



DEPARTMENT OF Management Studies

Ref: MBA / BOS / 2017 – 2018

Date: 29th April, 2017

Minutes of Board of Studies Meeting held on 29th April, 2017

Venue: Conference Hall, Central Library, Sathyabama University, Chennai -119

Agenda

- To discuss about courses modifications in 2015 Regulations
- To discuss about courses shuffling in 2015 Regulations
- To review the action taken for the approvals and suggestions made in 5th November, 2016 meeting

During the meeting the following members were present,

S No Name of the Faculty Signature

1. Dr Bhuvaneswari G
2. Dr Kannan N
3. Dr Chitra Devi A
4. Dr Kalailakshmi T R
5. Dr Velumoni D
6. Dr Preethi Sheshadri
7. Dr. Verginya Rao Beshi
8. Dr Nithya S
9. Dr Aysha Fathima Y
10. Dr Rani J
11. Dr Krishna Priya V
12. Dr Thamilselvan R
13. Dr Joyce S
14. Dr Uma Maheswari S
15. Dr Lavanya M



The following points were discussed during the meeting and the minutes were recorded as below.

1. The Head of Management studies , Dr. G. Bhuvaneswari greeted and welcomed all members of Board of Studies.
2. The members discussed about the performance of 2016 – 2017 (Odd Semester) academic activities.
3. Dr. A. Chitra Devi has explained the changes that have been taken in curriculum and has been accepted in previous board of studies meeting.
4. The suggestion of including more topics on ‘staffing’ in the course ‘Management concept’ was put forth by Dr.T.R.Kalailakshmi in the board for discussion.
5. The suggestions of including more lab sessions in SPSS and suggestions for allocation of two credits to it is taken for discussion.
6. The external members of the Board of studies agreed to the suggestions given by the internal members and approved the changes to be done in the syllabi.
7. The changes will be sent to Academic council for their approval.
8. The vote of thanks was proposed by the Head, Dr. G. Bhuvaneswari , School of Management Studies.

Copy to:

- Academic Council
- Programme Assessment Committee
- Department Advisory Committee



SBA5101	MANAGEMENT CONCEPTS	L	T	P	Credits	Total Marks
		3	1	0	4	100

COURSE OBJECTIVE

- To provide a strong foundation of Managerial concepts and to offer them an understanding of behavior of people as individuals, as Group.

UNIT 1 INTRODUCTION 12 Hrs.

Management: Definition - Evolution of Management Studies –Nature, Functions - Levels and role of management - Basic Principles and Process of Management - Management vs. Administration –Contribution of Taylor and Fayol to Management - Management styles -Qualities of good manager.

UNIT 2 PLANNING & ORGANISING 12 Hrs.

Planning: Concept and purpose - Planning Process - Management by Objectives (MBO). Organising: Concept and purpose of organising - Types of organisation structures- Line, Line & Staff, Functional, Project, Matrix, Virtual Organisation structures. Bases of Departmentation. Centralisation and Decentralisation of Authority.

UNIT 3 DIRECTING & CONTROLLING 12 Hrs.

Directing: Characteristics - Importance and Techniques of directing. Leadership: Theories - Styles. Communication: Process of Communication - Types – Barriers. Motivation: Theories of Motivation - Designing Motivating jobs - Techniques for motivation. Controlling: Importance of control - Essentials of control system - Process of control. Management By exception (MBE)

UNIT 4 INDIVIDUAL BEHAVIOUR 12 Hrs.

Organisational Behaviour: Introduction - Evolution of OB - Significance of the subject to the organization and to the manager. Difference in approach between Scientific Management and OB - Values and Attitudes. Managing Individual Behaviour: Personality: Theories - Determinants. Perception – Factors influencing perception - Process. Learning: Theories of learning. Job Satisfaction – Components – Significance - Influencing Factors. Stress Management – Causes and Coping Strategies.

UNIT 5 GROUP BEHAVIOUR 12 Hrs.

The Group: Need, Types. Group Dynamics – Group Behaviour and Group Decision Making – Techniques – Inter Group Relationships, Group Cohesiveness. Organisational Conflict – Causes, Types and Management of Conflict. Power and Politics. Organisational Change – Need –Planned change process – Advantages and Disadvantages. Casestudy.

TEXT / REFERENCE BOOKS

1. Gupta C.B, Management Theory and Practice, 14th Edition, Sultan Chand & Sons, 2009.
2. Harold Koontz, Principles of Management, 1st Edition, Tata McGraw Hill, 2004.
3. Khanka.S.S, Organisational Behaviour, 6th Edition, S. Chand & Co, 2010.

