PANJAB UNIVERSITY, CHANDIGARH

OUTLINES OF TESTS, SYLLABI AND COURSES OF READING FOR
P.G. DIPLOMA IN PERSONNEL MANAGEMENT & LABOUR WELFARE FOR

Note:- Examination in each Subject will be of 3hrs. duration.

Instructions to the paper setters:

IF THERE ARE TWO UNITS: Set 10 questions in all. Five questions from each unit. The students are required to answer five questions in all selecting at least 2 questions from each unit.

IF THERE ARE THREE UNITS: Set 10 questions in all. Three or Four questions from each unit. The students are required to answer five questions in all selecting at least one question and not more than two from each unit.

IF THERE ARE FOUR UNITS: Set 10 questions in all. Two or Three questions from each unit. The students are required to answer five questions in all selecting at least one question from each unit.

IF THERE ARE FIVE UNITS: Set 10 questions in all. Two questions from each unit. The students are required to attempt five questions in all selecting one question from each unit.

I SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DPM 301</td>
<td>Fundamentals of Labour Economic &amp; Management</td>
<td>100</td>
</tr>
<tr>
<td>DPM 302</td>
<td>Industrial Psychology &amp; Sociology</td>
<td>100</td>
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<td>DPM 303</td>
<td>Organisational Behaviour</td>
<td>100</td>
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<td>DPM 304</td>
<td>Human Resource Management</td>
<td>100</td>
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<tr>
<td>DPM 305</td>
<td>Workshop on IT &amp; its Application in Business</td>
<td>50</td>
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II SEMESTER

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<tbody>
<tr>
<td>DPM 306</td>
<td>Labour Legislation</td>
<td>100</td>
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<td>DPM 307</td>
<td>Management of Disciplinary Procedures &amp; Practices</td>
<td>100</td>
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<td>DPM 308</td>
<td>Social Security &amp; Labour Welfare</td>
<td>100</td>
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<td>DPM 309</td>
<td>Industrial Relations &amp; Labour Policy</td>
<td>100</td>
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<td>DPM 310</td>
<td>Research Project*</td>
<td>50</td>
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<tr>
<td>DPM 311</td>
<td>Comprehensive Viva**</td>
<td>50</td>
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</tbody>
</table>

**i) The participants are expected to finalize their topics of Research Project latest by 31st October.

ii) Students should submit their Research Project Report Latest by 31st March.

iii) The research project is to be evaluated by an external examiner which could be from the college / institute itself.

**iv) The comprehensive should be conducted within a fortnight of the completion of 2nd semester examinations.
SEMESTER-I
DPM 301: Fundamentals of Labour Economics and Management
Time : 3 hours
Max Marks : 100
Ext.  70
Int.  30

Objective: The course is offered to acquaint and participant with the issue involved in the labour market and the conditions of working class and also to familiarize the students with the facets of organization management with special reference to Indian Score students.

UNIT I
Labour Economics: Micro and Macro aspects, Theories of Labour market, Supply of Labour leisure decision, Participation, rate, Quality of Labour, Labour demand for Labour, Short run & long run demand for labour elasticity of demand for labour.

UNIT II
Wage Determination various market conditions. State regulation of wages, wage level and wage structure, share of wages in national income, labour productivity, wages, income and prices, wages and productivity.

UNIT III

UNIT IV

Controlling: The system and process of controlling, Control Techniques, Control of Overall performance. Ensuing Effective Controlling.
**REFERENCES:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
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<tbody>
<tr>
<td>Campbell R.Mc Connel</td>
<td>Contemporary Labour Economics</td>
</tr>
<tr>
<td>Stanley L Brue</td>
<td>Labour Economics and Industrial Relations</td>
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<tr>
<td>Parmod Verma</td>
<td>Labour Economics and Industrial Relations</td>
</tr>
<tr>
<td>Non Bellante Mark Jackson</td>
<td>Labour Economics</td>
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<tr>
<td>K.N.Subramanian</td>
<td>Wages in India</td>
</tr>
<tr>
<td>C. Herbert G Hicks C Ray Gullet</td>
<td>Organisation theory and behaviour</td>
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<tr>
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**DPM 302: INDUSTRIAL SOCIOLOGY & PSYCHOLOGY**

**Time : 3 hours**

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<th>Ext.</th>
<th>Int.</th>
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<td>70</td>
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</table>

**Max Marks :100**

Objective : The Course aims at providing the participants with an understanding of the role of Industrial sociology and Psychology in management of human resources. The main emphasis would be given to apply aspects with reference to Indian Industrial Scene.

**UNIT I**


**UNIT II**


**UNIT III**

Nature and Scope of Industrial Psychology, Psychology and Management, Contributions of Free Post Freudians development of Psychology, Personality and Its development, Psycho-analytical theory, Personality types, Adjusted and Maladjusted personalities.
UNIT IV


BOOK RECOMMENDED:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
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<tbody>
<tr>
<td>Melver and Page</td>
<td>Society</td>
</tr>
<tr>
<td>Miller and Form</td>
<td>Industrial Sociology</td>
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<tr>
<td>Ghose &amp; Chorpade</td>
<td>Industrial Psychology</td>
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<tr>
<td>Tiffin &amp; Mc Cormick</td>
<td>Industrial Psychology</td>
</tr>
<tr>
<td>Norman R.F. Maier</td>
<td>Psychology in Industry</td>
</tr>
<tr>
<td>John B. Miner</td>
<td>Personnel Psychology</td>
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</tbody>
</table>

DPM 303: ORGNIZATIONAL BEHAVIOUR

Max Marks: 100
Ext. 70
Int. 30

Objective: In the working of any organization, four major resources play a part. The human resource is the only resource which is the most dynamic and hence the most difficult to manage. This course is oriented to give an insight to the participants of the course, the foundation of individual and group working in any organization.

UNIT I

Introduction to organizational behavior. Introduction to Individuals.- (Causation Of Human Behavior, Personality, Perception, Attitudes. Job satisfaction).

UNIT II

Interpersonal processes- (Interpersonal Communication, Listening, feedback Counseling, Transaction Analysis).

UNIT III

UNIT IV

Organisational Dynamics: Organizational Communication, Organizational change. Conflict Management, Organizational Health Development, Organizational effectiveness.

REFERENCES:

Stephon P. Robbins
Kieth Davis
Hersey and Elanchard
UMA Sekaran
Gary Desslar
M.G. Rao, Vagprao & R.S. Narayana

DPM 304: HUMAN RESOURCE MANAGEMENT

Time : 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of this course is to orient the future managers to the Concept of HRM, the functions of HR manger and the practices followed in India and abroad.

UNIT I

INTRODUCTION

- Nature, scope & significance of HRM, Objectives and Function of HRM.
- HRM and its environment. Role of Government and other Internal & External Forces and HRM.
- Relevance of HRM, HRM Policies Principles.
- Genesis, growth of HRM in India.
- Organisation of Human Resource Department
- Status and Strategic role of HR professional as a strategic partner.

ACQUIRING HUMAN RESOURCES:

- Job Analysis and job description.
- Human Resource Planning
- Recruitment, psy, testing, selection process and its Effectiveness.
- Interviewing
UNIT-II

DEVELOPING HUMAN RESOURCES:
- Induction & Organisational socialization
- Training policies, programmes & techniques
- Management Development programmes & evaluating their effectiveness.

MANAGING QUALITY & PRODUCTIVITY:
- Job designing: Job enlargement & enrichment ï Promotions, transfers and separations
- Alternative work arrangements ï like flextime,

UNIT-III

PERFORMANCE MANAGEMENT & CAREERS PLANNING:
- Performance and potential appraisal: concept, purposes & methods of performance appraisal; Traditional and Modern.
- M.B.O. : process, benefits and limitations.
- Career planning & success in planning.

MOTIVATIONG EMPLOYEE:
- Employee counseling & empowerment.
- Quality of work life : Meaning, measure QWL
- Issues in QWL & strategies/ or improving QWL.

UNIT-IV

COMPENSION MANAGEMENT
- Administration of Wages & Salaries.
- Job evaluation : concepts, techniques, problems of job evaluation.
- Nature & role of financial incentives.
- Employee benefits and services : nature & significance.

INDUSTRIAL RELATIONS AS PERSONNEL FUNCTION
- Grievance Handling- concept, procedure & guidelines of Effective Grievance Handling.
- Managing Discipline-concept, approaches & principles of discipline.

UNIT V

HUMAN RESOURCE MANAGEMENT PRACTICES
- HRM IN Europe, USA, Japan.
- HRM in public Enterprises in India.
- HRM in a small undertaking.
- Emerging HRM concepts & systems in the new Millenium
- Human Resource Information System
- H. R. Accounting.
- Auditing Human Resources.
REFERENCES

Gay Dessleh                   Human Resource Management
Edwin Filippo                Personnel Management
Dale Yodeh                   Personnel & Industrial Relations
R.S. Dwivedi                 Managing Human Resources-Personnel Management in India Enterprises
Menapa & Saiyaddin           Personnel Management
K.Ashwathappa                Human Resource & Personnel Management
Michael Armstrong            Human Resource Management

JOURNAL RECOMMENDED

1. Human capital
2. H.R. Today
3. H.R. Focus
4. Personnel

DPM 305 WORKSHOP ON I.T. & ITS APPLICATIONS IN BUSINESS

Time : 3 hours               Max Marks :50

Objective: The aim of this course is to help students gain an awareness of computer technology and its business uses, particularly accounting applications. It will also develop proficiency in the use of internet as a business and research tool.

UNIT-I

Company Set up- Company Information, Accounting information systems- the need for the control if information systems. Normal sales and purchase ledger maintenance and reporting.

UNIT II

Stock control- tracking stock movements. Sales order processing and reporting, E-analysis of financial statements.

