# SEMESTER I

#### **Principles and Practices of Management**

- 1. Business- The Purpose of Management
- 2. Designing Organisation for Business
- 3. Need for Managing Organisation and Business
- 4. Management of Standard Functions
- 5. Managing Resources
- 6. Planning
- 7. Decision-Making
- 8. Organising
- 9. Staffing
- 10. Leading: Directing | Communicating
- 11. Controlling
- 12. Coordinating (Synchronising)
- 13. Evolution of Management Thought
- 14. Pursuing Management as a Career

# **Legal Aspects of Business**

- Introduction to Business Law
- 2. Indian Legal Systems
- 3. Indian Contract Act, 1872 Part I
- 4. Indian Contract Act, 1872 Part II
- 5. Special Types of Contracts
- 6. Partnership Act, 1932
- 7. Sale of Goods Act, 1930
- 8. The Negotiable Instruments Act, 1881
- 9. The Consumer Protection Act, 2019
- 10. Companies Act, 2013

#### **Management Accounting**

- 1. Introduction to Accounting
- 2. Process of Accounting
- 3. Introduction to Management Accounting
- 4. Basics of Costing & Activity Based Costing
- 5. Marginal Costing
- Applications of Marginal Costing in Short Term Decision Making
- 7. Transfer Pricing
- 8. Standard Costing & Variance analysis
- 9. Forecasting, Budgeting & Budgetary Control
- 10. Divisional Performance Measurement
- 11. Responsibility Accounting

#### **Managerial Economics**

- 1. Introduction to Managerial Economics
- 2. Utility
- 3. Demand and Elasticity of Demand
- 4. Demand Forecasting
- 5. Supply Analysis
- 6. Production & Cost Analysis
- 7. Revenue Analysis & Pricing Policies
- 8. Pricing Under Perfect Competition
- 9. Pricing Under Imperfect Competition
- 10. Cost Benefit Analysis
- 11. Macro-Economic Analysis
- 12. Consumption Function & Investment Function

#### **Organisational Behaviour**

- 1. Historical Evolution of Organisational Behaviour
- 2. Understanding Organisational Behaviour
- 3. Perception
- 4. Personality
- 5. Attitudes
- 6. Motivation: The Driving Forces of Human Behaviour
- 7. Work Motivation Theories
- 8. Morale and Work & Conditions of Work
- 9. Maximizing Human Potential through EQ'
- 10. Conflict Management
- 11. Group Dynamics
- 12. Stress Management
- 13. Leadership and Business Ethics
- 14. Management of Organisational Change
- 15. Organisational Culture
- 16. Workplace Psychology
- 17. Organisational Power and Politics

## **Business Ethics and Value Systems**

- 1. Introduction to Business Ethics
- 2. Stakeholders and Corporate Social Responsibility
- 3. Business Ethics The Indian Business Scene
- 4. Ethical Decision-Making, Organisational Culture & Code of Ethics
- 5. Values-Based Leadership
- 6. Diversity, Equity, & Inclusion
- 7. Ethics in Marketing & Advertising
- 8. Ethical Issues in HRM
- 9. Ethics in Finance
- 10. Ethics in Technology & Data Privacy

# SEMESTER II

# **Operations Management**

- 1. The Production (Manufacturing) Function
- 2. Facilities Location & Layout
- 3. Production Planning & Control
- 4. Aggregate Planning
- 5. Master Production Schedule Operations Scheduling
- 6. Production Activity Control
- 7. JIT & Kanban
- 8. Project Planning & Control: Critical Path Analysis
- 9. Maintenance of the Plant
- 10. Quality Management
- 11. Six Sigma
- 12. Work Study -
- 13. Operations Management in Service Sector
- 14. Industry 4.0

#### **Financial Management**

- 1. Forms of Business Organization
- 2. Finance Function
- 3. Financial Statements
- 4. Interpretation of Financial Statements (Ratio Analysis)
- Interpretation of Financial Statements (Funds Flow/Cash Flow/Statements)
- 6. Capitalization
- 7. Sources of Long-Term and Medium-Term Finance
- 8. Capital Structure
- 9. Leverages and Theories of Capital Structure
- 10. Capital Budgeting
- 11. Working Capital Management
- 12. Management of Cash
- 13. Management of Receivables
- 14. Dividend Policy

# **Human Resource Management**

- 1. Nature of Human Resource Management
- 2. Human Resource Planning
- 3. Job Analysis & Job Evaluation
- 4. Recruitment, Selection, Promotion & Transfer
- 5. Training & Development
- 6. Performance Improvement
- 7. Performance Appraisal
- 8. Career & Succession Planning
- 9. Total Quality Management through HR
- 10. HR Audit
- 11. Managing Change through Continuous Improvement
- 12. HR Practices in Information Technology Industry
- 13. International Human Resource Management
- 14. Legal Issues in HRM

#### **Marketing Management**

- 1. Basic Concepts of Marketing
- 2. The Marketing Environment
- 3. Market Oriented Strategic Planning
- 4. Competition & Competitive Strategy
- 5. Market Research & Demand Forecasting
- 6. Consumer Behavior
- 7. Market Segmentation & Selecting Target Markets
- 8. Positioning
- 9. Product Concepts
- 10. Distribution Channels & Marketing of Services
- 11. Strategic Pricing
- 12. Integrated Marketing Communications

# **Fundamentals of Business Analytics**

- 1. Introduction to Business Analytics
- 2. Analytical techniques
- 3. Data Mining
- 4. Machine Learning
- 5. Business Intelligence
- 6. Data Visualisation
- 7. Marketing Analytics
- Financial Analytics
- 9. Supply Chain Analytics

