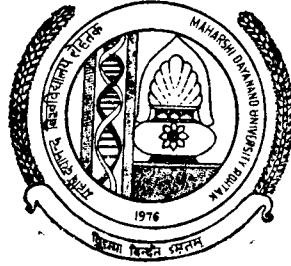


**Maharshi Dayanand University  
Rohtak**



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**Syllabus and Courses of Reading for  
Five-Year M.B.A. (5th & 6th Sem.)  
Examination**

**Session—1999-2000**

201-202

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**ORDINANCE : FIVE YEAR INTEGRATED  
MASTER'S OF BUSINESS ADMINISTRATION  
PROGRAMME**

1. The duration of the 5-year Integrated M.B.A. programme shall be five academic years. Each year shall be divided into two semesters. Thus, the programme shall be comprising of 10 semesters. This programme is divided into two modules.

Module-I shall be comprised of first six semesters i.e. three academic years. On the completion of this module, the students will be awarded Bachelor's Degree in Business Administration.

Module-II shall be comprised of 7th through 10 semesters (4 semesters) i.e. two years. On the completion of Module-2, the students will be awarded the Master's Degree in Business Administration.

2. Unless the candidate successfully completes Module-I, he will not be promoted to the 7th semester i.e. first semester of Module-2. A candidate can complete this module within a maximum period of 5 years. Similarly a candidate can complete Module-2 in a maximum period of 4 years. Thus the total duration of the programme shall be 9 years.
3. The examination for the 1st, 3rd, 5th, 7th and 9th semesters shall ordinarily be held in the month of December and or the 2nd, 4th, 6th, 8th and 10th semesters in the month of April/May or on such dates as may be fixed by the Vice-Chancellor.

A special examination for 6th and 10th semesters may be held as per the decision taken by the Vice-Chancellor from time to time . The Vice-Chancellor, on the recommendation of the Director, IMSAR, will allow the concerned candidates to appear in this examination.

4. Last date for receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.
5. A supplementary examination for the first, third, fifth, seventh and ninth semesters examination will be held alongwith their regular first, third, fifth, seventh and ninth semesters examinations in December/January and second, fourth, sixth, eighth and tenth semesters examinations will be held alongwith regular second, fourth, sixth, eighth and tenth

semesters examinations which will be held normally during the months of May/June. A candidate on the rolls of the Department of M.B.A. or an ex-student shall submit his application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Director, IMSAR or a senior member of the teaching staff nominated by him.

6. The Director, IMSAR shall forward to the Controller of Examinations atleast 2 weeks before the commencement of the examination of each semester a list of the students who have satisfied the requirement of rules and are eligible to appear in the examination.
7. Admission to the First Semester of the 5-year Integrated M.B.A. programme will be open to candidates who have passed:-
  - (a) Senior Secondary Examination (10+2) with 50% marks in aggregate from a recognised Board of Education or
  - (b) an equivalent examination from the Education System of India and Abroad.
  - (c) In case of SC/ST/socially Backward Categories, the applicant should have secured 45% marks.
8. Each candidate shall be examined in the subject(s) as laid down in the syllabi prescribed by the Academic Council from time to time.
9. 25% marks in each written paper excluding Training Report, Project Report and Viva-Voce shall be assigned for internal assessment. The question paper will be jointly set by internal and external examiners. The internal examiner will send a set of 15 questions to the external examiner who will then finalise paper by selecting 8 questions. He may change the form of question(s) but ordinarily without changing the substance. However, in question paper(s) where any deviation is required, special instructions will be issued by the Chairman, Board of Studies in Management Studies. Both the Internal and External Examiners will be entitled for remuneration as per the pattern approved by the University for the two year full time M.B.A. programme.

10. The answer books will be examined only by the external examiner. The Director of the Institute shall forward the internal assessment marks obtained by the students in each paper to the Controller of Examinations atleast 2 weeks before the commencement of the semester examination. This internal assessment will be done in different courses by the concerned teachers in the following manner:

- i) 5 marks will be allotted for written case analysis (WCA)/written assignment in each course;
- ii) 10 marks be allotted for participation in seminars/class participations; and
- iii) 10 marks will be allotted for internal Assessment Test. In each course, there will be atleast one mid-semester test which would be arranged by the concerned faculty member.

