**ORDINANCE AND SYLLABUS**

**2017-18**

W.E.F 2017-18



Department of Business Economics Faculty of Management Studies

V.B.S. Purvanchal University, Jaunpur (U.P.) 222001

FACULTY OF MANAGEMENT STUDIES

Department of Business Economics

**M.B.A. (BUSINESS ECONOMICS)**

**Ordinances Governing Two Year (Four Semesters)**

## Post-Graduate Degree Course

**w.e.f. Session 2017-18**

The following ordinances have been framed governing the admission, course structure, examination, research and other allied matters relating to the two year (four semester) M.B.A. (Business Economics) Post Graduate Degree Course of department of business Economics, Faculty of Management Studies, Veer Bahadur Singh Purvanchal University. Jaunpur.

**1. ADMISSION**

* 1. All matters relating to admission in the M.B.A. (Business Economics) course shall be dealt with the Admission Committee constituted by the University.
  2. The M.B.A. (Business Economics) course is open to graduates in any discipline with a minimum of 45% marks (40% for SC/ST/OBC), from a recognized University. Those who are appearing in final examination of graduate degree may also apply for admission and shall be eligible to appear in the Admission Test but they will have to produce proof of being graduate with minimum percentage of marks at the time of admission.
  3. Those who failed to secured 45% marks in undergraduate level but have passed postgraduate examination in any discipline with at least 55% marks (50% for SC/ST/OBC) are also eligible for appearing in the admission test of the M.B.A. (Business Economics) course.
  4. The intake to the M.B.A. (Business Economics) course shall be 60 students. However, University can reconsider for increasing the number if necessary. Out of 60 seats 50% admission to the M.B.A. (Business Economics) course shall be made through combined test organized by UP Technical University and 50% seats will be filled strictly in order of merit on the basis of the combined result of the Written of the Purvanchal University combined admission test (PUCAT) and Vacant seats after UPSEE/PUCAT will be filled through open advertisement in which those who come first will get admission first after fulfilling required education Qualification.
  5. The reservation norms for admission shall be as per Govt. notification issued from time to time.
  6. On the selection for admission to the M.B.A. (Business Economics) course, the candidates shall deposit the fees prescribed for the purpose to get his/her admission confirmed within the time period fixed by the UPTU/Admission Committee of Faculty of Management Studies. If a candidate fails to do so, his/her offer for admission shall be automatically cancelled and the seat falling vacant shall be offered to other candidate in the merit list. There is no provision of Fee concession/exemption under any circumstances except the cases related to Social welfare department. The fee of the course is non-refundable and non-transferrable.
  7. Admission in the M.B.A. (Business Economics) course cannot be claimed by any candidate as the matter of right. The admission Committee of the M.B.A. (Business Economics) programme of the University shall have a power to refuse, reject or cancel any Admission if it possesses sufficient reason to do so.

**2. COURSE OF STUDY AND EXAMINATION**

* 1. With a view to conducting the M.B.A. (Business Economics) course systematically and within a time-bound frame, the Deptt of the University shall draw up an “Academic Calendar” with the consultation of the Dean in the beginning of the academic session with the approval of the Vice-Chancellor for its implementation.
  2. A candidate admitted to the M.B.A. (Business Economics) course shall pursue a regular course of study in all the four semesters and attend at least 75% of the classes held to be eligible to appear in the examination however, the Dean and Vice-Chancellor for cogent reasons may condone 5% and 10% shortage in attendance respectively.

**2.2.1** A candidate admitted in MBA (Business Economics) course shall taught common core paper in first semester of other MBA programme run by the university and second semester onward super specialization will be taught to the students.

* 1. All the four semester examination of M.B.A. (Business Economics) course shall be conducted through theory papers, sessionals, practical project reports, viva-voce and such other assignments as may be prescribed for the purpose from time to time.
  2. Matters pertaining to the amendment in the ordinance, syllabus, introduction of new course/paper and conduct of examination, assignments etc. shall be dealt with the board of Studies constituted by the Vice-Chancellor. The constitution of the Board of Studies shall be as follows:

2.4.1 The Convener of the BOS will be as per the statutory provisions of the University.

**2.4.2** Head of the Deptt. will be the ex-officio member of the BOS, and

**2.4.3** Two external experts of the related field whose names are proposed by Convener of BOS and approved by V.C.

**2.4.4** Dean, Faculty of Management studies

**2.4.5** By rotation two senior faculty members of the Deptt. (Not less than Reader / Associate professor level ).

* 1. The Board of Studies constituted as above shall recommend the panel of paper setters /examiners to the Vice-Chancellor. After getting approval from the Vice-Chancellor, the appointment letters shall be issued be to the concerned paper setters/examiners by the Registrar/Controller of examinations of V.B.S. Purvanchal University.
  2. The Registrar/Controller of the Examinations, with the approval the Vice-Chancellor shall associate one or two members of the Board of Studies for the moderation of the papers. The moderated papers shall have to be got printed by the Registrar/Controller of the Examinations well before commencement of the Examinations.
  3. After printing the papers in sealed covers, shall be handed over to the Examination Superintendent who will ensure the smooth and fair conduct of the examinations.
  4. For appearing in the M.B.A. (Business Economics) semester Examination each student shall have to deposit a prescribed Examination fee along with a filled in an Examination application form.
  5. The student of course shall be examined in the subjects in accordance with course curriculum. The detailed syllabus of each theory paper is given after Table.
  6. In each of the M.B.A. (Business Economics) theory papers there shall be two components:
     1. Semester Examination: The semester examination in each theory paper shall be of 3 hours duration and shall carry 75 marks (10 questions, each should be answered in 50 words of 1.5 marks each, 05 questions of 6 marks for each questions should be answered in 200 words and two questions, each should be answered in 500 words of 15 marks each).
     2. Sessionals: In each theory paper, there shall be sessionals of 25 marks, which will be organized by the teachers concerned in consultation with the head of Deptt. ordinarily, the break-up of sessionals-marks shall be as follows:

(1) Class Test: 10 marks

(2) Assignments/Seminars: 10 marks

(3) Class Attendance: 5 marks

Note: There will be no internal assessment in case of summer training reports evalutation and viva, project report presentation, comprehensive viva and computer papers

* + 1. External marks of M.B.A. (Business Economics) for 107 contain 50% theory and 50% practical. There will be no internal marks in 107 papers.
  1. The marks in the sessionnals shall be awarded by the teachers concerned and submitted to the Head of Deptt. who will after due approval send the same to the Registrar/Controller of Examinations, VBS Purvanchal University, for being in the examination results.
  2. **Summer Training Report:** Every M.B.A. (Business Economics) student shall be required to undergo practical training/Project work for a period of 6 to 8 weeks in any organization connected with Industry/Trade/Commerce/Business approved by the head of the Business Economics Deptt. of the University. The student will submit a training report, which shall be evaluated out of 100 marks including 50 marks in report presentation and 50 marks in evaluation and viva which will be evaluated by one External Examiner and an internal member nominated by the Vice Chancellor from the name of experts suggested by the HOD shall constitute a part of the M.B.A. (Business Economics) IInd Semester examination of the University.
  3. **Project work:** In the fourth semester examination students were to do some project work on the topic decided with consultation of the subject experts in the department. The project should be innovative problem solving, research oriented which give ultimate benefit to the industry and society. The report will be evaluated out of 100 marks by one External Examiner and an internal member nominated by the Vice Chancellor from the name of experts suggested by the HOD.
  4. **Viva-Voce:** In fourth semester of M.B.A. (Business Economics) course there shall be Viva-voce examination of 100 marks on his overall understanding. The Viva shall be conducted out of 100 marks by one External Examiner and an internal member nominated by the Vice Chancellor from the name of experts suggested by the HOD.
     1. In any area of the project work there should not less than 3 and more than 15 students who will be selected on the basis of their II nd semester marks.

