



# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## Shri Vaishnav School of Management

### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Hons.) - IV SEMESTER (2021-2024)

#### BBAI401 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEM

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI401	CC	Introduction to Management Information System	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objective

The objective of this course is to help the student acquire the basic knowledge of information system so as to enable them to make more efficient use of information for decision making.

#### Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

#### Course Outcomes

1. To learn the design, development and security of Management Information Systems
2. To understand the various ethical and social issues in using Information Systems
3. To gain knowledge in various Decision Support Systems
4. To learn the major importance of Information Systems in doing Business effectively

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### COURSE CONTENT

#### Unit I: Introduction

1. Definition of Management Information System
2. MIS support for planning, organizing and controlling
3. Structure of MIS – Information for decision making.

#### Unit II: System

1. Concept of System
2. Characteristics of System
3. Systems classification
4. Categories of Information Systems
5. Strategic information system and competitive advantage

#### Unit III: MIS Applications

1. Management Reporting Systems (MRS)
2. Decision Support Systems (DSS)
3. Office Information Systems (OIS) – including video conferencing and e-mail
4. Knowledge Based Systems

#### Unit IV: Development of MIS

1. The role of Strategic Planning and Strategic IS Planning (SISP) in identifying MIS requirements, and the MIS role in supporting Strategic Planning/SISP.
2. Managing MIS projects: Project management methodologies, MIS feasibility study, Assessment of economic, technical, social and political issues from an MIS perspective, Cost-Benefit Analysis
3. Overall approaches to MIS development: traditional vs. other approaches such as evolutionary and phased.
4. Techniques and methodologies for supporting MIS development

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#### Unit V: Recent Trends and their Impact on MIS

1. Developments in hardware, software, Internet and communications capabilities and their implication for MIS
2. Trends in management and organizations, for example the possible movement towards flexible, virtual organizations and the role of MIS may have in this scenario
3. MIS and mobile computing
4. MIS and social media

#### Suggested Readings

1. Kenneth C. Laudon and Jane P. Laudon (2012). *Essentials of Management Information Systems*. Tenth Edition, Pearson Prentice-Hall, New Delhi.
2. Terry Lucey(2005). *Management Information Systems*. Ninth Edition, Thompson, India
3. McNurlin, Sprague and Bui (2013). *Information Systems Management in Practice*. Eighth Edition, Prentice Hall, India
4. Efraim Turban, Jay Aronson and Tin-PengLiang(2010). *Decision Support Systems and Intelligent Systems*. Ninth International Edition, Pearson Prentice- Hall, India.
5. Effy Oz (2008). *Management Information Systems*. Fourth International Student Edition, Thomson.

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### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Hons.) - IV SEMESTER (2021-2024)

#### BBAI 402 FUNDAMENTALS OF FINANCIAL MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI402	CC	Fundamentals of Financial Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objective

The objective of this course is to help the student acquire the basic knowledge of interpretations of financial statement and methods for efficient management of funds of an entity with special reference to corporate form of business organization

#### Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 24 Marks and consist of three questions, out of which student will be required to attempt any two questions. Section B will comprise of five questions, out of which student will be required to attempt any three cases / problems worth 36 marks.

#### Course Outcomes

1. Understand the role and importance of a financial manager
2. Identify and evaluate the alternative sources of business finance
3. Discuss and apply working capital management techniques
4. Understand the factors influencing cost of capital and calculating cost.
5. To take decisions on capital structure and evaluate the financial viability of investments

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BBAI402	CC	Fundamentals of Financial Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

### COURSE CONTENT

#### Unit I: Introduction

1. Concept, Nature, Scope of Financial Management
2. Function and Objectives of Financial Management.
3. Basic Financial Decisions: Investment, Financing and Dividend Decisions.

#### Unit II: Analysis and Interpretation of financial tools

1. Liquidity, Profitability, Solvency and Efficiency through learning computation
2. Analysis and interpretation of various tools of financial analysis
3. Preparation of Fund Flow Statement as per Accounting Standard and its Analysis

#### Unit III: Leverage Analysis

1. Developing the Concept of Leverage in Finance.
2. Computation and inferences of Degree of Operating Leverage,
3. Financial Leverage and Combined Leverage.

