

**Applicable From December 2025**

**POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)**

**Semester I**

- 101 Management Concepts & Application
- 102 QUANTITATIVE TECHNIQUES FOR MANAGEMENT
- 103 Managerial Economics
- 104 Organizational  
Behaviour & Industrial  
Psychology
- 105 Accounting And Financial Management

**Semester II**

- 201 Human Resource Management
- 202 Production Management
- 203 Legal Aspects of Business
- 204 Research Methodology
- 205 Project Report and Viva Voce

**UNIT-I INTRODUCTION**

Management : Meaning, significance, Scope & Process, Principles of Management, Evolution of Management thoughts; Different levels of Management, Managerial Skills, Roles & Functions of managers.

**UNIT-II PLANNING & DECISION MAKING**

Planning : Meaning and Importance , Planning Process, Types of Plans, Objectives and goals, Planning Vs Forecasting, Management By Objective.

Decision Making : Decision Process & Techniques, Group decision making, Rationality in Decision Making.

**UNIT-III ORGANIZING & STAFFING**

Meaning of Organization, Types of Organization, Departmentation, Span of Management, Delegation – Centralization and Decentralization of Authority, Meaning of Staffing, Recruitment, Selection & Placement, Training & Development.

**UNIT-IV DIRECTING & CONTROLLING**

Directing : Elements, Principles and Techniques;

Control : Process and Techniques of Control, Management of Change.

Contemporary issues and International perspective of management, TQM, 5S system as given by Mc Kinsey.

**SUGGESTED READINGS**

*Essentials of management--*  
*The Practice of Management --*

*Principles of Management--*

*Management Concepts & Strategies--*

*Principles & Practices of Management--*

*Management*

*Principles of Management*

Harold Koontz & Heinz Weihrich

Drucker, Peter F.

Teray, George, R & Franklin.Sc.

J.S. Chand

L.M. Prasad.

James F.Stoner

George R. Terry & S.G. Franklin, AITBS

## **PGDBM -102 : QUANTITATIVE TECHNIQUES FOR MANAGEMENT**

### **UNIT- I DESCRIPTIVE STATISTICS**

Descriptive Statistics : Scope, functions and limitations of statistics, Measures of Central tendency – Mean, Median, Mode, Percentiles, Quartiles, Measures of Dispersion – Range, Interquartile range, Mean deviation, Mean Absolute deviation, Standard deviation, Variance, Coefficient of Variation.

### **UNIT- II CORRELATION & REGRESSION ANALYSIS**

Correlation Analysis : Karl Pearson's Coefficient of Correlation and Properties of Correlation.

Regression Analysis : Fitting of a Regression Line and Interpretation of Results, Properties of Regression Coefficients and Relationship between Regression and Correlation. Inter Polation and extra Polation Techniques.

### **UNIT- III ANALYSIS OF TIME SERIES**

Concept, Additive and Multiplicative models, Components of Time Series. Trend Analysis: Least Square method, Index Numbers – Meaning, Types & Uses of index numbers, Construction of Price, Quantity and Volume indices – Fixed base and Chain base methods. Concept of large and small samples Test (T, F, Z Test & Chi- Square test). Basic Concepts of Probability, theory of probability, Discrete Probability Distribution, Continuous Probability Distribution, , Additive and Multiplicative Laws.

### **UNIT- IV OPERATION RESEARCH**

LINEAR PROGRAMMING AND TRANSPORTATION PROBLEMS, ASSIGNMENT PROBLEMS, GAME THEORY, DETERMINATION OF SADDLE POINT, MINIMAX AND MAXIMIN AND DOMINANCE RULE, QUEUEING THEORY MODELS. Applications of PERT and CPM network analysis.

### **SUGGESTED READINGS**

*Statistics For Management*  
*Statistical Method*  
*Quantitative Technique*  
*Quantitative Technique*  
*Business Statistics*

Levin & Rubin  
P. Gupta  
Srivastava, Shanoy & Sharma  
C.R. Kothari  
G.C. Beri

**UNIT- I INTRODUCTION**

The Economics Background to Management: Micro Economics and Macro Economics Concept Nature and Scope of Managerial economics its relationship with other Disciplines. It's Significance in Decision Making, Decision Making in Uncertainty.

**UNIT- II ANALYSIS OF MARKET FORCES**

Demand : Concepts, Determinants of Demand, Law of Demand, Elasticity of Demand, Types of Elasticity of Demand and Demand Forecasting, Significance of indifference curve.

**UNIT- III INPUT-OUTPUT DECISION**

Production Concepts and Analysis, Production Function- short run & Long run. Cost Concept – Cost output relationship in Short run & Long run. Revenue – Concept, Break Even Analysis.

**UNIT- IV PRICING DECISION**

Market Structures: Perfect Competition, Monopoly, Monopolistic, Oligopoly and Duopoly Markets, Pricing under different market structures, Business Cycle.

**NATIONAL INCOME CONCEPT :-** National Income & Its measurements. Inflation & Deflation, Measures to control inflation & deflation. Theories of Profit.

