

University School of Management Studies

Study Scheme and Syllabus

Batch 2014-17

Programme : Management Studies

Level : Undergraduate

Course : BBA

Study Scheme for BBA

Semester: 1st

S. No	Subject code	Subject Name	L	T	P	Credits
1	BB1101	Principles of Management	4	-	-	4
2	BB1102	Business Economics-I	4	-	-	4
3	BB1103	Organisational Behaviour	4	-	-	4
4	BB1104	Financial Accounting	4	-	-	4
5	FS1105	Business Communication	4	-	-	4
6	CA1106	Workshop on Computer Fundamentals and its Applications	3	-	1	4
7	FS1107	Soft Skills (Effective Communication and Team Building)	-	-	2	2
8	IE1108	Industry Interface- I	-	-	1	1
Total			23	-	4	27

Semester: 2nd

S. No	Subject code	Subject Name	L	T	P	Credits
1	MA1201	Business Mathematics- I	4	-	-	4
2	BB1202	Business Law-I	4	-	-	4
3	BB1203	Human Resource Management	4	-	-	4
4	BB1204	Financial Accounting-II	4	-	-	4
5	BB1205	Indian Economy	4	-	-	4
6	FS1206	Soft Skills (Leadership and Positive Attitude)	-	-	2	2
7	IE1207	Industry Interface-II	-	-	1	1
Total			20	5	3	28

Semester: 3rd

S. No	Subject code	Subject Name	L	T	P	Credits
1	BB2301	Business Law-II	4	1	-	5
2	AM2302	Statistics for Business	4	1	-	5
3	BB 2303	Marketing Management	5	-	-	5
4	BB2304	Seminar on Contemporary Issues	4	-	-	4
5	HV2305	Human Values & Professional Ethics	4	-	-	4
6	FS2306	Finishing School -III	1	-	2	2
7	IE2307	Industry Interface-III	-	-	-	1
Total			22	2	2	26

Study Scheme for BBA

S. No	Subject code	Subject Name	L	T	P	Credits
1	BB2401	Company Law	5	-	-	5
2	BB2402	Research Methodology	5	-	-	5
3	BB2403	Corporate Accounting	4	1	-	5
4	BB2404	Operation Research	4	1	-	5
6	ES2405	Environmental Sciences & Road Safety Education	4	-	-	4
7	FS2406	Finishing School- IV	1	-	2	2
8	IE2407	Industry Interface-IV	-	-	-	1
9		Community Services				
Total			23	2	2	27

Semester: 5th

S. No	Subject code	Subject Name	L	T	P	Credits
1	BB3501	Cost and Management Accounting	4	1	-	5
2	BB3502	Business Environment	4	1	-	5
4	BB3503	Production and Operations Management	5	-	-	5
5	BB3504	Management of Financial Services	5	-	-	5
6	BB3505	Seminar on Training Report	2	-	4	4
7	FS3506	Finishing School –V	1	-	2	2
8	IE3507	Industry Interface-V	-	-	-	1
Total			21	2	6	27

Semester: 6th

S. No	Subject code	Subject Name	L	T	P	Credits
1	BB3601	Consumer Behaviour	5	-	-	5
2	BB3602	Banking and Insurance Operations	5	-	-	5
3	BB3603	Entrepreneur and Managing Small Medium Business	5	-	-	5
5	BB3604	Financial Management	5	-	-	5
6	BB3605	Project Presentation	2	-	4	4
7	FS3606	Finishing School-VI	1	-	2	2
8	IE3607	Industry Interface-VI	-	-	-	1
9		Community Services				
Total			23		6	27



BBA 1ST SEMESTER SYLLABUS

Sub code	Subject Name	L	T	P	C
BB1101	Principles of Management	4	0	0	4

Unit I

Definition, nature, purpose and scope of management. Functions of a manager, Is managing a science or art? Managerial Ethics and Social responsibility.

Evolution of management thought. Contribution of Taylor and Fayol Elton Mayo, Closed system vs. open system. Subsystems and System Boundary. McKinsey's 7-S Approach.

Unit II

Planning: Types of plans, steps in planning process. Concept and process of Managing by Objectives (MBO). Nature and purpose of strategies and policies. Strategic planning process. SWOT analysis.

Decision-Making: Importance and steps in Decision Making; Decision making under certainty and uncertainty, group-aided decisions; Brain storming; Creativity - creative problem solving.

Unit III

Organizing: Concept of organization, process of organizing, bases of departmentation, Authority & power -concept & distinction. Line & Staff concept; line-staff conflict. Delegation - concept of delegation; elements of delegation - authority, responsibility, accountability. Reasons for failure of delegation & how to make delegation effective.

Decentralization - concept, and types (or methods) of decentralization. Span of Control -Coordination- Concept and importance of coordination; factors which make coordination difficult; techniques or methods to ensure effective coordination.

Unit IV

Control: Concept, planning-control relationship, process of control –setting objectives, establishing standards, measuring performance, correcting deviations.

Types of Control - (a) Feed forward control (b) Concurrent Control (Real Time Information & Control), (c) Feedback Control v) Comparative study: Comparative study of main features of Japanese Management and Z-culture of American Companies.

References

Text books & Reference Books

1. L. M. Prasad; Principle of Management; Sultan Chand. Delhi
2. Griffin, Ricky W, Management, Biztantra, New Delhi
3. Rao, VSP, Management, Excel Books, New Delhi.

Sub code	Subject Name	L	T	P	C
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Unit I

Microeconomics: meaning nature and scope. Basic concepts of economics: Static and dynamic approaches, equilibrium, utility and satisfaction, opportunity cost, marginal and incremental principles.

Unit II

Theory of demand: Nature of demand for a product, individual demand, market demand Extension and Increase, Contraction and Decrease in demand, determinants of demand. Elasticity of demand and its determinants.

Theory of Consumer Behavior: Utility analysis, indifference curve analysis, Consumer Equilibrium with the help of Indifference curve.

Unit III

Theory of production and costs: The concept of production function, production with one and two variable inputs, optimal input combination, theory of cost in short run and long run, revenue function.

Unit IV

Theory of firm and market organization: Breakeven analysis, pricing under perfect competition, pricing under monopoly, price discrimination, pricing under monopolistic competition.