#### Unit IV: Capital Budgeting

1. Concept and Computation of Time Value of Money
2. Pay Back Period (PBP)
3. Net Present Value (NPV)
4. Average Rate of Return
5. Internal Rate of Return (Only Simple Problems)

#### Unit V: Management of Working Capital

1. Concepts, components, Determinants and need of Working Capital.
2. Computation of Working Capital for a Company

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**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**BBA (Hons.) - IV SEMESTER (2021-2024)**

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
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BBAI402	CC	Fundamentals of Financial Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Suggested Readings**

1. Chandra, Prasanna (2008), *Financial Management: "Theory and Practice"*, Tata McGraw-Hill Education, Latest edition
2. Khan M Y & Jain P K (2011), *Financial Management: Text, "Problems Cases"*, Tata McGraw - Hill Education, Latest edition
3. Pandey I.M.(2015), *Financial Management*, Vikas Publication House, Latest edition
4. Brigham (2013), *Fundamentals of Financial Management*, engage Learning, Latest edition
5. Bose Chandra (2009), *Fundamentals of Financial Management*, PHI, Latest edition, Latest edition

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### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Hons.) - IV SEMESTER (2021-2024)

#### BBAI403 BASICS OF RESEARCH

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI403	CC	Basics of Research	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

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#### Course Objective

- To help students to understand research practice, research cycle in general through critical examination of methods associated with decision-making, critical thinking, and ethical judgment.

#### Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

#### Course Outcomes

- To help students develop a thorough understanding of the fundamental theoretical ideas and logic of research.
- To help students develop a thorough understanding of the issues involved in planning, designing, executing, evaluating and reporting research within a stipulated time period

#### COURSE CONTENT

##### Unit I: Introduction

- Research – Meaning, Scope and Significance
- Types of Research
- Research process
- Characteristics of good research

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BBAI403	CC	Basics of Research	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

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#### Unit II: Research Design

1. Variables and Types of Variables
2. Hypotheses –meaning, types, Hypotheses Formulation
3. Features of good Research design
4. Types of Research Design

#### Unit III: Measurement and Scaling Techniques

1. Measurement – meaning, need, errors in measurement
2. Types of scales
3. Sampling : Concept, Types of Sampling Techniques

#### Unit IV: Data Collection

1. Data Vs Information, Types of data
2. Methods of data collection
3. Constructing questionnaire
4. Data processing – Coding, Editing and Tabulation of data

#### Unit V: Data Analysis and Report Writing

1. Hypothesis Testing
2. Parametric and Non Parametric Tests (z, t, chi-square)
3. Report writing- significance and steps
4. Layout of report – types of reports , Precautions while writing report

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BBAI403	CC	Basics of Research	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Suggested Readings**

1. Kothari, C.R.(Latest Edition). *Research Methodology: Methods and Techniques*. New Age publication, Latest edition
2. Zikmund, W. (Latest Edition). *Business Research Methods*.Cengage Learning India, Latest edition
3. Rao, K.V. (Latest Edition). *Research Methodology in Commerce and Management*. SterlingPublishers, Latest edition
4. Bhadarkar and Wilkinson (Latest Edition).*Methodology & Techniques of Social Research*. Himalaya Publishing House, 2003, Latest edition

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### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Hons.) - IV SEMESTER (2021-2024)

#### BBAI404 INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
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BBAI404	CC	Introduction to Organizational Behaviour	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

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#### Course Objective

The objective of the course is to familiarize the students with Organisational, Group and Individual Behaviour. The course also educates the students the concept and theories of Motivation, Leadership and Teamwork.

#### Examination Scheme

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

#### Course Outcomes

1. To describe human behavior and that of others in an organizational setting.
2. To examine important aspects of group/team processes and manage them.
3. To demonstrate ability to manage, lead and work with other people in the organization.

