

Year: 2

Semester: III

S.N.	Subject Code	Subject	EVALUATION SCHEME								
			SESSIONAL EXAMS						ESE	Total	Credit
			L	T	P	CT	TA	Total			
1.	HBC -301	Fundamentals of Economics	5	2	-	20	10	30	70	100	6
2.	HBC -302	Corporate Laws	5	2	-	20	10	30	70	100	6
3	HBC -303	Organisational Theory and Behaviour	5	2	-	20	10	30	70	100	6
4.	HBC -304	Financial Management	5	2	-	20	10	30	70	100	6
5	HBC -305	Fundamentals of Computers	3	2	-	20	10	30	70	100	4
		Total	23	12	-	100	50	150	350	500	28

Code-HBC-301

Fundamental of Economics

L	T	P
5	2	0

Learning Objectives

1. Students will demonstrate their knowledge of the fundamental and technical concepts of economics.
2. Students will apply the basic theories of economics in critical thinking and problem solving.
3. Students will be able to identify and use economics terminologies in oral and written communications.

Unit I- Definition, Nature, Scope & Limitation of Economics as an art or Science. Relevance of Economics in Business Management, Utility analysis, Marginal Theory of utilities and Equi-Marginal theory of utility.

Unit II- Meaning of demand. Demand theory and objectives, Demand analysis. Demand schedule. Demand Curve and Nature of Curves, Laws of Demand Elasticity of Demand Types & Measurement, Indifference curves analysis Consumer Equilibrium & Consumer Surplus. Price, Income and substitution effect.

Unit III- Production-Meaning and Analysis Production function. Laws of production, Laws of increasing returns & Laws of constant returns. Equal product curves and Producer equilibrium.

Unit IV- Market analysis-Nature of market, Types of markets and their characteristics Pricing under different market structures-Perfect Monopoly, oligopoly and Monopolistic competition. Price discrimination under monopoly competition.

Unit V- Theories of factor pricing, factor pricing v/s product pricing .Theories of interest theories of wages theories of profit, Concept of profit maximization

Learning Outcomes

1. Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.
2. Understand the links between household behavior and the economic models of demand.
3. Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demand curve.

Suggested Books:

1. Adhikari M Management Economics
2. Gupta G.S. Managerial Economics
3. Lal S.M. Principles of Economics
4. Vaish & Sunderm Principles of Economics

L	T	P
5	2	0

Learning Objective:

1. The main objectives of this subject to provide the knowledge of company, shares and kinds of the company.
2. It also describes the features of private companies in India and development of Indian company act.
3. This subject also describes the memorandum of association and article of association.

Unit I

Historical Background of Company Law: Origin and Growth of Company Law in England: Commendas and Societas; Formation of East India Company; Enactment of the Bubble Act, 1719; Joint Stock Companies Act, 1844 (*Joint Stock Companies Act, 1850 in India*); Limited Liability Act, 1855; Companies Act, 1862 (*Companies Act, 1866 in India*); Companies Act, 1908 (*Indian Companies Act, 1913*); Companies Act, 1948 (*Companies Act 1956 in India*).

Unit II

Company and Its Formation: Lifting of corporate veil; types of companies; one person company, producer company; association not for profit; illegal association; formation of company – promoters, their legal position, pre-incorporation contract and provisional contracts; memorandum of association; articles of association; doctrine of constructive notice and indoor management; prospectus and book building; postal ballot; issue, allotment and forfeiture of shares, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares; online registration of a company.

Unit III

Management and Control of Companies: Directors; classification of directors, women directors, independent directors; disqualifications, director identity number (DIN); appointment, legal positions, powers and duties, removal of directors; key managerial personnel, managing director, manager; managerial remuneration; meetings of shareholders and board- kinds, convening and conduct of meetings.

Unit IV

Accounts and Audit: Books of accounts; online filing of documents; dividend provisions, declaration and payment of dividend, treatment of unpaid and unclaimed dividend, transfer of unpaid and unclaimed dividend to investor education fund; auditors-appointment, resignation and removal; qualification and disqualification; auditor's report; inspection, inquiry and investigation, compromises, arrangements and amalgamations; prevention of oppression and mismanagement; concept and modes of winding up.

Unit V

SEBI Act, 1992: Formation and meetings of the SEBI; functions and powers of SEBI in relation to securities markets; prohibition of manipulative and deceptive devices; insider trading and substantial acquisition of securities or control; guidelines for securities issues.

Learning Outcomes:

1. Know about the concept of company and shares.
2. Know about the company law in the India.

3. Understand the use of the memorandum of association and article of association in a company, they also learn from this course.

Suggested Readings:

Hicks, Andrew & Goo S.H., *Cases and Material on Company Law*, Oxford University Press.

Kershaw, David, *Company Law in Context*, Oxford University Press, UK.

Gowar, LCB, *Principles of Modern Company Law*, Stevens & Sons, London.

Hanningan, Brenda, *Company Law*, Oxford University Press, UK.

Sharma, J. P, *Corporate Laws*, Ane Books Pvt Ltd, New Delhi.

Bhandari, Munish, *Professional Approach to Corporate Laws and Practice*, Bharat Law House, New Delhi

Ramaiya, *A Guide to Companies Act*, Wadhwa and Company Nagpur

Kannal, S., & V.S. Sowrirajan, *Company Law Procedure*, Taxman's Allied Services (P) Ltd., New Delhi

Course material of the Institute of Company Secretaries of India on Company Laws.

