

501- Production Management

1. Overview – Introduction, Objectives in production management, systems concept in production management, types of production systems.
2. Production Management Decisions- Site & Facility location selection, Facility layout.
3. Materials management- Material Handling, Purchasing Management.
4. Job design- Introduction, design factors- environmental factors, organizational factors behavioral dimensions, Socio-technical approach & An Overview of Work Study.
5. Quality control- Economics of Quality, Statistical Quality Control process control, Construction of Control charts for variable and attributes, Acceptance Sampling, operating characteristic Curve..

Suggested Readings:

1. Buffa Elwood, Production Management
2. Chunawala and Patel, Production Management

502: Auditing

1. Introduction: Meaning and Objectives of Auditing, Types of Audit, Internal Audit.
Audit Process: Audit Programme, Audit and Books, Working Papers and Evidences, Consideration for Commencing an audit: Routine checking and test checking.
2. Internal Check System: Internal Control.
3. Audit of Limited Companies:
Company Auditor- Appointment, Powers, Duties & Liabilities.
Divisible Profits and Dividend
Auditor's Report- Standard Report and Qualified Report.
Special Audit of Banking Companies.
Audit of Educational Institutions
Audit of Insurance Companies.
4. Investigation: Audit of Non-profit Companies
Where Fraud is suspected, and
When a running a business is proposed
5. Recent Trends in Auditing: Nature and Significance of Cost Audit, Tax Audit, management Audit.

Suggested Readings:

1. Gupta Kamal: Contemporary Auditing, Tata mCGraw Hill, New Delhi
2. Jain, Khandelwal: Auditing(Hindi), Ramesh Book Depot, Jaipur
3. Jagdish prasad: Auditing(Hind)
4. Pagare Dinkar: Principles and Practice of Auditing, Sultan Chand, New Delhi.
5. Sharma, T.R.: Auditing principles and Problems, Sahitya Bhawan, Agra
6. Shukla, S.M.: Auditing (Hindi)
7. Tandon, B.N.: Principles of Auditing, S.Chand & Co. New Delhi
8. Jain, C.M., Jain, O.P. & Kadunia Hemant, Apex Publications, Udaipur

503 : Human Resource Management

1. Human Resource Management:- Meaning Definition, Nature, Importance, Scope and Concept of HRM. Micro & Macro approaches to HRM.
2. Human Resource Planning:- Concept of HRP, HR Accounting, Assessment of Human Resource Requirement, HR forecasting, Job Analysis, Drafting for Recruitment advertising.
3. HRM Mechanism:- Basic concepts of recruitment, selection, induction, Training & Development; Performance appraisal, Transfer, Promotion, Separation.
4. Emerging HRM Dimensions: - HRM practices in India in Competitive era with latest trends. International HRM- Meaning & concept approaches to international HRM.
5. Challenges of HRMN: Work cultural diversity, Impact of Technology, Innovation & R&D on HRM, Talent Management, Global practices and Bench marking of HRMN-strategies.

Suggested Readings:

1. Arun Monappa & Sayadin- pers. Mgt.-Tat McGraw
2. Dessler-HRM-EEE, Prentice Hall
3. E.B. Flippo-Personnel Management-Tat MCGraw
4. P.L. Rao-International Human Resource
5. Pates Dowling, Watch & Schuller-International HRM-South Western College Pub. Cinechinati.
6. Pattanaik-HRM-Himalay.
7. T.N. Chabra-HRM-Dhanpat Rai & Co.

505 : Accounting for Managers

1. Management Accounting: Meaning Definition Financial Statements Analysis: Meaning and Definition, Objectives, Importance. Type of Financial Analysis. Tools and Techniques of Financial Analysis Limitations of Analysis of Comparative Financial Statement and Common-size Statement.
2. Ratio Analysis: Meaning and Definition, Forms, Importance, Objective and precaution Limitations., General Safety levels of Ratios classification, Calculation and Interpretation of financial Ratios.
3. Analysis of Working Capital: Meaning, Definitions., Concepts, Type, Components, Determinants, Analysis of Working Capital, Estimation of Working Capital requirements, Operating Cycle Method, Forecasting Method, Projected Balance Sheet Method, P&L Adjustment Method and Cash Forecasting Method.
4. Funds Flow Analysis: Concept, Meaning and Definitions of Funds, Flows and Funds Flow Statement, Objectives, Importance and Limitations of Funds Flow Statement, Difference between Funds Flow Statement and Financial. Sources and Uses of Funds, Preparation and Interpretation of Changes in working capital statement and statement of Sources and uses of Funds. Preparation of cash Flow statement and AS-3.
5. Capital Budgeting: Comparative study of conventional and discounted cash flow methods.
Analysis of Value Addition: Concept of Value -Addition, Meaning and Definition, Value Added Statement, Calculation of Value Added Ratios, Preparation and Interpretation of Value Added Statement.

Suggested Reading:

1. Anthony, Robert: Management Accounting, Tarapore-Wala, Mumbai.
2. Horngren, C.T., Gary L. Sundem, and William O. Stratton: Introduction to Management Accounting, Prentice Hall, Delhi.
3. Khan, M. Y. and Jain, P. K. : Management Accounting Tata McGraw Hill, New Delhi.
4. Pandey, I. M: Essentials of Management Accounting, Vikas publishing House Pvt. Ltd.

