

DIRECTORATE OF DISTANCE EDUCATION

MAHARSHI DAYANAND UNIVERSITY, ROHTAK



New Scheme of Examinations Bachelor of Business Administration (BBA) Three Year Programme (Semester System)

First Year

First Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------|--------------------------|-------|-----------|-------------|
| BB1001 | Principles of Management | 100 | | 100 |
| BB1002 | Business Mathematics | 100 | | 100 |
| BB1003 | Financial Accounting | 100 | | 100 |
| BB1004 | Computers in Management | 50 | 50 | 100 |
| BB1005 | Disaster Management | 100 | | 100 |

Second Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------|--|-------|-----------|-------------|
| BB2001 | Indian System of Business and Banking | 100 | | 100 |
| BB2002 | Microeconomic and Banking Foundation of Business | 100 | | 100 |
| BB2003 | Company Accounts | 100 | | 100 |
| BB2004 | Computer Programming | 50 | 50 | 100 |
| BB2005 | Business Communication | 100 | | 100 |
| BB2006 | Introduction to Psychology | 100 | | 100 |
| BB2007 | Environmental Studies (Qualifying Subject)* | 100 | | 100 |

NOTE: * The Environmental Studies is a qualifying paper for all UG courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded.

Second Year

Third Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------------|------------------------------|--------------|------------------|--------------------|
| BB3001 | Organizational Behavior | 100 | | 100 |
| BB3002 | Business Statistics | 100 | | 100 |
| BB3003 | Basic Costing | 100 | | 100 |
| BB3004 | Macroeconomic Management | 100 | | 100 |
| BB3005 | Data Base Management Systems | 50 | 50 | 100 |

Fourth Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------------|--|--------------|------------------|--------------------|
| BB4001 | Business Values and Ethics | 100 | | 100 |
| BB4002 | Indian Business Environment | 100 | | 100 |
| BB4003 | Business Laws | 100 | | 100 |
| BB4004 | Business Research Methods | 100 | | 100 |
| BB4005 | Introduction to Information Technology | 50 | 50 | 100 |

Third Year

Fifth Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------------|---------------------------------|--------------|------------------|--------------------|
| BB5001 | Marketing Management | 100 | | 100 |
| BB5002 | Financial Management | 100 | | 100 |
| BB5003 | Production Management | 100 | | 100 |
| BB5004 | Personnel Management | 100 | | 100 |
| BB5005 | Advanced Information Technology | 50 | 50 | 100 |

Sixth Semester

| Paper | Nomenclature | Marks | Practical | Total Marks |
|--------------|--|--------------|------------------|--------------------|
| BB6001 | Taxation Laws | 100 | | 100 |
| BB6002 | Structured System Analysis and Design | 50 | 50 | 100 |
| BB6003 | Fundamentals of International Business | 100 | | 100 |
| BB6004 | Consumer Protection | 100 | | 100 |

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

First Semester PRINCIPLES OF MANAGEMENT PAPER CODE BB1001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Concept and Nature of Management:- Significance of Management; Meaning of Management; Changes in Management Concepts; Nature of Management; Management a Science or an Art or a Profession; Functions of Management; Managerial Hierarchy; Management skills; Social Responsibilities and Ethics.

UNIT-II

Management Thought:- Approaches to Management - Max Weber's Bureaucracy; F.W.Taylor's Scientific Management; Henry Fayol's Process and Operational Management; Human Relations Approach; Behavioural Approach; System Approach and Contingency Approach.

UNIT-III

Planning and Decision Making:- Concept, Nature and Elements of Planning; Kinds of Plans; Levels of Planning; Various Stages (steps) in Planning; Decision Making and Process of Rational Decision Making; Concept of Organisational Structure; Bases of Organizing; Delegation and Decentralization of Authority.

UNIT-IV

Leading Management Control:- Meaning and Significance of Leadership; Leadership Styles; Essentials of Successful Leadership; Communications;- Importance and Process of Communication; Barriers to Communications and Overcoming these Barriers; Principles of Effective Communication.

Motivation;- Definition, Motives and Motivation, Models of Motivation-Maslow's Need Hierarchy Model, M.C.Greger's Participation Model, Herzberg's Model Varoom's Model, Alderfer's and McClelland's Models.

