



# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## Shri Vaishnav School of Management

### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Finance) - V SEMESTER (2022-2026)

#### BBA501 BASICS OF OPERATIONS MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL			L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BBA501	MAJ	Basics of Operations Management	60	20	20	-	-	3	-	-	3	

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ-Minor

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### COURSE OBJECTIVE

This course is aimed at introducing students to the basic concepts, theories and practices of production and operations functions. It focuses on the problems that frequently confront production/operations managers.

#### EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections, A and B. Section A will carry 36 Marks and consist of 5 questions, out of which students will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

#### COURSE OUTCOMES

- CO1 Comprehend the elements of operations management and various transformation processes to enhance productivity and competitiveness.
- CO2 Develop the understanding for Facilities Location and the factors that affect the selection of facilities location.
- CO3 Analyze the facilities requirement and accordingly design Layouts.
- CO4 Define and examine the materials management function starting from demand management through Inventory Management.
- CO5 Apply various Statistical Quality Control tools including the analysis of various Quality costs, and quality circles.

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**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**BBA (Finance) - V SEMESTER (2022-2026)**

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**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ- Minor

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**COURSE CONTENT**

**UNIT I: Introduction**

1. Nature and Scope of Production/Operations Management,
2. POM Relationship with other Systems in the Organisation
3. Factors that affect System and Concept of Production and Operation Management.
4. Different types of Production/Operation Systems, Role, and Responsibilities of Production/Operations Manager.
5. Basic differences between Manufacturing and Service operations.

**UNIT II: Facilities Location**

1. Importance of location decision and needs for it.
2. Factors affecting plant location decision.
3. Basic location decision models – Break-Even Method, Factor Rating Method
4. Weighted Factor Rating Method, Load Distance Method
5. Centre of Gravity Model

**UNIT III: Facilities Layout**

1. Concept of Plant Layout
2. Objectives of Plant Layout
3. Principles of Plant Layout
4. Basic classification of Layouts – Process Layout, Product Layout, Layout by Fixed Position
5. Group Layout/ Cellular Manufacturing

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#### **UNIT IV: Material and Inventory Management**

1. An overview of Material Management, Material Planning, and Inventory Control,
2. Concept and fundamentals of Material requirement planning (MRP)
3. Inventory Models(Classical EOQ, Model with Shortages), JIT,
4. Budgeting and Material Planning, Purchase Management,
5. Store Management, Safety Management, Case Study.

#### **UNIT V: Quality in Prod. & Ops Management**

1. Definition, History of Quality, Quality Management
2. Concepts of Quality Assurance, Acceptance Sampling
3. Statistical Process Control
4. Control Charts: Control Limits, Central Tendency and Dispersion,  $\bar{X}$  chart and r-chart.
5. Total Quality Management, QMS and ISO Standards, Case Study.

#### **SUGGESTED READINGS**

1. Chary, S.N., (2012). *Production and Operations Management*. McGraw Hills Education Pvt. Ltd.,5<sup>th</sup> edition.
2. Kumar, S. and Suresh, N. (2009). *Operations Management*. New Age International Publishers.
3. Ashwathappa, K (2007). *Production and Operation Management*. Himalaya Publishing House.
4. Paneerselvam, R. (2013). *Production and Operations Management*. PHI Learning Private limited.

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### Choice Based Credit System (CBCS) in Light of NEP-2020

#### BBA (Finance) - V SEMESTER (2022-2026)

#### BBAF502 FUNDAMENTALS OF FINANCIAL MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAF502	MAJ	Fundamentals of Financial Management	60	20	20	-	-	3	-	-	3

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; MAJ – Major

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### COURSE OBJECTIVES

1. The objective of this course is to understand the concept of Business Finance.
2. It also aims at learning financial tools and developing the skills of financial analysis and financial decisions.

#### EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections, A and B. Section A will carry 36 Marks and consist of five questions, out of which students will be required to attempt any three questions. Section B will comprise of one or more cases / problems worth 24 marks.

#### COURSE OUTCOMES

- CO1 Understand basic concepts of financial management and their application in investment, financing and dividend decisions.
- CO2 Familiarizing concept of cost of capital, leverage analysis, capital structure and dividend theories and identify courses of action in financial environment that would result in maximization of wealth of an organization.
- CO3 Understand management of working capital and estimate the same for an organization.

