

BBM - 531: MANAGEMENT ACCOUNTING

Objectives: Is to impart knowledge of financial statements and their analysis and interpretations.

MODULE: I

Introduction

(4 hours)

Management Accounting- Importance and scope. Differences between Financial Accounting, Cost Accounting and Management Accounting

MODULE: II

Financial Statement – Analysis And Its Interpretation

(10 hours)

-Meaning and nature of financial statements-Significance of financial statements-Types of financial statements-Limitations of financial statements-Steps involved in financial statement analysis-Tools of financial analysis-practical problems

MODULE: III

Accounting Ratios And Its Interpretations

(14 hours)

-Objectives of ratio analysis-Classification of ratios-Liquidity ratios-Profitability ratios Solvency and capital structure ratios-Turnover ratios-Practical problems

MODULE: IV

Funds Flow Statement

(12 hours)

-Objectives of funds flow statement-Purpose of funds flow statement-Uses of funds flow statement-preparation of funds flow statement-Sources and Application of fund -Schedule of changes in working capital-Funds flow statement and Income statement-Funds flow statement and Balance sheet-Funds from operations -Treatment of provision for taxation and proposed dividend, interim dividend etc Advantages of funds flow statement- Simple Problems

MODULE: V

Cash Flow Statement

(10 hours)

-Meaning of cash flow statement-Distinction between funds flow and cash flow statement-Classification of cash flow-Preparation of cash flow statement-Calculation of cash from operation -Utility of cash flow statement-Limitations of cash flow statement-Simple Problems

MODULE: VI
Budgetary Control

(10hours)

-Meaning of budget and budgetary control-Objectives and advantages of budgetary control-Limitations of Budgetary control-Functional budgets-Master budgets-Fixed and Flexible budgets-Budget Reports-Zero based budgets-Performance budgets
-Practical problems [Flexible budget and Cash Budget -Problems]

MODULE: VII
Marginal costing

Meaning , definition scope and importance of Marginal costing-calculation of contribution,BEP, sales and output to earn a specific amount of profit, P/v ratio(6hours)

MODULE: VIII
Management Reporting

(5 hours)

-Meaning of Management Reports-Essentials of effective reporting-Reports to different levels of management-Forms of reporting-Kinds of reports-Specimen form of a Management report-Review of reports-practical problems

MODULE: VIII
Management Audit

(4 hours)

-Definition of Management Audit-Objectives of Management Audit-Scope of Management Audit -Areas of Management Audit

BOOKS FOR REFERENCE:

1. Khan & Jain, Management Accounting, Mc. Graw Hill
2. I.M Pandey, Management Accounting, Vikas Publishers
3. Horngren, Sundem, Stratton, Introduction to Management Accounting, Pearson Education
4. S.N. Maheshwari, Management Accounting, Sulthan Chand & Sons
5. M.N. Arora, Management Accounting, Himalaya Publishers.

BBM-532: DIRECT TAX - LAW AND PRACTICE

Objective: To enable the students to have a better knowledge about computation of net wealth and taxable income under various heads, and also tax liabilities and other legal obligations as per the Income Tax Act.

MODULE: I **6 hours**
Introduction To Taxation-Direct And Indirect Tax, Income Tax Act 1961, Income Tax Rules 1962, Finance Act, Scheme of IT An Over-View Basic Concepts- Assessee, Person, Assessment Year, Previous Year, Agricultural Income, Income, GTI, Total Income, Average Rate Of Tax *Capital And Revenue*.

MODULE: II **8 hours**
Residential Status And Incidence Of Tax, Determination of residential status, Kinds of income, incidence of tax, **Tax free income**

MODULE: III **16 hours**
Income from Salary: Chargeability, Various Allowances, Perquisites, And Their Valuation, Treatment of Provident Fund, profit the Lieu of salary, Deductions From Gross Salary, Retirement Benefits (Practical Problems).

MODULE: IV **10 hours**
Income from house property:
Chargeability, annual value and its determination, deductions from annual value, (practical problems)

MODULE: V **9 hours**
Profits and Gains of Business and Profession: Meaning Of Business and Profession, Incomes Chargeable Computation Of Taxable Income, Treatment fringe benefit tax, Deemed Profit And Incomes Treatment Of Depreciation.

MODULE: VI **7 hours**
Capital Gains:
Meaning of important terms, Computation of capital gains exemptions from LTGC.

MODULE: VII **5 hours**
Income from Other Sources: Incomes taxable, deductions allowed, Grossing up of income, computation of taxable income **Clubbing of income & set off and carry forward**

MODULE: VIII **10 hours**
Deductions from gross total income
Assessment of individuals: Computation of total income and tax liability.

MODULE: IX **4 hours**

Assessment procedure, income tax authorities and their powers, Collection and Recovery of Tax.

