First Semester

Course : 1: Principles of Management

5. Controlling: - Concept or Managerial Control, Control aids, Score Responsibilities of Managers.

Books Recommended:
1. Management & Organizations Behaviour – by Paul Hersey & Ken Blanchard
2. Essentials of Management – by Koontz & O’Donaldd
3. Principal and Practice of Management – by L.M. Prasad
4. Human Behavior at Work – by Kaith Devis
5. Organizational Behavior – by Robbins

Course : 2: Business Organization

1. Introduction: - Nature & Scope of Business System, Objectives of Business and Social Responsibilities of Business

Books Recommended:

Course : 3: Business Mathematics

Unit : I: Progressions:
1) A.P., G.P., R.P.
2) Permutation & Combination
3) Binomial Theorem

Unit : II
1) Functions (Algebraic Logarithm & Exponential & their Graphs)
2) Limit & Continuity of Functions.
3) Differentiation
   a) Law of Derivatives
   b) Chain Rule
   c) Repeated Derivatives
   d) Derivate of Implicate Function

Unit : IV
1) Determinants & Matrices
2) Rank of Matrix
3) Inverse of Matrix

Unit : V
1) System of Linear Equations and their solutions using Cramer’s Rule
2) By the Method of Matrix Inverse
3) Linear Programming definition &
   a) Geometric Analogies
   b) Solution of L.P.P. using simple method


5. **Demand**: - Meaning, Determinants of demand, demand curve, Exceptions to general law of demand, Derived demand, Increase & decrease in demand, Extension & Contractions of demands.


7. **Supply**: - Real Costs, Law of Increasing Costs, Average revenue, Marginal revenue, Meaning of Supply, Determinants of Supply Curve, Elasticity of Supply.

**Books Recommended**: -

1. Micro Economics — by A. Koutsoyiannis
2. An Introduction to National Income Accountancy — by Wilfred Backman
3. Introduction to Economics — by K.K. Kurihara

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**Course : 5: Communication Skills**

1. **Communication Process**: - Concept and Importance

2. **Systems of Communication**: - Formal & Informal, Barrier to Effective Communication.


4. **Written Communication**: - Guides to effective writing, Correspondence including Letters & Job Applications, Memorandum, Office Orders, Reports-Types and preparation.

5. **Non-Verbal Communication**: - Importance & Type-Cluster & Congruency, Kinetics Vocal cues

6. **Modern Forms of Communication**: - Telex, Fax, Telegram & Teleconferences.

**Books Recommended**: -

1. Essentials of Business Communication — by Rajindra Paul
2. Business Communication Theory & Application — by Lesikar & V. Raymond
Course : 6. Environment Education

Section I

1. Environment Education: - Definition, Meaning, Objectives & Importance
2. Scope of Environment Education, Content, Convergence of Science, Art & Humanities
3. Historical contexts of Environment Education.
4. Environment Education through the teaching of different subjects.

Section II

1. Eco-System, Community & Biosphere.
3. Forest Conservation and Social Forestry
4. Audio Visual Technology & Wild Life Conservation
5. Soil Erosion & its Conservation

Section III

1. Environment Education Planning and its Implementation
2. Environment Awareness in Society
3. Environment Education in Educational Institutions and in Service Training .
4. Methods of Solving Environmental Problems and Planning for the same.
5. Environment Club, Laboratory, Library & Publications.

Section IV

1. III Effects of Population Growth on Environment and World order.
2. III Effects of Insecticides on Health
3. Polluted Habitats.

Books Recommended: -
1. Environment Education – by Harish Chander Vyas, Vidya Vihar, New Delhi (Student Edition)

Note: -
1. Only five questions are to be answered.
2. Two questions each will be set from all the four sections. The student will be required to attempt one question from each section. Each question carries 20 Marks.
3. In addition to the above, there will be one compulsory question, based on entire syllabus, comprising Ten Parts, each Part carrying Two Marks.
SECOND SEMESTER

1. **Introduction**: - Meaning & the Scope of Industrial Psychology, Functions & Activities, Limitations & the Unique aspects of Industrial Psychology.

2. **Individual Differences in Behaviour**: - Factor associated with differences in behaviour individual versus situational variables, Importance of individual differences in jobs, The Effects of training upon individual differences, The basis of individual differences.

