

Tilak Maharashtra Vidyapeeth - Pune
Syllabus - BBA –Semester V
71511 Merchantile Law

Exam 1

Indian Contract Act. 1872

- 1.1 Definition and scope
- 1.2 Essentials of a valid contract
- 1.3 Consideration
- 1.4 Free consent
- 1.5 Unlawful and illegal Agreement.
- 1.6 Contingent Contract
- 1.7 Kinds of Tender.
- 1.8 Time and place performance of a contract
- 1.9 Discharge of contract.
- 1.10 Quasi- Contracts.

Special contracts

- 2.1 Indemnity and Guarantee
- 2.2 Bailment and pledge.
- 2.3 Special Agent and General Agent
- 2.4 Essentials of a Contract
- 2.5 Termination of Agency

Sale of Goods Act, 1930

- 3.1 Formation of contract of Sale
- 3.1 .1 Essentials of a contract of Sale
- 3.1.2 Formation of contract of sale.
- 3.1.3 Subject – matter of contract of sale.
- 3.1 .4 Ascertainment of price
- 3.1 .5 Provisions of Stipulation as to the Time of payment..
- 3.2 Goods and their classification
- 3.2.1 Effects of destruction of goods or perishing of goods
- 3.2.2 Distinction between future goods and contingent goods.
- 3.3 Sale and Agreement to sell.
- 3.3.1 Distinction between Sale and Agreement to sell.
- 3.4 Condition and Warranties
- 3.4.1 Difference between a condition and a warranty
- 3.4.2 Doctrine of “Caveat Emptor”
- 3.5 Transfer of property in goods
- 3.5.1 Passing of property from seller to buyer.
- 3.5.2 Passing of property in a contract for sale of specific or ascertained goods
- 3.5.3 Passing of property in the contract for sale of unascertained goods [section23]
- 3.6 performance of the contract of sale.
- 3.6.1 Delivery of goods.
- 3.6.2 Rules regarding delivery of goods.
- 3.7 Rights of unpaid seller and Remedial Measures.
- 3.7.1 Rights of an unpaid seller and remedial measures.

- 3.7.2 Rights of an unpaid seller against the goods.
- 3.7.3 Rights of an unpaid seller against the buyer personally
- 3.8 Action sale

Exam 2

The negotiable instruments Act.

- 4.1 Definition and meaning of Negotiable Instruments
- 4.2 Characteristics features of Negotiable Instruments.
- 4.3 kinds or Types of Negotiable Instruments
 - 4.3.1 Bill of exchange
 - 4.3.2 Promissory Note.
 - 4.3.3 Cheque
 - 4.3.4 Crossing of a cheque
 - 4.3.5 Some other important types of negotiable instruments
 - 4.3.6 Distinction between a bill of exchange and a promissory note; and a cheque and a bill of exchange
- 4.4 holder and holder in due course
 - 4.4.1 Meaning of 'holder'
 - 4.4.2 Meaning of 'holder in due course'
 - 4.4.3 Rights and privileges of a holder in due course
 - 4.4.4 Distinction between holder and holder in due course
- 4.5 Drawee in case of need
- 4.6 Negotiation, endorsement and types of endorsements
 - 4.6.1 Procedure of transfer or modes of negotiation
 - 4.6.2 Types of endorsement
- 4.7 Dishonour and discharge of instrument.
 - 4.7.1 Dishonour by non-acceptance.
 - 4.7.2 Dishonour by non payment
 - 4.7.3 Notice of dishonour.
- 4.8 Liability of dishonour of a cheque.

The Consumer protection Act

- 5.1 Extent, commencement and application
- 5.2 Aims and object of the Act.
- 5.3 Disputes
- 5.4 Consumer protection council
- 5.5 Consumer Disputes Redressal Agencies.

Partnership Act

- 6.1 Definition

- 6.2 The nature of partnership
 - 6.3 Registration of firm
 - 6.4 Relations of partners to one another.
 - 6.5 Relations of partner to third party.
 - 6.6 Dissolution of partnership.
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Tilak Maharashtra Vidyapeeth - Pune
Syllabus - BBA –Semester V
71512 Human Resource Management

Exam 1

Chapter 1- Introduction to Human Resource Management.

- Definition and Introduction of Human Resource Management
- Nature of Human Resource Management
- Importance of Human Resource Management
- Scope of Human Resource Management
- HR Manager Role & Responsibilities.
- Why study Human Resource Management ?

Chapter 2- Human Resource Planning. (HRP)

- Human Resource Planning and Man power Planning
- Meaning & Definition of Human Resource Planning.
- Importance and Significance of Human Resource Planning.
- Barriers to Human resource Planning.
- Human Resource Planning – process.
- Factors Affecting Human Resource Planning
- Work before Planning

Chapter 3- Recruitment & Selection.

- Definition and Meaning of Recruitment and Selection
- Sources of Recruitment- Internal Source
- External Source
- Methods of Recruitment
- Steps involved in selection process.
- Selection in India.