The concerned teachers shall preserve records on the basis of which the internal assessment awards have been given atleast till the end of one month from the date of declaration of the semesters examinations results. If needed, the same could be inspected by the University authorities.

11. The 1st Semester's Examination shall be open to a regular student who;

- i) has been on the rolls of the Institute during the first semester;
- ii) has attended not less than 75% of the lectures in the semester; and
- iii) has obtained pass marks in the internal assessment in the papers for which he/she is a candidate.

12. The 2nd, 3rd, 4th, 5th and 6th semester examination shall be open to a regular student who:-

- i) has attended not less than 75% of lectures in the respective semester;
- ii) has been on he rolls of the Institute during the semester preceding the respective semester examinations;
- iii) has obtained pass marks in the internal assessment in the papers of the relevant semester of which he/she is a candidate.
- iv) has passed atleast 50% of the written papers in the preceding semester examinations.

13. The VIIth Semester Examination shall be open to a regular student who:-
- i) has completed Module-One of the 5-year Integrated M.B.A. programme;
  - ii) has been on the rolls of the Institute during the VIIIth Semester;
  - iii) has obtained pass marks in the internal assessment in the papers of the relevant semester of which he/she is a candidate.
14. The 8th, 9th and 10th Semester Examinations shall be open to a regular student who:
- i) has attended not less than 75% of the lectures in the respective semester;
  - ii) has been on the rolls of the Institute during the semester preceding the respective semester examinations;
  - iii) has obtained pass marks in the internal assessment in the papers of the relevant semester of which he/she is a candidate.
  - iv) has passed atleast 50% of the written papers in the preceding semester examinations.

**Explanation:**

50% of 7 papers will be taken as 4:

15. The seats found vacant in the programme in the VII semester shall be filled as per the procedure laid down by the Institute's Committee of the Faculty.
16. The medium of instruction and the examination shall be English.
- 17.(a)The minimum percentage of marks to pass the examination in each semester will be
- i) 40% in each written paper and internal assessment separately;
  - ii) 40% in external and internal evaluation in case of Training Report;
  - iii) 40% in Viva-Voce Examination;
  - iv) 50% in the aggregate in each semester examination.

- (b) A candidate who has completed the prescribed course of instruction in the Institute for any semester examination but does not appear/re-appear in the concerned paper(s) or having appeared fails, may be allowed, on the recommendations of the Director of the Institute to appear/re-appear in the concerned paper(s) as the case may be at the next-supplementary special examination and the next regular examination when as such examination is held, without attending the classes. While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s), project Report, Viva-Voce in which he has obtained atleast 50% marks including the marks for Internal Assessment, where prescribed, such a candidate, in the mean time, may prosecute his studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for lower semester(s). If a candidate fails to pass in any semester examination even in the 3rd chance as mention above, he may be allowed one additional chance on valid reasons to appear in the examination, when held. If the candidate still fails to pass, he will have to repeat the paper(s) concerned as a regular student in the Institute whenever, the relevant paper(s) are offered in future. Such repetition shall be allowed only once in the concerned paper(s).
- c) Provided that a candidate shall have to secure at least 40% marks separately as well as jointly with internal assessment in not less than 50% of the written papers prescribed in that semester failing which he shall not be permitted to continue his studies for the next higher semester and shall be required to repeat all paper(s) or the concerned semester as a regular student as and when these paper(s) is/are offered. In such a case, the repetition of paper(s) will be allowed only once.
18. The amount of examination fee to be paid by a candidate for each semester examination shall be Rs. 100/- for full papers, Rs. 110/- for special and supplementary examinations.
19. A candidate whose result is declared late without any fault on his/her part, may attend classes for the next higher semester provisionally at his on risk and responsibility, subject to his/her passing the concerned semester examination. In case, a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he was allowed to attend classes provisionally will stand cancelled.

20. The internal assessment awards of a candidate fails in any semester examination, shall be carried forward the next examination provided that a candidate who has obtained the pass marks in the internal assessment of any paper(s) will not be allowed to take examination in the said paper(s) in the relevant semester unless he/she repeats the course in the paper(s) concerned and obtains minimum pass marks in internal assessment.
21. As soon as possible, after the termination of the semester examination, Controller of examinations shall publish a list of the candidate who have passed the semester examination.
22. Every student of MBA shall be required undergo a practical training in an organisation approved by the Institute for eight weeks normally in the summer vacation after the end of the eight semester examination.

