

BBA Program Structure and Credits Mapping :

S. No	Course Code	Paper	Credit	Contact Hours	Internal	External	Total
1	DBM -101	Business Communication Skills	4	12	30	70	100
1	DBM -102	Business Mathematics	4	12	30	70	100
1	DBM -103	Introduction to Computers	4	12	30	70	100
1	DBM -104	Principle of Management	4	12	30	70	100
2	DBM -105	Business Environment	4	12	30	70	100
2	DBM -106	Business Economics	4	12	30	70	100
2	DBM -107	Introduction to Financial Accounts	4	12	30	70	100
2	DBM -108	Organizational Behaviour	4	12	30	70	100
3	DBM -109	Cost Accounting	4	12	30	70	100
3	DBM -110	Foundation Of Human Skills	4	12	30	70	100
3	DBM -111	Human Resource Management	4	12	30	70	100
3	DBM -112	Principles Of Marketing	4	12	30	70	100
4	DBM -113	Business Statistics	4	12	30	70	100
4	DBM -114	Financial Management	4	12	30	70	100
4	DBM -115	Management Information Systems	4	12	30	70	100
4	DBM -116	Production & Operation Management	4	12	30	70	100
5	DBM -117	Enterprise Resource Planning	4	12	30	70	100
5	DBM -118	Elements of Company Law	4	12	30	70	100
5	DBM -119	Business Entrepreneurship	4	12	30	70	100
5	DBM -120	International Economics	4	12	30	70	100
6	DBM -121	Business Regulatory Framework (Mercantile Law)	4	12	30	70	100
6	DBM -122	Business Administration	4	12	30	70	100
6	DBM -123	E-Commerce	4	12	30	70	100
6	DBM -124	Project Work	8	24	30	70	100

Table of Contents

Year 1: Syllabus	2
Year 2: Syllabus	10
Year 3: Syllabus	21

Year 1: Syllabus

Subject: Business Communication Skills -

Chapter 1: Attitudes

1.1 Introduction - 1.2 Attitude and Behaviour - 1.3 Structure of Attitude - 1.4 The function of attitude - 1.5 Formation of attitude - 1.6 Strength of Attitude - 1.7 Importance of attitude - 1.8 Steps in Developing Positive Attitude - 1.9 Measuring Attitude - 1.10 Summary - 1.11 Self Assessment Questions - -

Chapter 2: Goal Setting

2.1 Introduction - 2.2 Concept of goals, objectives and aims - 2.3 Timeline for Goals - 2.4 Characteristics of goals - 2.5 Importance of goals - 2.6 Significance of goals - 2.7 Activity in goal setting - 2.8 Common obstacles of goals achievement - 2.9 Techniques to achieve goals - 2.10 Summary - 2.11 Questions - -

Chapter 3: Time Management

3.1 Introduction - 3.2 Importance of effective Time management techniques - 3.3 Significance of effective time management techniques - 3.4 What is Time management? - 3.5 Barriers to effective time management - 3.6 Time management tools and techniques - 3.7 Summary - 3.8 Self-assessment questions - -

Chapter 4: Stress Management

4.1 Introduction - 4.2 Why is Stress created? - 4.3 Definition of Stress - 4.4 Types of stress - 4.5 Stress Management Techniques - 4.6 Why to manage stress effectively? - 4.7 Sources of stress - 4.8 Stress coping ability - 4.9 Measures to manage stress - 4.10 Principles of stress management - 4.11 Summary - 4.12 Self assessment question - -

Chapter 5: Communication Skills

5.1 Introduction - 5.2 Definition of Communication - 5.3 Significance of Business Communication - 5.4 Proper Selection of Means of Communication - 5.5 Communication Gap - 5.6 Communication Skills - 5.7 Summary - 5.8 Self Assessment - -

Chapter 6: Process of Communication

6.1 Introduction - 6.2 Process of Communication - 6.3 Feedback is a key for effective communication - 6.4 Guidelines to effective communication - 6.5 Forms of Communication - 6.6 Summary - 6.7 Self Assessment - -

Chapter 7: Body Languages

7.1 Introduction - 7.2 Concept of Body Language - 7.3 Types of Body Language - 7.4 Uses of Body Language - 7.5 Effects of Positive Body Language at Workplace - 7.6 Body Language – Postures and Interpretation - 7.7 How your body language alters your state of mind? - 7.8 Summary - 7.9 Self Assessment Questions - -

Chapter 8: Emotional Intelligence

8.1 Introduction - 8.2 Concept and Definitions - 8.3 Elements of Emotional Intelligence - 8.4 Organizational Application - 8.5 Conflict Management - 8.6 Summary - 8.7 Self Assessment Questions

Chapter 9: Interpersonal Communication

9.1 Introduction: interpersonal communication - 9.2 Communication and Emotion - 9.3 Definition of Interpersonal Communication - 9.4 Significance of Interpersonal Relationships and communication - 9.5 Enhance your interpersonal communication and relationships - 9.7 Self Assessment Question - -

Chapter 10: Listening Skills

10.1 Introduction - 10.2 Concept of Listening - 10.3 Significance of listening. - 10.4 Types of listening - 10.5 Listening skills - 10.6 Benefits of listening - 10.7 Summary - 10.8 Self-assessment questions

Subject – Business Mathematics

Chapter 1 – RATIO, PROPORTION, VARIATION AND PERCENTAGES

Structure: Introduction Ratio - Ratio and examples - Proportion and examples - Variation and examples - Variation and example - Summary - Self-Assessment Questions

Chapter 2: PROFIT AND LOSS

Structure: Introduction - Profit and Loss - Goods Passing Through Successive Hands - Successive Discount - Sales Tax - Summary - Self-Assessment Questions

Chapter 3: SIMPLE INTEREST AND COMPOUND INTEREST

Structure: Introduction - Concept of Simple Interest - Compound Interest - Summary - Self-Assessment Questions

Chapter 4: SHARES AND DIVIDENDS

Structure: Introduction to Shares and Dividends - Corporations, Shares, and Shareholder Rights - Introduction Dividend - Legal Framework of Dividend - Summary - Self-Assessment Questions

Chapter 5: MATRICES AND DETERMINANTS

Introduction to Matrices - Definition, Meaning and types of Matrices - Matrix Operations - Determinants - Minors and Cofactors - Summary - Self-Assessment Questions

Chapter 6: RELATIONS AND FUNCTIONS

Structure: Introduction meaning and Definition - Relation Meaning and Definition - Function - Graphs of a Function - Determining the Domain of a function given the Equation - Summary - Self-Assessment Questions

Subject: Introduction to Computers

Chapter 1: Computer Fundamentals

Structure: Introduction - Characteristics of computers - Computer Generations - Types of computer applications - Computer structure - Operating Systems - Types of processors - Computer uses in Business - Summary - Self-Assessment Questions

Chapter 2: Data Communication and Networking

Structure: Introduction - Data communication components - Communication media - Types of communication services - Modem - Computer Networks - Benefits of Networks - Types of Networks - Networking Terms - Teleconferencing tools - Interconnection Communication Model - Summary - Self – Assessment Questions

Chapter 3: Operating System Fundamentals

Structure: Introduction Operating Systems - Windows Operating System history - Tasks of Operating system - Windows API, Drivers and Unicode - Components of windows OS - Summary - Self-Assessment Questions

Chapter 4: Microsoft Office Package

Structure: Introduction - MS office package - MS office installation 2013 - MS office 365 - Summary - Self-Assessment Questions

Chapter 5: Advanced Excel and Multimedia

Structure: Introduction - Excel working - Microsoft Excel starter 2010 - Excel Built in Functions - Summary - Self-Assessment Questions

Subject: Principles of Management

Chapter 1: Management an Overview

Structure: OBJECTIVES - Introduction - Nature of Management - Definition - Management – Science - Management as an Art - Management as both Science and Art - Features of management - Process of management - Levels of management - Summary - Case Study and Questions

