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शासकीय कमला राजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय,  
ग्वालियर (मध्य प्रदेश)



प्रबंध विषय के अध्ययनमंडल  
द्वारा अनुमोदित प्रबंध विषय के  
स्नातक पाठ्यक्रम

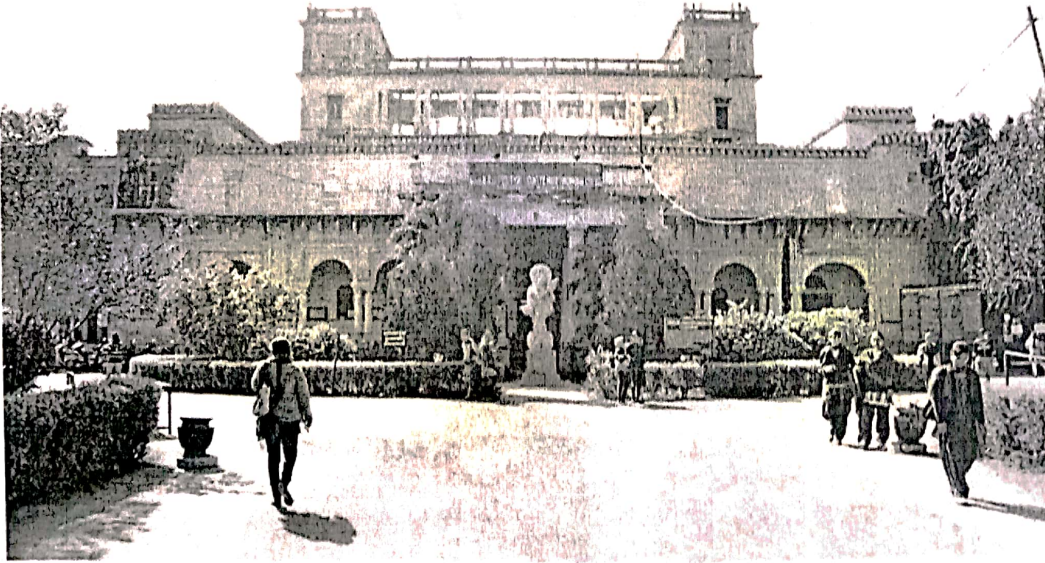
अनुमोदन अकादमिक सत्र  
2018-2019

प्रस्तुतकर्ता

स्नातक अध्ययन केन्द्र  
प्रबंध विभाग

प्राप्तकर्ता

अकादमिक प्रकोष्ठ



वेबसाइट : [www.krgc.gwl.org](http://www.krgc.gwl.org) ईमेल : [krgc@rediffmail.com](mailto:krgc@rediffmail.com)  
दूरभाष : 0751 - 2625495, 0751 - 2438173, फ़ैक्स : 0751 - 2625495



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कार्यालय प्राचार्य, शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय, ग्वालियर  
GOVT. KAMLA RAJA GIRLS P.G. AUTO. COLLEGE, GWALIOR (M.P.) INDIA

(Affiliated to Jiwaji University, Gwalior under 2(f) & 12(b) NAAC - 'A' Grade Accredited Institute)  
www.krccgwaliior.org krgc@rediffmail.com Phone : 0751- 2625495, 0751-2438173

ग्वालियर, दिनांक 18 अगस्त, 2018

प्रबन्ध विभाग

अध्ययन मंडल की बैठक का कार्यवाही विवरण

नवीन सत्र 2018-19 हेतु प्रबन्ध विभाग से सम्बंधित

अध्ययन मण्डल की बैठक आज दिनांक 18 अगस्त, 2018 को प्रातः 11:00 बजे

प्रबन्ध विभाग में आयोजित की गई, जिसमें निम्नानुसार उपस्थिति रही -

- 13.1 डॉ. श्री. व्ही. के. अग्रवाल (अध्यक्ष) 18-8-2018
- 14.2 डॉ. इरीशा अग्रवाल (सदस्य) H
- 15.3 डॉ. व्ही. के. बंसल (सदस्य) W.Bansal  
18-8-18
- 16.4 डॉ. आर. सी. उपाध्याय (सदस्य) D
- 17.5 डॉ. पी. के. बंसल (सदस्य) P.K.Bansal  
18-8-18
- 18.6 डॉ. मय. वी. प्रतापति (सदस्य) M.V.P.  
18/8/18
- 19.7 डॉ. सतीशा अग्रवाल (छतरपुर) (सदस्य) अनुपस्थित
- 20.8 डॉ. श. के. चतुर्वेदी (शा. स्म. स्तल. की. जहा. जवा.) (सदस्य) Chaturvedi
- 21.9 डॉ. आलोक सुराना (C.A.) (सदस्य) Alok Surana
- 22 डॉ. उमेशा होलानी (जीवाजी विश्वविद्यालय) (अनुपस्थित)
- 23 डॉ. राजीव लीजला अनुपस्थित
- 24 डॉ. आर. के. गुप्ता (शा. स्म. स्तल. की. जहा. जवा.) अनुपस्थित



अध्ययनमंडल की बैठक की कार्यवाही निम्नानुसार रही -

1. ~~प्रबन्ध~~ <sup>B.B.A.</sup> विषय के स्नातक स्तर के प्रथम एवं द्वितीय वर्ष का पाठ्यक्रम अंक योजना सहित सत्र 2018-2019 हेतु अध्ययनमंडल द्वारा मान्य किया जाता है।

2. ~~प्रबन्ध~~ <sup>B.B.A.</sup> विषय के स्नातक स्तर के पंचम एवं षष्ठ सेमेस्टर के पाठ्यक्रम अंक योजना सहित सत्र 2018-2019 हेतु अध्ययनमंडल द्वारा मान्य किया जाता है।

3. ~~प्रबन्ध~~ <sup>B.B.A.</sup> विषय की सत्र 2018-2019 में होने वाली परीक्षाओं हेतु संलग्न परीक्षकों की सूची को अध्ययनमंडल द्वारा मान्य किया जाता है।

4. विभाग में सत्र 2018-2019 में यदि कोई शोध संगोष्ठी / कार्यशाला / अधिवेशन / अध्ययन भ्रमण आदि के आयोजन का प्रस्ताव है तो उसका विवरण एवं अनुमोदन-----

1) B.B.A. VI सेमेस्टर में विद्यार्थियों की आयोजित गुणों का प्रस्ताव अनुमोदित किया गया।

2) प्रबन्ध विभाग में प्रशिक्षकों की सूची प्रशाखाध्यक्ष द्वारा परीक्षा नियंत्रक को भेज दी जायेगी।

5. यदि अन्य कोई विषय हो तो उसका विवरण एवं अनुमोदन।

1) प्रबन्ध विभाग में 10 उतिधि-व्यार्यात के आयोजन को अनुमोदित किया गया।

हस्ताक्षर अध्ययन मंडल अध्यक्ष एवं समस्त सदस्य

1) <sup>VK</sup> 13-8-18

2) <sup>h</sup>

3) <sup>Unsamel</sup> 18-8-18

4) <sup>[Signature]</sup>

5) <sup>[Signature]</sup>

6) <sup>[Signature]</sup>

7) अनुमोदित

8) <sup>[Signature]</sup>

9) <sup>[Signature]</sup>

10) <sup>[Signature]</sup>

11) <sup>[Signature]</sup>

12) <sup>[Signature]</sup>

<sup>VK</sup>

शासकीय कमलाराजा कला स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session ~~2016-17~~

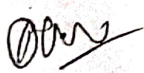
Max. Marks / अधिकतम अंक : 40

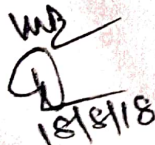
B.B.A. I Semester

Management Principles and Practices

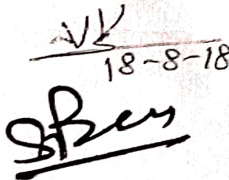
Paper Code B.B.A.-101

- Unit – I** Introduction :  
Nature and Significance of Management, Process of Management, Management's Administrative Functions and Principles of Management, Levels of Management, Functional areas of Management, Unity of Management, Managerial roles and Managerial Skills.
- Unit – II** Planning and Decision Making :  
Nature of Planning, Components of Planning, Principles of Planning, Importance and Process of Planning of Planning in fast changing environment, Types of Planning, Laminations of Planning and Making Planning Effective.  
Decision Making - Nature and Process, Types of Decisions, Rationality and Creativity in Decision Making.
- Unit – III** Organizing :  
Nature, Process, Significance, and Principles of Organization, Organization charts, Organization Manual, Formal and Informal Organization.  
Span of Management, Authority and Responsibility Relationships.
- Unit – IV** Directing and Communication :  
Concept Nature, Principles and Techniques of Directing, Nature and Process of Communication, Communication Network, Channels and Media of Communication, Barriers in Communication, Making Communication Effective.
- Unit – V** Managerial Control :  
Nature, Importance, Process and Types of Control, Limitations of Control, Essentials of Effective Control System, Techniques of Managerial Control and Emerging Horizons in Management.



