ST.JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS)VISAKHAPATNAM IV SEMESTER B.B.A Time: 7 HRS/ WEEK BBA 4101(4) BUSINESS ETHICS AND CORPORATE GOVERNANCE Max.MARKS:100 w.e.f.2016 – 2019 ("16AD") SYLLABUS

- **OBJECTIVE:** To inculcate the knowledge on ethics, values and corporate governance among the students.
- MODULE I: Business Ethics: Meaning, principles, Significance, evolution; Formulation of Corporate policies pertaining to ethical conduct. Characteristics of ethical organizations; ethical dilemmas, Globalization and Business ethics.(Case study)
- MODULE II:Corporate Governance: Meaning, objectives, significance, Business ethics and corporate governance, good and bad governance, characteristics of corporate governance, mechanism of corporate governance.(Case study)
- MODULE III: Structure and process of corporate governance, Issues in corporate governance, Globalization and corporate governance, the emerging trends in corporate governance, advantages of corporate governance.(Case study)
- MODULE IV:Theories of corporate governance, features, structure & standards of corporate governance in India, Major defects of corporate governance in India, Corporate governance Reforms: SEBI, World bank. (Case study)
- MODULE V: Ethical issues in International business practices, cross-cultural ethical dilemmas & International business; CSR-meaning, principles, strategy, best practices in Indian perspective.(Case study)

REFERENCES:

- 1. Business ethics and corporate governance, B.N.Ghosh
- 2. Corporate governance and business ethics, U.Mathur

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OBJECTIVES: To expose the students to the fundamentals of finance. To develop an understanding of tools that are used to value investment projects.

- Module I: Financial management Meaning Nature and scope of finance Financial goals Profit & Wealth maximization – Financial planning and financial forecasting – Finance functions.
- Module II: Capital structuring capital structuring theories traditional and MM hypothesis capital structure planning – objectives of optimal capital structure – Cost of capital – Meaning – Significance of cost of capital – Operating and financial leverage – Analysis. (Case Study)
- Module III: Working capital management & dividend decision WC Management Meaning Significance and types of working capital – Sources of working capital – Management of inventory; cash – Account receivables – Dimensions of working capital management.
- Module IV: Capital budgeting Nature of investment decision Criteria for investment evaluation – Net present value – Payback period – Accounting rate of return – PI , IRR, (Case Study)
 - **Module-V:** Dividend decisions- Meaning-Factors influencing Dividend policy-Types of Dividend Policies – Forms of Dividend-Dividend models-Walter's Model-Gordon's Model and MM Hypothesis. (case study)

REFERENCES:

- 1. Maheshwari S.N., Financial Management, Sultan & Sons Publications, 2012.
- 2. ChandraPrasanna, Financial Management, Tata McGraw Hill Publishing, 2012.
- 3. Khan & Jain, Financial Management, Tata McGraw Hill Publishing, 2012.
- 4. Pandey IM, Financial Management, Vikas publishing House, 2012.

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OBJECTIVES: To enable the students understand the process of production – to be aware of techniques of operations management.

MODULE - I: AN OVERVIEW OF PRODUCTION MANAGEMENT

Production – Production system – Productivity – Production Management – Nature and scope, functions and objectives – Production functions – Relationship of production with other functional areas-Role of production manager. (Case Study)

MODULE - II: PRODUCTION PLANNING AND CONTROL

Production planning – Objectives of production planning – Elements of production planning – Benefits of production planning – Production control – Significance, Objectives – Functions of production planning and control – Routing , scheduling, Dispatching (meaning and definition) stages in PPC –Gantt- PPC in Mass, batch and job order manufacturing. (Case Study)

MODULE - III: PLANT LAYOUT AND LOCATION

Plant location – meaning, definition – Importance of location – Plant location problems-Plant layout – objectives, functions of layout planning – Principles of Plant layout – Types of plant layout - features of a good plant layout – factors affecting plant layout and location. Material Handling Principles. (Case Study)

MODULE - IV: QUALITY CONTROL

Quality control – Nature and scope of quality control – Need for quality control – Quality assurance – Importance of quality management in an Industry – Total Quality Management. (Case Study)

MODULE - V: PRODUCTIVITY AND MATERIAL HANDLING

Factors affecting productivity job design - process Flow Charts - Material management -Cost Associated With Inventory – Economic Order Quantity –ABC Analysis – Materials Requirement Planning. (Case Study)

REFERENCES:

- 1. Production management C.B Gupta
- 2. Production management C.S.V Murthy, Himalaya publishing house.
- 3. Production and operations management N.G Nair, Tata MC Graw Hill Publishers.

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