

ACADEMIC REGULATIONS & COURSE STRUCTURE

For

MBA (Regular)

(Applicable for batches admitted from 2016-2017)

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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
KAKINADA - 533 003, Andhra Pradesh, India

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, KAKINADA: KAKINADA**School of Management Studies****Course Structure MBA (Regular) 2016-2017**

(Effective for the students admitted into first year from the academic year 2016-2017)

Semester - I

Subject	Title	Marks	Credits
C-101	Principles of Management	100	3
C-102	Managerial Economics	100	3
C-103	Accounting for Managers	100	3
C-104	Managerial Communication & Soft skills	100	3
C-105	Business Environment	100	3
C-106	Quantitative Analysis for Business Decision	100	3
C-107	IT – LAB	100	3

Semester - II

Subject	Title	Marks	Credits
C-201	Financial Management	100	3
C-202	Human Resource Management	100	3
C-203	Marketing Management	100	3
C-204	Production and Operations Management	100	3
C-205	Business Research Methods	100	3
C-206	Organizational Behavior	100	3
C-207	Mini Project *	50	2
	Seminar on Mini Project	50	2

Semester - III

Subject	Title	Marks	Credits
C-301	Strategic Management	100	3
C -302	Legal Aspects of Business	100	3
C -303	Business Ethics & Corporate Governance	100	3
E -301	Elective – 1	100	3
E-302	Elective – 2	100	3
E-303	Elective – 3	100	3
E-304	Elective – 4	100	3

Semester - IV

Subject	Title	Marks	Credits
C -401	Logistic and Supply Chain Management	100	3
C -402	Entrepreneurship Development	100	3
E-401	Elective – 5	100	3
E-402	Elective – 6	100	3
E-403	Elective – 7	100	3
E-404	Elective – 8	100	3
	Major Project & Comprehensive Viva	Grade	8
Total Marks / Credits		2700	90

Elective: The student has to choose any **ONE** Specialization from the following areas in the beginning of III Semester

III SEMESTER

HR

S. no	SUBJECT TITLE
1	Leadership Management
2	Compensation and Reward Management
3	Performance Management
4	Strategic Human Resource Management

FINANCE

S. no	SUBJECT TITLE
1	Security Analysis & Portfolio Management
2	Banking and Insurance Management
3	Advance Management Accounting
4	Strategic Financial Management

MARKETING

S. no	SUBJECT TITLE
1	Consumer Behavior
2	Retail Management
3	Customer Relationship Management
4	Strategic Marketing Management

SYSTEMS

S. no	SUBJECT TITLE
1	E-Business
2	RDBMS
3	Web Designing
4	System Analysis & Design

IV SEMESTER

HR

	SUBJECT TITLE
Elective-5	Organizational Development & Change Management
Elective-6	Global HRM
Elective-7	Labor Welfare & Legislation
Elective-8	Management of Industrial Relations

FINANCE

	SUBJECT TITLE
Elective-5	Financial Markets and Services
Elective-6	Global Financial Management
Elective-7	Risk Management
Elective-8	Tax Management

MARKETING

	SUBJECT TITLE
Elective-5	Services Marketing
Elective-6	Promotional Distribution Management
Elective-7	Global Marketing Management
Elective-8	Supply Chain Management

SYSTEMS

	SUBJECT TITLE
Elective-5	Business Intelligence
Elective-6	Enterprise Resource Planning
Elective-7	Cyber Laws & Security
Elective-8	Information Systems Audit

*Mini Project Report

The student should undergo survey based fieldwork under the guidance of Internal Faculty and submit the report before the completion of II Semester End Examinations.

Principles of Management

Unit 1:

Introduction of Management: Management: Definition – Importance – Managerial Roles – Functions of management – Classical theory – Scientific management - Administrative theory – Behavioral Theory – Management science – Integrative perspective – System theory – Socio – technical theory – Contingency theory – Comparing theories

Unit 2

Planning and Organizing: Nature and Definition of Planning – Principles of Planning – Objectives of planning – Planning process – Types of plans – Benefits and pitfalls of planning. Principles of organizing – Organization levels – Organizational designs and structure – Line and staff organizations – Approaches – Delegation of authority – Factors affecting delegation of authority – Span of management – Centralization and decentralization of Authority.

Unit 3

Directing and controlling: Definition of Co-ordination – Significance and principles of Co-ordination – Leadership behavior and styles – Leadership in cross cultural environment. Nature and importance of controlling – Controlling process – Requirements of effective control – Establishing controlling system – Controlling techniques.