## **Essentials of Research Methodology**

- 1. Understanding Research
- 2. Research Design & Research Process
- 3. Formulating Research Problem and Hypothesis
- 4. Population and Sampling
- 5. Data Collection Techniques
- 6. Data Processing and Analysis
- 7. Hypothesis Verification Interpretation of Data
- 8. Data Presentation, Processing & Analysis

# POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

#### **Program Curriculum**

#### SPECIALISATION: FINANCE

#### SEMESTER III

#### Strategic Management

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **Capital Market**

- 1. Introduction to Capital Markets
- 2. Securities & Exchange Board of India (SEBI)
- 3. Mutual Funds
- 4. Merchant Banking
- 5. Recent Developments
- 6. Stock Exchanges
- 7. Venture Capital
- 8. Credit Rating
- 9. Share Buy Back
- 10. Portfolio Management & Financial Engineering
- 11. Corporate Governance
- 12. Mergers & Takeovers
- 13. Lease & Hire Purchase

#### **Direct Taxation**

- 1. Definitions under Income Tax Act, 1961
- 2. Income Exempt from Tax
- 3. Income from Salaries
- 4. Income from House Property & other Sources
- 5. Profits & Gains from Business or Professions
- 6. Capital Gains
- 7. Deductions from Total Income
- 8. Tax Deducted at Source, Interest, Rebates & Relief
- 9. Assessment & Procedures
- 10. Taxation of Partnership Firms
- 11. Taxation of Companies
- 12. Set Off & Carry Forward of Losses
- 13. Tax Audit

#### Behavioural Finance

- 1. Introduction to Behavioral finance
- Investment Decision Cycle: Judgment under Uncertainty
- 3. Utility/ Preference Functions
- 4. Theories based on Expected Utility Concept
- 5. Behavioral Factors & Financial Markets
- 6. Active Portfolio Management
- 7. Behavioral Corporate Finance
- 8. External Factors & Investor Behavior:
- 9. Emotions & Decision Making:
- 10. Optimum Decisions

#### **ELECTIVES - Sem III**

#### **Financial Institutions & Banking**

- 1. Overview of the Financial Markets Meaning & Scope
- 2. Reserve Bank of India
- 3. Financial Institutions (FIs) (Industrial Sector)
- 4. Financial Institutions (Agriculture)
- 5. Financial Institutions Others
- 6. Securitization
- 7. Financial Institutions (Area Specific)
- 8. Bank & Banking
- 9. Indian Money Market
- 10. Financial Intermediaries
- 11. International Monetary Fund (IMF)

## **Project Finance**

- 1. Project Formation & Implementation
- 2. Promoter's Role/Functions, Data & Skills Requirements
- 3. Financial Statements & Tools
- 4. Lenders' General Appraisal
- 5. Commercial Viability
- 6. Sources of Finance
- 7. Financial Feasibility Appraisal
- 8. Technical Feasibility Appraisal
- 9. Project Risks, Risk Management & Credit Rating
- 10. Working Capital Arrangements & Terms & Conditions of Project Finance
- 11. Project Scheduling, Implementation & Follow-Up
- 12. Legal Aspects of Project Finance & Documentation
- 13. Infrastructure Projects (Private Sector) Financing
- 14. Public-Private Partnership (PPP) Projects

# **Security Analysis & Portfolio Management**

- 1. Basic Concepts
- 2. Investment
- 3. Introduction to Security Analysis
- 4. Risk & Return Concepts
- 5. Security Market Indicators
- 6. Fundamental Analysis
- 7. Technical Analysis
- 8. Efficient Market Theory
- 9. Bond Valuation
- 10. Portfolio Management
- 11. Portfolio Theory
- 12. Derivatives: Futures & Options
- 13. Mutual Fund & their Schemes

#### **SEMESTER IV**

#### **GST & allied Laws**

- 1. Introduction to GST
- 2. Supply
- 3. Registration
- 4. ICT Mechanism in GST
- 5. Levy & Collection of Tax
- 6. Valuation of Taxable supply of Goods & Services
- Invoice
- 8. Other Processes under GST
- 9. Offences & Penalties under GST
- 10. Appeals & Revisions

#### **International Finance**

- 1. Introduction to International Finance
- 2. International Monetary & Financial System
- 3. Documents used in International Trade
- 4. External Commercial Borrowing
- 5. Foreign Investment in India
- 6. Direct Investment outside India
- 7. Foreign Exchange Markets
- 8. Foreign Exchange Risk Management
- 9. Export / Import Finance
- 10. Facilities for Residents & Non-Residents
- 11. Institutes involved in International Trade

# **Project Management**

- Introduction to Project Management: Genesis, history & evolution
- 2. Project Phases & Organisation
- 3. Understanding & Meeting Client Expectations
- 4. Project Planning
- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
- 8. Project Implementation & Monitoring
- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES Sem IV**

#### **Corporate Governance**

- 1. Overview of Corporate Governance
- 2. Corporate Board
- 3. Shaping Directorial Competence & Board Effectiveness
- 4. Financial Institutions & Nominee Directors
- 5. Corporate Disclosure & Investor Protection (Listing Agreement with Stock Exchange)
- 6. Corporate Reputation
- 7. Corporate Governance & Regulatory Bodies
- 8. Globalization & Corporate Governance
- 9. Measures for Investor Protection
- 10. Corporate Social Responsibility & Corporate Governance
- 11. Majority Rule & Minority Protection Prevention of Oppression & Mismanagement