  
18/8/18



  
18-8-18









शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र ~~2016-17~~ 2018-19 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
Effective from: Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. I Semester  
Financial Accounting  
Paper Code B.B.A.-102

- Unit - I** Nature, Objectives, Concept, Conventions and Principles of Accounting, Double Entry System, Journal, Ledger, Cash Book and Trial Balance, Preparation of Bank Reconciliation Statement.
- Unit - II** Concept of Capital and Revenue, Final Accounts with Adjustment, Depreciation Accounting.
- Unit - III** Accounts of Non-Trading Institutions -- Receipts and Payment Accounts, Income and Expenditure Accounts and Single Entry System.
- Unit - IV** Accounting for Joint Venture, Consignment Accounts and Royalty Accounts.
- Unit - V** Branch Accounts and Departmental Accounts.

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक-स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न-पत्र प्रणाली अनुसार प्रबंध-विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2016-17-2018-19 से प्रभावशील

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Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. I Semester  
Business Mathematics  
Paper Code B.B.A.-103

- Unit-I** Ratio and Proportion, Logarithms, Percentage, Average, Permutation and Combination.
- Unit-II** Commission, Brokerage and Discount, Rates and Taxes, Stocks and Shares, Simple Annuities, Present Value and Discount, Simple and Compound Interest, Profit and Loss Account.
- Unit-III** Matrices, Addition, Subtraction, Multiplication of Matrices, Inverse of Matrices, System of Linear Equations and its Applications.
- Unit-IV** Function, Types of Functions, Applications of Linear Functions in Business, Simple Equations, Quadratic Equations, Simultaneous Equations and Problems Theory.
- Unit-V** Differentiation of Functions of Single Variable (excluding trigonometric functions), Break-Even Analysis, Simple Problems of Maxima and Minima.

V.K.V.  
18-8-18

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र 2016-17-2018-19

से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. I Semester  
Business Organisation  
Paper Code B.B.A.-104

- Unit - I** Introduction :  
Nature and Scope, Business, Objectives of Business, Classification of Business Activities, Business System and Environment, Social Responsibilities of Business.
- Unit - II** Promotion and Forms of Business Organization :  
Concept and Stages of Promotion, Position and Function of Promoter, Promotion of New Business, Forms of Business Organization - Sole Trader, Partnership, Joint Stock Company and Co-operative Society.
- Unit - III** Location of Business and Business Risks :  
Theories of Industrial Location, Factors Affecting the Location of Industry, Government Policy Towards the Focalization.  
Concept of Combination, Merits, Demerits and Types of Combination, Nature, Types and Causes of Business Risks.
- Unit - IV** Stock Exchanges :  
Function of Stock Exchanges, Method of Trading on a Stock Exchange, Speculation and Stock Exchange, Factors Affecting, Regulation and Control of Stock Exchanges, On-line Stock trading, Products and Services.
- Unit - V** An Entrepreneurial Process :  
Entrepreneurial Process, Emerging Trades in Business, Governments Support to BPO in India. Basis Considerations in Setting up a Business Enterprises. Identification of Business, Opportunity, Entrepreneurial Decisions and Outsourcing of Different Types of Services.

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित  
सत्र 2016-17 2018-19  
से प्रभावशील

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester  
System As recommended by Board of Studies and approved by the  
Academic Council  
Effective from Session 2016-17-**

Max. Marks / अधिकतम अंक : 40

B.B.A. I Semester  
Business Communication  
Paper Code B.B.A.-105

- Unit - I** Meaning Importance and Process of Communication, Objectives of Communication, Need for Communication, Barriers to Communication and Essential of Effective Communication.
- Unit - II** Media and Types of Communication, Verbal and Non-Verbal Communication, Formal Vs, Informal Channels of Communications.
- Unit - III** Techniques of Group Decision-Making, Committees, Meaning Essentials, Advantages and Disadvantages and Types of Committees.  
Conferences, Meaning Essential, Importance and Difference Between Conference and Committee.
- Unit - IV** Tips for Clear Writing, Drafting of Effective Business Letter, Kinds of Business Letters (a) Enquiries and Replies (b) Order and Their Execution (c) Complaints and Adjustment (d) Collection Letter (e) Sales Letter and Memo.
- Unit - V** Drafting of Notice, Agenda, Minutes, Report Writing, Effective Listening, Speeches and Presentation, Interview and Modern Technology of Business Communication.

VVK  
18-8-18  
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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19

से प्रभावशील

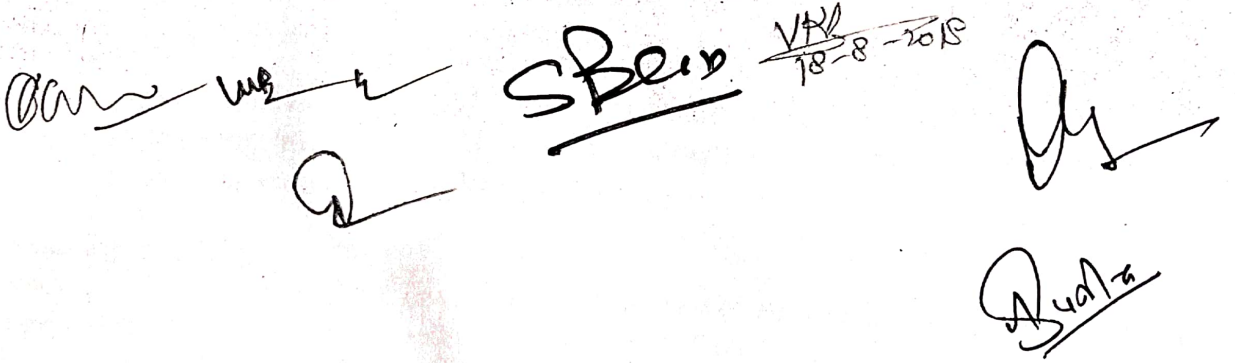
**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council**

**Effective from Session ~~2016-17~~**

Max. Marks / अधिकतम अंक : 40

B.B.A. I Semester  
Personality Development  
Paper Code B.B.A.-106

Debates, Seminars, Group Discussion, Presentation, Paper Writing, Role Playing of Business, Advertisement, Management Games and Library Activities Will Conducted During This Paper.

The block contains several handwritten signatures and dates. On the left, there are three signatures: the first is a cursive signature, the second is 'MS', and the third is a stylized signature. In the center, there is a signature 'S.P.E.' with a date '18-8-2018' written above it. On the right, there are two more signatures: a cursive one and another one that looks like 'Sudha'.

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19

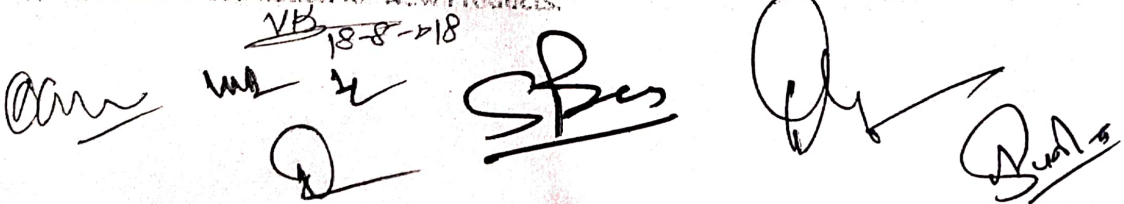
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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. II Semester  
Managerial Economics  
Paper Code B.B.A.-201

- Unit – I** Nature and Scope of Managerial Economics ;  
Nature, Scope and Significance of Managerial Economics, Five Fundamental Concepts, Role and Responsibility of Managerial Economics.
- Unit – II** Analysis of Individual Demand ;  
Theory of Demand, Measurement of Utility, Consumer's Equilibrium, The Law of Demand, Law of Diminishing Marginal Utility, Indifference Curves.
- Unit – III** Theory of Production ;  
Basic Concepts of Production, Laws of Production, Law of Returns in Scale, Laws of Returns Through Production, Function, Optimal Input Combination.
- Unit – IV** Theory Demand and Demand Elasticity ;  
Meaning of Market Demand, Types of Demand and Determinates of Market Demand, Demand Function, Elasticity of Demand.
- Unit – V** Business and Demand Forecasting ;  
Meaning of Demand Forecasting, Methods of Forecasting Demand, Survey and Statistical Methods, Demand Estimation for New Products.

