

1. **Introduction:** - Concept of Management, Scope, Functions and Principles of Management, Evolution of Management thought.
2. **Planning:** - The Process of Planning, Objectives, Policy and Procedures, Forecasting and Decision Making.
3. **Organizing:** - Meaning, Importance and Principles, Span of Management, Centralization and Decentralization, Patterns of Organization, Line and Staff Relationships.
4. **Staffing:** - Nature & Scope of Staffing, Manpower Planning, Selection & Training, Performance Appraisal.
5. **Controlling:** - Concept or Managerial Control, Control aids, Score Responsibilities of Managers.

**Books Recommended:** -

- |  |                                  |
|--|----------------------------------|
| 1. <b>Management &amp; Organizations Behaviour</b> | – by Paul Hersey & Ken Blanchard |
| 2. <b>Essentials of Management</b>                 | – by Koontz & O'Donald           |
| 3. <b>Principal and Practice of Management</b>     | – by L.M. Prasad                 |
| 4. <b>Human Behavior at Work</b>                   | – by Kaith Devis                 |
| 5. <b>Organizational Behavior</b>                  | – by Robbins                     |

**Course : 2: Business Organization**

1. **Introduction:** - Nature & Scope of Business System, Objectives of Business and Social Responsibilities of Business
2. **Organizing a Business:** - Forms of Ownership Organization – Sole Proprietor, Partnership, Private & Public Ltd. Companies, Choice of suitable form of Business Organization.
3. **Public Sector:** - Central Government, Public Corporation, Local Government, Organization neither Public nor Private Sector, Clubs & Society, Cooperative Societies, Worker's Cooperatives, Building Societies.
4. **Elements of Insurance:** - Meaning and Causes of Business Risks, Insurance of Business Risks.
5. **Marketing Functions:** - The Marketing Concept, Product Planning, Choice of Channels of Distribution, Advertising and Salesmanship.
6. **Financial Functions:** - Objectives and Scope, Estimation of Financial Requirements Long Term, Medium Term, Short Term, Sources of Finance.

**Books Recommended:** -

- |  |                   |
|--|-------------------|
| 1. <b>Business Organisation &amp; Management</b> | – by R.K. Sharma  |
| 2. <b>Business Organisation &amp; Management</b> | – by C.B. Gupta   |
| 3. <b>Principles of Business Organisation</b>    | – by Y.K. Bhushan |

**Course : 3: Business Mathematics**

**Unit : I : Progressions:**

- i) A.P., G.P., R.P.
- ii) Permutation & Combination
- iii) Binomial Theorem

**Unit : II**

- i) Functions (Algebraic Logarithm & Exponential & their Graphs)
- ii) Limit & Continuity of Functions.
- iii) Differentiation
  - (a) Law of Derivatives
  - (b) Chain Rule
  - (c) Repeated Derivatives
  - (d) Derivate of Implicate Function

**Unit : IV**

- i) Determinants & Matrices
- ii) Rank of Matrix
- iii) Inverse of Matrix

**Unit : V**

- i) System of Linear Equations and their solutions using Cramer's Rule
- ii) By the Method of Matrix Inverse
- iii) Linear Programming definition &
  - (a) Geometric Analogies
  - (b) Solution of L.P.P. using simple method

the variable

- (a) Integration of Algebra Logarithmic & Exponential Functions.
- (b) Integration of functions using partial fractions
- (c) Integration of functions by parts

(Note: In all ten questions will be asked, taking two questions from each unit. The student shall answer five questions in all selecting one question from each unit.)

#### **Course : 4 : Business Economics**

1. **Nature of Economics:** - Meaning of Economics, Economic Problems, Economic Systems. Circular flow of Money.
2. **National Income:** - Measurement of National Income aggregate & their inter-relationships, National Income & Economic Welfare.
3. **Production:** - Factors of Production, Law of Diminishing marginal Productivity. The least cost combination of factors.
4. **Structure of Industry:** - Firm & Industry, Economies of Scale. Optimum size of the firm. Returns of scale.
5. **Demand:** - Meaning, Determinants of demand, demand curve, Exceptions to general law of demand, Derived demand, Increase & decrease in demand, Extension & Contractions of demands.
6. **Elasticity of Demand:** - Meaning, Measurement, factors determining Elasticity of demand.
7. **Supply:** - Real Costs, Law of Increasing Costs, Average revenue, Marginal revenue, Meaning of Supply, Determinants of Supply Curve, Elasticity of Supply.

