Rani Durgavati Vishwavidyalaya Jabalpur

Faculty of Management



Course – Curriculum MBA

SYLLABUS AND SCHEME OF

EXAMINATION FOR MBA 2 YEARS

FULL TIME PROGRAMME

MBA I & II SEMESTER

YEAR 2018-2020

SYLLABUS AND SCHEME OF EXAMINATION FOR MBA 2 YEARS FULL TIME PROGRAMME

There will be in all 31 theory papers distributed among the four semesters along with On-site Training Report & Viva-Voce in III Semester and Evaluation of Managerial Skills through Presentations in IV Semester.

The minimum passing marks for the theory paper shall be 40% and for the On-site Training Report and Viva-Voce and Evaluation of Managerial Skills through Presentation shall be 50% of the Maximum marks.

The candidate need to score minimum 50% marks in aggregate including the marks of Internal Assessment where prescribed to pass the semester

Scheme for FIRST Semester

There will be 8-theory papers in this semester.

The Internal marks will be calculated based on the following:

Internal Assessment Total Marks 30

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

Paper Code	Papers	INTERNAL ASSESSMENT		SEMESTER-END EXAMINATION	
		Max. Marks	Min. Marks	Max. Marks	Min. Marks
MS-101	Organizational Behavior	30	12	70	28
MS-102	Principles & Practices Of Management	30	12	70	28
MS-103	Accounting For Manager	30	12	70	28
MS-104	Managerial Economics	30	12	70	28
MS-105	Computer Application In Management	30	12	70	28
MS-106	Quantitative Techniques For Managers	30	12	70	28
MS-107	Legal Aspects Of Business	30	12	70	28
MS-108	Economic Environment Of Business	30	12	70	28

MBA-I SEMESTER

MS-101 ORGANISATIONAL BEHAVIOUR

[Max. Marks: 70] [Min. Marks: 28]

Course Objective - To develop an understanding of the individuals and groups behavior inside organizations should further enhance your skills in understanding and appreciating individuals, interpersonal, and group process for increased effectiveness both within and outside of organizations.

Unit – I Focus and Purpose

- Definition, need and importance of organizational behaviour Nature and scope Frame work Organizational behavior models, Organization and the environmental factors.
- Organizational Theory, Organizational behavior modification. Misbehavior Types

Unit - II Individual Behavior

- Personality Types Factors influencing personality Theories.
- Learning Types of learners The learning process Learning theories. .
- Attitudes Characteristics Components Formation Measurement- Values.
- Perceptions Importance Factors influencing perception Interpersonal perception-Impression Management. Emotions and Moods in workplace

Unit – III Group Behavior

- Organization structure Formation Groups in organizations Influence Group dynamics Interpersonal Communication
- Team building Interpersonal relations Group decision making techniques.
- Meaning of conflict and its types, Conflict Redressal process

Unit – IV Leadership and Power

- Leadership Meaning, importance, traits, styles and Theories. Leaders Vs Managers.
- Sources of power Power centers Power and Politics.
- Motivation at work importance, need, types and its effects on work behavior. Motivation Theories: Maslow's, Herzberg, etc.

Unit – V Dynamics of Organizational Behavior

- Organizational culture and climate Factors affecting organizational climate Importance.
- Organizational change Importance Stability Vs Change Proactive Vs Reaction change the change process Resistance to change Managing change.
- Stress Work Stressors Prevention and Management of stress Balancing work and Life. Organizational Development Characteristics & objectives.
- Organizational effectiveness. Benchmarking- TQM and Six Sigma (Overview)

Attendance 10 Marks
Test 10 Marks
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REFERENCE BOOKS

Human Behavior at work Keith Devis

Organizational Behavior; Concepts, Skills and Practices Kinicki Kreitner

Dimension of Organizational Behavior T. Herbert

Organization & Management R. D. Agrawal

Organizational Behavior and Performance Aszilagyl & Walace

Organizational Behavior K. Aswathapa

Organizational Behavior Jit Chandan

Organizational Behavior V. Ghosh

Organizational Behavior Gregory Morehead

Organizational Behavior Fred Luthans
Organizational Behavior Rosy Joshi

Organizational Behavior Stephen Robbins

MS-102 – PRINCIPLES & PRACTICES OF MANAGEMENT

[Max. Marks: 70] [Min. Marks: 28]

