



Malad Kandivli Education Society's

## NAGINDAS KHANDWALA COLLEGE

OF COMMERCE, ARTS & MANAGEMENT STUDIES  
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3<sup>rd</sup> cycle) by NAAC with 'A' Grade)  
ISO 9001 : 2015 Certified

Autonomous (2016-17)

Educational Excellence Award By Indus Foundation, U.S.A.  
IMC Ramkrishna Bajaj National Quality Commendation Certificate

Providing Syllabus copy of the courses highlighting the focus on employability/  
entrepreneurship/ skill development along with their course outcomes.

Sr. No.	Courses	2016-17	2017-18	2018-19	2019-20	2020-21	Total
1	Bachelor of Commerce (B.COM)	✓	✓	✓	✓	✓	5
2	Bachelor of Arts (B.A)	✓	✓	✓	✓	✓	5
3	Bachelor in Management Studies- (BMS)	✓	✓	✓	✓	✓	5
4	Bachelor of Commerce (Accounts and Finance)- BAF	✓	✓	✓	✓	✓	5
5	Bachelor of Commerce (Banking and Insurance)-BBI	✓	✓	✓	✓	✓	5
6	Bachelor of Commerce (Financial Markets)- BFM	✓	✓	✓	✓	✓	5
7	Bachelor of Science - Information Technology (B.Sc IT)	✓	✓	✓	✓	✓	5
8	Bachelor of Science- Computer Science(B.Sc CS)	✓	✓	✓	✓	✓	5
9	Bachelor of Arts- Multimedia and Mass Communication (B.A.MMC)	✓	✓	✓	✓	✓	5
10	Bachelor of Management Studies- Sports Management (BMS-SM)	X	X	✓	✓	✓	3
11	B. Com. Honours in Actuarial Studies	X	X	X	✓	✓	2
12	B.A. Honours in Apparel Design and Construction	X	X	X	✓	✓	2
13	B. Com. Honours in International Accounting	X	X	X	✓	✓	2
14	Bachelor of Management Studies- E commerce operations	X	X	X	X	✓	1
15	B.Sc. (Honours) in Integrative Nutrition & Dietetics	X	X	X	X	✓	1
16	BBA in Tourism and Travel Management	X	X	X	X	✓	1
17	B.Sc. in Interior Design	X	X	X	X	✓	1
18	Master Of Commerce-(M.COM)- Accountancy	✓	✓	✓	✓	✓	5
19	Master Of Commerce-(M.COM)- Management	✓	✓	✓	✓	✓	5
20	Master of Arts (Economics)	✓	✓	✓	✓	✓	5
21	Master of Arts (Geography)	✓	✓	✓	✓	✓	5
22	Master of Arts (Psychology)	X	X	X	✓	✓	2
23	Master of Science (Information Technology) (M.Sc IT)	✓	✓	✓	✓	✓	5
24	Master's Degree - Sports Management (MSM)	X	X	✓	✓	✓	3
25	Master of Science (Geo-informatics) (M.Sc GeoInformatics)	X	X	X	X	✓	1
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*Matta*

Prof. (Dr.) Moushumi Datta  
I/c. Principal

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Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
1. Business Statistics

(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
2017)*

**PRINCIPAL**

NAGINDAS KHANDWALA COLLEGE OF COMMERCE  
ARTS & MANAGEMENT STUDIES AND SHANTABEN  
NAGINDAS KHANDWALA COLLEGE OF SCIENCE  
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MALAD (W), MUMBAI - 400 064



**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Elective Courses (EC)**

**1. Business Statistics**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Introduction to Statistics	15
2	Measures of Dispersion, Co-Relation and Linear Regression	15
3	Time Series and Index Number	15
4	Probability and Decision Theory	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To acquaint the learners with various concepts of Statistics.
2. To understand the various methods and techniques of Statistics.

**Course Outcomes:**

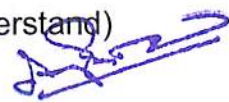
After completion of this course the learner will be able to:

**CO1:** Demonstrates an understanding of the concepts of Business Statistics.  
(Level: Understand)

**CO2:** Solve problems related to measures of central tendency, dispersion, co-relation and linear regression. (Level: Apply)

