

## TENTATIVE LESSON PLAN MANAGEMENT AND ORGANISATIONAL BEHAVIOUR (MB1911)

<b>Course Title: MANAGEMENT AND ORGANISATIONAL MANAGEMENT</b>		
<b>Section : MBA-I/I</b>	<b>Date : 17-02-2021</b>	<b>Page No : 01 of 04s</b>
<b>Revision No : 00</b>	<b>Prepared By :G.SREELALITHA</b>	<b>Approved By : HOD</b>

**Tools: Black board, PPTs**

S.No.	TOPIC	Date	Mode of Delivery
<b>UNIT-I Management</b>			
<b>CO1:</b> To know the basic concepts of Management. To understand the basic requirements of management..			
<b>TB:</b> K.Aswhathappa — Organisational Behaviour-Text, Cases and Games , Himalaya Publishing House, New Delhi,2008			
1	Definition, Nature of Management	From 17-02-2021  To 19-03-2021	Online class with  CISCO  WebEx
2	Functions and Importance of Management		
3	Evolution of Management thought		
4	Scientific management		
5	administrative management		
6	Haw throne experiments		
7	systems approach - Levels of Management		
8	Managerial Skills - Planning – Steps in Planning Process		
9	importance and Limitations – Types of Plans – C		
10	Characteristics of a sound Plan		
11	Management By Objectives (MBO)		
12	Techniques and Processes of Decision Making		
13	Social Responsibilities of Business		

### **UNIT-II Organizing**

**CO2:** To understand the concept of organising that can occur in organization in order to control the line and staff structure .

**TB:** K.Aswhathappa — Organisational Behaviour-Text, Cases and Games , Himalaya Publishing House, New Delhi,2008.

11	Organizing	From 20-03-2021 To 09-04-2021	Online class with CISCO WebEx
12	- Principles of organizing		
13	- Organization Structure and Design		
14	- Types of power		
15	- Delegation of Authority and factors affecting delegation		
16	- Span of control		
17	- Decentralization		
18	- Line and staff structure conflicts		
19	- Coordination definition and principles		
20	- Emerging Trends in Corporate Structure		
21	Formal and Informal Organization		
22	Nature and importance of Controlling		
23	process of Controlling		
24	Requirements of effective control and controlling techniques		

**UNIT-III Organizational behavior:**

**CO3:** To study the basic differences between Individual roles and organizational goals

**TB:** K.Aswhathappa — Organisational Behaviour-Text, Cases and Games , Himalaya Publishing House, New Delhi,2008.

25	Organizational behavior	From 12-04-2021 To 28-04-2021	Online class with CISCO WebEx
26	Nature and scope		
27	Linkages with other social sciences		
28	Individual roles and organizational goals		
29	perspectives of human behaviour		
30	Perception– perceptual process		

31	Learning - Learning Process		
32	Learning – Theories		
33	Personality and Individual Differences		
34	Determinants of Personality		
35	Values, Attitudes and Beliefs		
36	Creativity and Creative thinking		

**UNIT-IV Motivation and Job Performance**

**CO4:** To study the motivation and job performance. To understand the Collaborative Processes in Work Groups in Management.

**TB:** K.Aswhathappa — Organisational Behaviour-Text, Cases and Games , Himalaya Publishing House, New Delhi,2008.

37	Motivation and Job Performance		
38	– Content and process Theories of Motivation		
39	Leadership – Styles&approaches		
40	Challenges of leaders in globalized era	From	
41	Groups	28-04-2021	Online class with
42	stages formation of groups	To	CISCO
43	Group Dynamics	06-05-2021	WebEx
44	Collaborative Processes in Work Groups		
45	Johari Window		
46	Transactional Analysis.		

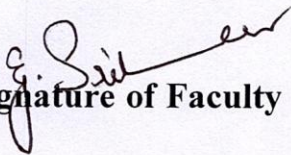
**UNIT-V Organizational conflict**

**CO5:** To study the organisational conflict and Conflict Resolution problem solving Techniques as well as Creating an Ethical Organization

**TB:** K.Aswhathappa — Organisational Behaviour-Text, Cases and Games , Himalaya Publishing House, New Delhi,2008

47	Organizational conflict		
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48	-causes and consequences	From 10-05-2021 To 22-05-2021	Online class with CISCO WebEx
49	Conflict		
50	Negotiation Team Building		
51	Ethical organisation		
52	Conflict Resolution in Groups		
53	problem solving Techniques		
54	Organizational change		
55	change process		
56	resistance to change		
57	Creating an Ethical Organization		

  
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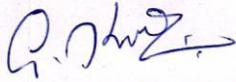
  
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## TENTATIVE LESSON PLAN: ( MB1912 )

<b>Course Title: MANAGERIAL ECONOMICS</b>			
<b>Section : MBA I/I</b>	<b>Date : 14-06-2021</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : G.KIRAN</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Introduction to Managerial Economics</b>			
CO1:: TO acquaint the student with basic knowledge of the economy and its principles.			
TB :: Mithani D M: “ <b>Managerial Economics</b> ”, Himalaya Publishing House, Mumbai, 2008.			
1.	Nature and Scope of managerial economics	<b>From</b> <b>14-06-2021</b>  <b>TO</b> <b>29-06-2021</b>	Online class with Cisco WebEx
2.	Managerial economics Relationship with other areas		
3.	The role of managerial economist		
4.	Concept of opportunity cost, Incremental concept		
5.	Discounting Principle , Risk & uncertainty concept		
<b>UNIT –II:: Demand Analysis</b>			
CO2:: TO understand the relationship between the demand and supply.			
TB :: Mithani D M: “ <b>Managerial Economics</b> ”, Himalaya Publishing House, Mumbai, 2008.			
6.	Elasticity of demand	<b>From</b> <b>30-06-2021</b>  <b>TO</b> <b>15-07-2021</b>	Online class with Cisco WebEx
7.	Types of demand ,law of demand		
8.	significance of Elasticity of Demand		
9.	Measurement of price Elasticity of Demand		
10.	Need for Demand forecasting		
11.	forecasting techniques		
12.	law of Supply		
13.	Elasticity of Supply		
<b>UNIT –III Supply and Production Analysis</b>			
CO::III Gain knowledge about the types of production and its factors.			
TB :: Mithani D M: “ <b>Managerial Economics</b> ”, Himalaya Publishing House, Mumbai, 2008.			
14.	Production function	<b>From</b> <b>16-07-2021</b>  <b>TO</b> <b>06-08-2021</b>	Online class with Cisco WebEx
15.	Marginal Rate of Technical Substitution		
16.	Production function with one variables		
17.	Production function with two variables		
18.	Cobb-Douglas Production Function		
19.	Returns to Scale		
20.	Laws of returns		
<b>UNIT IV:: Theory of Pricing</b>			
CO4:: To understand the price concepts and market structure			
TB:: Mithani D M: “ <b>Managerial Economics</b> ”, Himalaya Publishing House, Mumbai, 2008.			
21.	Price determination under Perfect Competition	<b>From</b> <b>07-08-2021</b>	
22.	Monopoly,		
23.	Oligopoly		

24.	Monopolistic Competitions	<b>TO</b> <b>24-08-2021</b>	Online class with Cisco WebEx
25.	Methods of Pricing		
26.	Game Theory basics		
27.	Dominant Strategy		
28.	Nash Equilibrium and Prisoner's Dilemma.		
<b>UNIT::V Macro Economics and Business</b> <b>CO::V</b> To know the concept of national income and employment. <b>TB::</b> Mithani D M: ' <b>Managerial Economics</b> ', Himalaya Publishing House, Mumbai, 2008.			
29	Nature and Measurement of National Income	<b>From</b> <b>25-08-2021</b>  <b>TO</b> <b>11-09-2021</b>	Online class with Cisco WebEx
30	Inflation and Deflation		
31	Inflation, Meaning and Kinds		
32	Types, Causes and measurement of inflation Measures to Control		
33	Philips curve		
34	Stagflation		
35	Theory of Employment		
36	Business cycles: Policies to counter Business Cycles.		



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## TENTATIVE LESSON PLAN: (MB1913)

<b>Course Title: ACCOUNTING FOR MANAGERS (MB1913)</b>		
<b>Section : MBA I/I</b>	<b>Date : 17-02-2021</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : Dr. B.KRISHNAIAH</b>	<b>Approved By : HOD</b>

Tools : Black board

No. of Periods	TOPIC	Date	Mode of Delivery	
<b>UNIT –I INTRODUCTION TO ACCOUNTING</b>				
<b>CO1: To acquaint the student with basic knowledge of Principles of Accounting, Characteristics, Limitations of single entry and double entry system, introduction of books of accounts, final accounts and different roles of modern organization.</b>				
<b>TB :: P.Vijaya Kumar, “Accounting for Managers”, Himalaya Publications.</b>				
1	<b>UNIT-I: INTRODUCTION TO ACCOUNTING.</b>	17-02-2021	Lecture interspersed with discussions	
1	Meaning and definition accounting	18-02-2021		
2	Functions of accounting	19-02-2021		
1	Objectives of accounting	20-02-2021		
1	Introduction to GAAP	21-02-2021		
1	Accounting concepts and conventions	22-02-2021		
1	<b>Accounting process and cycle</b>	23-02-2021		
2	Classification of accounts	24-02-2021		
2	Problems on journal entries	25-02-2021		
1	Problems on ledger	25-02-2021		
1	<b>Problems on trial balance and Final Accounts</b>	26-02-2021		
<b>UNIT –II INTRODUCTION TO FINANCIAL ANALYSIS:</b>				
<b>CO2: Gain knowledge about financial statement analysis, computation of ratios, preparation of funds flow and cash flow statements.</b>				
<b>TB :: P.Vijaya Kumar, “Accounting for Managers”, Himalaya Publications.</b>				
1	<b>UNIT-II:INTRODUCTION TO FINANCIAL ANALYSIS:</b>	26-02-2021	Lecture interspersed with discussions	
2	Meaning and definition of financial analysis	27-02-2021		
2	Problems on liquidity ratios	01-03-2021		
2	Problems on profitability ratios	03-03-2021		
1	Problems on solvency ratios	04-03-2021		
1	Problems on activity ratios	05-03-2021		
2	Problems on funds flow statement	08-03-2021		
1	Problems on cash flow statement	10-03-2021		
<b>UNIT – III INTRODUCTION COST CONCEPTS</b>				
<b>CO3: TO understand about. Nature , scope and computation and various analysis on standard costing, different types of budgets prevailing in the accounting</b>				
<b>TB :: P.Vijaya Kumar, “Accounting for Managers”, Himalaya Publications.</b>				
2	<b>UNIT IV: INTRODUCTION COST CONCEPTS:</b>	13-03-2021	Lecture interspersed with discussions	
3	Meaning and definition of cost	16-03-2021		
2	Classification of costs	17-03-2021		
2	Elements of costs	19-03-2021		

