SCHEME OF EXAMINATIONS
&
CHOICE BASED CREDIT SYSTEM SYLLABUS

For

Master of Business Administration -
5 Year Dual Degree Programme

(Effective from Academic session 2017-2018)

SCHEME-B

Department of Management Studies
Deenbandhu Chhotu Ram University of Science & Technology,
Murthal (Sonepat), Haryana-131039
SCHEME AND INSTRUCTIONS FOR MBA EXAMINATION

1. This is an intensive programme of study for five academic sessions.
2. The programme is divided into ten semesters and there shall be an examination at the end of each semester.
3. Each paper shall be of 4 credits or until and unless indicated in the scheme of examinations. Theory classes will be held 4 hours per subject per week. In case of practical papers, theory classes will be held 3 hours per week and two hours per week practical will be held.
4. Every theory course shall carry a total of 100 marks. There shall be 75 marks for semester end examination and 25 marks for internal examination until and unless indicated otherwise.
5. During 7th, 8th, 9th and 10th Semester, dual specialization would be available to students in MBA 5 Year Dual Degree Programme and they can choose any two specializations out of Marketing Management, Financial Management, International Business Management, Human Resources Management, Operations Management, Information Technology Management and Public Policy Management.
6. The minimum number of students to opt a particular elective paper / specialization is 10.

CRITERIA FOR INTERNAL ASSESSMENT
The internal assessment of the students (out of 25 marks) shall be as per the criteria given below:

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Components of Minors</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A)</td>
<td>THEORY COURSES:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Minor Test – I</td>
<td>30 %</td>
</tr>
<tr>
<td>2.</td>
<td>Minor Test – II</td>
<td>30 %</td>
</tr>
<tr>
<td>3.</td>
<td>Individual Presentation/Viva-Voce/Group Discussion/Quiz/Case Study Discussion/ Class</td>
<td>40 %</td>
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<tr>
<td>B)</td>
<td>LAB COURSES:</td>
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<tr>
<td>1.</td>
<td>Objective test/MCQ</td>
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</tr>
<tr>
<td>2.</td>
<td>Lab. Work / Project</td>
<td>60 %</td>
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<tr>
<td>3.</td>
<td>Viva Voce/Test</td>
<td>20 %</td>
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Note:

a) Case study discussion and participation is desirable in the subjects wherever possible. Concerned Teacher will discuss at least 03 (three) cases maximum 08 (eight) cases in each course.
b) To the extent possible, minor test should include the case analysis.
EXTERNAL EVALUATION

There shall be a semester-end external examination of 75 marks for all theory courses until and unless indicated in the scheme of examination. In 1st year of the programme, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.

For remaining duration of the programme i.e. 2nd year to 5th years, the external examiner will set eight questions selecting two questions from each unit. The candidate has to attempt five questions in all selecting at-least one question from each unit.

PRACTICAL EXAMINATIONS

Practical Examinations shall be conducted jointly by the external and Internal Examiners. Internal examiner will be appointed by Chairman of the concern department of the institute and external examiner will be appointed by the Controller of Examinations on the recommendation of Chairman, Board of Postgraduate Studies and Research.

SUMMER INTERNSHIP REPORT EVALUATION

All the students will submit their Summer Internship Report in a format as prescribed in the “Detailed Guidelines for Summer Internship” within a period of one month in the concerned department of their institute; this period shall be counted from the last date of completion of their Summer Internship. Students will have to give a presentation on the work done during the internship and his/her performance out of 25 marks will be evaluated on the basis of this presentation by a committee constituted by the Chairman of the Department. The evaluation of the remaining 75 marks shall be made by external examiner appointed by the Controller of Examinations on the recommendation of Chairman, Board of Postgraduate Studies and Research.

PROJECT REPORT

Every student will be required to take up a research project within first month of the Ninth semester and it will be pursued by him/her under the supervision of an internal supervisor. The completed Project Report in the format as prescribed in the “Detailed Guidelines for Project Report” will be submitted by the students prior to the date of the commencement of the Final Examinations for the Tenth Semester and this date will be notified by the Controller of Examinations, DCRUST, Murthal.

PROJECT REPORT EVALUATION

The Project shall be evaluated by External (75 marks) and Internal (25 marks) Examiners. The internal assessment shall be done by the concern supervisor of the candidate. The external
assessment shall be done on the basis of project report evaluation by an external expert appointed by the Controller of Examinations on the recommendation of Chairman, Board of Postgraduate Studies and Research.

**COMPREHENSIVE VIVA-VOCE**
The Comprehensive viva-voce shall be taken by an external expert appointed by the Controller of Examinations on the recommendation of Chairman, Board of Postgraduate Studies and Research.

**CONDITIONS IN SPECIALIZATION**
The minimum number of students to opt a particular elective paper / specialization is 10. During semesters 7 to 10, dual specialization will be available to students and they can opt for any two specializations out of Marketing Management, Financial Management, International Business Management, Human Resources Management, Operations Management, Information Technology Management and Public Policy Management. However, combination of specializations once opted in the 7th semester will not be changed in subsequent semesters under any condition. Students should opt elective papers in such a way that no paper is repeated either from specialization groups or earlier read papers during the MBA 5 Year Dual Degree Programme. If a Choosing same paper from different specializations is strictly prohibited.

**ABBREVIATION USED**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>DSC</td>
<td>Discipline Specific Core Course</td>
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<td>AECC</td>
<td>Academic Enhancement Compulsory Course</td>
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<tr>
<td>SEEC</td>
<td>Skill Enhancement Elective Course</td>
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Deenbandhu Chhotu Ram University of Science & Technology, Murthal (Sonipat)

MBA 5 YEAR DUAL DEGREE PROGRAMME 1ST YEAR (SEMESTER – I)
Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2017-18)

SCHEME-B

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<tr>
<th>Type of Paper</th>
<th>Paper Code</th>
<th>Title of Paper</th>
<th>Periods</th>
<th>Credit</th>
<th>External Marks</th>
<th>Internal Assessment</th>
<th>Practical Marks</th>
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<th>Duration of Exam Hours</th>
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*In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

MBA 5 YEAR DUAL DEGREE PROGRAMME 1ST YEAR (SEMESTER – II)
Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2017-18)

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</table>

# No theory examination of these papers will be held.
* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

Approved in 13th Meeting of Academic Council held on 18/06/2018
### MBA 5 YEAR DUAL DEGREE PROGRAMME 11\textsuperscript{ND} YEAR (SEMESTER – III)

**Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2018-19)**

<table>
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</table>

* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

### MBA 5 YEAR DUAL DEGREE PROGRAMME 11\textsuperscript{ND} YEAR (SEMESTER – IV)

**Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2018-19)**

<table>
<thead>
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<th>Type of Paper</th>
<th>Paper Code</th>
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<th>Periods</th>
<th>Credit</th>
<th>External Marks</th>
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* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

**Summer Internship - I**

All students will undergo 6-8 weeks summer internships during the summer break after Semester-4 examinations and will submit a report for the same in lieu of a course during Semester-5. The detailed guidelines for the summer internships and subsequent summer internship report will be supplied by the Department as a separate document.
### MBA 5 YEAR DUAL DEGREE PROGRAMME 111\textsuperscript{rd} YEAR (SEMESTER – V)

Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2019-20)

<table>
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<th>Type of Paper</th>
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* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

** Summer Internship Report-I will be evaluated on the basis on presentation & viva-voce taken by a committee constituted by the Chairman of the Department while for external evaluation, it be evaluated by an external examiner(s) appointed by Controller of Examinations on the recommendation of Board of Post Graduate Studies and Research.

### MBA 5 YEAR DUAL DEGREE PROGRAMME 111\textsuperscript{rd} YEAR (SEMESTER – VI)

Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2019-20)

<table>
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<td>DSC</td>
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* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

# Comprehensive Viva-voce-I shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

Approved in 13\textsuperscript{th} Meeting of Academic Council held on 18/06/2018
## MBA 5 YEAR DUAL DEGREE PROGRAMME 1Vth YEAR (SEMESTER – VII)
### Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2020-21)

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# No theory examination of these papers will be held. In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

### Note:
During semesters 7 to 10, dual specialization will be available to students and they can opt for any two specializations out of Marketing Management, Financial Management, International Business Management, Human Resources Management, Operations Management, Information Technology Management and Public Policy Management. However, combination of specializations once opted in the 7th semester will not be changed in subsequent semesters under any condition.