#### **Strategic Finance**

- 1. Capital Structuring
- 2. Dividend Theories
- 3. Restructuring through Share Repurchase
- 4. Mergers & Acquisitions
- 5. Activity Based Costing: I
- 6. Activity Based Costing: II
- 7. Working Capital
- 8. Accounting Standards: I
- 9. Accounting Standards: II
- 10. Human Resources Accounting

# **Risk Management**

- 1. The concept of risk
- 2. Types and sources of risk
- 3. Principles of Risk and Risk Management
- 4. A risk management framework
- 5. Risk measurement tools and techniques
- 6. Financial Market Risk: Interest Rates
- 7. Financial Market Risk: Foreign Exchange
- 8. Financial Risk: Liquidity Risk
- 9. Financial Risk: Credit and Counterparty Risk
- 10. Financial Risk: Commodity Price Risk
- 11. Emerging Risks
- 12. Practice of Risk Management

# SPECIALISATION: MANAGEMENT ACCOUNTING

# SEMESTER III

#### Strategic Management

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **Cost Planning & Analysis**

- 1. Introduction to Cost Planning & Analysis
- 2. Tools for CVP Analysis
- 3. Value Analysis
- 4. Just-In-Time
- 5. Kaizen Costing & Learning Curves
- 6. Activity Based Costing
- 7. Life Cycle Costing
- 8. Value Chain & Supply Chain Management
- 9. Gain-Sharing Arrangement
- 10. Pareto Analysis

# **Budgeting & Management Control**

- 1. Control System & Risk Management
- 2. Diversifying Risk
- 3. Internal Control Systems
- 4. Use of Budgets & Planning
- 5. Controllable & Uncontrollable Cost
- 6. Performance Analysis & Ratio Analysis
- 7. Responsibility Accounting
- 8. Performance Reporting
- 9. Behavioural Issues in Budgeting
- 10. Performance Evaluation
- 11. Transfer Pricing

## **Behavioural Finance**

- 1. Introduction to Behavioral finance
- 2. Investment Decision Cycle: Judgment under Uncertainty
- 3. Utility/ Preference Functions
- 4. Theories based on Expected Utility Concept
- 5. Behavioral Factors & Financial Markets
- 6. Active Portfolio Management
- 7. Behavioral Corporate Finance
- 8. External Factors & Investor Behavior:
- 9. Emotions & Decision Making:
- 10. Optimum Decisions

#### **ELECTIVES - Sem III**

#### **Security Analysis & Portfolio Management**

- 1. Basic Concepts
- 2. Investment
- 3. Introduction to Security Analysis
- 4. Risk & Return Concepts
- 5. Security Market Indicators
- 6. Fundamental Analysis
- 7. Technical Analysis
- 8. Efficient Market Theory
- 9. Bond Valuation
- 10. Portfolio Management
- 11. Portfolio Theory
- 12. Derivatives: Futures & Options
- 13. Mutual Fund & their Schemes

#### **Group Financial Statements**

- 1. Introduction to Group Financial Statements
- 2. Preparation of Consolidated Financial Statements I
- 3. Preparation of Consolidated Financial Statements II
- 4. Associates & Joint Ventures
- 5. Changes in Group Structure
- 6. Complex Groups
- 7. Foreign Currency Transactions
- 8. Group Statements of Cash Flows I
- 9. Group Statements of Cash Flows II

# **Project Financial Management**

- 1. Introduction to Project Financial Management
- 2. Project Planning
- 3. Project Process
- 4. Tools & Techniques of Project Management
- 5. Project Evaluation Rules
- 6. Management Control & Change Control
- 7. Project Completion, Documentation & Reporting
- 8. Project Audit

# **SEMESTER IV**

#### **Indian Financial System**

- Financial System: Meaning, Characteristics, Significance & Components
- 2. Evolution of Financial System in India
- 3. Structure of Indian Financial System
- 4. Role & need of Regulations in Financial System-RBI, SEBI & 5.
- 5. Financial Markets: Functions & Organisation
- 6. Primary Market
- 7. Secondary Market
- 8. Stock Exchanges in India
- 9. Role of Financial Intermediaries
- 10. Reserve Bank of India

#### **Strategic Management Accounting**

- 1. Introduction to Strategic Management Accounting
- 2. Strategic Management Accounting Techniques I
- 3. Strategic Management Accounting Techniques II
- 4. Strategic Performance Management
- 5. Customer Profitability Analysis
- 6. Inter-Organizational Cost Management Structure
- 7. Strategic Cost Management
- 8. Strategic Pricing I
- 9. Strategic Pricing II
- 10. Strategic Audit

# **Project Management**

- Introduction to Project Management: Genesis, history & evolution
- 2. Project Phases & Organisation
- 3. Understanding & Meeting Client Expectations
- 4. Project Planning
- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
- 8. Project Implementation & Monitoring
- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES Sem III**

#### **Risk Management**

- 1. The concept of risk
- 2. Types and sources of risk
- 3. Principles of Risk and Risk Management
- 4. A risk management framework
- 5. Risk measurement tools and techniques
- 6. Financial Market Risk: Interest Rates
- 7. Financial Market Risk: Foreign Exchange
- 8. Financial Risk: Liquidity Risk
- 9. Financial Risk: Credit and Counterparty Risk
- 10. Financial Risk: Commodity Price Risk
- 11. Emerging Risks
- 12. Practice of Risk Management

