

**SCHEME OF EXAMINATION
AND
SYLLABUS FOR
Bachelor of Business Administration
(BBA)
Annual Scheme**



UNIVERSITY OF TECHNOLOGY

Fatehpura Road, Vatika, Jaipur

BBA - 1st Year

SCHEME OF EXAMINATION

Sr. No.	Subject Name	Subject Code	Subject Type	Credit Point	Tot. Max Marks	Int. Min Marks	Int. Max Marks	Ext. Min Marks	Ext. Max Marks	Teach Hours
1	Business & Management	BBA 101	Theoretical	6	100	0	0	40	100	6
2	Business Communication	BBA 102	Theoretical	6	100	0	0	40	100	6
3	Legal Aspects of Indian Business	BBA 103	Theoretical	6	100	0	0	40	100	6
4	Business Economics	BBA 104	Theoretical	6	100	0	0	40	100	6
5	Financial Accounting	BBA 105	Theoretical	6	100	0	0	40	100	6
6	Computer Fundamentals	BBA 106	Theoretical	4	40	0	0	16	40	4
7	Computer Fundamentals Lab	BBA 151	Practical	2	60	0	0	24	60	4

BBA - 2nd Year

SCHEME OF EXAMINATION

Sr. No.	Subject Name	Subject Code	Subject Type	Credit Point	Tot. Max Marks	Int. Min Marks	Int. Max Marks	Ext. Min Marks	Ext. Max Marks	Teach Hours
1	Strategic Management	BBA 201	Theoretical	6	100	0	0	40	100	6
2	Marketing Management	BBA 202	Theoretical	6	100	0	0	40	100	6
3	Human Resource Management	BBA 203	Theoretical	6	100	0	0	40	100	6
4	Business Finance	BBA 204	Theoretical	6	100	0	0	40	100	6
5	Quantitative Techniques	BBA 205	Theoretical	6	100	0	0	40	100	6
6	Management Information System	BBA 206	Theoretical	6	100	0	0	40	100	6

BBA - 3rd Year

SCHEME OF EXAMINATION

Sr. No.	Subject Name	Subject Code	Subject Type	Credit Point	Tot. Max Marks	Int. Min Marks	Int. Max Marks	Ext. Min Marks	Ext. Max Marks	Teach Hours
1	Organizational Behaviour	BBA 301	Theoretical	6	100	0	0	40	100	6
2	Indian Management Thought & Business Leaders	BBA 302	Theoretical	6	100	0	0	40	100	6
3	International Business	BBA 303	Theoretical	6	100	0	0	40	100	6
4	Cost & Management Accounting	BBA 304	Theoretical	6	100	0	0	40	100	6
5	E-Commerce	BBA 305	Theoretical	6	100	0	0	40	100	6
6	Book Review Presentation and Viva Voice	BBA 351	Practical	3	100	0	0	40	100	6

Course duration: The duration of course for the **BBA** shall be of Three Years.

Course eligibility: Passed in 10+2 examination. Obtained at least 45% marks in the qualifying examination.

BACHELOR OF BUSINESS ADMINISTRATION

PART-1

Paper-1 Business and Management
Scheme: Maximum Marks: 100
Minimum Pass Marks: 36

3 Hours duration

Unit-I

Business & Management: Features and scope of Business. elementary knowledge of Trade, Industry and Commerce, Types of Industries, Forms of ownership- Sole trading, Partnership, Company, Cooperatives, Joint sector, Public Enterprises.

Unit-II

Concept of management, Nature and scope of management Management Functions, Functional areas of Management (elementary knowledge only), Principles of management, Schools of Management Thought.

Unit-III

Planning: Nature and components of planning. Types of plans, Process of planning, Effective planning, MBO.

Decision-making: Process and Techniques of decision-making.

Unit-IV

Organization: Definition, Principles of organization, Forms of structure, For Organization, Delegation of authority.

Leadership: Function and Theories of Leadership, Leadership Styles.