## MBA 5 YEAR DUAL DEGREE PROGRAMME 1Vth YEAR (SEMESTER – VIII)
### Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2020-21)

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### Summer Internship - II
All students will undergo 6-8 weeks summer internships during the summer break after Semester- 8 examinations and will submit a report for the same in lieu of a course during Semester-9. The detailed guidelines for the summer internships and subsequent summer internship report will be supplied by the Department as a separate document.
### MBA 5 YEAR DUAL DEGREE PROGRAMME Vth YEAR (SEMESTER – IX)

**Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2021-22)**

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# Summer Internship Report-II will be evaluated on the basis on presentation & viva-voce taken by a committee constituted by the Chairman of the Department while for external evaluation, it be evaluated by an external examiner(s) appointed by Controller of Examinations on the recommendation of Board of Post Graduate Studies and Research.

### MBA 5 YEAR DUAL DEGREE PROGRAMME VIth YEAR (SEMESTER – X)

**Choice Based Credit System (Scheme of Studies & Examination w.e.f. 2021-22)**

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* One hour teaching load will be counted for every teacher for project work.
# Comprehensive Viva-voce-II shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the University on the recommendation of the Board of Post Graduate Studies and Research.
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Approved in 13th Meeting of Academic Council held on 18/06/2018
## SPECIALIZATION

**Discipline Specific Elective for 7th Semester**

### FINANCIAL MANAGEMENT

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Approved in 13th Meeting of Academic Council held on 18/06/2018

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Approved in 13th Meeting of Academic Council held on 18/06/2018
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<td>Business Process Reengineering</td>
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<td>DSE</td>
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## PUBLIC POLICY MANAGEMENT

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<td>Analytical tools for Public Administration</td>
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Discipline Specific Elective for 10th Semester

### FINANCIAL MANAGEMENT

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<td>Management Control System</td>
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<td>DSE</td>
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<td>Behavioural Finance</td>
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### MARKETING MANAGEMENT

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<td>Product &amp; Brand Management</td>
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### HUMAN RESOURCE MANAGEMENT

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### INTERNATIONAL BUSINESS MANAGEMENT

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INFORMATION TECHNOLOGY MANAGEMENT

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* In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.

OPERATIONS MANAGEMENT

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<tr>
<td>DSE</td>
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<td>Integrated Materials Management</td>
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PUBLIC POLICY MANAGEMENT

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<td>DSE</td>
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<td>Evaluation of Public Policy</td>
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Approved in 13th Meeting of Academic Council held on 18/06/2018
**BUSINESS ORGANISATION**  
**MBAD-101**

**External Marks:** 75  
**Internal Marks:** 25  
**Total Marks:** 100  
**Time:** 3 Hours

**Unit-I:** Business - Nature, purpose and scope; Business as a system; Objectives of business; Structure of business - Classification of business activities; Social responsibility of business & business ethics; Business and economy, Business and environment interface, Distinction between trade, commerce and business.

**Unit-II:** Forms and formation of business enterprises (meaning, characteristics, formation, merits and demerits of each type): Sole proprietorship, Partnership, Joint Hindu Family, Joint Stock Company, Co-operative societies, Different types of companies. Entrepreneurship: Concept and nature; process of setting up a business enterprise; choice of a suitable form of business organisation, feasibility and preparation business plan.

**Unit-III:** Formation of a company: Promotion, Certificate of Incorporation, Memorandum of Association, Articles of Association, and Prospectus. Sources of business finance: Short term, medium term and long termsources of finance.

**Unit-IV:** Management of Risk and Insurance; Role of Government in business: As promoter, as financer and as regulator; Emerging formats of business organisation: Franchising, Sub-contracting, Strategic Alliance, Outsourcing, Joint Ventures; Mergers, Acquisitions and Take-overs.

**Suggested Readings:**
2. Talloo, Thelman J., Business Organizational and Management, McGraw Hill Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
FINANCIAL ACCOUNTING MBAD-103

External Marks: 75
Internal Marks: 25
Total Marks: 100
Time: 3 Hours

Unit-I: Financial Accounting: Concept, importance, objectives, process and limitations of Accounting. Brief introduction about Generally Accepted Accounting Principles (GAAP). Journal: Concept of Journalizing, Rule of debit and credit applicable to different type of business transactions and types of accounts.

Unit-II: Ledger: Meaning, rules regarding posting and comparison between Journal and ledger. Trail Balance: Meaning and importance of trial balance, Posting and Preparation of trial balance.

Unit-III: Depreciation: Meaning causes, accounting procedure, methods of computing depreciation - straight line method and diminishing balance method,

Unit-IV: Final Accounts without adjustments: Trading account, profit & loss account and balance sheet. Accounting for non-profit organizations; Receipt & payment account, income & expenditure account. Difference between receipt & payment account and income & expenditure account.

Suggested Readings:
1. Dhamija, S. Financial Accounting for Manager, Pearson Education.
5. P.C Tulsian, Financial Accounting, Pearson Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
MICRO ECONOMICS FOR BUSINESS DECISIONS  
MBAD-105

L  T  P  Credit
4  0  0  4

External Marks: 75  
Internal Marks: 25  
Total Marks: 100  
Time: 3 Hours

Unit-I: Nature, Scope and Significance of Micro economic; Micro & Macro Economics; Evolution of Economic Theories: An Overview; Concept of Equilibrium- Static and Dynamic, Central Problems of an Economy, Objectives of a Firm.

Unit-II: Theory of Demand: Meaning, Law of Demand, Types of Demand, Determinants of Demand; Elasticity of Demand, Measurement of Elasticity of Demand and its Implications in Decision Making Process; Introduction to Demand Forecasting; Analysis of Consumer Behaviour: Cardinal and Ordinal Utility Approach

Unit-III: Production and Cost Analysis: Meaning of Production; Production Function, Least Cost Combination of Inputs; Returns to Factor and Returns to Scale; Economies of Scale: Internal and External; Cost Concepts: Theory of Cost in Short and Long Run.

Unit-IV: Market structure: Perfect Competition, Features, Determination of price under perfect competition; Monopoly: Feature, Pricing under monopoly, Price discrimination; Oligopoly: Features, Kinked demand Curve, Cartels, Price leadership; Monopolistic Competition: Features, Pricing Under monopolistic competition, Product differentiation; Price and Non-Price Competition.

Suggested Readings:
2. Agarwal, Vanita, Managerial Economics, Pearson Education.
4. Pindyck, R., Rubinfeld, D, Microeconomics, Pearson Education.
5. Samuelson, Paul, Microeconomics, McGraw Hill Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
Unit-I: Introduction to business mathematics, scope and importance, concept of profit and loss; simple and compound interest. Present value of annuities.

Unit -II: Introduction to set theory; Meaning, types and operations on sets. Venn diagram. Applications and set theorem.

Unit-III: Matrices and Determinants: Definition of a Matrix; Types of Matrices, Algebra of Matrices; Calculation of values of Determinants up to third order; adjoint of a Matrix, elementary row and column operations; Finding inverse matrix through adjoint and elementary row or column operations; Solution of a system of Linear equations having unique Solution and involving not more than three variables (simple problems on applications for managerial decisions).

Unit-IV: Concept of functions, limits and continuity, differentiation, integration, maxima and minima (elementary concepts), simple applications for managerial decisions.

Suggested Readings:
1. Trivedi, K., Business Mathematics, Pearson Education.
6. R. D. Sharma (Text Book Of XII)

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
Unit-I: Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution, role of tabulation, types and construction of tables, significance, types and construction of diagrams and graphs

Unit-II: Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency, different measure, viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; measure of variation viz. range, quartile deviation, mean deviation, and standard deviation, co-efficient of variation.

Unit-III: Correlation and regression: simple correlation between two variables (grouped and ungrouped data), Karl Pearson’s coefficient of correlation, rank correlation concept of regression, regression lines, difference between correlation and regression.

Unit-IV: Index numbers and time series: Index number and their uses in business; construction of simple and weighed indices: Laspeyre’s, Paasche’s, Fisher’s and CPI. Time series analysis meaning and significance, components of time series, trend measurement by moving average method and least square method (fitting straight line only).

Suggested Readings:

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
BUSINESS COMMUNICATION
MBAD-111

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External Marks: 50
Internal Marks: 25
Practical Marks: 25
Total Marks: 100
Time: 3 Hours

Unit-I: Business Communication: Nature and process, factors of communication, forms of communication, importance of communication in business, communication networks, barriers to communication, overcoming barriers to communication.

Unit-II: Communication Skills: Listening skills - process of listening, barriers to listening, overcoming listening barriers, reading skills, oral communication, non-verbal communication.

Unit-III: Written Communication: Principles of effective business writing, business letter components and layout; process of letter writing, types of letters, memos, notices and circulars.

Unit-IV: Business Reports: Features, process of writing report, importance, types of reports, structures of business reports, brochures, agenda of meeting, minutes of meeting, preparing Curriculum Vitae.