#### **Corporate Governance**

- 1. Overview of Corporate Governance
- 2. Corporate Board
- 3. Shaping Directorial Competence & Board Effectiveness
- 4. Financial Institutions & Nominee Directors
- 5. Corporate Disclosure & Investor Protection (Listing Agreement with Stock Exchange)
- 6. Corporate Reputation
- 7. Corporate Governance & Regulatory Bodies
- 8. Globalization & Corporate Governance
- 9. Measures for Investor Protection
- 10. Corporate Social Responsibility & Corporate Governance
- 11. Majority Rule & Minority Protection Prevention of Oppression & Mismanagement

#### **Taxation Laws & Practices**

#### Part A: Direct Taxation

- 1. Definitions under Income Tax Act, 1961
- 2. Income Exempt from Tax
- 3. Income from Salaries
- 4. Income from House Property & other Sources
- 5. Profits & Gains from Business or Professions
- 6. Capital Gains
- 7. Deductions from Total Income

#### **Part B: Indirect Taxation**

- 8. Introduction to GST
- 9. Registration
- 10. Process under GST
- 11. Offences & Penalties under GST

#### **SPECIALISATION: HUMAN RESOURCES**

#### SEMESTER III

#### STRATEGIC MANAGMENT:

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **EMPLOYEE RELATIONS & LABOUR LAWS**

- 1. Introduction to IR & Employee Relations
- 2. Employees Rights & Responsibilities
- 3. Employee Engagement
- 4. Conflict Resolution
- 5. Grievance Handling & Employee Retention
- 6. Remote Work & Virtual Teams
- 7. Global Employee Relations
- 8. Code on Wages, 2019
- 9. The Industrial Relations Code, 2020
- 10. Code on Social Security, 2020
- Occupational Safety, Health & Working Conditions Code, 2020

#### **HUMAN RESOURCE DEVELOPMENT**

- 1. Introduction to Human Resource Development
- 2. Training & Organisation Environment
- 3. Training Needs Analysis
- 4. Learning Principles & Conditions
- 5. The Training Program: Selection, Design & Delivery
- 6. Assessing the Effectiveness of Training
- 7. Training Audit & Cost Benefit Analysis
- 8. Training for a New Economy & Skills of a Trainer
- 9. Emerging Trends in Training
- 10. AI & ML in L&D
- 11. Performance Appraisal, Feedback & Reward Systems
- 12. Quality of Work Life & Career Development

# **DEI & GLOBAL HR PRACTICES**

- 1. Introduction to Diversity, Equity, & Inclusion
- 2. Equity in Employment Practices
- 3. Social Identity & Intersectionality
- 4. Effective Communication in a Diverse Environment
- 5. Global Perspectives on DEI
- 6. Building Inclusive Teams & Inclusive Leadership Styles
- 7. Introduction to Global HR Management
- 8. Global Workforce Trends
- 9. Global Recruitment Strategies
- 10. Global Talent Development
- 11. Global Compensation Strategies
- 12. Cross-Cultural Communication & Team Building

#### **ELECTIVES SEM III**

#### **COMPENSATION MANAGEMENT**

- 1. Compensation & Costs Concepts & Context
- 2. Control Systems for Labour Costs
- 3. Compensation Systems Their Merits & Demerits
- 4. Wage & Salary Administration
- 5. Legal Framework for Wage & Salary Administration
- 6. Compensation Structures
- 7. Compensation Surveys
- 8. Pay Structure Today & Tomorrow
- 9. Incentives, Reward System & Pay Restructuring
- 10. Process & Steps for Preparation of Payroll
- 11. Tax Planning & Payroll Components
- 12. Emerging Issues & Trends
- 13. Constitutional & International Labour Standard Norms

#### **HR ANALYTICS**

- 1. Introduction to HR Analytics
- 2. Data Literacy for HR Professionals
- 3. HR Metrics & Key Performance Indicators (KPIs)
- 4. HR Information Systems (HRIS)
- 5. Data Visualization
- 6. Predictive Analytics in HR
- 7. Recruitment Analytics
- 8. Sourcing & Selection Analytics
- 9. Employee Engagement Analytics
- 10. Workforce Planning & Analytics
- 11. DEI Metrics & Analytics
- 12. Legal Compliance in HR Analytics

#### **DIGITAL TRANSFORMATION IN HR**

- 1. Introduction to Digital HRM
- 2. Technologies Shaping HR
- 3. HR Information Systems (HRIS)
- 4. Digital Recruitment & Talent Acquisition
- 5. Employee Experience & Engagement
- 6. Learning & Development in the Digital Era
- 7. Performance Management in the Digital Age
- 8. HR Metrics & Analytics
- 9. Digital Employee Relations
- 10. Change Management in Digital HRM
- 11. Future Trends in Digital HRM

# **SEMESTER IV**

#### ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT

- 1. Introduction to Organization Development
- 2. Organizational Assessment & Diagnostic tools
- 3. Surveys & Feedback
- 4. Change Management Theories
- 5. Kotter's Eight-Step Model
- 6. Prosci's ADKAR Model
- 7. Leadership in Change Management
- 8. Employee Resistance & Engagement
- 9. Communication Strategies in Change
- 10. Stakeholder Analysis
- 11. Project Management for Change
- 12. Organizational learning & Culture Change
- 13. Measuring Change Impact
- 14. Sustaining Change

