

SEMESTER – III

PAPER – I : PRINCIPLES OF ORGANIZATIONAL BEHAVIOUR

Unit – I : Introduction: Concept and nature of Organizational behavior; contributing disciplines to the field of O.B. Models; Need to understand human behavior; Challenges and Opportunities.

Unit – II :Individual & Interpersonal Behaviour: Biographical Characteristics; Ability; Values; Attitudes – Formation, Theories, Organization related attitude, Relationship between attitude and behavior; Personality determinants and traits; Emotions; Learning – Theories and reinforcement schedules, Perception – Process and errors. Interpersonal Behavior: Johari Window; Transactional Analysis – ego states, types of transactions, life positions, applications of T.A.

Unit – III : Group Behaviour & Team Development: Concept of Group and Group Dynamics; Types of Groups; Formal and Informal Groups; Stages of Group Development. Theories of Group Formation; Group Norms Group Cohesiveness; Group Think and Group Shift. Group Decision Making; Inter Group Behaviour; Concept of Team Vs. Group; Types of teams; Building and managing effective teams.

Unit – IV : Structural Unit – Dimension of Organizational Behaviour – Form of Organization Structure. Organizational Effectiveness – Factors in Organizational Effectiveness.

Unit – V : Organization Culture and Conflict Management: Organizational Culture-Concept, Functions, Socialization; Creating and sustaining culture; Managing Conflict-Sources, types, process and resolution of conflict; Managing Change; Managing across Cultures; Empowerment and Participation.

Suggested Books:

1. Prasad, L.M.(2003), Organizational Behaviour, Sultan Chand & Sons.
2. Stephen P. Robbins (2003). Organizational Behaviour; "Prentice Hall of India Pvt.Ltd.",New Delhi.
3. Luthans, Fred (2003); Organizational Behaviour, Tata McGraw Hill, New Delhi.
4. Chhabra, T.N. & Singh, B.P., Organization Behavior, Sultan Chand & Sons.
5. Khanka, S.S., Organizational Behaviour, Sultan Chand and Sons, New Delhi, Latest Edition.
6. Joseph, Weiss (2004); Organization Behaviour and change, Vikas Publishing house.

PAPER – II : BUSINESS STATISTICS

Unit – I : Business Statistics: Statistics – Definitions – Statistical methods- Importance and Scope – Limitations – Need for Data – Principles of Measurement – Principles of Secondary data. Tabulation and Presentation; Classification of Data – Data Array – Frequency Distribution – Methods of data classification – Types of Frequency Distributions / tabulation of Data – Objectives of Tabulation – Parts and Types of Tables – Graphical Presentation – Functions of Graphs – Advantages and limitations of Graphs – Diagrams – Rules for Drawing Diagrams, One, Two and Three Dimensional Diagrams – Pictograms, Cartograms, Stem and Leaf Displays.

Unit – II : Measures of Central Tendency: Introduction to Averages – Requisites for a Measure of Central Tendency, Mean – Combined mean, Weighted mean. Median – partition values – Quartiles, Deciles and Percentiles, Relationship between Partition values – Mode – Relationship between Mean , Median and Mode. Geometric Mean (GM) – Combined GM, Weighted GM, Harmonic Mean – for Grouped and Ungrouped data and Advantages and Disadvantages of all the measures of CT. **Measures of Dispersion:** Introduction – Significance and Requisites of a Measure of dispersion, Range, QD, MD and SC – for Grouped and Ungrouped – Advantages and Disadvantages. Concept of Variation – Coefficient of Variation. **Skewness and Kurtosis (SK):** Introduction, Measures of SK, Relative measures of SK – Advantages and Disadvantages. Moments – concepts – Calculation – Kurtosis.

Unit – III : Index Numbers: Introduction – Types – Characteristics – Construction weighted and un weighted index numbers – Price and Quantity / Volume index numbers – Tests – Time reversal – Factor Reversal and Circular tests – Chain and Fixed base – Changing of base – Combining of two of more overlapping indices consumer price Index – Problems in Construction.

Unit – IV : Sampling: Sampling – Reasons of Sample survey – bias in Survey. Definitions of population, sample, Parameter, Statistic – Principles of Sampling, Statistical Regularity, Inertia of Large Numbers, Optimization, Persistence of small numbers – Validity. Probability and non probability sampling methods – choice of sampling method, sampling distribution and Standard Error (SE). **Probability:** Concepts – Random Experiment, Sample space – Definitions of Probability, Simple Problems on Probability, Addition and Multiplication theorems, conditional, Joint and Marginal Probability.

Unit – V : Correlation Analysis: Scatter diagram, Positive and negative correlation, limits for coefficient of correlation, Kari Pearson's coefficient of correlation, Spearman's Rank correlation. **Regression Analysis :** Concept, Least square fir of a linear regression, two lines of regression, properties of regression, properties of regression coefficients (Simple problems only) **Time Series Analysis:** Components, Models of Time Series – Additive, Multiplicative and Mixed models; Trend analysis – Free hand curve, Semi averages, moving averages, Least Square methods (Simple problems only).

Suggested Books:-

1. Gupta SC "Fundamental of Statistics" 6th Ed, Himalaya Publishers House, 2004.
2. Sharma JK "Business Statistics" 2nd Ed, Pearson Education, 2007.

PAPER- III: MANAGEMENT INFORMATION SYSTEMS (MIS)

Unit – I : Management information system: The System Approach and System View of Business Introduction to the Process of M.I.S Development.

