



**DR. B.R. AMBEDKAR UNIVERISTY, AGRA**  
Seth Padam Chand Jain Institute of Commerce Business Management & Economics,  
Khandari, Agra 282002

Dated : 21.12.2020

**Minutes of the Academic Committee Meeting held on  
21.12.2020**

The following members were present:-

- |    |                      |                 |
|----|----------------------|-----------------|
| 1. | Prof. Brijesh Rawat  | Convener        |
| 2. | Prof. Lavkush Mishra | Dean            |
| 3. | Dr. Atul Mathur      | Member          |
| 4. | Dr. Sanjeev Sharma   | Internal Expert |
| 5. | Dr. P.N. Asthana     | External Expert |
| 6. | Prof. L.N. Koli      | External Expert |

1. The committee considered and approved the revised Syllabus and Ordinance of *MBA Full Time Course from academic session 2020-21 onwards.*
2. The committee considered and approved the revised Syllabus and Ordinance of *MBA Part Time Course from academic session 2020-21 onwards.*
3. The committee considered and approved the revised Syllabus and Ordinance of *M.Com.(Business Administration Group) Course from academic session 2020-21 onwards.*
4. The committee considered and approved the Syllabus of **MBA Full Time Course** with 25% reduction due to pandemic covid 19 for the academic year 2020-21 only.
5. The committee considered and approved the Syllabus of **MBA Part Time Course** with 25% reduction due to pandemic covid 19 for the academic year 2020-21 only.

*Sanjeev Sharma*  
21/12/20

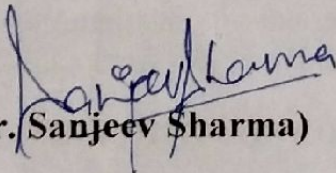
*Dr. Lavkush Mishra*  
21/12/2020

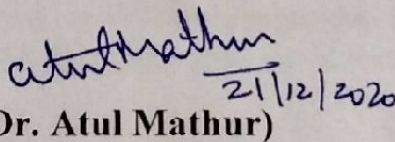
*Dr. Atul Mathur*  
21/12/20

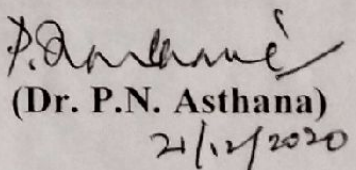
*Dr. P.N. Asthana*  
21/12/2020

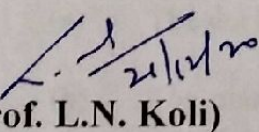
*BT*

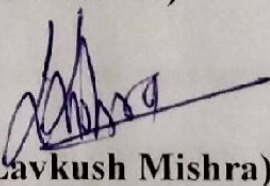
6. The committee considered and approved the Syllabus of **M.Com. (Business Administration Group) Course** with 25% reduction due to pandemic covid 19 for the academic year 2020-21 only.
7. The committee considered and approved the Syllabus of **PGDBM Course** with 25% reduction due to pandemic covid 19 for the academic year 2020-21 only.
8. The committee considered and approved the Syllabus of **BBA Course** with 25% reduction due to pandemic covid 19 for the academic year 2020-21 only.
9. The committee considered and approved the revised Syllabus and Ordinance of **PGDBM Course from academic session 2021-22 onwards.**
10. The committee considered and approved the revised Syllabus and Ordinance of **BBA Course from academic session 2021-22 onwards.**
11. *The Committee approves the list of examiners.*

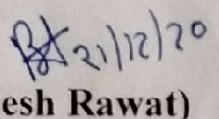
  
(Dr. Sanjeev Sharma)

  
(Dr. Atul Mathur) 21/12/2020

  
(Dr. P.N. Asthana)  
21/12/2020

  
(Prof. L.N. Koli) 21/12/20

  
(Prof. Lavkush Mishra)

  
(Prof. Brijesh Rawat) 21/12/20

**ORDINANCES**  
**Post Graduate Diploma in Business Management**

Session 2020-21 onwards

**1.0 ELIGIBILITY:**

A bachelor degree (10+2+3) or an equivalent degree (including Medicine, Technology etc.) in any discipline from a recognized university.

