

**Business Administration -II**  
**Financial Management**

<b>Semester V</b>	<b>Subject Code: C51708</b>	<b>Lectures: 60</b>
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**Objectives:**

- To enable an understanding of the concepts and criticality of the finance function in the creation and sustenance of Business Entities
- To help students learn application of basic financial concepts in the domain of Corporate and Personal Finance

**Unit 1: Introduction to Finance Function**

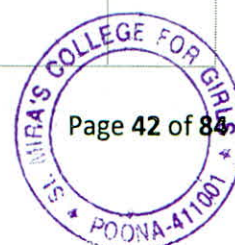
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- Finance:
  - Concept and Importance
  - Scope of Finance Function
- Duties and Responsibilities of Finance Executives:
  - Recurring Duties
  - *Non-recurring Duties*
- Developments in Finance:
  - Financial Re-engineering: Need
  - Demonetisation: Impact
  - E-wallets, Mobile Apps & Plastic Money: Usage
    - Cloud Security Management
  - Behavioural Finance
  - Neuro Finance

**Unit 2: Financing and Investment Decisions**

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- Financial Plan:
  - Meaning
  - Importance
  - Steps in Financial Planning
- Capitalisation: Concept
- Over Capitalisation:
  - Concept
  - Causes
  - Effects
  - Remedies
- Under Capitalisation:
  - Concept
  - Causes
  - Effects
  - Remedies



<ul style="list-style-type: none"> <li>• Capital Budgeting: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Importance</li> <li>○ Techniques considering and not considering Time Value of Money</li> </ul> </li> </ul>	
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<b>Unit 3: Indian Financial System</b>	10
<ul style="list-style-type: none"> <li>• Structure of Indian Financial System</li> <li>• Financial Market: <ul style="list-style-type: none"> <li>▪ Money Market- concept</li> <li>▪ Capital Market <ul style="list-style-type: none"> <li>➤ Meaning</li> <li>➤ Functions</li> </ul> </li> <li>▪ Primary Market- concept</li> <li>▪ Secondary Market- concept</li> </ul> </li> <li>• Stock Exchanges: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Examples</li> <li>○ Working of BSE</li> </ul> </li> <li>• Developments in Capital Market: <ul style="list-style-type: none"> <li>○ Circuit Breakers</li> <li>○ Demutualisation</li> </ul> </li> <li>• Case Studies: <ul style="list-style-type: none"> <li>○ Sahara Group Financial Scam</li> <li>○ Saradha Chit Fund Ponzi Scheme</li> <li>○ Rajat Gupta &amp; Insider Trading</li> </ul> </li> </ul>	

<b>Unit 4: Financial Services</b>	14
<ul style="list-style-type: none"> <li>• Financial services: <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Classification</li> </ul> </li> <li>• Important Financial services: <ul style="list-style-type: none"> <li>• Merchant Banking: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Services</li> </ul> </li> <li>• Mutual Funds: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Types</li> </ul> </li> <li>• Venture Capital: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Features</li> </ul> </li> <li>• Recent Advances in Financial Services: <ul style="list-style-type: none"> <li>○ Crowd Funding:</li> </ul> </li> </ul> </li> </ul>	

- Case Study: Punyakoti
- Angel Finance
  - Case Study: Rajan Anandan
- Government Financial Schemes to Start-up Business:
  - Mudra Loan Scheme
  - Stand-up India Scheme
- Micro Insurance

### Assignments, Case Studies, Guest Lectures, Library -12 Hours

#### Reference Books:

- Pathak Bharati. V.(2014), “Indian Financial System”, 4<sup>th</sup> Ed, Pune, Delhi, Dorling Kindersley (India) Pvt. Ltd.
- Dr. Kohok M. A (2011), “Advanced Financial Management”, 15<sup>th</sup> Ed, Pune, Everest Publishing House.
- R. P. Rustagi (1999), “Principles of Financial Management”, New Delhi, Galgotia Publishing.
- Khan. M.Y. and Jain. P.K (1999), “Basic Financial Management”, 2<sup>nd</sup> Ed, New Delhi, Tata McGraw Hill.
- Dr. Vechalekar N. M (2008), “Financial Management”, Pune, Nirali Prakashan.
- Inamdar. M. Satish (2004), “Principles of Financial Management”, Pune,
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- Dr. Gurusamy S. (2004), “Indian Financial System”, Chennai, Vijay Nicole Imprints Pvt. Ltd.
- Machiraju H.R. (2003) “Indian Financial System”, 2<sup>nd</sup> Ed, New Delhi, Vikas Publishing House Pvt. Ltd.
- Dr. Gurusamy S. (2006), “Financial Markets & Institutions” Chennai, Vijay Nicole Imprints Pvt. Ltd.



