

संशोधित पाठ्यक्रम: (बी०कॉम० ऑनर्स) सत्र 2016-17 से प्रभावी

B.Com. Honours - Proposed Syllabus

FIRST YEAR

Semester I

BCH. 101 English Language & Business Communication

BCH. 102 Business Organization & Management

BCH. 103 Micro Economics

BCH. 104 Financial Accounting

BCH. 105 Comprehensive Viva-Voce

Semester II

BCH. 201 Business Environment

BCH. 202 Business Regulatory Framework

BCH. 203 Business Mathematics

BCH. 204 Cost Accounting

BCH. 205 Comprehensive Viva-voce

SECOND YEAR

Semester III

BCH. 301 Management Accounting

BCH. 302 Corporate Legal Framework

BCH. 303 Business Policy and Strategic Management

BCH. 304 Business Research Methods

BCH. 305 Comprehensive Viva-Voce

Semester IV

BCH. 401 Production Management

BCH. 402 Financial Management

BCH. 403 Marketing Management

BCH. 404 Computer Applications in Business

BCH. 405 Comprehensive Viva- Voce

Qualifying – Environmental Studies

THIRD YEAR

Semester V

BCH. 501 Income tax Laws and Accounts

BCH. 502 International Business

BCH. 503 Corporate Accounting

BCH. 504 Auditing

BCH. 505 Comprehensive Viva-Voce

Semester VI

Compulsory Papers

BCH. 601 Business Ethics & Social Responsibility

BCH. 602 Entrepreneurship and Small Business Management

BCH. 603 Project Report & Viva-Voce

Optional Papers:

Each candidate will choose any one (1) of the following electives:-

Elective I

BCH. 604 Financial Markets & Institutions

BCH. 605 Security Analysis & Portfolio Management

Elective II

606 Public Finance & Budgeting

607 Corporate Tax Planning

Elective III

608 Human Resource Management

609 Industrial Relations & Labour Laws

Elective IV

610 Information Technology

611 Management Information System.

SEMESTER-I

BCH – 101 English Language & Communication Skills

COURSE CONTENTS

UNIT-I

Significance of English Language: Different views, punctuation of English words, sound, symbols and attributes of good speech.

UNIT -II

Communication: Process, role, elements of oral & written communication.

UNIT- III

Types of Communication: Effective verbal and written communication, dyadic communication.

UNIT- IV

Business Communication: Business Communication and document preparation, technical reports, technical description.

UNIT- V

Usage and Techniques: Essay, précis writing skills, presentation skills, related to seminars, conferences, use of modern aids e.g. OHP and Power Point Presentation.

Suggested Readings:

- 1- Wren. P.C.& Martin, H. " *English Grammar & Composition* "
- 2- Tondon , Seth, Agarwal, Maheshwari. " *The Art of English Grammar &Composition* "
- 3- Sinha. K.K. " *Business Communication* "

BCH – 102 Business Organization & Management

COURSE CONTENTS

UNIT-I

Introduction: Business Concept & Objectives, Social Responsibility of Business Establishment of New Business Meaning, Objectives & Principles of Organization, Size of Business Unit, Factors determining Size, Measurement of Size, Concept of Optimum Size.

UNIT -II

Norms of Business Organization: Sole Tradership, Partnership Firm, Business (Public and Private), Formation & Choice of Business Organization, Definition of Management, Its nature of purpose, Fayol's Principles & Elements of Management, Recent Developments of Management Thought.

UNIT- III

Planning & Organising: Its nature & purpose, types of plans, Planning steps & process, Management by objectives (MBO), Decision-Making, Forecasting, Organisational Design & Organisational Structure, Power & Distribution of Authority.

UNIT- IV

Motivation, Leadership & Direction: Maslow's Need Hierarchy Theory, Herzberg's Two Factor Theory, Job Enlargement & Job Enrichment, Special Motivation Techniques, Definition & Approaches to Leadership, The Principal Tasks of Leadership Role & Principles of the Direction.

UNIT- V

Controlling: Concept & Process of Control, Principle of Controlling, Types of Controls, Human Aspect of Controls.

Suggested Readings:

1. Stoner, James A.F. *etc Management* 6th ed Prentice Hall, New Delhi, 1998
2. Wehrich, H. and Koontz, H. *Management – A Global Perspective* 10th ed. New York, McGraw Hill, 1994
3. Agarwal, R.D. *Organization and Management*, New Delhi, Tata McGrawHill, 2000.
4. Sherlekar, S.A. and Sherlekar, V.S. *Modern Business Organisation & Management Systems Approach* Mumbai. Himalaya Publishing House, 2000

BCH – 103 Micro Economics

COURSE CONTENTS

UNIT-I

Introduction: Definition, Nature & scope of Economics, Micro Economics & Macro Economics, Subject Matter of Micro Economics.

UNIT –II

Theory of Consumer Behaviour: Marginal Utility Analysis , Indifference Curve Analysis- Meaning & Characteristics, Price Line, Budget Line, Consumer's equilibrium, Income Effect, Substitution Effect.

UNIT- III

Demand Analysis: Meaning, Type, Law of Demand, Its Exceptions, Demand Curve, Demand Schedule, Elasticity of demand, Types & measurement.

UNIT- IV

Production and Cost Analysis: Meaning & Importance, Factors of Production, Production Function, Meaning & Types of Cost, Short Run & Long Run Cost curves.

UNIT- V

Market Analysis: Market, Classification Perfect & Imperfect Competition, Monopoly, Oligopoly, Price Determination under Monopoly & Perfect Competition.

Suggested Readings:

1. Koustsoyiannis, A (1971), *Modern Micro Economics*, London, Macmillan.
2. Ahuja H.L (2001) *Modern Economics, Theory & Practice*, S. Chand & Company, New Delhi.

BCH- 104 Financial Accounting

COURSE CONTENTS

UNIT-I

Meaning and Scope of Accounting, Accounting Principles, Accounting equation, Accounting conventions and Postulates.

UNIT-II

Financial Statement of Non-For-Profit Organizations, Receipts and Payments Account, Income & Expenditure Account.

UNIT- III

Goodwill and admission of a new partner, Retirement and death of partner, Dissolution of partnership.

UNIT-IV

Hire purchase and Installment Payment System. .

UNIT-V

Use of Computers in Accounting, Role of Computers in Accounting. Financial Accounting software, Tally, Application of Tally, Practical.

Suggested Readings:

1. P.C. Tusian, "Financial Accounting" Pearson Publication.
2. S.N Maheswari, "Financial Accounting"
3. S.M. Shukla, "Financial Accounting"
4. R. Narayanswamy, Financial Accounting . PHI
5. Ashok Benerjee, Financial Accounting Excel Books.

SEMESTER-II
BHS 201 Business Environment

COURSE CONTENTS

Unit - I

Business Environment: Concept, Significance and diagnosis, Changing dimension of Business Environment, Economic Environment, Industrial, Monetary and Fiscal policies and their impact on business.