Unit 4

Decision making: Meaning of decision – types of decisions – Rationale decision making process – Models of decision making – Problem solving and decision making – increasing participation in decision making – Vroom's Participative decision making model – challenges and problems in decision making

Unit 5

Contemporary issues in Management: MBO - Management By Walking Around – Out of the Box Thinking – Balanced Score Card – Time Management – BPOs – Stress Management causes and remedies – JIT – TQM – Six Sigma – CMM levels

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

REFERENCES:

1. Kumar ,Rao, Chhalill: Introduction to Management Science . Cengage Publications, New Delhi
2. Dilip Kumar Battacharya, Principles of Management, Pearson, 2012.
3. Harold Koontz, Heinz Wehrich, A.R.Aryasri, Principles of Management, TMH, 2010.
4. V.S.P.Rao, Management Text and Cases, Excel, Second Edition, 2012.
5. K.Anbuvelan, Principles of Management, University Science Press, 2013.
6. Neeta Baporikar, Case Method – Cases in Management, Himalaya Publishing House (HPH) 2009.
7. Deepak Kumar Bhattacharyya, Principles of Management-text and cases, Pearson, 2012.

Managerial Economics

UNIT 1:

Introduction to Managerial Economics: Definition, Nature and Scope, Relationship with other areas in Economics, The role of managerial economist. Concept of opportunity cost, Incremental concept, time Perfective, Discounting Principle , Risk & uncertainty.

UNIT 2:

Demand Analysis: Elasticity of demand, types and significance of Elasticity of Demand - Measurement of price Elasticity of Demand – Need for Demand forecasting, forecasting techniques, law of Supply, Elasticity of Supply.

UNIT 3:

Supply and Production Analysis: Production function, Marginal Rate of Technical Substitution, Production function with one/two variables, Cobb-Douglas Production Function, Returns to Scale and Laws of returns.

UNIT 4:

Cost theory and estimation: Cost concepts, determinants of cost, cost – output relationship in the short run and long run – Modern development in cost theory – Saucer shaped short – run Average cost curves – Average total cost curve – Cost - Volume – Profit analysis

UNIT 5:

Market Structure and Pricing practices: Features and Types of different Markets – Price- Output determination in Perfect competition, Monopoly, Monopolistic competition and Oligopoly both in the long run and short run. Pricing methods in practice – Bain’s limit pricing theory - Managerial Theories of a firm – Marris & Williams Models.

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

References

1. Paul, Koushil: “**Managerial Economics**”, Cengage Learning, New Delhi,
2. Siddiqui S A, Siddiqui A S: “**Managerial Economics**”, and Financial Analysis”, New Age International Publishers, New Delhi, 2008.
3. Vanita Agarwal: “**Managerial Economics**”, Pearson, New Delhi, 2013.
4. Dominick Salvatore: “**Managerial Economics**”, Oxford University Press, New Delhi, 2010.
5. D.L. Ahuja: “**Managerial Economics**”, S. Chand & Company Ltd, New Delhi-55.
6. O’Sullivan, Sheffrin, Perez “Micro Economics: Principles, Applications and Tools”, Pearson Education.
7. Mithani D M: “**Managerial Economics**”, Himalaya Publishing House, Mumbai, 2008.
8. Atmanand: “**Managerial Economics**”, Excel Publications. New Delhi, 2012.
9. Varshney, R.L and Maheswari, K L: “**Managerial Economics**”, Sultan Chand and Sons, New Delhi, 2002.
10. Narayanan Nadar E, Vijayan S: “**Managerial Economics**”, PHI Private Limited, New Delhi, 2009.

Accounting for Managers

UNIT 1

Accounting process: Definition of accounting - Accounting Concepts and conventions - Accounting Cycle - Classification of accounts - Accounting equations – Static and dynamic nature of accounting - Users of accounting information - Books of original entry, ledger - Preparation of Trial balance

UNIT-2

Final Accounts: Preparation and Presentation of income statement - Balance Sheet with Adjustments - Accounting standards - Preparation and Presentation of Company Final Accounts – Limitations of Financial Statements

UNIT-3

Financial Analysis: The scope and purpose of financial analysis - financial statement analysis - Ratio analysis – liquidity, activity, structural, coverage and profitability ratios - Funds flow analysis - concepts of funds; ascertaining funds from operations ; Sources of funds - Uses of funds - Preparation and analysis of funds flow statement and cash flow statement.

UNIT-4

Cost accounting concepts: Methods of Costing, Techniques of Costing - Role of Cost accounting - Elements of cost - Financial accounting Vs Management Accounting - Basic Cost concepts - Determination of product cost - Preparation of cost sheet under different cost heads

UNIT-5

Cost behavior and Decision making: Behavioural classification of costs and methods for calculation of fixed, variable and semi variable costs - CVP analysis and decision making - Break Even analysis- Key factor distribution & analysis - Optimization of Product mix - Make or Buy decisions - Capacity utilization - Plant shutdown or continue decision CVP under conditions of uncertainty - sensitivity analysis.

