COURSE : C. BMS.2.01

ORGANIZATIONAL BEHAVIOUR
[60 lectures]

LEARNING OBJECTIVES:
1. To understand basic concepts, theories and techniques in the field of human behaviour at the individual, group and organizational levels in the changing global scenario.
2. To increase managerial effectiveness through understanding of self and others.

UNIT I  Introduction:  [5 lectures]
Concept and nature of Organizational behaviour; Contributing disciplines to the field of O.B.; O.B. Models; Need to understand human behaviour; Challenges and Opportunities.

UNIT II  Individual & Interpersonal Behaviour:  [20 lectures]
Biographical Characteristics; Ability; Values; Attitudes-Formation, Theories, Organisation related attitude, Relationship between attitude and behavior; Personality – determinants and traits; Emotions; Learning-Theories and reinforcement schedules, Perception –Process and errors. Interpersonal Behaviour: Johari Window; Transactional Analysis – ego states, types of transactions, life positions, applications of T.A.

UNIT III  Group Behaviour & Team Development:  [20 lectures]
Concept of Group and Group Dynamics; Types of Groups; Formal and Informal Groups; Stages of Group Development, Theories of Group Formation; Group Norms, Group Cohesiveness; Group Think and Group Shift. Group Decision Making; Inter Group Behaviour; Concept of Team Vs. Group; Types of teams; Building and managing effective teams. Effective Thinking, Thinking Skills, Thinking Styles, Concept of Six Thinking Hats

UNIT IV  Organization Culture and Conflict Management:  [15 lectures]
Organizational Culture- Concept, Functions, Socialization; Creating and sustaining culture; Managing Conflict – Sources, types, process and resolution of conflict; Managing Change; Managing across Cultures; Empowerment and Participation.

Continuous Internal Assessment :
Mid Semester test - Case Study
Project work

REFERENCES:
7. Industrial Psychology Gosh P.& K & Ghorpade M.B Himalaya, Mumbai,1999

**COURSE: C. BMS.2.02**

**INDUSTRIAL LAW**

[60 lectures]

**LEARNING OBJECTIVES**:

To emphasise on the practical aspect and uses of Industrial Law by the Organisation

**UNIT I  Laws related to Industrial Relation and Industrial Disputes**

1. Industrial Disputes Act, 1947
   - Definitions, authorities award and settlement, strikes, lockouts, layoffs retrenchment and closure
2. The Trade Unions Act, 1926 [20 lectures]

**UNIT II Laws related to Health, Safety and Welfare**

The factories Act, 1948 Provisions related to approval, licensing, registration, inspecting staff, health safety and welfare [10 lectures]

**UNIT III  Social Legislations**

[10 lectures]
1. Employees’ State insurance Act, 1948 : Committees councils and various benefits
2. Employees’ Provident fund and iii)Miscellaneous Provision Act, 1948 schemes, administration and determination of dues

**UNIT IV  Laws related to Compensation Management**

[20 lectures]
1. The Payment of Wages Act, 1948 : Objectives, Definitions, authorized deductions
2. The Minimum wages Act, 1948
3. The Payment of Gratuity Act, 1972

**Continuous Internal Assessment**:

- Mid Semester test
- Project work – Presentation and Viva

**REFERENCES**:

1 Industrial and Labour Laws Dr.Sanjeev Kumar Bharat Law H P Ltd
2 Commercial and Industrial Law S K Dasgupta Sterling Publishers Pvt Ltd
3 Bare – Acts ---- Govt. Publications
COURSE : C. BMS.2.03

COMPUTER APPLICATIONS IN BUSINESS  
[60 lectures]

LEARNING OBJECTIVES:

To familiarize with Front-end concept for developing various IT Applications Project.

UNIT I  Advanced Spreadsheets.  [15 lectures]

A) Multiple spreadsheets
1. Creating and Using templates
2. Creating and Linking Multiple Spreadsheets.
3. Add Headers/Footers to a Workbook.
4. Create Formulas that use references to cells in different worksheets.
5. Creating and using named ranges

B) Functions
1. Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR
2. Database Functions VLOOKUP, HLOOKUP
3. Conditional Logic functions IF, COUNTIF, SUMIF

C) Data Analysis
1. Using Scenarios, creating and managing a scenario.
2. Using Goal Seek.
3. Using Solver
4. Pivot Tables – Building Pivot Tables, Pivot Table regions. Rearranging Pivot Table.
5. Creating simple macros.

