

Date: 18.12.2024

Certified True Extract of the Minutes of the Academic Council Meeting in respect approval of Self Learning Material (SLM) of Open and Distance Learning (ODL) and Online Learning (OL) Programmes

The following is an extract of the resolution passed in the meeting of Academic Council of Mewar University, Gangrar, Chittorgarh, Rajasthan held on 4.11.2024.

Agenda No: 6

Resolved that the Self Learning Material (SLM) for the following Programme to be offered in dual Mode (ODL/OL) through the Centre for Distance & Online Education with the due approval of UGC-DEB is Prepared and as specified in Annexure VII of University Grant Commission (Open and Distance learning) regulations 2020 & it's amendments.

1. Master of Business Administration (M.B.A)
2. Bachelor of Business Administration (B.B.A)
3. Bachelor of Commerce (B.Com)

The Self Learning Material (SLM) of the above programme are recommended and approved. The same may be placed in the meeting of Board of Management of the University in compliance with UGC Regulations offered in dual mode through the University's Centre for Distance & Online of Education (CDOE) with due approval of Distance Education Bureau (DEB- UGC) was considered and approved.

Self-Learning Material (SLM) for all proposed programme is 100% In house prepared and developed


**Registrar
Registrar
Mewar University
Gangrar, (Chittorgarh)**

Ref. No. MU/RO/2024/3055

Date: 18/12/2024

Undertaking/Declaration

It is hereby undertaken/declared that Self Learning Material (SLM) for proposed programmes i.e., B.Com, BBA & MBA are ready as per Annexure VII of UGC (Open and Distance Learning) Regulation 2020 and its amendments.

1. Self Learning Material (SLM) for B.B.A programme is ready in all respect for first two years (1st, 2nd, 3rd and 4th Semesters).
2. Self Learning Material (SLM) for B.Com is ready in all respect for first two years (1st, 2nd, 3rd and 4th Semesters).
3. Self Learning Material (SLM) for M.B.A is ready in all respect for first year (1st & 2nd Semesters).

Self Learning Material (SLM) for all proposed programme is 100 % In-house prepared.


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List of SLM Plagiarism Percentage

S.No.	Course	Semester	Course Code	Subject Titles	SLM Availability	Plagiarism Percentage
1	BBA	Sem I	DBBA-111	Principles of Management	Yes	13
2	BBA	Sem I	DBBA-112	Financial Accounting	Yes	14
3	BBA	Sem I	DBBA-113	Micro Economics	Yes	9
4	BBA	Sem I	DBBA-114	Business Mathematics	Yes	10
5	BBA	Sem I	DBBA-115	Basics of Financial Services	Yes	12
6	BBA	Sem I	DBBA-116	Personality Development	Yes	14
7	BBA	Sem I	DBBA-117	English Language & General Awareness I	Yes	13
8	BBA	Sem II	DBBA-121	Financial Management	Yes	9
9	BBA	Sem II	DBBA-122	Business Statistics	Yes	10
10	BBA	Sem II	DBBA-123	Human Resource Management	Yes	13
11	BBA	Sem II	DBBA-124	Business Law	Yes	12
12	BBA	Sem II	DBBA-125	Macro Economics	Yes	11
13	BBA	Sem II	DBBA-126	Principles of Marketing	Yes	11
14	BBA	Sem III	DBBA-231	Cost Accounting	Yes	10
15	BBA	Sem III	DBBA-232	Organizational Behaviour	Yes	9
16	BBA	Sem III	DBBA-233	Industrial Law	Yes	9
17	BBA	Sem III	DBBA-234	Entrepreneurship Development	Yes	11
18	BBA	Sem III	DBBA-235	English Language & General Awareness III	Yes	10
19	BBA	Sem III	DBBA-236	Digital Marketing	Yes	14
20	BBA	Sem III	DBBA-237	Introduction to Event Management and PR	Yes	12
21	BBA	Sem IV	DBBA-241	Business Environment & Policy	Yes	13
22	BBA	Sem IV	DBBA-242	Indian Financial System	Yes	14
23	BBA	Sem IV	DBBA-243	Management Information System	Yes	12
24	BBA	Sem IV	DBBA-244	Corporate Accounting	Yes	12
25	BBA	Sem IV	DBBA-245	English Language & General Awareness IV	Yes	10
26	BBA	Sem IV	DBBA-246	Income Tax Laws & Practice	Yes	9
27	BBA	Sem IV	DBBA-247	University Campus Management, Chittorgarh, Rajasthan - 312 901	Yes	14

