

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
Chhatrapati Sambhajnagar.**



**CIRCULAR /SU/CM/NEP-UG/50/2023**

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management; **the Academic Council at its meeting held on 30.11.2023 has accepted the following subject wise Curriculum of National Education Policy-2020** Under the Faculty of Commerce & Management.

Sr.No	UG Subject wise Curriculum	Semester
01	B.Com	Ist & IInd
02	B.Com. E-Commerce	Ist & IInd
03	BBA	Ist & IInd
04	BCA	Ist & IInd

**This is effective from the Academic Year 2024-25 and Onwards as per appended herewith.**


All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.

REF.NO. SU/UGSYLL/2024-25/18935-44

Date:- 13-12-2023.

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**Deputy Registrar,  
Academic Section  
Syllabus unit.**

**Copy forwarded with compliments to :-**

- 1] **The Principals, all concerned affiliated Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**

**Copy to :-**

- 1] The Director, Board of Examination & Evaluation,
- 2] **The Section Officer, [ B.Com. Unit ] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



Curriculum of  
**BBA HONORS**  
**BACHELOR OF BUSINESS ADMINISTRATION**  
**I TO IIND SEMESTER**

APPLICABLE FOR AFFILIATED COLLEGES

under NEP 2020

*[ Effective from the Academic Year 2024-25 & onwards ]*

**Dr. Babasaheb Ambedkar Marathwada University,  
Chhatrapati Sambhajinagar.**

*Faculty of Commerce & Management*

**Bachelors of Business Administration (BBA)  
(Honours) -04 Years PROGRAM**



**Program Structure  
As per NEP- 2020  
( Applicable For All Affiliated Colleges )**

*Deem. (F)*



**Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar**  
**Faculty of Management Science**  
**Curriculum Structure**  
**Bachelor of Business Administrations (BBA) Honours**  
**Semester -I**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC -1	BBA101T	Business Organization	45 (03/per week)	02	50	30	20	20
DSC -2	BBA 102T	Fundamental of Management & OB	45 (06/per week)	04	100	60	40	40
<b>(Generic Elective) Choose any one</b>								
GE./O E-1	BBA103T	A. Fundamental of Computers	45 (03/per week)	02	50	30	20	20
		B. Fundamentals of Accountancy	45 (03/per week)	02	50	30	20	20
		C. Entrepreneurship Development	45 (03/per week)	02	50	30	20	20
<b>(Open Elective) Choose any one</b>								
GE./O E-1	BBA104T	A. Environment Management	45 (03/per week)	02	50	30	20	20
		B. Business Statistics	45 (03/per week)	02	50	30	20	20
		C. Fundamental of Banking	45 (03/per week)	02	50	30	20	20
<b>Choose any one</b>								
VSC1	BBA105T	A. Event Management	45 (03/per week)	02	50	30	20	20
		B. Fundamentals of Stock Trading	45 (03/per week)	02	50	30	20	20
		C. Computer Application	45 (03/per week)	02	50	30	20	20
<b>Choose any one</b>								
SEC-1	BBA106T	A. MS- Office	45 (03/per week)	02	50	30	20	20
		B. Tally Accounting	45 (03/per week)	02	50	30	20	20
		C. Business Communication	45 (03/per week)	02	50	30	20	20
AEC1	BBA107T	English Language	45 (03/per week)	02	50	30	20	20
VEC1	BBA108T	Indian Constitution	45 (03/per week)	02	50	30	20	20
		<b>Choose any one</b> Preservation of Himroo						

IKS	BBA109T	Weaving / Design Patterns of Paithani /Historical Heritage / Study of Regional Language / History of Marathwada / Khadi Gramudyog /International Trade in Ancient India	45 (03/per week)	02	50	--	50	20
CCI	BBA110T	Health & Wellness	45 (03/per week)	02	50	--	50	20
				<b>22</b>	<b>550</b>			

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**Faculty of Management Science**  
**Curriculum Structure**  
**Bachelor of Business Administrations (BBA) Honours**  
**Semester -II**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-3	BBA201T	Financial Management	45 (06/per week)	04	100	60	40	40
DSC -4	BBA202T	Business Environment	45 (03/per week)	02	50	30	20	20
Minor 1	BBA203T	Entrepreneurial Mind-set & Behaviour	45 (03/per week)	02	50	30	20	20
<b>(Generic Elective) Choose any one from basket / pool</b>								
GE/OE -3	BBA204T	A. Basics of Income Tax	45 (03/per week)	02	50	30	20	20
		B. Financial Institutions	45 (03/per week)	02	50	30	20	20
		C. Wealth Management	45 (03/per week)	02	50	30	20	20
<b>(Open Elective) Choose any one from basket / pool</b>								
GE/OE -4	BBA205T	A. Personality Development	45 (03/per week)	02	50	30	20	20
		B. Public Policy	45 (03/per week)	02	50	30	20	20
		C. Creativity & Innovations	45 (03/per week)	02	50	30	20	20
<b>Choose any one from basket / pool</b>								
VSC2	BBA206P	A. Event Management	45 (03/per week)	02	50	-	50	20
		B. Stock Trading	45 (03/per week)	02	50	-	50	20
		C. Computer Applications	45 (03/per week)	02	50	-	50	20
<b>Choose any one from basket / pool</b>								
SEC2	BBA207T	A. Career Skills	45 (03/per week)	02	50	30	20	20
		B. Interpersonal & Negotiations Skills	45 (03/per week)	02	50	30	20	20
		C. Life Skills	45 (03/per week)	02	50	30	20	20
AEC2	BBA208T	Hindi / Marathi / Urdu / Arabic / Sanskrit / Pali	45 (03/per week)	02	50	30	20	20

<b>VEC2</b>	BBA209T	Environment Studies	45 (03/per week)	02	50	30	20	20
<b>CC2</b>	BBA210T	Yoga Education / Sports & Fitness	45 (03/per week)	02	50	--	50	20
				<b>22</b>	<b>550</b>			



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**Faculty of Management Science**  
**Curriculum Structure**

**Bachelor of Business Administrations (BBA) Honours**

**Semester -III**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-5	BBA301T	Marketing Management	45 (06/per week)	04	100	60	40	40
DSC-6	BBA302T	Human Resource Management	45 (06/per week)	04	100	60	40	40
Minor 2	BBA303T	Innovations Management	45 (03/per week)	04	100	60	40	40
<b>Choose any one from basket / pool</b>								
GE/OE -5	BBA304T	A. MIS	45 (06/per week)	04	100	60	40	40
		B. Indian Ethos	45 (06/per week)	04	100	60	40	40
		C. Social Entrepreneurship	45 (06/per week)	04	100	60	40	40
<b>Choose any one from basket / pool</b>								
VSC-3	BBA305T	A. Bee Keeping	45 (03/per week)	02	50	30	20	20
		B.	45 (03/per week)	02	50	30	20	20
		C.	45 (03/per week)	02	50	30	20	20
AEC3	BBA306T	Modern Indian Languages. Choose any one from available Indian Language Hindi / Marathi / Urdu / Arabic / Sanskrit / Pali	45 (03/per week)	02	50	30	20	20
FPI	BBA307P	Field Project	45 (03/per week)	02	50	--	50	20
<b>OR ( Select either FPI or CC3)</b>								
CC3	BBA408P	NSS / NCC/ Fine / Applied / Visual / Performing Arts	45 (03/per week)	02	50	--	50	20
				<b>22</b>	<b>550</b>			