**CO3:** Prepare time series by various methods. (Level: Apply)

**CO4:** Describe probability distribution and decision making. (Level: Understand)



Sr. No.	Modules / Units
1	<b>Introduction to Statistics</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction:</b> Functions/Scope, Importance, Limitations</li> <li>• <b>Data:</b> Relevance of Data(Current Scenario), Type of data(Primary &amp; Secondary), Primary(Census vs Samples, Method of Collection (In Brief), Secondary(Merits, Limitations, Sources) (In Brief)</li> <li>• <b>Presentation Of Data:</b>Classification – Frequency Distribution – Discrete &amp; Continuous, Tabulation, Graph(Frequency, Bar Diagram, Pie Chart, Histogram, Ogives)</li> <li>• <b>Measures Of Central Tendency:</b>Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency</li> </ul>
2	<b>Measures of Dispersion, Co-Relation and Linear Regression</b>
	<ul style="list-style-type: none"> <li>• <b>Measures Of Dispersion:</b> Range with C.R(Co-Efficient Of Range), Quartiles &amp; Quartile deviation with CQ (Co-Efficient Of Quartile), Mean Deviation from mean with CMD (Co-Efficient Of Mean Deviation), Standard deviation with CV(Co-Efficient Of Variance), Skewness&amp; Kurtosis (Only concept)</li> <li>• <b>Co-Relation:</b> Karl Pearson, Rank Co-Relation</li> <li>• <b>Linear Regression</b> : (Skill Development Needs)</li> <li>• Least Square Method</li> </ul>
3	<b>Time Series and Index Number</b>
	<ul style="list-style-type: none"> <li>• <b>Time Series:</b> Least Square Method, Moving Average Method, Determination of Season</li> <li>• <b>Index Number:</b> Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of Price Relatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number</li> </ul>
4	<b>Probability and Decision Theory</b>
	<ul style="list-style-type: none"> <li>• <b>Probability:</b> Concept of Sample space, Concept of Event, Definition of Probability, Addition &amp; Multiplication laws of Probability, Conditional Probability, Bayes' Theorem(Concept only), Expectation &amp; Variance, Concept of Probability Distribution(Only Concept)</li> <li>• <b>Decision Theory:</b> Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty,</li> <li>• <b>Non-Probability:</b> Maximax, Maximin, Minimax, Regret, Laplace &amp; Hurwicz</li> </ul>

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|---|
| <ul style="list-style-type: none"><li>• <b>Probabilitistics (Decision Making under risk): ( Skill Development Needs)</b><br/>EMV, EOL, EVPI</li><li>• Decision Tree</li></ul> |
|---|

### Reference Books

1. Business Statistics, C Beri ,McGraw Hill (2017)
2. Statistics for Management , Richard Levin, Davis Rubin, Pearson (1997)
3. Statistical Methods , S.P.Gupta, Sultan Chand and Sons (2011)
4. Quantitative Analysis for Management , Barry Render, Ralph Stair ,Prentice Hall; 11th edition (2011)
5. Operation Research and Quantitative Techniques , D.P. Apte, Excel Books(2012)
6. Statistics of Management, Richard Levin &David S. Rubin, Printice Hall of India, New Delhi.
7. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thompson Publication (2014)
8. Fundamental of Statistics, S C Gupta, Himalaya Publication House (2016)
9. Business Statistics, Bharadwaj, Excel Books, Delhi (2009)
10. Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher (2006)



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Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
1. Business Statistics

(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Ability Enhancement Courses (AEC)**

**4. Business Communication- I**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	15
2	Obstacles to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. The course is designed to analyze the role of communication in business.
2. The course intends to give hands on experience on Language and writing skills.

**Course Outcomes:**

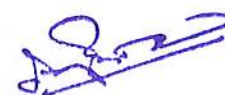
After completion of this course the learner will be able to:

**CO1:** Demonstrates an understanding of the methods and modes of communication. (Level: Understand)

**CO2:** Illustrate ability in writing business and personal letters. (Level: Apply)

**CO3:** Analyse different modes of communication. (Level: Analyse)

**CO4:** Prepare reports and paragraphs on a given situation. (Level: Apply)



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Sr. No.	Modules / Units
1	<p><b>Theory of Communication</b></p> <p><b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p><b>Channels and Objectives of Communication: Channels-</b> Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p><b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p><b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p>
2	<p><b>Obstacles to Communication in Business World</b></p> <p><b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p><b>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 (Skill Development Needs)</b></p> <p><b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,</p>



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	Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace  Piracy, Insurance, Child Labour
3	<b>Business Correspondence</b>
	<b>Theory of Business Letter Writing:</b>  Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,  <b>Personnel Correspondence:</b>  Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation  [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]
<b>Sr. No.</b>	<b>Modules / Units</b>
4	<b>Language and Writing Skills</b>
	<b>Commercial Terms used in Business Communication</b>  <b>Paragraph Writing: (Skill Development Needs)</b>  Developing an idea, using appropriate linking devices, etc  Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]  <b>Activities</b>  <ul style="list-style-type: none"> <li>▪ Listening Comprehension</li> <li>▪ Remedial Teaching</li> <li>▪ Speaking Skills: Presenting a News Item, Dialogue and Speeches</li> <li>▪ Paragraph Writing : Preparation of the first draft, Revision and Self – Editing, Rules of spelling. (Skill Development Needs)</li> <li>▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management</li> </ul>

