

# **NEHRU GRAMBHARATI**

## **DEEMED TO BE UNIVERSITY**



**EVALUATION SCHEME & SYLLABUS**

for

**MBA SECOND SEMESTER**

On

**CHOICE BASED CREDIT SYSTEM**

**With effect from academic session 2019-20**

**FACULTY OF BUSINESS ADMINISTRATION & COMPUTER APPLICATION**

**DEPARTMENT OF MANAGEMENT**  
**MBA Second Semester**

S.NO	Course code	Subject	Evaluation Scheme				ESE	Subject Total	Course Credit
			Sessional Exam						
			CT	TA	Total				
1	MBA-201	Business Environment	10	10	20	80	100	3	
2	MBA-202	Human Resource Management	10	10	20	80	100	3	
3	MBA-203	Business Research Methods	10	10	20	80	100	3	
4	MBA-204	Financial Management	10	10	20	80	100	3	
5	MBA-205	Management Accounting and Control	10	10	20	80	100	3	
6	MBA-206	Production Operations and Supply Chain Management	10	10	20	80	100	3	
7	MBA-207	Quantitative Techniques for Managers	10	10	20	80	100	3	
8	MBA-208	Legal Aspects of Business	10	10	20	80	100	3	
<b>Total</b>							<b>800</b>	<b>24</b>	

TA- Teacher Assessment  
CT- Cumulative Test  
ESE- End Semester Examination

## **BUSINESS ENVIRONMENT**

**COURSE CODE:** 201

**COURSE OBJECTIVES:** The basic objective of the course is to develop understanding and provide knowledge about business environment to the management students. To promote basic understanding on the concepts of Business Environment and to enable them to realize the impact of environment on Business. To provide knowledge about the Indian and international business environment.

**Course Credit:** 3

**Contact Hours:** 36

### **Unit 1**

**Introduction:** Business – Meaning, Definition, Nature & Scope, Types of Business Organizations, Business Environment- Meaning, Characteristics, Scope and Significance, Components of Business Environment. Introduction to Micro-Environment – Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity. External Environment: Firm, customers, suppliers, distributors, Competitors, Society, Introduction to Macro Components – Demographic, Natural, Political, Social, Cultural Economic, Technological, International and Legal Difference between macro and micro environment. **(8 Hours)**

### **Unit 2**

Economic, Political and Legal environment Political Institutions- Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. Economic environment- economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy, Impact of business on private sector, Public sector and Joint sector, MRTP and FEMA, Monetary and fiscal policies. **(8 Hours)**

### **Unit 3**

**A) Social and Cultural Environment:** Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit – Meaning and Importance of Corporate Governance and Social Responsibility of Business, Business ethics

**B) Competitive Environment:** Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies. **(8 Hours)**

#### Unit 4

**Natural and Technological Environment:** Innovation, technological leadership and followership, sources of technological dynamics, impact of technology on globalization, transfer of technology, time lags in technology introduction, Status of technology in India; Management of technology; Features and Impact of technology. **(4 Hours)**

#### Unit 5

**International Environment:** International forces in Business Environment, SEZ, EPZ, GATT/ WTO, Globalization. Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. MNCs – Definition, meaning, merits, demerits, MNCs in India. **(8 Hours)**

Employable Skills	Measuring Tools
Entrepreneurial skill	Case Studies
Managerial skill	Case Studies
Competitive skill	Assignment on SWOT analysis
Business acumen ship	Case studies

**Course Outcome:** Upon successful completion of this course, the student will be able to:

1. Demonstrate an understanding of the forces that shape the business and economic structure
2. Explain why business ethics is an integral part of every business organization.
3. Understand the business and related factors; and business's dependency on the interactions with different environmental variables.
4. Develop analytical skills and widen the understanding of macro environmental issues by applying the knowledge of macroeconomic policies and their impact on business organization and strategy.

**Books Recommended:**

1. Business Environment: Test and Cases , PAUL, McGraw Hill Education , 3rd Ed.
2. Business Environment: Francis Cherunilam, Himalaya Publishing House
3. Business Environment: V. Neelamegam (Vrinda Publications , 2nd Edition)
4. Business Environment: Shaikh & Saleem (Pearson, 2nd Edition)
5. International Business Environment: Ian Brooks, Jamie Weatherstom and Graham Wilkinson

## **HUMAN RESOURCE MANAGEMENT**

**COURSE CODE:** 202

**COURSE OBJECTIVES:** In this course the students will learn the basic concepts and frameworks of Human Resource Management (HRM) and understand the role that HRM has to play in effective business administration. It will provide an insight as to how to use Human Resource as a tool to implement strategies.

