

BUSINESS MANAGEMENT

3rd SEMESTER

Detailed Syllabus of Business Management for the Examinations to be held in the years

2015, 2016 & 2017

Semester: III

BUSINESS MANAGEMENT

Course No: **BM-301**

Title: **Business Ethics**

Duration of Exam: **3 Hrs**

Total Marks: **100**

Theory Examination: **80**

Internal Assessment: **20**

Objective: *The objective of this course is to make students aware of the various ethical issues concerning the Business World*

Unit I Business Ethics- An overview; Concept, Nature, Evolving Ethical Values; Arguments in Favour of and Against Business Ethics; Myths about Business Ethics.

Unit II Ethical Theories in Business; Organization Ethics Development System (OEDS); Ethical Values.

Unit III Ethics Concerning Consumer Protection and Marketing; Ethics in HRM; Ethical Issues in Finance and Accounting; Business Ethics and Environmental Pollution.

Unit IV Work Ethics; Work Culture; Quality of Work Life (QWL); Corporate Governance.

Unit V Corporate Social Responsibility- Social Responsibility of Business with respect to different Stakeholders; Arguments for and against Social Responsibility of Business; Social Audit.

Note for Paper Setter

The question paper shall contain two questions from each unit (Total ten questions) and a candidate will be required to answer five questions selecting one question from each unit. Thus, there will be an internal choice within each unit.

Internal Assessment (Total Marks: 20)

The marks shall be distributed as under:-

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|-----|--------------------------------------|------------|
| i. | Mid Semester Test | : 10 Marks |
| ii. | Two Home Assignments (05 marks each) | : 10 Marks |

Suggested Readings:

1. Murthy, C.S.V., Business Ethics, Himalaya Publishing House, Edition 2012.
2. Singh, A., Business Ethics and Indian Value System, Himalaya Publishing House, Edition 2011.
3. Banerjee, R.P., Ethics in Business and Management, Himalaya Publishing House, Edition 2010.

BUSINESS MANAGEMENT

4th SEMESTER

Detailed Syllabus of Business Management for the Examinations to be held in the years

2016, 2017&2018

Semester: IV

BUSINESS MANAGEMENT

Course No: **BM-401**

Title: **Fundamentals of Management**

Duration of Exam: **3 Hrs**

Total Marks: **100**

Theory Examination: **80**

Internal Assessment: **20**

Objective: *The objective of this course is to impart elementary knowledge of the functional areas of Management.*

- Unit I** Introduction, Concepts, Objectives, Nature, Scope and Significance of Management; Evolution of Management Thought – Traditional Vs.Modern.
- Unit II** Planning: Concept, Objectives, Nature, Limitations; Process of Planning, Importance, Forms, Techniques and Process of Decision Making.
- Unit III** Organizing: Concept, Objective, Nature of Organizing; Types of Organizing, Delegation of Authority; Authority and Responsibilities; Centralization and Decentralization; Span of Control.
- Unit IV** Directing: Concept, Principles and Techniques of Directing and Coordinating; Concept of Leadership-Meaning, Importance and Styles; Supervision, Motivation. Communication as a Tool for Coordination.
- Unit V** Controlling: Concept, Principles, Process and Techniques of Controlling; Relationship between Planning and Controlling.

Note for Paper Setter

The question paper shall contain two questions from each unit (Total ten questions) and a candidate will be required to answer five questions selecting one question from each unit. Thus, there will be an internal choice within each unit.

Internal Assessment (Total Marks: 20)

The marks shall be distributed as under:-

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|-----|--------------------------------------|------------|
| i. | Mid Semester Test | : 10 Marks |
| ii. | Two Home Assignments (05 marks each) | : 10 Marks |

Suggested Readings:

1. Gupta, R.S, Sharma B.D, Bhalla N.S., Principles and Practices of Management, Kalyani Publishers, Edition 2012.
2. Sharm,a R.K and Gupta S., Principles of Management, Kalyani Publishers, 1st Edition 2011.
3. Prasad, L.N., Principles and Practices of Management, Sultan Chand and Sons, 8th Edition 2012.
4. Gupta, C.B., Management Concepts and Practices, Sultan Chand and Sons, 12th Edition Reprint.
5. Sherlekar, S.A., Business Management, Himalaya Publishing House, Edition 2012.

BUSINESS MANAGEMENT

5th SEMESTER

Detailed Syllabus of Business Management for the Examinations to be held in the years

2016, 2017 & 2018

Semester: V

BUSINESS MANAGEMENT

Course No: **BM-501**

Title: **Human Resource Management**

Duration of Exam: **3 Hrs**

Total Marks: **100**

Theory Examination: **80**

Internal Assessment: **20**

Objective: *The objective of this course is to expose the students to the basics of Human Resource Management*

Unit I Introduction to HRM; Concept of HRM: Objectives, Scope, Process; HRM Vs. HRD; Role of HRM.

