

GUJARAT UNIVERSITY

F.Y.BBA SYLLABUS

(FOB) FORMS OF BUSINESS ORGANISATION SECTION I

- Chapter-1: Brief idea about different forms of organizing Business: 10%**
- Meaning and features of Sole Proprietorship, Partnership, Co-operative Societies, HUF, Public Enterprises; types/forms of Co-operatives, Partnerships and Public Enterprises.
- Chapter-2: Joint Stock Company: 30%**
Meaning, definition under the Indian Company's Act, 1956, types; features; difference between public Ltd. and private Ltd. company, formation procedure - promotion, incorporation, subscription and commencement, detailed study of memorandum of Association, articles of Association, Prospectus, statement in lieu of prospectus, brief idea about winding-up.
- Chapter-3 Company Management: 10%**
- i) Director—meaning, definition under Company's Act 1956, position, qualifications and disqualifications of a director, number of directors, powers, duties and liabilities;
 - ii) Managing directors and Manager- definition, position, appointment and disqualifications, remuneration to Managing Director;
 - iii) Company Secretary- definition, position qualifications appointment, powers and duties.
- Chapter-4 Company Meetings : 10%**
- i) Shareholders meeting- statutory meeting, AGM, and EGM; provisions regarding quorum, agenda, time and place of holding the meeting, notice; purpose of holding these meetings; business transacted at these meetings.
 - ii) Class meetings;
 - iii) Debenture holders' meeting;
 - iv) Creditors' meeting;
 - v) Board meetings – provisions regarding time, place, notice, quorum, agenda, purpose, of holding board meetings;
Resolutions – meaning, types; Minutes – meaning, signing

SECTION II

- Chapter-1 Commodity Exchange: 15%**
Feature, functions, services, organization of commodity exchanges, nature of transaction, distinction between future contracts and forward contracts, hedging, methods of trading, regulation of commodity exchanges. Theory-based application question may be asked on this chapter.
- Chapter-2 Business Combinations : Meaning, Causes, forms, types 15%**
- Chapter-3 Launching of a new enterprise 10%**
Factors to be considered before launching a new enterprise (as per Sherlekar and Sherlekar); project reports or feasibility reports (as per Y. K. Bhushan); promoting Partnerships and Co-Operative Societies.

Reference Books :-

- 1) Study material of ICS (Foundation course) - Elements of Business Law.
- 2) Fundamentals of Business Organization and Management by Y.K.Bhushan published by Sultan Chand.
- 3) Modern Business Organization and Management by Sherlekar and Sherlekar published by Himalaya Publishing House.

PRINCIPLES OF MANAGEMENT

UNIT 1. NATURE OF MANAGEMENT (10%)

Meaning of management
Nature, significance, objectives of management
Principles of management
Levels of management and managerial skills applied at different levels of management.
Management as a science, an art, a process, a profession
F. W. Taylor's contribution to management
Henry Fayol's contribution to management

UNIT 2 PLANNING (20%)

A) FORECASTING

Meaning of forecasting
Nature, significance and limitations of forecasting
Process of forecasting
Techniques of forecasting

- Historical analogy method
- Survey method
- Opinion poll
- Business barometers
- Time series analysis
- Extrapolation
- Regression analysis
- Input-output analysis
- Econometric models

(NOTE : The techniques to be discussed in brief theoretically)

B) DECISION MAKING

Meaning of decision making
Nature of decision making
Process of decision making
Techniques of decision making

- C.P.M.
- P.E.R.T.
- Decision tree

(NOTE : The techniques will be non calculative in nature)

Meaning of planning
Nature, significance, constraints of planning
Planning process
Planning premises and its importance
Types of plans
Types of decision::
Strategic and tactical decisions, long and short term decisions, programmed and non-programmed decisions

UNIT 3 : ORGANISING (20%)

Meaning of organizing
Nature, significance, limitations of organizing
Process of organizing
Principles of organizing
Span of management and factors affecting span of management

