

Bachelor of Business Administration (OB & CBCS) Examination

Scheme of Examination for Bachelor of Business Administration (BBA) Outcome Based & Choice Based Credit System (OB & CBCS) from Academic Session 2022-23

As approved by the Faculty of Commerce and Management and the Academic Council vide Item No. 22 in its meeting held on 8th July 2022

1. Details of eligibility for BBA semester 1 examination

A) For the **BBA 1st Semester**, Examinee shall have Passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education/CBSE/ICSE, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

OR

B) XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competition vocation course (MCVC).

OR

C) Any other Equivalent Examination of any State in (10+2) pattern with any combination of subjects.

2. Teaching and Examination Scheme

Course Nomenclature:

CC – Core course

AEC - Ability Enhancement Courses

SEC – Skill Enhancement Course

DSE – Discipline Specific Electives (Specialisations)

GE – Generic Elective

ODL – Open and Distance Learning

Bachelor of Business Administration (BBA)

BBA – Semester I

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH) *	Max. Marks (IM)	Total Marks		
1	CC 1	English 1	1T1	5	80	20	100	40	100	4
2	CC 2	Evolution of Business	1T2	5	80	20	100	40	100	4
3	SEC 1	Foreign Language (French / German / Japanese) OR	1T3-A 1T3-B 1T3-C	5	80	20	100	40	100	4

		Aptitude Development - 1 (Any One)	1T3-D							
4	SEC -2	Basics of MS – Excel OR Financial Accounting using Tally (Any one)	1T4-A 1T4-B	5	80	20	100	40	100	4
5	AECC 1	Foundations of Managerial Effectiveness	1T5	5	80	20	100	40	100	4
		Total		25	400	100	500	200	500	20

* Semester end examination

- Note :
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

BBA – Semester - II

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	CC 3	English 2	2T1	5	80	20	100	40	100	4
2	CC 4	Fundamentals of Business Management	2T2	5	80	20	100	40	100	4
3	CC 5	Cost & Management Accounting	2T3	5	80	20	100	40	100	4
4	AECC 2	Environmental Studies	2T4	5	80	20	100	40	100	4
5	GE 1	Sociology OR Hospitality and Tourism (Any one)	2T5-A 2T5-B	5	80	20	100	40	100	4
		Total		25	400	100	500	200	500	20

- Note :**
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

BBA – Semester - III

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	CC 6	Organizational Behaviour	3T1	5	80	20	100	40	100	4
2	CC 7	Managerial Economics	3T2	5	80	20	100	40	100	4
3	SEC 3	Aptitude Development - 2 OR MS- Word and PowerPoint (Any One)	3T3-A 3T3-B	5	80	20	100	40	100	4
4	SEC 4	Advance Excel OR Business Analytics (Any One)	3T4-A 3T4-B	5	80	20	100	40	100	4
5	GE 2	Content Writing OR Healthy Living (any One)	3T5-A 3T5-B	5	80	20	100	40	100	4
		Total		25	400	100	500	200	500	20

- Note :**
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

BBA – Semester – IV

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	CC 8	Fundamentals of Marketing Management	4T1	5	80	20	100	40	100	4
2	CC 9	Fundamentals of Human Resource Management	4T2	5	80	20	100	40	100	4
3	CC 10	Fundamentals of Financial Management	4T3	5	80	20	100	40	100	4
4	GE 3	Financial Wellbeing OR Business Start up skills (Any One)	4T4-A 4T4-B	5	80	20	100	40	100	4
5	GE 4	Business Psychology OR Indian Social Values and Business Ethics (Any One)	4T5-A 4T5-B	5	80	20	100	40	100	4
		Total		25	400	100	500	200	500	20

- Note :
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

BBA – Semester - V

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	CC 11	Business Research Methods	5T1	5	80	20	100	40	100	4
2	DSE 1	Discipline Specific Elective (Specialization Paper 1)	5T2	5	80	20	100	40	100	4
3	DSE 2	Discipline Specific Elective (Specialization Paper 2)	5T3	5	80	20	100	40	100	4
4	CC 12	Internship	5P1	5	100	00	100	40	100	4
5	GE 5	Holistic Development OR International Business Management (Any One)	5T4-A 5T4-B	5	80	20	100	40	100	4
		Total		25	420	80	500	200	500	20

- Note :**
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

BBA – Semester - VI

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks		
1	CC 13	Business Legislation	6T1	5	80	20	100	40	100	4
2	CC 14	Corporate Social Responsibility	6T2	5	80	20	100	40	100	4

3	DSE 3	Discipline Specific Elective (Specialization Paper 3)	6T3	5	80	20	100	40	100	4
4	CC 15	Project Work	6P1	10	150	50	200	80	200	8
			Total	25	390	110	400	200	500	20

- Note :**
1. Duration of each theory class should be a minimum 48 minutes.
 2. TH = Theory, IM = Internal Marks.
 3. Minimum marks for passing the subject will be 40.
 4. There would be combined passing for theory and internal assessment taken together.
 5. One credit is equivalent to one hour of Teaching, that is to say,
For each subject, 48 Minutes * 5 = 240 Minutes = 4 Hours i.e. 4 Credits.
 6. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

Course Composition Matrix:

	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Courses
CC	2	3	2	3	1	2	13
AECC	1	1	-	-	-	-	2
SEC	2	-	2	-	-	-	4
DSE	-	-	-	-	2	1	3
GE	-	1	1	2	1	-	5
Internship	-	-	-	-	1	-	1
Project Work	-	-	-	-	-	1 (8 Credits)	1
Total Sem Credits	20	20	20	20	20	20	30
Total Credits	120						

List of Core Courses, Ability Enhancement Compulsory Courses, Skill Enhancement Courses, Discipline Specific Elective and Generic Electives

A) List of Core Courses*

SN	Semester	Paper / Subjects
1	Sem I	English - 1
2		Evolution of Business
3		English – 2
4	Sem II	Fundamentals of Business Management
5		Cost & Management Accounting
6	Sem III	Organisational Behaviour
7		Managerial Economics
8	Sem IV	Fundamentals of Financial Management
9		Fundamentals of Marketing Management
10		Fundamentals of Human Resource Management
11	Sem V	Business Research Methods
12		Internship
13	Sem VI	Business Legislation
14		Corporate Social Responsibility

15	Project Work
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B) List of Ability Enhancement Compulsory Courses*

AECC Ability Enhancement Compulsory Courses (Sem I)	Foundations of Managerial Effectiveness
AECC Ability Enhancement Compulsory Courses (Sem II)	Environmental Studies

C) List of Skill Enhancement Courses*

SEC – Skill Enhancement Courses Any Two (Sem I)	Foreign Language – French, German, Japanese
	Basics of MS Excel
	Aptitude Development – 1
	Financial Accounting using Tally
SEC – Skill Enhancement Courses Any Two (Sem III)	Data Analytics
	MS Word and PowerPoint
	Aptitude Development -2
	Advanced Ms Excel

D) List of DSE (Discipline Specific Electives) / Specialisations:*

The student shall select **any one group** out of the four DSE

Group 1 – Marketing Management	Group 2- Financial Management	Group 3 – HRM	Group 4- Business Analytics
Sales & distribution Management	Financial Mathematics	Recruitment, Training & Development	Statistical Applications & Analytics
Consumer Buying Behaviour	Financial Services Management	Compensation & Benefit Management	Data Visualisation Techniques
IMC & Branding	Corporate Finance	Job analysis & PMS	Data Warehousing & Mining

E) List of Generic Electives (GE):*

SN	Semester	Paper / Subjects
1	Sem I	-
2		-
3	Sem II (Any One)	Sociology OR
4		Hospitality and Tourism
5	Sem III (Any One)	Content Writing OR
6		Healthy Living
7	Sem IV (Any One)	Financial Wellbeing OR
8		Business Start-up skills
9	Sem IV (Any One)	Business Psychology OR
10		Indian Social Values and Business Ethics
11	Sem V (Any One)	Holistic Development OR
12		International Business Management
13	Sem VI	-
14		-

The Generic Elective Courses shall be offered as per table above. The student shall have an option to select any one course out of two courses offered by the university as mentioned in above table. While Semester I and Semester VI do not have any Generic Electives, Semester IV has 2 groups of Generic Electives on offer.

***Detailed curriculum contents of courses in 1st and 2nd Semester are mentioned in Appendix A.**

If the student wishes to opt for any course, other than offered by the University, He / she can register for any other equivalent credit ODL (Open and Distance Learning) courses and submit the passing certificate.

3. Assessment

- The final total assessment of the candidates is made in terms of an internal assessment (Sessional) and an external assessment for each course/subject taken together.
- For each paper (other than Practical, Internship and Project), 20 marks will be internal assessment and 80 marks for semester end examination (external assessment) to be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)

Internal Assessment

1a	Attendance of the student during a particular semester	05 marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 marks
1c	Subject wise class test or learning activities conducted by the teacher concerned	10 marks
1	Internal assessment Total marks	20
2	Semester wise End Examination marks	80
Total Marks Per Course		100

- There shall be no separate / extra allotment of workload to the concerned teacher. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.
- The internal marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by university. These marks will be considered for the declaration of the results.
- The record of internal marks, evaluation & result should be maintained for a period of one year by respective institute/college for verification by competent authority.
- The maximum and minimum marks which each subject carries in BBA Semester - I, Semester - II, Semester - III, Semester - IV, Semester - V & Semester - VI Examination are as indicated in Paragraph 11. A, B, C, D, E & F respectively.

Internship/ Field Survey/ Research Projects and its evaluation

At the end of fourth semester, all students will have to undergo internship/ Field Survey/ Research Projects of 6-10weeks (Minimum 120 hours) with an industrial, business, service or social organization by taking a project study. The condition of successfully completing the program shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the department in organizations as approved by the Director/ Principal/ Head / Faculty from time to time. Alternatively Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the sector/ industry/ company specific project to the individual student. Each student will be required to submit a project report to the Department/ College/ Institute for the work undertaken during this period within three weeks of commencement of the third semester for the purpose of evaluation in

the third semester. The evaluation will be of 100 marks. The evaluation will be internal at college level. The detailed parameters for evaluation of Internship/ Field Survey/ Research projects will be provided by the colleges at the time of its assessment and evaluation.

Project and Evaluation of Project

Project Work shall carry 200 marks

Evaluation Pattern

Evaluation Type	Max. Marks
Project Report and Documentation Evaluation by External Examiner appointed by the University	100
Presentation and Open Defence Seminar (External Examiner)	50
Presentation and Open Defence Seminar (Internal Examiner)	50
Total	200

- i. For Project work, a group of **Maximum 4 students can be formed**. The Guide/Supervisor has to be allotted by the Institute. The Guide/ Supervisor shall act as an internal examiner for project Examination.
- ii. The guide or the supervisor shall be appointed by the institute and should be full time approved faculty to BBA / MBA Programme or PhD supervisor in Business Management and Administration
- iii. **The External examiner shall be appointed from the list of full-time approved teaching faculty of the BBA / MBA program by the University.**
- iv. One copy of Project work (Printed or Typewritten) shall be submitted to the College/Department, at least **One Month** prior to the date of commencement of Semester-VI Examination for evaluation purpose. The College/Department shall retain the copy of Project Work and the list of 'Project Work Titles' shall be submitted to the University.
- v. A Candidate shall submit with his/her/their project work, a certificate from the Supervisor to the effect-
 - a. That the candidate has satisfactorily completed the Project work for not less than one session and
 - b. That the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination.
- vi. Candidate shall submit his declaration that the Project is the result of his own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
- vii. The Project work shall be evaluated through seminar and open defence and Viva-voce at the College/ Department by internal and external examiners appointed by university before Semester VI examination.
- viii. A student appearing for BBA Semester VI Examination will have to pay additional fees as prescribed by the University from time to time.

4. Standard of Passing

The scope of the subject, percentage of passing in Theory and Project and Internal Assessment will be governed as per following rules:

- (i) In order to pass the Bachelor of Business Administration (B.B.A.) 1st, 2nd, 3rd, 4th, 5th and 6th Semester Examinations, and an examinee shall obtain not less than 40 % marks in each paper, that is to say combined in the written Examination conducted by the University and in internal assessment put together.

(ii) An examinee who is unsuccessful at the examination shall be eligible for admission to the subsequent examinations on payment of a fresh fee prescribed for the examination together with the conditions of the ordinance in force from time to time.

5. Credit and Grade Point System:

A) Conversion of Marks to Grades and Calculations of SGPA (Grade Point Average) and CGPA (Cumulative Grade Point Average): In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows: -

Abbreviations and Formulae Used

G: Grade

GP: Grade Points

C: Credits

CP: Credit Points

CG: Credits X Grades (Product of credits & Grades)

SGPA = ΣCG : Sum of Product of Credits & Grades points / ΣC : Sum of Credits points

SGPA: Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

CGPA: Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

CGPA to Percentage (%) conversion formula: Percentage (%) = (CGPA) * 10

After calculating the SGPA for an individual semester and the CGPA for entire program, the value can be matched with the grade in the Grade Point table as per the ten (10) Points Grading System and expressed as a single designated GRADE such as O, A, B, C, D, P and F

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	40 to 45	Pass
8	F	0	Below 40	Fail
9	AB	0	Absent	Fail

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- B) Division at the BBA semester VI examination shall be declared on the basis of the aggregate marks at the BBA semester I, semester II, semester III, semester IV, semester V and semester VI examination taken together and the CGPA will be calculated and notified.
- C) **The successful examinees at the BBA semester VI examination shall be awarded division based on CGPA.**

6. Promotion to Higher Semester (A.T.K.T.):

The unsuccessful candidate of any semester examination shall be ALLOWED TO KEEP THE TERM (ATKT) in accordance with the following table: (Theory and Internal assessment of that theory subject shall be jointly considered as single passing head).

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form and appeared for the following examinations	Candidate should have passed in Minimum 50% courses of the following examination
1 st Semester	H.S.S.C/equivalent	-----	-----
2 nd Semester	-----	1st Semester	-----
3 rd Semester	-----	2nd Semester	50% courses of 1st and 2nd Semesters taken together
4 th Semester	-----	3rd Semester	As Above
5 th Semester	1st and 2nd Semesters	4th Semester	50% courses of 3rd and 4th Semesters taken together
6 th Semester*	As Above	5th Semester	As Above

Note: (*) A candidate admitted to Final Semester can appear for Final Semester examination however the result of the Final Semester examination will be withheld unless the candidate clears all the lower examinations of the **BBA Course**.

7. Guidelines for Project Work :

A. Objective

A Batch of maximum 4 students will be assigned a project in the 6th Semester of BBA and it will be pursued by them under the supervision of an internal supervisor. The objective of the Project Work is to help the students to develop their ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework.

B. Type of Project

The Project may take any one of the following forms:

- i) Comprehensive case study (covering single organization/multifunctional area problem, formulation, analysis and recommendations)
- ii) Inter-organizational study aimed at inter-organizational comparison/ validation of theory/survey of management services.
- iii) Evolution of any new conceptual / theoretical framework.
- iv) Field study (Empirical study).
- v) Software analysis, Design and solutions for organizational achievement (Applicable to IT)

C. Selection of Project Topic:

- Project topic has to be selected with respect to the programme of study and area elected by the student.
- Title of the project should clearly specify the objective and scope of the study. It should be specific and neither too vague nor centralistic. The topics should be designed meticulously. It can be designed like "Employee Welfare Measures" – A case study of XYZ Ltd.
- Project selection has to be made in consultation with the supervisor who will act as a Project guide for the student.

D. Scope of Work

The student is expected to carry out following activities in the project:

1. Prepare a synopsis and get it approved by the supervisor as assigned by the respective Institutes.
2. Undertake a detailed literature survey on the subject matter.
3. Make relevant data collection/observation.
4. Consult experts in the field.
5. Visit related organizations/institutions/industries.
6. Compile data in proper format.
7. Make proper conclusions/recommendations.
8. Prepare a Project Report.
9. The volume of the project-report should be ranging from 60-80 pages.
10. Obtain approval of Project Report by project supervisor.
11. Submit two hard bound copies of the Project Report at the Institute.
12. Submission of the Project Report shall be one month prior to the date of the commencement of the 6th Semester Examinations for BBA.