2	Financial accounting vs management accounting	22-03-2021
2	Determinants of product cost	24-03-2021
1	Problems on cost sheet	26-03-2021
1	Problems on final accounts of joint stock company	27-03-2021

**UNIT – IV INTRODUCTION TO MANAGEMENT ACCOUNTING**

**CO4: TO understand about. Nature , scope of management accounting and preparation of various functional budgets.**

**TB :: P.Vijaya Kumar, “Accounting for Managers”, Himalaya Publications.**

2	<b>UNIT IV: INTRODUCTION TO MANAGEMENT ACCOUNTING</b>	06-04-2021	Lecture interspersed with discussions
2	Objectives, Merits and demerits of Management accounting	08-04-2021	
1	Classification of budgets	10-04-2021	
1	Preparation of various functional budgets	13-04-2021	

**UNIT – V INTRODUCTION TO STANDARD COSTING:**

**CO5: To understand about standard costing and variance analysis, types of variances and computation of material and labour variances..**

**TB :: P.Vijaya Kumar, “Accounting for Managers”, Himalaya Publications**

2	<b>UNIT V: INTRODUCTION TO STANDARD COSTING:</b>	16-04-2021	Lecture interspersed with discussions
2	Meaning and definition of standard costing & variance analysis	19-04-2021	
2	Applications of marginal costing	22-04-2021	
1	Breakeven analysis concepts	24-04-2021	
1	Computation of material variances	27-04-2021	
2	Computation of labor variances.	03-05-2021	

  
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## TENTATIVE LESSON PLAN: MB1914 (2020-21)

<b>Course Title: Quantitative Analysis For Business Decisions</b>		
<b>Section : MBA</b>	<b>Date : 17-02-2021</b>	<b>Page No : 01 of 03</b>
<b>Revision No : 00</b>	<b>Prepared By: P. Naga Srinivasa Rao.</b>	<b>Approved By : HOD</b>

Tools: Black board, PPTs

Serial Number	TOPIC	Date	Mode of Delivery
<b>UNIT –I Basic Mathematical and Statistical Techniques.</b>			
<ul style="list-style-type: none"> <li>• <b>CO1:</b> To acquaint the knowledge of mathematical and statistical techniques.</li> <li>• <b>TB:</b> 1) Quantitative Techniques in Management---N.D. Vohra.</li> </ul>			
1.	Linear functions.	17-02-2021	Lecture interspersed with discussions
2.	Logarithmic functions.	18-02-2021	
3.	Quadratic functions, exponential functions.	18-02-2021	
4.	Permutations.	19-02-2021	
5.	Combinations.	22-02-2021	
6.	Matrices- introduction, definition and types of matrices.	23-02-2021	
7.	Elementary operations on matrices.	26-02-2021	
8.	Matrix multiplication.	27-02-2021	
9.	Inverse of a matrix.	01-03-2021	
10.	Cramer's method	03-03-2021	
11.	Matrix inverse method.	05-03-2021	
12.	E row operations.	08-03-2021	
<b>UNIT –II Measures of central tendency, Dispersion, Correlation, Regression and Probability Theory.</b>			
<ul style="list-style-type: none"> <li>• <b>CO2:</b> To acquaint the students with knowledge of Measures of central tendency, Dispersion and Probability theory.</li> <li>• <b>TB:</b> Statistical Methods. –S.P. Gupta</li> </ul>			
Serial Number	TOPIC	Date	Mode of Delivery
13.	Mean, median and mode.	09-03-2021	Lecture interspersed with discussions
14.	Range, mean deviation and standard deviation.	10-03-2021	
15.	Karl Pearson's correlation co efficient.	12-03-2021	
16.	Rank correlation method.	13-03-2021	
17.	Regression lines	15-03-2021	
18.	Regression coefficient	16-03-2021	
19.	Probability theory	17-03-2021	
20.	Definitions of probability	18-03-2021	
21.	Addition law of probability	19-03-2021	
22.	Multiplication law of probability	20-03-2021	
23.	Baye's theorem	23-03-2021	
24.	Binomial distribution	25-03-2021	
25.	Poisson distribution.	26-03-2021	

**UNIT - III Introduction to Decision Theory.**

- **CO3:** To gain knowledge about statistical decision theory.
- **TB ::** Operations Research---S.D. Sharma

Serial Number	TOPIC	Date	Mode of Delivery
27.	Steps involved in decision making.	06-04-2021	Lecture interspersed with discussions
28.	Decision making under certainty	07-03-2021	
29.	Decision making under uncertainty	09-03-2021	
30.	Decision making under risk	10-03-2021	
31.	Decision trees.	12-03-2021	
32.	Graphic display of decision making trees.	15-04-2021	

**UNIT – IV Sampling and Sampling Distributions.**

- **CO4:** To understand about sampling theory and sampling distributions.
- **TB ::** Statistical Methods—S.P. Gupta


Serial Number	TOPIC	Date	Mode of Delivery
33.	Introduction to sampling theory.	16-04-2021	Lecture interspersed with discussions
34.	Point and interval estimation.	17-04-2021	
35.	Confidence intervals for means and proportions.	17-04-2021	
36.	Testing of hypothesis.	19-04-2021	
37.	Null and alternative hypothesis.	19-04-2021	
38.	Procedure of hypothesis testing.	19-04-2021	
39.	Parametric and non parametric tests.	20-04-2021	
40.	Z test for single proportion.	20-04-2021	
41.	Z test for two proportions.	22-04-2021	
42.	t test for single mean.	22-04-2021	
43.	t test for two means.	23-04-2021	
44.	Paired t test	23-04-2021	
45.	Problems on z test for single mean.	24-04-2021	
46.	Problems on z test for two means	24-04-2021	
47.	Z test for proportion one sample test problems	26-04-2021	
48.	Z test for two proportions problems	26-04-2021	
49.	t test for single mean problems.	27-04-2021	
50.	T test for two means problems.	27-04-2021	
51.	Paired t test problems.	28-04-2021	
52.	t test for correlation.	30-04-2021	

**UNIT – V Two Sample Tests.**

- **CO5:** To know and understand the technique of ANOVA
- **TB ::** Statistical Methods—S.P. Gupta

Serial Number	TOPIC	Date	Mode of Delivery
53.	One sample vs. two sample tests.	01-05-2021	Lecture interspersed with discussions
54.	Chi square test	03-05-2021	
55.	Applications of chi square test	04-05-2021	
56.	Goodness of fit	05-05-2021	
57.	Independence of attributes.	06-05-2021	
58.	ANOVA Technique.	07-05-2021	
59.	One way ANOVA	08-05-2021	
60.	Two way ANOVA	10-05-2021	
61.	Problems on ANOVA	11-05-2021	
62.	Previous question papers	12-05-2021	
63.	Solutions to previous papers	13-05-2021	
64.	Solutions to previous papers.	15-05-2021	

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## TENTATIVE LESSON PLAN: (MB1915)

<b>Course Title: LEGAL AND BUSINESS ENVIRONMENT (MB1915)</b>			
<b>Section : MBA I/I</b>	<b>Date : 17-02-2021</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : B.V.S.S. SUBBA RAO</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I</b>			
<b>INTRODUCTION: CONCEPT OF BUSINESS ENVIRONMENT</b>			
<b>CO1: To acquaint the student with basic knowledge of Business Environment and its significance.</b>			
<b>TB :: K.Aswathappa, Essentials of Business Environment, Himalaya Publishers.</b>			
3	<b>UNIT-I: INTRODUCTION: CONCEPT OF BUSINESS ENVIRONMENT.</b>		Lecture interspersed with discussions
2	Definition-Characteristics-Environmental factors,	17-02-2021	
3	Importance at national and international level	18-02-2021	
2	problems and challenges		
2	Environmental Scanning: Importance	19-02-2021	
1	Environmental Scanning process		
1	NITI Aayog:	22-02-2021	
1	NITI Aayog: It's Role in Economic Development of India	23-02-2021	
2	Technological Environment: Features	24-02-2021	
1	Its impact on Business, Restraints on Technological Growth	25-02-2021	
1	<b>Case studies in Unit 1</b>	25-02-2021	
<b>UNIT –II ECONOMIC AND POLITICAL ENVIRONMENT</b>			
<b>CO2: Gain knowledge about Political &amp; Economic Environment.</b>			
<b>TB :: K.Aswathappa, Essentials of Business Environment, Himalaya Publishers.</b>			
1	<b>ECONOMIC AND POLITICAL ENVIRONMENT</b>	26-02-2021	Lecture interspersed with discussions
2	Concept-Definition of Economic Environment	27-02-2021	
2	Economic Systems	01-03-2021	
2	Relative merits and demerits of each systems	03-03-2021	
3	Economic Policies-Monetary-Fiscal	04-03-2021	
4	Industrial policies since independence and their significance	05-03-2021	
2	Regulatory and promotional framework . Structure of Indian Economy- Nature and significance.	08-03-2021	
2	Economic Planning- Objectives, Merits, Limitations- Concept and Meaning of Political Environment.	10-03-2021	
<b>UNIT – III INTRODUCTION TO LEGAL ENVIRONMENT</b>			
<b>CO3: TO understand about Legal Environment specially to Indian Context.</b>			
<b>TB :: K.Aswathappa, Essentials of Business Environment, Himalaya Publishers.</b>			
2	<b>UNIT III: INTRODUCTION TO LEGAL ENVIRONMENT:</b>	13-03-2021	Lecture interspersed with discussions
3	Business Law: Meaning, scope and need for Business Law	16-03-2021	
2	Source of Business Law	17-03-2021	
1	Indian Contract Act 1872	19-03-2021	

2	Its Essentials, Breach of Contract	22-03-2021
2	Intellectual Property Rights	24-03-2021
2	Negotiable Instruments Act 1881.	26-03-2021
1	Relevant case studies in the unit	27-03-2021

**UNIT – IV COMPANY ACT 2013:**

**CO4: TO understand about Indian Partnership Act 1962**

**TB :: :: K.Asathappa, Essentials of Business Environment, Himalaya Publishers.**

3	<b>UNIT IV: COMPANY ACT 2013</b>	06-04-2021	Lecture interspersed with discussions
2	Memorandum and Articles of Association	08-04-2021	
2	Partnership Act 1932: Duties of Partners-	10-04-2021	
3	Dissolution of Partnership-Information Technology Act 2000: Digital signature-Cyber Frauds.	13-04-2021	

**UNIT – V MISCELLANEOUS ACTS :**

**CO5: To understand about miscellaneous acts of Indian Context**

**TB :: :: K.Asathappa, Essentials of Business Environment, Himalaya Publishers.**

2	<b>UNIT V: INTRODUCTION TO MISCELLANEOUS ACTS</b>	16-04-2021	Lecture interspersed with discussions
2	Sales of Goods Act 1930-Sale- agreement to Sale	19-04-2021	
2	Implied Conditions and Warranties	22-04-2021	
2	Consumer Protection Act 1986	24-04-2021	
2	Competition Act- Environment (Protection) Act 1986	27-04-2021	
2	Foreign Exchange Management Act (FEMA).	06-05-2021	

