

BACHELOR OF BUSINESS ADMINISTRATION

**M.G. UNIVERSITY
KOTTAYAM**

(FACULTY OF BUSINESS STUDIES)

**REVISED SYLLABUS FOR THE ACADEMIC YEARS
STARTING 2017-18**

List of Expert Committee Members

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8. Veeva Mathew
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9. Tharthiose Paul
Associate Professor
BPC College Piravam
10. Sangita Kumari
Assistant Professor
SAS SNDP Yogam
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INTRODUCTION

The Bachelor of Business Administration course is a judicious mix of all functional elements of Business studies which provide participants with foundational knowledge on different aspects of the administration of a business concern. It include at one end the need to realize why an organization exist to the other were it shows the new frontiers to which it can be developed.

This course is designed to develop knowledge on the functional parkour of business administration. The disciplines it cover include, management, commerce, banking, economics, industrial psychology, law, mathematics, statistics, accounting, communication, computer application and accounting software.

At the under graduate level no other course provide the student a feel and basic understanding on such a variety of disciplines. These disciplines are not merely touched upon but are dealt taking the serious contributions it can provide to running business enterprises.

The course is designed in such a fashion to provide ample scope for practical exposure to the problems and opportunities of real business. The two project studies one theoretical (Minor) and other practical (Major) as well as the mandatory requirements of three industrial visit and resultant report presentation will provide a cutting edge to this under graduate programme over the other similar ones.

AIM AND OBJECTIVES

1. To train the students to be competent entry level management professionals.
2. To impart basic and operational knowledge on all functional areas of management.
3. To encourage young BBA'S to turn in to entrepreneurs.
4. To make young BBA'S a change agents in the society by fostering values which self-proclaim that “ *Turn to enterprising serve the society and the nation*”.

COURSE DESIGN				
Semester	Title	Course	Credit	Hours/week
<u>First semester</u>				
BA1CRT01	Principles and Methodology of Management	Core	4	6
BA1CRT02	Business Accounting	Core	4	6
BA1CMT03	Fundamentals of Business Mathematics	Complementary	4	4
BA1CMT04	Fundamentals of Business Statistics	Complementary	4	4
BA1CCT05	English Paper –I	Common	4	5
			20	25
<u>Second semester</u>				
BA2CRT06	Cost and Management Accounting	Core	4	6
BA2CRT07	Business Communication	Core	4	6
BA2CMT08	Mathematics for Management	Complementary	4	4
BA2CMT09	Statistics for Management	Complementary	4	4
BA2CCT10	English Paper –II	Common	4	5
			20	25
<u>Third Semester</u>				
BA3CRT11	Human Resource Management	Core	4	5
BA3CRT12	Marketing Management	Core	4	5
BA3CRT13	Research Methodology	Core	4	5
BA3CMT14	Business Laws	Complementary	4	5
BA3PRP15	Personality Development and Management Skills (Minor Project)	Core	4	5
			20	25
<u>Fourth Semester</u>				
BA4CRT16	Financial Management	Core	4	5
BA4CRT17	Managerial Economics	Core	4	5
BA4CRT18	Entrepreneurship	Core	4	5
BA4CMT19	Basic informatics for Management	Complementary	4	5
BA4CMT20	Corporate Law	Complementary	4	5
			20	25

<u>Fifth Semester</u>				
BA5CRT21	Organisational Behaviour	Core	4	6
BA5OPT22	Open Course	Open	3	4
BA5CRT23	Environment Science and Human Rights	Core	4	5
BA5CMT24	Intellectual Property Rights and Industrial Laws	Complementary	4	5
BA5CRT25	Operations Management	Core	2	2
BA5CRT26	Industrial Relations	Core	3	3
			20	25
<u>Sixth Semester</u>				
BA6OCT27	Optional-I	Optional (Core)	4	5
BA6OCT28	Optional-II	Optional (Core)	4	5
BA6CRT29	Strategic Management	Core	4	5
BA6CRT30	Communication Skills and Personality development	Core	4	5
BA6PRP31	Management Project	Core	4	5
			20	25
	Grand Total		120	150

LIST OF COURSES

Semester

Title

First semester

BA1CRT01	Principles and Methodology of Management
BA1CRT02	Business Accounting
BA1CMT03	Fundamentals of Business Mathematics
BA1CMT04	Fundamentals of Business Statistics
BA1CCT05	English Paper –I

Second semester

BA2CRT06	Cost and Management Accounting
BA2CRT07	Business Communication
BA2CMT08	Mathematics for Management
BA2CMT09	Statistics for Management
BA2CCT10	English Paper –II

Third Semester

BA3CRT11	Human Resource Management
BA3CRT12	Marketing Management
BA3CRT13	Research Methodology
BA3CMT14	Business Laws Personality Development and Management Skills (Minor Project)
BA3PRP15	

Fourth Semester

BA4CRT16	Financial Management
BA4CRT17	Managerial Economics
BA4CRT18	Entrepreneurship
BA4CMT19	Basic informatics for Management
BA4CMT20	Corporate Law

Fifth Semester

BA5CRT21	Organisational Behaviour
BA5OPT22	Open Course
BA5CRT23	Environment Science and Human Rights
BA5CMT24	Intellectual Property Rights and Industrial Laws
BA5CRT25	Operations Management
BA5CRT26	Industrial Relations

Sixth Semester

BA6OCT27	Optional-I
BA6OCT28	Optional-II
BA6CRT29	Strategic Management
BA6CRT30	Communication Skills and Personality development
BA6PRP31	Management Project

Open course

BA5OPT22 (a). Brand Management

BA5OPT22 (b) Entrepreneurial Leaders

Optional**Optional I**

BA6OCT27. (a) Healthcare Management

OR

BA6OCT27.(b) Introduction to Retail Management

OR

BA6OCT27. (c) Investment and Insurance Management

OR

BA6OCT27. (d) Event Management

Optional II

BA6OCT28. (a). Advertisement and Salesmanship

OR

BA6OCT28. (b). Supply-Chain Management

OR

BA6OCT28.(c). Principles of Tourism Management

FIRST SEMESTER

BA1CRT01. PRINCIPLES AND METHODOLOGY OF MANAGEMENT

Core Course
 No. of credit : 4
 No. of contact hour : 6

Aim of the course

Principles and Methodology of Management are the basic foundation for management studies. This course offers a methodological perspective about this subject.

Objective of the course

- Methodological Perspective of Management as a discipline
- Principles and functions of Management
- Process of decision making
- Modern trends in management process

MODULE I:

Nature and scope of management process, definition of management-management: a science, an art or profession?, scientific management, administrative management, human relations management. Contributions of Taylor, Fayol, Max Webber, Gilberth, Gantt, Chester Bernard, Elton Mayo, Peter Drucker

MODULE II: Planning

Definition, meaning, Importance, steps in planning, characteristics types of plans - objectives, strategies, policies, procedures, rules, programmes and Budgets, Relationship between planning and controlling, limitations of planning.

Decision making - definition, meaning, objectives, steps in rational decision making, Types of decisions, Difficulties in decision making

MODULE III: Organizing

Meaning importance, process of organizing, organizations structure, Types of organization structure - line organizations, line and staff organizations, Functional organization, committees.

Delegation of authority, significance of delegation, process of delegation. Centralisation & decentralisation of authority.

MODULE IV: Staffing

Meaning and importance only (This topic is covered in detail in HRM) Directing - Meaning, importance, elements of directing.

MODULE V: Controlling

Co-ordination, need for co-ordination, meaning and importance of controls, control process, budgetary and non-budgetary controls

Reference Books:

Sl No.	Title	Author	Publishing & Year
1	Principles of management	P.C. TRIPATHI &P.N. Reddy	Tata McGraw Hill publishing co.
2	Essentials of management	Harold Koontz &Weihrich	Tata McGraw Hill Publishing co. 2015
3	Fundamentals of Management Essential concepts and applications	Stephen P Robbins, Sangamitra Bhattacharya & et al.	Pearson 8 th edition 2015
4	Management Global Perspectives	Harold Koontz &Weihrich	Tata McGraw Hill Publishing co. 2015
5	Principles and Practice of Management	L M Prasad	Sultan Chand And Sons 8th Edition

BA1CRT02: BUSINESS ACCOUNTING

Core Course
No. of credit : 4
No. of contact hour : 6

Aim of the course

To impart basic knowledge about the system of accounting

Objective of the course

On completion of this course students should be able

- To understand the basics of accounting
- To identify the basics principles of accounting
- To understand the systems /process for recording transactions
- To prepare the final accounts of sole trader
- To give a general awareness about depreciation accounting
- To know about the concept of bill of exchange in business

MODULE I

Introduction of accounting •Origin •meaning, definition-need importance-functions - limitations-accounting principles-Generally accepted accounting principles-accounting equation- double entry system.