#### COURSE CONTENT

##### **UNIT I: Introduction**

1. Introduction to financial management
2. Importance of financial management
3. Objectives
4. Scope of financial management
5. Interface of Financial Management with other functional areas

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<b>BBAF502</b>	<b>MAJ</b>	<b>Fundamentals of Financial Management</b>	<b>60</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>

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**UNIT II: Sources of Finance, Cost of Capital and Capital Structure Decision**

1. Short term and long-term sources of funds and their characteristics
2. Cost of Capital
3. Computation of cost of Equity, Debt and Preference capital
4. Weighted Average Cost of Capital
5. Capital Structure and its theories

**UNIT III: Investment decisions**

1. Capital Budgeting Decision
2. Payback period
3. Accounting rate of return, Net present value
4. Internal rate of return
5. Profitability index

**UNIT IV: Working capital management**

1. Factors influencing working capital requirements
2. Current asset policy
3. Current asset finance policy
4. Determination of operating cycle and cash cycle
5. Estimation of working capital requirements of a firm

**UNIT V: Leverage Analysis and Dividend Decisions**

1. Developing the Concept of Leverage in Finance
2. Computation and Inferences of Degree of Operating Leverage
3. Financial Leverage and Combined Leverage
4. Dividend policy – Factors affecting the dividend policy
5. Dividend policies- Stable dividend, Stable payout

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\*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**SUGGESTED READINGS**

1. Khan, M. Y., & Jain, P. K. (2007). Financial Management. Tata McGraw Hill, Latest Edition.
2. Pandey, I. M. (2009). Financial Management. Vikas Publications, Latest Edition.
3. Chandra, P. (2011). Financial Management. Tata McGraw Hill, Latest Edition.
4. Kapil (2012). Financial Management. Pearson Education, Latest Edition.
5. Stephen, A. et. al. (2008). Fundamentals of Corporate Finance. McGraw Hill, Latest Edition.

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**Choice Based Credit System (CBCS) in Light of NEP-2020**  
**BBA (Finance) - V SEMESTER (2022-2026)**

**BBAF503 BASICS OF INSURANCE**

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME									
			THEORY			PRACTICAL			L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*					
BBAF503	DSE	Basics of Insurance	60	20	20	-	-	4	-	-	4	

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; DSE- Discipline Specific Elective

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**COURSE OBJECTIVES**

1. To help students understand Insurance Market in India.
2. To examine the issues related to risk management in view of insurance.
3. To acquaint the student with different policies of general insurance.

**COURSE OUTCOMES**

- CO1 Equip students with concepts, techniques and issues in the context of Risk analysis and Insurance Management.
- CO2 Describe the insurance market, market participants, and roles of market participants.
- CO3 Increase ability to demonstrate an understanding of the risk management process.

**COURSECONTENT**

**UNIT I: Introduction**

1. Meaning of Insurance, Need for Insurance
2. The Evolution and Growth of Insurance
3. Types of Insurance
4. Fundamentals of Insurance
5. Recent innovations. Organization and Management of Insurance Companies

**UNIT II: Life Insurance**

1. Meaning of Life Insurance
2. Basic Principles of Insurance, IRDA
3. Term Life Insurance, Whole Life insurance
4. Endowment Life Insurance
5. Unit Linked Policies with or without Profit Policies

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<b>BBAF503</b>	<b>DSE</b>	<b>Basics of Insurance</b>	<b>60</b>	<b>20</b>	<b>20</b>	-	-	<b>4</b>	-	-	<b>4</b>

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**UNIT III: General Insurance**

1. Meaning of General Insurance
2. The Evolution and Growth of General Insurance
3. Types of General Insurance, Fundamentals of General Insurance
4. Recent innovations. Organization and Management of General Insurance Companies
5. Regulatory Framework for General Insurance in India

**UNIT IV: Claim Settlement**

1. Claim Settlement Process
2. Definition and Computation of Premium
3. Mode of Rebates, Large sum assured Rebates
4. Rider Premiums
5. Computation of Benefits–Surrender value–Paid up value

**UNIT V: Risk Management**

1. Risk: Definitions, Types of Risk
2. Risk Management Process and Methods
3. Objectives of Risk Management
4. Risk Pooling and Insurance
5. Requirements of Insurable Risk

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<b>BBAF503</b>	<b>DSE</b>	<b>Basics of Insurance</b>	<b>60</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>

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#### **SUGGESTED READINGS**

1. Arunajatesan, S. & Viswanathan, T. R. (2009). *Risk Management & Insurance*. Noida: Macmillan Publishers India Ltd.
2. Rejda, George E. (2010). *Principles of Risk Management and Insurance*. Boston: Pearson
3. Skipper & Kwon, (2008). *Risk Management and Insurance Perspectives in Global Economy*. United Kingdom: John Wiley & Sons.
4. Mishra, M.V. (2008). *Insurance Principles and Practice*. New Delhi: S. Chand.
5. Karampal, Bodla, B.S. and Garg, M.C. (2006), *Insurance Management Principles & Practices*. New Delhi: Deep & Deep Publications.
6. Arthur, C. and William, C Jr. (2005). *Risk Management and Insurance*. New Delhi: Sultan Chand & Sons.