UNIT II  Web Designing Using HTML  [15 lectures]

1. Evolution of HTML
2. Concept of Hyper Text, Tags
3. Structure of an HTML file
4. Basic Tags - <head>, <title>, <body>, <h1> to <h6>, <p>, <b>
5. Formatting text – Logical and Physical tags
6. Style Sheets
7. Creating Lists and Tables
8. Adding graphics with and without text, alignment.
9. Creating links – internal and External, mail links
10. Creating Frames
11. Creating Forms
12. Understanding How softwares like Front Page, Dream Weaver Create HTML files.
13. Uploading HTML Pages using SW like Cute FTP, WS FTP

UNIT III  E-Commerce [20 lectures]
1. Definition Diff. between Ecommerce and E-business
2. E-commerce infrastructure, Packet switching, TCP/IP, IP addresses Domain Names. URL, HTTP, SMTP, POPMAP, SSL, TELNET, FINGER, TRACERT
3. Development of web Browsers Hypertext
4. Features of E-commerce (Advertising)
6. Business Models in E-Commerce (Revenue, Advertising Subscription, Transaction Fee, Seles Revenue, Affiliate Revenue)
9. Encryption : Definition, Symmetric Key Encryption, DES (Data Encryption Standard, PKI (Public Key infrastructure) Signatures. Digital signatures, SSL.
11. How an Online credit card transaction works SET protocol
12. Limitation of E-commerce

UNIT IV MIS [10 lectures]
1. Introduction to MIS
2. Meaning Basic concepts.
3. BPS Introduction and Understanding the concept.
4. ERP What is ERP? What are its advantages?

Continuous Internal Assessment :
Mid Semester test
Project work

REFERENCES :
1. Excel-Missing Manual Mathew McDonald O Reilly Press
3. E-Commerce Kenneth C Laudon, Pearson Education Carol Traver
4. E-Commerce Awad Prentice Hall India
5. HTML. Back Book Steven Holzner Dream Tech Press
6. Managing with Information Jerome Kanter Prentice Hall India
LEARNING OBJECTIVES:
To understand the basic concepts and issues in business economics and their application in business decisions.

UNIT I Introduction
Meaning and Scope of managerial economics- relationship to economic theory- role of managerial economics- objectives and constraints of the firm- introduction to risk, asymmetric information and game theory

UNIT II Demand Analysis
Meaning of demand-Market demand function -Demand curve, factors affecting demand-Variation and increase/decrease in demand-Elasticity of demand- Graphical representation of price elasticity of demand Price- income and cross elasticity of demand- Estimation of demand-Numerical problems for measurement of elasticity

UNIT III Production and Costs

UNIT IV Market Structures
Meaning of market structure, need for analyzing market structure, types of markets

Perfect competition & Monopoly
Features-Representative firm, and industry-Equilibrium in short and long run Price and output determination using diagrams-Normal profits, losses and supernormal profits in short run-Long run and normal profit-Merits and limitations of perfect markets

Oligopoly and Monopolistic Competition
Oligopoly-definition and characteristics-Collusion and cartel-Non-price competition- Price stickiness and kinked demand
Monopolistic competition-definition and characteristics-Equilibrium-Price and output determination
Continuous Internal Assessment:
Mid Semester test
Project work – Presentation

REFERENCES:
1 Managerial Economics Dean Joel Eastern Edition
2 Managerial Economics Almanand Excel Books, New Delhi
4 A study of Managerial Economics Gopalakrishna Himalaya Mumbai
5 Managerial Economics Cauvery, R. et al; S. Chand, New Delhi
6 Managerial Economics Paul G Keat, K Y Young Prentice Hall Publication
7 Managerial Economics: Analysis, Problems, Cases, Lila J. Truett and Dale B. Truett John Wiley & Sons
8 The Economy Today Bradley R Schiller McGraw-Hill
10 Managerial Economics Ahuja HL (2007): S. Chand & Co, Delhi
11 The New Managerial Economics William Boyce Biztantra

COURSE : C. BMS.2.05
BUSINESS STATISTICS
[60 lectures]

LEARNING OBJECTIVES:
To develop student’s familiarity with the basic concept and tools in statistics and operations research. These techniques assist specially in resolving complex problems and serve as a valuable guide to the decision makers.