BOOKS RECOMMENDED

G.E.Anders, C.R. Schaber & Spreadsheet Accountingï Tutorial and Applications
R.DFish, Glencoe
Microsoft Office 2000 Excel Comprehensive, Shelly cashman, Coure Technology ,2000
D.H. Klooster & W.W.Allen, Intergrated Accounting-Using
1991
ACCPACBEDFORD Software
Claire May & Gordon S.May Effective Writing; A Handbook for
(4th ed.) Prentice Hall
Accountantsô
Roger A.Gee
Computer Accounting Applications
(san diego mesa college)
Using Business Works
II SEMESTER

DPM 306 : LABOUR LEGISLATION
Time : 3 hours

Max Marks : 100
Ext. 70
Int. 30

Objective: The objective of the course is to enhance the participants understanding of Indian legal environment relevant to labour laws relating to emoluments and welfare. Emphasis would be given to the basic provision and cases law of various relevant Acts.

UNIT-I
Legal regulation of employment conditions in India: The concept of social justice: Guiding principles of industrial adjudication; Industrial Disputes Act, 1947.

UNIT-II

UNIT-III
Payment of wages Act, 1936
Minimum Wages Act, 1948
Payment of Bonus Act, 1965

UNIT-IV
Factories Act, 1948
Mines Act, 1952
Plantation Labour Act, 1951
Apprentices Act, 1961
Child Labour (Prohibition and Regulation) Act, 1986.

BOOKS ECOMMENDED:
O.P. Malhotra
The Law of Industrial Disputes
S.C. Srivastava
Industrial Relations and Labour Laws
S.N.Misra
Labour and Industrial Law
P.L. Malik
Industrial Law
H.K. Saharay
Industrial and Labour Laws of India
K.P. Chakravarti
Labour Management and Industrial Relations
G.M. Kothari
Labour Demands and their Adusdication

JOURNAL RECOMMENDED:
Labour Law Journal
DPM 307: Management of Disciplinary Procedures & Practices

Time: 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The course aims of providing the participants better understanding of maintaining, discipline and handling disciplinary proceedings and the working of various procedures mechanism available for the purpose.

UNIT-I
Managing indiscipline: Basic concepts. Nature of proceedings judicial, quasi-judicial and administrative; Principle of natural justice and reasonable opportunity, Misconduct and its types. Complaints and decision to initiate enquiry; charge sheet and its drafting, service of charge sheet to workmen and reply to the charge sheet and its considerations: suspension during enquiry; criminal proceedings and departmental inquiry: holding of enquiry: considerations by punishing authority.

UNIT –II
Relevant Legislation relating to disciplinary proceedings; judicial control of labour court and industrial tribunal, Writ jurisdiction. Prevention of Disputes: Grievance handling, Mechanism and procedure. Handling Industrial action; Relevant Legislation: Case studies.

BOOK RECOMMENDED
D.D. Basu Administrative Law
B.R. Bhaiye Law and Procedure of Departmental Enquiries
R.G. Chaturved Departmental Enquiries and Disciplinary Actions

JOURNAL RECOMMENDED
1. Indian Journal of Industrial Relation
2. British Journal of Industrial Relation
3. Labour Law Journal

DPM 308: SOCIAL SECURITY AND LABOUR WELFARE
Time: 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of the course is to create awareness among students about the role and need of social security system in society. This course will also clarify the Labour Welfare Activities undertaken and their need.

UNIT-I
UNIT-II

BOOK RECOMMENDED
Ahmad Ehrisham etc. Social Security in developing Contries
New Delhi, O.V.P., 1999
Punekar, Deodner, Sankaran Labour Welfare, Trade Unionism and Industrial Relations
Deepak Bhatnagar Labour Welfare & Social Security Legislation in India
Dr. B.N. Mishra National Social Security Systems
Goyal Pratibha Labour Welfare and Job Satisfaction
B.D. Rawat Labour Welfare in India

JOURNAL RECOMMENDED
1. Indian Journal of Industrial Relations
2. British Journal of Industrial Relations
3. Labour law Journal

DPM 309: INDUSTRIAL RELATIONS AND LABOUR POLICY
Time: 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The course aims of familiarizing the participants with (a) The Industrial relations scene in India with special reference to the Industrial Conflict and their prevention and resolution and (b) significance and impact of labour policy on industrial relations in India.

UNIT-I

UNIT-II
Voluntary and Statutory efforts on prevention and settlement of industrial disputes. Bipartitism, tripartitism. Comparative industrial relations and policy in U.K., U.S.A., Japan, Germany, Russian developing countries.
UNIT-III
State and Labour: Theoretical aspects, framework, evolution and Dimension of Labour Policy in India, labour Policy on (a) term and conditions of employment by industrial relations and wages.

UNIT-IV
Labour Policy and growth of Legislative framework in India: Labour Administrative Framework implementation of labour policy and laws, Government as an employer, New Economic policy and labour; Social clause and WTO.

BOOK RECOMMENDED:

E.A. Ramaswamy & Uma Ramaswami
K.K. Ahuja
Aruna Monappa
G.P. Sinha and P.R.N. Sinha
J.L. Rastogi, P.P. Arya & S.D. Tripathi
John R. Nil and at al

Industry and Labour,
Industrial relations-Theory and Practice
Industrial Relations
Industrial Relations and labour Legislation
Planning for Industrial Relations Management
The future of Industrial Relations
PANJAB UNIVERSITY, CHANDIGARH


Note:- Examination in each Subject will be of 3hrs. duration.

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I SEMESTER

DIT201 Fundamental of International Trade & Management 100
DIT202 International Business Environment 100
DIT203 International Marketing 100
DIT204 Management Accounting 100
DIT205 Workshop on I.T. & its Applications in Business 50

II SEMESTER

DIT206 Foreign trade Policy & Management 100
DIT207 Foreign Trade Finance & Documentation 100
DIT208 Thrust Products & Marketing International Trade 100
DIT209 International Marketing Logistics 100
DIT210 Research Project* 50
DIT211 Comprehensive Viva** 50

*i) The participants are expected to finalize their topics of Research Project latest by 31st October.

ii) Students should submit their project latest by 31st March.
iii) The research project is to be evaluated by an external examiner which could be from the college/institute itself.

**iv) The comprehensive should be conducted within a fortnight of the completion of 2nd semester examinations.**
I SEMESTER

DIT 201 FUNDAMENTALS OF INTERNATIONAL TRADE & MANAGEMENT

TIME: 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of the course is to acquaint the students with the basic fundamentals of the theories of international trade & monetary and the facts of organisation and management with special reference to Indian context.

UNIT I


The gains from trade and their distribution - concepts of terms of trade; and offer curves. secular deterioration. Terms of trade hypothesis. The Theory and general equilibrium analysis. Concept of optimum tariff. Elementary ideas on the theory of customs union political economy of non-trade liaison.

UNIT II


UNIT III

UNIT IV

Communication- Process, Barriers and Breakdowns in Communications, Effective Communications.

Controlling: The system and process of controlling, Control techniques, control of overall performance. Ensuring Effective controlling.

BOOKS RECOMMENDED:

<table>
<thead>
<tr>
<th>Author/Editors</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominick Salvator</td>
<td>International Economics (7th ed.)</td>
</tr>
<tr>
<td>Paul R Krugman, Maurice Obstfell</td>
<td>International Economics (Theory &amp; Policy ) 5th ed.</td>
</tr>
<tr>
<td>C Heerbert G Hicks C ray Guller</td>
<td>Organisation theory and behavior</td>
</tr>
<tr>
<td>Rue and Byors</td>
<td>Management theory and application</td>
</tr>
<tr>
<td>D.S. Pugh (edt.)</td>
<td>Organization theory: Selected readings</td>
</tr>
<tr>
<td>David Silverman</td>
<td>The theory of organization</td>
</tr>
<tr>
<td>Richard H Hall</td>
<td>Organization Structure, Process, and Outcomes</td>
</tr>
<tr>
<td>David Clutterback and Stuart Crainer</td>
<td>Makers of Management</td>
</tr>
<tr>
<td>Charles Handy</td>
<td>Understanding Organizations</td>
</tr>
<tr>
<td>Huczmsk, Andrez</td>
<td>Management of Gurus</td>
</tr>
<tr>
<td>Koontz &amp; Weirich</td>
<td>Essentials of Management</td>
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DIT 202 INTERNATIONAL BUSINESS ENVIRONMENT
Time: 3 hours  Max Marks: 100
Ext. 70  Int. 30

Objective: The objective of this course is to acquaint the participants with the economic aspects relating to international trade. The course will also provide an understanding of the different monetary institutions and the economic environment for international trade.

UNIT-I
UNIT II
Regional economic groupings: EEC its set up and performance; W.T.O., UNCTAD IMF; Generalized system of preference; Commodity markets & common Fund; Competitive Strategy & Intl. Business Env.

REFERENCES
B.Sodersten : Intl. Economics
Kindalberger Grubel : Economics
Haller Intl. Trade : Theory & Empirical Evidence

DIT 203 INTERNATIONAL MARKETING
Time: 3 hours  Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of this course is to develop a conceptual framework of international marketing management. This paper develops further knowledge already gained in marketing.

UNIT-I

UNIT-II

UNIT-III

REFERENCES
Douglas & Craig (1997) Global Marketing Strategies
DIT 204 MANAGEMENT ACCOUNTING
Time: 3 hours

Max Marks: 100
Ext. 70
Int. 30

DIT 204 MANAGEMENT ACCOUNTING
Time: 3 Hours

Objective: This course provides the students an understanding of the application of accounting techniques for management.

UNIT-I

Management Accounting: Meaning, nature, scope and functions of management accounting, Role of management accounting in decision making; Management accounting vs financial accounting; Tools and techniques of management accounting.

UNIT –II

Financial Statements: Meaning and types of financial statements; Limitations of financial statements; objectives and method of financial statements analysis; ratios; analysis; Classification of ratios, profitability ratios; turnover ratios, liquidity ratios, turnover ratios; Advantages of ratio analysis; Limitations of accounting ratios.
Funds Flow statement as per Indian Accounting standard 3, cash flow statement.

UNIT-III

Absorption and Marginal Costing; Marginal and differential costing as a tool for decision making-makes or buy; change of product mix; pricing; break-even analysis; Exploring new markets; Shutdown decisions.

