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A D D E E A



MBABI-2008	PRINCIPLES OF INSURANCE	4	100
MBABI-2009	SUMMER TRAINING AND VIVA-VOCE*	4	100
MBABI-2010	COMPREHENSIVE VIVA-VOCE**	4	100
	<b>■ ■A</b>		

*\*At the end of the examination of 2<sup>nd</sup> Semester the students will undergo compulsory summer training for a period of 6-8 weeks. Every student will submit the Summer Training Report within two weeks from the start of teaching for 3<sup>rd</sup> Semester.*

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*Paper Code:* BABI

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t v s To provide students with an understanding of basic economic principles of production & exchange-essential tools in making business decisions in today's global economy.

4. Keat: Economic Tools for Today's Decision Makers, Pearson Education
5. William Samuelson and Stephen G. Mark, Managerial Economi

**Paper Code: BABI**

**ACC IGF A AGE E I**

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**t v s** The objective of this course is to develop acquaintance with basic techniques of accountancy. The course attempts to build potential to use appropriate accounting tools and techniques of financial accounting and management accounting for preparing and analyzing financial statements.

**EC I A**

**A ount n** Accounting and its functions; Accounting as an information system; Basic Accounting Concepts and Accounting Conventions; Accounting Principles; Generally Accepted Accounting Policies (GAAP); Accounting Standards.

**Bran s o A ount n** : Financial Accounting; Cost Accounting; Management Accounting; Accounting Equation; Accounting Structure; Types of Accounts.

Rules regarding Journal Entries; Recording of Journal Entries; Ledger Posting; Cash book; Trial Balance; Preparation of Final Accounts; Trading Account; Profit & Loss Account; Balance Sheet; Treatment of Adjustments into trial balance.

**EC I B**

**an n o ana nt A ount n** Nature; Scope; Objectives; Functions of Management Accounting; Relationship between Financial and Management Accounting; Meaning of Financial Statement; Importance and Limitations of Financial Statement; Meaning and Objectives of Financial Statement Analysis; Limitation of Financial Analysis.

**oo s o nan a ana s s** Ratio analysis; Common size statements; Trend analysis; Fund flow and cash flow statement.

**EC I C**

**Cost A ount n** Meaning, scope and classification of costs; Absorption costing; Marginal costing and break even analysis; Use of cost data in ma

3. Charles T. Horngren, Jeff Schatzberg, Gary L. Sundem and William O. Ostratton: Introduction to Management Accounting, Pearson Education.
4. Hilton Ronald: Managerial Accounting, McGraw Hill Professional
5. Charles T. Horngren, Srikant M. Datar and George Foster: Cost Accounting- A Managerial Emphasis, Prentice Hall India.
6. N.R.Swamy: Financial Accounting-A managerial Perspective, Prentice Hall India.
7. J.R. Williams, S.F. Haka, M.S. Bettner and R.F. Meigs: Financial and Managerial Accounting – The Basis for Business Decisions, Tata McGraw Hill.



**Paper Code: . BABI**

**B I E ■■■ ■■C**

**Cr t -  
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**t v s** The Decision making is a simple function of Management. Data need to be analyzed, classified and interpreted to facilitate decision making. Statistical Analysis is a fundamental method of quantitative reasoning for managerial decision making. The objective of the course is to equip the students with techniques for data analysis

**EC■ A**

**C ass at on o ata an onstru t on o Fr qu n D str ut on** Graphic Presentation of Data

**Intro u t on o D s r pt v tat st s** Measures of Central Tendency; Measures of Dispersion-Range, Quartile Deviation, Mean Deviation, and Standard De

4. U.K. Srivastava, Shenoy & Sharma: Quantitative Techniques for Management, New Age International.
5. P.N. Arora & S. Arora: Statistics for Management, Sultan Chand and Sons
6. M.P. Gupta & S.P. Gupta: Business Statistics, Sultan Chand and Sons.
7. R.S. Bhardwaj: Business Statistics, Excel Publishers.
8. S.P. Gupta: Statistical Methods, Sultan Chand and Sons.
9. Murray R. Spiegel & Larry J. Stephens: Statistics, Schaum's Outlines, Tata McGraw Hill.

*Paper Code:* BABI

GA I A A BEHA I

Cr t -  
ar s -

The objective of studying Organizational Behaviour (OB) is to understand what are the underlying assumptions and causation of behavior of the individuals in the organization and its impact on the achievement of the organizational goals.

EC A

Introduction to OB Contributing fields to OB, OB in the context of globalization  
Personality, Behavior, and Organizational Biographical characteristic, ability, job fit, learning

**u s t a n s**

1. S.P. Robbins: India Organizational Behavior, Prentice Hall.
2. Keith Davis: Human Behaviour at work, Tata McGraw Hill.
3. Hersey Blanchard: Management of Organizational Behaviour, Prentice Hall India
4. K. Ashwatappa: Organizational Behaviour , Himalaya Publishing House.



*Paper Code:* BABI

K H I F A I  
ECH GY A D Y E

Cr ts -  
ar s -

t v s This course offers a good understanding of basics of Information Technology. The students will

**Paper Code: . BABI**

**K H**

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**t v** : To encourage the all round development of students by focusing on soft skills and to make student aware about the importance, the role and the content of soft skills through instruction, knowledge acquisition and practice.