3. **Leadership**: - The need for Leadership, Approaches to studying Leadership, Functions of Leader, Types of Leaders (Behavioural & Contingency Theories of Leadership)

4. **Motivation**: - Concept of Motivation, Motivation Theories (Maslow’s Head Wiearcy Theory and Herzbergs Two-Factory Theory, Theory ‘X’ & Theory ‘Y’)

5. Monotony and Boredom and Fatigue.

**Books Recommended**: -

1. Industrial Psychology – by M.L. Blums, J.C. Naylor
   – by P.K. Ghosh
   – by Norman R.F. Maier

Course : 2: **Financial Accounting**


3. Final Accounts with Adjustment (Sole Proprietorship)


5. Income and Expenditure and Receipts and Payments Accounts.

**Books Recommended**: -

1. Financial Accounting – by Jain & Narang
   – by Shashi K. Gupta

Course : 3: **Principles of Marketing**


**Books Recommended**: -

1. Principle of Marketing – by N. Rajan Nair
   – by Philip Kotler
   – by Frain.
2. **Special Contracts**: Contracts of Indemnity & Guarantee, Bailment & Pledge Agency.
3. **Indian Sale of Goods Act**.
4. **Indian Partnership Act**.
5. **Essentials of Cheque, Bills of Exchange, Promissory Note, Crossing and Endorsement**

**Books Recommended**: -

1. **Business Law** — by N.D. Kapoor
   — by P. Saravanavel

**Course : 5: Public Relations**

2. **Principles of Practical Public Relations**: Interaction between Management & Employees, Attitude Improvement Programmes, Hoarse Journal, other Media.
5. **Professional Requirements**: Code of Ethics, Role of Professional Organizations

**Books Recommended**: -

1. **Public Relations** — by K.R. Balan
   — by H. Frazier Moore
THIRD SEMESTER

1. **Company Accounts:** - Issue & Forfeiture of Shares, Issue & Redemption of Debentures.
2. **Amalgamation, Absorption, Internal and External Reconstruction.**
3. **Company Final Account:** - Presentation.
4. **Liquidation**

**Books Recommended:** -

1. **Advance Accounting** — by M.C. Shukla & T.S. Grewal
2. **Advance Accounting** — by R.L. Gupta
3. **Accountancy** — by R.C. Chawla, K.K. Saxena & Juneja Vol.-II

Course : 2: **Business Statistics**

1. **Univariate Frequency Distributions:** - Construction of Frequency Distribution & its graphical Representation Measures of Central Tendency Dispersion & Skewness.
2. **Bivariate Frequency Distributions:** - Simple Correlation and Regression Analysis.
3. **Theory of Index Numbers:** - Meaning & Uses, Methods of Construction. Test for Consistency, Fixed base and chain base Index numbers. Indexed number of wholesale and consumer prices.
4. **Analysis of Time Series:** - Components of Time Series, Calculation of Trends, Linear & Non-Linear Trends, Methods of least squares and moving average of seasonal variation-ration to trend and ratio to moving average.
5. **Concept of Probability Distribution.**

**Books Recommended:** -

1. **Statistical Methods** — by S.P. Gupta
2. **Mathematics & Statistics for Economics** — by G.S. Monga
3. **Basic Statistics** — by B.L. Aggarwal
5. **Applied General Statistics** — by F.E. Goxton, Dcowdin & Sindney Kelvin

Course : 3: **Operation Management**

2. **Analysis for Operations Management:** - Systems, Trade off Analysis, Obtaining & Using Cost Data for Operation Management Elementary.
3. **Project Co-ordination:** - Project analysis, Net Work Analysis, Models, CPM & PERT, Relationships for CPM & PERT.
4. **Introduction to Long Range & Design for Operations:** - Long range Planning & System design versus Operation Planning & Control, Marketing considerations in the design of Operations.
- Location & sizing one facility Strategy aspects of capacity
  analysis to determine service, System analysis of multipecation

Books Recommended:

1. Modern Production and Operations Management — by Duffa
2. Production and Operations Management — by S.A. Chunawalla
3. Production and Operations Management Concepts, Model 
   & Behaviour — by Adam Evercct

Course : 4: Business Economics


Books Recommended:

1. Positive Economics — by R.G. Lipsey
2. Micro Economics — by A. Koutsoyiannis
3. Advanced Economics — by H.L. Ahuja

Course : 5: Human Resources Management

2. Personnel Management Function: -
   ii). Man Power Planning & Procurement Man Power Planning: - Objectives, 
       Procurement of Personnel, Recruitment, Evaluation of alternative sources of 
       selection (Application Form, Interview and Tests.
3. Job Analysis & Job Requirements: - Meaning, Job Determinants, Uses of Job Analysis, 
   Informations and Job Requirements.
4. Development: - Performance Appraisal and M.B.O., Purpose of Appraisal, Essential of 
   good appraisal System, Traditional Performance appraisal Systems, Management by 
   Objectives (M.B.O).