Course Objective – The objectives of this course is to expose the students to basic concepts of management and to enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management

UNIT - I

- Management concept, Importance, and Scope, Fields of management, Role of managers.
- Evolution of Management thought Trends and Challenges of Management in Global Scenario.
- Fayol and Taylor Principles of Management, Classical and Neo classical Theory

UNIT - II

Nature and purpose of planning - Planning process - Types of plans - Objectives. Six P'S of Planning. Strategies - Types of strategies TOWS Matrix, Porter's Generic Competency Model -, BCG Matrix and GE Matrix, Policies.

• Decision Making - Types of decision - Decision Making Process - Rational Decision Making.

UNIT-III

- Nature and purpose of organizing Organization structure Organizational Restructuring.
- Departmentalization Span of control Centralization and Decentralization Delegation of authority
- Staffing Selection and Recruitment Orientation Career Development Career stages
- Training Performance Appraisal (overview).
- Corporate social Responsibility plans.
- Concept and benefits of Managing By Objective (MBO)

UNIT-IV

- Organization Culture Elements and types of culture Managing cultural diversity.
- Motivation & leadership concept, style and theories. Its role in business effectiveness.
- Creativity -Introduction, Concept of Creativity, Importance of Creative Thinking, Process of Creative Thinking, Techniques for Creative Thinking Brainstorming
- Innovation meaning, sources, elements and stages of innovation.
- Co-ordination & co-operation Concept, Need and techniques

UNIT V

 Process of controlling - Types of control - Budgetary and non-budgetary control, Q techniques -Managing Productivity - Cost Control - Purchase Control - Maintenance Control, Quality Control - Planning operations.

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

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REFERENCE BOOKS

Principles of Management - Tata Mc GRAW- Hill

Current Readings in Management- Tata Mc GRAW- Hill

Essentials of Management- Koontz and Weihrich

The Process of Mgt, Concept, Behaviour & Practice Newman Summer Warren

Organizational Behaviour, 9th Ed. Stephen Robbins

Human Behaviour at Work Davis and Newstorm

Organisation Behaviour Fred Luthans

MS – 103 ACCOUNTING FOR MANAGERS

[Max. Marks: 70] [Min. Marks: 28]

Course Objective – The basic objective of this course is to equip the students with the knowledge of accounting principles, conventions and concepts. It will make students aware of financial reporting system and techniques of financial analysis. The course is also intended to provide insight into the accounting techniques that may enable students in managerial decision-making and control.

UNIT-I

- Accounting Meaning, scope, uses& types. Financial Accounting Concepts, conventions and principles their implications on accounting system.
- Accounting Cycle. Classification of capital and revenue expenses.

UNIT-II

- Concept & Methods of depreciation SLM and DBM. Impact of depreciation on measurement of business Accounting.
- Trial Balance, Profit and Loss Account and Balance Sheet Preparation.
- Incorporation of Company, Purchase of Business

UNIT-III

- Concept and Need for analysis of Financial Statements Types and Tools of analysis: Trend analysis, Common size statements and Comparative statements. Final Accounts of Company Understanding.
- Financial Ratio Analysis: Meaning, Uses, Importance, need and limitations of Ratio analysis. Types Turnover, Liquidity, Solvency, Proprietary, Leverage and Profitability Ratios.

UNIT-IV

- Cost Accounting-Nature, role, elements& classification of cost. Cost sheet.
- Marginal Costing- Concept, Importance and Contribution in Decision Making. Limitations of Cost Accounting
- Cost Volume Profit Analysis- Break Even Analysis, Margin of Safety, PV Ratio. Concept of Variances (Materials and labor).

UNIT-V

- Understanding of Inflation Accounting, Responsibility Accounting & Human Resource Accounting.
- Concept of Budget and Budgetary control- Flexible vs. Fixed budget. Revenue Budget, Preparation of Cash, Sales and Production Budgets.
- Introduction to Tally Accounting application.