MODULE II

Recording transactions •journal-ledger-trial balance-cash book (single column bank column, and with discount column) - bank reconciliation statement

MODULE III

Accounting for depreciation-meaning-importance-methods of providing depreciation (Straight line, diminishing, annuity)-reserves and provisions

MODULE IV

Final accounts of sole trader- manufacturing, trading, and profit and loss account and balance sheet

MODULE V

Bill of exchange •meaning, definition- importance promissory note-recording bill transaction (honouring, dishonouring, discounting)

Note: on course work every lecture should be complemented by an appropriate activity examples: practical problem collection of accounting data from sole proprietors, preparation of accounting records of a sole trader

Core text:

Business accounting- Jain and Narang

Reference text

Advanced accounting -Jain and Narang

Advanced Accountancy, MA Arulanandam and KS Raman, Himalaya Publications, Mumbai

BA1CMT03 FUNDAMENTALS OF BUSINESS MATHEMATICS

NPC and logarithm tables permitted

Complementary Course

No. of credit : 4

No. of contact hour: 4

Aim of the course

To develop analytical and critical thinking skills in students to prepare them to logically analyse and critically evaluate problem situation through basic mathematics.

Objectives of the course

- Develop scientific ability
- Critically evaluate mathematical problems
- To have fundamental touch with industrial and commercial problems
- To know about modern trends in mathematics
- To prepare them for management studies.

Course outline

MODULE-I: Set theory

Modern theory in mathematics, Definition, elements and types of sets, operations on sets and Cartesian product of two sets.

MODULE-II: Algebra-1

Number system-Natural numbers, prime numbers, integers, rational and irrational numbers, Ratio, proportion and variation Sequences

MODULE-III: Algebra-2

Permutations and combinations, Logarithm, Compound interest and depreciation.

MODULE-IV: Matrices

Matrices, matrix operations, Determinant of a square matrix (expansions only) and Rank of a matrix.

MODULE-V: System of linear equations

Inverse of square matrix (problems only). Solution of system of linear equations using matrices.

Note on course work.

This subject being pure science subject, this is taught directly in classrooms as lecture. Students are requested to give suggestion and ask doubt for critical evaluation. Proof of theorems and derivations are excluded, as it is beyond the scope of a B.B.A student. Basic mathematics is required for all subjects under commerce.

Ref.Texts: 1) Business Mathematics - S.Saha

2) Business mathematics -D.C. Sanchet& V.K Kapoor (Sultan Chand & Sons)

BA1CMT04 FUNDAMENTALS OF BUSINESS STATISTICS

(Use of scientific calculators is permitted)

Complementary Course
No. of credit : 4
No. of contact hour: 4

Aim of the course

To provide a reasonable idea of basic statistical methods needed for a statistical investigation and forecasting.

Objective of the course

On completion of the course, student should be able

- To present a broad overview of statistics as a subject.
- To organize a statistical survey.
- To understand the importance of summary measures to describe the characteristics of data set.
- To analyse the relationship between two variables.
- To use various forecasting techniques.

Course Outline

MODULE I: Introduction

Origin, Meaning, Scope and limitations of statistics. Relationship with business and industry.

MODULE II: Collection of data

Collection, classification and tabulation of statistical data. Pie diagrams. Graphic representation.

MODULE III: Measures of central tendency and dispersion

Mean, Median and Mode. Measures of dispersion- standard deviation. Coefficient of variation.

MODULE IV: Simple correlation and Regression.

Meaning, Karl Pearson's Correlation, Rank correlation, Computations. Uses, Regression equations - Forecasting.

MODULE V: Time series analysis:

Components of time series - Definition, Computation of Trend. Computation of seasonal variation (Simple average method only)

Note on course work:-

This course should not be taught in the conventional lecture method alone. It should be supported by a statistical study based on real life situations.

Texts:-

1. Statistical methods: - S.P. Gupta
2. Fundamental of Mathematical statistics - S.C. Gupta & V.K. Kapoor
3. Basic Statistics: B.L. Agarwal.
4. An introduction to statistical methods: - C.B. Gupta.
5. Gupta, S.C., Fundamentals of Statistics, *Himalaya Publishing House*.

BA1CCT05. ENGLISH PAPER I

Common Course

No. of credit : 4

No. of contact hour : 5

SECOND SEMESTER

BA2CRT06. COST AND MANAGEMENT ACCOUNTING

Core Course
 No. of credit : 4
 No. of contact hour : 6

MODULE I

Cost Accounting- Meaning, Definition, Scope, Objectives- Distinction between Cost and Financial Accounting- Preparation of Cost Sheets.

MODULE II

Material Cost- Purchasing Procedure- Stores Control- E.O.Q, Stock Levels- Pricing of Material Issues- Labour Cost- Labour Turnover- Methods of Wage Payment.

MODULE III

Overhead Cost- Allocation and Apportionment- Reconciliation of Cost and Financial Accounts

MODULE IV

Management Accounting- Meaning, Definition, Scope, Objectives-Management Accounting as distinct from Cost Accounting and Financial Accounting- Budgetary Control- Classification of Budgets(Emphasis on theory).

MODULE V

Cost- Volume- Profit Analysis- Standard Costing- Analysis of Material and Labour Variances.

Reference

SI No.	Title	Author	Publishing & Year
1	Cost and Management Accounting	Debarshi Bhattacharyya(Ratul)	Pearson
2	Advanced Management Accounting	J Madegowda	Himalaya Publishing House, Mumbai

BA2CRT07 BUSINESS COMMUNICATION

Core Course	
No. of credit	: 4
No. of contact hour	: 6

Aim of Course

To understand the nuances of business communication

This course should be taught by providing group discussion and seminars.

MODULE- I **Basis of communication**

Meaning, importance & process, Need & objectives of communication, 7c's of communication, Barriers of communication, How to overcome communication Barrier. (Practical exercises in communication)

MODULE- II

Means /Media of communication - verbal & Non-verbal communication channel of communication formal & informal communication.

Types of communication. Downward, upward, Horizontal or lateral, Diagonal or cross

MODULE- III **Listening as a communication Tool**

Importance types of listening, Barriers to effective Listening. How to make listening effective.

MODULE- IV **Groups**

Business Letter Writing: - Need, Functions and kinds, Letters, Request Letters, Sales Letters, Complaints and adjustments, Departmental Communication: Meaning, Need and Types, Interview Letters, Promotion Letters, Resignation Letters, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders.

MODULE-V. **New Trends in Business communication.**

E mail, Teleconferencing, video conferencing, SMS

References

SI No.	Title	Author	Publishing & Year
1	Business communication	R.C. Bhatia.	Ane Books Pvt. Ltd.
2	Business communication	R.K. Madhukar	Vikas Publishing House Pvt Ltd
3	Effective Technical communication	<u>Ashraf Rizvi</u>	McGraw Hill Education (India) Private Limited
4	Business communication essentials	Courtland Bovée And John Thill	Pearson,2015
5	Fundamentals of business communication	P D Chaturvedi, MukeshChaturvedi	Pearson, 2012

BA2CMT08 MATHEMATICS FOR MANAGEMENT

Complementary Course

No. of credit : 4

No. of contact hour: 4

Aim of the course

To develop analytical and critical thinking skills and to analyse managerial problems in the light of mathematics and solving in such situations.

Objectives of the course

- To develop scientific ability
- To know about modern trends in mathematics
- To know about problems in industry and management and to learn how to solve the problem
- To have research in Managerial Sciences.

Course outline

MODULE I: Plane Analytic Geometry -1

This module consists of Cartesian coordinate system, Length of line segment, Section formulae, area of a triangle and collinearity of three points.

MODULE II: Plane Analytic Geometry -2

Gradient of a straight line, different equations of straight lines, parallelism and perpendicularity and concurrency of three lines.
(All derivations in analytic geometry excluded)

MODULE III:

Arithmetic Progression, sum of the series in AP

MODULE IV:

Geometric Progression, Sum of series in GP

MODULEV:

Calculation of interests and discounts, Present value and annuities, Computing present value of money, Computing present value of annuities.

Note on course work.

This is basically a pure science subject and taught directly in classrooms. Students' participation in various fields of applicability is needed for this course. Proof of theorems and derivations are excluded, as it is beyond the scope of a B.B.A student. But applications in business are to be highlighted.

Ref.Texts:

1. Business Mathematics -S.Saha
2. Business Mathematics -D.C. Sanchet& V.K Kapoor (Sultan Chand & Sons)
3. Business Mathematics –Lloyd D Brooks, AITBS Publishers and distributors, New Delhi

BA2CMT09 STATISTICS FOR MANAGEMENT

(Use of Statistical Tables & Scientific calculators are permitted)

Complementary Course

No. of credit : 4

No. of contact hour: 4

Aim of the course

To provide a general outlook of certain statistical test which are useful to researchers in various fields.