Suggested Readings:

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
Unit -I: Introduction to Computer: Definition, Characteristics, Generation of Computers, Capabilities and Limitations; Basic Components of a Computer System-Control Unit, ALU, Input/output functions and characteristics; Memory: Introduction, Classifications; Storage units


Unit-III: Software and its classification: Introduction to Operating System and its functions; Software and its different types; Programming Languages Types and characteristics; Compiler, Interpreter and Assembler; Introduction to algorithms, Flow charts and decision trees: Representation, levels, rules, advantage and limitations.

Unit-IV: Introduction to multimedia: concept, components, uses and advantages, Tools of multimedia, Impact of computers on society, education, business, entertainment, etc., Health issues in use of computers.

Suggested Readings:
2. ITL ESL, Introduction to Information Technology, Pearson Education

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
Unit-I: Introduction - nature and process of management, principles and functions of management, basic managerial roles and skills, approaches to management – classical, human relations and behavioral, systems and contingency approaches; contemporary issues and challenges

Unit-II: Planning and decision making - concept, purpose and process of planning, types of plans, strategic planning, tactical planning and operational planning, goal setting, MBO; decision making - nature and process, behavioral aspects of decision making, forms of group decision making in organizations

Unit-III: Organizing and leading: elements of organizing - division of work, departmentalization, distribution of authority, coordination; organization structure and design; leadership - nature and significance, leadership styles, behavioral and situational approaches to leadership

Unit-IV: Motivation; concept and nature; need hierarchy and ‘motivation-hygiene’ theories of motivation Management control - nature, purpose and process of controlling, kinds of control system, prerequisites of effective control system, controlling techniques.

Suggested Readings:
1. Pravin Durai, Principles of Management, Pearson Education.
2. Robbins, S.P., Coulter, M., Cenzo, D., Fundamental of Management, Pearson Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
FINANCIAL MANAGEMENT
MBAD-104

L T P Credit
4 0 0 4

External Marks: 75
Internal Marks: 25
Total Marks: 100
Time: 3 Hours


Unit-II: Capital budgeting: Meaning, need and objectives, Methods of capital budgeting: Pay-Back Period, Average Rate of Return (ARR), Net Present Value Method (NPV), Internal Rate of Return (IRR) and Profitability Index (PI) method.

Unit-III: Capital Structure: Meaning, Irrelevance of capital structure; Brief introduction about theories of capital structure: Net Income (NI), Net Operating Income (NOI) Approach, Traditional approach and Modigliani-Miller (MM) approach without taxes.


Suggested Readings:
2. Damodaran, A., Corporate Finance- Theory & Practice, Wiley Publication
5. Brealey and Myers, Principles of Corporate Finance, McGraw Hill Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
MACRO ECONOMICS FOR ANALYSIS AND POLICY  
MBAD-106

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External Marks: 75  
Internal Marks: 25  
Total Marks: 100  
Time: 3 Hours


Suggested Readings:
3. Blanchard, Olivier, Macroeconomics, Pearson Education.
5. Mishkin, Frederic S., Macroeconomics- Policy and Practice, Pearson Education.
6. D’Souza, Errol, Macroeconomics, Pearson Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
Unit I: Introduction: Definition of disaster; general effects of disaster; causal factors, disasters and development (cause and effect) meaning of disaster management; types of disasters/hazards: natural, anthropogenic, sociological technological, transport, climate change; social and psychological dimensions of disasters, coping with stress, anxiety and fears; technology and disaster management and latest technological equipments; Disaster Response: Reasons for concern, objectives.

Unit II: Disaster Management: Disaster management agencies and their functions; disaster Risk management: definition, need, obstacles, disaster relief and factors, international approach to integrated disaster risk management; risk mitigation strategies, participatory assessment of disaster risk, disaster reduction; communicable diseases occurring after natural disasters, their prevention. Mass casualty management, technology and disaster management and latest technological equipments to combat disasters.

Unit III: Relief, Rehabilitation, Recovery: Relief, rehabilitation, displacement and development, priorities and opportunities in rehabilitation and reconstruction, relevance of mitigation and its techniques, mitigation measures, people’s participation, disaster recovery: business continuity planning, role of NGOs in managing disasters.

Unit IV: Applications and Future of Disaster management: Bio-terrorism: meaning, threat assessment, GIS and epidemiology, advantages of GIS and its applications in health; India’s natural disaster’s proneness, management of disasters in India: institutional and policy framework; disaster planning, significance of disaster risk reduction, Government policies on the same, strategies presently being adopted; A brief overview of the disaster management act.

Suggested Readings:
1. M. Saravana Kumar, Disaster Management, Himalaya Publishing House
2. Satish Modh, Introduction to Disaster Management, Macmillan
3. Satish Modh, Citizen’s guide to Disaster Management, Macmillan
4. Tushar Bhattacharya, Disaster Science and Management, McGraw Hill Education.

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
UNIT-I: Innovations: Concept of innovation, historic retrospective, typology of innovations, innovation process, Macroeconomic view of innovation approaches to innovations, Assumptions and barriers to innovations, Innovation sources, i.e. science and R&D, technology transfer, push and pull approaches. Processes used to explore innovations along the technology, market and strategy dimensions as the innovation moves from idea to market

UNIT-II: Application of Innovation: Organizational aspects of innovation, Soft methods and techniques of innovation management, Creative approaches, Systemic and analytical methods and techniques of innovation management, Economic aspects of innovations encompassing sources of innovation financing

UNIT-III: Marketing Innovation Products: Strategic considerations on innovations, innovation platforms that incorporate new product development, process innovations, service innovation, service design innovation, multiple product options, portfolios and standards


Suggested Readings:
8. Fraser, Healther, Design Works; Toronto: University of Toronto Press, 2012

In the end term examination, the examiner will set nine questions in all. All questions will carry equal marks. First question will be compulsory and will consist of objective type / short answers / sub-parts from the entire syllabus. Remaining eight questions will be distributed among four units. Each unit will consist of two questions. Students have to attempt one question from each unit.
SEMINAR
MBAD-112

L  T  P  Credit
4  0  0  4

Internal Marks: 50
Practical Marks: 50
Total Marks: 100
Time: 3 Hours

The objectives of seminars is to make learning a fun, entrusting students assignment to present, inculcating presentation and leadership skills among students, involving students to learn actively, offering the presenter student an opportunity of interaction with peer students and staff, assessing student while performing assignment etc. The students will be allotted the topic of presentation by the department and the every student will make and deliver presentations on at-least four topics before the class in the entire semester. Each presentation will of minimum 15 minutes following by questions from other students of the class and as well as by the committee constituted by the Chairman of the department to evaluate the students on the basis of the seminar.

Note:  1. No theory paper of this subject will end.
   2. In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.
## COMPUTER FUNDAMENTALS - II
### MBAD-114

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**Internal Marks:** 50  
**Practical Marks:** 50  
**Total Marks:** 100  
**Time:** 3 Hours

### Unit-I: Working with Operating System (MS Windows)
- Booting a computer system, Checking System Information, Managing Files and Folders: Creating, Moving, Copying and Deleting files/folders, Checking File/Folder properties; 
- Managing Windows: Moving, Sizing and Hiding; Adjusting Mouse properties, Adjusting Display properties, Setting system Date and Time, Customizing Windows START menu, Manipulating Task Bar, Recycle Bin; Using System Administration Tools: Disk Checkup, Disk Defragmenter, Control Panel; Connecting with Wired and Wireless LANs, Working with web browser, Checking IP Address

### Unit-II: Working with MS Word
- Understanding MS Word window and its components, Creating work documents, formatting and managing text, formatting and managing paragraphs, working with style sets, working with lists and tables, sorting of paragraphs, lists and tables, inserting charts and pictures, managing page layout and background, Using SmartArt, Using Mail Merge, Checking spelling and grammar, Managing comments, footnotes and endnotes, Tracking changes in documents, Managing Header and Footer, Adding security passwords to word documents, printing word documents, Working with Word Options

### Unit-III: Introduction to MS PowerPoint
- Understanding MS PowerPoint window and its components, Different views of PowerPoint window, Working with Slides and slide layout, Inserting text, picture, graphics, charts in slides, inserting audio and video in slides, adding notes to slides, manipulating slide design and styles, setting slide layout, Managing slide transitions, Adding animation effects to slide components, Setting up of slide shows, printing slides, handouts and notes, Working with PowerPoint Options

### Unit-IV: Introduction to MS Excel
- Understanding MS Excel window and its components, working with Sheets, Cell referencing, Working with cells and cell range, Using Cut, Copy, Paste and Paste Special, Working with Excel formulae, Using Autofill options, Formatting cell contents, Cell Styles and Conditional formatting, Sorting and filtering of data, working with charts and graphs, Managing page layouts and printing of excel sheets, managing worksheet header and footer, adding security passwords to excel sheets, Switching Between Sheets in a Workbook, Inserting and Deleting Worksheets, Renaming and Moving Worksheets, Hiding Columns, Rows and Sheets, Splitting and Freezing a Window, Working with Excel Options

### Suggested Readings:
1. Jonshon Steve, MS Office 2010 on Demand, Pearson Education.  
2. Lambert, Joan and Cox, Joyce, MOS 2010 Study Guide For Microsoft Word Excel PowerPoint & Outlook, PHI Learning.  
5. Walkenbach, John, Microsoft Excel 2010 Bible (With CD), Wiley Publishing.