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28	B.Com.	Sem I	DBCM-1.1	Financial Accounting	Yes	13
29	B.Com.	Sem I	DBCM-1.2	Basics of Financial Services	Yes	10
30	B.Com.	Sem I	DBCM-1.3	Business Mathematics	Yes	9
31	B.Com.	Sem I	DBCM-1.4	Business Economics (Micro)	Yes	10
32	B.Com.	Sem I	DBCM-1.5	Business Communication	Yes	11
33	B.Com.	Sem I	DBCM-1.6	Introduction to Management	Yes	14
34	B.Com.	Sem I	DBCM-1.7	English Language & General Awareness I	Yes	9
35	B.Com.	Sem II	DBCM-2.1	Business Statistics	Yes	13
36	B.Com.	Sem II	DBCM-2.2	Corporate Accounting	Yes	11
37	B.Com.	Sem II	DBCM-2.3	Business Law	Yes	14
38	B.Com.	Sem II	DBCM-2.4	Business Economics (Macro)	Yes	8
39	B.Com.	Sem II	DBCM-2.5	Introduction to Marketing	Yes	12
40	B.Com.	Sem II	DBCM-2.6	Human Resource Management	Yes	13
41	B.Com.	Sem III	DBCM-3.1	Entrepreneurship Development	Yes	14
42	B.Com.	Sem III	DBCM-3.2	Cost Accounting	Yes	12
43	B.Com.	Sem III	DBCM-3.3	Company Law	Yes	12
44	B.Com.	Sem III	DBCM-3.4	Computer Application in Business	Yes	13
45	B.Com.	Sem III	DBCM-3.5	English Language & General Awareness III	Yes	9
46	B.Com.	Sem III	DBCM-3.6	E-Commerce	Yes	12
47	B.Com.	Sem III	DBCM-3.7	Introduction to Event Management and PR	Yes	13
48	B.Com.	Sem IV	DBCM-4.1	Management Accounting	Yes	10
49	B.Com.	Sem IV	DBCM-4.2	Income Tax Law and Practices	Yes	9
50	B.Com.	Sem IV	DBCM-4.3	Banking Law	Yes	10
51	B.Com.	Sem IV	DBCM-4.4	Indian Banking System	Yes	11
52	B.Com.	Sem IV	DBCM-4.5	English Language & General Awareness IV	Yes	10
53	B.Com.	Sem IV	DBCM-4.6	Business Environment and Policy	Yes	9
54	B.Com.	Sem IV	DBCM-4.7	Event Management Planning	Yes	9
55	MBA	Sem I	DMBA-111	Principles and Practices of Management	Yes	11
56	MBA	Sem I	DMBA-112	Managerial Economics	Yes	10
57	MBA	Sem I	DMBA-113	Accounting and Financial Analysis	Yes	8
58	MBA	Sem I	DMBA-114	Business Statistics	Yes	12
59	MBA	Sem I	DMBA-115	Financial Management	Yes	13
60	MBA	Sem I	DMBA-116	Human Resource Management	Yes	12

61	MBA	Sem I	DMBA-117	Marketing Management	Yes	12
62	MBA	Sem I	DMBA-118	Computer Application in Management	Yes	12
63	MBA	Sem II	DMBA-121	Research Methodology	Yes	10
64	MBA	Sem II	DMBA-122	Organizational Behaviour	Yes	9
65	MBA	Sem II	DMBA-123	Strategic Management	Yes	12
66	MBA	Sem II	DMBA-124	Management Accounting	Yes	13
67	MBA	Sem II	DMBA-125	Business Law	Yes	10
68	MBA	Sem II	DMBA-126	Introduction to Event Management and PR	Yes	9
69	MBA	Sem II	DMBA-127 (Elective-I)	Personal Growth, Training and Development	Yes	10
70	MBA	Sem II		Marketing of Services	Yes	12
71	MBA	Sem II		Securities Analysis and Investment Management	Yes	13
72	MBA	Sem II	DMBA-128 (Elective-II)	Industrial Relation and Labour Enactment	Yes	10
73	MBA	Sem II		Marketing Research	Yes	11
74	MBA	Sem II		Tax Planning and Financial Reporting	Yes	12