OR

Those who hold a Bachelor degree under or 10+2+2 system of education before 1985 or with bridge course.

**2.0 ADMISSION PROCEDURE:**

Admission to the programme shall be provided as per the guideline of the University.

**3.0 DURATION OF COURSE:**

- (a) The duration of course will be of one year spreading over two semesters.
- (b) The maximum period allowed to a candidate for successful completion of course will be two years from the date of admission.

**4.0 EXAMINATION:**

Generally 50% paper setters/examiners shall be internal and 50% external. Each paper will be of three hour duration in the end semester examination. The marks allotted for each paper shall be as follows:

- |      |                      |          |
|------|----------------------|----------|
| (i)  | Term end examination | 75 Marks |
| (ii) | Internal Assessment  | 25 Marks |

The minimum pass marks in the term end examination in each paper (including project viva- voce, will be 40%. However to clear the semester the candidate has to obtain at-least 50% marks in aggregate.

The answer books of mid term examination shall be shown to the examinees by the teacher concerned. The answer books of term end examination will be deposited to the university for evaluation as per norms.

## 5.0 BACK PAPERS:

- (a) The candidate will be promoted in the next semester even if he/she fails in the semester concerned. The candidate can reappear in the back paper (s) of the concerned semester with odd / even semester respectively.
- (b) A candidate can re-appear in back paper (s) examination subject to a maximum of two attempts in consecutive years.
- (c) The students who are appearing in the final semester examination and gets a back in any paper (s) of final semester he / she may be allowed to appear in back paper (s) examination of this final semester which will be held with the special permission of Vice Chancellor.
- (d) If a candidate fails to maintain 50% marks in aggregate in the semester concerned but has attained minimum 40% marks in each individual paper (s) then the candidate shall have to appear again in all the papers of the semester concerned and the marks so obtained by appearing in such cases will be final for that semester.
- (e) However the University has the right to conduct a special examination for back paper (s) at suitable time in the interest of students if it deems fit.

## 6.0 INTERNAL ASSESSMENT:

It shall be based on class/seminar(s) participation and Mid-Term test/assignment (s) etc. The distribution of marks for internal assessment will be as follows:

02 Mid-Term Examination	10*2= 20 Marks
Assignment (s)	05 Marks
Attendance	05 Marks

To appear in the examination, the students shall have to have a minimum required attendance is as prescribed by the University. The Attendance of the students will be kept secured till one year after the stipulated time of the course.

Any of the following methods may be adopted to evaluate the assessments

- (a) Individual presentations.
- (b) Quizzes
- (c) Group discussions on current events.
- (d) Case studies.
- (e) Surprise test to keep the students updated
- (f) Mock exercises.

Mid term examination shall be conducted by the institutes before the end sem. examinations. If the Student fails to appear in mid sem examination, he/she will be given a chance to reappear in **One Mid Semester Exam Only** if reason is found satisfactory. However Re-mid examination shall not be held after end-semester examination of the concerned subject. The answer sheet of the mid semester examination will be kept secured till the stipulated time of the course.

## **7.0 PROJECT REPORT:**

During the course of study the students would be required to carry out a project consisting of preliminary but original research work. The students may choose the project related to the course subject in consultation with subject teacher (s) which would be approved by the Director of the institute and who would also allocate the project guide.

## **7.1 PROJECT MARKS:**

The distribution of marks for the project viva would be as under:

- |     |                          |          |
|-----|--------------------------|----------|
| (a) | Project Report           | 50 Marks |
| (b) | Presentation & Viva-Voce | 50 Marks |

## **8.0 DIVISION:**

The division will be awarded in the last semester only on the basis of both semesters performance of the examinee. Otherwise on semester basis a candidate will be declared pass or fail or Re in the concerned papers.