Unit - II

Political Environment and Economic Reforms: First and Second generation reforms and their evaluation, Role of Public Enterprises in the changed scenario, GATT and WTO provisions.

Unit - III

Global Environmental Issues and Sustainable Development: Energy management, Conventional and non-conventional sources of energy.

UNIT-IV

Eco systems concepts and their application in business: Industrial ecology and recycling industry, Bio-diversity and its impact on business.

Unit -V

Socio-Cultural Environment and as impact on business: Pollution and Waste Management – Air Water Land and Sound pollution.

Suggested Readings:

- 1- Adhikary M. *Economic Environment of Business*. Sultan Chan and Sons, New Delhi.
- 2- Aswathappa. K. *Business Environment for Strategic Management* Himalaya Publishing House New Delhi.
- 3- Cherunilam. Francis. *Business Environment*. Himalaya Publishing House. New Delhi.
- 4- *Economic Survey (Annual)*. India, Ministry of Finance.
- 5- Harley. Nick. *Environment Economics*, Mac Millan India Ltd. New Delhi.
- 6- Jalan. B. *India's Economic Crisis* O.U.P New Delhi.
- 7- Kolstad. Charles D. *Environment Economics*. Oxford University Press.
- 8- Mohanly. S.K *Environment & Pollution Law Manual*. University Law Publishing. G.T New Delhi.
- 9- Reserve Bank of India.. *Report on Currency and Finance* (Annual). RBI Bombay.
- 10- Tata Economics Consultancy Service. *Business Environment*.
- 11- The World Bank. *The World Development Report*. (Annual). World Bank Washington D.C.
- 12- Uberoi. N.K. *Environment Management*. Excel Books. New Delhi.

BHS 202 Business Regulatory Framework

COURSE CONTENTS

Unit-I

Indian contract Act-Definition: Essential elements of a valid contract. Performance and discharge of contract, Remedies for breach of contract, (with important case laws).

Unit-II

Special Contract-Bailment and Pledge: Indemnity and Guarantee, Contingent contract, Quasi contract and Agency (with important case laws.)

Unit-III

Indian Sale of Goods Act.

Unit-IV

Indian Partnership Act.

Unit-V

Indian Negotiable Instrument Act.

Suggested Readings:

- 1- Singh Avtar *Mercantile Law*.
- 2- Pandia R.H. *Mercantile Law*.
- 3- Kuchhal M.C *Mercantile Law*.
- 4- Sen A.K and Mettal J.K. *Mercantile Law*.
- 5- Rohini Aggarwal *Mercantile and Communal Law* (Taxmanns)
- 6- Gogna P.P.S. *Mercantile Law* (S.Chand & Co.P.Ltd.)

BCH- 203 Business Mathematics

COURSE CONTENTS

UNIT-I

Quadratic and Simultaneous Equations - Methods for solution, Nature of roots, Simultaneous equation in two unknowns, Simultaneous equation in three or more than three unknowns.

UNIT-II

Progressions – Arithmetical progression, geometrical progression and harmonic progression.

UNIT-III

Sets – Types, operation with sets, union, intersection, Algebra of sets, Venn diagrams, Application of set theory, Cartesian product.

UNIT-IV

Matrices and determinants – Definitions, types, Algebra of matrices, multiplication, transpose, Determinants, properties of determinants, Cramer's rule, Adjoint, inverse of a Matrix.

UNIT-V

Interest – Simple interest, compound interest; Profit & loss and discount related problems.

UNIT-VI

Logarithms – Calculation of logarithm of a number, Arithmetical operations using logarithms antilogarithm.

Suggested Readings:

1. V.K Khanna, S.K. Bhambri *Business Management*. Quazi Zameeruddin, Vikas Publishing House.
2. Dinesh Khattar *Business Mathematics* CBS Publishers.

BCH- 204 Cost Accounting

COURSE CONTENTS

UNIT-I

Introduction – Definition, Nature Objectives, Importance. Limitation of Cost Accounting, Characteristics of an ideal system of Cost Accounting. Different methods of Cost Accounting.

UNIT-II

Elements of Cost- Purchases, Storing and Issue of Materials. Labour turnover Treatment of idle time and over time. Direct and Indirect expenses (overhead expenses).

UNIT-III

Unit costing- Preparation of Cost sheet and Statement of Cost Computation of quotation price. Reconciliation of cost account with financial account.

UNIT-IV

Contract and operating costing Contract Account, Calculation of profit on complete and incomplete contract, Work in progress and Balance Sheet of a contracting firm. Operating Cost Sheet, Transport Costing and Electricity Costing.

UNIT-V

Process costing- Allocation of indirect expenses/ overhead expenses. Treatment of wastages, Apportionment of joint expenses. Accounting for joint product. Waste, Scrap etc.

Suggested Readings:

1. Nigam and Sharma Advance cost Accounting Himalaya New Delhi.
2. Nigam, Narang and Sharma Advance cost Accounting S. Cand and Co. New Delhi.
3. Shukla and Grewal Cost Accounting Sultan Chand and Co. New. Delhi.
4. Agrawal M.L Cost Accounting Sahitya Bawan , Agra.
5. Gupta L.N Cost Accounting Kitab Mahal. Allahabad.

**SECOND YEAR
SEMESTER - III
BCH- 301 Management Accounting**

COURSE CONTENTS

UNIT-I

Concept, importance and scope of Accounting, Basic Accounting Principles, Conventions, Concepts, Procedures Methods etc, Forms of Accounting and uses of Accounting information, Accounting equations and Types of accounts, Rules of recording Business Transactions.

UNIT-II

Preparation of Journal and classification of Journals, Preparation of Trial Balance and Income Statement, Presentation of Profit and Loss Account and Balance Sheet.

UNIT-III

Costing as an aid to Management, Single or Output Costing, Operating or Service Costing, Process Costing Principles, Equivalent Production and Equivalent Units, Joint costs and by products.

UNIT-IV

Cost Analysis for Decision- Making: Cost Volume - Profit Analysis - its assumptions and calculation, Managerial uses of Break - Even Analysis Budget and Budgetary Control, Framework for Budgeting, Performance Budgeting, Zero - Base Budgeting.

UNIT-V

Standard Costing and Variance Analysis: Calculation of Material, Labour and Overhead Variances.