Chapter 2: Management Thought

Structure: Objectives - Introduction - Early Management Thought - The Classical Approach - Modern Management Approaches - The Quantitative Approach of Management Thought - Systems Approach of Management Thought - Modern approaches to management - Other Responsibility of Management - Summary – Questions

Chapter 3: Understand significance of process of planning and decision making

Structure: Objectives - Introduction - Nature and Objectives - Significance Process of Planning - Types of Plans - Steps in Planning Process - Merits and Demerits of Planning - Management by Objective - Decision Making - Summary – Questions

Chapter 4: Organizing

Structure: Objectives - Introduction - Major steps in organizing - Principles of Organizing Functions - Classification of Organization. - Summary – Questions

Chapter 5: Controlling And Delegation

Structure: Objectives - Introduction. - Major steps in control process - Controlling Function of Management - Qualities of effective control. - Delegation of Authority - Process of Delegation of Authority by Manager. - Relationship between Authority and Responsibility - Principles of Delegation of Authority - Centralization & Decentralization - Delegation & Decentralization - Budget and Financial controls - Summary - Case Study & Questions

Chapter 6: Concepts of Leadership

Structure: Objectives - Introduction - Importance of Directing as Managerial function - Supervisor and Role of Supervisor - Functions of Supervisors - Leadership and its Characteristics - Importance of Leadership. - Roles performed by the Leader - Leadership & Management - Leadership Styles. - Trait theory of Leadership - Behavioural Theories. - Role theory. - Managerial grid. - Summary - Questions

Chapter 7: Directing

Structure: Objectives - Introduction - Creativity and Innovation - Motivation and Satisfaction - Communication - Organization Culture - Summary – Questions

Chapter 8: Modern Management Practices

Structure: Objectives - Managing diversity - Questions - Summary - Japanese Management Practices - Unique Features of Japanese Management - Comparison of Japanese and American Management – Entrepreneurship - Summary – Question

Subject: Business Environment

Chapter 1: Introduction to Business Environment

Structure: Introduction to Business, - Business environment Components - Internal environments - External Environment - Importance of Business Environment - Scope of Business & Effective Performance - Economic Systems - Self Assessment Questions - Summary –

Chapter 2: Economic Trends (Overview)

Structure: Economic Trends (Overview). - Economic Trends (Overview): Income Pattern in India. - Economic Trends (Overview): Savings and Investment. - Indian Industry in economy Public Sector - Indian Industry in economy Private Sector - FDI - Trade (Foreign) - Balance of Payments - Self-Assessment questions - Summary –

Chapter 3: Problems of Growth

Structure: India's Economy, its Challenges, Opportunities, and Impact - Problems of Growth – Unemployment. - Problems of Growth – Poverty - Problems of Growth - Regional Imbalances - Parallel

Economy - Policies undertaken by the government - Problems of Growth – Inflation. - The Current Five Year Plan - Major Policies - NITI AAYOG - Self Assessment questions - Summary –

Chapter 4: Role of Government

Structure: Introduction and meaning of Fiscal Policy - Monetary Policies - Industrial Policy of India - Industrial Licensing - Privatization - Globalization - Export – Import Policy - Self Assessment Questions Long Question – Summary

Chapter 5: International Trading Environment

Structure: International Business environment - Challenges of International Business environment - Brief History of GATT - HOW WTO different from GATT? - WTO-Report 2018 - History of International Bank (WORLD BANK)for Reconstruction and Development. - Report and Facts of IMF - History- overview UNCTAD - Key Factors of UNCTAD in new WTO-Report 2018 - Self Assessment Questions - Summary –

Subject: Business Economics

Chapter 1: Introduction to International Trade

Structure: Introduction - Meaning and Definition of International trade - Internal trade vs. International trade - Features of International trade - Role and Importance of foreign trade - Factors Affecting foreign trade - Advantages of International trade - Disadvantages of International trade - Conclusion - Self Assessment Question Answers

Chapter 2: Theories Of International Trade –I: Classical Theory

Structure: Introduction to Classical Theories - Assumptions of the theory - Classical theories - Source of gains - Drawbacks of classical theories - Conclusion - Self Assessment Question

Chapter 3: Theories Of International Trade-ii: Modern Theory

Structure: Introduction: - Modern theory of international trade - Assumptions of the theory - Explanation of Heckscher- Ohlin theory - Factor abundance - Evaluation of modern theory - Classical vs. Modern theory - Conclusion - Self assessment question answers

Chapter 4: Terms of Trade

Structure: Introduction - Meaning and Definition of Terms of Trade - Different Concepts of Terms of Trade - Determination of Terms of Trade - Factors affecting Terms of Trade - Conclusion - Self Assessment Question

Chapter 5: Gains from Trade

Structure: Introduction - Meaning and Definition of gains from trade - Kinds of gains from trade - Determinants of gains from trade - Measurement of gains from trade - Conclusion - Self Assessment Question Answers

Chapter 6: Balance of Payment

Structure: Introduction - Meaning and Definition - Accounting Structure of balance of payment - Components of BOP - Significance of BOP - Conclusion - Self Assessment Question Answers

Chapter 7: Disequilibrium In Balance Of Payment

Structure: Introduction - Disequilibrium: favourable , unfavourable and balanced - Types of Disequilibrium in Balance of Payment - Causes of Disequilibrium - - Unfavourable Balance of Payment in India - - Measures/suggestions to correct Disequilibrium in the Balance of Payments - - Conclusion - Self Assessment Question Answers

Chapter 8: India's Balance Of Payment Since 1991

Structure: Introduction - Indian's Balance of Payment since 1991 - Convertibility of rupee - Reason behind lowering India's balance of payment - Measures and suggestion to improve India's balance of payment - Conclusion - Self Assessment Question Answers

Chapter 9: World Trade Organisation And Its Agreements

Structure: Introduction - Background and History - Structure of WTO - Principles of the WTO Agreements - Objectives of WTO - Functions of WTO - Impact of WTO - Agreements of WTO - Conclusion - Self Assessment Question Answers

Chapter 10: Foreign Exchange Markets

Structure: Introduction - The Foreign Exchange market - Instruments of External Payments - Functions of Foreign Exchange Market - Participants in Foreign Exchange Market - Conclusion - Self Assessment Question Answers

Chapter 11: Exchange Rate System

Structure: Introduction - Meaning and Definition of exchange rate system - Types of Foreign Exchange System - Current exchange rate arrangements - Conclusion - Self Assessment Question Answers

Chapter 12: Exchange Rate and Risk Coverage

Structure: Introduction - Meaning and Definition of Foreign Exchange Rate - Types of Foreign Exchange Rate - Fundamental Factors Affecting Exchange Rates - Exchange Risk/Exposure - Conclusion - Self Assessment Question Answers

Chapter 13: Exchange Rate and Determination

Structure: Introduction To Exchange Rates - Meaning and Definition of Exchange Rates - Determination of Equilibrium Exchange Rate - Change in the Equilibrium Exchange Rate - Factors Responsible for Changes in Exchange Rate - Conclusion - Self Assessment Question Answers

Chapter 14: Purchasing Power Parity Theory

Structure: Introduction - Meaning and Definition of PPP - Two versions of PPP theory - Criticism of purchasing power parity - Keynes' critique - Conclusion - Self Assessment Question Answers

Chapter 15: RBI and Exchange Rate Management

Structure: Introduction - RBI and foreign exchange management - Role of RBI in foreign exchange management - RBI intervention in the foreign exchange market - RBI's intervention in foreign exchange management since 1991 - Conclusion - Self Assessment Question Answers

Subject: Introduction to Financial Accounting

Chapter 1: Meaning and Scope of Accounting

Structure: Meaning and Definition of Accounting: - Objectives of Accounting: - Advantages of Accounting: - Limitations of Accounting: - Scope of Accounting: - Meaning of accounting, essential ideas, terms utilized in business bookkeeping: - Objectives of Accounting: - Essential Accounting Terms: - Types of Accounts, journal, ledger and trial balance: Classification of Accounts: - Methods of Preparing Trial Balance: - Accounting data: - Accounting Concepts and Convention: - Summary: - Self-Assessment Questions