Chapter 4- Job Analysis.

- Meaning & Definition of Job Analysis
- Purpose of Job Analysis- Job Description
- Job Specification
- Methods in Job Analysis- Questionnaire
-Observation
-Personnel Interview
-Available Records
- Procedure of Job Analysis

- Important Concepts Related to Job Analysis - Job Rotation
 - Job Enlargement
 - Job Enrichment

Exam 2

Chapter 5- Employee Remuneration & Rewards.

- Meaning , Nature of Employee Remuneration
- Components of Employee Remuneration
- Factors Influencing Employee Remuneration
- Wage and Salary Administration
- Meaning of Rewards – Incentives – Nature
Performance Appraisal
- Employee Benefits & Services

Chapter 6- HR Communication

- Meaning / Nature of HR Communication
- Channels / Process of HR Communication
- Communication in groups
- Perception in Communication
- Failures / Barriers in Communication.
- Effective and Successful Communication

Chapter 7- Development of Human Resource

- Nature / Importance of Development of Human Resource
- Induction
- Training
- Career Planning
- Successful Retention of Employees

Chapter 8- Optimising Human Resource.

- Meaning / Nature of Optimising Human Resource
- Retirement plans
- Removal of HR-Resignation
 - Discharge
 - Dismissal
 - Suspension
 - Retrenchment
- Early Retirement plans.
- Voluntary Retirement plans.(VRS – The Golden Handshake)

Tilak Maharashtra Vidyapeeth - Pune
Syllabus - BBA –Semester V
71513 Indian Economy

Exam 1

Chapter 1

1. Economic Growth & Under Development

Economic Development concept
What is Economic Development
Growth & Development: A contrast in Concepts
Importance of Economic Growth in an India
Factors that affect the Economic Growth of an India
Indicator/Requirement of the Economic Development

2. Nature of Indian Economy

Indian Economy as a less developed country
Indian Economy: A Dualistic Economic structure
A Mixed Economy

3. Population problem & Economic Development

Population problem & Economic Development
Growth of Population
Population & Economic Development
Remedial Measures for the Population Explosion
Population: A Comparative Study

4. Agricultural Development in India

Role of Agriculture in the India Economy
Agricultural Productivity -Causes of low productivity & measures
Agricultural Marketing in Global Perspective
Constraints in Agricultural Development

5 Industrial Development in India

Role of Industrialization in Economic Development

Problems of Small Scale Industries in India

Performance & problems of the public sector

Industrial Imbalance causes & measures

Industrial Liberalization & Privatization

Exam 2

6 National Income of India

Introduction

Concept of National Income

Difficulties in the calculation of National Income

National Income, Savings & investments in India

Growth of National Income since 1951

Trends in National Income

7 Poverty India

Introduction

Event of Poverty in India

Poverty meaning & causes

Causes of Poverty

Measures Taken by Government of India to Remove Property

8 Assessment of Indian Planning

Economic Planning in India

Significance of Planning

Main Objectives of Planning in India

Success/Achievements of Planning in India

Ninth 5 yr plan(1997-2002)

Tenth 5yr Plan (2002-2007)

Eleventh 5th plan (2009-2014)

Planning a Mixed Economy

Need for planning in less developed countries

9 Indian Fiscal & Monetary Policy

Fiscal Policy of India

Monetary Policy

Objectives of Central Banking & Credit Policy
Measures of Credit Control taken by the Central Government

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71514 Management Information Systems

Exam 1

Chapter 1: Introduction to MIS

1.1 Definition of MIS

This topic introduces the concept of MIS and explains the definition of MIS.

1.2 Distinction between Data and Information

In this topic, students learn the subtle yet important differences between ‘data’ and ‘information’ with the help of examples. It is necessary to be able to distinguish information from data, so as to avoid the confusion that is created by using these 2 terms interchangeably.

1.3 Information and Management

This topic explores the vital role ‘information’ plays in organisational management. It describes Mintzberg’s roles vis-à-vis principles of management.

Chapter 2: Information and Decisions 30%

2.1 Types and Sources of Information

This topic discusses various types of organisational information and the sources that are tapped in order to acquire information.

2.2 Attributes of Information

In this topic, students learn how to assess the quality of any information by understanding the attributes/characteristics of information.

2.3 Types of Decisions (Idealistic vs. Realistic)

This topic explores the differences between the classical/idealistic and administrative/realistic decisions. It explains how managers have to make the most viable decisions under existing constraints.

2.4 Models of Decision Making

In this topic, students are exposed to 2 important decision making models – (1) Herbert Simon Model, (2) Rubenstein & Herbertson Model. The first model is linear in nature, whereas the latter model is cyclic.

2.5 Tools for Decision Making

This topic describes various tools used by managers for making decisions in organisations.

Chapter 3: Systems Theory

3.1 Definition of System

This topic explains the definition of system. It elaborates upon the interrelationship amongst the elements of a system.

3.2 Characteristics of Systems

This topic describes the characteristics of systems and their elements.