References

Text books & Reference Books

1. Ahuja H.L.; Advanced Micro Economics, S. Chand Publication, Delhi.
2. Dwivedi D. N. -Microeconomic Theory, Pearson Publication, Delhi
3. Vanita Aggerwal – Macroeconomic Theory, Richard D, Pearson Publication, Delhi
4. Robert S. Pindyck, Daniel I .Robinfeld – Microeconomics Prentice Hall of India Publication, Delhi
5. A. Koutsoyiannis - Modern Microeconomics. Macmillian and co. India, Delhi
6. Jain T.R.- Business Economics, V.K. Publication, Delhi

Sub code	Subject Name	L	T	P	C
BB1103	Organisational Behaviour	4	0	0	4

Unit I

Organizational Behavior: Definition of OB, Managerial roles according to Mintzberg, Managerial skills, contributing disciplines to OB, challenges and opportunities for OB.

Foundations of Individual behavior- biographical characteristics, ability, and learning.Perception.Values and Attitudes, Personality.

Unit II

Motivation: Concept, Theories of Maslow, Herzberg, McClelland,Porter & Lawler Model, Application of Motivation Concept. Job Satisfaction.

Foundations of Group Behavior: Process of Group formation, Group Processes, Group Decision- making Techniques, Work Teams.

Unit III

Interpersonal Skills- Transactional analysis, Life Positions, Johari Window.Leadership: Concept, theories, styles and their application.

Unit IV

Conflict Management, Stress Management, Organizational Change & Development, Creating a learning Organization.

Organizational Culture.Organizational Effectiveness.

References

Text books & Reference Books

1. L.M. Prasad – Organizational Behaviour.Sutan Chand & Sons, Delhi
2. R. Aswathpa – Organizational Behaviour.HimalayaPub.House, Mumbai.
3. Stephen P. Robbins – Organizational Behaviour. PHI, Delhi
4. Rao& P.S. Narayan: Organization Theory and Behaviour.
5. 3 L.M. Prasad : Organizational Theory and Behaviour.S.Chand&Co, Delhi

Sub code	Subject Name	L	T	P	C
BB1104	Financial Accounting I	4	0	0	4

Unit I

Financial Accounting - Introduction to Accounting, Meaning, Scope, functions and importance of Accounting, Users of Accounting Information, Branches of Accounting- Financial, Management and Cost Accounting.. Book keeping and Accounting. Accounting Concepts and Conventions, GAAP -Generally Accepted Accounting Principles and Practice

Unit II

Accounting Mechanics - Dual concept, Double entry system of accounting. Accounting equations, Effect of transactions on accounting equations, Accounting Cycle. Recording of transactions in journal, Ledger Posting, Subsidiary Books, Preparation of Cash Book- Single Column, Double Column, Contra entry.

Unit III

Balancing of accounts. Trial balance and adjustments, Errors disclosed and concealed by Trial balance. Rectification of errors. Meaning of Capital and revenue items

Unit IV

Preparation of Final Accounts- Trading account, Profit and Loss Account and Balance Sheet (with adjustments)

References

Text books & Reference Books

1. Financial & Managerial Accounting, Charles Horgren, Walter Harrison, M. Oliver 3rd edition , Pearson
2. Jain and Narang : Financial Accounting
3. S.N. Maheshwari : An Introduction to Accountancy
4. Mukherjee & Hanif : Fundamentals of Accounting

Sub code	Subject Name	L	T	P	C
FS1105	Business Communication	4	0	0	4

Unit I

Communication: its types and significance, elements of effective writing, Scientific, Technical writing.

Unit II

Speaking skills:-speech mechanism, organs of speech. Production and classification of speech sounds, phonetic transcription.

Unit III

Oral presentation: Role of audio-visual aids, Discussion, meeting and telephonic Skills, Group discussion, conducting a meeting.

Unit IV

Business correspondence: business letters and reports.

References

Text books & Reference Books

1. Bhattacharya, Indrajit. An Approach to Communication Skills, Dhanpat Rai Co. Pvt Ltd; New Delhi.
2. Rutherford, Andreaj. Basic Communication Skills for Technology, Addison Wesley Longman, New Delhi.
3. Wright, Chrissie, Handbook of Practical Communication Skills, Jaico Pub House, Mumbai.
4. Scott, Bill, The Skills of Communicating, Jaico Pub House, Mumbai.

Subject Name		L	T	P	C
Sub code					
CA1106	Workshop on Computer Fundamentals and its Applications	3	0	1	4

Unit I

Information: Concepts and Processing, Data, Information and knowledge, Need for Information Qualities, Properties, Value and Information.

Unit II

Computer System Components: Basic Structure of A Digital Computer-Concept of I/O devices, Memory concepts, Computer Languages-low level, high level, Hardware and Software, Language.

Unit III

MS office and its components-its applications in various managerial decisions. MS Excel and power point presentations.

Unit IV

Computer Networks And Internet: Goals and Objectives of Computer Networks, Topologies, applications, email and effective use of social media websites.

References

Text books & Reference Books

1. Gill, Nasib, Computer Fundamental and Internet.
2. Saxena, Computer Applications in Management, Vikas Publication, New Delhi
3. B. Ram, Computer Fundamentals, New Age Publications, New Delhi
4. Rajaraman, V., Computer Fundamentals, PHI, New Delhi

Sub code	Subject Name	L	T	P	C
FS1107	Soft Skills (Effective Communication and Team Building)	-	-	2	2

1. Unit I - Self Analysis (4 Hours)

SWOT Analysis, Self Introduction, Who am I, My attributes, Importance of Self Confidence, Self Esteem

2. Unit II - Attitude (4 Hours)

Factors influencing Attitude, Challenges and lessons from Attitude, Change Management

Exploring Challenges, Risking Comfort Zone, Managing Change

3. Unit III - Motivation (6 Hours)

Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators.

4. One Minute Talk

5. Group Discussion

6. Value based role plays

News Sharing and news interpretation



BBA 2ND SEMESTER

SYLLABUS

Sub code	Subject Name	L	T	P	C
BB1201	Business Mathematics I	4	0	0	4

Unit I

Set theory- definition of set , methods of describing a set , types of set sub sets and their properties, compliment of set operations of sets , fundamental law of algebra of sets, de Morgan's law, Venn Diagram, application of sets in problems based on number of elements of the set

Unit II

Logarithms:- definitions fundamentals properties of logarithm with proofs, base changing formula with proof, problem solving without using log table, application of logarithm in solving problem based on compound interest, depreciation and population growth using log tables.