Chapter 2: Journal and Ledger

Structure: Introduction - Definition and Meaning of Journal: - Format of Journal and its Column wise details - what is journal entry in accounting: - Utility of journal: - Limitation of journal: - How to Journalise the transactions: - Set of information need to recorded while Journalise the transactions: - Types of Journals: - Advantageous of Journals: - Practical problems on Journals: - Introduction of Ledger: - Meaning and Definition of Ledger: - Characteristics of Ledger: - The collective effects of all transaction pertaining to one particular Account: - Posting Procedure: - Summary - Multi Choice Questions - Question and Answers (Long and Short Questions)

Chapter 3: Subsidiary Books

Structure: Meaning and Types of Subsidiary Books: - Features of Subsidiary Books - Advantages of Subsidiary Book: - Books of Journals: - Self-Assessment Questions

Chapter 4: Bank Reconciliation Statement

Structure: - Introduction of Bank Reconciliation Statement: - Steps to prepare Bank Reconciliation Statement (BRS) - Advantages of Setting Bank Reconciliation Statement: - Need for Bank Reconciliation Statement: - Reasons for Difference in Bank Book and Pass Book - Procedure for Preparation of bank Reconciliation Statement - Problems - Multi Choice Questions - Long Answer Questions

Chapter 5: Capital and Revenue Expenditure and Receipts

Structure: Introduction, Definition and Meaning: - Kinds of Capital Receipts: - Illustrations of Capital Receipts - Similarities in Revenue Receipt and Capital Receipts: - Vital Differentiating points of Capital Receipt and Revenue Receipt: - Highlights of Revenue Receipts - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Summary: - Multi Choice Questions: - Questions

Chapter 6: Depreciation

Structure: Introduction, Definition and Meaning: - Kinds of Capital Receipts: - Illustrations of Capital Receipts - Similarities in Revenue Receipt and Capital Receipts: - Vital Differentiating points of Capital Receipt and Revenue Receipt: - Highlights of Revenue Receipts - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Effects of Transitions from schedule XIV to Schedule II: - Problems on Depreciation: - Self-Assessment Questions

Chapter 7: Trial Balance

Structure: Introduction - Concept and Meaning of Trial Balance: - Definition of Trial Balance - Purpose of Trial Balance: - Objectives of Trial Balance: - Limitations of Trial Balance: - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Effects of Transitions from schedule XIV to Schedule II: - Problems on Depreciation - Self-Assessment Questions

Subject: Organizational Behaviour

Chapter 1: Fundamentals of Organizational Behaviour

Structure: Introduction - Organization - Organizational Behaviour - Intuition and Systematic Study - Organization and Organization Behaviour - Discipline and Organizational Behaviour - Historical Evolution of Organizational Behaviour - Organizational Behaviour Models - Summary - Self Assessment Questions -

Chapter 2: Individual Process and Behaviour

Structure: Attitude - Personality and Value - Motivation - Perception - Factors influencing Perception - Attribution Theory - Frequently used shortcuts in judging others - Specific Applications in Organizations - The Link between Perception and Individual Decision Making - Improving Creativity in Decision Making - How are decisions actually made in Organizations? - Individual Differences-decision Making Styles - Organizational Constraints - Ethics in Decision Making - Summary - Self Assessment Questions –

Chapter 3: Interpersonal Process and Behaviour, Team and Team Development

Structure: Introduction - Key Group Concepts - Implications on performance and satisfaction - Group Behaviour Model - Characteristics of Group Decision Making - Towards improved Group Decision Making - Group Cohesiveness - Cohesiveness and Group Productivity - Team - Organizational Context for Teams - Team Work - Life Cycle of Team - Ingredients of Effective Team - Potential Team Problems - Team Building - Types of Teams - Self Managing Teams - Summary - Self Assessment Questions

Chapter 4: Learning and Leadership Development

Structure: Introduction to Leadership - Types of Leaders - Leadership Styles - Relevant Conditions for Leadership Styles - Leadership Theories - Contingency Model of Leader Effectiveness - Fred Fiedler's Contingency Model - Path Goal Theory - Managerial Grid - Introduction and Nature of Learning - Process of Learning - Cognitive Theory of Learning - Social Learning Theory - Principles of Learning - Schedules of Learning - Learning Curves - Learning and Organizational Behaviour - Summary - Self Assessment Questions

Chapter 5: Organization Culture, Structure and Design

Structure: Organization Culture: Definitions - Organizations as a System - Features of the Organizational Culture - Functions of Organizational Culture - Approaches to Organizational Culture - How to get employees to follow the culture - Organization Structure: Introduction - Organization Structure - Organization Environment - Environmental Structure - Characteristics of Environment - Organization as Systems - Generic Types of Organizations - Formal Organization: Design and Structure - Division of Labor and Task Interdependence - Work Specialization - Departmental Choices - Organizational Design - Product and Functional Organizations - Matrix Organization - Project Organization - Distribution of Authority - Summary - Self Assessment Questions

Chapter 6: Stress

Structure: Introduction - Model of Stress - Stress Manifestation - Coping Strategies - Coping and Personality - Sources of Stress - Stress Management - Organization Approaches to Stress Management - Summary - Questions for Self Assessment Questions

Chapter 7: Managing Conflict and Change

Structure: Introduction - Individual Conflict - Organizational Conflict - Types of Organizational Conflict - Integration, Diffusion and Complimentarily - Other Resolution Techniques - Organizational Change - Implementing Organizational Change - Summary - Self Assessment Questions

Year 2: Syllabus

Subject: Organizational Behaviour

Chapter 1: Business Statistics – Meaning and Important

Structure: What is Statistics? - Importance of Statistics - Population vs Sample - Data - Types of Sampling - Definitions - Self-Assessment Questions –

Chapter 2: Presenting Data in Tables and Charts

Structure: What is frequency distribution - Principles for Constructing Frequency Distributions - Graphs OF Frequency Distributions - Self-Assessment Questions

Chapter 3: Measures of Central Tendency

Structure: Definitions - measures of Central Tendency - Positional Averages - Summary - Self Assessment Questions

Chapter 4: Measures of Dispersion

Structure: Why dispersion? - What is Dispersion? - Types of Dispersion - Methods of Dispersion - Coefficient of Variation or C. V. - Measures of Position - Self-Assessment Questions

Chapter 5: Correlation

Structure: Introduction to Correlation - Utility of Correlation - Types of Correlation - Methods of Studying Correlation - Properties of Coefficient of Correlation - Merits of Pearson's coefficient of correlation - Direct Method of Computing Correlation Coefficient - Properties of Coefficient of Correlation - Self-Assessment Questions

Chapter 6: Regression Analysis

Structure: Regression Analysis - Difference between Correlation and Regression - Methods of Regression Analysis - Properties of Regression Coefficients - Standard Error of Estimate - Self-Assessment Questions

Chapter 7: Time Series

Structure: Analysis of Time Series - Components of time series - Mathematical Statement of the Composition of Time Series - Methods of Measuring Trend - Self-Assessment Questions

Chapter 8: Index Numbers

Structure: Index Numbers - Index Numbers have the following features - Problems in the Construction of Index Numbers - Methods of Constructing Index Numbers - Price Index - Consumer Price Index Numbers - Self-Assessment Questions –

Chapter 9: Probability

Structure: Probability - Methods of Assigning Probability - Relative Frequency Approach - Conditional Probability - Bayes' Theorem - Definitions - Self-Assessment Questions –

Chapter 10: Decision Theory

Structure: Decision Theory - Decision Problems - Shortcomings of expected monetary value, utility - Some Shortcuts - A Single-Stage Inventory Problem - Bayes' Formula - Optimal Acceptance Sampling - Self-Assessment Questions –

