequisite for each participant (that includes the Faculty too) to meaningfully reflect his/her point of view. Since the reading material will be quite exhaustive, barring exceptions, the role of faculty member is restricted to that of a facilitator or a moderator. Each session shall involve discussion among participants with practical examples and supplements from the faculty member.

## EVALUATION

(a)	Case Study Participation/Project Presentation / assignment	:	10 Marks
(b)	Mid Term Examination	:	10 Marks
(c)	Class Attendance	:	05 Marks
(d)	University Exams	:	75 Marks
	Total	:	100 Marks

### Session-wise Teaching-Learning Plan:

S.No.	Topic	References	No. of Sessions
1.	<b>Unit I</b> <b>Introduction to Business Economics and Fundamental concepts</b> <ul style="list-style-type: none"><li>Nature, Scope, Definitions of Business</li></ul>	Ch 1 & 2 <b>Business Economics</b> by <b>T.R.</b>	02 hours

	<p>Economics</p> <ul style="list-style-type: none"> <li>• Difference Between Business Economic and Economics</li> <li>• Contribution and Application of Business Economics to Business.</li> <li>• Micro Vs. Macro Economics</li> <li>• Opportunity Costs,</li> <li>• Time Value of Money, Marginalism</li> <li>• Incrementalism</li> <li>• Market forces and Equilibrium</li> <li>• Risk, Return and Profits.</li> </ul> <p>Case study <b>Tide vs Tide Extra</b></p>	<b>Jain</b>	<p>01 hour</p> <p>02 hours</p> <p>01 hour</p> <p>01 hour</p> <p>02 hour</p> <p>01 hour</p> <p>02 hour</p> <p>01 hour</p> <p>02 hour</p>
2.	<p><b>Unit II</b></p> <p><b>Consumer Behaviour and Demand Analysis</b></p> <ul style="list-style-type: none"> <li>• Cardinal Utility Approach: Diminishing Marginal Utility, Law of Equi-Marginal Utility.</li> <li>• Ordinal Utility Approach: Indifference Curves, Marginal Rate of Substitution, Budget Line and Consumer Equilibrium.</li> <li>• Theory of Demand, Law of Demand</li> <li>• Movement along Vs. Shift in Demand Curve</li> <li>• Concept of Measurement of Elasticity of Demand</li> <li>• Factors Affecting Elasticity of Demand, Income Elasticity of Demand, Cross Elasticity of Demand, Advertising Elasticity of Demand and Expectation Elasticity of Demand.</li> <li>• Demand Forecasting: Need, Objectives and Methods (Brief)</li> </ul>	<p>Ch 7, 8 &amp; 9</p> <p><b>Managerial Economics</b></p> <p>by <b>Dwivedi, D.N.</b></p> <p>Ch 4, 6,</p> <p><b>Business Economics</b></p> <p>by <b>T.R. Jain</b></p>	<p>02 hours</p> <p>02 hours</p> <p>02 hours</p> <p>02 hour</p> <p>02 hour</p> <p>02 hours</p> <p>02 hour</p>
3.	<p><b>Unit III</b></p> <p><b>Theory of Production</b></p> <ul style="list-style-type: none"> <li>• Meaning and Concept of Production</li> <li>• Factors of Production and production function.</li> <li>• Fixed and Variable Factors.</li> </ul>	<p>Ch 10</p> <p><b>Managerial Economics</b></p> <p>by <b>Dwivedi, D.N.</b></p>	<p>02 hours</p> <p>03 hours</p> <p>02 hours</p>

