

**COURSE STRUCTURE FOR
TWO-YEARS
PART-TIME POST-GRADUATE DIPLOMA COURSE
IN
MANAGEMENT & MARKETING
WITH SPECIALISATION
IN
TEXTILE & ALLIED INDUSTRIES**

No	SUBJECTS	REMARK
FIRST-YEAR		
SEMESTER-I		
1.1	PRINCIPLE OF MANAGEMENT	07
1.2	ORGANIZATIONAL BEHAVIOR	08
1.3	SPOKEN ENGLISH & COMMUNICATION SKILLS	09
1.4	BASICS OF FIBRE TO FASHION-I	12
SEMESTER-II		
2.1	BASICS OF MACRO& MICRO ECONOMICS	15
2.2	ENTREPRENEURSHIP DEVELOPMENT	17
2.3	INFORMATION TECHNOLOGY	18
2.4	BASICS OF FIBRE TO FASHION-II	19
SECOND-YEAR		
SEMESTER-III		
3.1	HUMAN RESOURCE & ORGANIZATION DEVELOPMENT	20
3.2	FINANCE MANAGEMENT	21
3.3	MARKETING MANAGEMENT	22
3.4	ACCOUNTING –BANKING -INSURANCE & BOOK KEEPING	23
3.5	PROJECT WORK-(SATURDAYS OF SEMESTER-III & IV)	32
SEMESTER-IV		
4.1	PRODUCTION, OPERATIONS & SAFETY MANAGEMENT	26
4.2	IMPORT EXPORT MANAGEMENT	28
4.3	LEGAL & TAX ASPECTS OF BUSINESS	29
4.4	INDUSTRIAL LAWS & COMMERCIAL LAWS	31
4.5	PROJECT WORK (SATURDAYS OF SEMESTER-III & IV)	32

Admission Requirement

- (a) A candidate who has passed a Degree examination or its equivalent examination from any discipline will be eligible to apply for admission to the course.
- (b) Application form for admission can be obtained from Institute ' office on payment of Rs. _____ by cash only.
- (c) Filled-in application with attested copies of certificates along with Registration fee of Rs. _____/- payable in cash should reach Institute office within 10 days from the date of advertisement.
- (d) The admitted candidates will have to secure admission latest by the date intimated, else they will forfeit their admission.
- (d) The application / Registration fee is not refundable.

Number of Seats

- (a) In all total **60 students** will be admitted to this course.
- (b) Seats will be reserved for **SC,ST,BP and Physically-Handicapped Candidates** as per University & Govt.Norms

Attendance:

A student who has secured at least 75% attendance in lectures and practicals will be permitted to appear at the examination. A deficiency of upto 10% may be condoned on medical grounds if recommended by the institute.

Rules for Refund of Fees & Deposit:

- (1) The student shall submit an application to the principal accompanied by original fee receipt for refund of Institution Fees - Deposit.
- (2) Admission fee will not be refunded.
- (3) 90% of tuition fee may be refunded if a student leaves within a fortnight of the commencement of the term. There after no refund of fees will be done.
- (4) only a student who has left the Institute permanently is entitled to apply for refund of Deposit..
- (5) Claims for refund of Deposit shall be made within one year from the date of completion of the course **or** the student leaving the Institute without completing the course. After this period the claim will lapse this period of one year will be reckoned from the last attempt made by the student at Institute.

Passing Regulations

- (1) These shall be a semester examination at the end of each semester.
- (2) To Pass an annual examination and to obtain classes a candidate shall be required to obtain at least 40% of the marks separately in each of theory papers, practicals (including viva- voce) and project work as the case may be, but his aggregate total shall not be less than 45%.
- (3) A candidate who fails in not more than three heads of passing in First & Second semesters taken together will be allowed to attend the course of the second year semesters.
- (4) For awarding the class the result of examination of all **FOUR Semesters** shall be taken into account.

Award of class

Award of class shall be as under :-

- (i) A successful candidate obtaining 70% or more of the combined aggregate marks of the **FOUR Semesters** shall be placed in the **FIRST CLASS WITH DISTINCTION** provided he passes in all the heads of passing at the respective Semester Examination at the **first attempt**.
- (ii) A successful candidate obtaining 60% or more but less than 70% of the combined aggregate marks of the **FOUR Semesters** shall be placed in the **FIRST CLASS** provided he passes in all the heads of passing at the respective Semester Examination at the **first attempt**.
- (iii) A successful candidate obtaining 45% or more but less than 60% of the combined aggregate marks of the **FOUR Semesters** shall be placed in the **SECOND CLASS** provided he passes in all the heads of passing at the respective Semester Examination at the **first attempt**.
- (IV) However, a candidate who passes any of Semester Examinations by taking supplementary examinations in one or more papers but not in all papers and secure 45% or more marks ,for the purpose of computing a class , he/she will be deemed to have secured 45% marks in that semester..
- (v) A candidate declared failed but who has secured 50% marks or more in passing heads will be required to appear and pass only in those heads of his failure.

TEACHING & EXAM SCHEDULE

SEMISTER-I-&-III : 4 Months From July-to-November (Including Diwali Holiday)

SEMISTER-II-&-IV : 4 Months From January-to-April

EXAMINATION MONTHS: December & May

01 -15 December : **ATKT EXAM** OF II-SEM & IV-SEM ON EVERY ALTERNATIVE DAY

16-30 December : **REGULAR & ATKT** EXAM OF I-SEM & III-SEM ON EVERY ALTERNATIVE DAY

01 -15 May : **ATKT EXAM** OF I-SEM & III-SEM ON EVERY ALTERNATIVE DAY

16-30 May : **REGULAR & ATKT** EXAM OF II-SEM & IV-SEM ON EVERY ALTERNATIVE DAY

WORKING DAYS : Monday – Friday : For Theory Classes

Saturday : * Extra Curriculum Activities

* (1) Guest-Lecture (2) Group-Discussion (3) Industry Visit &
(4) Project work (I&II Sem) (5) Seminar on subject of Project work.

WORKING HOURS : 05.45 to 07.45 (2 periods each of 1 Hour)

07.45 to 08.00 (Recess of 15 Mins)

07.00 to 08.30 (2 periods each of 1 Hour.)