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Plagiarism Scan Report



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The rise of personnel administration can be attributed to the essays of the human relations the one attached excellent significance to the human determinant. Lawrence Appley remarked, "Management is personnel presidency". This view is partially real as management is regard the efficient and effective use of two together human as well as non-workforce. Thus, personnel administration is only a part of the administration process. At the same time, it must be recognized that personnel administration is inherent in the process of administration. This function is performed by all the managers during the whole of the organization rather than for one personnel area only. If a manager search out get highest in rank of his people, he must attempt the basic blame of selecting people the one will work under him and to develop, motivate and guide ruling class. However, he can take the help of the specialized aids of the personnel area in discharging this responsibility. The nature of the personnel management has been highlighted in its following features :


1. **Inherent Part of Management:** Personnel/Human source management is owned by the process of management. This function is acted by all the managers throughout the organization alternatively by the group department only. If a official is to catch the best of welcome people, he must undertake the elementary responsibility of selecting community who will work under him. He must again take interest in training and instigating the employees and of judging their performance for improving their feature.
2. **Pervasive Function:** Personnel management is a pervasive function of management. It is performed by all managers at various levels in the organization. In other words, every manager from managing director to the foreman is required to perform the personnel function on a continuous basis. It is not a blame that a manager can leave entirely to someone else. However, he may secure recommendation and help in managing public from experts the one have special competence in staff management and links between management and laborers.
3. **Basic to All Functional Areas :** Personnel administration permeate all the functional extents of management such as result management, financial administration and marketing such as result management, financial administration, and marketing management. That is, each manager from top to bottom, active in any department has to act the personnel functions. Though the personnel area is created under the supervision of one designated as 'Personnel Manager', it should not be pretended that the other managers are relieved concerning this responsibility.
 - a. **People Centered:** Personnel management is people centered and is appropriate in all types of arrangements. It is concerned with all categories of work force from top to the bottom of the institution. The broad classification of personnel in an technical enterprise can be as follows:
 - b. Blue collar peasants (i.e. those working on machines and operating in loading, unloading, etc.) and white collar workers (that is, clerical employees)

Observation/Note


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- c. Managerial and non-managerial personnel.
- 4. d. Professionals (to a degree Chartered Accountant, Company Secretary, Lawyer, etc.) and non-professional staff.
- 5. Personnel Activities or Functions: Personnel management involves several functions concerned with the management of population at work. It includes laborers planning, employment, installation, training, appraisal and rectification of employees. For the performance of these exercises efficiently, a separate area known as Personnel Department is created private of the organizations.
- 6. Continuous Process: Personnel administration is not a one shot function. It must be acted continuously if the administrative objectives are to be realized smoothly. To recall G.R. Terry, "The personnel function cannot be turned on and off easily from a faucet; it cannot be practised only one stage each day or ultimately a week. Personnel management demands a constant watchfulness and awareness of human relations and their significance in everyday movements".
- 7. Based on Human Relations: Personnel administration is concerned with the motivation of human talent


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in the organization. The human beings cannot be handled like physical factors of result. Every person has different needs, ideas and expectations. The managers should present due attention to these factors. They demand human relations abilities to deal with the people working. Human relations abilities are also required in preparation, performance judgment, transfer, and promotion of subordinates. If the personnel function is performed properly, the human relations

8. Action Oriented: The questions of employees at work are resolved through rational policies.
9. Individually Oriented: it tries to help operators develop their potential sufficiently. It encourages bureaucracy to give out their best to the arrangement.
10. People Oriented: It tries to set people on designated jobs so that produce good results.
11. Development Oriented: Employees are alternated on various tasks so that they gain experience and uncovering. Every attempt is made to use their abilities fully in the aid of organizational goals.
12. Integrating Mechanism: HRM tries to build and assert cordial relations betwixt people occupied at various levels in the organization.
13. Comprehensive Function: It is concerned with managing people at work. It covers all types of personnel. It is fundamentally a method of developing potentialities of attendants so that they receive maximum satisfaction out of their work and present their best efforts to the arranging.
14. Auxiliary Service: HR areas exist to assist and advise foul line or operating managers to do their crew work more effectively.
15. Inter-disciplinary Function: HRM is a multi disciplinary activity, utilizing knowledge and inputs drawn from psychology, sociology, anthropology, economics etc.