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**Bachelor of Business Administrations (BBA) Honours**  
**Semester -IV**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-7	BBA401T	Managerial Economics	45 (06/per week)	04	100	60	40	40
DSC-8	BBA402T	Production & Material Management	45 (06/per week)	04	100	60	40	40
Minor 3	BBA403T	Project Report & Business Plan	45 (06/per week)	04	100	60	40	40
<b>Choose any one from basket / pool</b>								
GE4/O E4	BBA404T	A. Work Force Diversity	45 (06/per week)	04	100	60	40	40
		B. Positive Psychology	45 (06/per week)	04	100	60	40	40
		C. Disaster Management	45 (06/per week)	04	100	60	40	40
<b>Choose any one from basket / pool</b>								
SEC-3	BBA405T	A. Quantitative Aptitude	45 (03/per week)	02	50	30	20	20
		B. Social Media Management	45 (03/per week)	02	50	30	20	20
		C. Writing & Presentation Skills	45 (03/per week)	02	50	30	20	20
AEC4	BBA406T	Modern Indian Languages. Choose any one from available Indian Language Hindi / Marathi / Urdu / Arabic / Sanskrit / Pali	45 (03/per week)	02	50	30	20	20
CEP	BBA407P	Community Engagement Project	45 (03/per week)	02	50	--	50	20
<b>OR ( Select either CEP or CC4)</b>								
CC4	BBA408P	NSS / NCC/ Fine / Applied / Visual / Performing Arts	45 (03/per week)	02	50	--	50	20
				22	550			

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**Bachelor of Business Administrations (BBA) Honours**  
**Semester -V**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-9	BBA501T	Business Laws	45 (06/per week)	04	100	60	40	40
DSC-10	BBA502T	Design Thinking	45 (06/per week)	04	100	60	40	40
Minor 4	BBA503T	Government Policies & Schemes	45 (06/per week)	04	100	60	40	40
<b>Choose any one ( Finance/ Marketing/ Human Resource/ Production &amp; Operation/ Information Technology )</b>								
DSE-1	BBA504T F	Financial Markets & Institutions	45 (06/per week)	04	100	60	40	40
	BBA504T M	Sales & Distribution Management	45 (06/per week)	04	100	60	40	40
	BBA504T H	Human Resource Development	45 (06/per week)	04	100	60	40	40
	BBA504T P		45 (06/per week)	04	100	60	40	40
	BBA504T I	System Analysis & Design	45 (06/per week)	04	100	60	40	40
VSC-4	<b>Choose any one from basket / pool</b>							
	BBA505T	A. Ethical Hacking	45 (06/per week)	04	100	60	40	40
		B. Web Designing Fundamentals	45 (06/per week)	04	100	60	40	40
		C. Production Planning & Control	45 (06/per week)	04	100	60	40	40
FP2	BBA506P	Field Project	45 (03/per week)	02	50	30	20	20
<b>OR ( Select either FP2 or CEP )</b>								
CEP	BBA507P	Community Engagement Project	45 (03/per week)	02	50	--	50	20
				<b>22</b>	<b>550</b>			

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**Bachelor of Business Administrations (BBA) Honours**  
**Semester –VI**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-11	BBA601T	Business Analytics	45 (06/per week)	04	100	60	40	40
DSC-12	BBA602T	Operation Research	45 (06/per week)	04	100	60	40	40
DSC-13	BBA603T	Project Management	45 (03/per week)	02	50	30	20	20
<b>Choose any one ( Finance/ Marketing/ Human Resource/ Production &amp; Operation/ Information Technology )</b>								
DSE-2	BBA604TF	Investment Management	45 (06/per week)	04	100	60	40	40
	BBA604TM	Marketing of Services/	45 (06/per week)	04	100	60	40	40
	BBA604TH	Compensation Management	45 (06/per week)	04	100	60	40	40
	BBA604TP	Logistic Management	45 (06/per week)	04	100	60	40	40
	BBA604TI	DSS	45 (06/per week)	04	100	60	40	40
Minor 5	BBA605T	Start-up Eco System	45 (03/per week)	04	100	60	40	40
OJT-1	BBA606P	On Job Training	90 (06/per week)	04	100	60	40	40
				<b>22</b>	<b>550</b>			



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**Bachelor of Business Administrations (BBA) Honours**  
**Semester -VII**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-14	BBA701T	Business Policy & Strategic Management	45 (06/per week)	04	100	60	40	40
DSC-15	BBA702T	Corporate Governance & Ethics	45 (06/per week)	04	100	60	40	40
DSC-16	BBA703T	Quality Management	45 (06/per week)	04	100	60	40	40
DSC-17	BBA704T	Indian Economy	45 (02/per week)	02	50	30	20	20
<b>Choose any one (Finance/ Marketing/ Human Resource/ Production &amp; Operation/ Information Technology )</b>								
DSE-3	BBA705TF	Behavioural Finance	45 (06/per week)	04	100	60	40	40
	BBA705TM	Digital Marketing	45 (06/per week)	04	100	60	40	40
	BBA705TH	IR & Industrial Laws	45 (06/per week)	04	100	60	40	40
	BBA705TP	Supply Chain Management	45 (06/per week)	04	100	60	40	40
	BBA705T I	DBMS	45 (06/per week)	04	100	60	40	40
Minor	BBA706T	Research Methodology	45 (03/per week)	02	50	30	20	20
	BBA706P	Research Methodology -Lab	45 (03/per week)	02	50	30	20	20
				<b>22</b>	<b>550</b>			

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**Bachelor of Business Administrations (BBA) Honours**  
**Semester -VIII**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-18	BBA801T	Research Ethics & Report Writing	45 (06/per week)	04	100	60	40	40
DSC-19	BBA802T	Review of Literature & Synopsis	45 (06/per week)	04	100	60	40	40
DSC-20	BBA803T	Data Analysis :Tools & Techniques	45 (06/per week)	04	100	60	40	40
DSC-21	BBA804T	Discipline Specific Specialization (Advanced)	45 (03/per week)	02	50	30	20	20
DSE-4	<b>Choose any one (Finance/ Marketing/ Human Resource/ Production &amp; Operation/Information Technology )</b>							
	BBA805TF	Financial Services	45 (06/per week)	04	100	60	40	40
	BBA805T M	Consumer Behaviour	45 (06/per week)	04	100	60	40	40
	BBA805T H	Training & Development	45 (06/per week)	04	100	60	40	40
	BBA805TP	World Class Manufacturing	45 (06/per week)	04	100	60	40	40
	BBA805T I	Fundamentals of Networking	45 (06/per week)	04	100	60	40	40
OJT-3	BBA806P	On Job Training -2	90 (06/per week)	04	100	60	40	40
				<b>22</b>	<b>550</b>			

**Note : Minor courses from Semester-II to Semester –VI are based on Entrepreneurship Development**

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**  
**Faculty of Management Science**  
**Curriculum Structure**  
**Bachelor of Business Administrations (BBA) Honours-By Research**  
**Semester -VII**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-14	BBA701T	Business Policy & Strategic Management	45 (06/per week)	04	100	60	40	40
DSC-15	BBA702T	Corporate Governance & Ethics	45 (06/per week)	04	100	60	40	40
DSC-16	BBA703T		45 (06/per week)	04	100	60	40	40
DSC-17	BBA704T	Indian Economy	45 (02/per week)	02	50	30	20	20
<b>Choose any one (Finance/ Marketing/ Human Resource/ Production &amp; Operation/ Information Technology )</b>								
DSE-3	BBA704T F	Behavioural Finance	45 (06/per week)	04	100	60	40	40
	BBA704T M	Digital Marketing	45 (06/per week)	04	100	60	40	40
	BBA704T H	IR & Industrial Laws	45 (06/per week)	04	100	60	40	40
	BBA704T P		45 (06/per week)	04	100	60	40	40
	BBA704T I	DBMS	45 (06/per week)	04	100	60	40	40
Minor	BBA710T	Research Methodology	45 (03/per week)	02	50	30	20	20
	BBA711P	Research Methodology -Lab	45 (03/per week)	02	50	30	20	20
				<b>22</b>	<b>550</b>			