## **9.0 GENERAL**

Student who absents himself for a period of more than two weeks without any permission from the Director of the institute, his/her name will be struck off from the rolls. Re-admission may be allowed on payment of Rs.1,000/- at the discretion of the Director of the institute.

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**Applicable from Academic Session 2021-22**

**POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)**

**Semester I**

- 101 Management Concepts & Application
- 102 Quantitative Techniques For Management
- 103 Managerial Economics
- 104 Organizational Behaviour
- 105 Accounting for Managers
- 106 Marketing Management

**Semester II**

- 201 Human Resource Management
- 202 Financial Management
- 203 Production Management
- 204 Legal Aspects of Business
- 205 Research Methodology
- 206 **Project Report and Viva Voce**

## **PGDBM- 101      MANAGEMENT CONCEPTS & APPLICATIONS**

### **UNIT-I INTRODUCTION**

**(6 lectures)**

Management : Meaning, concept, Significance, Scope & Process, Principles of Management, Evolution of Management thoughts; Different levels of Management, Managerial Skills, Roles & Functions of managers.

### **UNIT-II            PLANNING & DECISION MAKING**

**(8 lectures)**

Planning: Meaning and Importance , Planning Process, Types of Plans , Planning Vs Forecasting.

Decision Making: Decision Process & Techniques, Making Effective Decision

### **UNIT-III          ORGANIZING & STAFFING**

**(8 lectures)**

Meaning of Organization, Types of Organization, Line and Staff Relationship, Delegation – Centralization and Decentralization of Authority Meaning and concept of Staffing.

### **UNIT-IV          DIRECTING & CONTROLLING**

**(8 lectures)**

Directing: Elements, Principles and Techniques; Essence of Co-Ordination. Control: Process and Techniques of Control, Management by Objectives (M.B.O).

### **UNIT-V            INTERNATIONAL PERSPECTIVE OF MANAGEMENT (6 lectures)**

Contemporary issues in management. Total Quality Management (TQM), 5S system as given by Mc Kinsey.

### **LEARNING OUTCOME:**

After the completion of this course a student shall be equipped with the basic managerial knowledge and he will be able to apply the management theories in real life situations

### **SUGGESTED READINGS**

Essentials of Management--	Harold Koontz & Heinz Weihrich
The Practice of Management --	Drucker, Peter F.
Principles of Management--	Teray, George, R &Franklin.Sc.
Management Concepts & Strategies--	J.S. Chand
Principles & Practices of Management--	L.M. Prasad.
Management	James F.Stoner
Principles of Management	George R. Terry & S.G. Franklin

## **PGDBM -102 : QUANTITATIVE TECHNIQUES FOR MANAGEMENT**

### **UNIT- I DESCRIPTIVE STATISTICS (6 lectures)**

Descriptive Statistics: Scope, functions and limitations of statistics, Measures of Central tendency – Mean, Median, Mode, Percentiles, Quartiles, Measures of Dispersion – Range, Interquartile range, Mean deviation, Mean Absolute deviation, Standard deviation, Variance, Coefficient of Variation. Measures of shape and relative location, Skewness and Kurtosis, Chebyshev's Theorem

### **UNIT- II CORRELATION & REGRESSION ANALYSIS (8 lectures)**

Correlation Analysis: Rank Method & Karl Pearson's Coefficient of Correlation and Properties of Correlation.

Regression Analysis: Fitting of a Regression Line and Interpretation of Results, Properties of Regression Coefficients and Relationship between Regression and Correlation.

### **UNIT- III TIME SERIES ANALYSIS (10 lectures)**

Concept, Additive and Multiplicative models, Components of Time Series. Trend Analysis: Least Square method – Linear and Non-Linear equations, Applications in business decision making

Index Numbers – Meaning, Types & Uses of index numbers, Construction of Price, Quantity and Volume indices – Fixed base and Chain base methods.

