

SYLLABUS
B.B.A. PART-III

BACHELOR OF BUSINESS ADMINISTRATION
PART-III
SYLLABUS & SCHEME OF EXAMINATION
पाठ्यक्रम एवं परीक्षा योजना
(सत्र 2017-18)

PAPERS	MAX. MARKS	MIN. PASSING MARKS
A. FOUNDATION COURSE:		
1. Hindi Language	75	26
2. English Language	75	26
B. COMPULSORY GROUPS:		
GROUP-I		
1. Financial Management	75	50
2. Entrepreneurship and Small Business Management	75	
GROUP-II		
1. Production Management	75	50
2. Introduction to PC Software	75	
GROUP-III		
1. Business Law	75	50
2. Management Information System	75	
C. ASSIGNMENT: (Related With All The Subjects)	50	20
TOTAL	650	-

आधार पाठ्यक्रम
हिन्दी भाषा
प्रथम प्रश्न पत्र

MM 75

(बी.ए./बी.एससी./बी.एच.एससी./बी.कॉम. तृतीय वर्ष के पुनरीक्षित एकीकृत आधार पाठ्यक्रम और पाठ्य सामग्री का संयोजन)

।। सम्प्रेषण कौशल, हिन्दी भाषा और सामान्य ज्ञान ।।

आधार पाठ्यक्रम की संरचना और अनिवार्य पाठ्य पुस्तक—हिन्दी भाषा एवं समसामयिकी—का संयोजन इस तरह किया गया है कि सामान्य ज्ञान की विषय वस्तु—विकासशील देशों की समस्याओं—के माध्यम और साथ—साथ हिन्दी भाषा का ज्ञान और उसमें सम्प्रेषण कौशल अर्जित किया जा सके। इसी प्रयोजन से व्याकरण की अन्तर्वस्तु को विविध विधाओं की संकलित रचनाओं और सामान्य ज्ञान की पाठ्य सामग्री के साथ अन्तर्गुम्फित किया गया है। अध्ययन—अध्यापन के लिए पूरी पुस्तक की पाठ्य सामग्री है और अभ्यास के लिये विस्तृत प्रश्नावली है। यह प्रश्नपत्र भाषा का है अतः पाठ्य सामग्री का व्याख्यात्मक और आलोचनात्मक अध्ययन अपेक्षित नहीं है। पाठ्यक्रम और पाठ्यसामग्री का संयोजन निम्नलिखित पाँच इकाइयों में किया जाता है। प्रत्येक इकाई को दो भागों में विभक्त किया गया है।

इकाई— 1 (क) भारत माता : सुमित्रानंदन पंत, परशुराम की प्रतीज्ञा : रामधारी सिंह दिनकर
बहुत बड़ा सवाल : मोहन राकेश, संस्कृति और राष्ट्रीय एकीकरण योगेश अटल
(ख) कथन की शैलियाँ : रचनागत उदाहरण और प्रयोग ।

इकाई— 2 (क) विकासशील देशों की समस्याएँ, विकासात्मक पुनर्विचार और प्रौद्योगिकी एवं नगरीकरण ।
(ख) विभिन्न संरचनाएँ ।

इकाई—3 (क) आधुनिक तकनीकी सभ्यता, पर्यावरण प्रदूषण तथा धारणीय विकास ।
(ख) कार्यालयीन पत्र और आलेख ।

इकाई— 4 (क) जनसंख्या : भारत के संदर्भ में और गरीबी तथा बेरोजगारी ।
(ख) अनुवाद ।

इकाई— 5 (क) उर्जा और शक्तिमानता का अर्थशास्त्र ।
(ख) घटनाओं, समारोहों आदि का प्रतिवेदन और विभिन्न प्रकार के निमंत्रण —पत्र ।

मूल्यांक योजना : प्रत्येक इकाई से एक—एक प्रश्न पूछा जायेगा । प्रत्येक प्रश्न में आंतरिक विकल्प होगा। प्रत्येक प्रश्न के 15 अंक होंगे । प्रत्येक इकाई दो—दो खंड क्रमशः 'क' और 'ख' में विभक्त है, इसलिए प्रत्येक प्रश्न के भी दो भाग, क्रमशः 'क' और 'ख' में विभक्त होंगे । 'क' अर्थात् पाठ एवं सामान्य ज्ञान से संबद्ध प्रश्न के अंक 8 एवं 'ख' अर्थात् भाषा एवं सम्प्रेषण कौशल से संबद्ध प्रश्न के अंक 7 होंगे । इस प्रकार पूरे प्रश्न पत्र के पूर्णांक 75 होंगे ।