Controlling;- Definition and Elements of Control Process; Kinds of Control System; Pre-requisites of Effective Control System; An Overview of Budgetary And Non-Budgetary Control Devices.

BUSINESS MATHEMATICS PAPER CODE BB1002

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT I

Theory of Sets: Meaning, elements; types, presentation and equality of sets. Union, intersection, compliment & difference of sets, Venn diagrams. Cartesian product of two sets. Applications of Set theory.

UNIT II

Indices & Logarithms, Arithmetic, Geometric and Harmonic progressions and their business applications; Sum of squares and cubes of first natural numbers.

UNIT III

Permutations, combinations and Binomial Theorem (positive index).

UNIT IV

Matrices - Types, properties, addition, multiplication, transpose and inverse of matrix. Properties of determinants, solution of simultaneous Linear Equations. Differentiation of Standard Algebraic Functions; Business Applications of Matrices and Differentiation.

**FINANCIAL ACCOUNTING
PAPER CODE BB1003**

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Accounting - Meaning, Nature, Functions and Significance. Types of Accounting, Accounting Equation, Concepts & Conventions.

UNIT-II

Review of Accounting cycle: Recording, Posting and Accounting Process, Journal, Ledger, and Trial Balance; Preparation of Trial Balance; Bank Reconciliation Statement,

UNIT-III

Preparation of Final Accounts of Sole Trader.

UNIT-IV

Depreciation Accounting: Concepts and Methods (Straight Line and Written Down Methods only); Receipt and Payments Accounts; Income and Expenditure Accounts.

**COMPUTERS IN MANAGEMENT
PAPER CODE BB1004**

Theory Marks: 50

Time: 3Hrs

Practical Marks: 50

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

UNIT I

Introduction to Computers: Classification, Evolution, Computer System Organisation (Hardware, Software & User), Capabilities, Characteristics & Limitations of Computer System, Operating System - Types & Features, Multiprogramming, Multi User system.

UNIT II

Number System & Programming Languages: Binary Number System, Computer Languages and its types, Generation of Computer Languages. Character Codes (ASCII, EBCDIC, ISCII)

UNIT III

Data Processing Cycle, Business Information and Automation, Classification of Information, Characteristics of Information.

UNIT IV

Impact of Computers on Society, Computer Applications in Offices, Communication, Education, Medical field, Banks.

DISASTER MANAGEMENT

PAPER CODE BB1005

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I

Introduction to Disaster Management- Dimensions of Natural and Anthropogenic Disasters, principles/Components of Disaster Management, Overview of Disaster Manager's tasks, Natural Disasters and Mitigation Efforts, Managing activities during Earthquakes, Floods, Drought, Cyclones, Avalanches, Technological, Landslides, Tornadoes, Avalanches, Heat waves and Global warming, Forest Fires, Oil Fires, Accidents in Coal Mines.

Unit II

Socio-economic Costs of natural disasters, social risk management, social protection, role of cooperation and coordination, Role of states, NGOs and local agencies, Risk Assessment and Disaster Response, Formulation of disaster Risk reduction plans, implementation and monitoring, Insurance and Risk Management, Institution Awareness and Safety programmes.

Unit III

Psychological and social Dimensions in Disasters, Trauma and Stress, Emotional Intelligence, Electronic Warning Systems, Recent Trends in Disaster Information Provider, Geo informatics in Disaster Studies, Remote sensing and GIS Technology, Laser Scanning.

Unit IV

Disaster Management in India Disaster Preparedness, Disaster mitigation, Forecasting and Warning of disasters, Assessing Risk and vulnerability, Rehabilitation of victims, Managing Refugee Camps, and relief workers, Role of Armed Forces/Other agencies in Disaster Management, Role of media in disaster management.

Second Semester
INDIAN SYSTEM OF BUSINESS AND BANKING
PAPER CODE BB2001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Introduction: Concept of Business and Business Organisation Forms of Business Organisation, Sole Proprietorship, Partnership, Joint Hindu Family, Cooperative Societies, Joint Stock Companies and Multinational Corporations.