Suggested Readings:

1. Anthony, R.N. and Welsch, Glenn *A Fundamentals of Management Accounting*. Richard D. Irwin, House-Wood, Illinois.
2. Bhattacharya, S.K. and Dearden, J, *Accounting for Management*. Text and Cases, Vikas Publishing House, New Delhi.
3. Bierman, H. *Financial and Management Accounting :An Introduction*. Macmillan, New York.
4. Gupta, R.L. and Radhaswamy, M. *Advanced Accountancy*. Sultan Chand and Sons, New Delhi.
5. Hetiger, L.E. and Matulich, Serge, *Financial Accounting*. McGraw- Hill, New York.
6. Hingorani, C.T. Ramanathan, A.R and Grewal, T.S. *Management Accounting*. Sultan Chand and Sons, New Delhi.
7. Horngren Charles, T. *Accounting for Management Control: An Introduction*. Prentice- Hall of India New Delhi.
8. Jawahar Lal, *Cost Accounting*. Tata McGraw- Hill, New Delhi.
9. Khan & Jain, *Theory and Problems of Management and Cost Accounting*. Tata McGraw- Hill, New Delhi.
10. Maheswar, S.N. *Management Accounting & Financial Control*. Sultan Chand & Sons, New Delhi.
11. Murty, G.P. *Management Accounting*. Himalaya Publishing House New Delhi.
12. Needles, Belverd, etc. *Financial and Managerial Accounting*. Boston, Houghton Mifflin Company.

**SECOND YEAR
SEMESTER- III**

BCH 302

CORPORATE LEGAL FRAMEWORK

COURSE CONTENTS

Unit-I

Incorporation of a company- Memorandum of Association and Articles of Association, Doctrine of Indoor Management, Principle of Constructive Notice, Kinds of Companies.

Unit-II

Issue of Shares Prospectus, Statement in Lieu of Prospectus, Directors.

Unit-III

Company Secretary- Status, Qualifications, Function and Duties, Liabilities, Powers, Secretarial work relating to incorporation of company, Drafting of Memorandum of association, Procedure for alteration of the Memorandum of Association and the Articles of Association.

Unit- IV

Secretarial work relating to Issue and allotment of shares. Drafting of letters of allotment, Regret Letter, Call notice, Forfeiture of Shares, Issue of Share certificates and share Warrants, Procedure of Issuing duplicate share certificates, Secretarial work relating to transfer and transmission of shares, Declaration and payment of Dividends.

Unit-V

Meeting, kinds of meetings, law relating to meetings, Drafting of notice and agenda, various types of Resolutions:

Secretarial work relating to:

- (a) Annual General Meetings.
- (b) Extra-ordinary General Meeting
- (c) Statutory Meeting
- (d) Board Meeting

and the drafting for important Documents and Reports connected thereto.

Suggested Readings:

- | | |
|---------------------|---|
| 1- Kuchhal, M.C. | <i>Company Law</i> |
| 2- Sherlekar, S.A. | <i>Company Law and Secretarial Practice</i> |
| 3- Singh, Avtar | <i>Company Law</i> |
| 4- Agarwal, R.C. | <i>Company Law and Secretarial Practice</i> |
| 5- Tandon, B.N. | <i>Manual of Secretarial Practice</i> |
| 6- Shukla & Gulshan | <i>Secretarial Practice</i> |

BCH-303 BUSINESS POLICY AND STRATEGIC MANAGEMENT

UNIT-I

Introduction, Strategic Management, Business Policy, Corporate Strategy, Basic Concept of Strategic management, Mission, Vision Objectives, Impact of globalization, Basic Model of Strategic Management, Levels of Strategy Formulation, Strategic Decision Making.

UNIT-II

Impact of Internet and E-Commerce, Role of Strategic Management in Marketing, Finance, HR and Global Competitiveness, Environmental Scanning, Industry analysis, Competitive Intelligence ETOP Analysis, OCP (Organisational Capability Profile), SAP (Strategic Advantage Profile) Scanning.

UNIT-III

Corporate Analysis, Resource based approach, Value-Chain Approach, Scanning Functional Resources, Strategic Budget and Audit, SWOT Analysis, TOWS Matrix, Various Corporate strategic: Growth / Expansion, Diversification, Stability, Retrenchment & Combination Strategy.

UNIT-IV

Process of Strategic Planning, Stages of corporate development, Corporate Restructuring, Mergers & Acquisitions, Strategic Alliances, Portfolio Analysis, Corporate Parenting, Functional Strategy, BCG Model, GE Nine Cell, Porters Model: 5 Force and Porters Diamond Model, Strategic Choice.

UNIT-V

Strategy Implementations through Structure, Human Resource Management: though Values and ethics. Mc Kinsey's 7S Model, Organization Life Cycle, Management and Control, Activity based Costing, Strategic Information System, Case Study.

Suggested Readings:

1. Carpenter- *strategic management* (Pearson).
2. Kazmi A- *Business Policy and Strategic Management* (Tata Mc- Graw Hill, 2nd Ed.)
3. Kachru – *Strategic Management*: (Excel Books).
4. Cliff Bowman- *Business Policy and strategy* (Prentice Hall of India).
5. Trehan- *Strategic Management* (Wiley).
6. Mc Carthy D.J, Minichiello Robert J., and Curran J.R.,- *Business Policy and Strategy* (AITBS).
7. Lawrence R. Jauch., Glueck William F.- *Business Policy and Strategic Management* (Frank Brothers).
8. Pearce II John A. and Robinson J.R. and Richard B.- *Strategic Management* (AITBS).
9. Budhiraja, S.B. and Artheya M.B. *Cases in Strategic management* (Tata Mc- Graw Hill, New Delhi).
10. Hunger, D.T. and Wheeler T. *Strategic management*, Addison Wesley, California.
11. Jauch, G. *Business Policy and Strategic Management* (Tata Mc- Graw Hill, New York).
12. Michael, V.P *Globalisation, Liberalisation and Strategic management*. Himalaya Publishing House, Bombay.
13. Pearce, J.A. and Robinson R.B.Jr. *Strategic Management* AITBS, New Delhi.

BCH- 304 BUSINESS RESEARCH METHODS

COURSE CONTENTS

UNIT-I

Statistical Averages: Measures of Central tendency, quintiles deciles, Percentile.

UNIT-II

Measures of dispersion, Skewness, Moments and kurtosis.

UNIT-III

Correlation analysis, Theory of probability, Combination, Permutation.

UNIT-IV

Collection, Editing and Presentation of data, Tools of Collecting data-questionnaire and interview Schedule.

UNIT-V

Sampling and Methods of Sampling, test of hypothesis-large Sample and Small Samples, Analysis of Variance.

Suggested Readings:

1. H.R Ramnath , *Research Methodology & Operation Research* , Himalaya Publishing House put. Ltd.
2. Sharma Anand , *Operations Research*, Himalaya Publishing House pvt. Ltd.
3. Shenoy , *Statistical Methods in Business and Social Sciences*, Macmillan Publishers India Ltd.
4. Bardley, *Marketing Research Tools and Techniques*, Oxford University Press.
5. Dr. B.N. Asthana, *Element of Statistics* , S. Chand Publishing.
6. Dr. S.M Shukla , Dr. S.P. Sahai *Element of Statistics* , Sahitya Bhawan Publishing.
7. C.M Chikkodi , B.G Satya Prasad, *Business Statistics*, Himalaya Publishing House.
8. Dr. K.L Gupta , Navyug. *Business Statistics*.
9. J.K. Thukral Taxman *Business Statistics*.
10. Deepak Chawla & Neena Sondhi, *Research Methodology*, Vikas Publishing House.