Books Recommended:

1. Principles of Personnel Management — by Edwin B.
3. Personnel/Human Resource Management — by Decenza & David
4. HRD Management — A Strategic Approach — by A.K. Nayak
5. Human Resource Management — by C.V. Subramaniam
FOURTH SEMESTER

Companies Act 1956
The Study is to be confirmed in regard to the following Aspects:

1. Definition Nature & Classification of Companies.
2. Incorporation of company with Special reference to basic documents viz. Memorandum of Association, Articles of Association and Prospectus.
3. Alternation of Memorandum and Articles of Association.
5. Issue, Allotment & Transfer of Shares.
6. Rights & Duties of Company Directors (Including Liabilities)
7. Managing Director & Managerial Remuneration.
8. Grounds for Compulsory winding up of Companies.

Books Recommended:
1. Company Law — by N.D. Kapoor
   — by Avtar Singh
   — by Kamal & Gupta

Course : 2: Administrative Practices

1. Role of Company Executives: - Company Secretary, Board of Directors.
2. Law & Procedure of Meetings: - General Principles of Law & Practice relating to meeting-distinction between public and private meetings, Rights & Restrictions regarding the holding of meetings, Preservation of Order at Meeting.
   Principles of Securities of Documents & Filing Information, Internal Audit and Check.

Books Recommended:
1. Administrative Practices — by P.K. Ghose
   — by Chawla, Garg, Gupta.

Course : 3: Cost Accounting

2. Element of Cost: - Accounting for
   a) Material Cost-Purchase & Stores Procedure, Methods of Pricing Materials
   b) Labour Cost Time keeping and Payroll Records, Idle Time, Labour Turnover
3. Overheads, Classification, Allocation, Apportionment and Absorption, Cost Accumulation System: - Cost Sheet, Job Order Costing (Elementary)
4. Reconciliation of Cost & Financial Accounting

Books Recommended:
1. Cost Accounting — by Jain & Narang
   — by Jawahal Lal
   — by Ashish K. Bhattacharya.
1. **Market Research:** - Meaning, Functions & Importance.
2. **Types of Research Design:** - Exploratory, Descriptive & Experimental.
3. **Data Collection:** - Primary & Secondary Sources, Questionnaire, Planning & Dating System in Measurements.
5. **Market Research Writing.**

**Books Recommended:**

1. **Marketing Research**
   - by G.C. Beri
   - by David, J. Luck & Ronald, S. Rubin
   - by Donald, S. Tull
   - by Harper, W. Boyd
   - by D.D. Sharma

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**Course : 5: Auditing**

1. **Auditing:** - Meaning, Importance, Objects & Various Classes of Audit.
2. **Audit Process:** - Internal Central, Internal Audit & Internal Check, Planning the Audit, Audit Programme.
3. **Audit Procedure:** - Routine Checking, Vouchering, Verification & Valuation of Assets & Liabilities.
4. **Audit of Limited Companies:** - Qualifications & Appointment of Company Auditors, Their Powers, Duties & Liabilities, Audit of Share Transfer & Managerial Remuneration, Depreciation & Reserves, Divisible, Profits and Dividends
5. **Audit of Specialized Units:** - Audit in Banking Companies, Educational Institutions & Co-operative Societies.
6. **Investigation:** - Meaning, Difference between Auditing & Investigation & Various Classes of Investigation.

**Books Recommended:**

1. **Auditing**
   - by B.N. Tandon
FIFTH SEMESTER

Techniques

2. Analysis & Interpretation of Financial Statements, Tools & Techniques used for Analysis & Interpretation of Financial Statements with ratio analysis & Fund Flow Analysis.
3. Concept of Budgeting and Budgetary Control – Classifications of Budgets.
4. Marginal Costing, Break-Even Analysis-Concept of Marginal costing-cost volume profit relationships, Break-Even Analysis, Break-even Charts, Profit-Volume group & Profit volume ratios their practical utility, Marginal costing and decision making.

Books Recommended:
1. Management Accounting — by T.C. Horngren
2. Management Accounting — by Man Mohan & Goyal

Course : 2: Financial Management

2. Choice of Form of Organisation: - Problems & Responsibility for the choice of Form of Organization Finance considerations underline the choice of form of business organization sole proprietorship partnership and company form of organization.
3. Financial Planning: - Kinds of Financial requirements estimating current assets, fixed assets and intangible assets requirements.
4. Sources of short-term intermediate term and long term Finance-Trade Credit, unseemed and seemed short term loans, commercial paper term loans equipment Financing, Govt. Sponsor Loans, Programmes, Finding the right source Corporate Financing Contractual claims leasing and convertible securities etc.
   Capital Budgeting-Concept of time value of money various methods of appraising capital budgets under certainty.