E. General Format of the Report

The project report should preferably be written in the following format:

- a) Executive Summary
- b) Introduction to topic
- c) Research Methodology
- d) Analysis and Findings of the study
- e) Conclusions and Recommendations of the study
- f) Bibliography
- g) Appendices – to include questionnaire, if any

8. Provision for Multiple Exit and Multiple Entry

The BBA program offered under this direction provides an opportunity to students for multiple exit from the program as per following conditions:

- a. A student can exit the program after successful completion of 1st and 2nd Semester courses and obtaining 40 credits. Such a student is eligible to be awarded 'Certificate in Business Administration' by the University provided that a student has successfully completed at least one 'Skill Based Course'.
- b. A student can exit the program after successful completion of 1st, 2nd, 3rd and 4th Semester courses and obtaining 80 credits. Such a student is eligible to be awarded 'Diploma in Business Administration' by the University provided that a student has successfully completed at least one 'Skill Based Course'.
- c. A student who has completed the 3 years program and earned 120 credits will be considered eligible for award of 'Bachelor of Business Administration' degree by the University.
- d. A student who wishes to exit the program before completion of 3 years is required to apply to the university through Principal.

- e. A student who opted for exit from the program before completion of 3 years (a & b) above shall be eligible for admission to next year of the program in any subsequent academic session. However, if at the time of admission, if this scheme of examination is not in force, the student will have to complete the program according to the provisions made under the direction prevailing at the time of such admission.

9. Provision for Transfer of Credits

The BBA program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL/EdX/Coursera in lieu of a course (except Core Course and Discipline Specific Electives) mentioned in this scheme of examination. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

1. Any Core Course or Discipline Specific Elective mentioned in this scheme of examination cannot be opted out by a student.
2. A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by completing any ODL or Online course/s from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL/EdX/Coursera.
3. If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
4. A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation.
5. Such a certificate shall mandatorily have the number of credits, duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.
6. The college shall submit the grades and marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
7. If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate in order to get his/her corrected result.

10. Eligibility for award of Degree:

In order to become eligible for award of 'Bachelor of Business Administration (BBA)' degree, a student has to fulfil the following conditions:

- a. A student has to earn minimum 120 credits in not less than 3 years.
- b. A student has to successfully complete (pass) all Core Courses and Discipline Specific Electives mentioned in this direction.

NOTE: This scheme of teaching and examination for Bachelor of Business Administration program shall be effective from the academic session 2022-23 and a comprehensive direction for other regulations in this connection shall be soon issued by the University.

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Bachelor of Business Administration (OB & CBCS)
Examination

Academic Year 2022-23 onwards

Appendix 'A'

Detailed Syllabus for 1st and 2nd Semesters

BBA – Semester – I
 Course Type: Core Course
 Course Name: Evolution of Business
 Course Code: 2T2

Course Outcomes

CO1	The Students will be able to relate the reasons of World War and its effect on global business environment.
CO2	The Student will be able to describe Cold war and OPEC crises on International Business
CO3	The student will be able to differentiate the Indian Business structure between Pre and Post Independence
CO4	The student will be able to analyse the contribution of various sectors in Indian Business
CO5	The student will be able to summarise Global Business and Indian Business Scenarios

Unit I– Evolution of Business & Economy: Industrial revolution (1820-1850); Rise of European business (1850-1900); Impact of First World War on International Business; The Great Depression and its effect on International Business; Impact of Second World War on International Business.

Unit II – Evolution of Business in post WWII Scenario: Cold War and its impact on International Business; OPEC Crises and its impact on International Business; Gulf War and its impact on International Business; Dawn of IT era and its impact on business & economy

Unit – III – Evolution of Indian Business: Indian Business: Changes and Styles, East India Company's early ventures in India, Development of Banking and Railways in India, Indian Economy and Business during WW I and WW II, Independence & Industrial Planning, 1947-1960: Origin and evolution of PSUs, Liberalisation of the Indian Economy, 1990s

Unit IV – Industries : Role of industries in Economic development; Factors of industrial location - Raw material, power, market, transport and communication, land capital, technology; Webers theory of industrial location, Iron & steel industry - India & USA, Cotton textile industry - India & USA. Engineering industry in India - Major industrial regions of the world and India.

Reference Books:

1. Order and Disorder after the Cold War – Brad Roberts, MIT Press
2. Medha Kudaisya (ed) The Oxford India anthology of business history (Oxford University Press: 2011)
3. Atul Kohli, Democracy and development in India: from socialism to pro-business (OUP: 2010)
4. Claude Markovits, Merchants, traders, entrepreneurs: Indian business in the colonial era (Palgrave Macmillan: 2008)

Dr. Anand

Bachelor of Business Administration
BBA (CBCS) – Semester – I
Course Type: Skill Enhancement Course
Course Name: Aptitude Development – 1
Course Code: 1T3 – D

Course Outcomes

CO1	The Students will be able to practice effective communication in real life situations
CO2	The students will be able to recognise problem solving skills
CO3	The students will be able to infer logical reasoning techniques
CO4	The students will be able to explain and infer data analytical techniques
CO5	The Students will be able to prepare themselves for various competitive exams and different placement aptitude test as well.

Unit 1: Verbal Ability: Introduction of Parts of speech, What is noun, Kinds of Noun, Rules & Application, Definition of Pronoun, Examples, Rules & Application, Definition of Verb, Kinds of Verb, Rules & Application, Definition of Tense, Different types of Tenses, Examples, Rules & Application, Definition of Adjective, Kinds of Adjective, Rules & Application, Definition of Adverb, Kinds of Adverb, Rules & Application, Definition of Preposition, Examples, Rules & Application, Definition of Interjection, Examples, Rules & Its Application, Definition of Conjunction, Examples, Rules & Application, Different types of Articles, Examples, Rules & Application English Grammar. News paper reading (Economic Times).

Unit 2: Quantitative Aptitude I: Average- Concept on average, different missing numbers in average estimation, shortcuts & their application. Mixture & Allegation – Proportion & mixtures in percentages, populations & liquids, shortcuts & their application. Time & Work- Basic concept, Chain rule, formulae & their application. Pipes & cistern. Time and distance - Basic concept, Different problems & their shortcut tricks. Time & Speed & Tides- concept of speed, time & Distance, relative speed, Upstream & Downstream, formulae & their application, Non Verbal Reasoning, Image Formation, Water –Images, Mirror Image, Image completion, Paper Cutting And Folding

Unit 3: Logical reasoning: Coding & Decoding, series missing numbers, odd one out, cause effect, Direction & Ranking, Blood relations, Syllogism, Assumptions, Premise, and Conclusion, Assertions and Reasoning, Resume writing and LinkedIn Profiles.

Unit 4: Data Interpretation: Table Charts, Line Charts, Pie Charts, Bar Charts, Tabular Form, Missing Data Interpretation, Radar/Web.

Suggested Books:

Objective English- Arihant Publications

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Data Interpretation - R.S Agarwal

Objective English Grammar- Kiran Publications

Verbal & non-verbal reasoning- R.S Agarwal

Quantitative Aptitude- R.S Agarwal

Analytical Reasoning –Peeyush Bhardwaj

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Bachelor of Business Administration
BBA (CBCS) SEM -I
Course Type: Skill Enhancement Course
Course Name: Basics of MS Excel
Course Code : 1T4-A

Course Outcomes	
CO1	Student will be able to perform operations using Excel tabs and tools effectively.
CO2	Student will be able to reorganize the data with the help of Excel and compute various statistical parameters using Formulas and Functions
CO3	Student will demonstrate ability to work effectively on data sheet with the knowledge of Excel
CO4	Student will demonstrate the ability to construct Pivot Tables and perform operations on given data
CO5	Student will demonstrate the ability to present data in charts and graphs using Excel skills

UNIT-I

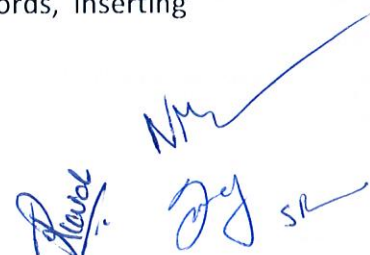
Introduction to Excel - About Excel, Features of Ms-Excel, **The Excel Environment**; Quick Access Toolbar, Title Bar, Ribbon Tabs, Name Box, Formula Bar, Scroll bars, Status bar, Page views, Zoom Tool. Ribbon Display Options button, Excel Workspace, Cells. **Creating Worksheets and Workbooks** –Creating and Renaming Worksheets, saving workbook, Copying and moving a worksheet. Inserting and deleting rows and columns, Inserting header and footer in a worksheet.

Formatting Cells; Selecting cells, entering text and numeric data into the cells, applying fonts and background colour, aligning data, merging cells, text wrapping, Number Formatting-Text, Percentage, Currency, Dates. Creating series, resizing columns width and rows height. **Excel Shortcuts** – Using Keyboard Shortcuts.

UNIT-II

Excel Formulas and Functions- Performing basic mathematical operations using formula, applying formulas using cell names and range, Formatting text using different text functions, Performing calculation using Numerical and Mathematical functions. If function, Logical functions-AND, OR, NOT.

Tables-Creating a Table, Applying styles to tables, Adding and Editing Records, Inserting Records and Fields, Deleting Records and Fields.



UNIT-III

Filters, Grouping and Charts in Excel- Filtering records, Sorting data by single and multiple columns, Custom sort, Changing sort order, Eliminating duplicate records.

Chart Preparation - Creating Charts, Selecting Charts and Chart Elements, Moving and Resizing Charts, Changing the Chart Type. **Apply Custom Data Formats and Layouts-** Changing the Data Range, Switching Column and Row Data, Choosing a Chart Layout, Choosing a Chart Style, Printing Charts, Deleting Charts, Applying Word art Styles to Chart Elements.

UNIT-IV

Introduction to Pivot Tables- Creating Pivot Tables and Pivot Charts, manipulating a PivotTable, Changing Calculated Value Fields, Applying PivotTable Styles, creating a PivotChart, Setting PivotTable Options.

Text Books

1. Excel 2019 All in one By Lokesh Lalwani, BPB Publications ISBN 9789388511582

References:

2. Microsoft® Excel® 2016 Bible Published by John Wiley & Sons, Inc., ISBN: 978-1-119-06751-1
3. Microsoft Official Academic Course Microsoft excel 2013, 2014 by John Wiley & Sons, ISBN 978-0-470-13308-8
4. Statistics for Managers: Using Microsoft Excel, Fifth Edition by David M. Levine, David F. Stephan, Timothy C. Krehbiel, and Mark L. Berenson, ISBN 0-536-04080 X
5. Microsoft Excel 2016 Step by Step - Curtis Frye, Microsoft Press, ISBN: 978-0-7356-9880-2
6. Student Guide 40571A Microsoft Excel Expert 2019:
https://www.sos.wa.gov/assets/library/libraries/projects/ita/40571a_microsoft_excel_expert_2019_ebook.pdf

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Bachelor of Business Administration
BBA (CBCS) SEM -I
Course Type: Skill Enhancement Course
Course Name: Financial Accounting using Tally
Course code : 1T4-B

Course Outcomes	
CO1	Student will acquire knowledge and understanding of Basics of Financial accounting and computerised Accounting
CO2	Given the day-wise transactions of firm, the students will be able to prepare ledger and group and will be able to create various vouchers, using Tally software
CO3	Given the details about the day-wise transactions of a firm, the student will be able to create bill wise detail based on stock.
CO4	Given the details about transactions, students will be able to prepare profit & Loss A/C report and balance sheet
CO5	Given the situation and data students will be able to perform operations in Tally

UNIT I Introduction to Accounting, Advantages of Accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Advantages of Computerized Accounting, Manual Vs Computerized Accounting, Need of Computerized Accounting, Accounts Organization.

UNIT II Introduction to Tally.ERP 9, Features of Tally, Tally ERP9 Components, Tally ERP 9 Window, Gateway of Tally, Creation, alteration and deletion of company, Ledger, Group, Voucher-Types of Voucher, Purchase Orders, Sales order, Budget.

UNIT III Inventory in Tally, Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Cost Centre, Cost Category., Stock Summery Report.

UNIT IV Working with Balance Sheet, working with Day Book Report, working with Profit & Loss A/c Report, working with Trial Balance Report, Ratio Analysis, Bank reconciliation, Tally Audit, Backup & Restore Data in tally.

Text Book

1. Accounting with Tally: K.K. Nadhani, BPB Publication.
2. Tally Tutorial:K.K. Nadhani and A.K. Nadhani, BPB Publication.

Reference Books:

- 1) Peter Norton's Computer fundamentals, fourth Edition – McGraw Hill
- 2) Computer fundamentals – Ravichandran D.
- 3) Tally Financial Accounting Program – Current Volume – Tally Press
- 4) Tally for Beginners – Tally Press

BBA(CBCS) – Semester - I

Course Type: Ability Enhancement Compulsory Course

Course Name: Foundation of Managerial Effectiveness

Course Code: 1T5

Course Outcomes

CO1	The Students will be able to relate the concept of skill development with managerial skills
CO2	The students will be able to interpret the problem solving technique with the help of Johari Window
CO3	The students will be able to analyse group behaviour and explain of SWOT Analysis
CO4	The student will be able to differentiate between different structures of organisation and classify between empowerment and delegation
CO5	The students will be able to point out the effective managerial traits and ways to improve them

Unit 1:

Importance of competent managers, Introduction to skills & personal skills, skills of effective managers, developing self awareness on the issues of emotional intelligence, self learning styles, values, Change – Definition, advantages, and disadvantages of change, attitude towards change.

Unit 2:

Problem solving and building relationship: Problem solving, creativity, innovation, steps of analytical problem solving (Johari Window), limitations of analytical problem solving. Learning - learning of skills and applications of skills, Skills development and application.

Unit 3:

Group and Group Behaviour: Nature of group, group membership, stages of group development, characteristics of the group, types of groups. Team building: Developing teams and team work, advantages of team, leading team, team membership. Swot analysis – definition, basic elements, advantage, limitations, tips for conducting swot.

Unit 4:

Structure and Nature of organization. Matrix organization. Formal and informal organizations. Organization effectiveness- Criteria for evaluating effectiveness. Organizational life cycles. Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.

Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing

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3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
 4. Principles of Management By Ramasamy T, Himalaya Publishing House
 5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann
- V.S.P. Rao Managerial Skills Excel Books,2010, New Delhi

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BBA (CBCS)– Semester – II
 Course Type: Core Course
 Course Name: Fundamentals of Business Management
 Course Code: 2T2

Course Outcomes

CO1	The student will be able to identify different functions of management and management thoughts.
CO2	The student will be able to differentiate between Management and Administration as well as identify the skills required for a manager.
CO3	The student will be able to Outline and illustrate plans for various activities.
CO4	The Student will be able to develop competency of decision making while working in a group.
CO5	The student will be able to apply various management principles in his/ her day-to-day life

Unit I: Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

Unit II: Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

Unit III: Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

Unit VI: Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

Reference Books:

1. Essential of Business Administration - K.Aswhatha Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

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BBA (CBCS) – Sem – II
 Course Type: Core Course
 Course Name: Cost and Management Accounting
 Course Code: 2T3

Course Outcomes:

CO-1	Given the data about the various cost student will be able to classify the elements of cost and also able to prepare cost sheet, tender/Quotation for various business proposals. Given the data of profit as per cost book and profit as per financial book the student will be able to prepare reconciliation statement form the same.
CO-2	Given the information about the each process through which a product has to pass, a student will able to compute the cost of each process, total cost of product and also able to compute the Value of abnormal loss and abnormal gain. Given the cost data about the transport vehicle (Goods and Passenger) the students will be able to compute the cost & profit of an operating service.
CO-3	Given the information about Cost, Volume & Profit student will be able Compute of Break Even Point, Profit Volume Ratio, Margin of Safety etc and also able use marginal costing for decision making purpose which includes a range of decisions such as Closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits etc.
CO-4	Given the data about the various cost/Receipt and payments the students will be able to prepare budgets for forecasting cost structure at various production capacities and cash positions for a specific duration
CO-5	The students will be able to apply the concept of costing in ascertainment of cost, computation of profit and business forecasting.

Unit 1: Introduction to cost accounting - Meaning of Cost, Costing and Cost Accounting, Features, Scope and Functions of Cost Accounting, Advantages and Limitations of Cost Accounting; Concept of Cost; Analysis and Classification of Costs; Elements of Cost; Preparation of Cost Sheet (Statement of Cost); Quotations and tender. Introduction and need for reconciliation between financial accounts and cost account, reasons for disagreement in Profit; Preparation of Reconciliation Statement.

Unit 2: Process Costing - Meaning, features and applicability, difference between process and job costing, wastage and by-products, normal and abnormal loss. Preparation of process accounts (up to abnormal loss and abnormal gain only). **Operating Costing**- Classification of costs, features of operating costing: Preparation of log sheet for Transport (Goods and Passenger) costing only.