UNIT I Descriptive Statistics For Univariate Data [15 lectures]
Introduction to Statistics: Types of data. Data collection methods – Census and Sample Survey:
Presentation of data: Tabular (Frequency distribution) and Graphical (Frequency Curve, Ogives, Histogram)
Measures of Central Tendency: Arithmetic mean, median, mode, geometric mean-their properties and applications.
Measures of Dispersion: Absolute measures – Range, Quartile deviation, Standard deviation, Variance and Relative measures – coefficient of range, coefficient of quartile deviation, coefficient of variation.

UNIT II Forecasting Techniques [15 lectures]
Correlation and Regression: Karl Pearson’s coefficient of correlation
(Properties and calculation); Spearman’s Rank Correlation coefficient. Linear regression equation – Statement and use.
Time Series: Components. Additive and multiplicative models,
Estimation of linear trend by
(i) least squares method (ii) moving average method.
Determination of seasonal trend using simple average method.
Index Numbers: Meaning and uses, Simple and composite index number.
Aggregative and average of price relatives – simple and weighted index numbers.
Construction of index number-fixed and chain base.
Laspeyre’s Paasche’s Kelly’s and Fisher’s index numbers.
Construction of (i) consumer price index (ii) Cost of living index numbers.
Deflating, Splicing, Shifting of Base Year.
Conversion from fixed Base to Chain Base index numbers and vice-a-versa..

UNIT III Probability and Probability Distribution: [15 lectures]
Probability: Sample space as a concept, different types of events.
Definition of probability.
Addition and Multiplication Laws of probability
(Statements and use only) conditional probability,
Bayes’ Theorem (concept only)
Random Variable, Expectation and Variance. Probability distributions-
Binomial and Normal.

UNIT IV Testing of Hypotheses: [15 Lectures]
Sampling distribution: Sample mean and sample proportion.
Determination of sample size. Central Limit Theorem (Statement only)
Hypothesis: Simple and composite, null and alternative.
Two types of errors, level of significance (concepts only)
Large sample test Tests based on Normal distribution (Tests for mean and difference in
two means, proportion and difference in two proportions). Interval estimation. t-test
(concept only)

Continuous Internal Assessment:
Mid Semester test
Project work - Presentation

REFERENCES:

1 Statistics for Management Richard Levin and David S. Rubin Prentice Hall of India, New Delhi
2 Statistics for Business & Economics David R Anderson, Dennis J Sweney Thompson Publication (Scuta Eastern)
4 Business Statistics Bhardwaj Excel Books, Delhi
5 Introduction to Probability theory and its Application Feller W. Wiley
6 Data Analysis for Managers Roberts H Scientific Press
INTRODUCTION TO COST ACCOUNTING

[60 lectures]

LEARNING OBJECTIVES:
To familiarize the students with the basic cost, concepts, allocation and control of various costs and methods of costing.

UNIT I Introduction & Importance of Cost Accounting: [15 lectures]
Cost, costing, Cost accounting ; Cost ascertainment ;Cost control;Cost classification ;
Reporting : Distinction between cost & financial accountancy ; Advantages of cost accounting ; Objectives of cost accounting

UNIT II
A. Elements of Cost: material-labour- overheads

B. Bases of Cost Classification :
On the basis of :-
Behavior / Variability :
Element of cost including direct & indirect concept
Functions

C. Determination of Total Cost
Cost structure
Cost sheets
Composition of selling price

UNIT III Reconciliation between Cost and Financial Records [10 lectures]
Meaning and Definition - Need for reconciliation - Causes of disagreement -
Procedure and preparation of statement of reconciliation

UNIT IV Elementary Principles and Techniques of Marginal Costing
(Excluding Problems on Managerial Decisions) [20 lectures]
A. Elementary Principles of Marginal Costing:
Meaning - Features of marginal costing - Advantages of marginal costing -
Limitations of marginal costing - Concept of profit

B. Techniques of Marginal Costing
Contribution - Profit / volume ratio - Break even point
Margin of safety - Cost volume profit analysis

C. Contract Costing

Continuous Internal Assessment :
Mid Semester test
Assignment: Project

REFERENCES:

1 Management Accounting I.M Pandey Vikas Publishing
3 Cost Accounting Theory & Practice M.N. Aurora S. Chand & Co. (P) Ltd., New Delhi
4 Cost Accounting-A Managerial Emphasis Horngren, Charles, Foster and Datar Prentice Hall of India
5 Advanced Problems and Solutions in Cost Accounting Maheshwari S.N. S. Chand & Co. (P) Ltd., New Delhi
7 Cost Accounting and Financial Management Ravi M. Kishore Taxman’s,
8 Principles of Cost Accounting Vanderbeck Thomson learning