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## TENTATIVE LESSON PLAN - MB1916

<b>Course Title: BUSINESS COMMUNICATION &amp; SOFTSKILSS(MB1916)</b>			
<b>Section : MBA I/II</b>	<b>Date : 17/02/2021</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : ANITHA.BH</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board, PPT</b>			
S.NO	TOPIC	Date	Mode of Delivery
<b>UNIT –I Introduction</b>			
CEO1: To acquaint the student with basic knowledge of nature, scope, objectives and process of communication, listening skills.			
<b>TB : Mallika Nawal: -BusinessCommunicationI, CengageLearning, New Delhi,2012</b>			
1.	INTRODUCTION ON COMMUNICATION	<b>TO</b> 17-02-2021  <b>FROM</b> 05-03-2021	Lecture interspersed with discussions
2.	OBJECTIVES OF COMMUNICATION		
3.	PROCESS OF COMMUNICATION		
4.	TYPES OF COMMUNICATION		
5.	NOISE		
6.	LISTENING TIPS		
7.	LISTENING SKILLS		
8.	LAB LISTENING AND SPEAKING SKILLS		
<b>UNIT –II Managing Organizational Communication</b>			
CEO2: To acquaint the student with basic knowledge of interpersonal, intrapersonal communication and exchange theory			
<b>TB::Mallika Nawal: -BusinessCommunicationI, CengageLearning, New Delhi,2012</b>			
9.	FORMAL COMMUNICATION	<b>TO</b> 06-03-2021  <b>FROM</b> 31-04-2021	Lecture interspersed with discussions
10.	INFORMAL COMMUNICATION		
11.	INTERPERSONAL COMMUNICATION		
12.	INTRA PERSONAL COMMUNICATION		
13.	ROLE OF EMOTIONS		
14.	BARRIERS OF INTERPERSONAL COMMUNICATION		
15.	EXCHANGE THEORY		
16.	GATWATS FOR INTERPERSONAL COMMUNICATION		
17.	LAB : CHOOSING THE ORGANIZATION		

**UNIT - III Nonverbal communication and Body Language**

CEO3: To Gain knowledge about non- verbal communication and body language: business etiquettes-across different culture.

TB::SangitaMehta,NeetyKaushish:—BusinessCommunicationI,UniversitySciencePress,NewDelhi, 2010

18.	KINESICS	TO 01-04-2021  FROM 15-04-2021	Online class with Cisco WebEx
19.	PROXEMICS		
20.	PARALANGUAGE		
21.	HAPTICS		
22.	HANDSHAKES		
23.	APPROPRIATE BODY LANGUAGE AND MANNERISMS FOR INTERVIEW		
24.	BUSSINESS ETIQUETTES		
25.	BUSINESS ETIQUETTES ACROSS DIFFERENT CULTURES		
26.	LAB : UNDERSTANDING BODY LANGUAGE FOR INTEVIEWS		

**UNIT – IV Writtencommunication**

CEO4: To understand about business correspondence: business letter format, meetings and managing meetings.

TB :: Mallika Nawal: -BusinessCommunicationI, CengageLearning, New Delhi,2012

27.	MECHANISMS OF WRITING	TO 16-04-2021  FROM 26-04-2021	Online class with Cisco WebEx
28.	REPORT WRITING		
29.	BUSINESS CORROSPONEDENCE		
30.	BUSINESS LETTER FORMAT		
31.	MEETINGS AND MANAGING MEETINGS		
32.	RESUME WRITING FORMAT		
33.	FORMATS AND SKILLS		
34.	LAB: WRITING JOB APLLICANTIONS FORMAL LETTERS etc.,		

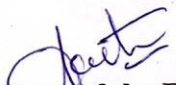
**UNIT – V Presentationskills:**

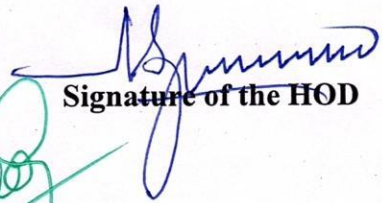
CEO5: To know and understand about Communicationskillsforgroupdiscussionand interviews,Interview Techniques.

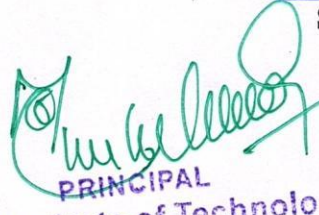
TB:MallikaNawal: -BusinessCommunicationI, CengageLearning, New Delhi,2012.

35.	PRESENTATION SKILLS	TO 27-04-2021	Online class with Cisco WebEx
36.	PREREQUISITES OF EFFECTIVE PRESENTATION		
37.	FORMAT OF PRESENTATION		

38.	ASSERTIVENESS	FROM 22-05-2021	Online class with Cisco WebEx
39.	STRATEGIES OF ASSERTIVE BEHAVIOUR		
40.	COMMUNICATION SKILLS FOR GROUP DISCUSSIONS		
41.	COMMUNICATION SKILLS FOR INTERVIEWS		
42.	INTERVIEW TECHNIQUES		
43.	LAB : DESIGNING PRESENTATION AND ENCHANCING PRESENTATION		

  
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## TENTATIVE LESSON PLAN-MB191A

<b>Course Title: CROSS CULTURE MANAGEMENT(MB191A)</b>			
<b>Section : MBA 7/7</b>	<b>Date : 17-02-2021</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : ANITHA.BH</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board,PPT</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Introduction of CCM</b>			
CEO1: To acquaint the student with basic knowledge of Cross Culture Concepts, Role of culture in different Organizations.			
<b>TB::</b> CashbyFranklin,Revitalize yourcorporateculture:PHI,Delhi			
2	INTRODUCTION OF CCM	<b>TO</b> 17-02-2021 <b>FROM</b> 09-03-2021	Lecture interspersed with discussions
1.	FEATURES OF CCM		
2.	IMPORTANCE OF CCM		
2.	DIMENSIONS OF CCM		
3.	STAKEHOLDERS DUTIES, CUSTOMERS,SUPLIERS,CUSTOMERS AND OTHERS		
<b>UNIT –II CultureandGlobalManagement</b>			
CEO2: To acquaint the student with basic knowledge of global operations like communication, religion, trading			
<b>TB::</b> CashbyFranklin,Revitalize yourcorporateculture:PHI,Delhi			
2.	CULTURE AND GLOBAL MANGEMENT	<b>TO</b> 15-03-2021 <b>FROM</b> 01-04-2021	Lecture interspersed with discussions
2.	GLOBAL BUSINESS SENARIO		
1.	ROLE OF CULTURE IN BUSINESS		
2.	PROCESS OF COMMUNICATION		
2.	COMMUNICATION STRATEGIES OF CCM		
<b>UNIT - III Cross Culture</b>			
CEO3: To Gain knowledge about cross culture negotiation & decision making it is based on multicultural context like India-Europe/India-US Settings			
<b>TB::</b> EsennDrlarry,RchildressJohn,TheSecretofaWinningCulture:PHI,Delhi			
2.	NEGOTIATION AND DM	<b>TO</b> 05-04-2021 <b>FROM</b> 19-04-2021	Online class with Cisco WebEx
1.	PROCESS OF NEGOTIATION		
2.	NEEDED SKILLS FOR NEGOTIATION		
2.	GLOBAL OPERATIONS		
2.	ALIGNING STRATEGY, STRUCTURE & CULTURE IN AN ORGANIZATIONAL CONTEXT.		

**UNIT – IV Global Human Resources Management**

CEO4: To understand about global operations like staffing and training, motivating and leading of expatriates and repatriates.

TB :: EsennDrlarry,RchildressJohn,TheSecretofaWinningCulture:PHI,Delhi

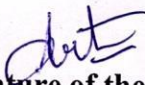
2.	GLOBAL HRM	TO 22-04-2021 FROM 03-05-2021	Online class with Cisco WebEx
2.	FUNCTIONS OF GHRM		
1.	CHALLANEGES OF GHRM		
2.	LEGAL PRACTICES OF GHRM		
1.	EXPATRIATES		

**UNIT – V Corporate Culture**

CEO5: To know and understand about nature, various applications of successful implementation of culture change phase.

TB :: CashbyFranklin,Revitalize yourcorporateculture:PHI,Delhi

2.	CORPORATE CULTURE IN ORGANIZATION	TO 05-05-2021 FROM 19-05-2021	Online class with Cisco WebEx
2.	NATURE OF CORPORATE CULTURE		
1.	DESIGN FOR CHANGE BUILDING		
1.	SUCCESSFUL IMPLMENTATION OF CHANGE		
2.	MEASURING ONGOING PROCESS		

  
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# TENTATIVE LESSON PLAN (MB1931)

<b>Course Title: STRATEGIC MANAGEMENT</b>		
<b>Section : II - MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : PRATYUSHA ANNE</b>	<b>Approved By : HOD</b>

Tools : Black board, PPTs,

S.No.	TOPIC	Date	Mode of Delivery
<b>UNIT -I Introduction</b>			
<b>CO1:</b> Gain knowledge about Vision, Mission and Objectives of the Organisation			
<b>TB ::</b> Vijaya Kumar P., Hitt A: Strategic Management, Cengage learning, New Delhi, 2010			
1	Introduction	<b>From</b> 17-08-2020  <b>TO</b> 02-09-2020	Online class with Cisco WebEx
2	concept in strategic management		
3	strategic management as a process		
4	Developing a strategic vision, mission, objectives		
5	Factors that shape a company's strategy		
6	Crafting a strategy		
<b>UNIT -II Introduction to Environmental scanning</b>			
<b>CO2:</b> Acquaint the student with knowledge about strengths, weakness, opportunities and threats of the organization			
<b>TB ::</b> Vijaya Kumar P., Hitt A: Strategic Management, Cengage learning, New Delhi, 2010			
7	Introduction to Environmental scanning	<b>From</b> 03-09-2020  <b>TO</b> 22-09-2020	Online class with Cisco WebEx
8	Industry and competitive analysis		
9	Evaluating company resources and competitive capabilities		
10	SWOT analysis		
11	Strategies and competitive advantages in diversified companies and its evaluation		
12	Tools and techniques		
13	Porters five force model		
14	BCG matrix		
15	GE matrix		
<b>UNIT - III strategic formulation</b>			
<b>CO3;</b> To understand about framing of Strategy at various levels.			
<b>TB ::</b> Vijaya Kumar P., Hitt A: Strategic Management, Cengage learning, New Delhi, 2010			
16	Introduction to strategic formulation	<b>From</b> 23-09-2020  <b>TO</b> 15-10-2020	Online class with Cisco WebEx
17	strategy framework for analyzing competition		
18	Porters value chain analysis		
19	competitive advantage of a firm		
20	Exit and entry barriers		
21	formulation of strategy at corporate, business and functional levels		
22	Types of strategies		
<b>UNIT - IV : strategic implementation</b>			
<b>CO4;</b> Acquaint the student with knowledge about structures of organization and its impact on Strategy			
<b>TB ::</b> Vijaya Kumar P., Hitt A: Strategic Management, Cengage learning, New Delhi, 2010			
23	Introduction to strategic implementation,	<b>From</b> 16-10-2020  <b>TO</b> 2020	Online
24	strategy and structure		
25	strategy and leadership		
26	strategy and culture connection		