Unit 3: Marginal Costing and decision making - Introduction, Application of Marginal costing in terms of cost control, level of activity planning- Break-even-analysis: Application of BEP for various business problems in terms of profit planning, closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits, closing down or suspending activities.

Unit 4: Budget and Budgetary Control- Concepts, Types of Budgets, Budgetary Control, Types of budgets, Advantage and limitations of budgets, Simple problems based on Flexible and Cash Budget, Basic concept of zero-base budgeting.

Reference Books:


1. Cost Accounting, Text and Problems, M.C Shukla, TS Grewal and MP Gupta, S Chand Publications
2. Cost Accounting, RSN Pillai and V. Bhagwathi, S. Chand Publication

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3. Management Accounting, Bhagwati & Pillai, Second Edition, S. Chand & Company Ltd.
4. Taxman's Cost & Management Accounting – A student-oriented book with illustrations Ravi M Kishore, 6th Edition, Taxmann publication
5. Cost and Management Accounting- Theory, Problems and Solutions, M N Arora, 2019 Edition, Himalaya Publication.

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BBA(CBCS) – Semester - II
 Course Type: Ability Enhancement Compulsory Course
 Course Name: Environmental Studies (AECC)
 Course Code: 2T4

Course Outcomes

CO1	The Students will be able to recognise the importance of environmental studies and various natural resources
CO2	The students will be able to illustrate various types of pollution and its causes and their control measures
CO3	The students will be able to point out the reasons of population growth and its impact on environment.
CO4	The students will be able to identify and explain the Social issues affecting environment
CO5	The students will be able to relate the environmental issues and act on their own level to protect it.

Unit I: Introduction to Environment Studies: Definition, Scope importance, Need for public awareness, sustainable development, Natural Resources- renewable and non- renewable resources, role of individual in conservation of natural resources(Forest, water, land, energy, mineral)

Unit II: Environment Pollution: Types of pollution- air, water, soil, noise, thermal and Nuclear, causes effects and control measures, Global warming, green house effect, Ozone layer depletion, Acid rains

Unit III: Human Population: Global population growth, variations among nations, Population explosion- causes and impact, Family welfare Programs-methods of sterilization; Infectious diseases, water related diseases, risk due to chemicals in food, Cancer and environment

Unit IV: Social Issues in Environment: Construction of dams: problems and concerns of resettlement, rehabilitation of affected people; Environmental ethics– issues and possible solutions, resource consumption patterns and need for equitable utilization; Equity disparity in western and eastern countries; Urban and rural equity issues; Need for gender equity.

Reference Books:

1. A text book of environmental by K M Agrawal, P K Sikdar, S C Deb”, published by Macmillan
2. Environment management by N K Uberoi”, published by Excel Books
3. Environment management by Dr. Swapan Deb”, published by Jaico Publishing House.
4. Environmental Management by S K Agrawal”, published by A.P.H. publishing Corporation.

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Bachelor of Business Administration
BBA (CBCS) – Sem – II
Course Type: Generic Elective
Course Name: Sociology
Course Code: 2T5 – A

Course Outcomes:

CO1	The student will be able to identify the subject matter of sociology as a science
CO2	The students will be able to relate various domains of social sciences with sociology
CO3	The students will be able to interpret elements of culture and society in development of value system
CO4	The Students will be able to explain contribution of social institutions in social development
CO5	The student will be able to examine his / her role in community in terms of society, religion, caste, region, gender and polity.

Unit 1:

Characteristics of sociology as a science, Relationship of sociology with other social sciences – Anthropology, History, Economics, Political Science, Psychology.

Unit 2:

Focus of Studies in Sociology – Group: - Primary and secondary groups, their characteristics and importance in individual's life, In-groups, out groups and reference groups.

Unit 3:

Culture and Society – Definition and meaning and characteristics of culture, Material and non material culture, cultural lag, Elements of culture – Cognitive elements, beliefs, values, and norms and signs

Unit 4

Socialisation – Definition, meaning, and process of socialisation, Agents of Socialisation, Family, peer group and School, Stages of Socialisation.

Reference Books:

1. Bottomore, T. B., Sociology: A guide to problems and literature, George Allen and Unwin (India) Bombay, 1972
2. Inkeles, Alex, What is Sociology? Prentice Hall India, New Delhi 1987
3. Jayaram N. Introductory Sociology – Macmillan India, Madras, 1988

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Bachelor of Business Administration
 BBA (CBCS) – Semester - II
 Course Type: Generic Elective
 Course Name: Hospitality and Tourism
 Course Code: 2T5 - B

Course Outcomes

CO1	The students will be able to classify different types of hotels and hotel rooms
CO2	The students will be able to identify different departments in hospitality industry and their functions
CO3	The student will be able to formulate various travel plans
CO4	The student will be able to analyse role of tourism development corporations
CO5	The students will be able to plan his / her career as a tour operator or travel agent

Unit 1:

Structure of Hospitality Industry, Customer care in Hospitality Industry, Departmentalisation in Hotels, Classifications of Hotels & Hotel Rooms, Basis for Classification of Hotels, Distribution Channel in Hospitality.

Unit 2:

Departments in Hospitality Industry, Food & Beverage Service department – Menu, Beverages; Housekeeping department – Roles and Procedures, Front Office Department- Organisation and Functions, Quality Control Department - Environmental and Food safety standards.

Unit 3:

Constituents of Tourism Industry and tourism organizations, Tourism Regulations, Tourism Services and Operations, Modes of Transport, Tourism Accommodation, Informal and Subsidiary Services Categories and Roles, Travel Agency, Tour Operator, Tourism Information: Sources

Unit 4:

Tourism Marketing - Advertising, Publicity, Selling, Tourism Policy and Planning, Infrastructure Development, Local Bodies, Officials and Tourism, ITDC and other state tourism development corporations. Manila Declaration on world tourism.

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Bachelor of Business Administration

SEMESTER - I

R.T.M.Nagpur University, Nagpur
Syllabus
Bachelor of Business Administration (BBA)

Course Objectives

1. To be well versed in all the four language skills- Listening, Speaking, Reading and Writing.
2. To enhance their study skills
3. To familiarize the students with Business Communication skills and soft skills.
4. To develop insight and critical thinking through the prescribed prose and poems.
5. To inculcate 21 century skills in the students
6. To develop life skills in the students through ethics, morals and mould the character of the students through the diligently chosen texts.
7. To instil self- confidence in the students through inspiring examples of successful people.

Learning Outcomes

1. The students will be able to listen and comprehend the English Language through the prescribed poems and prose.
2. The students will be able to read with comprehension a fairly complex English text.
3. The students will be able to speak, converse, deliver a speech, narrate and describe in English.
4. The students will be able to express their emotions and ideas in English in spoken and written form.
5. The students will be able to draft various letters and reports.
6. The students will be able to analyse, interpret, discuss and debate on different topics on the basis of the prescribed prose and poems
7. The students will be inspired and motivated to look at life with a positive attitude.
8. The students will be able to make constructive use of ICT and social media.
9. The students will develop logical reasoning and will be able to form and give their personal opinions and take decisions on various topics
10. The students will develop creativity through the ideas and activities in the text

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Bachelor of Business Administration (BBA)

Semester – I English(1T1)

Prescribed Text: INSPIRATIONS –Raghav Publishers

Edited by Dr Indrajit Orke, Dr.Manjushree Sardeshpande, Dr.Maroti Wagh, Dr.Narayan Mehare,
Dr.Veena Ilame

UNIT-I -Prose

1. Home coming Dr. Tapati Dey
2. The Lighthouse Keeper of Aspinwall –Henry Sienkiewicz
3. Ilyas-Leo Tolstoy

Unit-II - Prose

1. Social Media- Dr.Sujata Chakravorty
2. World of Advertising- Dr.Pranjali Kane
3. OYO -Reinventing Hospitality

Unit III:

(A)-Communication

Communication Process: Sender, Channel, Message, Receiver and Response

Types of Communication:

- a. According to mode: a. Oral b. Written
- b. According to Medium: a. Electronic b. Print
- c. According to number of participants : a. Dyadic b. Group
- d. According to Direction: a. One-way b. Two-way
- e. According to Purpose: a. General b. Business (Specific)

(B)-Communication

i)Business Manners- Body Language, Gestures, Telephone etiquette, E-mail etiquette.

Unit IV

(A) -Business Correspondence

Business Letter Writing- Enquiries and replies, Placing and fulfilling orders , Complaints and follow-up letters , Sales letters, Circular letters, Application for employment , Claim and Adjustment Letters,

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(B)-Language Study

i) **Grammar:-**Use Correct Tense Forms of the Verb, Preposition, Articles, Punctuation.

ii) **Enriching Vocabulary:** Synonyms and Antonyms, Change of Word from Noun to Adjective & vice-versa.

Reference Books:

UNIT-I & II

Prescribed Textbook: INSPIRATIONS – Raghav Publishers

Edited by Dr.Indrajit Orke, Dr.Manjushree Sardeshpande, Dr.Maroti Wagh, Dr. Narayan Mehare,Dr. Veena Ilame

UNIT-III & IV

1. Business Communication and Management
2. Dr.K.R.Dixit (Vishwa Publishers, Nagpur)
3. Business Communication: Urmila Rai, S.M. Rai- (Himalaya Publishing House)
4. Business Correspondence and Report Writing – R. C. Sharma& Krishna Mohan (Tata McGraw-Hill)
5. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)
6. A Course in English Grammar by R.N.Bakshi - Orient Longman, 2003-2007.
7. Grammar for All, N Ramlingam, Himalaya Publishing House, 2nd Edition 2014.
8. English Grammar – N.D.V. Prasada Rao (S.Chand)
9. Developing Communication Skills –Krishna Mohan & MeeraBanerji (Macmillan)

Synonyms & Antonyms from the prescribed text INSPIRATIONS

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Bachelor of Business Administration (BBA)

QUESTION PAPER PATTERN

1T1- ENGLISH

Time:3 Hrs

Maximum Marks – 80

Q.1.(A)TWO out of THREE SAQs from prose section of Unit-I (2x4)= 08 Marks
(B).TWO VSAQs from prose section of Unit –I (2x2)= 04 Marks
(C) ONE PRQ out of TWO from Prose section of Unit -I (1x4) = 04 Marks

Q.2.(A)TWO out of THREE SAQs from prose section of Unit-II (2x4)= 08 Marks
(B).TWO VSAQs from prose section of Unit –II (2x2)= 04 Marks
(C) ONE PRQ out of TWO from Prose section of Unit -II (1x4) = 04 Marks

Q 3(A)ONE LAQ out of TWO from Unit III (A) (1x8) = 08 Marks
(B). TWO SAQs out of THREE from Unit III (B) (2 x 4) = 08 Marks

Q 4.A. ONE out of TWO Letters
(Application for Employment/ Enquiries and replies/Quotations/ Placing and fulfilling orders) from Unit IV (i) 08 Marks
(B). ONE out of TWO Letters
(Complaints and follow-up letters , Sales letters, Circular letters, Claim and Adjustment Letters/) from Unit IV (ii) 08 Marks

Q 5.(A). EIGHT out of TEN Grammar items prescribed in Unit IV B(i) (8x1)= 08 Marks

(B). Two Questions on each component from Enriching Vocabulary -Unit IV B(ii) = 08 Marks

Total= 80 Marks

N.B.LAQ- Long Answer Questions to be answered in about 150-200 words

SAQ-Short Answer Questions to be answered in about 75-100 words approximately.

VSAQ- Very short answer questions to be answered in one or two sentences.

Total= 80 Marks

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Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Core Course CC2
Course Name: Evolution of Business
Course Code: 1T2

Course Outcomes

CO1	The students will be able to relate the reasons of World War and its effect on global business environment
CO2	The student will be able to describe Cold war and OPEC crises on International Business
CO3	The student will be able to differentiate the Indian Business structure between Pre and Post Independence
CO4	The student will be able to analyse the contribution of various sectors in Indian Business
CO5	The student will be able to summarise Global Business and Indian Business Scenarios

Unit I– Evolution of Business & Economy: Industrial revolution (1820-1850); Rise of European business (1850-1900); Impact of First World War on International Business; The Great Depression and its effect on International Business; Impact of Second World War on International Business.

Unit II – Evolution of Business in post WWII Scenario: Cold War and its impact on International Business; OPEC Crises and its impact on International Business; Gulf War and its impact on International Business; Dawn of IT era and its impact on business & economy

Unit – III – Evolution of Indian Business: Indian Business: Changes and Styles, East India Company's early ventures in India, Development of Banking and Railways in India, Indian Economy and Business during WW I and WW II, Independence & Industrial Planning, 1947-1960: Origin and evolution of PSUs, Liberalisation of the Indian Economy, 1990s

Unit IV –Industries : Role of industries in Economic development; Factors of industrial location - Raw material, power, market, transport and communication, land capital, technology; Webers theory of industrial location, Iron & steel industry - India & USA, Cotton textile industry - India & USA. Engineering industry in India - Major industrial regions of the world and India.

Reference Books:

1. Order and Disorder after the Cold War – Brad Roberts, MIT Press
2. Medha Kudaisya (ed) The Oxford India anthology of business history (Oxford University Press: 2011)
3. Atul Kohli, Democracy and development in India: from socialism to pro–business (OUP: 2010)
4. Claude Markovits, Merchants, traders, entrepreneurs: Indian business in the colonial era (Palgrave Macmillan: 2008)

Question Paper Pattern for Ability Enhancement Compulsory Course AECC1- Foundation of Managerial Effectiveness is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC1
Course Name: Foreign Language-French
Course Code: 1T3-A

Unit I: The alphabets, accents, numbers, articles- definite / indefinite

Unit II: Days of the week, months, date; Nouns and Prepositions; glossary of general communication, auxiliary verbs; Adjectives of professions/ nationality; time

Unit III: 1st group verbs –Feminine and Phralisation of nouns; Feminine and Pluralisation of Adjectives; 2nd group verb, Formules de politesse

Unit IV: Future and past tense; currency / weight and measures; Negation and interrogation; Adverbs and Pronouns; Basic French conversation with business delegates; IIIrd group verbs; Translation

Recommended books:

1. Le Nouveau Sans Frontiers 1 PB Paperback – 1 January 2012, by Francais M D (Author), Goyal Saab-delhi; 1992nd edition (1 January 2012)

2. Larousse Pocket Dictionary: Pocket French Dictionary Paperback – 1 September 2011, Packer : Goyal Publisher & Distributor Pvt Ltd

Question Paper Pattern

Q1. 20 questions of 1 mark each (5 questions per unit) 1 x 20 = 20

Q2. 16 questions of 2 marks each (4 questions per unit) 2 x 16 = 32

Q3. 12 questions of 4 marks each (3 questions per unit) 4 x 12 = 48

A.	4 marks question from unit 1	}	<input type="text" value="Solve Any Two"/>
B.	4 marks question from unit 1		
C.	4 marks question from unit 1		
D.	4 marks question from unit 2	}	<input type="text" value="Solve Any Two"/>
E.	4 marks question from unit 2		
F.	4 marks question from unit 2		
G.	4 marks question from unit 3	}	<input type="text" value="Solve Any Two"/>
H.	4 marks question from unit 3		
I.	4 marks question from unit 3		
J.	4 marks question from unit 4	}	<input type="text" value="Solve Any Two"/>
K.	4 marks question from unit 4		
L.	4 marks question from unit 4		

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC1
Course Name: Foreign Language-German
Course Code: 1T3-B

Unit I: The alphabets, accents, numbers, articles- definite / indefinite, Days of the week, months, date; glossary of general communication, Grammar: articles, plural, the verbs to have and to be

Unit II: Everyday life, making appointments / Grammar: Nouns and Prepositions am, um, von..bis; modal verbs, possessive articles

Unit III: Auxiliary verbs; Adjectives of professions/ nationality; time; Grammar: separable verbs, the accusative, past tense of to have and to be

Unit IV: Comprehension of simple texts and précis writing including simple translation from German to English and vice-versa

Recommended books:

1. Sprachkurs Deutsch I, Verlag Moritz Diesterweg, Frankfurt am Main 1989 (available with Goyal Saab Publishers, New Delhi)
2. Lernziel Deutsch I, Max Hueber Verlag, 1991
3. NETZWERK Deutsch als Fremdsprache A1(Goyal, New Delhi, 2015)
4. Schulz-Griesbach: Deutsch als Fremdsprache. Grundstufe in einem Band (for Grammar)