Subject: Cost Accounting

Chapter 1: Basics of Cost Accounting

Structure: Concept of Cost - Cost Accounting - Scope of Cost Accounting - Objectives of Cost Accounting - Limitations of Cost accounting - Cost unit and Cost Centers - Difference between financial accounting and cost accounting - Cost Control vs. Cost Reduction - Cost Reduction –

Chapter 2: Preparation of Cost Sheet

Structure: Elements of cost - Difference between Direct Materials and Indirect Materials - Overheads - Classification of cost - Classification by Nature of Expense - Classification by Functions - Classification based on Behaviour - Classification based on Costs for Management Decision Making - Controllable and Non-Controllable Costs - Classification by Time - Classification by functions - Classification by Identification - Classification by controllability - Classification by Variability - Classification on the basis of time - Preparation of cost sheet, Tenders and Quotations

Chapter 3: Material

Structure: Material – Meaning and Definition - Objective of Material Control - Purchasing - Functions of Purchase Department - Material Purchase Procedure - Stock Levels - Economic Order Quantity (EOQ) - -

Chapter 4: Material Accounting

Structure: Store Organization - Duties of Store Keeper - Classification & Codification of Materials - Priced Vocabulary of Stores - Stores Accounting - Account Records - Stock Taking - Material Handling - Material Issue Procedure - Material Transfer Note - Store Records - Difference between Bin Card and Stores Ledger - Perpetual Inventory System - Periodical Stock Verification - ABC Analysis - Valuation of Material Issues - Other Important concepts under Materials

Chapter 5: Budget and Budgetary Control

Structure: Introduction - Budgetary Control - Nature of budget and budgetary Control - Objectives of Budget and Budgetary Control - Characteristics of budget - Essentials of Budgetary Control - Essentials of Effective Budgeting - Advantages of Budget and Budgetary Control - Limitation of Budget and Budgetary Control - Steps in Budgetary Control - Types of Budget - According to Functions - Time Budget

Subject: Financial Management

Chapter 1: Introduction to Financial Management

Structure: Introduction to Financial Management - Meaning of Business Finance - Three fundamental approaches to finance - Definition of Financial Management - Evolution of Financial Management - Functions of Financial Management - Importance of Financial Management - Financial management is indispensable to any organisation as it helps in - Concept of Financial Decisions - Basic Factors Influencing Financial Decisions - External Factors - Internal Factors: - Summary - Multiple Choice Questions - Question for Self Study

Chapter 2: Financial Forecasting

Structure: Meaning of Forecast - Budgeting vs. Forecasting - Characteristics and Qualities of Financial Forecast - Financial Forecasting Strategies - Benefits of Financial Forecasting - Six Techniques of Business Forecasting - Statistical Tools Used for Business Forecasting - Summary - Multiple Choice Questions - Question for Self Study

Chapter 2: Financial Forecasting

Structure: Meaning of Forecast - Budgeting vs. Forecasting - Characteristics and Qualities of Financial Forecast - Financial Forecasting Strategies - Benefits of Financial Forecasting - Six Techniques of Business Forecasting - Statistical Tools Used for Business Forecasting - Summary - Multiple Choice Questions - Question for Self Study -

Chapter 3: Sources of Finance

Structure: Sources/Wellsprings of Finance - Equity Shares - Highlights of Equity Shares - Classification or Arrangement of Equity Shares - Advantages and Favourable circumstances of Equity Shares - Disadvantages or Inconveniences of Equity Shares - Preference Shares - Categories or Sorts of Preference shares - Features/Highlights of Preference Shares - Advantages/Points of interest of Preference Shares - Disadvantages/Weaknesses of Preference Shares - Differed/Conceded Shares^{3.13} Debentures - Features/Highlights of Debentures - Favourable circumstances of Debenture - Disadvantages of Debenture - Long Term Loans or Loan Financing - Advantages/Favourable circumstances of Long-term Loan - Disadvantages / Hindrances of Long-term Loan - Trade/Exchange Credit - Advantages or Focal points - Factoring - Highlights of a Factor - Advantages/Focal points - Disadvantages or Burdens of Factoring Services - Kinds of Factoring - Public Deposits or Open Deposits - Highlights/Features - Advantages/Points of interest - Retained Earnings (Earnings Held by Organisation) - Favourable Circumstances of Retained Earnings - Drawbacks of Retained Earnings - Summary - Multiple Choice Questions - Question for Self Study

Chapter 4: Capital Structure

Structure: Capital Structure - Presentation/Introduction - Definition and Meaning of Capital Structure - Meaning and Definition of Capital Structure - Capital Structure - Capital Structure Assumptions - Contrast between Financial Structure and Capital Structure - Objective or Target of Capital Structure - Ideal Capital Structure - Significance/Importance of Capital Structure - Forms of Capital Structure - Problem on Optimal Capital Structure - Factors Determining the Capital Structure - Risk Consideration - Capital Structure Theories - Concepts and Formulas - Total compensation Approach (NI Approach) - NI approach suspicions or assumptions - NI approach set up the connections - Graph showing NI Approach - Illustration - Net Operating Income (NOI) - Presumptions/Assumptions - NOI Recommendations / Propositions - Illustration - Illustration - Traditional Approach - Illustration - Modigliani – Miller Approach also called as MM Approach - Presumptions / Assumptions - Modigliani – Miller present some ideas - Problem: CA- IPCC - As the Market value of the firm Q (Unlevered): - Summary - Multiple Choice Questions - Question for Self Study -

Chapter 5: Cost of Capital

Structure: Cost of Capital - Basic concepts of Capital Structure - Assumptions and Presumption - Suppositions or Assumptions - Assumptions - Standard/Rule - Calculation of Cost of Debt - Calculation of Cost of Equity - Cost of Preference Shares - Cost of Retained Earnings - Weighted Average Cost of Capital - Summary - Multiple Choice Questions - Question for Self Study –

Chapter 6: Ratio Analysis

Structure: Concept of Ratio - Meaning of Ratio Analysis - Generally, ratio analysis involves four steps - Objectives of Ratio Analysis - Advantages of Ratio Analysis - Limitations of Ratio Analysis - Classification of Ratios - Problem - Summary - Multiple Choice Questions - Question for Self Study –

Chapter 7: "Budget & Budgetary Control - Cash, Capital and Flexible Budget "

Structure: Meaning and Definition of Budget - Meaning and Definition of Budgetary Control - Objectives of Budgetary Control - Essentials of Successful Budgetary Control - Advantages of Budgetary Control -

Limitations of Budgetary Control - Cash Budget - Flexible Budget - Capital Budgeting - Problem - Problems on Flexible Budgeting - Summary - Multiple Choice Questions - Question for Self Study

Subject: Foundation of Human Skills

Chapter 1: Understanding Human Nature

Structure: Individual Behaviour - Temperament (Personality) and attitude - Thinking, learning and perceptions - Summary – Questions

Chapter 2: Group Behaviour

Structure: Introduction to Group Behaviour - Organisational Processes and System – Summary – Questions

Chapter 3: Organizational Culture and Motivation at Workplace

Structure: Introduction - Organizational Culture - Motivation at Workplace – Summary - Questions

Chapter 4: Organisational Change, Creativity and Development and Work Stress

Structure: Introduction - Organisational change and creativity - Organisational Development and work stress: Need for organisational development, - Summary - Questions –

Subject: Introduction to Human Resource Management

Chapter 1: Human Resource Management

Structure: Introduction - Definition of HRM - Significance of HRM - Concept of HRM - Development of HRM - Development of HRM in India - Relevance of HRM - Environment of HRM - Summary - Self-Assessment Questions –

Chapter 2: Human Resource Planning

Structure: Introduction - Significance of HRP - HRP and responsibilities involved - HRP Process - Techniques for forecasting resource needs - Forecasting of HR supply - Identification of HR gap - Short term HRP - Long term HRP - Various factors in HRP - Guiding principles in HRP - Summary - Self-Assessment Questions –