**SUGGESTED READING**

Managerial Economics : Concept Cases  
Managerial Economics  
Managerial Economics  
Managerial Economics  
Managerial Economics  
Managerial Economics

Mote Poal & Gupta  
Varshney & Maheshwari  
P.N. Chopra  
D.N. Dwivedi  
M. Adhikari  
G.S. Gupta



**UNIT-I INTRODUCTION**

Role of Behavioral Science in Management, Concept of Organizational Behavior, Models of Organizational Behavior.

INDIVIDUAL BEHAVIOUR:- Nature and Models of Individuals Behavior, Perception, Learning, Personality, Socialization Process and role playing, Motivation.

**UNIT- II BEHAVIOURAL DYNAMICS**

Behavioral Dynamic : Analysis, Inter-Personal Relations, Developing Inter Personal Relationship, Developing Interpersonal Skill, Group Behavior, Group Formation, Types of Group Implications of Formal and Informal Group. Employee's and Employer's attitude: Importance and measurement.

**UNIT- III ORGNISATIONAL PROCESS**

Power, Politics, Integration and Control , Organizational Culture, Organizational Effectiveness, Conflict Management Concept, Sources, Types, Functionality & Dis-functionality of Conflict, Resolution of Conflict.

**UNIT-IV INDUSTRIAL PSYCHOLOGY**

Nature, Scope, Methods, Arrangement of Work, Human needs and their implications, Employee and Employer Attitudes-Importance and Measurement, Safety Management, Job Stress- Coping Strategies.

**SUGGESTED READING.**

Organizational Behavior  
Human Behavior at Work  
Organizational Behavior  
Organizational Behavior  
Organizational Behavior

Luthans Fred  
Devis Keith  
Robins Stephanen P.  
Verma&Agarwal  
L.M.Prasad

**UNIT-I INTRODUCTION**

Overview of Accounting, Objectives of Accounting, Uses of Accounting Information, Accounting Concepts, Convention. Book Keeping & Accounting Double Entry System, Journal and Ledger and Trial Balance.

**UNIT-II PREPARATION OF FINANCIAL STATEMENTS**

Trading and Profit & Loss Accounts & Balance-sheet, Accounting Procedures of Nonprofits Making Organizations. Preparation of funds flow and cash flow statement. Concept of gross and networking capital, schedule of changes in working capital

**UNIT-III FINANCIAL STATEMENT ANALYSIS**

Objectives of Financial Management, Ratio Analysis- solvency ratio, profitability ratio, Common Size Statement; Comparative Balance Sheet. Financial Statement Analysis: Meaning, Importance, Limitations. Preparation of Funds Flow Statement. Cash Flow Statement. Flow of cash, Preparation of cash flow statement and its analysis.

**UNIT- IV DIVIDEND DECISIONS AND WORKING CAPITAL MANAGEMENT**

Factor Affecting Dividend Policy, Dividend Models, Management of Retained Earnings, Miller Modigliani Approach. Concepts of Working Capital, Estimation and Sources of financing of Working Capital; Risk- Return Trade-off in Working Capital, Management of Cash, Inventory.

**SUGGESTED READING**

1. Financial Accounting
2. Financial Accounting
3. Accounting for Managers

Tulsian  
S. M. Shukla  
S.N. Maheshwari



**UNIT- I INTRODUCTION**

Human Resource Management: Meaning, Scope, Significance, Objectives and function, Historical evolution of HR. Concept of green human resource management, its future scope. Difference between HRM and GHRM.

HRD : Concept, Significance, Functions and Importance, Role, HRD Matrix, Profile & Problems of HRD Managers.

**UNIT- II JOB ANALYSIS AND HR PLANNING**

Job Analysis, Job Description & Job Specification, Manpower Planning - Need and Objective, Process, Benefits & Barriers; Recruitment – Meaning, Features, Process, Sources; Selection – Meaning, Process, Techniques; Orientation, Placement and Induction – Meaning, Process.

**UNIT- III SUCCESSION AND CAREER PLANNING**

Succession & Career planning – Importance, Process, Techniques, Training and Development – Meaning, Importance, Process. Transfer, Promotion, Demotion, Human resource Accounting and Audit.- Meaning & Importance.

**UNIT- IV EMPLOYEE EVALUATION AND COMPENSATION**

Performance Appraisal: Meaning, Objectives, Techniques, Compensation- Meaning, Objectives, Types, Factors influencing Wages & Salary. Incentives & Benefits – Meaning, Objectives. Grievance Handling & Discipline – Meaning, Importance. Collective Bargaining – Meaning and Importance.

**SUGGESTED READINGS**

Human Resources Management  
Human Resource Management  
Human Resources Management  
Human Resources Management

Pravin Durai  
B.Mamoria  
Saiyadain  
Gary Dessler

**UNIT I INTRODUCTION**

Production: Meaning and Objectives, Production Technology: Meaning, Classification of Technology, Technological Choice.