SEMESTER - IV

BCH- 401 PRODUCTION MANAGEMENT

COURSE CONTENTS

UNIT-I

Production and Production System, Productivity, Productivity Index Techniques to improve Productivity.

UNIT-II

Site Selection for Plant, Process Selection, benefits and drawbacks of each process, Planning and Control for Mass batch and job Production, Planning and Control of Projects, flow Process chart.

UNIT-III

Material Handling Equipments, Equipments Replacement, Maintenance Management, types of Maintenance plans, TPM- Japanese.

UNIT-IV

Inventory management, Make or buy, Purchasing decisions, Store Management, Forecasting Techniques for Production Planning and Control.

UNIT-V

Quality, Quality Assurance Certification, ISO-9000 Series, TQM, Kaizen, Various Statistical Control Models.

Suggested Readings:

1. P.Rama Murthy, *Production and Operations Management*, New Age International.
2. Ajay K. Garg, *Production and Operations Management*, Tata McGraw Hill Education.
3. Jay Heizer and Barry Render, *Operations Management*.
4. Jay Heizer and Barry Render Pearson, *Principles of Operations Management*.
5. Lee Krajewski, Manoj Malhotra, Larry Ritzman Pearson, *Operations Management*.
6. Martand T. Telsang, *Production/Operations Management*, S. Chand Publishing House.
7. S. P. Singh, *Production and Operations Management*, S. Chand Publishing House.
8. Pradeep Kumar Mathur, *Production and Operations Management*, S. Chand Publishing House.
9. Bedi, *Production and Operations Management*, Oxford University Press.
10. Aswathappa & Bhat, *Production and Operations Management*, Himalaya Publishing House Pvt. Ltd..

BCH 402 FINANCIAL MANAGEMENT

COURSE CONTENTS

UNIT-I

Basics of Financial Management: Meaning, Importance and Objectives, Conflict in profit v/s value maximization principles, Time value of money, Risk and Return (including CAPM Model), Valuation of Bond and Equities.

UNIT-II

Financing Decision: Cost of Capital and Financing Decision, sources of long-term financing, Estimation of components of cost of capital, Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital, Capital structure- Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach), Operating and financial leverage, determinants of capital Structure.

UNIT-III

Investment Decision: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk- Certainty Equivalent Approach and Risk- Adjusted Discount Rate.

UNIT-IV

Management of Working Capital: Working Capital Decisions, Concepts of Working capital, the risk- return trade off, sources of short- term finance, working capital estimation, cash management, receivables management, inventory management and payables Management.

UNIT-V

Dividend decisions: Theories for Relevance and irrelevance of dividend decision for corporate valuation, Cash and Stock dividends, Dividend policies in practice.

Suggested Readings:

1. Horne, J.C. Van. *Financial Management and Policy*. 10th ed. New Delhi Prentice Hall of India.
2. Horne, J.C. Van. *Fundamentals of Financial Management* 9th ed. New Delhi Prentice Hall of India.
3. Levy H. and M. Sarnat. *Principals of Financial Management*. Englewood Cliffs, Prentice Hall.
4. Johnson, R.W. *Financial Management*. Boston Allyn and Bacon.
5. Joy, O.M. *Introduction to Financial Management*. Homewood: Irwin.
6. Khan and Jain. *Financial management: Text and Problems*. 2nd ed. Tata Mc Graw Hill New Delhi.
7. Pandey, I.M. *Financial Management*. Vikas Publications.

8. Bhalla, V.K. *Financial Management & Policy*. Anmol Publications, Delhi.
9. Chandra, P. *Financial Management- Theory and Practice*. (Tata Mc Graw Hill).
10. Rustagi, R.P. *Fundamentals of Financial Management*. Taxman Publication Pvt.Ltd.
11. Singh, J.K. *Financial Management-Text and Problems*. 2nd Ed. Dhanpat Rai and Company, Delhi.
12. Sharma, G.L. and Y. P. Singh.ed. *Contemporary Issues in Finance and Taxation*. Academic Foundation Dehli.
13. Singh, Surender and Kaur Rajecv. *Fundamental of Financial Management*. Book Bank International.

BHS 403 MARKETING MANAGEMENT

COURSE CONTENTS

Unit-I

Marketing – Introduction to Marketing Management, Nature, Scope and Objectives, Various Philosophies of Marketing, Marketing Management Process, Strategic Marketing Planning, Marketing Mix.

Unit-II

Marketing environment – Factors effecting marketing practices, Market Segmentation-Bases for market segmentation, Marketing Research and Marketing Information system, Consumer Behaviour and models.

Unit-III

Product Management – Product mix and New Product Development, Product policies – Product line decisions, Product positioning and targeting, Managing product life cycle, Product failures-Branding- Packaging-Labeling-Pricing-Objectives, Policies and Strategies.

Unit-IV

Physical Distribution Mix: Channel of Distribution and logistics, Channel members and Choice of channel, Managing channel conflicts, Promotion Mix decision – Advertising, Sales Promotion. Personal Selling, PR

Unit-V

Marketing of services, Retail Marketing, Societal Marketing, Relationship Marketing, Total Quality Management, Direct Marketing, E- Marketing, Rural Marketing, Ethical and Legal Aspects of Marketing.

Suggested Readings:

- 1- Philip Kotler & Gary Armstrong *Principles of Marketing* – 9th edition
- 2- William J. Stanton *Fundamentals of Marketing*
- 3- V.S. Ramasamy & Namakumari *Marketing Management*. 4th edition.

BHS 404 Computer Applications & E Business

COURSE CONTENTS

Unit - I

Introduction to Computer: Component of a Computer System, Indian Computing Environment, Generations of Computer Technology and Programming Languages, Data Communications and Networking, LANs and WANs, Management of Data Processing System in Business Organizations.

Unit - II

Typical Business application of Computers: Role of Computers in Management, Computer Software Systems, Software Development Process, File Design & Report Design, Data Files Types/ Organizations, Master & Transaction File.

Unit - III

An Introduction to Operating Systems and Windows: Application packages for PCs such as Spreadsheet, Creation of Spreadsheet applications, Range, formulas, functions, Word Processing and Data Base Management System.

UNIT-IV

Electronic Data Interchange (EDI): EDI Applications in Business, Introduction to e-commerce and its applications, Types of Electronic Commerce Solutions, E-commerce Framework Categorisation (B2B, B2C, C2C, G2B, G2C), E-commerce Laws-Introduction, The Electronic Commerce Transact on Validity and enforceability of agreements, Digital Documents, Other Legal Issues, Bar Coding.

Unit -V

Internet Marketing: E-commerce In India, Issues and Opportunities in Implementation- Introduction, Commercial Issues, Infrastructure Issues, Social and Cultural Issues, Dot Coms, Emerging Trends.