The candidate shall be required to have an exposure of the actual functioning of the organisation concerned and complete the specific project of his/her training. The work done by the candidate during the period of training shall be submitted in the form of a Training Report. The candidates shall be required to submit three copies of the Training Report type-written in double space in the office of the Controller of Examinations through the Director, IMSAR. The last date for the receipt of Training Report in the office of the Controller of Examinations shall be one month after the date of completion of training provided that in exceptional cases, the Vice-Chancellor on the recommendation of the Director, IMSAR may extend the last date of the receipt of the training report.

The report shall carry 100 marks and the evaluation shall be done as under :-

- i) External evaluation consisting of 50 marks will be undertaken by the External Examiner to be appointed by the Vice-Chancellor on the recommendations of Board of Studies in Management Sciences.
- ii) Internal evaluation consisting of 50 marks will be based on presentation of training report by the candidate before the Faculty Members of the Institute. The marks will be awarded by a Board of three examiners to be appointed by the Director of the Institute from out of its faculty.

23.
  - i) Each student will be required to undertake the course on Project Report in Xth Semester. The topics for these projects will be assigned and approved by the Director, IMSAR in consultation with the supervisor in the meeting of Committee of Institute's Faculty.
  - ii) Each candidate will have to submit three copies of the Project Report in the office of the Director, IMSAR atleast one month before the commencement of the 10th semester examination. Provided that, in exceptional caases, the Vice-Chancellor may, on the recommendations of the Director, IMSAR, extend last date of receipt of the Project Report.
  - iii) Each report will be evaluated jointly by one internal examiner and one external examiner to be appointed by the Vice-Chancellor on the recommendations of the Director, IMSAR. In case, the difference in marks awarded by them is less than or equal to 30% of the maximum marks, the average of the two will be taken as final awards. In case the difference is more than 30% of the maximum marks, the Project Report will be sent to a third examiner who will be appointed by the Vice-Chancellor on the recommendations of the Director, IMSAR. The awards given by the third examiner will be taken as the final awards.
  - iv) The marks obtained by the candidate in the Project Report will be taken into account when he/she appears in any future examination.
24. The Viva-voce Examination shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendations of the Director, IMSAR, comprising of the following members:-
  - a) Director, IMSAR
  - b) One External Academician pertaining to the discipline of Management;
  - c) One Business Executive/Administrator from reputed Organisation.50% of the members i.e. 2 members shall from the quorum.



25. The list of successful candidates after the sixth semester examination shall be arranged, as under in two divisions on the basis of the aggregate marks obtained in his Bachelor's Degree of Bussiness Administration:
- a) those who obtain 60% or more marks      First Division
  - b) those who obtain 50% or more marks but less than 60%      Second Division
  - c) Candidates who pass all the six semester examinations at the first attempt obtaining 70% or more marks of the total aggregate shall be declared to have passed with distinction.
26. The list of successful candidates after the 10th semester examination shall be arranged as under, in two divisions on the basis of the aggregate marks obtained in the VII, VIII, IX and X Semesters examination taken together and the division obtained by the candidate will be stated in his degree of Master of Business Administration :-
- (a) those who obtain 60% or more marks      First Division
  - (b) those who obtain 50% or more marks but less than 60% marks      Second Division
  - (c) Candidates who pass all the four semester examinations at the first attempt obtaining 70% or more marks of the total aggregate shall be declared to have passed with distinction.
27. No improvement facility shall be provided to students of Five Year Integrated MBA Programme. However, the grace marks will be allowed as per University rules.
28. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a students joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the ordinance and the amended ordinance, if any, shall apply to all student whether old or new.

**5-YEAR INTEGRATED MBA PROGRAMME**  
**CURRICULUM AND SCHEME OF EXAMINATIONS**  
**1999-2000**

**Third Year**

**Vth Semester**

Paper No.	Title of the papers	Total No. of Credits	External Marks	Internal Marks	Duration
imba 501	Advanced Management Concepts	3	75	25	3 hrs.
imba 502	Indian Economic Environment	3	75	25	3 hrs.
imba 503	Labour Laws	3	75	25	3 hrs.
imba 504	Financial Management	3	75	25	3 hrs.
imba 505	Production Planning & Control	3	75	25	3 hrs.
imba 506	Managerial Economics	3	75	25	3 hrs.