Unit-II

Distribution and Insurance System: Distribution Channel, Life Insurance Corporation of India and General Insurance Corporation of India.

Unit III

Indian Banking System: Reserve Bank of India and Commercial Banking System.

Unit IV

Industrial Financing Institutions, Export-Import Bank of India.

MICROECONOMIC AND BANKING FOUNDATION OF BUSINESS
PAPER CODE BB2002

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I

Nature and scope of economics; functional areas of microeconomics; demand, supply and competitive equilibrium; law of demand; elasticity of demand and supply; consumer's equilibrium – utility and indifference curve approaches.

Unit II

Short and long run production function; laws of return; optimal input combination; cost classification; cost curves and their interrelationships; plant size and economics of scale; location of industries; growth of a business firm-motives and methods; optimum size of the firm.

Unit III

Basic characteristics of perfect competition; monopoly, monopolistic competition and oligopoly; measurement of market concentration and monopoly power; diversification; vertical integration and merger of firms; aspects of non-price competition.

Unit IV

Characteristics of various factors of production; mobility and productivity of factors; determination of rent, interest and wages; alternative theories of profit; marginal productivity theory of distribution.

COMPANY ACCCOUNTS PAPER CODE BB2003

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I

Accounting for share capital transaction. Issue of shares at par, at premium and at discount. Forfeiture of shares. Re-issue of forfeited shares; Redemption of preference shares.

Unit II

Debentures; Issue of debentures, provision for redemption of debentures and redemption of debentures.

Unit III

Preparation of final accounts of companies having regard to the provisions of companies Act., 1956 in general and Schedule VI to the Companies Act in particular. Underwriting Commission and Underwriting Agreement, Accounting treatment and determination of the liability of underwriters.

Unit IV

Simple problems of amalgamation, Absorption and External Reconstruction.

COMPUTER PROGRAMMING PAPER CODE BB2004

Theory Marks: 50

Time: 3Hrs

Practical Marks: 50

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

Unit-I

Flowcharts, Algorithm, Decision Table and Decision Tree

Unit-II

Compiler, Interpreter, Assembler, Sorting and Searching Techniques and their Algorithm

Unit-III

Language: Basic structure of a C program, Constants, Variables and Data types, Operators & expressions, I/O Operations, Decision, Branching and Looping

Unit-IV

Arrays, Handling of Character Strings, User-Defined Functions, Storage Classes

BUSINESS COMMUNICATION

PAPER CODE BB2005

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Introducing the Concept: Meaning, Nature and scope of communication, Process of Communication, Characteristics of Business Communication, Importance of Effective B.C. Objectives of B.C. Types/Pattern of B.C.; Media/Channels of B.C. Principles of B.C.; Barriers to B.C.

Unit-II

Written Communication-I (a) Business Letter Writing, (b) Business Report Writing, Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting Written Communication-II; (a) Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram. (b) Writing proposals, Agenda and Minutes of meeting. Dictating: Importance of Dictation, Suggestions for better dictation, Giving Instructions and Demonstration, Clear Instructions on Individual Jobs, Suggestions for Cutting correspondence costs.

Unit-III

Oral Communication; Communicating with one: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups: Presentational speaking-preparation of speech, Presentation of Speech, Guidelines for Effective Speech making. Communicating within groups: Discussion and Conference Participating and leading in conferences, Planning and Procedure of problem-solving conferences. Importance of Body language in interview, Speech and conference

Unit-IV

Audio visual Communication: Role of Audio-Visual Communication, Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication, Graphic Communication, Types of Graphical display, Merits and Demerits of Graphical Display. Role of Public Relation in Business Communication, Objective of P.R., Tools of P.R., Interaction between P.R. and Journalism. Role of Advertisement in Business Communication, Characteristics of Effective Advertisement, Art of Effective Advertisement, Structure of Advertisement Copy, Types of Advertisement copy.

INTRODUCTION TO PSYCHOLOGY

PAPER CODE BB2006

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Nature of Psychology: Approaches to Psychology, Scope of Contemporary Psychology, Research Methods in Psychology, Measurement in Psychology, Perceptions; Concept, Process, Absolute Threshold, Differential, Subliminal Perception. Dynamics of Perception: Perceptual Selection, Organisation and Interpretation.