Matched Source

Similarity 15%

Title:issuu.com · imtsinstitute · docsIMTS Human Resource Management (Personal management) - Issuu
Jun 20, 2014 · 2. Pervasive Function: Personnel Management is a pervasive function of management. It is performed by all managers at various levels in the organization.
https://issuu.com/imtsinstitute/docs/personal_management

Similarity 13%

Title:2 Pervasive Function Human Resource Management is a ...
<https://www.coursehero.com/file/p21omt7/2-Pervasive-Function-Human-Resource-Management-is-a-pervasive-function-of>

Similarity 12%


Title:Web Notes on Staffing for SEBI Grade A (Officer ... - Abhipedia
<https://abhipedia.abhimanu.com/Article/SEBI/MjA2MDI0/Staffing-Management-SEBI->

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Title:Characteristics of Personnel Management
Sep 2, 2020 · The personnel function is of a continuous nature "It cannot be turned on and off like water from a faucet; it cannot be practised only one hour each day or one day a week. Personnel management requires a constant alertness and awareness of human relations and their importance in every day operations" (Georg..
<https://hotelstudies.in/characteristics-of-personnel-management>

Similarity 4%

Title:HRM Short Notes BY Firehun - Studocu


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If the personnel function is performed properly, the human relations in the organization will be cordial. Challenging function. Managing of human resources is a challenging job due to the dynamic nature of people.


<https://www.studocu.com/row/document/admas-university/human-resource-management/hrm-short-notes-by-firehun/40839318>

Similarity 3%

Title: NATURE OF HUMAN RESOURCE MANAGEMENT

The managers should give due attention to these factors. They require human relations skills to deal with the people at work.

<https://www.linkedin.com/pulse/nature-human-resource-management-monty-west>

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1.1 BASIC ACCOUNTING TERMS

1. Capital: The amount (Money) or Assets invested by the owner to start up a business is called capital. Capital is as known or named at another time or place owner's Equity for the firm. Capital is a debt towards the owner.

2. Owner/Proprietor/Businessman: A person who invests the money in business and bears the risks associated with business is called the owner/proprietor/ businessman.

3. Assets: Assets are the characteristics on which the owner has full right to use, for example, machine, building, debtor, etc.

Classification of Assets: Assets can be classified into the following 5 categories :

(a) Fixed Assets: Fixed assets are those that are purchased for operating the business and not for resale.

(b) Current Assets: Current property are those assets that are purchased for resale or which are converted into cash within one year.

Fixed Assets Current Assets

Land and Building Cash (Cash in hand)

Plant and Machinery Bank (Cash at bank)

Furniture and Fixture Debtors

Tools Bills Receivable (B/R)

Goodwill Prepaid / Advance / Unexpired

Investment Short term Investment

Leasehold Premises Stock / Inventory

Freehold Premises Goods Patents

(c) Tangible Assets: These are those assets which can be seen or touched, for ex. - Building, Machine, Furniture, etc.

(d) Intangible Assets: Those assets which can not be seen or touched. Ex. - Goodwill, Patents, etc.

(e) Wasting Assets: Those property which are consumed during use are called wasting assets. Ex. mines.

4. Leasehold Premises: Those properties which are only for a certain period of time, not forever, are known as leasehold premises.

5. Freehold Premises: Those properties which are forever are known as freehold premises.

6. Debtors: A person the one owes money to the firm is called debtor. For example: A firm sold goods to Ram on credit; in that case Ram is a debtor for the firm.

Categories of Debtors:

(a) Good: These are those debtors who pay full amount recoverable from them.

(b) Doubtful: There is no surety of payment, they can or can not.

(c) Bad Debt: Bad debt is that amount among the debtors that has become irrecoverable.

7. Goods: Goods includes those materials which are used in making the product in which a business unit is dealing.

8. Stock or Inventory: Unsold goods are called stock. It includes stock of finished goods, semi-finished goods (work in progress), raw material.