Chapter 3: Recruitment and Selection

Structure: Recruitment-meaning and definition - Process of recruitment - Recruitment policy - Factors affecting recruitment - Methods of recruitment - Selection-meaning and definition - Selection procedure - Factors which influence the steps involved in selection process - Steps in selection process - Summary - Self-Assessment Questions –

Chapter 4: Promotions and Transfers

Structure: Promotions-Meaning and definition - Types of promotions - Basis of promotions - Transfer-meaning and definition - Types of transfers - Summary - Self-Assessment Questions –

Chapter 5: Training and Development

Structure: Introduction - Training And Development – Meaning And Definition - Training And Development Methods - Design And Evaluation Of Training And Development - Levels Of Evaluation Of Training And Development - Methods Used For Evaluation Of Training And Development Programs - Summary - Self-Assessment Questions

Chapter 6: Performance Appraisal

Structure: Introduction - Definition, Need and Objectives - Performance Appraisal Vs. Performance Management - Methods of Performance Appraisal - Uses of Performance Appraisal - Limitations and Challenges of Performance Management - Summary - Self-Assessment Questions

Chapter 7: Career Planning

Structure: Introduction - Principal Compensation Issues and Management and Basic Concepts in Compensation - Wage and Salary - Recent trends in Compensation - Wage Policy - Compensation and Benefits - Wage Fixation - Incentive Schemes - Job Evaluation - Methods of Job Evaluation - Causes for Resistance to Job Evaluation - Productivity - Job Satisfaction and Productivity - Summary - Self-Assessment Questions

Chapter 8: Career Planning

Structure: Introduction - Career Planning, Development and Management - Succession Planning - Career Choices, Traits, Career Management Model and Career Anchor - Elements of Career Development Programme - Steps in Career Development System - Career development and diversity management - Advantages, Limitations and Suggestions - Counselling - Summary - Self-Assessment Questions

Chapter 9: Job Evaluation

Structure: Introduction - Job Evaluation Methods/Techniques - Advantages of job evaluation - Problems of job evaluation - Summary - Self-Assessment Questions

Chapter 10: Industrial relations

Structure: Introduction - Meaning Of Industrial Relations - Dunlop Model Of Industrial Relations - Importance Of Harmonious Industrial Relations - Objectives Of Industrial Relations - Conditions For Congenial Industrial Relations - Approaches To Industrial Relations - Indian Industrial Workers - Impact Of Globalisation On Industrial Relations - Summary - Self-Assessment Questions

Chapter 11: Trade Unions

Structure: Introduction - Meaning of Trade Unions - Functions of Trade Unions - Objectives of important Indian Trade Unions - Union Structure - Trade Union Formation - Trade Union as an Organisation - The Trade Union Act, 1926 - The Trade Union (Amendments) Act, 2001 - Problems of Trade Unions - Summary - Self-Assessment Questions

Subject: Introduction to Management Information System

Chapter 1: Management Information System

Structure: Introduction - The background - What is management information system - Need, purpose and objectives, - Contemporary approaches to MIS, - Information as strategic resource, - Use of information for comparative advantages, - MIS as a instrument for organizational change - Strategic management information system - Summary - Self-Assessment Questions

Chapter 2: Strategic Information System

Structure: Introduction - Competitive Strategy Concepts - Value Chain and Strategic - Using Information Technology for Strategic Advantage - Summary - Self-Assessment Questions

Chapter 3: Types of Management Information System

Structure: Introduction - Transaction Processing System - Management Information System - Decision Support System - Executive Support System for Senior Management - System that spin the organization – Enterprise Applications - Summary - Self-Assessment Questions –

Chapter 4: Management Information System in Functional Areas of Business

Structure: Accounting Information System - Geographical Information System - Human Resource Information System (HRIS) - Inventory Information System - Manufacturing Information System - Marketing Information System - Quality Information System - R & D Information System - Summary - Self-Assessment Questions

Chapter 5: MIS Development Model

Structure: MIS Development - Principals Of System Development - System Development Models - Uses Of System Development Model - Summary - Self-Assessment Questions –

Chapter 6: MIS Development Requirements and Specifications

Structure: Introduction - Requirements Analysis and Specification Process - System Requirements Specification - Structure of SRS Document - SRS Validity - Summary - Self-Assessment Questions

Chapter 7: Different System Affect MIS

Structure: Introduction - Data warehousing and data mining - Enterprise resource planning system - Customer relationship management system - Knowledge management system - Decision making and decision support system - Summary - Self-Assessment Questions –

Chapter 8: MIS The Factors of Success and Failure

Structure: Introduction - Factors Affecting IT Success and Failure - Proposal of Method Development - Summary - Self-Assessment Questions -

Subject: Principles of Marketing

Chapter 1: Introduction and Functions of Marketing

Structure: Marketing – Definitions, Concept, objectives, importance and functions of marketing: on the basis of exchange, on the basis of physical supply and facilitating functions - Approaches to the study of Marketing - Relevance of Marketing in a developing economy. - Changing profile and challenges faced by a Marketing manager – Summary – Self-Assessment Questions

Chapter 3: Marketing Environment and Market Segmentation

Structure: Traditional and Modern classification of markets - Service Marketing: 7P's of services marketing, importance of services marketing, importance of service sectors - Rural Marketing: Meaning, feature & importance of rural marketing, Difficulties in rural marketing and suggestions for improvement of Rural Marketing - Retail marketing: Meaning, feature & importance of Retail marketing - Tele marketing: Meaning, feature & importance of Tele marketing - E-Marketing: Meaning, feature & importance of E-marketing - Digital marketing: meaning, importance of Digital marketing - Green marketing: Meaning, feature & importance - Summary – Self-Assessment Questions

Chapter 4: Marketing Mix

Structure: - 4.1: Product mix and Price mix Meaning, scope and importance of marketing mix - a. Product mix: concept of a product, product characteristics: intrinsic and extrinsic, - PLC, Product simplification, product elimination, product diversification, new - product development - b. Price mix : meaning, element , importance of price mix , factors influencing pricing - , pricing approaches – cost-based, demand-based, value-based and competition - based; New product pricing; price lining, price adjustments, initiating and responding - to price changes. - 4.2: Place mix and Promotion mix - c. Place mix: meaning and concepts of channel of distribution, types of channel of - distribution or intermediaries, Factors influencing selection of channels, types of - distribution strategies: intensive, selective and extensive recent changes in terms of - logistics and supply chain management. - d. Promotion mix: Concept; marketing communication process and systems; elements - of promotion mix: Advertising: Nature and objectives; advertising budgeting - approaches; advertising media selection factors; importance and limitations of - advertising, types of media: outdoor, indoor, print, press, transit - merits and - demerits, concept of media mix, Recent trends in promotion - Chapter 5: Marketing Planning, Marketing Information System, Marketing Research - Summary – Self-Assessment Questions

Chapter 5: Marketing Planning, Marketing Information System, Marketing Research

Structure: Marketing planning: meaning, scope, importance, essentials and steps in marketing - planning, Importance and difficulties in marketing planning - Marketing Information System: Concept, components and importance of Marketing - Information System - Marketing Research – Meaning, definitions, objectives and scope of marketing - research, difference between market research and marketing research, types & - techniques of Marketing Research, Use of Marketing Research in management - Summary – Self-Assessment Questions

Subject: Production and Operations Management

Chapter 1: Introduction To Production And Operation Management

Structure: Introduction - Historical Evolution of Production and Operations Management - Production Management - Operating System - Introduction to Production and Operation Management - Operations Management - Objectives of Operations Management - Managing Global Operations - Scope of Production and Operations Management – Summary – Self-Assessment Questions

Chapter 2: Automation

Structure: Introduction - Open-Loop and Closed-Loop (Feedback) Control - Control Actions - History - Advantages and Disadvantages - Social Impact - Lights Out Manufacturing - Health and Environment - Convertibility and Turnaround Time - Automation Tools - Cognitive Automation - Relationship to Unemployment - Automation Technicians - Summary - Self Assessment Questions