Unit-II

Learning and Memory: Classical conditioning, Operant Conditioning, Concept of reinforcement, Cognitive learning, Shortterm memory, Long-term memory, Improving memory.

Unit-III

Personality and its assessment: Shaping of personality-Trait Approach, Social approach, Psychoanalytic approach, Phenomenological approach, Personality assessment.

Unit-IV

Emotion: Theories of Emotions, Optimal level of arousal, Stress Frustration, Reaction of Frustration, Anxiety, Defence Mechanism Stress, Attitude formation and change

QUALIFYING SUBJECT
ENVIRONMENTAL STUDIES
PAPER CODE: BB2007

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I

The Multidisciplinary nature of environmental studies. Definition, scope and importance. Need for Public awareness

Unit II Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems:

Forest resources : Use and over-exploitation : deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits & problems,

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes, caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.

Case studies. Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of and individual in conservation of natural resources.

Equitable use of resources for sustainable life styles.

Unit III Ecosystems

Concept of an ecosystem.

Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

- Ecological succession.
- Food chains, food webs and ecological pyramids,
- Introduction, types, characteristic features, structure and function of the following ecosystem :

a. Forest ecosystem.

b. Grassland ecosystem.

c. Desert ecosystem.

d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit IV Biodiversity and Its Conservation

- Introduction - Definition: Genetic, species and ecosystem diversity.
- Biogeographically classification of India.
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity. (8 lectures)

Unit V Environmental Pollution

Definition, causes, effects and control measures of:

(a) Air pollution

(b) Water pollution

(c) Soil pollution

(d) Marine pollution

(e) Noise pollution

(f) Thermal pollution

(g) Nuclear hazards

Solid waster management: Causes, effects and control measures of urban and industrial wastes.

Role of an individual in prevention of pollution.

Pollution case studies Disaster management: floods, earthquake, cyclone and landslides.

Unit VI Social Issues and the Environment

- From unsustainable to sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people: its problems and concerns, Case studies.
- Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act.
- Wildlife Protection Act.
- Forest conservation Act.
- Issues involved in enforcement of environmental legislation.
- Public awareness.

Unit VII Human population and the Environment

Population growth, variation among nations. Population explosion - Family Welfare Programme. Environment and human health. Human Rights. Value Education.

– HIV/AIDS.

– Woman and Child Welfare.

Role of Information Technology in Environment and human health.

Case Studies.

Unit VIII Field Work

- □□ Visit to a local area to document environmental assets river/forest/grassland/hill/mountain.
- □□ Visit to a local polluted site-urban/Rural/industrial/ Agricultural.
- □□ Study of common plants, insects, birds.
- □□ Study of simple ecosystems - pond, river, hill slopes, etc.

References

1. Agarwal, K.C. 2001, Environmental Biology, Nidi Pub. Ltd. Bikaner.
2. Bharucha, Frach, The Biodiversity of India, Mapin Publishing Pvt: Ltd. Ahmedabad 380013, India, Email: mapin(g)jcenet.net (R).
3. Brunner R.C. 1989, Hazardous Waste Incineration, Mc.Graw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Slanderson Press Oxford (TB).
5. Cunningham, W.P. Cooper, T.H. Qorhani, E. & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Pub. House, Mumbai 1196p.
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment (R).
8. Gleick, H.P., 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p.
9. Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay. (R)
10. Heywood, V.H. & Watson, R.T 1995. Global Biodiversity Assessment. Cambridge Uni.
11. Jadtrav, H and Bhosale.-VM-. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p.
12. Mckinney, M.L. and Schoch, RM 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
13. Mhaskar A.K., Matter Hazardous, Tekchno-Science Publications (TB).
14. Miller T.G. Jr. Environmental Sciences, Wadsworth Publishing Co. (TB).
15. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p.
16. Rao M.N. and Datta, A.K; 1987. Waste Water Treatment. Oxford & IBH Publ. Co: Pvt. Ltd.
17. Sharma, B.K. 2001, Environmental Chemistry, Goel Publication House, Meerut.
18. Survey of the Environment, The Hindu (M).
19. Townsend C, Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB).