UNIT-IV

Budgeting for Profit Planning and Control. Meaning of budget and budgetary Control; objectives; Merits and limitations; types of budgets, Fixed and flexible budgeting; control rations; Zero base budgeting; Responsibility accounting; performance budgeting Standard costing and variance Analysis; Meaning of standard cost and standard costing. Advantages and application; Variance analysis-material; Labour and overhead (two-way analysis) Variances.

Books Recommended

Anthony , Robert & Reece et al. Principles of Management Accounting a Richard Irwin Inc.

-6-
Homgren, Charles, Foster  
And datar et al.  
Khan M.V.& Jain P.K.  
Kaplan R.S. and Atkinson A.A.  

Cost Accounting-A Management Emphasis; Prentice Hall, New Delhi  
Management Accounting, Tata McGraw Hill, New Delhi.  
Advanced Management Accounting, Prentice India, New Delhi.

DIT 205 WORKSHOP ON I.T. & ITS APPLICATIONS IN BUSINESS  
Time 3 Hours  Max. Marks 50

Objective: The aim of this course is to help students gain and awareness of computer technology and its business uses, particularly accounting applications. It will also develop proficiency in the use of internet as a business and research tool.

UNIT-I  
Company set up-Company Information, Accounting information systems-the need for the control information systems. Normal sales and purchase ledger maintenance and reporting.

UNIT-II  
Stock control-tracking stock movements. Sales order processing and reporting. E-analysis of financial statements.

BOOK RECOMMENDED:

G.E. Anders, C.R. schaber & R.D. Fish, Glencoe  
Claire May & Gordon S.May  
Roger A. Gee  
(san diego mesa college)  

Integrated Accounting-Using ACCPAC Bedford Software.  
Effective Writing : A handbook for Accountants (4th ed.) Prentice Hall  
Computer Accounting Applications Using Business works.
II SEMESTER

DIT206 FOREIGN TRADE POLICY AND MANAGEMENT

Time: 3 Hours
Max. Marks 100
Ext. 70
Int. 30

Objective: The objective of this course is to acquaint the students with the specific policies related to foreign with specific reference to India.

UNIT-I
The trends in world trade direction and composition. India’s foreign trade policy and performance in balance of trade. Export promotion and the institution set up. Deemed export convertibility.

UNIT-II
Instruments of export promotion. Export Assistance and measures- import facilities, duty drawback, tax concession, marketing Assistance, Role of state trading house, 100% export oriented units, Export house and trading houses, EPZs, STP, Foreign collaborations and investments, Counter trade arrangement, Indian joint ventures abroad.

UNIT-III
Policy and Frame work for FDI in India, policy on counter trade arrangement, Indian joint ventures, Abroad Project and consultancy Exports.

BOOKS RECOMMENDED

Varshney and Bhattacharya International marketing
Management
Chatwal Export promotion
Deepak Nayyar India’s Export and Export policies
Export policies

Economic Survey, Ministry of Finance
Import and Export Policy, Ministry of Commerce
Committee on Export Strategy 1980, Ministry of commerce
Report of Working Group on Export houses, Ministry of Commerce
M.L. Verma International Trade
Objective: The course aims at providing an understanding of foreign exchange, export financing, export-import procedures and the various operations involved. The main emphasis is laid on developing a systematic approach to handling foreign trade transactions and the paperwork thereto.

UNIT –I

Methods of payment; pre-shipment credit-meaning, procedure, rates and documents needed, post-shipment credit- negotiation of export bills under letter of credit, bills purchased/discounted under limits granted to customers, Advances against claims for export incentives, deferred payment export credits, export credit insurance, insurance policies and bank guarantees and special schemes.

UNIT-II

Theories and practice of foreign exchange rate determination, fixed and floating exchange rates, Exchange Arithmetic, exchange control, regulations and procedures in India. Export-Import trade control procedures. Processing of an export order. Procedures and documents related to quality control, export contracts, marine insurance, customs and port clearance, Shipment and procedures theory.

BOOKS RECOMMENDED

G.S. Lal  
Finance of Foreign Trade & foreign exchange.
Paras Ram  
Export, What, where and How Export procedures & Documents.

Import Policy of India 1990-93
Central excise Rules and Duty Drawback Rules
Foreign Exchange Manual RBI
Indian marine Insurance Act
Rathor, B.S.  
Export Marketing
Objective: In this course students will be expected to identify major export products of India and the special characteristics of different trade in regional. Problems relevant to the marketing of each product and specific countries would be identified. The students would be expected to suggest remedies for these problems and evolve appropriate strategies for different products for target markets.

UNIT-I
A) Export Marketing of Thrust Products of Agricultural and Agrobased products:
   i) Tea and value added tea
   ii) Fresh and Processed Foods
   iii) Cashew Kernels
   iv) Coffee
   v) spices
   vi) Tobacco & tobacco manufacturers
   vii) Fruits & Vegetables

B) Meat and Marine Products
   i) Meat and Meat Products
   ii) Marine Products

C) Textile and Jute Based Products
   i) Jute and Jute Manufacturers
   ii) Cotton Textiles Mill made and Handloom
   iii) Woolen Fabrics and Knitwear
   iv) Readymade Garments

D) Handicrafts and Jewellery
E) Leather and Leather manufacturers, including Leather garments
F) Minerals and Ores
G) Engineering Products-Capital goods; Cosmetics Consumer Durables, Electronics and Software
H) Basic, Chemicals, Pharmaceuticals and cosmetics
I) Services, including, tourism, shipping, software, insurance
UNIT-II
Marketing characteristics of trading region-EEC, NAFTA, S. America, Africa, ASEAN, W. Asia, Oceania, Japan and selected socialist countries including Russia.

UNIT-III
Developing marketing strategy for different markets. Submission and presentation of reports.

REFERENCES

J.W.E. Rowe Primary commodities in International Trade.
Vadiya, Dago Indianâs foreign trade
I.I.F.T. a) selected surveys of products and markets.
         b) Thrust sectors in Indian export Survey and study team report.
T.O.A Survey and study Team Reports

Annual Reports of Export Promotion Councils
Survey Reports of I.T.C. Geneva
Global Studies done by various chambers of Commerce
UN Publications
EEC International Business Office
Objective: The objective of this course is to appraise the students of the fundamentals of logistics as applied to international business. The various components of the international logistics system would be studied so as to enable the students to take up an integrated logistics decision. With regard to containers, ports, airports and issues related to technology and administration of logistics infrastructures.

UNIT –I

Marketing logistics system-concepts, objective and scope, the system elements, relevance to international marketing. The concepts of service. The transportation, activity-internal transportation, inter state goods movement. General structure of shipping characteristics, liner and tramp operations, code of conduct for liner conferences, freight structure and practice, chartering principles and practices.

UNIT-II

Technological developments in ocean transportation., containerization, inland container depots multimodal, transportation and CONCOR. Role of intermediaries including freight booking, shipping, agents, C&F agents. Shipowner shipper consolations arrangements. Air transportation-total cost concept, advantages, freight structure and operations, Air terminal transportation, Air traffic containers.

UNIT-III

Port systems and sub-systems, Port Laws, Port organization and management, responsibility of port-trust, carriage of goods-legal aspects. Warehousing and the concept of Free Trade Zones. Inventory management-concepts and application to international marketing. The total cost approach to logistics.
UNIT IV

General cargo operations, Break bulk terminal operations, growth of containerization—present status, future trends.

REFERENCES

Wentworth and Christopher (Ed) Managing International Distribution
Bowersox. Total Logistics
Tookey International

Annual reports of CONCORD
Indian shipping
Annual Reports of INSA
UNCTAD Studies on Container Terminal operations and Break a Terminal Operations.
Yearbook of Indain Ports Association.
UNCTAD Studies on Port Planning
World Bank Report on JNPT
Reports of Container Corporation of India.

Note: Examination in each Subject will be of 3hrs. duration.

Instructions to the paper setters:

IF THERE ARE TWO UNITS: Set 10 questions in all. Five questions from each unit. The students are required to answer five questions in all selecting at least 2 questions from each unit.

IF THERE ARE THREE UNITS: Set 10 questions in all. Three or Four questions from each unit. The students are required to answer five questions in all selecting at least one question and not more than two from each unit.

IF THERE ARE FOUR UNITS: Set 10 questions in all. Two or Three questions from each unit. The students are required to answer five questions in all selecting at least one question from each unit.

IF THERE ARE FIVE UNITS: Set 10 questions in all. Two questions from each unit. The students are required to attempt five questions in all selecting one question from each unit.

I SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DEM 201</td>
<td>Management for Organisations</td>
<td>100</td>
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<td>DEM 202</td>
<td>International Business Environment</td>
<td>100</td>
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<td>DEM 203</td>
<td>Marketing Management</td>
<td>100</td>
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<tr>
<td>DEM 204</td>
<td>Workshop on Export-Import Procedures &amp; Documentation</td>
<td>100</td>
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<tr>
<td>DEM 205</td>
<td>Workshop on I.T. &amp; Its Applications in Export Management</td>
<td>50</td>
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</table>

II SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DEM 206</td>
<td>Foreign Trade Policy &amp; Management</td>
<td>100</td>
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<tr>
<td>DEM 207</td>
<td>Global Marketing Management</td>
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<tr>
<td>DEM 208</td>
<td>Workshop on Thrust Products &amp; Markets</td>
<td>100</td>
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<tr>
<td>DEM 209</td>
<td>International Marketing Logistics</td>
<td>100</td>
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<tr>
<td>DEM 210</td>
<td>Research Project *</td>
<td>50</td>
</tr>
<tr>
<td>DEM 211</td>
<td>Viva voce**</td>
<td>50</td>
</tr>
</tbody>
</table>

* (i) The topic of the Research project and the Supervisor. Should be decided latest by 31st October.
(ii) The Project Report must be submitted latest by 31st March

** The comprehensive viva-voce will be held immediately after the second semester examination are over.

NOTE: Students would be required to visit export Institution for atleast 15 days after 1st Semester. A certificate from the institution in this regard has to be obtained.
Annexure –II
DEM 201 MANAGEMENT FOR ORGANISATIONS

Objective:
The objective of this course is to introduce the students with the history of organisation, the foundations of the organisation and its working.