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**Curriculum Structure**  
**Bachelor of Business Administrations (BBA) Honours- By Research**  
**Semester -VIII**

Course Type	Course Code	Course Title	Total Periods (Teaching periods/week)	Credits	Scheme of Examination			
					Max Marks	UA	IA	Min Marks
DSC-18	BBA801T	Research Ethics & Report Writing	45 (06/per week)	04	100	60	40	40
DSC-19	BBA802T	Review of Literature & Synopsis	45 (06/per week)	04	100	60	40	40
DSC-20	BBA803T		45 (06/per week)	04	100	60	40	40
DSC-21	BBA804T	Discipline Specific Specialization (Advanced)	45 (03/per week)	02	50	30	20	20
DSE-4	<b>Choose any one (Finance/ Marketing/ Human Resource/ Production &amp; Operation/Information Technology )</b>							
	BBA804TF	Financial Services	45 (06/per week)	04	100	60	40	40
	BBA804T M	Consumer Behaviour	45 (06/per week)	04	100	60	40	40
	BBA804T H	Training & Development	45 (06/per week)	04	100	60	40	40
	BBA804TP		45 (06/per week)	04	100	60	40	40
	BBA804T I	Fundamentals of Networking	45 (06/per week)	04	100	60	40	40
OJT-3	BBA809P	On Job Training -2	45 (12/per week)	08	200	120	80	80
				<b>22</b>	<b>700</b>			

BBA-First Year

BBA- First Year (I- Semester)

<b>Subject Title</b>	<b>Business Organization</b>		
<b>Subject Ref. No.</b>	<b>BBA101T</b>	<b>No. of Credits</b>	<b>4</b>
		<b>No. of Periods / Week</b>	<b>45 /6</b>
		<b>Assignments / Sessional</b>	<b>40</b>
		<b>Semester Examination</b>	<b>60</b>
<b>Course Objectives</b>			
At the end of the course, students will be able to:			
1)	To appreciate the scope of Business Organization.		
2)	To have a basic knowledge of Business Organization.		
3)	The course designed to gain knowledge of emerging issues in Business Organisation		
4)	To Study the Problem arises in Business and how to overcome it.		
5)	Proper use of knowledge of Business Organization will help the students to grow.		
<b>Course Outcomes (POs)</b>			
At the end of the course, students will be able to:			
<b>PO-1</b>	To remember the conceptual knowledge with an integrated approach to various functions of management.		
<b>PO-2</b>	To develop leadership and communication skills to become successful business leaders and Future managers.		
<b>PO-3</b>	To encourage and develop critical thinking, analysis and initiative ability skills to organize business.		
<b>PO-4</b>	To develop problem-solving skills through experiential learning and innovative pedagogy to ensure utilization of knowledge in professional careers and to apply the various concepts, theories and models in the area of HR, Marketing, Finance.		
<b>PO-5</b>	To develop skills in the student to Organize a Business.		

<b>Pre Requisite</b>	Basic understanding of organization to build the ability to Organize Business.	<b>Number of Lectures</b>
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<b>Unit – I</b>	<p>Business: Concept, nature and Scope, Business as a system, Business objective, Business and environment, phase, distinction between business, commerce and trade.</p> <p>Meaning , Characteristics , Formation , and merits and demerits of the following terms: Sole Proprietorship , Partnership ,Joint Stock Company , Co – Operative Society , Public Enterprise , Non Profit Organization. Conversion one form into another wherever feasible</p>	<b>23</b>
<b>Unit – II</b>	<p>Entrepreneurship- concept and nature, entrepreneurial opportunities in contemporary business environment, process of setting business enterprises, choice of suitable form of business organization, feasibility and preparation business plan.</p> <p>Business and its Environment 1. Social Responsibilities of business &amp; public relations 2. Business &amp; its environment 3. Objectives of business 4. Social Responsibility of a business firm 5. Corporate Social Responsibility and Corporate Image.</p> <p>Government and Business Interface ,stock exchange in India, Business combination concept and causes ,Chambers of Commerce and Industries in India-FICCI ,CII Association.</p>	<b>22</b>
<b>Text Books</b>	<p>Fundamentals of Business Organisation and Management – Y.K. Bhushan</p> <p>Management &amp; Organisation by C.B. Gupta</p> <p>Business Organization T.N.Chhabra</p>	
<b>Additional Reference Books</b>	<p>Tulsian ,P.C. Business Organisation, Pearson Education, New Delhi</p> <p>Business Organization &amp; Management C.B.Gupta</p> <p>Business Organization &amp; Management Basu</p>	



<b>Subject Title</b>	<b>Fundamentals of Management and Organisational Behaviour</b>		
<b>Subject Ref. No.</b>		<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45 /3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30

**Course Objectives**

At the end of the course, students will be able to:

1)	To appreciate the scope of Principles of Management, Trends and challenges of management in global scenario.
2)	To have a basic knowledge of Evolution of Management thoughts and Organisation Behaviour.
3)	The course designed to gain knowledge of emerging issues in Management and Organisation Behaviour.
4)	To study the problem arise in current situation how to take design on time and save the Management for further loss.
5)	Proper use of knowledge and management can bring the positive change in Organisation Behaviour.

**Program Outcomes (POs)**

At the end of the course, students will be able to:

<b>PO-1</b>	To remember the conceptual knowledge with an integrated approach to various functions of management and Organisation Behaviour
<b>PO-2</b>	To develop leadership and communication skills to become successful business leaders and managers of Organisation.

<b>PO-3</b>	To encourage and develop critical thinking, analysis and initiative ability skills.
<b>PO-4</b>	To develop problem-solving skills through experiential learning and innovative pedagogy to ensure utilization of knowledge in professional careers and to apply the various concepts, theories and models in the area of HR, Marketing, Finance.
<b>PO-5</b>	To develop a Forecasting and Proper Planning and decisions positive change in Management and Organisation Behaviour

<b>Pre Requisite</b>	Basic understanding of Principles of Management and Business organization will develop the ability of critical thinking and take best Decisions.	<b>Number of Lectures</b>
<b>Unit-I</b>	Nature of Management: Meaning and Importance ,Functions,Role of Manager,Management as an art,science,profession and a social system,concept of Management, administrations organization and university of Management. Authority :Delegation of Authority , Meaning and Importance.Concept of Staffing: Recuritment and selection. Planning: Nature ,purpose and functions type of plan ,management of objective(MBO steps in planning.) Decision Making:meaning ,steps in decision making ,techniques of decision making.  Motivation: Concept,Importance and Theories.	
<b>Unit – II</b>	Need and scope of Organisational behaviour- theories of organization- Individual difference Vs Group Intelligence tests-measure of intelligence -Personality tests,Nature -types and uses of perception. Motivation: Financial and Non financial motivational techniques ,Job satisfaction-meaning,factors,theories,measurement . Organisational Politics -Techniques of political plays Stress Management- Individual level strategies and organizational level strategies. Burnouts: causes of burouts ,prevention of burnouts, Work Place Fatigue.	
<b>Text Books</b>	Principles of Mangement – C.N.Sontakke  Principles of Management – L.M.Prasad.  Fundamentals of Business Organisation and Management – Y.K. Bhushan,	

