

**A. P. S. UNIVERSITY  
REWA (MP)**

# **BBA**

## **SYLLABUS**

**(SESSION: 2006 ONWARDS)**

**Ordinance No. 119**  
**A.P.S. UNIVERSITY, REWA (MP)**

**Ordinance for the Degree of Bachelor of Business Administration,(BBA)**

- 1. Programme:**

The Bachelor of Business Administration (BBA) programme shall be a full time 3 years (Six Semesters) Programme of Teaching and Learning. Each academic year shall be divided in to Two Semesters of Six Months each.
- 2. Admission:**

Candidates seeking admission to the first year of Bachelor of Administration Course shall be required to have passed the Higher Secondary Examination (10+2) of M.P. Higher Secondary Board, or an examination recognised equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion and Interview as per the guidelines of the Directorate of Technical Education, Govt. of M.P., Issued form time to time. Reservation of seats shall be made as per the Government rules for the SC/ST/OBC categories.
- 3. Course Structure**

The course structure and detailed syllabus shall be finalised in the Board of Studies and faculty meeting from time to time.
- 4. Scheme of Examination:**

The Scheme of Examination and the programme there for may be prescribe and notified by the university from time to time.  
English shall be the medium of the instruction. However the candidate may write the test and examination either in Hindi or English.
- 5. Requirements to be fulfilled for appearing at the Written/Semester examination.**

Semester Examination shall be open to a student who has complied with the following requirements That

  - a) His/Her name has been on the rolls of the college/Institutes during that semester and was enrolled for the concerned semester examination.
  - b) He/She has attended not less that 75% of the total number of lectures/classes held during the period from the date of his/her admission on the commencement of the concerned semester, as the case may be in each paper and successfully participated in various other compulsory activities held during that semester. Deficiency in respect of the normal requirements here of may be condoned my the Vice-Chancellor on the recommendation of the Principal of the concerned college/Institute.
  - c) He/She has obtained atleast pass marks (i.e. 40%) in the internal assessment in each subject/Paper for which he/she is a candidate for the examination.
  - d) He/She has not been a defaulter in respect of payment of dues to the college/Institute /University.
  - e) He/She has not otherwise been prevented by the university from appearing at the semester examination.
  - f) He/She has passed the previous semester examination is covered under reappear clause or has cleared the backlog if any, in earlier semester (Refer backlog clause here in after).  
Provided that the candidate who failed to comply with the requirements of b & c above in respect of any particular paper(s)/Subject(s), may how ever be eligible to take the examination in the remaining papers/Subjects.
- 6. Semester examination default:**

A candidate admitted to the first semester of the course who has failed to comply with the conditions laid down in para – 5 clause b & c here in above, or does not get registered for the first semester examination, shall be a defaulter and his/her name will be liable to be struck off from the rolls.
- 7. Re-appearing clause**

A candidate who has completed the prescribed courses of instruction as required by this ordinance for any semester examination, but did not appear in it, or having appeared, failed, may be allowed on the recommendation of the principal of the respective college/institute/to appear/re-appear in the semester examination(s)/Paper(s), as the case may be. Such candidate internal assessment marks shall be carried forward to his/her credit for the aforesaid examination.  
A candidate will be given provisional admission to the next semester with the specific understanding that the candidate shall clear the earlier semester backlog(s) as per provisions appearing herein after.  
Such a candidate, in the mean time, may prosecute his/her studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for lower semester(s).  
Any student re-appearing at any semester examination shall have to offer course/studies in force for the examination of the year in which he/she is re-appearing.
- 8. Backlog**

- a) A candidate having backlog(s) in either semester examination(s) will have to clear such backlog(s) by available chances as per etiquette (i.e. 1<sup>st</sup> and 2<sup>nd</sup> semester backlog(s) to be cleared by appearing in 3<sup>rd</sup> /5<sup>th</sup> and 4<sup>th</sup> / 6<sup>th</sup> semester examination, respectively and so on.
- b) A candidate having failed to clear his/her backlog(s) by chances as per etiquette as in 'a' above, may be allowed to appear at a special examination at the end of 6<sup>th</sup> semester, appointed specifically for the purpose of backlog(s) clearance.

Provided that a candidate must pass all the semester examinations within 5 years of his/her admission to the first semester of BBA programme failing which he/she will be deemed to be unfit for the BBA programme and hence he/she will have to leave the course.

**9. Special examination**

The University will hold a special examination at the end of 6<sup>th</sup> semester, soon after declaration of the results of the 6<sup>th</sup> and final semester examination to enable the candidate of that batch (6<sup>th</sup> semester) only to clear their backlog(s), irrespective of the semester in which the paper(s) comes.

**10. Scheme of Evaluation:**

In each theory paper, the allocation of marks between written examination (internal assessment) and Internal Assessment shall be 70% and 30% respectively.

**11. Internal Assessment**

The internal Assessment for each subject shall be based on the I) Performance to the mid term test (40%) and II) Assignment, Seminar(s), class room activities and various other activities (60%) as scheduled by the respective college/Institute, from time to time, for the purpose.

If the student's performance on these scores is not satisfactory and/or he/she shows a consistent lack of interest in studies, the principal may cancel his/her admission to the course.

The principal of the respective college/institute shall finalise the marks in consultation with the subject teacher's /HOD and forward the internal assessment marks to the registrar of the examinations at least two weeks before the commencement of the respective semester examination(s). The marks so awarded shall be final and unquestionable.

**12. Conditions of Passing**

a) The minimum percentage of marks to pass the examination in each semester, shall be 40% in each written paper and 40% in Internal Assessment, separately and 50% in aggregate in each paper.

b) Promotion to next semester:

A candidate who has appeared in a semester examination and cleared at least 50% of the paper (i.e. three papers out of five or six) as provided in clause – herein above shall be promoted to the next semester.

However, any candidate failing to clear the paper as mentioned above, shall have to repeat the semester as a fresh candidate. No grace period relaxing mandatory requirement of passing the full BBA programme within maximum limit of 5 years shall, in such case.

**13. Field Study:**

Every student of BBA programme shall submit a report based on his/her exposure through Industrial Visits, Market Surveys and other related activities, to the principal/HOD of the concerned College/Institute, in the language in which he/she offers to write the examination(s) for the approval by the Principal/HOD. The report should be his/her original and independent work must not exceed 20 – 30 pages.