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SEM	No.	SUBJECT	PERIOD OF 1-HOUR	PRACT. OF 1-HOUR
I	1.1	PRINCIPLE OF MANAGEMENT	3	-
	1.2	ORGANIZATIONAL BEHAVIOR	3	-
	1.3	SPOKEN ENGLISH & COMMUNICATION SKILLS	3	-
	1.4	BASICS OF FIBRE TO FASHION-I	3	3
TOTAL →			12	3
	2.1	BASICS OF MACRO& MICRO ECONOMICS	3	-
	2.2	ENTREPRENEURSHIP DEVELOPMENT	3	-
	2.3	INFORMATION TECHNOLOGY	3	-
	2.4	BASICS OF FIBRE TO FASHION-II	3	3
TOTAL →			12	3
	3.1	HUMAN RESOURCE & ORGANIZATION DEVELOPMENT	3	-
	3.2	FINANCE MANAGEMENT	3	-
	3.3	MARKETING MANAGEMENT	3	-
	3.4	ACCOUNTING –BANKING -INSURANCE & BOOK KEEPING	3	-
	3.5	PROJECT WORK-(SATURDAYS OF SEMESTER-III & IV)	3	-
TOTAL →			15	-
	4.1	PRODUCTION, OPERATIONS & SAFETY MANAGEMENT	3	-
	4.2	IMPORT EXPORT MANAGEMENT	3	-
	4.3	LEGAL & TAX ASPECTS OF BUSINESS	3	-
	4.4	INDUSTRIAL LAWS & COMMERCIAL LAWS	3	-
	4.5	PROJECT WORK (SATURDAYS OF SEMESTER-III & IV)	3	-
TOTAL →			15	-

EXAMINATION SCHEME
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SEM	No.	SUBJECT	THEORY / PRACT HOURS	INT+EXT MARKS	
				THEORY	PRACT
I	1.1	PRINCIPLE OF MANAGEMENT	3	30 + 70	-
	1.2	ORGANIZATIONAL BEHAVIOR	3	30 + 70	-
	1.3	SPOKEN ENGLISH & COMMUNICATION SKILLS	3	30 + 70	-
	1.4	BASICS OF FIBRE TO FASHION-I	3(T)+3(P)	30 + 70	30 + 70
TOTAL →			-	400	100
	2.1	BASICS OF MACRO& MICRO ECONOMICS	3	30 + 70	-
	2.2	ENTREPRENEURSHIP DEVELOPMENT	3	30 + 70	-
	2.3	INFORMATION TECHNOLOGY	3	30 + 70	-
	2.4	BASICS OF FIBRE TO FASHION-II	3(T)+3(P)	30 + 70	30 + 70
TOTAL →			-	400	100
	3.1	HUMAN RESOURCE & ORGANIZATION DEVELOPMENT	3	30 + 70	-
	3.2	FINANCE MANAGEMENT	3	30 + 70	-
	3.3	MARKETING MANAGEMENT	3	30 + 70	-
	3.4	ACCOUNTING–BANKING-INSURANCE & BOOK KEEPING	3	30 + 70	-
	3.5	PROJECT WORK-(SATURDAYS OF SEMESTER-III & IV)	-	-	-
TOTAL →			-	400	-
	4.1	PRODUCTION, OPERATIONS & SAFETY MANAGEMENT	3	30 + 70	-
	4.2	IMPORT EXPORT MANAGEMENT	3	30 + 70	-
	4.3	LEGAL & TAX ASPECTS OF BUSINESS	3	30 + 70	-
	4.4	INDUSTRIAL LAWS & COMMERCIAL LAWS	3	30 + 70	-
	4.5	PROJECT WORK+VIVA-VOCE+SEMINAR	-	60+140	-
TOTAL →			-	600	-

1.1 PRINCIPLE OF MANAGEMENT

1. Nature of Management - Basic Concepts of Management - Elements of Management - Levels of Management & their Respective functions - Management and External Environment - The Social Responsibility of Manager - Professionalism in Management.
2. The Evolution of Modern Management Thought : Fredrick Taylor & Scientific Management - Henry Tayol -General Principles of Management - Elements. of Management-Coordination as an essence of Management.
3. Planning : Basic Planning Process - Types of Plans - Objectives, Nature of Objectives ,Concepts of Management by Objectives - Management by Reception - Process Strategies and implementation.
4. Decision Making - Department Delegation of authority - Centralization and decentralization of authority - Fine and staff relationship - conflict and coordination - Concept of staffing & Directing - Motivational theories and techniques.
5. Organizational structures and its types communications and barriers, Management Control and process – Management Audit - Special Audit, Leadership and applicability in organization.
6. International Management - Concept of International Management - International Contemporary Issues – Globalisation and Global Business Practice.

SELECTED REFERENCES:

- Stoner and Freeman - (2003), Management
- Haynes & Masse -Management Analysis, Concepts and Cases
- Peter Drucker, (2001) Management, Butterworth Heinemann, New-Delhi..
- Prasad L. M. , Principles and Practices of Management, Sultan Chand and Sons Education Publishers, New Delhi.
- Burton Gene and Thakur Manab : Management Today

1.2 ORGANIZATIONAL BEHAVIOR

1.21 Course Objective:

1. Help the student understand how the 'people' side of the organizations affects effectiveness through concepts
2. Develop the student's ability to observe, understand and analyse the behaviour within the organizational context
3. Help the student develop basic skills to deal with the ongoing behavioural dynamics and contribute to organizational effectiveness

1.22 Basic Understanding of the context of OB:

What is Organizational Behaviour
Understanding the national culture and the Indian setting
Changes occurring in the Context and their impact on
Organizational Behaviour

1.23 Understanding dynamics of Individual behaviour:

Understanding Personality, Values, Attitude and their
impact on behaviour at work Understanding Motivation at work.

1.24 Understanding Dynamics of Group behaviour

Understanding the process of Perception: How we make
sense of Our environment Understanding Interpersonal
Communication and Transactions
Understanding Groups and Teams

1.25 Understanding Organizational dynamics of behaviour:

Managing Conflict, Stress and Negotiation, Understanding Decision-making
Understanding Power and Organizational Politics

1.26 Using Leadership for managing change towards organizational effectiveness

Understanding Organizational Culture and changing it
for effectiveness Basic Theories of Leadership
Contemporary Issues in Leadership Practice

Reference Books:

- Stephan Robbins, Organizational Behavior, Pearson Education(Latest Edition)
- Fred Luthans Organizational Behavior
- Gregory Moorhead, Organizational Behaviour
- K. Aswathappa Organizational Behaviour

1.3 SPOKEN ENGLISH & COMMUNICATION SKILLS

1.0 Rationale, Aims & Objectives :-

2.0 The basic communication skills:

- Express idea effectively in English oral form.
- Express views in English written form effectively.
- Write letters of different types.
- Write brief and precise proposals and reports.
- Lead group-discussion & meetings independently in English.
- **Spoken Communication thorough oral conversations & dialogues**
- Meaning & Difference between oral conversation & Dialogue. Conducting Meetings – procedure - preparing agenda - minutes of meetings – resolutions – interviews, selection, appraisal, discipline –conducting seminar conferences - procedures of regulating group discussions
- presentation skills - effective use of audio-visual media.

3.0 Vocabulary Development

- Explanation and definition of word, vocabulary and dictionary, phonoties, Importance (significance) of vocabulary and phonoties in language, communication.
- ‘Tips for increasing word power - word formation (By prefixes & suffixes)
- English words which we use our mother tongue.
- ‘Synonyms - Antonyms (use with sentence)
- ‘Confusing words ‘Homophones
- ‘Homonyms
- ‘Eponyms
- ‘Idioms & phrases - Their uses
- ‘One-word substitute ‘Important proverbs & clauses
- ‘Classified vocabulary (Based on various life situations of conversation & communication)
- ‘Differences of spelling & pronunciations between British and American words.