### Note:
1. No theory paper of this subject will end.  
2. In addition to the internal Marks, practical shall be conducted by a panel consisting of one internal and one external examiner. Internal examiner will be appointed by the Chairman of the Department and external examiner will be appointed by the Controller of Examinations on the recommendation of the Board of Post Graduate Studies and Research.
**Course Objectives:**
This course seeks to educate the students about ethical matters on corporate and in business and make them sensitive to the consequences of their decisions.

**Course Contents:**

**Unit-I:** Introduction – Nature, scope, objectives, need and importance of business ethics, characteristics of business ethics, factors influencing business ethics, arguments for and against business ethics, Indian Models of business ethics

**Unit-II:** Corporate culture and business ethics, reputation management, employment relationship, affirmative actions, code of conduct, gender issues, ethics audit

**Unit-III:** External Context – Dimensions of pollution and resource depletion, ethics of conserving depletable resources

**Unit-IV:** Contemporary Issues – Ethical implications of technology, ethics in global economy, cross cultural and cross religious issues, ethical investment, insider trading, ethical dilemma regarding competitive intelligence

**Recommended Books**

1. Hartman Laura P, Perspective in Business Ethics, TMH, New Delhi
2. Chakraborty S.K., Ethics in Management, Oxford University Press, New Delhi
3. Bajaj P S and Raj Aggarwal, Business Ethics, Biztantra, New Delhi

**Suggested Books**

2. Fernando: Business Ethics, Pearson

**Note:**

1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
3. Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.
Marketing Management
MBAD-203

L  T  P
4  -  -

External Marks: 75
Internal Marks: 25
Time: 3 hours
Total Marks: 100

Course objectives:
The purpose of this course is to develop and understanding of the underlying concepts, strategies and issues involved in the marketing of products and services.

Course Contents:


Recommended Books

Reference Books

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
3. Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.
PRODUCTION MANAGEMENT

MBAD-205

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Time: 3 hours

Course Objective:

This course aims at providing the students with an understanding of the principles and practical issues in the production Management.

Course Contents:

UNIT-I: Production Management: Introduction, evolution, major long term and short term decisions; objectives, importance and activities, difference between products and services (from POM view point). Meaning and types of production systems: production to order and production to stock; plant location; factors affecting locations and evaluating different locations. Plant Layout: meaning, significance, types and material handling.

UNIT-II: Production planning and control: meaning, objectives, advantages and elements, PPC and production systems, sequencing and assignment problems. Inventory Control: Objective, advantages and techniques (EOQ model and ABC analysis); quality control: meaning and importance; inspection, quality control charts for variables and attributes.

UNIT-III: Materials Management: objectives, characteristics, types and importance, functions and organization. Materials information system, standardization, simplification and variety reduction.

UNIT-IV: Stores Management: meaning, objectives, importance and functions, stores layout; Classification and codification; inventory control of spare parts; traffic and transportation management.

Recommended Books
1. Bedi, Production & Operations Management, 2/e, Oxford University Press.

Reference Books
1. Adam & Ebert, Production & Operation Management, Prentice Hall India, New Delhi.
Course Objectives:
The objective of the course is to familiarize the students with the concept of database and its utility in organization of information.

Course contents:
Unit-I: Introduction to data base management system – Data versus information, record, file; data dictionary, database administrator, functions and responsibilities; file-oriented system versus database system

Unit-II: Database system architecture – Introduction, schemas, sub schemas and instances; data base architecture, data independence, mapping, introduction to data models, types of database systems

Unit-III: Data base security – Threats and security issues, firewalls and database recovery; techniques of data base security; distributed data base

Unit-IV: Data warehousing and data mining – Emerging data base technologies, internet, database, digital libraries, multimedia data base, mobile data base, spatial data base

Lab: Working over Microsoft Access

Recommended Books:
1. Kahate, A., Introduction to Database Management Systems, Pearson Education

Reference Books:
1. Navathe, Data Base System Concepts, TMH, New Delhi
2. Abraham, Korth , Data Base System concepts, McGraw Hill, New Delhi
3. Rob, Database System, Cengage Learning
4. Date C.J., An Introduction to Data Base System, Addision Wesley

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
COURSE OBJECTIVE
The objective of this course is to develop an insight into the utilization of financial and cost accounting information for planning, controlling and decision making in the business. Besides this to have clear understanding of other important tools useful for financial, cost and price related decision making.

COURSE CONTENTS:
Unit-I: Introduction: - Objective, elements of cost, , importance of cost accounting, Methods and types of costing, installation of costing system, difference between cost accounting and financial accounting. Cost Sheet.

Unit-II: Material Control: - Meaning and objectives of material control, material purchase procedure, fixation of inventory levels – Reorder level, EOQ, Minimum level, Maximum level, Danger level and Methods of Valuing Material Issues: LIFO, HIFO, Average cost price(Simple & Weighted Average cost price) ; Labour Cost Accounting: Labour turnover, Idle Time and Overtime.

Unit-III: Management Accounting: - Meaning, nature, scope, objective and functions. Marginal costing: Meaning, advantages, disadvantages, Cost-volume profit analysis, Break-even analysis, practical application of marginal costing techniques with decision making: Make or Buy, Change in product Mix, Shut down Decision.


RECOMMENDED BOOKS

REFERENCE BOOKS
4. Shah, Management Accounting, Oxford University Press
5. Hanif M., Cost and Management Accounting, TMH, New Delhi.

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objective: To help the students to acquire the conceptual knowledge of the corporate accounting and to understand the various techniques of preparing the accounting and financial statements.

Course Contents:


Unit II: Final Accounts of Companies-Preparation of profit and loss account and balance sheet adjustments and provisions as per Companies’ Act, Valuation of Goodwill- valuation methods with simple problems.


Unit IV: Final Accounts of Banking and Insurance Companies- Various provisions and Preparation of final accounts.

Recommended Books:
1. Rajasekaran, Corporate Accounting, Pearson Education.

Reference Books:

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
Course Objective
The objective of this course is to sensitize towards the overall business environment within which organization has to function and to provide insight to students of its implication for decision making in business organizations.

Course Contents:

Unit-I: Environmental studies – Nature, scope and importance, natural resources – renewable and non-renewable resources, use and over-exploitation/over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles.

Unit-II: Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; various types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems, Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions, role of an individual in prevention of pollution.

Unit-III: Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, Wasteland reclamation, consumerism and waste products.


Recommended Books:
1. Basak P.C., Environmental Studies, Pearson India Education Services Pvt. Ltd.,Noida
2. Nath Manju, Environmental Studies, Pearson India Education Services Pvt. Ltd.,Noida

Reference Books:
3 Joseph Benny, Environmental Studies, TMH, New Delhi

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objective:

To provide students with a better understanding of behavioural processes and thereby enable them to function more effectively in their future roles as managers of human resources.

Course Contents:

Unit-I: Introduction: Definition and concept of Organizational Behaviour, nature and scope of OB, elements of OB, contributing disciplines to OB, challenges for OB, evolution of OB.

Unit-II: Individual processes: Attitudes, Values; Perception – concept, process and applications; Personality - concept, determinants, theories and applications; Learning – concept and theories of learning, reinforcement.

Unit-III: Team processes: Motivation – concept and theories of motivation; Group behaviour – concept, types of group, group development, group dynamics; Teams - types, creating effective teams; Conflict – concept, sources, types, management; Organizational power and politics.

Unit-IV: Organizational processes and Stress management: organizational structure – elements of organizational structure; organizational culture; organizational change – concept, resistance to change, managing resistance to change, Lewin’s three- step model of change; Stress – sources, consequences and management, Emotional intelligence.

Recommended Books:
1. Robbins Judge and Vohra, Organizational Behaviour, Pearson, New Delhi.

Reference Books:
Course Objective
To help the students develop an understanding of the management of human resources and develop abilities and skills required to manage them.

Course Contents:
Unit I: Human Resource Management – meaning, definition, objectives and scope of HRM, evolution of HRM, Difference between Personnel Management and HRM, HRM functions, role of personnel manager and HR manager, qualities of HR Manager.

Unit II: Job analysis: definition, process, methods of job analysis, Human Resource planning: concept, objectives, importance, and process of HRP. Recruitment: definition, objectives and sources of recruitment. Selection: introduction, selection process, difference between recruitment and selection.