**14. Evaluation of field study report:**

The field study report shall be valued by the examiner appointed by the University as per University Rules therefore. The award on this report shall be carried forward and taken account if a candidate appears in any further examination under 'Re-appear or backlog' clause appearing herein before.

**15. Comprehensive Viva Voce:**

There will be comprehensive Viva voce at the end of 6<sup>th</sup> semester to assess the student 's over all progress and performance based on the subjects as well as field study.

The aforesaid comprehensive Viva-voce shall be conducted by the college/Institute as notified by the university with the help of examiners/experts appointed by the university for the purpose, from the PANEL of external examiners recommended by the examination committee.

The marks awarded to students on this score, shall be on the record of the concerned college/institute and forwarded to the registrar of the examinations, for incorporation in the final result of the student.

The aforesaid viva-voce award will be taken into account if the candidate appears in any future examination under re-appear/backlog clause appearing herein before.

There will be no reassessments or review of the award in respect of field study and comprehensive viva-voce.

**16. Declaration of Result**

As soon as possible, after conclusion of the examination, the registrar of examination shall publish a list of successful candidates. However, Sixth Semester Examination result of the candidate having backlog(s) will be declared only when such candidate has cleared all the papers in the backlog(s).

**17. Award of Division**

No division shall be awarded in Semester Examination. Division will be awarded on the basis of combined results of all Semester Examinations.

Candidates securing 60% and above marks in aggregate shall be placed in the First Division. Candidates securing 50% and above but less than 60 % shall be placed in second division. There shall be no third division.

18. The college/institute shall arrange for the teaching of higher semester classes on completion of examination(s) as per academic calendar. The students shall be provisionally allowed for such study with an understanding that his/her admission will be regularised after declaration of result of preceding semester.
19. All other matters not specifically provided by this ordinance shall be governed by the relevant provisions of other ordinance of the University in so far as such provisions are not inconsistent with the expressed provisions of this ordinance.

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**BACHELOR OF BUSINESS ADMINISTRATION  
(THREE YEARS - FULL TIME UNDER GRADUATE DEGREE COURSE)**

**COURSE STRUCTURE FOR BBA PROGRAMME**

<u><b>Ist Semester</b></u>	<u><b>IInd Semester</b></u>
101 Micro Economics 102 Financial Accounting 103 Business & Environment 104 Business Mathematics 105 Principles of Management	201 English Language 202 Computers for Management 203 Business laws 204 Business Statistics 205 Cost Accounting
<u><b>IIIrd Semester</b></u>	<u><b>IVth Semester</b></u>
301 Hindi Bhasha 302 Managerial Economics 303 Organisational Behaviour 304 Research Methodology 305 Communication Skills	401 Financial Management 402 Marketing Management 403 Productions Management 404 Personnel Management 405 Computer Laboratory
<u><b>Vth semester</b></u>	<u><b>VIth Semester</b></u>
501 Management Information System 502 Labour Laws 503 Project management 504 Management Science <b>505 Elective I</b> 505A Working Capital Management 505B Consumer Behaviour 505C Human Resource Development	601 Entrepreneurial Development 602 Service marketing <b>603 Elective II</b> 603A Corporate Taxation 603B Sales management 603C Industrial Laws <b>604 Elective III</b> 604A Financial Control System 604B Advertising Management and sales Promotion 604C Wage & Salary Administration 605 Project Study

**COURSE OBJECTIVE:** *The objective of this paper is to finalize the student the various theoretical concepts in economics that are related to the field.*

**COURSE CONTENTS:**

**UNIT – I**

Introduction to economics. Definitions of economics, Nature and Scope of Economics, Methods of Economics.

**UNIT - II**

Concept of Demand & Supply, Concept of Market Equilibrium, Elasticity of Demand Supply.

**UNIT - III**

Utility Analysis, Marginal Concept of Utility, Indifference curve Analysis: Assumptions, Properties of IC. Consumer's Equilibrium: Maximising Satisfaction.

**UNIT - IV**

Factor's of Production: Theory of Rent, Theory of Interest, Theory of Profit.

**UNIT - V**

National Income: Estimates and Analysis ( GNP,NNP,GDP,HDI ), Measurement of National Income.

**SUGGESTED READINGS:**

1. Adhikary, M., Business Economics, New Delhi, Excel Books, 2000.
2. Chopra, O P, Managerial Economics, New Delhi, TMH, 1985.
3. Koutsoyiannis, A., Modern Micro Economics, New York Mac Millian, 1991.

**COURSE OBJECTIVE:** *The basic purpose of this course is to develop an insight of postulates, principles, and techniques of accounting and utilisation of financial and Accounting information for planning, decision making, and control.*

**COURSE CONTENTS:**

**UNIT- I**

Accounting and its place in business and relationship with other financial areas, Double entry system. Book Keeping- Meaning, Advantages, Concepts and Conventions.

**UNIT- II**

Type of books of accounts and their Preparation. Journal, Ledger, Trial balance, Depreciation.

**UNIT- III**

Preparation of Final Account: Trading Account, Profit & Loss Account, Balance Sheet.

**UNIT-IV**

Bank Reconciliation Statement, Royalty Accounts, Accounting record in the book of lease & landlord ( when royalty is less than & more than minimum rent ).

**UNIT- V**

Hire Purchase Accounts: Accounting record in the book of purchasee and vendor.

**SUGGESTED READINGS:**

1. Grewal, T.S. , Double Entry Book Keeping Accountancy Principles, Sultanchand & Sons, New Delhi
2. Gupta, R L. Advanced Accounting, Sultanchand & Sons, New Delhi
3. Anthony R N and Reece, J S , Accounting Principles, 6<sup>th</sup> ed., Homewood, Illinois, Richard D Irwin, 1995

**COURSE OBJECTIVES:** *The aim of this paper is to acquaint the students with the environmental factors and their relevance in the business and to expose them to the latest changes in the economic scene of the country as well as the global business scenario.*

**COURSE CONTENTS:**

**Unit- I INTRODUCTION**

Introduction to business environment, classification of business environment, factors affecting business, Role of environment in business, Strategy to change environment.

**UNIT- II ECONOMIC & POLITICAL ENVIRONMENT**

Economic Policy – Old & New Economic Policy, Industrial Policy, government interference in Business-why & How.

**UNIT- III TECHNOLOGICAL ENVIRONMENT**

Introduction, How technology affects business, Technological factors affecting business, ways to adopt technology.