#### **Books Recommended: -**

1. **Micro Economics** – by A. Koutsoyiannis
2. **An Introduction to National Income Accountancy** – by Wilfred Backman
3. **Introduction to Economics** – by K.K. Kurihara
- 

#### **Course : 5: Communication Skills**

1. **Communication Process:** - Concept and Importance
2. **Systems of Communication:** - Formal & Informal, Barrier to Effective Communication.
3. **Principles of Business Communications:** - Planning & Conducting Conversations, Interviews & Discussion. The preparation of oral statements, Effective Listening, Telephonic Communication.
4. **Written Communication:** - Guides to effective writing, Correspondence including Letters & Job Applications, Memorandum, Office Orders, Reports-Types and preparation.
5. **Non-Verbal Communication:** - Importance & Type-Cluster & Congruency, Kinetics Vocal cues
6. **Modern Forms of Communication:** - Telex, Fax, Telegram & Teleconferences.

#### **Books Recommended: -**

1. **Essentials of Business Communication** – by Rajindra Paul
2. **Business Communication Theory & Application** – by Lesikar & V. Raymond

- by Urmila Roy
- by Murphy & A. Herta

**Course : 6: Environment Education**

**Section I**

1. **Environment Education:** - Definition, Meaning, Objectives & Importance
2. Scope of Environment Education, Content, Convergence of Science, Art & Humanities
3. Historical contexts of Environment Education.
4. Environment Education through the teaching of different subjects.
5. **Nature Resources:** - Over Exploitation, Proper Utilization & Development.
6. Bio-diversity and its conservation.

**Section II**

1. Eco-System, Community & Biosphere.
2. Population explosion & its impact on Environment, Air, Water, Noise Pollution & its control.
3. Forest Conservation and Social Forestry
4. Audio Visual Technology & Wild Life Conservation
5. Soil Erosion & its Conservation
6. Energy and Environment.

**Section III**

1. Environment Education Planning and its Implementation
2. Environment Awareness in Society
3. Environment Education in Educational Institutions and in Service Training .
4. Methods of Solving Environmental Problems and Planning for the same.
5. Environment Club, Laboratory, Library & Publications.
6. Environment Education Resource Material (Including Audio Visual Resource Material)
7. Sports and Environment.

**Section IV**

1. III Effects of Population Growth on Environment and World order.
2. III Effects of Insecticides on Health
3. Polluted Habitats.
4. Man and Global Environment, Global view of Environment.
5. World History of Environment conservations, International Treaties, Conventions & Environmental Laws.
6. Destruction of Environment, Planning for Pollution Free Environment for the Future.

**Books Recommended: -**

1. **Environment Education** –by Harish Chander Vyas, Vidya Vihar, New Delhi (Student Edition)

**Note:** -

1. Only five questions are to be answered.
2. Two questions each will be set from all the four sections. The student will be required to attempt one question from each section. Each question carries 20 Marks.
3. In addition to the above, there will be one compulsory question, based on entire syllabus, comprising Ten Parts, each Part carrying Two Marks.

1. **Introduction:** - Meaning & the Scope of Industrial Psychology, Functions & Activities, Limitations & the Unique aspects of Industrial Psychology.
2. **Individual Differences in Behaviour:** - Factor associated with differences in behaviour individual versus situational variables, Importance of individual differences in jobs, The Effects of training upon individual differences, The basis of individual differences.
3. **Leadership:** - The need for Leadership, Approaches to studying Leadership, Functions of Leader, Types of Leaders (Behaviourial & Contingency Theories of Leadership)
4. **Motivation:** - Concept of Motivation, Motivation Theories (Maslow's Head Wierarcy Theory and Herzbergs Two-Factory Theory, Theory 'X' & Theory 'Y')
5. Monotony and Boredom and Fatigue.