Books Recommended:
1. Financial Management — by I.M. Pandey
2. Financial Management — by Parag Diwan
3. Financial Management — by Prof. M.Y. Khan
5. Financial Management — by Vale & Philip

Course : 3: Indian Business & Economy

1. Indian Business Practice: - Public Sector, Joint Sector, Private Sector, Co-operative, Small Scale
Course: 4: Entrepreneurship & Small Business

4. Role of Small Business in the National Economy, National Policies for Small Business development, Governmental and non-governmental assistance.

Books Recommended:
1. Management of Small Scale Industries – by Shashi Bala
2. Entrepreneurship of Small Scale Industries – by Manohar V. Deshpar
3. Development of Small Scale Industries – by G.M. Bakal

Course: 5: Government and Business


Books Recommended:
1. Business Environment – by Fransis Cherunilam
2. Government & Business – by D. Amar Chand
3. Business & Government – by M.J. Mathew
Course : 1: Management Information System


2. Design Methodologies & Techniques: - Strategic & Project Planning for MIS, Preliminary Survey & feasibility study, systems analysis, conceptual & detailed systems design, implementation and evolution.

3. Managing the Information and Computing Resources: - The Computer Department, Managing & controlling the MIS function, Acquisition of Hardware & Software, Preparation of Proposals and contracts, Bid Examination procedures, Comparison of Bids, Contracts; Hardware Proposals Evaluation Techniques: Workload definition; Benchmark: Methods of Procuring Software: Purchase or Development; Evaluating and selecting software.


Books Recommended:
1. Management Information System – by Robert G. Mudrick
   – by Jereme Kanter
   – by S. Sadagopan
   – by Gorden B. Edition

Course : 2: Management of Foreign Trade

1. International Trade: - Need for separate theory of International Trade; Theories of International Trade; Classical, NEO-Classical Heckscher Ohlin & Factor Price equalization theorem, Empirical Verification of Classical and H.O. Theories, Factor reversal theorem Impact of change in factor endowments on International Trade, Derivation of offer curves, Terms of Trade & Measurement of gains from Trade, Secular deterioration in terms of Trade of LDC’s, Aid versus trade controversy between development & LDC’s.

2. Free Trade Versus Protections: - Effects of Tariff, Quota & Other quantitative restrictions, State trading multiple exchange rates, GATT & Trade policies of LDC’s theory of custom union, Regional economic groups EEC & ASEAN, Balance of Payments & its adjustments, Maintenance of Internal Balance, Exchange Rate determination & adjustments, Flexible versus fixed exchange rates systems.
   Development of International Marketing System since 1970’s & its reforms, International resources & problems of liquidity IMF & SDR’s, New Internation Economic orders & Problems of International debts, World Banks, IFC and ADB.

Books Recommended:
1. Management of Foreign Trade – by Francis Cherunidam

Course : 3: Business Data Processing

1. Introduction to Business Systems: - Payroll, Inventory Control, Financial Accounting, Sales Order Processing.

3. **Data Processing Concepts:** - Fields, Records, Files & Data Base & Brief overview of DP system (Online batch & real time systems).

4. **File Organization:** - Sequential, Indexed-sequential & relative files, storage, access & updation of files, Comparative study of files, choice of file organization criteria of choice.

5. **Programming Language:** - COBOL to be taught to illustrate & implement the concepts of business data processing.

### Books Recommended:
1. *Business Data Processing* — by Suresh K. Basandra Awad

### Course: 4: Income Tax


### Books Recommended:
1. *Income Tax* — by Gaur & Narang
2. *Income Tax — Taxman-2000*

### Course: 5: Basics of Computer

1. **Introduction to Micro Computer:** - Factors of the growth of Microcomputers; Microcomputer family; factors affecting microprocessor databus speeds; popular microprocessors like Intel 8088, 8086, 80286, 80386.

2. **Microcomputers Software Categories:** - Systems Software like OS, Interpreters, compilers & DBNS, Operating Systems, Commands using MS-DOS, Broad Concept of single user & multi user OS (Example UNIX/Xenix), Application Software, Pre-written & customized packages, Word Processing & Spread Sheets; Business Graphics, Packages such as Lotus 1-2-3 & WordStar to be covered in details.

3. **Distributed Processing & Networks:** - Types of distributed Systems; Microcomputers & Networking, Effect of distributed computing on Microcomputer Hardware & Software selection.

4. **Computers & Communications Networks:** - NIC-NET, INTERNET, Using E-Mails in Business

### Books Recommended:
1. *Basics of Computers* — by Shalley Hunt
2. *Basics of Computers — V. Rajaraman*
3. *Basics of Computers — Suresh K. Basaundara*