



# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## I Semester

### MBAI101PRINCIPLES AND PRACTICES OF MANAGEMENT

| SUBJECT CODE | SUBJECT NAME                           | TEACHING & EVALUATION SCHEME |               |                     |                         |                     |   |   |   |         |
|--------------|--|------------------------------|---------------|---------------------|-------------------------|---------------------|---|---|---|---------|
|              |  | THEORY                       |               |                     | PRACTICAL               |                     | L | T | P | CREDITS |
|              |  | END SEM University Exam      | Two Term Exam | Teachers Assessment | END SEM University Exam | Teachers Assessment |   |   |   |         |
| MBAI101      | Principles and Practices of Management | 60                           | 20            | 20                  | -                       | -                   | 4 | - | - | 4       |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objective

To understand the core management principles which applies to individuals, medium and large organizations. The students are expected to learn the basics of management functions and realize the ideal characteristics of a manager. The impetus of this subject is to make the students familiarize with the professional skills required to be an effective manager.

### Course Outcomes

1. Understand the role of managers.
2. Understand the major functions of management viz. Planning, Organizing, Staffing, leading and controlling.
3. Describe the interrelationship among the various functions of Management.
4. Develop a general management perspective.
5. Use analytical skills for decision making.

### COURSE CONTENT

#### Unit I: Nature and Evolution of Management

1. Meaning, Nature and Concept of Management
2. Functions and Responsibilities of Managers
3. Evolution of Management Thoughts
4. Early Classical Approaches - Scientific Management, Administrative Management, Bureaucracy, Hawthorne study, Principles of Fayol
5. Neo-Classical Approaches - Human Relations Movement, Behavioral Approaches
6. Modern Approaches - Quantitative Approach; Systems Approach; Contingency Approach

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## Unit II: Planning

1. Planning: Nature and Purpose of Planning
2. Planning Process, Types of Planning and Objectives
3. Advantages and limitations of Planning
4. MBO
5. Decision Making, Process of Decision Making

## Unit III: Organizing

1. Nature and Purpose of Organizing
2. Departmentation
3. Span of control
4. Line and Staff Relationship
5. Delegation and Decentralization

## Unit IV: Directing

1. Meaning and Characteristics of Direction
2. Elements of Direction
3. Principles of effective Direction
4. Direction Process
5. Leadership

## Unit V: Controlling

1. Concepts and Process of Controlling
2. Controlling Techniques
3. Feedback and Feed Forward Controls
4. Profit and Loss Control
5. Budgetary Control
6. Return on Investment Control
7. Managing in Virtual Environment
8. Managerial Skills

## Suggested Readings

1. Koontz and Heinz Weihrich (2008). *Essentials of Management*. Tata McGraw-Hill Education, India, Latest Edition.
2. Robbins and Coulter (2007). *Management*. Prentice Hall of India, Latest Edition.
3. Hillier Frederick S. and Hillier Mark S(2008). *Introduction to Management Science: A Modeling and Case Studies Approach with Spreadsheets*. Mc Graw Hill, India, Latest Edition.
4. Weihrich Heinz and Koontz Harold (2011). *Management: A Global and Entrepreneurial Perspective*. McGraw-Hill Education, New Delhi, India, Latest Edition.
5. Tripathi P.C. and Reddy P.N.(2012). *Principles of Management*. Tata Mc Graw Hill Education, New Delhi, India, Latest Edition.

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## MMM102 ELECTRONIC MEDIA AND SOCIETY

| SUBJECT CODE | SUBJECT NAME                 | TEACHING & EVALUATION SCHEME |               |                     |                         |                     |   |   |   |         |
|--------------|------------------------------|------------------------------|---------------|---------------------|-------------------------|---------------------|---|---|---|---------|
|              |                              | THEORY                       |               |                     | PRACTICAL               |                     | L | T | P | CREDITS |
|              |                              | END SEM University Exam      | Two Term Exam | Teachers Assessment | END SEM University Exam | Teachers Assessment |   |   |   |         |
| MMM102       | Electronic Media and Society | 60                           | 20            | 20                  | -                       | -                   | 4 |   | - | 4       |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objectives

1. The objective of the course is to familiarize the students with Electronic Media and its impact on society.
2. To understand the core concepts of electronic media.

### Course Outcomes

- Understand the basics of electronic media and its influence in society.
- Understand various dimensions of radio and television programs.

### COURSE CONTENT

#### Unit I: Concept and Characteristics of Electronic Media

1. Development of Electronic Media in India
2. Development, characteristics, objectives, and services of Radio
3. Development, characteristics, objectives, and services of Television and Information Technology.