**Vth Semester**

imba 601	Strategic Management	3	75	25	3 hrs.
imba 602	Systems Analysis & Design	3	75	25	3 hrs.
imba 603	Business Research Methods	3	75	25	3 hrs.
imba 604	Foreign Trade & Exchange	3	75	25	3 hrs.
imba 605	Survey Report		50	50	
imba 606	Comprehensive Viva-Voce		100		

**8 weeks Summer Vacation Training.**

**Note :** In each Course of Studies of Five-Years Integrated MBA Programme, eight questions will be set by the external examiner and the students will be required to attempt five questions out of eight questions.

**imba-501 Advance Management Concepts**

Theory Marks : 75  
Internal Assessment Marks 25  
Time : 3 Hrs

**Objectives**

The objective of this course is to impart knowledge to the students regarding latest concepts and techniques that are being used for managing in the Corporate World.

**Course Contents**

**Unit-I**

Introduction— Management discipline in the context of Globalization and liberalisation; re-defined meaning of Phrase Management, Management Processes and latest developments in the approach and techniques of managing.

**Unit-II**

Management by Objectives; Management by Exception, Managing by Walking Around (MBWA) :

**Unit-III**

Re-engineering; Globalization and Business Practices; TQM-defining quality and yardsticks of quality, the systems approach to TOM, ZBD (Zero based defects) Robust design, JIT (Just in Time) Bench Marking, Quality function deployment, R&D Technology, Global Compensation.

**Unit-IV**

Social responsibility and ethics : Ethics and social responsibility today; the changing concepts of social responsibility inventing and re-inventing organisations : meaning and importance of entrepreneurship: basic elements of organisational culture and climate.

**Unit-V**

Managing organisational change and innovation : Need for plant change; A model of the changing process; types of plant change; organisational Development.

**Note :**

In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.

The list of core textbooks and other readings cases and specific references including recent articles will be announced in the Class at the time of launching of the course by the concerned teacher.

imba-502 **Indian Economic Environment**

Theory Marks : 75

Internal Assessment Marks 25

Time : 3 Hrs

**Objectives :**

The purpose of this course is to create awareness about the country's Economic Environment and its relevance from the stand point of corporate managers located in this specific units.

**Unit-I**

Introduction : Environment and its internal and external constituents; relevance of environment for the Corporate Managers;

**Unit-II**

Profile of Natural and Human resources; Trends in National Income data; employment profile of the Indian Economy— problem of unemployment in India : Nature, extent and magnitude; price behaviour in India—recent trends of inflation in India; dimensions of new economic policy reforms in India.

**Unit-III**

Economic planning in India : Meaning and Significance of Economic Planning; 5-Year Plans— Objectives, size, strategy, pattern of resources allocation, assessment as per belief and new economic policy and Planning in India.

**Unit-IV**

Industrial Policy and Licenses : Industrial Policy Resolution 1956 Industrial Policy Statement 1980, New Industrial Policy, 1991 Industrial Licensing in India— System, Objectives and legislative

frame-work for Industrial Licensing; Industries (development and regulation) Act, 1951, review of Industrial Licensing in India, Change in the Licensing system. Phase of Liberalisation; Monopolies and restrictive trade practices at 1969.

#### **Unit V**

Reserve Bank and Monitoring regulation in India; Reserve Bank of India –functions, Monetary Policy; Industrial Financing Institutions in India, IFCI, IDBI, ICICI, Industrial Investment Bank of India.

#### **Note :**

In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.

imba 503

#### **Labour Laws**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

#### **Objectives**

The objective of this course is designed to promote a critical understanding of substantive and procedural Labour Laws the approach is to develop skills in handling Legal issues in Industrial and other Labour Patterns.

#### **Course Contents**

##### **Unit-I**

The Factories Act 1948; The Industrial Employment (Standing Orders) Act 1946.

##### **Unit-II**

The payment of wages Act 1936; the Minimum Wages Act 1948; The Workmen's Compensation Act 1923.

##### **Unit-III**

The employees Provident Funds and Miscellaneous provisions Act 1952; The Employees State Insurance Act 1948.

**Unit-IV**

The Trade Unions Act 1926; the Industrial Disputes Act 1947.

**Unit-V**

The employment of children's Act 1938, the children (pledging of Labour) Act 1933.