UNIT-I


UNIT-II


UNIT-III


Controlling: The system and process of controlling, control Techniques, Control of overall performance. Ensuring Effective Controlling.
REFERENCE:

1. C.Herbert G. Hicks C. Ray Gullet
   Organisation theory and behaviour.
2. Claude S. George
   The history of management thought.
3. R.N. singh
   Management thoughts and thinkers
4. Rue and Byors
   Management theory and application.
5. D.S. Pugh (edt.)
   Organization theory: Selected readings.
6. David Silverman
   The theory of organization
7. Richard H. Hall
   Organizations Structure, Process and Outcomes.
8. David Clutterback and Stuart Crainer
   Makers of Management.
9. Charles Handy
   Understanding organizations
10. Huczymsk, Andrez
    Management Gurus
11. Kontz & Weirich
    Essentials of Management Î A Gwbul Approach
12. Koontz O'Donnel & Weirich
    Management
13. Peter Drucker
    Managing to a time of great change
14. Stoner, Freeman & Gilbert
    Management.
DEM 205 INTERNATIONAL BUSINESS ENVIRONMENT

Objective:

The objective of this course is to acquaint the participants with the economic aspects relating to international trade. The Course will also provide an understanding of the different monetary institutions and the economic any. For Intl. trade.

UNIT-I

Theories of trade: Classical theory, opportunity cost theory Hecksher-ohlin Therun
Price Equilisation Theorem.
Gains from Intl. Trade Economic development & Intl. Trade Foreign trade multiplier,
Tarins of trade.
Tariffs & Non-tariff barrier to trade
Structure of Intl. Economic and monetary, System.
National monetary policies
Intl. Financial, Mkts.
Exchange rate determination

UNIT- II

Regional economic grouping: Excite sat up & Performance.
UNCTAD, IMF, WTO and various agreements on Agriculture, Textile , and intellectual property Dispute settlement mechanism of WTO.
Genaralised system of preferences
Commodity markets & common fund
Competitive strategy & Intl. Business Env.

REFERENCES:

B.Sodersten : Intl. Economics
Kindelberger : Intl. Economics
Heller : Intl. Trade, theory & Empirical Evidence
Dubwy Bibek : Beyond Uruguay Round-An Indian Perspective.
DEM 203: MARKETING MANAGEMENT

Objective: The objective of this course is to help the participants to understand the conceptual framework of marketing management. It also intends to expose the participants to the various decisions the marketing manager in India are required to take under various environmental conditions.

Topics:

UNIT-I
Marketing tasks and Philosophies, marketing system and marketing environment, the consumer market and buyer behaviours, strategic Marketing process: Industrial markets Market segmentation. Targeting and positioning.

UNIT-II
Market measurement and forecasting. Marketing of services. Concept of relationship marketing, Multi level marketing Decisions relating to product policy including branding and packaging, price, polices and strategy.

UNIT-III
Channel decisions, management of physical distribution. Promotional decisions including management personal selling management of advertising and sales promotion, planning and organizing, Marketing.

BOOKS RECOMMENDED

2. Philip Kotler Marketing Management: Analysis Planning & control
3. Hunt, Shelby Modern Marketing Theory
4. Stanton Fundamentals of Marketing
5. Philip Kotler Principles of Marketing
6. Robert Buzell Marketing Management
7. Tull, S Kahle L.R. Marketing Management
10. Subhash C Mehta Indian Consumers
11. Dholakia, Khurana Marketing Management, Cases & Concepts
DEM 204 WORKSHOP ON EXPORT IMPORT PROCEDURES & DOCUMENTATION

OBJECTIVE: The course aims at providing an understanding of foreign exchange, export financing, export-import procedures and the various operations involved. The main emphasis is laid on developing a systematic approach to handling foreign trade transactions and the paperwork thereto.

UNIT-I

Methods of payment; pre-shipment credit- meaning, procedure, rates and documents needed, Post-shipment credit-negotiation of export bills under letter of credit, bills purchased/discounted under limits granted to customers, Advances against claims for export incentives, deferred payment export credits. Export credit insurance, insurance policies and bank guarantees and special schemes. Role of EXGc.

UNIT-II

Theories and practice of foreign exchange rate determination, fixed and floating exchange rates, Exchange control regulations and procedures in India, foreign exchange risk management. Export-Import trade control procedures. Processing of an export order. Procedures and documents related to quality control, export contracts, Dispute Settlement; marine insurance, customs and port clearance.

UNIT-III


BOOKS RECOMMENDED

G.S. Lall  
Paras ram  
S.C. Jain  
Import Policy of India 1990-93  
Central Excise Rules and duty Drawback Rules.  
Foreign Exchange Manual Rbi  
Indian Matinr Insurance Act  
NabhiÔ Exporters Manual and Documentation
DEM 205 WORKSHOP ON I.T. & ITS APPLICATIONS IN EXPORT MANAGEMENT

Objective: The aim of this course is to help students gain an awareness of computer technology and its business uses, particularly accounting applications. It will also develop proficiency in the use of internet as a business and research tool, for export marketing.

UNIT-I
Company Set up- Company information. Accounting: information systems the need for and control if information systems. Normal sales and purchase ledger maintenance and reporting.

UNIT-II
Stock control-tracking stock movements. Sales order processing and reporting. E-analysis of financial statements. Sources of data for exports. Software related to export data (Datalog etc.)

UNIT-III

BOOKS RECOMMENDED

G.E. Anders, C.R. Sehaber & R.D. Fish, Glencoe

Microsoft Office 2000 Excel Comprehensive, Shelly cashman, Course Technology, 2000
D.H. Klooster & W.W. Allen
Integrated Accounting-Using ACCPAC 1991
BEDFORD Software

Chnire May & Gordon S. May

Roger A. Gee (san diego mesa college)
Computer Accounting Applications (san Using Business works

International Trade Centre (ITC)
Secrets of Electronic Commerce.
II SEMESTER

DEM 206 FOREIGN TRADE POLICY AND MANAGEMENT

Objective: The objective of this course is to acquaint the students with the specific policies related to foreign, with specific reference to India.

UNIT-I
The trends in world trade direction and composition. India’s foreign trade policy and performance in balance of trade. Export promotion and the institution set up. Deemed exports convertibility.

UNIT-II
Instruments of export promotion. Export Assistance and measures import facilities, Duty drawback, Tax concession, marketing Assistance, Role of state trading house, 100% Export oriented units, export house and trading houses, EPZs, STP, Foreign collaborations and investments, Counter trade arrangements, Indian joint ventures abroad.

UNIT-III
Policy and Frame work for FDI in India, Policy on counter trade arrangement, Indian joint ventures, Abroad project and consultancy Exports.

BOOKS RECOMMENDED
Varshney and Bhattacharya International Marketing Management
Chatwal Export Promotion
Deepak Nayyar India’s Export and Export Policies in the 1960s
World Development Report, World Bank, Washington, D.C
Economic Survey, Ministry of Finance
Import and Export Policy, Ministry of commerce
Committee on Export strategy 1980, Ministry of Commerce
Report of Working Group on Export Houses, Ministry of Commerce
M.L. Verma International Trade
Objective:
The objective of this course is to develop a conceptual frame work of international marketing management. This paper develops further the knowledge already gained in marketing.

UNIT-I
Introduction to global marketing
The process of International marketing and transition from domestic to transnational marketing.
Benefits of Intl. Trade.
Intl. Mktg. Ent by Strategies

UNIT-II
Product planning for global markets.
Standardisation Vs. Product Adoption
New product Development & Mgmt. of Intl. Brands.
Packaging & Labelling
Global pricing Strategies
Environmental Influences on Pricing Decisions

UNIT-III
Promotional Strategies in Intl. Mktg.
Intl Mktg. organisation and control
Emerging issues in global marketing
Integrated Approach to Intl. Mktg.

REFERENCES:
Douglas & Craig (1977) : Global Marketing Strategies
DEM 208 Workshop on Thrust Products & Markets.

OBJECTIVE: In this course-students will be expected to identify major export products of India, and the special characteristics of different regions. Problems relevant to the marketing of each product to specific countries would be identified. The students would be expected to suggest remedies for these problems and evolve appropriate strategies for different product for target markets.

TOPICS:

UNIT- I

a) Export Marketing of Thrust products of Agricultural and Agro-based products.
   i) Tea and value added tea
   ii) Fresh and processed Foods
   iii) Cashew Kernels
   iv) Coffee
   v) Spices
   vi) Tabacco & tobacco manufacturers

b) Meat & Marine Products
   i) Meat and meat Products
   ii) Marine Products

c) Textile and Jute Based Products
   i) Jute and Jute Manufactures
   ii) Cotton Textiles-Mill made and Handloom
   iii) Woollen Fabrics and Knitwear
   iv) Readymade Garments

d) Handicrafts and Jewellery
   a) Leather and Leather Manufactures, including Leather garments
   b) Minerals and Ores
   c) Engineering Products-capital goods, Consumer durables, Electronics and Software.
Basic Chemicals, Pharmaceuticals and Cosmetics.
Services, Including tourism, shipping, software, insurance.

UNIT-II

Concept of Market Picture
Marketing characteristics of trading region-EEC, NAFTA S. America, Africa, ASEAN, W. Asia, Oceanic, Japan and selected socialist countries including Russia.

UNIT-III

Developing marketing strategy for difference markets. Participants would be expected to prepare and present a report on a selected product item to a specific market eg. Export of bicycle parts Germany.