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

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REFERENCE BOOKS

Management Accountig Robert Anthony

Management Accounting I.M.Pandey
Accounting for Management Control Horngren
Introduction to accountancy Grewal T.S.
Cost Accounting and Costing Methods Wheldon

Cost Accounting R.L. Gupta &V.K.Gupta,

Introduction to Accounting S.N. Maheshwari,
Cost Accounting, Theory and Problems S N Maheshwari,

Vikas Publications,

New Delhi: III Edition 2000

Financial Management Khan & Jain

Managerial Accounting Hingorani R. and Grewal

Cost Accounting Biggs

Marginal Costing Lawrence and Humphrey

Management Accounting D.C. Sharma and K.G.Gupta

Management Accounting

Double Entry Book Keeping

Cost Accounting

Cost Accounting

Management Accounting 3rd Ed.

S.P. Gupta

T.S.Grewal

Dr.P.K.Jain

Khan & Jain

Khan & Jain

Theory & Problems in Management Khan & Jain

& Cost Accounting

MS-104 MANAGERIAL ECONOMICS

[Max. Marks: 70] [Min. Marks: 28]

Course Objective – The paper seeks to equip the students with the analytical tools of Economics and apply the same to rational managerial decision-making. It further seeks to develop economic way of thinking in dealing with practical business problems and challenges.

UNIT I:-

- Introduction to Managerial Economic: meaning, scope and methods of Managerial Economics, Importance and application of Managerial Economics to decision making.
- Decisions- Concepts of Opportunity cost, Time Value of Money, Scarcity, choice & production possibility curve.

UNIT II

- Demand Analysis; Law of Demand, Exceptions to the law of Demand, Determinants of Demand.
- Elasticity of Demand- Price, Income, Cross and Advertising Elasticity; Uses of Elasticity of Demand for managerial decision making, measurement of Elasticity of Demand.
- Demand forecasting- meaning, significance and methods.

UNIT III

- Supply Analysis; Law of Supply, Supply Elasticity; Analysis and its uses for managerial decision making.
- Production concepts & analysis; Production function, single variable-law of variable proportion, two variable- Law of returns to scale.
- Cost concept and analysis, short-run and long-run cost curves and its managerial use.

UNIT IV

- Market Equilibrium and Average Revenue Concept.
- Market Structure: Perfect Competition, features, determination of price under perfect competition.
- Monopoly: Feature, pricing under monopoly, Price Discrimination.
- Monopolistic: Features, pricing under monopolistic competition, product differentiation.
- Oligopoly: Features, kinked demand curve, cartels, price leadership.
- Pricing Strategies; Price determination, full cost pricing, product line pricing, price skimming, penetration pricing.

UNIT V

- National Income; Concepts and various methods of its measurement, Employment, Index Numbers, Inflation and Deflation - types and causes, Business Cycle, Profit concept and major theories of profits; Dynamic Surplus theory, Risk & Uncertainty bearing theory, Innovation theory and Theory of Rent.
- Fiscal and Monetary Policy (Overview)

Attendance 10 Marks **Test** 10 Marks **Seminars/Cases analysis/Presentations:** 10 Marks

Guidelines for Case analysis / presentations: - Students should be given case studies as assignment and asked to present the same in the class for discussions, or seminars may be arranged on current issues related to the subject and marks be given on the basis of students' performance. (Cases or Seminars can be given on individual basis or on group basis)

REFERENCE BOOKS

 Managerial Economics Varshney & Maheshwari o Managerial Economics : Concepts & Cases Mote, Paul & Gupta

 Managerial Economics D.N. Dwivedi

 Managerial Economics and Business Strategy Michel Baye (Mc Graw- Hill)

 Managerial Economics Thomas R Christopher (McGraw-Hill)

D.C. Hogue o Managerial Economics

o Introduction to Managerial Economics C.I. Savage & J.R. Small

 Managerial Economics C.J. Stocks o Economics decision models

I.L. Riggs

o Theory of the Firm K.L. Cohen & R.M. Cyert o A Study of Managerial Economics D.Gopal Krishna

 Managerial Economics Gupta G.S. o Managerial Economics M.L. Jhingan J.K. Stephen

MS-105 COMPUTER APPLICATION IN MANAGEMENT

[Max. Marks: 70] [Min. Marks: 28]

Course Objective - Through this course it is intended to familiarize the students with the computer hardware and software applications for data/file management and exchange through net.