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

References:

1. Vijaya Kumar.P, Ravindra P.S., Kiran Kumar V: “**Accounting for Managers**”, Himalaya Publishing House, New Delhi, 2013
2. Shankarnarayana, Ramanath: “**Financial Accounting for Management**”, Cengage Learning, New Delhi.
3. Ramachandran N, RamKumar Kakani: **Financial Accounting for Management**”, McGraw Hill – 2013.
4. Maheshwari, Maheashwari and Maheshwari, “**Financial Accounting**”, Vikas publishing House, New Delhi,2013
5. Amberish Gupta:”**Financial Accounting for Management**”, Pearson Education, 2012.
6. Dr. Jawahar Lal: “**Accounting for management**”, Himalaya Publishing house, NewDelhi, 2012.
7. Asish K. Bhattacharyya: “**Essentials of Financial Accounting**”, PHI Learning, New Delhi, 2012.
8. Dr. V.R.Palanivelu: “**Accounting for Management**”. University Science Press, New Delhi, 2009.
9. Ashok Banerjee: “**Financial Accounting**”, a managerial Emphasis, Excel books, New Delhi, 2012.

Managerial Communication & Soft Skills

UNIT 1

Role of Communication in Business: Objective of Communication – The Process of Human Communication – Media of Communication - Written Communication - Oral Communication - Visual Communication - Audio Visual Communication – Silence - Developing Listening Skills – Improving Non-verbal communication skills – Cross Cultural Communication – problems and challenges.

UNIT 2

Managing Organization Communication: Formal and Informal Communication - Intrapersonal Communication – Models for Inter Personal Communication - Exchange Theory.

UNIT 3

Managing Interpersonal Communication: Inter-Personal communication – Role of Emotion in Inter Personal Communication – Communication Styles – Barriers to Communication – Gateways to Effective Interpersonal Communication.

UNIT 4

Business Writing Skills: Significance of Business Correspondence - Essentials of Effective Business Correspondence - Business Letter and Forms - Meeting - Telephone Communication – Use of Technology in Business Communication. Report Writing – Meaning and Significance: Structure of Reports - Negative, Persuasive and Special Reporting: Informal Report – Proposals. Formal Reports.

UNIT 5

Presentation skills – Techniques of Presentation – Types of Presentation – Video Conferencing and formats – Interview – formal and informal – Interview techniques –Communication etiquettes.

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

References:

1. Mallika Nawal: “Business Communication”, Cengage Learning, New Delhi, 2012.
2. Kuberudu B and Srinivasa Krishna K: “*Business Communication and Soft Skills*”, Excel Books, 2008.
3. Meenakshi Rama: “*Business Communication*”, Oxford University Press, New Delhi
4. C.S.G. Krishnamacharyulu and Dr. Lalitha Ramakrishnan, Business Communication, Himalaya Publishing House, Mumbai
5. Paul Turner: “*Organisational Communication*”, JAICO Publishing House, New Delhi.
6. SathyaSwaroopDebasish, Bhagaban Das” “*Business Communication*”, PHI Private Limited, New Delhi, 2009.
7. R.K.Madhukar: “*Business Communication*”, Vikas Publishing House, New Delhi, 2012.
8. Kelly M Quintanilla, Shawn T.Wahl:“*Business and Professional Communication*”, SAGE, New Delhi, 2012.
9. Sangita Mehta, NeetyKaushish: “*Business Communication*”, University Science Press, New Delhi, 2010.
10. Anjali Ghanekar: “*Business Communication Skills*”, Everest Publishing House, New Delhi, 202011

Business Environment

UNIT 1

Business Environment: Importance at national and international level – problems and challenges – factors both internal and external influencing business environment. Industrial policies since independence and their significance – regulatory and promotional framework - Five-year plans and their importance.

UNIT 2

Structure of Indian economy: Nature and significance – Economic systems – structure of Indian industry – Economic reforms in various sectors – nature – challenges – social justice – Disinvestment mechanism – problems and procedures – Sickness in Indian industry, competition Act 2002.

UNIT 3

Fiscal Policy: Nature and significance – public revenues – expenditure- debt, development activities allocation of funds – Critical analysis of the recent fiscal policy of Government of India - Balance of Payments - Nature – Structure – major components – Causes for disequilibrium in Balance of Payments – Correction measures.

UNIT 4

India's Trade Policy: Nature – Magnitude and direction of Indian international trade – problems – bilateral and multilateral trade agreements. International business environment: Nature – significance– challenges and mechanisms. WTO: Agreements in the Uruguay round including TRIPS, TRIMS and GATS – disputes settlement mechanism – dumping and antidumping measures.

UNIT 5

Legal Frame: special features of the SICA (special provisions) 1985, BIFR, Consumer protection act 1986, Environmental laws (pertaining to the control and prevention of Air and Water pollution) and the Essential Commodities Act 1955.