Bharat's Companies Act 2013, Bharat Law House, New Delhi

L	T	P
5	2	0

Learning Objectives: The objective of the course is to enable students to develop a theoretical understanding about organisation structure and its behaviour over time. The course will also make them capable of realizing the competitiveness for firms.

Unit I- Conceptual Foundations of Organisation Theory and Behaviour: Organisational Theories - Classical, Neo-classical and Contemporary; Authority, Power, status, formal and informal structure; Bureaucratic structure; Boundary Less organisation; Flat and Tall structures; Impact of Environment on Organisational Design .Organisational Behaviour (OB)- concept, determinants, models; challenges and opportunities of OB

Unit II- Group Decision making and Communication: Concept and nature of decision making process; Individual versus group decision making; Nominal group technique and Delphi technique; communication effectiveness in organisations; Feedback, Improving Inter-personal Communication- Transactional Analysis and Johari Window.

Unit III- Motivation: Content Theories- Maslow's Need Hierarchy, Herzberg's Two factor theory; Contemporary theories of motivation (ERG, Cognitive evaluation, goal setting, equity, Intrinsic Motivation Theory by Ken Thomas), expectancy model; Behaviour modification; Motivation and organisational effectiveness.

Unit IV - Leadership, Power and Conflict: Concept and theories of leadership- Behavioural approach, Situational approach, Leadership effectiveness; Leadership across cultures; Power- Bases of Power, power tactics; Conflicts- sources, patterns, levels and strategies.

Learning Outcomes

Comprehending the nature, functioning and design of organizations as social collectives.

To evaluate the reciprocal relationship between the organizational characteristics and managerial behavior.

Develop practical insights and problem solving capabilities for effectively managing the Organisational processes.

Suggested Readings:

1. Robbins, Stephen P. and Timothy A. Judge, *Organizational Behaviour*, Prentice -Hall, New Delhi.
2. Robins S.P., and Mathew, M., *Organisational Theory: Structure, Design and Application*, Prentice Hall of India Pvt. Ltd.
3. Luthans, Fred, *Organizational Behaviour*, McGraw-Hill, New York.
4. Sekaran, Uma, *Organisational Behaviour: Text and Cases*, Tata McGraw-Hill Publishing Co. Ltd.

L	T	P
5	2	0

Learning Objectives *The present course aims at familiarizing the participants with the skills related to basic principles, tools and techniques of financial management.*

Unit I- Concept of Finance, scope and objectives of finance, Profit maximization vs. Wealth maximization, Functions of Finance Manager in Modern Age, Concept of Risk and Return.

Unit II- Capital Budgeting Decisions, Calculation of NPV and IRR, Cost of Capital, Concept of Opportunity Cost, Cost of Preference and Equity capital.

Unit III- Concepts of Working Capital, Operating and Cash Conversion Cycle, Permanent and Variable Working Capital, Determinants of Working Capital, Trade Credit, Accrued Expenses and Deferred Income, Bank Finance for Working Capital.

Unit IV- Nature, Need, Objective of Inventory Management, Inventory Management Techniques, Inventory Control Systems, Factoring, Facets of Cash Management, Motives for Holding Cash.

Learning Outcomes

- 1. Understand the practical application of time value of money and evaluating long term investment decisions*
- 2 Developing analytical skills to select the best source of capital ,its structure on the basis of cost of capital*
- 3 Understand the use and application of different models for firm 's optimum dividend payout*

Suggested Readings:

- 1) Pandey I M - Financial Management (Vikas, 20019, 17th Ed.)
- 2) Van Horne - Financial Management and Policy (Prentice hall, 2019, 18th Ed.)
- 3)Shapiro- Multinational Financial Management (Wiley Dreamtech)
- 4)Sheeba kapil-Fundamental of financial management (Pearson)

L	T	P
2	2	0

Learning Objective

1. Understand the meaning and basic components of a computer system.
2. To learn generation, classification and application of computers.
3. Knowledge of computer equipment, including both hardware and software.
4. To learn input devices and output devices in detail

Unit I History of computing, Characteristics of computers, Limitations of computers, Basic computer organization, Generations of computers.

Unit II Input-Output Devices : Keyboard, Mouse, Light pen, touch screens, VDU, Scanners, MICR, OCR, OMR, Printers and its type, Plotters, Microfilm, Microfiche, Voice Recognition and Reponse Devices.

Unit III Storage Devices : Primary and Secondary Storage devices- RAM, ROM, Cached Memory, Registers, Storage Concept, Hard disk, Floppy disk, CD-ROM, Magnetic tapes and cartridges, comparison of sequential and direct- Access devices.

Unit IV Computer Software : Relationship between hardware and software, Computer languages-Machine language Assembly language, High-level languages, Compilers & interpreters, Characteristics of good language.

Unit V Operating System & Internet : Definition and functions of O.S. Batch Processing, Multipurposing, Multiprogramming, time sharing, On-line process, Real time process. Introduction to window-98, Internet & its uses, terminology of internet, Browser, Search engines, E-Mail, Video conferencing.

Learning Outcome

1. Understand the concept of input and output devices of Computers and how it works.
2. Understand the concepts, structure, types and design of operating Systems.
3. Understand the concept of Data Communication, its Modes, its Forms and Data Communication Channels.
4. Understand evolution of internet, its application and its basic services.

Reference Books:

1. Computer Fundamental Sinha, P.K.
2. Fundamentals of Computers Jain, V.K.
3. Operating System Godbole, G.B.
4. Window-98 Manual
5. Internet Leon & Leon