**Business Administration -II**  
**Production Management**

<b>Semester VI</b>	<b>Subject Code: C61708</b>	<b>Lectures: 60</b>
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**Objectives:**

- To study and comprehend essentials of Production /Operations in the life of a Manufacturing Unit
- To make the students aware of the competitive practices in Production and Operations Management

**Unit 1: Production / Operations Management**

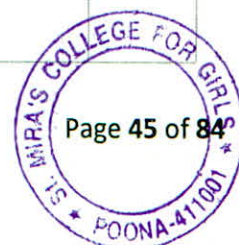
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- Production/ Operations Management:
  - Meaning
  - Importance
  - Functions
  - Manufacturing versus Service Operations
- Production Planning and Control:
  - Routing
  - Scheduling
  - Dispatching
  - Follow – up
- Trends in Production and Operations Management
- International Operations Management

**Unit 2: Product, Process and Work Design**

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- Product/ Service Design: Concept
  - Factors determining a Product/ Service Design
  - Characteristics of a Good Design
- Product Development:
  - Concept
  - Stages
  - Tools of Product Development:
    - Standardisation
    - Simplification
    - Diversification
- Design of Work Systems:
  - Single Piece Flow System
  - Types of Manufacturing Systems
  - Work Study
- Case Studies:
  - Volkswagen Emissions Scandal

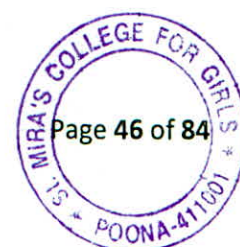


○ Nike Product Development from Concept to Consumer	
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<b>Unit 3: Purchasing and Material Handling</b>	14
<ul style="list-style-type: none"> <li>● Material Requirement Planning: <ul style="list-style-type: none"> <li>○ Objectives</li> <li>○ Operation of the Manufacturing Resource Planning System</li> <li>○ MRP in Services</li> </ul> </li> <li>● Scientific Purchasing: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Importance</li> <li>○ Purchase Procedure</li> </ul> </li> <li>● Inventory management <ul style="list-style-type: none"> <li>▪ Meaning</li> <li>▪ ABC Analysis</li> <li>▪ VED Analysis</li> </ul> </li> <li>● Materials Handling: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Importance</li> <li>○ Material Handling Equipments</li> </ul> </li> </ul>	

<b>Unit 4: Industrial Engineering</b>	12
<ul style="list-style-type: none"> <li>● Maintenance Management: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Objectives of a good Maintenance System</li> </ul> </li> <li>● Fatigue Study: <ul style="list-style-type: none"> <li>○ Meaning</li> <li>○ Causes</li> <li>○ Remedies</li> </ul> </li> <li>● Safety Management: <ul style="list-style-type: none"> <li>○ Safety Equipment and Devices:</li> <li>○ HIRA (Hazard Identification and Risk Analysis)</li> <li>○ OHSMS (Occupational Hazard and Safety Management System)</li> </ul> </li> <li>● Quality Control: <ul style="list-style-type: none"> <li>○ ISO Certification</li> <li>○ Quality Circles</li> </ul> </li> </ul>	

**Assignments, Case Studies, Guest Lectures, Library -12 Hours**



### Reference Books:

- K. Aswathappa & Bhat Shridhara K.(2014). "Production and Operations Management", 2014 Ed., Mumbai, Himalaya Publishing House.
- Chary (2009). "Production and Operations Management", 4th Ed., New Delhi, Tata McGraw-Hill Publishing Co. Ltd.
- Chase (2000). "Production and Operations Management", 8th Ed., New Delhi, Tata McGraw-Hill Publishing Co. Ltd.
- Nair (1996). "Production and Operations Management", New Delhi, Tata McGraw-Hill Publishing Co. Ltd.
- Panneerselvam (2002). "Production and Operations Management", New Delhi, Prentice Hall.
- Adam and Ebert (1995). "Production and Operations Management", 5th Ed., New Delhi, Prentice Hall.
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- Chunawala. S. A (2000). "Production and Operation Management", 4th Ed, New Mumbai, Himalaya Publishing House.