**3. DECLRATION OF RESULTS**

**3.1** The maximum and minimum marks for each theory paper, sessionals, project report and viva-

voce in the semester examination shall be as followed:

Maximum marks Minimum Percentage

Theory paper + Sessionals 75+25 (100) 36% in agg.

Theory paper + Practical 50+50 (100) 36% in agg

Summer training Report evaluation and Viva 100 36% in agg

Comprehensive Viva-Voce 100 36% in agg

Project report 100 36%in agg

**3.2** The candidates who secure at least 36% of marks in each papers includes aggregate of theory and sessional/practical and at least 40% of the aggregate of all papers in semester, shall be declared pass in the semester examination. Therefore on the basis of the above structure the candidates result will be declared on the following manner:-

**3.2.1** Pass: Those who secure 36% percent marks in each paper separately and 40% in aggregate.

**3.2.2** Promoted: (Category 1): Those who secure at least 36% in at least 3 papers and 40% in

aggregate.

(Category 2): Those who secure at least 36% in all the papers but fail to secure

40% in aggregate.

**3.2.3** Failed: Students who do not fall under the pass and promoted categories shall be declared as failed.

* 1. Students in the failed category in 1st, 2nd & 3rd semester examination shall have to re-appear in the next year in the theory papers, in which they failed. They will be allowed to continue their course as a regular student thereafter. The period of completion of the course shall be two years and can be extended for another two years in case of failed/promoted students, thus the maximum period of the course shall not be more than four years in any case.
  2. The promoted student will have to re-appear, in the papers in which they have not qualified, along with the concerned forthcoming semester examination within the stipulated period of next two years.

**3.5** The sessional marks of failed and promoted candidates shall, however, be carried forward as such to the next examination in which they re-appear.

* 1. The result of the M.B.A. (Business Economics) 4th semester shall be declared on the basis of the combined marks secured by a candidate in all four Semesters of the M.B.A. (Business Economics) course in the following categories:

Passed 40% and above but less than 45%

2nd class 45% and above but less than 60%

1st class 60% and above but less than 75%

Distinction 75% and above

* 1. Those who failed in any paper of the 1st, 2nd, 3rd & 4th semester Examination shall not assigned any rank while declaring the final result of the M.B.A. (Business Economics) course.
  2. In view of the fast advancement in the field of management and information technology, the course curriculum shall be revised at regular intervals.

**4 Ph.D Programme:**

* 1. Research programme: Since the inception of the deptt., serious efforts has been made to promote the research activities in the emerging areas of Business Economics. For this purpose a Research Degree Committee (RDC) is formed in the Deptt.
  2. RDC members: A five members committee will be constituted comprising two external experts of the field department. and HOD will be the convener the committee.

4.2.1 Head of the Deptt. will be the convener, and

**4.2.2** Two external experts of the related field whose names are proposed by HOD and approved by V.C.

**4.2.3** Dean, Faculty of Management studies

**4.2.4** By rotation One Professor, One Reader/associate professor and One Lecturer/Assistant professor (those who are eligible for guiding research) of the Deptt.

* 1. Major Area of Research: The major areas of the research programme in the Deptt. are: Economics, Finance, Marketing, International Business, Human Resource, Rural Marketing & entrepreneurship development, E-Business and the relevant field.
  2. Eligibility for Admission to the Ph.D. Programme: The candidates seeking for admission to the Ph.D programme in the Department must be postgraduate in Business Economics, Mathematics, all branches of Business Administration, M.A. (Economics), M.Com with 55% marks and the candidate has qualified the Combined entrance test organized by the state Government or University.

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| --- | --- | --- | --- |
| COURSE CURRICULUM | | | |
| SEMESTER-I | **Total Marks** | | |
| **External** | | **Internal** |
| **Theory** | **Practical** |
| **FMS--101.** Principles of Management  **FMS --102.**  Communication for Manager  **FMS --103.** Accounting and Financial Analysis  **FMS --104.** Managerial Economics  **FMS --105.** Research Methodology  **FMS --106.** Business Environment  **FMS --107.** Computer Application | 75  75  75  75  75  75  50 | -  -  -  -  -  -  50 | 25  25  25  25  25  25  - |
| Total Marks 700 | | | |
| SEMESTER-II | **Total Marks** | | |
| **External** | | **Internal** |
| **Theory** | **Practical** |
| **BE --201.** Industrial Economics and Law  **BE --202.**  Organization Behaviour  **BE --203.** Corporate finance  **BE --204.** Marketing Management  **BE --205.** Management and Cost Accounting  **BE --206.** Business Law  **BE --207.** Business Forecasting | 75  75  75  75  75  75  75 | -  -  -  -  -  -  - | 25  25  25  25  25  25  25 |
| Total Marks 700 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SEMESTER-III** | Total Marks | | |
| External | | Internal |
| Theory | Practical |
| **BE --301.** Project Appraisal and Investment Planning  **BE --302.**  Operation Research and Decision Methods  **BE—303.** Rural Management and Entrepreneurship Development  **BE -304.** International Finance  **BE -305.** International economics and Trade Policy  **BE – 306.** Consumer Behaviour  **BE-307**. Summer Training Report Presentation and  Viva-Voce    . | 75  75  75  75  75  75  50 | 50 | 25  25  25  25  25  25 |
| Total Marks | 700 | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SEMESTER-IV** | Total Marks | | |
| External | | Internal |
| Theory | Practical |
| **Compulsory Paper: BE- 401.** Business Policy & Strategy  Elective Papers: (Student can opt any two of the following specialization Groups)  **Group (A) Quantitative Techniques in Business Economics**  **402A BE -** Econometric Methods  **403A BE -** Advance Operation Research  **Group (B) International Business Management**  **402B BE –**  International Business Strategy  **403B BE -** Export Import Documentation  **Group (C) Logistic management**  **402C BE -** Economics of supply chain  **403C BE -** Indian Transport System  **Group (D) Marketing**  **402D BE -** Marketing of Services and Customer Relationship Management  **403D BE -** International Marketing  **Group (E) Finance**  **402E BE -**  Security Analysis and Portfolio  Management  **403E BE -**  Financial Services  **Group (F) Human Resource Management**  **402F BE -** Labour Law and Industrial Relation  **403F BE -** Human Resource Development  **BE - 404.** Dissertation  **BE - 4045.** Comprehensive Viva-Voce. | 75  75  75  75  75  75  75  75  75  75  75  75  75 | -  -  -  -  -  -  -  -  -  -  - | 25  25  25  25  25  25  25  25  25  25  25  25  25  100  100 |
| Total Marks | 700 | | |
| Aggregate Marks | 2800 | | |

**SEMESTER -I**

**FMS - 101** **PRINCIPLES OF MANAGEMENT**

1. **Managing in today's Environment:** Meaning, Definition, Characteristic and nature of Management. Functions of Management –An Overview. Management VS Administration. Levels of Management, Roles and Skills of a Manager, Approaches to management –Classical, Neo-Classical and Modern.
2. **Planning :** Concept, Process and types of planning- Meaning, Characteristics, Advantages, Limitations, Essentials of sound Plan, Steps In Planning Process, Planning Premises, Types and Elements of Planning,
3. **Decision Making:** Decision of Rational decision Making, Creativity in Decision- Making Concept of MBO, Characteristics, Objectives, MBO-Process, Advantages, and Limitations. Managing organizational change.
4. **Structuring and Functionng of organisation:** Concept, Nature, Process, Significance, Principle of Organising, Concept of Distinctions between Line and Authority, Line Staff and Functional Authority relationships, Delegation and Decentralization, Distinction between formal and informal organisation group dynamics. Coordination and directing
5. **Managerial Control:** Concepts, Nature, Elements, Significance, Types, Interrelationshipbetween planning and control, Steps in control process, Requirements of an effective control system, Management by Exception, Techniques of Management Control- ROI, PERT, CPM, MIS.