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## Reference Books:-

- A Practical Handbook for Consumers, IBH, Agarwal, Anju D, (1989)
  - Organisational Management through Communication, Alien, R.K. (1970)
  - A Handbook Of Commercial Correspondence, Ashley,A, Oxford University Press, (1992)
  - Organisational Behaviour, Aswalthapa, K, Himalayan Publication, Mumbai (1991)
  - Effective Credit Management, Atreya N and Guha MMC School of Management, Mumbai (1994)
  - Modern Business Correspondence and Minute Writing, Bahl,J.C. and Nagamia,S.M. (1974)
  - Effective Communication, Balan,K.R. and Rayudu C.S. Beacon New Delhi (1996)
  - How to Write First Class Business Correspondence, N.T.C, Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) Publishing Group USA.(1998)
  - Foundation of Ethics in Management, Businessworld Special Collector's Issue: Ethics and the Manager, Banerjee, Bani P, Excel Books (2005)
  - Making Meetings Work, Barkar, Alan (1993) Sterling Publications Pvt. Ltd., New Delhi, (1993)
  - Business Organisation and Management, Basu,C.R , T.M.H.New Delhi,(1998)
  - Business and Professional Communication Concepts and Practices, Benjamin, James Harper Collins College Publishers, New York. (1993)
  - Company Notices, Meetings and Regulations, Bhargava and Bhargava, Taxman Publication (1971)
  - Practical Public Relations, Black, Sam E.L.B.S. London (1972)
  - Business Communication, Today, Bovee Courtland,L and Thrill, John McGraw Hill, New York, Taxman Publication( 1989)
  - Argenti P – Corporate Communication (Irwin McGraw-Hill, 1998) ISBN 0256-21723-8  
Davies C – Finding and Knowing: psychology, information and computers (Routledge, 2004) ISBN0851424546
  - Lowe M – Business Information at Work (Europa Publications, 1999) ISBN 0851424031  
Niederst J – Web Design in a Nutshell: A Desktop Quick Reference (O'Reilly, 2001) ISBN 0596001967
  - Business Class: Etiquette Essentials for Success at Work
  - The Simple Art of Business Etiquette: How to Rise to the Top
  - The Etiquette Advantage in Business: Personal Skills for Professional Success
  - Business Etiquette for Dummies
  - Everyday Etiquette: How to Navigate 101 Common and Uncommon Social Situations
  - Modern Etiquette for a Better Life: Master All Social and Business Exchanges
  - The Etiquette Edge: Modern Manners for Business Success
  - Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy
  - Modern Manners: Tools to Take You to the Top
  - Websites
- [news.bbc.co.uk/1/hi/business](http://news.bbc.co.uk/1/hi/business) The business pages of the BBC website  
[www.bized.co.uk](http://www.bized.co.uk) A business education resource site  
[www.thetimes100.co.uk](http://www.thetimes100.co.uk) The Times 100 case studies



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Delivery of personal, learning and thinking skills



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Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
1. Business Law

(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
2017)*

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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Elective Courses (EC)**

**1. Business Law**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Contract Act, 1872 & Sale of Goods Act, 1930	15
2	Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986	15
3	Company Law	15
4	Intellectual Property Rights(IPR)	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To understand the key elements of Contract Act.
2. To provide insights into company Law and Intellectual Property Rights (IPR).
3. To provide student with basic understanding of Business Law.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Discuss the Contract Act, 1872 and Goods Act, 1930. (Level: Understand)

**CO2:** Apply the Consumer Protection Act, 1986. (Level: Apply)

**CO3:** Describe the Company Law. (Level: Understand)

**CO4:** Explain the Intellectual property Rights. (Level: Understand)



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Sr. No.	Modules / Units
1	<b>Contract Act, 1872 &amp; Sale of Goods Act, 1930</b>
	<ul style="list-style-type: none"> <li>• <b>Contract Act,1872:</b> Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract.</li> <li>• <b>Sale of Goods Act,1930:</b> Scope of Act, Sale and Agreement to sell, essential of a valid Sale Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller.</li> </ul>
2	<b>Negotiable Instrument Act, 1981 &amp; Consumer Protection Act, 1986</b>
	<ul style="list-style-type: none"> <li>• <b>Negotiable Instrument Act,1981:</b> Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque.</li> <li>• <b>Consumer Protection Act, 1986:</b> Objects of Consumer Protection- Introduction of Consumers, who is consumer? Meaning of the words “Goods and services” – Meaning of the words “Defects and Deficiencies of goods and services” Consumer disputes and Complaints.</li> </ul>
3	<b>Company Law</b>
	<ul style="list-style-type: none"> <li>• <b>Company Law:</b> What is company? – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares.</li> </ul>
4	<b>Intellectual Property Rights(IPR)</b>
	<ul style="list-style-type: none"> <li>• <b>Intellectual Property Rights (IPR)</b> <ul style="list-style-type: none"> <li>▪ IPR definition/ objectives</li> <li>▪ <b>Patent definition</b> , (Skill Development Needs) <ul style="list-style-type: none"> <li>▪ What is patentable? What is not patentable? Invention And its Attributes, Inventors and Applications</li> </ul> </li> <li>▪ <b>Trademarks</b> , (Skill Development Needs) definition, types of trademarks, infringement and passing off.</li> <li>▪ <b>Copy right</b> , (Skill Development Needs) definition and subject in which copy right exists, Originality, Meaning and Content, Authors and Owners, Rights and Restrictions.</li> <li>▪ Geographical indications (only short notes)</li> </ul> </li> </ul>



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### Reference Books

- Elements of mercantile Law- N.D. Kapoor
- Business Law- P.C. Tulison
- Business Law – SS Gulshan
- Company Law – Dr. Avtar Singh
- Law of Intellectual Property – V.K Taraporevala
- Elements of mercantile Law – N.D.Kapoor
- Business Law – P.C. Tulsian
- Business Law – SS Gulshan
- Company Law – Dr.Avtar Singh
- Indian contract Act – Dr.Avtar Singh