Third Semester
ORGANISATIONAL BEHAVIOUR
PAPER CODE BB3001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Introduction:- The field of Organisational Behaviour Reasons to study O.B. Foundations and Background of OB, Approaches to OB, Contributing discipline to OB Field.

UNIT-II

Individual Behaviour: Individual differences – Abilities, intelligence; personality- Meaning, development of personality, personality traits, major determinants. Perception- Nature, importance, perceptual selectivity, perceptual Organisation, social perception; Attitudes- Nature, dimensions, importance; Job Satisfaction – importance, sources & consequences.

UNIT-III

Motivation and Learning:- Motivation – Meaning; motives, process content theories and process theories of motivation, relationship between motivation and performance learning – Meaning, types; Theories of learning, Reinforcement, Law of effect, punishment.

UNIT-IV

Group Behaviour:- Group – Concept, nature, classification; stages of group development, Group dynamics; Group Behaviour; Group structure, task & processes; Group cohesiveness; Dynamics of informal groups; Group decision – making.

BUSINESS STATISTICS
PAPER CODE BB3002

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Data Classification, Tabulation and Presentation: Meaning, objectives and types of classification, formation of frequency, Role of tabulation, types of tables, significance of diagram and graphs.

UNIT-II

Measures of Central Tendency and Dispersion: Meaning, and objectives of measures of Central Tendency, different measure viz. Arithmetic mean, Median, Mode, Geometric Mean and Harmonic Mean, characteristics, applications and limitations of these measures. Measures of variation viz. Range, Quartile Deviation Mean Deviation, Standard Deviation, Co-efficient of Variation and Skew ness.

UNIT-III

Correlation and Regression: Meaning of Correlation, types of Correlation: Positive and Negative Correlation, Simple, Partial and Multiple Correlation, Methods of studying Correlation; Scatter diagram, graphic and direct method. Properties of Correlation Co-efficient, Rank Correlation, Co-efficient of Determination, Lines of Regression, Co-efficient of Regression, Standard Error of Estimate.

UNIT-IV

Index Numbers and Time Series: Index Number and their uses in business. Construction of simple and weighed price, quantity and value index numbers Test for an ideal index numbers, Components of Time Series viz. Secular Trend, Cyclical, Seasonal and Irregular Variations, methods of Estimating Secular Trend. Seasonal Indices and its use in Business Forecasting and Limitations, Calculating Growth Rate in Time Series.

BASIC COSTING
PAPER CODE BB3003

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Introduction: Objectives, Elements of cost, Cost Sheet, Importance of Cost Accounting, Types of Costing, Installation of Costing System, Difference between Cost Accounting and Financial Accounting.

UNIT-II

Material and Labour Cost Control: Meaning and objectives of Material control, Material Purchase Procedure, Fixation of Inventory levels – Reorder level, EOQ, Minimum level, Maximum level, Danger level and Methods of Valuing Material Issues – FIFO, LIFO, HIFO, NIFO. Labour and Cost Control; its importance, Methods of Time Keeping and Time Booking. Treatment and Control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment – Time Wage System, Piece Wage System and Balance or Debt Method.

UNIT-III

Overheads – Classification, Allocation and Apportionment of Overheads. Absorption of Overheads, Under – Absorption and Over Absorption.

UNIT-IV

Methods of Costing – Job, Batch, Contract and Process Costing excluding Evaluation of work in progress.

MACROECONOMIC MANAGEMENT
PAPER CODE BB3004

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Nature and scope of macroeconomics; functional areas of macroeconomic management; circular flow of income; national income accounting – alternative concepts and measures of national income and their interrelationship; stock and flow variables; aggregate demand; supply and macroeconomic equilibrium; nature of a trade cycle, causes of booms and recessions.

UNIT-II

Macro analysis of consumer behaviour; cyclical and secular consumption income relationship; absolute, relative and permanent income hypotheses; other factors affecting aggregate consumption; simple Keynesian model of income determination; multiplier analysis

UNIT-III

Functional areas of fiscal management; nature of fiscal policy fiscal deficits; fiscal policy in relation to growth and price stability; basic issues in fiscal deficit management; nature and management of public debt; business taxes – types, rationale and incidence.