Recommended Books:

Reference Books:
1. P.Jyothi and D.N. Venkatesh, Pearson, Noida

Note:
1. A minimum of Three (03) and maximum of Eight (08) cases shall be discussed by the faculty
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objective:
The purpose of this course is to acquaint students with various laws, forces and regulatory measures governing business operations in India.

Course Contents:

Unit-I: The Indian Contract Act: Nature and Kind of a valid Contracts; Offer and acceptance; Consideration; Contractual capacity of parties; Free consent of parties; void agreements; performance of contracts; breach of contract and discharge of contracts; Quasi-Contracts.


Recommended Books:
2. Kapoor N. D., Mercantile Law including Industrial Law, Sultan Chand, New Delhi.

Reference Books:
2. Kapoor N. D., Mercantile Law including Industrial Law, Sultan Chand, New Delhi.
3. Tulisian P.C., Business Law, TMH, New Delhi
4. Saleem, Shaikh, Business Environment, Pearson, New Delhi

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objectives: The learners would be able to acquire knowledge in Legal & regulatory framework of the banking system.

Course Contents:

Unit-I: An overview of banking sector—structure and growth; functions; Development of Banking in India: Reforms in Banking Sector: sources of bank funds; sources of bank incomes: Role of banking system in the economic growth and development; Importance of Banking system for financial inclusion.

Unit-II: Evolution of the Reserve Bank of India, Organization and Management of the RBI Functions of the RBI; NABARD- its functions and organization: Schedule Commercial Banks; Regional Rural Banks; Cooperative Banking; Private Banking & Foreign Banking; An overview of Non-Banking Financial Companies;

Unit-III: An introduction of Banking Operations in India; Role and Importance of CIBIL for banks; CAMEL approach and disclosure requirement for bank’s financial health; RBI guidelines on KYC policy; Sources of liquidity risk; key principles for liquidity management; approaches of liquidity management; interest rate risk management concept and functions.

Unit-IV: Risk management and Basel-II; risk based capital standard and application of capital adequacy; principles and objectives of credit management; Meaning and types of credit risk; Basel committee principles on credit risk; Sources of liquidity risk; key principles for liquidity management; approaches of liquidity management.

Recommended Books:
1. IIBF, General Bank Management, McMillan Publication

Reference Books:
2. Credit Management, ICFAI press
4. Tannan’s Banking-Law & practice in India—(volume 1.11 & Ill) - Wadhava& company

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
INTRODUCTION TO INFORMATION TECHNOLOGY
MBAD-210

L  T  P  Credit  External Marks: 50
3  -  2  4  Internal Marks: 25
            Practical: 25
            Total Marks: 100

Time: 3 hours

Course objectives:
The objective of this paper is to familiarize the student with the basics concepts of information technology, multimedia, HTML, web design and IT applications and with focus on today’s business environment.

Course Contents:
Unit-I: Information Technology: Basics, Prerequisites of Information, Introduction to IT and its development, Impact and Future of IT in Business Organisation, IT infrastructure: Evolution of systems, IT infrastructure management activities, challenges in IT infrastructure activities, Design issues with IT organizations

Unit-II: Multimedia and HTML: Introduction to Multimedia, components, Multimedia anchoring tools, Multimedia applications in business, marketing and advertising, web applications of multimedia; HTML Basics: Understanding HTML, Structure of HTML Document; HTML tags, inserting images, creating hyperlinks, anchors, tables, forms and frames

Unit-III: Web Design and Technology: Requirements of intelligent websites; Website planning process; Website organization; Useful and attractive web pages; Website and page development tools; Testing and maintaining a website; Evaluating web site performance.

Unit-IV: Information Technology Applications: Enterprise resource planning – concept, benefits and applications; Supply Chain management – concept, supply chain decisions, principles of SCM; Data warehousing – concept, types of architecture, advantages, disadvantages and applications.

Lab: Practice of multimedia tools and web page design using HTML

Recommended Readings:
1. Choubey Kumar Manoj, Singhal Saurabh, IT Infrastructure and Management, Pearson Education, New Delhi
2. Manish Mahajan IT Infrastructure & Management Acme learning
3. Rashi Agarwal Computer Organisation and Design, Acme learning
4. Faithe Wempen, Microsoft Step by Step -HTML and XH, Prentice Hall of India, New Delhi

Reference Books:
5. Molly, Using HTML 4, PHI, Delhi

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
BUSINESS RESEARCH METHODS
MBAD-212

L T P  
4 - -

External Marks: 75
Internal Marks: 25
Time: 3 hours
Total Marks: 100

Course Objectives:
To equip the students with the basic understanding of the research methodology. It will also provide an insight into the application of modern analytical tools and techniques for the purpose of better management decision-making.

Course Contents:

Unit-I: Introduction: Concept of research and its applications in the various functions of management; Types of research. Problems and precautions to the researcher in India. Process of research: Steps involved in research process, Features of a good research study. Identification of research problem & formulation of research hypothesis: Defining the research problem and problem identification process, formulation of research hypothesis and its types.

Unit-II: Research Design: Features of a good research design; Exploratory Research Design – concept, types and uses; Descriptive Research Designs - concept, types and uses; Experimental Design: Conditions for making causal inferences, validity in experimentation: internal and external validity, types of experimental designs; Concept of Independent & Dependent variables, concomitant variable, extraneous variable, Treatment, Control group. Qualitative and quantitative research.

Unit-III: Data Collection: Classification of data, secondary Data: research applications of secondary data, benefits & drawbacks of secondary data, evaluation of secondary data &classification. Primary source of data collection: observation, focus groups, depth interviews, content analysis, projective techniques, Preparation of questionnaire and schedule; types of questionnaire, questionnaire design procedure & Precautions in preparation of questionnaire. Measurement & Scaling

Unit-IV: Sampling considerations: sampling concept, sampling design, types, determination of sampling size. Data processing: Data editing, coding, Classification & tabulation of data. Analysis of data: Coding, editing and tabulation of data; various kinds of charts and diagrams used in data analysis. Univariate and bivariate analysis of data.

Recommended Books
1. Chawla D and Sondhi N., Research methodology Concepts &cases, Vikas publication.

Reference Books
2. Saunders, Research Methods for Business Students, Pearson, New Delhi
3. Collis J and Hussey R., Business Research, Palgrave publication
5. Bryman, Alan & Emma Bell, Business Research Methods, Oxford University Press.

Note:
1. Latest editions of the suggested readings are to be referred.
   The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
COMPANY LAW
MBAD-301

L T P External Marks: 75
4 - - Internal Marks: 25
Time: 3 hours Total Marks: 100

Course Objective
The objective of this course is to acquaint students with the basic definitions given in companies act. Students will be able to develop understanding about various types of companies and their formation, various statutory documents, meetings and company management.

Course Contents:


Unit-II: Prospectus and its content; Share and Share Capital- kinds of shares, allotment of shares, transfer of shares and; Borrowing and acceptance of Deposits by company.

Unit-III: Membership in Company; Directors- Appointment, Removal, Powers and Duties of Directors, Independent and small shareholders Director.

Unit-IV: Company Meetings, Meetings of Board; Accounts and Audit; Prevention of Oppression and Mismanagement; Winding up of company.

Recommended Books

Reference Books
2  Tulisian P.C., Business Law, TMH, New Delhi
Course objectives:
The objective of this course is to sensitize towards the overall business environment within which organization has to function and to provide insight to students of its implication for decision making in business organizations.

Course Contents:

Unit-I: Nature, components and determinants of business environment; basic nature of Indian economic system; growth of public and private corporate sector; social responsibility of business;

Unit-II: Review of industrial policy developments and pattern of industrial growth since 1991; industrial licensing policy; public sector reforms; privatization and liberalization trends; growth and problems of SMEs; industrial sickness

Unit-III: Development banking: an overview and current developments; regulation of stock exchanges and the role of SEBI; capital market reforms; banking sector reforms; challenges facing public sector banks; growth and changing structure of non-bank financial institutions

Unit-IV: Trend and pattern of India’s foreign trade and balance of payments; Foreign trade policy; India’s overseas investments; policy towards foreign direct investment; globalization trends in Indian economy; role of MNCs; impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment

Recommended Books


SUGGESTED READINGS:

4. Govt. of India, Economic Survey (latest year)

Note:
1. Latest editions of the suggested readings are to be referred.
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
3. Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.
Course Objective:
The main objective of this course is to promote an in-depth understanding of the fundamentals of capital market and practice as well as to enhance users’ ability to apply such concepts to make better informed professional decisions.