4.0 Grammar

4.1 General

- Meaning,
- Definition & explanation of Grammar,
- significance & relation with language.
- Origine of Grammar & language.
- Tips for improvement of grammar.

4.2 Alphabets

- Classification for types of alphabet ‘ Articulation of alphabets
- Word: Meaning, definition, explanation, several rules of spelling making.
- ‘Parts of speech; prairies, clause.

4.3 Noun:

- Types of Noun in British & American English.
- 'Usage of in sentence.
- 'Gender of Noun
- 'Number of Noun

4.4 Pronoun

- 'Types of Pronoun
- 'Number of person of Pronoun
- 'Cases of Pronoun (& noun)
- 'Usages of Pronoun in sentence

4.5 Adjective

- 'Types of Adjective
- 'Degrees of Adjectives: Change —degree in sentence
- 'Usages

4.6 Determiners

- 'Articles
- 'Other Determiners: Some, any, all, no & none, many & much, A little & little, A few & few.

4.7 Verb

- 'Classification for the types of verb
- .Special uses of infinitives
- 'Correct special usages of Auxiliary (Supporting) verbs
- 'Correct special usages of Participles-mainly gerunds

4.8 Adverb

- 'Types, Degree & usages of Adverb

4.9 Conjunction & Connectors

- 'Correct usages of conjunction (in sentence) 'Exercises

4.10 Preposition

- Types, uses of various preposition 'Exercises

4.11 Tenses (12)

- 'Tense: Meaning, Importance & usages, Difference between Time & Tense
'Construction (in formula) and uses of general verbs
- 'Construction of tenses for support

4.12 Sentence:

- 'Meaning, explanation
- 'Types: (a) Based on sense (4) (b) Based structure (3) Basic patterns of sentences
- 'Punctuations & its usages
- 'Different types of sentence narration
- 'Active & Passive
- 'Direct & Indirect
- Miscellaneous

References:

1. High school English Grammar and Composition
A. When and Martins B, P.S.Chand & Company Ltd., New Delhi
2. "Objective General English for All"
G.K.Puri The Indian Institute of Management & Services
3. "Developing Communication skills" .Krishna Mohan & Meena Banerji
P. Macmilan India Ltd.
4. How to write Better Business Letters: Barron's Educational Services, Inc.
Andrew B Greffner
5. Essentials of Business Communication: Rajendra Pal & J S Korillathalli
P. Sultan Chand & sons, New Delhi
6. The English Errors of Indian students
J L H Smith Perse-Oxford uni press (Indian Edi.)

1.4 BASICS OF FIBRE TO FASHION-I

1.401 FIBRE SCIENCE & TECHNOLOGY

1. Classification and Identification of different Natural and Man Made Fibres-
2. Physical , Chemical properties and special characteristics of Cotton, Silk, Wool, Regenerated Rayon, Nylon, polyester and acrylic fibres.

REFERENCE

- 1.Introduction to Textiles - By Mary C. Cowan and Maratha Fungorman.
- 2.Man-made Fibres - By R. W. Moncrieff.

1.402 YARN MANUFACTURING

3. General idea of conversion staple fibres to yam on various spinning machinery. The study will include passage of material through blowroom, carding, drawing frame. Comber, speed frames ring, frames and doubling frames .

REFERENCE

1. Introduction to Textiles - By Mary C. Cowan and Maratha Fungorman.
2. Cotton Spinning - By K. Ganesh and A. R. Grade
3. Man-made Fibres - By R. W. Moncrieff.

1.403 YARN PREPARATORY

1. Different types of packages supplied by the yam manufacturer.
2. Object and principles of winding machine,
3. Study of ordinary and automatic pirn winding machines,
4. Study of warping machine,
5. Study of Twisting machine etc
6. General study of crimping, texturising.

REFERENCE

1. Sizing by D. B. Ajgaonkal, M. K. Talakdar & V. R. Wadekar
- 2.Man-made Fibres - By R. W. Moncrieff.
- 3.Yarn preparation, Vol.I & II - By R. Sengupta

1.404 WOVEN FABRIC MANUFACTURING

- 1.. General idea and Mechanism of plain power loom.
- 2.General idea and Mechanism of Automatic looms.
- 3.General idea and Mechanism of Shuttle-less looms.
4. General idea and Mechanism of dobby and jacquard.
5. Common fabric defects.

REFERENCE BOOKS:

1. Sizing by D. B. Ajgaonkal, M. K. Talakdar & V. R. Wadekar
2. Weaving Machanism, Vol. I by N.N.Banerjee
3. The Mechanism of Weaving by T. W. Fox
4. Plain Weaving Motions by A. T. Aswani

1.405

KNITTED FABRIC MANUFACTURING

1.Classification of Different Knitting Technology.

(a)Warp-Knitting:

Introduction, General Terms and Definitions used in

(i) Tricot Warp-Knitting

(ii) Raschel Warp-Knitting

(b)Weft-Knitting/CIRCULAR KNITTING

Introduction, General Terms and Definitions used in

(i) Single & Double journey Weft-Knitting

(ii) Socks Knitting

(iii) Gloves Knitting

© FLAT-BED KNITTING

Introduction, General Terms and Definitions used in
Flat-Bed Knitted fabric

REFERENCE

1. Knitting Technology- by David J. Spancer.
2. Warp Knitting Technology- by D. F. Paling
3. Advanced Knitting Principles- by Reichman C.
4. Knitting Encyclopedia- by Reichman C.
5. Knitting technology – By Prof. Ajgaonkar
6. Principles of Knitting -By W.E. Shinn,

1.406

NON-WOVEN FABRIC MANUFACTURING

- Non-woven definition
- Importance of non-wovens
- Manufacturing systems - dry laid, wet laid, spun bonded.
12.Web finishing.

REFERENCE

1. Industrial Textiles – Jarmila Seclova (Editor)
2. Non-woven Bonded Fabrics – J. Lunescholoss – W. Albrecht
3. Report of the Textile Committee on Technical Textiles Vol.I & II -By Ministry of Textile, Govt. of India July, 2004.

1.407

FIBRE-YARN & FABRIC TESTING

FIBRE TESTING-

- 1 Microscopic appearance
- 2 Physical Properties
- 3 Identification by physical & chemical testing

YARN TESTING: -

- 1 Determination of count/denier
- 2 Twist
- 3 Tensile strength

FABRIC TESTING: -

- 1 Construction , Courses, Wales, Weight
- 2 Warp and weft crimp and crimp tester
- 3 Fabric thickness
- 4 Tensile strength
- 5 Bursting Strength
- 6 Crease recovery
- 7 Stiffness
- 8 Abrasion testing
- 10 Pilling testing
- 11 Air permeability

REFERENCE

1. Principles of Textile Testing- By J.E. Booth.
2. Textile Testing and Quality Control- By Grover and Hamby.
3. Textile Testing - By P. Angappan
4. Textile Testing - By Arindam Basu

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TECHNICAL TEXTILES

- Introduction to TECHNICAL TEXTILES
- Classification
- APPLICATION OF TECHNICAL TEXTILES

REFERENCE

- 1.Industrial Textiles – Jarmila Seclova (Editor)
- 2.Wellingdn Sears Handbook of Industrial Textiles
- 3.Report of the Textile Committee on Technical Textiles Vol.I & II –
By Ministry of Textile, Govt. of India July, 2004.