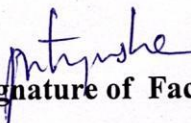
27	operationalizing and institutionalizing strategy	<b>TO</b> <b>02-11-2020</b>	class with Cisco WebEx
28	organizational values and their impact on strategy		
29	Resource allocation		
30	Planning systems for implementation		

**UNIT – V Strategy evaluation and control**

**CO5:** Obtain knowledge of Evaluation of strategy and its control

**TB ::** Vijaya Kumar P., Hitt A: Strategic Management, Cengage learning, New Delhi, 2010

No. of Periods	TOPIC	DATE	Mode of Delivery
31	Introduction to Strategy evaluation and control,	<b>From</b> <b>03-11-2020</b>  <b>TO</b> <b>13-11-2020</b>	Online class with Cisco WebEx
32	establishing strategic controls		
33	Measuring performance, appropriate measures,		
34	Role of strategist		
35	Using quantitative and qualitative benchmarking to evaluate performance		
36	Strategic information systems,		
37	Problems in measuring performance		
38	Strategic surveillance,		
39	Strategic audit		

  
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## TENTATIVE LESSON PLAN-MB1932 (2020-21)

<b>Course Title:</b> Operations Research.		
<b>Section : MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 03</b>
<b>Revision No : 0</b>	<b>Prepared By: P. Naga Srinivasa Rao.</b>	<b>Approved By : HOD</b>

Tools: Black board, PPTs

Serial Number	TOPIC	Date	Mode of Delivery
<b>UNIT –I Overview of Operations Research</b>			
<ul style="list-style-type: none"> <li>• CO1: To acquaint the students with the basic knowledge of the overview of Operations.</li> <li>• TB: Operations Research—R.Paneerselvan.</li> </ul>			
1.	Introduction to OR	17-08-2020	Lecture interspersed with discussions
2.	OR models	18-08-2020	
3.	OR techniques	19-08-2020	
4.	LPP-Introduction	20-08-2020	
5.	Graphic solution	21-08-2020	
6.	Graphic sensitivity analysis	21-08-2020	
7.	Standard form of LPP	24-08-2020	
8.	Basic feasible solution.	26-08-2020	
9.	Unrestricted variables	29-08-2020	
10.	Simplex method	31-08-2020	
11.	Big M method	07-09-2020	
12.	Two Phase simplex method	09-09-2020	

### UNIT –II Dual Problems.

- CO2: To acquaint the students with knowledge Of Dual problems and Integer programming problem.
- TB: Operations Research—S.D. Sarma.

Serial Number	TOPIC	Date	Mode of Delivery
13.	Dual Programming- Introduction	10-09-2020	Lecture interspersed with discussions
14.	Relation between primal and dual problems.	11-09-2020	
15.	Problems	12-09-2020	
16.	Problems	14-09-2020	
17.	Dual Simplex method Algorithm	16-09-2020	
18.	Integer Programming Problem- Introduction.	17-09-2020	
19.	All integer programming problem	19-09-2020	
20.	Branch and Bound method	21-09-2020	
21.	Problems	22-09-2020	
22.	Mixed integer programming problem	23-09-2020	
23.	Problems	23-09-2020	
24.	Cutting plane algorithm	24-09-2020	
25.	Problems	25-09-2020	
26.	problems	26-09-2020	

### UNIT - III Transportation Model.

- CO3: To gain knowledge about Transportation and Assignment Models.
- TB: Operations Research—S.D.Sarma.

Serial Number	TOPIC	Date	Mode of Delivery
27.	Transportation problem as LPP	05-10-2020	Lecture interspersed with
28.	North West Corner Rule	06-10-2020	

29.	Problems	07-10-2020	discussions
30.	Least cost method	08-10-2020	
31.	Problems	10-10-2020	
32.	Vogel's Approximation Method	12-10-2020	
33.	Problems	14-10-2020	
34.	Problems	16-10-2020	
35.	Assignment problem	17-10-2020	
36.	Hungarian Algorithm	19-10-2020	
37.	Problems	22-10-2020	
38.	problems	24-10-2020	

**UNIT – IV Network Models and Project Scheduling.**

- CO4: To understand the topics of networking and Project Scheduling.
- TB: Operations Research—S.D.Sarma.

Serial Number	TOPIC	Date	Mode of Delivery
39.	Introduction	26-10-2020	Lecture interspersed with discussions
40.	Rules of drawing networks	26-10-2020	
41.	Common errors in drawing networks	27-10-2020	
42.	P.E.R.T	27-10-2020	
43.	Construction of drawing networks	28-10-2020	
44.	Problems	28-10-2020	
45.	Problems	29-10-2020	
46.	Time analysis	29-10-2020	
47.	C.P.M introduction	31-10-2020	
48.	Problems	31-10-2020	
49.	Problems	02-11-2020	
50.	Cost consideration in PERT/CPM	03-11-2020	
51.	PROBLEMS	03-11-2020	
52.	Problems	04-11-2020	

**UNIT – V Dynamic Programming.**

- CO5: To know and understand the technique of Dynamic Programming.
- TB: Operations Research—S.D.Sarma.

Serial Number	TOPIC	Date	Mode of Delivery
53.	Introduction	05-11-2020	Lecture interspersed with discussions
54.	Decision tree	06-11-2020	
55.	Bellman's principle of optimality	07-11-2020	
56.	Problems	09-11-2020	
57.	Game theory introduction	09-11-2020	
58.	Definition and types of games	10-11-2020	
59.	Maximin and minimax principle	10-11-2020	
60.	Dominance property	11-11-2020	
61.	Algebraic method	11-11-2020	
62.	Problems	12-11-2020	

63.	Arithmetic method	12-11-2020	
64.	problems	13-11-2020	

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## TENTATIVE LESSON PLAN- MB193A1

**Course Title: LEADERSHIP&CHANGE MANAGEMENT SEM/YR:II / IMBA**

**Section : MBA**

**Date : 17/8/2020**

**Page No : 01 of 02**

**Revision No : 00**

**Prepared By : ANITHA.BH**

**Approved By : HOD**

**Tools: Black board, PPT**

No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Introduction to LM</b>			
<b>CO1:Determine the meaning of leadership and its importance</b>			
<b>TB:W John (2008), Management – ACompetency Based Approach, New Delhi, Cengage Learning</b>			
1.	Introduction to LM	<b>TO</b>  17/8/2020  <b>FROM</b>  31/8/2020	Online class with Cisco WebEx
2.	Leadership management nature		
3.	Scope of LM		
4.	Path goal and normative model		
5.	Emerging leadership behavior		
6.	Leadership for new millennium organization		
7.	Leadership effectiveness		
8.	Types of leadership theories		
9.	3-D model		
10.	Leadership organizational building		
<b>UNIT –II Motivation Theories for Leadership</b>			
<b>CO2: Outline motivational theories and cultural dimensions</b>			
<b>TB::Peter G. North Ouse, Leadership, 2010,Sage</b>			
11.	Maslow's theory of motivation	<b>TO</b>  1-2/9/2020  <b>FROM</b>  25/9/2020	Online class with Cisco WebEx
12.	X,Y,Z theories of motivation		
13.	Hierarchy theory of motivation		
14.	Porter Lawler theories of motivation		
15.	Organizational culture		
16.	Quality of work life		
17.	Cross culture		
18.	Cross culture values		
19.	Significance of culture		
20.	Continuous and principles of learning		



21.	Development of effective leadership	TO 28/9/2020 FROM 15/10/2020	
22.	Vision and goals of organizational leadership		
23.	Principals of learning to develop leadership effectiveness		
24.	Leaders vision in organization building		
25.	Developing and Maintaining		
26.	positive attitude for effective leading.		
27.	significance of goals for leaders		

**UNIT - III Leadership development**

**CO3:** Correlate leadership with learning and attitude

**TB:** Peter G. Northouse, Leadership, 2010, Sage **UNIT – IV Leader Self-management**

28.	Development of self-esteem and balancing emotions	TO 28/9/2020 FROM 15/10/2020	Online class with Cisco WebEx
29.	Interpersonal leadership skills		
30.	Leaderships assertiveness		
31.	Circle of influence and circle of concern		
32.	Leadership with edification		
33.	Leadership with creativity		
34.	Developing creativity thinking		
35.	Principles of team building		
36.	Principles of team building		
37.	Characteristics of global leadership		
38.	Challenges in leadership varying culture		
39.	Individual vs group vs team		
40.	Integrity development character and values		
41.	Corporate social responsibility across globe		

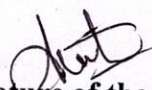
**UNIT – IV BASICS OF CHANGE MANAGEMENT**

**CO4::** To gain knowledge on the basics of change management.

**TB ::** Cummings: "Theory of Organisation Development and Change", Cengage Learning, New Delhi, 2013.

42.	Reasons For Change Management	TO 16/10/2020	Online class with Cisco WebEx
43.	Nature Of Change Management		
44.	Principles Of Change Management		
45.	Types Of Changes		
46.	Seven Steps Of Change Management		

47.	Change Levers	FROM	02/11/2020
48.	Value Based Management		
<b>UNIT -II MAPPING CHANGE</b> <b>CO2: To have understanding on the role of diagramming and mapping change.</b> <b>TB:Cummings: "Theory of Organisation Development and Change", Cengage Learning, New Delhi, 2013.</b>			
49.	The role of diagramming in system investigation	TO	3/11/2020
50.	A review of basic flow diagramming techniques		
51.	systems relationships		
52.	systems diagramming and mapping		
53.	influence charts, multiple cause diagrams		
54.	a multidisciplinary approach		
55.	Systems approach to change: systems autonomy and behavior		
56.	the intervention strategy model		
57.	total project management model (TPMM).Learning organization:		
58.	Organization development		
59.	OD interventions	FROM	13/11/2020
60.	OD interventions in Indian organizations		
Online class with Cisco WebEx			

  
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## TENTATIVE LESSON PLAN: MB193A2