Question Paper Pattern

Q1. 20 questions of 1 mark each (5 questions per unit)	1 x 20 = 20
Q2. 16 questions of 2 marks each (4 questions per unit)	2 x 16 = 32
Q3. 12 questions of 4 marks each (3 questions per unit)	4 x 12 = 48
A. 4 marks question from unit 1	} <input type="text" value="Solve Any Two"/>
B. 4 marks question from unit 1	
C. 4 marks question from unit 1	
D. 4 marks question from unit 2	} <input type="text" value="Solve Any Two"/>
E. 4 marks question from unit 2	
F. 4 marks question from unit 2	
G. 4 marks question from unit 3	} <input type="text" value="Solve Any Two"/>
H. 4 marks question from unit 3	
I. 4 marks question from unit 3	
J. 4 marks question from unit 4	} <input type="text" value="Solve Any Two"/>
K. 4 marks question from unit 4	
L. 4 marks question from unit 4	

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC1
Course Name: Foreign Language-Japanese
Course Code: 1T3-C

Unit I:

- Basic self-introduction, talking about one's family
- Daily greetings and expressions; Basic vocabulary for day-to-day use
- Simple sentences: Basic Q and A about everyday situations

Unit II:

- Numbers (till 5 digits)
- Days of the week, months, dates, clock time
- Simple sentences: Talking about one's likes and dislikes, phrases for shopping

Unit III:

- Introduction to the scripts of Japanese Language
- Reading and writing Hiragana script
- Reading and writing basic words using Hiragana

Unit IV:

- Basic introduction about Japan and its history, geography, culture and traditions

Recommended books:

1. Marugoto Starter (A1) Rikai - Course Book for Communicative Language Competences, by The Japan Foundation, Goyal Publishers & Distributors Pvt. Ltd (ISBN: 9788183078047)
2. Japanese Kana Script Practice Book – Vol. 1 Hiragana, by Ameya Patki, Daiichi Japanese Language Solutions (ISBN: 9788194562900)

Question Paper Pattern

Q1. 20 questions of 1 mark each (5 questions per unit)	1 x 20 = 20
Q2. 16 questions of 2 marks each (4 questions per unit)	2 x 16 = 32
Q3. 12 questions of 4 marks each (3 questions per unit)	4 x 12 = 48
A. 4 marks question from unit 1	} <input type="text" value="Solve Any Two"/>
B. 4 marks question from unit 1	
C. 4 marks question from unit 1	
D. 4 marks question from unit 2	} <input type="text" value="Solve Any Two"/>
E. 4 marks question from unit 2	
F. 4 marks question from unit 2	
G. 4 marks question from unit 3	} <input type="text" value="Solve Any Two"/>
H. 4 marks question from unit 3	
I. 4 marks question from unit 3	
J. 4 marks question from unit 4	} <input type="text" value="Solve Any Two"/>
K. 4 marks question from unit 4	
L. 4 marks question from unit 4	

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC1
Course Name: Aptitude Development - 1
Course Code: 1T3-D

Course Outcomes

CO1	The students will be able to practice effective communication in real life situation
CO2	The students will be able to recognize problem solving skills
CO3	The students will be able to infer logical reasoning techniques
CO4	The students will be able to explain and infer data analytical techniques
CO5	The students will be able to prepare themselves for various competitive exams and different placement aptitude tests as well

Unit 1: Verbal Ability: Introduction of Parts of speech, What is noun, Kinds of Noun, Rules & Application, Definition of Pronoun, Examples, Rules & Application, Definition of Verb, Kinds of Verb, Rules & Application, Definition of Tense, Different types of Tenses, Examples, Rules & Application, Definition of Adjective, Kinds of Adjective, Rules & Application, Definition of Adverb, Kinds of Adverb, Rules & Application, Definition of Preposition, Examples , Rules & Application, Definition of Interjection, Examples, Rules & Its Application, Definition of Conjunction, Examples, Rules & Application, Different types of Articles, Examples, Rules & Application English Grammar. Newspaper reading (Economic Times).

Unit 2: Quantitative Aptitude I: Average- Concept on average, different missing numbers in average estimation, shortcuts & their application. Mixture & Allegation – Proportion & mixtures in percentages, populations & liquids, shortcuts & their application. Time & Work- Basic concept, Chain rule, formulae & their application. Pipes & cistern. Time and distance – Basic concept, Different problems & their shortcut tricks. Time & Speed & Tides- concept of speed, time & Distance, relative speed, Upstream & Downstream, formulae & their application, Non-Verbal Reasoning, Image Formation, Water –Images, Mirror Image, Image completion, Paper Cutting and Folding

Unit 3: Logical reasoning: Coding & Decoding, series missing numbers, odd one out, cause effect, Direction & Ranking, Blood relations, Syllogism, Assumptions, Premise, and Conclusion, Assertions and Reasoning, Resume writing and LinkedIn Profiles.

Unit 4: Data Interpretation: Table Charts, Line Charts, Pie Charts, Bar Charts, Tabular Form, Missing Data Interpretation, Radar/Web.

Reference Books:

- Objective English- Arihant Publications
- Data Interpretation - R.S Agarwal
- Objective English Grammar- Kiran Publications
- Verbal & non-verbal reasoning- R.S Agarwal
- Quantitative Aptitude- R.S Agarwal
- Analytical Reasoning –Peeyush Bhardwaj

Question Paper Pattern

The end semester examination of SEC-1 Aptitude Development-1 course shall have following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours.

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC2
Course Name: Basics of MS Excel
Course Code: 1P4-A

Course Outcomes

CO1	Student will be able to perform operations using Excel tabs and tools effectively
CO2	Student will be able to reorganize the data with the help of Excel and compute various statistical parameters using Formulas and Functions
CO3	Student will demonstrate ability to work effectively on data sheet with the knowledge of Excel
CO4	Student will demonstrate the ability to construct Pivot Tables and perform operations on given data
CO5	Student will demonstrate the ability to present data in charts and graphs using Excel skills

UNIT-I: Introduction to Excel - About Excel, Features of MS-Excel, The Excel Environment; Quick Access Toolbar, Title Bar, Ribbon Tabs, Name Box, Formula Bar, Scroll bars, Status bar, Page views, Zoom Tool. Ribbon Display Options button, Excel Workspace, Cells. Creating Worksheets and Workbooks –Creating and Renaming Worksheets, saving workbook, Copying and moving a worksheet. Inserting and deleting rows and columns, Inserting header and footer in a worksheet. Formatting Cells; Selecting cells, entering text and numeric data into the cells, applying fonts and background colour, aligning data, merging cells, text wrapping, Number Formatting-Text, Percentage, Currency, Dates. Creating series, resizing columns width and rows height. Excel Shortcuts – Using Keyboard Shortcuts.

UNIT-II: Excel Formulas and Functions- Performing basic mathematical operations using formula, applying formulas using cell names and range, Formatting text using different text functions, performing calculation using Numerical and Mathematical functions. If function, Logical functions-AND, OR, NOT. Tables-Creating a Table, applying styles to tables, Adding and Editing Records, Inserting Records and Fields, Deleting Records and Fields.

UNIT-III: Filters, Grouping and Charts in Excel- Filtering records, Sorting data by single and multiple columns, Custom sort, changing sort order, Eliminating duplicate records. Chart Preparation - Creating Charts, Selecting Charts and Chart Elements, Moving and Resizing Charts, Changing the Chart Type. Apply Custom Data Formats and Layouts- Changing the Data Range, Switching Column and Row Data, choosing a Chart Layout, choosing a Chart Style, Printing Charts, Deleting Charts, Applying Word art Styles to Chart Elements.

UNIT-IV: Introduction to Pivot Tables- Creating Pivot Tables and Pivot Charts, manipulating a PivotTable, Changing Calculated Value Fields, Applying PivotTable Styles, creating a PivotChart, Setting PivotTable Options.

Text Books

1.Excel 2019 All in one By Lokesh Lalwani, BPB Publications ISBN 9789388511582

References:

2. Microsoft® Excel® 2016 Bible Published by John Wiley & Sons, Inc., ISBN: 978-1-119-06751-1
3. Microsoft Official Academic Course Microsoft excel 2013, 2014 by John Wiley & Sons, ISBN 978-0-470-13308-8
4. Statistics for Managers: Using Microsoft Excel, Fifth Edition by David M. Levine, David F. Stephan, Timothy C. Krehbiel, and Mark L. Berenson, ISBN 0-536-04080 X
5. Microsoft Excel 2016 Step by Step - Curtis Frye, Microsoft Press, ISBN: 978-0-7356-9880- 2
6. Student Guide 40571A Microsoft Excel Expert 2019:
https://www.sos.wa.gov/assets/library/libraries/projects/ita/40571a_microsoft_excel_expert_2019_ebook.pdf

Question Paper Pattern

The end semester examination of Basics of SEC-2 MS Excel Course shall have the following question pattern.

Part I – MCQ Test: 50 Multiple Choice Questions of 1 mark each. 50 questions would be prepared covering all four units of the course. The MCQ based test can be taken in offline mode or online mode as per the available resources with the colleges. Duration for solving 50 questions would be 2 Hours.

Part II – Workbook Submission: A workbook will have to be submitted by the students. This workbook will carry 50 marks. There will be 8-10 practical questions to be performed using MS Excel and the output will be printed and attached in the workbook.

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Skill Enhancement Course SEC2
Course Name: Financial Accounting using Tally
Course Code: 1P4-B

Course Outcomes

CO1	Student will acquire knowledge and understanding of Basics of Financial accounting and computerised Accounting
CO2	Given the day-wise transactions of firm, the students will be able to prepare ledger and group and will be able to create various vouchers, using Tally software
CO3	Given the details about the day-wise transactions of a firm, the student will be able to create bill wise detail based on stock.
CO4	Given the details about transactions, students will be able to prepare profit & Loss A/C report and balance sheet
CO5	Given the situation and data students will be able to perform operations in Tally

UNIT I: Introduction to Accounting: Advantages of Accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Advantages of Computerized Accounting, Manual Vs Computerized Accounting, Need of Computerized Accounting, Accounts Organization.

UNIT II: Introduction to Tally.ERP 9: Features of Tally, Tally ERP9 Components, Tally ERP 9 Window, Gateway of Tally, Creation, alteration and deletion of company, Ledger, Group, Voucher-Types of Vouchers, Purchase Orders, Sales order, Budget.

UNIT III: Inventory in Tally: Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Cost Centre, Cost Category., Stock Summary Report.

UNIT IV: Working with various statements and reports: Working with Balance Sheet, working with Day Book Report, working with Profit & Loss A/c Report, working with Trial Balance Report, Ratio Analysis, Bank reconciliation, Tally Audit, Backup & Restore Data in tally.

Text Book

1. Accounting with Tally: K.K. Nadhani, BPB Publication.
2. Tally Tutorial:K.K. Nadhani and A.K. Nadhani, BPB Publication.

Reference Books:

- 1) Peter Norton's Computer fundamentals, fourth Edition – McGraw Hill
- 2) Computer fundamentals – Ravichandran D.
- 3) Tally Financial Accounting Program – Current Volume – Tally Press
- 4) Tally for Beginners – Tally Press

Question Paper Pattern

The end semester examination of SEC-2 Basics of Financial Accounting using Tally course shall have following question pattern.

Part I – MCQ Test: 50 Multiple Choice Questions of 1 mark each. 50 questions would be prepared covering all four units of the course. The MCQ based test can be taken offline or online as per the available resources with the colleges. Duration for solving 50 questions would be 2 Hours.

Part II – Workbook Submission: A workbook will have to be submitted by the students. This workbook will carry 50 marks. There will be 8-10 practical questions to be performed using Tally 9.0 package and the output will be printed and attached in the workbook.

Bachelor of Business Administration
BBA (CBCS) SEM – I
Course Type: Ability Enhancement Compulsory Course AECC1
Course Name: Foundation of Managerial Effectiveness
Course Code: 1T5

Course Outcomes

CO1	The students will be able to relate the concept of skill development with managerial skills
CO2	The students will be able to interpret the problem-solving technique with the help of Johari Window
CO3	The students will be able to analyse group behavior and explain of SWOT Analysis
CO4	The student will be able to differentiate between different structures of organisation and classify between empowerment and delegation
CO5	The students will be able to point out the effective managerial traits and ways to improve them

Unit 1: Importance of competent managers, Introduction to skills & personal skills, skills of effective managers, developing self-awareness on the issues of emotional intelligence, self-learning styles, values, Change – Definition, advantages, and disadvantages of change, attitude towards change.

Unit 2: Problem solving and building relationship: Problem solving, creativity, innovation, steps of analytical problem solving (Johari Window), limitations of analytical problem solving. Learning - learning of skills and applications of skills, Skills development and application.

Unit 3: Group and Group Behaviour: Nature of group, group membership, stages of group development, characteristics of the group, types of groups. Team building: Developing teams and team work, advantages of team, leading team, team membership. Swot analysis – definition, basic elements, advantage, limitations, tips for conducting swot.

Unit 4: Structure and Nature of organization. Matrix organization. Formal and informal organizations. Organization effectiveness- Criteria for evaluating effectiveness. Organizational life cycles. Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.

Reference Books:

1. Essential of Business Administration - K.Asawthapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann
6. V.S.P. Rao Managerial Skills Excel Books,2010, New Delhi

Question Paper Pattern for Ability Enhancement Compulsory Course AECC1- Foundation of Managerial Effectiveness is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

SEMESTER - II

SEMESTER-II
Bachelor of Business Administration (BBA)
2T4 – ENGLISH
Prescribed text : INSPIRATION -Raghav Publishers

UNIT I: Prose

1. The Dispenser of Holy Water- Guy de Maupassant
2. After Twenty Years-O.Henry
3. The Wall- Dr.Sunilkumar Navin

UNIT II: Prose

1. Beware, You are Being Tracked!- Dr.Supantha Bhattacharyya
2. What is integrity? Subroto Bagchi
3. Unsung Women Achievers of Contemporary India-Dr.Subhashree Mukherjee

UNIT III –(A)Business Communication

- Elements of communication
 - Objectives of communication
 - Essentials of effective communication
 - Barriers to effective communication
 - Suggestions to overcome the barriers
- (B)-Business Communication & Correspondence**

- Memorandum Writing
- Notice, Agenda and Minutes
- Writing Advertisements for: Rent, Sale, Situations Vacant
- Credit letters-Granting/Refusing Credit, Letter to the Bank for Overdraft Facility

Unit IV (A)Grammar

- Subject-Verb-Agreement ,Pronouns and Possessive Adjectives
- Spotting errors and rewriting sentences correctly.

Unit IV (B) Language Study

- i) Views and Opinions(Current ,Social, Cultural, Political)
- ii) Synonyms & Antonyms (based on the exercises at the end of the prescribed lessons from **INSPIRATIONS**)
- iii) One Word Substitute based on lessons in INSPIRATIONS

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Text Book

UNIT I & II: INSPIRATIONS – Raghav Publishers

Edited by: Dr. Indrajit Orke, Dr. Manjushree Sardeshpande, Dr. Maroti Wagh, Dr. Narayan Mehare, Dr. Veena Ilame

Reference Books

- i. Business Communication and Management- Dr. K. R. Dixit (Vishwa Publishers, Nagpur)
- ii. Business Communication: Urmila Rai, S. M. Rai - (Himalaya Publishing House)
- iii). Business Correspondence and Report Writing – R. C. Sharma & Krishna Mohan (Tata McGraw-Hill)
- iv. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)
- v. English Grammar – N. D. V. Prasada Rao (S.Chand)

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BBA
(QUESTION PAPER PATTERN)
2T4 - ENGLISH

Time : 3 HRS

[Maximum Marks – 80]

VSAQ-Very Short answer questions to be answered in one or two sentences
SAQ-Short answer questions to be answered in 75-100 words
PRQ-Personal Response questions to be answered in 75-100 words

- Q.1.(A)TWO out of THREE SAQs from prose section of Unit-I (2x4)= 08 Marks
(B).TWO VSAQs from prose section of Unit –I (2x2)= 04 Marks
(C) ONE PRQ out of TWO from Prose section of Unit -I (1x4) = 04 Marks
- Q.2.(A)TWO out of THREE SAQs from prose section of Unit-II (2x4)= 08 Marks
(B).TWO VSAQs from prose section of Unit –II (2x2)= 04 Marks
(C) ONE PRQ out of TWO from Prose section of Unit -II (1x4) = 04 Marks
- Q.3 A. One LAQ out of TWO from Unit III (A) (1x8)= 08 Marks
B. TWO SAQs out of THREE from Unit III(B) (2x4)= 08 Marks
- Q4.A. ONE out of TWO Letters 08 Marks
(Credit Letters - Granting/Refusing Credit, Letter to Bank for overdraft facility)
- Q 5.A. EIGHT out of TEN Grammar items in Unit IV(A) 08 Marks
(B). Views and Opinions on Current Topics 08 Marks
(C). Questions from Unit IV (B) 08 Marks
(Four items out of six on meanings of the Synonyms, Antonyms - (1 x 4 Marks))
(Four items out of six on One Word Substitute –(1 x 4 Marks))

Total=80Marks

INTERNAL ASSESSMENT OF SUBJECT-ENGLISH: 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics based on the Units I & II from the prescribed text book.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons prescribed in the syllabus and give a **powerpoint presentation/oral presentation**.