Unit III

Matrices and: definition of matrix, equality of matrices, types of matrices, scalar multiplications, operation on matrices, transpose of matrices, symmetric and skew symmetric matrices

Unit IV

Determinants- introduction, Minors & Cofactors, adjoint of a matrix, inverse of a matrix, application of matrices in solving system of linear equations, using Cramer's Rule and matrix inversion method .

References

Text books & Reference Books

1. Trivedi, *Business Mathematics, 1st edition*, Pearson Education.
2. Sancheti and Kapoor, *Business Mathematics*, Sultan Chand and Sons.
3. Raghavachari M., *Mathematics for Management*, McGraw Hill Education.
4. Cleaves, Cheryl, and Hobbs, Margie, *Business Mathematics 7th Edition*, Prentice Hall.
5. Khan, Shadab, *A Text Book of Business Mathematics*, Anmol Publications

Sub code	Subject Name	L	T	P	C
BB1202	Business Laws-I	4	0	0	4

Unit I

Law of Contract: Definition and nature and types of a contract. Offer and Acceptance.

Consideration, free consent, and capacity of parties. Legality of Object. Performance and discharge of Contract. Remedies for Breach of Contract.

Unit II

Introduction to Agency, Bailment, Pledge, Guarantee

Unit III

Law of Sale of Goods: Definition of Sales, essentials for contract of sale. Meaning of conditions and warranties. Implied warranties – Caveat Emptor. Transfer of Ownership. Rights of Unpaid seller and other remedial measures.

Unit IV

Law of Partnership: Definition and nature of partnership, rights and duties of a partner.

issolution of a partnership.

References

Text books & Reference Books

1. **Mercantile Law 7 Ed:** Chawla, Garg, and Sareen (Kalyani Publications)
2. **Elements of Mercantile Law:** N.D. Kapoor (Sultan Chand and Sons)

Sub code	Subject Name	L	T	P	C
BB1203	Human Resource Management	4	0	0	4

Unit I

Nature, scope, role and importance of HRM. New trends in HRM due to globalization deregulation and technological advancements.

Job analysis: steps in analysing job and introduction to methods of collecting job analysis information.

Job description, job specification, job design, job simplification, job rotation, job enrichment and job enlargement.

Unit II

Recruitment: sources of recruitment, policies and procedure of recruitment, selection process, testing & interviews.

Placement and induction, transfer and promotion.

Unit III

Human Resource Development: Identification of training needs and techniques of training, employee development and career planning.

Wage and salary administration and incentives.

Unit IV

Performance appraisal, methods and problems of performance appraisal.

An introduction to teams, employee, empowerment and participation.

References

Text books & Reference Books

1. Rao V.S.P. Human Resource Management, Excel books
2. Monnappa and Saiyadan, Personnel Management, Tata Mcgraw Hill.
3. Dessler, Garg, Human Resource Management, Pearson education.

Sub code	Subject Name	L	T	P	C
BB1204	Financial Accounting II	4	0	0	4

Unit I

Bank Reconciliation Statement- Rules for recording receipts and payments in cash book and bank pass book. Depreciation Accounting- Depreciation, Depletion, and amortization. Factors in the measurement of depreciation. Methods of providing depreciation- Fixed, Written Down Value and Sinking Fund method. Reserves and Provisions.

Unit II

Bills of Exchange, Single entry system of accounting-Statement of Profit and Statement of affairs. Difference between Balance Sheet and Statement of Affairs.

Unit III

Accounting for Non Profit Organisations- meaning, Preparation of Receipt and Payment account, Income and Expenditure account and Balance Sheet

Unit IV

Accounting Information System. Computerised Accounting- features of computerized accounting, Difference between manual and computerized accounting. Accounting Packages. Tally. Project work

References

Text books & Reference Books

1. Financial & Managerial Accounting, Charles Horgren, Walter Harrison, M. Oliver Pearson
2. Jain and Narang : Financial Accounting
3. S.N. Maheshwari : An Introduction to Accountancy
4. Mukherjee & Hanif : Fundamentals of Accounting

Sub code	Subject Name	L	T	P	C
BB1205	Indian Economy	4	0	0	4

Unit I

National Income of India: Growth, structure, and interstate variation.

Infrastructure: Physical and social, its role in economic development

Indian planning: Objectives, priorities, and basic strategy. Achievements of economic planning, latest five year plan.

Unit II

Agriculture: Production and productivity trends, green revolution, land reforms, rural credit.

Industrial sector: Industrial growth during planning period, industrial policy (liberalization, globalisation and privatization)

Unit III

Changing profile of public sector

Major economic problems: Population, unemployment, Poverty, inflation, regional imbalances, and inequalities.

Unit IV

Recent trends in foreign trade of India. India and WTO..

Text books & Reference Books

1. Riddardatt&Sundaram: Indian Economy
2. Mishra &Puri: Indian Economy
3. BimalJalan: Indian Economy
4. RBI: Currency, Banking reports
5. Latest Economic Survey.



Sub code	Subject Name	L	T	P	C
FS1206	Soft Skills (Leadership and Positive Attitude)	-	-	2	2

1. Unit I - Goal Setting (6 Hours)

Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals. Time Management, Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

2. Unit II - Creativity (10 Hours)

Out of box thinking, Lateral Thinking

3. Unit III- Presentation (1 Hour per Student)

4. One Minute Talk

5. Group Discussion

6. Value based role plays

7. News Sharing and news interpretation



BBA 3RD SEMESTER SYLLABUS

Sub code	Subject Name	L	T	P	C
BB2301	Business Law-II	4	1	-	5

UNIT I

Factories Act: Object and definition, Health, Safety and welfare provisions, Provision of working hours for women and young persons. Basic Features of payment of wages Act, Minimum Wages Act and Basic features of Employees Provident Fund Act, and Payment of bonus act.

UNIT II

The Trade Union Act: Objects, definitions, and registration of trade unions. Rights and liabilities of trade union.

The Industrial Disputes Act: Scope and object. The settlement machinery and authorities under the act. Introduction of strikes, lockouts, and layoffs, retrenchment.

UNIT III

The Consumer Protection Act (1986): Definition of consumer, Features, Grievance redressed machinery.

UNIT IV

Taxation: Constitutional framework of taxation. Direct and indirect taxes. Basic features of Central excise, Customs, Central, state sales tax and VAT.