**UNIT- IV**

**CULTURE & BUSINESS**

Introduction, Role & effect of culture on business, Social Responsibility of business organization.

**UNIT- V GLOBAL BUSINESS ENVIRONMENT**

Global market, Strategies for going, Pro's & Con's of Global Market.

**SUGGESTED READINGS:**

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|-----------------------|---|
| 1. Aswathappa, K      | Business Environment For Strategic Management |
| 2. Dutt And Sundaram  | Indian Economy                                |
| 3. Mishra And Puri    | Indian Economy                                |
| 4. Cherunilam Francis | Business Environment                          |

**COURSE CONTENTS:**

**UNIT- I SETS**

Introduction. Forms and Types of set. Venn Diagram. Basic Operations On Set. Union and Intersection of Set. Demorgan's Law for two sets.

**UNIT- II EQUATIONS**

Linear Equations in Two variable. Solution of Linear Equation. Linear Equalities. Solution Set for equalities. Graphical Solution.  
Quadratic Equations. Root and Coefficient of Quadratic Equations. Relation between Root and Coefficient.

**UNIT- III DETERMINANTS AND MATRICES**

Matrix- Definition. Types. Basic Operation on Matrices. Transpose of Matrix.  
Determinants. Minors and Co factor . Adjoint and Inverse of Matrix.

**UNIT IV LIMITS, CONTINUITY AND LOGRITHIM**

Differential Calculus: Differentiations of Algebraic. Exponential and Logarithmic Function ( Introductory ),  
Logarithm-Use of logarithmic formulae.

**UNIT- V CALCULUS**

Integral Calculus: Standard formulae on Algebraic. Exponential and Logarithmic integral. Definite and indefinite integral ( Introductory ).  
Maxima and minima Functions.

**SUGGESTED READINGS:**

1. V. Sundaresan and S.B. Jeysoelan: An Intoduction to Business Mathematics, S. Chand & Co. Pvt. Ltd, New Delhi.
2. M. Raghavanchari: Mathematics foir Management - An Introduction. Tata Megraw Hill Publishing company Ltd. New Delhi.

**105 PRINCIPLES OF MANAGEMENT**

**COURSE OBJECTIVE:** *To help the students to acquire the basic knowledge in concepts and theory of Principles of Management.*

**COURSE CONTENTS:**

**UNIT – I**

Principles of Management, Management School & Thoughts, Functions and Responsibilities of management.

**UNIT – II**

Planning: Process, types and Significance, Objective, strategies and Policies, MBO.

**UNIT – III**

Organizing : Nature and Purpose of organizing Concepts or departments, Line and Staff relationship.

**UNIT – IV**

Direction : Principles & Techniques, Motivation : Types & Significance, Leadership: Styles and Importance.

**UNIT – V**

Controlling : The system and process of controlling, Control techniques.

**SUGGESTED READINGS:**

1. Rowser J.C. & Daniel: Management Oprinciples & Practice. John Wile & Sons.
2. Koontz D and Welhrich : Management, International Student Edition, Tokyo 1980.
3. R.D. Agrawal: Organisation & Management MC Graw Hill, New Delhi 1982.
4. Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PHI.

**COURSE OBJECTIVES:** *The objectives of the course are to improve the competence of the student's basic language skills and to acquaint student with working official English Language.*

**Examination:** The examination paper will consist of two sections, Theory (35 marks) and Internal Assessment (15 marks)

**COURSE CONTENTS:**

**I. Language content:**

**A. Structural Items:**

- (i) Simple, Compound and Complex Sentences.
- (ii) Co-ordinate clauses ( with, but or, Neither-no, Otherwise or else)
- (iii) Sub-ordinate clauses- Noun clauses- as subject, object and complement.  
Relative clauses, (restrictive and non-restrictive clauses)  
Adverb Clauses (open and hypothetical, conditional: with because, though, where, so, that, as long as, as soon as)
- (iv) Comparative clauses (as+ adjective / adverb + as no sooner ....that)

**B. Tense:**

- (i) Simple present, Progressive and present perfect
- (ii) Simple past, progressive and past perfect
- (iii) Indication of futurity

**C. The passive** (Simple present and past, Present and perfect and to infinitive structure)

**D. Reported speech**

- (i) Declarative sentences
- (ii) Imperatives
- (iii) Interrogative-wh-questions, yes/no questions
- (iv) Exclamatory sentences.

**E. Modals** (Will, shall, would, ought, to have to/have got to, can-could, may-might and need)

**F. Verb Structures** (infinitive and gerundial)

**G. Linking devices.**

Note: The above language item will be introduced to express the following communicative functions:

- a) Seeking and imparting information
- b) Expressing attitudes-intellectual and emotional
- c) Persuasion and discussion etc.

**II Reading Comprehension:**

Adequate practice should be provided in reading with understanding through graded materials prescribed in the text book. Attempt should also be made to expand the learner's vocabulary.

**III Writing Skills:**

Graded practice should be provided in the basic skills of composition. The following forms of composition should be practiced.

- (i) Paragraph writing (150 words)
- (ii) Letter Writing ( both formal and informal)

**IV Speaking:**

Contextualized vocabulary teaching and oral work should be used to strengthen the learner's acquirement of the sound distinction, stress and intonation in English.

**Testing Pattern:**

Unit I	Short answer question from the prescribed text- 7 marks
Unit II	Reading comprehension & vocabulary expansion – 7 marks
Unit III	Paragraph writing – 7 marks
Unit IV	Letter writing – 7 marks
Unit V	Grammar – 7 marks

**The book published by MP Hindi Granth Academy is the prescribed book for this syllabus.**

**COURSE OBJECTIVE:** *To help the students to learn computer application skills in the major areas.*

**COURSE CONTENTS:**

**UNIT- I**

Introduction to computers. Components of computer system,CPU,input output devices,Storage media.

**UNIT- II**

Generation of computers and programming language, Flow chart, Flow Symbols, Advantages.

**UNIT- III**

Number system: binary, octal, hexadecimal applications and inter conversions. Computer arithmetic.

**UNIT- IV**

Computer software and operating system, Computer Networks An Overview: LAN,MAN,VAN, Network Topologies : Linerar, Bus, Star, Ring, Tree.

**UNIT-V**

Personnel computer and its use in business: application packages, introduction to spread sheet , word processing and data base management system.

