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Program: BBA

Semester: Third

Course: Labour Laws

Course Code: 11.201

Course Objectives:

- To understand the nature and scope of labor laws the rationale of labor laws in organizations and international labor organization visa-viz the labor laws in India and Managing employee relations at work.
- It will critically analyze the legal rules and institutions which regulate relationships using theoretical, contextual and historical perspectives.

Unit I

Legislative History; Broad Outline of Indian Labour Laws; International Labour Laws: Indian Context; Organized and Unorganized Sector; Disputes Settlement Machinery. Legal Framework & Evolution of Labour Laws in India. Laws Regulating Establishment Factories Act, 1948, Mines Act, 1952, Plantations Labour Act, 1951.

Unit II

Laws Relating to Remuneration: Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Equal Remuneration Act, 1976. Laws Relating to Industrial Relations: Industrial Disputes Act, 1947, Industrial Employment (Standing Orders) Act, 1946, Trade Unions Act, 1926.

Unit III

Laws Relating to Social Security: Workmen's Compensation Act, 1923, Employees' State Insurance Act, 1948, Employees' Provident Funds & Misc. Provisions Act, 1952, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972.

Unit IV

Technological Change in IR-Employment issues, Management Strategy, Trade Union Response, Human Resource Management and IR- Management Approaches, Integrative Approaches to HRM;

Suggested Reading:

1. Workmen's Compensation Act, Aiyer&Aiyer, Sitaraman& Co.
2. Law of Employees' Provident Fund, Chaturvedi R G, Bharat Law.
3. Commentary on Workmen's Compensation Act, Chaudhry R N, Sitaraman& Co.
4. Commentaries on Industrial Employment, Desai K M, Sitaraman& Co.

Program: BBA
Semester: Third
Course: RESEARCH METHODOLOGY

L	T	P	C
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Course Code: 11.202

Course Objectives:

- To identify the overall process of designing a *research* study from its inception to its report.
- Students should be familiar with ethical issues in educational *research*, including those issues that arise in using quantitative and qualitative *research*.
- To assess critically the following methods: literature study, case study, structured surveys, interviews, focus groups, participatory approaches,

Unit I

Research Methodology: definition, objectives, role, scope in management research, process of research, limitations & types

Research Design: Formulating the Research Problem, Choice of Research Design, Types of Research Design, Sources of Experimental Errors

Unit II

Sampling: Advantages and Limitation of Sampling, Sampling process, Types of Sampling: Nonprobability, sampling techniques, Probability sampling techniques, Sampling and non-sampling errors.

Data collection: primary, secondary data collection, observation methods and survey method:

Unit III

Measurement Concept, Levels of measurement—Nominal, Ordinal, Interval and Ratio Attitude Measurement: Comparative scaling techniques, Non-comparative scaling techniques, comparison, rankorder, constant sum, semantic differential, itemized ratings, Likert Scale; Questionnaire-form & design. **Questionnaire Designing:** Types, Guidelines for developing a good questionnaire

Unit IV

Data Preparation And Analysis: : Editing, Coding, Cross Tabulation and Practices through

Excel (Basic Concepts), Hypothesis testing, parametric test, Non parametric test. Central tendency, mean, median, mode, time series analysis, correlation analysis, regression analysis

Report Writing: Types of Research Reports, Guidelines for Writing a Report, Report Format, Guidelines for evaluating a report.

Suggested Reading:

1. Research Methodology C.R. Kothari
2. Research Methodology K.V. Rao
3. Research Methodology- PanneerSelvam, (Prentice Hall of India, Edition 2008)
4. Research Method for Behavioural Sciences – Gravetter. Fedrick, (Cengage Learning)
5. Marketing Research - Beri G.C, (Tata McGraw Hill, 4th Edition)

Program: BBA

Semester: Third

Course: LEGAL ASPECTS OF BUSINESS

Course Code: 11.203

L	T	P	C
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Course Objectives:

- Explain the basic concepts and structure of the Indian legal system.
- Describe how law and regulations apply to business and the economy.
- Recognize business situations that require legal counsel.
- Interpret and form contractual relationships in business.
- Identify remedies for breach of contract.

Unit I

Indian Contract Act, 1872 (Fundamental Knowledge): Introduction, Essentials of Valid Contract, Discharge of Contract, Remedies for Breach of Contract; Contracts of Indemnity, Guarantee, Bailment, Pledge and Agency.

Unit II

Sale of Goods Act 1930: Meaning of Sale and Goods, Conditions and Warranties, Transfer of Property, difference between transfer of property and possession, Rights of an unpaid seller.

Unit III

The Negotiable Instruments Act 1881 – Essentials of a Negotiable Instruments, Kinds of Negotiable Instrument, Holder and Holder in Due Course, Negotiation by Endorsements, Crossing of a Cheque and Dishonour of a Cheque.