#### **PERFORMANCE & POTENTIAL MANAGEMENT**

- 1. Introduction to Performance Management
- 2. Performance Appraisal Systems
- 3. Potential Management
- 4. Goal Setting & Alignment
- 5. Performance Planning & Agreements
- 6. Strategies for providing constructive feedback
- 7. Coaching for Performance Improvement
- 8. Identifying Performance Issues
- 9. Performance Improvement Plans (PIPs)
- 10. Employee Recognition Programs
- 11. Performance-Linked Rewards
- 12. Talent Calibration Meetings
- 13. Succession Planning
- 14. Performance Dashboards
- 15. Ethical Practices in Performance Management

# PROJECT MANAGEMENT

- Introduction to Project Management: Genesis, history & evolution
- 2. Project Phases & Organisation
- 3. Understanding & Meeting Client Expectations
- 4. Project Planning
- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
- 8. Project Implementation & Monitoring
- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES SEM IV:**

#### **TALENT MANAGEMENT**

- 1. Introduction to Talent Management
- 2. Talent Management Models
- 3. Talent Acquisition Strategies
- 4. Recruitment Technologies
- 5. Interviewing & Selection Techniques
- 6. Onboarding Programs
- 7. Individual Development Plans (IDPs)
- 8. Career Pathing & Succession Planning
- 9. Success Metrics in Talent Management
- 10. Global Talent Management
- 11. Talent Analytics

#### **LEADERSHIP & CAPACITY BUILDING**

- 1. Leadership & Leadership Styles
- 2. Leadership Traits & Behaviors
- 3. Capacity Building Strategies
- 4. Creating a learning culture within organizations
- 5. Leadership's role in managing organizational change
- 6. Applying emotional intelligence in leadership
- 7. Effective communication strategies for leaders
- 8. Conflict Resolution, Mediation & Negotiation
- 9. Decision Making Models for Leaders
- 10. Root Cause Analysis & Critical thinking
- 11. Team Building & Collaborative Leadership
- 12. Cultural Intelligence & Global Leadership Skills
- 13. Leveraging technology for leadership effectiveness
- 14. 360-degree feedback & leadership evaluations

#### **STRATEGIC HR & TQM**

- 1. Introduction to Strategic HR
- Linking HR strategy to overall organizational strategic planning
- 3. Strategic HR Metrics
- 4. Linking performance management with strategic goals
- 5. Principles & philosophy of Total Quality Management
- 6. Linking performance management with strategic goals
- 7. Building a culture of quality in organizations
- 8. TQM Tools & Techniques
- 9. Training for Quality Improvement
- 10. Strategies for engaging employees in quality initiatives
- 11. Continuous Improvement in HR Processes
- 12. Legal Compliance in Strategic HR & TQM

# POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

#### **Program Curriculum**

#### SPECIALISATION: MARKETING

#### Semester III

#### Strategic Management

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **Services Marketing**

- 1. Introduction to Services
- 2. Customer Expectations & Service Perceptions
- 3. Service Models & New Product Development
- 4. Pricing & Service Delivery
- 5. Service Promotion
- 6. The People Dimension of Services
- 7. Service Process Blueprinting & Physical Evidence
- 8. Service Quality

## **Marketing Research**

- 1. Fundamentals of Market Research
- 2. Application & Limitations
- 3. Sampling
- 4. Questionnaire Design Development
- 5. Scaling
- 6. Data Collection-Primary & Secondary
- 7. Data Preparation & Processing
- 8. Data Analysis & Interpretation
- 9. Multivariate Analysis
- 10. Research Process & Design
- 11. Specialised Techniques in Market Research
- 12. Market & Sales Analysis Research
- 13. New Product Development & Test Marketing
- 14. Presentation of Research Findings
- 15. Research in Service Segments

# **Consumer Behavior**

- 1. Consumer Behaviour
- 2. Consumer Research
- 3. Motivation, Personality & Emotion
- 4. Consumer Learning
- 5. Consumer Perception
- 6. Consumer Involvement
- 7. Information Processing
- 8. Attitude
- 9. Social Class, Lifestyle & Culture
- 10. Retail Consumer & Outlet Selection
- 11. Consumerism
- 12. Consumer/Satisfaction
- 13. Organizational Buying Behaviour (OBB)
- 14. Consumer Modelling
- 15. Rural Buying Behaviour

#### **ELECTIVES Sem III**

#### **Integrated Marketing Communication**

- 1. Introduction to Integrated Marketing Communication
- 2. Introduction to Advertising
- 3. Creating Advertising Campaign
- 4. Brand image, Personality and Equity
- 5. Media Strategy, Budget and Advertising Research
- 6. Advertising Ethics and Regulations
- 7. Global Advertising and IMC
- 8. Public Relations
- 9. Sales Promotion
- 10. Direct Marketing
- 11. Personal Selling
- 12. Digital Marketing

#### **Strategic Marketing**

- 1. Introduction To Consumer Centric Strategies
- 2. Consumer Insight & Market Research
- 3. Segmentation & Targeting
- 4. Customer Journey Mapping
- 5. Personalization Strategies
- 6. Customer Centric Branding & Positioning
- 7. Customer Engagement & Retention
- 8. Metrics & Analytics for Consumer Centricity.
- 9. Omnichannel Marketing.
- 10. Emerging Trends in Consumer Centric Strategies

#### **Rural Marketing**

- 1. Introduction & Nature of Rural Markets Key Constituents
- 2. Consumer Behavior in Rural Markets
- 3. Rural Market Research
- 4. Product Designing for Rural Markets (B2B & B2C Segments)
- 5. Pricing For Rural Markets (What Constitutes Value to Rural Consumers.)
- 6. Delivery Mechanisms (Methods of Taking the Product from Manufacturer to Consumers in Rural Markets. Go To Market Strategies.)
- 7. Marketing & Communication Strategies for Rural Markets & Consumers
- 8. Promotion & Trade Marketing Programs
- 9. Sales Force Management, Including Retailer Management, Product Retailing & Merchandising
- Creating Successful Business Ventures Targeted to Rural Markets – Emerging Trends, Partnerships & Collaborations, P&L Management.
- 11. Case Study Analysis & Recommendations