SYLLABUS
B.B.A. PART-III

FOUNDATION COURSE
PAPER-II
ENGLISH LANGUAGE

M.M. 75

The question paper for B.A./B.Sc./B.Com./B.H.Sc. III Foundation course, English Language and General Answers shall comprise the following items:

Five question to be attempted, each carrying 3 marks.

UNIT-I Essay type answer in about 200 words. 5 essay type question to be Asked three to be attempted.

UNIT-II Essay writing

UNIT-III Précis writing.

UNIT-IV (a) Reading comprehension of an unseen passage.
(b) Vocabulary based on text.

UNIT-V Grammar Advanced Exercises.

Note: Question on unit I and IV (b) shall be asked from the prescribed text. Which will comprise of popular create writing and the following items. Minimum needs housing and transport Geo-economic profile of M.P. communication Educate and culture. Woman and Worm in Empowerment Development, management of change, physical quality of life. War and human survival, the question of human social value survival, the question of human social value, new Economic Philosophy Recent Liberalization Method Demo ration decentralisation (with reference to 73, 74 constitutional Amendment.

SYLLABUS
B.B.A. PART-III

GROUP-I
PAPER-I
FINANCIAL MANAGEMENT

Unit- 1

Scope and Objectives of Financial Management: What is Financial Anyway, Fundamental principles of finance, Role of computers in finance.

Finance Decision: Cost classification, Cost-volume-profit Analysis, sensitivity Analysis, Advantage of cost-volume-profit Analysis, Do you know this?

Unit-2

Dividend Decisions: Dividend Theories, Others Affecting Dividend Policies, buyback of shares.

Capital Structure Planning: Debt or Equity, Capital Structure Theories, Modigliani-Miller Approach, Tax Perspective, Factors Influencing Capital Structure, some conclusions on capital structure Decisions.

Unit-3

Capital Budgeting: Nature of Long-term Financial Decisions, investments Decisions, and Importance of Investment Decision, Time Value of Money, Valuing Securities, Investment Appraisal Methods, Non-discounting methods, discounting methods of appraisal, What does IRR Mean? Risk, the Capital Asset Pricing Model (CAPM)

Management of Earning: Cash Management, What is a Float?

Unit-4

Financial Analysis: Making Sense of Financial Statements, Ratio Analysis

Operating and Financial Leverage: Operating leverage, He much Financial Leverage is Enough?

Unit-5

Working Capital Management: Importance of short-term Funds Management, Components of working Capital, The size of the Company's Investment in Current Assets, Factors Influencing Working Capital, The Working Capital Cycle, Receivables Management, Establishing Credit Limits, Debt Collection, Cost of credit Control, Cash Discount, payables Management , Cost of Trade credit, Proper use of trade Credit, Inventory Management, Pattern of Procurement and Stockholding, Modified Ordering Systems, Integrated Short-term Funds Planning.

SYLLABUS
B.B.A. PART-III

GROUP-I
PAPER-II
ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Unit-I

concept of Entrepreneurship; Emergence of Entrepreneurial class; Theories of Entrepreneurship nature, Audits and functions of Entrepreneurship, Entrepreneurial Environment, Types and functions of Entrepreneurship and importance.

Unit-II

Promotion of a business, opportunities analysis, External environment analysis, Economic, Social and technological, Competitive factors, Legal requirements for establishment of a new unit and raising of funds, Venture capital sources and documentation required.

Unit-III

Project concept, Classification and identification project formulation and report, Project appraisal and resources assessment Social responsibility of Entrepreneurship.

Financial analysis: Proforma income statements, Proforma income statement, Proforma cash flow, Proforma Balance sheet, Proforma sources and application of funds, Break-even analysis.

Unit- IV

EDP-Need, objectives, steps, their role and relevance, achievement, the evaluation of training programme, Role of Govt. in organizing EDPs, Government policies assistance and incentives, Institutions for Entrepreneurial development.