**References:**

Industrial Organization and Mgt. B. Jha Novelty Publisher

Principle & Practice of Mgt. L.M. Prasad Sultan Chand & Sons

Mgt. Concepts & Practices Dr. C.B. Gupta Sultan Chand & Sons

Management Koontz & Weihrich Tata McGraw-Hill

Company to Company Andrew Littlejohn Cambridge University Press

**FMS- 102 COMMUNICATION FOR MANAGEMENT**

**1. Nature of Communication:** Different types of communication like letters, memos, reports, fax, email, presentations, telephone, and multimedia, choosing the means of communication, stages in communication cycle, Barriers to communication, communication systems.

**2. Writing Techniques:** rules of good writing, adaptation and selection of words, masculine words, writing with style- choosing words with right strength and vigor, using a thesaurus, writing effective sentences, developing logical paragraphs, overall tone, drafting, editing and finalizing the business letters

**3.Recruitment and employment correspondence:** Application letter, curriculum vitae, interview, references, offer of employment, job description, letter of acceptance, letter of resignation.

*Internal communications*: memoranda, reports: types of reports, formal reports and informal reports, meetings, documentation.

*External communications:* Public notices, invitations to tender bid, auction, notices, etc; *Report writing*: planning, technique of writing a report, characteristics of business reports, common types of reports, purposes of reports

**4. Persuasive messages:** planning the persuasive message, common types of persuasive requests, principles of persuasive communication Effective communication and impact of information technology, Oral communication: nature and significance

**5. Reformulating and summarising:** what is a summary? Using synonyms & antonyms, reducing phrases, guidelines for writing summaries, business summaries *Comprehension*: using a dictionary, grammatical precision, (phonetics), contextual clues, guidelines for comprehension

References:

Lesikar R V and Pettit Jr J D- *Business Communication: Theory and Application* (Tata McGraw-Hill, 2002)

Tayler Shinley - *Communication for Business* (Pearson Education, 2002)

T N Chhabra, Bhanu Ranjan – Business Communication (Sun India, 2004)

P.D. Chaturvedi – *Business Communication* (Pearson Education)

Meenakshi Raman- Technical Communication- (Oxford University Press)

**FMS 103: ACCOUNTING AND FINANCIAL ANALYSIS**

**1. Overview:** Accounting concepts, conventions and principles; Accounting Equations, International accounting principles and standards; Matching of Indian accounting standards with international accounting standard

**2. Mechanics of Accounting:** Double entry system of accounting, journalizing of transactions; preparation of final accounts, P/L Accounts, P/L Appropriation account and Balance Sheet, Policies related with depreciation, inventory and intangible assets like copyright, trademark, patent and goodwill.

**3. Analysis of financial statement**; ratio analysis- solvency ratios, profitability ratios, activity ratios, liquidity ratios, market capitalization ratios, common size statement; comparative balance sheet and trend analysis of manufacturing, service & banking organisations

**4. Funds flow/ Cash flow statement**: Meaning; Concept of Gross and Net Working Capital; Preparation of schedule of change in working capital, Preparation of funds flow statement and its analysis / Various cash and non-cash transaction, flow of cash, preparation of cash flow statement and its analysis.

**5. GST –** Introduction of GST, Objectives of GST, Benefits of GST, Components of GST - CGST, SGST & IGST.

**References:**

S K Bhattacharya & John Dearden- Accounting for management (Vikas), 1987, 8th ed.

Jain S P & Narang K L – Advanced Accounting (Kalyani)

S N & S K Maheshwari- Corporate Accounting (Vikas), 1995.

Robert Anthony & Hawkins- Accounting Test and Cases, 1995, Richard D. Irwin London.

Financial and Mgt. Accounting S.N. Maheshwari Sultan Chand & Sons

# FMS - 104: MANAGERIAL ECONOMICS

1. **Introduction**: Nature and Scope of Managerial Economics, Fundamental Concepts, Business Goals, Economics and Ethics.
2. **Demand Analysis and Forecasting:** Demand determinants and Distinctions, Elasticity of Demands, Demand Forecasting for established Products and new Products.
3. **Production and Cost Behaviour:** Production Function, Law of returns, Return to scale, Cost volume Relationship in Short and Long Run.
4. **Pricing:** Market Morphology and Pricing, Pricing Methods-Cost plus pricing, Incremental Pricing, Product Line Pricing, Pioneer Pricing, Differential Pricing, Cyclical Pricing and Retail pricing.
5. **Profit Policies and Planning:** Profit Policies, Rationale for Profit constraints, Profit volume Analysis and its applications.

References:

Principles of Economics D.M.Mithani Himalaya Publishing

Fundamental of Business EconomicsMithani & V.S.R.Murthy Himalaya Publishing Principles of Economics D.N. Dwivedi Vikas PublishingManagerial Economi P.L. Mehta Sultan Chand & SonsManagerial Economics R.L.Varshney Mahesh Sultan Chand & SonsManagerial Economics Pandey & Pandey Novelty Publication

**FMS - 105: RESEARCH METHODOLOGY**

1. **Introduction:** Meaning, Definition, Characteristic, Objectives, Significance, Process of Research, Approaches to Research, Characteristics of Business Research, Application of Business Research in India.
2. **Design of Research and Sampling:** Types of Research - Exploratory, Conclusive, Modeling, Formulation of Hypothesis. Types of error, Sampling method - Probability and non Probability,
3. **Data Collection:** Collection of Data - Primary & Secondary Sources, Classification- Questionnaire construction, Schedule and Scale Development, Attitude Measurement.
4. **Data tabulation, Analysis** **and representation** – Basic application of SPSS for data Tabulation and analysis, Graphical Representation of Data, Statistical Tools, Testing of Hypothesis, Mean, Mode, Median, Measures of Standard Deviation and variance
5. **Statistical Techniques & Report Writing:** Correlation, Karl Pearson's and Rank, Regression Analysis, Z test, t-test, ANOVA and chi square test, Contents of research Report, Types of Report, Report format - Research in Decision Making, Hands on experience in project.

**References:**

Kothari C.R. Research - Methodology

Good & Scates Method of Research

Gupta S.P. Statistical Method

Newbold Statistics for Business & Economics

R. Panneerselvam Research Methodology

Levin Statistics for Management

**FMS-106**   **BUSINESS ENVIRONMENT**

1. **Introduction:** The concept, Nature and significance of Business Environment, Historical Evolution of modern business enterprises, their structure and managerial personnel with special reference to India. Salient features of capitalism, socialism and socialistic pattern of society, Concept of Mixed Economy, Emergence of Public Sector and Joi8nt sector.
2. **Socio-Cultural Environment:** Social interests and values-its implications for industrialization and Economic Growth. Ecology and Social Responsibility, Consumerism as an emerging Environmental force, ethics of Business, Social Audit.
3. **Industrial Environment:** Public sector Enterprises, Small Scale Industries, Privatisation, Industrial labour, Industrial sickness, Industrial Policy, Industrial Licensing, Workmen’s Compensation act 1923.
4. **Economic Environment:** Foreign Exchange and management Act. MRTP Act. 1969 (as amended up to date); Fiscal and Monetary Policies, Government-Business relationship, MNC’S, Foreign Trade (Development and Regulation) Act, 1992 New Economic Policy. Protection of patent and trade marks.
5. **Technological Environment:** Choice of appropriate technology; problems in selecting appropriate Technology; Technology Transfer; Phases, Causes and Control of Business cycles. Problem of pollution and its control. Role of business and Management in controlling pollution, Technology policy, Technology and plant level changes, Restraints in a technological growth.

**References:**

Business Environment K. Aswathappa Himalaya Publishing house

Business Environment Francis Cherunilam Himalaya Publishing house

Business Environment Chidambaram &

Alagappan Vikas Publishing House

**FMS - 107 COMPUTER APPLICATIONS**

1. **Fundamental and computer Application:** Computer application, Hardware, Software, Languages of computer, Operating system.
2. **MS-Word:** File, Edit, Format, Drawing, Tools, Tables, Practicing on Cut-Copy Paste, merger, Letter Writing, Page Setup.
3. **MS.Excel/Basics:** Creating Worksheet, Entering and Editing Test, Numbers and formulas cells lookup tables, auto fill.