Suggested Readings:

- 1- Aitken. Peter. *10 minutes Guide to work for WINDOWS*. Prentice Hall of India, New Delhi.
- 2- Ajay Kakkar, Preeti Sharma. *An Introduction to Computers*. Himalaya Publishing House New Delhi.
- 3- Block Uyless. *Computer Networks*. Prentice Hall of India, New Delhi.
- 4- Burch. John and Grudnitski, Gary. *Infonnation Systems: Theory and Practice*. John Wiley, New York.
- 5- CSV Murthy. *Fundamentals of Information Technology*. Himalaya Publishing House New Delhi.
- 6- David, Van Over. *Foundation of Business Systems*. Fort, Worth, Dryden.
- 7- Haueisenn, William D & Camp, James L. *Business Systems of Microcomputers: Concept, Design and Implementation*. Prentice Hall of India, New Delhi
- 8- Krøeber, Donald Wand Hugh H. Watson. *Computer Based Information Systems: A Management Approach*, Macmillan, New York

- 9- Long, L. *Computers*. Englewood Cliffs, New Jersey, Prentice Hall Inc..
- 10- Pinter, Summer, M. *Computers Concepts and Uses*. Englewood Cliffs, New Jersey, Prentice Hall Inc.
- 11- Rajaraman, Dharma. *Computer Primer* Ram B, Computer Fundamentals, Nea Pvt Ltd
- 12- Ramaraman V. *Principles of Computer Programming*, Prentice Hall of India, New Delhi
- 13- Parag Diwn, Sunil Sharma. *E-commerce*, Excel Publications, New Delhi
- 14- S. Jaiswal. *E-commerce*. Galgotia Publications, New Delhi.

Environmental Science

COURSE CONTENTS

Unit – I The Multidisciplinary Nature of Environmental Studies

- Definition, scope and importance
- Need for public awareness of environmental degradation; Disaster Management; Floods, earthquake, cyclone and landslides.

Unit - II Natural Resources: Renewable and non-renewable:

- Forest resources: Use and over-exploitation-deforestation. Case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- Water resources: Use and overutilization of surface and ground water. Floods, drought conflicts over water, dams-benefits and problems.
- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources and case studies.
- Food resources: World food problems, changes caused by agriculture and overgrazing effect of modern agriculture, fertilizer-pesticide problems, water logging, salinity , and case studies.
- Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- Land resources: land as are source, land degradation, man induced landslides, soil erosion and desertification.
- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit – III 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 lectures, structure and function of the following ecosystem:
 - a) Forest ecosystem.
 - b) Grassland ecosystem.

- c) Desert ecosystem.
- d) Aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries)

Unit – IV Environmental Pollution

- Definition, causes, effects and control measures of:-
- Air pollution, water pollution, soil pollution, marine pollution, noise pollution thermal pollution, nuclear hazards.
- Solid waste management: causes, effect and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies.

Unit – V Social Issues and the Environment

- From unsustainable to sustainable development
- 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.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment protection.
- 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.
- Public awareness.

Unit – VI Human Population and the Environment

- Population growth, variation among nations.
- Population explosion-family welfare programme.
- Environment and human health
- Human right
- Value Education
- HIV / AIDS
- Women & Child Welfare
- Role of Information Technology in Environment and human health

SEMESTER V

BCH 501 Income Tax Law and Practice

COURSE CONTENTS:

Unit- I

Definition of Important Terms used in Income Tax, Concept of Previous year and Assessment year, Assessee, Casual Income, Gross Total Income, Total Income, Agricultural Income.

Unit –II

Scope of Total Income & Residential Status of Individual and HUF.

Unit-III

Computation of Income under the Head “Salaries”, Computation of Income under the Head “House Property”, Computation of Income from Business & Profession.

Unit-IV

Computation of Income from Capital gain & other sources ,Computation of Total Income & Tax Liability of an Individual, Clubbing of Income; Set off or carry forward and set off of losses.

Unit –V

Deductions to be made in computing Total Income [section 80 C to 80 U (Chapter VIA)]

Suggested Reading:

1. *Income tax*: Ahuja & Gupta –Bharat Law House Pvt. Ltd. New Delhi
2. *Student Guide to Direct Taxes* , Dr. V.K.Singhania- Taxmann Publications ,New Delhi
3. *Income Tax Law & Practice*, H.C. Malhotra -Sahitya Bhawan Publications.

BHS 502 International Business

COURSE CONTENTS

Unit-I

Management of International Trade: Introduction, Meaning, Need, Difference between d-Domestic and International trade, International Business (Trade) Theories-classical, Neo-classical, Modern and need for separate Theory of International Trade, The Balance of Payments Gains from Trade and Terms of trade, Trade Policies-Free vs Protection.

Unit-II

Mechanism of International Payments and Control: Instruments of External Payments, Foreign Exchange Market, Causes of fluctuations in exchange rates, Need for Exchange Control, Techniques and methods of Exchange Control.

Unit-III

Management Process and Control of International Trade / Business: Management of Human Resources in MNCs, International Production and Logistic system, Multinational Corporate Culture, Information and Control System, Measurement Methods and Evaluation of Performance.

Unit-IV

International Financial Institutions: IMF, IBRD, IDA, IFC, Organization of European Union and its Impact, Euro- Dollar exchange Market.

Suggested Readings:

- 1- Bhalla. V.K. & Shiva Rama *International Business: Environment and Management*.
- 2- Verma. M.L. *Foreign Trade Management*.

BCH 503 CORPORATE ACCOUNTING

COURSE CONTENTS

Unit-I

Issue, Forfeiture and Re-issue of Shares, Redemption of Preference Shares, Issue and Redemption of Debentures.

Unit-II

Valuation of Goodwill and Shares, Accounts relating to Liquidation of Companies.

Unit-III

Accounting for Amalgamation of Companies as per Accounting Standard No.14, Accounting for Internal Reconstruction excluding Inter-company holdings, Simple problems on Absorption.

Unit-IV

Investment Accounts, Voyage Accounts, Computation of Insurance claims for loss of stock and loss of profit.

Unit-V

Final Accounts relating to Banking Companies and Life & General Insurance Companies.

Suggested Readings:

- 1- Sukla, M.C. & Grewal, T.C. *Advanced Accounts*, S.Chand & Co., New Delhi.
- 2- Gupta, R.L., *Advance Accounting*, Sultan Chand & Sons, New Delhi.
- 3- Maheswari, S.N., *An Introduction to Accountancy*, Sultan Chand & Sons, New Delhi
- 4- Sehgal Ashok and Deepak, *Advanced Accounts*, Taxman, New Delhi.
- 5- Shukla S.M., *Advanced Accounts*, Sahitya Bhawan, Agra.

BCH- 504 Auditing

COURSE CONTENTS

Unit- I

Audit and Audit Process- (a) Audit: Meaning Functions, Importance, Objectives and various classes of audit, limitations of audit.

(b) **Audit Process:** Internal Control, Internal Audit and Internal Check, Audit Planning, Audit Programme, Evidence and Working Papers, Audit Sampling.