**Course Credit:** 3

**Contact Hours:** 36

### **UNIT I**

Essentials of HRM: Nature of HRM, Scope, functions and importance of HRM, HRM vs. HRD, SHRM: Introduction, characteristics and scope of SHRM, SHRM vs. Conventional HRM, Barriers to strategic HRM, Linking HR strategy with business strategy, HRM linkage with TQM & productivity. **(6 Hours)**

### **UNIT II**

Human Resource Planning and Employee Hiring : Nature of job Analysis, job design, Human Resource Planning, Demand forecasting for manpower planning, HR supply forecasting, factors influencing HRP, Employee hiring- Nature of Recruitment, Sources of recruitment, Employee selection, process of employee selection, recent trends in recruitment. **(6 Hours)**

### **UNIT III**

Employee Training & Development: Nature and importance of Training, methods and types of training, career planning, promotion, transfer, demotion and separation, Performance Appraisal: Meaning and types of appraisal, Job Evaluation: Meaning and methods of job evaluation. **(8 Hours)**

### **UNIT IV**

Compensation Management and Employee Relations: Introduction to compensation management, Components of employee and executive compensation, Factors affecting employee compensation, Employee incentive schemes, and recent trends in compensations management. Meaning and nature of employee relation and industrial relations. **(8 Hours)**

## UNIT V

Employee Safety/ Health and International Human Resource Management: Basics of ethics and fair treatment at work, measures and policies for employee safety at work, basic principles governing International Human Resource Management and the role of culture.

**(8 Hours)**

Employable Skills	Measuring Tools
Ability to identify and apply the knowledge of subject practically in real corporate situations	Exercise + Workshop + Quiz + Classroom discussion
Managerial skill	Case Studies
Competitive skill	Assignment on SWOT analysis
Business acumen ship	Case studies

**Course Outcomes:** After the successful completion of the course the students will be in a position to address the challenges of organizational management through and with human resources. In addition it will help in:

1. Synthesize the role of human resources management as it supports the success of the organization including the effective development of human capital as an agent for organizational change.

**References: Books:**

1. V.S.P.Rao, Human Resource Management (Text and Cases) Himalaya Publications, Thirtieth Edition.
2. Durai Praveen, Human Resource Management Pearson Publication, 2nd Edition.
3. Gary Dessler and Biju Varkkey Human Resource Management, Person Publication, 2013, 14th Edition.
4. Seema Sanghi, Human Resource Management, Vikas Publications, 2014, 5th Edition.
5. K. Aswathappa, Human Resource Management, McGraw Hill Education, 2013, 7th Edition.

## **BUSINESS RESEARCH METHODS**

**Course Code:** 203

**Course Objectives:** To acquire skills to locate problem areas in organizational settings, and plan, organize, design, and conduct research to help solve the identified problems; To facilitate students in making their own research study. To make reader Understand and practice a good standard questionnaire. To learn use of statistical analysis in packages available in the market. To familiarize research reports; and develop skills and knowledge to prepare research reported in academic and business context.

**Credit:** 3

**Contact Hours:** 40

### **Unit 1**

Research: – Definition, Meaning, Importance types and Qualities of Research; Research applications in functional areas of Business, Emerging trends in Business research. Research & the Scientific Method: Characteristics of scientific method. Steps in Research Process. Concept of Scientific Enquiry: – Formulation of Research Problem, Management Question, Research Question, Investigation Question, Research Proposal. Elements of a Research Proposal, Drafting a Research Proposal, evaluating a research proposal **(6 Hours)**

### **Unit 2**

Research design: Concept, Features of a good research design, Use of a good research design; Qualitative and Quantitative research approaches, Comparison – Pros and Cons of both approaches. Exploratory Research Design: Concept, Types: Qualitative techniques Projective Techniques, Depth Interview, Experience Survey, Focus Groups, Observation. Descriptive Research Designs: Concept, types and uses. Concept of Cross-sectional and Longitudinal Research Experimental Design: Concept of Cause, Causal relationships, Concept of Independent & Dependent variables, concomitant variable, extraneous variable, Treatment, Control group. **(7 Hours)**