Unit II Human Resource Procurement; Job Analysis and Job Design; Work Measurement; Human Resource Planning-Objectives, Activities, Manpower Requirement Process; Recruitment and Selection.

Unit III Career Planning and Development; Training- Meaning, Need, Importance and Methods; Basic concept of Performance Appraisal; Methods of Performance Appraisal.

Unit IV Employee Compensation; Job Evaluation; Linkage of Compensation with Procurement and Low turnover of Employees; Promotion, Transfer, Demotion and Separation; Workmen Compensation Act, 1923.

Unit V Industrial Relation- Parties to Industrial Relation; Sign and Symptoms of Healthy and Unhealthy Industrial Relation; Collective Bargaining - Objectives, Types, Approaches; Workers Participation in Management; Industrial Disputes: Prevention and Settlement.

Note for Paper Setter

The question paper shall contain two questions from each unit (Total ten questions) and a candidate will be required to answer five questions selecting one question from each unit. Thus, there will be an internal choice within each unit.

Internal Assessment (Total Marks: 20)

The marks shall be distributed as under:-

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|-----|--------------------------------------|------------|
| i. | Mid Semester Test | : 10 Marks |
| ii. | Two Home Assignments (05 marks each) | : 10 Marks |

Suggested Readings:

1. Sharma, A.M., Human Resource Management, Himalaya Publishing House, Edition 2011.
2. Sadri, S. and Sadri J., HRM in Modern India, Himalaya Publishing House, Edition 2013.
3. Singh, N., Human Resource Management, Himalaya Publishing House, Edition 2013.
4. Rao, V.S., Human Resource Management, Excel Books, New Delhi, 2011.
5. Desslar, G., and Varkkey B., Human Resource Management, Kindersley Private Ltd., New Delhi.

BUSINESS MANAGEMENT

6th SEMESTER

Detailed Syllabus of Business Management for the Examinations to be held in the years

2017, 2018 & 2019

Semester: VI

BUSINESS MANAGEMENT

Course No: **BM-601**

Title: **Financial Management**

Duration of Exam: **3 Hrs**

Total Marks: **100**
Theory Examination: **80**
Internal Assessment: **20**

Objective: *The objective of this course is to expose the students to the basics of Financial Management*

- Unit I** Meaning, Importance and Objective of Financial Management; Profit Vs. Wealth Maximization; Role of Financial Manager; Time Value of Money: Through Compounding and Discounting Techniques
- Unit II** Financial Analysis: Analysis of Financial Health of the Business through the Techniques viz, Application of Various Ratios in Decision Making Process; Analysis of Cash Flow Statement, Computing Financial and Profitability Ratios.
- Unit III** Financing Decision: Cost of Capital- Weighted Average and Marginal Cost of Capital, Capital Structure Decision - Designing Optimum Capital Structure, Leasing and Hire Purchase, Derivatives: Managing Financial Risk.
- Unit IV** Types of Financing: Introduction to Lease Financing, Venture Capital Finance; Project Financing-Intermediate and Long Term Financing, Financing of Working Capital; Debt Vs. Equity as a Source of Finance.
- Unit V** Shares Capital, Types of Capital and Shares; Various Types of Preference Shares; Debentures: Various Types of Debentures; Concept of Private Placement, Zero Coupon Bonds, Deep Discount Bonds; Escrow A/c Trust; Difference Between Shares and Debentures; Buy Back of Shares; Redemption of Shares and Debentures.

Note for Paper Setter

The question paper shall contain two questions from each unit (Total ten questions) and a candidate will be required to answer five questions selecting one question from each unit. Thus, there will be an internal choice within each unit.

Internal Assessment (Total Marks: 20)

The marks shall be distributed as under:-

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|-----|--------------------------------------|------------|
| i. | Mid Semester Test | : 10 Marks |
| ii. | Two Home Assignments (05 marks each) | : 10 Marks |

Suggested Readings:

1. Maheshwari, S.N., Accounting and Financial Management, S.Chand, 5th Edition -2012.
2. Kishore, M. R., Cost and Management Accounting, Taxman Law Publication, 7th Edition 2012.
3. Gupta, S.K. and Sharma R.K., Financial Management: Theory and Practice, Kalyani Publishers, 7th Edition 2012.
4. Rajiv, S.and Misra, A., Financial Management, Oxford University Press, 2009.
5. Khan, M.Y and Vaid, P.K., Financial Management, Tata Mc Graw-Hill Publishing, New Delhi.