Unit- II

Routing Checking vouching, Verification and Valuation of Assets and Liabilities.

Unit- III

Audit of limited Companies- Qualifications and Appointment of Company Auditor, their powers, duties and liabilities, Audit of Share Capital and Debentures, Share Transfers and Managerial Remuneration.

Unit- IV

Depreciation and reserves, Divisible Profits and dividend Investigation- Meaning, Objectives, Difference between Auditing and Investigation, Various Classes of Investigation.

Unit- V Auditors Communication- Standard and Qualified Reports, Statutory Report.

Suggested Readings:

- 1- Sharma T.R., *Auditing*, Sahitya Bhawan, Agra.
- 2- Tandon B.N., *Auditing*, S. Chand & Co. Ltd, New Delhi.

SEMESTER-VI

BCH 601 Business Ethics and Social Responsibility

UNIT- I: An Overview of Business Ethics

- What is ethics?
- Nature of Ethics
- Objectives of Business Ethics
- Characteristics of Business Ethics
- Need for Business Ethics
- Evolution of Business Ethics

UNIT- II: Business and Ethics

- Relationship between Business and Ethics
- The Unitarian View
- The Separatist View
- The Integrated View
- Arguments For and Against of Business Ethics

UNIT- III: Ethics Practices in Business

- Ethics in Finance
- Ethics in Human Resources
- Ethics in Marketing
- Ethics in Production

UNIT- IV: Introduction to Social Responsibility of Business

- Meaning of Corporate Social Responsibility
- Differences between Social Responsibility and Social Responsiveness and Corporate Citizenship
- Evolution and Development of Corporate Social Responsibility
- Justifications in Favour of and Apprehensions Against Corporate Social Responsibility

UNIT- V: Corporate Social Responsibility in Practice

- Forms of Corporate Social Responsibility
- Dimensions of Corporate Social Responsibility
- Corporate Social Performance
- Making Corporations Socially More Responsible

Suggested Readings:

1. R.C. Sekhar, *Ethical Choices in Business*, Response Books (A Division of Sage Publication), New Delhi, 2008.
2. Manuel G. Velasquez, *Business Ethics: Concepts and cases*, PHI Learning, Delhi, 2009.
3. Rituparna Raj, *A Study in Business Ethics*, Himalaya Publishing House New Delhi, 2007.
4. A.C. Perando, *Business Ethics: An Indian Perspective*, Pearson Education, Noida, 2008
5. S.K. Sahni, *Ethics and Corporate Social Responsibility*, Foundation for Peace and Sustainable Development, New Delhi, 2008.

BCH 602 Entrepreneurship and Small Business Management

COURSE CONTENTS

UNIT- I: Entrepreneur

- Concept of Entrepreneur
- Characteristics of an Entrepreneur
- Function of an Entrepreneur
- Types of Entrepreneur
- Difference Between Entrepreneur and Manager
- Entrepreneur
- Difference Between Entrepreneur & Intrapreneur

UNIT- II: Entrepreneurship

- Concept of Entrepreneurship
- Characteristics of Entrepreneurship
- Entrepreneurial Process
- Role of Entrepreneurship in Economic Development.
- Can Entrepreneurship be developed?

UNIT- III: Entrepreneurship Development Programme (EDPs)

- Need for EDPs
- Characteristics of EDPs
- Course Contents and Curriculum of EDPs
- Phases of EDPs
- Evaluation of EDPs

UNIT- IV: Small Business

- Definition
- Characteristics
- Role of Small Business in Indian Economy
- Identification and Selection of Business Idea
- Project Formulation
- Project Appraisal

UNIT- V: Small Business Management

- Financial Management
- Human Resource Management
- Marketing Management
- Production Management

Suggested Readings:

- 1- C.B Gupta and S.S. Khanka, *Entrepreneurship and Small Business Management*, Sultan Chand & Sons, New Delhi, 2009.
- 2- Vasant Desai, *Management of Small Scion Industry*, Himalaya Publishing House, New Delhi, 2008.
- 3- M.B Shukla, *Entrepreneurship and Scale Business Management*, Kitab Mahal, Allahabad, 2003.
- 4- Poornima M. Charantimath, *Entrepreneurship Development and Small Business Enterprise*, Pearson Education, Noida, 2006.
- 5- S.S Khanka, *Entrepreneurial Development*, S Chand & Company Limited, New Delhi, 2010.
- 6- C.B Gupta and N.P Srinivasan, *Entrepreneurship Development*, Sultan Chand & Sons, New Delhi, 2007.

BCH 604 FINANCIAL MARKETS AND INSTITUTIONS

COURSE CONTENTS

Unit- I

Introduction: Nature and Role of Financial System, Financial System and Financial Markets, Financial and Economic Development, Indian Financial System- an overview.

Unit- II

Financial Market: Money and Capital markets, Money market- Meaning, Constituents, Function of Money Market, Money Market Instruments- Call Money, Treasury Bills, Certificates of Deposits, Commercial Bills, Trade Bills etc, Recent Trends in Indian Money Markets, Capital Market, Primary and Secondary Markets, Depository System, Role of SEBI- an overview.

Unit- III

Reserve Bank of India: Organisation, Management and Functions, Credit Creation and Credit Control, Commercial Banks, Recent Developments in Commercial Banking.

Unit- IV

Financial Institutions: Concept, Operational and Promotional Activities of Financial Institutions- IFCI, ICICI, IDBI, IRCI, SIDBI, UTI and LIC.

Unit- V

Non-Banking Financial Institutions: Concept and Role of Non-Banking Financial Institutions, Sources of Finance, Function of Non-Banking Financial Institutions, Investment Policies of Non-Banking Financial Institutions in India.

Suggested Readings:

- 1- Avdhani, *Investment and Securities Markets in India*, H.P.H. Delhi.
- 2- Bhole L.M, *Financial Markets and Institutions*, Tata Mc Grew Hill, New Delhi.
- 3- Ghosh. D *Banking Policy in India*, Alied Pub, Delhi.
- 4- Khan, M.Y *Indian Financial System*. Tata Mc Grew Hill, New Delhi.
- 5- Srivastav. R.M *Management of Indian Financial Institution*, P.P.H., New Delhi.
- 6- Reserve Bank of India: *Various Reports*, R.B.I Publication, Mumbai.

BCH 605 Security Analysis and Portfolio Management

COURSE CONTENTS

UNIT-I

Investment: Concept Nature and Process, Return and Risk, Valuation of Securities: The Value Price Relationship, Valuation of Fixed Income Securities, Valuation of Equity Shares, Objectives of Security Analysis.

UNIT- II

Operations of Indian Stock Market: Organization, Regulation and Functioning, Market Indices and Return, Investment Alternatives-Government Securities, Non- Security form of Investment, Investment Instruments of Money- Market.

UNIT- III

Stock Market Analysis: Fundamental Analysis, Economy, Industry and Company Level Analysis, Technical Analysis, Efficient Market Theory, Recent Developments in the Indian Stock Market.