Objective of the course

On completion of the course, a student should be able

- To have some idea about probability and probability distributions
- To develop the concept of a sampling distributions.
- To formulate hypothesis about various population parameters.
- To conduct various statistical tests.

Course Outline**MODULE I: Probability Theory**

Basic concepts in probability, Addition theorem and Multiplication theorem (Two events), conditional probability, Baye's Theorem (without proof)

MODULE II: Random variables and Theoretical distributions

Random variables, Discrete and continuous random variables (Definition), Binomial, Poisson and Normal Distributions- Definition-Mean and variance (without derivation), Properties.

MODULE III: Sampling

Introduction, Methods of sampling, Statistics and Parameters. Sampling distribution, standard error, central limit theorem (statement only)

MODULEIV: Large sample tests

Introduction, procedure of testing Hypothesis, Test of significance for attributes. Test of significance for mean. (Single sample only)

MODULE V: Chi - square Test & Goodness of fit.

Introduction, Definition, chi-square test of goodness of fit (Fitting of distributions is excluded), chi-square test of independence. Uses, limitations.

Note on course work:-

On completion of this course, student should be able to apply various statistical tests in research work.

References:

1. Statistical methods: - S.P. Gupta- Sultan Chand & sons, Revised edition 1995
2. Basic Statistics:- B.L Agarwal
3. Fundamentals of mathematical Statistics: - S.P. Gupta and V.K. Kapoor, Sultan Chand & sons, Revised edition 1989
4. Statistics for Management, Sharma Ananad, *Himalaya Publishing House, Mumbai*
5. Statistics for management: - Richard Levin and David S Rubin

BA2CCT10 ENGLISH PAPER II

Common Course

No. of credit : 4

No. of contact hour: 5

THIRD SEMESTER

BA3CRT11 HUMAN RESOURCE MANAGEMENT

Core Course
No. of credit : 4
No. of contact hour: 5

MODULE- I

Definition, Nature, scope, role, objective of Personnel management, level of management, Organisation of Personnel Dept. its functions, Ergonomics, Challenger and relevance of HRM. Manpower planning.

MODULE- II

Recruitment - Sources of recruitment, Selection- Selection process, Training - Definition. Types of training Executive Development.

MODULE- III

Performance Appraisal, techniques Promotion, Career Planning.

MODULE- IV

Job analysis, Job Design, Job Evaluation Wage. Definition, Factors affecting wage policy, Wage Boards Fringe Benefits, Prerequisites, Incentives, Bonus, Profit sharing, VRS, Maintenance of service files pension.

MODULE- V

Drafting charge sheets, Model standing orders, code of conduct, Bond of service, wage & salary records, E.S.I, P.F. Gratuity, pension and bonus records.

Reference text:

Sl No.	Title	Author	Publishing & Year
1	Human Resource Management	Pravin Durai	Pearson
2	Personnel management	Edwin Philipo	
3	Personnel management	Mammoria&Mammoria	<i>Himalaya Publishing House, Mumbai</i>
4	A frame work for human resource management	Gary Desseler	
5	Human resource and personnel management	K. Aswathappa	
6	Personnel HRM	Subba Rao	<i>Himalaya Publishing House, Mumbai</i>

BA3CRT12 MARKETING MANAGEMENT

Core Course

No. of credit : 4

No. of contact hour: 5

Aim of the course

The aim of this course is to provide the students with a conceptual base on marketing management and also to equip them with the necessary skills for employment in the middle level cadre.

Objective of the course

On completion of the course students should be able:

- To have an awareness on market , market segments and consumer behaviour
- To know the meaning and importance of product mix.
- To understand pricing policies and the applicability of different pricing strategies
- To know the scope of advertising and sales promotion
- To identify and develop salesmanship in them

Course Outline

MODULE I

Introduction

Meaning and definition of different marketing concepts ♦ functions of marketing - environmental factors - market segmentation - buying motive and process ♦ consumer and customer - factors affecting consumer behaviour - marketing plan

MODULE II

Marketing mix

Marketing mix: meaning - product, product mix- - product life cycle - importance of branding -packaging and labelling

MODULE III

Pricing

Pricing policies ♦ objectives ♦ factors influencing pricing decisions - different pricing strategies: skimming- penetration
Market structure ♦channel of distribution and its importance

MODULE IV

Promotion

Advertising ♦ objectives and functions - types of advertising - personal selling and direct marketing - sales promotion

MODULE V

Marketing research ♦definition, scope and process.
Marketing risk and marketing audit

Note on course work:

Module 1 and Module 2 should definitely follow text Marketing-Planning implementation and control by Philip Kotler and Marketing Management by Ramaswami& Namakumary. Every lecture should be complemented by case studies, group discussions and seminars.

Reference Books:

Sl. No	Title	Author	Publisher
1	Marketing Management:	Philip Kotler, Jha & Koshy	Pearson Education, New Delhi
2	Marketing-Planning implementation and control	Philip Kotler	Prentice Hall
3	Marketing Management Text and Cases	SHH Kazmi	Excel Books, New Delhi
4	Marketing Management	V. S Ramaswami S. Namakumary	MacMillan Publishers, New Delhi
5	Marketing Management	Cranfield	Ane Books, New Delhi
6	Marketing Research	D. D Sharma	Sultan Chand And Sons
7	A Framework for Marketing management	Philip Kotler & Kevin Keller	Pearson, 5 th edition
8	Marketing management	Biplab S Bose	Himalaya Publishing House, Mumbai

BA3CRT13 RESEARCH METHODOLOGY

Core Course

No. of credit : 4

No. of contact hour: 5

MODULE I

Research methodology- meaning. Research, meaning, objectives, significance.
Research process- different steps, criteria for good research. Types of research-
descriptive, analytical, applied, fundamental, quantitative, qualitative, empirical and
conceptual.

MODULE II

Selection of research problem-sources-technique involved in defining a problem.

MODULE III

Research design-meaning-need, concepts-elements Sampling design-steps-
criteria of selecting a sampling procedure-sampling process

MODULE IV

Types of data-primary data -meaning-advantages-disadvantages-methods of
collecting primary data-sources. Secondary data- meaning, advantages-
disadvantages-sources.

MODULE V

Interpretation-meaning-techniques-of interpretation. Report writing-significance-
types of reports; (technical and popular) steps-layout-oral presentation.

Note on course work.

This course should not be taught in the conventional lecture method alone. Every
lecture should be complemented by an appropriate activity (For example,
reference, assignments, project reports etc.).

References:-

Research methodology, OR Krishnamoorthi, Himalaya publishing house, Mumbai

Sl No.	Title	Author	Publishing & Year
1	Research Methodology	Ranjith Kumar	Pearson, 2 nd edition
2	Research Methods for management	Dr S.Shajahan	Jaico Publishing House
3	Research Methodology. methods and techniques	C.R.Kothari	New Age International publishers
4	Research Methods	Ram Ahuja	Rawat publications
5	Research Methodology	K.R.Sharma	National Publishing House

BA3CMT14 BUSINESS LAWS

Complementary Course

No. of credit : 4

No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind contract law and to introduce various types of special contracts

Objective of the course

On completion of the course, student should be able

- To identify the principles behind law of contract
- To equip students to identify the validity of contracts
- To create awareness about various special contracts

MODULE I: General principles of law of contract

Law of contracts; Definition-essentials of a valid contract-kinds of contracts-Offer and acceptance- revocation-communication-consideration. Doctrine of privity of contract-capacity to contract-contract- coercion-undue influence-misrepresentation-fraud-mistake-performance-discharge of contract-breach of contract-remedies for breach of contract.

MODULE II: Contracts of indemnity and guarantee

Definition of indemnity-essential elements-rights of parties-definition of guarantee -essential elements- rights of surety-nature of surety's liability-discharge of guarantee

MODULE III: Contract of bailment and pledge

Definition -essential elements- rights and duties of bailor and bailee-termination of bailment- finder of goods-Pledge-definition-rights and duties of pawnor and pawnee.

MODULE IV: Contract of agency

Definition- essentials-types of agency-mercantile agents-extent of agent's authority-delegation of authority- personal liability of agent- liability of agent to third parties- termination of agency.

MODULE V: Contract of sale of goods

Sale of goods Act; Contract of sale and agreement to sell-conditions and warranties- transfer of property- title of goods-rights and duties of seller and buyer- rights of an unpaid seller.