	<ul style="list-style-type: none"> <li>• Law of Variable Proportion (Short Run Production Analysis)</li> <li>• Law of Returns to a Scale (Long Run Production Analysis) through the use of ISOQUANTS.</li> </ul> <p>Case Study: TATA Chorus</p>	Ch 7&8 <b>Business Economics</b> <b>T R Jain</b>	02 hours 03 hours 02 hours
4.	<p><b>Unit IV</b> <b>Cost Analysis &amp; Price Output Decisions</b></p> <ul style="list-style-type: none"> <li>• Concept of Cost and Cost Function</li> <li>• Short Run Cost, Long Run Cost</li> <li>• Economies and Diseconomies of Scale.</li> <li>• Explicit Cost and Implicit Cost</li> <li>• Private and Social Cost.</li> <li>• Pricing Under Perfect Competition</li> <li>• Pricing Under Monopoly</li> <li>• Control of Monopoly</li> <li>• Price Discrimination</li> <li>• Pricing Under Monopolistic Competition</li> <li>• Pricing Under Oligopoly.</li> </ul>	Ch 11& 13 <b>Managerial Economics</b> <b>by Dwivedi, D.N.</b>  Ch 10&11 <b>Business Economics</b> <b>T R Jain</b>	01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour 01 hour
<b>Total Number of Sessions</b>			<b>44</b>

### Reference

**Managerial Economics by Dwivedi, D.N.**

**Business Economics by T.R. Jain**

**MANAGEMENT EDUCATION & RESEARCH INSTITUTE  
BACHELOR OF BUSINESS ADMINISTRATION**

**SEMESTER I**

**BBA 109: Computer Applications**

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**COURSE OBJECTIVE**

The objective of this course is to train the students about the basics of Information technology. It will enable them to learn to develop their knowledge about different basic fields of computers like networking, Operating Systems etc.

**METHODOLOGY**

1. The pedagogy will be lectures & exercises.
2. Audio Visual aids will be used extensively during the course.

**Evaluation**

<b>1) Total Internal Assessment</b>		<b>25 marks</b>
Mid Term Test	:	10 marks
Assignments	:	10 marks
Internal Assessment	:	5 marks
<b>2) University External Exams</b>		<b>75 marks</b>
<b>TOTAL</b>		<b>100 marks</b>

**LECTURE PLAN**

S.No	Topics	References	No. of Sessions
1.	<p><b>UNIT-I</b></p> <p><b>Basics Of Computer:</b> Characteristics Of computers, Input-Output Devices, Functions of Different units of computer, Classification of computers.</p> <p><b>Computer Memory:</b> Primary Memory (ROM and RAM), Secondary Memory (Hard Disk, Optical Disk)</p>	<p><b>Ch.2, 3, 4</b> <b>P.K Sinha</b></p>	8
2.	<p><b>UNIT-II</b></p> <p><b>Computer Software:</b> Types Of Software, Introduction to Operating System, Function of OS, Types Of OS, Booting Procedure, Start-Up Sequence.</p> <p><b>Windows OS:</b> Introduction to GUI, Important Terms like Directory, File, Volume, Label and Drive Name</p> <p><b>Translators and Languages:</b> Compiler, Interpreter and Assembler, Types of computer languages.</p>	<p><b>Ch.9, 10, 12, 5, 18, 19</b> <b>P.K Sinha</b></p>	10
3.	<p><b>UNIT -III</b></p> <p><b>Desktop Components:</b> Introduction to Word Processor, Presentation software.</p> <p><b>Advanced Excel:</b> Introduction, Features, applications and advanced functions of Excel, creating tables, Graphs and charts, Table formatting, Worksheet management, Sort and Filters, subtotal, Mathematical functions, Statistical functions, date and time functions, Text functions, financial functions, Analyze data with Pivot tables, create and manage scenarios and summaries.</p>	<p><b>Ch.8,9</b> <b>Ashima Bhatnagar Bhatia and Vaibhav Bansal</b></p>	10
4	<p><b>UNIT -IV</b></p> <p><b>Computer Networks and IT applications:</b> Concepts of Data Communication, Types of Data-Communication Networks, Communications Media, Concepts of Computer Networks, Primary Network Topologies, Network Architectures-The OSI Model, Inter-Networking devices.</p> <p><b>Information Technology and Society:</b> Application of IT in railways, airlines, banking industry, online banking system, Inventory Control, Financial Systems, Hotel Management, Education, entertainment and health, security issues in IT</p>	<p><b>Ch.17, 21</b> <b>P.K Sinha</b></p>	4
<b>TOTAL SESSIONS</b>			<b>32</b>