**Rearranging** **work sheets:** Moving, copying, sorting, inserting deleting cells, deleting &parts of work shared, reaction at foumulas to worksheet design changes.

**Excel formatting:** Excel page setup. Auto format, manual format using styles; format painter. Changing font sizes and attributes. Wrapping text, using border buttons and command.

**Working with graphics:** Creating and placing graphic objects, resizing positioning graphic

**4. Power Point basics terminology colour scheme :** Power Point templates, getting started.

**Creating presentation:** Auto content wizard, inserting, deleting slides.

**Working with text:** Editing and moving text, spell checking, finding and replacing text; formatting text-aligning text.

**Show Time:** Arranging previewing and rehearsing slides, transition and Build effects, Deleting slides printing presentation elements creating overhead transparencies; sharing presentation tiles with other.

**5. MS-ACCESS (Data Base Managing System):**  Preparation of database corresponding to management practices such as level information farm-level in formation. Agro-climatic zone information, etc.

**Creating database and tables:** Creating database with and without wizards, access tables wizard, field names, data types and properties, adding deleting, renaming and moving fields, resizing fields, primary key fields, indexing fields.

**Forms:** The form wizard, saving modifying forms, designing forms.

**Entering and Editing data:** Typing, adding records, undo, correcting entries, global replacements moving records.

**Finding Sorting and Displaying Data:** Queries and Dynasts, creating and using select queries, multiple search reformatting dynasts, multilevel sorting, showing all records after a query Cross tab queries.

**Printing Reports, Forms Letters and labels:** Simple table, form and database printing. Manual reporting and modifying properties in reports, saving printing, mailing labels, changing label design.

**Practical:**

**A.** Make new files and use of cut, copy, paste, merger.

**B.** Creating and formatting tables using work excel.

**C.** Creating and managing data files of agriculture management system.

**D.** Use of Internet for World Wide Web browsing.

**E.**  Sending and receiving e-mails through e-mail POP 3 account.

**F.** Creating worksheet and different types of graphs using excel.

**G.** Creating slides and presentation using PowerPoint.

**H.** Study of small and submission of report of the system in terms of suitable system.

**References:**

Computer Fundamentals P.K.Sinha& P.Sinha BPB Publication

MS-Office 2000 Ed Bott & Woody Leonbard Prentice Hall India

MS-Office 2000 Nelson Tata Mc-Graw Hill

**SEMESTER –II**

**BE --201. INDUSTRIAL ECONOMICS AND LAW**

1. **Introduction:** Meaning and scope of Industrial Economics, Some concepts of Industrial Economics – Firm, Industry, Market, Market, Structure, Market Power, Market conduct, Market Performance, Goals of firm, Concept of Workable Competition.
2. **Industrial Efficiency:** Concepts and Measurement, Measurement of Capacity Utilization, Cost Benefit Analysis of a firm, Efficiency and Size of firm, Determinants of Size of firm, size of firm and performance of firm.
3. **Expansion of Firm:** Diversification, Vertical Integration, Merger and Acquisition. Market structure and Innovation: Process of Innovation, Measurement of innovation Activities, research and Development, Diffusion of Technology.
4. **Industrial Location Analysis:** Determinants of Industrial Location, approaches to Industrial Location Analysis, Operational Approaches to Industrial Location.
5. **Government Regulation of Industry:** The legal framework of industrial regulation in India, the Industrial Regulation Acts, Industrial Disputes Act. 1947 Definition, lay-off & Retrenchment special provisions relating to lay-off, retrenchment & closure, Labour legislation wage policy.

**References:**

Industrial Economics R.P. Barthwal New age International(P) Ltd.

Industrial Economics Francis Cherunilam Himalaya Publishing house

Industrial Economy of India S.S.M. Desai Himalaya Publishing house

**BE - 202 ORGANISATION BEHAVIOUR**

1. **Introduction:**  Nature, Scope and Significance of Organisation Behaviour, Models of OB.
2. **Behavioral Analysis:** Personality, perception, Values, Attitudes, Transactional Analysis, Employee Moral, Stress.
3. **Motivation and Leadership:** Concept of Motivation, Motivational theories-Maslow, Herzberge, Mcgregor, McClelland, Alderfer, Porter & lawler. Leadership- Concept, Style, Theories. Communication- Meaning, Nature, types, Barriers, Communication Channels- Formal, Informal, Grapevine and rumour.
4. **Group Dynamics:** Concepts of Small Groups, Groups Behaviour, Groups Cohesiveness, Formal and Informal **Groups**, Conflict in Organisation. Management of Conflict.
5. **Organizational changes and Development:** Power and politics in organisation, Climate and Culture in Organisation. Issues in consultant client relationship

**References:**

Organisational Behaviour Luthans Tata Mc.Graw-Hill

Organisational Behaviour Newstrom Davis Tata Mc.Graw-Hill

Organisational Behaviour L.M. Prasad Sultan Chand & Sons

Organisational Theory and T.N. Chhabra & Dhanpat Rai & Co.

Behaviour B.P. Singh

**BE - 203:**  **CORPORATE FINANCE**

1. **Planning for Business Finance:** Finance Function and Objectives of Financial Management, Financial Plan, Time value of Money.
2. **Raising of Funds:** Sources and forms of external financing, Underwriting, Functioning of securities Market of India, Role of Commercial Banks and Special Financial Institutions in Financing of Business Enterprises.
3. **Allocation of Funds:** Capital Investment Decisions, Techniques of Capital Decision, Cost of Capital, Working Capital Investment Decisions- Cash, Receivables and Inventory.

**4. Control of Funds:** Financial Statement Analysis, Ratio Analysis.

**5. Allocation of Income:** Accounting and Economic Concepts of Income, Retained Earnings,

Dividend Policies- quantum, Regularity and forms of Dividend payments, Stock dividend.

**References:**

Essentials of Business Finance R.M. Srivastava Himalaya Publishing

Financial Management Prasanna Chandra Tata Mcgraw-Hill

Financial Management M.Y.Khan & P.K.Jain Tata Mcgraw-Hill

Financial and Mgt. Accounting S.N. Maheshwari Sultan Chand & Sons

**BE-204 MARKETING MANAGEMENT**

1. **Marketing Management:** Nature, Scope and Concepts, Marketing Mix, Segmentation, Marketing environment. Marketing legislation – nature & rationale of state’s influences, laws influencing marketing decisions.
2. **Product Decisions:** Product concept, Branding, Packaging and Leveling Product support services, Product and Brand Positioning, New product development, Market development, Product life cycle, Pricing- Setting and Adopting.
3. **Distribution:** Distribution channels and physical distribution.
4. **Promotion:** Communication process, Promotion mix, Different tools of Promotions their characteristics and limitations, Advertising.
5. **Marketing of services:** Nature, characteristics of National and International service Marketing, Service quality Measurements (SERVQUAL), Marketing ethics.

**References:**

Principles of Marketing Philip Kotler , Prentice Hall India,Armstrong

Marketing Management Parag Diwan & Excel books,

Marketing Management D.P.Jain Dhanpat Rai & Co.

Marketing Management Philip Kotler Prentice-Hall India

**BE - 205**  **MANAGEMENT AND COST ACCOUNTING**

1. **Introduction:** Accounting concepts, financial accounting-Principles, Postings and Final accounts. Cost Accounting - Cost sheet, Cost center, Cost concept, Methods of Costing, Management Accounting.
2. **Business Budget and Budgetary Control:** Concept, Nature, Objectives, Advantages and Limitations of Budget and Budgetary Control, Essentials of Effective Budgeting, Budgetary Control Organisation, Mode of Operations of Budgetary Control, Classification of Budgets-Sales, Selling and Distribution, Production, purchase, Raw-Material, Overhead, Cash, Flexible and Master Budget.
3. **Fund Flow & Cash Flow Analysis:** Concepts, Sources &uses of funds, working capital concepts, fund flow statement, Cash -Actual & Notional, constructing the cash flow statement.
4. **Marginal Costing & Standard Costing:** Concept, characteristics of marginal costing, Practical application of Marginal Costing, Basic equation of marginal Costing, Advantage of marginal costing, Cost volume Profit relationship, Meaning and Assumptions of Break-Even Analysis, basic Techniques of Break Even Analysis, Limitations of Break Even Analysis, Meaning and Concept of Standard costing, Setting of Standards, Determination of Standards Hours, advantages of Standard costing, Variance Analysis, Classification of Variances-Materials, Labour and Overhead.
5. **Recent Trend in accounting:** Inflationary Accounting, Human resource accounting, Responsibility Accounting, Management Audit.