2.1 MACRO & MICRO ECONOMICS

[A] MICRO ECONOMICS

1. **INTRODUCTION**
2. **WANTS AND SCARCITY** .Functions of an Economic System .Microeconomic Theory and Price System .The Margin : The Key concepts in Economics .Models, Methodology and Value Judgments
- 3 **DEMAND AND SUPPLY ANALYSIS** : Concept of Demand .Demand Function .Determinants of Demand .Elasticity of Demand .The measurements of elasticity .Market Supply .Market Equilibrium .Market Clearing and Non-Market Clearing
- 4 **THEORY OF PRODUCTION** .Production with one variable input .total, average and marginal product .stages of production .production with two variable inputs .Isoquants .producer equilibrium .returns to scale .applications for business analysis
5. **COST ANALYSIS** : Different concepts of cost .Classification of costs .Cost-output relationship .Cost control.
- 6 **MARKET STRUCTURES:** Perfect competition .Price and output decisions under perfect competition . Monopoly .Monopolistic Competition .Market Structure and Efficiency
7. **OLIGOPOLY** .Price And Output Decision .Oligopoly Models-Profit Analysis .Break Even Analysis
8. **PRICING POLICIES** .Pricing Methods .Pricing Problems .Price Discounts and Differentials .Price Fixation .Price Fixation Of Public Utilities-Case Studies

[B] MACRO ECONOMICS

1. **MACRO ECONOMICS AND BUSINESS MANAGEMENT:** What is Macro-economics? Why Macro-economics? Macro-economics and Business Management, Macro-economic Policy and Business Cycle, Fiscal and Monetary Policy.
2. **NATIONAL INCOME** Definition, Importance, National Income estimation in India, Concept associated with national income, Gross and Net Income .Domestic and National Income .Market Prices and Factor Costs etc...., Flow of economic activity, National Income and Business.
- 3.. **CONSUMPTION FUNCTION:** Consumption Hypothesis .Average and Marginal Propensity to Consume .Consumption Income Relationship .Absolute Income Hypothesis .Relative Income Hypothesis .Permanent income Hypothesis- Policy Implications
4. **INVESTMENT FUNCTION** : Investment and the Rate of Interest .Return on Investment .Marginal Efficiency of Capital .Investment and the Level of National Income .Empirical Investment Functions
5. **DEMAND FOR MONEY:** Meaning, Function, Classical approach to demand for money, Fisher's equation, Cambridge Quantity Theory, Keynesian Liquidity Preference approach, Friedman and Modern Quantity Theory.
6. **SUPPLY OF MONEY:** Meaning, Determinants of Money Supply, Different approaches regarding measure of money supply, RBI approach to money supply, Factor affecting money supply, High powered money and money multiplier, Control of money supply.
7. **INTEREST RATE:** Meaning, Real and Nominal Rate of Interest, Classical, Keynesian and Keynesian theory on interest rate, The IS/LM model, relative effectiveness of monetary and fiscal policies.
8. **INFLATION** : Definition, Types, effects, control of Inflation, Deflation, Inflationary gap and Deflationary gap, stagflation, Phillips Curve Hypothesis, The Natural Rate of Unemployment, Short run and long run Phillips curve, Adaptive and Rational expectation.
9. **MACRO ECONOMIC MODEL:** Analytical foundations of Aggregate Demand and Aggregate Supply .Macro Economic Equilibrium. The clash between Keynesian and Classical views

SELECTED REFERENCES FOR MICRO ECONOMIC

1. Dholakia Ravindra H, **Oza Ajay N**, (2002) 2nd ed, *Microeconomics for Management Students*, Oxford University Press, New Delhi.
2. **Gould John P. & Ferguson Edward P.**, (2003) 6th ed, *Microeconomic Theory*, All India Traveller Book Seller, New Delhi.

3. **Samuelson, Paul and Nordhaus, William, (2001)** 7th ed, *Economics*, Tata McGraw Hill Publishing Co. Ltd, New Delhi.
4. Lipsey, Richard G~, (1996) 8th ed, *An Introduction to Positive Economics*, Oxford University Pres& New York.
5. **Stigler G, (1996)** 4th ed, *The Theory of Price*, Prentice Hall of India, New Delhi.
6. **Bach G.L, (1996)**, *Microeconomic Principles*, Prentice-Hall of India, New Delhi.
7. **Baumol, William J and Blinder Alan S, (2000)** 9th ed, *Microeconomics Principles and Policies*, The Dryden Press, London.
8. **Koutsoyiannis. A, (1979)** 2nd ed, *Modern Micro economics*, Macmillan, London.
9. **Perloff Jeffrey, (2001)** 2nd ed, *Microeconomics*, Addison Wesley Longman Pvt Ltd. New Delhi.
10. **Mas-Collel, Andren and others, (1995)** 1st ed, *Microeconomic Theory*, Oxford University Press, New-York.
11. **Varian, Hal R, (2003)** 8th ed *Intermediate Micro-economics-A Modern Approach*, East-West Press, W.W.Nortan & Co, New-Dethi.

SELECTED REFERENCES FOR MACRO ECONOMIC:

1. **Mankiw Gregory, (1999)** 4th ed, *Macroeconomics*, Macmillan Worth Publishers, New York.
2. **Nag A, (1999)** 1st ed, *Macroeconomics for Management Students*, Macmillan India Limited, New Delhi.
3. **Gupta G S, (2001)** 1 ed, *Macroeconomics: Theory and Applications*, Tata McGraw-Hill Publishing Company Limited, New Delhi.
4. **Gupta, Suraj B, (2001)**, *Monetary Economics:Theory and Policy*, S.Chand & Co. Ltd, New Delhi.
5. **Froyen Richard, (1998)**, *Macroeconomics*, Prentice Hall, International Edition.
6. **Acley, Gardner: Macroeconomics.**
7. **Samuelson, Paul and Nordhaus William, (2001)** 7th ed, *Economics*, Tata McGraw Hill Publishing Co. Ltd, New Delhi.
8. **Darnbusch, Rudiger & Fischer, (2001)** 8th ed, *Macroeconomics*, Tata Mcgraw Hill Publishing Co. Ltd, New Delhi.
9. **Blanchard, Oliver jean and Fischer Stanely, (2003)** 2nd ed, *Lectures on Macro-economics*, Prentice Hall of India Pvt Ltd, New Delhi