Unit-V

Process of establishing SSI, nature, objectives and importance of small unit, The role and performance of SSI in Indian economy, Problem of SSI, Industrial sickness in small units causes, Precautions and remedies, Technological up gradation and small business, women entrepreneur.

SYLLABUS
B.B.A. PART-III

GROUP-II
PAPER-I
PRODUCTION MANAGEMENT

Unit-1

Basic Concepts: Production Defined, Production as Heart of an Organisation, Production Management Function, Objectives of Production Management, Scope of Production Management, Decision making in production Management, production Organisation, Historical Evolution of Production/Operations Management.

Design and control of Production Systems: Technology Life Cycle (TLC) and Product Design, Categories of Process technologies, Impact of design Engineering on technology, Mechanisation and Automation, Impact of Computers on Process Innovation, Flexible Manufacturing Systems.

Unit-2

Production Life Cycle and Design: Product Design, Modular Design and standardisation, Definitions, Generation of New Product Opportunities, Product Life Cycle.

Product Planning and Development: Product Development, Research and Development.

Plant Location: Facilities Location Defined, Significance of Plant Location, Objectives of Location strategy, Types of facilities, Site Selection- Where to locate? Site Evaluation Processes, Critical Factors in Location Analysis, Location Analysis Techniques, Locational Break-Even Analysis, Behavioural Impacts in Facility Location.

Unit-3

Plant Layout: Facility Layout/Plant Layout Defined, Objectives of Plant Layout, Effects of Layout on cost, Advantages of good Plant Layout, Basic Types of Layouts, Which type of Layout to Use When? Factors Influencing Plant Layout, Guiding Fundamentals to Successful Layout, Approach to Layout Engineering, Step in Planning Plant Layout, Visualise the Layout, Comparison of Different Types of Layouts, Evaluation of Alternative Layouts, Effect of Automation on Layout, Symptoms of a Bad Layout.

Materials Handling: Definition, Functions of Materials Handling, Importance/Significance of materials Handling, Factors on which Materials Handling System Depends, Principles of Materials Handling, Selection of Materials Handling Equipment, Types of Materials, Handling Equipment, Principle of Unit Load and Concept of Containerisation and Palletisation, Relation Between Plant Layout and Materials Handling, Mechanisation and Automation in Materials Handling, Assessment of handling Problems for Mechanisation, care and Safety in Materials Handling, Some Guidelines for Cost Reduction in Materials, Handling System.

Demand Forecasting: Forecasts and Predictions, Types and time Horizon of Forecasts, Categories of Forecasting, levels of Forecasting, Qualitative Methods of Forecasting Demand, Selecting the Appropriate Methods of Forecasting.

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Unit-4

Production Planning: Characteristics of Production Planning, Objectives of Production Planning, Importance of Production Planning, Planning and Manufacturing Systems, Factors Determining an Efficient production System, Steps of procedure for Production Planning, Prerequisites of Production Planning Department.

Production Control and Scheduling: Production Control, Scheduling Defined, Dispatching for Batch Production.

Dispatching and Follow-up: Despatching.

Inspection: Return to Suppliers, Goods Received Notes, Bin Cards.

Unit-5

Maintenance Management: Maintenance Defined, Maintenance Policy, Problems on Maintenance, Service Level defined.

Work Study: Work Study Defined

Materials Management: Management of Material Resources, Definition of Materials Management, Scope of Materials Management, Goals and Objectives of Materials Management, The Importance of Materials Management to Business Management, Materials Management as Profit Centre, Functions of Materials Management, Interdependencies between Materials Management and other Allied Functions, Integrated Materials Management Function.

Inventory Control: Inventory Defined, Characteristics of Inventory, Inventory Control Fundamentals, Basic Concepts of Inventory Related Costs, Perpetual Inventory System, Economic Order Quantity, Selective Inventory Control.

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GROUP-II
PAPER-II
INTRODUCTION TO PC SOFTWARE

Unit-I

Communication PC Architecture and Its Evolution: Definition of Computer, What Is PC, Common PC Architecture, Bits and Bytes, Number Systems For Data Representation, Generation of Computers, Evolution Of PC.