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

References:

1. Shaikh Saleem: “**Business Environment**”, Pearsons, New Delhi,
2. Veena Keshav Pailwar: “**Economic Environment of Business**”, PHI Learning, New Delhi, 2012
3. Rosy Joshi, Sangam Kapoor: “**Business Environment**”, Kalyani Publishers, New Delhi, 2011.
4. Aswathappa K: “**Essentials of Business Environment**”, Himalaya Publishing House, New Delhi, 2011.
5. Vivek Mittal: “**Business Environment Text and Cases**”, Excel Books New Delhi, 2011.
6. Sundaram and Black: “**International Business Environment Text and Cases**”, PHI Private Limited, New Delhi.
7. Avid W Conklin: “**Cases in Environment of Business**”, Sage Publication India Private Ltd, New Delhi.
8. Raj Kumar: “**International Business Environment**”, Excel Publication, New Delhi, 2012.
9. Palle Krishna Rao: “**WTO-Text and Cases**”, Excel Publication, New Delhi.
10. Government of India, **Latest Economic Survey Report**.

Quantitative Techniques for Business Decisions

UNIT 1

Basic Mathematical & Statistical Techniques: Linear, Quadratic, Logarithmic and Exponential Functions- Permutations and Combinations – Matrices - Elementary operations of matrices. Measures of Central Tendency – Measures of Dispersion – Simple Correlation and Regression Analysis

Concept of Probability- Probability Rules – Joint and Marginal Probability – Baye's Theorem- Probability Distributions- Binomial, Poisson, Normal and Exponential Probability Distributions.

UNIT 2

Introduction to Decision Theory: Steps involved in Decision Making, different environments in which decisions are made, Criteria for Decision Making, Decision making under uncertainty, Decision making under conditions of Risk-Utility as a decision criterion, Decision trees, Graphic displays of the decision making process, Decision making with an active opponent.

UNIT 3

Linear Programming: Formation of mathematical modeling, Graphical method, the Simplex Method; Justification, interpretation of Significance of All Elements In the Simplex Tableau, Artificial variable techniques: Big M method, Two phase method.

UNIT 4

Transportation, Assignment Models & Game theory: Definition and application of the transportation model, solution of the transportation problem, the Assignment Model, Traveling Salesman Problem. Game Theory: Introduction – Two Person Zero-Sum Games, Pure Strategies, Games with Saddle Point, Mixed strategies, Rules of Dominance, Solution Methods of Games without Saddle point – Algebraic, matrix and arithmetic methods.

UNIT 5

P.E.R.T. & C.P.M. and Replacement Model: Drawing networks – identifying critical path – probability of completing the project within given time- project crashing – optimum cost and optimum duration. Replacement models comprising single replacement and group replacement

Relevant cases have to be discussed in each unit and in examination case is compulsory from any unit.

References

1. N.D.Vohra: "*Quantitative Techniques in Management*", Tata-McGraw Hill Private Limited, New Delhi, 2011.
2. J. K. Sharma, "*Operations Research: Theory and Applications*", Macmillan Gupta S.P: "*Statistical Methods*", S. Chand and Sons, New Delhi,
3. Anand Sharma: "*Quantitative Techniques for Business decision Making*", Himalaya Publishers, New Delhi, 2012;
4. D P Apte: "*Operation Research and Quantitative Techniques*", Excel Publication, New Delhi, 2013
5. Hamdy, A.Taha: "*Operations Research: An Introduction*", Prentice-Hall of India, New Delhi 2003.
6. Anderson: "*Quantitative Methods for Business*", Cengage Learning, New Delhi 2013
7. Sancheti, Dc & VK Kapoor, "*Business Mathematics*", S Chand and Sons, New Delhi



Information Technology Lab (100% Lab)

UNIT 1

Introduction of various software used for business: Significance in the current business environments - Introduction of software MS Office, SQL.

UNIT 2

Financial modeling: Present value of cash flows, Valuations, Financial ratio analysis, Forecasting, Trend analysis of data, Random input generations

UNIT 3

Statistics for Management - correlation and regression analysis data presentation techniques. Spread sheet showing the monthly payments with changing interest rate over a period of loan. (Using excel)

UNIT 4

Data Collection and analyzing techniques: Chats, Flow diagrams TQM methodologies

UNIT 5

Preparation and presentations of Mini projects assigned for course work of first semester.