2.2 ENTREPRENEURSHIP DEVELOPMENT

- (1) Entrepreneur - definition - characteristics of an entrepreneurs (individual, psychological and sociological) - entrepreneur styles and types - entrepreneur - intrapreneur: similarities and differences - the innovative activity: entrepreneurs and managers - entrepreneurial scene in India - entrepreneurial growth in different communities – case histories of successful entrepreneurs - analysis of entrepreneurial potential - meeting and discussion with successful entrepreneurs. Classification of Entrepreneurs. Major types of Entrepreneurship — Techno Entrepreneurship, Women Entrepreneurship Social Entrepreneurship, Entrapreneurship (Corporate entrepreneurship, Rural Entrepreneurship, Family Business etc.
- (2) Entrepreneurship and small business - importance - comparison of large/small firms with reference to policy, strategy/ structure and operation - characteristics - weaknesses - strengths - challenges - pitfalls and salient features of small business - ways to enter - types - legal forms of ownership in small business - industry - business distinction.
- (3) Operation Phase - product identification - market research - sales forecasting – estimating market potential choosing the product and size of operation - location and site selection - technical feasibility.
- (4) Sources of funds - preparing the financial plan. Role of Banks and Promotional Agencies – interaction sessions with officials from financial institutions like TIIC, SIDCO, SISI and DIC - incentives for small industry - types and number of clearance needed - support and subsidies available to small business - backward area reservations and reservation of items exclusive for small business.
- (5) Project Formulation and Presentation - data collection and analysis - contents of project report - principles of report writing - techniques of presentation - project feasibility report preparation and evaluation criteria.
- (6) Incentives from State Government and Central Government
- (7) Problems for small scale enterprises and Industrial Sickness

REFERENCE:

1. Clifford and Josepeh P. Mancuso, "Entrepreneurship and Venture Management" Paraporawala and Co.
 2. Prasana Chandra, Projects - Planning, Analysis, Selection, Implementation and Reviews, TATA Me Graw-Hill Publishing Company Ltd., 1996.
 3. Vasant Desai, Problems and Prospects of Small Scale Industries in India, Himalaya Publishing.
 4. Peter F. Drucker, Innovation and Entrepreneurship, East-West press.
 5. P.Saravanavel, Entrepreneurship Development, Himalaya Publishing.
 6. Hisrich, Entrepreneurship, Tata McGraw Hill.
-

2.3 INFORMATION TECHNOLOGY

1. Fundamental Of Computer
2. Windows, MS-Office
3. Microsoft Word
 - Basic features –
 - Text Formatting –
 - Create professional document –
 - Advanced features of Microsoft word.
4. Use of Microsoft Excel In Business Analysis
 - Basic features –
 - Data entry –
 - Creating charts.-
 - Mathematical Functions –
 - Statistical functions - Financial functions –
 - Data Analysis tool pack –
 - Linear programming (Application of Solver)
5. Use of Power Point
 - Basic Feature –
 - Slide Show Presentations.
6. INTERNET
 - Basic feature –
 - email –
 - Internet browsing –
 - Searching –
 - Downloading
7. **MANAGEMENT INFORMATION SYSTEMS(MIS)**
 - MIS-Introduction, Need of MIS and concepts, factors influencing MIS and characteristics of MIS
 - Decision making and role of MIS.
 - Basic knowledge of a data processing system, Concepts of a DBMS
 - Role of an MIS in an organization, Evolution of an MIS along with the organization, MIS as a decision support system, MIS as a decision making system, Information system for strategic advantage, strategic role for information system, breaking business barriers, business process reengineering, improving business qualities.
 - Planning for MIS; System Development Methodologies; Conceptual and detailed designs of MIS.
 - Information system analysis and design, information SDLC, hardware and software acquisition, system testing, documentation and its tools, conversion methods.
 - Systems implementation Strategies and process; system Evaluation and Maintenance.
 - Applications-cross-functional ERP; CRM

Suggested Reading :

- 1 Murdick & Ross, Management Information System, PHI, Delhi. .
2. Management Information Systems : Kenneth J. Laudon, Jane P. Laudon; Pearson
3. Management Information system; W. S. Jawadekar; Tata McGraw Hill
4. Managemnt Information systems; David Olson; Mc Graw Hill
5. Information systems for modern management;3rd edition, Robert Murdick, Loel Ross, James Claggett; PHI

2.4 BASICS OF FIBRE TO FASHION-II

2.401 TEXTILE WET PROCESSING

1 BLEACHING .

- General Sequence of wet-processing, -
- Object and brief idea of grey inspection, Shearing-cropping, singeing, desizing, scouring, bleaching & optical whitening. -

2 DYEING: .

- Classification of dyestuffs based on their methods of applications-
- Basic idea of various dyeing methods & machines. -

3 PRINTING: .

- Definition of printing-
- Basic idea of various methods & Styles of printing, -
- General outline of printing procedure-

4 FINISHING: .

- Importance and brief outline of various mechanical & chemical finishes.- such as Heat-setting, Decatising, Calendering, Stiffening, Softening, Resin finishing, Creping, Delustering, Weight reduction, Sanforisation & Mercerisation etc.

2.402 APPAREL PRODUCTION TECHNOLOGY

1. Overview of apparel industry in India
2. Functions of various departments of apparel industry
3. Types of apparel production machines
4. Apparel production machines lay-out

2.403 EMBROIDERY & FASHION DESIGNING

1. Importance of value addition in textile
2. Overview of Embroidery industry in India & abroad
3. Types of Embroidery machines and different attachments
4. Introduction to Embroidery-Design Software
5. Overview of Fashion industry in India & abroad
6. Fashion cycle

2.404 GOVERNMENT INCENTIVES FOR TEXTILE INDUSTRY

1. Incentives from the State Government
2. Incentives from the Central Government

2.405 PRACTICALS : PRACTICALS WILL COVER ABOVE SYLLABUS

3.1 HUMAN RESOURCE & ORGANISATION DEVELOPMENT

1. Human Resource Management — Its Scope, Relationship with other Social Sciences ' Approaches to Human Resource Management / Inter-Disciplinary Approach . -
2. Organization of Personnel Functions — Personnel Department, Its Organization, Policies, Responsibilities and Place in the Organization
3. Manpower Planning, Job Analysis, Job Description, Scientific Recruitment and Selection Methods
4. Motivating Employees — Motivational Strategies, Incentives Schemes, Job- enrichment, Empowerment — Job-Satisfaction, Morale, Personnel Turnover
- 5.. Performance Appraisal Systems ~ MBO Approach, Performance Counselling, Career Planning
- 6.. Training & Development — Identification of Training Needs, Training Methods, Management Development Programmes .
- 7.. Organisation Development — Organisation Structure — Re-engineering, Multi- J Skilling, BPR
8. Management of Organizational Change
9. HRD Strategies for Long Term Planning & Growth Productivity and Human Resource Management
10. MAIN CHARACTERISTICS OF THE INDIAN LABOUR FORCE: Characteristics of the Indian Labour Market - Urbanization - Migration - Labour reforms in India
11. TRADE UNION MOVEMENT - Types of Trade Unions - Weaknesses of trade unions in India - Remedies - Views of National Commissions on Labour - Importance of Social Security - Type and schemes implemented by the Government of India - Industrial Disputes-Causes-Method to solve Disputes
12. Industrial disputes.