*VB*  
*18-8-2018*  




शासकीय कमलायाजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. II Semester  
Business Legislation For Management  
Paper Code B.B.A.-202

- Unit - I** Law of Contracts:  
Major Provisions of Contract act With indemnity and Guarantee. Major Provisions of Contract act With Bailment, Pledge and Agency.
- Unit - II** Law of Sale of Goods and Arbitration:  
Major Provisions of Sales of Goods act Law of Arbitration and Cancellation.
- Unit - III** Law of Negotiable Instruments:  
Major Provisions of Negotiable Instruments Act.
- Unit - IV** Partnership Act 1932:  
Major Provisions of Partnership Act.
- Unit - V** Law of Consumer Protection and Information Technology:  
Major Provisions of Consumer Protection Act, Information Technology Act.

*Baru* *me* *u* *SP* *VKM*  
*18-8-18*

*[Signature]*  
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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19  
से प्रभावशोध

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
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Max. Marks / अधिकतम अंक : 40

B.B.A. II Semester  
Business Statistics  
Paper Code B.B.A.-203

- Unit - I** Introduction :  
Concept, Scope, Nature, Importance and Limitation of Statistics, Functions of Statistics, District of Statist, Misuse of Statistics, Planning of Statistical Enquiry Collection of Data, Editing of Statistically Data, Classification and Tabulation of Data, Census and Sample Investigation
- Unit - II** Statistical Averages :  
Arithmetic Average, Weighted Mean, Mode, Median and Geometric Mean, Weighted Geometric Mean, Uses of Various Average and Limitations of Average.
- Unit - III** Dispersion and Skewness :  
Concept of Dispersion Methods of Measuring Dispersion, Quartile Deviation, Mean Deviation and Standard Deviation, Coefficient of Variation, Co-Efficient of Skewness - Karl Pearson's and Bowley's.
- Unit - IV** Index Numbers :  
Meaning and Uses of Index Numbers, Methods of Constructing Index Numbers, Simple, Aggregative Method, Weighted Aggregative Methods, Fisher's Ideal Method.
- Unit - V** Correlation Analysis :  
Concept and Importance of Correlation, Types of Correlation, Co-efficient of Correlation Method by Karl Pearson's Spearman's and Concurrent Deviation, Probable Error.

VK  
18-8-2018



शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन बण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित

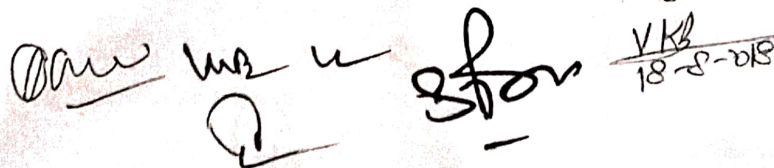
सत्र ~~2016-17~~ 2018-19  
से प्रभावशील

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council**  
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Max. Marks / अधिकतम अंक : 40

B.B.A. II Semester  
Cost Accounting  
Paper Code B.B.A.-204

- Unit - I** Cost Accounting An Overview and Material Cost :  
Concept of Cost Accounting, Nature, Scope, Objectives and Functions of Cost Accounting, Advantages and Limitations of Cost Accounting, Methods and Techniques of Cost Accounting, Elements and Classification of Cost, Concept of Material Control, Methods of Pricing Material Issues.
- Unit - II** Labour Cost Control and Overheads :  
Labour Cost Management, Methods of Remuneration, Labour Turnover, Labour Cost Control, Classification of Overheads, Classification of Overheads, Sources of Collection of Overheads, Department Allocation of Overhead, Allocation, Apportionment and Absorption of Overheads.
- Unit - III** Cost Systems :  
Preparation of Cost Sheet, Statement of Cost, Tender Price of Quotation Price, Cost Audit and Cost Reduction
- Unit - IV** Process Costing :  
Process Costing, Pricing, Accounting Procedure of Costing, Wastage, Scrap, Defectives and Spoilage, Treatment of Normal Abnormal Losses and Abnormal Gain, Oil Refinery Process, Inter Process Profit
- Unit - V** Operating Costing :  
Concept and Objectives of Operating Cost, Transport, Services, Power House Costing, Hotel Costing, Common Costing, Clinics Costing and Hospital Costing.

 VKB  
18-8-2018

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

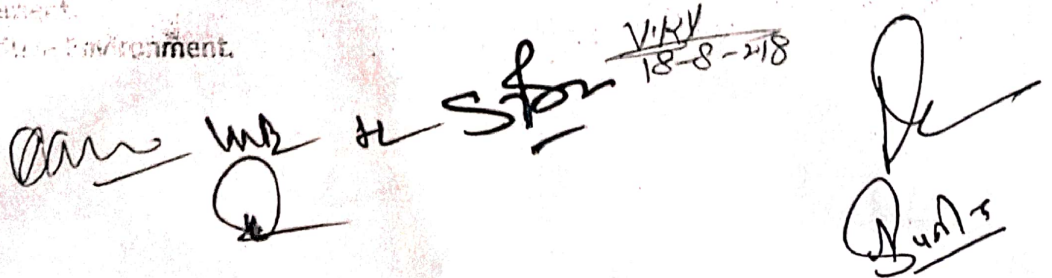
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**Effective from Session ~~2016-17~~**

Max. Marks / अधिकतम अंक : 40

**B.B.A. III Semester**  
**Business Environment**  
**Paper Code B.B.A.-301**

- Unit - I** **Introduction :**  
Concept, Nature, Structure, Significance of Business Environment, Basic Indicators of Economic, Development and Performance of Indian Economy.  
Indian Economic Planning, Major Objectives and Assessment of Five Year Plans.
- Unit - II** **Social and Ethical Environment :**  
Social Responsibility of Business, Business Ethics and Corporate Governance Problems of Regional Imbalances and Economic Development.  
In India Process of Privatization Through Disinvestment.
- Unit - III** **Labour and Industrial Environment :**  
Labour Environment, Industrial Policy and Performance, Public Sectors in India Process of Privatization Through Disinvestment.
- Unit - IV** **Economic Environment :**  
The Indian Financial Sector, Indian Monetary and Social Policy and Its Implication, Capital Market in India, Process of Economic Reforms.
- Unit - V** **Technological and Competitive Environment :**  
Technology Policy and Environment, Selection and Transfer Issues Energy Resource Management.  
Competitive Environment.

  
V.K.V.  
18-8-2018



शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुरक्षित तथा अकादमिक परिषद द्वारा अनुमोदित  
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से प्रभावशील

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester  
Company Law  
Paper Code B.B.A.-302

- Unit – I** Introduction :  
Development of Company Law, Objectives of Company Law, Kinds of Companies, Advantages, Management and Administration of Companies.
- Unit – II** Formation of a Company :  
Meaning of Formation of a Company, Stages in Formation of a Company Promotion of a Company, Registration and Incorporation of a Company, Certificate of incorporation and Commencement of Business Promoters – Company Promoters, Legal Position of a Promoters, Functions of Promoters, Remuneration of Promoters, Duties and Obligations of Promoters and Liabilities of Promoters.
- Unit – III** Memorandum of Association :  
Form of Memorandum of Association, Clauses of Memorandum of Association, Alteration of Memorandum of Association and Articles of Association.
- Unit – IV** Prospectus of a Company :  
Definition of Prospectus, Legal rules relating to the issue of prospectus, Share and Share Capital, Borrowing Powers.
- Unit – V** Winding up of a Company :  
Prevention of Oppression and Mis-management, Provisions Regarding Winding up of a Company.

*[Handwritten signatures and dates]*  
V.K.K.  
18-8-2018

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester  
Quantitative Technique  
Paper Code B.B.A.-303

- Unit - I** Regression Analysis :  
Meaning and Uses of Regression analysis, Regression Lines, Regression Co-Efficient, Regression Equations (a) By using Mean, SD and Coefficient of Correlation and (b) by using method of least square.
- Unit - II** Analysis of Time-Series :  
Meaning and Uses of time series analysis, Components of time series, Measurement of trend by using moving average method and method of least square, Measurement of seasonal variation by using simple average method (monthly and quarterly)
- Unit - III** Probability :  
Concept and importance of the probability, Basic interminably, calculation of probability, Addition Theorem, Multiplication theorem.
- Unit - IV** Association of attributes, Chi-square test- meaning and uses of chi-square measure.
- Unit - V** Tests and Hypothesis :  
(A) Concept of Standard error, Test of Significance, Large samples Problems relating to test of significance of means, Test of significance of proportions.  
(B) Test of significance of small samples "t" test for significance of means only.