### **UNIT- IV PROBABILITY AND PROBABILITY DISTRIBUTION (8 lectures)**

Basic Concepts of Probability, theory of probability, Discrete Probability Distribution, Continuous Probability Distribution, Additive and Multiplicative Laws, Baye's Theorem. Probability Theoretical Distributions: Concept and application of Binomial; Poisson and Normal distributions.

### **UNIT- V SAMPLING AND SAMPLING DISTRIBUTION (8 lectures)**

Sampling methods, Sampling distribution, Large Sample test, Small Sample Test (T, F, Z Test & Chi- Square test)

Testing of Hypothesis – Null and Alternative Hypotheses; Type I and Type II errors, T-test, Z-test.

### **LEARNING OUTCOME:**

After the completion of this course a student shall be able to analyse and interpret data in the most useful manner. A sound understanding of research data shall also be acumen.

### **SUGGESTED READINGS**

Statistics For Management  
Statistical Method  
Quantitative Technique  
Quantitative Technique  
Business Statistics

Levin & Rubin  
P.Gupta  
Srivastava, Shanoy & Sharma  
C.R. Kothari  
G.C.Beri



**UNIT- I INTRODUCTION****(6 lectures)**

The Economics Background to Management: Nature and Scope of Managerial economics its relationship with other Disciplines. It's Significance in Decision Making, Decision Making in Uncertainty.

**UNIT- II DEMAND ANALYSIS****(8 lectures)**

Demand: Concepts, Determinants of Demand, Law of Demand, Elasticity of Demand, Types of Elasticity of Demand and Demand Forecasting- Concept, Methods. Supply Analysis- Law of Supply & Elasticity of Supply.

**UNIT- III INPUT-OUTPUT DECISION****(12 lectures)**

Production Concepts and Analysis, Factor of Production, Law of Production- short run & Long run Production Function.

Cost Concept – Types of cost, Cost output relationship in Short run & Long run.

Revenue – Concept, Break Even Analysis.

**UNIT- IV PRICING DECISION****(8 lectures)**

Market Structures: Perfect Competition, Monopoly, Monopolistic, Oligopoly and Duopoly Markets, Pricing under different market structures. Business Cycle.

**UNIT -V NATIONAL INCOME CONCEPT****(6 lectures)**

National Income & Its measurements. Inflation & Deflation - Measures to control inflation & deflation. Profit Concept, Theories of Profit.

**LEARNING OUTCOME:**

After the completion of this course a student shall be equipped to take various critical decisions in the day to day environment of a business and will be able to develop a sound knowledge of input-Output decisions, demand analysis and pricing. A student shall develop an analytical power and will become an asset for the organization.

**SUGGESTED READING**

- |   |                       |
|---|-----------------------|
| • Managerial Economics: Concept & Cases | Mote Paul & Gupta     |
| • Managerial Economics                  | Varshney & Maheshwari |
| • Managerial Economics                  | P.N. Chopra           |
| • Managerial Economics                  | D.N. Dwivedi          |
| • Managerial Economics                  | M. Adhikari           |
| • Managerial Economics                  | G.S. Gupta            |

**UNIT- I INTRODUCTION****(6 lectures)**

Role of Behavioural Science in Management, Concept of Organizational Behaviour, Models of Organizational Behaviour, Approaches to Human Relations, Organization as a Social System.

**UNIT- II INDIVIDUALS BEHAVIOUR I****(10 lectures)**

Nature and Models of Individuals Behaviour, Perception: process of perception, barriers of perception. Learning: Theories of learning, Attitude.

**UNIT- III INDIVIDUALS BEHAVIOUR II****(8 lectures)**

Personality: meaning, definition, theories of personality, Motivation: meaning, definition, theories of motivation, Moral, Stress and Coping with Stress. Socialization.