**SUGGESTED READINGS:**

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|-----------------|------------------------|
| 1. Sinha . P. K | Computers Fundamentals |
| 2. Taxali       | PC Software made Easy  |

**COURSE CONTENTS:**

**UNIT – I**

Contract Act: Essentials of a valid contract, capacity to contract (Contracts minor), free consent, unlawful and void agreements, Discharge of contract, remedies for breach of contract.

**UNIT - II**

Bailment & Pledge, Agency, Law of consumer Protection, Consumer and Consumer Dispute, Consumer Protection Councils, Consumer Disputes Redressal Agencies.

**UNIT - III**

Company: Formation of a company, Prospectus, Memorandum and articles of association, Share capital and Share holders, Meeting and Resolution, Directors.

**UNIT - IV**

Law of Sales of Goods: Conditions and Warranties, Transfer of property & title, performances of the contract, Rights of an unpaid seller and suits for breach of contract.

**UNIT - V**

Negotiable instruments Act 1881 Nature & their types, FEMA.

**SUGGESTED READINGS:**

1. K.Aswhathappa: Principles of Business Law (Himalaya)
2. Bulchandani K.R.: Business Laws (Himalaya, Bombay)
3. Maheswari R.P.: Business Law (National Pub., New Delhi)
4. Reddy P.N.: Essentials of Company Law (Himalaya Bombay)
5. Sharma N.K.: Company Law & Secretarial Practice Sahitya Bhavan, Agra)
6. B.K. Acharya: Company Law & Secretarial Practices (Himalaya, Bombay)

**204 BUSINESSS STATISTICS**

**COURSE OBJECTIVE:** *The objectives of the course are to help the student in understanding the various statistical methods, techniques in Business studies and Analysis/discussion.*

**COURSE CONTENTS:**

**UNIT - I**

Meaning and Definition of statistics, Statistical Investigations, Laws of Statistics, Scope of statistics, Limitations of Statistics.

**UNIT - II**

Collection of Data, Presentation of Data, Frequency distribution, Primary and Secondary data.

**UNIT - III**

Measures of Central Tendencies: Mean, Median, Mode, Geometric mean, Harmonic Mean.

**UNIT – IV**

Measure of Variation: Standard Deviation mean Deviation and Skewness.

**UNIT - V**

Correlation analysis Karl Pearson's co-efficient of correlation,[Spearman's rank correlation.

**SUGGESTED READINGS:**

1. D.N. Elhance: Fundamental of Statistics, Kitab Mahal, Allahabad
2. Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.

**205 COST ACCOUNTING**

**COURSE OBJECTIVE:** *The basic objective of the course is to familiarize the students the basic elements of cost and cost determination.*

**COURSE CONTENTS:**

**UNIT - I**

Introduction: Purpose and scope of costing and cost accountancy.

**UNIT - II**

Elements of Costs: Material, Labour and overheads. Functional clarification of costs: Direct and Indirect costs.

**UNIT – III**

Accounting of Material, Labour and overhead cost.

**UNIT – IV**

Methods of costing: Unit and job costing contract costing, Process costing, Reconciliation of Cost financial accounts.

**UNIT – V**

Standard costing and Budgetary control.

**SUGGESTED READINGS:**

1. R.K. Gupta: Principles and practices of cost accounting, Agra Book Store, Agra.
2. Nigam N.: Principles and Practice of Cost accounting Sultanchand & Sons, New Delhi.
3. S.P. Iyengar: Cost Accounting, Sultan Chand & Sons, New Delhi.

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**COURSE OBJECTIVE:** *The objective of the course is to familiarize the students with he concepts and theory in decision making of a firm and its application in management.*

**COURSE CONTENTS:**

**UNIT- I**

Managerial economics: meaning and scope, relation ship with other disciplines. Significance in decision-making demand analysis, indifference curve analysis Demand forecasting.

**UNIT- II**

Input output analysis: meaning, main features, assumptions of input out put techniques. Techniques of input output analysis

**UNIT- III**

Market structure: different types of market, main features. Perfect competitions: main features, price determination in perfectly competitive firm

**UNIT- IV**

Theory of firm : profit maximization, sales maximization, ownership and control, Behaviour theory of the firm. Production theory: short period production function, law of variable proportion.

**UNIT- V**

Business cycles: phases, Govt. Policies and impact on society, balance of trade and balance of payment. Concept of GDP, GNP, NNP

**SUGGESTED READINGS:**

1. Adhikary M, Business Economics, New Delhi, Excel books, 2000
2. Chopra, O P , Managerial Economics, New Delhi, TMH, 1985
3. Keat, Paul G & Philips K Y Young, managerial Economics, Prentice hall, New Jeresy, 1996

### **303 ORGANISATIONAL BEHAVIOUR**

*COURSE OBJECTIVE: The objective of paper is to familiarize the student with basic management concepts and behavioral processes in the organization.*

#### **COURSE CONTENTS:**

##### **Unit- I**

Concept of Organisational Behaviour, Contributing Disciplines to organisational Behaviour; Background/Historical perspective and Framework of OB

##### **Unit- II**

Individual Behaviour- Perception- Perceptual selectivity, Perceptual organisation, Social Perception and Impression management, Attitudes and Values

##### **Unit- III**

Leadership- Concept, Theories and Styles; Qualities of a good leader.

Group Dynamics- Group Formation, Nature of groups, Reasons for joining Groups, Functions of group within organisation

##### **Unit- IV**

Stress Management- Meaning, Cause, Effect and Coping Strategies for Stress and

##### **Unit-V**

International Dimensions of Organisational Behaviour; Equal Employment Opportunities

#### **SUGGESTED READINGS:**

1. Robbins S.P., Organisational behaviour, 7<sup>th</sup> ed., New Delhi, PHI, 1996
2. Singh Dalip, Emotional intelligence at Work, Response Books, Sage Publications, Delhi, 2001
3. Huse, F E and Cunnings, T G , Organisation Development and Change, 3<sup>rd</sup> ed. , New York, West, 1985
4. Shekcharan Uma, Organizational Behaviour, Text & Cases, New Delhi THM, 1989.

## 304 RESEARCH METHODOLOGY

**COURSE OBJECTIVES:** *To equip the students with the basic understanding of the research methodology and to provide an insight into the application of modern analytical tools and techniques for the purpose of management decision making.*

### COURSE CONTENTS:

#### UNIT- I

Nature and scope of research methodology. Problem formulation and statement of research, objectives cost and value of information, Bayesian Decision theory.