References:

1. Shelly, Cashman: "Microsoft copies 2007", Cengage Learning, New Delhi. 2012

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I SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM101	English Language - I	4	100
16IM102	Business Mathematics & Statistics	4	100
16IM103	Fundamentals of Business Organization	4	100
16IM104	Financial Accounting - I	4	100
16IM105	Fundamentals of Computers	4	100
Total		20	500

II SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM201	English Language – II	4	100
16IM202	Business Environment	4	100
16IM203	Managerial Economics	4	100
16IM204	Financial Accounting – II	4	100
16IM205	Organizational Communications.	4	100
Total		20	500

III SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM301	Principles of Management	4	100
16IM302	Cost Accounting	4	100
16IM303	Banking Theory & Practice	4	100
16IM304	Business Law	4	100
16IM305	Entrepreneurship Development	4	100
Total		20	500

IV SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM401	Organizational Behavior	4	100
16IM402	Management Accounting	4	100
16IM403	Company Law	4	100
16IM404	Elements of Direct & Indirect Taxes	4	100
16IM405	Management Information Systems	4	100
Total		20	500

V SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM501	Financial Management	4	100
16IM502	Marketing Management	4	100
16IM503	Human Resource Management	4	100
16IM504	Production and Operations Management	4	100
16IM505	Research Methodology	4	100
Total		20	500

VI SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM601	Operations Research	4	100
16IM602	International Business	4	100
16IM603	Strategic Management	4	100
16IM604	Decision Support Systems	4	100
16IM605	Mini Project*	4	100
Total		20	500

VII SEMESTER

Code	Subject Code	Credits	Max. Marks
16IM701	Knowledge Management	4	100
16IM702	Strategic Cost Management	4	100
16IM703	Elective - 1	4	100
16IM704	Elective - 2	4	100
16IM705	Elective - 3	4	100
Total		20	500

VIII SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM801	Total Quality Management	4	100
16IM802	Project Management	4	100
16IM803	Elective - 4	4	100
16IM804	Elective - 5	4	100
16IM805	Elective - 6	4	100
Total		20	500

IX SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM901	Intellectual Property Rights	4	100
16IM902	Corporate Governance	4	100
16IM903	Elective - 7	4	100
16IM904	Elective - 8	4	100
16IM905	Elective - 9	4	100
Total		20	500

X SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
16IM1001	Major Project Report	10	250
16IM1002	Project Seminar **	4	100
16IM1003	Viva - Voce	4	100
Total		18	450

VII SEMESTER

HR

	SUBJECT TITLE
Elective -1	HR Planning
Elective -2	Leadership Management
Elective -3	Compensation and Reward Management

FINANCE

	SUBJECT TITLE
Elective -1	Security Analysis
Elective -2	Banking and Insurance Management
Elective -3	Advanced Management Accounting

MARKETING

	SUBJECT TITLE
Elective -1	Consumer Behavior
Elective -2	Rural Marketing
Elective -3	Supply Chain Management

SYSTEMS

	SUBJECT TITLE
Elective -1	E-Business
Elective -2	RDBMS
Elective -3	Web Designing

VIII SEMESTER

HR

	SUBJECT TITLE
Elective -4	Performance Management
Elective -5	Strategic Human Resource Management
Elective -6	Organizational Development & Change Management

FINANCE

	SUBJECT TITLE
Elective -4	Strategic Financial Management
Elective -5	Portfolio Management
Elective -6	Financial Markets and Services

MARKETING

	SUBJECT TITLE
Elective -4	Customer Relationship Management
Elective -5	Strategic Marketing Management
Elective -6	Services Marketing

SYSTEMS

	SUBJECT TITLE
Elective -4	System Analysis & Design
Elective -5	Business Intelligence
Elective -6	Enterprise Resource Planning

IX SEMESTER

HR

	SUBJECT TITLE
Elective -7	Global HRM
Elective -8	Labor Welfare & Legislation
Elective -9	Management of Industrial Relations

FINANCE

	SUBJECT TITLE
Elective -7	Global Financial Management
Elective -8	Risk Management
Elective -9	Tax Management

MARKETING

	SUBJECT TITLE
Elective -7	Promotion and Distribution Management
Elective -8	Global Marketing Management
Elective -9	Retail Marketing

SYSTEMS

	SUBJECT TITLE
Elective -7	Cyber Laws & Security
Elective -8	Information Systems & Audit
Elective -9	SAP

*Mini Project Report

The student should undergo survey based fieldwork under the guidance of Internal Faculty and submit the report before the completion of VI Semester End Examinations.

** Project Seminar

The Student should make a presentation before the Internal Faculty before finalizing the Final Project

ENGLISH LANGUAGE -1

Unit –I

1. Chapter entitled '*Wit and Humour*' from '*Skills Annexe -Functional English for Success*', Published by Orient Black Swan, Hyderabad
2. Chapter entitled '*Mokshagundam Visvesvaraya*' from "*Epitome of Wisdom*", Published by Maruthi Publications, Hyderabad.

L-Listening For Sounds, Stress and Intonation

S-Greeting and Taking Leave, Introducing Oneself and Others (Formal and Informal Situations)

R- Reading for Subject/ Theme

W- Writing Paragraphs

G-Types of Nouns and Pronouns

V- Homonyms, homophones synonyms, antonyms

Unit –II

1. Chapter entitled "*Cyber Age*" from "*Skills Annexe -Functional English for Success*" Published by Orient Black Swan, Hyderabad.