UNIT-I Introduction to Computer & Operating System:

- Introduction to computers, Advantages, Disadvantages and of computer Applications, Block diagram and working model of computer. Computer and communication networks, Evolution of computer networks, LAN, MAN, WAN.
- Classification and generation of computer. Configuration of PC. Study of various add-on devices to PC like modem, printer, scanner, and Input / Output Devices.
- Operating System Basic Introduction to MS-DOS, Unix and Windows as Operating System. Functions & types of OS. Concept of GUI.

UNIT-II Office Automation & Management

- Word Processing Creating, Opening, editing, formatting, composing, printing, saving etc. preparing & merging documents.
- Excel -working with spreadsheets, presenting data using graph, tables, formulas and functions. Editing and formatting of charts. WHAT IF Analysis.
- PowerPoint creation of presentation, data representation through graphics, animating your presentation.
- Outlook E-mailing and getting connection to Internet, configuring of outlook express, using outlook for your mail checking, sending and updating.
- Tally Introduction to computational accounting.

UNIT-III Internet

- Internet: Overview of Internet, Architecture & Functioning of Internet, Basic services over Internet like WWW, IP addresses, ISPs, URL, Domain names, Web Browsers, Internet Protocols, Search engines, Web browsing, searching, downloading & uploading from Internet.
- E-Mail Etiquette Working process of E-mail, chatting. Applications of Information Technology.

UNIT-IV Introduction to E-Commerce

- Meaning, nature, scope and channels, E-Market, Models of e-commerce, Global trading environment and adoption of e-commerce, application of ecommerce to Supply chain management.
- EDI and paperless trading, characteristic features of EDI service arrangement; Internet based EDI; EDI architecture and standards, E-Commerce in India

UNIT-V Electronic Transaction

- Concept of E-transaction, purchase order processing and payments.
- Electronic Payment Systems, types of payment systems e-cash and currency servers, e-cheques, credit cards, smart cards, electronic purses and debit cards. Master Card / Visa Secure E-Transaction. Mobile commerce.
- Security risks of e-commerce-Types and sources of threats. Cyber Crime.

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

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REFERENCE BOOKS

Electronic Commerce: Framework & Bhasker

Technologies and Applications

Web Commerce Technology Hand book Minol

Computer Fundamental V Rajaraman

LINUX Tech Media Publication

Web page programming BPB Publicaton

E-Commerce Daniel Minoli and Emma Minoli

Web-Commerce Bajaj & Nag

MS-Office XP BPB Publication

MS-106 QUANTITATIVE TECHNIQUES FOR MANAGERS

[Max. Marks: 70] [Min. Marks: 28]

Course Objectives – The basic aim of this course is to impart knowledge of basic statistical tools and techniques with emphasis on their application in business decision process and management.

UNIT – I:

- Introduction to Statistics-origin, scope, development and branches of statistics, limitations of statistics, statistics & computers, Applications of Statistics in Business.
- Measures of Central Tendency- Mean, Median, Mode, Geometric Mean and Harmonic Mean.

UNIT – II:

- Dispersion- Range Quartile deviation, Mean Deviation, Standard Deviation and co-efficient of variation.
- Skewness: Karl Pearson co-efficient of skewness, Bowley's co-efficient of skewness, Kelley's co-efficient of skewness Theory and problems. Concept of Kurtosis.

UNIT - III:

- Correlation Analysis-Scatter diagram, Positive and Negative correlation, limits for coefficient of Correlation, Karl Pearson's coefficient of correlation, Spearman's Rank correlation, concept of Multiple and partial Correlation.
- Regression Analysis: Concept, Method of least square fit of a linear regression, lines of regression, Properties of regression coefficients.

