

201 : Business Regulatory Framework

1. Law of contract (1872): Nature of Contract; Classification; Offer and acceptance; Capacity of Parties of contract, Free consent; Consideration. Legality of Object: Agreement declared void.
2. Special Contracts: Indemnity, Guarantee; bailment, Pledge.
3. Sale of Goods Act 1930: Formation of Contract of sale; Goods and their classification, conditions and Warranties. Transfer of Property in goods.
4. The consumer Protection Act 1986: Salient Features: overview of consumer Redressal machinery.

Foreign Exchange management act 2002: Definition and main provisions.
5. Factories Act, 1948: main provisions.

Suggested Readings:

1. Chandha P. R.: Business Law: Galgotia. New Delhi
2. Desai T. R.: Indian Contract Act, Sales of Goods Act and Partnership Act; S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
3. Kapoor N. D; Business law; Sultan Chand & Sons, New Delhi.
4. Khergamwala J. S.: Negotiable Instruments Act: N. M. Tripathi Pvt. Ld. Mumbai.
5. Kuchal M. C: Business Law; Vikas Publishing House, New Delhi.
6. Singh Avtar The Principles of Mercantile law; Eastern Book Company, Lucknow.

202 : Business Statistics

1. Statistics: Meaning, Definition, Importance with reference to Business and Management, Statistical Investigation, Collection of Data. Classification and Tabulation of Data: Measures of central tendency: Median, Mode, A.M., G.M, H.M. and Weighted Means. Partition values.
2. Measures of Dispersion: Ranges, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Lorenz curve. Skewness: Karl Pearson's and Bowley's measures. Interpolation and Extrapolation: Binomial Expansion, Newton's forward and backward Interpolation formula and Lagrange's methods.
3. Correlation & Regression: Bivariate Linear correlation & Regression from grouped & ungrouped data. Probable error, Coefficient of determination & non-determination. Spearman Rank correlation. Association of Attributes: Two Attributes.
4. Index Number: Concept, Utility, methods of construction-aggregate, price relative & chain base methods. Cost of living index number, requisites of an ideal index number. Base shifting, splicing & deflating. Analysis of Time Series: Trend, Seasonal variations.
5. Probability: Fundamental concepts. Addition, Multiplication and conditional laws of Probability. Bayes Rule. Mathematical Expectation. Elements of Theoretical distributions- Binomial, Poisson and Normal distributions with their properties and applications.

Suggested Readings:

1. Gupta S. P. : Statistical Methods, Sultan Chand & Sons, N. Delhi.
2. Gupta B. N.: Statistics
3. Gupta S. C. and Gupta Indira: Business Statistics, Himalaya Publishing House, Mumbai.
4. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley and Sons, New York.
5. Hooda, R.P.: Statistics for Business and Economics; Macmillan, New Delhi.
6. Lewin and Rubin: Statistics for Management; Prentice-Hall, New Hall.
7. Sancheti, D.C. and Kapoor V. K. : Statistics (Theory, Methods and Applications) Sultan Chand and Sons Delhi:
8. Ya-Lun Chou: Statistical Analysis with Business and Economic Applications, Holt; Rinehart & Winster, New York

203 Managerial Economics

1. Introduction; Economics - Definition, Contents, Fundamental problems of an economy, Micro and Macro Analysis, Managerial Economics - Meaning Nature and scope, techniques of analysis in managerial economics - opportunity cost, Discounting, marginal cost, incremental cost and Time perspective; Objectives of the firm - profit Maximisation, Firms' value Maximisation, Size maximisation.
2. Demand Analysis : Demand ; Definition, factors determining demand, demand law, ordinal and cardinal concepts of consumer behaviour, Price effect, Income effect, substitution effect, elasticity of demand, elasticity and nature of commodity. Types of demand - Direct and indirect demand, Derived and autonomous demand, demand for durables and non-durables, firm and industry demand, Total market and market segment, Demand forecasting - meaning and techniques.
3. Production and cost Analysis - Production function, returns to a factor, returns to scale, isoquants least cost combination of inputs, economies and diseconomies of scale. Cost concepts, Short run and Long-run Cost-output relationship, Break-even Analysis.
4. Market Analysis : Characteristics of different types of markets, Price and output decision under perfect competition, monopoly, monopolistic competition and oligopoly (kinked demand model, Cournot's model, cartel and collusion, Price leadership).
5. Product Pricing & Factor Pricing : Product pricing - Pricing methods, product line pricing, specific pricing problems; factor pricing - marginal productivity theory of factor pricing, Modern theory of wages & rent, Liquidity preference theory of interest.