*MB* *4* *SPB* *V.K.*  
*18-8-18* *Qual*



शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Max. Marks / अधिकतम अंक : 40

**B.B.A. III Semester  
Higher Accounting  
Paper Code B.B.A.-304**

- Unit - I** Concept of partnership, partnership deed, Preparation of capital account, Past adjustment, Goodwill, Change in profit sharing ratio, Admission of a partner, Retirement of a partner, Death of partner.
- Unit - II** Amalgamation of partnership firms, Dissolution of a partnership, firm, sale of firm.
- Unit - III** Accounts for hire purchase and installment system, Investment accounting.
- Unit - IV** Accounting for insurance companies and Accounting for banks and Accounting policies for banking sector.
- Unit - V** Double account system (including accounts of electricity companies) Hotel company's accounts.

V.K.V.  
18-8-2018

*[Handwritten signatures and initials]*

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester  
Organizational Behavior  
Paper Code B.B.A.-305

- Unit – I**      **Introduction :**  
The emergence of organizational behavior, Nature, Foundations and Determinates of organizations behavior. Model of organizational behavior, Challenges and Opportunities for Organizational behavior, Modern Perspective on organizational behavior.
- Unit – II**      **Individual Behavior and Behavioral Sciences :**  
Individual behavior, Perception, Perceptual organization and perceptual process. Components, Theoretical, process and principles of learning.  
Nature, Dimensions, Types Factors and Measurement of Attitude.
- Unit – III**      **Group and Interpersonal Process :**  
Dynamics of formal and informal work groups, Theories of group, Comparative study of formal and informal organizational and functions of group.  
Leadership and its theories, Leadership styles, Liberts management systems and choice of leadership style.
- Unit – IV**      **Motivation and Organizational Culture :**  
Emerging perspective of motivation, Types of motives, Motivation, Approaches.  
Dynamics of conflicts and negotiation.  
Nature and common attribute of organizational culture, Models of International culture, Dimensions and Impact of culture on international organizational behavior.
- Unit – V**      **Organizational Dynamics :**  
Organizational change, Resistance to change, Change agent, Process of Organizational development. Intervention techniques.  
Carrier dynamics, Career planning and carrier Management, Main issues of international dimensions and Emergence of international management.

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18-8-2018



शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुसंधित तथा अकादमिक परिषद द्वारा अनुमोदित  
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Max. Marks / अधिकतम अंक : 40

**B.B.A. III Semester**  
**Development of Management Thought**  
**Paper Code B.B.A.-306**

- Unit – I** Evolution of Management Thought, Mechanistic Approach, humanistic Approach, Contingency Approach, Early Contributors (Charles Babbage, Frank Gilbreth, H.L. Gantt.)
- Unit – II** Schools of Management, Thought Process School, Empirical School, Human Behavior School, Social Systems School, Decision Theory School, Mathematical School, Comparative Management School.
- Unit – III** Scientific Management, Evolution and Principles, Contribution of Henri Fayol, Oliver Sheldon's Philosophy of Management, Contributions of Mary Parker Follett, Chester I Barnard.
- Unit – IV** Hawthorne Experiments James Burnham, Theory of Managerial Revolution, Maslow's Theory of Motivation, Herzberg's Two-Factor Theory, McGregor's Theory X and Theory Y.
- Unit – V** Herbert Simon's Decision Making Theory, Contribution of Peter F Drucker- MBO, Chairs Argyris- Immanuel the Maturity Model, William G Ouchi-Theory Z, Gary Hamel-Concept of Core Competence, Tom Peters-Seven S Model, Henry Mintzberg-Managerial Roles.

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*18-8-2018*  
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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशास्त्री महाविद्यालय ग्वालियर (म.प्र.)

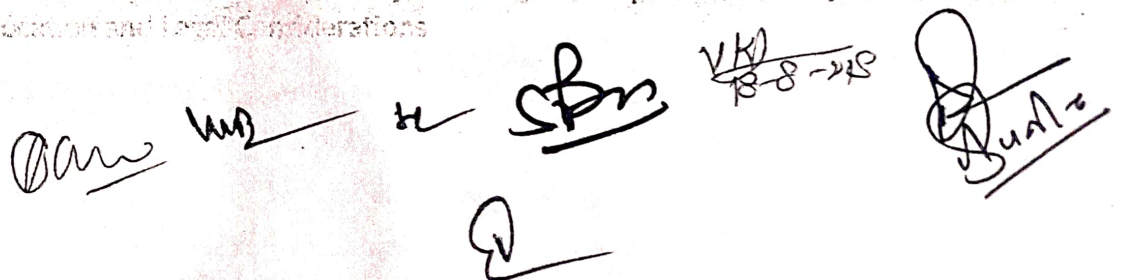
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Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Entrepreneurship And Small Business Management  
Paper Code B.B.A.-401

- Unit - I** Introduction :  
Concept of entrepreneurship, Distinction between entrepreneur and manager, Functions of an entrepreneur, Qualities of a successful entrepreneur and Types of entrepreneurs, Concept and Nature of entrepreneurship, Role of entrepreneurship in economic development.
- Unit - II** Development of entrepreneurship :  
Concept of entrepreneurial class in India, Environmental factors affecting entrepreneurship, Locational mobility of entrepreneurs, Entrepreneurship development programmes, Institutions for entrepreneurship development and entrepreneurial performance in India.
- Unit - III** Entrepreneurial Motivation :  
Concept and Theories of motivation, Motives for starting enterprises, Testing entrepreneurial motivation, Developing and enhancing motivation and entrepreneurial behavior.
- Unit - IV** Rural Unit Entrepreneurship :  
Meaning of rural entrepreneurship, Need for rural entrepreneurship, Rural industrialization in retrospect, Problems of rural entrepreneurship and development of rural entrepreneurship.
- Unit - V** Establishing a Small Enterprise :  
The start up process, Project Identification, Selection of the product, Project Formation, Assessment of Project Feasibility, Analysis of Project, Preparation of Project Report, Selection of Site/Location and Legal Considerations

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शासकीय कबलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकत्र प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित  
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Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Marketing Management  
Paper Code B.B.A.-402

Unit - I

Introduction :

Evaluation of Marketing concept, Features of integrated marketing concept, Modern concept of marketing, Concept and Functions of marketing management, Difference between marketing, Selling and Retailing, Marketing mix, Marketing Segmentation.

Unit - II

Consumer Behavior :

Concept of consumer behavior, Buying motives, Buyer behavior models, Concept of motivational research and techniques of motivational research, Ethical marketing in India.

Unit - III

Product Planning :

Meaning of product, Importance of a product, Components of product planning, Product Classification, Product mix, Product line and product life cycle.

Unit - IV

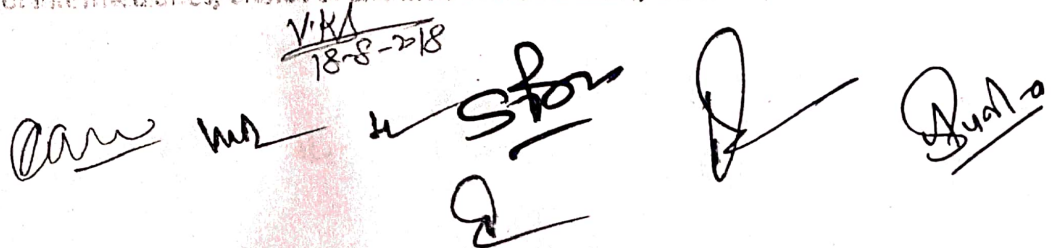
Product Pricing :

Role of pricing in marketing strategy, Factors influencing the product pricing decisions, Methods of price determination, Pricing policies and strategies.

Unit - V

Distribution :

Meaning of channels of distribution, Role of marketing channels, Classification of Channels, Types of intermediaries, Choice of channels of distribution, Channel policies and strategies.