Course Contents:
Unit I: Introduction: elements of Indian financial system, Capital market segments, participants and functions. Regulatory framework of capital market in India. Role of capital market in resource allocation and capital formation. An overview of various capital market instruments available in India.

Unit II: Financial Intermediaries framework in capital market: Primary market intermediaries-merchant bankers, underwriters and bankers to issue, secondary market intermediaries-stock brokers and sub brokers and their registration, registration of trading and clearing members, clearing and settlement process of transactions and fund settlement in secondary market.

Unit III: Capital Market investment institutions: Role, objectives and importance of Industrial development financial institutions, Mutual fund, Pension fund, Insurance companies & venture capital fund in economic development of Indian economy.

Unit IV: Investor Protection Fund: objectives and grievance redressal mechanism under IPF, Investor protection and education fund- objectives and important provisions, Securities appellate tribunal-procedures, obligations of banking companies and financial institutions under the prevention of money laundering act, 2002.

Recommended Books

Reference Books
4. NCFM (Capital Market Dealers module work book) www.nseindia.com
5. Indian Securities Market by NSEIL Publication

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
# COMPUTER NETWORKS AND INTERNET

**MBAD-307**

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**Time:** 3 hours

**Course Objective:**
To familiarize participants with technologies like networking and internet and to build skills in applying these technologies to various business processes

**Course Contents:**

**Unit-I:** Evolution on Computer Networks, Impact of Computers Networks on Business, Data Signals: Analog and Digital signals, Bandwidth, Data Transmission: Communication Modes, Transmission Modes, Transmission Media.

**Unit-II:** Computer Networks: Basic concept, Advantages, classification, topologies, Components of computer networks: Hardware components, Software components. Network Architecture Models: Introduction to OSI and TCP/IP Models

**Unit-III:** Internet: History and Development, how it works, control mechanism. WWW: Hypertext and Hyperlinks, Websites and web pages, URL, IP addressing and Domain Naming System. Internet and WWW tools and Applications: Browser, FTP, Telnet, Email.


**Recommended Books:**
1. Dhunna, Mukesh and Verma, Deepak, Computer Networks and Internet, Vayu Education of India
2. Forouzan, B. A., Data Communication and Networking, Tata McGraw Hill
3. Tanenbaum, A. S., Computer Networks, Pearson Education

**Reference Books**
5. Prakash C. Gupta, “Data Communications and Computer Networks”, PHI
6. Bertsekas & Gallager “Data Network”, PHI

**Note:** Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
**Course Objective:**
This course aims at providing students with a comprehensive understanding of the theoretical and applied aspects of retail Management.

**Course Contents:**
**Unit I:** Retail Management- Meaning, scope, organised v/s unorganised retailing, offline v/s online retailing, factors affecting and challenges for the growth of retail sector in India, retail formats-classification and characteristics, segmentations of retail stores in India.

**Unit II:** Understanding Shopper Behavior- need, process, and factors influencing the retail shopper behavior, Retail Location- types, steps involved in choosing a retail location decision, store design, layout and visual merchandising- various elements and their importance.

**Unit III:** Retail Merchandising- meaning, functions of merchandising, process of merchandise planning and sourcing, Category Management- reasons for category management, category management process, Retail pricing strategy- factors affecting retail pricing strategy and retail pricing policies.

**Unit IV:** Retail Marketing Mix- STP approach, tools of retail communication mix, Service quality in retailing-models of service quality and their importance, dimensions of service quality and their applications in various retail formats, retail store image and determinants, customers’ loyalty-types and importance.

**Recommended Books**
1. Berman, Barry & Evans, Joel R. “Retail Management”, Pearson Education.
2. Vedamani, Retail Management, Pearson Education.

**Reference Books**

**Note:** Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
SALES AND DISTRIBUTION MANAGEMENT
MBAD-311

L T P External Marks: 75
4 - - Internal Marks: 25
Time: 3 hours Total Marks: 100

Course Objective:
To develop an understanding of Sales and Distribution Channel Management with regards to Business Development and in correlation to the Marketing Management as Process in coherence with the complete Supply Chain Management System

Course Contents:
Unit I: Introduction to Sales Management: The Sales Management Function, Nature, Scope and Importance; Personal Selling Process and Approaches; Sales Forecasting: Methods and Types of Sales Forecasting, How to Improve Sales Forecasting; Sales Territory Design: Benefits and Procedure of Territory Design.

Unit II: Sales Force Management: Organizational Structure its purposes, types and Size of the sales force. Recruiting and Selecting Sales Personnel; Training Sales Personnel; Motivating the Sales Force; Sales Force Compensation; Evaluating Sales Performance.


Recommended Books

Reference Books

Note:
1. A minimum of Three (03) and maximum of Eight (08) cases shall be discussed by the faculty
2. The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Every student of MBA shall be required to undergo a practical **training in an industrial** organization approved by the Institute as per their scheme of examination.

The evaluation of the Report will be done as per scheme of examination. A candidate shall submit her/his Summer Internship Report as prescribed in scheme of examination. In case a candidate’s report is rejected or s/he is unable to complete it within the prescribed period for her/his category, s/he may be dealt as reappear in that paper and will be dealt accordingly.

The detailed guidelines for Summer Internship and the specific aspects and format of the Summer Internship Report are available at annexure ‘A’.
Course Objective:
The aim of the course is to help the students to understand the laws governing Human Resource Management and how to handle industrial relations.

Course Contents:

Unit II: Trade Unions- Introduction, meaning, definitions, role, nature objectives and functions of trade unions, reasons for joining trade unions, problems of trade union, Types of trade union(craft, industrial and general union); Political affiliations of trade union, Recognition of Trade union, Rights and privileges of registered union. Recommendations of the second national commission on labour


Unit-IV: Legal framework of Industrial relation: Industrial Health and Safety: Need for industrial health and safety, Accidents, Occupational hazards and diseases, Tends in Occupational diseases and accidents, Statutory and Non-Statutory Safety measures, Administration of industrial safety and health.

Recommended Books
4. Venkatratnam: Industrial Relations, Oxford University Press

Reference Books

Note:*The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objective:
This course aims at providing students with a comprehensive understanding of the theoretical and applied aspects of Insurance.

Course Contents:

Unit I: Insurance- Meaning, scope and principles of insurance, types of insurance- Life Insurance, Health Insurance, Automobile Insurance, Industrial Insurance, Marine Insurance, Crop Insurance. Re-insurance, Underwriting in insurance, factors affecting the growth of insurance sector in India, Role of IRDA as a regulator on insurance sector in India.

Unit-II: Life Insurance- need, factors affecting the need of life insurance, Unit-linked insurance plan and traditional plans in life insurance, criteria for the selection of life insurance policy.

Unit-III: Health Insurance- need and types, criteria for the selection health insurance policy, Third Party Administration (TPA): Origin of TPA, role of TPA as mediator, functions of Third Party Administration.

Unit-IV: Pricing and Distribution Channels of Insurance Plans- factors affecting the pricing of various types of insurances, Online and offline mode of distribution insurance, insurance brokers and agents, banking outlets.

Recommended Books
3. Gupta, PK., Fundamentals of Insurance, HPH.
4. Mishra, M. N., Principles and Practices of Insurance, S. Chand and Sons

Reference Books
3. Hansell, D.S., Elements of Insurance, Macdonald& Evans Ltd.

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
Course objectives:
The objective of this paper is to familiarize the participants with the concept and process of system analysis and design for new system development.

Course Contents:
Unit-I: Introduction to analysis and design: SDLC, Case tools for analyst, role of system analyst, ER data models, feasibility study – economic, technical, operational.

Unit-II: Design of Application: DFDs, form design, screen design, report design, structure chart, data base definition, equipment specification and selection, personnel estimates, I-O design.

Unit-III: Implementation: data dictionary, decision tables, decision trees, Education and Training-System Testing-Change over, Maintenance and Review.

Unit-IV: Introduction to distributed data processing and real time system: evaluating distributing system, designing distributed data base, event based real time analysis tools

Recommended Books:
1. Elias, M., System Analysis and Design, Prentice Hall of India
2. Rajaraman, V. Analysis and Design of Information Systems, New Delhi, PHI.

Reference Books:

Note: Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting one question from each unit.
E-COMMERCE
MBAD-308

L T P
3 - 2

External Marks: 50
Internal Marks: 25
Practical:25
Total Marks: 100

Time: 3 hours

Course objective:
To familiarize participants with the growing role of electronic commerce and its application in business

Course Contents:

Unit-II: E-Commerce Infrastructure: Evolution of the Internet and key concepts, commercialization of Internet service, Network infrastructure for e-commerce comprising of hardware and software requirements, e-commerce enabling features of the Internet and WWW; Process involved and major considerations in the development of e-commerce website; Factors in optimizing websites for performance.