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2 Assignments-5+5 = 10 Marks

Powerpoint Presentation/Oral Presentation-5 Marks

Attendance-5 Marks

TOTAL-20 MARKS

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U. G. H. I. N. E.
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Bachelor of Business Administration
BBA (CBCS) SEM – II
Course Type: Core Course CC4
Course Name: Fundamentals of Business Management
Course Code: 2T2

Course Outcomes

CO1	The student will be able to identify different functions of management and management thoughts.
CO2	The student will be able to differentiate between Management and Administration as well as identify the skills required for a manager.
CO3	The student will be able to Outline and illustrate plans for various activities.
CO4	The student will be able to develop competency of decision making while working in a group.
CO5	The student will be able to apply various management principles in his/ her day-to-day life

Unit I: Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

Unit II: Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

Unit III: Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

Unit VI: Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

Reference Books:

1. Essential of Business Administration - K.Aswhatha Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

Bachelor of Business Administration
BBA (CBCS) SEM – II
Course Type: Core Course CC5
Course Name: Cost and Management Accounting
Course Code: 2T3

Course Outcomes

CO-1	Given the data about the various cost student will be able to classify the elements of cost and also able to prepare cost sheet, tender/Quotation for various business proposals. Given the data of profit as per cost book and profit as per financial book the student will be able to prepare reconciliation statement form the same.
CO-2	Given the information about each process through which a product has to pass, a student will able to compute the cost of each process, total cost of product and also able to compute the Value of abnormal loss and abnormal gain. Given the cost data about the transport vehicle (Goods and Passenger) the students will be able to compute the cost & profit of an operating service.
CO-3	Given the information about Cost, Volume & Profit student will be able Compute of Break Even Point, Profit Volume Ratio, Margin of Safety etc and also able use marginal costing for decision making purpose which includes a range of decisions such as Closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits etc.
CO-4	Given the data about the various cost/Receipt and payments the students will be able to prepare budgets for forecasting cost structure at various production capacities and cash positions for a specific duration
CO-5	The students will be able to apply the concept of costing in ascertainment of cost, computation of profit and business forecasting.

Unit 1: Introduction to cost accounting - Meaning of Cost, Costing and Cost Accounting, Features, Scope and Functions of Cost Accounting, Advantages and Limitations of Cost Accounting; Concept of Cost; Analysis and Classification of Costs; Elements of Cost; Preparation of Cost Sheet (Statement of Cost); Quotations and tender. Introduction and need for reconciliation between financial accounts and cost account, reasons for disagreement in Profit; Preparation of Reconciliation Statement.

Unit 2: Process Costing - Meaning, features and applicability, difference between process and job costing, wastage and by-products, normal and abnormal loss. Preparation of process accounts (up to abnormal loss and abnormal gain only). **Operating Costing**- Classification of costs, features of operating costing: Preparation of log sheet for Transport (Goods and Passenger) costing only.

Unit 3: Marginal Costing and decision making - Introduction, Application of Marginal costing in terms of cost control, level of activity planning- Break-even-analysis: Application of BEP for various business problems in terms of profit planning, closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits, closing down or suspending activities.

Unit 4: Budget and Budgetary Control- Concepts, Types of Budgets, Budgetary Control, Types of budgets, Advantage and limitations of budgets, Simple problems based on Flexible and Cash Budget, Basic concept of zero-base budgeting.

Reference Books:

1. Cost Accounting, Text and Problems, M.C Shukla, TS Grewal and MP Gupta, S Chand Publications
2. Cost Accounting, RSN Pillai and V. Bhagwathi, S. Chand Publication
3. Management Accounting, Bhagwati & Pillai, Second Edition, S. Chand &. Company ltd.
4. Taxman's Cost & Management Accounting – A student-oriented book with illustrations Ravi M Kishore, 6th Edition, Taxmann publication
5. Cost and Management Accounting- Theory, Problems and Solutions, M N Arora, 2019 Edition, Himalaya Publication.

Question Paper Pattern for Core Courses (CC4- Fundamentals of Business Management and CC5- Cost and Management Accounting) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – II
Course Type: Ability Enhancement Compulsory Course AECC2
Course Name: Environmental Studies
Course Code: 2T4

Course Outcomes

CO1	The students will be able to recognise the importance of environmental studies and various natural recourses
CO2	The students will be able to illustrate various types of pollution and its causes and their control measures
CO3	The students will be able to point out the reasons of population growth and its impact on environment.
CO4	The students will be able to identify and explain the social issues affecting environment
CO5	The students will be able to relate the environmental issues and act on their own level to protect it.

Unit I: Introduction to Environment Studies: Definition, Scope importance, Need for public awareness, sustainable development, Natural Resources- renewable and non- renewable resources, role of individual in conservation of natural resources(Forest, water, land, energy, mineral)

Unit II: Environment Pollution: Types of pollution- air, water, soil, noise, thermal and Nuclear, causes effects and control measures, Global warming, greenhouse effect, Ozone layer depletion, Acid rains

Unit III: Human Population: Global population growth, variations among nations, Population explosion- causes and impact, Family welfare Programs-methods of sterilization; Infectious diseases, water related diseases, risk due to chemicals in food, Cancer and environment

Unit IV: Social Issues in Environment: Construction of dams: problems and concerns of resettlement, rehabilitation of affected people; Environmental ethics– issues and possible solutions, resource consumption patterns and need for equitable utilization; Equity disparity in western and eastern countries; Urban and rural equity issues; Need for gender equity.

Reference Books:

1. A text book of environmental by K M Agrawal, P K Sikdar, S C Deb”, published by Macmillan
2. Environment management by N K Uberoi”, published by Excel Books
3. Environment management by Dr. Swapan Deb”, published by Jaico Publishing House.
4. Environmental Management by S K Agrawal”, published by A.P.H. publishing Corporation.

**Question Paper Pattern for Ability Enhancement Compulsory Course (AECC2-
Environmental Studies) is as follows-**

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – II
Course Type: Generic Elective Course GE1
Course Name: Sociology
Course Code: 2T5-A

Course Outcomes

CO1	The student will be able to identify the subject matter of sociology as a science
CO2	The students will be able to relate various domains of social sciences with sociology
CO3	The students will be able to interpret elements of culture and society in development of value system
CO4	The students will be able to explain contribution of social institutions in social development
CO5	The student will be able to examine his / her role in community in terms of society, religion, caste, region, gender and polity.

Unit 1: Characteristics of sociology as a science, Relationship of sociology with other social sciences – Anthropology, History, Economics, Political Science, Psychology.

Unit 2: Focus of Studies in Sociology – Group: - Primary and secondary groups, their characteristics and importance in individual's life, In-groups, out groups and reference groups.

Unit 3: Culture and Society – Definition and meaning and characteristics of culture, Material and non-material culture, cultural lag, Elements of culture – Cognitive elements, beliefs, values, and norms and signs

Unit 4: Socialisation – Definition, meaning, and process of socialisation, Agents of Socialisation, Family, peer group and School, Stages of Socialisation.

Reference Books:

1. Bottomore, T. B., Sociology: A guide to problems and literature, George Allen and Unwin (India) Bombay, 1972
2. Inkeles, Alex, What is Sociology? Prentice Hall India, New Delhi 1987
3. Jayaram N. Introductory Sociology – Macmillan India, Madras, 1988

Bachelor of Business Administration
BBA (CBCS) SEM – II
Course Type: Generic Elective Course GE1
Course Name: Hospitality and Tourism
Course Code: 2T5-B

Course Outcomes

CO1	The students will be able to classify different types of hotels and hotel rooms
CO2	The students will be able to identify different departments in hospitality industry and their functions
CO3	The student will be able to formulate various travel plans
CO4	The student will be able to analyse role of tourism development corporations
CO5	The students will be able to plan his / her career as a tour operator or travel agent

Unit 1: Structure of Hospitality Industry, Customer care in Hospitality Industry, Departmentalisation in Hotels, Classifications of Hotels & Hotel Rooms, Basis for Classification of Hotels, Distribution Channel in Hospitality.

Unit 2: Departments in Hospitality Industry, Food & Beverage Service department – Menu, Beverages; Housekeeping department – Roles and Procedures, Front Office Department-Organisation and Functions, Quality Control Department - Environmental and Food safety standards.

Unit 3: Constituents of Tourism Industry and tourism organizations, Tourism Regulations, Tourism Services and Operations, Modes of Transport, Tourism Accommodation, Informal and Subsidiary Services Categories and Roles, Travel Agency, Tour Operator, Tourism Information: Sources

Unit 4: Tourism Marketing - Advertising, Publicity, Selling, Tourism Policy and Planning, Infrastructure Development, Local Bodies, Officials and Tourism, ITDC and other state tourism development corporations. Manila Declaration on world tourism.

Reference Books:

1. Tourism Operations and Management, Sunetra Reddy, Archana Biwal, Vandana Joshi, Oxford Publication
2. Marketing for Hospitality and Tourism, 7e, Kotler, Bowen, Makens, Baloglu, Pearson Publications.,
3. Introduction to Hospitality Management and Tourism, MP Verma and Mamta Bhatnagar, Shroff Publishers
4. Hospitality Management: Gajanan Shirke, Shroff Publication
5. A Text Book of Tourism and Hospitality Management, Bookman Publishers

Question Paper Pattern for Generic Elective Course (GE1 – Sociology/ Hospitality and Tourism) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
 - B – 5 Marks
- OR**
- C – 10 Marks

SEMESTER III

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Compulsory Course CC6
Course Name: Organizational Behaviour
Course Code: 3T1

Course Outcomes

CO1	The student will be able to understand the basics of Organizational behaviour and various challenges for organisational behaviour.
CO2	The student will be able to analyse the foundations of individual behaviour and various factors influencing individual behaviour.
CO3	The student will be able to understand various dimensions of attitude and personality.
CO4	The student will be able to examine the dynamics of group development and group properties.
CO5	The student will be able to develop an understanding about motivation and apply its theories as a manager.

Unit 1: Introduction to Organisational Behaviour (OB)

Introduction: Meaning of organizational behaviour and its relevance in today's business Environment. Challenges and opportunities for OB. Foundations of individual behaviour, Factors influencing individual behaviour. Learning: Meaning, characteristics and theories: Classical conditioning theory, operant conditioning theory, social learning theory.

Unit 2: Personality, Attitude and Perception

Personality: Meaning, determinants of personality, personality traits. Attitude: Meaning, importance, components and types of work-related attitude. Perception: Nature, importance, perceptual process, factors influencing perception, perceptual errors.

Unit 3: Motivation and Leadership

Motivation: Meaning, types of motivation, theories of work motivation given by Maslow, Herzberg, Vroom and Porter – Lawler. Leadership: Nature, Theories, Leadership styles.

Unit 4: Group Dynamics and Organisational Conflicts

Group behaviour in organization: Group dynamics, Types of groups, Group development, theories of group development, Group norms and roles, Group cohesiveness. Introduction of organisational conflicts, types of conflicts and conflict management styles.

Reference Books:

1. Organization Behaviour, Robbins, Pearson Education.
2. Organization Behaviour, Luthans, Tata McGraw Hill.
3. Organizational Behaviour: Human Behaviour at Work, Newstrom, Tata McGraw Hill.
4. Organisation Behaviour, L.M. Prasad, S. Chand.
5. Organization Behaviour, Aswathappa, Himalaya Publishing House.

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Core Course CC7
Course Name: Managerial Economics
Course Code: 3T2

Course Outcomes

CO1	The student will be able to understand the various concepts of economics.
CO2	The student will be able to use the various techniques of demand forecasting.
CO3	The student will be able to understand the theory of production and cost function.
CO4	The student will be able to analyze the price determination under different types of competition.
CO5	The student will be able to analyze the various techniques used in managerial economics.

Unit 1: Introduction to Managerial Economics

Introduction to Economics, concept of managerial economics. Nature and Scope, Types of Economies – Capitalist, socialist, and mixed economies. Concept of Utility, Types, Law of Diminishing Marginal Utility, Its application. Indifference Curve analysis, Consumer Choice Theories.

Unit 2: Demand Analysis

Demand theory – Law of Demand, Exceptions and assumptions. Elasticity of Demand, Types, and its role in Managerial decision making, Demand forecasting, Techniques of Demand forecasting.

Unit 3: Theory of Production and Analysis of Cost

Laws of variable proportions and Return to scale. Isoquants and Isocost. Elasticity of substitutions; Cost concepts: Kind of costs, Short run and long run cost functions, Economies and Diseconomies of scale.

Unit 4: Determination of Price and Output

Concept of Market equilibrium and Revenue curves, Characteristics of different market structures, Price determination and firms equilibrium under perfect competition, monopolistic competition, oligopoly and monopoly, Price discrimination, pricing methods.

Reference Books:

1. Managerial Economics, D. N. Dwivedi, Vikas Publications.
2. Managerial Economics: Analysis, Problems and Cases, P. L. Mehta, S. Chand.
3. Managerial Economics, Damodaran Suma, Oxford University Press.

**Question Paper Pattern for Core Courses CC6-Organisational Behaviour and CC7-
Managerial Economics is as follows-**

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
- B – 5 Marks

OR

- C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Skill Enhancement Courses SEC3
Course Name: Aptitude Development 2
Course Code: 3T3-A

Course Outcomes

CO1	The Students will be able to illustrate quantitative and mathematical computational ability.
CO2	The student will be able to interpret various coding based on conditions, word patterns, direction, distance etc.
CO3	The student will be able to inspect situations logically and draw conclusions
CO4	The student will be able to illustrate the ability of verbal comprehension.
CO5	The student will be able to develop critical thinking ability.

Unit 1: Quantitative Aptitude II

Percentage: Basic concept of percentage & it's shortcut rules & their applications, Ratio: Basic concept of Ratio & Proportion, Partnership – concept, rules & Applications, Percentage Advanced problems & shortcuts, HCF, LCM, Profit & Loss- Basic concept, formulae, shortcut tricks & their application.

Unit 2: Logical Mental Ability

Direction Sense: Conditional Coding, Word-Pattern Coding, Chinese Coding, Direction Sense Test, Direction Distance Test, and Shadow based Questions.

Unit 3: Logical Reasoning

Problems on Cube and Dice, Problems on data sufficiency, Cause & Effect.

Unit 4: Verbal Reasoning

Logical Sequence of Words, Antonyms and Synonyms, Venn diagram, Verification of truth. Character Puzzles

Reference Books:

1. A Modern Approach to Verbal and Non-Verbal Reasoning, Dr. R. S. Aggarwal, S. Chand.
2. A Modern Approach to Logical Reasoning, Dr. R. S. Aggarwal, S. Chand.
3. Quantitative Aptitude for Quantitative Examinations, Dr. R. S. Aggarwal, S. Chand.

Question Paper Pattern

The end semester examination of SEC-3 Aptitude Development-2 course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Skill Enhancement Courses SEC3
Course Name: MS Word and PowerPoint
Course Code: 3P3-B

Course Outcomes

CO1	The student will be able to create basic documents on MS word
CO2	The student will be able to apply advanced functions of MS word.
CO3	The student will be able to create basic presentation using MS PowerPoint
CO4	The student will be able to apply advanced functions of MS PowerPoint in making presentations
CO5	The student will be able to use various functions of MS Word and PowerPoint in their day-to-day office work.

Unit 1: Text Basics and Text Formatting

Various functions under the tab Home – Clipboard, Font, Paragraph, Styles and Editing. Insert – Pages, Tables, Illustrations, Links, Comments, Header, Footer, Text, and Symbols. Design – Documents Formatting, and Page Background. Page Layout – Page Setup, Paragraph, and Arrange. Functions under File tab.

Unit 2: Working with Objects, Bullets & Numbering, List and Tables

Various functions under the tab references – Table of contents, Footnote, Citations & Bibliography, Captions, Index. Mailings – Creating Envelopes and Labels, Mail Merge. Review – Proofing, View – Various view options.

