

Medi-Caps University
Bachelor of Business Administration
Odd Semester
ENVIRONMENTAL SCIENCE

Course Code: MS3AE01

L – 3, T-0, P-0 Credits – 3

Course Contents:

Unit-I

Environmental Communication and Public Awareness: Multidisciplinary nature of environmental studies, Scope and Significance of environmental education, Public awareness and rural outreach.

Concept of sustainability and sustainable development :Principles, imperatives and threats; three E's to optimize sustainable development, Sustainable Agriculture and Organic Farming Environmental Ethics & Legislations: Enforcement of Environment laws in India , The water act, The Air (Prevention and Control of Pollution) Act, 1981, The Environment (Protection) Act, 1986, Environmental Impact Assessment and Environmental Auditing.

Unit-II

Domestic and Global Environmental Concerns: Domestic environmental concerns, Human population growth, Impacts on environment, human health and welfare, Water conservation and Management, Resettlement and rehabilitation of project affected persons, Disaster management, Solid Waste management, Environmental movements, Chipko, Silent valley, Bishnois of Rajasthan, Deforestation, Urbanization and Energy requirements, case studies.

Global environmental concerns: Global Challenges, climate change and global warming, Kyoto Protocol, Greenhouse Gases, Ways to reduce Greenhouse gases emissions, Carbon Footprint, ways to reduce carbon footprint, Carbon Trading, Ozone layer depletion, Acid rain and impacts on human communities and agriculture.

Unit- III

Natural resources and Environmental Pollution: Natural Resources, Land resources and land use change, Land degradation, soil erosion, salinization and desertification.

Water: Use and over exploitation of surface and ground water, floods, droughts, conflicts over water, Forest Resources, Food resources.

Energy resources: Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, India's renewable energy capacity, case studies.

Environmental pollution: types, causes, effects and control of Air, water, soil and noise pollution, nuclear hazards and human health risks.

Unit- IV

Ecosystem and Biodiversity: Ecosystem, Structure and function of ecosystem, Energy flow in an ecosystem, food chains, food webs and ecological succession.

Biological diversity: types of biodiversity, its significance, threats and conservation.

Unit- V

Sustainable habitat and Green Technology: Sustainable Habitat, Concept of Green Building and its rating systems, Volatile Organic Compounds (VOC), Heating Ventilation and Air Conditioning (HVAC) systems.

Green Technology: Hybrid Vehicle Technology, Industrial ecology, Green Technology, Green Business, Green Computing, Green Chemistry.

Field work (Equal to 5 lecture hours)

- Visit to a local area for documentation of environmental assets- viz. river/forest/grassland/hill/mountain
- Visit to a local polluted site- Urban/Rural/Industrial/Agricultural
- Study of social/ environmental problem in a particular area
- Survey of simple ecosystems-pond, river, hill slopes, etc.

Recommended Books

1. Environmental Science by Dr. Surinder Deswal, Dhanpat Rai & Co. publication
2. Environmental Studies by R. Rajgopalan ,Oxford IBH Publication 2011
3. Environmental Studies by Dr. Preeti Jain
4. Environmental Science (8 th Edition) (2010): Daniel D. Chiras, Jones & Bartlett Ltd
5. Introduction to Environmental Science and Engineering (2nd Ed.) (2004): G. M. Masters, Pearson Education Pvt. Ltd.
6. Fundamentals of Environmental Science: G. S. Dhaliwal, G. S. Sangha and P. K. Raina, Kalyani Publication
7. Environmental Chemistry : A. K. De
8. Environmental Chemistry : B.K. Sharma, and H. Kaur
9. Environmental Science (6 th ed) (1997): Jr. G. T. Miller, Wadsworth Pub. C
10. Environmental Science –S.C. Santra
11. A text book of Environmental Studies.,2006. D.K.Asthana, Meera Asthana (S.Chand&Co.)
12. Handbook of Environmental Laws, Acts, Rules, Guidelines, Compliances and Standards, Vol. I and II, BS Publications, Hyderabad.
13. Introduction to Environmental Legislation, B.L.Chavan, A.R.Shahane and C.S. Rawandale, Asian Inst. Env. Law., Karmala.
14. Environmental Law Case Book Leelakrishnan. P, 2004, , Lexis Nexis, Butterworths
15. Environmental Law in India Singh Gurdip, 2004, , Mcmillan & Co.
16. G.J. Rau and C.D. Wee ten, "Environmental Impact Analysis Hand book, McGraw Hill, 1980.
17. Petts Judith, 1999, Handbook of environmental impact assessment. Vol. 1, Blackwell Science

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FOREIGN LANGUAGE (French)

Course Code: MS3SE01

L – 3, T-0, P-0 Credits – 3

Unit 1 Les nombres, i alphabet, Salutations, tre et avoir, pr sentez vous.