### **Unit 3**

Scaling & measurement techniques: Concept of Measurement: Need of Measurement; Problems in measurement in management research – Validity and Reliability. Levels of measurement – Nominal, Ordinal, Interval, Ratio. Attitude Scaling Techniques: Concept of Scale – Rating Scales viz. Likert Scales, Semantic Differential Scales, Constant Sum Scales, Graphic Rating Scales, Ranking Scales, Paired comparison & Forced Ranking – Concept and Application. **(7 Hours)**

#### Unit 4

Sampling: Basic Concepts: Defining the Universe, Concepts of Statistical Population Sample, Characteristics of a good sample. Sampling Frame (practical approach for determining the sample frame expected), Sampling errors, Non Sampling errors, Methods to reduce the errors, Sample Size constraints, Non Response. Probability Sample: Simple Random Sample, Systematic Sample, Stratified Random Sample, Area Sampling & Cluster Sampling. Non Probability Sample: Judgment Sampling, Convenience Sampling, Purposive Sampling Quota Sampling & Snowballing Sampling methods. Determining size of the sample. Practical considerations in sampling & sample size, sample size determination. **(10 Hours)**

#### Unit 5

Data Analysis: Editing, Coding, Tabular representation of data, frequency tables, Construction of frequency distributions, Graphical Representation of Data: Appropriate Usage of Bar charts, Pie charts, Histogram, Leaf and stem, Candle stick, Box plots. Bi-variate Analysis: Linear Regression Analysis: Meaning and two lines of regression; relationship between correlation and regression co-efficient, Cross tabulations, Chi-square test; Hypothesis: Qualities of a good Hypothesis – Framing Null Hypothesis & Alternative Hypothesis. Concept of Hypothesis Testing – Logic & Importance. Test of Significance: Small sample tests: t (Mean, proportion) and F tests, Z test, non-parametric tests: Binomial test of proportion, Randomness test; Analysis of Variance: One way and two-way Classifications, Interpretation of the given data and scenario analysis is expected for appropriate managerial decision inferences to be drawn. **(10 Hours)**

#### TEXT BOOKS:

- 1) Business Research Methods, Naval Bajpai, Pearson Education
- 2) Research Methodology, C R Kothari, New Age International.
- 3) Research Methodology, Deepak Chawla, Neena Sondhi, Vikas Publication
- 4) Business Research Methods by Donald Cooper & Pamela Schindler, TMGH, 9th Edition.
- 5) Business Research Methods by Alan Bryman & Emma Bell, Oxford University Press, 2nd Edition.

#### REFERENCE BOOKS:

- 1) Methodology of Research in Social Sciences, Krishnaswamy O R, Himalaya Publishers.
- 2) Marketing Research, Paneerselvam, PHI, 2004
- 3) Research Methods for Business and Social Science, John Adams, Hafiz T A Khan, Robert

## FINANCIAL MANAGEMENT

**Course Code:** 204

**Course Objective:** To gain an understanding on the use of basic business financial management concepts and tools of analysis such as valuation. To gain an insight into various types of financing available to a firm. To have an understanding of various factors considered in designing the capital structure. To acquaint the students about key areas related to investment and Working Capital Management. To gain an insight into various techniques of dividend and retention ratio.

**Credit:** 3

**Contact Hours:** 40

### Unit I

Concept of Finance : Finance & its scope Financial Decisions, Sources of Finance Time Value of Money ,Profit maximization vs. Wealth maximization, Functions of Finance Manager in Modern Age, Indian Financial System : Primary and Secondary Market, Concept of Risk and Return, CAPM Model. **(6 Hours)**

### Unit II

Investment Decision : Concept of Opportunity Cost, Cost of Debenture, Preference and Equity capital, Composite Cost of Capital ,Cash Flows as Profit and components of Cash Flows , Capital Budgeting Decisions, Calculation of NPV and IRR, Excel Application in Analyzing Projects. **(10 Hours)**

### Unit III

Financial Decision :Capital Structure,Relevance and Irrelevancytheory ,Leverage analysis financial, operating and combined leverage along with its implications, EBITEPS Analysis, Point of Indifference. **(8 Hours)**

### Unit IV

Dividend Relevance: Factors affecting Dividend Policy, Forms of Dividends , Types of Dividend Policies , Dividend Models :Walter and Gordon Model, Miller- Modigliani (MM)Hypothesis . **(8 Hours)**

### Unit V

Working Capital Management: Concepts of Working Capital and its types, Determinants of Working Capital,Adequate Working Capital, Working Capital Financing **(8 Hours)**