Coordination: Principles and Techniques of coordination, effective coordination

Unit-V

Motivation: Human needs, Techniques of motivation, Sound motivation system, Theories of motivation (suggested by Maslow, Herzberg, McGregor, Victor Vroom)

Control: Nature and process of control, Techniques of control elementary knowledge only.

Effective control system

Books recommended:

1. Koontz and weih rich—Essentials of Management (Tata McGraw Hill Co.)
2. Newman, Warren & McGill—The process of management (Prentice-Hill of India Pvt, Ltd,)
3. Terry and Franklin—Principles of Management (All India Travelers Booksellers)
4. Toseph L. Massie—Essentials of management (Prentice Hall of India)
5. Stoner, Freeman and Gilbert—Management (Prentice Hall of India)
6. Robert N. Lussier-M, Lussier—Management Fundamentals (South-Western college Publishing)
7. Or B.S. Mathur—Principites of Management (National publishing House, Chaura Rasta,Jaipur)
8. M.J. Mathew-Business Management. (Sheel sons, 'Jaipur)
9. G.S. Sudha— Business Management (RBSA, Jaipur)

Paper-II: Business Communication

Scheme: Maximum Marks: 100

3 Hours duration

Minimum Pass Marks: 36

Unit-I

Concept and objectives of Communication, Effective- Communication, Communication Process, Types of Communication-Upward and Downward Horizontal. Grapevine

Unit-II

Media of Communication: Written, oral, face-to-face, visual, audio-visual, modern media telex, fax teleconferencing, E-mail, media of non-verbal communication, kinesics effects.

Unit-III

Barriers to communication: Wrong choice of medium, Physical barriers, Semantic barriers, Different comprehension of reality, Socio-psychological barriers.

Unit-IV

Aids to correct writing: Tenses, Modals, Conditional Infinitives, gerunds and participles, Active and Passive voice, Subject-verb agreement, Common errors. .

Unit-V

Practical aspects of business communication: Report writing, Public speaking, Seminar presentation, Interview, group discussion Effective listening Writing Skills: types of business letters and letters writing.

Books recommended:

1. Rajendra Pal and J.S. Korlahalli- Essentials of Business. Communication (Sultan Chand & Sons)
2. C.S. Rayed—Communication (Mumbai: Himalaya Publishing House)
3. C.B. Gupta—Business Communication & Customer Relations(Sultan Chand & Sons)
4. Parag Diwan—Communication Management (Deep & Deep publication Pvt. Ltd.)
5. Ronald E. Dulek and John S. Fieden—Principles of Business Communication (Macmillan Publishing Co.)
6. Karl Erik Rosengern—Communication—An Introduction (Sage Publications)
7. Webster's Guide to Effective Letter Writing — Harper & Row.
8. Krishna Mohan and Meera Banerji— Developing Communication Skill (Macmillan India Ltd)

Paper-III: Legal Aspects of Indian Business

Scheme: Maximum Marks: 100

3 hours duration

Minimum Pass Marks: 36

Unit-1

Law of contract: Nature of contract, Classifications, Offer and Acceptance, Capacity to contract, Free Consent, Consideration, Legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.

Unit-II

Special Contract: Indemnity, Guarantee, Agency.

Unit-III

Sale of Goods Act: Formation of Contract of sale, Goods and their classification, price conditions & warranties, Passing of property in goods, Performance of contract of sale, Unpaid seller, sale by auction.

Unit-IV

Negotiable Instruments Act: Definition of Negotiable Instruments, Features, Promissory note, Bill of Exchange & cheque, Holder & Holder in due course, Crossing of cheque, Types of crossing, Dishonours of cheque.

Unit-V

Indian Companies Act: Meaning & Nature of company, Lifting of Corporate veil: Functions, Duties, Liabilities and Right of Promoters: Procedure of Registration: Contents and alteration of Memorandum and Articles of Association, Prospectus, Statement in lieu of Prospectus.