Unit-III: Online Payments systems; Security Threats and countermeasures in e-commerce environment: Cyber Fraud and solutions, Digital Signatures, Digital Certificates, Concept of Encryption and Cryptography, Public and Secret key encryption; IT Act to legalise E-commerce, Taxation in relation to E-Commerce, Consumer Protection in Cyberspace.

Unit-IV: E-Commerce Applications: EDI:Nature, Benefits of EDI, Demerits of EDI; Online Retailing; Online Content and Publishing; e-procurement and Supply Chain Management; Online auctions, e-commerce portals and Social networks.

Recommended Books:

Reference Books
1. Deitel H., Dietel P. and Steinbuhler K., e-Business and e-Commerce for Managers, Pearson Education
2. Chaffey, Dave, E-Business and E-Commerce Management, 3/e, Pearson Education

Note:*The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
INTERNATIONAL BUSINESS
MBAD-310

L T P
4 - -

External Marks: 75
Internal Marks: 25
Total Marks: 100

Course objectives:
The objective is to impart knowledge and skill of analysis of operational processes of business between two or more nations.

Course Contents:


Unit-III: Balance of Payment: Concept, Components of BOP, and Disequilibrium in BOP - Causes for disequilibrium and Methods to correct the disequilibrium in Balance of Payment. Foreign Exchange Market: Nature of transactions in foreign exchange market and types of players. Foreign direct investment: Types, reasons of increased FDI inflow in developing economies, impact of FDI in home and host country.


Recommended Books

Reference Books
2. Charles W. L. Hill, Irwin, International Business, TMH, New Delhi
4. Shiva Ramu S., Globalisation and Indian Liberalisation, South Asia Publication, New Delhi.

Note:*The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Course Objective:
To give students proper understanding of logistic management in International Business.

Course Contents:
Unit-I: Marketing Logistics: Concept, objectives and scope; System elements; Relevance of logistics in international business; International supply chain management and logistics; Transportation activity – internal transportation, inter-state goods movement; Concept of customer service.Key Logistics Functions, Supply Chain Management: Principles of SCM; Difference between SCM and Logistics; SCM for Improved Customer Service and Enhanced global Competitiveness.

Unit- II: General Structure of Shipping: Characteristics, liner and tramp operations; Code of conduct for liner conferences; Freight structure and practices; Chartering principles and practices; UN convention on shipping. International Transportation: International Transport System, Choice of Mode – Rail, Road, Air and Sea – Evolution and Perspectives of Indian Shipping Industry; Problems UN Convention on Shipping, Freight Structure and Practices; Linear Operations; Tramp Operations Chartering Principles and Practices – Air Transportation Advantages; Carrier-consignee Liabilities, Total Cost Concept.

Unit- III: Developments in Ocean Transportation: Containerization; CFS and inland container depots; Dry ports; Multi-modal transportation and CONCOR; Role of intermediaries including freight booking, shipping agents, C&F agents, Ship owner and shipper consultation arrangements. Role of Ports: Port Organization and Management Responsibilities of Port Trust, Growth and Status of Ports in India, Carriage of Goods – Legal Aspects; Port Services Pricing.

Unit-IV: Ware Housing: Inventory Management – Concepts and Application; Significance and Types of Ware Housing Facilities; Total Cost Approach – Containerization: CPS and Inland Container Depots, Dry Ports, Multi Model Transportation and CONCOR; Problems and Prospects.

Recommended Books

Reference Books
11. Shipping Documents and Reports, UNCTAD.
12. Use of Maritime Transport Volume one: ESCAP, UN.

Note:*The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
PERSONALITY AND SOFT SKILLS DEVELOPMENT

MBAD-314

L T P
4 - -

Time: 3 hours

Internal Marks: 50
Practical Marks: 50
Total Marks: 100

Course Objective:
To provide students knowledge and skills required for making them an effective manager with adequate soft skills required for any organization.

Course Contents:

Unit-I: Personality Development, soft skills, identifying, improving and practicing soft skills, Self – discovery: SWOT Analysis, Self Confidence, Self Esteem.

Unit-II: Goal setting, life and career planning, Positive Attitude, Self-motivation, Creativity and problem solving.

Unit-III: Team building, Presentation skills, Interview skills, Group Discussion, Negotiation skills.

Unit-IV: Time management, Stress management, Business etiquettes, Body language.

Recommended Books:


Reference Books:


Note:*The list of cases and other specific reference material including recent articles will be given by the instructor at the time of launching the course.
Objective: The objective of the course is to assess the capacity of the student to articulate and comprehend what is being learned by him during full duration of the programme i.e., in all the sixth semesters of the course.

The Comprehensive Viva Voce shall carry 100 marks in total. The Comprehensive viva-voce shall be taken by an external expert appointed by the University on the recommendation of Chairman, PGBOS. Comprehensive viva-voce will include project Report vice-voce as well.
As part of the requirements to be fulfilled for the award of the degree of Masters in Business Administration (MBA)- 5 Year Dual Degree Programme from Deenbandhu Chhotu Ram University of Science & Technology, Murthal students are expected to undergo a 6-8 weeks summer internship after their second semester and during their summer break (June-July). The candidates are expected to present a report on the same in their third semester. This document contains details of expected practices and guidelines with respect to the summer internship and subsequent report. Clearly general guidelines such as these may not cover all circumstances. Particular emphasis and minor adjustments may be necessary in individual cases. Such adjustments are to be brought to the notice of the faculty and only on their approval it should be incorporated in the report. It is thus imperative that students consult their faculty members for specific advice and guidance on matters pertaining to the design and content of internship and of course, the reporting of it.
PART 1: THE SUMMER INTERNSHIP

Every participant of the MBA 2 Year course is expected to undergo 6-8 weeks of summer internship during their summer break after second semester examinations. They are also required to submit a report on the same in their third semester which will be treated at par with a full course.

1.1 Objectives of the Summer Internship

- To provide extensive exposure to the participant of hands on experience in a corporate environment
- To provide participants an opportunity for application of knowledge and techniques learnt in the first year of their programme to real business problems and to test out and enrich one’s understanding, knowledge and skills
- To give participants an insight into the working of the real organizations and gaining deeper understanding of specific functional areas
- To help participants develop an appreciation for the linkages among different functions and developing a realistic managerial perspective about organizations in their totality
- To provide a platform for the corporate to test the reliability, quality and performance of the participants and make a match for final job offer later if they so deem fit

1.2 Supervision

During the internship the student will be under the supervision of a person in the organization who will act as his/her corporate guide. He/she will provide guidelines on how the student should work during the stay with the organization. In addition, each student will be guided by a faculty of Department of Management Studies, DeenbandhuChhotu Ram University of Science & Technology, Murthal. The student will be required to report to the faculty guide immediately after joining the company for the project (Format as in the Annexure I). The student is required to meet the faculty guide before departing for the summer internship and take necessary instruction from him/her.

The faculty guide may consult the corporate guide from time to time for obtaining information on the progress of the internship of the student.

1.3 Participant’s Conduct during the Internship

The participants are required to be thorough professional during the course of their internship. Following are certain Do’s and Don’ts that the participants are expected to follow:

1. The participants are required to abide by the rules of the organization where they are undergoing their internship
2. The corporate organization will be taking a strong view of the punctuality and behavior of the participant during the internship and therefore the participant is required to be on his/her best behavior and inculcate the good norms of the organization.
3. In case a participant has to take leave of absence, he/she has to take necessary permission from the organization and the faculty guide before he/she proceeds on leave.
4. In case the participant is to take up project-based work at the instance of the company he/she should conduct it to his/her best capabilities under the guidance of the faculty/corporate guide.
5. No participant should try to copy or use information in such a way that will project false and baseless for the company. All participants are required to maintain strict confidentiality of any information they come across in the organizations in course of their internship. The participants involved in any malpractice shall be duly penalized.
6. Be active, enthusiastic, motivated, energetic pro-active and work hard
7. Try to plan your time and what you expect from summer internship week by week
8. Keep a daily/weekly record of the progress of your internship
9. Maintain healthy and cordial relationship with the people in organization while understanding and respecting the culture of the organization and its structure.

10. Do not take the Internship lightly and casually and give an impression that you are doing the internship just for the sake of it. Put your heart and soul to it.