Recommended Books:

1. N D Kapoor, Element of Mercantile Law, Sultan Chand & Sons.
2. S S Gilshan, Business Law, New Age International Publication.
3. M C Kuchhal, Business Law, Vikas Publication.
4. Gulshan, Kapoor, Business Law including C. Law, New Age International.
5. Pathak, Akhileshwa, Legal Aspects of Business, McGraw Hill Education.
6. Indirect Taxes- Law & Practices- V.S. Datey, Taxmann
7. Indirect Taxes-Snowwhite Publications.

Note: The latest editions of the books should be followed.

Sub code	Subject Name	L	T	P	C
AM2302	Statistics for Business	4	1	-	5

Unit-I

Statistics: Definition, Importance & Limitation, Collection of data, classification and presentation of frequency distribution. **Measures of Central Tendency and Dispersion :** Meaning and objectives of measure of central tendency- arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; Measure of variation, range, quartile deviation, mean deviation and standard deviation, coefficient of variation.

Unit II

Correlation and Regression: Meaning of correlation, types of correlation and methods of studying correlation. Lines of regression, co-efficient of regression, standard error of estimate.

Unit III

Index numbers and Time series: **Index number:** their uses in business; construction of simple and weighed price, quantity and value index numbers, test for an ideal index number. **Time Series:** Components - secular trend, cyclical, seasonal and irregular variations.

Unit IV

Elementary Probability Theory: Definition, Basic concepts, Events and experiments, random variables, expected value Types of probability: Classical approach, Relative frequency approach or empirical probability, Subjective approach to probability. Theorems of probability: Addition theorem, Multiplication theorem.

Recommended Books:

1. Sancheti and Kapoor V.K, Statistics Theory, Methods & Application, Sultan Chand & Sons.
2. R.P.Hooda, Introduction to Statistics, Macmillan.
3. S.C. Aggarwal& R.K Rana, Basic Statistics for Economists: V.K. India.
4. S. P. Gupta Statistical Methods Sultan Chand.
5. Raghawachari, M., “Mathematics for Management –An Introduction”, Tata McGraw Hill, New Delhi.

Note: The latest editions of the books should be followed.

Sub code	Subject Name	L	T	P	C
BB 2303	Marketing Management	5	-	-	5

UNIT I

Marketing: Nature and Scope of Marketing, customer needs, wants and demand. **Various Marketing Concepts:** production, product, selling, marketing and societal marketing, Analyzing marketing environment: micro, macro Environment

UNIT II

Market segmentation: need, concept, nature, basis and strategies, mass marketing vs. Segmentation. **Marketing mix:** 4Ps of products and 7Ps of services, components and factors affecting.

UNIT III

Product decisions: product definition, new product development process, and product life cycle, positioning, branding, packaging and labeling decisions. **Pricing decisions:** importance, objectives, designing strategies, Pricing Techniques.

UNIT IV

Product promotion: promotion mix-introduction, importance, advantages and disadvantages of various components and factors affecting.

Distribution: types of channel, factors affecting decision, Designing and Managing Marketing Channel, Managing Retailing, physical distribution system and its components

Recommended Books:

1. Kotler, P., Keller, K.L. Koshy, A. and Jha, M., Marketing Management: A South Asian Perspective, Pearson Education.
2. Etzel, M., Walker, B., Stanton, W. and Pandit, A Marketing Management, Tata McGraw Hill.
3. Ramaswamy, V.S and Namakumari, S. Marketing Management: Global Perspective Indian

Context, Macmillan Publishers India Ltd.

1. Saxena, Rajan, Marketing Management, Fourth Edition, Tata McGraw Hill Education Pvt. Ltd.

Note : The latest editions of the books should be followed

Sub code**Subject Name****L T P C**

BB2304

Seminar on Contemporary Issues

4 - - 4

Instructions for the Teachers

- To cover this course teacher can make it compulsory for the students to read newspaper and prepare news files.
- Group discussions in the class on various issues of business and economy.
- Presentations on various topics by each Student.
- At the end teacher can evaluate the student through news file viva, presentation and GDs conducted throughout the semester.

NOTE: ASSESSMENT WILL BE INTERNAL

Sub code	Subject Name	L	T	P	C
HV2305	Human Values & Professional Ethics	4	-	-	4

Objective/s and Expected outcome: To help the students to discriminate between valuable and superficial in the life. To help develop the critical ability to distinguish between essence and form, or between what is of value and what is superficial, in life - this ability is to be developed not for a narrow area or field of study, but for everyday situations in life, covering the widest possible canvas. To help students develop sensitivity and awareness; leading to commitment and courage to act on their own belief. It is not sufficient to develop the discrimination ability, it is important to act on such discrimination in a given situation. Knowingly or unknowingly, our education system has focused on the skill aspects (learning and doing) - it concentrates on providing to its students the skills to do things. In other words, it concentrates on providing "How to do" things. The aspects of understanding "What to do" or "Why something should be done" is assumed. No significant cogent material on understanding is included as a part of the curriculum. A result of this is the production of graduates who tend to join into a blind race for wealth, position and jobs. Often it leads to misuse of the skills; and confusion and wealth that breeds chaos in family, problems in society, and imbalance in nature. This course is an effort to fulfill our responsibility to provide our students this significant input about understanding. This course encourages students to discover what they consider valuable. Accordingly, they should be able to discriminate between valuable and the superficial in real situations in their life. It has been experimented at IITB, IITK and UPTU on a large scale with significant results.

PART A

1. Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

- Understanding the need, basic guidelines, content and process for Value Education. • Self Exploration—what is it? - Its content and process; „Natural Acceptance“ and Experiential Validation- as the mechanism for self-exploration.
- Continuous Happiness and Prosperity- A look at basic Human Aspirations
- Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
- Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
- Method to fulfill the above human aspirations: understanding and living in harmony at various levels

2. Understanding Harmony in the Human Being - Harmony in Myself!

- Understanding human being as a co-existence of the sentient „I“ and the material „Body“
- Understanding the needs of Self („I“) and „Body“ - Sukh and Suvidha
- Understanding the Body as an instrument of „I“ (I being the doer, seer and enjoyer)
 - Understanding the characteristics and activities of „I“ and harmony in, I“
- Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail
- Programs to ensure Sanyam and Swasthya

3. Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

- Understanding harmony in the Family- the basic unit of human interaction.

- Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti; Trust (Vishwas) and Respect (Samman) as the foundational values of relationship.
- Understanding the meaning of Vishwas; Difference between intention and competence
- Understanding the meaning of Samman, Difference between respect and differentiation; the other salient values in relationship
- Understanding the harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals
- Visualizing a universal harmonious order in society- Undivided Society (AkhandSamaj), Universal Order (SarvabhaumVyawastha)- from family to world family!

PART B

4. Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

- Understanding the harmony in the Nature
- Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self- regulation in nature
- Understanding Existence as Co-existence (Sah-astitva) of mutually interacting units in all- pervasive space
- Holistic perception of harmony at all levels of existence

5. Implications of the above Holistic Understanding of Harmony on Professional Ethics

- Natural acceptance of human values
- Definitiveness of Ethical Human Conduct
- Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
- Competence in professional ethics:
 - o Ability to utilize the professional competence for augmenting universal human order
 - o Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems
 - o Ability to identify and develop appropriate technologies and management patterns for above production systems.
- Case studies of typical holistic technologies, management models and production systems
- Strategy for transition from the present state to Universal Human Order:
 - o At the level of individual: as socially and ecologically responsible engineers, technologists and managers
 - o At the level of society: as mutually enriching institutions and organizations

Recommended Books:

1. R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Value Education.
2. B L Bajpai, 2004, Indian Ethos and Modern Management, New Royal Book Co., Lucknow. Reprinted 2008.
3. A Nagraj, 1998, JeevanVidyaekParichay, Divya Path Sansthan, Amarkantak.
4. PL Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.
5. A.N. Tripathy, 2003, Human Values, New Age International Publishers

Sub code**Subject Name****L T P C**

FS2306

Finishing School -III

1 - 2 2

UNIT I – NUMBERS (6 hours)

Types and Properties of Numbers, LCM, GCD, Fractions and decimals, Surds

UNIT II - ARITHMETIC – I (6 hours)

Percentages, Profit & Loss, Simple Interest & Compound Interest, Clocks & calendars

UNIT III - ALGEBRA - I (6 hours)

Logarithms, Problems on ages

UNIT IV - MODERN MATHEMATICS - I (6 hours)

Permutations, Combinations, Probability

UNIT V - REASONING (6 hours)

Logical Reasoning, Analytical Reasoning

ASSESSMENT

Objective type – Paper based / Online – Time based test 50 marks



BBA 4TH SEMESTER SYLLABUS

Sub code	Subject Name	L	T	P	C
BB2401	Company Law	4	1	-	5

UNIT I

Company –Meanings, Features, Types, Promotion and Registration, Preliminary contracts, Memorandum of Association: Meaning, Importance, Contents, Alteration, Doctrine of Ultra-Virus.

Memorandum of Association and Article of Association: Meaning, Contents, Alteration. Doctrine of Indoor Management.

UNIT II

Prospectus: Definition, Dating and Registration of Prospectus, Statement in lieu of Prospectus and Liability for Misstatement in prospectus.

Share Capital: Kinds, Classes of Capital, Alteration of Capital, transfer and transmission of shares.

UNIT III

Membership of a company. Board of Directors: Directors Powers, duties, appointment, removal, legal position.

UNIT IV

Company Meetings:-Statutory, Annual general meeting, extraordinary meeting, meeting of BOD, Guidelines for managerial remuneration, Quorum for different meetings, Kinds of resolutions. Winding up by court.

Recommended Books:

1. Avtar Singh, “Company Law”.
2. N. D. Kapoor “Company Law & Secretarial Practice”.

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB2402	Research Methodology	5	-	-	5

UNIT I

An Introduction to Research: Meaning, Definition, Objectives, and Process; Research Problem: Selection of Problem, Understanding Problem, Necessity of Defined Problem; Review of Literature in Research. **Research Design:** Meaning, Types – Descriptive, Diagnostic, Exploratory, And Experimental.

UNIT II

Sources Of Data: Primary And Secondary; Data Collection Methods; Questionnaire Designing: Construction, Types And Developing A Good Questionnaire.

Sampling: Advantages and Limitation of Sampling, Sampling process, Types of Sampling: Non-probability sampling techniques, Probability sampling techniques, Sampling and non - sampling errors.

Research Proposal/Synopsis Writing.

UNIT III

Measurement: Concept, Levels of measurement—Nominal, Ordinal, Interval and Ratio Attitude Measurement: Comparative scaling techniques, Non-comparative scaling techniques.

UNIT IV

Data Preparation And Analysis : Editing, Coding, Cross Tabulation and Practices through Excel (Basic Concepts). **Report Writing:** Types of Research Reports, Guidelines for Writing a Report, Report Format, Guidelines for evaluating a report.

Recommended Books:

1. C.R. Kothari : Research Methodology, New Age International Publishers
2. K.V. Rao : Research Methodology, Sterling Publishers,
3. Srivastava and Rego : Business Research Methodology Tata McGraw Hill
4. RajinderNargundhkar : Marketing Research, Tata McGraw Hill
5. Cooper and Schindler, Business Research Methods, Tata McGraw Hill

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB2403	Corporate Accounting	4	1	0	5

Accounting For Share Capital Transactions - Issue Of Shares at Par, at Premium and at Discount; Forfeiture and Re-Issue of Shares; Buy-Back of Shares; Redemption of Preference Shares - Statutory Requirements, Disclosure In Balance Sheet; Rights Issue. Issue and Redemption of Debentures: Issue of Debentures - Accounting Treatment and Procedures; Redemption of Debentures; Conversion of Debentures into Shares. Underwriting of Issues; Acquisition of Business; Profits Prior To Incorporation; Treatment of Preliminary Expenses

UNIT II

Preparation And Presentation of Final Accounts: Provisions and Reserves; Determination of Managerial Remuneration; Appropriation out of Profits; Transfer of Profits to Reserves; Payment of Dividend, Transfer of Unpaid Dividend to Investor Education and Protection Fund; Bonus Shares and Payment of Interest out of Capital.

UNIT III

Accounting Treatment for Amalgamation and Reconstruction of Companies: Internal Reconstruction Holding and Subsidiary Companies - Accounting Treatment and Disclosures; Consolidation of Accounts Valuation of Goodwill and Shares.