COURSE OUTCOMES

- CO1 - Apply general management principles in various business fields.
 CO2 - Allocate the resources for organisational initiatives as per plans
 CO3 - Implement Directing and controlling techniques to ensure that critical tasks are implemented and completed .
 CO4 - Assess Individual behaviour in the work environment.
 CO5 - Analyse group behaviour to establish productive relationships.
 CO6 - Develop processes essential for effective general management.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN

Max. Marks: 100

Exam Duration: 3 Hrs.

- PART A: 5 Questions to be answered out of 8 Questions, each Question carrying 6 marks 30 Marks
 PART B: 2 Questions from each unit of internal choice, each carrying 10 marks 50 Marks
 PART C: 1 Compulsory - Question / Case Study, carrying 20 marks 20 Marks



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Planning: Concept and purpose - Planning Process - Management by Objectives (MBO). Organising: Concept and purpose of organising - Types of organisation structures- Line, Line & Staff, Functional, Project, Matrix, Virtual Organisation structures. Bases of Departmentation. Centralisation and Decentralisation of Authority. **Staffing: -Concept- System Approach-Manpower Planning-Job Analysis - Recruitment and Selection - Training and Development** - Coordination.

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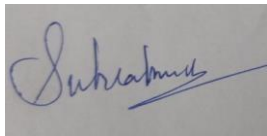
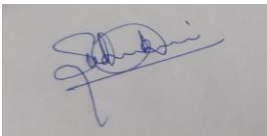
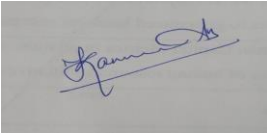
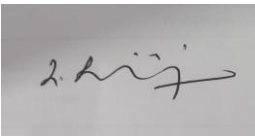
PART B: 2 Questions from each unit of internal choice, each carrying 10 marks

50 Marks

PART C: 1 Compulsory - Question / Case Study, carrying 20 marks

20 Marks

**DEPARTMENT OF MANAGEMENT STUDIES****BOARD OF STUDIES - MEMBERS**

Sl. No.	Members	External / Internal	Signature
1	Mr. K. SUBRAMANIAN Manager- Human Resources Sundaram Fasteners Limited (TVS Group) Padi, Chennai-600050	External	
2	Ms. E. SUDHADEVI General Manager Freight Consolidators (Madras) Pvt.LTD., Kodambakkam High Road, Chennai-600034	External	
3	CA. A.B. KANNAN Chartered Accountant Alamelu Associates Gopalapuram, Chennai 600086	External	
4	Dr. BHUVANESWARI G. Professor and Head School of Management Studies Sathyabama Institute of Science and Technology	Internal	
5	Dr. A. PALANI Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	
6	Dr. R. THAMILSELVAN Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	
7	Dr. T.R. KALAILAKSHMI Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Accredited with 'A' Grade by NAAC

Jeppiaar Nagar, Rajiv Gandhi Salai (OMR), Chennai – 600 119, Tamil Nadu, India.



DEPARTMENT OF MANAGEMENT STUDIES

Ref: MBA / BOS / 2017 – 2018

Date: 4th November, 2017

Minutes of Board of Studies Meeting held on 4th November, 2017

Venue: Conference Hall, Vice Chancellor's office

Agenda

- To discuss about courses modifications in 2015 Regulations
- To discuss about courses shuffling in 2015 Regulations
- To review the action taken for the approvals and suggestions made in 29th April, 2017 meeting

During the meeting the following members were present,

1. Dr Bhuvaneswari G
2. Dr Kannan N
3. Dr Chitra Devi A
4. Dr Kalailakshmi T R
5. Dr Velumoni D
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The following points were discussed during the meeting and the minutes were recorded as below,

1. The HOD of Management Studies, Dr. G Bhuvaneswari greeted and welcomed all members of Board of Studies.
2. The members discussed about the performance of 2016 – 2017 (Even Semester) academic activities.
3. Dr. A Chitra Devi has explained the changes that have taken in curriculum that has been accepted in previous board of studies meeting.
4. The suggestion to introduce Skill development course in forth coming regulations for the benefit of students in placement point of view is taken for discussion.
5. The suggestion of swapping the courses was put forth by Dr. T R Kalailakshmi in the board for discussion.
6. It is decided to reframe course outcomes for the needed courses and it is to be discussed in next board meeting.
7. The external members of the Board of studies agreed to the suggestions given by the internal members and approved the changes to be done in the syllabi.
8. The changes will be sent to Academic council for their approval.
9. The vote of thanks was proposed by the Head of Management Studies, Dr G Bhuvaneswari.

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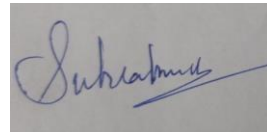
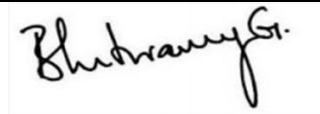
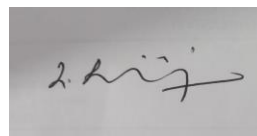
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