	Management & Organisation by C.B. Gupta Business Organization T.N.Chhabra .	
<b>Additional Reference Books</b>	Principles of Management:R.N Gupta S.Chand Publication. Tulsian ,P.C. Business Organisation, Pearson Education, New Delhi Business Organization & Management C.B.Gupta	





<b>Subject Title</b>	<b>Fundamental of Computer</b>		
<b>Subject Ref. No.</b>	BCA101T	<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45/3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30
<b>Course Objectives</b>			
<i>The main objective of this course to provide basic knowledge of Computer hardware , software,input/output devices, memory , introduction to network</i>			
<b>Course Outcomes (COs)</b>			
At the end of the course, students will be able to:			

<b>Pre Requisite</b>		<b>Number of Lecture</b>
<b>Unit - I</b>	<b>Introduction to Computer:</b> Computer Characteristics, Concept of Hardware, Software , Evolution of computer and Generations, Types of Computer – Analog and Digital computers, Hybrid Computers, General Purpose and Special Purpose Computer, Limitations of Computer Applications of Computer in Various Fields. <b>Structure and Working of Computer:</b> Functional Block Diagram of Computer. CPU, ALU, Memory Unit, Bus Structure of Digital Computer – Address, Data and Control Bus.	26
<b>Unit - II</b>	<b>Input / Output Devices:</b> Input Device – Keyboard, Mouse, Scanner, MICR, OMR. Output Devices – VDU, Printers – Dot Matrix, Daisy-wheel, Inkjet, Laser, Line Printers and Plotters. <b>Computer Memory :</b> Memory Concept, Memory Cell, Memory Organization, Semiconductor Memory – RAM, ROM, PROM, EPROM, Secondary Storage Devices – Magnetic Tape, Magnetic Disk (Floppy Disk and Hard Disk.), Compact Disk. <b>Computer Language and Software:</b> Algorithm, Flowcharts, Machine Language, Assembly Language, High Level Language, Assembler, Compiler, Interpreter. Characteristics of Good Language. Software – System and Application Software with examples. <b>Networking:</b> Concept, Basic Elements of a Communication System, Data Transmission Media, Topologies, LAN, MAN, WAN, Internet	19
<b>Text Books</b>	1. Introduction to Computers by Peter Norton, McGraw Hill 2. Introduction to Computers by Balagurusamy, McGraw Hill	
<b>Additional Reference Books</b>	1. Modern Digital Electronics by R. P. Jain, 3 <sup>rd</sup> Edition, McGraw Hill 2. Digital Design and Computer Organisation by Dr. N. S. Gill and J. B. Dixit, University Science Press 3. Digital Principles and Applications by Malvino and Leach, McGraw Hill	

<b>Subject Title</b>	<b>Fundamentals of Accountancy</b>		
<b>Subject Ref. No.</b>		<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	-----
		<b>Assignments / Sessional</b>	10
		<b>Semester Examination</b>	40
<b>Course Objectives (COs)</b>			
1)	To impart the students with the preparation of accounts of the organisation for depiction of financial position		
2)	To acquaint students with the accounting concepts, tools & techniques influencing business organisations.		
3)	To develop an understanding of recording transactions in business for effective decision making		
<b>Course Outcomes (COs)</b>			
At the end of the course, students will be able to:			
1)	Demonstrate a critical understanding of the Fundamentals of Accounting & Book keeping .		
2)	Analyse various types of transactions, preparing Final accounts & arriving at the results.		
3)	Enable students to generate elementary financial reports .		
4)	Prepare students for accounting compliances & mandatory disclosures.		
<b>Pre Requisite</b>	Basic awareness of Accounting.		<b>Number of Lecture</b>
<b>Unit – I</b>	Accounting Concepts, Principles, Scope, Uses & Limitations of Accounting. Double Entry System of Book Keeping. Differences between Book Keeping & Accounting. Types of Accounts, Rules for preparing Accounts, Journal, Ledger, Subsidiary Books, Cash Book: Meaning & Types, Trial Balance: Concept & Preparation		<b>22</b>
<b>Unit II</b>	Final Accounts Format, Preparation of Final Accounts : Trading a/c, Profit & Loss a/c and Balance Sheet, Average Due date :Meaning& Purpose of calculating due date. Single Entry system: Meaning& Features, Difference between Single Entry system & Double Entry System Depreciation: Meaning, Importance, Causes, Defects & Methods -Bank Reconciliation Statement :Meaning, Purpose & Reasons for Difference.		<b>23</b>
<b>Reference Books:</b>	1. Financial Accounting, Jain & Narang, Kalyani Publishers, New Delhi. 2. Financial Accounting, P.C. Tulsian, 3. Accounting for Management, Parthasarthy, Tata McGraw Hill Publication.		



<b>Subject Title</b>	<b>Entrepreneurship Development</b>		
<b>Subject Ref. No.</b>	<b>No. of Credits</b>	:	4
	<b>No. of Periods / Week</b>	:	45 /6
	<b>Assignments / Sessional</b>	:	40
	<b>Semester Examination</b>	:	60
	<p>Course Objectives:</p> <ol style="list-style-type: none"> <li>1. To explain concepts of Entrepreneurship and build an understanding about business situations in which entrepreneurs act.</li> <li>2. To qualify students to analyse the various aspects, scope and challenges under an entrepreneurial venture.</li> <li>3. To explain classification and types of entrepreneurs and the process of entrepreneurial project development.</li> <li>4. To discuss the steps in venture development and new trends in entrepreneurship.</li> </ol> <p>Course Outcomes:</p> <ol style="list-style-type: none"> <li>1. Students will pick up about Foundation of Entrepreneurship Development and its theories.</li> <li>2. The students will explore entrepreneurial skills and management function of a company with special reference to SME sector.</li> <li>3. Students can identify the type of entrepreneur and the steps involved in an entrepreneurial venture.</li> <li>4. Students will have understood the various steps involved in starting a venture and to explore marketing methods &amp; new trends in entrepreneurship.</li> </ol>		
	<b>SYLLABUS:</b>		
<b>UNIT-I</b>	<p>The Entrepreneur: General concept and definition, Entrepreneur and Entrepreneurship, Entrepreneurial culture, Types of Entrepreneurship, Entrepreneurial traits, Woman Entrepreneur.</p> <p>Environment and Entrepreneurial Development: Entrepreneurial environment, Development Programmes (EDPs) Role, Relevance and Achievement of EDPs in India, Institutions for entrepreneurial development.</p>		
<b>UNIT-II</b>	<p>Project Appraisal and Management: Search for business ideas, Project identification and formulation, Project appraisal, Profitability and risk analysis, Sources of finance.</p> <p>Legal and Statutory Environment for Small Industry: Legal formalities in setting up of SSIs Business Laws, Governmental Setup in promoting small industries, Status of Small Scale Industrial Undertakings, Steps in starting a small industry, Small Scale Industrial Undertakings: Financial institutions, Incentives and subsidies, Problems in small enterprise management, Sickness and Preventions, Social Responsibility of Business</p>		
<b>References:</b>	<ol style="list-style-type: none"> <li>1. Dr. Gupta and Dr. Srinivasan, Entrepreneurship development in India.</li> <li>2. Vasant Desai, Dynamics of Entrepreneurial Development and Management.</li> <li>3. Sarugadharan and Resia Begum, Women Entrepreneurship; institutional support and problems.</li> <li>4. M.W.Deshpande, Entrepreneurship of small Scale Industries.</li> <li>5. D.L. Saxon and RW Smilor (eds), The Art and Science of Entrepreneurs.</li> </ol>		



