BBA III Semester
BUSINESS ENVIRONMENT
Paper Code: BBA-301

Max. Marks : 50
Min. Marks : 20
External : 40
Internal : 10

Unit-I: Introduction:

UNIT-II: Social and Ethical Environment:

UNIT-III: Labour and Industrial Environment:
Labour Environment, Industrial policy and performance, Public sectors in India-Process of privatization through disinvestment.

UNIT-IV: Economic Environment:
The Indian financial sector, Indian monetary and fiscal policy and its implications. Capital market in India, Process of economic reforms.

UNIT-V: Technological and Competitive Environment:
### BBA III Semester

**COMPANY LAW**

Paper Code: BBA-302

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<th>Max. Marks</th>
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**UNIT-I:**  **Introduction:**
Development of company law, Objectives of company law, Kinds of companies, Advantages, Management and Administration of companies.

**UNIT-II:**  **Formation of a Company:**
Meaning of formation of a company, Stages in formation of a company – Promotion of a company, Registration and Incorporation of a company, Certificate of incorporation and Commencement of business. Promoters – Company promoters, Legal position of a promoters, Functions of promoters, Remuneration of promotes, Duties and Obligations of promotes and liabilities of promoters.

**UNIT-III:**  **Memorandum of Association:**
Form of memorandum of association, Clauses of memorandum of association, Alteration of memorandum of association and Articles of association.

**UNIT-IV:**  **Prospectus of a Company:**
Definition of prospectus, Legal rules relating to the issue of prospectus. Share and Share capital, Borrowing powers.

**UNIT-V:**  **Winding up of a Company:**
Prevention of oppression and Mis-management, Provisions regarding winding up of a company.
BBA III Semester
QUANTITATIVE TECHNIQUES
Paper Code: BBA-303

Max. Marks : 50
Min. Marks : 20
External : 40
Internal : 10

UNIT – I: Regression Analysis:
Meaning and Uses of regression analysis, Regression lines, Regression co-efficient, Regression equations (a) By using mean, SD and coefficient of correlation and (b) by using method of least square.

UNIT – II: Analysis of Time Series:
Meaning and Uses of time series analysis, Components of time series, Measurement of trend by using moving average method and method of least square, Measurement of seasonal variation by using simple average method (monthly and quarterly).

UNIT – III: Probability:
Concept and Importance of the probability, Basic terminology, Calculation of probability, Addition theorem, Multiplication theorem.

UNIT – IV: Association of attributes, Chi-square test- Meaning and Uses of Chi-square measure.

UNIT – V: Tests and Hypothesis:
(A) Concept of standard error, Test of significance, Large samples – Problems relating to test of significance of means, Test of significance of proportions.
(B) Test of significance of small samples ‘t’ test for significance of means only.
BBA III Semester
HIGHER ACCOUNTING
Paper Code: BBA-304

Max. Marks : 50
Min. Marks : 20
External : 40
Internal : 10

UNIT – I: Concept of partnership, Partnership deed, Preparation of capital account, Past adjustment, Goodwill, Change in profit sharing ratio, Admission of a partner, Retirement of a partner, Death of a partner.

UNIT – II: Amalgamation of partnership firms, Dissolution of a partnership firm, Sale of firm.


UNIT – IV: Accounting for insurance companies and Accounting for banks and Accounting policies for banking sector.

UNIT – V: Double account system (including accounts of electricity companies), Hotel company’s accounts.
BBA III Semester
ORGANISATIONAL BEHAVIOUR
Paper Code: BBA-305

Max. Marks : 50
Min. Marks : 20
External : 40
Internal : 10

UNIT – I: Introduction:
The emergence of organizational behaviour, Nature, Foundations and
Determinants of organizational behaviour, Model of organisational
behaviour, Challenges and Opportunities for organisational behaviour,
Modern perspective on organisational behaviour.

UNIT – II: Individual Behavior and Behavioral Sciences:
Individual behaviour, Perception, Perceptual organization and
Perceptual process.
Components, Theoretical process and Principles of learning.

UNIT – III: Group and Interpersonal Process:
Dynamics of formal and informal work groups, Theories of group,
Comparative study of formal and informal organization and functions of
group.
Leadership and its theories, Leadership styles, Likert’s management
systems and Choice of a leadership style.

UNIT – IV: Motivation and Organisational Culture:
Emerging perceptive of motivation, Types of motives, Motivation
approaches.
Dynamics of conflicts and negotiation.
Nature and Common attribute of organisational culture, Models of
International culture, Dimensions and Impact of culture on International
organizational behaviour.

UNIT – V: Organisational Dynamics:
Organisational change, Resistance to change, Change agent, Process of
organizational development, Intervention techniques.
Carrier dynamics, Carrier planning and Carrier management.
Main issues of international dimensions and Emergence of international
management.
Jiwaji University, Gwalior
Syllabus for BBA: XIV Batch
2009 – 2012

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<td>THOUGHT</td>
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<td>External : 40</td>
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Unit-I: Evolution of Management Thought, Mechanistic Approach, Humanistic Approach, Contingency Approach, Early Contributors (Charles Babbage Frank Gilbreth, H.L. Gantt.)

Unit-II: Schools of Management Thought- Process School, Empirical School, Human Behavior School, Social Systems School, Decision Theory School, Mathematical School, Comparative Management School.


Unit-IV: Hawthorne Experiments, James Burnham- Theory of Managerial Revolution, Maslow’s Theory of Motivation, Herzberg’s Two-factor Theory, Mc Gregor’s Theory X and Theory Y.