**Books Recommended:** -

1. **Industrial Psychology**
  - by M.L. Blums, J.C. Naylor
  - by P.K. Ghosh
  - by Norman R.F. Maier

**Course : 2: Financial Accounting**

1. **Financial Accounting:** - Introduction, Importance and Scope. Generally accepted Accounted Principles.
2. **Double Entry Framework:** - The Accounting Equation, Transactions Analysis & Rules of Debit & Credit. Recording, Ledger Positing, Cash & Banking Transactions, Bank Reconciliation Statement. Tribal Balance & Electrification of Errors.
3. Final Accounts with Adjustment (Sole Proprietorship)
4. Methods of Providing Deprection.
5. Income and Expenditure and Receipts and Payments Accounts.

**Books Recommended:** -

1. **Financial Accounting**
  - by Jain & Narang
  - by Shashi K. Gupta

**Course : 3: Principles of Marketing**

1. **Marketing:** - The Market, Modern definition of Marketing, Importance of Marketing, Marketing in a Developing Economy-Marketing of Services.
2. **Marketing Mix:** - Product (Product Decision, PLC, New Product Development, (Branding & Packaging), Price-Policies and Practices, Promotion Advertising, Publicity, Personal Selling & Sales Promotion, Place Distribution & Strategy Market Regimentation.

**Books Recommended:** -

1. **Principle of Marketing**
  - by N. Rajan Nair
  - by Philip Kotler
  - by Frain.

Section 1 to Section 30.

2. **Special Contracts:** - Contracts of Indemnity & Guarantee, Bailment & Pledge Agency.
3. **Indian Sale of Goods Act.**
4. **Indian Partnership Act.**
5. Essentials of Cheque, Bills of Exchange, Promissory Note, Crossing and Endorsement

**Books Recommended: -**

1. **Business Law**
  - by N.D. Kapoor
  - by P. Saravanavel

**Course : 5: Public Relations**

1. **Development of Public Relations:** - Present Status & Future Scope, Public Relation in India, Public Opinion, Formation & Change, Opinion Leaders.
2. **Principles of Practical Public Relations:** - Interaction between Management & Employees, Attitude Improvement Programmes, Hoarse Journal, other Media.
3. **Acting as Information Source:** - Dealing with Parliamentary Committees & Questions, Financial Public Relation, Public Sector Public Relation Special Groups, Pressure Groups, Lobbying.
4. **Importance & Types of Research:** - Using Research Finding for Reprogramming, Evaluation & Feedback.
5. **Professional Requirements:** - Code of Ethics, Role of Professional Organizations

**Books Recommended: -**

1. **Public Relations**
  - by K.R. Balan
  - by H. Frazier Moore

1. **Company Accounts:** - Issue & Forfeiture of Shares, Issue & Redemption of Debentures.
2. **Amalgamation, Absorption, Internal and External Reconstruction.**
3. **Company Final Account:** - Presentation.
4. **Liquidation**

**Books Recommended: -**

1. **Advance Accounting** – by M.C. Shukla & T.S. Grewal
2. **Advance Accounting** – by R.L. Gupta
3. **Accountancy** – by R.C. Chawla, K.K. Saxena & Juneja Vol.-II

**Course : 2: Business Statistics**

1. **Univariate Frequency Distributions:** - Construction of Frequency Distribution & its graphical Representation Measures of Central Tendency Dispersion & Skewness.
2. **Bivariate Frequency Distributions:** - Simple Correlation and Regression Analysis.
3. **Theory of Index Numbers:** - Meaning & Uses, Methods of Construction. Test for Consistency, Fixed base and chain base Index numbers. Indexed number of wholesale and consumer prices.
4. **Analysis of Time Series:** - Components of Time Series, Calculation of Trends, Linear & Non-Linear Trends, Methods of least squares and moving average of seasonal variation-ratio to trend and ratio to moving average.
5. **Concept of Probability Distribution.**

**Books Recommended: -**

1. **Statistical Methods** – by S.P. Gupta
2. **Mathematics & Statistics for Economics** – by G.S. Monga
3. **Basic Statistics** – by B.L. Aggarwal
4. **Basic Statistics** – by A.L. Nagar & R.K. Das
5. **Applied General Statistics** – by F.E. Goxton, Dtcowdin & Sindney Kelvin

**Course : 3: Operation Management**

1. **Introduction:** - Operations Management-A Historical Perspective, Managing Operational-Operations & Operations Management Similarities & differences between manufacturing & Service Operations, Goals Policies & the external environment.
2. **Analysis for Operations Management:** - Systems, Trade off Analysis, Obtaining & Using Cost Data for Operation Management Elementary.
3. **Project Co-ordination:** - Project analysis, Net Work Analysis, Models, CPM & PERT, Relationships for CPM & PERT.
4. **Introduction to Long Range & Design for Operations:** - Long range Planning & System design versus Operation Planning & Control, Marketing considerations in the design of Operations.