**UNIT- IV BEHAVIOURAL DYNAMICS****(8 lectures)**

Behavioural Dynamic: Analysis, Inter–Personal Relations, Developing Inter Personal Relationship, Developing Interpersonal Skill, Group Behaviour, Group Formation, Types of Group Implications of Formal and Informal Group on Management, Team Building and Team Functioning, Transactional Analysis.

**UNIT-V ORGNISATIONAL PROCESS****(8 lectures)**

Power & Politics- Integration and Control , Organizational Culture, Organizational Effectiveness, Conflict Management- Concept, Sources, Types, Functionality & Dis-functionality of Conflict, Classification of Conflict, Resolution of Conflict.

**LEARNING OUTCOME:**

After completion of this course a student shall be well equipped with the knowledge of handling Power, Politics, Motivational issues and also will be able to take corrective measures on issues like learning, Personality, Socialisation and Stress. The course will make a student the future manager.

**SUGGESTED READING**

Organizational Behavior  
Human Behavior at Work  
Organizational Behavior  
Organizational Behavior  
OrganizationalBehavior

Luthans Fred  
Devis Keith  
Robins Stephanen P.  
Verma&Agarwal  
L.M.Prasad

**UNIT –I INTRODUCTION (8 lectures)**

Overview of Accounting, Objectives of Accounting, Use of Accounting Information, Accounting Concepts, Convention, Accounting Equation. Book Keeping & Accounting Double Entry System, Journal and Ledger and Trial Balance.

**UNIT II PREPARATION OF FINANCIAL STATEMENTS (6 lectures)**

Manufacturing, Trading and Profit & Loss Accounts & Balance-sheet; Subsidiary books.

Accounting Procedures of Nonprofits Making Organizations

**UNIT -III FINANCIAL STATEMENT ANALYSIS (8 lectures)**

Financial Statement Analysis: Meaning, Importance, Limitations.

Ratio Analysis- Solvency Ratio, Profitability Ratio, Activity Ratio, Liquidity Ratio, Market Capitalization Ratio; Common Size Statement; Comparative Balance Sheet. Fund flow and Cash Flow Statements.

**UNIT-IV MARGINAL COSTING AND CVP ANALYSIS (10 lectures)**

Cost and its Classification, cost relevant to managerial classification: concept of Marginal costing, Marginal Costing vs Absorption Costing- Its importance and uses; cost volume profit relationship, quantitative and qualitative application of CVP analysis in decision making.

**UNIT -VBUDGETING AND STANDARD COSTING (8 lectures)**

Concept of standard costing, variance analysis- material, labour.

Responsibility accounting- meaning and significance. Concept of budget, master budget, flexible budget, zero base budgeting, sales budgeting. Cost reduction and value engineering.

**LEARNING OUTCOME:**

After completion of this course a student shall be equipped with the knowledge of basic accounting and its application in organizational environment. This knowledge shall provide them with a cutting edge over others and they shall prove to be a force to reckon with for any organization in which they work with.

**SUGGESTED READING**

Financial Accounting  
Financial Accounting  
Accounting for Managers

Tulsian  
S. M. Shukla  
S.N. Maheshwari

## **PGDBM- 106 MARKETING MANAGEMENT**

### **UNIT- I INTRODUCTION (6 lectures)**

Marketing – Concepts, Nature, Scope, Functions, Importance of Marketing, Marketing Orientations, Marketing Process – Marketing Mix, Modern Components of The Mix (Additional 3Ps) Marketing Planning- Implementation & Control, 4A’s of Marketing.

### **UNIT -II MARKETING ENVIRONMENT (6 lectures)**

Environment – Concepts, Environmental Scanning- Organizations Micro Environment & Macro Environment, Techniques of Environmental Scanning, Marketing Information System, Concepts and Components. The Marketing Research Procedure.

### **UNIT -III BUYING BEHAVIOUR & SEGMENTATION (8 lectures)**

Model Of Consumer Behaviour, Major Factors Influencing Buyer Behaviour, Buying Decision Process, Concepts And Type of Market, Market Segmentation : Importance, Segmentation Procedure, Basis for Segmenting, Market Targeting.