Directors: Power and Duties, Appointment and Removal of Directors, Appointment and Role of company secretary.

Books recommended:

1. Avtar Singh—Company Law (Eastern Books Co. Lucknow)
2. Gulshan and Kapoor—Business Law.
3. Avtar Singh--- Mercantile Law (Eastern Books Co. Lucknow)
4. M.J Matthew--- Commercial Law (RBSA, Jaipur)
5. M J Matthew—Company Law (RBSA, Jaipur)
6. Majumdar and Kapoor—Company Law and Practice (Taxman New Delhi) .

Paper- IV: Business Economics

Scherne: Maximum marks: 100

3 Hours duration

Minimum pass marks: 36

Unit-I

Meaning and scope of Economics: Micro vs Macro Economics Methodology of Economics. Utility Analysis: Law of Diminishing Marginal Utility, Equimarginal utility, Consumer's surplus,

Unit-II

indifference Curve Analysis Law of Demand. Demand Forecasting. Laws of Returns: Production Function in Short-Run and Long-Run

Unit-III

Market Cost and Revenue analysis: Pricing under perfect Competition Monopoly, Monopolistic Competition, Oligopoly.

Unit-IV

Theory of Factor Pricing: Marginal Productivity Theory of Distribution. Rent, Wages, Interest, Profit

Unit-V

National Income Analysis: Various concept, Measurement and Economic Welfare. Keynes and classicism: Brief study of Keynesian Theory of Employment. Business Cycles. Growth vs Development: Theories OF Economic Growth.

Books recommended:

1. MLL Seth --- Principles of Economics, Laxmi Agarwal, Agra
2. M.L. Jhingan--- Princiles of Economics, Vikas, New Delhi
3. Paul A. Samuelson — Economices, McGraw Hill International New York
4. D.N Dwivedi--- Managerial Economics, Vikas, New Delhi.
5. N.D Mathur—Business Economics, Shivam Books House(P) Ltd. Jaipur
6. D.M Mithani--- Fundamental of Business and Managerial Economics, Himalays Publishing
7. U.L Mote, Samule Pual and G.S Gupta--- Managerial Economics Tata Mcgraw Hi oy
Mumbai

Paper-V Financial Accounting

Scheme: Maximum Marks: 100

3 Hours Duration

Minimum Pass Marks: 36

Unit-I

Generally Accepted Accounting Principles: Concepts and Conventions, Accounting Equation, Books of Original Record, Journal and Subsidiary Books, Ledger, Trial Balance.

Unit-II

Depreciation, Provision and Reserves, Rectification of Errors, Preparation of Final Account with Adjustments.

Unit-III

Bank Reconciliation Statement.

Accounting of Non-Profit Organizations and Professional People.

Insurance claims for loss of stock and loss of profit.

Unit-IV

Issue and Forfeiture of Equity Shareg, Issue and Redemption of Preference Shares and Debentures.

Unit-V

Financial Statements of Companies including Managerial Remuneration.

Disposal of Profits and Issue of Bonus Shares.

Books Recommended:

1. Shukla & Grewal- Advanced Accounts.
2. S.N Maheshwari-Advanced Accountancy, Vol I & If
3. Sharma & Bhardwaj-Book-keeping & Accountancy.
4. Sharma, Shah & Agarwal-Financial Accounting.
5. Monga, Sehal, Ahuja-Advanced Accounts, Vol I & II
6. Kk. L. Gupta & M. Radhaswamy- Advanced Accountancy, Vol [& oe

Paper VI: Computer Fundamentals

Maximum Marks:	Theory 40 Practical 60
Minimum Pass Marks:	Theory 14 Practical 22
Time allowed:	Theory 2 Hours Practical 2 hours

Unit-I

Introduction to computers and related Terminology (Basic Information only)