References

1. Aswathappa, K., Business Laws, *Himalaya Publishing House, Bengaluru.*
2. Kapoor, N.D., Business Laws, *Sultan Chand publications New Delhi.*
3. Sharma, S.C., Business Law, *International Publishers, Bengaluru*
4. Tulsian, Business Law, *McGraw-Hill Education Mumbai.*

BA3PRP15 PERSONALITY DEVELOPMENT AND MANAGEMENT SKILLS**(Minor Project)**

Core Course

No. of credit : 4

No. of contact hour: 5

Objectives:

The students will have the opportunity to explore current management literature so as to develop an individual style and sharpen his skills in the area of leadership, communication, decision making, motivation and conflict management.

Minor Project and Presentation

Minor projects are taken that added to the knowledge of the students. A topic shall give each student in the beginning of the semester in various areas of management. The presentation Project either comprises of either the following.

Project Presentation

OR

Case study Presentation*

Suggested Topics for Minor Projects:

1. Goals of an Organization
2. Work values
3. Character Ethics
4. Working Conditions
5. Decision Making Strategies
6. Goal Setting
7. Customer Satisfaction and
8. Any other relevant topic chooses by the student or assigned by the college.

* Case study can be chosen by the students in this respective area of interest.

Text Books

1. Lather, A.S. Handa, M (2009). Cases in Management. Wisdom Publications.
2. M C Garth (2009). Basic Managerial skills for All, 5thed. Prentice Hall India.

Reference Book

1. Ellis (2009). Management Skills for New Managers.

FOURTH SEMESTER
BA4CRT16 FINANCIAL MANAGEMENT

CORE COURSE	
NO. OF CREDIT	: 4
NO. OF CONTACT HOUR:	5

MODULE- I

Finance Functions - Definition and scope of finance functions - Profit maximization v/s wealth maximization goal - Organisation of Finance Function.

MODULE- II

Sources of finance - short term - Bank sources - Long term - shares - debentures, preferred stock – debt

MODULE – III

Working capital management - concept - Determinants - cash management - Receivables management (Basic problems only).

Module - IV

Financing Decisions. Cost of Capital - cost of specific source of capital - Equity - preferred stock - debt - reserves - weighted average cost of capital. Capital structure - factors influencing capital structure capital optimum capital structure - Theories of capital structure – Leverage, meaning and types (Basic problems only).

MODULE V

Dividend decision - meaning and significance of dividend decision - Modigliani and Miller Approach - theory of relevance – Walter’s model – Gordon’s model - Corporate Dividend practice in India (Avoid problems).

Note on course work:

The course should be taught in a participate style. Lecture sessions should be supplemented by seminars and group discussions. After each module surprise tests and quizzes should be administered to ensure the participants’ clarity in core concepts.

References:

1. Pandey, I. M., Financial Management, Vikas publishing House Pvt. Ltd. New Delhi.
2. Khan, M.Y. & Jain, P.K., Financial Management, McGraw Hill (India) Private limited; New Delhi.
3. OP Agarwal, Financial Management, Himalaya Publishing House, Mumbai

BA4CRT17 MANAGERIAL ECONOMICS

Core Course No. of credit : 4 No. of contact hour: 5
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MODULE -I

Introduction, Definition, Scope and uses of Managerial Economics. Role of a managerial economist. Difference between managerial economics and pure economics.

MODULE -II

Business cycles- Phases of a business cycle. Economic systems- Capitalist, Socialist, Mixed economy. Inflation: Definition, Courses of inflation, Control of inflation. Banking: Functions of Central Banks, Functions of Commercial Banks. Monetary Policy, Fiscal Policy.

MODULE - III

Demand Analysis, Meaning of demand, the law of Demand, Determinants of demand, Types of demand, Law of Diminishing Marginal Utility, Consumer Surplus. Elasticity of demand, Price elasticity of demand, Income elasticity of demand, cross elasticity of demand.

MODULE-IV

Production function, Managerial use of Production function, Law of diminishing returns, Law of returns to scale, Economies of scale, Diseconomies of scale

Isoquants, Isocost curve, Optimum combination of inputs.

Pricing, Pricing policy and Practises, Cost plus pricing, rate of return pricing, pricing of competing firms, pricing of new products, price leadership, price discrimination.

MODULE-V

Market structure, Perfect competition, Monopoly, Monopolistic competition and oligopoly

Reference texts

1. Dean, Joel Managerial economics- Prentice Hall of India
2. Varshney, R.L., & Maheshwari, K.L., Managerial Economics, Sultan Chand & Sons Private Ltd., New Delhi
3. Kasi Reddy M., & Saraswathi, S., Managerial Economics and Financial Accounting, PHI Learning, New Delhi.,
4. DM Mithani, Managerial economics, Himalaya Publishing House Mumbai.
5. Mehta, P. L., Managerial Economics, Sultan & Chand, New Delhi
6. Trivedi, M.L., Managerial Economics Theory and Applications, McGraw Hill Education Private Ltd, New Delhi.
7. Dwivedi, D. N., Managerial Economics, Vikas Publishing House Private Limited, New Delhi.
8. Gopalkrishna, Managerial Economics, Himalaya Publishing House, Mumbai
9. Craig H Petersen, W Cris Lewis & Sudhir K Jain, Managerial Economics, Pearson, 4th edition

BA4CRT18 ENTREPRENEURSHIP

<p>Core Course</p> <p>No. of credit : 4</p> <p>No. of contact hour: 5</p>

MODULE I

To make the students understand about entrepreneurs and different classifications. Entrepreneur and entrepreneurship - Definition; traits and features; classification; Entrepreneurs; **Women entrepreneurs**; Role of entrepreneur in Entrepreneurs in India.

MODULE- II

Create an awareness about EDP. Entrepreneurial development programme concept; Need for training; phases of EDP; curriculum & contents of Training Programme; Support systems, Target Groups; Institutions conducting EDPs in India and Kerala.

MODULE- III

General awareness about identification of project financing new enterprises. Promotion of a venture; opportunity Analysis Project identification and selection; External environmental analysis economic, social, technological and competitive factors; Legal requirements for establishment of a new unit; loans; Overrun finance; Bridge finance; Venture capital; Providing finance in Approaching financing institutions for loans.

MODULE- IV

To identify different Discuss opportunities in small business. Small business Enterprise - Identifying the Business opportunity in various sectors - formalities for setting up of a small business enterprise - Institutions supporting small business enterprise - EDII (Entrepreneurship Development Institute of India), O SLDO (Small Industries Development Organization NSIC (National small Industries Corporation Ltd. (CNSIC) NIESBUD (National Institute for Entrepreneurship and small Business Development) Sickness in small business enterprise causes and remedies.

MODULE V

To understand about a project report relating to a small business. Project formulation - Meaning of a project report significance contents formulation planning, commission's guidelines for formulating a project report - specimen of a project report, problems of entrepreneurs case studies of entrepreneurs

Reference texts:

SI No.	Title	Author	Publishing & Year
1.	Entrepreneurship Development	Dorden and Natarajan	Himalaya Publishing House, Mumbai
2.	Entrepreneurship Development and Small Business Enterprises	Poornima M.Charantimath	Pearson, 2 nd edition

BA4CMT19 BASIC INFORMATICS FORMANAGEMENT

Complementary Course

No. of credit : 4

No. of contact hour: 5

AIM OF THE COURSE

To make a student competent to handle and scientifically analyse the various aspects of his business while he commence a business.

COURSE OBJECTIVE:-

- To have through knowledge in Excel.
- To get adequate knowledge in Excel to use it in their Research Work.
- To become Computer proficient.
- To get enough knowledge in Computerized Accounting.
- Should be able to scientifically analyse the financial position of a firm.

MODULE - I: EXCEL BASICS (Based on XP)

OBJECTIVES:-

- Understand the basics of Excel.
- To learn Formatting Techniques in Excel

Introduction ❖ Components of Excel Window ❖ Cell ❖ Cell Address ❖ Frame - Worksheet - Work Book ❖ Formatting Techniques (Cell, Page, Printing).

MODULE II: FORMULAS AND FUNCTIONS AND CHARTS IN EXCEL

OBJECTIVES:-

- Create Formulae
- Work with different Addressing Modes.
- Work with different Functions.

Inserting a formula ❖ Addressing Modes ❖ Relative ❖ Absolute ❖ Mixed ❖ Inter Sheet Referencing. Functions ❖ Financial Functions (NPV, PMT) ❖ Mathematical Functions (SUM, ROUND, FACTORIAL) ❖ Statistical Functions (AVERAGE, COUNT, MEDIAN, MODE, STDDEV) ❖ Logical Functions (IF, AND, FALSE, NOT, OR, TRUE). Macros ❖ Goal Seek - Charts - Types of Charts ❖ Preparing Charts.

MODULE III: COMPUTERIZED ACCOUNTING - TALLY

OBJECTIVES:-

- Understand the features of computerized accounting
- Understand the basic and advanced features of Tally.