### **UNIT -IV PRICING & PROMOTIONAL MIX (10 lectures)**

Pricing - Objectives, Factors Influencing Pricing, Basic Methods of Pricing, Pricing Policies,

Product: Concepts and Classification, Product Line & Product Mix, New Product Development Product Life Cycle, Product Positioning, Branding and Packaging. Commercialization Process, Concept of Promotional Mix. Determinants of Promotional Mix. – Personal Selling, Sales Promotion, Advertising And Publicity, Marketing Budget and its Importance.

### **UNIT -V APPLICATION OF MARKETING IN VARIOUS FIELDS (6 lectures)**

Rural Marketing: Concept, Scope & Importance, International Marketing: Concept, Scope, Importance. E-Marketing: Concept, Scope & Importance. B2B, B2C & C2C Marketing. Customer Relationship Management - concept and Importance. Green Marketing - Concept, Scope & Importance.

### **LEARNING OUTCOME:**

After the completion of this course a student shall become a mentor of the marketing activities of any organization. A student shall also be able to apply the latest theories and concepts of marketing in the real life of any organization.

### **SUGGESTED READINGS**

Marketing Management :	Philip Kottler
Marketing Management :	Stanton
Marketing Management :	RajanSexena
Marketing Management :	Namaskumari

**UNIT- I INTRODUCTION (6 lectures)**

Human Resource Management: Meaning, Scope, Significance, Objectives and function, Historical evolution of HR.

HRD: Concept, Functions and Importance, HRD Matrix, Profile & Problems of HRD Managers, Task Analysis- Meaning & Process.

**UNIT- II HUMAN RESOURCE PROCUREMENT (8 lectures)**

Job Analysis & Design- Features, Importance, Job Description & Job Specification, Manpower Planning - Need and Objective, Significance, Process, Benefits & Barriers; Recruitment – Meaning, Features, Process, Sources; Selection – Meaning, Process, Techniques; Orientation, Placement and Induction.

**UNIT- III SUCCESSION AND CAREER PLANNING (8 lectures)**

Succession & Career planning – Importance, Process, Techniques, Merits & Demerits; Training and Development – Meaning, Importance, Methods, Process; Transfer, Promotion, Demotion; Human resource Accounting and Audit- Meaning, Importance & Process

**UNIT- IV EMPLOYEE EVALUATION & COMPENSATION (8 lectures)**

Job evaluation - Performance Appraisal: Meaning, Objectives, Process & Techniques, Compensation- Meaning, Objectives, Concepts, Types, Factors influencing Wages & Salary, Process, Challenges. Incentives & Benefits – Meaning, Objectives, Types

**UNIT -V EMPLOYEE MOTIVATION AND WELFARE (6 lectures)**

Employee Motivation: Concept, Utilization of Work Motivation, Theories of Motivation, Role of Money in Motivation & Productivity. Quality Work Life, Workers Participation in Management, Grievance Handling & Discipline – Meaning, Importance; Collective Bargaining – Meaning and Importance, Process.

**LEARNING OUTCOME:**

After the completion of this course a student will be able to handle various issues related to HR in any organization. This course shall provide a student an acumen to motivate the employees and to achieve better results from them.

**SUGGESTED READINGS**

Human Resources Management  
Human Resource Management  
Human Resources Management  
Human Resources Management

Pravin Durai  
B.Mamoria  
Saiyadain  
Gary Dessler

## **PGDBM- 202 FINANCIAL MANAGEMENT**

### **UNIT I INTRODUCTION (6 lectures)**

Scope and Nature of Financial Management, Goal of the firm, Sources of Finance , Time Value of Money, Profit Maximization Vs. Wealth Maximization, Functions of Finance Manager; Indian Financial System- Primary & Secondary Market; Concept of Risk & Return, CAPM Model

### **UNIT II FINANCIAL DECISIONS (12 lectures)**

Leverage Analysis: Concept, Types and Application, BIT-EPS Analysis, Point of Indifference.