A) DEPARTMENTATION

- Meaning of departmentation
- Importance of departmentation
- Bases of departmentation
 - Function wise
 - Product wise
 - Territory wise
 - Process wise
 - Customer wise

B) DELEGATION

- Meaning of delegation
- Importance and limitations of delegation
- Elements of delegation
- Principles of effective delegation

C) CENTRALISATION – DECENTRALISATION

- Concept of centralization and decentralization Benefits and limitations of centralization and decentralization
- Factors affecting the degree of centralization and decentralization

D) TYPES OF ORGANISATIONS

*** FORMAL ORGANISATIONS**

- Line type
- Functional type
- Line and staff type
- Committee type
- (Meaning, advantages and limitations of all the types of organizations. Reasons of Conflicts between line and staff officers
- Measures to overcome the problems between line officers and staff officers) :

*** INFORMAL ORGANISATIONS**

- Meaning of informal organizations
- Benefits and problems of informal organizations

UNIT 4 STAFFING

- Meaning of staffing
- Importance of staffing function

A) RECRUITMENT

- Meaning of recruitment
- Sources of recruitment (internal and external) with merits and limitations

B) SELECTION

- Meaning of selection
- Selection procedure

C) JOB ANALYSIS

- Meaning of job analysis
- Importance of job analysis

D) TRAINING

- Meaning
- Importance
- Training methods

UNIT 5 DIRECTING

(20%)

Meaning, nature, importance, principles, components

A) MOTIVATION

Meaning, importance, characteristics

Models of motivation

- Maslow's need hierarchy
- Herzberg's two factor theory
- theory X and theory Y
- Theory Z
- Goal setting theory

B) LEADERSHIP

Meaning

Blake and Mouton's grid

Leadership continuum

Autocratic, Democratic and free-rein leadership

C) COMMUNICATION

Meaning, nature, importance, process

Barriers to effective communication

Principles of effective communication

Types of communication

UNIT 6 CONTROL

(10%)

Meaning, nature, process, importance.

Principles of effective control

Breakeven analysis as a control technique

Budget as a tool of control

BUSINESS MATHS

UNIT I

1. Set Theory

1.1 Concept of Set

1.2 Types of Sets: Finite Set, Infinite Set, -Singleton Set. Empty Set. Equal Sets. Subsets. Proper Subset. Equivalent Sets, Power Set, Disjoint Sets. Universal Set

1.3 Complement of Set, Intersection of Sets , Union of two Sets .Difference of two Sets

1.4 Venn Diagram

1.5 De Morgan's Laws (with proof)

1.6 Cartesian Product of two Sets

1.7 Laws of Algebra of sets (with proof)

1.8 Applications of Set Theory

2. Permutation and Combination

2.1 Fundamental Rule of Counting

2.2 Meaning and Properties of Permutation

2.3 Permutation of n-different things

2.4 Permutation of similar things

2.5 Permutation when things are repeated

2.6 Restricted Permutation

2.7 Meaning of Properties of Combination

2.8 Restricted Combination

2.9 Some results of Permutation and Combination

UNIT II**3. Matrix**

- 3.1 Meaning and Definition of matrix
- 3.2 Definitions of various types of matrices : Row matrix, Column matrix, Square matrix, Diagonal matrix. Identity matrix. Scalar matrix, Null matrix. Transpose of matrix. Equal matrix. Symmetric matrix, Skew Symmetric matrix, Lower Triangular matrix. Upper Triangular matrix. Orthogonal matrix.
- 3.3 Operation of matrices : Addition, Subtraction and Multiplication of matrices
- 3.4 Determinants of order 2 and order 3
- 3.5 Singular matrix. Non-singular matrix. Minor of order 2 and order 3. Adjoint of a matrix. Cofactor of matrix
- 3.6 Inverse of matrix (of order 2 X 2 and 3 X 3 only)
- 3.7 Solution of simultaneous linear equations in two and three unknowns using definition of matrix inverse
- 3.8 Cramer's Rule
- 3.9 Application of matrices : Formulating a situation using matrix algebra, performing basic operations of matrix algebra like addition, subtraction, multiplication and finding solution through matrix inverse.