#### UNIT- II

Research process, research design – exploratory research, descriptive research and experimental research designs

#### UNIT- III

Methods of data collection – observational and survey methods. Questionnaire Design attitude measurement techniques

#### UNIT- IV

Administration of surveys, sample design, selecting an appropriate statistical technique.

#### UNIT-V

Field work and tabulation of data, analysis of data, scaling and clustering method research applications

### SUGGESTED READINGS:

1. Bennet, Roger, Management Research, ILO, 1983
2. Kothari, C R , Research Methodology, Kalyani Publications, 2001
3. Fowler, Floyd J Jr, Survey Methods, 2<sup>nd</sup> ed., Sage pub, 1983

**305      COMMUNICATION SKILLS**

***COURSE OBJECTIVE:*** *The course is aimed at equipping the students with the necessary and techniques and skills of communication to inform others, inspire them and willing cooperation in the performance of their jobs*

**COURSE CONTENTS:**

**UNIT- I**

Introduction: Definition And Process Of Communication. Essentials Of Effective Communication. Barriers To Communication. Role Of Communication In Organizational Effectiveness

**UNIT- II**

Public Speech – Com Position, Principles, Speech Delivering Skills.  
Group Discussion Do's and Don'ts of GD's  
Communication In Committees, Seminars And Conference

**UNIT-III**

Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing.

**UNIT- IV**

Drafting Of Notices, Agendas, Minutes, Job Application Letters Preparation of Curricular Vitae

**UNIT- V**

Business Correspondence Essentials Of Effective Business Correspondence. Structure of Business Letter Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter

**SUGGESTED READINGS:**

- |                              |   |
|------------------------------|---|
| 1. Rodrigues M V             | Effective Business Communication, Concept Pub. Co. New Delhi, 1992                    |
| 2. Sharma R C & Mohankrishna | Business correspondence & Report Writing , TMH, New Delhi , 1996                      |
| 3. Treece, Maira,            | Successful Business communications, 3 <sup>rd</sup> ed., 1987, Allyn and Bacon Boston |

## 401 FINANCIAL MANAGEMENT

**COURSE OBJECTIVE:** *The objective of the paper is to familiarize the students with various accounting techniques in financial decision-making and control*

### **COURSE CONTENTS:**

#### **UNIT- I**

Finance function and its objectives, tools for financial analysis, capitalization, over capitalization analysis, Under capitalization.

#### **UNIT- II**

Ratio analysis, funds flow and cash flow analysis, Meaning Interpretations of ratio's, classification of ratio.

#### **UNIT- III**

Working capital management, capital structure, source of capital, financial leverage, optimum C.S., Theories of C.S., Factors influencing C.S., Classification of w.c., Adequate factor determining the w.c. requirement management of working capital.

#### **UNIT- IV**

Capital budgeting, methods of investments evaluation, payback period and accounting rate of return, discounted cash flow method and internal rate of return.

#### **UNIT-V**

Capital structure decision of the firm, dividend payment and valuation of Firms dividend policy of the firm, Determinants of dividend policy & Types of dividend policy.

### **SUGGESTED READINGS:**

1. Van Horne, James C, Financial Decision Making Engle Cliffs, New Jersey, Prentice Hall Inc
2. Bhalla, V.K. Financial Management and Policy, New Delhi, Anmol

***COURSE OBJECTIVE:*** *The objective of the paper is to familiarize the student the modern marketing concepts, tools and techniques to develop their skills required for the performance of marketing function.*

**COURSE CONTENTS:**

**Unit - I** Nature and scope of marketing, Selling Vs Marketing, basic concepts and approaches. Marketing management philosophies.

**Unit - II** Market segmentation, Marketing Mix, Marketing Environment, Marketing System, Marketing research.

**Unit - III** Product Classification & Product mix, branding and packaging decision, promotion mix: Advertising, Selling and Sales promotion.

**Unit- IV** Pricing decision, methods of setting prices, pricing strategies product promotion. Consumer Behaviour and Decision Making.

**Unit- V** Channel of distribution, Factors affecting choice of channel , Types of intermediaries and their roles.

**SUGGESTED READING:**

1. Philip Kotler, Principles of Marketing, Prentice Hall of India.
2. William J. Stanton, Fundamentals of Marketing, Mc Graw, New Delhi.

**403      PRODUCTION MANAGEMENT**

***COURSE OBJECTIVES:*** *The course is designed to acquaint the students with decision making in production and operation functions in both manufacturing and services.*

**UNIT – I**

Introduction – Nature And Scope Of Production Management. Production Planning And Control Product.

**UNIT – II**

Plant Location – Facility Location, Plant Layout – Layout Planning and Analysis. Productivity, Production Order and Work Study.

**UNIT – III** Replacement, Purchase Management, Store Management.

**UNIT – IV**

Material Management: An Overview of Material Management. Material Planning and Inventory Control. Concept of JIT.

**UNIT – V**

Quality Control: Total Quality Management ISO 9000, Safety Management.

**SUGGESTED READINGS:**

1. Chary, S.N .                      Production And Operation Management . New Delhi, Tata Macgraw Hills
2. Chunawalla, Patel :              Production And Operation Management Himalaya Publications

**404 PERSONNEL MANAGEMENT**

**COURSE OBJECTIVE:** *The Objective of the course is to familiarize the dimensions of personnel management in the reference to emerging India Context.*

**COURSE CONTENTS:**

**UNIT- I**

Concept and functions of Personnel management, Structure & Role of Personnel management in an Organisation, implementation of Personnel policy

**UNIT- II**

Staffing Policy and process; Management Planning, Job Analysis, Job description, Job Specification, recruitment, Selection, Induction, Placement, promotion

**UNIT- III**

Manpower Training & Development. Employment training and Development, Employee Training, performance Appraisal and Potential Appraisal

**UNIT- IV**

Wage & Salary Administration, Job Evaluation & designing, Salary Structure

**UNIT- V**

Industrial disputes and participative Management, Grievance Vs Dispute Grievance Handling Procedure, Disciplinary Action.

**SUGGESTED READINGS:**

1. Rustoms Daver, Personnel management & Industrial relations, Vani Books, New Delhi
2. Edwin Philip, Principles of Personnel Management, Mc Graw Hill, International Book Co., New Delhi
3. M.S. Saiyedhir, Personnel management, Tata McGraw Hill, New delhi

**405    COMPUTER LAB**

A viva voce on practical knowledge of computers will be conducted by one internal and one external examiner at the end of second semester on the following syllabus

Working with windows.  
Elementary knowledge of words.