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**Revised Syllabus of Courses of Bachelor of Management Studies (BMS)  
Programme at Semester I and II  
with effect from the Academic Year 2016-2017**

**Scheme of Evaluation**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

**Question Paper Pattern**

**(Internal Assessment- Courses without Practical Courses)**

Sr. No.	Particular	Marks
1	<b>One class test (20 Marks)</b>	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**Question Paper Pattern**

**(Internal Assessment- Courses with Practical Courses)**

Sr. No.	Particular	Marks
1	<b>Semester End Practical Examination (20 Marks)</b>	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing	05 Marks

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	related academic activities articulation and exhibit of leadership qualities in organizing related academic activities	
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**B) Semester End Examination: 75 %**

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**(Detail question paper pattern has been given separately)**

**Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.



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## Question Paper Pattern (Practical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Practical Question <b>OR</b>	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question <b>OR</b>	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question <b>OR</b>	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

*Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.*



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## Question Paper Pattern (Theoretical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Question <b>OR</b>	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question <b>OR</b>	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question <b>OR</b>	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	A) Theory questions B) Theory questions <b>OR</b>	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

**Note:**

*Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.*

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**Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
1. Introduction to Financial Accounts  
  
(Department Of Management Studies) First Year  
Semester I**

***(To be implemented from Academic Year- 2016-2017)***

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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Elective Courses (EC)**

**1. Introduction to Financial Accounts**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Introduction	15
2	Accounting Transactions	15
3	Depreciation Accounting & Trial Balance	15
4	Final Accounts	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To understand the concept of Accounting Standards and transactions.
2. To introduce the basic concepts of final Accounts.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Describe the accounting principles and accounting standards. (Level: Understand)

**CO2:** Describe the application of accounting standards. (Level: Understand)

**CO3:** Prepare trial balance and practice depreciation accounting. (Level: Apply)

**CO4:** Compute final accounts as per the Companies Act, 2013. (Level: Apply)

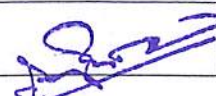


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Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> <li>• <b>Meaning and Scope of Accounting:</b> Need and development, definition: Book-Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting</li> <li>• <b>Accounting principles:</b> Introductions to Concepts and conventions.</li> <li>• <b>Introduction to Accounting Standards:</b> Meaning and Scope) <ul style="list-style-type: none"> <li>▪ AS 1 : Disclosure to Accounting Policies</li> <li>▪ AS 6: Depreciation Accounting.</li> <li>▪ AS 9: Revenue Recognition.</li> <li>▪ AS 10: Accounting For Fixed Assets.</li> </ul> </li> <li>• <b>International Financial Reporting Standards (IFRS):</b> Introduction to IFRS <ul style="list-style-type: none"> <li>▪ IAS-1:Presenttion of Financial Statements (Introductory Knowledge)</li> <li>▪ IAS-2:Inventories (Introductory Knowledge)</li> </ul> </li> </ul> <p><b>Accounting in Computerized Environment:</b> Introduction, Features and application in various areas of Accounting( Skill Development Needs)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
2	Accounting Transactions
	<ul style="list-style-type: none"> <li>• <b>Accounting transactions:</b> Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal &amp; ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns &amp; cash book –Triple Column), Bank Reconciliation Statement.</li> <li>• <b>Expenditure:</b>Classification of Expenditure- Capital, revenue and Deferred Revenue expenditureUnusual expenses: Effects of error: Criteria test.</li> <li>• <b>Receipts:</b> Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts.</li> <li>• <b>Profit or Loss:</b> Revenue profit or loss, capital profit or loss</li> </ul>
3	Depreciation Accounting & Trial Balance
	<ul style="list-style-type: none"> <li>• <b>Depreciation accounting:</b> Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained).</li> </ul> <p><b>Preparation of Trial Balance:</b>Introduction and Preparation of Trial Balance (Skill Development Needs)</p>
4	Final Accounts



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<ul style="list-style-type: none"> <li>• Introduction to Final Accounts of a Sole proprietor.</li> <li>• Rectification of errors.</li> <li>• Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet.</li> </ul>	
<p>Preparation and presentation of Final Accounts in horizontal format (Skill Development Needs)</p> <ul style="list-style-type: none"> <li>• Introduction to Schedule 6 of Companies Act ,1956</li> </ul>	(Skill)

## Reference Books

- Financial Accounts (a managerial emphasis), Ashok Banerjee , Excel books (2009)
- Fundamental of Accounting and Financial Analysis , Anil Choudhary , Pearson education (2007)
- Indian Accounting Standards and IFRS for non-financial executives , T.P. Ghosh, Taxman (2011)
- Financial Accounting for Business Managers, Ashish K. Bhattacharya, PHI Learning Pvt Ltd (2016)
- Introduction to Accountancy, T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi (2009)
- Advance Accounts , Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi (2016)
- Advanced Accountancy , R.L Gupta , M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy ,Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai (2016)
- Financial Accounting , LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida



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Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
6.Foundation of Human Skills

(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester I  
With Effect from the Academic Year 2016-2017**