Unit IV

The Companies Act 1956 (Basic elementary knowledge): Essential characteristics of a Company, Types of Companies, Memorandum and Articles of Association, Prospectus, , Directors, Managing Directors- their Appointment, Qualifications, Powers

Suggested Reading:

1. *Legal Aspects of Business*, Pathak, Akhileshwar, (2009), 4th Edition, McGraw Hill Education.
2. *Business Law*, Kuchhal, M. C., (2006), Vikas Publishing House, New Delhi.
3. *Company Law*, Singh, Avtar, (2006), Eastern Book Co. Lucknow, Bharat Law House, Delhi
4. *Company Law*, Bagrial, Ashok, (2008), Vikas Publishing House.
5. *Elements of Mercantile Law*, Kapoor, N. D., (2006), Sultan Chand & Sons, New Delhi.
6. *Guide to the Companies Act A.Ramaiyya*, , 16th edition, Lexis NexisButterworths

Program: BBA

Semester: Third

Course: FINANCIAL MANAGEMENT I

Course Code: 11.204

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Course Objectives:

- To understand the nature and scope of financial management, its objective and importance, different financial decisions and role of finance in an organization.
- Learn the concept of Time value of money and its utility in finance in risk return framework.
- Analyze and evaluate various investment alternatives and strategies and match them with specific client needs

Unit I

Introduction: Scope of Financial Management, Traditional Approach; Modern Approach; Objectives of Financial Management; Financial manager's role; Financing decisions; Profit Maximization vs. Wealth Maximization.

Unit II

Capital Budgeting: Meaning, importance and nature and importance of investment decisions; Pay back methods; rate of return method; Net Present value method; Internal rate of return method; Profitability index method, Payback, ARR

Unit III

Time value of money: Time preference for money, future value, Application of time value of money

Unit IV

Capital Structure: Introduction; capital structure decisions; NI approach; NOI approach; MM approach; Traditional approach. leverage, financial , operating and combined leverage

Dividend Policy & Practice: Issues in Dividend Policy, Dividend theories-Walter's model, Gordon model, M.M. Approach, Factors influencing dividend decision.

Long Term Finance:- Shares, Debentures, term loans

Suggested Reading:

1. Financial Management ,I.MPandey: Vikas Pub.
2. Financial Management ,Prasanna Chandra: TMH.
3. Financial Management - R P Rustagi ,(Galgotia, 2000, 2nd revised ed)
4. Financial Management – Khan.M.Y and Jain P.K ,(Tata McGraw Hill, 3rd Ed.)
5. Corporate Finance –Theory & Practice – Damodaran,Aswath (John Wiley, 1st Ed)

Program: BBA

Semester: Third

Course: Leadership and Management Skills

Course Code: 40B.203

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Course Objectives:

The Module is designed to:

- Help students to develop essential skills to influence and motivate others
- Inculcate emotional and social intelligence and integrative thinking for effective leadership
- Create and maintain an effective and motivated team to work for the society
- Nurture a creative and entrepreneurial mindset
- Make students understand the personal values and apply ethical principles in professional and social contexts.

Module 1-LeadershipSkills

a. Understanding Leadership and its Importance

- What is leadership?
- Why Leadership required?
- Whom do you consider as an ideal leader?

b. Traits and Models of Leadership

- Are leaders born or made?
- Key characteristics of an effective leader
- Leadership styles
- Perspectives of different leaders

c. Basic Leadership Skills

- Motivation
- Teamwork
- Negotiation
- Networking

Module 2 - Managerial Skills

a. Basic Managerial Skills

- Planning for effective management
- How to organize teams?
- Recruiting and retaining talent
- Delegation of tasks
- Learn to coordinate
- Conflict management

b. Self-Management Skills

- Understanding self concept
- Developing self-awareness
- Self-examination
- Self-regulation

Module 3 – Entrepreneurial Skills

a. Basics of Entrepreneurship

- Meaning of entrepreneurship
- Classification and types of entrepreneurship
- Traits and competencies of entrepreneur

b. Creating Business Plan

- Problem identification and idea generation
- Idea validation
- Pitch making

Module 4 - Innovative Leadership and Design Thinking

a. Innovative Leadership

- Concept of emotional and social intelligence
- Synthesis of human and artificial intelligence
- Why does culture matter for today's global leaders

b. Design Thinking

- What is design thinking?
- Key elements of design thinking:
 - Discovery
 - Interpretation

- Ideation
- Experimentation
- Evolution.
- How to transform challenges into opportunities?
- How to develop human-centric solutions for creating social good?

