

SS-378

210

213

10/11

*Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012*

<p>BBA III Semester BUSINESS ENVIRONMENT Paper Code: BBA-301</p>	<p>Max. Marks : 50 Min. Marks : 20 External : 40 Internal : 10</p>
---	--

- 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 responsibilities of business, Business ethics and Corporate Governance, Problems of regional imbalances and Economic development.
Ethical Environment.
- 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 fiscal policy and its implications. 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.

20

SS-375 210
213

Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012

BBA III Semester COMPANY LAW Paper Code: BBA-302	Max. Marks : 50 Min. Marks : 20 External : 40 Internal : 10
---	--

- 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.

3

BBA III Semester QUANTITATIVE TECHNIQUES Paper Code: BBA-303	Max. Marks : 50 Min. Marks : 20 External : 40 Internal : 10
---	--

- 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 terminology, 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.
- 3

SS 381

210

213

Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012

**BBA III Semester
HIGHER ACCOUNTING
Paper Code: BBA-304**

**Max. Marks : 50
Min. Marks : 20
External : 40
Internal : 10**

- 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 a 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.

32

SS 382 210 2.13

Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012

<p align="center">BBA III Semester ORGANISATIONAL BEHAVIOUR Paper Code: BBA-305</p>	<p>Max. Marks : 50 Min. Marks : 20 External : 40 Internal : 10</p>
--	---

- UNIT – I: Introduction:**
 The emergence of organizational behaviour, Nature, Foundations and Determinants of organizational behaviour, Model of organisational behaviour, Challenges and Opportunities for organisational behaviour, Modern perspective on organisational behaviour.
- UNIT – II: Individual Behavior and Behavioral Sciences:**
 Individual behaviour, Perception, Perceptual organization and Perceptual process.
 Components, Theoretical process and Principles of learning.
 Nature, Dimensions, Types, Factors and Measurements of attitude.
- UNIT – III: Group and Interpersonal Process:**
 Dynamics of formal and informal work groups, Theories of group, Comparative study of formal and informal organization and functions of group.
 Leadership and its theories, Leadership styles, Likert's management systems and Choice of a leadership style.
- UNIT – IV: Motivation and Organisational Culture:**
 Emerging perceptive of motivation, Types of motives, Motivation approaches.
 Dynamics of conflicts and negotiation.
 Nature and Common attribute of organisational culture, Models of International culture, Dimensions and Impact of culture on International organizational behaviour.
- UNIT – V: Organisational Dynamics:**
 Organisational change, Resistance to change, Change agent, Process of organizational development, Intervention techniques.
 Carrier dynamics, Carrier planning and Carrier management.
 Main issues of international dimensions and Emergence of international management.

3m

SS-382-A

8-10
2/13

Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012

BBA III Semester DEVELOPMENT OF MANAGEMENT THOUGHT Paper Code: BBA-306	Max. Marks : 50 Min. Marks : 20 External : 40 Internal : 10
---	--

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, Mc Gregor's Theory X and Theory Y.

Unit-V: Herbert Simons's Decision Making Theory, Contributions of Peter F. Drucker- MBO, Chris Argyris- Immaturity-Maturity Model, William G. Ouchi-Theory Z, Gary Hamel- Concept of Core Competence, Tom-Peters- Seven S Model, Henry Mintzberg- Managerial Roles.