UNIT IV

Overview of Financial Reporting In Respect of Various Kinds of Financial Institutions

Like Mutual Funds, Non -Banking Finance Companies, Merchant Bankers, Stock Brokers etc. Computerised Accounting: Accounting Software: Role of Computers in Accounting.

Recommended Books:

1. M.C. Shukla, T. S. Grewal & S. C. Gupta, Advanced Accounts, Sultan Chand & Company Ltd.
2. R. L. Gupta & M. Radhaswamy, Company Accounts, Sultan Chand & Sons,
3. S.N. Maheshwari, Corporate Accounting, Vikas Publishing House.
4. T.P Ghosh, Accounting Standards and Corporate Accounting, Taxman's, New Delhi.

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB2404	Operation Research	4	1	-	5

UNIT I

Decision-making environments: Decision-making under certainty, uncertainty and risk situations; Uses of Decision tree, Uses, scope and applications of Operation Research in managerial decision-making

Project Management: Rules for drawing the network diagram, Application of CPM and PERT techniques in project planning and control

UNIT II

Linear programming: Mathematical formulations of LP Models for product-mix problems; graphical and simplex method of solving LP problems; **Transportation problem:** Various method of finding Initial basic feasible solution and optimal cost. Assignment model: Algorithm and its applications

UNIT III

Game Theory: Concept of game; Two-person zero-sum game; Pure and Mixed Strategy Games; Saddle Point; Odds Method; Dominance Method and Graphical Method for solving Mixed Strategy Game -Sequencing Problem: Johnsons Algorithm for n Jobs and Two machines, n Jobs and Three Machines.

UNIT IV

Queuing Theory: Application and Characteristics of M/M/I Queue model, Applications of Queue model for better service to the customers. **Replacement Problem:** Replacement of assets that deteriorate with time, replacement of assets which fail suddenly.

Recommended Books:

- 1) TahaHamdy- Operations Research- An Introduction, Prentice-Hall
- 2) J K Sharma- 'Operations Research' Pearson Learning
- 3) Vohra- Quantitative Techniques in Management, Tata McGraw-Hill
- 4) Peter C Bell- Management Science/ Operations Research, Vikas Publications.
- 5) Anand Sharma 'Operations Research' Himalaya Publications
- 6) Prasad 'Operations Research' Cengage Learning

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
ES2405	Environment Sciences & Road Safety Education	4	-	-	4

Unit- I

Introduction To Environmental Sciences: Natural Resources: Environmental Sciences, Relevance, Significance, Public awareness, Forest resources, Water resources, Mineral resources, Food resources, conflicts over resource sharing, Exploitation, Land use pattern, Environmental impact ,fertilizer, Pesticide Problems, case studies

Unit-II

Environmental Pollution And Management: Environmental Pollution-Causes, Effects and control measures of Air, Water, Marine, soil, solid waste. Disaster Management-Floods, Earth quake, Cyclone and Land slides. Role of individuals in prevention of pollution- pollution case studies

Unit-III

Human Population and the Environment- Population growth, variation among nations. Population explosion – Family Welfare Program. Environment and human health, Human Rights, Value Education, HIV / AIDS, Women and Child Welfare, Role of Information Technology in Environment and human health, Case Studies.

Unit-IV

Concept and Significance of Road Safety, Role of Traffic Police in Road Safety, Traffic Engineering – Concept & Significance, Traffic Rules & Traffic Signs, How to obtain Driving License, Traffic Offences, Penalties and Procedures, Common Driving mistakes, Significance of First-aid in Road Safety, Role of Civil Society in Road Safety, Traffic Police-Public Relationship.

Recommended Books:

1. Dr. G.R. Chatwal, A Text Book of Environmental Studies, Himalaya Publications
2. Dara S S, A text book of environmental chemistry and pollution control, S.C & Company.
3. Haynes, R Environmental Science Methods, Chapman & Hall, London.
4. Shailendra K Singh, SubashC.Kundu , Disaster Management, Mittal Publications.
5. Elvik Rune, The Handbook of Road Safety Measures Hardcover, Emerald Group Publishing Ltd.
6. The Motor Vehicle Act, 1988 (2010), Universal Law Publishing Co. Pvt. Ltd., New Delhi.
7. Road Safety Signage and Signs (2011), Ministry of Road Transport and Highways, Government of India.

Websites:

- (a) www.chandigarhpolicen.nic.in
- (b) www.punjabpolice.gov.in
- (c) www.haryanapolice.gov.in
- (d) www.hppolice.nic.in

Sub code**Subject Name****L T P C**

FS2406

Finishing School- IV

1 - 2 2

UNIT I (6 hours)

Critical Reasoning – Essay Writing

UNIT II (6 hours)

Synonyms – Antonyms - Odd Word - Idioms & Phrases

UNIT III (6 hours)

Word Analogy - Sentence Completion

UNIT IV (6 hours)

Spotting Errors - Error Correction - Sentence Correction

UNIT V (6 hours)

Sentence Anagram - Paragraph Anagram - Reading Comprehension

ASSESSMENT

1. Objective type – Paper based /Online – Time based test 50 marks



BBA 5TH SEMESTER

SYLLABUS

Sub code	Subject Name	L	T	P	C
BB3501	Cost and Management Accounting	4	1	-	5

UNIT I

Introduction: Cost and Cost Accounting, Scope, Objectives, Advantages and disadvantages, Installation of costing system. Differences Between Cost Accounting and Financial Accounting and Management Accounting. Cost Unit & Cost Centre, Elements of cost, Material, Labour and other Expenses , Classification of cost, Types of Costs and Preparation of Cost Sheet. Methods of Costing

UNIT II

Marginal Costing –Meaning and various concepts -Fixed Cost Variable Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety.

Standard Costing- Definition and Meaning of Various Concepts, Advantages and Limitations of Standard Costing,

Variance Analysis –Material and Labour Variances only.

Budget and Budgetary Control- Definition, Meaning and objectives of Budgetary control Advantages and disadvantages of Budgetary Control Types of Budget

UNIT III

Introduction :Origin, Concept, nature and Scope of Management Accounting. Need and Importance of Management Accounting, Tools & techniques of Management Accounting, Limitations.

UNIT IV

Financial statement Analysis:-meaning, types, Comparative Statements, Common Size, Trend analysis,Introduction of EVA. **Tools of Financial Analysis** –Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios), Fund flow and cash flow analysis(Conceptual Only).

