

Syllabus of the M.Phil. (Commerce) Programme

Paper – I

Course I Research Methodology for Commerce

Objectives of the Paper:-

1. To explain the current issues related with research in Business & Commerce.
2. To help the learner to have right understanding of concept of research & its application in business.
3. To apply various techniques of research in Conducted research inquiry.

1. Introduction :-

Meaning of the Research – Qualities of a research worker – scientific Method – Definition – stages of scientific study – Different steps in scientific study – Logical Methods – Inductive & Deductive Methods – Nature of the Phenomena & the use of the scientific methods.

2. Approach to a Research Project :-

Purpose of Research – Functions in Research – Research Programme – Problem solving through research / financial aspects of research – Research Design (Selective topic, Coverage, Hypothesis) – Sources of Information – Nature of study – Definition of terms – Techniques of study – Collection, Analysis & presentation of the data – Testing hypothesis – Stating results.

3. Use of the Library :-

Finding the correct sources of information – Uses of books, periodicals & encyclopedia – Taking down notes – Collection & organization of Material.

4. Research Method :-

Sampling Method – Observation Method – Case study Method – Interview Method – Survey Method – Experimental Method – Questionnaire Method - Library Method – Documentary Method – Suitable combination & Selection of Method – advantages, disadvantages & limitations of methods.

5. Presentation of Information :-

Analysis of information – Classification, tabulation & interpretation – Presentation of data & its application – Pictorial presentation – Composition of information (quotation, footnotes, bibliography- tables, standards, abbreviations)- style of writing.

6. Coordinating contents :-

Front matter (blank sheet, title page, dedication, preface, table of contents, list of tables, list of figures, list of appendices etc.) – Text proper (Chapter wise information) – Back matter (appendices, glossary, bibliography, index, blank sheet)

7. Research Findings and Preparation and writing of a Research Report :-

Benefits of implementation of actual research findings – carrying forward the studies – Management of research unit – Preparation and writing of a ‘Research Report ‘.

Sr. No.	Name of the Books	Author	Publisher	Year
1	METHODS OF SOCIAL SURVEY & RESEARCH	S. R. Bajpai	kitab Ghar, Kanpur.	1976
2	Research & Report Writing	F. Cordasco & E.S.M. Gatner	Barnes & Noble Inc., New York	1956
3	Training in Research Methodology in Social sciences in India	P. Ramchandra	Tata institute of Social Sciences, Bombay	1970
4	Management for Research & Development	H.A. Collinson	Sir Isadac Pictam & Sons Ltd, London	1964
5	Survey Methods in Social Investigation	C.A. Moser & G. Kalton	The English Language Book Society, Heinemann Educational Books Ltd., London	1971
6	Research & Report Writing for Business & Economics	Random House, New York	Conrad Berenson & Raymond Colton	1971

Course 2: Mathematical Methods & Statistical Techniques of Research

Section I : Mathematical Methods :

Algebra : Real number system – Sequences, Series and their convergence – Binomial exponential and logarithmic series – Vectors and Vector spaces – Matrices – Notion, Operation with matrices, inverse of a matrix, inner product, simultaneous equations, rank of matrix – determinants.

Calculus : Functions and their diagrammatic representation – Limits and continuity of functions (algebraic function) – Derivatives and their interpretation – Mechanism of Derivations – application of Derivatives – Derivatives of exponential and Logarithmic function – Functions of two or more Variables – Partial derivatives and their application – Maxima and minima.

Section II : Statistical Techniques for Research

Meaning, purpose and scope of statistics – Nominal, Ordinal, interval and ratio scale of measurement – The concept of property space
Probability : addition and multiplication theorems, conditional probability, mathematical expectation – Measures of Central tendency and dispersion – Distribution – Normal and binomial areas under normal curve – Moments Skewness and Kurtosis – measures of correlation – Product moment Correlation, rank correlation – Theory of attributes – Yule's Q contingency coefficient – Index number.

References :

Sr. No	Name of the Books	Author	Publisher	Year
1	Success with Algebra	Hutton Lucreda Elaine Alton	Prentice Hall, Englewood	1988
2	Mathematical Analysis for Economics	R. .G. D. Allen	Himalaya Publishing House, Mumbai	2008
3	An Introduction to statistical Methods	Gupta C. B.	Vikas Publishing	2009
4	Statistics for Business & Economics	R. P. Hooda	Macmillon, Delhi	2008
5	Fundamentals os stts. Vol. I and II	A.M. Goon, M.K. Gupta, B. Das Gupta	The World Press Pvt. Ltd., Calcutta 12	-

Paper II

Recent Trends in Commerce & Business Management

OBJECTIVES OF THE PAPER II:

1. To Upgrade & Update the knowledge of the learners regarding contemporary trends in Business & Commerce.
2. To enlighten the learners about new trends & issues related with Commerce.
3. To promote right thinking about emerging trends and problems related with Business & Commerce institution.