**Core Courses (CC)**

**6. Foundation of Human Skills  
Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Understanding of Human Nature	15
2	Introduction to Group Behaviour	15
3	Organizational Culture and Motivation at workplace	15
4	Organisational Change, Creativity and Development and Work Stress	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To understand the concept of Human Nature and its implementation in Group Behavior
2. To provide understanding of Organizational culture and its impact on Organizational process.
3. To understand the relevance of organizational creativity and work stress.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Analyse individual behaviour and different personalities. (Level: Analyse)

**CO2:** Discuss perception and group behaviour. (Level: Understand)

**CO3:** Illustrate an understanding for organizational process and culture. (Level: Apply)

**CO4:** Describe motivation, creativity and stress and the workplace. (Level: Understand)

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Sr. No.	Modules / Units
1	<b>Understanding of Human Nature</b>
	<ul style="list-style-type: none"> <li>• <b>Individual Behaviour:</b> Concept of a man, individual differences, factors affecting individual differences, Influence of environment</li> <li>• <b>Personality and attitude:</b> Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions</li> <li>• <b>Thinking, learning and perceptions:</b> Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type (IQ, EQ, SQ, at work place), Perception features and factor influencing individual perception, Effects of perceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice attributional).</li> </ul>
2	<b>Introduction to Group Behaviour</b>
	<p><b>Introduction to Group Behaviour (Skill Development Needs)</b></p> <ul style="list-style-type: none"> <li>▪ <b>Group Dynamics:</b> Nature, types, group behaviour model (roles, norms, status, process, structures)</li> <li>▪ <b>Team effectiveness:</b> nature, types of teams, ways of forming an effective team.</li> <li>▪ Setting goals.</li> <li>• <b>Organizational processes and system.</b> <ul style="list-style-type: none"> <li>▪ <b>Power and politics:</b> nature, bases of power, politics nature, types, causes of organizational politics, political games.</li> </ul> </li> </ul> <p><b>Organizational conflicts and resolution:</b> Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes. (Skill Development Needs)</p>
3	<b>Organizational Culture and Motivation at workplace</b>
	<ul style="list-style-type: none"> <li>• <b>Organizational Culture:</b> <ul style="list-style-type: none"> <li>▪ Characteristics of organizational culture.</li> <li>▪ Types, functions and barriers of organizational culture</li> </ul> </li> <li>• Ways of creating and maintaining effective organization culture</li> <li>• <b>Motivation at workplace:</b> Concept of motivation Theories of motivation in an organisational set up.</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ A.Maslow Need Heirachy</li> <li>▪ F.Hertzberg Dual Factor</li> <li>▪ Mc.Gregor theory X and theory Y.</li> </ul> <p>Waysofmotivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.</p>
4	<b>Organisational Change, Creativity and Development and Work Stress</b>
	<ul style="list-style-type: none"> <li>• <b>Organisational change and creativity:</b> Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving.</li> </ul> <p><b>Organisational Development and work stress:</b> Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, <b>Ways for coping up with job stress (Skill Development Needs)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

### Reference Books

- Organizational behaviour, S.Robins, Prentice Hall Pub ( 2010)
- Organizational behaviour, Fred Luthans, McGrawhill, New York Pub (2013)
- Organizational behaviour, K.Aswathappa, Himalaya Publishing House (2016)
- Essentials of management, Koontz, Harold, Tata McGraw Hill (2010)



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**Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
1. Principles of Marketing**

**(Department Of Management Studies) First Year  
Semester I**

***(To be implemented from Academic Year- 2016-  
2017)***

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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester II  
with Effect from the Academic Year 2016-2017**

**Elective Courses(EC)  
1. Principles of Marketing  
Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Introduction to Marketing	15
2	Marketing Environment, Research and Consumer Behaviour	15
3	Marketing Mix	15
4	Segmentation, Targeting and Positioning and Trends In Marketing	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To introduce the marketing concept and how we identify, understand and satisfy the needs of customers and markets.
2. To analyze companies and competitors and to introduce marketing strategy to increase awareness of the strategic and tactical decisions behind today's top performing brands.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Explain the core concepts of marketing. (Level: Understand)