V.K.K.  
18-8-2018  


शासकीय कमलासजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19  
से प्रभावी

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Financial Management  
Paper Code B.B.A.-403

- Unit - I** Introduction :  
Concept and nature of financial management, Types of financial decisions, Importance objectives, Organization and Responsibilities of finance functions, Role and status of financial executive in organizational structure.
- Unit - II** Patterns of Funds Requirements :  
Short-term, Medium-term and Long-term financial planning, Capitalization, Types of securities and their evaluation from income, Risk and control point of view.
- Unit - III** Capital Structure Planning :  
Approaches to capital structure, Objectives and Determinants of optimum capital structure, Cost of capital, Financial and Operating leverage.
- Unit - IV** Capital Budgeting and Dividend Policy :  
Nature, importance and Principles of Capital Budgeting, Techniques of capital budgeting, Capital budgeting practices in India.  
Dividend theories, Dividend factors, Dividend policy in India.
- Unit - V** Working Capital Management :  
Concept of working capital, Determinants of working capital, Management of cash, Management of Inventory and accounts receivable, Tools for analysis of working capital.

M.K.D.  
18-8-2018

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शासकीय कमलारामा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council Effective from session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Human Resource Management  
Paper Code B.B.A. - 404

- Unit - I** Introduction :  
Concept, Importance, Nature and Scope of human resource management, Objectives of HRM, Functions of HRM, Activities of HRM, Managerial skills and roles, Organization and Responsibilities.
- Unit - II** Evolution and Environment :  
Evolution of human resource management, Theories of HRM, Influence of scientific management on HRM, Influence of labour movement on HRM, Influence of government regulations on HRM and HRM : Indian perspective.
- Unit - III** Recruitment and Selection :  
Recruitment policy, Sources of recruitment, Methods of recruitment and Effectiveness of recruitment programme.  
Selection - Policy and Process, Selection tests and interview.
- Unit - IV** Promotion and Transfer :  
Concept of promotion, Promotion Policy, Promotion Plans, Promotion Programmes and Problems in Promotion  
Transfer - Meaning, Objectives, Types, Policy and Programmes.
- Unit - V** Concept of Separation, Factors of Separation, Separation Policy, Types of Separation.  
Organizational Career Planning, Career choices and Stages, Career Management in HR.

*Vishal*  
18-8-2018  
*AW* *MB* *u* *S. Bay* *D* *B. A. S.*

शांसकीय कमलाराजा कन्या स्नातकोत्तर स्थायी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Income Tax Laws and Practices  
Paper Code B.B.A.-405

- Unit - I** Basic Concepts of Income, Agriculture Income, Assessee, Previous year, Assessment year, Residence and Tax Liability, Exempted incomes, Income from Salaries.
- Unit - II** Income from house property, Profits and gain of business or profession.
- Unit - III** Capital gains, Income from other sources, Set off and carry forward of losses, Clubbing of income.
- Unit - IV** Deductions from gross total income available to all types of assessee, Rebates and relief from tax liability, Assessment of individuals.
- Unit - V** Computation of tax liability of individuals, procedure of assessment, Income Tax Authorities.

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18-8-08

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शासकीय कलाशाखा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अद्यतन - पडल द्वारा अनुशसित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2016-17~~ 2018-19

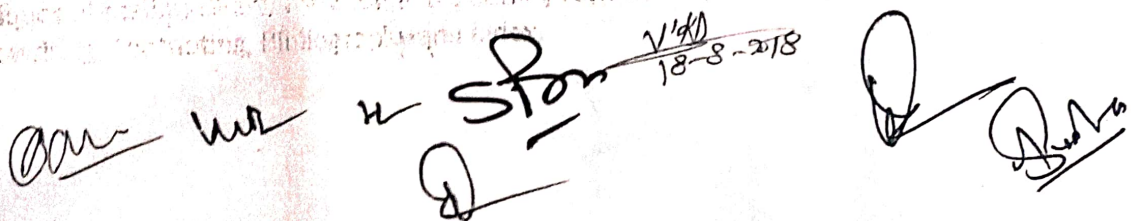
के प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. IV Semester  
Research Methodology  
Paper Code B.B.A.- 406

- Unit - I** Concepts of Research :  
Concept Assumption and Steps of Scientific method, Nature and Objectives of Research, Significance of research, Types of research, Steps in the research process.
- Unit - II** Research Design :  
Concept types and stages of research design, Concept of a research problem, Selection and Formulation of a research problem.
- Unit - III** Hypothesis & Test of Significance :  
(A) Hypothesis concept and Sources of Hypothesis, Procedure for, Formulation of Hypothesis, Types of hypothesis.  
(B) Test of significance in large sample, Standard error, Difference of mean test of significance (t-test, F-test and Z-test)
- Unit - IV** Data Collection :  
(A) Collection of primary Data :  
Direct personal investigation, Indirect oral investigation, Local reports, Schedules and questionnaires, Profiling and Presentation.  
(B) Collection of Secondary Data :  
Sources of data, Volking and Sorting of secondary data.  
(C) Census, Sample and Universe :  
Concept, Methods of census and Types of sample and Universe.
- Unit - V** Research Report :  
Techniques of report writing, The cover and Summary, Format of research report, Precautions in report writing, Constructing Bibliography and Index

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शासकीय कमलाशजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19  
से प्रभावशील

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council**  
Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

**B.B.A. V Semester**  
**Management Information System**  
**Paper Code B.B.A.- 501**

- Unit – I** **An Overview :**  
MIS-Meaning of Management, Information and System, Meaning Objectives and Classification of MIS, Framework for MIS, Organization and Management, Information needs and its economics, System approach, MIS and levels of Management, MIS design, Implementation of MIS, Approaches of MIS development and Limitations of MIS.
- Unit – II** **Information System for Decision Making :**  
Transaction processing system, Decision support systems, Executive information system, Expert system and office automation system.
- Unit – III** **Information system in Business :**  
Functional areas of business information system -- manufacturing marketing, Quality, Financial and accounting, Research and Development and Human Resource information system.
- Unit – IV** **System Analysis and Design :**  
Meaning of systems analysis, System development life cycle, Proto typing, Rapid application development (RAD) End – User Computing, Software packages, Outsourcing, Tools for information systems development, Computer added software engineering and challenges in developing information systems.
- Unit – V** **Strategic Management Information System :**  
Meaning, Characteristics of SMIS, Strategic planning for MIS, Development of SMIS, Strategy implementation and Barriers to development of SMIS.

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B. B. A. V Semester



शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र 2016-17 2018-19

से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester  
System As recommended by Board of Studies and approved by the  
Academic Council  
Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester

Banking Law and Practices

Paper Code B.B.A.- 502

- Unit - I** Introduction :  
Origin, Definition, Function of Banks, Classification of Banks, Development and Organizational Structure of Banks, Challenge for Indian Banking Industry.  
Functions / Services and Principles of Commercial Banks.
- Unit - II** RBI and Banking Regulation Act :  
Reserve Bank of India - Organisation, Function and Appraisal, Powers of the Reserve Bank and Nomination of Deposit Accounts and Lockers.  
Scheme of the Banking Regulation Act, Application of the Act-General Provisions, Management and Control, Loans and Advances, Assets of a Banking Company.
- Unit - III** Banker and Customers Satisfaction :  
Meaning of Banker and Customer, Relationship between Banker and Customers, Obligations of Banker, Banker's duty to Maintain Secrecy of the Customers Account and Rights of the Banker.  
Customers Satisfaction and its Practices.
- Unit - IV** Accounts of Customers :  
Various Types of Deposit Accounts, Opening and Operation, Deposit Schemes, Insurance of Bank Deposits and Steps for Improving Customers Service in Banks, Evaluation of Customers Satisfaction, Problems Phased by the Customers and Suggestion for Improvements.
- Unit - V** Bank Credit and Policy :  
Dehejia Committee Report, 1969  
Tandon Committee Report, 1975  
Chore Committee Report, 1980  
Marathe Committee Report, 1984  
Recent RBI Guidelines Regarding Bank Credit

V.K.B.  
18-8-2018

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स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशसित तथा अकादमिक परिषद द्वारा अनुमोदित  
सत्र 2016-17 2018-19  
से प्रभावशील

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Effective from Session 2016-17

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester  
Insurance Management  
Paper Code B.B.A.- 503

- Unit - I** Nature of Insurance :  
Origin and Development of insurance, Essential Elements Necessary for insurance, Scope of Insurance, Nature of Insurance, Function of Insurance, Importance of Insurance and Types of Insurance.
- Unit - II** Organisation of Insurance :  
Organisation of Insurance, Insurance Organization in India. Role of Insurance, Risk Management and Insurance.
- Unit - III** Insurance Contract :  
Meaning of Insurance Contract, Principal of insurance Contract, Over Insurance and under Insurance, Difference Insurance Contract and General contract, Difference between Contract of Indemnity and Life Insurance Contract.
- Unit - IV** Insurance Legislation in India :  
A brief history of Insurance legislation in India. The Insurance Act 1938 with important Provisions, Indian Insurance Industry and Insurance in India.
- Unit - V** Insurance Regulatory and Development Authority Act 1995 and Insurance Regulatory, Development Authority Regulation 2000 and 2002 Regarding Amended Provisions.