Types of PCs: Types of Computers, Types of PCs

Common Input/output Devices for PCs: Input Devices, Output Devices, Hardware And Software

Unit-II

Disk Operation System: Types Of Software, Operation Systems, Loading DOS, Files And Directories In DOS, Referencing Files, File Naming Conventions, DOS Commands, Wild Cards, Some More DOS Commands, Internal And External Commands, Internal And External Commands, Batch Files.

Windows 95: What Is Windows 95, Hardware Requirements, Features of Windows 95, The Windows 95 Desktop, The Taskbar Windows explorer, Windows 95 Accessories.

Unit-III

Review of Application For Software For Pcs: Introduction Classification of Software, General Purpose Application Software, Special Purpose Software.

Word Processing: Introduction, What Is Word Processor, How To Start Word 97, Screen Elements, Enhancements In Word 97, Working With Documents, Exiting Word, Edition Document In Word, Formatting Documents, Find And Replace Commands, Numbering Pages, Clip Gallery, Page Setting.

Electronic Spreadsheets: Introduction, What is An Electronic Spreadsheet, How To Start Excel 97, Working With Documents, Exiting Excel, Data Entry And Edition, Types of Cell Entries, Commonly Used Functions, Absolute And Relative Cell Referencing Number Format, Auto fill, Charting With Excel, Micros, Importing And Exporting Files, Printing A Workbook.

Database Software: Introduction, What Is Database, The Database Window, How To Start Access 97, Opening The Database, The Access Window, The Database Window, Creating A Database, Creating A New Table, Viewing The Contents Of A Table, Closing And Saving The Database, Exiting The Access, Working With Tables, Working With Forms, Working With Reports.

Unit-IV

Office Automation Backbone: Office Automation Backbone Group Ware, PC **Groupware Standard:** Lotus Notes, Starting Lotus Notes, Elements of Notes Work Space, Email On Lotus Notes, Notes Database, Notes Documents.

Desktop Publishing: Definition And Importance of DTP, DTP Software: PageMaker, Starting The PageMaker, Creating The New Publication, The PageMaker Desktop, Editing Text IN PageMaker, Importing Text, Paragraph Specifications, Types Specifications, CorelDraw An Another DTP Software, Starting The CorelDraw, CorelDraw tools, Drawing Basic Shapes, Adding Text To The Drawings, File Commands.

Engineering Work Station: Definition And Importance of CAD, AutoCAD, An Engineering Workstation, Starting AutoCAD, Creating A New Drawing, Saving The Drawing, Opening The Drawing, Important Commands.

Multimedia Application: Definition of Multimedia, Multimedia Software: Macromedia Director, Directors Opening Window: The Stage, the Toolbar, Directors File Menu, Score Window, Directors Paint Window, Adobe Photoshop: Another Multimedia Software.

Unit-V

Importance of Security: Definition of Security Needs of Security, PCs And Computer Crimes, Risk Analysis.

Security Measures, Disaster Recovery, and Ethics: Security Measures, Security on Networks, Disaster Recovery, Computer Ethics.

Viruses Detection And Prevention: Definition Of A Virus, Virus Characteristics, What Is A Sinister About Viruses, Viruses History, How Viruses Are Spread, Different Kinds Of Virus, Damage Done By Virus, Virus Prevention, Networks And Viruses, Network Protection, Things That Are Not Viruses, The Future Of Viruses, Antivirus IN The Future.

SYLLABUS
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GROUP-III
PAPER-I
BUSINESS LAW

Unit-1

Companies Act, 1956: Applicability of the Act, Main objectives, Special Features, Machinery for the Administration of the Companies Act, 1956, Jurisdiction of Courts.

Partnership Act, 1932: Definition of partnership, Formation of Partnership, partners, Firm, Firm Name, Test of Partnership, Partnership and Other Associations, Duration of Partnership, Registration of Firms.

Unit-2

Negotiable Instrument Act: Introduction, Meaning of Definition of the Negotiable Instruments, Promissory Notes and Bills of Exchange, Cheques, Holder and Holder in Due Course, Negotiation of a Negotiable Instrument, Dishonour, Liability of Various parties to the Instrument, Discharge of Negotiable Instruments, Crossing and Marking of Cheques, Dishonour of a cheque on Ground of Insufficiency of Funds, Hundis.