#### **Unit I: Introduction to Organizational Behavior (OB)**

1. Definition, Contributing Disciplines to the OB field,
2. Need and Importance of OB
3. Framework of Organizational Behavior
4. Challenges and Opportunities for OB

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**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; CC- Core Course

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#### Unit II: Personality, Perception and Learning

1. Personality - Concept, Determinants, Personality Traits (MBTI & Big Five); Major Personality Attributes Influencing OB.
2. Perception – Definition Factors Affecting Perception, Errors in Perception
3. Learning - Concept, and Process
4. Personality – Types, Factors Affecting Personality

#### Unit III: Motivation

1. Concept, Process and Importance
2. Theories : Process and Content Theories
3. Applications to Management

#### Unit IV: Leadership

1. Leadership – Meaning – Importance
2. Role and functions of a leader
3. Leadership Approaches and styles
4. Leaders Vs Managers

#### Unit V: Group Behavior

1. Definition and classification of Groups
2. Process of Group Formation
3. Teams Vs Groups
4. Group decision making
5. Conflict Resolution Techniques

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#### Suggested Readings

1. Stephens, R., Judge, T. and Sanghi, S. (2011). *Organizational Behavior*. Pearson Education India, Latest Edition.
2. Newstorm, J. (2007). *Positive Organizational Behavior*. Sage Publications, 12 Edition.
3. Hitt, Millar, Colella (2006). *Organizational Behavior: A Strategic Approach*. John Wiley and Sons, Latest Edition.
4. Dwivedi R. S. (2001). *Human Relations and Organizational Behavior: A Global Perspective*. Macmillan, Latest Edition.
5. Greenberg, J. and Baron, R. (2008). *Behavior in Organizations*. Pearson Prentice Hall,

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**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**BBA (Hons.) - IV SEMESTER (2021-2024)**

**BBAI405 FUNDAMENTALS OF OPERATIONS MANAGEMENT**

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI405	CC	Fundamentals of Operations Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Objective**

This course is aimed at introducing students with the basic concepts, theories and practices of production and operations functions. It focuses on the problems that frequently confront production/operations managers.

**Examination Scheme**

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 36 Marks and consist of 5 questions, out of which student will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

**Course Outcomes**

After successfully completing the course, a student would be able to appreciate various key functions of managing operations, as well as develop basic skills for major decision areas in Operations Management.

**Unit I: Introduction**

1. Nature and Scope of Production/Operations Management,
2. POM Relationship with other Systems in the Organisation,
3. Factors that affect System and Concept of Production and Operation Management.
4. Different types of Production/Operation Systems, Role, and Responsibilities of Production/Operations Manager
5. Basic differences between Manufacturing and Service operations

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# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## Shri Vaishnav School of Management

### Choice Based Credit System (CBCS) in Light of NEP-2020 BBA (Hons.) - IV SEMESTER (2021-2024)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAI405	CC	Fundamentals of Operations Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical: C - Credit; CC- Core Course

\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Unit II: Facilities Location

1. Importance of location decision and needs for it
2. Factors affecting plant Location decision
3. Basic location decision models – Break-Even Method, Factor Rating Method, Weighted Factor Rating Method, Load Distance Method, Centre of Gravity Model
4. Case Study.

#### Unit III: Facilities Layout

1. Introduction to Production Systems - Job Shop Production, Batch Production, Mass Production, Continuous Production and Flexible Manufacturing System
2. Concept and objectives of layout
3. Principles of Plant Layout
4. Basic classification of Layouts – Process Layout, Product Layout, Layout by Fixed Position, Group Layout/ Cellular Manufacturing
5. Case Study.

#### Unit IV: Material and Inventory Management

1. An overview of Material Management, Material Planning, and Inventory Control,
2. Concept and fundamentals of Material requirement planning (MRP)
3. Inventory Models(Classical EOQ, Model with Shortages), JIT,
4. Budgeting and Material Planning, Purchase Management,
5. Store Management, Safety Management, Case Study.

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#### Unit V: Quality in Prod. & Ops Management

1. Definition, History of Quality, Quality Management
2. Concepts of Quality Assurance, Acceptance Sampling
3. Statistical Process Control
4. Control Charts: Control Limits, Central Tendency and Dispersion,  $\bar{X}$  chart and r-chart.
5. Total Quality Management, QMS and ISO Standards, Case Study.

#### Suggested Readings

1. Chary, S.N (2012). *Production and Operations Management*. McGraw Hills Education Pvt. Ltd., 5<sup>th</sup> edition
2. Kumar, S. and Suresh, N. (2009). *Operations Management*. New Age International Publishers
3. Ashwathappa, K (2007). *Production and Operation Management*. Himalaya Publishing, Latest edition
4. Paneerselvam, R. (2013). *Production and Operations Management*. PHI Learning Private limited, Latest edition

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