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र 2016-17 2018-19

से प्रभावशील

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester

Management of Financial Institutions

Paper Code B.B.A.- F - 504

**Unit - I**

**Working of Financial Institutions :**

Financial Assistance of Institutions, Financing Policies and Norms of Institutions, Promotional Activities.

**Unit - II**

**Major Financial Institutions :**

IFCI - Industrial Finance Corporation of India  
IDBI - Industrial Development Bank of India  
ICICI - Industrial Credit and Investment Corporation of India  
UTI - Unit Trust of India

**Unit - III**

**Banking Institutions :**

Reserve Bank of India - Introduction, Organization, Management, Role and its Functions.

Commercial Banks - Concepts, Source of Funds, Investment of Funds

Co-operative - Features, Types, Structure and Growth

**Unit - IV**

**Non-Banking Financial Intermediaries :**

HUDCO : Housing and Urban Development Corporation.

SHFSs : State Housing Finance Societies

HDFC : Housing Development Financing Corporation

Investment Companies and Merchant Bank.

**Unit - V**

**Insurance Companies :**

Nature of Insurance, Life Insurance Corporation

LIC : Organization, Types and Structure of Insurance Plans, Investment Pattern and Policy.

GIC : General Insurance Corporation, Organization, Types and Structure of Business.

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V.K.R. 18-8-2018  
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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र 2016-17 2018-19

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester  
Investment Management  
Paper Code B.B.A.- F - 505

Unit - I

Introduction :

Types of Investment, Objectives of Investment, Types of Investors, Nature and Scope of Investment Management, Investment V/s Speculation, Investment Process, Investment Categories, Investment Alternatives.

Unit - II

Stock Exchange in India :

Organization and Function of Stock Exchange, Primary V/s Secondary Market, Regulation of Stock Market in India, Function and Operation of Security, Exchange of India (SEBI), Present Scenario of Capital Markets.

Unit - III

Economic Analysis, Industrial Analysis, Company Analysis, Technical Analysis and Efficient Market Theory.

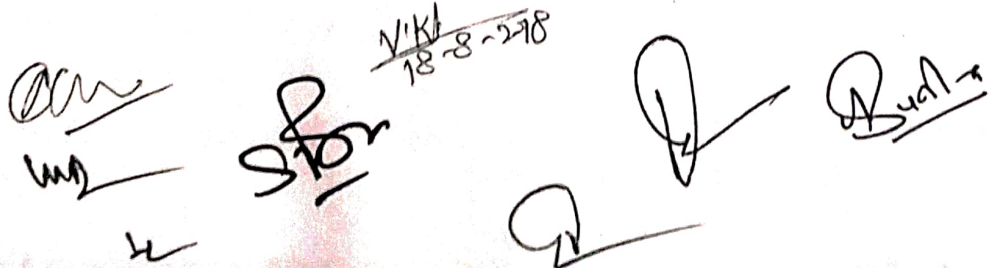
Unit - IV

Portfolio Analysis :

Portfolio Analysis, Portfolio Selection and Techniques of Portfolio Revision.

Unit - V,

Classification of Investment Companies, Performance Measurement of Portfolios, New Directions in Investment Management.

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19  
से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester  
Indian Financial System  
Paper Code B.B.A.- F - 506

- Unit - I** Introduction :  
Formal and Informal Financial Systems, Functions of Financial System, Nature and Role of Financial Institutions and Financial Markets, Financial System and The Economy.
- Unit - II** Reforms in the Financial System :  
Objectives of Financial System Reforms and Indian Financial System in the Pre-reforms, Period, Meaning of New Financial Instrument and Types of New Financial Instruments.
- Unit - III** Disinvestment of Public Sector Undertakings :  
Meaning of Public Sector Undertakings, Meaning and Objectives of Disinvestment, History of Disinvestment, Disinvestment Machinery, PSU Self-off Methods, Evaluating the Disinvestment Programme and Disinvestment of PSU's.
- Unit - IV** Mutual Funds :  
Benefits of Mutual Funds, Mutual Funds in India, Role of Mutual Funds, Types of Mutual Funds, Organization of Mutual Fund, SEBI (Mutual Funds) Regulations, 1996 and SEBI Guidelines (2001-2002) Relating to Mutual Funds, Association of Mutual Funds in India and Performance of Mutual Funds in India.
- Unit - V** Financial Regulation :  
Profile of SEBI, Management of SEBI Under the SEBI Act, 1992, Power and Functions of SEBI, Achievements of SEBI, Joint Parliamentary Committee on SEBI and Future Plans of SEBI.

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V.K.V.  
18-8-2018

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19

से प्रनावर्शाल

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the**

**Academic Council**

**Effective from Session ~~2016-17~~**




Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester

Management Training And Development

Paper Code B.B.A.- HRM - 504

- Unit - I** Introduction :  
Concept, Need and Objectives of Training, Principles of Training, Methods of Training and Training Policy.
- Unit - II** Employees Training :  
Training Process, Identification of Training Needs, Planning of Training Programme, Selection of Trainees, Implementation of Training, Performance Evaluation of Training and Follow-up Training.
- Unit - III** Management Executive Development :  
Importance of Training and Development, Objectives of Training and Development, Executive Training and Development Process, Methods of Training and Development and its Selection, Evaluation of Training and Development, Management Training and Development Practices in India.
- Unit - IV** Performance Appraisal :  
Basic Concepts of Performance Appraisal, Factors Affecting Performance Appraisal, Criteria of Performance Appraisal, Performance Appraisal Methods, Limitation of Performance Appraisal, Merits and Performance Appraisal in Indian Organization.
- Unit - V** Career Development :  
Basic Concepts, Stages of Career Development, Importance and Limitations, Various Career Development Programmes and Career Dynamics.


VKY  
18-8-2018









शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2015-17~~ 2018-19

से प्रभावशाल

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session ~~2015-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester  
Industrial Relations  
Paper Code B.B.A.- HRM - 505

Unit - I

Introduction :

Meaning, Nature and Significance of Industrial Relations, Approaches to Industrial Relations, Conditions for Good Industrial Relations, Suggestions to Improve Industrial Relations and Industrial Relations in India.

Unit - II

Industrial Disputes :

Meaning, Forms, Causes and Results of Disputes, Methods for the Prevention and Settlement of Industrial Disputes, Authorities for the Settlement of Disputes and Industrial Disputes in India.

Unit - III

Human Relations :

Meaning and Approaches, Difference Between HR and IR, Importance of HR in Maintaining good Industrial Relations and Theories of Human Relations.

Unit - IV

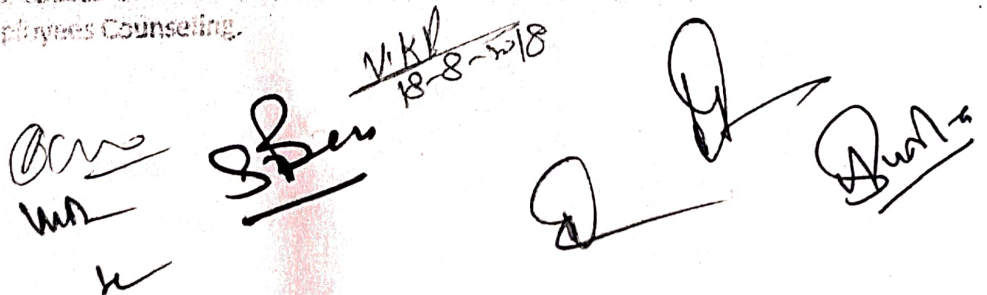
Employee Discipline :

Concept, Importance and Types of Discipline, Arguments Against Negative Discipline, Essentials of a Good Disciplinary System, Kinds of Punishment, Procedure for Taking Disciplinary Action.

Unit - V

Grievance :

Meaning and Causes of Grievance, Grievance Procedure, Settlement of Grievance in Indian Industry, Employees Counseling.