References

1. Human Resource Management—P. Subha Rao
2. Personnel Management — C.B. Mammoria .
3. Dessler: Human Resource Management (Prentice Hall India)
4. Personnel I Human Resource Management: DeCenzo & Robbins (Prentice Hall India)
5. O.K. Bhattacharya : Human Resource Management (Excel)
6. VSP Rao — Human Resource Management (Excel)
- 7.. Gornez : Managing Human Resource (Prentice Hall India) -
8. Rajendra Paul & Korlahalli, Essential of Business Communication, Sultan chand
9. Lesikar, et al, Business Communication
10. Asha Kaul, Effective Business communication, PHI

3.2 FINANCE MANAGEMENT

- (1) Introduction to Finance Management - Objective of Financial Management - Planning of sources of finance (Short Term / Long Term, Domestic / Foreign, Equity / Borrowings/ Mixed etc) – Capital structure-Capital gearing - Capital Budgeting - Risk Management - Time value of money - Introduction to Working Capital Management(Estimation & Financing).
- (2) Financial Performance Analysis /Appraisal using Ratio Analysis, Funds Flow Analysis & Cash Flow Analysis .Fundamental of Management accounting - Management of Receivables and Inventories - Bank and trade Credit - Capital Expenditure Decisions.
- (3) Elements of cost -cost sheet - Material cost - Labour cost - Expenses - Cost of product Advertisement cost - Pricing - Going rate pricing - Selling cost - Full cost pricing - Marginal cost pricing - Activity based costing - Various costing techniques viz. product costing, standard process costing, marginal costing, batch costing.
- (4) Analysis of over head expenses - Factory expenses - Administrative expenses – Selling and distribution expenses - Allocation of over head expenses - Depreciation methods of calculating depreciation - Norms for various items of cost.

REFERENCES:

1. R.I. Gupta and Radhaswamy, Advanced Accountancy.
2. Khan and Jain, Management Accounting.
3. S.N. Maheswari, Management Accounting.
4. Shinn William, E., 1995, "Elements of Textile Costing", 1995.
5. Varma H.K., "Cosing in Textile Industry", Printice Hall Inc 1992.
6. Prasanna Chandra, Financial Management.
7. Van Horn James, Financial Management and Policy.
8. I.M.Pandey, Financial Management.

3.3 MARKETING MANAGEMENT

- (1) Marketing concepts and its roles in modern firms - consumer markets - buying decision process - business buying behaviour - planning and executing marketing research - forecasting and demand measurement - segmentation and targeting
- (2) Marketing environment and strategic planning - creating a competitive advantage -adapting marketing to the new economy - positioning strategy - differentiation – product life cycle marketing strategies - customer value and satisfaction
- (3) B2B marketing, Fast moving consumer goods marketing, Consumer Durables marketing, Service marketing, Rural marketing, Retail marketing, Internet marketing, Direct marketing, Event & Media marketing
- (4) Managing new product - product and product mix - branding and packaging – managing services - developing pricing strategies
- (5) Marketing channels - channel decisions - managing communication – managing advertising, sales promotion, public relations and direct marketing - sales force management

3.4 ACCOUNTING, BANKING & INSURANCE

(A) ACCOUNTING

1. Introduction to Accounting : Concept and necessity of Accounting An Overview of Income Statement and Balance Sheet..
2. Introduction and Meaning of GAAP; Impact of Accounting Concepts on Income Statement and Balance Sheet.
3. Accounting Mechanics : Process leading to preparation of Trial Balance and Financial Statements; Preparation of Financial Statement with Adjustment Entries.
4. Revenue Recognition and Measurement: Capital and Revenue items; Treatment of R & D Expenses, Preproduction Cost, Deferred Revenue Expenditure etc.
5. Fixed Assets and Depreciation Accounting
6. Evaluation and Accounting of Inventory
7. Preparation and Complete Understanding of Computer Financial Statements: ‘T’ Form and Vertical Form of Financial Statement.
8. Important Accounting Standards.
9. Corporate Financial Reporting — Analysis of interpretation thereof with reference to Ratio Analysis, Fund Flow, Cash Flow.
10. Inflation Accounting
11. Ethical Issue in Accounting

Reference Text

1. Financial Accounting : Text & Case: Deardon & Bhattacharya
2. Financial Accounting for Managers — T.P. Ghosh
3. Financial Accounting — Reporting & Analysis — Stice & Diamonti
4. Financial Accounting : R. Narayanaswamy
5. Full Text of Indian Accounting Standard — Taxman Publication

(B) Banking:

Unit-I: GENERAL

- a) Principle of Banking
- b) Evolution of Banks
- c) Sources and Uses of funds in Banks
- d) Banker Customer relationship

Unit-II : Forms of Banking

- a) Branch Banking
- b) Unit Banking
- c) Group Banking
- d) Chain Banking
- e) Corresponding Banking

Unit-III : Banking and Financial Institutions in India

- a) Commercial Banks
- b) Co-Operative Banks
- c) Regional Rural Banks
- d) Agricultural & Rural Development Banks

Unit-IV: Electronic Banking

1. Information Technology
2. Data Communication
3. Security in EC
4. Core Banking
5. Services Provided by banks
(ATM, Safe Custody, Remittance, Credit Cards Etc.)

Unit-V :Retailer Banking and Corporate Banking

1. Deposit Product
2. Supply Chain Management
3. Case Management Services
4. Real time gross settlements
5. Merchant Banking
6. Venture Capital

Unit-VI: Bank Audit

Management of NPA: Causes, Classification, Provisions, its effect on Profitability,
Strategies for NPA reduction, Role of Asset Reconstruction Companies, Securitisation Act.

Unit-VII: CRR, SLR and CRAR

1. Cash Reserve Ratio
2. Statutory liquidity Ratio
3. Capital to Risk weighted Assets Ratio

Unit-VIII : Lead Bank Scheme

Unit-IX : Foreign Exchange

1. Meaning & Principles
2. Foreign Transactions of Banks

Unit-X : International Banking

1. Features
2. Bank Agencies
3. Payment Mechanism

References:

- a) Banking Theory & Practices by Dr. P. K. Shrivastva
- b) RBI bulletins, ICFAI publications
- c) Indian Financial System by H. R. Machhilayu
- d) Financial Institutions & Markets by L.M. Bhole
- e) Commercial Banking by Indian Institute of Bankers Insurance

[B]INSURANCE

Unit-I:GENERAL

- a) Principle of Insurance
- b) Insurance & Social Security
- c) Insurance & Economic Development
- d) Business Environmental & Insurance

Unit-II:Classification of Insurance

a) GENERAL INSURANCE-PERSONAL

Principles of General Insurance. Personal General Insurance Products like fire, personal liability, homeowners, personal, motor and miscellaneous insurance, Terminology, Perils, Clauses and Covers. Risk Assessment. Underwriting and Ratemaking, Product design, development and evaluation, Loss Prevention and Control, Claims Management. Reinsurance, Marketing and Servicing, IT applications. Legal framework and documentation. Case studies.

b) GENERAL INSURANCE-COMMERCIAL

Commercial General Insurance Products like fire, motor, aviation, engineering, agriculture, marine, credit risk, liability, bonding, surety, workers compensation and miscellaneous insurance. Terminology, Perils, Clauses and Covers, Risk assessment. Underwriting and Ratemaking, Product design, development and evaluation. Loss Prevention and Control, Claims Management, Reinsurance, Marketing and Servicing, Applications. Legal framework and documentation, case studies.