- 2 Chapter entitled '*Three Days To See*' from "*Epitome of Wisdom*", Published by Maruthi Publications, Hyderabad.

L – Listening for themes and facts

S – Apologizing, interrupting, requesting and making polite conversation

R- for theme and gist

W- Describing people, places, objects, events

G- Verb forms

V- noun, verb, adjective and adverb

Unit –III

1. Chapter entitled '*Risk Management*' from "*Skills Annexe -Functional English for Success*" Published by Orient Black Swan, Hyderabad

2. Chapter entitled '*Leela's Friend*' by R.K. Narayan from "*Epitome of Wisdom*", Published by Maruthi Publications, Hyderabad.

L – for main points and sub-points for note taking

S – giving instructions and directions; Speaking of hypothetical situations

R – reading for details

W – note-making, information transfer, punctuation

G – present tense

V – synonyms and antonyms

Unit –IV

1. Chapter entitled '*Human Values and Professional Ethics*' from "*Skills Annexe -Functional English for Success*" Published by Orient Black Swan, Hyderabad
2. Chapter entitled '*The Last Leaf*' from "*Epitome of Wisdom*", Published by Maruthi Publications, Hyderabad

L -Listening for specific details and information

S- narrating, expressing opinions and telephone interactions

R -Reading for specific details and information

W- Writing formal letters and CVs

G- Past and future tenses

V- Vocabulary - idioms and Phrasal verbs

Unit –V

1. Chapter entitled '*Sports and Health*' from "*Skills Annexe -Functional English for Success*" Published by Orient Black Swan, Hyderabad
2. Chapter entitled '*The Convocation Speech*' by N.R. Narayanmurthy' from "*Epitome of Wisdom*", Published by Maruthi Publications, Hyderabad

L- Critical Listening and Listening for speaker's tone/ attitude

S- Group discussion and Making presentations

R- Critical reading, reading for reference

W-Project proposals; Technical reports, Project Reports and Research Papers

G- Adjectives, prepositions and concord

V- Collocations and Technical vocabulary

Using words appropriately

* Exercises from the texts not prescribed shall also be used for classroom tasks.

REFERENCES :

1. Contemporary English Grammar Structures and Composition by David Green, MacMillan Publishers, New Delhi. 2010.
2. Innovate with English: A Course in English for Engineering Students, edited by T Samson, Foundation Books.
3. English Grammar Practice, Raj N Bakshi, Orient Longman.
4. Technical Communication by Daniel Riordan. 2011. Cengage Publications. New Delhi.
5. Effective English, edited by E Suresh Kumar, A RamaKrishna Rao, P Sreehari, Published by Pearson
6. Handbook of English Grammar & Usage, Mark Lester and Larry Beason, Tata Mc Graw –Hill.
7. Spoken English, R.K. Bansal & JB Harrison, Orient Longman.
8. Technical Communication, Meenakshi Raman, Oxford University Press
9. Objective English Edgar Thorpe & Showick Thorpe, Pearson Education
10. Grammar Games, Renuvolcuri Mario, Cambridge University Press.
11. Murphy's English Grammar with CD, Murphy, Cambridge University Press.

BUSINESS MATHEMATICS & STATISTICS

Unit I:

Logics: Statements – connectivity – truth tables and values – equivalent and connectivities – contradictions – algebra statements – deductive reasoning – arguments – joint denial – compound statements. **Sets:** Elements – sets – power sets – operation with sets – union – algebra of sets – Cartesian product of two sets – relations – mapping. **Interests and annuities:** Finding interest and sum under simple and compound interest – annuities – perpetuity – discounts.

Unit II:

Probability: Theory of probability – terminology – types – axioms – statistical independence and dependence – Baye's theorem - Permutations and Combinations: factorial notations – finding permutations – combinations – complimentary combinations – finding combinations. **Binomial Theorem:** Random variable - binomial coefficients – finding general, middle and greatest terms – mean and standard deviation of binomial distribution. **Poisson theorem:** Poisson approximations – mean and standard deviations of Poisson probability distribution.

Unit III:

Business Statistics: Definition – concepts – scope – uses – mistrust. **Statistical Plan:** Meaning – steps – brief description of concepts of censuses and sample – primary and secondary data – sources and methods of collection. **Classification and tabulation:** classes – tabulation – principles – frequency distribution: individual, discrete and continuous series.

Unit IV:

Diagrammatic and graphic presentation: One, two and three dimensional diagram – pictograms – cartograms – principles. Types of graphs – uses and limitations – guidelines. **Data analysis:** measures of central tendencies - Arithmetic mean – median – Ogive curves – mode – geometric and harmonic mean.