Unit 3: PowerPoint Slides, Themes

Various functions under the tab Home- Clipboard, Slides, Font, Paragraph, Drawing, Editing. Insert – Slides, Tables, Images, Illustrations, Text, Symbols, and Media. Design – Themes, Variants, & Customize options. Functions under File tab.

Unit 4: Working with Objects, Movies, Sounds, SmartArt, Animation and Slide Transition

Various functions under the tab – Transition & timings. Animations - Animation, Advance animations and timings. Slide show –Setup. View – Presentation views, Master Views.

Reference Books:

1. MICROSOFT WORD 2021 FOR BEGINNERS & POWER USERS: The Concise Microsoft Office Word A-Z Mastery Guide for All Users by James Jordan
2. The Microsoft Office 365 Bible: The Most Updated and Complete Guide to Excel, Word, PowerPoint, Outlook, OneNote, OneDrive, Teams, Access, and Publisher from Beginners to Advanced by James Holler
3. Microsoft PowerPoint: From Zero to Hero by Ken Shepard

Question Paper Pattern

The end semester examination of SEC-3 MS Word and PowerPoint Course shall have the following question pattern.

Part I – MCQ Test: 50 Multiple Choice Questions of 1 mark each. 50 questions would be prepared covering all four units of the course. The MCQ based test can be taken in offline mode or online mode as per the available resources with the colleges. Duration for solving 50 questions would be 2 Hours.

Part II – Workbook Submission: A workbook will have to be submitted by the students. This workbook will carry 50 marks. There will be 8-10 practical questions to be performed using MS Excel and the output will be printed and attached in the workbook.

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Skill Enhancement Course SEC4
Course Name: Advance Excel
Course Code: 3P4-A

Course Outcomes

CO1	The student will be able to apply functions of MS -Excel for various mathematical and conditional analysis.
CO2	The student will be able to perform formatting operations and create a password protected worksheet
CO3	The student will be able to extract information from data using logical functions in MS Excel.
CO4	The student will be able to use advanced functions for statistical calculation and analysis using ToolPak of MS Excel.
CO5	The student will be able to use and apply various advanced functions of MS Excel in their professions.

Unit 1: Functions of Excel

Using functions: Sum, Average, Max., Min., Count, Counta. SumIf, SumIfs, CountIf, CountIfs, AverageIf, AverageIfs.

Unit 2: Text Functions and Protecting Excel

Upper, Lower, Proper, Left, Mid, Right, Trim, Len, Exact, Concatenate, Find, Substitute. File level protection, Worksheet protection.

Unit 3: Logical and Lookup Functions

If Function, How to fix error: iferror, Nested If, Complex if and or functions, Vlookup/Hlookup, Index and Match, Creating smooth User Interface using Lookup, Nested Vlookup, Reverse Lookup using Choose Function, Vlookup with Helper Column.

Unit 4: Advanced statistical functions.

Use of Analysis ToolPak for complex statistical analysis (Correlation, Covariance, Regression, Histogram etc)

Reference Books:

1. Excel 2019: All in One, Lokesh Lalwani, BPB Publications.
2. Microsoft Official Academic Course Microsoft Excel 2013,2014, John Wiley & Sons.
1. Microsoft Excel 2016 Step by Step, Curtis Frye, Microsoft Press.

Question Paper Pattern

The end semester examination of SEC-4 Advance Excel course shall have the following question pattern.

Part I – MCQ Test: 50 Multiple Choice Questions of 1 mark each. 50 questions would be prepared covering all four units of the course. The MCQ based test can be taken in offline mode or online mode as per the available resources with the colleges. Duration for solving 50 questions would be 2 Hours.

Part II – Workbook Submission: A workbook will have to be submitted by the students. This workbook will carry 50 marks. There will be 8-10 practical questions to be performed using MS Excel and the output will be printed and attached in the workbook.

Bachelor of Business Administration

BBA (CBCS) SEM – III

Course Type: Skill Enhancement Courses SEC4

Course Name: Business Analytics

Course Code: 3T4-B

Course Outcomes

CO1	The student will be able to understand the basic concepts of Business Analytics
CO2	The student will be able to understand the basic concepts of Descriptive Analytics
CO3	The student will be able to develop model for forecasting and analysis using the basic concepts of Predictive Analytics
CO4	The student will be able to apply the tools of optimization for improving models.
CO5	The student will be able to understand the concepts of business analytics and apply them in building model for analysis

Unit 1: Introduction to Business Analytics

Terminology of Business Analytics, Business Analytics Process, Relationship of Business Analytics and organization, Business Analytics and decision-making process.

Unit 2: Descriptive Analytics

Meaning of descriptive analytics, visualizing and exploring data, Sampling and Estimation, Sampling Methods

Unit 3: Predictive Analytics I

Predictive Modeling and Analysis, Forecasting Techniques, Simulation and Risk Analysis, Introduction to Data Mining.

Unit 4: Predictive Analytics II

Linear Optimization, Applications of Linear Optimization, Integer Optimization, Nonlinear and Non-Smooth Optimization, Optimization Models with uncertainty.

Reference Books:

1. Business Analytics, R. Evans James. Pearson Education.
2. Business Analytics Principles, Concepts, and Applications, What, Why, and How, Marc J. Schniederjans, Dara G. Schniederjans, Christopher M. Starkey, Pearson Education.

Question Paper Pattern

The end semester examination of SEC-4 Business Analytics course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Generic Elective GE2
Course Name: Content Writing
Course Code: 3T5-A

Course Outcomes

CO1	The student will be able to understand basic concepts of content writing.
CO2	The student will be able to gain knowledge regarding types of content writing and editing.
CO3	The student will be able to acquire knowledge on various writing styles.
CO4	The student will be able to create plagiarism-free content.
CO5	The student will be able to understand and write effective content without plagiarism.

Unit 1: Basics of Content Writing

Concept of Content Writing and its relevance, Role and functions of Content Writers, Print and Web Content Writing, Scope and Types of Content Writing, Principles and processes of Content Writing.

Unit 2: Types of Content Writing

Process of Content Writing: getting the brief, ideating, researching, structuring, formatting; editing and Proof-Reading: following company style sheet, grammar, copy flow, restructuring, market research,

Unit 3: Writing Styles

Writing Styles: Non-fiction (Essays, Reports), Advertising, Newspapers, Writing blogs, Case Studies, White Papers; Corporate Communications: writing for business to business (B2B), business to consumer (B2C), press releases; Newsletters: focus on language, jargon, writing style, and target audience, formal and informal language.

Unit 4: Plagiarism and Content Writing

Introduction to plagiarism, rules of plagiarism, techniques of writing plagiarism-free content.

Reference Books:

- 1.Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint 2003
- 2.Pinker, Steven. The Sense of Style: The Thinking Person’s Guide to Writing in the 21st Century . Penguin Books, Reprint edition ,2015
- 3.Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
- 4.Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
- 5.Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
- 6.Janzer. Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
- 7.King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Question Paper Pattern

The end semester examination of GE-2 Content Writing course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline

mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

Bachelor of Business Administration
BBA (CBCS) SEM – III
Course Type: Generic Elective GE2
Course Name: Healthy Living
Course Code: 3T5-B

Course Outcomes

CO1	The student will be able to identify what lifestyle changes are required for health and wellness
CO2	The student will be able to assess mental and emotional health and cope with various mental disorders.
CO3	The student will be able to assess nutritional status of diets and develop diet plans for them
CO4	The student will be able to understand about causes and risks associated with various communicable diseases.
CO5	The student will be able to develop preventive measures for better overall health.

Unit 1: Health and Wellness Basics

Healthy lifestyle, setting goals for health, Personal care, choosing health services, making wise personal safety decisions.

Unit 2: Mental and Emotional Health

Evaluating mental and emotional health, Managing emotions, Developing positive self-esteem, Mental health disorders, Anxiety and depression, Stress and health, Coping with stress.

Unit 3: Nutrition and Physical Activity

Benefits of physical activities, Physical fitness attitude, Your fitness plan, Food and health, Nutritional needs, Guidelines for healthy eating, Diets, Body image and Eating disorders.

Unit 4: Diseases and Disorders

Meaning of communicable diseases, Preventing Communicable Diseases, Common Communicable Diseases, Risks of Sexually Transmitted Infections, Common Sexually Transmitted Infections, Understanding HIV and AIDS, Cardiovascular Diseases, Cancer, Common Non-communicable Diseases.

Reference Books:

1. Textbook of Nutrition and Dietetics, 1 January 2016, by Ranjana Mahna & Seema Puri Kumud Khanna, Sharda Gupta, Santosh Jain Passi, Rama Seth (Author)
2. Physical Activity and Health by Claude Bouchard, Steven N. Blair, William L. Haskell.
2. Mental Health Workbook by Emily Attached & Marzia Fernandez, 2021.
3. Mental Health Workbook for Women: Exercises to Transform Negative Thoughts and Improve Well-being by Nashay Lorick, 2022
4. Lifestyle Diseases: Lifestyle Disease Management, by C. Nyambichu & Jeff Lumiri, 2018.
5. Physical Activity and Mental Health by Angela Clow & Sarah Edmunds, 2013.

Question Paper Pattern

The end semester examination of GE-2 Healthy Living course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

SEMESTER IV

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Core Course CC8
Course Name: Fundamentals of Marketing Management
Course Code: 4T1

Course Outcomes

CO1	The student will be able to examine the marketing environment and explain various terms such as need and value.
CO2	The student will be able to understand market segmentation and positioning for a product or service.
CO3	The student will be able to classify the products into various categories and recommend a suitable pricing strategy as per the product's life cycle stage.
CO4	Given a situation, the student will be able to recommend specific media for advertising and evaluate the distribution channels suitable for the situation.
CO5	The student will be able to understand the various marketing concepts in day to day life.

Unit 1: Introduction to Basic Marketing Concepts

Evolution of Marketing concept, Concept of Need, Want and Demand, Value and Satisfaction, Marketing environment, Introduction to Marketing mix.

Unit 2: Market Segmentation, Targeting & Positioning

Market segmentation- importance and Bases for segmentation; Market Targeting- various targeting strategies; Positioning, De-positioning and Repositioning.

Unit 3: Setting Product and Price Strategies

Product classifications, Product mix, Product line strategies; Product life cycle; Packaging and Labeling, Pricing methods and strategies

Unit 4: Developing distribution and promotional strategies

Distribution channels: types, importance. Channel intermediaries: wholesalers and retailers, Promotion mix: Introduction to Personal selling, Advertising, Sales Promotion, Public Relations and Publicity

Reference Books:

1. Marketing Management A South Asian Perspective, by Philip Kotler, Kevin Lane Keller, Pearson Education.
2. Marketing Management, Rajan Saxena, McGraw Hill Education.
3. Marketing Management- Indian Context with Global Perspective, V S Ramaswamy & S Namakumari, McGraw Hill India.

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Core Course CC9
Course Name: Fundamentals of Human Resource Management
Course Code: 4T2

Course Outcomes

CO1	The student will be able to differentiate between Personnel Management and Human Resource Management.
CO2	The student will be able to appraise the various sources of recruitment and methods of selection in an organization.
CO3	The student will be able to analyze the need for training and evaluate the applicability of various training techniques.
CO4	The student will be able to assess the performance appraisal process and justify the utility of various modern and traditional methods of performance appraisal.
CO5	The student will be able to apply various techniques of human resource management in an organization.

Unit 1: Human Resource Management Concepts

Introduction, Nature, scope, objectives, importance and functions of HRM, Human resource as an asset in organization, Difference between Personnel Management and Human Resource Management, Roles and Qualities of HR Manager, Concept of Strategic HRM.

Unit 2: Recruitment & Selection

Factors Affecting Recruitment, Sources of Recruitment, Selection Process, Methods of selection: Interviews, Tests; Induction Program.

Unit 3: Training and Development

Introduction of Training; Objectives and Importance of Training; Training Process, Training Needs Identification. Types and Techniques of Training and Development, Evaluation of Training, Management/Executive Development Programs: Need and Importance & Objectives.

Unit 4: Performance Appraisal

Basic Concepts, Objectives, process and methods of Performance Appraisal, Performance Vs Potential Appraisal, Types of employee appraisal systems, Errors during Appraisal.

Reference Books:

1. Human Resource and Personnel Management –Text and cases, K. Aswathappa, McGraw-Hill Publishing.
2. Human Resource Management, Dr. S S Khanka, S. Chand Publication.
3. Human Resource Management, L: R. Wayne Mondy, Robert M., Noe, Pearson Education.

Bachelor of Business Administration

BBA (CBCS) SEM – IV

Course Type: Core Course CC10

Course Name: Fundamentals of Financial Management

Course Code: 4T3

Course Outcomes

CO1	The student will understand the concept of financial management and classify the various sources of finance available for financing.
CO2	The student will be able to compute the time value of money to know the future/present value of money.
CO3	The student will be able to estimate the cost of capital of business and understand its impact on business.
CO4	The student will be able to estimate the need of working capital in the business.
CO5	The student will be able to use various concepts of financial management in day to day life.

Unit 1: Introduction to Business Finance & Financial Management

Meaning and significance of business finance, relationship of finance with other disciplines. Meaning of financial management, objectives of financial management, scope of financial management, organization of financial management function, emerging role of finance manager; Financial needs.

Unit 2: Sources of Finance and Cost of Capital:

Type of sources of finance: long term and short term. Cost of capital: Cost of equity, cost of preference, cost of debt, cost of retained earnings, calculation of weighted average cost of capital.

Unit 3: Financial Planning:

Financial Planning – Introduction, Financial Forecasting, Profit Planning, Projected Financial Statements, (Projected Balance Sheet and Projected Income Statements).

Unit 4: Dividend Decisions

Dividend: meaning and importance, types of dividends, factors affecting dividend decisions, dividend and value of firms, dividend policy evaluation, Calculation of value of shares using Walters Model, Gordon's Model, & MM Approach

Reference Books:

1. Financial Management, Ravi M. Kishore, Taxmann.
2. Financial Management, M. Y. Khan & P. K. Jain, Tata McGraw Hill.
3. Financial Management, I. M. Pandey, Vikas Publication.

Question Paper Pattern for Core Courses CC8, CC9 and CC10-Fundamentals of Marketing Management, Fundamentals of Human Resource Management and Fundamentals of Financial Management is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E – 3 Marks

F – 3 Marks

G – 3 Marks

H – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Generic Elective GE3
Course Name: Financial Wellbeing
Course Code: 4T4-A

Course Outcomes

CO1	The student will be identify financial goals for individuals and prepare budget to achieve financial goals
CO2	The student will be able to classify the various personal investment instrument
CO3	The student will be able to prepare plans for specific financial objectives
CO4	The student will be able to assess the indebtedness and understand the management of debts.
CO5	The student will be able to assess overall financial wellbeing of an individual

Unit 1: Introduction to Goal Setting and Budgeting

Understanding short-term and long-term goals, Evaluate and track expenditure, The rule of 70-20-10, Rule of 72, Introduction to budgeting, budgeting process: Goal, Income and Expenses, Create a budget.

Unit 2: Personal Investments and Insurance

Differentiate between savings and investments, Investment Instruments: Long Term and Short term, Risk and Return, Investment Strategies for individuals. Insurance for individuals.

Unit 3: Planning for Specific Objectives

Retirement Planning, Tax Planning, Financial Planning for Children's Education, Pension Plans

Unit 4: Management of Debts

CIBIL Score, Credit Cards, Types of Loans for individuals, Financial Ratios Assess Your Financial Strength (Basic Liquidity Ratio, Asset-to-Debt Ratio, Debt Service-to-income Ratio, Debt Payments-to-Disposable income Ratio, Investment Assets-to-Total Assets Ratio), Security tips for preventing fraud

Reference Books:

1. Personal Finance, E. Thomas Garman, Raymond E. Fogue, Cengage Learning.
2. Financial Planning: A Ready Reckoner, Madhu Sinha, Tata McGraw Hill.
3. Ultimate Financial Planning Guide, Nikhil Kale, www.UltimateFinPlan.com.

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Generic Elective GE3
Course Name: Business Startup Skills
Course Code: 4T4-B

Course Outcomes

CO1	The student will be able to identify the key traits required for an entrepreneur
CO2	The student will be able to assess business opportunities for an entrepreneur
CO3	The student will be able to design and develop a business plan
CO4	The student will be able to identify institutional financial support for start-up
CO5	The student will be able to acquire requisite information and skills for entrepreneurship

Unit 1: Traits for Business Startup

Nature and characteristics of entrepreneur, Traits of a successful entrepreneur, Role of a successful entrepreneur, Ethics and social responsibilities of an entrepreneur, Factors to consider for making better strategic decisions.