Unit – II : Management Information System Design: Defining the Problem, Set System Objectives, Determining information needs – Sources, Development and Selection of alternative design.

Unit – III : Information System for Decision Making: Basic Information System Related to Finance, Production, Marketing and Human Resources.

Unit – IV : MIS and Decision Making: Phases of Decision making process. MIS support each of the phases of Intelligence. Design & Choice. Programmed V/S Non – Programmed Decisions and MID Support to them.

Unit – V : Implementation of MIS: States of Implementation: evaluating the system – various criteria of Evaluation, Maintenance of the System.

Suggested Readings:

1. Information Systems for Modern Management, Robert G.Murdic, Joel E Ross James R.Clagget PHI, New elhi.
2. Management Information Systems, Gordon B.Davis, M.H. Olson, Prentice Hall, New Jersey.
3. Management Oriented Management Information System, Jerome Kanter, PHI, New Delhi.

Paper-IV: **LAW OF CONTRACT-I**

Unit-I:

Definition and essentials of a valid Contract - Definition and essentials of a valid Offer - Definition and essentials of valid Acceptance - Communication of Offer and Acceptance - Revocation of Offer and Acceptance through various modes including electronic medium - Consideration - salient features - Exception to consideration - Doctrine of Privity of Contract - Exceptions to the privity of contract - Standard form of Contract.

Unit-II:

Capacity of the parties - Effect of Minor's Agreement - Contracts with insane persons and persons disqualified by law - Concepts of Free Consent - Coercion - Undue influence - Misrepresentation - Fraud - Mistake - Lawful Object - Immoral agreements and various heads of public policy - illegal agreements – Uncertain agreements - Wagering agreements - Contingent contracts - Void and Voidable contracts.

Unit-III:

Discharge of Contracts - By performance - Appropriation of payments - Performance by joint promisors - Discharge by Novation - Remission - Accord and Satisfaction - Discharge by impossibility of performance (Doctrine of Frustration) - Discharge by Breach - Anticipatory Breach - Actual breach.

Unit-IV:

Quasi Contract - Necessaries supplied to a person who is incapable of entering into a contract - Payment by an interested person - Liability to pay for non-gratuitous acts - Rights of finder of lost goods – Things delivered by mistake or coercion - Quantum meruit - Remedies for breach of contract - Kinds of damages – liquidated and unliquidated damages and penalty - Duty to mitigate.

Unit-V :

Specific Relief - Recovering possession of property - Specific performance of the contract - Rectification of instruments - Rescission of contracts - Cancellation of instruments-Declaratory Decrees-Preventive Relief-Injunctions - Generally - Temporary and Perpetual injunctions - Mandatory & Prohibitory injunctions – Injunctions to perform negative agreement.

Suggested Readings:

1. Anson: *Law of Contract*, Clarendon Press, Oxford.
2. Krishnan Nair: *Law of Contract*, S.Gogia & Co., Hyderabad.
3. G.C.V. Subba Rao: *Law of Contract*, S.Gogia & Co., Hyderabad.
4. T.S.Venkatesha Iyer: *Law of Contract*, revised by Dr.V.Krishnama Chary, S. Gogia & Co.
5. Avatar Singh: *Law of Contract*, Eastern Book Company, Lucknow.

PAPER-V: FAMILY LAW–I (Hindu Law)**Unit-I :**

Sources of Hindu Law – Scope and application of Hindu Law – Schools of Hindu Law - Mitakshara and Dayabhaga Schools – Concept of Joint Family, Coparcenary, Joint Family Property and Coparcenary Property – Institution of Karta- Powers and Functions of Karta - Pious Obligation - Partition – Debts and alienation of property.

Unit-II :

Marriage - Definition - Importance of institution of marriage under Hindu Law – Conditions of Hindu Marriage – Ceremonies and Registration – Monogamy – Polygamy-*Recent Trends in the institution of marriage.*

Unit-III:

Matrimonial Remedies under the Hindu Marriage Act, 1955 - Restitution of Conjugal Rights – Nullity of marriage – Judicial separation – Divorce – Maintenance *pendente lite* – importance of conciliation- *Role of Family Courts in Resolution of matrimonial disputes.*

Unit-IV:

Concept of Adoption – *Historical perspectives of adoption in India – In country and inter-country adoptions* - Law of Maintenance - Law of Guardianship – The Hindu Adoption and Maintenance Act, 1956 – The Hindu Minority and Guardianship Act 1956.

Unit-V :

Succession – Intestate succession – Succession to the property of Hindu Male and Female; Dwelling House – The Hindu Succession Act, 1956 as amended by the Hindu Succession (Andhra Pradesh Amendment) Act, 1986 & the Hindu Succession (Amendment) Act, 2005 – Notional Partition – Classes of heirs – Enlargement of limited estate of women into their absolute estate – *Daughters right to inherit ancestral property and impact of recent changes in law.*

Suggested Readings:

1. Paras Diwan : *Modern Hindu Law*, Allahabad Agency, Delhi.
2. Paras Diwan : *Family Law*, Allahabad Agency, Delhi.
3. Mayne: *Hindu Law - Customs and Usages* , Bharat Law House, New Delhi.
4. Sharaf: *Law of Marriage and Divorce*.
5. G.C.V. Subba Rao, *Family Law in India*, S. Gogia & Company, Hyderabad.
6. Mayne's *Treatise on Hindu Law & Usage*, Bharath Law House.
7. Y.F. Jaya Kumar, *Horizons of Family Law in India-Select Essays* , Spandana Publications, Secunderabad