**Text Books :**

- 1) Khan and Jain - Financial Management (Tata McGraw Hill, 7th Ed.)
- 2) Pandey IM - Financial Management (Vikas, 11th Ed.)
- 3) William Hakka Bettner Carcello - Financial and Management Accounting (TMH-16th Ed.)
- 4) Sheeba Kapil - Fundamental of financial management (Wiley, 2015)
- 5) Prasanna Chandra - Fundamentals of Financial Management (TMH, 9th Ed.)
- 6) Bark Demazo Thampy - Financial Management (Pearson, 2nd Ed.)
- 7) R P Rustagi - Financial Management (Galgotia, 2000, 2nd revised ed.)

**Reference Books :**

- 1.) Ravi.M Kishore – Financial Management (Taxman ,7th Ed)
- 2.) Fundamentals to Financial Management, Brigham & Houston, 14/e, Cengage Learning
- 3.) Van Horne - Financial Management and Policy (Prentice hall, 2003, 12th Ed.)
- 4.) Horne Wachowicz - Fundamentals of Financial Management (Pearson, 13th Ed)
- 5.) Lawrence J. Gitman – Principles of Managerial Finance (Pearson Education, 2004)



## Management Accounting And Control

**Course Code:** 205

**Course Objectives:** To have a basic understanding of various types of costs and their relevance in decision making. To have an understanding of Marginal Costing Technique and its application in decision making. To gain an insight into the concept of breakeven point and its applications. To understand the concept of Variance and calculate various types of variances. To apply the technique of budgeting in preparation of various types of budgets

**Credit:** 3

**Contact Hours:** 40

### UNIT I

Introduction : Nature and scope of cost Accounting and Management Accounting , Cost Accounting VS Management Accounting vs. Financial Accounting and their interrelationships , Advantages and limitations of cost accounting , types of cost, Elements of cost - Materials, Labor and overheads, Role of Cost in decision making preparation of cost sheet, Reconciliation of Cost and Financial Accounting.

**(6 Hours)**

### UNIT II

Marginal Costing : Concept of Marginal cost ,Product and period costs, Marginal costing, Absorption Costing, Marginal Costing versus Absorption Costing, Income statement under Absorption and Marginal Costing , Applications of Marginal Costing, (4Hrs)Cost-Volume- Profit Analysis : Concept of contribution and P/V Ratio, CVP Analysis, Break even analysis, Methods of Break Even Analysis, Graphic presentation of Break Even Analysis , Margin of safety, Multi product situations, Sales mix and Break Even Point

**(7 Hours)**

### UNIT III

Budgetary Control : Concept of Budget, Budgeting and Budgetary Control, Objectives ,advantages and limitations of budgetary control, essentials of effective budgeting , Types of Budget, Static and Flexible Budgeting, Preparation of Cash Budget, Sales Budget, Production Budget, Materials Budget, Capital Expenditure Budget and Master Budget, Zero Base Budgeting.

**(9 Hours)**

#### **UNIT IV**

Standard Costing and Variance Analysis: Concept of standard costs, establishing various cost standards, Concept of standard costing , Advantages and limitations of standard costing Standard costing vs budgetary control , Variance Analysis : calculation of Material Variance, Labor Variance, and Overhead Variance, and its applications and implications.

**(10Hours)**

#### **UNIT V**

Neo Concepts : Responsibility Accounting : Concept and various approaches to Responsibility Accounting, Types of responsibility centers, Measuring divisional performance, Transfer Pricing: concept & importance , Method of transfer pricing, Activity Based Costing, Target Costing & Life Cycle Costing

**(8 Hours)**

#### **Text Books**

1. Management Accounting: Text Problems and Cases, KHAN and Jain, McGraw-Hill Education 6th Edition
2. Modern Cost And Management Accounting, HANIF, McGraw-Hill Education 1st edition
3. Cost and Management Accounting, M.N.Arora, Himalaya publishing house 3rd edition
4. Management Accounting, Pandey IM, Vikas Publication, 3rd edition
5. Introduction to Management Accounting, Horngren et al, Prentice Hall
6. Managerial Accounting, Paresh Shah, Oxford, 2nd edition.