REFERENCES:
1. J.W.E. Rowe
2. Vadiya, Dag;
3. I.I.F.T.
4. T.O.A.
5. Annual Reports of export promotion Councils
6. Survey reports of I.T.C. Geneva
7. Global
8. Studies done by chambers of Commerce
9. UN. Publications.
10. EEG International Business Office.
Primary commodities in international trade.
India's foreign trade
a) selected survey of products markets
b) Thrust sectors in Indian Exp
Survey and study team report
Survey and study team reports
DELM 209 INTERNATIONAL MARKETING LOGISTICS

Objective- The objective of this course is to appraise the student of the fundamentals of logistics as applied to international business. The various components of the international logistics system would be studied so as to enable the students to take up an integrated logistics decision.

TOPICS

UNIT-I
Marketing logistics system—Concepts objective and scope, the system elements, relevance to international marketing. The concept of service. The transportation activity—internal transportation, inter-state goods movement. General structure of shipping: characteristics, liner and tramp operations, code of conduct for liner conferences, freight structure and practice, chartering principles and practices.

UNIT-II
Technological developments in ocean transportation, containerization, inland container depots, multimodal, transportation and CONCOR. Role of intermediaries including freight booking, shipping agents, C&F agents. Shipowner-shipper consultation arrangements. Air transportation total cost concept, advantages, freight structure and operations. Document connective with Transport of goods. Preparation of involve-proforma, consular etc.

UNIT-III
Port systems and sub-systems, port organization and management, responsibility of port-trust carriage of goods—legal aspects. Warehousing and the concept of Free Trade Zones. Inventory management—concepts and application to international marketing. The total cost approach to logistics.

REFERENCES:

1. Wentworth and Christopher(Ed.) Managing International Distribution.
2. Bowersox Total logistics
3. Toeky International
4. Annual Reports of CONCOR
5. Indian Shipping
6. Annual reports of INSA

-13-
SYLLABUS
AND
REGULATIONS
OF
POST GRADUATE DIPLOMA
IN
TOURISM AND TRAVEL
MANAGEMENT
2011-2012, 2012-2013,
2013-2014

PANJAB UNIVERSITY
CHANDIGARH
**SCHEME OF PAPERS**  
**Semester-I**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Paper</th>
<th>Subject</th>
<th>Marks</th>
<th>Int. Ass.</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>PGT-101</td>
<td>Tourism Business</td>
<td>70</td>
<td>30</td>
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<tr>
<td>2.</td>
<td>PGT-102</td>
<td>Tourism Product</td>
<td>70</td>
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<tr>
<td>3.</td>
<td>PGT-103</td>
<td>Management Concepts and Organizational Behavior</td>
<td>70</td>
<td>30</td>
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<tr>
<td>4.</td>
<td>PGT-104</td>
<td>Hotel Accounts &amp; Application of Computer in Business</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>5.</td>
<td>PGT-105</td>
<td>* Training/Project Report Viva-Voce</td>
<td>50+50=100</td>
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* Copies of the project report will be send to external examiner minimum 10 days before conducting of viva-voce.

**Semester-II**

<table>
<thead>
<tr>
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<th>Paper</th>
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<tbody>
<tr>
<td>1.</td>
<td>PGT-201</td>
<td>Tourism Marketing</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>PGT-202</td>
<td>Travel Agency &amp; Tour operator Business</td>
<td>70</td>
<td>30</td>
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<tr>
<td>3.</td>
<td>PGT-203</td>
<td>Emerging Concepts of effective tourism development</td>
<td>70</td>
<td>30</td>
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<tr>
<td>4.</td>
<td>PGT-204</td>
<td>EDP &amp; Family Business Management</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>5.</td>
<td>PGT-205</td>
<td>* Two Field trips &amp; Project Report</td>
<td>50+50=100</td>
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</tbody>
</table>

**Two field trips will be organized by the institution/college for which duration would be minimum 3 days for each trip.**

**Note:** Examination in each Subject will be of 3hrs. duration.

**Instructions to the paper setters:**

IF THERE ARE TWO UNITS: Set 10 questions in all. Five questions from each unit. The students are required to answer five questions in all selecting at least 2 questions from each unit.

IF THERE ARE THREE UNITS: Set 10 questions in all. Three or Four questions from each unit. The students are required to answer five questions in all selecting at least one question and not more than two from each unit.

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IF THERE ARE FIVE UNITS: Set 10 questions in all. Two questions from each unit. The students are required to attempt five questions in all selecting one question from each unit.
UNIT I

3. Tourism as an industry, visitor, tourist recent trends.

UNIT-II

4. Growth and development of Tourism in India.
6. Institutional Organizational national and International engaged in world promotion and development of tourism.

SUGGESTED BOOKS.

Christopher J. Holloway: The Business of Tourism : Macdonald and Evans.1983
Kaul . R H Dynamics of Tourism A. trilogy Sterling publishers (p) Ltd. New Delhi
ITTM: Growth of Modern Tourism monograph: ITTM. New Delhi, 1989
ITTM: Tourism as an industry-monograph: ITTM . New-Delhi, 1989
Surinder Aggarwal : Travel agency Management .Communication India.1983.
Tourism Product

UNIT I

Tourist resources-definition and differentiation

Tourist resource of India- types and typologies, cultural resource-art and architecture, historical monument, religious and spiritual centers, fairs and festivals, craftsmanship, folk customs, costumes and lerses, museum monument and art galleries etc. Natural tourist resources- rich diversity in landform and landscape outstanding geographic features, climate water bodies and flora and fauna.

Natural tourist resource

-tourist resource (potential in mountain with special reference to Himalayas:
Resources and resource use pattern in the past, present and future perceptive

-India's main desert areas, there geological structure: development as desert tourism existing trends and facilities available: desert safaris and desert festival.

UNIT II

Socio cultural resource- I

Architectural heritage of India: glimpses of India's architectural style adopted over the ages. Historical monuments of touristic significance-ancient, medieval and modern-their spatial and regional dimensions. Important historical /archaeological sites museum, art galleries and libraries and their location assets and characteristics.

Popular religious shrines/centers-Hindu, Sikh, Muslim, Christens, Buddhist, Jain and other. Yoga mediation and other centres.

Socio-Cultural resources: II

Performing art of India, classical dances and dance styles: center of learning and performance. Indian folk dances.

Music and musical instruments: different schools of Indian music; status of vocal and instrumental music; new experiments.
Handicrafts of India as a potential tourist resources.
Fairs and festivals- social religious and commercial fairs.
Festivals ; promotional (tourism) fairs, Viz; kite festival, white water festival, snake best race etc.
Indian folk culture-folk custom and costumes, settlement patterns, religious observations, fold lere and legends.
Created tourist destinations; academic, scientific and industrial institutions
Coastal areas, beaches and islands : resources and resource unepattern
Resources in islands with special reference to and Andoman and nicobar islands.
Overview on tourism development strategies.

SUGGESTED READINGS

Percy brawn Indian Architecture-Hindu and Buddhist Period
Harle J. C. The Art and Architecture of India sub-continent
Bhartiya Vidya Bhawan Imperial Unity
Bhartiya Vidya Bhawan Classical Age
Acharya Ram Tourism and culture Heritage of India : rosa publication (Jaipur 1986)
Basham A.L The wonder that was India: rupaa and co Delhi 1988
Hussain A.A. The National Cultural of India. National beek trust, New Delhi-1987
Mukherjee R.K. The Culture and Art of India: george allen unwin Itd; London. 1959
The treasures of Indian Marq publication, Bombay.
Museums
Paper: PGT-103

MANAGEMENT CONCEPT & ORGANIZATIONAL BEHAVIOR

UNIT-I

1. Management concepts, functions and principles
2. Organization structures
3. Planning—nature, importance, process and limitation
4. Decision making—importance types and process
5. Controlling nature importance and modern techniques

UNIT-II

1. Organization behaviour, nature importance elements, challenges and opportunities.
3. perception Attitudes and values
5. Leadership, nature, Styles and Theories.
6. Team building and Group cohesiveness

SUGGESTED BOOKS:

Stephen P Robbins
Herbert G Hicksi, C Ray Gullet
K Aswathappa
Gary Dessler
Arun Manappa, Mirza S Saiyadain
Michael Armstrong
Dr. N.K. Sahni
L.M. Prasad
S.K. Gupta

Organizational Behavior
Organizational: theory & behavior
Human resource and Personnel Management
Human resource Management
Personnel Management
Human resource Management
Management concepts and Organization Behavior(Kalyani Publication)
Management concepts and Organizational Behavior
Organisational theory and behavior

-6-
Hotel Accounts & Application of Computers in Business

UNIT-I

1. Need and importance of Hotel Accounting
2. Journal, Cash Book, Ledger, and Trial Balance for Hotels
3. Bank Reconciliation statements.
4. Preparation of Final Accounts for hotel industry.

UNIT-II

1. Tally 6.3
2. Wings 2000
3. Latest Software on hotel Industry- FIDELIO

SUGGESTED BOOKS


Training/ Project report

The students shall be further required to undergo two weeks practical training after first semester examination is over in a tourism enterprise-(Travel agency, Hotel, Airlines and tourism corporations) duly approved by the head of the institution. They shall be required to submit a comprehensive training report at least two weeks after the completion of training. The report shall be consisting of 100 marks and shall be evaluated by internal and external examiner through viva voice examination.
Semester-II

Paper: PGT-201

Tourism Marketing

UNIT-I
1. The tourism marketing concept, nature and classification
2. Marketing of service-Characteristics importance and working
3. Concept of Relationship marketing-importance and implications in the developing scenario

UNIT-II
5. Tour packaging: concept, characteristics methodology consideration and pricing of tour packaging.
6. Designing and printing of tour broacher

SUGGESTED BOOKS

3. Douglas Forster : Travel and tourism management
4. Negi, M.S. : Tourism and Hoteling
5. Wahab, S. Gramtar, 
8. Maclena, Hunter : Marketing management (Tourism in your Business), Candadian Hotel and Restaurant Ltd. 1984
Travel Agency and Tour operators Business

UNIT –I

1. Definition, main functions. Organizational structure of a travel agency and the tour operators.
2. Different types of travel agents and their responsibilities.
3. Procedures for becoming a travel agent and tour operator in India.