<b>Subject Title</b>	<b>Environment Management</b>		
<b>Subject Ref. No.</b>		<b>No. of Credits</b>	: 2
		<b>No. of Periods / Week</b>	: 45 /3
		<b>Assignments / Sessional</b>	: 20
		<b>Semester Examination</b>	: 30
	<p>Course Objectives:</p> <ol style="list-style-type: none"> <li>1. To provide knowledge of the environment in which businesses operate, the economic operational and financial framework</li> <li>2. To give students an understanding of the various constituents of the local and global business environments.</li> <li>3. To have a critical study of liberalization, privatization and globalization.</li> <li>4. To study the procedural aspects of various forms of Business Organizations in India.</li> </ol> <p>Course Outcomes:</p> <p>After successful completion of the course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify and evaluate the complexities of business environment and their impact on the business.</li> <li>2. Analyze the relationships between Government and business and understand the political, economic, legal and social policies of the country.</li> <li>3. Analyze current economic conditions in developing emerging markets, and evaluate present and future opportunities.</li> <li>4. Gain knowledge about the operation of different institutions in international business environment.</li> </ol>		
	<b>SYLLABUS:</b>		
<b>UNIT-I</b>	<p>Overview of Business Environment: Business Environment – Meaning – Characteristics – Scope - Macro and Micro Dimensions of Business Environment - Environmental Analysis.</p> <p>Economic Environment: Economic Environment – Nature of the Economy – Structure of Economy – Economic Policies &amp; Planning the Economic Condition – NITI Ayog – National Development Council – Five Year Plans.</p> <p>Economic Policies: Economic Reforms and New Economic Policy – New Industrial Policy – Competition Law – Fiscal Policy – Objectives and Limitations – Monetary Policy and RBI</p>		
<b>UNIT-II</b>	<p>Social, Political and Legal Environment: Concept of Social Responsibility of Business towards Stakeholders - Demonetisation, GST and their Impact - Political Stability - Legal Changes. Globalization – Meaning – Role of WTO – WTO Functions - IBRD– Trade Blocks, BRICS, SAARC, ASEAN in Globalization.</p>		
<b>References:</b>	<ol style="list-style-type: none"> <li>1. K. Aswathappa : Essentials of Business Environment, Himalaya Publishing House</li> <li>2. Francis Cherunilam : Business Environment, Himalaya Publishing House</li> <li>3. Dr S Sankaran : : Business Environment, Margham Publications</li> <li>4. S.K. Mishra and V.K. Puri : Economic Environment of Business, HPH</li> <li>5. Rosy Joshi and Sangam Kapoor : Business Environment, Kalyanai Publications</li> <li>6. A C Fernando: Business Environment, Pearson</li> </ol>		

<b>Subject Title</b>	<b>Business Statistics</b>		
<b>Subject Ref. No.</b>		<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45 /3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30

### Course Objectives

At the end of the course, students will be able to:

1)	Familiarize the students with various statistical data analysis tools can be used for effective decision making.
2)	Exhibit the student's ability to use statistical investigation, classification a tabulation, diagrammatic and graphic presentation of data.
3)	Calculate and apply measures of location and measures of dispersion grouped and ungrouped data cases.
4)	Analyze the relationship between to variables of various managerial situations.

### Course Outcomes (COs)

At the end of the course, students will be able to:

CO-1	Apprehend the basics of statistics and statistical investigation.
CO-2	Understand the basic concepts of classification and tabulation and graphic presentation of data.
CO-3	Understand data analysis like averages and dispersion techniques.
CO-4	Apply and interpret simple correlation analysis & regression analysis and use it in business decision making.

<b>Pre-Requisite</b>	Basic knowledge of Mathematics and Algebra	<b>Number of Lecture</b>
<b>Unit - I</b>	<p><b>Introduction to statistics</b> Definition, features, functions, importance and limitations.</p> <p><b>Statistical investigation</b> Concept, planning, types of enquiry, collection of data, drafting the questionnaire, sources of secondary data, editing primary and secondary data.</p> <p><b>Sampling and sample designs</b> Introduction, census and sample method, theoretical basis of sampling, methods of sampling, size of the sample, sampling and non-sampling errors.</p> <p><b>Classification and tabulation of data</b> Meaning, objective, types of classification, formation of various frequency distribution, tabulation of data, role of tabulation, parts</p>	25



	<p>of table, general rules of tabulation.</p> <p><b>Diagrammatic and graphic presentation of data</b></p> <p>Significance of diagrams and graphs, rules of constructing diagrams, types of diagrams, graphs, graphs of frequency distribution.</p>	
<b>Unit - II</b>	<p><b>Measures of central tendency and measures of dispersion</b></p> <p>Definition, essentials of a good average, types of averages i.e. mean ,median and mode, relation between mean ,median and mode. Measures of dispersion i.e. range, quartile deviation, mean deviation, standard deviation for grouped and ungrouped data and also coefficient of variation.</p> <p><b>Correlation analysis and Regression analysis</b></p> <p>Definition , significance of study of correlation, types, Karl-person's coefficient of correlation, interpreting coefficient of correlation, definition of regression ,uses of regression analysis, two regression equations, simple problems only</p>	<b>20</b>
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. S. P. Gupta, "Statistical Methods" S. Chand and Sons, New Delhi, 2008</li> <li>2. S.C. Gupta , "Fundamental of Statistics" Himalaya Publishing House, New Delhi, 2004.</li> <li>3. Sharmar .J.K. "Business Statistics" Pearson Education, 2007.</li> </ol>	
<b>Additional Reference Books</b>	<ol style="list-style-type: none"> <li>1. S.C. Gupta &amp; Indra Gupta " Business Statistics" Himalaya Publishing House, 2012.</li> <li>2. C. Satyadevi, "Quantitative Techniques" S. Chand &amp; Company Ltd, 2009.</li> <li>3. Arora. P.N. Arora, Sumeet &amp; Arora Amit "Managerial Statistics " S. Chand &amp; Sons , 2009.</li> </ol>	