Capital Structure: Concept, Feature and Principles of a Good Capital Structure, Cost of Capital: Meaning, Concept, Importance, Computation of Cost of Debt, Preference Shares, Equity and Retained Earnings, Weighted Average Cost of Capital, Cost of Working Capital.

### **UNIT III INVESTMENT DECISIONS (8 lectures)**

Capital Budgeting: Concept, Significance and Process, Capital Budgeting Techniques, Capital rationing, Non Financial Factors in Capital Budgeting, Investment Decision in Uncertainty, Decision Tree Approach.

### **UNIT IV DIVIDEND DECISIONS (8 lectures)**

Factor Affecting Dividend Policy, Dividend Models, Dividend Policy in Practice, Management of Retained Earnings; Issue of Bonus Shares, Miller Modigliani Approach.

### **UNIT V WORKING CAPITAL DECISIONS (6 lectures)**

Concepts of Working Capital, Estimation and Sources of financing of Working Capital; Risk- Return Trade off in Working Capital, Management of Cash, Receivables and Inventory.

### **LEARNING OUTCOME:**

After the completion of this course a student shall become equipped to take managerial decisions on financial issues and to help any organization to come out of financial crisis.

### **SUGGESTED READINGS**

Financial Management  
Financial Management  
Financial Management  
Financial Management  
Financial Management

I.M. Pandey  
Prasanna Chandra  
Van Horne  
R.M.Srivastava  
Ravi M. Kisore

**UNIT I INTRODUCTION (4 lectures)**

Production: Meaning and Objectives, Production Technology: Meaning, Classification of Technology, Technological Choice, Forecasting Methods & Techniques.

**UNIT II PRODUCTION PROCESS (8 lectures)**

Manufacturing Process: Concepts, Process Selection, Type of Production: Job and Mass Production, Capacity Planning: Long Range Capacity Planning, Types of Capacity. Design of Production System: Product Design, Process Design, Production Design.

**UNIT III PRODUCTION ECONOMICS (12 lectures)**

Plant Location, Plant Layout: Product and Process Layout, Maintenance Management: Prevention. Product Life Cycle: Concepts, And Application, Material Handling: Concept, And Modern Material Handling Devices, Robotics, Management of Quality: SQC, Acceptance Sampling, TQM, ISO Standard Series: Meaning, Importance and Procedural Requirements.

**UNIT IV PRODUCTION PLANNING AND CONTROL (8 lectures)**

Production Planning: Meaning, Function and Scope, Factors Determining Production Planning Procedure. Production Control: Concept, Function and Production Control System. Aggregate Planning: Cost Associated with Aggregate Planning, Capacity Requirement Planning, Master Production Schedule.

**UNIT V WORK SYSTEM AND INVENTORY MANAGEMENT (8 lectures)**

Work System: Concept, Work Study, Time Study, Motion Study, Learning Curve and its Impact on Productivity, Value Engineering. Inventory Management: Cost Associated with Inventory, EOQ Models, Buffer Stock, Re-Order Point, and ABC Analysis.

**LEARNING OUTCOME**

After the completion of this course, a student will be in a position to plan and schedule the production activities of the organization in the best possible manner. They will be able to learn the techniques of inventory control and its application in organization.

**SUGGESTED READINGS**

- |  |                |
|--|----------------|
| • Modern production and operation Management | Edwin S. Buffa |
| • Factory & Production Management            | Lockyee K.G.   |
| • Operation Management                       | Roger Schroder |
| • Production Management                      | Chary          |
| • Production Planning                        | C.B. Gupta     |
| • Production Management A Hand Book          | Walley B.H     |

## **PGDBM- 204 LEGAL ASPECTS OF BUSINESS**

### **UNIT- I INDIAN CONTRACT ACT -1872 (10 lectures)**

Introduction, Offer and Acceptance, Consideration, Free Consent, Lawful Object, Agreement Expressly Declared Void. Contingent contract, Quasi Contract, performance of contract, Discharge Of Contract, Indemnity and Guarantee, Bailment of Pledge, Agency, Remedies of Breach Of contract.