UNIT - IV:

- Probability Theory: Concepts, additive, multiplicative, conditional probability rules, Bayer's Theorem and introduction to probability distribution (Binomial & Poisson distribution)
- Time Series Analysis-Components, Models of Time Series-Additive, Multiplicative and Mixed models.
- Trend analysis-Free hand curve, Semi averages, moving averages, Least Square methods and Index numbers introduction, Characteristics, types and uses of index numbers, weighted & unweighted price indexes, Tests of adequacy and consumer price indexes.

UNIT - V:

- Hypothesis testing and statistical influence (Introduction to methodology and Types of errors) introduction to sample tests for Univariate and Bivariate analysis using normal distribution, ftest, and t-test, z-test and chi square test.
- Analysis of Variance-One Way and Two Way ANOVA (with and without Interaction)
- Statistical Decision Theory: Decision making process, Decisions under Uncertainty and Decisions under Risk.

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

Guidelines for Case analysis / presentations: - Students should be given case studies as assignment and asked to present the same in the class for discussions, or seminars may be arranged on current issues related to the subject and marks be given on the basis of students' performance. (Cases or Seminars can be given on individual basis or on group basis)

REFERENCE BOOKS

Statistic for Management Levin RI

Quantitative Techniques in Management N.D.Vohra

(The McGraw-Hill)

Statistics for Modern Business Decision Lapin & Lawrance

Business Statistics Gupta SP

Modern Elementary Statistics Friend John I

Fundamentals of Statistics Gupta G & Dasgupta

Quantitative Techniques Chandan JS
Statistics for Business & Economics Chandan JS
Introduction to Statistical Methods Gupta V

Quantitative Techniques CR Kothari

Mathematics for Management and J.K. Sharma, New Delhi,

Computer Applications Galgotia Publication

Business mathematics and statistics R. K. Ghosh and S. Saha,

New Central BookAgency 9th Ed.

Business Mathematics and Quantitative Saha, Calcutta,

Techniques Central Book Agency

Statistics for Management Richard I. Levin and D.S. Rubin

Prentice Hall of India, 2000

MS – 107 <u>LEGAL ASPECTS OF BUSINESS</u>

[Max. Marks: 70] [Min. Marks: 28]

Course Objective – The basic objective of this course is to expose. The students towards the mercantile law and equip the students with broad based knowledge of company law.

UNIT I

• Indian Contract Act, 1872Definition of a Contract and its essentials, Formation of a valid Contract - Offer and Acceptance, Consideration, Capacity to Contract, Free consent, Legality of object, Discharge of a Contract by performance, Impossibility and Frustration, Breach, Damages for breach of a contract, Quasi contracts. Special Contracts Contract of Indemnity and Guarantee, Contract of Bailment and Pledge, Contract of Agency, Creation & termination of Agency Rights, Duties and Liabilities of Agent.

UNIT II

• Sales of Goods Act, 1930: Meaning - Contract for Sale of Goods, Essentials of a Contract of Sale -Formalities of a Contract of sale, Provisions relating to conditions and Warranties, Provisions relating to transfer of property or ownership Provisions relating to performance of Contract of Sale - Rights of Unpaid Seller – Rules as to delivery of goods.

UNIT III

- **The Companies Act, 1956**: Company Definition, Meaning, Features and Types of companies. Incorporation of a company Memorandum of Association, Articles of Association and Prospectus. Share Capital. Companies ACT 2013 and subsequent amendments.
- The Indian Partnership Act, 1932: Definition of Partnership and its essentials, Rights and Duties of Partners: Types of Partners, Minor as a partner, Doctrine of Implied Authority, Registration of Firms, Dissolution of firms, Partnership Act 2013 (amendments). Limited liability Partnership

UNIT IV

- The Negotiable Instruments Act, 1881:Negotiable Instruments Meaning, Characteristics, Types, Parties Holder and holder in Due Course, Negotiation and Types of Endorsements, Dishonour of Negotiable Instrument Noting and Protest, Liability of parties on Negotiable Instrument.
- The Consumer Protection Act, 1986- Definitions of Consumer, Complainant, Goods, Service Meaning of Consumer Dispute, Complaint Unfair Trade Practices Restrictive Trade Practices, Rights of Consumers, Consumer Disputes, Redressal Agencies.