Subject Title	Fundamentals of Banking		
Subject Ref. No.		No. of Credits	2
		No. of Periods / Week	-----
		Assignments / Sessional	10
		Semester Examination	40
<b>Course Objectives (COs)</b>			
1)	To enable the students in developing an understanding about the banking perspectives'		
2)	To acquaint students with the knowledge about various aspects of banking regulations .		
<b>Course Outcomes (COs)</b>			
At the end of the course, students will be able to:			
1)	Demonstrate a critical understanding of the Fundamentals of Banking.		
2)	Understand the nuances of Relationship Management In Banking Sector.		
3)	Enable students to gain insights about types of Banking Instruments.		
4)	Prepare students for future trends in Banking Sector.		
<b>Pre Requisite</b>	Basic awareness of Banking Sector.		<b>Number of Lecture</b>
<b>Unit – I</b>	<b>Introduction:</b> Meaning & Origin of the word Bank- Evolution of Banking in India- Banking System, Structure, Types of Banks in India- Functions of Commercial Banks- RBI Regulations & Control of Commercial Banks <b>Banker &amp; Customer Relationship:</b> Banker & Customer: Meaning, General & Special Relationship – Types of Customers & Account Holders: Procedure & Practice in opening & conducting of Individual, Minor, Joint ,Partnership Firms, Joint Stock Company ' Trust, Clubs, Associations & Joint Hindu Family Accounts- KYC Norms		<b>23</b>
<b>Unit – II</b>	<b>Negotiable Instruments:</b> Introduction- Meaning & Definition- Kinds & Features –Endorsements- Meaning, Essentials & Kinds of Endorsement. <b>Paying Banker &amp; Collecting Banker:</b> Paying Banker: Meaning, Precautions, Statutory Protection to the Paying Banker- Dishonour of Cheques: Grounds & Consequences of Dishonour Collecting Banker: Meaning, Duties, Responsibilities & Statutory Protection to Collecting Banker. <b>Principles of Bank Lending:</b> Types of Bank Lending: Loans, Cash Credit, Overdraft, Bills Purchased, Bills Discounted, Letters of Credit etc- Modes of creating Charge- Mortgage, Pledge, Lien & Hypothecation- Types of Securities- Bad Loans- Sound Principles of Bank Lending		<b>22</b>
<b>Reference Books:</b>	4. Banking Theory: Law & Practice, KPM Sundaram & VL Varshney 5. Banking Theory: Law & Practice, B.Santhanam, Margam Publications 6. Introduction to Banking, Vijaya Raghavan 7. Indian financial System, M.Y. Khan		

<b>Subject Title</b>	<b>Event Management</b>		
<b>Subject Ref. No.</b>		<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45 /3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30

**Course Objectives**

At the end of the course, students will be able to:

1)	To appreciate the scope of Event Management
2)	To have a basic knowledge of Events
3)	The course designed to gain knowledge of emerging issues in Events.
4)	To study the problem arise in current situation how to take design on time and save the Management for further loss.
5)	Proper use of knowledge and Event management can help the student to organize the event.

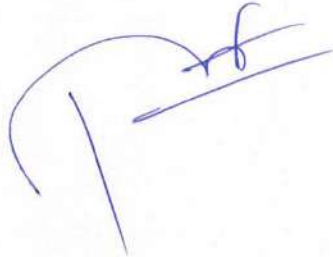
**Program Outcomes (POs)**

At the end of the course, students will be able to:

<b>PO-1</b>	To remember the conceptual knowledge with an integrated approach to various functions of management.
<b>PO-2</b>	To develop leadership and communication skills to become successful business leaders and Event managers.
<b>PO-3</b>	To encourage and develop critical thinking, analysis and initiative ability skills to organize event.
<b>PO-4</b>	To Encourage the student to organize the seminars and conference in academic section.
<b>PO-5</b>	To develop skills in the student to organize the event


<b>Pre Requisite</b>	Basic understanding of Event Management will develop the ability of Organising the event.	<b>Number of Lectures</b>
<b>Unit – I</b>	Introduction to historical perspective of event management, event management size & type of event team ,code of ethics,.Event Planning: Aim of events ,develop a mission ,establish objective ,Preparing Event purposal ,use of planning tools. Special Events : Types and category ,Sports,Rallies, Academic events: Conference and seminars , Marketing in event : celebrities in Event	
<b>Unit – II</b>	Event communication & Presentation Skills: Written communication(official,demi official,Invoice,proposal) Verbal Communication, Presentation skills and use of computers in events. Basic Event Accounting : Budget, Break Even Point, cash flow analysis ,Profit and loss statement ,balance sheet ,Panic Payment ,Financialcontrol system.	

<b>Text Books</b>	Successful Event Management by: Anton shone and Bryn Parry. Business of Event Planning: Allen Judy .	
<b>Additional Reference Books</b>	Managerial Skill Development: Dr.Alex S.Chand Publication. Event Planner:Andrea L.Mortenson.	





<b>Subject Title</b>	<b>Fundamental of Stock Trading</b>		
<b>Subject Ref. No.</b>			
	<b>No. of Credits</b>	:	4
	<b>No. of Periods / Week</b>	:	45 /6
	<b>Assignments / Sessional</b>	:	40
	<b>Semester Examination</b>	:	60
	<b>Course Objectives:</b>		
	<ol style="list-style-type: none"> <li>1. This course is intended to provide students with an understanding of the structure, organization and working of financial markets and institutions in India giving a comprehensive understanding on the stock market operations in terms of its structure, trading, settlement procedures, processes and related components and the regulations, emerging challenges in the Indian Stock market.</li> <li>2. It helps to explore the connection between the Financial Institutions, Instruments and Markets in the business environment and their role played in the Indian economy.</li> <li>3. It throws light on the Financial Innovations on new financial instruments for smooth and profitable investment decisions.</li> <li>4. It enables to understand the techniques any investor or trader looking for profits in the competitive, dynamic world of trading and how to take advantage of patterns, managing trades, psychology in trading and planning, technical, utilizing charts and classic patterns.</li> </ol>		
	<b>Course Outcomes:</b>		
	After studying this module students will be able to understand:		
	<ol style="list-style-type: none"> <li>1. Student will be knowledgeable about the concept of role of capital market, developed capital market, reforms in capital market, regulatory framework of capital market.</li> <li>2. Understand the capital market instruments and innovation in financial instruments.</li> <li>3. Understand Primary capital market scenario in India, primary market intermediaries, activities and methods of raising resources.</li> <li>4. Understand the Reforms in secondary market, trading and settlement, listing of securities and stock market index. Functioning and guidelines of SEBI (Securities and Exchange Board of India). Need and benefits of depository system in India, depository process, functioning of NSDL and SHCIL. Understanding about Debt market (primary and secondary) and types of instrument treated in the Debt market and the role and policy measures of development banks and financial institutions.</li> </ol>		
<b>Unit I</b>	<b>General Principles Of Investing:</b> Introduction to Investment, Savings Vs. Investment, Investing Vs. Speculation, Investing Vs. Borrowing, Why is investment necessary, When to Start Investing, What is meant by interest Rate, Factors determining interest rates, Simple Interest and Compound Interest, Investment Objectives – Setting SMART Goals, Asset Classes available for investments – Financial Assets Vs. Non-Financial Assets, Important attributes of Various asset classes – Safety (Risk), Liquidity, Yield. Co-relation between various asset classes Debt Management - Purpose, Need and responsibilities, Short Term Debt Vs. Long Term Debt, Fixed Rate Vs. Variable Rate Mortgages, Consumer Loans, Refinancing, Hire Purchase Credit Cards, Leasing Personal Financial Statement Analysis, Cash inflows and cash outflows, income and Expenditure statement, Budgeting and forecasting, Monitoring budgets and provisions for savings, Personal		



