

## MC-101: MANAGEMENT PRINCIPLES AND PRACTICES

Max. Marks : 100  
External : 85  
Internal : 15

- Unit - I** Meaning, Nature, Process, Significance and Principles of Management, Professional Management in India, Managerial Roles and managerial Skills. Functional Areas of Management and Development of Management Thought - Classical, Neo-Classical And Modern approach.
- Unit - II** Nature And Types of Planning, The Planning Process, principles of Planning, Types of Plans, Importance and Limitations of Planning, Management by objectives (MBO), Benefits and Weaknesses of MBO. Corporate Planning and Environmental Analysis - Process, Components and Techniques.
- Unit - III** Concept, Process and Principles of Organization, Forms of Organization Structure, Organizational Charts and manual, Span of Management. Concept of Authority, Types of Authority Relationships. Concept, Process of Delegation of Authority and barriers to Effective Delegation.
- Unit - IV** Concept, Nature and process of Decision Making, Types of Decisions, Rationality in Decision making and Creativity in Decision making. need and significance of coordination, Principles and Techniques of Effective Coordination. Nature and process of Communication, Communication Network, Direction of Communication, Barriers in Communication, Ten Commandments of Good Communication.
- Unit - V** Concept of Direction and its Techniques, Concept and Process of Control, Types of control. Essential of effective Control Systems, Limitations of control, Techniques of managerial Control. Management By Exception. Management of change, new Challenges for Managers.

### Suggested Readings :

- Kumar Pradeep and Thakur K.S., Management Principles and Practices, Wisdom Publications, New Delhi.
- Harold Koontz, O'Donnell and Heinz Wehrich, Essentials of Management, Tata McGraw Hil, New Delhi.
- Stoner, Management, PHI Learning, New Delhi.
- M. Prakash and Parag Diwan, Management - Principles and Practices, Excel Books, New Delhi.
- Chandan, J.S., Management - concepts and Strategies, Vikas Publishing House, New Delhi.
- Robert C. Appleby : Modern Business Administration, McMillan India Ltd., New Delhi.
- Moshal, B.S., Principles of Management, Ane Books Pvt. Ltd., New Delhi.

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## MC-102 : BUSINESS ENVIRONMENT

Max. Marks : 100  
External : 85  
Internal : 15

- Unit - I** Concept of business environment. Components of business environment. Socio culture environment base of business. Concept of business ethics and morality. Concept of social audit.
- Unit - II** Economic Environment of Business. New Economic Policy, second generation reforms. Present industrial Policy. Industrial licensing policy. export-import Policy. Monetary Policy. Fiscal Policy.
- Unit - III** Political and Legal environment of Business- Critical elements of political environment Government and business, changing dimensions of legal environment in India.
- Unit - IV** Patent Act 1951. Competition Act 2002 Liberalization Policy Implications of Globalization. Policy in Business.
- Unit - V** International and Technological Environment. Multinational Corporations, Foreign Collaborations and Indian Business. Non-resident Indians and Corporate sector International Institutions. W.T.O. World Bank IMF Foreign trade Policy. Technological Environment in India. Policy & Research and development Technology Transfer.

### Suggested Readings :

- Prof. G. Updahaya Sharma & Dayal: Business Environment (Hindi & English) Ramesh Book Depot.
- B.P. Gupta & H.R. Swami Ramesh Book Depot.
- Prof. P. Kumar Mahaveer Book Depot.
- O.S. Shrivastava (Kalyani Publication)
- V.C. Sinha, Sahitya Bhawan

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Principal  
Jiwaji University, Gwalior (M.P.)

**MC-103 : ADVANCED FINANCIAL ACCOUNTING**

**Max. Marks : 100**  
**External : 85**  
**Internal : 15**

- Unit - I** Final Accounts with (Advanced (IFRS) International Adjustment), Financial Reporting System.
- Unit - II** Accounting from Incomplete Records. Accounting for non-profit organisation.
- Unit - III** Investment Accounting, Branch and Departmental Accounts.
- Unit - IV** Accounting for Hire Purchase and Instalment System, Insolvency Accounts.
- Unit - V** Dissolution of Partnership firm, Amalgamation of firm, sale of firm.

**Suggested Readings :**

- Dr. S. M. Shukla, Advanced Financial Accounting
- Dr. Tulsiyan , Advanced Financial Accounting
- Khandelwal & Khandelwal, Advanced Financial Accounting
- Dr. Jawaharlal, Advanced Accounting

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**MC-104 : STATISTICAL ANALYSIS**

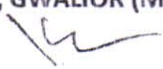
**Max. Marks : 100**  
**External : 85**  
**Internal : 15**

- Unit - I** Regression, Intrapolation and Extrapolatin.
- Unit - II** Association of Attributes coefficient of association by Yule's formula and association of attributed upto 3<sup>rd</sup> order, Chisquare Test.
- Unit - III** Probability –Concept and uses of probability in Permulation and computation probability theories – addtion, multiplication, Bernoulli theories., Theoretical Frequency distribution.
- Unit - IV** Sampling Theory – Basic concepts, Types, Techniqus and Testing, Practical uses of sampling, Standard erros and its computation. Test of single proportions and difference of proportions.
- Unit - V** Test of significance based on 'T', 'F' and 'Z' distribution. Analysis of variance.

**Suggested Readings :**

- *Wilcox, Rand R.*, BASIC STATISTICS - Understanding Conventional Methods and Modern Insights, *Oxford University Press*, 2009.
- *Hoff, Peter D.*, - A First Course in Bayesian Statistical Methods, *Springer*, 2009.
- *Dalgaard, Pefer* - Introductory Statistics with R, Second Edition, *Springer*, 2008.

  
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