UNIT-IV

Functional areas of monetary management; money supply measures; money creation process and money multiplier; instruments of monetary control; promotional and regulatory role of central banking and monetary policy; inflation management.

DATA BASE MANAGEMENT SYSTEMS
PAPER CODE BB3005

Theory Marks: 50
Practical Marks: 50

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

UNIT-I

Concept of Data Base, Objectives of Data Base, Advantages and Limitations of Data Base, Entities, Attributes, Relationships (I:I, I:M, M:M)

UNIT-II

Schema, Subschema, Data base Administration, 4GL, SQL

UNIT-III

Introduction to Data Models, Hierarchical, Relational & Network Data Models.

UNIT-IV

Distributed Data Base System, Backup & recovery procedures in Data Base System, Normalization in Relational Data Base.

Fourth Semester
BUSINESS VALUES AND ETHICS
PAPER CODE BB4001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Meaning and Nature of Values; Values in context of Business; Mission Statement and Role of Corporate Values in shaping it; influence of Individual Values on Morality of Managers; Indian Values and Changing Value systems of India.

Unit-II

Ethics; Evolution of Ethics and their relation to values, norms, morals. Nature of Ethics and Relevance to Business; Virtue theory; Utilitarianism and its Applications to Business; Rights; Justice; Profit Maximization vis-à-vis Ethics.

Unit-III

Contemporary Issues: Workplace Spirituality; Indian Ethos for Business; Vedanta and Managers. Corporate Social Responsibility: Public Policy of a Corporation and its role in a market society; the nature of an ethical corporation; concept of Total Ethical Management.

Unit-IV

Ethical Responsibilities of Business towards customers; Ethical Issues in Marketing; Issues relating to Product Safety, Product Quality, Pricing and Promotion. Ethical Responsibility of Business towards employees; whistle blowing; the changing workplace; employees discrimination; harassment of female workforce; rights and obligations of employees and employers.

INDIAN BUSINESS ENVIRONMENT
PAPER CODE BB4002

Marks: 100

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Nature, components and determinants of business environment; basic nature of Indian economic system; relation size and growth of public and private corporate sector; social responsibility of business; broad features of India's now economic policy.

Unit-II

Trend and pattern of industrial growth; review of industrial policy developments; industrial licensing policy; liberalization of the private sector; trends and issues in corporate management; growth and problems of the small scale sector; public sector reforms and privatization the problem of industrial sickness; MRTP Act, SICA and Industrial Disputes Act.

Unit-III

Development banks for corporate Sector (IDBI, IFCI, ICICI)- trends pattern and policy; regulation of stock exchanges and the role of SEBI; banking sector reforms; challenges facing public sector banks; growth and changing structure of non bank financial institutions; problem of non performing assets in Indian Banks.

Unit-IV

Trend and pattern of India's foreign trade and balance of payments; latest EXIM policy-main features; policy towards foreign direct investment; globalization trends in Indian economy; role of MNCs; India's policy commitments to multilateral institutions- IMF, World Bank and WTO.

BUSINESS LAWS
PAPER CODE BB4003

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

The Indian Contract Act, 1872. Essentials of a valid contract Void Agreements. Performance of Contracts. Breach of contract and its remedies. Qasi-contracts.

Unit-II

The sale of Goods Act, 1930: Formation of contract; Conditions and warranties. Transfer of property. Performance of contract: Rights of an unpaid seller.

Unit-III

The Negotiable Instruments Act, 1881: Nature and types, Negotiation and Assignment. Holder-in-Due Course, Dishonour and Discharge of a Negotiable Instrument.

Unit-IV

The Companies Act, 1956. Nature and types of Companies, Formation, Memorandum and Articles of Association, Prospectus. Allotment of Shares. Shares and Share capital, Membership, Borrowing powers, Management and meetings, winding up.

BUSINESS RESEARCH METHODS
PAPER CODE BB4004

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Decisional Research: Definition and Scope; Role of Decision maker and research; Identification of problems; decision steps and research objectives, uncertainty and decision research, Research Design: Descriptive, Exploratory, Descriptive, Diagnostic and Experimental.