Unit 2 Er ending verbs, ir ending verb, re ending verbs.

Unit 3 Definite article, indefinite article, present tense, Interrogative, negative.

Unit 4 Past tense, possessif adjectif, Connectors.

Unit 5 Future tense, letter in French and message in French.

Text Books:

1. Fenetres by Mr. Akhil Nigam and Himani Negi, Millennium Booksource Private Ltd, New Delhi

ReferenceBooks

1. Apprenons le francais, Mohita Ranjit and Monica singh, New Saraswati House.

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BUSINESS ECONOMICS-I

Course Code: MS3EG01

L – 3, T-1, P-0 Credits – 4

Course Contents:

Unit-1

Introduction to Economics: Definition, Nature and scope of Micro Economics, Fundamental nature of Economics, Methods of the study of Economics.

Objectives of a firm: Profit Maximization, Baumol's sales revenue maximisation and Marris hypothesis of Maximisation of Growth rate.

Unit-2

Consumer Behaviour and Demand Analysis: Cardinal Utility Approach: Diminishing Marginal Utility, Law of Equi-Marginal Utility.

Ordinal Utility Approach: Indifference Curves, income and substitution effect, price-consumption curve, derivation of demand curve, Marginal Rate of Substitution, Budget Line and Consumer Equilibrium.

Concept of Demand and its determinants, Law of Demand, criticism of law of demand, Shift in Demand Curve, application of demand curve, Concept and Measurement of Elasticity of Demand,

Types of Elasticity of Demand: Price, income, Cross and Advertising, Law of Supply, Price Elasticity of Supply.

Unit-3

Cost Curves Analysis and Production Function: The Concept of Cost and types of Costs, Costs in Long Run and Short Run.

The Concept of Revenue: Total Revenue, Average Revenue, Marginal Revenue and Relationship between Marginal Revenue and Average Revenue, Profit maximization and cost minimization.

Production Function: Law of Variable Proportions, Iso-Quants, Law of Returns to Scale, Marginal rate of technical substitution, economies and diseconomies of scale.

Unit-4

Market Structure and Pricing: Price and output determination under perfect competition, monopolistic competition and monopoly, Non-pricing competition and Advertising, Price Discrimination under monopoly.

Oligopoly market: Kinked demand curve, Concept of Cartel formation, Various Pricing Strategies and Practices.

Unit-5

Factor Pricing: Demand for factors and supply of factors.

Profit: Meaning, types and theories of profit.

Profit Planning; Break even analysis.

Interest Rate: Various theories of Interests rate.

Rent: Definition and theories of Rent.

Wages: Definition and theories of Wages.

Text Books

1. D.N. Dwivedi – Managerial Economics, Vikas Publishing, New Delhi
2. G.S. Gupta: Managerial Economics, Tata McGraw Hills, New Delhi
3. Mishra & Puri – Micro Economics, Himalaya Publishing House, New Delhi
4. Geetika, Piyali Ghosh and Purba Roy Choudhury- Managerial Economics, Tata McGraw-Hill Public Company Limited, Latest edition.
5. M. L. Jhingan- Micro Economic Theory, Vrinda Publications (P) Ltd. 7th Revised and Enlarged Edition.
6. H. L. Ahuja- Modern Micro Economics: Theory and Practices, S. Chand Publishing.
7. P.L. Mehta – Managerial Economics, Sultan Chand, New Delhi.
8. Peterson & Lewis: Managerial Economics, Princeton Hall of India, New Delhi.
9. Salvatore, D. Schaum's, Outline of Theory and Problems of Microeconomic Theory, McGraw-Hill, International Edition, New Delhi.