	<p>Balance Sheet and Forms Of Business Ownership, Sole Proprietorship; Partnership Firm; Limited Liability Partnership; Limited Liability Companies; Trusts; Foundations/Exempt Organizations; Co-operative Societies.</p> <p><b>Financial Mathematics - I</b> Time Value Of Money, Present Value; Net Present Value; Future Value; Annuities – Immediate and Deferred; Growing Annuities and Inflation adjusted Annuities, Calculation of returns, Nominal Rate of Return, Effective Rate of Return, Internal Rate of Return, Holding Period Return (HPR), Compounded Annual rate of Return (CAGR), Real Rate of Return after adjusting for Inflation, Rate of Return after adjusting taxes.</p> <p><b>Financial Mathematics – II</b></p>	
<b>Unit II</b>	<p>Total Assets – Net Worth and Financial Ratios, Net worth and its components, Liquidity Ratios, Debt to income Ratio, debt to financial assets, debt to total assets, savings Ratio, Loan Calculations, EMI Calculation; Loan restructuring – Present Value of future payments; Loan repayment schedules; Loan repayments with varying interest rates; Amortization; Home Equity; Refinancing cost; Fixed EMI Vs. Fixed Tenure.</p> <p>Risk Profiling of Products and Investors – Asset Allocation, Types of Investment Risk, Market Risk – Systematic and unsystematic, Inflation Risk, Interest Rate Risk, Credit Risk, Maturity Risk, Liquidity Risk, reinvestment risk, Exchange Rate Risk. Regulatory Risk, Investment Manager (Alpha) Risk, Business Risk, Product Profiling in terms of Risk and Tenure, Short Term Products – Low Returns with Capital Protection, Medium Term Products – Inflation beating with adequate Capital protection. Long Term Products – Managed Risk for wealth creation in the long term Risk Profiling of Investor, Understanding Investor’s investment psychology and investment behaviour; Risk based on investor’s lifestage; Risk based on investors earnings, income generation and assets; Risk Tolerance – risk capacity and risk appetite; classifying investors as per their risk profile; matching products to investors risk profile and tenure of goals.</p>	2 2
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Edwin J. Elton, Martin J. Gruber, Modern Portfolio Theory and Investment Analysis, 8th edition, John Wiley &amp; Sons, 2010.</li> <li>2. SEBI Manual, 33rd edition, Taxman Publications, 2019.</li> <li>3. Shashi K Gupta, Security Analysis Portfolio Management, 1st edition, Kalyani Publishers, 2010.</li> <li>4. Prasanna Chandra, “Investment Analysis and Portfolio management”, Tata McGraw Hill, 3rd Edn., 2008</li> <li>5. Julian Walmsley, “New Financial Instruments”, John Wiley &amp; Sons, 2nd edition, Inc 1998.</li> <li>6. Bharati V. Pathak, “ The Indian Financial System: Markets, Institutions and Services”, Pearson education, 3rd edn.</li> <li>7. Bhole I. M.: “Financial Markets and Institutional”: Tata McGraw Hill, New Delhi.</li> <li>8. Chandler M. V. and Goldfeld S. M: Economics of Money and Banking: Harper and Row, New York.</li> </ol>	



<b>Subject Title</b>	<b>MS-office</b>		
<b>Subject Ref. No.</b>	BCA106T - ( A )	<b>No. of Credits</b>	<b>2</b>
		<b>No. of Periods / Week</b>	<b>45 /3</b>
		<b>Assignments / Sessional</b>	<b>20</b>
		<b>Semester Examination</b>	<b>30</b>
<b>Course Objectives</b>			
<b>The main objective of this course to learn office work with different applications such as Ms-word, MS-excel and Power Point</b>			
<b>Course Outcomes (COs)</b>			
At the end of the course, students will be able to:			
<b>CO-1</b>	Able to perform documentation and presenting skills.		
<b>CO-2</b>	Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, and Presentation Graphics Applications		
<b>CO-3</b>	Create different types of tables / graphs / charts		
<b>CO-4</b>	Analyze the data using different mathematical formulas		

<b>Pre Requisite</b>		<b>No of Lecture</b>
	There is no prerequisites for attending this course	
<b>Unit – I</b>	Create and Manage Documents, Insert Text and Paragraphs , Find and replace text , Cut, copy and paste text , Replace text by using AutoCorrect , Insert special characters , Format Text and Paragraphs , Apply font formatting , Apply formatting by using Format Painter , Set line and paragraph spacing and indentation ,Clear formatting , Apply a text highlight color to text selections , Apply built-in styles to text , Change text to WordArt , all menu functions . Create a Table : Convert text to tables , Convert tables to text , Create a table by specifying rows and columns , Apply table styles , Modify a Table , Sort table data , Configure cell margins and spacing ,Merge and split cells ,Resize tables, rows, and columns , Split tables , Configure a repeating row header	<b>17</b>
<b>Unit – II</b>	Spreadsheet basics , Creating, editing, saving and printing spreadsheets , Working with functions & formulas , Modifying worksheets with color & auto formats , Graphically representing data : Charts & Graphs, Speeding data entry : Using Data Forms , Analyzing data : Data Menu, Subtotal, Filtering Data ,Formatting worksheets , Securing & Protecting spreadsheets, home menu, inset menu, sheet copy, rename, preparing table in excel. Electronic Slide Presentation, Slide Formatting, Theme & Slide Layout, SmartArt Charts & Graphics, Adding Animation Effects, Giving Effects & Transitions to Slides, Creating Professional Slide Presentations, Setting up a Slide Show & Giving Timings, Adding Music to Presentations, Compiling Videos of Presentations , Sharing & Saving Different Formats of Presentations, Linking Word & Excel	<b>28</b>



	<b>Total Lecture</b>	<b>45</b>
<b>Text Books</b>	1. Master Book Of Computer: Learn MS Office, Basic Computer, MS Excel, Excel Formulas, Tally, HTML Kindle Edition , by Mangesh Bhuvad 2. Mastering MS Office (English, Paperback, Kumar Bittu)	
<b>Additional Reference Books</b>	1. Microsoft Office 2010 Introductory, Gary B. Shelly, Misty E. Vermaat 2. Jodi Davenport, Critch Greaves, Michael Groh and Eruce Hall berg, Inside Microsoft Office Professional , 1994, New Riders Publications. 3. CloriaMadumere, 3 – IN – 1 Microsoft Word, Powerpoint and Excel 2010, First Edition 2016, Create space Independent Publishing Platform.	
<b>Website</b>	1. <a href="https://www.javatpoint.com/ms-word-tutorial">https://www.javatpoint.com/ms-word-tutorial</a> 2. <a href="https://www.udemy.com/course/get-started-with-microsoft-word/">https://www.udemy.com/course/get-started-with-microsoft-word/</a>	

<b>Subject Title</b>	<b>Introduction to Tally</b>		
<b>Subject Ref. No.</b>	BCA106T – ( C )	<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45 /3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30
<b>Course Objectives</b>			
The main objectives of this course is to understand the concepts of computerized accounting , perform financial transactions , generate financial reports and prepare GST compliance using Tally			
<b>Course Outcomes (COs)</b>			
At the end of the course, students will be able to:			
<b>CO-1</b>	Understand the fundamentals of Computerised Accounting		
<b>CO-2</b>	Use Tally to create and maintain company data		
<b>CO-3</b>	Record Financial Transactions and generate Reports in Tally		
<b>CO-4</b>	Use Tally for GST Compliances and other functions		
<b>Pre Requisite</b>	None		<b>Number of Lecture</b>
<b>Unit – I</b>	<b>Introduction to Computerised Accounting</b> Accounting Softwares, Customised & Prepackaged, Codification & Classification. <b>Accounting in Tally</b> Creation of company, setting up chart of accounts, creating inventory masters <b>Accounting Records in Tally</b> Creating vouchers, posting transactions, and generating invoices and other financial reports		<b>25</b>
<b>Unit – II</b>	<b>GST Compliance in Tally Prime</b> Creating GST masters, registering for GST, and filing GST returns. <b>Other functionalities of Tally</b> Payroll and other HR functions of Tally, Credit & Cashflow Management, Forecasting & Budgeting using Tally.		<b>20</b>
	<b>Total Lectures</b>		<b>45</b>
<b>Text Books</b>	1. Asok K Nadhani, “Mastering Tally PRIME”, BPB Publications		
<b>Additional Reference Books</b>	1. Tally Prime User Guide 2. Tally Prime GST Guide 3. Tally Prime for Beginners		

<b>Subject Title</b>	<b>English Language</b>		
<b>Subject Ref. No.</b>	BBA107T	<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45/3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30

### Course Objectives

This course is designed to build upon students' Grammatical command on English Language in order to enhance their receptive and productive skills.