## 501 MANAGEMENT INFORMATION SYSTEM

**OBJECTIVES:** *The objective of the course to develop the basic understanding of the decision support system of artificial intelligence for business organisation.*

### **COURSE CONTENTS:**

#### **UNIT- I**

Managerial information system definition basic concepts frame work, major trends in technology application of information technology.

#### **UNIT- II**

Systems approach to MIS, operating elements of MIS. MIS and decision making.

#### **UNIT-III**

MIS structures on the basis of management activity and organisational functions. Synthesis of MIS structure and its evaluation, role of MIS, at various levels viz operational, planning and control.

#### **UNIT-IV**

Need of information, levels of information handling, characteristics of information at various control levels advantages of computerization.

#### **UNIT- V**

Data flow diagram, data dictionary, data base management system, and word processing, electronic spread sheet and managerial application. Use of computer in managerial operations.

### **SUGGESTED READINGS:**

- |                   |                               |
|-------------------|-------------------------------|
| 1.Olson Davis     | Management Information System |
| 2.Laudon & Laudon | Management Information System |

**502            LABOUR LAWS**

**OBJECTIVES:** *The course is designed to assist the students in understanding basic laws affecting the operations of a business enterprise.*

**COURSE CONTENTS:**

**Unit- I**

Factories Act 1948 – Objective, Application Of The Act, Definition, Approval Licensing and registration Of Factories Health, Safety Welfare , Working Hours

**UNIT-II**

Industrial Dispute Act , 1947 – Definition , Authorities Under The Act , Procedure , Power And Duties Of Authorities , Strikes And Lock Outs Layoff, Retrenchment

**UNIT- III**

Industrial Employment ( Standing Order ) Act 1946- Meaning And Definition , Minimum Wage Act 1948, Payment Of Bonus Act 1965 , Payment Of Gratuity 1972

**UNIT- IV**

Employees Provident Funds and Miscellaneous, Provisions Act 1952. Definition, Scope and Application, Employees State Insurance Act 1948. Definition, Establishment of State Insurance Corporation, Employees State Insurance Fund, Contribution.

**UNIT- V**

Trade Union Act 1926 Definition & Scope, Registration of Trade Union, rights and liabilities of registered trade union, approved unions, power to make regulations, penalties and procedures.

**SUGGESTED READINGS:**

- |            |                |                                     |
|------------|----------------|-------------------------------------|
| 1. Taxmann | Labour Laws    | Taxman Allied Services (P) Ltd 1999 |
| 2. Chawla  | Mercantile Law |                                     |

**503 PROJECT MANAGEMENT**

**COURSE OBJECTIVE** :The basic purpose of this course is to understand the framework for evaluating Capital expenditure Proposals, their planning & management in the review of the projects undertaken.

**COURSE CONTENTS:**

**UNIT- I**

Generation and Screening of Project idea; Capital Expenditure; Importance & Difficulties.

**UNIT- II**

Market demand & situational analysis; technical analysis; analysis of project risk; social cost benefit analysis.

**UNIT- III**

Multiple projects & constraints; Network Techniques for Project management, Project Review & Administrative Aspects.

**UNIT- IV**

Project Financing in India; problem of time & cost overrun in public sector enterprises in India.

**UNIT- V**

Assessment of tax burden of various projects, making comparative analysis; Environmental appraisal of projects- Financial & Technical Environment.

**SUGGESTED READINGS:**

- 1.Chandra, Prasanna, Projects: Preparation, Appraisal, Budgeting & Implementation.
- 2.Ahuja, G. K.& Gupta, Ravi, Systematic Approach to Income Tax, Allahabad, BharatLaw House, 1997.
- 3.Bhalla V. K. Modern Working Capital Management, New Delhi, Anmol, 1997.

**504 MANAGEMENT SCIENCE**

**COURSE OBJECTIVE:** *The objective of the course is to develop an understanding of basic management science techniques and their role in managerial decision making.*

**COURSE CONTENTS:**

**UNIT- I**

Nature, Scope and managerial application of Operation Research, Methodology and Modeling in OR, Various applicable models in OR.

**UNIT- II**

Linear Programming-Introduction & Formulation Solution to maximization and Minimization type Problems.

**Unit- III**

Transportation – Problem Formulation & Solutions. Optimality test, Assignment Models, Solution to Maximization Type Problems.

**UNIT- IV**

PERT & CPM: Basic concepts, Rules of network construction, Determination of critical path, Dynamic Programming.

**UNIT- V**

Game Theory: Types of game, two person zero sum game, saddle point, dominance rule, Replacement theory (elementary concepts). Queuing Theory:- Types & Characteristics of a Queuing System

**SUGGESTED READINGS:**

1. Gould, F.J. etc, Introduction to management Science, Englewood Cliffs, New Jersey, Prentice Hall Inc., 1993
2. Sharma J.K. , Operations research: Theory and Applications, New Delhi, Macmillan India Ltd., 1997
3. Vohra, N D, Quantitative Techniques In Management, TMH, New Delhi

## **505 A WORKING CAPITAL MANAGEMENT**

*Course Objective: The course is aimed at equipping the students with the incepted knowledge of managing current assets and raising short-term finance.*

### **COURSE CONTENTS:**

#### **UNIT – I**

Working Capital Management: Concepts of working capital and its determinants, Risk-returns tradeoff.

#### **UNIT – II**

Cash Management and Marketable Securities, Cash Planning.

#### **UNIT – III**

Credit. Management, Optimum Credit Policy.

#### **UNIT – IV**

Inventory Management: Need and Objectives of Inventory Management, Inventory Management Techniques, Selective Inventory Control.

#### **UNIT – V**

Short term financing, money market in India, monetary system, debt financing bank financing

### **SUGGESTED READINGS:**

1. S.C. Kuchal: Financial management, Chataniya publishing House, Allahabad.
2. Khan and Jain: Financial Management, Tata McGraw Hill New Delhi.
3. I.M. Pandey: Financial Management, Vikas Publishing House, New Delhi.
4. Basant Raj: Corporate Financial Management, Tata Mc Graw Hill, New Delhi.

## **505 B CONSUMER BEHAVIOUR**

**COURSE OBJECTIVES:** *The basic objective of this course is to develop an understanding about the Consumer Decision Making Process and its application in Marketing function.*

### **COURSE CONTENTS:**

#### **UNIT – I**

Introduction to Consumer Behavior, Concept, Scope and their applications. Information search Process, Evaluative Criteria and Decision Rules.