Reference Books:

1. A. Koutsoyiannis – Modern Micro Economics, Macmillan Press, New Delhi, IInd Edition
2. Atmanand – Managerial Economics, Excel books, New Delhi
3. Dean Joel, “Managerial Economics”, Prentice Hall Publication, Latest edition
4. Howard Davis – Managerial Economics, Macmillan Press, New Delhi
5. Hal Varian – Intermediate micro economics, Tata McGraw Hills, New Delhi
6. P.Samuelsson, “Foundation of Economics Analysis”, Harvard University Press, IInd Edition
7. Baumol, Contemporary Economics: Principles & Policy, Cengage Learning
8. Paul, Kaushal, Sebastian, Managerial Economics, Cengage Learning

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PRINCIPLES OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

Course Code: MS3CO01

L – 4, T-0, P-0 Credits – 4

Course Contents:

Unit-I

Management concepts & Evolution: Definition, nature, scope and functions of Management, Importance of management, role of manager, management and administration, functional areas of management, POSDCORB-Evolution of management thought

Unit-II

Planning: Planning, Nature, Importance, Forms, Types, Steps in Planning Objectives, Policies, Procedures and Methods, Nature and Types of Policies, Decision Making, Process of Decision making, Types of Decisions, Problems involved in Decision making.

Unit-III

Organizing: Definition, Nature, Process, Purpose or importance of Organizing, Principles of Organization, Formal and Informal Organizations, Line and Staff Organizations, Delegation, Departmentation, Centralization, De centralisation, MBO and MBE
Staffing: Meaning, Definition, Steps, Manpower Planning, Recruitment, Selection, Training, Performance Appraisal

Unit-IV

Directing and Controlling: Direction, Definition, Characteristics, Importance, Nature and Scope, Principles, Techniques, Types of Direction, Motivational theories viz Maslow, Herzberg, McGregor's X & Y theory
Controlling: Definition, Features, Significance, Control Process, Requirements of an effective Control System, Controlling techniques, Budgetary and Non Budgetary Control Techniques (Basic concepts only)
Leadership : meaning, Types, Characteristics, Styles

Unit-V

Organizational Behavior: Concept and meaning, Characteristics, Nature of OB, Role of OB, Understanding Human Behaviour, Influencing the Human Behaviour, Approaches to the study of Organisational Behaviour, Process of Behaviour, Models of Organisational Behaviour.

Text Books

1. Prasad L.M., Principles & Practice of Management, Sultan Chand & Sons, New Delhi , 2008
2. Anil Bhat & Arya Kumar Principles Processes and Practices 1 st Edition 2008 Oxford Higher Education
3. J.S. Chandan, Management Theory and Practice,1st edi,Reprint2007 Vikas Publishing House.
4. Prasad Manmohan , Management – Concepts and Practice, Himalay Publishing House , Mumbai
- 5 M.N. Mishra, Organizational Behaviour, Vikas Publishing House Pvt. Ltd., Delhi.

Reference Books

1. Harold Koontz, O'Donnell and Heinz Weihrich, Essentials of Management. New Delhi, Tata McGraw Hill, 2006
2. Stephen P. Robbins, David A. Decenzo, Sanghmitra Bhattacharya, 7 Madhushree Nanda Agarwal, Fundamentals of Management, Pearson Education, 2009
3. Robbins, Management, 9th edition Pearson Education, 2008,
4. Stoner, Management, PHI Learning, 2008
5. Stephen P. Robbins, Organizational Behaviour, Prentice Hall of India Private Ltd., New Delhi.

BUSINESS MATHS AND STATISTICS

Course Code: MS3CO02

L – 4, T-1, P-0 Credits – 5

Course Contents:

Unit –I

Mathematics of Finance: Percentage, Ratio and Proportion, Arithmetic and Geometric Series, Simple Interest & Compound Interest, CAGR, EMI, Annuity, Time Value of Money, Permutations and Combinations (no proof only simple numerical problem).

Unit -II

Set Theory and Matrices:

Set Theory: Definition, notation of sets, types of set, operation on sets, use of set theory in business.

Matrices: Definition, Types of Matrices, Operation on Matrices, Transpose of a Matrix.

Determinants: Definition, Basic properties without proof, Minor of an element, Co-factor of an element, Inverse of a Matrix, Cramer's rule, Application Oriented problems.

Unit –III

Population and Sample: Definition of Statistics, Scope of Statistics in Economics, Management Sciences and Industry, Concept of Population and Sample with illustration, Frequency Distribution, Cumulative Frequency Distributions.

Graphs: Histogram, Frequency polygon.

Diagrams: Multiple bar, Pie, Subdivided bar.

Unit –IV

Measure of Central Tendency and Dispersion:

Measure of Central Tendency: Criteria for good measures of Central Tendency, Arithmetic mean, Median and Mode for grouped and ungrouped data, Combined Mean.

Measure of Dispersion: Concept of Dispersion, Absolute and Relative measure of Dispersion, Range, Variance, Standard Deviation, Coefficient of Variation.