### Course Outcomes (COs)

At the end of the course, students will be able to:

- CO-1** The Students will be developed in both productive and receptive skills
- CO-2** They will be able to produce syntactically, Grammatically correct sentences.
- CO-3** They will be able to reason and develop themselves both in traditional and electronic sources.
- CO-4** The learner's community will be able to use their applied knowledge in computer Application learning and research
- CO-5** The Learner's Community will be able to write text in an appropriate style, write Complex reports, letters and present a case with an effective logical structure and will review any professional pr literary work of art and will develop knowledge about computer assisted language learning and its application.

<b>Pre Requisite</b>		<b>Number of Lecture</b>
<b>Unit – I</b>	English as Global Language British English and American English Grammar- definitions, types, characteristics, Merits and limitations. Elements of Grammar Sentence elements Parts of Speech Stative and Dynamic verbs Modal Auxilliaris	<b>12</b>
<b>Unit – II</b>	Nouns, Pronouns, and basic noun phrase Noun classes, Determiners, Reference and articles Number, Gender, the Genitive, Pronouns, Tenses, Mood , Aspect Adjective and Adverbs, prepositions and prepositional phrases- place relations, time relations, The simple sentence- Negation, Question and commands, Sentence connection. Active/ passive voice, Academic v/s Imaginative, Direct and Indirect Speech, Formal and Informal Letters and Application.	<b>18</b>



	Appropriate usage of punctuation, apostrophe, commas, semi-colon, hyphen.	
	<p><b>Particles</b></p> <ol style="list-style-type: none"> <li>1. Cursive Writings – Daily one page</li> <li>2. Letter Writing- official and unofficial</li> <li>3. Writing of email, writing of formal Application</li> <li>4. Reading Prose Lesson Reading Poems Reading Fiction Reading Drama</li> <li>5. Seminar Presentation:</li> <li>6. Peer Discussion</li> <li>7. Peer interaction based on task activity</li> <li>8. How to appear for Interview</li> <li>9. Appropriate usage of pauses, ellipsis, and Discourse items while speaking.</li> <li>10. Developing Listening Skills</li> <li>11. Listening to audio- lingual acids</li> <li>12. Listening- social, political, historical and scientific speech</li> <li>13. Power point Presentation not less than 10 slides along with self introduction.</li> </ol>	<b>15</b>
	<b>Total</b>	<b>45</b>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Quirk, R. and S. Green Baum. A University Grammar of English Language. Harlow: Pearson education limited, 1973.</li> <li>2. Quirk, Randolph A Student's Grammar of the English Language. Harlow: Pearson education Limited. 1990.</li> <li>3. Crystal, David. A Rediscover Grammar with David crystal. London: Longman.1996. 4. Leech, Geoffrey and Jan. Svartvik. A Commutative English Grammar. Pearson education Ltd. 1994.</li> </ol>	
<b>Additional Books</b>	<ol style="list-style-type: none"> <li>1. Marlinet A; Thompson, A Practical English Grammar. Delhi: Oxford University Press.1986.</li> <li>2. Leach, Geoffrey and Svartvik Jan. A Communicative Grammar of English. Second edition Singapore: Singapore Publishers, 1994.</li> <li>3. Angela Downing and Philip Locke A University course in English Grammar. London and New York. Routledge 2002.</li> </ol>	

<b>Subject Title</b>	<b>Constitution of India</b>		
<b>Subject Ref. No.</b>	BBA109T	<b>No. of Credits</b>	2
		<b>No. of Periods / Week</b>	45 /3
		<b>Assignments / Sessional</b>	20
		<b>Semester Examination</b>	30

**As per University Syllabus**



<b>Subject Title</b>	<b>Wealth Management</b>		
<b>Subject Ref. No.</b>	<b>BBA110T</b>	<b>No. of Credits</b>	: 2
		<b>No. of Periods / Week</b>	: 45 /3
		<b>Assignments / Sessional</b>	: 20
		<b>Semester Examination</b>	: 30
	<p>Course Objectives:</p> <ol style="list-style-type: none"> <li>1. This Introduction to Wealth Management course provides a comprehensive introduction to the financial planning and wealth management space.</li> <li>2. Students will learn what wealth management entails, the different client segments in the wealth management universe, and the career paths available within financial planning and wealth management.</li> <li>3. This course will introduce the skills that one needs to succeed as a financial advisor or private banker and will walk you through the various planning services provided by wealth managers.</li> <li>4. Students will step through the traditional and alternative asset classes accessible at the different levels of wealth management.</li> </ol> <p>Course Outcomes:</p> <ol style="list-style-type: none"> <li>1. Upon successful completion of this course, students will be able to: Master the framework of building and managing investor wealth. Apply a systematic process for constructing investment portfolios that help clients achieve their life goals.</li> <li>2. Identify and apply appropriate management techniques for managing business.</li> <li>3. Have a conceptual knowledge about the planning and decision making. Apply the concept of organizing for the effective functioning of a management. Evaluate leadership style to anticipate the consequences of each leadership style</li> </ol>		
	<b>SYLLABUS:</b>		No of Lectures
<b>UNIT-I</b>	<p>Introduction: Financial Planning : Background, Role of Financial Planner, Financial Planning Process, Client Data Collection, Client Data Analysis, Life Cycle, Wealth Cycle, Risk Profiling and Asset Allocation.</p> <p>Financial Plan, Goal-based Financial Plan, Comprehensive Financial Plan, Financial Blood-Test Report (FBR), Financial Planning in India. Investment Products &amp; Services Derivatives:-Futures, Options. Mutual Fund. Venture Capital / Private Equity Funds. Hedge Funds, Structured Products, Portfolio Management Services (PMS). Investment Evaluation Framework Risk-Return Framework, Risk:-Standard Deviation, Beta. Risk Adjusted Returns:-Sharpe Ratio, Treynor Ratio, Alpha.</p>		23



<b>Unit II</b>	Investment & Risk Management: Equity Role of Equity, Active and Passive Exposures, Returns from Passive, Exposure to S&P CNX Nifty, Sector Exposure and Diversification, Fundamental and Technical Analysis, Fundamental Valuation Approaches, Investment and Speculation, Leveraging. Investment & Risk Management: Debt Role of Debt, Deposits and Debt Securities, Valuation of Debt securities, Yields and Interest Rate Risk, Interest Rate and Debt Investments, Credit Exposure and Debt Investments, Concentration Risk, Passive Investments in Debt. Risk Profiling & Asset Allocation, Alternate Assets Gold:Role of Gold, Gold Investment Routes, Rupee returns from Gold. Real Estate:-Role of Real Estate, Real Estate Investment Routes, Real Estate Indices, Invest Classification Scheme for Investment Products.	22
References:	<ol style="list-style-type: none"> <li>1. Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand &amp; Sons, N. Delhi, 2000)</li> <li>2. Hirchey .M., Managerial Economics, Thomson South western (2003)</li> <li>3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)</li> <li>4. Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)</li> <li>5. Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)</li> <li>6. Samuelson &amp; Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)</li> <li>7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)</li> </ol>	8.