Introduction - Features of Computerized Accounting ♦ Advantages of Computerized Accounting ♦ Limitations of Computerized Accounting - Features of Tally ♦ Need for Tally - Technological Advantages.

MODULE IV: TALLY FUNDAMENTALS AND PROCESSING TRANSACTIONS

OBJECTIVES:-

- Identify the key components of Tally.
- Create a Company
- Define Various Fields
- Determine the Valid Inputs
- Understand F11 : Features
- Understand F12: Configure.
- Create Ledgers
- Record Transactions using Accounting Vouchers

Getting functional with Tally ♦ Tally Start-up ♦ Tally screen components ♦ Mouse / Keyboard Conventions ♦ The Tally clock ♦ Switching between Screen Areas ♦ Quitting Tally. Creation / Setting up of a Company in Tally ♦ Creation of a Company. F11: Features - F12: Configure ♦ Master Configuration ♦ Voucher Configuration.

Processing Transactions in Tally ♦ Ledgers and Groups ♦ Accounting Vouchers ♦ Contra Voucher ♦ Payment Voucher ♦ Receipt Voucher ♦ Journal Voucher ♦ Sales Invoice. Recording Transactions of Sample Data (Transactions for April ♦ Trial Balance ♦ Backup ♦ Transactions for May ♦ Transactions for June).

MODULE V: GENERATING AND PRINTING OF ACCOUNTING REPORTS

OBJECTIVES:-

- Generate Accounting Records and Statement of Accounts.
- Print Accounting Records and Statement of Accounts.

Introduction ♦ Financial Reports in Tally ♦ Balance Sheet ♦ Profit and Loss Account ♦ Account Books ♦ Group Summary ♦ Group Vouchers ♦ List of Accounts.

Note:-

- ◆ Answers with Appropriate Screen Shots (windows) will decide higher grades.

DISTRIBUTION OF WORKING HOURS

- ◆ Out of 5 Hours, 3 Hours for Theory and 2 Hours for Practical.
- ◆ Practical hours required for Unit-I is 8 hours and for Theory 14 hours.
- ◆ Practical hours required for Unit-II is 16 hours and for Theory 30 hours.
- ◆ Theory hours required for Unit III is 5 hours.
- ◆ Practical hours required for Unit IV & V together is 12 hours and for Theory 3 hours.

COURSE WORK (PRACTICALS):-**MODULE I**

- Draw the Excel Screen and Identify its Components.
- Make a presentation based on the use of frame.
- Make a presentation based on Cell formatting.
- Prepare a sample SGPA Card and take a Printout.
- Make a presentation based on Page Formatting.
- Use of mail merge, preparation of a sample mail merge.

MODULE - II

- Give a problem to compare & differentiate various Addressing Modes.
- Give problems based on NPV and PMT (Financial Functions).
- Give problems based on SUM, ROUND and Factorial (Mathematical Functions).
- Give problems based on AVERAGE, COUNT, MEDIAN, MODE, STDEV (Statistical Functions).
- Give problems based on Logical Functions. Prepare an Electricity Bill.
- Create a Macro to set all the margins of a page to 1 inch.
- Write the procedure for creating a Macro.
- Apply Goal seek to set the value of a cell by changing the value of other cells.
- Give data to prepare different charts.
- Draw and differentiate types of charts.
- Write the steps for creating a chart with appropriate screen shots.

MODULE - III

- Use OHP foils or LCD projector to take sessions.
- Make a note on computerized accounting.

MODULE IV

- Identify the screen components by drawing diagram.
- Explain the procedure of creating a company with appropriate screens.
- Create a company
- Explain the procedure for voucher entry with appropriate screen.

MODULE V

- Create Financial Reports in Tally.
- Give 5 sample Problems to prepare various Financial Reports.

REFERENCE BOOKS

Sl. NO	Title	Author	Publisher & Year
1	Learning MS-Office XP	Weixel	BPB 1st Edition
2	Office XP Simply Visual	Sybex	BPB 1st Edition
3	MS-Office XP 8 in 1	Habraken	Tech Media
4	Simply Tally 9.0	Ashok K. Nandhani	BPB 1st Edition
5	Tally 9 Training Guide	Ashok K. Nandhani	BPB 1st Edition
6	Computerized Accounting	Basheet	BPB 1st Edition

BA4CMT20 CORPORATE LAWS

Complementary Course No. of credit : 4 No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind, companies and partnerships.

Objective of the course:

On completion of the course, the student should be able

- To identify the various steps in the formation of a company
- To specify the basic principles of corporate laws
- To clarify the basic principles of partnership law
- To understand the basic features of limited liability partnership

MODULE I: Formation and incorporation of a company (The Companies Act, 2013)

Formation and incorporation of a company; characteristics and types of companies;

Promoters; corporate veil; pre-incorporation and preliminary contracts.

Memorandum of association – articles of association- doctrine of ultra vires- doctrine of constructive notice- indoor management- prospectus and statement in lieu of prospectus- deemed prospectus- shelf prospectus- abridged prospectus- red-herring prospectus and information memorandum- liability for misstatement of prospectus.

MODULE II: Management of companies and Company meetings

Qualification and appointment of directors; powers, duties and liabilities of directors; kinds of company meetings; requisites of a valid meeting; Chairman- agenda- minutes- quorum; Motions and resolutions – proxy- ascertaining the sense of a meeting.

MODULE III: Winding up of companies:

Modes of winding up; compulsory winding up- grounds and procedure; voluntary winding up- types- procedure- effects of winding up- liquidator- powers and functions- contributories; defunct companies.

MODULE IV: The Law Relating to Partnership and limited liability partnership

Nature, test and types of partnership- partnership deed- rights and liabilities of partners- relations of partners to one another and to third parties- incoming and outgoing partners- Retirement- Registration and dissolution of partnership- limited liability partnerships.

MODULE V: Pollution control Act

Definitions- Air- water and sound pollution- pollution control measures.

References

1. Shukla, M.C., & Gulshan, Principles of Company Law, *S.Chand, New Delhi.*
2. Venkataramana, K., Corporate Administration, *Seven Hills Books Publications.*
3. Kapoor, N.D., Company Law and Secretarial Practice, Sultan Chand, *New Delhi.*
4. Elements of corporate Law, SN Maheswari and SK Maheswari, Himalaya Publications, Mumbai.
4. Bansa, I.C.L., Business and Corporate Law, *Vikas Publishers, New Delhi.*

FIFTH SEMESTER

BA5CRT21 ORGANISATIONAL BEHAVIOUR

<p>Core Course</p>
<p>No. of credit : 4</p>
<p>No. of contact hour: 6</p>

Course Objectives

- Understand the implications of individual and group behaviour in organisational context.
- Understand the concept of organisational behaviour, social organisation and the diverse environment alongside with the management of groups and teams
- Appreciate the culture of organisational culture

Learning Outcome

- Manage conflict amongst groups in business environment
- Comprehend and apply motivational theories in the workplace
- Identify changes within organisations and power and politics in organisations

MODULE- I:

Introduction to Organisational Behaviour- Various discipline contributing to OB- Hawthorne experiment- foundation of individual behaviour- need and importance of organisational behaviour-nature and scope- framework of organisational behaviour

MODULE- II:

Personality-types-factors affecting personality-perception-importance-factors influencing perception-learning-types of learning styles-the learning process

MODULE- III:

Motivation-theories-importance –types –values and attributes-characteristics-components-formation and measurement-group dynamics group behaviour-formation-types of groups-stages of group development-conflict management-nature of conflict-types of conflict

MODULE-IV:

Leadership-meaning-importance-leadership styles-leaders Vs. managers-power and politics-sources of power

MODULE-V:

Organisational structure and design-organisational climate- factors affecting organisational climate- organisational development-organisational culture-organisational change- current trend in OB

Core texts

Sl No.	Title	Author	Publishing & Year
1	Essentials of Organisational Behaviour	Stephen P Robbins, Timothy A. Judge & Seema Sanghi	Pearson, 10 th edition
2	Organizational behaviour	Bhattacharya	Oxford university Press
3	Organization behaviour	LM Prasad	Sultan Chand & Sons 2005

BA5OPT22 OPEN COURSE

Open Course

No. of credit : 3

No. of contact hour: 4

BA5CRT23 ENVIRONMENT SCIENCE AND HUMAN RIGHTS

Core Course

No. of credit : 4

No. of contact hour: 5

MODULE I**Multidisciplinary nature of environmental studies**

Definition, scope and importance Need for public awareness.

Natural Resources : Renewable and non-renewable resources : Natural resources and associated problems.

a) Forest resources : Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forest and tribal people.

b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification

- Role of individual in conservation of natural resources.
- Equitable use of resources for sustainable life styles.