**References:**

Mgt. & Cost Accounting Khan & Jain Tata McGraw-Hill

Financial Management S.N. Maheshwari Vikas Publishing House

Financial Accounting Kishore Taxmann

Cost & Mgt. Accounting Kishore Taxmann

**BE --206. BUSINESS** **LAW**

1. **Indian Contract Act. 1872:** Nature and kinds of Contract, Essentials of valid Contract, offer and Acceptance, Capacity of parties, Free consent, Legality of Object, Bailment and pledge, Rectification Contract of Agencies.
2. **2. Sales Goods Act. 1930:** Conditions and Warranties, Transfer of ownership not property of goods, Transfer of title, performance of the contract of sale.
3. **Indian partnership act 1932:** Nature of partenership, formation of partnership, registration of firms, rights and duties of partners, dissolution of partnership.
4. **Indian companies Act 1956:** Definition of Company, kinds of Companies, Formation of company, Raising of fund through Equity and debt- Memorandum of association, Articles of association, Prospectus of Company, Shares and Share capital, Duties and Liability of Company, Directors of Company.
5. **The Negotiable Instrument Act. 1981:** Definition and Types of Negotiable Instrument Notes, Bills and Cheques.

**References:**

Mercantial Law M.C.Kuchhal Vikas Publishing

Business Law M.C.Kuchhal Vikas Publishing

Business Law Gulshan & Kapoor New age International Pub.

Business Law P.C. Tulsian Tata McGraw-Hill

**BE --207. BUSINESS FORECASTING**

1. **Consumption and Production:** Estimation of Demand Function and Demand Forecasting, Production Functions and Cost Functions.
2. **Forecasting:** Short-term, Medium-term and Long-term Forecasting Problems, Endues Method, Input-Output Methods, Leading Indicators; Forecast Obtained from single Equation Regression Models and its Standard Error.
3. **Model For Forecasting:** Forecast Obtain from Simultaneous Equations Model and its Standard Error, Model Stimulation and Policy Implications.
4. **Time Series Analysis:** Linear, Non-linear and Logistic Curves, Autoregressive and Moving Average Models, Exponential Smoothing, Box-Jenking’s Models.
5. **Principal Component Analysis:** Application to Location of Industries, Factor Analysis and Applications.

**References:**

Managerial Economics P.L.Mehta Sultan Chand & sons

Managerial Economics McGuigan West Publishing Co.

Statistics for Mgt. Levin & Rubin Prentice Hall India

Elementary Statistics H.C. Saxena Sultan Chand & Co.

**SEMESTER –III**

**BE - 301 PROJECT APPRAISAL AND INVESTMENT PLANNING**

1. **Introduction:** Project ideas, Project cycle, Project formulation, Project appraisal in planning models.
2. **Feasibility Studies:** Financial, Marketing, Technical, Economic and Environmental Analysis, Project audit
3. **Social cost Benefit analysis:** Social objectives, Identification of cost and Benefits, Shadow pricing methods of SCBA-UNIDO Approach, Little Mirrlees Approach, World Bank Approach, Limitations of SCBA, Cost Benefit Analysis at market prices, Limitations, Need for Social cost Benefit analysis.
4. **Analysis of Risk:** Types and Measures of Risk, Analytical Derivation, Sensitivity Analysis, Scenario Analysis, Monte Carlo Simulation, Decision Tree Analysis.
5. **Tax Planning:** Essential tax provision of I.T. 1961, For project depreciation, Investment allowance, Govt. Subsidies, Income arising at project sites, Incentives for the Industrial setup in backward areas and SSI in Rural areas, Deduction available to profit and gains, Tax implication on capital gains and loses, allowable deductions.

**References:**

Project Mgt. And control P.C.K. Rao Sultan Chand & Sons

Project Management Vasand Desai Himalaya Publishing house

Project Management Bhavesh M. Patel Vikas Publishing house Pvt. Ltd.

Projects Planning analysis Prasanna Chandra Tata McGraw Hill

Selection Implementation &

Review

**BE --302.**  **OPERATIONS RESEARCH AND DECISION METHODS**

1. **Operations and Research:** Nature, Significance and Purpose of operations Research, Basic concepts and definition; Methodology of operations Research; Types of Models.
2. **Linear Programming:** Introduction to linear programming, Graphical, Simplex Methods; Duality Problems.
3. **Decision and Game Theory:** Statistical Decision theory; Meaning and scope; Decision Framework; Decision under certainty and uncertainty; decision tree; game theory and two-person zero-sum game (pure & mixed strategies).
4. **Net Work Analysis and Allocation Models:** Network Analysis; Introduction; time Estimates in Network Analysis; Critical path Method. PERT, System of Three time Estimated. Transportation and assignment Problems. Simulation.
5. **Queuing, Inventory Control and Replacement Problems:** Queuing theory basic components of Queuing system, Assumptions in queuing theory, Problems relating to model (m/m/l). (t/FCFS). Inventory control – Economic order quantity; problem relating to Models with uniform rate of demand with and without shortages (without proof). Elements of Replacement Theory – Problems relating to replacement of Equipment that deteriorates with time (with and without change in money value).

**References:**

Operations Research V.K. Kapoor Sultan Chand & Sons

Operations Research J.K. Sharma Macmillan India Ltd.

Operations Research Hamdy A. Tahe Prentice-Hall of India

Operations Research (Methods & Solutions) – P.K. Gupta

Operations Research for Mgt. Shenoy, Sharma & Srivastava New Age International Ltd.

**BE—303.**  **RURAL MANAGEMENT AND ENTREPRENEURSHIP DEVELOPMENT**

1. **Rural Market Environment:** Population, Occupation Pattern, Income Generation, Location of Rural Population, Expenditure Pattern, Literacy Level, Land Distribution, Land-Use Pattern, Irrigation, Development Programmers, Infrastructure Facilities, Rural Electrification, rural Communication, Cinema Houses, Television, Rural Credit Institution, Print Media, Rural Areas Requirements.
2. **Rural Marketing Problems & Strategies:** Market, Lack of proper physical Communication Facilities, Media for Rural Communication, Many Languages and Dialects Vastness and Uneven Spread, Low per capita incomes, logistics, storage, handling and Transport, market Organization and Staff, Product Positioning, Hierarchy of Markets, Low Levels of Literacy, Seasonal Demand Rural market segmentation.
3. **Marketing of Agricultural Inputs:** Consumable Inputs Durable Inputs, Fertilizers, changing scenario in fertilizer marketing, pesticides/insecticides, seeds, cattle, Poultry and aqua Feeds, Tractors, Irrigation Equipments, other farm machinery.
4. **Marketing of consumables and Durables:** Composition of products, product, price, distribution, promotion, Product Redesign of Modification Needs. Marketing of agricultural Produce regulated Markets, formation of Cooperative Marketing and Processing societies, and marketing of Rural/Cottage Industry/Artisan Products.
5. **Entrepreneurship Development:** Meaning, Definition of Entrepreneurship and the generation of ideas, Role of entrepreneurship in a small business enterprises, entrepreneurship development in India, SME’s

**References:**

Rural Markets & Market H.M.Saxena Rawat Publications

Rural Marketing & Finance K.T.Shah Vora & Company.