Chapter 3: Plant Location

Structure: Plant Location - Advertisements - Summary - Self Assessment Questions – - Chapter 4: Plant Layout - Structure: Plant layout - Principles regarding the plant layout - Advantages - Plant layout tools and techniques - factors responsible for inefficient layout - Revising and improving plant layout - Factors relevant in the choice of the layout - Features of good layout - Typical weakness in a poor plant layout - Steps in planning the layout for a new enterprise - Model of layout - Summary - Self assessment questions

Chapter 4: Organization Of Physical Facilities

Structure: Organization of physical facilities - Definition and scope - Role of the facilities manager - CMMS, BIM, IWMS, AND OTHERS - Related issues - Emerging issues - Additional resources - Training courses - Metrics / key performance indicators - Definitions - Summary - Self assessment questions

Chapter 5: Organization Of Physical Facilities

Structure: Lighting - Ventilation - Air –Conditioning - Sanitation - Noise Control - Summary - Self Assessment Questions

Chapter 6: Safety

Structure: Safety Management - Description - Basic Safety-Management Components - Regulatory Perspective - Implementation - International Civil Aviation Organization - History - Statute - Standards - Regions and Regional Offices - Drone Regulations and Registration - Summary - Self Assessment Questions

Chapter 7: Materials Management

Structure: - Materials Management - Supply Chain Materials Management Areas of Concentration - Materials Management Campus Planning and Building Design - ABC Analysis - ABC Analysis Categories - ABC Analysis in ERP Packages - Stock Management - Retail Supply Chain - Software Applications - Business Models - Summary - Self Assessment Questions

Chapter 9: Purchasing

Structure: Purchasing - Objectives of Purchasing - Parameters of Purchasing and Production in Operations Management - Purchasing Procedure - Selection of Suppliers - The Development Project Committee of the National Association of Purchasing Agents - Special Purchasing Systems - Summary - Self Assessment Questions

Chapter 10: Material Handling

Structure: Material Handling - Objectives of Material Handling - Importance of Material Handling Principle - Home Learning Centre Fundamentals Monorail Systems/ Workstation Cranes - Overhead Cranes – Home Learning Center Fundamentals Packaging - Protective Guarding - Software - Storage - Principles of Material Handling - Summary - Self Assessment Questions –

Chapter 11: Material Storing

Structure: Materials Storing - Objectives of Store Management - Classification of Stores – Advantages – Disadvantages - Functions of a Store – Codification - Objectives of Codification - Advantages of Codification – Summary – Self-Assessment Questions

Chapter 12: Inventory Management

Structure: Inventory Management - The Inventory Management Process - Inventory Management Software Systems - Inventory Management Techniques - Definition - Business Inventory - Principle of Inventory Proportionality - High-Level Inventory Management - Accounting for Inventory - National Accounts - Distressed Inventory - Stock Rotation - Inventory Credit - Summary - Self Assessment Questions

Chapter 13: Production Planning & Control

Structure: Production Planning & Control - Production Planning - History - Types of Planning - Basic Principles of Production Planning - Production Planning - Production Control - Types - Objectives of Production Planning & Control - Main Elements of Production Planning & Control - Stages of Production Planning & Control - Importance of Production Planning and Control - Summary - Self Assessment Questions

Chapter 14: Quality Control

Structure: Quality Control - History and Introduction - Notable Approaches - In Project Management - Analytical Quality Control - In the Laboratory - Pharmaceutical Industry - Statistics - Inter-Laboratory Calibration - Eight Dimensions of Quality - What is 'Quality Management' - Continuous Improvement - Other Quality Buzzwords - The Future of Quality Control - Summary - Self Assessment Questions

Chapter 15: Time and Motion Study

Structure: Time and Motion Study - Objectives of Time and Motion Study - Benefits of Time and Motion Study - Treatment of Some Items of Motion Study - Time Study - Criticisms - Motion Studies - Work Measurement - Summary - Self Assessment Questions

Chapter 16: Plant Maintenance

Structure: Plant Maintenance - Objectives of Plant Maintenance - Importance of Plant Maintenance - Types of Plant Maintenance - Schedule of Plant Maintenance - Standard Data for Plant Maintenance - Setting and Using Standard Data - Some Recent Developments in Plant Maintenance - Summary - Self Assessment Questions –

Chapter 17: Waste Management

Structure: Waste Management - Central Principles of Waste Management - Modern Era - Waste Handling and Transport - Waste Handling Practices - Financial Models - Incineration - Re-Use - International Waste Movement - Challenges in Developing Countries - Technologies - Waste Management in India - ASSOCHAM Report - Waste Management Market in India - IT Initiatives - Challenges and Opportunities Associated With Waste Management in India - India's Waste Management Problem - Summary - Self Assessment Questions

Year 3: Syllabus

Subject: Business Administration

Chapter 1: Business Administration Concepts

Structure: Introduction - Business - Commerce – Business Administration - Management - Organization - Summary – Self-Assessment Questions

Chapter 2: Forms of Business Organization

Structure: Introduction - Sole Proprietorship - Partnership Firm - Limited Liability partnership - Joint Ventures - Joint Stock Companies - Co-operative Societies - Suitable of form of Business Organizations - Summary - Self Assessment Questions –

Chapter 3: Business Promotion

Structure: Business Unit Promotion - Location of Business Unit - Size of a Business Unit - Special Economic Zones - Summary – Self Assessment Questions

Chapter 4: Business Environment

Structure: Business Environment - Components of Macro-environment - Interaction of Business and Environmental Factors - Social Responsibility - Summary – Self Assessment Questions

Chapter 5: Legal Aspects

Structure: Compliance of Legal Requirement in programming a Business Unit - Forming of a company in India - Licensing, Registration - Filing Returns - Documents Relating to Incorporation - Important Legal Provisions Governing Promotion and Establishment of Unit - Summary - Self Assessment Questions

Chapter 6: Productivity

Structure: Productivity - National Productivity Council (NPC) - Product Quality Control - Quality Circles - Summary - Self Assessment Questions

Chapter 7: Recent Trends In Business Management

Structure: Liberalization - Privatization - Globalization - BPOs - KPO - LPO - SEZ - Public Private Partnership (PPP) - Summary – Self Assessment Questions

Chapter 8: Industrial Sickness

Structure: - Industrial Sickness - Industrial Sickness in India - Summary - Self Assessment Questions –

Subject: Business Entrepreneurship

Chapter 1: Entrepreneur and Entrepreneurship

Structure: Introduction - Entrepreneur - Definition of Entrepreneurship - Need and Importance of Entrepreneurship - Enterprise Vs Entrepreneurship - Self-Employment Vs Entrepreneurship - Entrepreneurial Traits or Competencies - Behavioral Pattern of an entrepreneur - Dynamics of Entrepreneurship - Entrepreneurial Motives - David C. McClelland's Theory of need for achievement and Kakinada Experiment –

Chapter 2: Study of Biographies of Entrepreneurs

Structure: Vithalrao Eknath Rao Vikhe Patil - Karmaveer Bhaurao Patil - Shree Bhausaheb Sakharam Hiray - Dr. Ratnappa Bharamappa Kumbhar - Dhananjay Ramchandra Gadgil - Balasaheb Bhausaheb Thorat

Chapter 3: Creativity and Innovation

Structure: Creativity – Innovation – Creativity, Innovation and Entrepreneurship – Summary – Self-Assessment Questions

Chapter 4: Business Ethics and Social Responsibility of Business

Structure: Business Concept - Social Responsibility of Business - Business Ethics - Ethical Structure - Social Audit of Business –

Chapter 5: Group Entrepreneurship

Structure: Group Entrepreneurship: Concept, Meaning and Significance – Self-Help Groups – Summary – Self-Assessment Questions

Chapter 6: Various Entrepreneurial Opportunities

Structure: Entrepreneurial Opportunity - Entrepreneurial opportunities in Service Sector – Summary – Self-Assessment Questions