<b>Course Title: PERFORMANCE EVALUATION AND COMPENSATION MANAGEMENT</b>			
<b>Section : MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : Mrs. B.INDIRA</b>	<b>Approved By : HOD</b>	
Tools : PPTs			
S.No	TOPIC	Date	Mode of Delivery
<b>UNIT –I INTRODUCTION TO PERFORMANCE MANAGEMENT</b> <b>CO1: To gain knowledge performance measurement, its background, influencing factors and consequences of in organization. They can processes for managing performance – critical appraisal-Performance Audit</b> <b>TB::Prem Chadha: “Performance Management”, Macmillan India, New Delhi, 2008.</b>			
1	Performance Management introduction, Features,scope	From: 17-08-2020  To:26-08-2020	Lecture interspersed with discussions in online
2	Historical development of PM		
3	Overview of PM ,principles,		
4	dimensions		
5	Process of PM		
6	Importance of PM		
7	Performance audit		
8	Linkage of PM to other HR processes		
<b>UNIT –II INTRODUCTION TO PERFORMANCE MANAGEMENT PLANNING</b> <b>CO2: To imparts knowledge on Goal Setting-Linkages to Strategic Planning- Competency mapping- Career Development- Monitoring Performance Planning</b> <b>TB::Prem Chadha: “Performance Management”, Macmillan India, New Delhi, 2008.</b>			
9,10	Performance planning introduction, need	From: 27-08-2020  To:15-09-2020	Lecture interspersed with discussions in online
11,12	Importance of Performance management planning,process		
13	Types of Performance management planning		
14	Methods of Performance management planning		
15	Approaches of performance management		
16	Strategic planning		
17	Barriers of strategic planning		
18	Competency mapping		
19	Competency mapping objectives		
20,21	Need ,steps in process of Competency Mapping		
22	Methods of competency mapping		
23	Models of competency mapping		
<b>UNIT - III PERFORMANCE MANAGEMENT SYSTEM</b> <b>CO3: To Focuses on nurturing the students in the area of Performance Management Cycle- Competency based Performance Management Systems- If also emphasizes on Traditions and Modern Techniques, Balanced Score Card- 360 Degree Performance Appraising- Merit Rating</b> <b>TB::Prem Chadha: “Performance Management”, Macmillan India, New Delhi, 2008.</b>			

24	Introduction to performance management system	From: 16-09-2020  To:15-10-2020	Lecture interspersed with discussions in online
25,26,27	Functions, phases of PMS		
28,29	Competency based mapping, its importance		
30	Reward based performance management		
31,31	Electronic PMS, Performance monitoring		
32	Periodic reviews		
33	Problem solving steps		
34,35	engendering trust-Role efficiency		
36,37,38	Coaching- Counseling and Monitoring		
39	Concepts and Skills		

#### UNIT –I V COMPENSATION

**CO1:: To gain knowledge on the compensation program and employee attitude.**

**TB :: Dr. Kanchan Bhatia “Compensation Management”, Himalaya Publishing House, New Delhi**

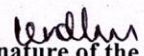
40	Concept and definition	From: 26-10-2020  To:4-11-2020	Lecture interspersed with discussions in online
41	Objectives and dimensions of compensation program		
42	Factors influencing compensation –Role of compensation and Reward in Modern organizations Compensation as a Retention strategy		
43,44	Aligning compensation strategy with business strategy		
45,46	Concept of reward - non-financial compensation system-Reward management process		
47,48,49	Designing a compensation system – internal and external equity, Pay determinants		
50	Frame work of compensation policy		

#### UNIT – V PAY STRUCTURE AND TAX PLANNING

**CO5: To gain knowledge on the pay structures and tax planning in Indian context .**

**TB:: Dewakar Goel:“Performance Appraisal and Compensation Management”, PHI Learning, New Delhi, 2012**

51	Introduction of Pay Structure and Tax Planning	From: 05-11-2020  To:16-11-2020	Lecture interspersed with discussions in online
52	Compensation Structures		
53	Performance based and Pay based structures		
54	Designing pay structures		
55	comparison in evaluation of different types of pay Structures		
56	Significance of factors affecting		
57	Tax Planning- Concept of Tax planning		
58	Role of tax planning in compensation benefits		
59	Tax efficient compensation package		

  
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**TENTATIVE LESSON PLAN: MB193A4**  
**HUMAN CAPITAL MANAGEMENT**

<b>Course Title: HUMAN CAPITAL MANAGEMENT</b>		
<b>Section : MBA-II/I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 04</b>
<b>Revision No : 00</b>	<b>Prepared By : G.SREELALITHA</b>	<b>Approved By : HOD</b>

**Tools: Black board, PPTs**

S.No.	TOPIC	Date	Mode of Delivery
<b>UNIT-I Economic theories of Human Capital</b> <b>CO1:</b> To know the basic concepts of human capital. To understand the basic requirements of human capital and its theories.  <b>TB:1.</b> Patterson & Schol., Economic Problems of Modern Life. Mc-Graw Hill Book Company.  2. Walter Hageabuch, Social Economics, Cambridge University Press			
1	Nature and Role of Human Capital	From 17-08-2020  To 02-09-2020	Online class with  CISCO  WebEx
2	The Human Capital Model		
3	Predictions of Human Capital Approach		
4	Socio-economic relevance of labour problems in changing scenario		
5	labour problems in changing scenario		
6	Evolution of organized labour		
7	Industrialization		
8	Development of Labour Economy		
9	Growth of Labour Market		
10	Growth of Labour Market in India in the globalised setting		

**UNIT-II Accounting Aspects of Human Capital – Cost Based Models**

**CO2:** To understand the aspects of human capital that can occur in cost based models in order to solve the problems in accounting aspects of human capital.

**TB:** 1.Patterson & Schol., Economic Problems of Modern Life. Mc-Graw Hill Book Company.

11	Accounting Aspects of Human Capital	From 03-09-2020  To 22-09-2020	Online class with  CISCO WebEx
12	Accounting Aspects of Human Capital Meaning, Basic Premises		
13	Need and Significance of HRA		
14	Advantages and Limitation of HRA		
15	Monetary Models		
16	Non-Monetary Models		
17	Cost Based Models		
18	Acquisition Cost Method		
19	Replacement Cost Model		
20	Opportunity Cost Method		
21	standard cost method, Current Purchasing Power Method (C.P.P.M.)		
22	Comparison of Cost incurred on Human capital		
23	contributions made by them in the light of productivity		
24	other aspects of Cost incurred on Human capital		

**UNIT-III Accounting Aspects of Human Capital – Value Based Models**

**CO3:** To study the basic differences between cost based models and value based models.

**TB:** 1. Millis and Montgonery, Labours Progress and some Basic Labour Problems. Mc - Graw Hill Book Company.

2. Flamholtz, Eric, Human Resource Accounting, Dickenson Publishing Co., Calif.

25	Value Based Models		
26	Hermanson's Unpurchased Goodwill Method		
27	Hermanson's Adjusted Discount Future Wages Model		
28	Lev and Schwartz Present Value of Future Earnings Model		

29	Flamholtz's Stochastic Rewards Valuatn model	From 23-09-2020	Online	
30	Jaggi and Lau's Human Resource Valuation Model			
31	Robbinson's Human Asset Multiplier Method			
32	Watson's Return on Effort Employed Method			
33	Brummet, Flamholtz			To
34	Pyle's Economic Value Method of Group Valuation			15-10-2020
35	Morse's Net Benefit Method			class with
36	Recent developments in the field of Human Asset/Capital Accounting			CISCO WebEx

#### UNIT-IV Quality of Work Life

**CO4:** To study the affect of various work life system. To understand the quality of work life and strengthening processes used in Workers' Participation in Management.

**TB:**1. Millis and Montgonery, Labours Progress and some Basic Labour Problems. Mc - Graw Hill Book Company.2. Flamholtz, Eric, Human Resource Accounting, Dickenson Publishing Co., Califf.

37	Workers' Participation in Management	From 16-10-2020	Online class with	
38	Worker's Participation in India			
39	shop floor			
40	Plant Level, Board Level			
41	Quality Circles			To
42	Workers' education objectives			02-11-2020
43	Rewarding. Employees Engagement			WebEx
44	Empowerment			
45	Empowerment-nature-types			
46	benefits-measurement of Engagement			
47	Empowerment			

<b>UNIT-V Industrial Accidents and safety</b> <b>CO5: To study the work place discipline and Industrial safety as well as the causes and prevention of accidents</b> <b>TB:1. Walter Hageabuch, Social Economics, Cambridge University Press</b> <b>2. S. Howard Patterson, Social Aspects of Industry.</b>			
48	Industrial Accidents and safety: meaning and definition	From 03-11-2020 To 13-11-2020	Online class with CISCO WebEx
49	-types of industrial accidents		
50	cost and consequences of accidents		
51	Industrial safety		
52	statutory machineries for industrial safety		
53	safety audit		
54	Social Security: Introduction and types		
55	Social Security in India, Health		
56	Occupational safety programs		
57	work place discipline		
58	work place counselling-meaning –definition		
59	work place counselling- types-advantages		
60	characteristics of an effective counsellor		

  
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**TENTATIVE LESSON PLAN: MB193A5**  
**MANPOWER PLANNING AND RECRUITMENT AND SELECTION**

<b>Course Title: MANPOWER PLANNING AND RECRUITMENT AND SELECTION</b>			
<b>Section : MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : B.CHINNI</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board</b>			
<b>S.NO</b>	<b>TOPIC</b>	<b>Date</b>	<b>Mode of Delivery</b>
<b>UNIT –I Introduction to Basics of Human Resource Planning</b>			
<b>CO1: To know the meaning of Human Resource Planning, various factors and techniques affects demand and supply of HRP.</b>			
<b>TB:: Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.</b>			
1.	Macro Level Scenario of Human Resource Planning	<b>From</b> <b>17-08-2020</b>  <b>TO</b> <b>02-09-2020</b>	Online class with MS Team
2.	Factors affecting HRP		
3.	Concepts and Process of Human Resource Planning		
4.	Methods and Techniques of Demand Forecasting		
5.	Methods and Techniques of Supply Forecasting		
6.	Micro Level Planning.		
<b>UNIT –II Manpower Planning, Human Resource Planning and Business Environment</b>			
<b>CO2: To understand the various human resource distribution mapping and usage of downsizing strategies.</b>			
<b>TB:: Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.</b>			
7.	Defining and Drawing Manpower Systems	<b>From</b> <b>03-09-2020</b>  <b>TO</b> <b>22-09-2020</b>	Online class with MS Team
8.	Stocks and Flows		
9.	Human Resource Distribution Mapping		
10.	Identifying Surplus		
11.	Downsizing Strategies		
12.	Legal and voluntary framework		
<b>UNIT - III Analysis, design and evaluation of job</b>			
<b>CO3: To know the nature and process of job analysis and job design.</b>			
<b>TB:: Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.</b>			
13.	Nature of job analysis	<b>From</b> <b>23-09-2020</b>  <b>TO</b> <b>04-10-2020</b>	Online class with MS Team
14.	Process of job analysis		
15.	Methods of collecting job data		
16.	Potential problems with job analysis		
17.	Job design		
18.	Contemporary issues		
19.	job evaluation		
20.	Process of job evaluation		
21.	Methods job evaluation		

**UNIT - IV Recruiting and selecting the right talent****CO4: To know the importance, methods of recruitment and selection and barriers to effective selection.****TB::Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.**

22.	Recruitment and selection needs	From 05-10-2020  TO 30-10-2020	Online class with MS Team
23.	Recruitment process		
24.	Alternative to recruitment		
25.	Selection process-		
26.	Valuation		
27.	Barriers to effective selection		
28.	Making the selection effective.		