#### Unit II: Psychology and sociology of Media audiences

1. Media audience, The audience as market,
2. Psychology of audiences,
3. Audience measurement, audience surveys

#### Unit III: Electronic Media and Society

1. Characteristics of Indian Society,
2. Interaction between media and society,
3. Effect of media on education, Indian family, children, women etc.

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### Unit IV: Media and Social Responsibility


1. Media and consumerism,
2. Media and violence
3. Media and Corporate Social responsibility (CSR)


### Unit V: Media and Culture

1. Mass media and culture,
2. Creation of media culture.
3. Media and Ethics

### Suggested Readings

1. Gurevitch, M. Et. Al (1982). *Culture, Society and Media*. Metheun, London/New York. Latest Edition.
2. Banerjee, S. (1985). *Culture and Communication*. Patriot Publishers. Latest Edition.
3. Fransecky, Roger B.(1975). *The Video Explosion: Choosing a Future Audiovisual Instruction*. Latest Edition.
4. Toffler, Alvin (1972). *Hearing for Tomorrow, The role of Future in Education*. Random House, New York. Latest Edition.
5. Video discs: *The Expensive Race to Be First*. Business Week, Sept. 15, 1975.
6. McQuail, D.(1994). *Mass Communication Theory: An Introduction*. Sage Publications. Latest Edition.

  
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## MMM103 FUNDAMENTALS OF COMMUNICATION AND MEDIA

| SUBJECT CODE | SUBJECT NAME                            | TEACHING & EVALUATION SCHEME |               |                     |                         |                     |   |   |   |         |
|--------------|---|------------------------------|---------------|---------------------|-------------------------|---------------------|---|---|---|---------|
|              |   | THEORY                       |               |                     | PRACTICAL               |                     | L | T | P | CREDITS |
|              |   | END SEM University Exam      | Two Term Exam | Teachers Assessment | END SEM University Exam | Teachers Assessment |   |   |   |         |
| MMM103       | Fundamentals of Communication and Media | 60                           | 20            | 20                  | -                       | -                   | 4 |   | - | 4       |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objective

To provide a basic understanding and importance of communication in Media.

### Course Outcomes

1. To understand basics of communication.
2. To understand importance of communication in media.
3. To develop awareness about impact of media on society.
4. To understand current issues in media.

## COURSE CONTENT

### Unit I: Introduction to Communication

1. Communication: Definition, Nature and Scope
2. Nature and Process of Human Communication
3. Functions of Communication
4. Types of Communication: Inter personal, Intra personal, group and mass Communication

### Unit II: Process of communication

1. Elements in the process of communication
2. Communication flows: one step, two-step, multi-step flows
3. Barriers in communication
4. Types of communication: Verbal, Non-verbal communication

### Unit III: Introduction to Journalism

1. Journalism: Definition, nature and scope
2. Journalism as a profession
3. Duties and responsibilities of a journalist

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## Unit IV: Introduction Journalists

1. Journalistic terminology
2. Code of Ethics for Journalists
3. Various organizations of Journalists

## Unit V: Emerging trends in Journalism

1. Current issues in Journalism
2. New Media- Net, Mobile
3. Social Networking sites
4. Participatory Communication Technology

## Suggested Readings

1. Denis McQuail, McQuails (2010). *Mass Communication Theory*. SAGE Publications. Latest Edition.
2. J Baran and Dennis K Davis (2010). Thomson/Wadsworth *Mass Communication Theory: Foundations*. Ferment and Future. Wadsworth Publishing Co Inc. Latest Edition.
3. Keval J. Kumar (1994). *Mass Communication in India*. Jaico Publication Latest Edition.
4. V.S. Gupta, Vir Bala Aggarwal (2001). *Hand Book of Journalism and Mass Communications*. Concept Publishers, New Delhi. Latest Edition.

  
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### MBAI104 ORGANIZATIONAL BEHAVIOR

| SUBJECT<br>CODE | SUBJECT NAME            | TEACHING & EVALUATION SCHEME  |                  |                         |                               |                         |   |   |   |         |
|-----------------|-------------------------|-------------------------------|------------------|-------------------------|-------------------------------|-------------------------|---|---|---|---------|
|                 |                         | THEORY                        |                  |                         | PRACTICAL                     |                         | L | T | P | CREDITS |
|                 |                         | END SEM<br>University<br>Exam | Two Term<br>Exam | Teachers<br>Assessment* | END SEM<br>University<br>Exam | Teachers<br>Assessment* |   |   |   |         |
| MBAI104         | Organizational Behavior | 60                            | 20               | 20                      | -                             | -                       | 4 | - | - | 4       |

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

**\*Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objective

The objective of the course is to familiarize the students with Organisational, Group and Individual Behaviour. The course also educates the students the concept and theories of Motivation, Leadership and Teamwork.