- Location & sizing one facility Strategy aspects of capacity  
analysis to determine service, System analysis of multipication

**Books Recommended: -**

1. **Modern Production and Operations Management** – by Duffa
2. **Production and Operations Management** – by S.A. Chunawalla
3. **Production and Operations Management Concepts, Model & Behaviour** – by Adam Evercct

**Course : 4: Business Economics**

1. **The Market:** - Economists view, The Market Mechanism Price and Output determination.
2. **Markets:** - Types and Policies-Perfect Competition, Imperfect Competition, Policies in Markets.
3. **Wages:** - Wages and Earnings, Marginal Productivity theory of Wages.
4. **Interest:** - Nature of Interest.
5. **Profit:** - Risk and uncertainty, Meaning of Profit, Comparison of Accounts and Economist Profit.
6. **Rent:** - Commercial Rent and Economic Rent.

**Books Recommended: -**

1. **Positive Economics** – by R.G. Lipsey
- Micro Economics** – by A. Koutsoyiannis
- Advanced Economics** – by H.L. Ahuja
- Positive Economics** – by R.D. Gupta

**Course : 5: Human Resources Management**

1. **Introduction:** - Definition of Personnel Management the role & Functions of Personnel Manger, Challenges of Modern Personnel Management. The Social role of Business Firm.
2. **Personnel Management Function: -**
  - i). **Planning:** - Personnel Plan, Objectives, Policies and Procedures.
  - ii). **Man Power Planning & Procurement Man Power Planning:** - Objectives, Procurement of Personnel, Recruitment, Evaluation of alternative sources of selection (Application Form, Interview and Tests).
3. **Job Analysis & Job Requirements:** - Meaning, Job Determinants, Uses of Job Analysis, Informations and Job Requirements.
4. **Development:** - Performance Appraisal and M.B.O., Purpose of Appraisal, Essential of good appraisal System, Traditional Performance appraisal Systems, Management by Objectives (M.B.O.).

**Books Recommended: -**

1. **Principles of Personnel Management** – by Edwin B.
2. **Management of Organization Behaviour** – by Paul Harsey K. Blanchard
3. **Personnel/Human Resource Management** – by Decenza & David
4. **HRD Management – A Strategic Approach** – by A.K. Nayak
5. **Human Resource Management** – by C.V. Subramaniam

**Companies Act 1956**

The Study is to be confirmed in regard to the following Aspects: -

1. Definition Nature & Classification of Companies.
2. Incorporation of company with Special reference to basic documents viz. Memorandum of Association, Articles of Association and Prospectus.
3. Alternation of Memorandum and Articles of Association.
4. Company Meetings & Resolutions.
5. Issue, Allotment & Transfer of Shares.
6. Rights & Duties of Company Directors (Including Liabilities)
7. Managing Director & Managerial Remuneration.
8. Grounds for Compulsory winding up of Companies.

**Books Recommended:** -

1. **Company Law**
  - by N.D. Kapoor
  - by Avtar Singh
  - by Kamal & Gupta

**Course : 2: Administrative Practices**

1. **Role of Company Executives:** - Company Secretary, Board of Directors.
2. **Law & Procedure of Meetings:** - General Principles of Law & Practice relating to meeting- distinction between public and private meetings, Rights & Restrictions regarding the holding of meetings, Preservation of Order at Meeting.  
The power of duty of Chairman, The requisites of a valid meeting, Notice, Constitution, Quorum, Agenda Papers, Minutes, Motions, Voting & Proxies Adjournment, Rules of Debate, Including Formal (or Procedural) Motions, The Committee System & its Operation.  
Principles of Securities of Documents & Filing Information, Internal Audit and Check.

**Books Recommended:** -

1. **Administrative Practices**
  - by P.K. Ghose
  - by Chawla, Garg, Gupta.