UNIT-II

4. Role of India Airlines, Indian Railways, Air India and Vyudoot in the growth of travel agency and tour operators business.
5. Accommodation Types and its organization
6. Accommodation Management.

SUGGESTED BOOKS

2. David H. Howel : Principles and Methods of Scheduling reservations (National publisher) 1987
3. Agarwal, Surinder : Travel agency management (Communication India, 1983)
6. William Cordve : Travel in India.
Emerging Concepts Of Effective Tourism Development

UNIT-I

1. Relevant concepts and preaches for effective tourism development
   - national development council report on tourism development
   - national action plan, 1992
   - new policies on tourism and civil aviation
   - tourist traffic and its improvisation
   - destination development
   - sustainable development

2. Man-Power development needs

UNIT-II

3. Management strategies
4. tourism policy analysis
5. tourism legislation necessity

SUGGESTED READINGS:

1. National development council report
2. National action plan
3. Report of world tourism organization
Entrepreneurship and Family Business Management

UNIT-I

UNIT-II

SUGGESTED READINGS:


2. Peter, F.Drucker Innovation and Entrepreneurship, harper & Row, 1985


Field Trip Report

The student of tourism and travel management shall be required to undertake two field trips of minimum duration of 3 days each to be organized by the institution/college relating to Monuments, Wildlife parks and Sanctuaries and Sport centers etc. during second semester. Student shall submit the field trip report consisting of about fifty typed pages at least two weeks before the commencement of final examination. This report will carry 100 marks and shall be evaluated both by external and internal examiners jointly through viva-voce examination.
PANJAB UNIVERSITY, CHANDIGARH


I SEMESTER
DMM 101 Fundamentals of Economics & Management 100
DMM 102 Marketing Management 100
DMM 103 Sales Management 100
DMM 104 Managerial Accounting 100
DMM 105 Workshop on I.T. and its application in Business 50

II SEMESTER
DMM 106 Advertising and Consumer Behaviour 100
DMM 107 Marketing Research 100
DMM 108 Logistic Management 100
DMM 109 International Marketing & Services 100
DMM 110 Research Project 50
DMM 111 Comprehensive viva** 50

*i) The participants are expected to finalize their topics of Research Project latest by 31st October.

ii) Students should submit their Research Project Report latest by 31st March.

iii) The research project is to be evaluated by an external examiner which could be from the college/institute itself.

**iv) The comprehensive viva should be conducted within a fortnight of the completion of 2nd semester examinations.

Note:- Examination in each Subject will be of 3hrs. duration.

Instructions to the paper setters:

IF THERE ARE TWO UNITS: Set 10 questions in all. Five questions from each unit. The students are required to answer five questions in all selecting at least 2 questions from each unit.

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IF THERE ARE FIVE UNITS: Set 10 questions in all. Two questions from each unit. The students are required to attempt five questions in all selecting one question from each unit.

-1-
SEMESTER-I
DMM 101: FUNDAMENTALS OF ECONOMICS AND MANAGEMENT

Time : 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of this course is to familiarise the students with the Fundamentals of economics and the facets of organization and management With special reference to Indian scene.

UNIT I
2. Introduction to the theory of demand, elasticity of demand, the concept of indifference curve.
3. Elementary theory of production and cost, Economy and diseconomy of scale.

UNIT II
1. Introduction to components of business environment: economic, social, political, legal and cultural.
2. Elementary national income accounting.
4. Introduction to Fiscal & Monetary policy, and export and imports.

UNIT III

Unit IV
BOOKS RECOMMENDED

Rehman
Dwivedi D.M
Sampat Mukhrjee
G.S. Gupta
P.L. Mehta
C. Herbert G. Hickr C Ray Gullet
Rue and Byors
D. S. Pugh (edt.)
David Silverman
Richard H Hall
David Clutterback & Stuart Crainer
Charle Handy
Huczmsk. Andres
Koontz & Weirich
Koontz OÔ Donnel & Weirich
Peter, Drucker

Managerial Economics
Managerial Economics
Business and Managerial Economics
Managerial Economics
Managerial Economics-Analysis, Problems & cases
Organisation theory and Behavior
Management theory and Application
Organization theory : Selected readings
The Theory of Organization
Organisational Structure, Process, and Outcomes
Makers of Management
Understanding Organizations
Management of Gurus
Essentials of Management
Management
Managerial Challenges in the 21st Century

DMM 102: MARKETING MANAGEMENT

Time: 3 hours
Max Marks: 100
Ext. 70
Int. 30

Objective: The objective of this course is to help the students to understand the conceptual framework of marketing management. It intends to expose the participants to the various decisions the marketing executives are required to take.

UNIT-I

Marketing tasks, concepts and orientations: customer satisfaction, value and retention; Buyer behavior in customer marketing and Business Marketing; Marketing environment; strategic planning in Marketing; Market measurement and forecasting, Dealing with competition.

UNIT –II

Marketing segmentation, Targeting and Positioning; Marketing of services, Relationship Marketing; Marketing strategies, Programmes and decisions related to the following: Product- including branding and packaging; Pricing, Marketing channels Marketing strategies, programmes and decisions related to the following: Logistics, advertising, Sales promotion, personal selling and sales force. Marketing Organization; Marketing Control.

BOOKS RECOMMENDED:

Baker, Michael J
The Marketing Book
Objective: The objective of this course is to acquaint the students with the fundamentals of sales management. The course also deals with the relationship between sales function and distribution.

UNIT-I

Sales Management Environment, Routing and Scheduling, Function and qualities of a sales Executive (Effective Sales Executive). International Sales Management, Sales Function and its relationship with other marketing functions. Sales organisation. The external relationship of the sales Department e.g. with distributors, Government and Public. Salesmanship : Theoretical aspects of Salesmanship, the process of selling. Sales forecasting methods, sales budget, sales territories and quotas.

UNIT-II

Sales Force Management: Recruitment, Selection, Training, Motivation and Compensation of the field sales force and sales executive. The evaluation and control of sales force.

BOOK RECOMMENDED:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gundiff, Still and Govind</td>
<td>Sales Management , Decisions, Policies and Cases</td>
</tr>
<tr>
<td>Benson P. Shapdiro</td>
<td>Sales Programme Management.</td>
</tr>
<tr>
<td>Rolper E. Anderson,</td>
<td>Professional Sales Management</td>
</tr>
<tr>
<td>Joseph F. Hair, Alex J. Bush</td>
<td>McGraw Hill Inter Ed.</td>
</tr>
<tr>
<td>Johnson, Kurta and Scheving</td>
<td>Sales Management : Concepts and Cases Tata Mcgraw Hill</td>
</tr>
</tbody>
</table>
**Objective:** This course provides the students an understanding of the application of accounting techniques for management.

**UNIT-I**

Management Accounting: Meaning, nature, scope and functions of management accounting; Role of management accounting in decision making; management accounting vs financial accounting; Tools and techniques of management accounting.

**UNIT-II**

Financial Statements: Meaning and types of financial statements; Limitations of financial statements; objectives and method of financial statements analysis; ratio analysis; Classification of ratios-profitability ratios, turnover ratios, liquidity ratios, turnover ratios, Advantages of ratio analysis; Limitations of accounting ratios. Funds flow statement as per Indian Accounting standard cast flow statement.

**UNIT-III**

Absorption and marginal Costing; Marginal and differential costing as a tool for decision making- make or buy; change of product mix; Pricing; Break even analysis, exploring new markets; shutdown decisions.

**UNIT-IV**

Budgeting for Profit Planning and Control. Meaning of budget and budgetary control; objectives; Merits and limitations; Types of budgets; Fixed and flexible budgeting; control ratios; Zero base budgeting; Responsibility accounting; Performance budgeting. Standard Costing and variance Analysis. Meaning of standard cost and standard costing. Advantages and application; Variance analysis- material, Labour and overhead (two-way analysis),Variances.

**BOOKS RECOMMENDED**

Arora M.N.  
Jain S.P. & Narang K.L.  
Anthony, Robert & Reece, et al.  

Cost Accounting-Principles and Practices;  
Cost Accounting;  
Principles of Management Accounting;  
Vikas, New Delhi  
Kalyani, New Delhi  
Richard Irwin Ino.
Homgren, Charles, Foster Accounting-and
Datar et al,
Khan M.Y. & Jain P.K.
Kaplan R.S. and Atkinson A.A. Prentice
Hall I, New Delhi, India.

Cost Accounting-A Management
Emphasis; Prentice Hall, New Delhi.
Management Accounting; Tata Mc Graw
Hill , New
Advanced Management Accounting;

DMM 105 WORKSHOP ON I.T. & ITS APPLICATIONS IN BUSINESS

Time : 3 hours Max Marks: 50
Objective: The aim of this course is to help students gain an awareness of computer
technology and its business uses, particularly accounting applications. It will also develop proficiency in the use of internet as a business and research tool.

UNIT-I

Company set up-Company Information. Accounting information systems- the need for and control of information systems. Normal sales and purchase ledger maintenance and reporting.

UNIT-II

Stock control- tracking stock movements sales order processing and reporting . E-
analysis of financial statements

BOOK RECOMMENDED

G.E. Anders, C.R. Schaber &
R.D. Fish, Gleneoe,
M.C.Graw Hill, 1995
Microsoft Office 2000 Excel Comprehensive
Claire May & Gordon S. May
Roger A. Gee
(san diego mesa College)

Spreadsheet Accounting-Tutorial and
Applications
Shelly Cashman, Course Technology, 2000
Integrated Accounting-Using ACCPAC
BEDFORD Software.
ÊEffective Writing : A Handbook for
AccountantsÔ(4th ed.) Prentice Hall.
Computer Accounting Applications Using Business Works.
DMM 106 ADVERTISING AND CONSUMER BEHAVIOUR

Time : 3 hours  
Max Marks: 100
Ext.  
70
Int.  
30

Objective: The objective of this course is to help students understand the various factors affecting consumer behavior and to understand the process of consumer buying. Based on the understanding of Consumer behavior, the students are expected to design the advertising, strategy. The course also aims at highlighting the advertising Scenario in India.