Suggested Readings:

1. Ahuja H. L.: Business Economics; S. Chand & Co., New Delhi.
2. Dwivedi D.N.: Managerial Economics
3. Ferguson P. R. and Rothschild R., and Ferguson G. J.: Business Economics; Macmillan, Hampshire.
4. Koutsoyianni A. : Modern Microeconomics; Macmillan, New Delhi.
5. Maheshwari Yogesh : Managerial Economics
6. Nellis & Parker: The Essence of Business Economics; Prentice Hall, New Delhi.
7. Peterson & Lewis: Managerial Economics; (Prentice Hall)
8. Varshney & Maheshwari : Managerial Economics

204-Office Management and Automation

1. Office management: Meaning, Definition, Function and Importance of Office Management. An Introduction to office department, tools, equipments. Filing and filing process.
2. Introduction to basic computing: Input, Output device, Various part of Computer. Understanding operating system. Windows/XP/Vista.
3. Word Processing, working in worksheet-MS-Excel, working with MS Power Point. Data Base Management.
4. Exploring Internet: E-Mail-Complete understanding and drafting, sending & receiving e-mail. Search engines, blogpost social networking site.
5. MIS: Meaning, concept, scope importance & functions. Understanding of decision support system, tools & techniques An introduction to e-governance.

Suggested Readings:

1. MIS-D.P. Goyal
2. O Level IT tools & Bus system- Module I satish Jain BTB Publication.
3. P.C. Software for window- R.K. Taxai, Tata McGraw
4. Professional office Procedures- Susan H. Cooperman, Prentice Hall
5. Technology & Procedures for administrative Professionals- Patsy Fulton-Calkias, Thomsonleain.

205 : Cost Accounting

1. Introduction: Nature and scope of cost accounting; Cost concepts and classification; Methods and techniques; Installation of costing system.
Accounting for Material: Material control; Concept and techniques; Pricing of material issues; Treatment of material losses.
2. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment-time and piece rates; Incentive schemes. (Individual and group both)
Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates; Under and over absorption, and its treatment. Concept of Activity Based Costing.
3. Methods of Costing: Unit costing; Job, and contract costing; Operating costing; Process costing- including, Valuation of WEP inter process profits, and joint and by-products.
4. Budgeting and budgetary control System: Essentials of Effective System, Installation of Budgetary Control System, Operating and Flexible Budgets and Master Budget, Different Philosophies: Programme Budgeting performance budgeting and Zero Base Budgeting, Preparation of functional budgets, master budget and cash budget.
5. Marginal Costing: including decision Making, Standard Costing including calculation of Material, labour and overhead variances.

Suggested Readings:

1. Anthony Robgert, Ree-ce, et al: Principles of Management Accounting: Richard D. Irwin Inc. Illinois.
2. Arora M. N: Cost Accounting- Principles and Practice; Vikas, New Delhi.
3. Horngren, Charles, Foster and Datar: Cost Accounting-A Managerial Emphasis: Prentice-Hall of India, New Delhi.
4. Jain S.P. and Narang K. L : Cost Accounting; Kalyani, New Delhi.
5. Kaplan R.S. and Atkinson A. A.: Advanced Management Accounting; Prentice India International.
6. Khan M. Y and Jain P. K: Management Accounting; Tata McGraw Hill.
7. Tulsian P.C: Practical Costing; Vikas, New Delhi.