



# JHARKHAND Rai University

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**Program:** BBA  
**Semester:** Third  
**Course:** Labour Laws

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**Course Code:** 11.201

## Course Objective:

- 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  
**Course Code:** 11.202

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**Course Objective:**

- 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: Non probability, 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, rank order, 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

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**Course Objective:**

- 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 Objective:

- 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.M.Pandey: 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)



# JHARKHAND Rai University

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**Program:** BBA  
**Semester:** Third  
**Course:** Communication and Soft Skills  
**Course Code:** 40B.201

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## Course Objective:

- To enhance Leadership – assessing the requirements of a task, identifying the strengths/weaknesses within the team, utilising the diverse skills of the group to achieve the set objectives.
- To improve *Communication* – demonstrating clear briefing and listening /speaking skills.
- To make them realize that effective *communication* and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment.
- The *course* aims to cause a basic awareness about the significance of *soft skills* in professional and inter-personal *communications and* facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only *soft skills* can ensure a person retain it, climb.

## UNIT-1 COMMUNICATION SKILLS

- Introduction
- Role of Communication in Today's World
- Objective of Communication
- Process of Communication
- Elements of Communication
- Essentials of Communication
- Barriers/ Factors Inhibiting Communication
- Flow of Communication
- Verbal Mode of Communication

## Unit -2 COMMUNICATION NETWORK

- Non Verbal Mode of Communication
- Kinesics/Body Language, proxemics , chronemics, para lingual
- Style in Technical Communication
- Communication Skills; Reading, Writing, Speaking, Listening & Talking



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## Unit -3 GRAPHICS

- Introduction
- Planning of Graphics
- Placing of Graphics
- Construction of Graphics
- Types of Graphics(textual ,visual, tables, bar Charts, pie charts, line charts, organizational charts, flow charts, maps & Pictographs)

## Unit -4 TELEPHONIC CONVERSATION SKILLS

- Introduction
- Stages in Telephonic Conversation
- Listening & Speaking Skills
- Telephonic Skills
- Problems in Telephonic Conversation
- Intensive Listening

### **Suggested Books & Readings:**

1. Monippally, Matthukutty. M. 2001. *Business Communication Strategies*. 11<sup>th</sup> Reprint. Tata McGraw-Hill. New Delhi
2. Swets, Paul. W. 1983. *The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates*. Prentice Hall Press. New York
3. Lewis, Norman. 1991. *Word Power Made Easy*. Pocket Books
4. Sen , Leena .Communication Skills; Eastern Economy Edition
5. Ghanekar , Dr. Anjali . Essentials of Business Communication Skills ; Everest Publishing House
6. DavidGreen .*Contemporary English Grammar, Structure &Composition* ; MacMillan
8. Dictionary; Oxford
9. Dictionary; Longman



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**Program:** BBA  
**Semester:** Third  
**Course:** BUSINESS MATHEMATICS  
**Course Code:** 11.206

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## Course Objective:

- 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.



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

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## Course Objective:

- 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.





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**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.