#### **SEMESTER IV**

# Sales & Distribution Management

#### Part-I

- 1. Introduction to Sales Management
- 2. Personal Selling
- 3. Effective Sales Executive
- 4. Sales Planning & Budgeting
- 5. Sales Forecasting
- 6. Sales Organisation
- 7. Recruitment & Selection of Sales Force
- 8. Sales Training
- 9. Sales Quota & Compensating Sales Personnel
- 10. Leading & Motivating the Sales Personnel
- 11. Evaluation & Control of Sales Force
- 12. Sales Territory
- 13. Key Account Management

#### Part-II

- 1. Introduction to Distribution Management
- 2. Retailing
- 3. Wholesaling
- 4. Warehousing
- 5. Transportation
- 6. Distribution Channels in Services
- 7. Distribution Planning & Control

#### **Product & Brand Management**

- 1. Introduction to Product Management
- 2. Market Research & competitive Analysis
- 3. Product Development & Innovation
- 4. Product launch & evaluation metrics
- 5. Customer Feedback & Iteration
- 6. Financial Aspects of Product Management
- 7. Introduction to Brand management
- 8. Brand identity & brand positioning
- 9. Brand communication
- 10. Brand equity & brand valuation
- 11. Co-branding, brand extension & multi brands
- 12. Branding strategies
- 13. Case studies of products & brands.

# **Project Management**

- Introduction to Project Management: Genesis, history & evolution
- 2. Project Phases & Organisation
- 3. Understanding & Meeting Client Expectations
- 4. Project Planning
- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
- 8. Project Implementation & Monitoring
- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES Sem IV**

#### **International Marketing**

- 1. Introduction to International Marketing
- 2. Challenges of Globalisation
- 3. Why Firms Go International
- 4. The Task of International Marketing
- 5. Environmental Factors Affecting International Marketing
- 6. Foreign Market Entry Strategy
- 7. International Product Strategy
- 8. International Distribution Strategy
- 9. International Promotion Strategy
- 10. International Pricing Strategy
- 11. Outsourcing & Strategic Relationships
- 12. International Marketing Research
- 13. E-Marketing & E-Commerce
- 14. Future Trends

#### **B2B Marketing**

- 1. Introduction to Business Marketing
- 2. Organisational Buying / Buyer Behaviour
- 3. Enterprise Selling
- 4. Product Differentiation of Business Products
- 5. B2B Hub
- 6. Multi-Channel Marketing
- 7. B2B Database Marketing
- 8. Key Account Management (KAM)
- 9. Strategic B2B Marketing
- 10. Marketing Research in B2B Marketing

## **Digital marketing Strategy & Planning**

- 1. Introduction to Digital Marketing Strategy & Planning
- 2. Overview of Digital Marketing Landscape -Post Covid Impact
- 3. Setting Goals & Objectives for Digital Marketing Strategy
- 4. Developing a Digital Marketing Plan
- 5. Budgeting & Forecasting for Digital Marketing
- 6. Implementing Digital Marketing Strategies
- 7. Measuring & Optimizing Digital Marketing Campaigns
- 8. Ethical Considerations in Digital Marketing
- 9. Future of Digital Marketing Strategy & Planning

#### SPECIALISATION: CUSTOMER RELATIONSHIP MANAGEMENT

#### Semester III

#### **Strategic Management**

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **Customer Relationship Management**

- 1. Introduction to customer Relationship Management
- 2. Customer Satisfaction & Loyalty
- 3. Relationship & Retention
- 4. Services Marketing & CRM
- 5. Data Management
- 6. Sales Force Automation
- 7. Implementing a CRM Programme
- 8. Effective CRM Today & Tomorrow

# **Consumer Behaviour**

- 1. Consumer Behavior
- 2. Consumer Research
- 3. Motivation, Personality & Emotion
- 4. Consumer Learning
- 5. Consumer Perception
- 6. Consumer Involvement
- 7. Information Processing
- 8. Attitude
- 9. Social Class, Lifestyle & Culture
- 10. Retail Consumer & Outlet Selection
- 11. Consumerism
- 12. Consumer Satisfaction
- 13. Organizational Buying Behavior
- 14. Consumer Modelling
- 15. Rural Buying Behavior

# **Customer focused innovation management & Consumer Protection**

- 1. Introduction to consumer-focused innovation
- 2. Understanding consumer behaviour for innovation
- 3. Design thinking & innovation
- 4. Innovation through collaboration
- 5. Innovative product development
- 6. Marketing strategies for innovative products.
- 7. Customer feedback & iterative improvements
- 8. Ethical considerations in consumer centric innovation.
- 9. Introduction to Consumer Protection Act, 2019
- 10. Consumer' Under Consumer Protection Act
- 11. Consumer Disputes Redressal Agencies
- 12. Procedure for Filing Consumer Complaint

#### **ELECTIVES Sem III**

#### **B2B Markets & CRM**

- 1. Introduction to Business Marketing
- 2. Buyer Behaviour
- 3. Enterprise Selling
- 4. Elements of Enterprise selling
- 5. Segmentation
- 6. Targeting & Sales Planning
- 7. Relationship Marketing & CRM
- 8. Product Differentiation of Business Products
- 9. Pricing
- 10. Customer Service Management
- 11. Product Differentiation & Solution
- 13. B2B Hub
- 14. International Business
- 15. Marketing Communication