UNIT III**4. Functions**

- 4.1 Meaning and Definition of Function
- 4.2 Different types of functions : Linear, Quadratic
- 4.3 Functions used in Economics and Commerce : Supply functions, Demand function, Cost Function, Revenue function, Profit function
- 4.4 Break-Even-Point Analysis and (One point and Two points only)

5. Arithmetic and Geometric progressions

- 5.1 Meaning of Sequence and Series
- 5.2 Introduction to Sigma Notation
- 5.3 Arithmetic Progression (AP) : Introduction of AP, Sum of a series in AP, Arithmetic Mean. Representation of terms in AP.
- 5.4 Geometric Progression (GP) : Introduction of GP, Sum of a series in GP, Geometric Mean, Representation of terms in GP
- 5.5 Examples and Applications of AP and GP

UNIT IV**6. Limit**

- 6.1 Meaning and Definition of Limit
- 6.2 Properties of Limit (without proof)
- 6.3 Some standard results of limits (Appendix A)

7. Differentiation

- 7.1 Meaning and Definition of Derivative & Differentiation
- 7.2 Derivatives of some functions (by definition)
- 7.3 Rules of Differentiation (without proof)
- 7.4 Some standard results of Derivatives (Appendix B)
- 7.5 Differentiation by method of Substitution
- 7.6 Logarithmic Differentiation
- 7.7 Differentiation of implicit functions, explicit functions, composite functions
- 7.8 Parametric Differentiation
- 7.9 Second order derivative
- 7.10 Application of Derivatives: Maxima and Minima of a function. Average and Marginal functions of Cost. Revenue and Profit functions.

8. Integration

- 8.1 Meaning and Definition of Integral & Integration
- 8.2 Some standard results of integration (Appendix C)
- 8.3 Indefinite and Definite Integration
- 8.4 Rules of Integration (without proof)
- 8.5 Integration by substitution
- 8.6 Integration by parts
- 8.7 Integration by partial fraction (linear fractions only)
- 8.8 Definite Integration : Definition and properties of definite integral
- 8.9 Application of Integration: Total Cost from Marginal Cost, Total Revenue from Marginal Revenue

9. Co-ordinate Geometry

- 9.1 Introduction to Line, Quadrants and Co-Ordinates
- 9.2 General Equation of Straight Line
- 9.3 Some standard forms of equations Straight line : Equation of a line joining two given points . Equation of a line having slope and passing through a given point . Equation of a line having slope and making intercept on Y axis, Equation of a line making intercepts on both axis
- 9.4 Concept and properties of parallel and perpendicular lines

Reference Books:

- (i) Mathematics for Business; Finance and Economics by F. M. Wilkes - International Thomson Business Press
- (ii) Calculus by Thomas and Kinney - Pearson Education
- (iii) Fundamental Methods of Mathematical Economics by Chiang - McGraw-Hill Publication
- (iv) Mathematics for Management by M. Raghavachari - Tata McGraw Hill Publication
- (v) Business Mathematics by Sancheti and Kapoor – Sultanchand Publications

Unit	Topic No.	Topics	Weightage %
I	1	SET THEORY	12
	2	PERMUTATION AND COMBINATION	8
II	3	MATRIX	20
III	4	FUNCTIONS,	6
	5	ARITHMETIC AND GEOMETRIC PROGRESSION	14
IV	6	LIMIT	8
	7	DIFFERENTIATION	12
V	8	INTEGRATION	15
	9	CO-ORDINATE GEOMETRY	5
		TOTAL	100

APPENDIX

A. Some standard results of limits (Without proof)

$$(i) \lim_{x \rightarrow a} \frac{x^n - a^n}{x - a} = na^{n-1} \quad (ii) \lim_{x \rightarrow \infty} \left(1 + \frac{1}{x}\right)^x = e \quad (iii) \lim_{x \rightarrow 0} \frac{a^x - 1}{x} = a \log_e a$$