BOOKS RECOMMENDED

1. Direct Tax Law And Practice By Dr. Bhagawathy Prasad New Age Publications
2. Direct Tax Law And Practice By Dr. H.P Mehrotra Sahitya Bhavan Publications
3. Students Guide To Income Tax By Dr. Vinod .K. Singhani Tax Man Publications
4. Income Tax Law And Practice By Gaur And Narang Kalyani Publications

BBM-533: BANKING & INSURANCE

OBJECTIVES :

To familiarize the students about the Banking operations and the keen competition in the banking systems. To make students understand the importance of insurance and the basic concepts of insurance.

MODULE-I

Introduction to Banking

9 hrs

Meaning & Functions of a bank, Role of commercial banking in a developing country
New Trends in commercial banking, Modern Banking Services.

MODULE-II

Relationship between Banker & Customer

8 hrs

General relationship,–Special relationship –Statutory Obligation to honour Cheque, Bankers lien ,Bankers duty to maintain secrecy of Customer Accounts .Exemption from law of limitation

Module -III – Paying Banker

8hrs

Rules & Regulations, Payments of cheques, Negotiable Instruments Crossing of cheques & Endorsements, Protection to Paying Banker,

Module-IV

– Principles of Bank Lending,

10 hrs

Introduction of Funds, Principles of good lending, Types of advances, Security .Types & charges –Lien –Pledge –Hypothecation –Mortgage .

Module-V

Introduction to Insurance

10 hrs

Meaning and Importance of Insurance
Brief History of Insurance Indian,
Contract Act, Special Feature of Insurance Contract. Act Insurance Laws.

Module VI. Life Insurance

8 hrs

Principles of life insurance. Contracts of Life Insurance Life insurance products, pensions & Annuities

Module -VII –General insurance,

10hrs

Principles of general Insurance Personal general insurance products (Fire, personal liability, home owners ,personal motors ,miscellaneous insurance) Terminology ,persists ,clauses & covers .Risk assessment ,Underwriting & ratemaking product design Development & evaluation .Less Provincial control

Module-VIII – Various Branches of General Insurance

12 hrs

Brief History –Fire –House owners insurance, Marine Engineering –personal Motor Insurance –aviation –Personal liability, agriculture miscellaneous insurance

Books for reference

1. S.N Maheswari & R.R Paul – “ Theory & Practice of Banking “
2. E.Gordan & K.Natrajan – “ Law & Practice of Banking “ Himalaya Publication
3. P.N Reddy & H.R Appaniah –“ Law & Practice of Banking “ Himalaya Publication
4. Mishra M.N – Insurance
5. Mishra M.N – Insurance Principles & Practice

BBM-534: STRATEGIC MANAGEMENT

The objective is to consider implications of strategic decisions for business firms and for individuals in a changing environment. To study the generation, and dissemination of knowledge about key strategic management issues to managers, consultants, students, and researchers.

MODULE 1:

Strategic Planning and strategic management, Defining strategy, levels at which strategy operates, approaches to strategic decision making, the strategic management process, Strategic intent: Vision, mission and objectives (6 Hours)

MODULE 2:

ENVIRONMENTAL AND RESOURCE ANALYSIS

Environmental analysis: The organizations environment, External and internal environment, components of external and internal environment, Environment scanning, Organisations responses to the environment. (4 Hours)

MODULE 3:

Industry analysis: A framework for industry analysis, Michael porter's analysis, usefulness of Industry analysis

Competitive analysis: Forces shaping competition in an industry, interpreting the five force model, Strategic group, and competitor analysis

Internal analysis: Resource based strategy, the resource based view, Resources, capabilities and competencies, approaches to internal analysis, carrying out SWOT (6 Hours)

MODULE 4:

STRATEGY FORMULATION AND CHOICE

Corporate level strategy: Introduction, The balanced score card, Grand strategies, Growth/Expansion, strategy, Diversification Strategy, Stability strategy, Retrenchment strategy, combination strategy. (6 Hours)

MODULE 5:

The concept of corporate restructuring, the process of restructuring, mergers and acquisition, takeovers, co operative strategies, Reasons for strategic alliances, risks and costs of strategic alliances (6 Hours)

MODULE 6:

Global strategies: Globalisation, risks, global expansion strategies, the MNC mission statement, deciding which market to enter, market entry strategy, international strategy and competitive advantage Business level strategy, Strategic analysis and choice

(8 Hours)

MODULE 7: STRATEGY IMPLEMENTATION AND FUNCTIONAL STRATEGIES

Strategy implementation: Issues in strategy implementation, Activating strategy, resource allocation, strategy-structure relationship, the functional structure, divisionalisation,

(6 Hours)

MODULE 8: strategic business units (SBU), Behavioural issues in strategy implementation, Operational strategy, financial strategy, Marketing strategy and Human resource strategy

(4 Hours)