UNIT- IV

Introduction to Portfolio Management, An optimum Portfolio Selection Problem, Markowitz Portfolio Theory, The Mean-variance Criterion (MVC)-The Nature of Investment Risk, MVC and Portfolio selection, Portfolios of two risky Securities, The Efficient Frontier, Tracing the Efficient Frontier, The Relationship between the Unleveraged and Leveraged Portfolio, Sharpe- Single Index Model, Application of Market Model in Portfolio Construction, Capital Asset Pricing Model.

UNIT- V

Investment Training and Portfolio Revision, Institutional and Managed Portfolio- Performance Evaluation of Managed Portfolios, Investment Companies, Mutual Funds, International Diversification.

Suggested Readings:

- 1- Amling, Frederic., *Investment*, Prentice Hall, Englewood Cliffs, N.J.
- 2- Bhalla, V.K. *Investment Management: Security Analysis and Portfolio Management*, S. Chand, New Delhi.
- 3- Dougall, Herbert E, and Gaumnitz, *Capital Markets and Institution*, Prentice- Hall Englewood Cliffs N.J..
- 4- Gupta L.C. *The Changing Structure of Industrial Finance in India* Oxford University Press, New Delhi.
- 5- Haugen, Robert H., *Modern Investment Theory*, Prentice Hall Englewood Cliffs, N.J.
- 6- Hempel, George H. and Yawitz, Jess B, *Financial Management of Financial Institutions*, Prentice-Hall Englewood Cliffs, N.J.
- 7- Huang, Stanley S.C and Randall, Maury R., *Investment Analysis and Management*, Allyn and Bacon, London.

- 8- Kane, Joseph A, *Development Banking*, Lexington Books, D.C. Toronto.
- 9- Polak Off, Murray E etc, *Financial Institutions and Market*, Houghton, Boston.
- 10- Rose, Peter S. and Fraser Donald R., *Financial Institutions*, Irwin Dorsey, Ontario.
- 11- Simha, SLN., *Development Banking in India*, Institute for Financial Management and Research, Madras.
- 12- Van Horne, James C. *Functions and Analysis of Capital Market Rates*. Prentice-Hall Englewood Cliffs, N.J.
- 13- Vij, Madhu, *Management of Financial Institutions in India*, Anmol, New Delhi.
- 14- Yeager, Fred C. and Setiz, Nail E., *Financial Institution Management: Text and Cases*, Prentice-Hall Englewood Cliffs N.J.

BCH-606 PUBLIC FINANCE AND BUDGETING

COURSE CONTENTS

Unit- I

Nature and Scope of Public Finance: Public Finance and Private Finance, Public Finance and Other Science, Theory of Maximum Social Advantage, Concept, Limitations and Optimum Allocation of Resources.

Unit- II

Public Expenditure: Nature, Objective and Classification, Canons of Public Expenditure, Effects of Public Expenditure, Public Expenditure in India.

Canon of Taxation: A Sound Tax System, Theories of Taxation- Physiocratic Theory, Expediency Theory, Cost Service Theory, Benefit Theory and Ability to Pay Theory.

Unit- III

Public Revenue: Meaning and Classification, Source of Revenue, Tax and Non – tax Revenues, Classification of Tax, Impact, Shifting and Incidence of taxes, Theories of tax Shifting, Concentration Theory, Diffusion Theory, Modern Theory, Economic Effects of Taxes, Taxable Capacity, Indian Tax Structure- Salient Features.

Unit- IV

Public Debt: Meaning and Significance, Private and Public Debt, Classification and Sources of Public Debt, Effects of Public Debt, Different Methods of Repayment of Public Debt, Limitations of Public Debt, Public Debt in India.

Deficit Financing: Concept, Objectives, Significance and Limitations, Methods of Deficit Financing, Deficit Financing in India.

Unit- V

Public Budget: Concept and Objectives, Classification of Public Budget, Balanced and Unbalanced Budget, Performance Budgeting, Zero-base Budgeting. Financial Administration in India: Concept and Principles, Instruments of Financial administration, Executive, Legislature, Finance Department, Auditing Department and Parliamentary Committees, Comptroller and Auditor General of India, Budgeting Process in India, Features of Recent Union Budget.

Suggested Readings:

- 1- Saxena & Mathur – *Public Finance*
- 2- Hajila T.N.- *Public Finance*
- 3- Papola T.S. - *Public Finance*
- 4- Mehta & Agarwal- *Public Finance*

COURSE CONTENTS

UNIT-I

Tax Planning, Tax Management, Tax Evasion, Tax Avoidance, Types of Companies, Residential Status Of Companies and Tax Incidence, Clubbing, Tax Liability and Minimum Alternate Tax, Carry Forward and Set-Off of losses in case of certain companies, Deductions available to Corporate Assesses, Tax on Distributed Profits, Units of Mutual Funds.

UNIT- II

Tax planning with reference to setting up of a new business, Location of Business, Nature of Business, Form of Organization, Tax planning with reference to financial management decision- Capital Structure, Dividend and Bonus Shares Tax planning with reference to sale of scientific research assets.

UNIT- III

Tax Planning with reference to specific management decisions-Make or buy; own or lease; repair or replace, Tax planning with reference to employee's remuneration, Tax planning with reference to receipt of Insurance, Compensation, Tax planning with reference to distribution of assets at the time of liquidation.

UNIT- IV

Tax planning in respect of Non-Residents, Taxable income for Non-Residents, Interest, Salaries and Exemptions from tax to Non-Residents, Double Taxation Relief, Provisions regulating Transfer Pricing, Computation of Arm's Length Pricing, Advance Rulings, Advance Pricing Agreement

UNIT- V

Tax Planning With reference to Business Restructuring- Amalgamation- Demerger- Slump Sale- Conversion of Sole Proprietary Concern/Partnership Firm into Company- Conversion of Company into LLP-Transfer of Assets between Holding and Subsidiary companies.

Suggested Readings:

1. Singhania, Vinod K. and Monica Singhania, *Corporate Tax Planning*, Taxmann Publications Pvt Ltd, New Delhi.
2. Ahuja Girish and Ravi Gupta, *Corporate Tax Planning and Management*, Bharat Law House, Delhi.
3. Acharya Shuklendra and M.G.Gurha, *Tax Planning under Direct Taxes*, Modern Law Publication, Allahabad.
4. Mittal, D.P., *Law of Transfer Pricing*, Taxmann Publications Pvt Ltd., New Delhi.
5. IAS-12 and AS-22.
6. T.P.Ghosh, *IFRSs*, Taxmann Publications Pvt. Ltd, New Delhi.

BCH 608 Human Resource Management

COURSE CONTENTS

Unit- I

Introduction: Concept, Importance & Functions of Human Resource Management, Personnel Management and Human Resource Management, Human Resource Planning.

Unit- II

Employment of Personnel: Recruitment & Selection, Orientation, Placement, Promotion, Demotion & Transfer.