Unit-III : Health Insurance

Unit-IV : Project Insurance

Unit-V : Retirement Plans & Pension Plans Products

SELECTED REFERENCES:

- Bodla B.S & others, (2003) 1st ed, Insurance:Fundamentals,Environment and Procedures, Deep & Deep Publication New Delhi.
- Taxmann, (2004) 1st ed, Insurance Law Manual with IRDA Circulars & Notiflcations, Taxmann Publications (P) Ltd. 59132,New Rohtak Road, New Delhi.
- Mishra M.N, (2003) 1st ed, Insurance- Princz~vle and Practices, Ceniral Statistical Organisation, Ministry of Statistics and Programme Implementation Gov.of India , New Delhi.
- Mathew M.J. (2001) 2nd ed, Insurance Principles & Practices, RBSA Publishers, Jaipur.
- Insurance Fundamentals - Environment & Procedure by B.S. Bodla, M.C. Gang & K. B. Singh
- Insurance : Principles & Practice by M.J. Mathew
- Insurance in India by P.S. Palande & R.S. Shah
- Principles & Practice of Insurance by Kothari & Bhatt

4.1 PRODUCTION, OPERATIONS & SAFETY MANAGEMENT:

(A) PRODUCTION AND OPERATIONS MANAGEMENT

- (1) Production and Operations Management - Concept - System approach of POM - Production System - Products and Services - POM functions - Operation Strategies - Competitive Priorities - Productivity - Productivity Improvement.
- (2) Demand Forecasting - Delphi method - Moving Averages - Exponential Smoothing – Simple Regression and Correlation analysis - Production Planning and Control - Aggregate planning - Master production schedule (MPS) - Material requirement planning (MRP) - BOM - Capacity requirement planning (CRP) - Introduction to ERP - Application modules in ERP.
- (3) Inventory Management - Types of Inventory - Cost of Inventory - Fixed Order Quantity Systems - Fixed Order Period Systems - Economic Order Quantity - Other Inventory models - ABC in Inventory classification - JIT in manufacturing - Kanban.
- (4) Quality Management - Cost of quality - Quality control - Methods - Process control charts – Control charts for Variables - Control charts for Attributes – Acceptance sampling - Quality Circle - Total Quality Management (TQM) - Six sigma - ISO 9000.
- (5) Work Measurement - Method study - Time study - Charts - Job Design.
- (6) Mill Layout : Planning for layout, Factor influencing plant layout. Line layout or product layout. Advantages and disadvantages of line layout. Functional or process layout. Advantages and disadvantages of process layout. Plant layout and production of an industrial Unit.
- (7) Maintenance of Plant and Equipment: Need for maintenance - advantages of systematic maintenance. Maintenance inspection - Frequency of inspection - Maintenance record. Planned maintenance. Planning factory. Planning auxiliary factory services.

REFERENCES :-

1. "Production and Operation Management" - Martin K. Starr, Biztantra.
2. "Modern Production / Operation Management" - E.S Buffa and R.K. Sarin, John Wiley & Sons.
3. "Operation Management" - N. Gaither and G. Frazier, Thomson Asia.
4. "Operation Management for Competitive Advantage" - R.B. Chase, F.R. Jacobs and N.J. Aquilano, Tata McGraw-Hill.
5. "Production and Operation Management" - N.G. Nair, Tata McGraw-Hill.
6. "Production and Operations Management" - S.A. Chunawala and D.R. Patel, Himalaya
7. "Production and Operations Management" - S.N. Chary, Tata McGraw-Hill.
8. "Production and Operations Management" - R.C. Manrcha, Excel Books.

(B) SAFETY MANAGEMENT

1. Need of Safety in Industry
2. Statutory Provisions.
3. Indian Standards.
4. Machine Guarding and Safety Precautions
5. Health Hazards and Controls.
6. Fire and Explosion Hazards and Controls.

7. Safety Education & training:

Training for Safety : Element of Training cycle. Assessment of needs. Techniques of training design & development of training programmes. Training methods & strategies. Types of training. Evaluation & review of training programmes.

8. Employee participation in Safety:

Purpose, areas of participation & methods. Safety Promotion & Publicity: Safety suggestion schemes, Safety competitions. Safety incentive schemes. Audio visual publicity. Other promotional methods.

9. Accident Reporting, Investigation & Analysis:

(9.1) **Accident reporting** : Report forms. writing reports, Essential element .

(9.2) **Accident Investigation** : **Philosophy, purpose, process & types of investigations.**

Identifying the key factors & immediate & basic causes. Corrective Action, Agencies investigating Accident.

(9.3) **Accident Analysis** : **Standard classification of factors associated with accidents.**

Methods of collecting & tabulating data. Record keeping.

10. EMERGENCY PLANS

1. Need and Types of Emergency Planning

2. Statutory Provision.

3. Emergency Plans

(3.1) Purpose and Policy.

(3.2) Site Plan of the Factory and Surrounding.

(3.3) Types of Overall Emergencies

(3.4) Assessment of In-plant Hazards.

(3.5) Emergency Shut-down Procedure.

(3.6) Pre -Information to Doctors and Hospitals.

(3.7) Safety Officer.

(3.8) Printed Plan, Copies and Rehearsal.

11. FIRST AID

1. Need of the First Aid.

2. Statutory Provisions &. Indian Standards.

3. General Principles for Rendering First Aid.

4. Industrial Injuries and First Aid at a Glance.

5. First Aid in Minor Injuries.

(5.1) Minor Injuries,

(5.2) Closed Injuries and

(5.3) Foreign body in the skin, Eye, Ear, Nose, Throat and Stomach.

6. Electrical Injuries.

7. Artificial Respiration.

8. Burns and Scalds.

9. Poisoning and Antidotes.

(9.1) General First Aid in Poisoning.

(9.2) Carbon Monoxide Poisoning.

(9.3) Poisoning with Toxic Chemicals.

(9.4) Poisoning with Acids and Alkalis.

(9.5) Alcohol Poisoning.

(9.6) Tables of Poisons, First Aid and Antidotes.