**Course : 3: Cost Accounting**

1. **Cost Accounting:** - Meaning Nature & Purpose Distinction Cost Accounting & Financial Accounting
2. **Element of Cost:** - Accounting for
  - a) Material Cost-Purchase & Stores Procedure, Methods of Pricing Materials
  - b) Labour Cost Time keeping and Payroll Records, Idle Time, Labour Turnover
3. **Overheads, Classification, Allocation, Apportionment and Absorption, Cost Accumulation System:** - Cost Sheet, Job Order Costing (Elementary)
4. **Reconciliation of Cost & Financial Accounting**
5. **Process Costing.**

**Books Recommended:** -

1. **Cost Accounting**
  - by Jain & Narang
  - by Jawahal Lal
  - by Ashish K. Bhattacharya.

Functions & Importance.

Exploratory, Descriptive & Experimental.

3. **Data Collection:** - Primary & Secondary Sources, Questionnaire, Planning & Dating System in Measurements.
4. **Sampling Methods, Simple Random Stratified, Cluster, Systematic & Multistage Sampling, Non Probability Sampling.**
5. **Market Research Writing.**

**Books Recommended: -**

1. **Marketing Research**
  - by G.C. Beri
  - by David, J. Luck & Ronald, S. Rubin
  - by Donald, S. Tull
  - by Harper, W. Boyd
  - by D.D. Sharma

**Course : 5: Auditing**

1. **Auditing:** - Meaning, Importance, Objects & Various Classes of Audit.
2. **Audit Process:** - Internal Central, Internal Audit & Internal Check, Planning the Audit, Audit Programme.
3. **Audit Procedure:** - Routine Checking, Vouchering, Verification & Valuation of Assets & Liabilities.
4. **Audit of Limited Companies:** - Qualifications & Appointment of Company Auditors, Their Powers, Duties & Liabilities, Audit of Share Transfer & Managerial Remuneration, Depreciation & Reserves, Divisible, Profits and Dividends
5. **Audit of Specialized Units:** - Audit in Banking Companies, Educational Institutions & Co-operative Societies.
6. **Investigation:** -Meaning, Difference between Auditing & Investigation & Various Classes of Investigation.
7. **Auditors Communication:** - Standard and Qualification Report, Statutory Report.

**Books Recommended: -**

1. **Auditing** – by B.N. Tandon

## FIFTH SEMESTER

### Techniques

1. Meaning and Concept of Management Accounting, Management Responsibilities accounting & Financial Accounting, Functions of Management Accounting, Nature, Objectives, Scope & Limitations Management Accounting.
2. Analysis & Interpretation of Financial Statements, Tools & Techniques used for Analysis & Interpretation of Financial Statements with ratio analysis & Fund Flow Analysis.
3. Concept of Budgeting and Budgetary Control – Classifications of Budgets.
4. Marginal Costing, Break-Even Analysis-Concept of Marginal costing-cost volume profit relationships, Break-Even Analysis, Break-even Charts, Profit-Volume group & Profit volume ratios their practical utility, Marginal costing and decision making.

#### Books Recommended: -

1. **Management Accounting** – by T.C. Horngren
2. **Management Accounting** – by Man Mohan & Goyal
3. **Management Accounting** – by I.M. Pandey.

#### Course : 2: Financial Management

1. Meaning & Scope of Financial Management Nature of Finance Functions Objectives of the Firm Profit Maximisation versus Wealth maximization concept-functions of Financial Manager
2. **Choice of Form of Organisation:** - Problems & Responsibility for the choice of Form of Organization Finance considerations underline the choice of form of business organization sole proprietorship partnership and company form of organization.
3. **Financial Planning:** - Kinds of Financial requirements estimating current assets, fixed assets and intangible assets requirements.
4. Sources of short-term intermediate term and long term Finance-Trade Credit, unsecured and secured short term loans, commercial paper term loans equipment Financing, Govt. Sponsor Loans, Programmes, Finding the right source Corporate Financing Contractual claims leasing and convertible securities etc.  
Capital Budgeting-Concept of time value of money various methods of appraising capital budgets under certainty.
5. **Capitalization and theory of capital Structure-Meaning Difference between capitalization:** - Financial Structure, Over Capitalization & under capitalization, Methods of determining Over capitalization causes effects and remedies of over capitalization and under capitalization.