**Note :**

1. In all 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.
2. The list of core textbooks and other readings cases and specific references including recent articles will be announced in the Class at the time of launching of the course by the concerned teacher.

imba-504

**Financial Management**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Objectives**

The purpose of this course is to acquaint with the broad framework of financial decision making in business Unit.

**Contents**

**Unit-I**

Scope and objectives of financial Management : Evolution and scope functions of finance Managers: Objective of the firm profit Vs wealth maximisation: Other objectives including objectives of public undertakings.

**Unit-II**

Working Capital Management : Concept of Working Capital Estimating working capital needs; working capital policy : Trade off between risk and returns: Management of cash: Management of receivables; Management of inventories.

**Unit-III**

Cost of capital and capital structure : Leverage, cost of capital and value of the firm : NI, NOI and traditional approaches. A critical review of MM Theory. EBTI-EPS Analysis and capital structure, Sources of long term finance.

**Unit-IV**

Capital Budgeting : Need and importance; evaluation of investment decisions and date requirements for capital budgeting decisions identification of cash inflows and outflows methods of capital budgeting—payback, accounting rate of return present value method, profitability index method, internal rate of return; capital rationing; risk analysis.

**Unit-V**

Management of earnings : Decisions regarding payout and retention; determinants of dividend policy; various models of dividend and their effect on value of firm; dividend policy in practice.

**Note :**

In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.

imba-505

**Production Planning & Control**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Objectives**

To develop a broad conceptual framework based on the research which has been done in the recent past and to bridge the gap between the theoretical solutions on the one hand and the real world problems on the other.

**Unit-I**

Introduction : Production Management -- Concepts and Importance; Continuous and Intermittant systems of production; Production-to Order and Stock; Plant Location and Layout.

**Unit-II**

Production Planning and Control : Demand forecasting for production, Aggregate Planning; Product Analysis; Production Process analysis; Production Scheduling techniques and Production Control.

**Unit-III**

Inventory and Quality Management Quality management—meaning, Statistical Quality Control, Production Inventory Systems; Inventory Management—meaning, functions and techniques of inventory control systems.

**Unit-IV**

Elements of Work Study : Introduction, Method study principles and applications; Time-study principles and applications; Work Sampling and development of production standards.

**Unit-V**

Maintenance : Production development and Productivity, plant Maintenance and types, product development and Value Engineering, Productivity Ratio and Measurement.

**Note :**

In all 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.

imba-506

**Managerial Economics**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Objectives**

The purpose of this course is to apply micro-economic concepts, pre-cepts, tools and techniques in evaluating business decisions taken by a firm. As a matter of fact this course is expected to enhance the problem solving ability of Managers.



## **Course Contents**

### **Unit-I**

Introduction : Nature and meaning of Managerial Economic; Economic Analysis and Business Decisions; some Fundamental Concepts and Measurement Techniques in Managerial Economics; Optimum Decision Rules.

### **Unit-II**

The objectives of Business Firm--Economics Theory Behavioural theory and Managerial theory. alternatives to profit maximisation. concepts and Measurement of profit.

### **Unit-III**

Demand determinants, Demand functions, demand elasticities and revenue functions; production function, supply function and cost function with emphasis on their managerial use.

### **Unit-IV**

Break-even chart, optimum output, economic order quantity price-output decisions the different forms of competitions in Sellers' Market and Buyers' Market; contestable markets and entry barriers.

### **Unit-V**

Pricing Principles and practices; economic of risks and uncertainty, business forecasting; forecasting payment, price market share, sales and profit.

### **Note :**

1. In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.
2. The list of core text books and other readings-cases and specific references including recent articles will be announced in the class at the time of launching of the course by the concerned teacher.

( 8 )

imba 601 **VIth Semester**  
**Strategic Management**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Objectives**

The objective of this course is to develop a wholistic perspective of an enterprise, critical from the point of view of corporate management as also to develop an understanding about the strategic processes and their impact on a firm.

**Course Contents**

**Unit-I**

Business Policy : Nature and scope of Business Policy; concepts of forecasting, long range planning, strategic planning and strategic management process; relationship between business policy and strategic management process; Mc Kinsay's 7; S Framework.