Rural Marketing Gopalaswamy

WTO and Entrepreneurship Development Manas Pandey Shree Publications

**BE-304. INTERNATIONAL FINANCE**

1. **International monetary and Financial Environment:** The rise of the Multinational Corporation, Importance of International Finance, Multinational Corporation and Its Environment, Challenges and Opportunities before and MNC, International Finance and Global Economy. Balance of Payments- Adjustment of Demand and Supply of Foreign Currency, Balance of Indebtedness, International Monetary System- Evaluation of International Monetary System, IMF, IBRD, IMS since 1971, Different Exchange rate regimes, Exchange rate theories.
2. **Risk in International Operations:** Exchange rate risk Assessment and Internal techniques of Hedging, External techniques for covering exchange rate risk, Interest rate risk, political risk.
3. **International Investments and Foreign Operations:** Foreign investment Theories and Operations, foreign capital budgeting decisions, cost of capital and financial structure.
4. **Financing of foreign operation:** Different ways of setting foreign operation, Finance of international Projects and foreign subsidiaries, International capital market, Global cash Management, Short-turns international financial Management and consolidation of accounts, Economy model.
5. **Organization, Control and Performance:** Measurement of multinational Groups, Financial organization of multinational groups control and performance, Evaluation of Multinational companies.

**References:**

International Finance Maurice d. Levi McGraw-Hill

International Finance Nagpal & Mittal Anmol Pub. Pvt. Ltd.

International Finance V.A. Avadhani Himalaya Publisher**BE --204.** Marketing Management

**BE- 305. -** **International Economics & Trade Policy**

1. Theoretical Foundations of International economics and Trade: Reasons for international trade: Mercantilist and neo-mercantilist view; Theories of international trade: Absolute and comparative advantage theories: Modern theories of trade; Gains from trade; Foreign trade multiplier; Terms of trade.

2. Instruments of Commercial Policy: Tariffs quotas and other measures and their effects; Arguments for and against protection; Trade regulations and WTO; Trade policy and developing countries. Factor Movements and International Trade in Services: Capital flows-Types and theories of foreign investments, Barriers to foreign investments; Labour migration; Theory of international trade in services.

3 Balance of Payment Account: Concept and significance of balance of payments account; Current and capital account components and accounting system; Balance of payment deficits and correction policies. Theoretical Aspects of Economic Integration: Free trade area, customs union band common market; Theory of customs union; Trade creation and diversion effects.

4 India’s Foreign Trade and Investments: Pattern and structure of India’s foreign trade; Terms of trade; Foreign investment flows; India’s balance of payments account and correction policies.

5 Policy Framework and Promotional Measures: India’s foreign trade and investment policy; Policy making body and mechanism; Export promotion measures and infrastructure support – export and trading, houses, export promotion schemes and incentives; Institutional arrangements for export promotion; Export processing/special economic zones, 100% EOUs.

**Suggested Readings**:

1. Economic Survey, Govt. of India.

2. Export-import Policy and Other Documents, Govt. Of India.

3. Hazari, R. Bharat, Micro Economic Foundations of International Trade, Croom

Helm, London and Sydney.

4. Letiche, John M., International Economics: Policies and Theoretical Foundations,

Academic Press, New York.

5. Mannur, H.G., International Economics, 2 nd ed., Vikas Publishing House,. New

Delhi, 1999.

6. Salvatore, D., International Economics, J ohn Wiley & Sons, 2001.

7. Sodersten, BO, International Economics, 2 nd ed., McMillan, London

**BE - 306 CONSUMER BEHAVIOUR**

1. **The process of consumer decision-making. Models of consumer behavior:** Need for a model, Marshaling economic model, Howard and sheath and sheath model, Engel, Kollar and Minriard model, Nicosia Model.
2. **Factors affecting consumer behavior.** **Macro social factors:** Social and cultural environment of consumer economic, demographic, cultural, sub cultural and cross-cultural influences, social class and social stratification. Social groups and norms, reference groups, organizations and family influence children & consumer.
3. **Psychological factors:** Personality & self-concept, attitude & beliefs, change in attitude and its measurements, perception, learning. Morale & technical systems, Diffusion of innovation
4. **Consumer satisfaction:** Mechanism of consumer satisfaction and dissatisfaction, repeat buying, brand shifting & loyalty, opinion leadership, complaining behaviors. Marketing of Services: Nature characteristic Strategies of national and international service multi Service quality measures (SERVQUAL).
5. **Customer Relationship Management (CRM):** Concept and Component, Corporate Governance through CRM, CRM in service sector, CRM in Non Profit Organisations.

**References:**

Human Relation & O.B. R.S. Dwivedi MACMILLAN INDIA Ltd.

Consumer Behaviour S.L.Gupta & S. Pal Sultan chand .

Consumer Behaviour Sciffman & Kanuk Prentice Hall India.

Consumer Behaviour Suja R. Nair Himalaya.

Consumer Satisfaction H. C. Purohit Mittal Publication

**BE-307. SUMMER TRAINING REPORT PRESENTATION AND**

**VIVA-VOCE**

**SEMESTER -IV**

**SEMESTER-IV**

**Compulsory Paper:**

**BE- 401.** **BUSINESS POLICY & STRATEGY**

1. **Strategic Management:** An Introduction to Strategic Management definition Concepts; Class of Decisions, Levels of Strategy, roles of Different Strategists, Strategic Management Process, Benefits and Relevance of Strategic Management, Growing Relevance of Strategic management in India.
2. **Strategy Formulation:** Defining Company Mission, Objectives and Goals, Assessing Internal & External Environment. SWOT Analysis and ETOP/SAP.
3. **Policy Alternative and Grand Strategies:** Interpretation, Joint Ventures, Diversification, Retrenchment, Combination with different variation.
4. **Strategy Evaluation:** B.C.G. Growth/shares Matrix, the GE nine Cell Planning, & trategic Analysis & choice. Generic Strategic Generic Strategy matrix Bowman’s Strategy clock.
5. **Strategic Implementation & Control:** Implementation Process, Organistional Implementation, Behavioral Implementation, Functional Implementation International Strategy and Strategic Control. Strategic management model.

**References:**

Strategic Planning & Management P.K.Ghosh Sultan Chand & Sons.

Business Policy & Strategic Mgt. Francis Cherunilam Himalaya Publishing House.

Business Policy & Strategic Mgt. P. Subba Rao Himalaya Publishing House.

Elective Papers: (Student can opt any two of the following specialization Groups)

**Group (A) Quantitative Techniques in Business Economics**

**BE - 402 (A) ECONOMETRIC METHODS**

1. **Linear Regression:** Single Equation Linear Regression Model, OLS Estimation of Regression Coefficient, Properties of OLS Estimators, Testing of Regression Coefficients.
2. **Problems of single Equation Linear Regression Model:** Heteroscadisticity, Autocorrelation, Test of Heteroscadisticity Test of Autocorrelation – Durbin-Watson Test. Estimation under Heteroscadistic and Auto correlated Disturbance Term.
3. **Multiple Linear regression analysis:** OLS Estimators of Regression Coefficient. Multicolinearity. Regression with lagged Dependent Variables and Distributed lay Models. Dummy Variable Analysis, Errors in Variables.
4. **Simultaneous Equation Model:** Problem of Identification, ILS Methods of Estimation.
5. **Least Square:** Two Stage and three stage least Square Methods Principal Component, Methods.

**References:**

Basic Econometrics Damodar N. Gujarati McGraw-Hill International Edison

Econometric methods , J.Johnston McGraw-Hill International Edison

Econometric Methods, Geogory C. Chow McGraw-Hill International Edison

Econometric methods, J. Johnston - McGraw-Hill International Edison

Statistical Methods of Eco. E. Malinvaual North-Holland, Amsterdam

Elements of Econometrics Kmenta, Jan Macmillan, New York

**BE 403 (A) Advanced Operations Research**

1. **Integer Programming**

Graphical method, the branch and bound technicque, Gomary’s ALL-IPP method, transportation model, unbalance in transportation, transshipment problem, sensitivity analysis in transportation problems.