- (a) Hardware CPU—(Motherboard, Microprocessor, (The Intel) Pentium III AMD and Cyrix), MMx Technology, System Clock, Address Bus, Data Bus (PCI & EISA) each Memory Processing Speed, expansion Slots (Video Controller, Sound cards, SCSI, Network card), Memory—(Unit RAM, ROM, EDO RAM, SD RAM), input and output Devices—Keyboard (The Standard Keyboard layout) Mouse Printers (Dot-Matrix, Ink-jet, Laser Jet) Microphone, Speakers, Modem, Scanner, Digital Cameras) Storage Devices Diskette Drive (Types, Density, Formatting Boot Record FAT Folder Directory) Hard Disk Drive CD ROM Drive, (CD-ROM Speeds) CO-R Drive, DVD Rom Drive, Tape Drive
- (b) Software—Introduction to Programming Languages, systems software (Operating system and utilities) Application Software (.Word Processors Spreadsheet, DBMS, Presentation Graphics, Browsers Personal Information Managers) Introduction to Multilingual word processors.
- (c) Communications and Connectivity—Data Communication system. Data transmission (Serial Parallel, bandwidth, protocols) E-Mail FAX Voice and video messaging, video conferencing, Online services user connection (types) Networking of Computers (Node, Client server LAN, WAN) Using the network, The Internet and the web.

Unit-II

Operating System (Working Knowledge at Common Users Level Only) Overview of important DOS commands, windows 98: Installation scandisk, Control Panel, Taskbar Toolbars, Display setting (Background Wallpaper Screensaver, Desktop themes) Files and Folder management, Windows Explorer, Finding Files and Folders, Formatting Disks and Copying files, Printer Settings, Modem installation Mouse Installation Adding and Removing Programmes, Active Desktop Concepts, Winzip and its applications Norton Antivirus and its use. Use of calculators, Paintbrush, Win map MPEG player and Window help.

Unit-III

Application Software (Working Knowledge at common users Level only)

- (a) Word Processing Software—MS Word

Entering, Editing and formatting text document formats page size and orientation, Headers and Footers, Columns and sections page layout) Spelling and Grammar checkers. Thesaurus Find and Replace Cut and Paste. Tables and formatting tables Mail Merge Style and Templates.

Unit-IV

(b) Spreadsheet Programme- MS Excel

Entering Data, labels Values Dates Formulas Cell reference Formats Functions
Templates Charts and Maps Analysing data in a spreadsheet.

© DBMS--- Microsoft Success

Database, Entering data into the database Creating Database tables editing data,
Viewing Record, Shorting record, Querying a database, generating reports.

Unit-V

4. Computer Programming: 'Algorithm development—step in programme development problem identification task analysis, Data analysis GIGO Outputs and Inputs Pseudo cods Algorithms, Flow Charting Programme coding testing and debugging.

Programming (Using C Language) Data Types, Variables and constants, Expressions,
Operators and assignments statement control statement console I/O Arrays functions
Dynamics data structure in C-pointers, Structures and Unions and user defined
variables. File Handling. The C-preprocessor C-standard Library and Header files.
Simple Programming

BACHELOR OF BUSINESS ADMINISTRATION

Part-II

Paper-I Strategic Management

Scheme : Maximum Marks : 100

3 Hours duration

Minimum Pass Marks : 36

UNIT I

Introduction : Meaning of Strategic Management, Role of Strategic Management, Process of SM, Limitations of SM, Organizational Mission, Vision, Objectives and Goals

UNIT II

Environmental Scanning: Appraisal of External Environment, Dynamics of Internal Environment, Organizational Capabilities and Appraisal, Core Competence.

UNIT III

Strategy Formulation: Corporate Level Strategy, Business Level Strategy, Functional Level Strategy.

UNIT IV

Strategy Implementation: Aspects of Strategy Implementation, Procedural Implementation, Resource Allocation, Organizational Design and Change, Corporate Culture.

UNIT V

Strategic Evaluation and Control: Meaning of Strategic Evaluation and Control, Criteria and Techniques of Strategic Evaluation and Control.