B. Derivatives of some standard functions (without proof)

No.	Function $y = f(x)$	Derivative of y dy/dx
1	x^n	nx^{n-1}
2	a^x	$a^x \log_e a$
3	e^x	e^x
4	$\log_e x$	$1/x$
5	a^{mx}	$ma^{mx} \log_e a$
6	e^{mx}	me^{mx}

C. Integrals of some standard functions (without proof)

No.	Function $f(x)$	Derivative of y $\int f(x) dx$
1	x^n	$\frac{x^{n+1}}{n+1} + c$
2	a^x	$\frac{a^x}{\log_e a} + c$
3	e^x	$e^x + c$
4	$\frac{1}{x}$	$\log_e x + c$
5	a^{mx+n}	$\frac{a^{mx+n}}{m \log_e a} + c$
6	e^{mx+n}	$\frac{e^{mx+n}}{m} + c$
7	$\frac{1}{ax+b}$	$\frac{\log(ax+b)}{a} + c$

COMMUNICATION SKILLS

1. Text 12

Khushwant Singh selects Best Indian Short Stories Vol.–II; Harper Collins Publication - pg. 267

(Only selected 12 stories out of total 22)

Note: only detailed general answers and short note type questions to be asked.

2. Comprehension of a Commercial Item 08

3. Theory of Communication 10

- Definition, Importance and Process of Communication
- Feedback in communication
- Types of communication (Verbal and Non-verbal with sub-types)
- Dimensions of Communication
- Barriers to effective communication with role of perception
- Listening and its types
- Media and mode of communication

4. Case Analysis 08

Note: Questions on analyzing effectiveness of communication in a given commercial item can be asked

Questions on inference can be asked.

Correct, Improve the effectiveness of communication in a given commercial item can be asked

Evaluation of two case-lets in comparison can be asked

5. Formal Letters 06

- Letter to Head of Institute (Principal/Director) regarding leave application
- Letter of compliance (irregularities regarding Attendance, Misconduct, Poor result, non-payment or delayed payment of fees)
- Suggestions regarding work hours, work pattern, celebration of college events (cultural, sports, etc.) organizing various competitions and Industrial tours
- Demands regarding more amenities, facilities (Infrastructure and otherwise perks and other benefits)
- Wishes, Greetings, Compliments to classmates and faculty members for academic achievements, scholarships, prize-winning performance at Youth Festival and Sports events or Management Meets, Selection for Students Exchange Programme
- Condolence Letter (also in the office, staff members context)
- Letter to an editor of a newspaper on a topic of Public Interest

6. Business Letters 06

- | | |
|---|---|
| • Inquiries and Replies to them | • Quotations and Offers |
| • Collection Letters | • Orders (Placement, Execution, Cancellation) |
| • Complaints and Adjustments | • Circulars and Notices |
| • Professional Resumes (with a short forwarding letter) | |

7. Grammar

Topic	Marks	Topic	Marks
Articles	03	Prepositions	03
Tenses	03	Auxiliaries	03
Vocabulary	04		

(Objective type questions can be set on the basis of Textual vocabulary only)

Commercial Terms (modified and revised list attached) 04

Note:

In Articles, Prepositions, Tenses and Auxiliaries, insertion or correction of errors type questions to be asked - not fill in the blanks

Students should be clearly instructed to underline the inserted or corrected answers in the exam.

Practicals:	Internal	External	(Total 50)
1. Listening (Level – 1)	15	–	
2. General Viva Voce	15	15	
3. Reading Comprehension	10	10	
4. Role Plays	<u>10</u>	<u>10</u>	
	50	35	

Supplementary Reading:

1. The Entrepreneurs of India by Board of Writers Chairman - Avinash Deshmukh Mcmillan Publication
2. One Night @ the Call Centre by Chetan Bhagat

Notes:

1. All components of the Practicals have to be included in Internal exam of C.S. Practical.
2. Three components as mentioned above are to be included in the External exam of C.S. Practical.
3. General Viva Voce will have questions based on the books prescribed for Supplementary Reading. The break-up for which should be as follows:

General Communication Skills	–	05
The Entrepreneurs of India	–	05
One Night @ the Call Centre	–	05

Suggested Reading:

1. Business Communication Today - by Bovee, Thill, Schazman
2. Business Communication - by Pal and Korlahalli
3. Technical Communication - Principles and Practice - by Meenakshi Raman and Sangeeta Sharma
4. Effective Technical Communication - by M, Ashraf Rizvi
5. Business Communication - by S. M. Rai and U. S. Rai
6. Business Communication - by Meenakshi Raman and Sangeeta Sharma
7. Business Communication - by Asha Kaul
8. Contemporary Business Communication - by Scott Ober
9. Essential English Grammar - by Raymond Murphy
10. Contemporary English Grammar - by J D Murthy
11. Business Communication - by Meenakshi, Raman and Prakash Singh (Case method approach)
12. Enrich Your English by CIEFL.
(Academic Skills book; Communication Skills book)
13. Business Communication - by N S Pradhan and Homal Pradhan
14. Modern Commercial Correspondence - R.S.N. Pillai and Bagavathi
15. Business Communication - by Roy W. Poe, Rosemary T. Fruehling (Case method approach)

ACCOUNTANCY -1

Accounting Cycle (13%) and rectification of errors (7%)

Definition, scope, objectives, accounting concepts and conventions

Analysis of Business transactions: Meaning of accounts, classification of accounts, rules of debit and credit

Preparation of Journal/subsidiary book, ledger accounts and trial balance.

Types of Errors, Rectification of errors using suspense account and profit and loss adjustment account,

Effect of rectification on profits.

Final Accounts of Sole proprietorship (15%)

Non-trading concerns including-Hostel, Hospital, club, educational institutions, entertainment centres (10%)

Preparation of income and expenditure account and Balance Sheet from Receipts and Payments Account and other information, Preparation of receipts and payments account when Income and expenditure account is given alongwith other information.

Introduction to costing upto unit costing (20%)

Meaning, nature and importance of Costing, Basic principles,

Methods of costing (in theory)

Elements of Cost

Unit costing: Preparation of simple cost sheet showing the various elements of cost and also indicating prime cost, factory cost, cost of production, total cost, profit add sales.

Share capital transactions (10%)

Issue, forfeiture and reissue of shares,

Debentures (10%)

Meaning, types of debentures, issue and redemption of debentures.

Introduction to tally, with vouchers as basis (15%)

Practical sessions should be undertaken a part of the practical studies paper

Books:

- 1 Principles and practice of Accountancy: R.L.Gupta & V K Gupta
- 2 Principles and Practice of Accountancy: P.C.Tulsian
- 3 Company Accounts: R.L. Gupta
- 4 Cost and Management Accountancy : S. N. Maheshwari
- 5 Cost Accounting. Jain and Narang

Note: The last portion of the syllabus covering Introduction to Tally (15%) should be taught in the lab and internal exam be conducted practically. The written exam should therefore carry 85% weight in the internal as well as external exam. The University will conduct external practical exam for Accounting.

PRINCIPLES OF ECONOMICS

SECTION 1

1. INTRODUCTION:

- Definitions of Economics: Scarcity and Growth definitions
- Important Concepts: Economic Goods and Free Goods. Price and Value. Want and Demand, Growth and Development, Production Possibility Curve.
- Nature of Economic: Economics as a Science and as an Art, Economics as a Social Science. Economics as Positive and Normative Science
- Scope of Economics and Economic Problems
- Micro and Macro Economics
- Economic Systems: Planned Economy, Free Market Economy and Mixed Economy.