Unit-V

Correlation and Regression: Concept of Correlation, Positive & Negative Correlation, Karl Pearson's Coefficient of correlation, Meaning of Regression, Regression Line y on x and x on y , Regression Coefficients and Properties.

Text Books/ References:

1. J. K. Thukral, Mathematics, Taxmann, New Delhi.
2. S.P. Gupta, Statistical Methods, Sultan chand & Sons, Delhi, 43rd edition, 2014
3. V. K. Kapoor, Business Mathematics, Sultan chand & sons, Delhi, 11th Edition, Reprint 2014

4. **J.K. Das and N.G. Das**, Business Mathematics and Statistics , McGraw Hill Education, Ist edition,2011.
5. Bari ,Business Mathematics , New Literature publishing company, Mumbai
6. S.P. Gupta , Statistical Methods ,Sultan chand & Sons, Delhi,43rd edition,2014.
7. D.N. Elhance , Fundamentals of Statistics , Kitab Mahal, Allahabad.
8. Levin & Rubin, Statistics for Management, Prentice Hall India.

FINANCIAL ACCOUNTING

Course Code: MS3CO03

L – 4, T-1, P-0 Credits – 5

Course Contents:

Unit-I

Introduction: Financial Accounting meaning & definition, Scope, objectives, users of accounting information, advantages and limitations of accounting.

Types of accounting: Basic term used in accounting, Basic accounting concepts & Conventions, Accounting Equation, Introduction of Accounting Standards & IFRS.

Unit-II

Accounting Process: Classification of Account, Rules of Debit and Credit, Journalizing.

Sub-division of Journal: Preparation of Subsidiary Book, Simple cashbooks, double columns, Triple columns & Petty cash book, Preparation of sales register, purchase register, journal proper.

Ledger: Posting from Journal to respective ledger accounts.

Trial Balance: Meaning, Objectives, Methods of Preparation of Trial Balance.

Unit-III

Final Account & Rectification of Errors: Final Accounts: Meaning, Features, Uses and preparation of Manufacturing, Trading Account, Profit & Loss Account and Balance Sheet with basic adjustment related to, Depreciation, Closing stock, Prepaid & outstanding expenses, Accrued income, Bad debts, Reserve, Provision for bad debts etc.

Accounting Errors: Types of Errors, Rectification before and after preparations of final Accounts, Suspense Account, Effects of errors on final accounts

Unit-IV

Depreciation & Bank Reconciliation Statement: Meaning of Depreciation, Causes, Objectives, Methods of providing depreciation, Straight line method, Diminishing balance method, Disposal of assets, Change in the method of depreciation.

Bank Reconciliation Statement: Need, Reasons for difference between cash book and pass book balances, Problems on favorable and over draft balances, Ascertainment of correct cash book balance.

Unit-V

Computerized Accounting System: Computerized Accounting: Meaning and Features, Advantages and disadvantages of computerized Accounting Creating of an Organization, Grouping of accounts, Creation of Accounts, Creation of inventory, Creation of stock groups, Stock categories, Units of measurement stock items, Entering of financial transactions.

Types of vouchers: Voucher entry, Editing and deleting of vouchers, Voucher numbering, Customization of vouchers.

Recording of Transactions: Preparing Reports, Cash books, Bank book, Ledger accounts, Trial balance, Profit and loss Account, Balance Sheet.

Text Books

1. Shukla, Grewal, and Gupta,. Advanced Accounts. S. Chand & Co., New Delhi.
2. Maheshwari, and Maheshwari,. Financial Accounting. I,Vikas Publishing House, New Delhi.
3. Tulsian, P.C. Financial Accounting, Tata McGraw Hill, New Delhi
4. R.L.Gupta & V.K.Gupta S. Chand & Co., New Delhi.
5. Ghosh T P, Financial Accounting for Managers, Texman Allied Services (P) Ltd

Reference Books

- 1.1. Horngren, Charles T. Introduction to Financial Accounting, Pearson Education
- 1.2. Lal, Jawahar, Financial Accounting, S. Chand & Company, New Delhi.
- 1.3. R.L.Gupta & Radhaswamy,Advanced Accounting, S. Chand & Company, New Delhi.
- 1.4. T.S Grewal Introduction to accounting S. Chand & Co., New Delhi.
- 1.5. Accounting for Managers , Dr Kapil Jain and Rashmi Somani , Dreamtech Publications

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Contemporary Issues in Management – I/Certificate

Course Code: MS3SS01

Credits – 1