**CO2:** Apply the concepts of segmentation, targeting, positioning and consumer behaviour. (Level: Apply)

**CO3:** Analyse the elements of the marketing mix. (Level: Analyse)

**CO4:** Compare and contrast the different strategies for promotion. (Level: Analyse)



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Sr. No.	Modules / Units
1	<b>Introduction to Marketing</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction to Marketing:</b> Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing</li> <li>• Marketing v/s Selling. Marketing as an activity and function</li> <li>• <b>Concepts of Marketing:</b> Needs, wants and demands, transactions, transfer and exchanges.</li> <li>• <b>Orientations of a firm:</b> Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing.</li> </ul>
2	<b>Marketing Environment, Research and Consumer Behaviour</b>
	<ul style="list-style-type: none"> <li>• <b>The micro environment of business:</b> Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders.</li> <li>• <b>Macro environment:</b> Political Factors; Economic Factors; Socio Cultural Factors , Technological Factors (PEST Analysis)</li> <li>• <b>Marketing research:</b> Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research</li> <li>• <b>MIS:</b> Meaning, features and Importance</li> <li>• <b>Consumer Behaviour:</b> Meaning, feature, importance, factors affecting Consumer Behaviour</li> </ul>
3	<b>Marketing Mix</b>
	<ul style="list-style-type: none"> <li>• <b>Marketing mix:</b> Meaning –elements of Marketing Mix.</li> <li>• Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product.</li> <li>• Branding –Packing and packaging – role and importance</li> <li>• Pricing – objectives- factors influencing pricing policy and Pricing strategy.</li> <li>• Physical distribution – meaning – factor affecting channel selection-types of marketing channels</li> <li>• Promotion – meaning and significance of promotion. Promotion</li> <li>• tools (brief)</li> </ul>
4	<b>Segmentation, Targeting and Positioning and Trends In Marketing</b>
	<ul style="list-style-type: none"> <li>• Segmentation – meaning , importance , basis</li> <li>• Targeting – meaning , types</li> <li>• Positioning – meaning – strategies</li> </ul> <p><b>New trends in marketing – E-marketing , Internet marketing and marketing using Social network (Employability Needs)</b></p> <ul style="list-style-type: none"> <li>• <b>Social marketing/ Relationship marketing ( Skill Development Needs)</b></li> </ul>

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### Reference Books

- Marketing Management, A South Asia Perspective 13<sup>th</sup> edition, Philip Kotler, Kevin Lane Keller, Abraham Koshy, Mithileshwar Jha
- Principles of Marketing 13<sup>th</sup> edition: Pearsons, Philip Kotler, Gary Armstrong, Prafulla Y. Agnihotri, Ehsan ul Haque
- Kotler, Philip, Marketing Management, Prentice Hall, New Delhi.
- Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.
- Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.
- McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.



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Revised Syllabus  
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Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
Business Communication - II  
(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-2017)*

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**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester II  
with Effect from the Academic Year 2016-2017**

**Ability Enhancement Courses (AEC)  
4. Business Communication - II  
Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	15
2	Group Communication	15
3	Business Correspondence	15
4	Language and Writing Skills	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. The course is designed to analyze the role of communication in business.
2. The course intends to give hands on experience on Language and writing skills.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Apply principles of effective presentation. (Level: Apply)

**CO2:** Describe various methods of group communication. (Level: Understand)

**CO3:** Prepare trade letters. (Level: Apply)

**CO4:** Write reports and prepare summaries. (Level: Apply)



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Sr. No.	Modules / Units
1	<b>Presentation Skills</b>
	<p><b>Presentations:</b> (to be tested in tutorials only) 4 Principles of Effective Presentation</p> <p>Effective use of OHP</p> <p>Effective use of Transparencies</p> <p><b>How to make a Power-Point Presentation (Skill Development Needs)</b></p>
2	<b>Group Communication</b>
	<p><b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p><b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p><b>Conference:</b> Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing</p> <p><b>Public Relations (Skill Development Needs)</b></p> <p>Meaning, Functions of PR Department, External and Internal Measures of PR</p>
3	<b>Business Correspondence</b>
	<p><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</p> <p><b>Only following to be taught in detail:-</b></p> <p>Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act</p> <p>[Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>
4	<b>Language and Writing Skills</b>
	<p><b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports</p> <p><b>Summarisation:</b> Identification of main and supporting/sub points Presenting</p>

these in a cohesive manner

### Reference Books

- A Practical Handbook for Consumers, IBH, Agarwal, Anju D, (1989)
- Organisational Management through Communication, Alien, R.K.(1970)
- A Handbook Of Commercial Correspondence, Ashley,A, Oxford University Press, (1992)
- Organisational Behaviour, Aswalthapa, K , Himalayan Publication, Mumbai (1991)
- Effective Credit Management, Atreya N and Guha MMC School of Management, Mumbai (1994)
- Modern Business Correspondence and Minute Writing, Bahl,J.C. and Nagamia,S.M. (1974)
- Effective Communication, Balan,K.R. and Rayudu C.S. Beacon New Delhi (1996)
- How to Write First Class Business Correspondence, N.T.C, Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) Publishing Group USA.(1998)
- Foundation of Ethics in Management, Businessworld Special Collector's Issue: Ethics and the Manager, Banerjee, Bani P, Excel Books (2005)
- Making Meetings Work, Barkar, Alan(1993)Sterling Publications Pvt. Ltd., New Delhi,(1993)
- Business Organisation and Management, Basu,C.R , T.M.H.New Delhi,(1998)
- Business and Professional Communication Concepts and Practices, Benjamin, James Harper Collins College Publishers, New York.(1993)
- Company Notices, Meetings and Regulations , Bhargava and Bhargava, Taxman Publication (1971)
- Practical Public Relations, Black, Sam E.L.B.S. London (1972)
- Business Communication, Today, Bovee Courtland,L and Thrill, John McGraw Hill, New York, Taxman Publication( 1989)
- Speed Reading with the Right Brain by David Butler.
- Speed Reading: Learn to Read a 200+ Page Book in 1 Hour by Kam Knight
- The Global Business Culture Guide: Hints and Caveats for Doing Business in 50 Countries around the World
- The art of doing business across cultures - Craig Storti

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Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
3. Business Mathematics

(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
2017)*

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*Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester II  
with Effect from the Academic Year 2016-2017*

***Elective Courses (EC)***  
**3. Business Mathematics**  
***Modules at a Glance***

Sr. No.	Modules	No. of Lectures
1	Elementary Financial Mathematics	15
2	Matrices and Determinants	15
3	Derivatives and Applications of Derivatives	15
4	Numerical Analysis [Interpolation]	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. Mathematics is an important part of managing business. Business mathematics is used by commercial enterprises to record and manage business operations.
2. Commercial organizations use mathematics in accounting, inventory management, marketing, sales forecasting, and financial analysis.