2. THEORY OF DEMAND

- Meaning of Demand and Determinants of Demand - Demand Function,
- Law of Demand, Expansion and Contraction of Demand, Increase and Decrease in Demand, Usefulness of the law of Demand, Exceptions to the Law of Demand
- UTILITY ANALYSIS: Concept of Utility, Law of Diminishing Marginal Utility, Derivation of the Demand Curve on the basis of the Utility analysis, Consumer's Equilibrium

3. THEORY OF SUPPLY

- Meaning of Supply, Determinants of Supply, Expansion and Contraction of Supply. Increase and Decrease in Supply.
- Demand and Supply as determinants of Price.

4. MARKET AND TYPES OF MARKET

- Meaning of Market, Types of Market and their important features (Perfect Competition. Monopoly, Monopolistic Competition and Oligopoly)

5. THEORY OF DISTRIBUTION

- Marginal Productivity Theory of Distribution
- Rent: Concepts of Differential and Scarcity Rent, Economic and Contract Rent, Quasi Rent
- Wages: Concepts of Time Wage, Piece Wage, Money Wage and Real Wage
- Profit: Concepts of Gross and Net Profit, Factors affecting Profit (Uncertainty, Risk-bearing, Innovation, etc, - No theory of Profit is to be taught in detail)
- Interest: Gross and Net Interest

SECTION 2

6. NATIONAL INCOME

- Circular Flow of Income
- Meaning of National Income, Concepts of GDP, GNP, NDP and NNP
- Three approaches to measure National Income; Total Income Approach, Total Product Approach and Total Expenditure Approach
- Concepts of Personal Income and Disposable Income. Intermediate Product and Final Product, Transfer Payments, NI at Current Price and NI at Constant Price
- Problems in Measuring National Income: Conceptual and Practical Problem

7. THEORY OF INCOME AND EMPLOYMENT

- Classical Approach: Basic Assumptions of the Classical Theory, Say's Law of Market
- Keynesian theory: The Effective Demand, Consumption Function, Investment Function, Liquidity Preference Theory of Interest Rate determination. Investment Multiplier.

8. BUSINESS CYCLE

- Phase of Business Cycle and features, Causes of Business Cycle

9. MONEY

- Functions of Money
- Value of Money, Concepts of Inflation, Deflation and Stagflation, Causes of Inflation Demand Pull and Cost Push factors.
- Supply of Money and Components of Money Supply in India
- Quantitative Theory of Money: Cash Transaction Version

10. BANKING

- Commercial Banks: Functions of Commercial Banks, Credit Creation by Commercial Banks, Limits to Credit creation process
- Central Bank: Functions of the Central Bank, Credit Control Policies of the Central Banks (Quantitative and Qualitative Measures)

11. PUBLIC FINANCE

- Meaning and Functions of Public Finance
- Public Revenue: Concept of Direct and Indirect Taxes, Progressive, regressive and Proportionate Tax Structures, Characteristics of a Good Tax System
- Public Expenditure: Canons of Public Expenditure, Effects of Public Expenditure
- Public Debt: Concept of Public Debt, Burden of Debt, Concept of Deficit Financing

12. INTERNATIONAL TRADE

- Internal and International Trade, Advantages and Disadvantages of International Trade
- Theory of Comparative Cost Advantage and its Criticism
- Balance of Trade and Balance of Payments, Structure of Balance of Payments, Disequilibrium in the Balance of Payments, its Causes and Methods of Correcting Disequilibrium.
- Exchange Rate: Meaning, Concept of Purchasing Power Parity (Detailed Theory is not required), Modern Theory of Exchange Rate determination., Equilibrium Rate of Exchange,

Allocation of Marks

Chapter - 1, 2 & 3	14/70
Chapter - 4, 5 & 6	14/70
Chapter - 7&8	14/70
Chapter - 9, 10	14/70
Chapter - 11,12	14/70 :

Recommended Books

1. Modern Economic Theory - K.K. Dewett
2. Principles of Economics - P.M. Milhani
3. Economics - Paul Samuelson

GROWTH AND STRUCTURE OF INDUSTRIES

MODULE - 1

INTRODUCTION (14/70)

1. Introduction:

Meaning of industry and industrialisation, Significance of industrialisation in India, Factors hampering India, Problems of industrialisation