Recommended Books:

1. Khan & Jain, Cost Accounting, Tata McGraw Hill
2. Wilson, Cost Accounting, Himalya publications
3. Gupta, Sharma, Ahuja, Cost Accounting, FK publications
4. Jain, P.K and Khan M.Y “Management Accounting”, Tata McGraw Hill Publishing Co. Ltd. New Delhi.
5. Horngren Charles, Gary, Sundem, Stratton William, “ Introduction to Management Accounting”, Pearson Education Publishers,

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3502	Business Environment	5	-	-	5

UNIT I

Business & Social Environment: Meaning, salient features, significance, internal & external environment, environment scanning: features, process & techniques, social responsibility of business, ecological environment protection Act.

UNIT II

Political & Economic Environment: Three political institutions: legislature, executive & judiciary, salient features of economic system: basic philosophies of capitalism, socialism & mixed economy, liberalization, privatization & globalization. new industrial policy & its implication in India, disinvestment of public enterprises- rationale, objectives & implications fiscal policy: types, instruments: taxation & public expenditure & their impact on economy monetary policy: types, instruments, EXIM policy.

UNIT III

Technological, Legal and Regulatory Environment: Impact of Technology on Business, Technological Policies, Problems in Technology Transfer, Salient features of intellectual property rights and trademarks, Competition Act 2002: features, objectives, objectives, anti-competitive agreement, abuses of dominance, regulations of combinations, leniency regulation, Foreign Exchange Management Act 1999 (FEMA): Features, objectives, application of the Act, FEMA vs. FERA.

UNIT IV

International Environment: Trends in global trade & investment; balance of payments/ trade, foreign direct investment and collaboration. Economic Institutions: World Trade Organization, UNCTAD, IMF. Trade blocks: EU, NAFTA, SAARC, Foreign Trade: SEZ (Special Economic Zones).

Recommended Books:

1. Dr Francis Cherunilam, Business Environment Text & Cases, Himalaya Publishing House,
2. Mishra, S.K. and Puri V.K, Economic Environment of Business, Himalaya Publishing House,
3. Paul Justice, Business Environment- Text and Cases, TATA McGraw Hill Publishing
4. K Aswathappa, Essential of Business Environment, Himalaya Publishing House,
5. Economic Survey, Government of India.

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3503	Management of Financial Services	5	-	-	5

UNIT I

Introduction to Financial Systems. Types of financial markets: Money market operations- Features, importance and composition of the developed money market in India. Capital markets in India.

UNIT II

Concept and functioning of depository and depository participants in India. Merchant Banking in India- its origin and development. Organizational aspects and importance of merchant bankers. Financial Regulatory bodies-RBI, SEBI.

UNIT III

Mutual Funds and AMC's – Concept, origin and growth of mutual funds

Venture Capital: - Concept, Characteristics and guidelines for venture capital.

Plastic Money - Concept and different forms of plastic money - credit and debit cards, pros and cons.

UNIT IV

Credit rating - the concept and objective of credit rating, various credit rating agencies in India and Brief introduction to International credit rating agencies,

Recommended Books:

1. Jeff Madura, Financial Markets and Institutions. South-Western College Publishing, Cincinnati
2. Gordon Natarajan, Financial Markets and Services. Himalaya Publishing House.
3. SandeepGoel, Financial Services, PHI Learning

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3504	Production and Operations Management	5	-	-	5

UNIT I

Production and operations management; its functions and relationship with other functional areas. Facility location decision, layout decision, product and process layout. Capacity planning.

UNIT II

Production planning and control: Planning, scheduling, routing etc. Assembly line balancing. Work Study: Method study and time study, Work simplification. Productivity linked incentives.

UNIT III

Inventory Management – Concepts, Classification: Objectives: Factors Affecting Inventory Control Policy: Inventory costs: Basic EOQ Model: Re-order Level: ABC Analysis. Supply chain management, brief introduction to JIT.

UNIT IV

Quality Management: What is Quality, Quality as a corporate strategy, statistical methods, SPC control charts, acceptance sampling, Total Quality Management (TQM). Quality circles cost of Quality, Taguchi philosophy.

Recommended Books:

1. Chary S.N. Production & Operations Management, Latest ed. Tata McGraw Hill Publishing
2. Buffa, Modern Production Management, Wiley Eastern Pvt. Ltd.
3. Adam, Production & Operations Management, Prentice Hall.
4. Jhamb L.C. Production & Operations Management, Everest Publishing House,
5. K.Aswathappa&Bhat, Production & Operations Management Himalaya Publishing

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3505	Seminar on Training Report	2	-	4	4

Between the fourth and the fifth semester the students of BBA are required to undergo summer training in any organization. The training is aimed at exposing the students to the practical aspects of management and the application of theories of management. They are required to carry out a project and submit a report to the institution at the end of training.

This training report is required to be presented to the class and evaluated by a teacher/ teachers of the college.

Sub code	Subject Name	L	T	P	C
FS3506	Finishing School –V	1	-	2	2

UNIT I (6 hours)

Video Profile

UNIT II (6 hours)

Tech Talk / Area of Interest / Extempore / Company Profile

UNIT III (6 hours)

Curriculum Vitae

UNIT IV (6 hours)

Mock Interview

UNIT V (6 hours)

Group Discussion / Case Study

ASSESSMENT

Objective type – Paper based / Online – 50 marks based on Continuous Communication Assessment.



BBA 6TH SEMESTER

SYLLABUS

Sub code	Subject Name	L	T	P	C
BB3601	Consumer Behaviour	5	-	-	5

UNIT I

Consumer behaviour: nature, scope & application. **Consumer buying behaviour:** consumer decision making process (five step model), factors affecting buying behaviour, purchase behaviour, buyer's role.

UNIT II

Consumer as an individual: Consumer motivation: needs & goals, positive & negative motivation, types & systems of needs hierarchy & trio of needs.

Introduction to Personality: Theories, Product Personality, Perception: Concept and Elements of Perception and Attitude with reference to consumer behavior.

UNIT III

Reference groups: concepts, factors affecting reference groups. **Family:** Functions of family, Family decision making, Family Life Cycle. Social class & its measurement. **Culture & sub culture:** definition & influence.

UNIT IV

Consumer Decision Making: Introduction to opinion leadership, innovations: Diffusion Process, Adoption Process. Introduction to Consumer Decision Making: levels, decision making process, various views of consumer decision making, Models of consumer decision-making.