**UNIT – V Training and Development****CO5: Focus on steps involved in training and development and Requisites of Effective Training programs.****TB :: Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.**

29.	Overview of training and development systems,	From 02/11/2020  TO 21/11/2020	Lecture intersperse d with discussions
30.	Organizing training department,		
31.	Training and development policies		
32.	Linking training and development to company's strategy		
33.	Requisites of Effective Training		
34.	Training Needs Assessment (TNA)		
35.	Designing Training and Development Programs		
36.	Evaluation of Training and Development.		

1. TB: Subba Rao P: —Personnel and Human Resource Management-Text and Cases, Himalaya Publications, Mumbai, 2013.

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## TENTATIVE LESSON PLAN: (MB193B1)

<b>Course Title: INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT (MB193B1)</b>		
<b>Section : MBA II/I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 03</b>
<b>Revision No : 00</b>	<b>Prepared By : Dr. B.KRISHNAIAH</b>	<b>Approved By : HOD</b>

**Tools : Black board**

No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Concept of Investment</b> <b>CO1: To acquaint the student with basic knowledge of Investment, speculation and Investment Process.</b>  <b>TB :: Bhalla, VK Investment Management, S.Chand., New Delhi.</b>			
1	<b>UNIT-I: Concept of Investment</b>	17-08-2020 to 27-08- 2020	Lecture interspersed with discussions
2	Investment Vs Speculation		
2	Investment Environment in India. Investment Process		
3	Sources of Investment Information		
2	Security Markets – Primary and Secondary		
2	Types of securities in Indian Capital Market		
2	Market Indices		
2	Calculation of SENSEX and NIFTY		
2	Security Investment Vs Non-security Forms of Investment		
<b>UNIT –II Return and Risk</b> <b>CO2: Gain knowledge about Risk, Return and Shares</b>  <b>TB :: Bhalla, VK Investment Management, S.Chand., New Delhi</b>			
	<b>UNIT-II:</b>	28-08-2020 to 07-09- 2020	
2	Return and Risk – Meaning and Measurement of Security Returns		
2	Meaning and Types of Security Risks		
2	Systematic Vs Non-systematic Risk		

1	Measurement of Total Risk		
1	Intrinsic Value Approach to Valuation of Bonds		Lecture interspersed with discussions
2	Preference Shares and Equity Shares		
1	Case Studies in relevant topics		

**UNIT – III Fundamental Analysis**

**CO3: To understand tools and techniques of Fundamental and Technical Analysis.**

**TB :: Bhalla, VK Investment Management, S.Chand., New Delhi**

	<b>UNIT III:</b>		
3	Fundamental Analysis	08-09-2020 TO 25-09-2020	Lecture interspersed with discussions
2	Economy, Industry and Company Analysis		
2	Technical Analysis – Concept and Tools and Techniques Analysis		
2	Technical Analysis Vs Fundamental Analysis		
2	Efficient Market Hypothesis		
1	Concept and Forms of Market Efficiency		

**UNIT – IV Elements of Portfolio Management**

**CO4: To understand about the elements of Portfolio Management and evaluation of securities.**

**TB :: Bhalla, VK Investment Management, S.Chand., New Delhi.**

	<b>UNIT IV:</b>		
2	Elements of Portfolio Management	06-10-2020 TO 23-10-2020	Lecture interspersed with discussions
1	Portfolio Models – Markowitz Model		
1	Efficient Frontier and Selection of Optimal Portfolio		
1	Sharpe Single Index Model and Capital Asset Pricing Model		
1	Arbitrage Pricing Theory.		

**UNIT – V Performance Evaluation of Portfolios**

**CO5: To acquaint knowledge on evaluation of securities through Sharpe and Markowitz Models.**

**TB :: Bhalla, VK Investment Management, S.Chand., New Delhi**

2	Performance Evaluation of Portfolios	26-10-2020	
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2	Sharpe Model	10-11-2020	Lecture interspersed with discussions
2	Jensen's Model for PF evaluation		
1	Evaluation of Mutual Fund		
1	Case Studies on Portfolio Evaluation		

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## TENTATIVE LESSON PLAN: MB193B2

<b>Course Title: MANAGING BANKS AND FINANCIAL INSTITUTIONS (MB193B2)</b>		
<b>Section :MBA II/I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : B.V.S.S. SUBBA RAO</b>	<b>Approved By : HOD</b>

Tools : Black board, PPTs

No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I INTRODUCTION TO BANKING</b>			
<b>CO1 The Concept of Indian Financial System, Role of Commercial Banks &amp; Financial Statement analysis of Banks are understood.</b>			
<b>TB :: Dr. M.V. Sreenivasa Rao &amp; Dr. P.S. Ravindra : “ Banking &amp; Insurance”, Thakur Publication, Hyderabad.</b>			
1	Introduction to Banking	17-08-2020 to 27-08- 2020	Lecture interspersed with discussions
1	Introduction to Financial System		
1	Meaning of Bank & Customer		
1	Bank & Customer Relationship		
1	Role of Commercial Banks		
1	Role of Commercial Banks in Indian Economy		
2	Evolution of Banking in India		
1	Nationalization of Banks in India		
1	Financial Statements of Banks – Introduction		
2	CAMEL Approach – Concept		
<b>UNIT –II USES OF BANK FUNDS</b>			
<b>CO2:: The concepts of Bank Credit, Management of Credit Process, Loan Pricing &amp; Non-Performing Assets are gained.</b>			
<b>TB:: Dr. M.V. Sreenivasa Rao &amp; Dr. P.S. Ravindra : “ Banking &amp; Insurance”, Thakur Publication, Hyderabad.</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
2	Features of Bank Credit - types of lending	28-08-2020 to 07-09- 2020	Lecture interspersed with Discussions
1	assessment of credit worthiness of a prospective borrower		
2	management of credit process - different types of loans and their features		
1	Loan Pricing: The basic model		
2	pricing fixed & floating rate loans		
1	cost -benefit loan pricing, Customer Profitability Analysis		
2	Non Performing Assets: - gross and net concept of NPAs		
1	causes, implications & recovery of NPAs.		
<b>UNIT - III Regulation and Innovations in Banking System</b>			
<b>CO3 : Regulation &amp; Innovations in Indian banking system is attained.</b>			
<b>TB :: Dr. M.V. Sreenivasa Rao &amp; Dr. P.S. Ravindra : “ Banking &amp; Insurance”, Thakur Publication, Hyderabad.</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
4	Regulation and Innovations in Banking System	08-09-2020 TO 25-09-2020	Lecture interspersed with discussions
4	Regulation of Bank Capital: The need to regulate Bank Capital		
1	Concept of Economic Model - Concept of Regulatory Capital		
2	Basel Accords I,II and III. - Banking Innovations		
1	Changing role of Banks as Financial Intermediaries.		

**UNIT – IV INTRODUCTION TO INSURANCE****CO4: The concepts of Insurance, Principles, Functions of Insurers, Marketing Channels & Overview of IRDA is understood.****TB: Dr. M.V. Sreenivasa Rao & Dr. P.S. Ravindra : “ Banking & Insurance”, Thakur Publication, Hyderabad.**

No. of Periods	TOPIC	Date	Mode of Delivery
2	Insurance as a Risk Management Tool- Principles of Insurance	06-10-2020 TO 23-10-2020	Lecture interspersed with discussions
2	Characteristics of Insurance contract - Functions of Insurers		
3	Production, Underwriting, Rate Making, Managing Claims		
1	Investment & Financing, Accounting & Record Keeping		
4	Types of Insurers- Concept of Reinsurance		
3	Agents & brokers –professionalism, remuneration		

**UNIT – V LIFE INSURANCE AND GENERAL INSURANCE****CO5: Concept of Life Insurance, Tax Treatment, Actuarial Science, Health & General Insurance is understood.****TB: Dr. M.V. Sreenivasa Rao & Dr. P.S. Ravindra : “ Banking & Insurance”, Thakur Publication, Hyderabad.**

No. of Periods	TOPIC	Date	Mode of Delivery
4	Life Insurance and General Insurance	26-10-2020 TO 13-11-2020	Lecture interspersed with discussions
3	The concept of Life Insurance - types of Life Insurance contracts		
2	Tax treatment of Life Insurance- Life Insurance Products		
3	The Actuarial Science- Provisions of Life Insurance contracts		
1	Health and General insurance–Overview, Types, Third Party Administrator		

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## TENTATIVE LESSON PLAN (MB193B3)

<b>Course Title: FINANCIAL MARKETS AND SERVICES</b>			
<b>Section : MBR II/ I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : G.KIRAN</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT – Structure of Financial System</b>			
CO1::Provide awareness of RBI and SEBI			
TB:: Vasanthi Desai, Financial Markets & Financial Services, Himalaya, Mumbai			
1.	Role of Financial System in Economic Development	<b>From</b> <b>17-08-2020</b>  <b>TO</b> <b>02-09-2020</b>	Online class with Cisco WebEx
2.	Financial Markets and Financial Instruments		
3.	Capital Markets		
4.	Money Markets		
5.	Primary Market Operations		
6.	Role of SEBI		
7.	Secondary Market Operations		
8.	Functions of Stock Exchanges		
9.	Listing,		
10.	Financial Services Sector Problems and Reforms		
<b>UNIT –II :: Financial Services</b>			
CO2: Understand various financial services in India.			
TB:: Vasanthi Desai, Financial Markets & Financial Services, Himalaya, Mumbai			
11.	Nature and Scope of Financial Services	<b>From</b> <b>03-09-2020</b>  <b>TO</b> <b>22-09-2020</b>	Online class with Cisco WebEx
12.	Regulatory Frame Work of Financial Services		
13.	Growth of Financial Services in India		
14.	Merchant Banking		
15.	Responsibilities of Merchant Bankers		
16.	Role of Merchant Bankers in Issue Management		
17.	Regulation of Merchant Banking in India.		
<b>UNIT - III Venture Capital:</b>			
CO3: Understand various financial services in India.			
TB:: Vasanthi Desai, Financial Markets & Financial Services, Himalaya, Mumbai			
18.	Growth of Venture Capital in India	<b>From</b> <b>23-09-2020</b>  <b>TO</b> <b>15-10-2020</b>	Online class with Cisco WebEx
19.	Financing Pattern under Venture Capital		
20.	Legal Aspects and Guidelines for Venture Capital		
21.	Leasing		
22.	types of Leases		
23.	Leasing Option Vs. Borrowing		
<b>UNIT – IV Credit Rating</b>			
CO4: Understand the rating of the customers			
TB:: Vasanthi Desai, Financial Markets & Financial Services, Himalaya, Mumbai			
24.	Meaning, Functions of credit rating	<b>From</b> <b>23-09-2020</b>  <b>TO</b> <b>15-10-2020</b>	Online class with Cisco
25.	Debt Rating System of CRISIL		
26.	ICRA and CARE		
27.	Factoring,		