3.3 Types of Systems

In this topic, students learn different types of systems. Managers need to follow existing systems as well as establish new systems to ensure smooth and streamlined functioning of organisations. Therefore, learning different classifications of systems is vital.

3.4 Negative Feedback and Entropy

This topic explains the concept of disorder in a system and how a system reacts to it in order to preserve itself.

Chapter 4: Information Systems in Organisations

4.1 Overview of Various Information Systems

This topic gives an overview of different information systems like ERP, SCM, CRM and PLM systems. In the following topics, students learn how all these information systems help managers in streamlining and integrating various functions of an organisation.

4.2 ERP Systems

In this topic, students learn the basics of Enterprise Resource Planning systems, which have become a part and parcel of today's corporate world. ERP systems are used by almost all the departments of an organisation (which has implemented an ERP system).

4.3 SCM Systems

This topic provides elementary knowledge of Supply Chain Management systems. Students learn how manufacturers, suppliers and customers are linked with each other through SCM.

4.4 CRM Systems

This topic provides introductory information about Customer Relationship Management systems and how they help marketing people.

4.5 Business Intelligence

This topic covers overview of data warehousing and data mining techniques. Students learn how these techniques work and what are their important applications.

Exam 2

Chapter 5: Information and Knowledge

5.1 Distinction between Information, Knowledge and Wisdom

This topic explores the process of how information leads to knowledge and how knowledge helps in attaining wisdom of judgement.

5.2 Introduction to Knowledge Management

This topic introduces the concept of knowledge management. It explains the importance of capturing, storing and utilising knowledge in an organisation.

5.3 Types of Knowledge

In this topic, students learn the classifications of knowledge and different perspectives on knowledge.

5.4 The Spiral of Knowledge Creation

This topic describes the process of how knowledge is created and converted from one form to another in order to utilise it for the benefit of the organisation.

5.5 Tools for Knowledge Conversion

This topic covers some basic tools like metaphors, analogies and models for converting knowledge from tacit to explicit form.

5.6 Examples of Knowledge Management Practices

In this topic, students are provided with cases of knowledge management practices undertaken by some well-known organisations.

Chapter 6: Decision Support Systems

6.1 Definitions of DSS

This topic introduces the concept of DSS and presents various definitions of DSS in terms of functions, characteristics, objectives and components.

6.2 Structure of DSS

This topic describes the broad structure of DSS in terms of its component subsystems.

6.3 Applications of DSS

In this topic, students learn how DSS provides support at various levels in the management of an organisation.

Chapter 7: Role of MIS in Organisational Learning

7.1 Introduction to E-learning

This topic introduces the concept of e-learning and how it is widely and effectively used by the corporate world for providing training to employees.

7.2 Learning Management Systems

This topic explains what LMS is and how it helps in managing organisational learning.

7.3 Learning Content Management Systems

In this topic, students are provided with a basic understanding of what is LCMS and how it is used.

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71515 Research Methodology

Exam 1

CHAPTER 1 : INTRODUCTION TO RESEARCH

- What is research?
- Importance of research
- Research process
- Essential qualities of research
- Essential qualities of a researcher

CHAPTER 2 : SOCIAL RESEARCH

- Basic types of research
- Meaning of social research

- Importance of social research
- Approaches to social research
- Types of research in social science
- Relevance of social science research

CHAPTER 3: RESEARCH PROCESS

- Steps in research process

CHAPTER 4: PROBLEM FORMULATION AND RESEARCH DESIGN

- Problem formulation
- Sources of research problem
- Defining research problem
- Research design
- Definition
- Importance
- Basic elements

CHAPTER 5: HYPOTHESES

- Meaning
- Definition
- Types of hypotheses
- Qualities of hypotheses
- Sources of hypotheses

Exam 2

CHAPTER 6: SAMPLING TECHNIQUES

- Methods of collection of data
 - Census method
 - Sample method
- Terms used in the sampling process
- Criteria for deciding sample size
- Characteristics of good sample
- Sampling techniques
 - Probability sampling
 - Non probability sampling

CHAPTER 7: METHODS OF DATA COLLECTION

A. PRIMARY DATA: (methods)

- Questionnaire
 - Designing of a questionnaire
 - Types of questions
- Observation method

- Interview method
 - Types of observations: advantages; limitations
 - Types of interview; advantages; limitations
- Case study method
- Projective techniques

B. SECONDARY DATA

- Internal sources
- External sources
- Advantages
- Limitations

CHAPTER 8: MEASUREMENT AND SCALING

- How to measure?
- Levels of measurement
- Scales:
 - Likert scale
 - Graphic rating scale
 - Employee satisfaction scale

CHAPTER 9: PROCESSING OF DATA

- Meaning
- Editing
- Coding
- Classification
- Tabulation

CHAPTER 10 : REPORT WRITING

- Usual pattern
- Literature review
- Method of study
- Results(findings and conclusions)
- Discussion(suggestions and recommendations)
- Bibliography
- Appendices