Ecosystems

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the given ecosystem:- Forest ecosystem

MODULE II**Biodiversity and its conservation**

Introduction, Biogeographical classification of India ,Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values. India as a mega-diversity nation, Hot-spots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India

Environmental Pollution

Definition, Causes, effects and control measures of: -

- a. Air pollution
- b. Water pollution
- c. Soil pollution
- d. Marine pollution
- e. Noise pollution
- f. Thermal pollution
- g. Nuclear hazards

Solid waste Management: Causes, effects and control measures of urban and industrial wastes, Role of an individual in prevention of pollution, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides

Social Issues and the Environment- Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions, Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies, Consumerism and waste products, Environment Protection Act , Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation

MODULE III**Introduction to Environment and Business**

Introduction of ways in which business has and is responding to environmental and business issues; business and sustainable development; issues of corporate/business greening.

MODULE IV**Green entrepreneurship**

What is green entrepreneurship, definition, meaning, scope, nature and characteristics. Green entrepreneurship in India. Difference between conventional and green entrepreneurship.

MODULE V

Human Rights– An Introduction to Human Rights, Meaning, concept and development, **Three Generations of Human Rights** (Civil and Political Rights; Economic, Social and Cultural Rights).

Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – **Fundamental rights and Indian Constitution, Rights for children and women**, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities
Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment

Conservation of natural resources and human rights: Reports, Case studies and policy formulation. Conservation issues of western ghats- mention Gadgil committee report, Kasthuriengan report. Over exploitation of ground water resources, marine fisheries, sand mining etc.

Internal: Field study

- Visit to a local area to document environmental grassland/ hill /mountain
- Visit a local polluted site – Urban/Rural/Industrial/Agricultural Study of common plants, insects, birds etc
- Study of simple ecosystem-pond, river, hill slopes, etc

(Field work Equal to 5 lecture hours)

REFERENCES

1. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, IInd Edition 2013 (TB)
2. Clark.R.S., Marine Pollution, Clanderson Press Oxford (Ref)
3. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001 Environmental Encyclopedia, Jaico Publ. House. Mumbai. 1196p .(Ref)
4. De A.K.Environmental Chemistry, Wiley Eastern Ltd.(Ref)
5. Down to Earth, Centre for Science and Environment (Ref)
6. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press 1140pb (Ref)
7. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p (Ref)
8. Mekinney, M.L & Schock.R.M. 1996 Environmental Science Systems & Solutions. Web enhanced edition 639p (Ref)
9. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
10. Odum.E.P 1971. Fundamentals of Ecology. W.B. Saunders Co. USA 574p (Ref)
11. Rao.M.N & Datta.A.K. 1987 Waste Water treatment Oxford & IBII Publication Co.Pvt.Ltd.345p (Ref)
12. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016 (TB)
13. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut (Ref)
14. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (Ref)

15. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (Ref)
16. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (Ref)
17. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p (Ref)
18. (M) Magazine (R) Reference (TB) Textbook

Human Rights

1. Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.
2. Chatrath, K. J.S., (ed.), Education for Human Rights and Democracy (Shimla: Indian Institute of Advanced Studies, 1998)
3. Law Relating to Human Rights, Asia Law House,2001.
4. Shireesh Pal Singh, Human Rights Education in 21st Century, Discovery Publishing House Pvt.Ltd, New Delhi,
5. S.K.Khanna, Children And The Human Rights, Common Wealth Publishers,1998. 2011.
6. Sudhir Kapoor, Human Rights in 21st Century,Mangal Deep Publications, Jaipur,2001.
7. United Nations Development Programme, Human Development Report 2004: Cultural Liberty in Today's Diverse World, New Delhi: Oxford University Press, 2004.

BA5CMT24 INTELLECTUAL PROPERTY RIGHTS AND INDUSTRIAL LAWS

Complementary Course No. of credit : 4 No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind, intellectual property legislations and three important industrial laws.

Objective of the course:

On completion of the course, student should be able

- ☐ To appreciate the concepts of patent and trademark protection.
- ☐ To specify the various legal provisions in the Factories Act and Industrial Disputes Act.
- ☐ To identify the benefits offered by ESI Act.

MODULE - I Introduction to Intellectual property Rights

Concept; patents; term and registration of patents; Rights of patent holder; infringement of patents; Trademark: Meaning; procedure for registration; infringement of registered trademark; Collective marks - certification trademarks-well known trade mark.

MODULE - II: Law relating to factories

Approval, licensing and registration of factories; provisions regarding health, safety and welfare of workers; working hours; **employment of women** and young persons. Annual leave with wages.

MODULE -III: Law relating to Industrial Disputes

Meaning of industry; machinery for the prevention and settlement of industrial disputes. Provisions relating to strikes, lay off, retrenchment, lock out, closure and transfer of undertakings.

MODULE - IV: Law relating to employees' state insurance

Applicability of the Act- administration of the scheme- ESI corporation-standing committee and medical benefit council- inspectors- contributions-benefits under the Act – adjudication of disputes.

MODULE -V: Consumer Protection Act

Definitions- Consumer Protection Councils- central and state consumer protection councils-objects-consumer disputes redressal agencies-composition of the District Forum- Jurisdiction of the District Forum-procedure for filing complaints- composition and jurisdiction of State Commission-composition ,jurisdiction and powers of the National Commission-procedure applicable to state and national commission-Appeal-Dismissal of frivolous or vexatious complaints-penalties.

BA5CRT25 OPERATION MANAGEMENT

Core Course

No. of credit : 2

No. of contact hour: 2

MODULE I

Production/ operation function- Production system-Objectives of production in management- the five P's of production- Types of production- production systems-Job shop- Batch continuous and cellular.

MODULE II

Production planning and control- Functions of production planning and control – characteristics- steps involved- objectives of production-objectives of production planning-Importance-prerequisites of production planning and control- production control- objective and control-objectives and advantages.

MODULE III

Materials management- Scope and important methods of purchasing-Inventory control- objectives, functions and importance.

MODULE IV

Work improvement- and work measurement- motion study- work place lay out-plan lay out- types of lay out- factors influencing plant lay out-fundamentals of time study.

MODULE V

Quality control – Importance and objectives.

Reference:

SI No.	Title	Author	Publishing & Year
1	Production and Operations Management	Alan Muhlemann, John Oakland et al.	Pearson, 6 th edition
2	Operations Management, Theory and practice	B Mahadevan	Pearson, 2 nd edition
3	Operations Management	KS Chandrasekar	<i>Himalaya Publishing House, Mumbai</i>

BA5CRT26 INDUSTRIAL RELATIONS

Core Course

No. of credit : 3

No. of contact hour: 3

Aim of the course:

To make an awareness about relations between labour and management in an industry.

Objectives of the course:

Is to enable the student

- To have a basic idea regarding industrial relations.
- To understand various prospect of workers and employers
- To understand more about the employees performance and their carrier planning.
- To know how theare made in industries between workers and management.
- To know how the workers are participating in daws making programmes.
- To understand various welfare facilities of education programmes provided by employers to their employees.

MODULE I: Introduction

Nature of Industrial relations- meaning and importance- Industrial labour in India,- an overview of industrial growth- Private and Public Sector Employment trends- Industrial Labour force.

MODULE II: Bargaining agents

Workers Organization: Role of Trade Union in Industries- Multiplicity of trade unions- inside and outside leadership. Employers Organization-Role of Employers Organization in maintaining industrial relations, Recognition of trade Unions.

MODULE III: Industrial Unrest

Concepts- Causes- Problems- handling techniques and procedures relating to –go-slow-work –stoppage-gherao-retrenchment-lay –off.

MODULE IV: Settlement of Industrial Disputes

State Policy- need and nature of state labour policy and intervention-ILO Statutory Measures: Holding Negotiations-bipartite-tripartite negotiations-mediation-conciliation-arbitration-adjudication.

MODULE V: Promotion of Industrial Peace

Collective bargaining-works participation in management-works education-workers welfare-Industrial truce

Reference text:

1. Industrial relations, trade unions and labour registration

-P.R.N. Sinha & InduBala Sinha &
SeemaPriyadarshini Shekhar

2. Industrial relations

-C.B. Mamoria

SIXTH SEMESTER**BA6OCT27 OPTIONAL 1**

Optional Course

No. of credit : 4

No. of contact hour: 5

BA6OCT28 Optional II

Optional Course

No. of credit : 4

No. of contact hour: 5

BA6CRT29 STRATEGIC MANAGEMENT

Core Course

No. of credit : 4

No. of contact hour: 5

MODULE I

Introduction to Strategic Management, Concept of Corporate Strategy, Strategic Management Process, The 7-S Framework, Corporate Policy and Planning in India.