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Illustrate understanding of elementary mathematics. (Level: Apply)

**CO2:** Explain matrices and determinants. (Level: Understand)

**CO3:** Describe the application of derivatives. (Level: Apply)

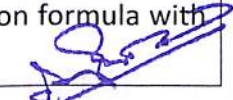
**CO4:** Understand numerical analysis. (Level: Understand)



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(AUTONOMOUS)  
MALAD (W), MUMBAI - 400 064**

Sr. No.	Modules / Units
1	<b>Elementary Financial Mathematics</b>
	<ul style="list-style-type: none"> <li>• <b>Simple and Compound Interest:</b> Interest compounded once a year, more than once a year, continuous, nominal and effective rate of interest</li> <li>• Annuity-Present and future value-sinking funds</li> <li>• <b>Depreciation of Assets:</b> Equated Monthly Installments (EMI)- using flat interest rate and reducing balance method.</li> <li>• <b>Functions:</b> Algebraic functions and the functions used in business and economics, Break Even and Equilibrium point.</li> <li>• <b>Permutation and Combination:</b> (Simple problems to be solved with the calculator only)</li> </ul>
2	<b>Matrices and Determinants</b>
	<ul style="list-style-type: none"> <li>• <b>Matrices:</b> Some important definitions and some important results. Matrix operation (Addition, scalar multiplication, matrix multiplication, transpose of a matrix)</li> <li>• <b>Determinants of a matrix of order two or three:</b> properties and results of Determinants</li> <li>• Solving a system of linear equations using Cramer's rule</li> <li>• Inverse of a Matrix (up to order three) using ad-joint of a matrix and matrix inversion method</li> <li>• <b>Case study: Input Output Analysis (Skill Development Needs)</b></li> </ul>
3	<b>Derivatives and Applications of Derivatives</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction and Concept:</b> Derivatives of constant function, logarithmic functions, polynomial and exponential function</li> <li>• <b>Rules of derivatives:</b> addition, multiplication, quotient</li> <li>• Second order derivatives</li> <li>• <b>Application of Derivatives: (Skill Development Needs)</b></li> <li>• Maxima, Minima, Average Cost and Marginal Cost. Total revenue, Marginal revenue, Average revenue. Average and Marginal profit. Price elasticity of demand</li> </ul>
4	<b>Numerical Analysis [Interpolation]</b>
	<ul style="list-style-type: none"> <li>• <b>Introduction and concept:</b> Finite differences – forward difference operator – Newton's forward difference formula with simple examples</li> <li>• Backward Difference Operator. Newton's backward interpolation formula with simple examples</li> </ul>



## Reference Books

- Business Mathematics and Statistics Dr. S.R.Arora & Dr.Kavita Gupta
  - Quantitative Analysis for Management Barry Render, Ralph Stair, Michael Hanna, T.N.Badri
  - Quantitative Techniques in Management - N.D.Vohra
  - Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions, 2000.
  - Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
  - Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
  - Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGraw Hill Publishing Company Ltd.
  - Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw Hill Publishing Company Ltd
  - Business Mathematics by Dr.Amarnath Dikshit & Dr.Jinendra Kumar Jain
  - Business Mathematics by Bari - New Literature publishing company, Mumbai
  - Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna& S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi



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# Nagindas Khandwala College (Autonomous)



**Revised Syllabus  
And  
Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS) Programme  
5. Foundation Course – II  
(Department Of Management Studies) First Year  
Semester I**

***(To be implemented from Academic Year- 2016-  
2017)***

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MALAD (W), MUMBAI - 400 061

**Revised Syllabus of Courses of Bachelor of Management Studies  
(BMS) Programme at Semester II  
with Effect from the Academic Year 2016-2017**

**Skill Enhancement Courses (SEC)  
5. Foundation Course – II  
Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Globalisation and Indian Society	07
2	Human Rights	10
3	Ecology	10
4	Understanding Stress and Conflict	10
5	Managing Stress and Conflict in Contemporary Society	08
<b>Total</b>		<b>45</b>

**Objectives:**

1. To create right understanding of human values and soft skills to actualize these in their personality and behaviour of students leading to peace and harmony for sustainable success in career and happiness.
2. In order enable manpower to achieve success in profession and happiness in life, they need to possess universal human values and Soft Skills essential for fulfilling need of keeping harmony within self, family, job, society and world.
3. To acquaint students with UDHR and Fundamental Rights in Indian Constitution

**Course Outcomes:**

After completion of this course the learner will be able to:

**CO1:** Discuss the concepts of liberalization, privatization and globalization.

(Level: Understand)