Unit-II

Data Collection: Secondary and Primary Data sources; Techniques of Data Collection; Sampling: Procedure, Probability and Non-probability sampling; Sampling errors; Tabulation of Data; Attitude Scales and measurement of attitude.

Unit-III

Data Analysis: Interpretation and presentation; basic consideration in choice of analysis and statistical techniques; hypothesis testing; tests of significance; chi-square analysis.

Unit-IV

Report Writing: Substance of Research Based Reports, Formats of reports, Report writing Technique and Final Presentation of the report.

**INTRODUCTION TO INFORMATION TECHNOLOGY
PAPER CODE BB4005**

Theory Marks: 50

Time: 3Hrs

Practical Marks: 50

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

Unit-I

Introduction to Networks: User of a Network, Categories of Networks, Topologies, Network Media & Hardware, Network Software.

Unit-II

Word Processor: Advantage, Entering Text, Editing Text, Formatting Text, Mail Merge

Unit-III

Electronic Spreadsheets: Advantages, Application Areas, Creating a Worksheet, Functions, Types of Graphs, Creating Graphs, Formatting Cells, Macros.

Unit-IV

Introduction to Internet: Background & History, Working, Major Features, Accessing the Internet, Major Application Areas, Introduction to Multimedia.

Fifth Semester
MARKETING MANAGEMENT
PAPER CODE BB5001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Introduction to Marketing; Core concepts of marketing; Orientation towards market place; Difference between Marketing and Selling; Marketing Process; Marketing Environment.

UNIT-II

Determinants of consumer behaviour; Consumer's Purchase decision process; Market Segmentation and Target Marketing; Marketing Research; Marketing Information System; Planning of Marketing Mix.

UNIT-III

Product decisions; Branding and Packaging decision; Product Life Cycle; Pricing strategy.

UNIT-IV

Selecting and Managing Marketing channels; Retailing, Wholesaling and Physical Distribution; Communication and Promotion mix; Designing Effective Advertising Program; Sales Promotion.

FINANCIAL MANAGEMENT
PAPER CODE BB5002

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Evolution, Scope and function of Finance Managers, Objectives of the firm; Profit Vs Wealth Maximization.

UNIT-II

Investment Decisions; Brief Introduction of Cost of Capital; Methods of Capital Budgeting; ARR.PBP. NPV and IRR, Capital Rationing, (Simple problems on Capital Budgeting Methods)

UNIT-III

Financing Decision: Financial Leverage; Capital Structure Theories: NI, NOI and Traditional approach; EPS-EBIT Analysis; Brief discussion on sources of long term finances.

UNIT-IV

Dividend decision and Management of Working Capital: Determinants of Dividend Policy; Walter's Dividend Model; Working Capital of Concept and Operating Cycle Method, Brief discussion on Management of Cash, Receivable and Inventory. (Simple problem on operating cycle and Inventory Management).

PRODUCTION MANAGEMENT

PAPER CODE BB5003

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Production/Operations Management: Introduction, Major decisions; objectives and activities; Difference between products and services (from POM view point). Characteristics of a production system.

UNIT-II

Types of production systems: Production to order and production to stock; Plant Location: Factors affecting locations & evaluating different locations; Plant Layout: Meaning, objectives, characteristics and types; Plant layout and materials handling.

UNIT-III

Production Planning and Control: Meaning, objectives, advantages and elements, PPC and production systems, Aggregate planning and Master production Schedules, Sequencing and assignment problems. Motion and Time Study.

UNIT-IV

Inventory Control: Objectives, advantages and techniques (EOQ Model and ABC Analysis). Quality Control: Meaning and importance; Inspection, quality control charts for variables & attributes and Acceptance Sampling; Maintenance; Meaning; importance and types.

PERSONNEL MANAGEMENT

PAPER CODE BB5004

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT-I

Personnel Management: Definition, Nature, Objectives Changing Scope of Personnel Management. Challenges to modern personnel management, Personnel Management environment in India, Role of Personnel Management in Organisation, Personnel functions, personnel policies.