Unit 2: Opportunities for an Entrepreneur

Opportunity in commerce or trade, Opportunity in services, Women in Startup and their problems.

Unit 3: Creating the Startup

Sources of idea for startup, Preparation of business plan, Content of business plan, Startup planning and development.

Unit 4: Financing and Managing for Startup

Types of financing for startup, Record keeping: types, need and importance, Institution support to startup.

Reference Books:

1. Taxmann Entrepreneurship By Abha Mathur Edition March 2021
2. Entrepreneurship, Class XI, CBSE Text Book
3. Innovation And Entrepreneurship, Arvind Kumar Bhatt, Laxmi Publications Pvt. Ltd
4. Entrepreneurship Development, New Age Publication – 25 June 2021 by S A Kumar, S C Poornima, M K Abraham, K Jayshree
5. Entrepreneurial Development, S Chand Publication– 1 December 2007, by Khanka S.S.
6. Creativity and Innovation in Entrepreneurship, Khanka SS (Dr), Sultan Chand & Sons, Publishing Year: 2021

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Generic Elective GE4
Course Name: Business Psychology
Course Code: 4T5-A

Course Outcomes

CO1	The student will be able to understand the importance of psychology in a business enterprise.
CO2	The student will be able to comprehend the process of psychological research
CO3	The student will be able to apply psychological tests for evaluation of individuals in business
CO4	The student will be able to relate the causes and effects of stress on an individual
CO5	The student will be able to assess and develop appropriate psychological traits for an individual in business.

Unit 1: Introduction to Business Psychology

Meaning, scope and major areas of business psychology, Research by business psychologist, Contemporary challenges faced by business psychologist.

Unit 2: Psychological Research

Concept and requirement of psychological research, Limitations of psychological research, Methods of psychological research, Concept of descriptive statistics, inferential statistics, and meta-analysis.

Unit 3: Psychological Test

Principles of psychological testing, Implications of fair employment practices, Different types of psychological tests, Limitations of psychological testing.

Unit 4: Stress Management

Physiological effects of stress, Contribution of individual differences in stress responses, Nature of work-family conflict, Causes and effects of stress in the workplace, approaches to treatment of stress in the workplace.

Reference Books:

1. Psychology and Work Today, Schultz, D. & Schultz, S., Pearson Education Pvt Ltd.
2. Work Psychology: understanding human behavior in the workplace, Arnold, J. (ed), Pearson Education Limited.
3. Industrial Psychology, Ghosh P.K., & Ghorpade M.B., Himalaya Publishing House.

Bachelor of Business Administration
BBA (CBCS) SEM – IV
Course Type: Generic Elective GE4
Course Name: Indian Social Values and Business Ethics
Course Code:4T5-B

Course Outcomes

CO1	The student will be to understand the concept of values and relate it with loyalty , behavior and culture.
CO2	The student will be able to implement the concept of values in Indian culture in developing attitudes and beliefs
CO3	The student will be able to understand and apply ethical principles in business
CO4	The student will be able to compare various corporate governance standards for effective business conduct.
CO5	The student will be able to develop and implement values and ethics in business.

Unit 1: Values

Meaning and importance of values, Sources of value system, Types, Values, Loyalty and Ethical Behavior, Values across Cultures.

Unit 2: Indian Values

Respect for Elders, Hierarchy and Status, Need for Security, Non - Violence, Cooperation, Simple Living high Thinking, Rights and Duties, Relevance of Values in Management, Attitudes and Beliefs.

Unit 3: Introduction to Business Ethics

Business Ethics: Definition, Importance, Arguments For And Against Business Ethics, Types of ethical issues, Gandhian Approach in Management and Trusteeship, Business Ethics and Moral Obligations, Ethics in Work life.

Unit 4: Corporate Governance

Introduction, mechanisms and systems of corporate governance, Indian model of Corporate Governance, OECD principles, World Bank on Corporate Governance, McKinsey Survey on corporate governance.

Reference Books:

1. Values and Ethics for Organisations, Chakraborty, S. K., OUP
2. Business Ethics and Values, D. Senthil Kumar & A. Senthil Rajan, Himalaya Publishing House.
3. Business Ethics - An Indian Perspective, Fernando, A.C, Pearson Education.

Question Paper Pattern for Generic Elective Courses (GE3: Financial Wellbeing/ Business Startup Skills and GE4: Business Psychology/ Indian Social Values and Business Ethics) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E- – 3 Marks

F- – 3 Marks

G- – 3 Marks

H- – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

SEMESTER V

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Core Course CC11
Course Name: Business Research Methods
Course Code: 5T1

Course Outcomes

CO1	The student will be able to understand the various kinds of research.
CO2	The student will be able to classify and decide the sampling technique to be used in a research.
CO3	The student will be able to design a questionnaire for collecting primary data.
CO4	The student will be able to analyze the data for report writing.
CO5	The student will be able to conduct the research for various purposes.

Unit 1: Introduction to Research, Research Process and Design

Meaning, objectives and types of research, Steps in Research Process, Types of research design.

Unit 2: Sampling Technique

Population, Sampling frame, Sample, Sampling distribution, Sampling & non-sampling errors, Probability & Non-Probability Sampling.

Unit 3: Data Collection Method

Introduction to primary and secondary data, Methods of primary data and secondary data collection, Scales of measurement, Questionnaire designing.

Unit 4: Analysis and Report Writing

Data preparation, Descriptive statistics, Inferential statistics, Key elements of report writing, Formatting and referencing.

Reference Books:

1. Research methodology-Concepts and Cases, Chawla, D., and Sondhi, N., S. Chand.
2. Business Research Methods, Mishra, P., Oxford University Press.
3. Business Research Methodology, Sachdeva, J.K., Himalaya Publishing House.

Question Paper Pattern for Core Course (C11: Business Research Methods) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E- – 3 Marks

F- – 3 Marks

G- – 3 Marks

H- – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Generic Elective GE5
Course Name: Holistic Development
Course Code: 5T4-A

Course Outcomes

CO1	The student will be able identify various components of holistic development
CO2	The student will be able understand various element of holistic development
CO3	The student will be able to compare the models of emotional intelligence
CO4	The student will be able to apply the concepts of interpersonal skills in communication
CO5	The student will be able to develop an holistic personality for self

Unit 1: Introduction to Holistic Development

Meaning of holistic development, Physical capability development, intellectual capability development, Cognitive ability development, Emotional ability development, social skill development

Unit 2: Elements of Holistic Development

Key elements of holistic development: Cognitive, Language, Social-Emotional, Physical

Unit 3: Emotional Intelligence

Emotional intelligence: Components, Importance, Models of emotional intelligence, Building blocks of emotional intelligence.

Unit 4: Interpersonal Skills

Introduction to interpersonal skills, Body language as a part of communicative skills, Group dynamics and group effectiveness.

Reference Books:

1. Emotional Intelligence (The Vivekananda Way), by A R K Sarma, Shri Sarada Book House, Vijaywada
2. Emotional Intelligence: Achieving Academic and Career Excellence in College and in Life 2nd Edition, Pearson Publishing, by Darwin Nelson, Gary Low
3. Interpersonal Communication Book, The: Pearson New International Edition – 1, August 2013 by Joseph A DeVito
4. Structured Holistic Development Program : A Tool for Success, KAAV PUBLICATIONS, by Dr. Sujata Parwani

Question Paper Pattern

The end semester examination of GE-5 Holistic Development course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Generic Elective GE5
Course Name: International Business Management
Course Code: 5T4-B

Course Outcomes

CO1	The student will be able to explain various concepts and terminologies involved in international business.
CO2	The student will be able to compare the various trading blocs across the globe.
CO3	The student will be able to examine the presence of macro factors (PESTLE) in the international business environment.
CO4	The student will be able to analyze the role of various government institutions in India which support international trade.
CO5	The student will be able to understand the role and importance of international trade for a country.

Unit 1: Introduction to International Business

Introduction to International business, Need, Importance and limitations of international trade, Factors affecting international trade, Trade Barriers: Tariff and Non-Tariff barriers.

Unit 2: Trading Blocs

Trading Blocs, Types of Trading Blocs, Political & Economic Case for Integration, Effects of Trading Blocs, Major Trading Blocs: EU, NAFTA, SAARC, ASEAN, & MERCOSUR.

Unit 3: International Business Environment

Macro factors affecting International Business Environment: Political, Economic, Socio-cultural, Technological, Environmental and Legal factors.

Unit 4: Foreign Trade in India

Flow and Trends of FDI, EXIM Policy, Govt. Institutes supporting Foreign Trade: DGFT, EXIM Bank, ECGC, Export Promotion Councils, EPZ, EOU & SEZ.

Reference Books:

1. International Business, P. Subba Rao, Himalaya Publishing House.
2. International Business, K. Aswathappa, McGraw Hill Education.
3. International Business Environment and Management, V. K. Bhalla, Anmol Publications Pvt. Ltd.

Question Paper Pattern

The end semester examination of GE-5 International Business Management course shall have the following question pattern.

MCQ Test: 50 Multiple Choice Questions of 2 mark each. 50 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. Duration of the examination will be of 2 Hours

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE1
Course Name: Sales and Distribution Management
Course Code: 5T2

Course Outcomes

CO1	The student will be able to explain the sales management process
CO2	The student will be able to apply selling techniques in given situation
CO3	The student will be able to analyze the components of distribution process
CO4	The student will be able to explain the various types of marketing channels.
CO5	The student will be able to use sales and distribution management in their professional career.

Unit 1: Sales Management

Nature, importance and objectives of sales management, establishing a sales force, Setting goals and performance measures. Management by Objectives.

Unit 2: Personal Selling

Concept, nature and objectives of personal selling, Personal Selling Process, Personal selling model: AIDAS theory, sales funnel.

Unit 3: Distribution Management

Concept of physical distribution, Participants in physical distribution, components of distribution: material handling, storage, warehousing, transportation, information tracking.

Unit 4: Channel Management

Nature, functions of marketing channels, Types of Marketing Channels: Conventional and non-conventional distribution channel, Channel conflicts.

Reference Books:

1. Sales and Distribution Management, S. A. Chunawalla, Himalaya Publishing House.
2. Sales and Distribution Management: A Practice based Approach, Vikas Publishing.
3. Selling and Sales Management, David Jobber & Geoffrey Lancaster, Pearson Education.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE2
Course Name: Consumer Buying Behaviour
Course Code: 5T3

Course Outcomes

CO1	The student will be able to determine the impact of consumer behavior in marketing and realize the importance of segmentation
CO2	The student will be able to examine various individual determinants of consumer behavior
CO3	The student will be able to evaluate the impact of external determinants and understand the concept of consumer adoption
CO4	The student will be able to explain the consumer's buying decision making process and compare consumer buying with organizational buying
CO5	The student will be able to understand the role of consumer behavior

Unit 1: Introduction to Consumer Behaviour

Meaning of Customers & Consumers, Importance of consumer behavior studies in the field of Marketing, Customer segmentation and its bases.

Unit 2: Individual determinants of Consumer behavior

Personality: Meaning of Personality, Influence on Purchase Decisions. Motivation & Involvement: Types of Buying Motives, Motive Hierarchy, Dimensions of Involvement. Learning: Meaning & Principal Elements of Learning, Characteristics of Memory Systems, Recall Attitudes: Meaning & Characteristics, Strategies for Changing Attitudes

Unit 3: External determinants of consumer behavior and Consumer Adoption

Culture, subculture, social class & reference group, Consumer adoption process

Unit 4: Consumer Decision Making Process

Consumers' Buying Decision Making Process, Post-purchase Evaluation & Behavior: Consumer Satisfaction, Dissatisfaction, Post- Purchase Dissonance. Types of Buying Behavior: Complex, Extensive, Consumer buying Vs. Organizational buying

Reference Books:

1. Consumer Behavior - In Indian Perspective, Suja R. Nair, Himalaya Publishing House.
2. Consumer Behaviour in Indian Context, P.C. Jain and Monika Bhatt, S. Chand Publication.
3. Consumer Behavior, Leon G. Schiffman, Leslie Lazar Kanuk, S. Ramesh Kumar, Pearson Publications.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE1
Course Name: Financial Mathematics
Course Code: 5T2

Course Outcomes

CO1	The student will be able to classify the financial statements and also able to compare financial statements
CO2	The student will be to calculate, compare and interpret key ratios for a firm
CO3	The student will be calculate present and future value of money and also able to construct EMI schedule for loan repayment
CO4	The student will be able to evaluate the long term investment proposal
CO5	The student will be able to assess the financial performance of a firm and also decide the financial viability of long term investment proposal

Unit 1: Financial Statement and Analysis – I:

Meaning of Financial Statements, Objectives, Types of Financial Statement and Tools for Analysis – Common Size statement, Comparative statement and Trend Analysis.

Unit 2: Financial Statement and Analysis – II:

Ratio analysis – Meaning, Objectives, Advantages, Limitations. Types of Ratios – Profitability, Efficiency, Turnover, Financial and Liquidity ratios

Unit 3: Interest and Time Value of Money:

Calculations of Present value, Future value and Annuities; Simple Interest and compound interest; Nominal Interest and Real interest; preparation of amortization and EMI schedules.

Unit 4: Capital Budgeting:

Meaning, Objectives, Tools of Capital Budgeting – ARR, Payback period, NPV, IRR, PI (Calculations, Merits and Demerits),

Reference Book:

1. How to Analyze Financial Statements by Kakani Ramchandran, 2nd Edition – 1 July 2017, McGraw Hill Professionals,
2. Financial Management, by Ravi M Kishore, Taxman Publication.
3. Financial Management, by I M Pandey, Vikas Publishing House.
4. Financial Management, Theory, Concepts and Problems, by Dr. R. P. Rustagi, Taxman Publication.
5. Principles of Corporate Finance, by, Brealy, Myers, Allen and Edmans, Mc Graw Hill Publications.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE2
Course Name: Financial Services Management
Course Code: 5T3

Course Outcomes

CO1	The student will be able to understand the institutional framework of financial services.
CO2	The student will be able to understand and differentiate the functions of primary and secondary markets
CO3	The student will be able to classify the types of mutual funds and calculate NAV
CO4	The student will be able to understand the insurance service and functions of IRDA.
CO5	The student will be able to evaluate the role of financial services in India.

Unit 1: Overview of Financial Services

Nature, scope and importance Financial System and Markets: Types, Constituents and functioning, SEBI- Role and functions Overview of Foreign Markets Financial Sector Reforms in India Introduction to Banking; Plastic Money; Concept and Different Forms of Plastic Money – Credit and Debit Cards, Pros and Cons. RBI – Role and functions.

Unit 2: Primary and Secondary Markets and their Intermediaries

Introduction of Primary & Secondary Markets (BSE, NSE & OTCEI), Money market Merchant banking services including new issue management- Prospectus of Public Offering, Book Building, IPO and FPO, Green shoe Option, Underwriter, Registrar and Share Transfer Agent Stock Broking Depositories Custodial services and short selling and securities lending and borrowing services.

Unit 3: Mutual Funds

Concept, Different schemes, Advantages. UTI: Objectives, functions, regulation, role of UTI in industrial finance. History of Mutual fund Industry in India – Formation, regulations and organization – fund accounting and Net Assets Value (NAV).

Unit 4: Introduction to Insurance Services

Definition and Nature of Insurance, Evolution of Insurance, Role and Importance of Insurance, IRDA: Role and functions, Types of various insurance services.

Reference Books:

1. The Indian Financial system – Market, Institutions and Services, Bharti V Pathak, Pearson.
2. Financial Services, M.Y Khan, Tata McGraw Hill.
3. Insurance: Principles And Practice, : M.N. Mishra & S B Mishra, S. Chand.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE1
Course Name: Recruitment, Training and Development
Course Code: 5T2

Course Outcomes

CO 1	The student will be able to understand basics associated with the concept of recruitment and related areas.
CO 2	The student will be able to analyze and explain concepts of training needs, identification, processes, methods, and evaluation techniques.
CO 3	The student will be able to relate with the emerging trends in training and development.
CO 4	The student will be able to develop a relevance and usefulness of training expertise in the organizational work environment.
CO 5	The student will be able to develop an understanding about MDPs and allied topics of career development.

Unit 1: Recruitment and Selection

Meaning of recruitment, Methods of Recruitment, Factors affecting Recruitment, Sources of Recruitment, Meaning of selection, Steps in Selection Process, Psychometric tests for Selection, Barriers to effective Selection.

Unit 2: Training

Concept of training, characteristics of effective training system, nature of training and development, importance of training and development, Training process, Organization vision & perspective plans, assessment of training needs.