#### **UNIT – II**

Consumer Decision Making Process, Four views of Consumer decision rules :- Economic man, Passive man, Emotional man, Cognitive man. Models of Consumer Decision making, Nicosia Model.

#### **UNIT – III**

Consumer Motivation, needs and goals, Positive and Negative Motivation, Dynamic nature of Motivation, Consumer Perception, Conceptual Frame Work.

#### **UNIT – IV**

Consumer attitude and change. Influence of personality and self concept on buying behavior. Diffusion of Innovations, Diffusion Process, The adoption Process.

#### **UNIT – V**

Reference group influence, profile of consumer's opinion, Leadership. Industrial buying.

### **SUGGESTED READINGS:**

1. Schiffman L.G. , Kanuk,II Consumer Behavior, PHI, New Delhi.

## **505 C HUMAN RESOURCES DEVELOPMENT**

**COURSE OBJECTIVES:** *The objective of this course is to help the students gain in understanding of the need and methods of Management Development.*

### **COURSE CONTENTS:**

#### **UNIT – I**

HRD – goals, Concepts and importance, HRD Climate and Practices in India, HRD Functions and Strategies.

#### **UNIT – II**

Manpower Planning Training and Development, Assessment of Training need, Training Effectiveness, designing and Administrating Training, Feedback.

#### **UNIT – III**

Performance Appraisal – Concept, Need and Methods, Differentiate between Performance Appraisal and Potential Appraisal, career Planning and Management.

#### **UNIT – IV**

HR System – Designing and Administration, HRD for workers, HRD approaches for coping with organisation change, HRD in Indian organisation, Objective and Functions of HRD professionals.

#### **UNIT – V**

HR report, Audit and research, Quality of Work Life, TQM, HRD strategies, HRD in Organisation, Human Resource Information System.

### **SUGGESTED READINGS:**

1. Rao, TV Alternative approaches & Strategies of Human Resources Development, Jaipur, Rawat, 1988.
2. Pareek, U. Managing Transitions, The HRD Response. New Delhi, TataMcgraw Hill, 1992.
3. Dayal, Ishwar. Successful Applications of HRD, NewDelhi, NewConcepts, 1996.
4. Tripathi PC Personnel Management & IR.

## **601 ENTREPRENEURIAL DEVELOPMENT**

### **COURSE CONTENTS:**

#### **UNIT – I**

Concept and Nature of Entrepreneurship. Entrepreneurial Trait, Types and Significance, Role and Importance of entrepreneur in economic growth.

#### **UNIT – II**

Entrepreneurial Development programmes in India, History, Support, Objectives, Stages of Performance, Entrepreneurial Environment, EDP and their valuation.

#### **UNIT – III**

Entrepreneurial Behavior and entrepreneurial Motivation, N- Achievement and Management success. Innovation and Entrepreneur. Entrepreneurial Success in Rural Areas.

#### **UNIT – IV**

Establishing Entrepreneur System, Search for Business Idea, Sources of Ideas, Idea Processing, Input requirement.

#### **UNIT – V**

Sources and Criteria of Financing, fixed and Working capital assessment, technical assistance, Marketing assistance, Sickness of units and Remedial assistance.

### **SUGGESTED READINGS:**

- |                 |   |
|-----------------|---|
| 1. Desai Vasant | Small Scale Industrial Industries & Enterprenurship |
| 2. M.B. Shukla  | Enterprenurship & Business Management               |
| 3. Gupta C.B.   | Enterprenurship Development in India                |

**602 SERVICE MARKETING**

**OBJECTIVES:** *The objective of the subject is to develop insight into emerging trends in the services sector in a developing economy and tackle issues involved in the management of services on national basis.*

**COURSE CONTENTS:**

**Unit- I**

Service, Nature, Characteristics And Classification Of Services, Goods Vs Services Marketing, Challenges in Service Marketing , Service Marketing: Origin and Growth.

**Unit- II**

Marketing framework of Service Business. Market Segmentation, Marketing Mix for Services.

**Unit- III**

Application of Services Marketing: Marketing of Financial Services, Hospitality Industry, Health , Education.

**Unit- IV**

Service Vision and Service Strategy, Quality Issues, Advertising, Branding And Packaging of Services.

**Unit- V**

Relationship Marketing – Concept, Process and Importance. Marketing for Non-Profit Organisation.

**SUGGESTED READING**

1.Newton M.P.& Payne: A The Essence Of Service Marketing, PHI, New Delhi

## **603 A CORPORATE TAXATION**

**COURSE OBJECTIVES:** *The objective of the following course is to acquaint the students with the implication of the Tax structure and corporate profit planning in operational as well as strategic terms.*

### **COURSE CONTENTS:**

#### **UNIT I - Introduction**

Basic concepts of Income Tax, Computation of Income under different heads of income, Deduction of Tax at source.

#### **UNIT II – Company’s Tax Management.**

Rationale of Company taxation, Residential status of a company, set off and carry forward of Losses, Advance payment of tax.

#### **UNIT III – Tax Planning**

Concept, Significance and Problem of Planning, Distinction between Tax avoidance and Tax evasion, Division of Income Claiming, Maximum deduction, Rebates, Relieves and Restoring Tax free Incomes.

#### **UNIT IV – Tax Administration**

Filing of returns, Self Assessment of Tax, Default and Penalties.

#### **UNIT V – Tax Consideration in respect of special managerial Decisions.**

Make or Buy, Own or Lease, Close or Continue, Export or Domestic Sales return or Replace, Tax Planning in respect of Managerial Remuneration.

### **SUGGESTED READINGS:**

1. Ahuja, GK & Gupta, Ravi Systematic Approach to Income Tax, Allahabad, Bharat Law House, 1999.
2. Singhania, VK Direct Taxes: Law and Practices, Delhi, Taxman.
3. Srinivas, EA. Handbook of Corporate Tax Planning. New Delhi, TMGH 1986.

## **603 B SALES MANAGEMENT**

**COURSE OBJECTIVE:** *The objective of this course is to expose the students, The Modern Sales Management concept and technique and help to develop abilities and skills required for effective Sales management.*

### **COURSE CONTENTS:**

#### **UNIT- I**

Nature and Scope of Sales Management, Setting and Formulating, Personnel Selling objectives, Sales theories.