Manufacturing Process: Concepts, Process Selection, Type of Production: Job and Mass Production, Capacity Planning: Long Range Capacity Planning; Types of Capacity. Product Design, Process Design, Production Design.

**UNIT II PRODUCTION ECONOMICS**

Plant Location, Plant Layout: Product and Process Layout, Maintenance Management: Prevention. Product Life Cycle: Concepts, And Application, Material Handling: Concept, And Modern Material Handling Devices, Robotics, Management of Quality: SQC.

**UNIT III PRODUCTION PLANNING AND CONTROL**

Production Planning: Meaning, Function and Scope, Factors Determining Production Planning Procedure. Production Control: Concept, Function and Production Control System. Project appraisal techniques.

**UNIT IV WORK SYSTEM AND INVENTORY MANAGEMENT**

Work System: Concept, Work Study, Time Study, Motion Study, Learning Curve and its Impact on Productivity, Value Engineering. Inventory Management, determination of EOQ, ABC analysis danger level and reorder level.

**SUGGESTED READINGS**

Modern production and operation Management  
Factory & Production Management  
Operation Management  
Production Management  
Production Planning  
Production Management A Hand Book

Edwin S. Buffa  
Lockyee K.G.  
Roger Schroder  
Chary  
C.B. Gupta  
Walley B.H



## **PGDBM- 204 LEGAL ASPECTS OF BUSINESS**

### **UNIT- I INDIAN CONTRACT ACT -1872**

Introduction, Offer and Acceptance, Consideration, Free Consent, Lawful Object, Agreement Expressly Declared Void. Quasi Contract, Discharge Of Contract, Indemnity and Guarantee, Bailment of Pledge, Agency, Remedies of Breach Of contract.

### **UNIT- II SALE OF GOODS ACT- 1930**

Nature of Contract Of Sale, Condition and Warranties, Transfer of Ownership, Performance of Contract of Sale, Right Of an Unpaid Seller, Remedies of Breach Of Contract of Sale.

### **FEMA**

Scope, Provisions Relating to Authorized person, duties and power of Authorized person, Regulation and Management of Foreign Exchange.

### **UNIT- III PARTNERSHIP ACT - 1932**

Meaning and Features of Partnership, Types of partners and Partnership, Formation & Deed, Dissolution of Partnership, Rights and Liabilities of Partners, Position of a Minor in Partnership firm, Registration of Firm & Dissolution of Firm, Effect of non registration.

### **UNIT- IV COMPANY FORMATION**

Company – Definition & Features, Types of Company, Formation of a Company, Promoters Role, Memorandum of Association, Article of Association, Certificate of Incorporation, prospectus. Company Management: Share Holders and Members, Allotment of Shares, Dividends, Borrowings Powers, Debentures. Directors: Duties and Right, Qualification and disqualification, Appointment and Removal, Company Meetings, Winding up of Company.

### **SUGGESTED READINGS**

Company Law  
Mercantile law  
Company Law  
Business Law  
Business Law  
Mercantile law

Dr.Avtar Singh  
N.D. Kpoor  
N.D. Kpoor  
M. C. Kuchhal  
N. D. Kapoor  
Avtaar singh

# **PGDBM-205 RESEARCH METHODOLOGY**

## **UNIT-1 INTRODUCTION**

Introduction: Meaning and Concept of Research, Approaches to Research: Inductive and Deductive Approach, Types of Research, Significance of Research in Business and Management

## **UNIT -II RESEARCH PROBLEM & RESEARCH DESIGN**

Hypothesis: Meaning, Types. Procedure of hypothesis testing, Type I & Type II error. Research Problem: Meaning, Objectives & Formulation of Research Problem.  
Research Design: Meaning and Various Types of Research Design.

## **UNIT -III DATA COLLECTION & SAMPLING**

Data: Meaning, Types, and Sources of Data Collection: Primary and Secondary Sources.  
Sampling: Concept and Sampling Procedure, Various Sampling Techniques: Uses of AI in research and environmental study.

## **UNIT- IV DATA ANALYSIS**

Analysis of Data: Coding, Editing and Tabulation of Data, Charts and Diagrams Used in Data Analysis.  
Measures of Central Tendency (mean, median, mode) Measure of Dispersion (mean deviation and standard deviation). Testing of Hypothesis- T-test, Z- test, Chi-square test, F test  
RESEARCH REPORT WRITING :- Types and layout of Research Reports. Management perception of Business Research. Role of Computers in Research.

### **SUGGESTED READINGS**

*Research Methodology*  
*Research Methodology*  
*Text of Research Methodology*  
*Research Methods in Economics and Business*

C.R. Kothari.  
Sadhu & Singh  
P.C. Tripathi.  
R. Ferber & Verdoom P.J.



A Project has to be allotted to the candidate by the institute to work upon under the supervision of one faculty member for the purpose of creating awareness on how to conduct a Research Project. This shall be based on the data collection and interpretation of the same. The Project is to be evaluated out of 100 marks and has to be submitted before the end term examinations.