UNIT V

- The Information Technology Act, 2000 Digital Signature Definition, Digital Signature Certificate, Electronic Governance, Electronic Records, Certifying Authorities, Penalty & Adjudication, Cyber Law (only Preamble).
- Intellectual Property Right (IPR) Act Conceptual understanding of patents, copyrights, trademarks and designs.
- **Right to Information Act 2005:** Right to know, Salient features of the Act, Request procedure for obtaining information, Exemption from disclosure of information.

Attendance 10 Marks
Test 10 Marks
Seminars/Cases analysis/Presentations: 10 Marks

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REFERENCE BOOKS

Business Law M.C. Shukla

Business Law Mulchandani, K.R.

Business Law Mahaeshwari, R.P. & S.N.

Principles of Business Law K. Ashwathappa

Business Law Sen & Mitra
Business Law M.C. Kuchhal
Govt. & Business N.K Sengupta

Bare Acts -

Indian Contract Act Sale of Goods Act

Partnership Act

Business Law Balachandani

Business Law SD Geet and MS Patil

Business Laws Gulshan Kapoor
Business and Commercial Laws Sen and Mitra

An Introduction to Mercantile Laws N. D. Kapoor

Business laws N.M. Wechelkar

Business Laws M.D. Mulla
Company Law Avtar Singh

Bare Text of the relevant Act

MS-108 ECONOMIC ENVIRONMENT OF BUSINESS

[Max. Marks: 70] [Min. Marks: 28]

Course Objective – The objective of this course is to sensitize towards the overall business environment within which organization has to function and to provide insight to students of its implication for decision making in business organizations. So that they should understand the dogma of business in which they are seeking their future.

UNIT I

- **Business Environment**: Definition, Nature, Scope, principles, elements of Business, Dynamic factors, significance and nature of business environment.
- Environmental scanning Meaning, importance and its process. Fundamental issues captured in PESTLE– Political, Economic, Socio-cultural, Technological, Legal and Ecological environment.
- Globalization: New dimensions of Business.

UNIT II

• Politico-legal Environment: Relationship between business and Government of India; Constitutional provisions affecting business; Introduction to some important business laws: MRTP, Industrial (development and regulation) Act 1951, FEMA & FERA, SEBI Act, Consumer Protection Act; Changing dimensions of these laws and their impact on business.

UNIT III-

- **Economic Environment**: Philosophy and strategy of planning in India; Phase of Economic Development and its impact, Concept of mixed economy: the public sector and the private sector, their changing roles; Inflation FDI and collaboration; Industrial policy in India in recent years; Policy with regard to small scale industries and labour.
- **Financial Environment:** The monetary policy, fiscal policy and union budget as an instrument of growth and their impact on business. Financial institutions and their relevance to business operations; Multinational corporations (MNC); Introduction to Stock Exchange of India.

UNIT IV

- **Technological and socio-cultural Environment:** Policy for research and development in India; Problem of selecting appropriate technology; Multinationals as source of technology; foreign collaborations and joint ventures
- Impact of culture and values: Salient features of Indian culture and values and their implications for industrialization and economic growth; Emergence of middle class and consumerism; Development of business entrepreneurship in India; Social responsibility and Indian business.

UNIT V

• Economic Reforms in India: Liberalization, Privatization and Globalization. Liberalization in India: The New Economic Policy; Policy changes for liberalization & its impact, Industrial policy; Exim policy; Banking policy; FDI policy; Reforms in capital market; Structural reforms; Impact of reform measures, Salient Features and role of WTO, IMF and World Bank in global economic development.

Internal Assessment:Total Marks 30Attendance10 MarksTest10 MarksSeminars/Cases analysis/Presentations:10 Marks

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REFERENCE BOOKS

Principles of Business Management Arun Kumar/Archana Sharma

Business Environment F. Cherunilum

Market Management in India Manas Pandey

Business & Economic Law Bansal

Privatization of PSU in India C.N.P. Nair Export/Int. Management Balgopal

Economic environment of Business Biswnath Ghosh