11. Try to stay clear from the internal politics and discords that the organization members might have between them.

1.4 Role of the Organization and the Preceptor

The sponsoring organization agrees to provide a preceptor/supervisor to oversee the participant's internship. The preceptor/supervisor should have expertise in assigned project areas, experience and status within the organization, and an interest and competence in supervising and mentoring. As a mentor, the preceptor/supervisor shares organizational values, experiences and contacts with the student to facilitate a successful organization practice internship. The preceptor/supervisor provides an orientation to the organization and to the student's specific projects. This may include:

- describing the organizational mission and vision
- introducing the intern to key people within the organization
- arranging informational meetings with key personnel in student's area of interest
- providing information about the target population
- reviewing organizational policies and procedures
- familiarizing the intern with office equipment and procedures

Projects assigned to the student should meet the organization's needs as well as the participant's earning objectives. The preceptor and supervisors assist the participant by providing access to the resources needed to complete the work. The participant is encouraged to apply classroom learning. An ideal project allows the participant to take initiative, work on a team and work with other disciplines. The participant benefits from attending meetings with management and other leaders within the organization to gain a better understanding of the broader context of the organization. The preceptor is encouraged to invite the participant to observe special meetings and attend in service trainings throughout the internship.

The preceptor meets with the participant on a regular basis to discuss progress on projects and learning, as well as any issues that may arise as a result of the participant's activities. Frequent feedback on both strengths and areas for improvement is crucial to the participant's professional development.

If the participant has been assigned a supervisor for the project who is not the preceptor then the preceptor and supervisor should work together to provide the necessary guidance and feedback for the intern. Joint meetings to discuss projects and progress may be helpful. Conducting informational interviews with key individuals in the organization is another important way for participant to gain a broad organization perspective and professional confidence.

1.5 Student's Role and Responsibilities

The internship provides exposure and access within organizations that participants may not otherwise have the opportunity to experience during the early years of their organization careers. The participant is expected to function as a professional, which is reflected in the projects and activities performed and in relationships with the organization's administrators and other staff. The participant is responsible to the preceptor for agreed upon projects and work duties.
Students are expected to:

- assist the preceptor with management of the internship experience
- provide professional quality work
- comply with the policies and procedures of the organization integrate within the structure of the organization
- take initiative in designing or implementing a project
- complete academic and professional assignments related to the placement

PART 2: SUMMER INTERNSHIP REPORT

2.1 Basic Requirements

- All the students have to prepare and submit a written project at the end of the internship.
- Each participant will make at least two hard bound copies of internship report in the recommended format to be submitted to the office of the Chairman individually along with the requisite fees
- The submission is to be made within one month of the completion of the summer internship.
- The copies are to be hardbound copies and should have the contents of title page inscribed/pasted on them.
- It is the students’ responsibility to organize the binding and make sure that the copies are ready before the submission date.
- The report should include a certificate issued by a competent authority from the company as provided in Annexure II
- The copies must be signed by the supervising authority at the organization only in the bounded form.
- The report should also accompany the Summer Internship Feedback Form (as in Annexure IV) duly signed by the supervisor at the sponsoring company
- This may not necessarily be a statistical or analytical report; it could be learning and experience sharing too.
- Detailed format and guidelines for writing the report are attached herewith for your reference in subsequent sections.

PART 3: SPECIFIC ASPECTS OF THE REPORT

What follows is an attempt to provide students with some rules, and some helpful advice on an acceptable practice. However, students are still advised to consult their faculty for more specific advice in relation to their summer internship report.
1.1 The Generic Structure

Certificate
Acknowledgements
Abstract/Executive Summary
Table of Contents

CHAPTER 1 AIM & ESTABLISHMENT OF THE COMPANY
- Establishment of the company
- Position in Industry
- Types of services/products given/produced
- Mission statement and aim of the company

CHAPTER 2 POLICY OF THE COMPANY
This chapter enlists organizational policies concerning customer services, personnel (motivation, how staff are expected to behave etc.) production, advertising/promotion, environment and so on. For example, 'The customer is always right'; 'Do not harm the environment'; 'Staff must wear uniform'; etc.

CHAPTER 3 ORGANIZATIONAL STRUCTURE OF THE COMPANY
- Departments and functions of each department
- Organizational chart of the company
- Key Personnel

CHAPTER 6 EXPERIENCE GAINED AND PROBLEMS FACED
- What did you learn? How will this experience help you in the future?
- Problems faced
- What was missing/lacking?
- How could you have done your work better?
- How could you have gained more experience?

CHAPTER 7 CONCLUSION, SUMMARY AND RECOMMENDATIONS
3.2 Specific Mechanics of the Report

3.2.1 Word Length
The total length of the report is 15,000-25,000 words (70-100 A-4 size pages). This length is exclusive of title and contents page, figures, tables, appendices and references.

3.2.2 Plagiarism
Plagiarism, that is, the willful representation of another person’s work, without the acknowledgement or the deliberate and unacknowledged incorporation in a student’s work of material derived from the work (published or otherwise) of another, is UNACCEPTABLE and will incur the penalty of outright failure.

3.2.3 General Text
Text should be one and a half spaced using printing on both sides of the pages and duly numbered. However, new chapters, sections, etc. should start from odd numbered pages.

Font: Times New Roman, Size 12, Justified (both left and right) alignment

In-text emphasis: Use italics or bold typeface

Paragraphs: 0.5” First line indentation; One and half line spacing with 12point space after paragraph

Page Margins: Top: 1”; Bottom: 1”; Inside: 1.5”; Outside: 1” (Mirrored layout)

Page numbers:
- Centered at the bottom of the page
- Roman numerals (i, ii,...) should be used from the pages preceding Table of Contents (excluding the title page)
- The main body of the text (where the Introduction) commences on Page 1
- The pages included in Appendices/Annexure are to be numbered in roman numerals (I, ii,...)

3.2.4 Headings:
- Chapter Headings size 16 in bold typeface
- Sub-Headings size 14 in bold typeface
- Main Chapter headings in block capitals
- Chapter headings left justified at the top of a new page
- All other headings justified and followed by a single line space
- Use sub-headings together with a numbering system used in this document thus giving structure to your work.

3.2.5 Quotations:
- Single line-spacing
- Indented left and right
- Justified left and right
- Must include author name, date and page number referring to the parent text

3.2.6 Tables, Figures etc.
- Must be numbered according to the chapter (e.g. Table 5.1 means that it is located in Chapter 5 and that it is the first table presented and discussed in this chapter)
- Must have a title at the top and key (legend) underneath
- The table title must be set in sentence case (only first letter in capital) as follow:
  
  Table 5.1 Summary of sample characteristics

- Only the Table index number should be in bold. Rest of the title should be in plain text.

3.2.7 Typing and Proof Reading
Always proof read your copies for good grammar and presentation before handing your work to your supervising faculty. Special attention should be made to the final draft of your report. Be prepared for the unexpected such as hard disk failure, loss or corruption of CDs and printer failure. Use back-up disks and always keep (updated) hard copies of your work in case of an emergency!
### Summer Internship – Joining Report

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_________________________  __________________________
(Signature of Student)       (Signature of Supervisor)

[Send a copy of this form to the Department office within one week of joining by post/fax/email]
Certificate

This is to certify that Mr./ Ms. ___________________________ of __________(batch) of __________________________ (name of the department/institute) has worked with our company for his/her summer internship from __________ (date) to __________ (date) and has worked on ___________________________________ (project title).

The work carried out by him/her and performance shown by him/her during the period was found excellent/very good/good/average. This certificate is being issued to meet the requirement of the University.

__________________________________________
(Signature of Supervisor)

Date:

Name and Designation of Signatory
Seal/Stamp of the Organization
SUMMER INTERNSHIP REPORT

Conducted at

NAME OF THE COMPANY

on Project (if any)

TITLE OF PROJECT

Submitted to
Deenbandhu Chhotu Ram University of Science and Technology, Murthal

in the partial fulfillment of requirements for the award of
degree of Master of Business Administration
Session [20_ _ - 20_ _]

Submitted by
Name of Student
Roll No.

DEPARTMENT OF MANAGEMENT STUDIES
DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY
MURTHAL (SONEPAT)

DEPARTMENT OF MANAGEMENT STUDIES
Name of Student: _____________________ Roll No. ______________________

Project Title: ________________________________________________________________________

Department: _______________________________________________________________________

A. Please tick appropriate box

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B. Is the report useful to the company? [ ] Yes [ ] No

C. Will you implement suggestions of the report, if any? [ ] Yes [ ] No

D. If yes, to what extent and in what respect?

___________________________________________________________________________
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52
E. If no, can you please specify the reasons for rejections?
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F. Any weaknesses observed, which he/she needs to correct and Department should pay attention to
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G. Any aspect on which he/she should pay more attention to be more professional and effective
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H. Any other remarks/observations/suggestions
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___________________________________________________________________________

Date: _________________
Name:______________________Designation:__________________________
Company:______________________________
Contact______________________________
Address:______________________________
Telephone:__________________________Email:__________________________
Date:______________________

Signature of the Project Guide / Departmental Head with Company seal

Note: The completion report should be submitted on completion of the summer internship as soon as possible. The report should be sent by the Company in a sealed envelope by hand of the concerned student.