Stock may be closing or opening. At the end of the year it is closing and on the next day i.e., 1st day of New Year it is opening. The price of the stock is determined on the Principle of Cost or market price whichever is lower.

9. Bills Receivables (B/R) : Sometimes a debtor may accept a bill of exchange, that is payable after a given period of time, such a bill is known as B/R.

10. Goodwill: Goodwill is nothing more than the probability that old customers resort to the old places. It is the reputation of a trade in the market.

11. Liabilities: Liabilities are the legal obligations which a firm has to pay to the outsiders.

Classification of Liabilities: There are two types of liabilities:

a) Short Term Liability: Short term liabilities are those liabilities which are payable, generally within a year.

b) Long Term Liabilities: All liabilities except short term liability are considered as long term liabilities. These liabilities are generally payable after a year.

Long Term Liabilities Short Term Liabilities

Capital Creditors

Loan (Long Term) Bills Payable

Shares Short Term Loan

Debentures Outstanding / Due expenses / Expenses Payable Bank Overdraft

12. Creditors: Creditors are those persons to whom a firm owes money. For example

: A firm purchase goods on credit from Ram; in this case Ram is a creditor for the firm.

13. Bills Payable: Sometimes, an enterprise accepts a written instruction to pay, which is owed after a certain period such bill is called Bill Payable.

14. Purchase: In account the meaning of purchase is very narrow; it includes only the purchase of goods from which the product is produced. If we purchase anything else from goods that will not be considered as purchase, for example a businessman

Observation/Note

Matched Source

Similarity 100%

Title: Amount invested by the owner in the business is called as

The correct option is C. Capital. Amount invested by the owner in the business is called as capital. _____ is the amount invested by the owner of a business.

<https://byjus.com/question-answer/amount-invested-by-the-owner-in-the-business-is-called-as-assets-capital-none-of>

Similarity 9%

Title: Understanding the Four Types of Inventory

Feb 1, 2023 — In this article, we will look at the four main types: raw materials, work-in-progress inventory, finished goods, and safety stock.

<https://www.rfgn.com/blog/understanding-the-four-types-of-inventory>

Similarity 6%

Title: What are Liabilities: Types, Examples and Contrasts with ...

Jun 24, 2024 — Liabilities are generally divided into many categories; two of those categories are current liabilities and long-term liabilities. Current ...

<https://www.highradius.com/resources/Blog/what-are-liabilities>


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Similarity 5%

Title: Short-term Liabilities | Meaning and Types - eFinanceManagement

Jul 29, 2022 · Meaning of Short-term Liabilities and Long-term Liabilities Short-term Liabilities. The short-term liabilities are the current liabilities. It means the debts or liabilities that are expected to be paid off within one year—for example, short-term debts, accrued expenses, and customer deposits.


<https://efinancemanagement.com/financial-accounting/short-term-liabilities>

Similarity 3%

Title: All those to whom business owes money are _____.

Creditors are those to whom the business owes money. When goods or services are taken by the business on a credit basis against which the payment to be done ...

<https://www.toppr.com/ask/question/all-those-to-whom-business-owes-money-are>

Check By:  Dupli Checker


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Characters: 3849

Words: 561

Sentences: 30

Speak Time:
5 Min

Excluded URL

None

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1.1 LEARNING OBJECTIVES After completing this unit, you will be able to:-

Understand the meaning and definition of management; - Explain various characteristics of management; - Know various perspective of management; - Determine whether management is a art, science, or profession; - Describe different views regarding management versus administration; - Point out various limitations of management

1.2 CONCEPT, NATURE AND SIGNIFICANCE OF MANAGEMENT

One of ultimate important human projects is managing. Ever cause people began making groups to manage aims they manage not realize as individuals, addressing has been possessed by ensure the arrangement of individual exertions. As society has equal rely progressively on group work, and as many organized groups have improve large, the task of managers has existed climbing in significance.

Management is the process of scheming and maintaining an environment at which individuals, working together group, efficiently complete activity selected aims. This basis definition needs to be expanded : 1. As managers, nation carry out the administrative functions of planning, arranging, staffing, leading and controlling. 2. Management applies to some kind of arranging. 3. It applies to managers at all administrative levels. 4. The aim of all managers is the same; to establish a surplus. 5. Managing is concerned with productivity; this implies effectiveness and efficiency.