UNIT-I
ADVERTISING

Advertising: As an element in Marketing mix, its role and importance. Advertising as a means of communication, feeling response to advertising. Setting advertising objectives and contribution of DAGMAR to setting objectives.

UNIT-II


UNIT-III
CONSUMER BEHAVIOUR

Understanding of the consumer behaviour decision making process, high involvement and low involvement decision process.

Social and Cultural Environment, economic demographics, cross cultural and sub-cultural influences, social stratification. Reference groups and family reference, lifestyle research and marketing strategy.

And purchasing behaviour and retail strategy, Brand loyalty, repeat purchase behaviour.

**UNIT IV**


**BOOKS RECOMMENDED:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schiffman and Kanuk</td>
<td>Consumer Behaviour (PIPE)</td>
</tr>
<tr>
<td>Aaker, Myers</td>
<td>Advertising Management</td>
</tr>
<tr>
<td>Wright, Warner, Winter &amp; Zeigler</td>
<td>Advertising</td>
</tr>
<tr>
<td>Engell and Blackwell</td>
<td>Consumer Behaviour</td>
</tr>
<tr>
<td>Walters</td>
<td>Consumer Behaviour</td>
</tr>
<tr>
<td>Holleway, Mattelshaedit and Venkatesan</td>
<td>Consumer Behaviour</td>
</tr>
</tbody>
</table>

**DMM 107: MARKETING RESEARCH**

**Time:** 3 hours  
**Max Marks:** 100  
**Ext.** 70  
**Int.** 30

**Objective:** The objective of this course is to equip students with the concepts and skills necessary to commission marketing research projects, to evaluate marketing research projects and reports and also to undertake marketing research themselves.

**UNIT-I**

Introduction to Marketing Research; Scope; general phase and principles of the marketing research procedure; the research proposal. Hypothesis Formulation; Search of secondary data, Methods of data collection- observation and communication (Face to face, telephone mail, Internet. Preparation of schedules and questionnaires, Attitude measurement and scaling techniques.
UNIT-II

Sampling Design Process; Types of probability and non-probability sampling, simulation of confidence interval, estimation of sample size.

Data Preparation

Analysis of Data-correlation and regression, procedure for hypothesis testing Test, test and square test.

Preparation of Report

Selected Applications of marketing research-product research, advertising research, market and and sales analysis.

BOOKS RECOMMENDED

- Agrawal S, Marketing Research
- Boyd, Westfall & Starch, Marketing Research
- Churchill GA, Marketing Research, Methodological Foundations
- Copper & Schindler, Business Research Methods
- Green, Tull & Albaum, Research for Marketing Decision
- Siegel & Castellan, Nonparametric Statistics for the Behavioral Science.

DMM 108 : LOGISTICS MANAGEMENT

Time : 3 hours

Max Marks: 100
Ext. 70
Int. 30

Objective: This course will deal with the corporate physical distribution activities, as an integrated system. The various components of this system would be considered with the help of analytic and quantitative techniques.

UNIT-I

Logistics concept and marketing Physical distribution definition- Integrated systems concepts, activity, centers. Integration between marketing elements and distribution. Concept of customer service.

UNIT-II

Transportation and physical distribution-Elements of a transport System: special transport, pros and cons of various routing system, non- transportation costs. Some aspects of transportation administration and transportation costing in relation to the marketing function. Transportation rates and pricing inter-state tariffs. Documentation and carrier liability.
UNIT-III
Inventory Control ï Economic order quantity under conditions of certainty and uncertainty. Inventory requirement as function of the number of stock locations. Distribution warehousing- the modern concept, basic considerations for location and location strategy- Location techniques. Planning and distribution warehouse, material handling. Utility of company warehouse versus public warehouse.

UNIT-IV
Order processing- Importance to customer service, a model for performance measurement. Packaging- Cost involved, new ideas in package, package testing. Aspects of International Distribution, Distribution management, organisation and control; operational planning; Physical distribution information centres. Organizational set up.

REFERENCES:
Wentwroth and Christopher                     Managing International Distribution
Smyroy                                         Business Logistics
Rookey                                         International Distribution
Trivedi                                         Indian Shipping
Logistics-Bowersox                              Systems Approach to Carriage and IIFT
                                                Shipment of Exp. Cargo Freight Tariffs and
                                                Practices of Shipping Conferences

DMM 109 : INTERNATIONAL MARKETING & SERVICES

Time : 3 hours                                    Max Marks: 100
Ext.                                              70
Int.                                              30

Objective: The objective of the course is (a) to acquaint the students with the entire range of concepts for fundamentals and practicalities of International marketing with particular emphasis on export marketing. (b) to develop the skills of marketing of services, to understand the importance and role of services in the total marketing concept and to have an understanding about the conceptual issues in services marketing.

UNIT I
UNIT-II
The selection of export markets, planning of export marketing strategy product, pricing, promotion if distribution channels. Reparation of export marketing plan.

UNIT III
Marketing of Tourism Travel and Transport Services
- Tourism Marketing
- Hotel Marketing
- Airline Services Marketing
- Travel Services Marketing
- Freight Transportation Services Marketing

Marketing of Financial Services
- Bank Marketing
- Housing and financial intermediation
- Mutual Fund Marketing

Marketing of Communication and Information Services
- Telecom Services Marketing (Telephone, Mobile, D, Cellzular, Fax and others)
- Computer Network Services Including Internet
- Courier and Speed post Marketing Services

UNIT-IV
Marketing of Media Services
- Newspaper Marketing
- Broadcasting Services Marketing

Marketing Professional Services
- Hospital Services
- Consultancy Services
- Information Technology (I.T.) Marketing
- Advertising Services Marketing
- Marketing Research Marketing Services

Marketing of Education and Training Services
- Education Marketing Services
- Training Services Marketing

REFERENCES:
Miracle and Albaum: International Marketing Management
John Fayerweather: Management of International Operations
Martin T. Sliiper: Accessing Export Potential
R. Vermon: Manager in the International Economy
G.S. Lal: Finance of Foreign, Trade and Foreign Exchange
Kriplani V.H.: International Marketing
Rathore B.S.: Export Marketing
S.C. Jain: Export Procedures and Documents
S.M. Jha: Services Marketing
Ravi Shanker: Service Marketing

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PANJAB UNIVERSITY, CHANDIGARH

Faculty of Business Management & Commerce

OUTLINES OF TESTS SYLLABI AND COURSES OF READING

FOR

Postgraduate Diploma in International Business (Innovative Programme)

For the Examination of 2011-2012, 2012-2013, 2013-2014
Guidelines for the Paper setter and the Distribution of Marks

There will be four units in each paper carrying two questions each. The Students shall be required to attempt four questions selecting one from each unit. Question No.1 shall be compulsory question carrying 20 multiple choice questions. In all five questions are to be attempted.

The proportion of the theory and assessment will be in the range of 60:40. The distribution of 60 marks in theory is given ahead.

Q.No.1 20 marks (one mark per answer)
Four questions to be selected
From four units (one each) 40 marks (10x4)

---------
60 marks

Internal assessment shall be of 40 marks with weightage assigned to different components as per the following pattern:

1. Seminar 5 marks
2. Assignment 5 marks
3. Project work 10 marks
4. Mid semester test 10 marks
5. Attendance 10 marks

---------
40 marks

Total marks 60+40 = 100 marks
Semester-1

Paper-1

ECONOMICS FOR MANAGEMENT

Objective:
Managerial economics refers to the application of economic theory and tools of analysis of decision science to examine how a firm can make optimal managerial decisions in the face of the constraints it faces. The main objective of this course is to understand the use of the tools of economic analysis in classifying problems, in organizing and evaluating information and in comparing alternative course of action.

UNIT-1


UNIT- II


UNIT-III


UNIT-IV

## REFERENCES:

1. Dominick Salvatore

2. H.Craig Peterson and J.W. Lewis

3. A.Kontsoyiannis

4. U.C. Mote, Paul Samuel & G.S. Gupta
   Managerial Economics, Tata Mc- graw Hill 1975.

5. R.L.Varhney & K.L.Mahaeshwari
   Managerial Economics, Sultan Chand& sons 12th ed.

6. J.L. Papps, M.Hischey and Holt Saunders

7. M.Adhikary

8. H.L.Ahuja
   Advanced Economics Theory, S. Chand & Co.
Objective: One of the most important tasks of manager is to take decision, which in turn is influenced by numerous factors, which are normally beyond the control of the management. One such factor is environment which surrounds the organization. The success of business depends to a large extent only on its macro environment surrounding it but how management is able to understand it and adjust its policies as per changing business environment. The main objective of this course is to expose the future managers to such environmental factors like economic, socio-cultural, political, legal, technological etc. also, to understand how they effect the working of an organization and above all to scan the environment and to determine how the decision or strategy should work in a project environment.

UNIT I

THEORETICAL FRAMEWORK OF BUSINESS ENVIRONMENT

Concept, significance and nature of corporate environment.
Critical elements of various broad environment factors.
Technique of environment scanning

UNIT II

ECONOMIC ENVIRONMENT OF BUSINESS

Economic system and business environment.
Industrial policies of liberalization and Indian business.
Fiscal and Monetary policy as an instrument of growth.
Public sector as an environment: its critical appraisal and privatization debate.
Development banks and their relevance to Indian business.
Liberalization and structural adjustment programmes.

UNIT III

POLITICAL LEGAL ENVIRONMENT OF BUSINESS

The critical elements of political environment.
Constitutional provisions affecting business in India: the preamble and fundamental rights.
The economic roles of the government.
Growth and control of corporate sector in India.
Political dimensions of doing business in India.
FERA and licensing policies.

UNIT IV

SOCIAL AND TECHNICAL ENVIRONMENT

Multinational Corporation, Foreign Collaboration and Indian Business.
Trade barriers and WTO formation and Indian business.
The critical elements of socio-cultural environment.
Middle class; and impact of business.
Social responsibility of business.
Consumerism & business.