28.	Forfeiting and Bill Discounting		WebEx
29	Types of Factoring		
30	Factoring in Indian context		

<b>UNIT – V Mutual Funds</b>			
<b>CO5:</b> Know the need of micro finance.			
TB:: Vasanthi Desai, Financial Markets & Financial Services, Himalaya, Mumbai			
31	Concept and Objectives, Functions and Portfolio Classification	<b>From</b> <b>03-11-2020</b>  <b>TO</b> <b>13-11-2020</b>	Online class with Cisco WebEx
32	Management, Guidelines for Mutual Funds		
33	Working of Public and Private Mutual Funds in India		
34	Debt Securitisation		
35	Concept and Application		
36	De-mat Services-need and Operations		
37	Role of NSDL and CSDL		

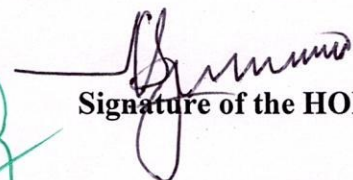


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## TENTATIVE LESSON PLAN:MB193B5

<b>Course Title: TAX MANAGEMENT (MB193B5)</b>		
<b>Section : MBA II/I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : Dr. M VEERA BHADRA RAO</b>	<b>Approved By : HOD</b>

Tools : Black board, PPTs,

No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Direct and Indirect Taxes</b> <b>CO1:</b> Able to know about the basics of tax, tax on agriculture income, about the income tax act <b>TB :: TAXATION BY Dr.SAROJKUMAR, VIPIN SINGH</b>			
1.	Income Tax Act 1961	<b>FROM 17-08-2020 TO 27-08-2020</b>	Lecture interspersed with discussions
2.	Income from House Property – Computation of Salary Income		
3.	Income from Business and Profession		
4.	Indirect Taxes – Excise Duty		
5.	Types and Taxable Event for Excise Duty		
<b>UNIT –II CENVAT</b> <b>CO2:</b> Understand all about the Central Value Added Tax (CENVAT) <b>TB :: TAXATION BY Dr.SAROJKUMAR, VIPIN SINGH</b>			
6.	Input Goods and Services for CENVAT	<b>FROM 28-08-2020 TO 07-09-2020</b>	Lecture interspersed with discussions
7.	Capital Goods for CENVAT		
8.	Scope and Converge of Customs Duty		
9.	Nature of Customs Duty – Classification for Customs		
10.	Exemptions from Customs Duty		
<b>UNIT - III Introduction to Tax Planning</b> <b>CO3;</b> Able to know about the tax planning and legal principles of tax planning <b>TB :: TAXATION BY Dr.SAROJKUMAR, VIPIN SINGH</b>			
11	Nature of Tax	<b>FROM 08-09-2020 TO 25-09-2020</b>	Lecture interspersed with discussions
12	Legal Principles of taxation laws		
13	Five basic Rules of interpretation of statutes		
14	Law Lexicon and Legal Maxims		
15	Concepts of Tax Avoidance, Tax Evasion		
<b>UNIT – IV : Tax Management Decisions</b>			

**CO4;** learner understand the elements of tax considerations, tax management, tax decisions

**TB ::** TAXATION BY Dr.SAROJKUMAR, VIPIN SINGH

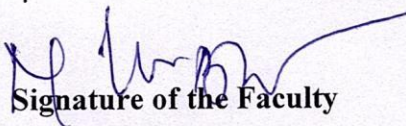
16	Tax considerations - Management Decisions	<b>FROM</b> <b>06-10-2020</b> <b>TO</b> <b>23-10-2020</b>	Lecture interspersed with discussions
17	Guidelines to Tax planning		
18	Relief's – Concessions – Rebates – Deductions		
19	Incentives (Payment of Advance Tax)		
20	Penalties for non-compliance.		

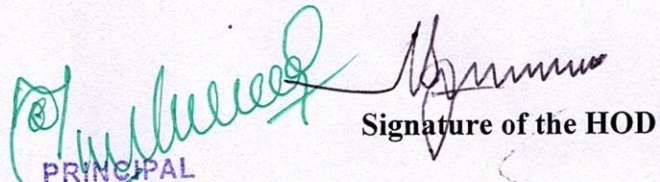
**UNIT – V Multi National Taxation**

**CO5:** Understand about the international taxation system and legal aspects in international taxation.

**TB ::** TAXATION BY Dr.SAROJKUMAR, VIPIN SINGH

No. of Periods	TOPIC	DATE	Mode of Delivery
21	Bilateral Tax Treaties- Transfer Pricing for Tax Planning	<b>FROM</b> <b>26-10-2020</b> <b>TO</b> <b>13-11-2020</b>	Lecture intersperse d with discussions
22	Tax Intensives Organizational Setup of MNCs		
23	Investment Decision on Tax Planning		
24	Transfer Pricing Methods		
25	Measures to Plug Tax Loopholes		

  
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**TENTATIVE LESSON PLAN: MB19301**  
**HOSPITAL ORGANISATION AND MANAGEMENT**

<b>Course Title: HOSPITAL ORGANISATION AND MANAGEMENT</b>		
<b>Section : MBA-II/I</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 04</b>
<b>Revision No : 00</b>	<b>Prepared By : G.SREELALITHA</b>	<b>Approved By : HOD</b>

**Tools: Black board, PPTs**

S.No.	TOPIC	Date	Mode of Delivery
<b>UNIT-I Role of a professional manager in a Hospital</b>			
<b>CO1:</b> To know the basic concepts of hospitality. To understand the basic role of a professional manager.			
<b>TB:</b> Robbins.S.P., Fundamentals of Management, Pearson, 2003.			
1	Introduction	From 17-08-2020  To 02-09-2020	Online class with  CISCO  WebEx
2	Role of a professional manager in a Hospital		
3	Scope of professional manager in a Hospital		
4	concept of management		
5	evolution of management thought		
6	significance of hospital management		
7	role and importance of hospital management		
8	Hospital Manager		
9	Responsibilities of an Hospital Manager		
10	The transition factors of hospital management.		
<b>UNIT-II Managerial function in a hospital</b>			
<b>Co2:</b> To study the managerial functions in a hospital			
<b>TB:</b> Robbins.S.P., Fundamentals of Management, Pearson, 2003.			
11	Managerial function in a hospital		
12	Management process		
14	levels of management		

15	application of managerial functions in hospital	From 03-09-2020  To 22-09-2020	Online class with  CISCO  WebEx
16	Decision making		
17	Importance of decision making in hospital		
18	Decision making models in hospital		
19	steps in decision making		
20	techniques of decision making		
21	process of decision making		
22	overcoming barriers to effective decision making		
23	Decision making models in hospital		
24	steps in decision making		

**UNIT-III Behavioural concepts and theories**


**CO3:** To study the basic Behavioural concepts and theories.

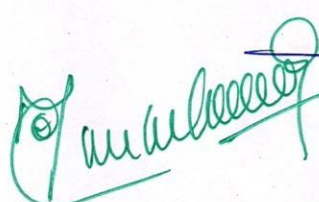

**TB:** Robbins.S.P., Fundamentals of Management, Pearson, 2003.

25	Behavioural concepts and theories	From 23-09-2020  To 15-10-2020	Online class with  CISCO  WebEx
26	cognitive process		
27	perception		
28	perception and its stages		
29	creativity and problem solving		
30	Process of motivation		
31	Theories of motivation		
32	Motivating medical and paramedical professionals		
33	Leadership styles and influence process		
34	features and importance of leadership		

35	Leadership styles		
36	Successful VS Effective leader.		
<b>UNIT-IV Organization structure and planning process:</b>			
<p><b>CO4:</b> To study the organization structure. To understand the planning and strengthening processes used in planning.</p> <p><b>TB:</b> Koontz &amp; Weirich, Essentials of Management, Tata McGraw Hill Publishing Company, New Delhi</p>			
37	Organization structure and planning process	From 16-10-2020  To 02-11-2020	Online class with  CISCO  WebEx
38	nature and structure of the hospital organization		
39	formal and informal organizations		
40	factors influencing the choice of structure		
41	Line and Staff relationship		
42	Designing structure for a service organization		
43	Strategic and operational planning		
44	Planning practices in Indian hospitals		
45	Controlling		
46	process of control		
47	methods of control		
<b>UNIT-V Organizational climate and social responsibility:</b>			
<p><b>CO5:</b> To study the organizational climate and social responsibility as well as the causes of hospital manager</p> <p><b>TB:</b> Koontz &amp; Weirich, Essentials of Management, Tata McGraw Hill Publishing Company, New Delhi.</p>			
48	Organizational climate and social responsibility		
49	Organizational climate		
50	social responsibility Meaning		
51	social responsibility need		

52	significance of organizational climate	From 03-11-2020 To 13-11-2020	Online class with CISCO WebEx
53	distinction between culture and climate		
54	Need of organizational change		
55	nature of organizational change		
56	causes of organizational change		
57	management of change in hospitals		
58	Social responsibilities of hospital management		
59	objectives of hospital management		
60	responsibilities of hospital manager.		

  
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## TENTATIVE LESSON PLAN: (MB193G2)

<b>Course Title: HEALTHCARE POLICIES AND DELIVERY SYSTEM (MB193G2)</b>		
<b>Section : MBA II</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : SK SHAFIULLAH</b>	<b>Approved By : HOD</b>

Tools: Black board, PPT's

Sl no	TOPIC	Date	Mode of Delivery
<b>UNIT -I: INTRODUCTION TO HEALTHCARE</b>			
<b>CO1:</b> To gain knowledge on Environment, Environmental scanning Internal and External.			
<b>TEXT BOOK:</b> A & Lee, K., Economics of Health, OUP, Oxford, 1983.			
1	Introduction to healthcare and delivery system	17/8/2020	Lecture interspersed with discussions
2	Theoretical framework	18/8/2020	
3	Environment	19/8/2020	
4	Internal and External	20/8/2020	
5	Environmental scanning	21/8/2020	
6	Economic Environment	24/8/2020	
7	Competitive Environment	25/8/2020	
8	natural Environment	26/8/2020	
9	Politico Legal Environment	27/8/2020	
10	socio Cultural Environment	28/8/2020	
11	International and Technological Environment	31/8/2020	
12	Tutorial class	01/9/2020	
<b>UNIT -II Conceptual Approach to Understanding the Health Care Systems</b>			
<b>CO2:</b> To impart knowledge on Understanding the Health Care Systems and Medical Services			
<b>TEXT BOOK:</b> A & Lee, K., Economics of Health, OUP, Oxford, 1983.			
13	Understanding the Health Care Systems	02/09/2020	Lecture interspersed with discussions
14	Evolution	03/09/2020	
15	Institutional Settings	04/09/2020	
16	Out Patient services	05/09/2020	
17	Medical Services	07/09/2020	
18	surgical Services	08/09/2020	
19	Operating Department	09/09/2020	
20	Pediatric services	10/09/2020	
21	Dental services	11/09/2020	
22	Psychiatric services	12/09/2020	
23	casualty & Emergency services	14/09/2020	
24	Hospital Laboratory services	15/09/2020	
25	Anesthesia services	16/09/2020	
26	Obstetrics and Gynecology services	17/09/2020	
27	Neuro services	18/09/2020	
28	Surgery service	19/09/2020	
29	Neurology services	21/09/2020	
30	Tutorial class	22/09/2020	



**UNIT - III OVERVIEW OF HEALTH CARE SECTOR IN INDIA****CO3:** To focus on nurturing the students in the area of Health care sector in India Understanding the hospital management, Health Policy and Medical Education Policy.**TEXT BOOK:** A&Lee, K., Economics of Health, OUP, Oxford, 1983.