Books Recommended :

1. David, F.R. (1997), Cases in Strategic Management, New Jersey : Prentice Hall.
2. Prasad, L.M. (1995), Business Policy & Strategy, New Delhi : Sultan Chand & Sons.
3. Jauch, L.R. & Glueck, W.F. Business Policy and Strategic Management, Mc Graw-Hill.
4. Ramaswamy, V.S. & Namakumazi, S., Strategic Planning and Control, New Delhi : Macmillan India.
5. Azhar Kazmi : Strategic Management

Paper- II MARKETING MANAGEMENT

Scheme : Maximum Marks : 100

Minimum Pass Marks : 36

3 Hours Duration

Unit-1

Introduction: Nature and scope of Marketing, Importance of marketing in liberalized Economy, Marketing concept, Product Differentiation, Brand and Trade Marks, Packaging, Labeling, Product life cycle.

Unit-II

Marketing Research: Meaning of Market Research, Nature and importance of Marketing Research, Areas and Techniques of Marketing Research, selection of the Channels of Distribution.

Unit -III

Pricing Strategy: Factors to be considered in pricing, pricing objectives and strategies, Break even analysis, Uses of sales forecast, Methods of sales forecast, Market segmentation.

Unit-IV

Determining the sales promotion programme, personal selling, selling process qualities of a salesman. Advertising (Media choice, Good copy, Budgeting,). Sales Promotion methods, Public Relations (Methods).

Unit-V

Control of Marketing Operations: Need for control, phase of Control, Techniques of controlling (Budgeting, Sales analysis Distribution cost accounting and analysis), Marketing audit.

Books Recommended:

1. Kotler, Philip, Marketing Management (New Delhi: Prentice-Hall of India Pvt, Ltd. the Millinnium edition).
2. Saxena, Rajan, Marketing Management (New Delhi : Tata Mc Graw-hill Publishing Co. Ltd.)
3. Ramaswamy, V.5. and Narmakumar, S. Marketing Management Planning implementation and Control The Indian context (Dethi: Macmillan India Ltd.)
4. Varshney R.L. and Gupta, S.L. Marketing Management (The Indian Perspective) - Text and Cases (New Delhi : Sultan Chand & Sons)
5. Kotler, Philip, Armstrong, Gary, Principles of Marketing (New Delhi, Prentice Hall of india Pvt., Ltd.)
6. Sherleker, S. Marketing Management (Mumbai: Himalaya Publishing, House)
7. Gandhi, J. C. Marketing Management : An Introduction (New Delhiv .

Paper -III : Human Resource Management

Scheme : Maximum Marks : 100

Minimum Pass Marks : 36

3 Hours duration

Unit-I

Introduction : Scope, Importance and functions of HR Management, Role of HR Department, HR Environment in India

Unit-II

Procuring Human Resources: HR Planning, Recruitment and Selection, Induction and Placement

Unit-III

Human Resource Development: Career Planning and Development, Training.

Unit-IV

Performance and Potential Appraisal, Merit Rating, Executive Development

Unit- V

Motivation and Morale, Leadership,

Books Recommended:

1. Saiyadain, Mirza S.: Human Resource Management, Dhanpat Rai and Co. Pvt. Lid,
2. Chhabra, T.N.: Human Resource Management, Dhanpat Rai and Co. Pvt. Ltd., New Delhi, 1999
3. Flippo, Edwin B.: Principles of Personnel Management, McGraw Hill, New York.
4. Dessler, Garry : Human Resource Management, Prentice Hall of India,
5. Gupta, C.B. : Human Resource Management, Sultan and Sons, New Delhi

Paper - IV BUSINESS FINANCE

Scheme : Maximum, Marks ; 100

Minimum pass Marks : 36

3 Hours duration

Unit -I

Environment of business Finance :

Finance: Concept, Finance & other discipline, Business Financing, Corporate Financing.
Financial Forecasting ,Fundamentals of Stock market.

Unit -II

Perspective of Finance:

Financial Management-meaning , objectives, scope and functions, functional areas of
Financial management, Financial Decisions, Role of CFO.