## **Production Operations and Supply Chain Management**

**COURSE CODE:** 206

**COURSE OBJECTIVES:** To understand the role of Operations in overall Business Strategy of the firm. To understand the application of operations management policies and techniques to the service sector as well as manufacturing firms. To identify and evaluate the key factors and their interdependence of these factors in the design of effective operating systems. To familiarize the students with the techniques for effective utilization of operational resources and managing the processes to produce good quality products and services at competitive prices.

**Credit:** 3

**Contact Hours:** 36

### **Unit –I**

Production Concept. Difference between production and Operation Management, Productivity, Productivity measurement, Factors affecting Productivity. Production Technology. Types of Manufacturing processes. **(6 Hours)**

### **Unit –II**

Operation Concept. Difference between product and service, Product and service design, Characteristics of service, Classification of service, factors affecting service operations, Service capacity planning, SERVQUAL model of measuring service quality. **(6 Hours)**

### **Unit-III**

Material and Inventory Management, Types of production planning, process of production planning and control, Routing, Scheduling, Loading, Types of inventories, Inventory control techniques- VED, EOQ, Justin-time (JIT). Factors affecting Plant Location, Types of Plant layout. **(8 Hours)**

### **Unit-IV**

Supply Chain Management. Conceptual model of SCM, Supply chain drivers, demand forecasting in Supply Chain. Simple moving average, weighted moving average, exponential smoothing method, Supply Chain efficiency, Core and reverse Supply Chain, International Supply Chain, Aggregate planning, inbound and outbound SCM, bullwhip effect in SCM.

Latest trend in Production and operation – Lean manufacturing, Agile manufacturing.

**(8 Hours)**

### **Unit-V**

Productivity and Quality, TQM, Deming's 14 principles, PDCA cycle - KAIZEN, Quality circles, 7QC tools, ISO 9000-2000 clauses, Six Sigma, Total Productive Maintenance(TPM).

**(8 Hours)**

#### **SUGGESTED READING:**

1. MAHADEVAN: Operation management: Theory and Practice (PEARSON) (with MLSA)
2. Chary - Production and Operations Management (Tata McGraw-Hill, 1997, 9th Edition)
3. Bisen & Singh- Operation & Logistics Management (Excel Books)
4. R.V.Badi & N.V.Badi - Production & Operation Management (Vrinda Publications 3rd Edition)
5. Raghuram G. (I.I.M.A.) - Logistics and Supply Chain Management (Macmillan, 1st Ed.)
6. Krishnan Dr. Gopal - Material Management, (Pearson, New Delhi, 5th Ed.)
7. Adam Jr Everetl E. RJ – Production and Operations Management (Prentice-Hall, 2000, 5th Edition)



## Quantitative Techniques for Managers

**COURSE CODE:** 207

**COURSE OBJECTIVES:** Understand the importance of the use of OR application in decision Making environment. To formulate LPP and Obtain Graphical Solutions & Acquire General idea of the Simplex method. To understand and solve transportation & assignment models. To know optimal sequence model and understand concepts of queuing theory. To identify right time for replacement of equipment and understand project management techniques

**Credit:** 3

**Contact Hours:** 36

### Unit I

Operations Research & Decision Making Environments Operations Research, Uses, Scope and Applications of Operation Research in managerial decision-making. Decision-making environments:- Decision-making under certainty, uncertainty and risk situations; Decision tree approach and its applications. **(4 Hours)**

### Unit II

Linear Programming Problem & Transportation Problem Linear programming: Mathematical formulations of LP Models for product-mix problems; graphical and simplex method of solving LP problems; duality. Transportation problem: Various methods of finding Initial basic feasible solution-North West Corner Method, Least Cost Method & VAM Method and optimal solution-Stepping Stone & MODI Method, Maximization Transportation Problem. **(8 Hours)**

### Unit III

Assignment model & Game Theory Assignment model: Hungarian Algorithm and its applications, Maximization Assignment Problem. Game Theory: Concept of game; Two- person zero-sum game; Pure and Mixed Strategy Games; Saddle Point; Odds Method; Dominance Method and Graphical Method for solving Mixed Strategy Game. **(8 Hours)**

### Unit IV

Sequencing & Queuing Theory Sequencing Problem: Johnsons Algorithm for n Jobs and Two machines, n Jobs and Three Machines, Two jobs and m - Machines Problems. Queuing Theory: Characteristics of M/M/I Queue model; Application of Poisson and Exponential

distribution in estimating arrival rate and service rate; Applications of Queue model for better service to the customers. (8

Hours)