Indian Contract Act: Introduction, Meaning of a Valid Contract, Proposal (or Offer) and Acceptance (Ss. 3-9), Capacity to Contract (Ss. 10-12), Consent and Free Consent, Consideration (Ss.2(d), 23-25, 185), Unlawful Consideration and Object (Ss, 23-24), Agreements Declared Void (Ss, 26-30), Contingent Contracts (Ss. 31_36), Quasi Contracts (Ss. 68-72), (Certain Relations Resembling those Created by Contracts), Performance of Contracts (Ss. 37-67), Different Modes of Discharge of Contracts (Ss. 73-75), Remedies for Breach of Contracts.

Unit-3

Special Contracts: Contract of Indemnity, Contract of Guarantee, Bailment Pledge, Contract of Agency.

Sale of Goods: Introduction, Definition and Essentials of a Contract of Sale, Goods and Their Classification, Meaning of Price, Conditions and Warranties, Passing of Property in Goods, Unpaid Seller and His Rights, Remedies for Breach of a Contract.

Unit-4

Contracts of Indemnity and Guarantee: Introduction, Purpose and Meaning of the contract of Guarantee, Kinds of Guarantees, Rights and Obligation of the creditor, Right, Liabilities and Discharge of Surety, Contract of Indemnity.

Contract of Bailment and Pledge: Introduction, Definition of Bailment and its Kinds, Duties and Rights of Bailor and Bailee, Termination of Bailment, Finder of lost Goods.

Unit-5

Contract of Agency: Introduction, Definition of Agent and Agency, Different kinds of Agencies, Classification of agents, Duties and Rights of Agent, principal's Duties to Agent and his Liability to Third Parties, Personal Liability of Agent, Termination of an Agency.

Indian Administrative Law: Meaning of Administrative Law, Four Principal Sources of Sources of Administrative law, Modern Approach of Court on Administrative Law, Rule of Law Vis-s'-vis Administrative Law.

SYLLABUS
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GROUP-III
PAPER-II
MANAGEMENT INFORMATION SYSTEMS

Unit-1

Understanding Information systems: Information and Data, Information Processing, Concept of Information System, Information as Corporate Resource, Computer Applications in Business, Societal Impact of Information Systems.

Unit-2

Computer Based Information Systems: Key Issues regarding information and its usage, Classification of Computer based Information Systems, Office Automation System, Transaction Processing System, Management Information Systems, Decision Support Systems.

File Management & Data Based Management: Introduction, Basic file terminology, Types of files, Methods of file organization, Database systems, Database Management Systems (DBMS).

Unit-3

Characteristics and Structure of Management Information Systems: Introduction and Definition, specification of MIS, Desirable Characteristics of IS, Organizational Parameters and MIS, Basic Structural Concepts of MIS, MIS Structure, Conceptual Structure, MIS Framework.

MIS Planning and Development: Introduction, MIS Planning and Development phases, Development of MIS, System Life Cycle of MIS, Approaches of MIS Design.

Unit-4

Applications of Management Information Systems: Stock Maintenance and stores Accounting System, Purchase Management System, Project Management Information Systems, MIS Applications in Finance, MIS Applications in HRD, MIS Applications in Inventory Management, MIS Applications in Retailing.

Unit-5

Organization of an Information Systems Division: Introduction, Generalised Information Systems Organization, The Systems and Procedures Department, Project Planning, Systems Design, Systems Development, Systems Implementation, The Data Centre Operations Department, Operations Planning, Scheduling and Production Control Data Control Programme Maintenance, The Advanced Systems, Department, The Data Processing Methods Department, Preliminary steps in creating an information systems organization, Need for an information systems organization.

Implementation of Information systems Division: Recap of steps needed for creating Information Systems Division, Selection of an Implementation strategy, Evaluation of existing organizations, Sources of systems functions, Other considerations, Defining top management involvement, Appointing the Head Manager, Preparing the Organizational proposal, Summary of objectives, Summary of systems project Description of internal structure, Description of procedures and practices, Summary of major priorities, Staffing schedules, Physical facilities, Financial Schedules, Implementation plan, Obtaining approval for action.