Module 5- Ethics and Integrity

a. Learning through Biographies

- What makes an individual great?
- Understanding the persona of a leader for deriving holistic inspiration
- Drawing insights for leadership
- How leaders sail through difficult situations?

b. Ethics and Conduct

- Importance of ethics
- Ethical decision making
- Personal and professional moral codes of conduct
- Creating a harmonious life

Bibliography and Suggested Readings :

Books

- Ashokan,M.S.(2015).*Karmayogi:ABbiography ofE. Sreedharan*.Penguin,UK.
- Brown, T. (2012). *Change by Design*. HarperBusiness
- Elkington,J.,&Hartigan,P.(2008).*ThePowerofUnreasonablePeople:HowSocial Entrepreneurs Create Markets that Change the World*. Harvard BusinessPress.
- Goleman D. (1995). *Emotional Intelligence*. Bloomsbury Publishing India Private Limited
- Kalam A. A. (2003). *Ignited Minds: Unleashing the Power within India* . Penguin Books India
- Kelly T., Kelly D. (2014). *Creative Confidence: Unleashing the Creative Potential WithinUs All*. William Collins
- Kurien V., &Salve G. (2012). *I Too Had a Dream*. Roli Books PrivateLimited
- Livermore D. A. (2010). *Leading with cultural intelligence: The New Secretto Success*. New York: American ManagementAssociation
- McCormack M. H. (1986). *What They Don't Teach You at Harvard BusinessSchool:*

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Program: BBA

Semester: Third

Course: BUSINESS MATHEMATICS

Course Code: 11.206

Course Objectives:

- The students will demonstrate factual knowledge including the mathematical notation and Terminology used in this course.
- It will describe the fundamental principles arising from the mathematical ideas associated to business applications.

Unit I Determinant, properties of Determinant. Matrix Algebra: Types of Matrix, addition, subtraction and multiplication of matrix, minor and cofactor, Adjoint and Inverse of a matrix, Rank of a matrix, Solution to a system of equations.

Unit II

Principle of Counting: Permutations and Combination, Circular Permutation.

Unit III

Differential Calculus: Derivatives, differentiation of standard functions, Geometrical meaning of dy/dx , Point of Inflexion, dy/dx as a rate measure, Maxima and Minima for a function of single variable.

Unit IV

Integral Calculus & Differential Equations: Integration of standard functions, Integration by parts, method of substitution, Definite integral, Area of curves. Differential Equations – Degree and order of an Ordinary differential equation, Variable Separable and Homogeneous Differential equations, Linear differential Equations, Bernoulli's Equations.

Suggested Reading:

1. Business Mathematics, Kashyap Trivedi ((2010)), 1st edition, Pearson Education.
2. Mathematics for Economics and Business, Bhardwaj. R.S (2000). Excel Books.
3. Mathematics for Management, Raghavachari. M. ((2004)), McGraw Hill Education.
4. Business Math, Cleaves S. Cheryl, and Hobbs. Margie. J (2008), 7th Edition, Prentice Hall.

Program: BBA
Semester: Third
Course: Disaster Management
Course Code: 14B.201

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Course Objectives:

- Develop an understanding of the key concepts, definitions a key perspectives of All Hazards Emergency Management
- Understand the Emergency/Disaster Management Cycle
- Have a basic understanding for the history of Emergency Management
- Develop a basic under understanding of Prevention, Mitigation, Preparedness, Response and Recovery
- Develop a basic understanding for the role of public a private partnerships.

Unit I:

Understanding Disasters: Understanding the concepts and definitions of disaster, hazard, vulnerability, risk, importance, dimensions & scope of Disaster Management, Disaster Management cycle and disaster profile of India.

Unit II:

Types, Trends, Causes, Consequences and Control of Disaster: Geological Disasters (earthquakes, landslides, tsunami, mining); Hydro-Meteorological Disasters (floods, cyclones, lightning, thunder-storms, hail storms, avalanches, droughts, cold and heat waves); Biological Disasters (epidemics, pest attacks, forest fire); Technological Disasters (chemical, industrial, radiological, nuclear, bomb threat, explosion) and Man-made Disasters (building collapse, rural and urban fire, road and rail accidents, nuclear, radiological, chemicals and biological disasters; terrorist attack, , sudden shooting); Global Disaster Trends–Emerging Risks of Disasters–Climate Change and Urban Disasters; Financial emergency(risk of eviction, risk in arrears, sudden health emergency, family emergency, unexpected loss of income).

Unit III:

Prevention and Mitigation of Disaster: Disaster Mitigation: meaning and concept, Disaster Mitigation Strategies Emerging Trends in Disaster Mitigation, Mitigation management, Role of Team and Coordination. Disaster Preparedness: Concept & Nature, Disaster Preparedness Plan, Preventions. Roles & Responsibilities of Different Agencies and Government, Technologies for Disaster Management. Early Warning System; Preparedness, Capacity Development; Awareness during Disaster.



Unit IV:

Applications of Science and Technology for Disaster Management & Mitigation: Geo-informatics in Disaster Management (RS, GIS, GPS and RS) Disaster Communication System (Early Warning and Its Dissemination) Land Use Planning and Development, Regulations, Disaster Safe Designs and Constructions, Structural and Non Structural Mitigation of Disasters.

Suggested Reading:

1. Disaster Management- J. P. Singhal, Laxmi Publications.
2. Disaster Management - Dr. Mrinalini Pandey, Wiley India Pvt. Ltd.
3. Disaster Science and Management- Tushar Bhattacharya, McGraw Hill Education (India) Pvt. Ltd.
4. Disaster Management: Future Challenges and Opportunities - Jagbir Singh, K W Publishers Pvt. Ltd.