Subject: Business Regulatory Framework (Mercantile Law)

Chapter 1: Law of Contract - General Principles

Structure: 1.1 Meaning and Nature of contract - 1.2 Essential elements of valid contract - 1.3 Kinds of Contract - 1.4 Offer and Acceptance - 1.5 Capacity of the parties - 1.6 Consideration - 1.7 Consent and Free consent - 1.8 Legality of the object and consideration - 1.9 Void Agreements - 1. 10 Discharge of Contract - 1.11 Breach of Contract and remedies

Chapter 2: INDIAN PARTNERSHIP ACT ,1932 AND LIMITED LIABILITY OF THE PARTNERSHIP ACT , 2008

Structure: 2.1.1 Definition and Nature of Partnership - 2.1.2 Partnership distinction with other association - 2.1.3 Test for determination of existence for partnership - 2.1.4 Types of Partners - 2.1.5 Minors position in partnership - 2.1.6 Rights and Duties of a partner - 2.1.7 Personal profit earned by the partners - 2.1.8 Rights and duties of the partner after change in the constitution of the firm - 2.1.9 Relation of the partners to the third party. - 2.1.10 Implied authority of the partner of the firm - 2.1.11 Liability to the third party - 2.1.12 Rights of the transferee of partners share - 2.1.13 Legal Consequences of Partner Coming in and going out - 2.1.14 Insolvency of a partner - 2.1.15 Death of the partner - 2.1.16 Revocation of continuing guarantee by change in the firm - 2.2.1 Introduction to limited liability of the partnership act, 2008 - 2.2.2 Object of LLP - 2.2.3 Nature of LLP - 2.2.4 Partners - 2.2.5 Incorporation of LLP - 2.2.6 Extent and limitation of liability - 2.2.7 Contribution of partners - 2.2.8 Financial disclosure - 2.2.9 Assignment and transfer of partnership rights - 2.2.10 Investigation and affairs of LLP - 2.2.11 Conversion of firms into LLP - 2.2.12 Winding up and dissolution of LLP

Chapter 3: Sale of Goods (Sale of Goods Act, 1930)

Structure: 3.1 Meaning of contract of sale - 3.2 Essentials of valid contract of sale - 3.3 Sale and Agreement to sale - 3.4 Meaning and Kinds of goods - 3.5 Meaning and definition of Conditions and Warranty - 3.6 Distinction between condition and warranty - 3.7 Types of condition and warranty - 3.8 Doctrine of caveat emptor

Chapter 4: E-Contracts (E-Transactions/E-Commerce)

Structure: 4.1 Frame work of Electronic Commerce - 4.2 Potential Benefits of Electronic Commerce - 4.3 Features of E - commerce - 4.4 Advantages and disadvantages of E - commerce - 4.5 Digital signature - 4.6 Legal issues involved in E- contracts

Chapter 5: The Consumer Protection Act,1986

Structure: 5.1 Concept of Consumer Protection Act - 5.2 Salient features of the Act - 5.3 Need for consumer protection - 5.4 Definitions - 5.5 Rights of Consumer - 5.6 Responsibilities of consumer - 5.7 Filing of complaints - 5.8 Settlement of Grievances - 5.9 Powers of dispute Redressal agencies - 5.10 Penalties - 5.11 The Consumer Protection Act amendments , 2002

Chapter 6: Intellectual Property Rights: (IPRS)

Structure: 6.1 Introduction of World Intellectual Property Organization (WIPO) - 6.2 Intellectual Property Rights - 6.3 Patents - 6.4 Copyrights - 6.5 Trademarks - 6.6 Designs - 6.7 Geographical Indications

Chapter 7: Negotiable Instruments Act, 1881

Structure: 7.1 Introduction of Negotiable Instrument's Act - 7.2 Characteristics of Negotiable Instruments - 7.3 Types of Negotiable instrument - 7.4 (a) Promissory Note - 7.4 (b) Bill of exchange - 7.4 (c) Cheques - 7.5 Holder and Holder in due course - 7.6 Payment in due course - 7.7 Negotiation - 7.8 Meaning of endorsement - 7.9 Dishonour

Chapter 8: Arbitration and Conciliation

Structure: 8.1 Arbitration - 8.2 Conciliation - 8.3 Arbitration agreement - 8.4 Essential of Arbitration Agreement

Subject: Elements of Company Law

Chapter 1: Introduction to the New Act and Concept of Companies

Structure: Background and Salient Features of the Act of 2013 - Definition and Important Features/Characteristics of a Company - Types of Companies - Distinction between a Private Company and a Public Company

Chapter 2: Formation and Incorporation of a Company

Structure: 2.1 Stages in the Formation and Incorporation - 2.2 Promotion - 2.3 Incorporation/Registration of a Company - 2.4 Capital Subscription/Floatation/Raising of a Capital - 2.5 Commencement of Business

Chapter 3: Documents Relating to Incorporation and Raising of Capital

Structure: 3.1 Memorandum of Association - 3.2 Articles of Association - 3.3 Prospectus

Chapter 4: Capital of the Company

Structure: 4.1 Share Capital - 4.2 Ways for Raising of Shares Capital - 4.3 Allotment of Shares/Securities (Section 39) - 4.4 Calls on Shares - 4.5 Shares Certificates

Chapter 5: Forfeiture, Surrender and Transfer of Shares

Structure: 5.1 Forfeiture and Surrender of Shares - 5.2 Re-issue of Forfeited Shares - 5.3 Transfer and Transmission of Shares - 5.4 Nomination of Shares

Chapter 6: E-Governance and E-Filing

Structure: 6.1 E-Governance - 6.2 Basic Understanding of MCA Portal - 6.3 E-Filing, E-Filing

Chapter 7: Management of Company

Structure: 7.1 Board of Director - 7.2 Directors - 7.3 Appointment of Directors Qualifications and Disqualifications - 7.4 Loans to Directors (Section 185)

Chapter 8: Key Managerial Personnel (KMP)

Structure: 8.1 Introduction - 8.2 Distinction between Managing Director and Manager - 8.3 Corporate Social Responsibility - 8.4 Prevention of Oppression and Mismanagement

Chapter 9: Company Meetings

Structure: 9.1 Introduction - 9.2 Board Meetings - 9.3 Conduct of Meeting - 9.4 Meetings of Shareholder - 9.5 Provisions Regarding Convening Constituting Conducting of General Meetings of Companies (Sections 101 to 114)

Chapter 10: Revival, Rehabilitation, Compromises, Arrangement, Amalgamation and Winding up of Companies

Structure: 10.1 Revival and Rehabilitation of sick Companies - 10.2 Compromises Arrangements and Amalgamation - 10.3 Winding Up

Subject: International Economics

Chapter 1: Introduction to International Economics

Structure: 1.1 Introduction - 1.2 Concept of International Economics - 1.3 Nature of International Economics - 1.4 International Economics scope and It's Importance - 1.5 International Economics, A Branch of General Economics ? - 1.6 The Difference Between Inter Regional And International Trade - 1.7 Growth In Trade And Increasing Importance of International Economics - 1.8 Economic Interdependence of Countries - 1.9 Summary - 1.10 Key words - 1.11 Self-Assessment Questions

Chapter 2: Comparative Advantage & Theories of International Trade

Structure: 2.1 Introduction - 2.2 Trade between countries with different endowments of factors of production - 2.3 Impact of factor endowments on country's comparative advantage? - 2.4 Adam smith – absolute cost advantage - 2.4.1 Introduction - 2.4.2 Assumption of absolute cost advantage - 2.4.3 Advantages of absolute cost advantage - 2.4.4 Criticisms against Absolute Advantage - 2.5 Ricardo – comparative cost theory - 2.5.1 Introduction - 2.5.2 Ricardo's Assumptions - 2.5.3 Limitations of Ricardian Comparative Cost theory - 2.6 Heckscher – Ohlin Theory - 2.6.1 Introduction - 2.6.2 Assumptions of Heckscher Ohlin's H-O Theory - 2.6.3 Understanding The Concept of Factor Abundance - 2.6.4 Limitations of Heckscher Ohlin's H-O Theory - 2.7 Effects of trade on prices, wages, and output. - 2.8 Factor Price Equalization Theorem - 2.9 Summary - 2.10 Key words - 2.11 Self-Assessment Questions