Institutions

- CHAMBERS OF COMMERCE
- NATIONAL STOCK EXCHANGE & OTICE – Over the Counter Exchange of India.
- SHCIL - Stock holding Corporation of India.
- QCFI - Quality Circle Forum of India
- AGMARK /ISI – Agricultural food mark, Indian standards Institute
- EXIM Bank, NABARD (National Agriculture and Rural Development), IRDA, TRAI- Telecom Regulatory Authority of India.
- TFCI - Tourism Finance Corporation of India.
- PCB. (Population control Board)
- ASCI (Advertising standards council in India)

Reforms

- Insurance Regulatory Development Authority.
- SEBI – Securities Exchange Board of India
- FEMA – Foreign Exchange Management Act
- BOLT – Bombay Online Trading.
- CBDT (Central Board of Direct Taxes)
- DTC (Direct Tax Code)

Trends

- Disaster Management -
- Crisis management -
- Work culture - Flex time system
- Time management
- Quality Control, Quality Circle, Six Sigma.

- Productivity- Importance, Measurement & Role in Economy.
- Consumer Movement – Consumer Protection
- Corporate social responsibility – Corporate Citizenship.
- Lean Management System - Kaizen

References:-

Sr. No	Name of the Books	Author	Publisher	Year
1	Economics & Business Environment	K.A. Rasure	Avinash Paper backs, Delhi	2009
2	Management A Practical Guide to Enhancing Managerial Effectiveness	D.B.N.Murthy	Deep & Deep Publications Pvt. Ltd., Delhi	2010
3	Essentials of Business Environment	Vishwajeet Prasad	genNEXT Publication Delhi	2010
4	Global Economy & Business Environment	Francis Cherunilam	Himalaya Publishing House, Mumbai	2004
5	Development Administration Potentialities and Prospects	S.L. Goel	Deep & Deep Publications Pvt. Ltd., Delhi	2010
6	Business Environment Text & Cases	Francis Cherunilam	Himalaya Publishing House, Mumbai	2006
7	Economic Environment of Business Macroeconomic Analysis	H.L. Ahuja	S.Chand & Company Ltd., Delhi	2009
8	Economic Environment of Business Macroeconomic Analysis	H.L. Ahuja	S.Chand & Company Ltd., Delhi	2008
9	Essentials of Business Environment	K. Aswathappa	Himalaya Publishing House, Mumbai	2008

Paper –III Business Administration

Objectives of the Paper :-

1. To explain the recent trends in business administration.
2. To Explain the inter relationship between various concepts & practices in Administrative sciences.
3. To Study the contemporary issues related with business administrative theories.

Management Thinkers

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|-------------------|-----------------|
| ❖ Michael Porter | ❖ Igor Ansoff |
| ❖ Tom Peters | ❖ C. K. Pralhad |
| ❖ Henry Mintzbers | ❖ Md. Yunus. |
| ❖ Peter Drucker | |
| ❖ | |

Indian Ethos

- ❖ Ancient Indian Thinkers- kautilya
- ❖ Modern Indian Thinkers Mahatma Gandhi, Dr. B. R. Ambedkar

Concepts

- ❖ Group dynamics
- ❖ Human resource development
- ❖ Knowledge management
- ❖ Learning organization
- ❖ Beauracy
- ❖ Systems Development

Practices & Theories

- ❖ Creativity & Innovation
- ❖ Performance appraisal & evaluation
- ❖ Entrepreneurship development
- ❖ Strategic management
- ❖ Theories
 - a) Theories of Motivation
 - b) Theories of Leadership
 - c) Theories of Organizational Development

Contemporary issues

- ❖ E- Governance
- ❖ Computer aided administrative system
- ❖ Social audit
- ❖ Sustainable development
- ❖ Cultural & business administration
- ❖ New Trends in leadership
- ❖ Cultural & Business administration
- ❖ New Trends in leadership
- ❖ Financial Planning
- ❖ Global Managers
- ❖ Management of resources
- ❖ Change Management and Organisational Development
- ❖ Cross cultural factors governing administration.

References:-

Sr. No	Name of the Books	Author	Publisher	Year
1	Strategic Planning and Business Policy	R. Nanjundaiah Dr. S. Ramesh	Himalaya Publishing House Mumbai	2003
2	Business Policy and Management	N.S. Gupta	Himalaya Books Pvt. Ltd., Mumbai	2008
3	Development Administration	S.L. Goel	Deep & Deep Publications Pvt. Ltd, Delhi	2010
4	Quantitative Techniques in Management	N. D. Vohra	Tata McGraw-Hill Publishing Company Ltd., Delhi	2007
5	Management Concepts and Strategies	J. S. Chandan	Vikas Publishing Pvt. Ltd.	2009
6	Strategic Management	Philip Sadler	Kogan Page India Pvt. Ltd.	2004
7	Strategic Management Formulation, Implementation & Control	John A. Pearce, Richard B. Robinson Jr. Amita Mital	Tata McGraw-Hill Publishing Company Ltd., Delhi	2008
8	Strategic Management	Dr. M. Jeyarathnam	Himalaya Publishing House, Mumbai	2008