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शासकीय कमलाराज कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

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सत्र ~~2016-17~~ 2018-19  
से प्रभावशील

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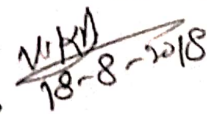
Max. Marks / अधिकतम अंक : 40

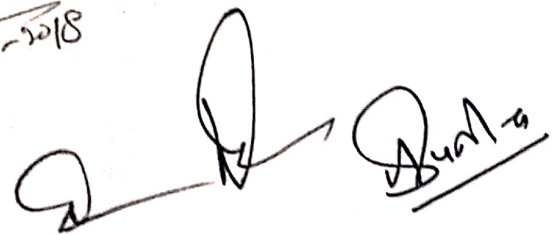
B.B.A. V Semester  
Human Resource Planning and Development  
Paper Code B.B.A. - HRM - 506

- Unit - I** Introduction :  
Dimensions, Importance and Necessity of Human Resource Planning, Strategies and Policies of HRP, Nature and Scope of HR Plans, Classification of HR Plans and Human Resources Inventory, Human Resource Development in India.
- Unit - II** Job Analysis and Evaluation :  
Meaning, Objectives and Hierarchy of Job Analysis, Techniques of Job Analysis, Job Evaluation and Its Techniques.
- Unit - III** Job Description and Specification :  
Meaning and Objectives of Job Description and Specification, Format for Job Description and Job Specification, Techniques of Job Evaluation and Employment Stability.
- Unit - IV** Human Resource Development :  
Meaning, Methods, Process and Outcomes of Human Resource Development, Tasks of The HRD Department, Designing a Human Resource Development System, Suggestions to make HRD Effective in Indian Organizations.
- Unit - V** HRD Research :  
Profile of HRD Research, HRD Research Process, HRD Research in India, HRD in Indian Industry.

  
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शासकीय कमलाराज कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर संश्लेषण पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्यापन मॉडल द्वारा अंगूकित तथा अकादमिक परिषद द्वारा अनुमोदित

सन ~~2016-17~~ 2018-19

से प्रभावशील

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Academic Council

Effective from Session ~~2016-17~~

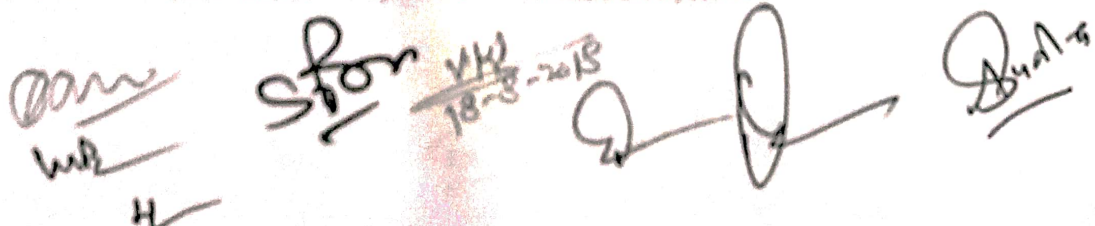
Max. Marks / अधिकतम अंक : 40

B.B.A. VI Semester

Business Policy

Paper Code B.B.A.- 601

- Unit - I** Business Policy - An Introduction.  
Nature, Importance, Purpose and Objectives of Business Policy, Various Terms in Business Policy, Levels of Strategy, Business Policies and Corporate Strategy.
- Unit - II** Policy Formulation and Implementation :  
Policy Evaluation and Impact Analysis, Administration and Control Policy, Strategy and Policy in Functional Areas.
- Unit - III** Strategy Formulation :  
Environmental Appraisal - Opportunities, Environmental Scanning, Environmental Appraisal.  
Organisational Appraisal - Organisation Capability Factors, Organisation Appraisal.  
Strategic Alternatives, Strategic Formulation and SWOT Analysis.
- Unit - IV** Strategy Implementation :  
Project and Operational Implementation  
Structural Implementation - Structural Considerations, Structures, Organisation Design and Change  
Functional Implementation - Financial Accounting, Operations, Personal Plans and Policy.  
Behavioural Implementation - Corporate Culture, Personal Values and Business Ethics.
- Unit - V** Strategy Evaluation :  
Strategic Control - Cash, Types of Control, Operational Control - Process of Evaluation, Techniques of Evaluation and Control, Information Evaluation System.

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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशास्त्री महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुमोदित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2016-17~~ 2018-19  
से प्रभावी

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. VI Semester  
Operations Research  
Paper Code B.B.A.-602

Unit - I

Introduction

Nature, Scope and Role of Operations Research, Models in Operations Research, Phases of Operations Research, Techniques of Operations Research, Application of Operation Research Techniques, Significance and Limitations of Operations Research.

Unit - II

Linear Programming :

Meaning of Linear Programming, Advantages and Limitations of Linear Programming, Applications, Types of Linear Programming, Formulation of Linear Programming Problems, Graphical Method of Linear Programming.

Unit - III

Transportation Problem :

Introduction, Balanced or Unbalanced Transport Problems, Application and Transport Problems, North-West Corner Method, Least Cost Method and Vogel's Approximation Method, Test of Optimality by Steepest Cost Method and Modi Method.

Unit - IV

Decision Making :

Introduction and Structure of Decision Making Problems, Types of Decision Making Criteria, Decision Making Under Certainty, Decision Making Under Risk, Expected Monetary Value, Expected Opportunity Loss, Decision Making Under Uncertainty, Maximum, Minimum, Perfect Information.

Unit - V

Statistical Quality Control :

Meaning of Quality Control, Statistical Quality Control, Basic of Statistical Quality Control, Chance Cause and Assignment Causes, Objectives of Statistical Quality Control, Benefits of Statistical Quality Control, Control Chart for Variable Mean Chart, R-chart, Control Chart for Attribute p-Chart, np-Chart and c-Chart

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शासकीय कमलारानी कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर प्रणालि के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्यापन संकलन द्वारा अनुमोदित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2016-17~~ 2018-19

से प्रभावशील

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council**

Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. VI Semester

Accounting For Managerial Decision

Paper Code B.B.A.- 603

- Unit – I** Nature and Function of Accounting;  
Concept, Nature and Scope of Management Accounting, Significance and Tools of Management Accounting, Definitions of Management Accounting, Management Accountant and its Functions, Organizations for Management Accounting.
- Unit – II** Financial Statements -  
Ratio Analysis, Cost Flow and Fund Flow Statement.
- Unit – III** Costing for Management Decisions :  
Marginal Costing, Break Even Charts, Cost Volume Profit Analysis, Various Uses of Marginal Costing in Managerial Decisions.
- Unit – IV** Budgetary Control :  
Concept, Objective and Function of Budgetary Control, Preparation of Various Functional Budgets, Sales Budget, Cash Budget and Flexible Budget, Zero Based Budgeting, Performance Budgeting.
- Unit – V** Standard Costing :  
Concept of Standard Costing, Importance and Limitations of Standard Costing, Computation of Material and Labour Variances.

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शासकीय कमलागढ़ कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेनेटर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मंडल द्वारा अनुशसित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र 2016-17 2018-19  
से प्रभावशील

Single Paper Pattern & Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2016-17


(Max. Marks / अधिकतम अंक : 40)

B.B.A. VI Semester

Financial Analysis And Decision Making

Paper Code B.B.A. - F - 604

- Unit - I** Techniques of Financial Analysis :  
Ratio Analysis, Funds Flow Analysis, Cash Flow Analysis, Marginal Costing and Budgeting Control.
- Unit - II** Management of Receivables :  
Nature of Receivables, Cost of maintaining Receivables, Factors Affecting, Size of Receivables, Policies for Managing Accounts Receivables, Determination of Optimum Credit Policy and Credit Standards.
- Unit - III** Management of Inventories :  
E.O.Q. Model, Order Points, Monitoring and Control of Inventories (ABC Analysis), Criteria for Educating Inventory System.
- Unit - IV** Capital Budgeting, Process and Method :  
Analysis of Risk and Uncertainty, Risk Evaluation Approaches, Decision Tree Analysis, Leverage ratios With Numerical Problems.
- Unit - V** Management of Earnings :  
Nature and Scope of Management of Earnings, Dividend Policy, Dividend Models- Walter's Model, Gordon's Model, Modigliani's, Partman's of Dividend Policies.

  
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18-8-2018









शासकीय कमलराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्यापन मण्डल द्वारा अनुमोदित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2016-17~~ 2018-19

से प्रभावशील

**Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council**

Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. VI Semester

Business Taxation

Paper Code B.B.A.- F - 605

**Unit - I**

**Assessment of Firms :**

Computation of Income of the Firm, Computation of Tax, Association of Persons or Body of Individuals.