Unit V:

Measures of dispersion: Meaning – Range – Quartile deviation – Mean deviation – standard deviation – coefficient of dispersion. **Skewness:** Meaning of skewness, moments and kurtosis – measures of skewness, moments and kurtosis.

Text Books:

1. Qazi Zameeruddin, VK Khanna and SK Bhambri, Business Mathematics, Vikas Publishing House Private Limited, New Delhi, 2014.
2. Beri G C, Business Statistics, 3rd editon, Tata McGraw Hill Education Private Limited, New Delhi, 2010
3. Gupta S P, Statistics, Sultan Chand & sons, New Delhi, 2016.
4. Sanchetti D C and Kapoor V K, Business Mathematics and Business Statistics, Sultan Chand & sons, New Delhi, 2015.
5. Shenoy G V, Srivastava U K, and Sharma S C, Business Statistics, Wiley Eastern Limited, New Delhi.

FUNDAMENTALS OF BUSINESS ORGANIZATION

Unit -1:

Fundamental Concepts: Concepts: Business, trade, industry and commerce – Business: Features of business – Trade: Classification, Aids to Trade – Industry: Classification – Commerce - Relationship between trade, industry and commerce - Business Organization: Concept - Functions of Business.

Unit II:

Entrepreneur: Meaning - Characteristics of Entrepreneurs – Types of Entrepreneurs – Functions of an entrepreneur - Steps to start Enterprise – Sources of finance: Long Term, Short Term.

Unit – III:

Forms of Organization: Sole Proprietorship, Partnership and Joint Hindu Family: Business Organization: Forms of Business Organization – Classification – Factors influencing the choice of suitable form of organization. Sole Proprietorship: –Suitability. Partnership: Meaning – Characteristics – Kinds of partners - Registration of partnership – Partnership deed – Rights and obligations of partners. - Joint Hindu Family Business.

Unit - IV:

Joint Stock Company-I: Joint Stock Company: Meaning – Characteristics – Advantages - Kinds of Companies – Difference between private and public companies – Promotion of A Company: Stages- Promoters –Characteristics –Registration –Capital subscription – Commencement of Business – Preparation of Important documents:

Unit V:

Joint Stock company II: Memorandum of Association: Significance, Clauses – Articles of Association: Contents – Prospectus: Contents – Statement in lieu of Prospectus - Memorandum of association - Articles of Association and Prospectus - Registration of a company including documents.

References:

- Bhushan Y K: Business Organization and Management, Sultan Chand
- RK Sharma and Shashi K.Gupta: Industrial Organization and Management, Kalyani
- CB Gupta : Industrial Organization and Management, Sultan Chand
- Sherlekar etal: Business Organization and Management, Himalaya
- Talloo: Business Organisation and Management. TMH.
- Maheswari, Business Organization and Management, IBH, 2011.
- RK Sharma and Shashi K.Gupta: Industrial Organization and Management, Kalyan
- Aryasree & Murthy: Industrial Organistion & Manaement, Tata Mc Graw Hill.

FINANCIAL ACCOUNTING - I

Unit –I

Introduction to accounting - objectives and Principles - accounting concepts and conventions, journal accounting.

Unit – II

Ledger: Positing - Subsidiary books - Errors of Rectification - Trail Balance - Suspense accounts -

Unit –III

Valuation of fixed assets: Depreciation of fixed assets - Methods of deprecation – Bank reconciliation Statement -

Unit – IV

Final Accounts : Trading Accounts – Profit and Loss account - Balance sheet - with adjustments – Statements of Non-Profit Organization.

Unit – V

Ratio analysis: Limitations of Financial Statement – Ratios - liquidity, leverage, solvency and profitability ratios – Funds flow statement - Statement of Changes in Working Capital Statement.

References:

- Paresh Shah: “Basic Financial Accounting for Management”, Oxford University Press, New Delhi, 2012.
- Narayana Swamy, “Financial Accounting & Analysis” PHI, 2012.
- Aryasri: Accounting and Financial Management, McGraw-Hill, 2011.
- V.Rajasekharam “Financial Accounting & Analysis” Pearson Education, New Delhi, 2012
- Ranjan Kumar Bal: “Financial Accounting & Analysis”, S.Chand, New Delhi, 2012
- N.Ramachandran : “Financial Accounting & Analysis” Tata McGraw-Hill Publishing Limited, New Delhi, 2012.
- Ashish K .Bhattacharya “Financial Accounting & Analysis” PHI, 2012.