Recommended Books:

1. Schiffman&Kanuk: Consumer Behaviour, Pearson Education
2. Engel, Blackwell, &Mirriard: Consumer Behaviour, Dryden Press
3. Majumdar,R, Consumer Behaviour: Insights from the Indian Market, PHI Learning Pvt. Ltd., New Delhi
4. Loudon, Bitta, Consumer Behaviour, Tata McGraw Hill, New Delhi.

Note: The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3602	Banking and Insurance Operations	5	-	-	5

UNIT I

Banking system and structure in India, Types of banks, Role of Reserve Bank as regulator of banking system, Provisions of Banking Regulation Act & Reserve Bank of India Act. The terms banker and customer, Types of relationship between banker and customer, Bankers obligations to customers.

UNIT II

Customers` accounts with banks, Opening- operation, KYC norms and operation , Types of accounts and customers. Banking Technology, Home banking ,ATMs, Internet banking, Mobile banking, Core banking solutions, Debit, Credit, and Smart cards, EFD, RTGS. International banking.

UNIT III

Banker as lender, Types of loans, Overdraft facilities , Discounting of bills, Financing book dates and supply bills, Charging of Security bills, pledge, mortgage, assignment. Management of NPAs. and risk management in banks, Basel norms. Money laundering.

UNIT IV

Introduction to Insurance, Elements of Insurance, Players in Life and Non-Life Insurance sector, Insurance documents. IRDA, Provisions of Insurance Act 1938. Insurance Ombudsman. Types of Insurance, Bancassurance- concepts.

Recommended Books:

1. L M Bhole ‘Financial Institutions & Markets’ Tata McGraw- Hill
2. Sunderaram and Varshney. “Banking Theory, Law and practice” Sultan Chand & Sons, New Delhi.
3. Koch W, Timothy, & S. Scott. “Bank Management” Thomson, New Delhi.
4. Gordon & Natrajan, Banking (Theory, Law and Parctice) Himalaya Publishing.
5. Agarwal, O.P. Banking and Insurance, Himalaya Publishing.
4. Loudon, Bitta, Consumer Behaviour, Tata McGraw Hill, New Delhi.

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3603	Entrepreneur and Managing Small Medium Business	5	-	-	5

UNIT I

Foundations of Entrepreneurship: Concept, Need, Definition & role of Entrepreneurship. Definition, characteristics & scope of Entrepreneur, Concepts of Entrepreneur, Manager, Intrapreneur / Corporate Entrepreneur – comparative study, Roles & Responsibilities. Role of entrepreneur in Indian economy, Entrepreneurship as a career. Entrepreneurial culture. Reasons for the failure of entrepreneurial ventures.

UNIT II

Women entrepreneurs & Entrepreneurship Development: Meaning, role, problems & reasons for less women entrepreneurs. Various institutes & Govt. schemes to help & uplift women entrepreneurs. Concept, need & role of Entrepreneurship Development.

UNIT III

Small & Medium Enterprises:- Meaning and importance - Definition of SME –role & importance in India Economy, Steps for Starting Small Industry, Nature and Components of SME Environment, SME Funding, Sources of Finance for SME's.

UNIT IV

Project Management: Technical, Financial, Marketing Personnel and Management feasibility Reports.

Recommended Books:

- 1) Vasant Desai Management of small scale industries, Himalaya Publishing
- 2) Angadi, Cheema, Das, Entrepreneurship, Growth, and Economic Integration, Himalaya Publication
- 3) Roy Entrepreneurship Oxford University Press
- 4) Dr. R.K Gupta & Lipikak.Guliani Fundamentals of entrepreneurship development & project management- Himalaya Publication (in press)
- 5) Rizwana and Janakiran, Entrepreneurship Development, Excel Books
- 6) Murthy, Small Scale Industry and Entrepreneurial Development, Himalaya Publishing

Note: The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3604	Financial Management	5	-	-	5

UNIT I

Introduction: Scope of Financial Management, Traditional Approach; Modern Approach; Objectives of Financial Management; Investment Decisions; Financing decisions; Profit Maximization vs. Wealth Maximization, Sources of Long term Financing.

UNIT II

Capital Budgeting: Meaning, importance and various techniques; Pay back methods; Post Pay-back period; rate of return method; Net Present value method; Internal rate of return method; Profitability index method.

UNIT III

Cost of Capital: Introduction; measurement of cost of capital; cost of equity shares; cost of preference shares; cost of debt; calculation of overall cost of capital based on historical and market rates (Fundamentals only).

UNIT IV

Capital Structure: Introduction; capital structure decisions; NI approach; NOI approach; MM approach; Traditional approach. **Working Capital:** Meaning, Factors affecting working capital management and sources of working capital.

Recommended Books:

1. Khan, M. Y. and Jain P. K. Financial Management, Text, Problems & Cases, Tata McGraw Hill Company, New Delhi.
2. Maheshwari, S.N, Financial Management – Principles & Practice, Sultan Chand & Sons.
3. Prasanna, Chandra, Financial Management: Theory and Practice, Tata McGraw Hill.
3. SheebaKapil, Financial Management, Pearson Education.
4. Bhalla. V. K. Financial Management and Policy: Text and Cases, Anmol Publications Pvt. Ltd.

Note : The latest editions of the books should be followed

Sub code	Subject Name	L	T	P	C
BB3605	Project Presentation	2	-	4	4

The students are required to carry out a project on any management subject and submit a report to be evaluated by the teachers of the institute and a presentation made to the entire group.

Sub code	Subject Name	L	T	P	C
FS3606	Finishing School-VI	1	-	2	2

UNIT I - ARITHMETIC - II (6 hours)

Ratios & Proportions, Averages, Mixtures & Solutions

UNIT II - ARITHMETIC – III (6 hours)

Time, Speed & Distance, Time & Work

UNIT III - ALGEBRA – II (6 hours)

Quadratic Equations, Linear equations & inequalities

UNIT IV– GEOMETRY (6 hours)

2D Geometry, Trigonometry, Mensuration

UNIT V – MODERN MATHEMATICS – II (6 hours)

Sets & Functions, Sequences & Series, Data Interpretation, Data Sufficiency

ASSESSMENT

1. Objective type – Paper based / Online – Time based test 50 marks