**Unit-II**

Formulation of Strategy : Process: mission objectives, and policies environmental analysis-internal and external; techniques available for internal and external environmental analysis – SWOT analysis, alternative strategies—Growth, diversification, retrenchment, turn-around and external growth strategy—Merger, acquisition and Joint ventures.

**Unit-III**

Choice of Strategy: Ways of making strategic choice; features influencing strategic choice; constraints; evaluating strategic alternatives; analytical models, BCG Matrix; stoplight strategic models DPC Models.

**Unit-IV**

Implementation of Strategy : Elements and major issues involved in the strategy implementation; major considerations involved in developing organisational structure.

**Unit-V**

Policy issues involved in mobilisation of human resources; role of leadership; design for an effective information system techniques for measuring and evaluation the actual performance.

**Note :**

In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.

imba -602

**System Analysis & Design**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Objectives**

The purpose of this course is to develop a basic understanding of the systems approach to business data process and to familiarise the students to the basic tools and techniques of analysing, designing and developing data processing systems with the state of the art technology.

**Unit-I**

Introduction : Systems Study Cycles, Systems Design : meaning, objectives, constraints and process; Data Flow, Need for a Structured Approach; Data Flow Diagrams, Design of Input & Output definitions.

**Unit-II**

Introduction to structured programme : Programming in language for development of data processing Systems; programme Development Methodology; Documentation of programmes; Coding debugging and walkthroughs; File Design and Record Design. Online transactions processing systems: inactive systems, online batch processing; Data logging, Realtime Systems and Distributed processing,

**Unit-III**

File Organisations Sequential, Relative and Indexed: Random Organisation; Systems Documentation --its Role and Types Tools for Documentation.

**Unit-IV**

Data Security Aspects--Basic Systems Control, Data Validation; Reconstruction of Files in case of disaster, prevent fraud and embezzlement, virus problems, Auditing of Systems; Methods of Ensuring Security.

**Unit-V**

**Business Applications : Characteristics of Business Organisations and Use of Computer in Various Work areas Business; Personal Wages Accounting; Preparation of Periodical Financial Statements; Sales Control and Accounting; Materials Management & Inventory Control; Production Control; Management Activities in Marketing.**

**NOTE :- In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions.**

imba-603

**Business Research Methods**

**Theory Marks : 75**

**Internal Assessment Marks : 25**

**Time : 3 Hrs**

**Course Contents**

**Unit-I**

**Decisional Research : Definition and Scope; role of decision maker and research; identification of problems; decision steps and research objectives, uncertainty and decision research.**

**Unit-II**

**Research Design : Exploratory, descriptive, diagnostic and experimental research designs; problems experimentations.**

**Unit-III**

**Data Collection Techniques : Secondary and primary data sources; types, basic means of obtaining primary and secondary data and their usage; Design of questionnaires attitude scales and measurement of attitude.**

**Unit-IV**

**Sampling Procedure : Probability and non-probability sampling, sample size determination; sampling errors; tabulation of data.**

**Unit-V**

**Data Analysis. Interpretation and presentation; basic considerations in choice of analysis and statistical techniques hypothesis testing; tests of significance; chi-square analysis Report writing and presentation.**

**NOTE : In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.**

imba-604

**Foreign Trade and Exchange**

Theory Marks : 75

Internal Assessment Marks : 25

Time : 3 Hrs.

**Unit-I**

Introduction : Trade and economic growth; Evolution, analysis and volume of needs foreign trade; composition and direction of foreign trade.

**Unit-II**

Balance of trade and balance of payments : concept and the problem of deficit; Trends in India's Balance of Trade and Balance of payments. Problems of Deficit; Export promotion and Strategy, New Import and Export Policy; 1992-98.

**Unit-III**

Exchange rate : meaning and theories of determination of exchange rates; devaluation and exchange rate reforms.

**Unit-IV**

International Institutions : World Bank, International Monetary Fund, UNCTAD, GATT (WTO), Custom Unions, Common Markets, Free Trade Zones, Economic Communities, non-tariff barriers; Trading partners: bilateral trade agreements and commodity agreements.

**Unit-V**

Procedures and documents : Registration of exporters, export quotations, production and clearance of goods for exports, shipping and transportation, insurance, negotiation of documents, Instruments of payment, Open account bill of exchange, letter of credit; Export Finance.

**NOTE :-** In all, 8 questions will be set in the question paper out of which the candidates are expected to answer 5 questions in all.