Nature of Management

1. Universality: Management is a worldwide phenomenon in the sense that it is common and essential factor in all activities. Managers perform more or less the alike functions irrespective of their position or character of the organization. The basic principles of administration can be applied fully managerial positions regardless of the size, type and location of the organization. Universality of administrative tasks and principles still implies that managerial abilities are transferable and managers maybe trained and developed. 2. Purposeful: Management is continually aimed at achieving administrative goals and purposes. The success of administration is measured by the magnitude to which the desired goals are attained. In both business-related and non-economic enterprises, the tasks of administration are directed towards effectiveness (that is, attainment of organizational aims) and efficiency (i.e., aim attainment with saving of resource use). 3. Social process: Management basically involves managing community organized in work groups. It contains retaining, developing and stimulating people at work, in addition to taking care of their satisfaction as friendly beings. All these

Management is the process of scheming and maintaining an environment at which individuals, working together group, efficiently complete activity selected aims. This basis definition needs to be expanded : 1. As managers, nation carry out the administrative functions of planning, arranging, staffing, leading and controlling. 2. Management applies to some kind of arranging. 3. It applies to managers at all administrative levels. 4. The aim of all managers is the same; to establish a surplus. 5. Managing is concerned with productivity; this implies effectiveness and efficiency. Nature of Management 1. Universality: Management is a worldwide phenomenon in the sense that it is common and essential factor in all activities. Managers perform more or less the alike functions irrespective of their position or character of the organization. The basic principles of administration can be applied fully managerial positions regardless of the size, type and location of the organization. Universality of administrative tasks and principles still implies that managerial abilities are transferable and managers maybe trained and developed. 2. Purposeful: Management is continually aimed at achieving administrative goals and purposes. The success of administration is measured by the magnitude to which the desired goals are attained. In both business-related and non-economic enterprises, the tasks of administration are directed towards effectiveness (that is, attainment of organizational aims) and efficiency (i.e., aim attainment with saving of resource use). 3. Social process: Management basically involves managing community organized in work groups. It contains retaining, developing and stimulating people at work, in addition to taking care of their satisfaction as friendly beings. All these

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interpersonal relations and interplays makes the management as a public process. 4. Coordinating force: Management coordinates the efforts of organization members through orderly arrangement of inter-related activities so as to avoid duplication and 5. Continuous process: Management is a vital and an on-going process. The cycle of administration continues to work so long as skilled is organized operation for the achievement of group aims. 6. Composite process: Functions of administration cannot be undertaken evenly, independent of each one. Management is a composite process made up of individual pieces. All the functions are performed by including various ingredients. Therefore, all process is integrative and acted in a network fashion. 7. Creative organ: Management forges energetic effect by producing results that are more than the total of individual efforts of the group members. It supports sequence to movements, matches jobs to aims, and connects work to tangible and financial resources. It provides imaginative ideas, new imaginations and fantasies to group efforts. It is not a passive force adopting to extrinsic environment but a active life giving part in every arranging

Sources

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After completing this unit, you will be able to: Join our SAP Learning Group moderated by an SAP Learning expert. Ask your questions about digital learning journeys, prepare thoroughly for SAP Certification exams, and work together with other learners to reach your learning goals.

<https://learning.sap.com/learning-journeys/implementing-and-using-sap-enable-now>

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Know various perspective of management; Determine whether management is a art, science, or profession; Describe different views regarding management versus ...

<https://id.scribd.com/document/234316388/management-theory>

25% Plagiarized

Jul 22, 2017 · Managing is concerned with productivity; this implies effectiveness and efficiency. 39. Through this definition captures a central aspect of all management activity, the definition tends to portray the activity of managers as being inwardly oriented, that is, directed towards optimizing the internal functioning of an organization

<https://slideshare.net/slideshow/principles-of-management-chapter-1-managers-and-development/78139611>

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Nature of Management - LinkedIn

<https://linkedin.com/pulse/nature-management-joe-lavinas-silva#:~:text=4.,integrates%20human%20and%20physical%20resources>



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