#### **Business Communication**

- 1. Foundations of Business Communication:
- 2. Professional Email Writing
- 3. Business Writing Skills
- 4. Effective Presentation Skills
- 5. Virtual Communication Tools
- 6. Interpersonal Communication
- 7. Cross-Cultural Communication
- 8. Negotiation & Persuasion
- 9. Conflict Resolution
- 10. Business Ethics & Communication
- 11. Social Media & Business Communication
- 12. Feedback & Performance Communication
- 13. Project Communication
- 14. Business Communication in Crisis

# Customer experience design & delivery

- 1. Introduction to Customer experience
- 2. Role of culture in consumer experience
- 3. Emotional intelligence & empathy in consumer interaction
- 4. Design thinking for consumer experience
- 5. Technology & consumer experience
- 6. Cross functional collaborations for consumer experience.
- 7. Employee engagement & customer experience
- 8. Crisis management in consumer experience
- 9. Multichannel consumer support
- 10. Measuring & metrics for Consumer experience
- 11. Future trends in Consumer experience management

# **SEMESTER IV**

#### **Advanced CRM**

- 1. CRM Concepts
- 2. CRM through Effective Customer Complaints Handling
- 3. Call Centre to Contact Centre to Customer Interaction
  Centre
- 4. Sales Force Automation
- 5. Architectural Map for CRM Implementation
- 6. Industry Specific CRM Cases
- 7. Operational CRM
- 8. Analytical CRM
- 9. Customer Experience Management (CEM)

# Strategic Marketing

- 1. Introduction to consumer centric Strategies
- 2. consumer insight & market research
- 3. Segmentation & Targeting
- 4. Customer journey mapping
- 5. Personalization Strategies
- 6. Customer centric branding & positioning
- 7. Customer engagement & retention
- 8. Metrics & Analytics for consumer centricity.
- 9. Omnichannel marketing.
- 10. Emerging trends in consumer centric strategies

# **Project Management**

- Introduction to Project Management: Genesis, history & evolution
- 2. Project Phases & Organisation
- 3. Understanding & Meeting Client Expectations
- 4. Project Planning
- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
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- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES Sem IV**

#### **Technology in CRM**

- Introduction to CRM
- 2. Introduction to E-CRM
- 3. Sales Force Automation (SFA)
- 4. Enterprise Marketing Automation
- 5. Implementing CRM
- 6. The Application Service Provider (ASP)
- 7. Customer Loyalty, CRM in FMCG & Data Mining in CRM
- 8. IT-Enabled CRM
- 9. Case Studies

# **CRM in Service Industry**

- 1. An Introduction to Service Industry
- 2. Understanding Services
- 3. Understanding CRM
- 4. Relationship between Service & CRM5.
- 5. Designing of Service for CRM
- 6. Internal Marketing: People Dimension of Service & CRM
- 7. Service Management & Productivity
- 8. Service Quality & Customer Satisfaction
- CEM-Customer Experience Management for Service Business

# **Marketing Research**

- 1. Fundamentals of Market Research
- 2. Application & Limitations
- 3. Sampling
- 4. Questionnaire Design Development
- 5. Scaling
- 6. Data Collection-Primary & Secondary
- 7. Data Preparation & Processing
- 8. Data Analysis & Interpretation
- 9. Multivariate Analysis
- 10. Research Process & Design
- 11. Specialised Techniques in Market Research
- 12. Market & Sales Analysis Research
- 13. New Product Development & Test Marketing
- 14. Presentation of Research Findings
- 15. Research in Service Segments

# POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

#### **SPECIALISATION: OPERATIONS**

#### Semester III

#### Strategic Management

- 1. Introduction to Strategic Management
- 2. Understanding Strategy
- 3. The Strategic Management Process
- 4. Environmental Appraisal & SWOT
- 5. Corporate Level Strategies: I
- 6. Corporate Level Strategies: II
- 7. Tools for Strategic Analysis & Choice: I
- 8. Tools for Strategic Analysis & Choice: II
- 9. Implementing Strategy: I
- 10. Implementing Strategy: II
- 11. Implementing Strategy: III
- 12. Strategic Evaluation & Control

#### **Planning & Control of Operation**

- 1. Aligning operations strategy with overall business strategy
- Demand Forecasting: Impact of demand variability on operations
- 3. Balancing capacity & demand
- 4. Production Planning & Scheduling
- 5. Techniques for optimizing production processes
- 6. Long-term planning for production & resource allocation
- 7. Managing capacity & inventory levels
- 8. Inventory Control
- 9. Materials Requirement Planning (MRP)
- 10. Statistical tools for process improvement
- 11. Managing project timelines & resources
- 12. Integrating supply chain with overall operations planning
- 13. Lean Operations & Control
- 14. Sustainable Operations

# **Materials Management**

- 1. Introduction to Materials Management
- 2. Materials Planning
- 3. Purchase Management: An Overview
- 4. Buying Policies
- 5. Buying at the Right Price
- 6. Project & Capital Goods Purchasing
- 7. Transport & Traffic Management
- 8. The Stores Function
- 9. Stores Operations
- 10. Fundamentals of Inventory Management
- 11. Economic Lot Size
- 12. Replenishment Systems
- 13. Just-in-Time (JIT)
- 14. Computerization of Materials Management
- 15. Evaluation of Materials Department