1. **Dynamic Programming**

Bellman’s principle of optimality, examples on the application on routing problem, inventory problem, simplex problem, marketing problem.

1. **Inventory Method:**

Variables in an inventory problem, inventory problem, inventory models with penalty, storage and quantity discount, safety stock, inventory models with probability, demand, multi item deterministic model.

1. **Decision Theory Game**

Examples on the application of theory of [games](http://serw.clicksor.com/newServing/go.php?nid=1&cpx=cpc&uid=20037747388060&pid=233949&sid=375122&spid=0&kw=games&af=0&rf=0&curl=http%3A%2F%2Fclicks.thespecialsearch.com%2Fxtr_new%3Fq%3Dquery%26enk%3DxpHmqWa5hpmPiYbjJuOGmQbBRuMmmWahhrnmoebBj4k%3D) 2 XM and MX2 Problems, graphic dominance and linear programming method for different problems, decision trees

1. **Replacement Models**

Replacement of items that deteriorate, gradually, fail suddenly, group placement policy, concept of system reliability.

References:

Operations Research V.K. Kapoor Sultan Chand & Sons

Operations Research J.K. Sharma Macmillan India Ltd.

Operations Research Hamdy A. Tahe Prentice-Hall of India

Operations Research for Mgt. Shenoy, Sharma & Srivastava New Age International Ltd.

**Group (B) International Business Management**

**BE – 402 (B) International Business Strategy**

**1. Introduction:** Strategy making strategy implementing and strategic managing; Roles of line managers, strategic planners and top management; Developing strategic vision and

mission; Setting objectives and forming a strategy; Globalization and strategic

management; Strategic flexibility and learning organization.

**2. Environmental:** Scanning and Competitiveness Analysis; Appraising company’sexternal strategic situation, company situation, competitive strategy and competitive

advantage in global market.

**3. Strategic Issues and Alternatives in Globally Competitive Markets:** International

entry options; Multi-country and global strategies; Concepts of critical markets, globalmarket dominance and global competitiveness, Corporate turnaround, retrenchment andportfolio restructuring strategies; Multinational diversification strategies; Outsourcing

strategies; Techniques for analyzing diversified companies.

**4. Corporate Diversification Strategies:** Building shareholder value; Roles of costsharing and skills transfer in creating competitive advantage v ia diversification;Competitive advantages to diversified multinational corporations in a globally competitive business world.

**5.Strategy implementation and administration:** Organization building; Budgets and

support system commitment; culture and leadership; Issues in global strategy implementation; strategy evaluation and control.

**Suggested Readings:**

1. Bartlett, C.A. and S. Ghoshal, Transnational Management: Text, Cases, and Readings

in Cross-Border Management, Irwin London, 1995.

2. Bleeke, J. and D. Emst, Collaboration to Compete, John Wiley, New York, 1993.

3. Brooke, M.Z . and M.L. Remmers, international Management and Business Policy,

Houghton Miffin, Boston.

4. Davidson, W.H., Global Strategic Management, John Wiley, New York.

5. Ellis, J. and D. Williams, International Business Strategy, Pitman, London, 1995.

**BE 403 (B) – Export Import Documentation**

1. EXIM Operations and Documentation: Trade operations and

documentation; Documentation areas and dimensions; Nature and characteristic features of Exim documents; EDI and documentation. EXIM Policy Framework: Legal framework, Objective of EXIM policy; Policy overview – Facilities and restrictions; Getting started in export business.

2 Foreign Exchange Facilities and Regulations: Legal framework in India –FEMA- Origin and objectives, Main provision o f FEMA; Other relevant acts. International Trade Terms: Trade contract and trade terms; Trade terms and need for standardization; INCO terms.

3.**Export Payment Terms:** Credit risk management and payment terms; Main features of payment terms -Advance payment, open account, documentary collection, documentary credit – Documentary collection –DP and DA process and operation; Letter of credit and parties involved

4 **Trade Finance:** Sources and schemes of trade finance; Pre and post –shipment export credit schemes and methods of financing; Packing credit advance details; Post-shipment advance; Import financing.

5 **Transit Risk Management:** Nature of transit risk; Contract of cargo insurance Parties involved – Insurer/assured, Indemnity and insurable value; Perils and losses; Insurance policy and certificate; Cargo loss claims – Procedure and documentation.

**Suggested Readings:**

1. Customs and Excise Law, various issues.

2. Excise Law Times, various issues.

3. IIFT, various publications.

4. IMPEX Times, various issues.

5. Ministry of Commerce, Export import Policy, Government of India, New Delhi.

6. Ministry of Commerce, Handbook of Procedures, Volumes I and II, Gover nment of

India, New Delhi.

**Group (C) Logistic management**

**BE - 402 (C)**  **ECONOMICS OF SUPPLY CHAIN**

1. **Logistic & Physical Distribution Management:** Logistics and Industrial Activity definition and importance of logistic management Business Logistic, Transportation, Inventory control, Ware housing, Packaging. Case Studies of Transport Lapses, Hidden transport cost elements
2. **International Transportation:** Nodal point Distribution (MNP) Container Economics of containerisation Infrastructure:for containerisation. Post & Railway Facilities for container service.
3. **Coordination of Transportation Services:** Importance and objectives, Approaches to Coordination Voluntary, statutory, state ownership, thorough dependence, Means of Coordination-Unrestrained Competition favour Some, Sectional allocation, rate coordination; dominant partner, join service, Forwarding agencies Pool, holding company, Practical difficulties.
4. **Pricing of Transport services:** Determination of fares and rates of various modes of Transportation Laws of Return, Cost analysis-Fixed, Variable, Semi variable and controlling costs, Factors Governing costs.
5. **Transport Policy:** Importance and formulation Nationalization-Objectives, merits and demerits Non-Official agencies-Unions and Federations their role.

**References:**

Logistic & Supply chain Mgt. Martin Christopher Pearson Education

Physical Distribution Mgt. K.K. Khanna Himalaya Publishing House

**BE - 403 (C) INDIAN TRANSPORT SYSTEM**

1. **Railways:** Development of Railway since independence up-to-date. Administration and control-Railway Board and its organization Functioning and utility, administrative set up at lower levels. Railway finance-committee Report relationship with General Revenue Problems. Determination of Passenger Fares. Goods traffic-Classification, determination of rates. Appraisal of Railway performance and current problems.
2. **Road:** History of development of Roads. Classification of Roads, national high ways and their problems regulation of Road Transport-Motor Vehicle Act, National Policy – Inter state permits, Nationalization, Road Transport Corporation. Determination of passenger fares and rates of Goods Traffic. Current Problems Road Transport. Ropeways, Pipe line.
3. **Water:** Inland Water Transport-Functions, modes and organizations. Government Policy and financing, History of Indian Shipping up to-date-organization with Foreign shipping Cos. International laws.
4. **Air:** Development of Air Transport in India-Nationalization-Air India, Indian Airlines and their role Determination of Fares and Rates International Laws and Control Competition with foreign Airways, Air Cargo.
5. **Transport Coordination:** Important Difficulties in the way. Efforts made so far in the transportation.

**References:**

Logistic & Supply chain Mgt. Martin Christopher Pearson Education

Transport Economics S. K. Srivastava

**Group (D) Marketing**

**BE - 402 (D) Marketing of Services and** **Customer Relationship Management**

1. Services Markets: Recent trends and developments; Meaning and nature of services ;

Classification of services and marketing implications; Services marketing management -a

strategic perspective. Analysing Services Marketing Environment; Understanding Service Customers –Buying influences and consumer service behaviour;

2 Service Quality -Gap modal and role of consumer expectations and perceptions.

3. Services Market Segmentation and Positioning; Developing Services Marketing Mix

Strategy-Product, price, place, promotion, people, process and physical evidence

decisions; International Marketing of services-Entry modes and other strategic decisions.

4. Customer Relationship Management: Growing importance of relationship marketing;

Relational exchanges-Nature and scope; Firm and customer motivations for relationships; relationship development process; Attributes and determinants of relational exchanges;

networking and its significance in marketing.