### Unit V

Replacement Problem & Project Management Replacement Problem: Replacement of assets that deteriorate with time, replacement of assets which fail suddenly. Project Management: Rules for drawing the network diagram, Applications of CPM and PERT techniques in Project planning and control; crashing of operations. (8

Hours)

#### TEXT BOOK

1. R. Panneerselvam - Operations Research ( PHI, 2nd Edition)
2. Sharma J K - Operations Research (Pearson, 3rd Edition)

#### REFERENCE BOOKS:

- 1) Apte-Operation Research and Quantitative Techniques (Excel Books)
- 2) S Kalawathy-Operation Research (Vikas IVth Edition)
- 3) Natarajan- Operation Research (Pearson)
- 4) Singh & Kumar—Operation Research (UDH Publisher edition 2013)
- 5) Taha Hamdy - Operations Research - An Introduction (Prentice-Hall, 9th edition)
- 6) Vohra - Quantitative Techniques in Management (Tata McGraw-Hill, 2nd)
- 7) Kothari - Quantitative Techniques (Vikas 1996, 3rd Edition).

## **Legal Aspects of Business**

**Course Code:**208

**Course Objectives:** To provide basic understanding of law of contract, Law of agency, Bailment & Pledge. To provide basic requirements of Negotiable Instruments Act, Law of Insurance and Law of Partnership for the purpose of conducting business. To impart basic provisions of Companies Act concerning incorporation and regulation of business organizations. To create an awareness about important legislations namely Sale of Goods Act, Consumer Protection Act, Factories Act having impact on business. To appraise the students on the leading practical application oriented case studies – relevant and updated and analyzing case laws in arriving at conclusions facilitating business decisions.

**Course Credits:** 3

**Contact Hours:** 38

### **Unit 1**

Law of Contract: Definition, essentials and types of contracts, offer – definition and essentials, acceptance – definition and essentials, consideration – definition and essentials, exceptions to the rule, no consideration, no contract, doctrine of privity of contract, capacity of parties, free consent, quasi contract, legality of object, performance of contract, termination of contract, remedies for breach of contract. Law of Agency: Essentials, kinds of agents, rights and duties of agent and principal, creation of agency, termination of agency.

**(6 Hours)**

### **Unit 2**

Negotiable instruments act 1881, Nature and characteristics of Negotiable instruments, kinds of negotiable instruments – promissory notes, bills of exchange and cheques. Parties to negotiable instruments, Negotiation, presentment, discharge and dishonor of negotiable instruments. Law of partnership: Definition, essentials of partnership, formation of partnerships, kinds of partners, authorities, rights and liabilities of partners, registration of partnership, dissolution of partnership firm.

**(8**

**Hours)**

### **Unit 3**

Companies Act: definition, characteristics and kinds of companies, steps in formation of company. Memorandum of association, articles of association, prospectus. Directors: appointment, power, duties and liabilities, meeting and resolutions: types of meetings. Auditor: appointment, rights and liabilities. modes of winding up of a company. **(8 Hours)**

### **Unit 4**

Sale of goods Act: Essentials, sale v/s agreement to sell. Condition v/s warranties, rights of unpaid seller. Consumer Protection Act: Objectives, definition, consumer protection council and state consumer protection council. **(8**

### **Hours) Unit 5**

The Information Technology Act, 2000: Definition, Digital Signature, Electronic Governance, Attribution, Acknowledgment and Dispatch of Electronic Records, Sense Electronic Records and Sense Digital Signatures, Regulation of Certifying Authorities, Digital Signature Certificates, Duties of Subscribers, Penalties and Offences.

The Right to Information Act, 2005: Right to know, Salient features of the Act, obligation of public Authority, Designation of Public Information officer, Request for obtaining information, Duties of a PIO, Exemption from disclosure of information, Partial disclosure of information, Information commissions, powers of Information Commissions, Appellate Authorities, Penalties, Jurisdiction of courts. **(8**

**Hours)**

### **Suggested Readings**

1. Kuchhal M.C. - Business Law (Vikas Publication)
2. Gulshan S.S. - Business Law Including Company Law (Excel Books)
3. ND Kapoor – Elements of Mercantile Law – Sultan Chand-2014
4. Dr Avatar Singh- Principles of Mercantile Law, Eastern Book Company 2014
5. Nandan Kamath- Law relating to Computer, Internet and E-Commerce (A Guide to cyber Laws), Universal Law Publishing Co. Ltd. New Delhi, 2012.
6. Relevant Acts