10. ILO Convention & Recommendations for safety.

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4.2 IMPORT EXPORT MANAGEMENT

- (1) Framework of international marketing - Scope of international marketing – Emerging global scenario - Gains from international trade - International marketing vs domestic marketing - Transition from domestic to international business marketing – Transition from domestic to international business - Pre-export behaviour - Motivation to export - Special difficulties in international marketing
- (2) International marketing environment - Controllable and uncontrollable factors – International marketing decisions - Market selection decision - Market entry decision - Marketing mix decision - International Research and Segmentation - Developing Global products and pricing - international Promotion and Advertising - International Distribution Systems.
- (3) General agreement on tariffs and trade (GATT) - UNCTAD - Trade blocks customs union – Regional trade grouping and cooperation - EU - Preferential Trade Areas – Free Trade Associations - World trade in services - Counter trade - World commodity markets
- (4) Export procedures and documents - Export contracts - Incoterms - Methods of payments – Letters of credit - Export documents - Commercial and regulatory documents - Standardized pre-shipment documents
- (5) Foreign trade policy - Export incentives for textiles - Export financing by commercial banks - Export credit insurance

REFERENCES:

1. Philip R. Cateora, John L. Graham, International Marketing, 11/e, McGraw Hill
 2. Paul V. Horn, International Trade Principles and Practice, Prentice Hall
 3. Warren J. Keegan., Mark Green, Global Marketing, Prentice Hall
 4. Philip Kotler, Marketing Management, PHI
 5. Stanton, W., Miller, K., and Layton, R., Fundamentals of Marketing, McGraw Hill
-

4.3LEGAL & TAX ASPECTS OF BUSINESS

No	TOPICS
4.301	Indian Contract Act-1872
4.302	Indian .Sale of Goods act-1930
4.303	Companies Act-1956
4.304	INDIAN PARTNERSHIP ACT-1932
4.305	Restrictive & Unfair Trade Practices
4.306	Negotiable Instruments Act
4.307	THE FUNDAMENTALS OF TAXATION
4.308	DIRECT TAX LAWS IN INDIA
4.309	INDIRECT TAX LAWS
4.310	TAX PLANNING

[A] LEGAL ASPECTS

4.301 Indian Contract Act-1872

- Essential of Valid Contract, Void Agreement, Performance of Contracts, Breach of Contract and its Remedies, Quasi Contracts, Offer, Acceptance, Lapse of offer. Lapse of Acceptance, Parties competent to contract. Law of Agency, Bailment (new)

4.302 Indian .Sale of Goods act-1930

- Introduction, Definitions, Types of Goods, Essentials of Valid sale contract. Difference between Sale and Agreement to sale. Conditions and warranties, Unpaid seller and his rights.

4.303 Companies Act-1956

- History of Companies Act, Meaning of Company, types of companies. Formation of Companies, Promoters and their duties. Memorandum of Association, Articles of Association, Doctrine of Indoor management. Doctrine of Ultra virus. Prospectus, Directors and their duties and liabilities. Winding up. Meetings and their Resolutions, Conversion of Companies.

4.304 INDIAN PARTNERSHIP ACT-1932

- a) Essential of partnership
- b) Right & Duties of partners
- c) Minor as a partner
- d) Dissolution of partnership .

4.305 Restrictive & Unfair Trade Practices

4.306 Salient Features of Negotiable Instruments Act

- a) Bill of exchange, cheque, promissory note
- b) Negotiation & Endorsement
- c) Dishonor of Instruments including noting and protest

4.307 Salient Features of Intellectual Property Rights

1. Trademark

2. Copyright

3. Patent & Design

[B]TAXATION : THEORY AND PRACTICE

4.308 .THE FUNDAMENTALS OF TAXATION –

categories of revenue: Direct and Indirect - types and kinds - Merit and Demerits - Progressive, proportional, regressive tax systems: Principles of Taxation - Cost, Benefit and Ability; Incidence, Impact and Shifting of tax and factors affecting it - Various effects of taxation.

4.309. FRAMEWORK OF DIRECT TAX LAWS IN INDIA:

Main provisions of Income Tax Act - Law and Procedure of Assessment - Corporate tax - capital gains: reforms in direct taxes (In brief)

4.310 FRAMEWORK OF INDIRECT TAX LAWS:

- **Forms of Sales Tax - Single Point Multipoint Sales Tax –**
- **Main provisions of Central Sales Tax Act ;**
- **Value Added Tax; MODVAT; CENVAT; Taxation of services –**
- **Goods and Service Tax (GST)**
- **Introduction to Service Tax and Framework –**
- **Aspects related to administering the ABOVE**

4.311 TAX PLANNING –

Meaning, Devices - Incentives - Exemptions - Rebates - Deductions under various sections

4.312 FILLINGS OF RETURNS- Right of assesses - compliances

REFERENCES:

1. Musgrave R.A and Musgrave P.B,5th ed, Public Finance in Theory and Practice; McGraw Hill,NewYork.
2. Agrawal R.K, Penalties and Prosecutions under Income Tax Act.
3. Mankar and Sarma (2001) 5th ed, Public Finance; Himalaya Publishing House, Mumbai.
4. Singhania V.K (1999) 12th ed, Direct Taxes: Law and Practice, Taxmann Publication Pvt Ltd.New Delhi
5. Indian Tax Foundation (2001): Income Tax in India: 1860-200 1; ITF New Del~hi.
6. (2001): Tax Reforms in India 1991-2001, ITF New Delhi.
7. (2001): Sales Tax in India 1938-2001, ITF New Delhi.
8. (2001): Tax Evasion in Theory and Practice,~ITF New Delhi
9. Indian Tax Institute (2000), Policy Issues in Designing a System of Income Tax, Ill New Delhi.
10. Shirinivasan M, Handbook of Corporation Tax in India.
11. Kapoor G K, (1996) 1 ed, Corporate Laws and Secretarial Practice, Sultanchand & Sons, Delhi.
12. Sekar G,(2003) 3~ ed, Income Tax & Central Sales tar, C.Sitaraman & Co.Pvt.Ltd, Law Book Publishers.

4.4 INDUSTRIAL & COMMERCIAL LAWS

A-4.4 INDUSTRIAL LAWS

No	TOPICS
A4.401	Factories Act, 1948
A4.402	Payment of Wages Act, 1936
A4.403	Workmen's Compensation Act, 1923
A4.404	Employees' State Insurance Act, 1948
A4.405	Employees' Provident Fund Act, 1952
A4.406	Payment of Bonus Act, 1965
A4.407	Payment of Gratuity Act, 1972
A4.408	Bombay Industrial Relationship Act
A4.409	
A4.410	

B-4.4 COMMERCIAL LAWS

<u>No.</u>	<u>TOPICS</u>
B 4.401	Central Excise & Custom Act
B 4.402	Indian Boilers Act & Regulation
B 4.403	Water & Air (Prevention & Control of Pollution) Act
B 4.404	Indian Electricity Act
B 4.405	Child Labour (Prohibition & Regulation) Act
B 4.406	Indian Explosives Act & Rules
B 4.407	Workers Safety, Health & Welfare Act & Rules & Regulations
B 4.408	Public Liability Insurance Act.
B 4.409	Pressure Vessel Rules
B 4.410	Employer's Liability Act.

4.5 PROJECT WORK (DESSERTATION)

A student will be assigned to or will be allowed to select an appropriate project related to any of subjects from the course.. Each student will have to work on independent project and prepare a thesis and will also be required to give talk in a seminar on his project.

The project-work marks distribution will be as under:

Out of 200 marks :-

60 marks for Literature Survey & Term-work.

60 marks for Seminar & Discussion.

60 marks for Viva-voce Examination in the Subject matter to the project Report; and

20 marks for presentation.