#### **UNIT- II**

Selection, Training, Compensation and Motivation of sales force, Evaluation and Control of Sales, Compensating Sales Personnel, Evaluating and Supervising Salesman.

#### **UNIT- III**

Sales planning and Sales Budgeting Methods , Importance and Limitation of sales Forecasting.

#### **UNIT- IV**

Sales Organisation, Purpose, Principles and Policies of Sales Organisation, Setting up of sales Organisation, Typical Sales Organisation Structure.

#### **UNIT- V**

Evaluation and control of sales efforts, Objectives and quotes for Sales Personnel.

### **SUGGESTED READINGS:**

1. Stanton, William J. Management of Sales Force. Chicago, Irwin, 1995.
2. Johnson, EM etc. sales management: Concepts, Practices and Cases. NewYouk, John Wiley,1989.
3. Anderson, R. Professional Sales Management; Englewood Cliffs, New Jersey, PHInc. 1992.

## **603C INDUSTRIAL LAWS**

*Course Objectives: Organizational efficiency and performance are interlinked with industrial relations. This course is an attempt to appreciate the conceptual and practical aspects of industrial relation at both macro and the micro levels.*

### **COURSE CONTENTS:**

#### **UNIT – I**

Industrial Relation: Historical evaluation of I.R. Nature and concept of IR & TU, objectives and Functioning of IR, Emerging Trends in IR.

#### **UNIT – II**

Industrial unrest in India, ILO, Worker's participation in Management (WPM). Quality management, Collective Bargaining : concepts and importance.

#### **UNIT – III**

Grievance; Nature and course, Difference between grievance and dispute, Resolution method of Grievance, negotiation and settlement, co-ownership.

#### **UNIT – IV**

Industrial disputes act, 1947 contract labour Act, Factory Act 1948, Industrial employment (standing order) Act 1946.

#### **UNIT – V**

Emerging Issues: IR & Its perspectives, Legal framework of IR, Emerging Socio-economic Scenario, IR and the State/Govt. interference.

### **SUGGESTED READINGS:**

1. Das R.P. Management of Industrial Relations, Varanasi, Kkrishna Trading Corp. 2001.
2. Agrawal SN Labour Relations Law in India.
3. Taxmann Lsnpit Lsed. 1999.
4. Monal Arora Industrial Relations, Exel Books.1997
5. Maheswari Industrial Law
6. Pylee Industria Relations & Personnel Management
- 7.Chawla R.C. Mercantile Law

## **604 A FINANCIAL CONTROL SYSTEM**

**COURSE OBJECTIVE:** *The aim of this course is to draw the attention on Financial control system for achieving financial goals of the organisation.*

### **COURSE CONTENTS:**

#### **UNIT – I**

Budgeting Control, Objectives of Budgeting, Classification of budgets, Flexible budgets, Performance budgeting, Zero based budgeting.

#### **UNIT – II**

Standard costing and variance Analysis components of standard costing, Material labour and overhead standards and ordinance.

#### **UNIT – III**

Financial goal setting: Concept and techniques. Profit centers and Investment centers.

#### **UNIT – IV**

Organisational growth: Responsibility centers, Profit centers and Investment centers.

#### **UNIT – V**

Offering Audit and management Audit.

### **SUGGESTED READINGS:**

1. J..Batty: Corporate Planning and Budgeting control, Mcdonald and Evans Ltd.
2. A Withismove: Acenting for Management Control, Opitman Publishing.

## **604 B ADVERTISING MANAGEMENT AND SALES PROMOTION**

**COURSE OBJECTIVE:** *The Objective of this course is to help the students to acquire of using advertising as a means of communication and demand stimulation.*

### **COURSE CONTENTS:**

#### **UNIT- I**

Definition, Objectives, Functions and classification of advertisement, Advertising as a component of marketing mix, Advertising as a marketing communication process, Use of marketing for stimulating primary and secondary demand.

#### **UNIT- II**

Advertising Vs other forms of mass communication, Communication mix, DAGMAR approach, Determination of target audience, building of advertising programme – Message, Headlines, Copy, Logo, Illustration, Appeal, Layout.

#### **UNIT-III**

Media Planning – Media characteristics, Media Selection, Media Scheduling. Social and economic relevance of advertising, ethics and truth in Advertising.

#### **UNIT- IV**

Sales promotion- Meaning and Importance of sales promotion, Objective and strategies for sales promotion, Consumer oriented sales promotion, Trade oriented coupons, Deals, Premiums, Contest etc.

#### **UNIT- V**

Trade oriented sales promotion- Allowance and Discount, Training of distributors, Sales force contest and rewards.

### **SUGGESTED READINGS:**

1. Aaker David a. Advertising Management, 4<sup>th</sup> ed.,. PHI NewDelhi, 1985.
2. Ogilvy, David, nlgilvy on Advertising London, Lonfman, 1983.
3. Sontakki Advertisingn Management
4. Mohan M Advertising Management

## **604 C WAGES AND SALARY ADMINISTRATION**

**COURSE OBJECTIVES:** *The course is designed to promote understanding of issue related to the compensation or rewarding Human Resources in corporate sector and import skills in designing, analysing, and restructuring reward management system, Policies and strategies.*

### **COURSE CONTENTS:**

#### **UNIT – I**

Job Evaluation, Wages and Salary Administration, Method of wages Administration, Factor affecting wages administration, Importance of Wage administration in Indian Context, Wage theories.

#### **UNIT – II**

Wage Differentials – Concept and its determinants, Internal and external equity in wages differentials, understanding different components of wage packages.

#### **UNIT – III**

Employees benefits programme, Incentives, fringe benefits – nature and importance.

#### **UNIT – IV**

Wage Board and Laws, Working of different Institution related to reward system – Wage board, pay commissions.

#### **UNIT – V**

Wage and Salary Administration Act – Minimum Wages, Salary and Employee Welfare Act.

### **SUGGESTED READINGS:**

- 1.Srivastava S.C. Industrial Relations and Labour Laws. NewDelhi, Vikas, 1994.
- 2.Malhotra OP The Law of Industrial disputes. Vol. I & II Bombay. N.M.tripathi,1985.
- 3.Seth DD, Industrial Disputes Act 1947m Vol. I&II Bombay, 1995.

**605 PROJECT STUDY**

Each student is required to prepare a Project Report on a topic assigned to him on his / her area of specialisation during the course of sixth semester. The final project will be evaluated at the end of the sixth semester by one internal and one external examiner. This would be equivalent to the marks of one paper.