MODULE II

Environmental Scanning, Industry Analysis, The synthesis of External Factors, External Factors Analysis Summary (EFAS), Internal Scanning, Value Chain Analysis, Synthesis of Internal Factors, Internal Factors Analysis Summary (IFAS)

MODULE III

Strategy Formulation, Strategic Factors Analysis Summary (SFAS), Business Strategy, Corporate Strategy, Functional Strategy, Strategic Choice.

MODULE IV

Strategy Implementation, Organization Structure, Corporate Culture, Diversification, Mergers and Acquisitions, Turnaround strategies, Portfolio strategy (concepts only)

MODULE V

Evaluation and control of strategies-strategic control-standard-benchmarking-cost benefit analysis-performance gap analysis-responsibility centres.
Other Strategic Issues, Small and Medium Enterprises, Non- Profit Organizations.

REFERENCES

- Robert A Pitts and David Lei, Strategic Management, 4th Edition Cengage Learning, 2006.
- Francis Chrunilam, Strategic Management, Himalaya publications, Mumbai.
- K.Govindabhat, Strategic Management, Himalaya Publications, Mumbai.

BA6CRT30 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

CORE COURSE

NO. OF CREDIT : 4

NO. OF CONTACT HOUR : 5

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speech, How to make speech effective

Presentation - Planning, preparation, organising, rehearsing & Delivery. How to make Presentation, The various presentation tools along with guidelines of effective presentation, Boredom factors of presentation and How to overcome them, Interactive Presentation and Presentation as a part of job Interview.

MODULE II: Brief business messages

Crafting messages for electronic media, choosing media for brief messages- email, instant messaging, text messaging, blogs, and wikis. creating effective email messages, instant messages, text messages, business blogs.

MODULE III: Employment messages and Job interviews

Resume Writing skills, Guide lines for good Resume, Writing application letters and other employment messages, application follow-ups, understanding the interviewing process, common types of interviews, preparing for a job interview, stages of every interview-warm-up, question answer session and close. Follow-up after an interview.

MODULE IV: Group Discussion

GD Leadership, GD protocol, Guidelines for GD participants, debate and extempore.

MODULE V

Audio video recording and Dialogue session on current topics- economy-education system- environment-politics.

References

SI No.	Title	Author	Publishing & Year
1	Business communication essentials	Courtland Bovée And John Thill	Pearson,2015
2	Fundamentals of business communication	P D Chaturvedi, MukeshChaturvedi	Pearson, 2012
3	Basic Managerial Skills for All	<u>McGrath E.H. S.J.</u>	PHI; 9 edition (2011)
4	Essentials of Business Communication	<u>Rajendra Pal , J. S. Korlahalli</u>	Sultan Chand And Sons
5	Basic Managerial Skills for All	McGraw, S. J	8th edition, Prentice Hall of India.

BA6PRP31 Management Project

Core Course

No. of credit : 4

No. of contact hour: 5

OPEN COURSES
BA5OPT22 (A). BRAND MANAGEMENT

Open Course
 No. of credit : 3
 No. of contact hour: 4

Course Objectives

- To understand the concept-Brand
- To understand the process of Brand Building
- To understand the value of Brand to an organisation

Learning outcome

To develop and implement strategies for successful brand portfolio management.

MODULE I

Product- Meaning and Definition, Types of product.

Brand- Meaning and Definition, Importance of branding, process of branding, circular process, Types of Brands.

MODULE II

Brand Identity- Meaning and Definition,

Brand Name- Attributes of a brand name, Brand name protection.

Promoting your Brand-Objectives, different media.

MODULE III

Logo- Meaning and Definition.

Logo design- Do's & Dont's ingredients. Word mark, Brand mark, Trademark.

Tag line- Meaning and Definition, Functions.

MODULE IV

Brand positioning- Concept, advantages, process.

Brand Equity- Meaning & Definition, advantages, factors contributing to brand equity, measurement of brand equity.

MODULE V

Brand extension- Meaning, advantages.

Brand licensing- Meaning and benefits.

Co-branding- Meaning and benefits.

References:

- Brand Management-Moorthi, Vikas Publications
- Brand Management- Harsh V Verma, Excel Books
- Marketing Management- Philip Kotler, Jha & Koshy Pearson Education

BA5OPT22(B) ENTREPRENEURIAL LEADERS

Open Course

No. of credit : 3

No. of contact hour: 4

MODULE I

Muhammad Yunus

MODULE II

Steve Jobs

MODULE III

N. R. Narayana Murthy

MODULE IV

Kochouseph Chittilappilly

MODULE V

Women entrepreneur- Beena Kannan

OPTIONALS**OPTIONAL I****BA6OCT27 (a) HEALTH CARE MANAGEMENT**

Optional Course No. of credit : 4 No. of contact hour: 5
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Aim

The aim of this subject is to create awareness among the students and equip them with the necessary skills for employment in the middle level cadre.

Objectives

- ☐ To orient students in health care
- ☐ To enhance knowledge in the health care industry
- ☐ To familiarize the students about the various services
- ☐ To familiarize the students with office management

MODULE I

Role of Hospitals in Health Care

Role of Hospitals in development of society

Types of Hospital ◆ Ownership (Private, Government), Specialization (Nursing Homes,

Diabetic clinic, General Hospital) and Service (Homeopathy, Ayurveda)

MODULE II

Management of Hospitals ◆ Importance of HRM and Staffing Financial

Management ◆ Budget Allocation

MODULE III

In patient and out patient

A study on Private and Government health care units Role of Government in health care sectors

MODULE IV

Hospital Services ◆ Clinical Services ◆ X-ray department, Lab Services.

Department in Hospitals ◆ Paediatric, Orthopaedic, Pathology etc.

MODULE V

Maintenance of different types of records.

New avenues of Health Care management - tourism

BA6OCT27. (b) INTRODUCTION TO RETAIL MANAGEMENT

Optional Course

No. of credit : 4

No. of contact hour: 5

Objective:

The aim of the paper is to know how a logistic strategy fits into an organisation's broader decisions, understand the role of logistic providers, and realize the meaning of customer service and understand its importance to logistics management.

Module I

Logistics- Definition History and Evolution- Objectives-Elements-activities importance- The work of logistics-Logistics interface with marketing-retails logistics-Emerging concept in logistics.

Module II

Retail Management-Definition-Achievement of competitive advantage through logistics Framework-Role of Retail Management-Integrated Logistics Management- Evolution of the concept- model - process-activities (in brief)

Module III

Outsourcing logistics-reasons-Third party logistics provider-Fourth party Logistics providers -Stages-Role of logistics providers

Module IV

Logistics Strategy-Strategic role of logistics-Definition- role of logistics managers in strategic decisions-Strategy options, lean strategy, Agile Strategies &Other strategies- Designing &implementing logistical strategy

Module V

Quality customer service &integrated logistics-customer service-importance elements-the order cycle system-distribution channels -Functions performed-Types-designing.

REFERENCE BOOKS

Sl. No	Title	Author	Publisher
1	Logistics	David J Bloomberg, Stephen LeMay	Prentice Hall of India PVt Ltd.
2	Logistical Management	Donald J Bowersox& David J Closs	Tata McGraw Hill Publishing Co Ltd
3	Logistical Management	Satish C Ailawadi&Rakesh Singh	Prentice Hall of India PVt Ltd.
4	Logistics	Donald Waters	Palgrave Macmillan, New York, 2009
5	Retail Management &World Sea borne Trade	KrishnaveniMuthiah	Himalaya Publishing House, Mumbai

BA6OCT27. (c). INVESTMENT & INSURANCE MANAGEMENT

Optional Course No. of credit : 4 No. of contact hour: 5
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Module I

Nature and scope of investment management – Financial and economic – Meaning of investment – Importance of investments – Factors favourable for investments – Investment media – Features of investment programme – risk – Different types of risk.

Module II

Financial institutions and markets in India – Development of financial securities – Structure of financial markets – Money market – Capital market – Primary market – market securities.

Module III

Stock market in India – Regulatory frame-work – Role or functions – Procedure for trading in securities – Kinds of brokers – OTCEI-NSE.

Module IV

Alternative forms of investment – Government securities – types – Life insurance – Kinds of policies – Procedure for taking of policies – investment in units – Different schemes – Objectives of investment units – Different schemes

– Tax benefits – Provident funds – National savings schemes – Post office savings – Investment in land, gold, silver, diamonds, stamps, antiques, banks.

Module V

Insurance; Definition – Characteristics – Benefits and importance – Types of insurance. IRDA – Meaning and functions

BOOKS RECOMMENDED

1. Preethi Singh – Investment management
2. V.K.Bhalla – Investment management. S.Chand, New Delhi, 13th Edition, 2007
3. John Bowyer – Investment analysis management
4. Neelam.C.Gulati – Principles of insurance management
5. Karampal, B.S.Bodla, M.C.Garg – Insurance management, principles and practices.