**Unit - II**

**Assessment of HUF :**

Concept of Hindu Coparceners, Difference between a Hindu Undivided Family and a Firm, Assessment of HUF, Partition of the Hindu Undivided Family, Incomes Which are not Treated as Family Income.

**Unit - III**

**Assessment of Companies :**

Types of Companies, Amalgamation of Companies and its Tax Implications, Minimum Alternative Tax (MAT) on Certain Companies, Computation of Total Income and Tax Liabilities.

**Unit - IV**

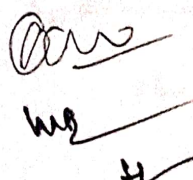
**Tax Payment :**

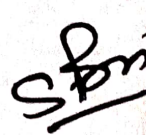
Return of Income and Assessment, Penalties and Prosecution, Appeals and Revisions, Tax Deduction and Collection at Source, Advance Payment of Tax and Refund of Tax.

**Unit - V**

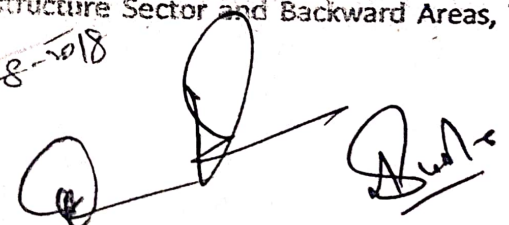
**Special Tax provisions :**

Tax Provisions relating to Free Trade Zones, Infrastructure Sector and Backward Areas, Tax Incentives for Exporters and Tax Planting.





18-8-2018



शासकीय कमलानारायण कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित

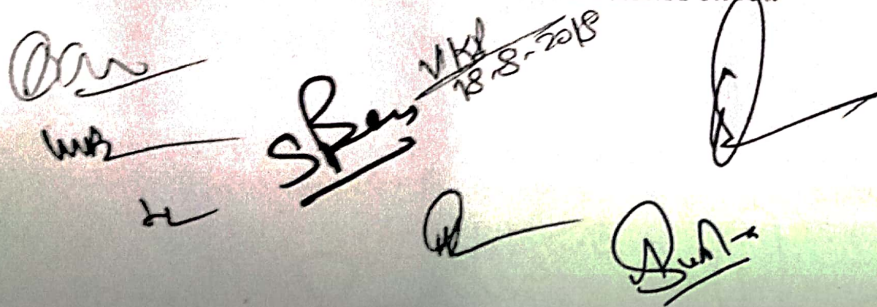
सत्र ~~2016-17~~ 2018-19  
से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.B.A. II Semester  
Project Planning and Management  
Paper Code B.B.A. II - 506

- Unit - I** Introduction:  
Meaning of Project management, Forms of Project Organization, Project Planning, Project Control, Financial Aspects of Project Management and Pre-requisites for Successful Project Implementation.
- Unit - II** Generation and Screening of Project Ideas:  
Generation of Ideas, Monitoring the Environment, Corporate Appraisal, Scouting for Project Ideas, Preliminary Screening Project Rating, Index and Sources of Positive Net Present Value.
- Unit - III** Network Techniques for Project Management:  
Development of Project Network, Time Estimation, Determination of the Critical Path, PERT Model, CPM Model and Network Cost System.
- Unit - IV** Project Review and Administrative Aspects:  
Initial Review, Performance Evaluation, Administrative Aspects of Capital Budgeting, Evaluating the Capital Budgeting System of an Organization and Economic Life of Projects.
- Unit - V** Financial Analysis:  
Cost Accounting, Means of Finance, Working Capital Requirement and its Financing, Profitability Ratios, Project Cash Flow Statement and Balance Sheet.

  
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शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशास्त्री महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशसित तथा अकादमिक परिषद द्वारा अनुमोदित

सत्र ~~2017-18~~ 2018-19

के प्रभावशील

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Effective from Session ~~2016-17~~

Max. Marks / अधिकतम अंक : 40

B.L. II. VI Semester

Social Security And Welfare

Paper Code B.B.A. - NMM - 604

Unit - I

**Social Security :**  
Definition, Components, Evaluation and International Standard of Social Security, Social Security in India, Disadvantages of Social Security Schemes and Major Recommendations of the Second NCI on Social Security.

Unit - II

**Wages and Salaries :**  
Basic Concepts, Theory of Wages, Process of Wages Payment, Wage (Pay) Structure, Wage Fixation, Wages Incentives Plans and National Wage Policy.

Unit - III

**Labour Welfare :**  
Concept, Classification and Significance of Labour Welfare, Principles of Labour Welfare, Evaluation and Growth Welfare Measures in India, Labour Welfare Schemes and Constituting Provisions Regarding Labour Welfare.

Unit - IV

**Collective Bargaining :**  
Concept, Evolution, Nature, Scope and Types of Collective Bargaining, Process of Collective Bargaining, Benefits of Collective Bargaining, Conditions Essential for Successful Collective Bargaining, Laws of Collective Bargaining and Collective Bargaining Regarding Public and Private Sectors.

Unit - V

**Workers Participation :**  
Meaning, Origin, Growth and Objectives of Worker Participation, Factors Influencing Participation, Schemes, PWA, PWA, PWA and Worker Participation in Management in India and Special Reference to India Countries

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शासकीय कमलराज कन्या स्नातकोत्तर विश्वविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकत्र प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्यापन : पहले द्वारा अनुमोदित तथा अकादमिक परिषद द्वारा अनुमोदित

वर्ष ~~2016-17~~ 2018-19

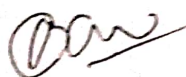
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Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council  
Effective from Session ~~2016-17~~



Max. Marks / अधिकतम अंक : 40

B.B.A. VI Semester  
Organisation: Change and Development  
Paper Code B.B.A. - HRM1 - 605

- Unit - I** Organisation: Change and Development:  
Meaning, Characteristics and Scope of Change, Response to Change, Change Cycles, Theories of Organization Change and Managing Organization Changes.
- Unit - II** Resistance to Change:  
Nature, Types and Sources of Resistance, Reasons for Resistance, Overcoming Resistance, Modes for Change and Role of Change Agent, Managing Resistance to Change.
- Unit - III** Organizational Development:  
Concepts, Objectives, Characteristics, Assumptions and Assumptions of Organizational Development, Process of O.D., Implementation of O.D., Intervention Techniques, Sensitivity Training and O.D. Approach in India
- Unit - IV** Organizational Culture:  
Meaning, Characteristics and Nature of Organizational Culture, Evolution of a Culture, Types of Culture, Factors of Culture, System Analysis Concept of Organization Culture, Maintaining an Uniform Culture, Formulation with Organizational Culture.
- Unit - V** Organizational Climate:  
Concept, Factors Affecting Organizational Climate, Measurement of Organization Climate and Prescription of Organizational Climate in Indian Organization.

  
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शासकीय कमलारामजी कल्याण स्नातकोत्तर शाखासे महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर प्रणाली के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्यापन संकलन द्वारा अनुशंसित तथा शैक्षणिक परिषद द्वारा अनुमोदित

सत्र ~~2016-17~~ 2018-19

से प्रभावशील

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Max. Marks / अधिकतम अंक 40

B.B.A. VI Semester

Industrial Laws

Paper Code: B.B.A. - HBBM - 605

**Unit - I**

**Working Conditions :**

Major Provisions of Factories Act with Licensing, Registration, Health and Safety.  
Major provisions of Factories Act with Labour Welfare, Wages, Penalties and Procedure.

**Unit - II**

**Industrial Relations :**

The Industrial Dispute Act, 1947 - Concept of Industrial Disputes, Settlement of Industrial Disputes, Procedure, Power and Duties of Authorities, Strikes and Lock-Outs, Retrenchment and Law of Trade Unions (Awarding Orders) Act, 1946.

**Unit - III**

**Industrial Disputes (Contd.):**

The Trade Union Act, 1926 - Definition of a Trade Union, Registration of Trade Unions, Regulation, Qualities and other provision

**Unit - IV**

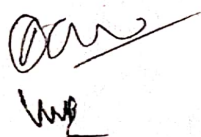
**Wages and Industrial Disputes**

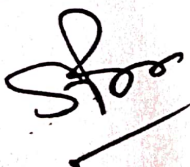
The Payment of Wages Act, 1947  
The Minimum Wages Act, 1948

**Unit - V**

**Miscellaneous**

The Apprentices Act, 1961  
The Contract Labour (Regulation and Abolition) Act, 1970  
The Equal Remuneration Act, 1976





V.K.I.  
18-8-2018