MODULE 9 : STRATEGIC LEADERSHIP AND CONTROL

Strategic leadership and competitive advantage, Strategic evaluation and control: Importance, barriers, evaluation criteria, strategic control, operational control, evaluation techniques for operational control, the control process, characteristics of an effective control system

(8 Hours)

MODULE 10 : STRATEGY AND TECHNOLOGY MANAGEMENT

Designing a technology strategy, Technology forecasting and R & D Strategies, Strategies for acquisition and absorption of technology, emerging issues: Social audit

(6 Hours)

SUGGESTED BOOKS:

VSP Rao, V Hari Krishna, Strategic management: Text and cases, Excel Books

Azar kazmi, Business Policy

Charles Hill and Gareth.R.Jones, Strategic Management: an integrated approach, biztantra, sixth edition

Alex miller, strategic management, Irwin Mc graw hill, third edition

Lawrence R.Jauch, William F Glueck, Business Policy and strategic management, Mc Graw Hill international editions, Fifth edition

BBM-535: PRODUCTION MANAGEMENT

MODULE-I	2 hrs
Introduction	
Definition, Systems Approach to Prodn.- Historical Evolution of POM- Factors affecting POM- Productivity- meaning, determinants, measurement, Inter-relationship of Production with other departments. Objectives of POM	
MODULE-II	6 hrs
Plant Location	
Meaning, Importance, New theory (Weber's). Plant Layout: Meaning & Principles Types of P. Layouts with advantages, disadvantages and their applications	
MODULE - III	6 hrs
Physical facilities of the organization	
MODULE-IV	10 hrs
Materials Management	
Meaning, Objectives. Purchasing: Meaning, Principles and purchasing cycle. Vendor Rating & Selection. Inventory control-Meaning, Types, Reasons carrying inventory, Concept of EOQ, Inventory control systems & techniques	
MODULE-V	6 hrs
Material handling	
Meaning, principles, MH Equipments, Selection criteria, Relation with Plant layout decision, Standardization, Codification & Simplification	
Module -VI	12 hrs
Production Planning & Control	
Meaning, Objectives & Functions. <i>Quality Control</i> : Definition, Costs of quality, SQC- Control charts	
MODULE-VII	6 hrs
Time & Motion study- Meaning of Work study, Method Study & procedure, Time study & procedure. Determination of Standard time, Tools & Techniques of Work study.	
MODULE-VIII	8 hrs
Maintenance - Definition, Need, Types of Maintenance with merits & demerits. Maintenance scheduling, procedure & tools. Modern philosophies of maintenance.	
MODULE -IX	4 hrs
Waste Management- Scrap & Surplus disposal	

Automation: Meaning, Considerations & Advantages. Forms of Automation

BOOKS FOR REFERENCE:

1. Operations Management – B Mahadevan – Pearson Education
2. Operations Management – Russell & Taylor – Wiley India – 5th Edition
3. Production and Operations Management - K.N Sontakki, Kalyani Publishinshers
4. Production and Operations Management - Himalaya Publishers. K. Aswathappa, G. Sudarsana Reddy, M Krishna Reddy

BBM- 536: Business Law

Objective: The objective of this course is to help the students to understand the basic elements of business law and its various techniques useful for effective management of companies as well as firms.

MODULE:I **5 hrs**
Introduction, Meaning and Scope of Business Law – Sources of Indian Business Law.

MODULE:II **20 hrs**
INDIAN CONTRACTS ACT OF 1872: Definition – types of contracts – essentials – offer, acceptance, consideration, capacity of parties, free sent, legality of object and consideration, various modes of discharge of a contract, remedies for breach of contract.

MODULE:III **10 hrs**
Intellectual Property Legislations: Meaning and scope of intellectual properties – Patent Act of 1970 and its amendments as per WTO agreement, back ground, objects, definition, inventions, patentee, true and first inventor, procedure for grant of process and product patents, WTO rules as to patents, rights to patentee – infringement – remedies

MODULE: IV **5 hrs**
The Copy Rights Act, Meaning – Its uses and rights.

MODULE: V **5 hrs**
The Trade Marks Act, its meaning, registration, procedures – infringement – Authorities concerned -remedies

MODULE: VI **5 hrs**
Consumer Protection Act 1986: Back ground – definitions – consumer, consumer dispute, complaint, deficiency, service, consumer Protection Council, Consumer redress agencies, District forum, State Commission and National Commission.

MODULE: VII **5 hrs**
Foreign Exchange Management Act 1999: Objectives, scope and salient features, offences under the Act.

MODULE: VIII **5 hrs**
Information Technology Act – 2000: Objectives, definitions and salient features, provisions pertaining to piracy and related offences and personalities. Competition Law 2003: Meaning and scope, salient features, offences and penalties under the Act.

BOOKS FOR REFERENCE

1. N.D Kapoor Business Law
2. Maheshwari And Maheshwari Principle Of Business Law
3. Ashwathappa And Ramachandra Business Law
4. Gulshan Business Law