Chapter 3: Gains from International Trade

Structure: 3.1 Introduction - 3.1.1 Sources of Gains From Trade - 3.1.2 Kinds of Gain From Trade : Static And Dynamic Gains - 3.1.3 Dynamics - 3.1.4 Factors Influencing Gains From Trade - 3.1.5 Gains From Trade Measurement - 3.1.6 Comparison Between Static And Dynamic Gains From Trade - 3.2 International Trade As An Engine of Economic Growth - 3.2.1 Introduction - 3.2.2 Importance of Foreign Trade In Economic Growth - 3.3 Regional And International Economic Co-Operation - 3.4 Factor Mobility And Foreign Trade Policy - 3.4.1 Factor Mobility and Trade – Overview - a) Domestic Factor Mobility - b) Time and Factor Mobility - 3.5 Summary - 3.6 Key Words - 3.7 Self-Assessment Questions

Chapter 4: Terms of Trade

Structure: 4.1 Introduction - 4.2 Meaning of Terms of Trade - 4.3 Concept of Terms of Trade – Barter Terms of Trade & Income Terms of Trade - 4.3.1 Barter Terms of Trade - 4.3.2 Income Terms of Trade - 4.4 Factors Influencing Terms of Trade - 4.5 Welfare And Distributional Effects of Economic Growth - 4.6 Transfers Between Nations - 4.7 Tariffs And Export Subsidies - 4.8 Summary - 4.9 Key Words - 4.10 Self-Assessment Questions –

Chapter 5: International Trade Policy

Structure: 5.1 Free Trade Policy - 5.2 Protection - 5.3 Tariff Barriers - 5.4 Non - Tariff Barrie - 5.5 Introduction - 5.6 World Trade Organization - 5.7 International Monetary Fund(IMF) - 5.8 World Bank - 5.9 Role of Foreign Exchange Rates on International Trade - 5.10 Summary - 5.11 Key words - 5.12 Self-Assessment Questions

Subject: Introduction to E-Commerce

Chapter 1: Introduction To E-Commerce

Structure: 1.1 Introduction - 1.2 Definition - 1.3 Features of E-commerce - 1.4 Interdisciplinary Nature of Electronic Commerce - 1.5 Levels of E-commerce - 1.6 SWOT Analysis - 1.7 Future of E-Commerce - 1.8 Benefits of E-Commerce - 1.9 Limitations - Summary - Self-Assessment Questions –

Chapter 2: Framework Of E-Commerce

Structure: 2.1 Introduction - 2.2 Information Providers - 2.3 E-Commerce Functions - 2.4 E-Commerce : A Generic Framework - 2.5 E-commerce Building Blocks : Objects and Object Classes - 2.6 E-Compatible Legal And Financial Framework : An Indian Approach - 2.7 Summary - 2.8 Keywords - 2.9 Self Assessment Questions

Chapter 3: Internet Service Provider

Structure: 3.1 Introduction - 3.2 Definition of Internet - 3.3 Basic Concept of Internet - 3.4 Requirements for Internet - 3.5 Internet Service Provider - 3.6 Types of Internet Service Provider - 3.7 Types of ISP Accounts - 3.8 Selection of Internet Service Provider - 3.9 ISP in India - 3.10 Summary - 3.11 Keywords - 3.12 Self Assessment Questions

Chapter 4: Internet And World Wide Web

Structure: 4.1 Introduction - 4.2 Advanced Concept of Internet - 4.3 Internet Tools - 4.4 Definition of www - 4.5 www Technologies - 4.6 Summary - 4.7 Keywords - 4.8 Self Assessment Questions - 4.9 Suggested Readings

Chapter 5: Electronic Payment System

Structure: 5.1 Introduction - 5.2 Types of Electronic Payment Systems - 5.3 Dimensions of Electronic Payment System - 5.4 Traditional Payment Systems vs Electronic Payment Systems - 5.5 Electronic Payments and Protocols - 5.6 Security Requirements in Electronic Payment Systems - 5.7 Electronic Payment Systems and Consumer Empowerment - 5.8 Desirable Properties Of Digital Currency - 5.9 Prospects of Electronic Payment Systems - 5.10 Managerial Issues in Electronic Payment Systems - 5.11

Electronic Payment Systems in India - 5.12 Future of Electronic Payment Systems - 5.13 Summary - 5.14 Self Assessment Questions - 5.15 Suggested Readings

Chapter 6: E-Commerce And Banking Industry

Structure: 6.1 Introduction to Electronic Commerce and Banking - 6.2 Changing Dynamics in the Banking Industry - 6.3 Home Banking Implementation Approaches - 6.4 Open versus Closed System - 6.5 Management Issues in Online Banking - 6.6 Summary - 6.7 Self Assessment Questions

Chapter 7: E-Commerce And Retail Industry

Structure: 7.1 Introduction to E-Commerce and Retail Industry - 7.2 Changing Retail Industry Dynamics - 7.3 Online Retailing - 7.4 Buying Process in Online Retailing Environment - 7.5 Some Myths of Online Retailing - 7.6 Management Challenges in Online Retailing - 7.7 Summary - 7.8 Self Assessment Questions

Chapter 8: Electronic Commerce And Online Publishing

Structure: 8.1 Introduction to Online Publishing - 8.2 Online Publishing Strategies - 8.3 Approaches to Online Publishing - 8.4 Advertising and Online Publishing - 8.5 Summary - 8.7 Self Assessment Questions

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Chapter 9: Digital Copyright

Structure: 9.1 Introduction - 9.2 Economic Aspects of Digital Copyright Protection - 9.3 Economic History of Digital Copyright - 9.4 The Property Aspect of Digital Copyright - 9.5 The Authorship Aspect of Digital Copyright - 9.6 Digital Copyright Subject Matter - 9.7 Digital Copyright Rights - 9.8 Relevant Digital Copyright Exceptions - 9.9 Who Can Claim A Digital Copyright? - 9.10 Object Covered By Digital Copyright - 9.11 Works That Can't be Covered By Digital Copyright - 9.12 Guiding Principles - 9.13 Market Protection Through Business Strategies - 9.14 Summary - 9.15 Self Assessment Questions

Introduction to Enterprise Resource Planning

Chapter: 1 Introduction to ERP

Structure: 1.1. Introduction to ERP - 1.2. Growth and Historical Evaluation OF ERP - 1.3. What is ERP? - 1.4. Characteristics - 1.5. Evolution of ERP - 1.6 Need for Enterprise Resource Planning - Why ERP ? - 1.7. Reason for the growth of ERP - 1.8. Scenario and Justification of ERP in India - 1.9. Various modules of ERP - 1.10. Advantages of ERP - 1.11 Disadvantages of ERP –

Chapter 2: ERP Implementation and Support

Structure: 2.1 ERP Life Cycle - 2.2 Methodologies and Strategy - 2.3 Vendor and Software Selection - 2.4 Business Process Re-engineering related to ERP Implementation Process - 2.6 Change Management - 2.7 Post Implementation Support, Maintenance, Security - Summary - Self-Assessment Questions –

Chapter 3: ERP Functional Modules

Structure: 3.1 Introduction - 3.2 Human Resource Management - 3.3 Accounting and Finance Procurement - 3.4 Inventory Control - 3.5 Production Planning - 3.6 Operations Sales - 3.7 Customer Relationship Management - 3.8 e-Commerce –

Chapter 4: ERP Technology Areas

Structure: 4.1 Enterprise Applications Portal and Content Management - 4.2 Data Warehousing and Data Mining - 4.3 Business Intelligence and Analytics - 4.4 Emerging Trends in ERP Applications

Chapter 5: ERP Case Studies