5. Developing and Managing Relationships: Selecting, winning and retaining customers;

Regaining dissatisfied customer, Information Management for building relationships; e CRM. Managing relationships in service and industrial markets; Relationship marketing and distribution channels; Relational exchanges in international markets.

**Suggested Readings:**

1. Christopher, H. Lovelock, Services Marketing, Prentice Hall International, New Jeresy,

1996.

2. Payne, Adrian, The Essence, of Services Marketing, Prentice Hall of India Ltd., 1996.

3. Shankar, Ravi, Services Marketing: The Indian Experience, South Asia Publications,

New Delhi, 1997.

4. Zeithmal, V.A. and Bitner, M.J., Services Marketing, McGraw Hill Co. Ltd., 1996.

5. Barnes, James G., Secrets of Customer Relationship Management, McGraw Hill, New

York, 2001.

6. Greenberg, Paul, CRM at the speed of Light, Tata McGraw Hill Co., New Delhi, 2001.

(26)

7. McKenna, Regis, Relationship Marketing: Successful Strategies for the Age of the

Customers, Addison Wesley Publishing Company, 1991.

**BE - 403 (D) INTERNATIONAL MARKETING**

1. **International Marketing:** Scope, size and challenges of international marketing.
2. **Environment of International Business:** Geographical Technological, legal, socio cultural and Political.
3. **Global Markets:** Researching, Understanding and Negotiating for Global Market Opportunities, Market Entry strategies. Trade Blocks, Cooperation Strategies
4. **Policy framework and Procedural Aspects:** Export-Import Policy, Export trade Mechanics, Export-Marketing Risk.
5. **Developing Consumer for Global Markets:** International Distribution system, Global Advertising and Promotion effort, Promotion effort, Pricing in nternational trade.

**References:**

International Marketing B.S. Rathor & J.S. Rathor Himalaya Pub. House

International Marketing Rathor, Jani & Rathor Himalaya Pub. House

International Marketing Mgt. Varshney & Bhattacharya Sultan Chand & Sons

I.M.M. R.L. Varshney Sultan Chand & Sons

International Marketing Philip R. Cateora McGraw-Hill International

International Marketing Sak Onkvisit & John Shaw Prentcie-Hall of India

**Group (E) Finance**

**BE 402(E) SECURITY ANALYSIS AND PORTFOLIO – MANAGEMENT**

1. **Securities Market Mechanism:** Securities Market – Primary and secondary, organized stock exchange, over-the-counter markets, and mechanics of investing, market orders-limit order, stop orders, margin orders and short sales.
2. **Economic and Industry analysis:** Economic indicators, evaluation of economic performance using economic indicators, Economic forecasting, Industry classification, steps involved in industry analysis. – Industry life cycle, techniques of evaluating industry-factors, sources of industry data.
3. **Financial Analysis:** Financial statement, impact of changes in accounting policies, financial indicator ratio analysis, non-financial parameters.
4. **Technical analysis and Valuation of Securities:** Meaning Objective and Basic Assumptions of Technical Analysis, Dow theory valuation concepts time value of money future value of simple cash flow and an annuity present value of simple cash flow and an annuity valuation of bonds-models and theorems multi-period valuation models, valuation with constant and variable growth dividends impact of growth on prices, P/E ratio, Equity valuation ratio approach.
5. **Portfolio Management:** Risk and return in Portfolio Management, capital Asset Pricing Model (CAPM), Portfolio Analysis, Diversification and Techniques of Risk reduction, Basics of Portfolio management in Indian, Markowitz Model Modern Portfolio theory.

**References:**

Portfolio Mgt. James-L-Farrell McGraw Hill

Security Analysis & PM V.A. Avdhani Himalaya Publishing

Portfolio Analysis & Mgt. V.K. Bhalla Sultan Chand & Sons

Security Analysis & PM Fischer & Jordan Prentice Hall India

**BE - 403 (E) FINANCIAL SERVICES**

1. **Financial Services:** Meaning growth & future prospects of financial services in India. Regulation of Financial services – SEBI – Its functions power and regulation.
2. **Mutual Funds & Underwriting Services:** Concept objective & types of mutual fund, Resource mobilization and investment pattern of M.Fs in India, regulation of M.Fs Money market Mutual Funds. Underwriting – Meaning & organizational set up, regulation, recent trends and regulation role of underwriters.
3. **Venture capital leasing and factoring services:** Concept growth and function of venture Capital, in India. Leasing – Meaning & function types of leases, leasing services in India.

**Bill financing & Factoring:** Function & types of future prospects of factoring services in India, Hire Purchase, consumer finance consumer finance, Credit cards, Real Estate financing – Meaning function & their future prospects.

1. **Fee Based Services:** Merchant Banking-concept, function, growth and regulation of merchant Banking in India. Credit Rating Services: Need & Nature, corporate bonds & equity rating custodial Services in India.
2. **Investor Protection:** Role of SEBI in Investor Protection, SEBI regulation on Insider trading Investors Association & Consumer forums.

**References:**

Financial Services M.Y.Khan Tata McGraw-Hill

Financial Services Keith Vincent Pitman Publishing

Marketing of Financial V.A. Avadhani Himalaya Publishing

**Group (F) Human Resource Management**

**BE - 402 (F) LABOUR LAW AND INDUSTRIAL RELATIONS**

1. **Industrial Relations:** Concepts, Content and objectives of IR. Impact of Industrial relations on production, Requirements for a good IR Programme.
2. **Industrial Disputes:** Meaning, Forms, Causes, Effects, Strike lockout closure, lay-off and Retrenchment, unfair Labour Practices Prevention and Settlement of Industrial Disputes. Grievance Handling, Domestic Enquiry. Trade Unions: Concept, Scope, Significance, meaning of Workers Participation in Management, Its Forms and Level of Participation in India.
3. **Collective Bargaining:** Concept, Purpose, Forms of Collective Bargaining in India, Pre-requisites of Successful Collective Bargaining. Industrial Democracy: Concept, Scope, Significance, meaning of Workers Participation in Management, Its forms and Levels of Participation in India.
4. **The Factory Act.** **1948:** Definitions, Salient Features of licensing and registration of factories. Provisions regarding health, safety and welfare. Working hours of adults and holidays. Employment of young persons & women, annual leave.
5. **The Trade Union Act. 1926:** Definition, registration of trade union, cancellation and re-registration, duties and obligations of TU, rights and privileges of TU, amalgamation & disassociation of TU.

**References:**

Personnel Mgt. & Industrial Relations B.P. Singh, T.N. chabra Dhanpat Rai & Co

& P.L. Taneja

Personnel Mgt. & Industrial Relations P.C. Tripathi Sutan Chand & Sons

**BE - 403 (F) HUMAN RESOURCE DEVELOPMENT**

1. **Introduction:** Concept and evolution of personnel management and HRM, Difference between PM and HRM. Functions of HRM, Concept of HRD.
2. **HR Planning:** Concept, Objective, Importance, and Process. Recruitment: Meaning, process, and sources: selection process, test, and types of test, interview, and types of interview.
3. **Job Design:** Meaning, concept, Job Analysis, Job description, Job specification, Job rotation, job enlargement, job enrichment, job evaluation. Promotion: objectives, types, promotion by seniority vs. merit. Transfer: meaning purpose; Demotion, dismissal, suspension, suspension, discharge.
4. **Training and Development:** Difference between training, Education and development. Need for training, objectives of training, identifying training needs, training programme, advantages of training, characteristics and objectives of management development (MD), Process of MD, MD Contents, Methods of MD.
5. **Performance Appraisal:** Meaning, purpose, merit rating vs. performance evaluation methods of performance appraisal, MBO-MBR (Management by Results) potential appraisal.

**References:**

Human Resource Management N.K. Singh Excel Books

Human Resource Management T.N. Chabbra Dhanpat Rai publcation

**BE - 404. Dissertation**

**BE - 405. Comprehensive Viva-Voce.**