#### Course Outcomes

1. To describe human behavior and that of others in an organizational setting.
2. To examine important aspects of group/team processes and manage them.
3. To demonstrate ability to manage, lead and work with other people in the organization.

#### **COURSE CONTENT**

##### **Unit I: Introduction to Organizational Behavior (OB)**

1. Definition, Contributing Disciplines to the OB field, Levels of OB
2. Models of Organisational Behavior
3. Challenges and Opportunities for OB
4. Organisational Behaviour in Global Context

##### **Unit II: Determinants of Individual Behavior**

1. Personality - Concept, Determinants, Personality Traits (MBTI & Big Five); Major Personality Attributes Influencing OB.
2. Perception – Factors Affecting Perception, Attribution Theory, Errors in Perception
3. Attitude - Formation, Components of Attitudes, Types
4. Learning - Concept, Theories - Classical Learning, Operant Learning and Social Learning and Managerial Implications

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### Unit III: Motivation and Leadership

1. Motivation: Concept and Process
2. Theories of Motivation: Need Hierarchy Theory, Two Factor Theory, Victor Vroom Theory, Equity Theory, Organisational Justice, Application of Motivational Theories
3. Leadership: Meaning and Styles
4. Leadership Theories: Trait Theory, Behavioral Theories- Managerial Grid, Situational Theories- Fiedler's Model and Hersey-Blanchard Model

### Unit IV: Group Behavior and Conflict Management

1. Groups and Team: Concept, Classification, Life Cycle of a Team, Building effective Teams
2. Conflict: Meaning, Level, Sources, Model of Conflict Resolution.
3. Interpersonal Orientations: Transactional Analysis, Stroking

### Unit V: Organisation Culture, Stress and Change Management

1. Organisational Culture: Concept, Creating and Sustaining Culture, OB Across Cultures
2. Change : Concept, Forces for Change, Resistance to Change, Approaches to Managing Change
3. Stress: Concept, Causes, Approaches to Stress Management
4. Issues between Organisations and Individuals.

### Suggested Readings

1. Stephens, R., Judge, T. and Sanghi, S. (2011). *Organizational Behavior*. Pearson Education India, Latest Edition.
2. Newstorm, J. (2007). *Positive Organizational Behavior*. Sage Publications, 12 Edition.
3. Hitt, Millar, Colella (2006). *Organizational Behavior: A Strategic Approach*. John Wiley and Sons, Latest Edition.
4. Dwivedi R. S. (2001). *Human Relations and Organizational Behavior: A Global Perspective*. Macmillan, Latest Edition.
5. Greenberg, J. and Baron, R. (2008). *Behavior in Organizations*. Pearson Prentice Hall, Latest Edition.

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## MBAI102 MARKETING MANAGEMENT

| SUBJECT CODE | SUBJECT NAME         | TEACHING & EVALUATION SCHEME |               |                     |                         |                     |   |   |   |         |
|--------------|----------------------|------------------------------|---------------|---------------------|-------------------------|---------------------|---|---|---|---------|
|              |                      | THEORY                       |               |                     | PRACTICAL               |                     | L | T | P | CREDITS |
|              |                      | END SEM University Exam      | Two Term Exam | Teachers Assessment | END SEM University Exam | Teachers Assessment |   |   |   |         |
| MBAI102      | Marketing Management | 60                           | 20            | 20                  | -                       | -                   | 4 | - | - | 4       |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objectives

1. The objective of the course is to provide the learners exposure to modern marketing concepts, tools, and techniques.
2. To help them develop abilities and skills required for the performance of marketing functions.

### Course Outcomes

1. Demonstrate understanding of marketing management.
2. Apply the concept of marketing in business operations.
3. Develop an understanding of the linkages of marketing management and other functions of an organization.

## COURSE CONTENT

### Unit I: Marketing Concepts

1. Introduction- Nature and scope of marketing, Evolution, Various marketing orientations
2. Marketing Vs Selling concepts
3. Consumer need, Want and Demand concepts
4. Marketing Environment
5. Marketing challenges in the globalized economic scenario

### Unit II: Market Segmentation, Targeting, Positioning and Branding

1. Segmentation-Meaning, Factors influencing segmentation, Basis for segmentation
2. Targeting-Meaning, Basis for identifying target customers, Target Market Strategies
3. Positioning-Meaning, Product differentiation strategies, Tasks involved in positioning
4. Branding- Concept of Branding, Brand Types, Brand equity, Branding Strategies

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### Unit III: Products and Pricing