# Knowledge Management in Supply Chain & Performance Measurement

- 1. Knowledge Management in Supply Chain
- 2. Supply Chain IT Framework
- 3. Supply Chain Information Systems
- 4. Digital Markets & Efficient Supply Chains
- 5. E-Supply Chain Opportunities
- 6. Technology Standards
- 7. Enterprise Resource Planning
- 8. Emerging Technologies in SCM

# Program Curriculum

- 9. IT Tools in Procurement
- 10. Performance Measurement of Integrated Supply Chain
- 11. Traditional Approaches to Supply Chain Performance Measurement
- 12. World Class Performance Measures for Supply Chains
- 13. Process Driven Metrics
- 14. Balanced Score Card Supply Chain
- 15. SCOR Model & Case studies

#### **ELECTIVES Sem III**

# **Techniques for Operations Efficiency**

- 1. Systematic Problem Solving
- 2. 7 QC Tools
- 3. Quality Circles
- 4. 5-S for Good Workplace Organisation
- 5. SMED for Set-up Time Reduction
- 6. MUDA (Waste) Elimination
- 7. Poka-Yoke (Mistake/Error Proofing)
- 8. Statistical Process Control (SPC)
- 9. Kaizen
- 10. Daily Work Management (DWM)
- 11. Benchmarking
- 12. Total Productive Maintenance
- 13. Total Quality Management (TQM)

#### **Operations Strategy**

- History of Operations Management Current Status & Vision 2020
- Operations Strategy A Strategic Fit with Corporate, Business & Technology Strategies
- 3. Operations Strategy & Competitive Dimension
- Stakeholders & Strategy
- 5. Product/Process Design & Strategy
- 6. Operations Strategy & Market Requirements
- 7. Company / Product / Service Profiling & Downsizing
- 8. Capacity Decisions
- 9. Operation Strategy Implementation
- 10. Implementing Operation Strategy (Modern Techniques)
- 11. Strategic Quality Management, CAD, CAM & CIM
- 12. Delivering Value to Customers' Key Performance Indicators
- 13. Investment Decisions, Market Feedback & Organizational Learning

# **Project Management (Operations)**

- 1. Introduction to Projects
- 2. Project Management Process
- 3. Project Financing & Evaluation
- 4. Project Estimation & Economic Analysis
- 5. Organising Projects
- 6. Project Planning
- 7. Networks for Project Management
- 8. Resource Levelling & Project Crashing
- 9. Project Implementation & Monitoring
- 10. Controlling Projects
- 11. Projects Contracts Management
- 12. Management Risk in Projects
- 13. Project Quality Management14. Software Project Management
- 15. Issues in Project Management

# **SEMESTER IV**

# Industry 4.0

- 1. Introduction to Industry 4.0
- 2. Drivers & challenges of digital transformation
- 3. Interconnected systems & intelligent automation
- 4. Overview of IoT & its applications in industry
- 5. Role of big data in Industry 4.0.
- 6. Applications of AI & ML in manufacturing
- 7. Cloud-based services for Industry 4.0.
- 8. Real-time monitoring & control
- 9. Concept of digital twins in Industry 4.0
- 10. Communication standards in Industry 4.0
- 11. 5G Technology in Industry 4.0
- 12. Supply Chain & Logistics
- 13. Industry 4.0 Standards & Regulations
- 14. Digital SCM

# **Supply Chain Management**

- 1. Introduction to Supply Chain Management (SCM)
- 2. Logistics to Supply Chain Management (SCM)
- 3. Forecasting & Aggregate Planning
- 4. Inventory Management in SCM
- 5. Transportation
- 6. Inbound Supply Chain Management
- 7. Outbound Supply Chain Management
- 8. Designing Supply Chain Distribution Network
- 9. Postponement & CRM in SCM
- 10. Outsourcing & Financial Aspects of SCM
- 11. Role of IT in Supply Chain Management
- 12. E-Business & the Supply Chain
- 13. SCM Measurement
- 14. The Indian Supply Chain Architecture

## **Project Management**

- Introduction to Project Management: Genesis, history & evolution
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- 5. Working with People on Projects
- 6. Networks for Project Management
- 7. Resource Levelling & Project Crashing
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- 9. Controlling Projects
- 10. Introduction to Projects Contracts Management
- 11. Focused areas from PMBOK
- 12. Introduction of other useful frameworks

#### **ELECTIVES Sem IV**

#### **Technology Management**

- 1. Introduction to Technology Management
- 2. Competitive Advantages through New Technologies
- 3. Technology Strategy
- 4. Technology Forecasting
- 5. Technology Assessment
- 6. Technology Diffusion & Absorption
- 7. Technology Transfer Management
- 8. Human Aspects in Technology Management
- 9. Issues in Technology Management

#### World Class Manufacturing

- 1. Overview & History
- 2. Changing Scenario & Measures for WCM
- 3. Productivity & Work Study
- 4. Manufacturing Strategy
- 5. Product & Process Design
- 6. Waste Elimination
- 7. Toyota Production System (TPS)
- 8. Views of Experts (Gurus)
- 9. Lean Six Sigma
- 10. Modern Techniques
- 11. World Class Indian Companies

# **Business Process Re-engineering**

- 1. Introduction to BPR
- 2. Business Processes & MIS
- 3. Strategic Planning & BPR
- 4. Strategic Impact of IT & BPR
- 5. BPR Principles
- 6. Business Process Reengineering Techniques & Methodologies
- 7. BPR & QMS
- 8. Organising & Implementing BPR
- 9. Managing Barriers to BPR Success
- 10. BPR in Banks
- 11. ERP & BPR
- 12. SCM & BPR