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FUNDAMENTALS OF COMPUTERS

Unit I

1. Introduction to Computer : Hardware: Input / output devices, storage devices and memory. Software: System and Application Software, Compilers, Interpreters and Assemblers. Computer Languages: Levels of languages, generation and their features. Number System: Introduction to number system, binary, decimal, hexadecimal and their inter conversions and their uses in computer system. Internet: Concepts & Services, Hardware and software requirements, type of Internet connections

Unit II

Operating Systems: WINDOWS XP: Basic Operations, utilities and features. UNIX: Introduction, features and basic commands (like: pwd, cp, cd, rm, mv, ls, cat, mkdir, ch mod, rmdir, who, who am i, banner, date, kill, etc.). (Students should be familiar with these concepts but there will be no questions from topics)

Unit III

Application Software: (MS-Office XP 2003) MS Word: word basics, formatting text and documents, introduction to mail merge & macros. MS Excel: Excel basics, rearranging worksheets, working with graphics, using worksheet as databases, automating “what-if” projects. MS PowerPoint : PowerPoint basics, creating presentation MS Access: Database creation, screen/form design, report generation using wizard

Unit IV

E-Business: Fundamentals - E-Business framework, E-Business application - Technology Infrastructure for E-Business -Mobile computing, framework, wireless technology and switching method - E-Business Models - Elements of Business models, B2B, B2C models 10

Unit V

Payment Systems: Type of E-payment, digital token-based e-payment, smart card, credit card payment systems - risk on e-payment - Security Environment - Security Threats - Client-server security, data and message security, document security, firewalls. Ethical Social and Political issues in ecommerce.



References:

1. Ravi Kalakotta & Whinston B., "Frontiers of E-Commerce", Pearson Education, Reprint 2009 New Delhi
2. R. Kalakotta & M. Robinson, "E-Business: Roadmap for Success", Pearson Education Reprint 2009, New Delhi.
3. Laudon and Traver. Ecommerce: Business Technology Society, 4th Edition 2009 Pearson Education, New Delhi
4. Schneider, E-Commerce Strategy technology and implementation, 1st edition, 2008, Cengage Learning, India
5. Elias M. Awad, Electronic Commerce, PHI Learning. 2009
6. Rayudu C. S. e-Business, 2007, Himalaya Publishing House.

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**ACADEMIC REGULATIONS &
COURSE STRUCTURE**

For

DUAL DEGREE MBA (PREVIOUSLY MAM)

(Applicable for batches admitted from 2016-2017)

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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
KAKINADA - 533 003, Andhra Pradesh, India**

REVISÉD COURSE STRUCTURE 2013

VIII SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
13BAM801	Project Management	4	100
13BAM802	Intellectual Property Rights	4	100
13BAM803	Decision Support Systems	4	100
13BAM804	Elective - III	4	100
13BAM805	Elective - IV	4	100
13BAM806	Seminar*	2	50
Total		22	550
At the end of IV Year		Total	180
			4500

IX SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
13BAM901	Industrial Safety and Security	4	100
13BAM902	Leadership Management	4	100
13BAM903	Knowledge Management	4	100
13BAM904	Elective - V	4	100
13BAM905	Elective - VI	4	100
13BAM906	Seminar*	2	50
Total		22	550

X SEMESTER

Code	SUBJECT TITLE	Credits	Max. Marks
13BAM1001	Major Project Report**	10	250
13BAM1002	Project Seminar	4	100
13BAM1003	Comprehension Viva - Voce	4	100
Total		18	450

Elective - I

	SUBJECT TITLE
Marketing	Consumer Behavior
Finance	Banking & Insurance Management
HRM	Performance Management
Systems	Relational Data Base Management Systems

Elective - II

	SUBJECT TITLE
Marketing	Sales and Distribution
Finance	Investments Management
HRM	Training and Development
Systems	Enterprise Resource Planning

Elective - III

	SUBJECT TITLE
Marketing	Integrated Marketing Communications
Finance	Financial Systems & Services
HRM	Management of Industrial Relations
Systems	Business Intelligence

Elective - IV

	SUBJECT TITLE
Marketing	Retail Management
Finance	Strategic Financial Decisions
HRM	Compensation Management
Systems	E-Business

Elective - V

	SUBJECT TITLE
Marketing	Services Marketing & Logistics Management
Finance	International Financial Management
HRM	Management of Change
Systems	Cyber Laws & Security

Elective - VI

	SUBJECT TITLE
Marketing	International Marketing
Finance	Financial Risk Management & Derivatives
HRM	Global HRM
Systems	Information Systems & Audit



***Seminar**

Student requires to prepare and submit a report on conceptual understanding of any one of the subjects of the respective semester and expected to present the same in the form of PPT in the class room. The report may consist 20-25 pages.

****Mini Project Report**

Student has to undergo practical training for a period of **4 (Four) weeks** in an industry after completion of **Fourth Semester** end Examination. In training period, the student should prefer to work on any specific problem, and submit the report before end of **Sixth Semester**. The Project evaluation and Comprehensive viva-voce is conducted by inter examiner.

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