**CO2:** Apply the concept of human rights. (Level: Apply)

**CO3:** Explain the concepts of environment, ecology and their interconnectedness. (Level: Understand)

**CO4:** Appraise the causes of stress and conflict in individuals and society. (Level: Analyse)



Sr. No	Modules /Units
1	<b>Globalisation and Indian Society</b>
	Understanding the concepts of liberalization, privatization and globalization;Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2	<b>Human Rights</b>
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights;Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3	<b>Ecology</b>
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life;Sustainable development- concept and components; poverty and environment
4	<b>Understanding Stress and Conflict</b>
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict
5	<b>Managing Stress and Conflict in Contemporary Society</b>
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation;Different methods of responding to conflicts in society; <b>Conflict resolution and efforts towards building peace and harmony in society (Skill Development Needs)</b>



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## Reference Books:

- A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
- Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
- Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, NarinderKaur ,Anmol Pub. (1995)
- Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)
- Industrial Policy and economic development in India (1947 -2012) – AnupChatterjeeNew Century Pub. (2012)
- Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)
- Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)
- Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)
- Ecology and environment – Benu Singh, Vista International Pub. (2006)
- Universal Human Rights : In theory and practice, Jack Donnelly, (2014)
- Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)
- Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)
- Atapattu, S. (Routledge). *Human Rights Approaches to Climate Change: Challenges and Opportunities*. New York : Routledge.
- Rajagopal, S. (2005). *Disaster Management: A Reader*. Noida : Vikas Publishing House Pvt Ltd .



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Nagindas Khandwala College  
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Revised Syllabus  
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Question Paper Pattern  
Of Course  
Of  
Bachelor of Management Studies (BMS)  
Programme  
7. Principles of Management  
(Department Of Management Studies) First Year  
*Semester I*

*(To be implemented from Academic Year- 2016-  
2017)*

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*Revised Syllabus of Courses of Bachelor of Management Studies (BMS)  
Programme at Semester II  
with Effect from the Academic Year 2016-2017*

**Core Courses (CC)**

**7. Principles of Management**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Nature of Management	15
2	Planning and Decision Making	15
3	Organising	15
4	Directing, Leadership, Co-ordination and Controlling	15
<b>Total</b>		<b>60</b>

**Objectives:**

1. To relate, discuss, understand the management principles, processes and procedures in consideration of their efforts on individual actions.
2. Knowledge and understanding of the subject will enable the student to gain valuable insights into the working of business and other organization.

**Course Outcomes:**


After completion of this course the learner will be able to:

**CO1:** Describe the concepts of management. (Level: Understand)

**CO2:** Apply principles of planning, decision making and controlling in organizations. (Level: Apply)

**CO3:** Discuss organizational management strategies. (Level: Understand)

**CO4:** Demonstrate of understanding business ethics, CSR and leadership. (Level: Apply)



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Sr. No.	Modules / Units
1	<b>Nature of Management</b>
	<ul style="list-style-type: none"> <li>• <b>Management:</b> Concept, Significance, Role &amp; Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid.</li> <li>• Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach.</li> </ul>
2	<b>Planning and Decision Making</b>
	<ul style="list-style-type: none"> <li>• <b>Planning:</b> Meaning, Importance, Elements, Process, Limitations and MBO.</li> <li>• <b>Decision Making:</b> Meaning, Importance, Process, <b>Techniques of Decision Making.</b> (Skill Development Needs)</li> </ul>
3	<b>Organizing</b>
	<ul style="list-style-type: none"> <li>• <b>Organizing:</b> Concepts, Structure (Formal &amp; Informal, Line &amp; Staff and Matrix), Meaning, Advantages and Limitations</li> <li>• <b>Departmentation:</b> Meaning, Basis and Significance</li> <li>• <b>Span of Control:</b> Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization</li> <li>• <b>Delegation:</b> Authority &amp; Responsibility relationship</li> </ul>
4	<b>Directing, Leadership, Co-ordination and Controlling</b>
	<ul style="list-style-type: none"> <li>• <b>Directing:</b> Meaning and Process</li> <li>• <b>Leadership:</b> Meaning, Styles and Qualities of Good Leader (Skill Development Needs)</li> <li>• <b>Co-ordination</b> as an Essence of Management</li> <li>• <b>Controlling:</b> Meaning, Process and Techniques</li> <li>• <b>Recent Trends:</b> Green Management &amp; CSR</li> </ul>

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## Reference Books

- Management: People, Performance, Change, 2nd Edition, Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy , McGraw-Hill Companies (2005)
- Contemporary Management, 3rd Edition, Gereth Jones and Jennifer George, McGraw-Hill; 3 edition (2002)
- Essentials of Management: International and Leadership Perspective 9th Edition, Harold Koontz and Heinz Weihrich, Tata McGraw Hill Publishing (2012)
- Principles of Management, Ramasamy , Himalya Publication (2012)
- Principles of Management, Tripathi Reddy, Tata Mc Grew Hill (2017)
- Management Text & Cases, VSP Rao , Excel Books, Delhi (2010)
- Essentials of Management, Koontz II & W, Mc. Grew Hill, New York (2015)
- Principles of Management-Text and Cases –Dr..M.Sakthivel Murugan, New Age Publications (2003)
- Management Concepts and OB, P S Rao & N V Shah, Ajab Pustakalaya



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