#### Books Recommended: -

1. **Financial Management** – by I.M. Pandey
2. **Financial Management** – by Parag Diwan
3. **Financial Management** – by Prof. M.Y. Khan
4. **Financial Management** – by S.C. Kuchal
5. **Financial Management** – by Vale & Philip

#### Course : 3: Indian Business & Economy

1. **Indian Business Practice:** - Public Sector, Joint Sector, Private Sector, Co-operative, Small Scale
2. Economic Trends & Structural framework-Demographic, National Income, Employment, Trade & Balance of Payment.
3. Economic Problem of growth-savings and Capital formation, Poverty, Unemployment, Inflation, Parallel Economy, Industrial Sickness, Consumer Protection.

2. Indian Economy
3. Indian Economy

- by Misra & Puri
- by A.N. Aggarwal
- by K.P.M. Sundram

#### **Course : 4: Entrepreneurship & Small Business**

1. **Concept of Entrepreneurship:** - Nature & Characteristics of Entrepreneurship, Entrepreneurship Motivation, State & Entrepreneur.
2. **Small Business as Seed-Bed of Entrepreneurship:** - Concept of Business venture. The start-up process, Concept, Plan, Implementation, Initial strategic Planning, Product & Market Scope, Legal & Tax consideration, Risk analysis and Financial considerations.
3. **Profit Planning in Small Enterprise:** - Growth strategies and diversification, Finance Management of current operations and expansion of capital.
4. Role of Small Business in the National Economy, National Policies for Small Business development, Governmental and non-governmental assistance.
5. Contribution of Commercial Banks in promoting and servicing Small Business.
6. Elements of Industrial Policy for promoting Small Business Production, Marketing and Complimentary, Small Business and Modern Technology.
7. Government Policies and formalities in setting up a Unit, Basic requirements regarding Registration, Excise, Sale Tax, Factory Act.

#### **Books Recommended: -**

1. **Management of Small Scale Industries** – by Shashi Bala
2. **Entrepreneurship of Small Scale Industries** – by Manohar V. Deshpur
3. **Development of Small Scale Industries** – by G.M. Bakal
4. **Small Industry** – by Nirmab K. Gupta

#### **Course : 5: Government and Business**

1. Business Environment & Strategic Management, Micro Environment, Macro Environment, Environment change for Environment Analysis, Strategic Management.
2. **Business & Society:** - Changing Concept & Objectives of Business, Professionalisation, Business Ethics, Business & Culture, Technology Development & Social Change.
3. **Social Responsibilities of Business:** - Responsibilities to shareholders, Employees, Customers, Community, The Indian Situation.
4. **Consumer Rights, Consumerism & Business:** - Consumer Rights, Exploitation of Consumer, Consumer Protection, Utility of Consumerism, Consumer Protection & Consumerism in India, Opportunity for Industry, Consumer Protection Act, 1986 with change.
5. Economic Systems & Economic Roles of Government Capitalism, Socialism, Mixed Economy, The Mixed Economy in India, Regulatory, Promotional & Planning Role, Economic roles of Government in India, The Constitutional Environment, Expansion in State Intervention.
6. **Privatization:** - Expansion of Public Sector & its defects, The Privatization Reaction, Wages of Privatization, Obstacles, Benefits of Privatization, Privatization in India.
7. **Industrial Sickness:** - Definition of Sick Units, Magnitude, Weak Units, Causes of Sickness, Government Policies Sick Industrial Companies Act, Financial Institutions & Industrial Sickness, Sick Small Scale Units, Turn around Management.

#### **Books Recommended: -**

1. **Business Environment** – by Fransis Cherunilam
2. **Government & Business** – by D. Amar Chand
3. **Business & Government** – by M.J. Mathew
4. **Government & Business** – by N.K. Sen Gupta

**Course : 1: Management Information System**

1. **Introduction to MIS:** -What is MIS, Need for Management Information System, Evolution of MIS, Key Component of Information System, Impact of Computers, MIS and Decision Support System, Characteristics of Effective MIS, Limitations of MIS, Impact of MIS on Different level of Management
2. **Design Methodologies & Techniques :** - Strategic & Project Planning for MIS, Preliminary Survey & feasibility study, systems analysis, conceptual & detailed systems design, implementation and evolution.
3. **Managing the Information and Computing Resources:** - The Computer Department, Managing & controlling the MIS function, Acquisition of Hardware & Software, Preparation of Proposals and contracts, Bid Examination procedures, Comparison of Bids, Contracts; Hardware Proposals Evaluation Techniques: Workload definition; Benchmark: Methods of Procuring Software: Purchase or Development; Evaluating and selecting software.
4. **Managing DP Activities:** - Managing Computer Operations & Programming Projects, Estimating Software Development Cost; Planning & Controlling DP Activities; Developing & Controlling DP budget, Costing of Computer Services.