Unit -III

Financial Planning & Forecasting.

Financial Planning : meaning, characteristics, Capitalization : under capitalization and over capitalization. Financial forecasting : meaning, tools of Financial forecasting ,Cost of Capital, Capital Budgeting.

Unit -IV

Working Capital Management: Theory of working capital management, Management of cash and marketable securities, Receivables Management, Inventory Management

Unit -V

Techniques of Financial Analysis: Analysis of financial Statements:

Statement of change in Financial position Funds Flow Analysis Cash Flow Analysis, Cash Volume Profit Analysis, Financial Analysis through leverages.

Books Recommended :

1. Khan, M.Y. & Jain P-K., Financial Management : Text & Problems, New Delhi : Tata McGraw-Hill
2. Chandra, Prasanna Financial Management-Theory & Practice Management Tata McGraw-Hill
3. Kulkarni P.V.& Satyaprasad, B.G. Financial Management-A Conceptual Approach Mumbai : Himalaya Publishing House
4. Pandey, I.M. , Financial Management, New Delhi : Vikas Publishing House
5. Vanhorne, James C., Financial Management & Policy New Delhi : Prentice Hall of India
6. Kishore, Ravi M., Financial Management with Problems & Solutions, "Taxmann
7. Block & Hirt, Foundation of Financial Management & ar)

Paper-V : Quantitative Techniques For Management

Scheme : Maximum Marks : 100

Minimum Pass Marks : 36

3 Hours duration

Unit -I

Quantitative Techniques: An Introduction, Statistical and operations Research techniques, Scope and application of quantitative techniques, Scientific approach in decision making. Limitation of these techniques. Probability and probability distributions : Laws of probability, Baye's theorem, Mathematical Expectation, Binomial, poisson and normal probability distribution.

Unit -II

Decision Theory : Decision making under certainty, uncertainty and Risk, Decision tree analysis. Linear Programming : Graphical and Simplex Solutions of LPP. Primal and its dual.

Unit III

Transport and Assignment Problems : Network Analysis - Programme Evaluation and Review Technique (PERT) and Critical Path Method (CPM), Cost Analysis and Crashing the Network.

Unit -IV

Theory of Games and Queuing Models : Two persons Zero sum games, pure and mixed strategy. Queuing model Single channel queuing theory Application of queuing theory in business decision making.

Unit -V

Replacement Theory: Replacing of items that deteriorate with time, Time value of money concept and replacement, Simulation: Advantages, Limitations, Monte Carlo Method.

Books Recommended:

1. Kothari, CR, Quantitative Techniques, New Delhi : Vikas Publishing
2. Kapoor, V.K., Operations Research, New Delhi : Sultan Chand & Sons.
3. Khandelwal, ..C. and Gupta Quantitative Techniques.

Paper-VI : MANAGEMENT INFORMATION SYSTEM

Scheme : Maximum Marks : 100

Minimum Pass Marks : 36

3 Hours duration

Unit -I

Introduction to MIS: Concept of MIS, role of MIS, objectives of MIS, emergence of MIS, MIS and computers, Impact of MIS, systems approach to MIS, Advantages, and disadvantages of computer based MIS.

Unit -II

Information : Classification of information, levels of information, Methods of data and Information collection, value of information

Unit -III

Information system for decision making : Decision- making and MIS, decision making concepts organizational decision-making, MIS and decision making concepts. MIS as technique for programme decisions, Decision support system. MIS and role of DSS.

Unit -IV

Data base Management systems: Data base Management systems: Data base concepts, data base models data base design, RDBMS MIS and RDBMS, Introduction of oracle, Network topology, LAN and WAN, Data communication.

Unit -V

MIS in operations : MIS for Finance, MIS for Marketing MIS for production, MIS for Human resource Management, MIS for marketing.