1. Product Decisions- Concept and Objectives, Product mix
2. New product development process
3. Product Life cycle strategies
4. Pricing Decisions- Pricing concepts and Objectives
5. Pricing strategies- Value based, Cost based, Market based, Competitor based
6. New product pricing – Price Skimming and Penetration pricing

### Unit IV: Distribution Decisions

1. Importance and Functions of Distribution Channel
2. Channel alternatives
3. Factors affecting channel choice
4. Channel design
5. Channel conflict and Channel management decisions, Distribution system
6. Multilevel Marketing (Network Marketing)

### Unit V: Integrated Marketing Communications

1. Concept of communication mix, Communication objectives
2. Advertising- Advertising Objectives, Advertising Budget, Advertising Copy
3. AIDA model, Advertising Agency Decisions
4. Sales Promotion: Sales Promotion Mix, Tools and Techniques of sales promotion, Push-pull strategies of promotion
5. Personal selling- Concept, Features, Functions, Steps/process involved in Personal selling
6. Publicity / Public Relation- Meaning, Objectives, Types, Functions of Public Relations
7. Digital Marketing- Basic concepts of E-Marketing

### Suggested Readings

1. Kotler, Keller, Koshy and Jha (2009). *Marketing Management: A South Asian Perspective*. Pearson Education, Latest Edition.
2. Masterson Rosalind and Pickton David (2014). *Marketing: An Introduction*. Sage Publications, Latest Edition.
3. Panda Tapan (2008). *Marketing Management*. Excel Books. India Latest Edition.
4. Ramaswamy V. S. and Namakumar S. (2009). *Marketing Management*. Macmillan Publishers, Latest Edition.
5. Etzel M. J, Walker B J and Stanton William J. (1997). *Fundamentals of Marketing Management*. Tata McGraw Hill, Latest Edition.
6. Kumar Arun and N Meenakshi (2009). *Marketing Management*. Vikas Publications, Latest Edition.
7. Karuna karan K. (2009). *Marketing Management*. Himalaya Publishing House, Latest Edition.
8. Saxena Rajan (2009). *Marketing Management*. Cengage Learning, Latest Edition.
9. Lamb, Hair, Sharma, Mc Danniel (2012). *Marketing*. Cengage Learning. Latest Edition.

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## MMM106 GRAPHICS AND ANIMATION

| SUBJECT CODE | SUBJECT NAME           | TEACHING & EVALUATION SCHEME |               |                     |                         |                     |   |   |   |         |
|--------------|------------------------|------------------------------|---------------|---------------------|-------------------------|---------------------|---|---|---|---------|
|              |                        | THEORY                       |               |                     | PRACTICAL               |                     | L | T | P | CREDITS |
|              |                        | END SEM University Exam      | Two Term Exam | Teachers Assessment | END SEM University Exam | Teachers Assessment |   |   |   |         |
| MMM106       | Graphics and Animation | 60                           | 20            | 20                  | -                       | -                   | 4 |   | - | 4       |

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P - Practical; C - Credit;

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### Course Objectives

1. The objective of this subject is to provide basic overview of Graphics and Animation
2. Students also will be benefitted by learning through practical applications of Graphics and Animation.

### Course Outcomes

1. Understand basics of Graphics and Animation through practical exposure.
2. Familiarize students with the principles of graphic design and production

## COURSE CONTENT

### Unit I: Graphic Design

1. Introduction and Concept
2. Tools of Graphic Design
3. Software based Graphic Design

### Unit II: Animation

1. Introduction and Concept.
2. Principles of Animation.
3. Types of Animation

### Unit III: Photography

1. Camera Basics
2. Still Photography, Lenses, Exposure
3. Composition, Colour

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### Unit IV: Photoshop

1. Introduction
2. Tools and Techniques
3. Introduction of Photoshop Software

### Unit V: Applications of Graphics and Animation


1. Applications of Graphic Design
2. Applications of Animation
3. New trends in Graphics and Animation

### Suggested Readings

1. Langford J. J.(2000). *Basic Photography*. Taylor & Francis. Latest Edition.
2. Pakhira, Malay K.(2015). *Computer Graphics, Multimedia and Animation*. PHI Learning
3. Andrew (2013). *Utterback- Studio Television Production and Directing*. Focal Press. Latest Edition.
4. Ratner (2009). *3-D Human Modeling and Animation - With DVD*. John Wiley & Sons, Inc
5. Adrian Shaughnessy (2010) *How to Be a Graphic Designer without Losing Your Soul*. Princeton Architectural Press; New edition
6. Fitzhugh L. Miller ( 2002). *3D Production Drafting and Presentation*. Prentice Hall, Inc

  
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