**Books Recommended: -**

1. **Management Information System**
  - by Robert G. Mudrick
  - by Jereme Kanter
  - by S. Sadagopan
  - by Gorden B. Edition

**Course : 2: Management of Foreign Trade**

1. **International Trade :** - Need for separate theory of International Trade; Theories of International Trade; Classical, NEO-Classical Heckscher Ohlin & Factor Price equalization theorem, Empirical Verification of Classical and H.O. Theories, Factor reversal theorem Impact of change in factor endowments on International Trade, Derivation of offer curves, Terms of Trade & Measurement of gains from Trade, Secular deterioration in terms of Trade of LDC's, Aid versus trade controversy between development & LDC's.
2. **Free Trade Versus Protections :** - Effects of Tariff, Quota & Other quantitative restrictions, State trading multiple exchange rates, GATT & Trade policies of LDC's theory of custom union, Regional economic groups EEC & ASEAN, Balance of Payments & its adjustments, Maintenance of Internal Balance, Exchange Rate determination & adjustments, Flexible versus fixed exchange rates systems.  
Development of International Marketing System since 1970's & its reforms, International resources & problems of liquidity IMF & SDR's, New International Economic orders & Problems of International debts, World Banks, IFC and ADB.

**Books Recommended: -**

1. **Management of Foreign Trade** – by Francis Cherunidam

**Course : 3: Business Data Processing**

1. **Introduction to Business Systems:** - Payroll, Inventory Control, Financial Accounting, Sales Order Processing.
2. **Steps Involved in Computerizing a Business System:** - Preliminary Survey & Feasibility Study, Systems Analysis, Design & Implementation.

Fields, Records, Files & Data Base & Brief overview of DP (real time systems).

Serial, Indexed-sequential & relative files, storage, access & operation of files, Comparative study of files, choice of file organization criteria of choice.

5. **Programming Language:** - COBOL to be taught to illustrate & implement the concepts of business data processing.

**Books Recommended:** -

1. **Business Data Processing** – by Suresh K. Basandra Awad

**Course : 4: Income Tax**

Basic Concepts Income Agricultural Income, Assessee Assessment Year Previous Year, Gross Total Income, Total Income, Basis of charge-residence & tax liability, Expected Income, Heads of Income-salaries, Interest on securities, House Property Business & Profession, Capital Gains, Other Sources, Business Profession, Capital Gains, Aggregation on Income & set off & carry forward of losses.

Deductions from Gross Total Income.

Computation of Total Income of an Individual.

**Books Recommended:** -

1. **Income Tax** – by Gaur & Narang  
– Taxman-2000

**Course : 5: Basics of Computer**

1. **Introduction to Micro Computer:** - Factors of the growth of Microcomputers; Microcomputer family; factors affecting microprocessor databus speeds; popular micro processors like Intel 8088, 8086, 80286, 80386.
2. **Microcomputers Software Categories:** - Systems Software like OS, Interpreters, compilers & DBNS, Operating Systems, Commands using MS-DOS, Broad Concept of single user & multi user OS (Example UNIX/Xenix), Application Software, Pre-written & customized packages, Word Processing & Spread Sheets; Business Graphics, Packages such as Lotus 1-2-3 & WordStar to be covered in details.
3. **Distributed Processing & Networks:** - Types of distributed Systems; Microcomputers & Networking, Effect of distributed computing on Microcomputer Hardware & Software selection.
4. **Computers & Communications Networks :** - NIC-NET, INTERNET, Using E-Mails in Business

**Books Recommended:** -

1. **Basics of Computers** – by Shalley Hunt  
– V. Rajaraman  
– Suresh K. Basaundara