Books Recommended :

1. Javedkar, W.S.-Management Information Systems (Tata McGraw-Hill Publishing Company Ltd., New Delhi)
2. Mardic R.G., Ross J.E. & Claggett J.R. - Information System for Modern Management (Prentice Hall of India)
3. James A.O. Brien Management Information Systems, (Galgota Publications) Locus, Analysis, Design and Implementation of Information System (McGraw-Hill Book Co.)
5. Anderson, David L. Past, Gerald V., Management Information System (Tata-McGraw Hill Publishing Co.)

BACHELOR OF BUSINESS ADMINISTRATION

BBA Part-III

Paper. I

Organizational Behaviour

Unit I:

Meaning and Concept of Organization Behaviour, Role of OB in Today's Business organization, Challenges and Opportunities, Theories of Organization Behaviour, Social Systems and Organizational Culture.

Unit II:

Perception, Nature, Importance, Difference between Sensation and Perception; Personality: Meaning, Determinants of Personality, Personality Traits and Types, Values attitudes and Job Satisfaction.

Unit III:

Interpersonal Behaviour, Group Dynamics- Meaning, Norms and Role, Theories of Group, Cohesiveness, Dynamics of Informal Group, Team and 'Team building.

Unit IV:

Definitions of Conflict, Process, Negotiations Process, Individual differences in negotiation effectiveness, Causes of Stress and its effects, Stress and Conflict Management.

Unit V:

Meaning, Nature and factors of Organizational Change, Planned Change, Resistance to Change, Change Agent, Concept of Organizational Development, Organizational Development Interventions.

Books Recommended :

1. Prasad, L.M., Organizational Behaviour, S, Chand, New Delhi
2. Robbins, Stephen P., Organizational Behaviour: Concept, Controversies, Applications, Pr entice Hall of India, Pvt. Ltd. New Delhi
3. Luthans Fred, Organizational Behaviour, McGraw-Hill
4. Dr. P. S. S. Kumar, Dr. Anukriti Sharma and K. S. Krishna, Organizational Behaviour, Jahanvi Publications.
5. Prof. Anil Mehta, Organizational Behavior, RBD, Jaipur

6. Organizational Behaviour, Thakur Publication, Jaipur (o2

Paper- II

Indian Management Thought and Business Leaders

Unit- 1

Spirituality and Management- Concept or Spirituality, Indian Ethos and Values, Role of Values in Management, Western Values vis a vis Indian Values, Applications of Yoga in Management- Personality Development, Meditation and Management of stress.

Unit- II

Indian Epics and Management- Dimensions of Vedic Management, Bhagwad Gita Ramayan, Kautilaya's Arthshastra.

Unit- III

Indian Thinkers- Swami Vivekanand, Mahatama Gandhi, S.K. Chakraborty, C.K. Prahlad.

Unit-IV

Indian Business Leaders: JRD Tata, Ram Krishan Bajaj, G D_ Birla, Dhirubhai Ambani.

Unit. V

Indian Business Leaders: Narayana Murthy, Azim Premji, Lakshmi Mittal, Sunil Bharti Mittal.

Books Recommended

1. Chakraborty, S.K. and Bhattacharya, pradip: Human Values, New Age International (P) Limited Publishers.
2. Saneey, Rinku and Khanna, Parul: Ethics and Values in Business Management, Ane Books Pvt. Ltd. ,
3. Khanna, S. : Vedic Management, Taxman Publications (P) Lid.
4. Bhawad Gita as Viewed by Swami Vivekayanda: Vedanta Press & Bookshop.

Paper III

International Business

Unit -I

Meaning of International Business, Domestic Business V/s _ International Business, Importance of International business, Major participants of IB, Scope of International Bysiness.

Unit II

Understanding the International Business Environment: Cultural Environment, Economic Environment, Political Environment, Legal & financial Environment.

Unit III

International Business organizations, Forms of International organizations, World Trade Organization (WTO).

Unit IV

International Financial Management, International Monetary Fund (IM), World Bank.