601: Banking Law & Practice in India

1. Banking Legislations in India: Reserve Bank of India Act, 1948: Banking (Regulation) Act, 1949: Banking Companies (Acquisition of undertaking and Transfer) Act, 1970
2. Banker customer Relationship: Definition of the term banker and customer: General and special relationship, termination of relationship, pass-book, types of accounts and their operations, Types of Customers (Practical Problems)
3. Negotiable instruments: concepts and Elements, types, cheque, bills, promissory notes, crossing, endorsement, presentation (elementary knowledge), paying and collecting banks (rights, duties, protections and precautions: practical problems.)
4. Investments & lending of Bank Funds : Non-profitable and profitable investment in funds, (Cash reserve, statutory reserve, Securities), secured and unsecured loans- pledge hypothecation, cash credit, overdraft, discounting of bills and clean advances, appraisal of loan applications, Tandon committee and Chore Committee Reports, Narshiman Committee report.
5. Meaning, Characteristics, nature of L/C (letters of credit), types of letters of Credits, personal letters of Credit and Commercial Letters of Credit, Procedure of Opening L/C (letters of Credit), Precaution in making payments of L/C (Letters of Credit), frauds in Banks: Types and its prevention.

Suggested Readings:

1. Mehra Dalip, Commercial Banking today, Arvind Vivek Prakashan, Agara
2. Srivastava P.K, Banking Theory & Practice, Himalya Publication New Delhi
3. Varshney P.N., Banking Law & Practice, Ramesh Book Depot, Jainpur

602 : Company Law & Secretarial Practice

1. Meaning and Nature of Company, classification of companies, formation of company.
Memorandum of Association, Articles of Association.
2. Prospectus, Introduction & Contents
Winding-up of Companies-different modes, oppression & Mis management.
3. Appointment, rights, Duties & Liabilities of Directors, Managing Director and Manager.
Introduction to share capital: SEBI Guidelines on listing of shares.
4. Company Secretary- Definition, appointment, qualities, position and duties.
The work and duties of company secretary with reference to
 - (a) Issue and Allotment of shares
 - (b) Calls in Shares
 - (c) Forfeiture of Shares
 - (d) Transfer of shares
 - (e) Declaration and payment of Dividend
5. General Procedure of Meetings, notice, agenda, chairman, quorum, motions and resolution, methods of voting, minutes etc. company meeting: statutory, annual general, extraordinary and Board Meeting.

Suggested Readings:

1. Agarwal & Khatri : Company Law & Secretarial Practice
2. Chundawat & Khicha: Company Law & Secretarial Practice
3. Kuchhal, S.C. : Secretarial Practice
4. Mathur & Navlakha : Company Law & Secretarial Practice
5. Mittal & Agarwal : Company Law & Secretarial Practice
6. Sharlekar : Secretarial Practice
7. Shukla : Company Law & Secretarial Practice
8. Upadhyaya, Chaturvedi : Company Law & Secretarial Practice

603 : Marketing Management

1. Introduction: Nature, Scope and function of marketing; Importance of Marketing: Marketing Concepts- Traditional and Modern: Selling Vs. Marketing: Marketing Environment.
2. Consumer Behaviour and Market Segmentation: Nature, Scope, Process and Significance for Consumer behaviour: Market segmentation concept and importance: Base for Market Segmentation.
3. Marketing Mix: Basic Concept & Scope, Product-Concept 7 Types of Product, Product Life Cycle., Price-Concept and Factors Affecting Price, Promotion-Personal Selling, Advertising and Sales Promotion., Latest Trends in Marketing:- Retail, Rural, Green and e-marketing.
4. International Marketing: nature, definition and scope of International Marketing: Domestic Marketing VS International Marketing: International Marketing environment-External and internal.
5. Export policy and practice in India: Eximpolicy and overview: Trends in India's foreign trade; Steps in starting and export business, Export procedure.

Suggested Readings:

1. Bose Chandra:- Modern Marketing
2. Chundawat: Marketing Management
3. Govin Rajan: Marketing management
4. Kothari K.K., Jain P.C. : International Marketing, Ramesh Book Depot, Jaipur.
5. Philip Kotler: Marketing Management Engle wood clilts: Prentice Hall, NJ.
6. Shrinivasan Prentice Hall: International Marketng, Prentice Hall
7. Shrivastava P.K.: Marketing (Hindi)
8. Stanton W.J. Etzel-Michael J., and Walkerker Bruce J: Fundamentals of Marketing: MCGrawhill. New Yourk

605: Project Report and Viva Voce

Each student shall undergo a 6 weeks Summer Training after Completion of Second year IV semester and work on a project during the training. Before completion of VI Semester, a Project Report in duplicate shall be submitted by the student. The evaluation of Project Report and Viva Voce shall be conducted along with the examination of VI Semester, centrally by a board at the University level.

The project report should be signed and forwarded by a supervisor who should be from amongst the faculty member of the institution.

The project report should normally comprise of the following

- (i) Declaration by the candidate that the report has been originally written by him/her and where Secondary information has been used a proper reference has been given
- (ii) Supervisor's certificate that the report has been prepared under his/her supervisor and is being forwarded for examination
- (iii) A certificate from business/industry that 6 weeks training was imparted.
- (iv) Introduction of Concepts
- (v) Profile of Business unit
- (vi) Methodology
- (vii) Findings and Conclusions
- (ix) Appendices questionnaire etc
- (x) Bibliography