**EC A**

**an n an** , **portan o o** , **un at on n us n ss** Process, types of communication: formal and informal and their characteristics, essentials of effective business communication, Channels of communication, their effectiveness, limitations, Barriers of communication, approaches to effective Communication

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**EC B**

**ana nt an Goa tt n**





*Paper Code:* BABI

FINANCIAL MANAGEMENT

Credits –  
3

**Objectives** The course has been designed to develop understanding of different concepts and theories underlying financial management and implications of various financial techniques.

EC-1 A

6.



*Paper Code:*

India, Domestic enquiry, Discipline and disciplinary actions, Dismissal and Discharge of an employee.

**u a t o r** The Concept of Quality of Work Life (QWL), Strategies for Improving QWL, Family integration processes.

**u s t a n s**

1. V.S.P. Rao: Resources Management, Excel Publishing
2. Edwin B. Flippo: Personnel Management, Tata McGraw Hill.
3. Dale Yoder: Personnel Management & Industrial Relation, Sir Isaac Pitman & Sons.
4. Arun Monappa & Saiyadain: Personnel Management, Tata McGraw Hill
5. Gary Dessler: Human Resource Management, Pearson Education.
6. K. Aswathappa: Human Resource Management, Tata McGraw Hill.
7. Edwin B. Flippo: Human Resource Management, McGraw Hill.

**Paper Code: BABI**

**K H A AGE E  
I F A Y E**

**Cr t -  
ari s -**

**o b j e c t i v e s** This course offers a good understanding of basics of Information Systems. It has been designed to acquaint the students about the evolution of computer-based information systems, basic computer software, types of information systems that are needed to support the various levels of a business enterprise and how IT is helpful in Business.

**EC I A**

**Introduction:** Definition & Significance, Foundation of IS in Business, MIS Support for Programmed and Non-Programmed Decision Making, and Model of Decision Making.

**Structure:** I : Based on Management Activity & Organisational Function, Conceptual & Physical Structure of MIS, Systems Concept: Definition of a System, Types of Systems.

**EC I B**

**Prerequisites:** Creating and opening database, Importing data, Tables, keys, Field names, Data types, Relationships, Normalization, Basic Queries Using QBE, ampersand (&) operator, Forms and Subforms, adding bound text boxes, Linking the main form and subform.

Combo Box Controls, aggregate function, hiding the text box, Parameter Queries: Dynamic queries, parameter queries, using parameters to generate prompts, Values on forms as parameters, Action Queries.

**EC I C**

**Electron Commerce:** Introduction, Scope of e-Commerce, Categories of e-Commerce, M-

**Paper Code:** BABI

E I A

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**Objectives** The main objective of this subject is to help the students to understand the nature, scope, complexities and process of defining a business, research question. The learning focus is on developing business research skills to underpin the approach taken to a work integrated project.

To familiarize students with the basic principles of Banking sector and throw a light on the changing scenario of banking principles, practices and governance and discuss the perspectives in the current banking environment.

**EC/1 A**

**Introduction to Indian Banking** Financial Market and its segmentation, Financial System overview, Recent developments in Indian Financial System, Role and Functions of RBI, Introduction to Equity and Debt markets, Historical aspects of Banking in India  
**Co-operative Banks** Structure of Commercial Banks, Private Sector Banks, Public Sector Banks, Foreign Banks, Categories & Features of Co-operative Banks, Introduction to Regional Rural Banks

**EC/1 B**

**Banker Customer Relations** Debtor-Creditor Relationship, Bank as a Trustee, Anti-Money laundering, Deposit Products or Services, Payment and Collection of cheques and other negotiable instruments.  
**Banking in India** Types of Banking Sectors, Introduction to Retail Banking, Retail Banking Products, Introduction to Wholesale Banking & International Banking, Wholesale Banking Products, Financial Intermediaries.

**EC/1 C**

**Accounts** Types of Customer Accounts, Procedure for opening an account, Risks in account opening, Closure  
**Loans and Advances** Principles of lending; Different types of loans; Credit appraisal techniques; Credit management and credit monitoring.  
**Bank Assurance** Benefits for banks and insurance companies; Mutual funds, their types; Electronic Banking.

**EC/1 D**

**Rural Banking** An introduction, Rural Banking System in India; Reserve Bank of India and its policy and functions in Rural Banking, Financial Inclusion and its current perspective  
**Rural Finance** Trends, Issues & Challenges, Microfinance Institutions in India, Role of Self-help groups

**References**

1. J.N. Jain & R.K. Jain: Modern Banking and Insurance, Regal Publications
2. A. Ranga Reddy, C. Rangarajan: Rural Banking and Overdues Management, Mittal Publications
3. Madhu Vij: Management of Financial Institutions in India, Anmol Publications.
4. U.C. Patnaik: Rural Banking in India, Anmol Publications.
5. Vasanth Desai: Nature and Problems of Commercial Banking in India, Himalaya Publishing House.
6. V.K. Gupta: Management of Financial Institutions in India, Radha Publications
7. G. Ramesh Babu: Management of Financial Institutions in India, Craft Publishing Company.
8. Vasanth Desai: Indian Banking, Nature and Problems, Himalaya Publications House.





**Paper Code: . BABI**

**I C I E F I A C E**

**Cr t -  
ar s -**

**t v s** The course has been designed to develop understanding of basic concepts of insurance, to impart knowledge in life and non-life insurance including reinsurance management to students. It also aims to improve the ability to evaluate the alternative for the purpose of decision making and to deepen insights into practical applications of insurance and risk management techniques in a dynamic business environment.

**EC A**

**si . ana nt** Concept of Risk, Perils and Hazards of Risk, types of risk, source of risk,