REFERENCES:

2. Glueek, Tauch : Business Policy and Strategic Management, MCGraw Hill, Ch.3.
4. Sharad S. Maratha : Regulation and development Seye Pub. Ch 1-7
5. Bimal Talan : The Indian Economy- Ch. 1,2,3,7.
7. V.S. Ramaswamy & Nama Kumar : Strategic Planning For Corporate Success.
PAPER III

CONTEMPORARY ISSUES IN INTERNATIONAL BUSINESS

OBJECTIVE:
The objective of the course is to highlight the international environment; including relationships between business, government, economic groupings and the consumer. The course will also highlight the problems encountered and issues raised in managing overseas business.

UNIT I

The concept of international business, multinational enterprise and geopolitical and economic environment for international business, conceptual framework for international operations of a firm’s forms of international business activity.

UNIT II

Regulation of international business - home country, host country and MNE response to regulations. Technology transfer and code of conduct for MNEs developed and developing countries.

UNIT III

Managing and international business firm - environment variables, country specific and location specific. Form specific advantages and entry method.

UNIT IV

Relevance and integration of key functional areas of the MNE - marketing, finance, production and personnel.
Internal business practices, Business negotiations, integrated quality management.
Business ethics.

REFERENCES:

Memdenhall, Punett & Ricks: ÓHandbook of Global ManagementÓ
Wortzen H.V.& L.H.Wortzet: Global Strategy Management
Anant R. Negandhi: International Management
Christopher, M, korth: International Business
John, Fayerweather: International Business Management
Raymond, Verson: Manager in International economy
E.J. Kolde: International Business Enterprise
John, Martinussan: Transnational Corporations in developing economy.
PAPER-IV

FOREIGN TRADE POLICY AND EXPORT MANAGEMENT

The objective of this course is to acquaint the students with the specific policies related to
foreign, with specific reference to India.

UNIT-I

The trends in world trade Direction and composition. India’s foreign trade policy and
performance in balance of trade. Export promotion and the Institutional setup. Deemed
exports convertibility.

UNIT-II

Instruments of export promotion. Export Assistance and measures-Import facilities, Duty
drawback, Tax concession, Marketing Assistance.

UNIT-III

Role of state trading house, 100%. Export oriented units, Export house and trading
houses,, CPZ, STP, foreign collaborations and investments.

UNIT-IV

Policy and Frame work for FDI in India, joint ventures, Abroad Project.

REFERENCES:

1. Varshney and Bhattacharya International Marketing Management.
2. Chatwal Export Promotion.
OBJECTIVE:
The objective of the course is to expose the students to the business research procedures and apprise them with the basic laid on business methodology. The greater stress should be laid on business problems pertaining to marketing, finance, production & personnel areas.

UNIT-I
Research methodology: An Introduction
Defining the research problem
Research design

UNIT-II
Formulating hypotheses
Methods of data Collection
Assigning questionnaires and schedules.

UNIT-III
The interview
Review of sampling methods

UNIT-IV
Analysis of research data
Use of parametric & non parametric test
Analysis of co-variance & variance

UNIT-V
Preparation of report
Interpretation of data
The computer; its role in research

REFERENCES:
C.R.Kothari : Research Methodology
Goode and Hatt : Methods In Social Research
Gooley, David : Social Research Methods
Javendra Thakur : Research Methodology In Social Sciences
V.Rao : Research Methodology in Commerce and Management.

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PART (B)

WRITTEN COMMUNICATION

OBJECTIVE:
The only parameter which makes or mars the career progression of any manager in effective business communication is an Art which needs to be learnt by every manager. This course is oriented to have up the communication skills of future managers.

UNIT –I

Principles of business communication- written: the gunning fog index. The reasoning process.

UNIT-II


UNIT-III


UNIT-IV

Executive communication perspective: meaning, importance, elements of the communication model, barriers to communication.

REFERENCES:

Objective:- The course aims at providing an understanding of Foreign Exchange, Export Financing, export-import procedures etc. the main emphasis is laid on development of a systematic approach to handle foreign trade transactions and the procedures involved therein.

UNIT –I

Pre-shipment and post-shipment finance, Pre-shipment credit: meaning, procedure and document required: post-shipment credit negotiations export bills under LIC, bills purchases/discounts: role of ECGC in export financing EXIM bank: its role and functions.

UNIT-II


REFERENCES:

2. S.C. Jain Procedures and Documents.
Semester-II

Paper-I

FOREIGN LANGUAGES

Paper A: Introduction to French civilization

1. a) Fifteen Questions pertaining to the prescribed text.
   b) questions on French civilization in the form of fill in the blanks and multiple choice questions (wherever possible) & simple answers of 1 or 2 sentences (2 marks each).
   c) Making ten sentences with idioms and expressions pertaining to the prescribed textbook.

2. Write a short dialogue and a message (10 marks each).

Choice to be given in all questions

Paper B: Applied Grammar, Creative Writing

1. Translation from English into French and from French into English of a passage or short sentences.
2. Questions on applied grammar including conjugations of verbs in applied form, pertaining to the prescribed textbook.
3. Write a composition or dialogues or a simple letter of 150 words.
4. Comprehension of an unseen text (easier than the prescribed textbook). Ten questions to be put in French and to be answered in French.

Choice to be given in all questions

Course of reading
   a) Livre de l'élève
   b) Cahier exercises
   c) 2 Cassettes

Note: 1. questions on composition and unseen passages to be based on the vocabulary and grammar of the textbook.
2. All questions are to be asked and answered in French (Except questions on translation).
OBJECTIVE: This course analysis the business system of a variety of nations as well as the influences of environment factors and internal forces on their development. It covers the performances of the industry, the industrial policies, government/business relationships and relations between industry, workers and unions.

TOPICS

UNIT-I

The conceptual framework for comparative international management: Forms of organizations in different economics: India, Japan, USA, Europe and Eastern Europe. Comparison of Economic growth:

UNIT-II

Comparative Management at Macro level, Comparative analysis Environment factors-education, Sociological, Political, Legal and Economic Convergence, theory in International Management.

UNIT-III

International comparison regarding corporate-Planning, organization behaviour, motivation, job satisfaction, employee attitudes.

UNIT-IV

Leadership and styles of management in India, Japan, U.S Western Europe, Marketing management in different cultures.

REFERENCES:-

2. J.Boddewyn Comparative Management and Marketing
6. Stenley M Davis Comparative Management
PAPER-III

BUSINESS LOGISTIC MANAGEMENT

Objective: This course will deal with the corporate physical distribution activities system. The various component of this system would be considered with the help of analytical and quantitative techniques.

UNIT-I

Logistics concept and Marketing, Physical distribution definition- integrated systems concept, activity centers. Integration between marketing elements and distribution.

UNIT-II

Transportation and physical distribution-Elements of a transport system, special transport, pros and cons of various routing system, non- transportation costs. Some aspects of transportation administration and transportation costing in relation to the marketing function.

UNIT-III

Inventory Control-Economic order quantity under conditions of certainty and uncertainty. Inventory requirement as function of the number of stock location. Distribution warehousing- the modern concept Basic consideration for location and location strategy. Planning and distribution warehouse, material handling.

UNIT –IV

Order processing- Importance to customer service, a model for performance measurement. Packaging- Cost involved new ideas in package testing. Aspects of International distribution. Distribution management, organization and control, operational planning.

REFERENCES:

Managing International Distribution Wentworth and Christopher
Business Logistics Smyroy
International Distribution Rookey
Indian Shipping Trivedi
Systems Approach to carriage and IIFT Shipment of Expert Cargo Freight tariffs
And practices of Shipping Conferences.
PAPER-IV

INTERNATIONAL MARKETING

Objective:
The objective of the course is to acquaint the students with the entire range of concepts, fundamentals and practicalities of international marketing with proper emphasis on export marketing.

UNIT-I


UNIT-II

International Economic Environment-Regional Economic Cooperation, World trade Trends, Tariffs of non-tariff restrictions.

UNIT-III

The selection of export markets, planning of export marketing strategy-product, pricing, promotion at distribution channels.

UNIT-IV


REFERENCES:

1. Miracle and Albaum International Marketing Management
3. Martin T. Sliper Accessing export Potential
4. R. Vernon Manager in the International Economy
5. G.S. Lall Finance of Foreign Trade and Foreign Exchange.
6. V.H. Kriplani International Marketing
7. B.S. Rathore Export Marketing
PAPER-V

WORKSHOP ON COMPUTER DATA PROCESSING

Objective:- the course seeks to provide an understanding of the working of the computer systems. It aims at development skills in handling information technology and uses it as a strategic resource.

UNIT-I

Introduction to Electronic Data Processing
Computer system: Hardware and Software
Fundamental of Operating Environments.
Information Attributes, Information economics.
Role of Computers in Managerial Decision Making.

UNIT-II

Office Automation
Business Data Processing including File Organization, Batch and Job Processing.
Utilities data Base Management.
Data Communication
Client/Server Technology
Interactive Computer Graphics
Computer Virus

UNIT-III

Word Processing including mail merge, transfer, editing.
Spreadsheet Design, graphics, Macros.
Data Base Management Concepts.

UNIT-IV

Networking concepts
Netware Basics, tools and Services on Internet, Browsing, the Net. Gophe.
File systems, Netware Menus.
Electronics Mail.
Fundamentals of Website Design.

REFERENCES:-
Raja Raman: Fundamentals of Computers
Hunt and Shelly: Computers and Commonsense
MS-Office 97: Training Manual.
OBJECTIVE:
In this course students will expect to identify major export product of India, and the special characteristics of different trade in regions. Problem relevant to the marketing of each product and specific counties would be identified. The Students would be expected to suggest remedies for these problems and evolve appropriate strategies for different product for target markets.

a) Export Marketing of Thrust Products
1. Value added tea.
2. Fresh and Processed Foods.
3. Cashew Kernels.
5. Tobacco & tobacco manufactures.
6. Cycle and cycle parts.
7. Textiles and Hosiery goods
8. Readymade garments
9. Sports goods
10. Cotton and woolen textiles.