**Books Recommended**

<b>Primary Text Book</b>	P. K. Sinha and Priti Sinha , “Computer Fundamentals”, BPB Publications	[PP]
	Alex Leon and Mathews Leon, “Fundamentals of Information Technology”, Leon Techworld	[AM]
<b>Reference Book</b>	Alex Leon and Mathews Leon, “Introduction to Computers”, Vikas Publishing House	[LL]
	V. Rajaraman, “Fundamentals of Computers”, PHI	[VR]
	Ramesh S. Gaonkar ,"Microprocessor Architecture Programming and Application with 8085", PHI	[RG]

**List of Practical for Computer Applications**

**BBA 2019-2022**

**Subject Code:**

**MS Word**

**Program 1**

**Change the Font Style of the following lines of text to:-  
36 point ‘Arial Black’**

MERI COLLEGE  
Computer Fundamentals  
BBA

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**Change the Font Style of the following lines of text to:-**

## 20 point 'Comic Sans MS'

MERI COLLEGE  
Computer Fundamentals  
BBA

### Program 2

Format the following into superscript: e.g  $9x^2$

2y<sup>2</sup>      34m<sup>3</sup>      90n<sup>3</sup>      a<sup>2</sup>

### Program 3

Format the following into subscript: e.g. H<sub>2</sub>O

H<sub>2</sub>O      SO<sub>2</sub>      H<sub>2</sub>SO<sub>4</sub>      CO<sub>2</sub>

### Program 4:

Make a List of fruits and vegetables using Bullets and Numbering.

### Program 5:

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age.

Cinderella Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem. Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

**Type the above given text and perform the following tasks:**

1. Save your work as "Fairytale" on the Desktop.
2. Bold and underline " The Fairy Tales we deserve"
3. Change the line spacing of the paragraphs to 3.0
4. Replace the word "beautiful" with magnificent.
5. Change the bullets points to a numbered list.

**Program 6:**

Create a list of 10 friends. Use Mail Merge feature of MS-WORD to create a letter for each of your friends.

**MS EXCEL****Program 7:**

Type the following data in excel worksheet, the values of X in column A and values of Y in column B.

X	370	6166	684	449	643	1551	616	403
Y	70.5	53.5	65	76.5	70	71	60.5	51.5

Do the following

- Complete column C for finding product  $x * y$
- Find sum of X column at the end of data
- Find sum of Y column at the end of data
- Find sum of  $X * Y$  column at the end of data
- Find the minimum from the values of X and Y both
- Count the values of X which are less than 1000.

**Program 8:**

A university maintains a year wise result for four courses and then generates an average report as given below

S no.	Year	Course1	Course2	Course3	Course4	Average
1	2002	356	300	300	400	
2	2003	200	400	200	450	
3	2004	256	500	400	600	
4	2005	400	600	500	550	
5	2006	456	450	550	450	



6 Total

- (a) Complete the report to calculate the course wise average in row 6
- (b) Provide formula to calculate year wise average in column G
- (c) Generate a column chart to compare data

**Program 9:**

A company records the details of total sales (in Rs. ) sector wise and month wise in the following format

	Jan	Feb	March	April
Sector 30	12000	17000	14000	15000
Sector 22	14000	18000	15000	16000
Sector 23	15000	19000	16000	17000
Sector 15	16000	12000	17000	18000

- (a) Enter the data in a worksheet and save it
- (b) Using appropriate formula, calculate total sale for each sector
- (c) Create a 3-D column chart to show sector wise data for all four

**Program 10:**

Type in the following spreadsheet, and format it to look like the sample below

	A	B	C	D	E	F
1	<b>Sales for the Month</b>					
2	Sales Rep	Product 1	Product 2	Product 3	Sales Rep Totals	
3	A Rodes	\$ 443.00	\$ 213.00	\$ 986.00		
4	C Martin	\$ 192.00	\$ 485.00	\$ 567.00		
5	M Dale	\$ 325.00	\$ 456.00	\$ 781.00		
6	R Hoskings	\$ 344.00	\$ 211.00	\$ 198.00		
7	T Jacobs	\$ 350.00	\$ 390.00	\$ 400.00		
8	V Muston	\$ 235.00	\$ 186.00	\$ 984.00		
9						
10	Totals					
11						
12						

## MS POWERPOINT

### **Program11:**

Make an animated presentation on MERI.

### **Program 12:**

Make a presentation on a current scenario.