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#### BBAF504 INVESTMENT MANAGEMENT

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
BBAF504	DSE	Investment Management	60	20	20	-	-	4	-	-	4

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#### COURSE OBJECTIVE

The objective of this course is to provide the students in depth understanding of investment techniques as applied to various forms of securities and acquaint them with the functioning of portfolio management services.

#### EXAMINATION SCHEME

The internal assessment of the students' performance will be done out of 40 Marks. The semester Examination will be worth 60 Marks. The question paper and semester exam will consist of two sections A and B. Section A will carry 24 Marks and consist of 3 questions, out of which students will be required to attempt any two questions. Section B will carry 36 Marks and consist of five Numerical questions, out of which students will be required to attempt any three questions.

#### COURSE OUTCOMES:

- CO1 Understand the investment eco-system at the domestic and global level and various financial products available.
- CO2 Apply the conceptual knowledge of risk and return to analyze Investments.
- CO3 Describe the various types of models to evaluate the security.
- CO4 Analyze their portfolio performance using appropriate performance evaluation tools.
- CO5 Understand the evaluation of portfolio performance on MS-Excel

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<b>BBAF504</b>	<b>DSE</b>	<b>Investment Management</b>	<b>60</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>

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### COURSE CONTENT

#### **UNIT I: Introduction**

1. Concept of Investment (Types, Characteristics and Objectives of Investment)
2. Different Financial Instruments – Domestic&Global International Products
3. Introduction to Domestic and Global Financial Markets Stock Exchanges
4. Initial Public Offering with live examples.
5. Trading and Clearing settlement in Secondary Market

#### **UNIT II: Risk and Return**

1. Concept of Risk & Classification of Risk in various investment avenues.
2. Measurement of Total Risk, Systematic Risk & Unsystematic Risk & Variability.
3. Concept of Returns &Its Classifications.
4. Measurement of Arithmetic Mean,Geometric Mean.
5. Time Weighted Returns&Money Weighted Returns.

#### **UNIT III: Equity Valuation**

1. Introduction to Equity Valuation and Concept of Over & Under Valuation.
2. Equity Valuation Models: Constant Growth, Two Stage & Multistage Model.
3. Capital Asset Pricing Model
4. Concept of Price Earning Ratio & Price to Book Value Ratio and their applications.
5. Efficient Market Hypothesis.

#### **UNIT IV: Bond Valuation**

1. Concept, features& types.
2. Calculation of Bond Return (Annual, Semi Annual, Quarterly & Cont. Compounding)
3. Present Value Model for Bond Valuation
4. Yield to Maturity & Duration of Bond
5. Bonds Pricing Theorems

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**UNIT V: Portfolio Management & Evaluation and Application on MS-Excel**

1. Importance of Portfolio Management & Evaluations
2. Portfolio Investment Process.
3. Calculation of Portfolio Risk and Returns
4. Portfolio Evaluation: Sharpe, Treynor, Jensen's Alpha Measures
5. Hands on Practice on MS-Excel for Portfolio Risk & Returns

**SUGGESTED READINGS**

1. Donald, E., Fischer and Ronald, J., and Jordan, J. (2022). *Security Analysis and Portfolio management*. Pearson Education, New Delhi.
2. Bhall, V.K (2022). *Investment Management*. Sultan Chand, New Delhi.
3. Chandra, P. (2022). *Investment Analysis and Portfolio Management*. TMH, New Delhi.
4. Avadhani, V. A. (2021) *Securities Analysis and Portfolio Management*. Himalaya, Mumbai.
5. Sharpe, W., Gordon, J. and Bailey, V. (2015). *Fundamentals of Investments*. Prentice Hall, New Delhi.

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Shri Vaishnav Vidyapeeth  
Vishwavidyalaya, Indore

**Chairperson**  
Faculty of Studies  
Shri Vaishnav Vidyapeeth  
Vishwavidyalaya, Indore

**Controller of Examination**  
Shri Vaishnav Vidyapeeth  
Vishwavidyalaya, Indore

**Joint Registrar**  
Shri Vaishnav Vidyapeeth  
Vishwavidyalaya, Indore