Unit 3: Methods of Training

Training Approach, On the Job Training methods- On the job training methods- job instruction training, coaching, job rotation, Job enlargement, Job Enrichment, syndicate method, Off the Job Training Methods- Knowledge based methods, Simulation Methods, Experiential Methods.

Unit 4: Employee Development

Management development programmes, types of management development programmes, Career life cycle, Process of career development, Factors affecting Career Planning and Development. Succession planning.

Reference Books:

1. Effective Training-Systems, Strategies, and Practices P. Nick Blanchard & James W. Thacker, Pearson Education.
2. Employee Training and Development, Raymond A Noe, McGraw Hill.
3. Effective Human Resource Training and Development Strategy, Dr. B. Rathana Reddy, Himalaya Publication House.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE2
Course Name: Compensation and Benefit Management
Course Code: 5T3

Course Outcomes

CO1	The student will be able to develop an understanding of issues related to compensation management
CO2	The student will be able to gain practical, comprehensive knowledge of the complexities of reward systems.
CO3	The student will be able to describe the concepts of rewards system and incentive plans
CO4	The student will be able to understand the importance of Wage Differentials and Differentiate between different types of wages
CO5	The student will be able to outline the various Statutory Provisions related to Compensation

Unit 1: Introduction to Compensation Management

Conceptual and theoretical understanding of economic theory related to Compensation Management (Wage Concepts and Wage Theories), Wage plans, Employees satisfaction and Motivation issues in compensation design. Components of compensation.

Unit 2: Types of Wages and Incentives

Types of Incentive Schemes, Wage Incentive Plans, Pre-requisites of effective incentive schemes, Merits and Demerits of Incentives, Pay for Performance Plans.

Unit 3: Benefit Management

Concept and Nature of Benefits, Classification of Employee Benefits, Employee Benefit Programs, Long term Incentive plans, Strategic Perspectives on Benefits, Factors Influencing Choice of Benefit Program.

Unit 4: Wage Determination and Wage Management

Wage Concept, Wage Policy, Institutional Mechanisms for Wage Determination, Pay Commission, Wage Boards, Public Sector Pay Revision, ILO and Collective Bargaining, Union Role in Wage and Salary Administration

Reference Books:

1. Compensation Management, Tapomoy Deb, Excel Books.
2. Compensation Management, Dr. Kanchan Bhatia, Himalaya Publishing House.
3. Performance Appraisal and Compensation Management, Goel Dewakar, PHI Learning.
4. Essentials of Human Resource Management & Industrial Relations, P Subbarao, Himalaya Publishing House.

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE1
Course Name: Statistical Application and Analytics
Course Code: 5T2

Course Outcomes

CO1	The student will be able to summarize the data using descriptive statistics
CO2	The student will be able to calculate and interpret various measures of dispersion
CO3	The student will be able to determine relationship between variables
CO4	The student will be able to calculate probability using different distributions
CO5	The student will be able to use different statistical concepts for analysis

Unit 1: Introduction to Statistics, Matrix and Frequency Table, Graphs and Shapes of Distributions, Mode, Median and Mean.

Unit 2: Basic Concepts in Statistics for Data Analysis

Range, Interquartile Range and Box Plot, Variance and Standard deviation, Z-scores, Contingency Table, Scatter plot, Pearson's r

Unit 3: Regression and Probability

Basics of Correlation: Karl Pearson's coefficient of correlation and Spearman's Rank correlation, Basics of Regression: Straight line method, regression using regression coefficient and regression using Karl Pearson coefficient of correlation

Unit 4: Probability and Different Distributions

Elementary Probability, Random Variables, Normal Distribution, Binomial Distribution, Poisson distribution.

Reference Books:

1. "Quantitative Methods for Business", Anderson (Thomson Learning Books)
2. "Statistical Methods", S.P. Gupta (S. Chand)
3. Levin Richard & Rubin David – "Statistics for Management" (Prentice Hall Of India).
4. SPSS Statistics for Data Analysis and Visualization 1st Edition, Keith McCormick, Jesus Salcedo, Jason Verlen, Jon Peck, Andrew
5. Wheeler , Wiley Publishing, ISBN 978-1119003557

Bachelor of Business Administration
BBA (CBCS) SEM – V
Course Type: Discipline Specific Elective DSE2
Course Name: Data Visualization Techniques
Course Code: 5T3

Course Outcomes

CO1	The student will be able understand the importance of data visualization
CO2	The student will be able to prepare the data for visualization
CO3	The student will be able to connect to different data sources for visualization
CO4	The student will be able to construct dashboard using suitable visualization tool
CO5	The student will be able to create interactive presentation of data through visualization tools

Unit 1: Introduction to Visualization

Traditional methods of data interpretation and its drawbacks, Need for visualization, Different tools for visualization.

Unit 2 Prerequisites to Visualization

Cleaning of data, Sorting, Different types of charts and graphs, Application of charts and graphs.

Unit 3 How to Connect Data Source

Different types of data sources, Basic connection with an excel file, Types of joins.

Unit 4 Dashboards

Concept of a dashboard, Use of dashboard: Do's and don'ts, Practical example of a dashboard.

Reference Books:

1. Tableau your Data, Daniel G Murray, 2nd Edition, Wiley Publishing, ISBN-13: 978-8126573448
2. DATA VISUALIZATION WITH EXCEL DASHBOARDS by Dick Kusleika, Wiley Publication
3. Data Visualization : Using Power BI, Orange and Excel by Dr. Shirshendu Roy, Notion Press
4. Storytelling With Data: A Data Visualization Guide for Business Professionals” by Cole Nussbaumer Knaflic, Wiley Publication

Question Paper Pattern for Discipline Specific Courses (All DSE1 and DSE2 courses) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E- – 3 Marks

F- – 3 Marks

G- – 3 Marks

H- – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

SEMESTER VI

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Core Course CC13
Course Name: Business Legislation
Course Code: 6T1

Course Outcomes

CO1	The student will be able to evaluate the validity and enforceability of a contract.
CO2	The student will be able to evaluate the validity of negotiable instruments.
CO3	The student will be able to compare the various IPR laws and its application in business.
CO4	The student will be able to evaluate the consumer rights and its enforceability
CO5	The student will be able to understand the basic legal environment for businesses in India.

Unit 1: Contract Act

Definition, nature and kinds of contract; Essentials of contract: offer and acceptance, considerations, capacity of parties, free consent, legality of object, void agreements; performance of contract; Discharge of Contract; Remedies for breach of Contract.

Unit 2: Negotiable Instrument Act

Negotiable instruments: meaning, types and essentials; Parties to negotiable instruments: Rights and liabilities; Presentation of negotiable instruments: essential conditions; Dishonour and discharge of negotiable instruments; Crossing and bouncing of Cheque.

Unit 3: Basics of IPR

Patent law: patent and patentability, rights of patent holder, patent registration process, infringement and remedies for infringement. Trademark: meaning and essentials; types of trademarks; registration process; rights of trademark holder; infringement and passing off . Copyright: meaning and subject matter of copyrights; rights of copyright holder, registration process; infringement of copyright.

Unit 4: Consumer Law and IT Act

Consumer protection act 2019: objectives and salient features; Definitions; Restrictive and Unfair trade practices; Rights of Consumer; Consumer protection council; Consumer redressal agencies; Information Technology Act: objectives, scope and important definitions; Electronic governance; Certifying authority; Electronic signature; penalties and offences.

Reference Books:

1. Elements of Company Law, N.D. Kapoor, Sultan Chand & Sons.
2. Legal Aspects of Business Concepts and Application, Parul Gupta, Vikas Publishing House.
3. Business Legislation for Management, M C Kuchhal & V Kuchhal, Vikas Publishing House.

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Core Course CC14
Course Name: Corporate Social Responsibility
Course Code: 6T2

Course Outcomes

CO1	The student will be able to identify the need of CSR towards various stakeholders of a business
CO2	The student will be able to understand the various models of CSR
CO3	The student will be able to apply corporate governance concept in a business enterprise
CO4	The student will be able to prepare the CSR activity according to the various laws and regulations
CO5	The student will be able to plan and implement various activities to be taken under CSR activity for sustainable development.

Unit 1: Introduction to Corporate Social Responsibility

Concept and need of corporate social responsibility, Aspects of corporate social responsibility: Responsibility towards shareholders, employees, creditors, customers and society, CSR through triple bottom line.

Unit 2: Models of Corporate Social Responsibility

Models of CSR: Trusteeship, Stakeholders, Ethical Model, Statist Model, Liberal Model, International Framework of CSR.

Unit 3: Corporate Social Responsibility and Governance

Strategies for CSR - Challenges and implementation, Evolution of corporate governance, CSR and corporate governance, Structure and development of boards, Governance ratings.

Unit 4: Corporate Social Responsibility Legislation in India

Section 135 of Companies Act, Scope of CSR Activities under Schedule VII, Appointment of Independent Directors on Board, Computation of Net Profit's implementation in India.

Reference Books:

1. Corporate Responsibility, Blowfield, Michael, and Alan Murray, Oxford University Press.
2. Corporate Governance (Indian Edition), Mallin, Christine A., Oxford University Press.
3. Ethics and Social Responsibility of Business, Bhanumurthy K V., Pearson Education India.

Question Paper Pattern for Core Courses (C13: Business Legislation and CC14: Corporate Social Responsibility) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E- – 3 Marks

F- – 3 Marks

G- – 3 Marks

H- – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Discipline Specific Elective DSE3
Course Name: IMC and Branding
Course Code: 6T3

Course Outcomes

CO1	The student will be able to understand the integrated marketing communication process for a product or company.
CO2	The student will be able to apply media planning for an effective marketing campaign.
CO3	The student will be able to understand the concepts of branding for formulating effective marketing strategies.
CO4	The student will be able to apply the concept of brand positioning for brand building purposes.
CO5	The student will be able to understand the IMC and branding strategies adopted by the organizations.

Unit 1: Introduction to Integrated Marketing Communication (IMC)

Concept of Integrated Marketing Communication (IMC), Functional areas of marketing communications, IMC Communication Tools, IMC planning process.

Unit 2: Media Planning and Strategy

Developing Media Plan, Problems in Media Planning, Media Planning Criteria- Target Market Coverage, Scheduling, Reach versus Frequency and Budget Considerations, Establishing Media objectives, Developing and implementing Media Strategies.

Unit 3: Introduction to Brand Management

Concept of Brand, Evolution of Brands, Characteristics of Brands, Selecting a Brand Name, Branding challenges and opportunities, Strategic Brand Management Process.

Unit 4: Brand Positioning

Identifying and Establishing Brand Positioning, positioning guidelines, Defining and Establishing Brand Values, Internal Branding; Choosing Brand Elements to Build Brand Equity: Criteria for choosing Brand Elements

Reference Books:

1. Brand Positioning Strategies for Competitive Advantage, Subroto Sengupta, Tata McGraw Hill Publication.
2. Advertising & IMC: Principles and Practice, Sandra Moriarty, Nancy Mitchell, William Wells, Pearson Education.
3. Strategic Brand Management, Kevin L. Keller, Pearson Education.

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Discipline Specific Elective DSE3
Course Name: Corporate Finance
Course Code: 6T3

Course Outcomes

CO1	The student will be able to analyze the performance of business based on financial statements.
CO2	The student will be able to evaluate the various investment decisions to be made in a business.
CO3	The student will be able to analyze the impact of uncertainty on investment decisions in a business.
CO4	The student will be able to evaluate the financial need in a business.
CO5	The student will be able to develop the overall financial need of business based on the financial performance and business risk.

Unit 1: Financial Analysis

Understanding Financial Statement; Measuring Corporate performance; Interpreting Financial Ratios; cash flow analysis (AS 3).

Unit 2: Working Capital Management

Introduction, Types, Factors affecting working capital requirements, Adequacy of Working Capital, calculation of working capital.

Unit 3: Capital structure and value of firm

Theories of capital structure and value of firm; capital structure analysis: EBIT-EPS analysis; ROI-ROE analysis; leverage analysis.

Unit 4: Financial Planning

Financial forecasting: meaning, techniques, benefits; Estimation of growth rate; steps in financial planning.

Reference Book:

6. Financial Management, by Ravi M Kishore, Taxman Publication.
7. Financial Management, by I M Pandey, Vikas Publishing House.
8. Financial Management, Theory, Concepts and Problems, by Dr. R. P. Rustogi, Taxman Publication.
9. Principles of Corporate Finance, by, Brealy, Myers, Allen and Edmans, Mc Graw Hill Publications.

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Discipline Specific Elective DSE3
Course Name: Job Analysis and PMS
Course Code: 6T3

Course Outcomes

CO 1	The student will be able to understand the concept of job analysis and its components.
CO 2	The student will be able to explain the concepts & importance of the Performance management system.
CO 3	The student will be able to apply the Performance management system for personal development.
CO 4	The student will be able to evaluate the strategies for assessing the performance of an employee.
CO 5	The student will be able to assess employee involvement for effective performance and coach employees for individual development.

Unit 1: Introduction to Job Analysis

Concept of Job analysis, steps in analyzing job and introduction to methods of collecting job analysis information, Job description, job specification.

Unit 2: Job Design and Job Evaluation

Job Design - Meaning and Components of Job Design, Job Evaluation - Concept, Objectives, Process, Methods, Advantages and Limitations of job evaluation, Job simplification, job rotation, job enrichment and job enlargement.

Unit 3: Introduction to Performance and Performance Management

Dimensions of Performance, Performance Appraisal & Potential Appraisal. Performance Management: Planning Performance for Role Clarity, Accountability and Effectiveness, Process of Performance Management, Developing and Implementing a Performance Management System.

Unit 4: Performance Management Techniques and Rewards

Performance Management Techniques, Performance Management Practices Of Different Companies, Reward System: Types of Rewards, Designing Reward System, Total Reward Strategies, Characteristics of an Effective Performance Reward Plan.

Reference Books:

1. Compensation Management, Tapomoy Deb, Excel Books.
2. Compensation Management, Dr. KanchanBhatia, Himalaya Publishing House.
3. Performance Appraisal and Compensation Management, Goel Dewakar, PHI Learning.
4. Employee Benefits: A Primer for Human Professionals, Martocchio J. Joseph, Tata McGraw Hill.

Bachelor of Business Administration
BBA (CBCS) SEM – VI
Course Type: Discipline Specific Elective DSE3
Course Name: Data Warehousing and Mining
Course Code: 6T3

Course Outcomes

CO1	The student will be able understand the concept of data warehousing
CO2	The student will be able to prepare data warehouse
CO3	The student will be able to understand the concept of data mining
CO4	The student will be able to extract relevant data using data mining concept
CO5	The student will be able to use data mining and data warehousing for decision making

Unit 1: Introduction to Data Warehousing

Data warehousing Components, Building a Data warehouse, Data Warehouse Architecture.

Unit 2: Concepts in Data Warehousing

DBMS Schemas for Decision Support, Data Extraction, Cleanup, and Transformation Tools.

Unit 3: Introduction to Data Mining

Types of data mining: Predictive Data Mining, Descriptive Data Mining, Types of learning: Supervised learning algorithm, Unsupervised learning algorithm, Semi-supervised learning algorithm, Reinforcement learning algorithm.

Unit 4: Concepts in Data Mining

Data Mining Functionalities and steps involved in data mining; Data Reduction – Data Discretization and Concept Hierarchy Generation- Architecture Of A Typical Data Mining Systems- Classification Of Data Mining Systems.

Reference Books:

1. Data Mining: Concepts Models, Methods and Algorithms, Mehmed Kantardzic, 2nd Edition, Wiley IEEE
2. Data Mining Practical Machine Learning Tools and Techniques, 2nd Edition, Elsevier Publication.
3. Introduction to Data Mining (Second Edition), Pearson Publication
4. Data Mining: The Textbook, Springer Publication
5. Mining of Massive Data, Second Edition, Cambridge University Press

Question Paper Pattern for Discipline Specific Courses (All DSE3 courses) is as follows-

Q1. Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

A – 2 Marks

B – 2 Marks

C – 2 Marks

D – 2 Marks

E – 2 Marks

F – 2 Marks

G – 2 Marks

H – 2 Marks

Q2. Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

A – 3 Marks

B – 3 Marks

C – 3 Marks

D – 3 Marks

E- – 3 Marks

F- – 3 Marks

G- – 3 Marks

H- – 3 Marks

Q3. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q4. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q5. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Q6. Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

OR

C – 10 Marks

Evaluation of Core Courses CC12 (Internship) and CC15 (Project Work) will be according to the method prescribed in Direction No. 40 of 2023, clause no. 14.(A), page number 13-14 and Clause no. 19 (F) page number 25