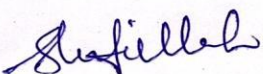
31	Overview of Health care sector in India	23/09/2020	Lecture interspersed with discussions
32	Primary care	24/09/2020	
33	Secondary care	25/09/2020	
34	Tertiary care	26/09/2020	
35	Rural Medical care	05/10/2020	
36	urban medical care	06/10/2020	
37	curative care	07/10/2020	
38	preventive care	08/10/2020	
39	General & special Hospitals	09/10/2020	
40	Understanding the hospital management	10/10/2020	
41	Role of medical	12/10/2020	
42	Nursing staff	13/10/2020	
43	Paramedical and Supporting Staff	14/10/2020	
44	Health Policy	15/10/2020	
45	Population Policy	16/10/2020	
46	Drug Policy	17/10/2020	
47	Medical Education Policy	19/10/2020	
48	Tutorial Class	20/10/2020	

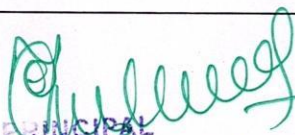
**UNIT - IV HEALTH CARE REGULATION****CO4:** To understand Health Care Regulation and Other Healthcare Delivery Systems.**TEXT BOOK:** A&Lee, K., Economics of Health, OUP, Oxford, 1983.

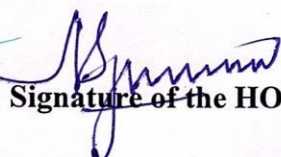
49	Health Care Regulation	21/10/2020	Lecture interspersed with discussions
50	World Health Organizations	22/10/2020	
51	International Health Regulations	26/10/2020	
52	Indian Medical Association	27/10/2020	
53	Medical Council of India	28/10/2020	
54	State Medical Council Bodies	31/10/2020	
55	Health universities	02/11/2020	
56	Teaching Hospitals	03/11/2020	
57	Other Health care Delivery Systems	04/11/2020	
58	Tutorial class	05/11/2020	

**UNIT - V EPIDEMIOLOGY****CO5:** To focus on training students in the area of Epidemiology, Aims, Principles, Methods and Uses.**TEXT BOOK:** A&Lee, K., Economics of Health, OUP, Oxford, 1983.

59	Epidemiology, Aims of Epidemiology	06/11/2020	Lecture interspersed with discussions
60	Principles of Epidemiology	07/11/2020	
61	Descriptive of Epidemiology	09/11/2020	
62	Analytical of Epidemiology	10/11/2020	
63	Experimental of Epidemiology	11/11/2020	
64	Methods and uses of epidemiology	12/11/2020	
65	Tutorial class	13/11/2020	

  
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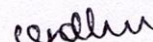
## TENTATIVE LESSON PLAN: MB193G4

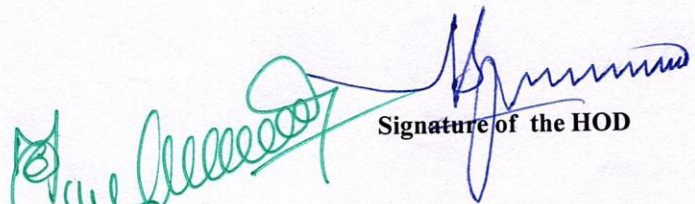
<b>Course Title: HOSPITAL FUNCTIONS AND SUPPORT SERVICES (MB193G4)</b>		
<b>Section : MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>
<b>Revision No : 00</b>	<b>Prepared By : Mrs. B.INDIRA</b>	<b>Approved By : HOD</b>

Tools : Black board, PPTs

S.No	TOPIC	Date	Mode of Delivery
<b>UNIT -I - Nutrition and Dietary services</b> <b>CO1:: To gain knowledge on various services providing by the hospitals.</b> <b>TB :: G.D.Kunders, Hospital and Facilities Planning and Design</b>			
1	Introduction of HFSS,	From: 17-08-2020  To:27-08-2020	Lecture interspersed with discussions in online
2	hospital Management & Health care Management.		
3	Various Functions of hospital, hospital services		
4	Different services providing by the hospital		
5,6	Dietary menu, services, preparation of diet plan		
7	Nutrition services, role of Nutritionist		
8	Medical record department, process of storing medical records		
9	Pharmacy services, drug distribution, location of pharmacy services		
<b>UNIT -II Facilities Engineering</b> <b>CO2:: To understand about the different departments involved in maintenance of civil assets and facilities providing by the hospitals.</b> <b>TB:: G.D.Kunders, Hospital and Facilities Planning and Design</b>			
10	Meaning of facilities engineering	From: 31-08-2020  To:23-09-2020	Lecture interspersed with discussions in online
11,12	Introduction to civil assets and its maintenance		
13	Electrical & water supply introduction		
14	Classification of electrical supply		
15	Water supply system, hot water, distilled water etc		
16	Medical gas pipeline, manifold room, classification of various gas pipelines.		
17	Different types of assets in hospitals		
18	Alarm system, its uses		
19	Types of alarm system		
20,21	Plumbing system		
22	Dialysis and sanitary system		
23	Process of sanitary system		
24	Air conditioning system		
25,26,27	Communication system, Networks		
28,29	Bio medical engineering, its advantages & disadvantages		

<b>UNIT - III Laundry services</b>			
<b>CO3:: To know about the CSS department, importance of energy conservation and its methods.</b>			
<b>TB :: G.D.Kunders, Hospital and Facilities Planning and Design</b>			
30	Introduction to laundry services	From: 25-09-2020	Lecture interspersed with discussions in online
31,31	Facilities and space requirements		
32	Selection of equipment	To:15-10-2020	
33	Introduction to house keeping		
34,35	Space requirement, equipment		
36,37,38	CSSD methods, how to use, its applications		
39	All India Medical Council		
<b>UNIT – IV Ambulance services</b>			
<b>CO4:: To gain in depth knowledge on ambulance, mortuary and security services</b>			
<b>TB:: Antony Kelly, Maintenance Planning and Control</b>			
40	Introduction to ambulance services	From: 27-10-2020	Lecture interspersed with discussions in online
41	Types of ambulance services	To:4-11-2020	
42	Mortuary services		
43,44	Space requirements, storage		
45,46,47	Security services, out sourcing security, types of security services.		
<b>UNIT – V Disaster management</b>			
<b>CO5:: To gain knowledge on supportive services and disaster management.</b>			
<b>TB:: Antony Kelly, Maintenance Planning and Control</b>			
48	Disaster Management introduction	From: 05-11-2020	Lecture interspersed with discussions in online
49	Types of Disasters		
50	Fire hazards, prevention measures		
51	Engineering Hazards, types		
52	prevention measures of Engineering Hazards		
53	Radiological hazards, types		
54	Radiological hazards, prevention measures		
55	Outsourcing of Support services		
56	Waste disposal and management.	To:16-11-2020	

  
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**TENTATIVE LESSON PLAN: MB193G5**  
**REVENUE CYCLE MANAGEMENT**

<b>Course Title: REVENUE CYCLE MANAGEMENT</b>			
<b>Section : MBA</b>	<b>Date : 17-08-2020</b>	<b>Page No : 01 of 02</b>	
<b>Revision No : 00</b>	<b>Prepared By : B.CHINNI</b>	<b>Approved By : HOD</b>	
<b>Tools : Black board</b>			
No. of Periods	TOPIC	Date	Mode of Delivery
<b>UNIT –I Introduction to patient care services</b> <b>CO1: To know the Meaning and scope of patient care services, Role and functions of Administrator in hospitals and classification of Hospital.</b> <b>TB:: Management process in Health care - S.Srinivasan</b>			
1.	Meaning and scope of patient care services	<b>From</b> <b>17-08-2020</b>  <b>TO</b> <b>02-09-2020</b>	Online class with MS Team
2.	Significance of patient care		
3.	Role of administration in patient care		
4.	Role of Management Accountant for controller functions		
5.	Classification of Hospital		
6.	Role and functions of Administrator in hospitals.		
<b>UNIT –II Front office services</b> <b>CO2: To understand the various front office services for in-patient, out-patient and accident and emergency services.</b> <b>TB:: Management process in Health care - S.Srinivasan</b>			
7.	Front office services	<b>From</b> <b>03-09-2020</b>  <b>TO</b> <b>22-09-2020</b>	Online class with MS Team
8.	outpatient services		
9.	inpatient services		
10.	Accident and Emergency services		
11.	Billing services		
12.	other services		
<b>UNIT - III Lab services</b> <b>CO3: To know the various types of Lab services are Radiology and Imaging services, Rehabilitation services and blood bank services.</b> <b>TB:: Management process in Health care - S.Srinivasan</b>			
13.	Lab services	<b>From</b> <b>23-09-2020</b>  <b>TO</b> <b>10-10-2020</b>	Online class with MS Team
14.	Radiology and Imaging services		
15.	Rehabilitation services		
16.	Blood bank		
17.	Telemedicine		
<b>UNIT - IV Operation theatre</b> <b>CO4: To know the importance of Operation theatre, types of Operation theatre and ICU service provided by hospitals.</b>			

<b>TB:: Management process in Health care - S.Srinivasan</b>			
18.	Operation theatre	From 12-10-2020  TO 02-11-2020	<b>Online class with MS Team</b>
19.	Intensive care units		
20.	Hospital acquired infections		
21.	Sterilization		
22.	Nursing services		
23.	Ward Management		
<b>UNIT – V Concept of quality</b>			
<b>CO5: Focus on quality patient care services and hospital accreditation.</b>			
<b>TB :: Management process in Health care - S.Srinivasan</b>			
24.	Concept of quality	From 03/11/2020  TO 21/11/2020	<b>Lecture intersperse d with discussions</b>
25.	Quality control		
26.	Quality assurance		
27.	ISO 9000 standards		
28.	Total Quality Management		
29.	Accreditation		
30.	NABL – JCAHQ		
31.	Quality manual		
32.	Medical tourism		

**1. TB: Management process in Health care - S.Srinivasan**

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