BA6OCT27. (d). EVENT MANAGEMENT

Core Course

No. of credit : 4

No. of contact hour: 5

Module I

Why Event Management, Requirement of Event Manager, Analysing the events, Scope of the Event

Module II

Decision makers, Technical Staff, Developing Record-Keeping Systems, Establishing Policies & Procedures

Module III

Preparing a Planning Schedule, Organizing Tasks, Assigning Responsibility, and

Communicating. Using the Schedule Properly, The Budget, Overall Planning tips, Checklists, Expert Resources, and Computer Software Required.

Module IV

Who are the people on the Event, Locating People, Clarifying Roles, and Developing content Guidelines. Participant Tips. Reference Checks, Requirement Forms, Introduction, Fees &

Honorariums, Expense Reimbursement. Travel Arrangements, Worksheets.

Module V

Type of Events. Roles & Responsibilities of Event Management in Different Events, Scope of the Work. Approach towards Events

REFERENCE BOOKS

1. Event Management: A Blooming Industry and an Eventful Career by Devesh Kishore, Ganga Sagar Singh - Har-anand Publications Pvt.Ltd
2. Event Management by Swarup K. Goyal - Adhyayan Publisher – 2009
3. Event Management & Public, Relations by Savita Mohan - Enkay Publishing House.

OPTIONAL II**BA6OCT28. (a) ADVERTISING AND SALESMANSHIP**

Optional Course
No. of credit : 4
No. of contact hour: 5

Aim

The aim of this subject is to create awareness among the students and equip them with the necessary skills for employment in the middle level cadre.

Objectives

To orient students in Marketing Management.

To encourage entrepreneurial skills.

To meet the demand of the various industrial sectors.

MODULE I

Advertising ♦ definition, objectives. Types of Advertising ♦ Newspaper, Magazines, Journals. Outdoor Ads, Theatre Ads. Radio, TV Advertisement. Product placement

MODULE II

Ad Agencies ♦ Its Types and functions. Ethics in Advertisement.

Advertisement Budget

MODULE III

Element of Advertisement ♦ Copy Writing. Advertisement lay out, Proof reading, Typography, Lithography. Use of Symbols, Slogans Caption Catch Phrase.

MODULE IV

Salesmanship ♦ Importance of Salesman, Steps in selling. Direct Marketing. Different

Salesman ♦ retailer, wholesaler etc. Negotiation

MODULE V

Knowledge, Skills and Qualities required in salesmanship. Training and supervising the salesman. Motivating the salesman ♦ perks, commission, incentives, remuneration, awards and rewards

Note on Course

Every lecture should be complemented with Case studies, Group Discussion, Seminars

REFERENCE BOOKS:

Sl No.	Title	Author	Publishing & Year
1	Advertising Management	Rajeev Batra, John G Myers, David A Aaker	Pearson, 5 th edition
2	Salesmanship and Advertisement	Dawar S.R	
3	Sales Promotion	Cummins. J	Kogan Page; 5 edition
4	New patterns in Sales Management	Birth and Boyd	
5	Marketing	Debbie Gilliland	

BA6OCT28 (B) SUPPLY CHAIN MANAGEMENT

Optional Course

No. of credit : 4

No. of contact hour: 5

Objective

The paper aims to educate students on stages of supply chain management and new opportunities in SCM.

MODULE I

SCM, Definition, Objectives, Evolution, need, issues involved in developing SCM framework, Types. SCM activities, constituents, organisation.

MODULE II

Supply chain integration, stages, barriers to internal integration, achieving excellence in SCM, dimensions of supply chain excellence, forces influencing SCE Emotions, physical and financial supply chains, checklist for excellence.

MODULE III

Purchasing and supply management, introduction, importance, objectives, purchasing process, purchasing and other functions, purchasing and integrated logistics, interfaces, types of purchases, purchasing partnerships, material sourcing, just in time purchasing.

MODULE IV

Outsourcing in SCM, meaning, need, outsourcing risks, outsourcing process, outsourcing in SCM, new opportunities in SCM outsourcing, myths of SCM outsourcing.

MODULE V

Performance measurement in SCM, meaning, advantages of performance measures, the benefits of performance measurement, measuring SCM, supplier performance measurement, parameters choosing suppliers.

REFERENCES

<i>Sl. No</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
1	Logistics	David J Bloomberg, Stephen LeMay	Prentice Hall of India PVt Ltd.
2	Logistical Management	Donald J Bowersox& David J Closs	Tata McGraw Hill Publishing Co Ltd
3	Logistical Management	Satish C Ailawadi&Rakesh Singh	Prentice Hall of India PVt Ltd.
4	Supply Chain Management	Janat Shah	Pearson

BA6OCT28. (C) PRINCIPLES OF TOURISM MANAGEMENT

<p>Optional Course</p> <p>No. of credit : 4</p> <p>No. of contact hour: 5</p>

Aim of the course

The aim of this course is to provide a fundamental knowledge on the principles of tourism management.

Objective of the course

On completion of the course, student should be able!

- To get a conceptual base on tourism
- To understand the need for developing tourism
- To identify the motivating factors of tourism
- To evolve plans for new and existing tourism destinations
- To understand the database for tourism planning.

Course Outline

Module I

Meaning of Tourism, Excursion, Leisure, Recreation, Tourist, Visitor and traveller

Types of Tourism : Domestic and international Tourism, Holidaying and sight - seeing Tourism, Business Tourism, Pilgrim Tourism, Rural Tourism, Cultural Tourism, Adventure Tourism. Farm Tourism, Dark Tourism, Eco Tourism, Responsible Tourism ❖ Modern Trends in Tourism

Tourism Industry: Meaning and features

Module II

Impact of Tourism: Economic, Psychological, political, Cultural and social significance of Tourism,

Economic significance: Foreign Exchange Benefits, Employment Generation, Tax Revenue, Multiplier effects.

Adverse Effects of Tourism

Module III

Components of Tourism: Tourist attractions Natural, cultural, Religious, Adventurous, etc.

Supplementary Attractions: Amusement parks, Film cities, fairs and festival etc.

Tourist facilities and services: Hotels, Travel Agencies, Tour Operators, Home stays, Retailers, Transportation: Airways, Roadways, Railways, and waterways.

(With examples in Indian perspective)

Module IV

Planning and Development of Tourism: Development of Tourism Potential, Scope for Development, Planning Process, Environmental Planning - Tourism and environmental Linkage, Carrying capacity and Types, Factors affecting carrying capacity.

Threats in planning: War, Natural Calamities Epidemic etc.

Module V

Measurement of Tourism: Need and General Problems of measurement, Types of tourist statistics, Methods of measurement of domestic and international tourist arrivals (in Indian perspective only)

Note on course work

Apart from the traditional lecture method, interactive sessions can be arranged with tourists, tour operators etc. Study tour may be conducted to developed and tourist destinations.

Activities

The programme envisages the following activities.

1. **Minor project (Group)** in the third semester (details given along with the syllabus) the viva-voce examination and dissertation valuation shall be done internally for 50 marks each.

2. **Management Projects individually** in the sixth semester. This is a one month implant training and project study to be conducted in the month of December. Each individual student has to undergo one month implant training plus project study in a reputed organization (with established functional departments). 30 day implant training certificate is mandatory with the project report. Project study on a selected management topics need to be conducted during this period in the contest of the organization. Project dissertation and report writing (minimum 40 pages) at the conclusion of the study. The project report should satisfy all the requisite of the research methodology theory. There will be two examinations one internal (20 marks) and another external (80 marks) based on the report.

3. Evaluation of Project , assignment, seminar, viva, internal assessment, test paper.

1. For projects

Group project for minor project . Individual project for management project.

a. Marks for external examination: 80

b. Marks for internal evaluation : 20

Components of management project evaluation (External)	Marks
Dissertation (external)	50
Viva-voce (external)	30
Total	80

Components of management project evaluation (internal)	Marks
Dissertation (internal)	10
Viva-voce (internal)	10
Total	20

Components of minor project evaluation (internal) third semester	Marks
Dissertation (internal)	80
Viva-voce (internal)	20
Total	100

4.INDUSTRIAL VISIT

The programme makes it mandatory in three semesters namely third, fourth and fifth to organise an industrial visit each. Preferably one to a manufacturing unit, another to a service sector and still another to a start-up village. Individual reports including photographs and illustration of the visit certified by the faculty in charge need to be prepared and submitted. These three reports are submitted to the external examiner for the sixth semester project viva-voce for the successful completion of the programme. The student who fail to submit satisfactory report will be consider as not completed the programme successfully.