### **UNIT- II SALE OF GOODS ACT- 1930 (8 lectures)**

Nature of Contract Of Sale, Condition and Warranties, Transfer of Ownership, Performance of Contract of Sale, Right Of an Unpaid Seller, Remedies of Breach Of Contract of Sale.

### **UNIT- III PARTNERSHIP ACT-1932 (9 lectures)**

Meaning and Features of Partnership, Types of partners and Partnership, Formation & Deed, Dissolution of Partnership, Rights and Liabilities of Partners, Position of a Minor in Partnership firm, Registration of Firm & Dissolution of Firm, Effect of non registration.

### **UNIT- IV COMPANY MANAGEMENT (8 lectures)**

Company – Definition & Features, Types of Company, Formation of a Company, Promoters Role, Memorandum of Association, Article of Association, Certificate of Incorporation, prospectus.

Company Management: Share Holders and Members, Allotment of Shares, Dividends, Borrowings Powers, Debentures. Directors: Duties and Right, Qualification and disqualification, Appointment and Removal, Company Meetings & Resolutions Winding up of Company.

### **UNIT- V FEMA (5 lectures)**

Scope, Provisions Relating to Authorized person, duties and power of Authorized person, Regulation and Management of Foreign Exchange.

### **LEARNING OUTCOME:**

After completion of this course a student will have an in depth knowledge of the legal affairs of the company and would be in a position to help a company in an hour of legal crisis.

### **SUGGESTED READINGS**

Company Law  
Mercantile law  
Company Law  
Business Law  
Business Law  
Mercantile law

Dr.Avtar Singh  
N.D. Kpoor  
N.D. Kpoor  
M. C. Kuchhal  
N. D. Kapoor  
Avtaar singh



**UNIT- 1 INTRODUCTION (6 lectures)**

Introduction: Meaning and Concept of Research, Approaches to Research: Inductive and Deductive Approach, Types of Research, Significance of Research in Business and Management

**UNIT -II RESEARCH PROBLEM & RESEARCH DESIGN (8 lectures)**

Hypothesis: Meaning, Types. Procedure of hypothesis testing, Type I & Type II error. Research Problem: Meaning, Objectives & Formulation of Research Problem. Research Design: Meaning and Various Types of Research Design.

**UNIT -III DATA COLLECTION & SAMPLING (8 lectures)**

Data: Meaning, Types, and Sources of Data Collection: Primary and Secondary Sources. Sampling: Concept and Sampling Procedure, Various Sampling Techniques.

**UNIT- IV DATA ANALYSIS (10 lectures)**

Analysis of Data: Coding, Editing and Tabulation of Data, Charts and Diagrams Used in Data Analysis. Measures of Central Tendency (mean, median, mode) Measure of Dispersion (mean deviation and standard deviation). Testing of Hypothesis- T-test, Z- test, Chi-square test, F test

**UNIT -V REPORT WRITING (8 lectures)**

Types and layout of Research Reports; Management perception of Business Research, Role of Computers in Research.

**LEARNING OUTCOME:**

After completion of this course a student will be able to play with data. An analytical power will be developed in his mindsets and this very power shall prove to be very advantageous for any organization.

**SUGGESTED READINGS**

- Research Methodology C.R. Kothari.
- Research Methodology Sadhu & Singh
- Text of Research Methodology P.C. Tripathi.
- Research Methods in Economics and Business R. Ferber &Verdoom P.J.

A Project has to be allotted to the candidate by the institute to work upon under the supervision of one faculty member for the purpose of creating awareness on how to conduct a Research Project. This shall be based on the data collection and interpretation of the same. The Project is to be evaluated out of 200 marks and has to be submitted before the end term examinations.