REFERENCES

S. S. M. Desai and Bhlerao
 “Industrialisation Economy of India”
 Mishra and Puri
 “Indian Economy”

2. Classification of Industries on the basis of :

a. Nature b. Size and c. Ownership

Y. K. Bhushan

3. Location of Industries

Meaning and importance of location, Weber’s and, Saegent Florance theories of location and factors affecting location, Agglomeration and Deglomeration, Dynamics of industrial location

S. S. M. Desai and Bhlerao
 “Industrialisation Economy of India”

S. C. Kuchal

MODULE - 2

BASIS OF MODERN INDUSTRIES (28/70)

4. Infrastructure and industrial development

Growth of infrastructure since Independence

Ruddar Datt and K. P. M.
 Sundharam
 “Indian Economy”

a. **Energy:** Sources of energy, Energy crisis and measures to solve it

b. **Transport:** Significance of transport, Growth of transport in post independence era, Problems of transport development in India

c. **Telecommunication:** Significance of telecom for industrial development, Recent development in the telecom sector

d. **Science and Technology:** Significance of S & T in industry, Weakness of S & T infrastructure in India

5. Human Resources in Industry

a. **Human Resources:** Size of Human resources in India, Causes of population explosion, Composition of Human Resources (Age, Sex ratio and Productive vs. unproductive labour), Concept of human capital

Ruddar Datt and K. P. M.
 Sundharam
 “Indian Economy”

b. **Trends in Occupational structure of India:** Occupational structure in post independence and post reform (1991) period.

c. **Trends and Structure of industrial employment:** Organised vs. unorganised employment, Self employment, Regular salaried employment and casual labour

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- d. **Features of industrial labour**
 - e. **Trade union movement in Indian industrial sector:**
Development of trade union after independence and its critical evaluation
 - f. **Concept of minimum wage and its economic effects**
- 6. Industrial Finance**
Importance of finance for the modern industry, Sources of industrial finance: (i. Internal ii. External and iii. Foreign Capital), Roles of Public sector financial institutions
- S.S.M. Desai and Bhalerao
“Industrial Economy of India”
Francis Cherunilum
“Business Environment: Text and Cases”

MODULE -3

SMALL SCALE AND COTTAGE INDUSTRIES (10/70)

- 7. Small Scale And Cottage Industries**
Meaning, characteristics and classification (cottage, SSI and tiny units), Importance of SSI in Indian economy. Problems faced by SSIs, Promotional measures for SSIs (Government Assistance to SSIs, Industrial Estates, DICs Policy of reservation for SSIs,) The industrial policy 1991 and SSIs.
- S.S.M. Desai and Bhalerao
“Industrial Economy of India”
Ruddar Datt and K. P. M. Sundharam
“Indian Economy”

MODULE -4

GOVERNMENT AND INDUSTRIES (20/70)

- 8. Economic Roles of Government**
Francis Chenmilum
“Business Environment: Text and Cases”
- 9. Government as an Entrepreneur**
Objectives of setting PSUs in India, Development of PSUs and Problems of PSUs, Provisions for PSUs in the new industrial policy of 1991
- Ruddar Datt and K. P. M. Sundharam
“Indian Economy”
Mishra and Puri
“Indian Economy”
- 10. Industrial Policy**
- a. An outline of the industrial policies in the pre-reform (1991) period.
[No need of discussing 1948, 1956 1977 and 1980 policies in detail]
 - b. Provisions of the industrial policy 1991
- Ruddar Datt and K. P. M. Sundharam
“Indian Economy”
Mishra and Puri
“Indian Economy”
- 11. Incentives for Developing Industries in the Economic Backward Areas**
Concept of backward area, Measures for the backward area development.
- S.S.M. Desai and Bhalerao
“Industrial Economy of India”
- 12. Policies for Industrial sickness**
Meaning of industrial sickness, Causes of industrial sickness in India, Government’s measures for sick industrial units
- S.S.M. Desai and Bhalerao
“Industrial Economy of India”