Unit V

Global Operationg and Supply Chain Management. International human Resource Management, International Trade Procedure and Documentation, Global I-business, Ethics and Social Responsibility.

Books Recommended:

1. L.Joshi, R.M.: International Business, Oxford University Press, New Dell.
2. Aswathappa, K.: International Business, Tata McGraw-Hill Publishing Company Limited, New Delhi.
3. Cheruaitun, Francis: International Business Environment, Himalaya publishing House, New Delhi, . ' 9%

Paper IV

Cost and Management Accounting

Unit I

Introduction to Cost Accounting: Meaning and definition, scope and use of cost accounting, cost centre, cost centre, cost accounting and financial accounting, cost concepts, classification of costs.

Elements of Cost: Material, labour and expenses, direct Material cost-Meaning, Purchase and stores routine, methods of Prancing Material issues, wastage, scrap spoilage and defectives, Inventory Control techniques, direct labour cost-Meaning, Remuneration methods, labour-turnover, treatments of idle time, overtime premium, Employees welfare costs and fringe benefits.

Unit II

Overheads: Introduction, direct expenses, steps in accounting of overheads, classification of overheads, techniques for separation of fixed and variable costs, allocation and in proportion of overheads, absorption of overheads-methods of overheads, absorption, over absorption and under absorption of overheads. Costing methods: Output costing.

Unit III

- (a) Management Accounting: Meaning, Nature, Scope of Management Accounting, Tools and Techniques of Management Accounting, Functions of Management Accountant, Installation of Management Accounting System, Limitations of Management Accounting. (b) Application of Marginal Costing in Decision Making. Fixation of Selling Price, Make or Buy Decision. Dropping a line or product, Retain or Replace, own or lease, Selling in Foreign Market.

Unit IV

Cost Control Techniques:

- (a) Budgeting: Introduction, Comprehensive/Master Budget, Fixed and Flexible Budget. Cash Budget, Functional Budgets.
(b) Standard Costing: Introduction, Cost Variance Analysis: Material Variance and Labour Variance.

Unit V

- (a) Responsibility Accounting.
(b) Activity Based Costing.

Books Recommended:

1. M.N. Arora: Cost Accounting-Principles and Practices.
2. S.P. Jain and K.L. Narang: Cost Accounting.
3. MLY. Khan and P.K, Jain: Management Accounting.
4. 1.M. Pandey: Management Accounting.
5. PLC. Tulsian: Practical Accounting.
6. Robert Anthony, Reeccetal: Principles of Management Accounting.

Paper V

E-Commerce

Unit I:

Meaning, Characteristics, Origin, Process, Key Drivers of [-Commerce, Elements, Traditional Commerce Vs E-Commerce, Benefits, Standards, Technologies, E-Commerce Models, Mobile Commerce, Barriers to E-Commerce.

Unit II

Internet and E-Commerce, Networking-LAN, WAN, Business Uses of Internet, www, Protocols, Intranet and Internet, Multimedia Application, Hardware and Software.

Unit III

Electronic Payment Systems- Methods, Security Issues, Electronic Banking, Electronic Stock Trading.

Unit IV

Data Warehousing, Client-Server Computing, Data Mining, Website Management ~ Steps.

Unit V

ERP — Meaning, Functions, SAP Applications, Business Intelligences, Ethics, Security and E-Governance.

Books Recommended:

1. E-Commerce and E-Business : Dr. C.S. Rayudu, Himalaya Publishing House.
2. Information Technology : E-Commerce & E-Business : V.D. Dudeja, Commonwealth Publisher, New Delhi
3. Electronic Consumer Framework- Technologies and Applications: B. Bhasker, Tata McGraw-Hill
4. Electronic Commerce : A Managers Guide (0 I-Business: Parag Davan und Sunil Sharma, Vanity Books International, New Delhi J} ND)

Paper VI

Paper VI- Book Review Presentation and viva-voce

Presentation of Review of a Reference book on Management- 50 Marks

Comprehensive viva-voce based on papers of BBA Course- 50 Marks .