Unit- III

Training & Development: Need, Importance, Techniques.

Unit- IV

Performance Appraisal: Concept, Process, Importance & Methods, Job Enrichment & Job Enlargement.

Unit- V

Remuneration: Need for a Wage Policy, Devising a Wage Structure, Individual & Group Incentive Plans, National Wage Policy, Wage determination & fixation of India.

Suggested Readings:

- 1- Mamoria, C.B & Gankar, S.V., *Personnel Management*, Himalaya Publishing House 2001.
- 2- Flippo, Edwing, *Personnel Management*.
- 3- Ahuja & Shulka, *Human Resource Management*, Kalyani Publishers.
- 4- Ashwathappa K, *Human Resource and Personnel Management*, TMH.

BCH 609 Industrial Relations & Labour Laws

COURSE CONTENTS

Unit- I

Industrial Relations: Definition & Approaches of Industrial Relations, Industrial Conflicts, Types & Causes of Industrial Conflicts, Industrial Relation Policy.

Unit- II

Industrial Disputes: Preventive Measures, Bipartite & Tripartite Bodies, Ethical Codes, Standing Orders, Grievance Procedure, Collective Bargaining, Workers Participation in Management, Settlement Machinery.

Unit- III

The Factories Act, 1948: Scope, Definitions, Approval of Licensing & Registration of Factories, the Inspection Staff, Health Safety, Welfare, Working Hours of Adults, Employment of Women & Young persons, Leave with wages, Penalties & Procedure.

Unit- IV

The Industrial Disputes Act, 1917: Scope & Object, Definition, Authorities, Notice of Change Reference Settlement of Industrial Disputes, Strikes & Lock-outs, Lay off & Retrenchment, Miscellaneous.

Unit- V

The Workmen's Compensation Act, 1923: Object, Definition, Employer's Liability for Compensation, Amount of Compensation, Appeals.

Unit- VI

The Trade Union Act, 1926: Object, Definition, Registration, Rights & Liabilities of Office Bearers Change of name, Amalgamation, Discussion & Returns.

Unit- VII

The Payment of Wages Act, 1936: Object, Definitions, Application of the Act, Deductions, Maintenance of Registers & Authorities Claims.

Suggested Readings:

- 1- Arun Manappa, *Industrial Relations*
- 2- *Bare Acts*
- 3- P.L Malik, *Industrial Law*.

BCH 610 Information Technology

COURSE CONTENTS

Unit- I

Computer Basics: Introduction, Typical Model of Computer, Classification & Characteristic of Computer, Computer Generations, Description of Computer Hardware components, Primary & Secondary storage devices and their functions, Input & Output device and their functions, Comparison based analysis of various hardware components, Types of Software.

Unit- II

Basic Operating System Concepts: Functional knowledge of MS-DOS, WINDOWS, UNIX Operating Systems, Introduction to Basic Internal/External Commands of DOS, Basic UNIX command and VI editor, Managing file and directories in various Operating System.

Unit- III

Computer and Information System in Business: Computer Application in Business, Project Management, Computers in Personal and Administration, Accounting Information System, Computer Application in Purchasing, Material Management, Production Planning and Control.

Unit- IV

MS-Office: Proficiency in performing functions in Microsoft WORD, Excel, Power Point, Access & Front Page.

Unit- V

Internet: Introduction to Internet & www, Web browsers, Search engines, Intranet, Extranet & Electronic mail.

Suggested Readings:

- 1- Alexis Leon, *Fundamental of Information Technology*, Vikas Publication.
- 2- V. Rajaraman, *Fundamentals of Computers*, PHI.
- 3- Suresh K. Basandra, *Computers Today*, Galgotia Publication.
- 4- Stephen, *Exploring UNIX*.
- 5- R. Bangia, *Learning DOS*, Khanna Books Publication.
- 6- Manish Dixit, *Internet: An Introduction*, TMH.
- 7- Mathews Leon, *Internet for everyone*, Lean Techworld.

BCH 611 Management Information System (MIS)

COURSE CONTENTS

Unit- I

Meaning and Role of Management Information Systems, Comparison of manual and computerized information system, Types of Information Systems, Managerial use of Computerized Information System, Development of Management Information System, Systems Development Life Cycle (SDLC), Prototyping, Organization for Management Information System.

Unit- II

Meaning, needs and dimension of Management Information System Plan, Strategic Planning for Management Information System, Steps in Planning Information System, Steps in short and long-range planning.

Unit- III

Information Elements and Data Sources, System Analysis, System Design, Constraints in MIS design, System Development Tools (System Flow Charts, DFD, Data Dictionary, Decision Tree, Decision Table, Structured English), Forms, Documentation in MIS.

Unit- IV

Implementation, Evaluation and Maintenance, Methods and Tasks in Implementation, Planning for Implementation, Behavioural implications in MIS, Selection of Computer System Software and Hardware, System and Users Training, Evaluation of the MIS, Control and Maintenance of the system.

Suggested Readings:

- 1- O' Brien J.A., *Management Information System*, Galgotia Publications, New Delhi.
- 2- Aawryoz Kiewycs, IT., *Introduction to System Analysis and Design*, Prentice Hall of India New Delhi.
- 3- Basu D.K., *Computer Systems and Data Analysis*, Narora Publishing, New Delhi.
- 4- Burch John and Grudnitski, Gary, *Information Systems: Theory and Practice*, John Wiley, New York.
- 5- Cleland D.I., *System Analysis & Project Management*, Tata McGraw Hill, New Delhi.
- 6- Davis G.B., *Management Information System*, Tata McGraw Hill, New Delhi.
- 7- Davis Gordon B. and Olson Margrethe H., *Management Information Systems Conceptual Foundations, Structure and Development*, Tata McGraw Hill, New Delhi.
- 8- E Dwards Chris, *The Essence of Information System*, Prentice Hall of India, New Delhi.

BCH 610 Information Technology

COURSE CONTENTS

Unit- I

Computer Basics: Introduction, Typical Model of Computer, Classification & Characteristic of Computer, Computer Generations, Description of Computer Hardware components, Primary & Secondary storage devices and their functions, Input & Output device and their functions, Comparison based analysis of various hardware components, Types of Software.

Unit- II

Basic Operating System Concepts: Functional knowledge of MS-DOS, WINDOWS, UNIX Operating Systems, Introduction to Basic Internal/External Commands of DOS, Basic UNIX command and VI editor, Managing file and directories in various Operating System.

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- 1- Alexis Leon, *Fundamental of Information Technology*, Vikas Publication.
- 2- V. Rajaraman, *Fundamentals of Computers*, PHI.
- 3- Suresh K. Basandra, *Computers Today*, Galgotia Publication.
- 4- Stephen, *Exploring UNIX*.
- 5- R. Bangia, *Learning DOS*, Khanna Books Publication.
- 6- Manish Dixit, *Internet: An Introduction*, TMH.
- 7- Mathews Leon, *Internet for everyone*, Lean Techworld.