UNIT-II

Procurement: Job analysis, job description, job specification, Human Resource Planning – Significance & Process, Recruitment – Sources & methods, Selection criteria and process, induction training.

UNIT-III

Development: Concepts of Training and Development, Need for and benefits of training, Assessing training needs, training techniques, Management Development – Nature & purpose, Approaches for developing managers – Job Rotation, Coaching, Junior Board & Case method, Role playing, Management Games, Career planning, Managing promotions & transfers.

UNIT-IV

Compensation: Objectives, Compensation, Factors influencing compensation, components of pay structure, Methods of pay fixation, Incentives-financial, Incentives for the employees, managers, Organisation wide Incentive plans, employee benefits & services, performance appraisal-techniques, problems and issues.

**ADVANCED INFORMATION TECHNOLOGY
PAPER CODE BB5005**

Theory Marks: 50
Practical Marks: 50

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

UNIT-I

Internet: Concepts, Internet Service Provider, Setting Windows Environment for Dialup, Networking, Dialing of Networks, Search Engine Concept, Searching Web using Search Engines, Audio on Internet, Adding File Types in MS Internet Explorer, Subscribing to News Groups.

UNIT-II

Intranet: Intranet Concepts and Architecture; Building Corporate Wide Web, The HTTP Protocols (Understanding Application Layers), Intranet Infrastructure, Fundamental of TCP/IP (Understanding transport layers), Intranet Connectivity, Intranet Security Design, Intranet as Business tool, Future of Intranet, Costs of Intranet, Protocols of Communications.

UNIT-III

Introduction of MS-Back Office, Electronic Communication, ISP Type of Accounts, Tools; Sending & receiving mails, Electronic Tele & Video Conferences.

UNIT-IV

Multimedia – Introduction, Tools & Technique, Multimedia – Hardware (Windows, Production Platforms & Peripherals), Multimedia – Software (Authorizing Tools), Multimedia Building Blocks (Text, Sound, Images, Animation, Video), Assembling & Developing the projects.

Sixth Semester

TAXATION LAWS PAPER CODE BB6001

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Basic concepts of Income Tax, Residential Status and Tax incidence, Income Exempted from Tax.

Unit-II

Income from salaries, Income from House property and Income from Profits & Gains of Business and profession.

Unit-III

Income from capital Gains, Income from other sources; Set off and carry forward of Losses; Clubbing of Income.

Unit-IV

Deductions from Gross Total Income, Assessment of Individuals, HUF and Firms.

STRUCTURED SYSTEM ANALYSIS AND DESIGN PAPER CODE BB6002

Theory Marks: 50

Time: 3Hrs

Practical Marks: 50

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 07 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

Unit-I

Introduction to Analysis & Design: SDLC, CASE tools for Analyst, Role of System Analyst, ER Data Models, Feasibility Study – Economic, Technical, Operational.

Unit-II

Design of Application: DFDs, Form Design, Screen Design, Report Design, Structure Chart, Data Requirements, Data Base Definition, Equipment Specification & Selection, Personnel Estimates, I-O Design, Storage Requirements.

Unit-III

Implementation & Installation: Data Dictionary, Structured English, Decision Tables, Decision Trees, Installation Types, Logical Design to Physical Implementation.

Unit-IV

Introduction to Distributed Data Processing & Real Time System: Evaluating Distributing System, Designing Distributed Data Bases, Event Based Real time Analysis Tools, State Transition Diagrams.

FUNDAMENTALS OF INTERNATIONAL BUSINESS

PAPER CODE BB6003

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Nature and main fields of International Business; Domestic versus International Business; major risks and challenges of IB; International business environment – components and determinants; the process of internationalisation of business; concept of globalisation; balance of payments accounting; basic nature of foreign exchange market.

Unit-II

Nature of multinational enterprise and foreign direct investment; basic motives and determinants of foreign direct investment; methods & forms of international business entry; strategic orientation of MNCs; basics of MNE strategy formulation and implementation.

Unit-III

International trade theory – the theory of absolute advantage; theory of comparative advantage; factor endowment theory and international product life-cycle theory; tariff and non-tariff barriers to international trade; international logistic decisions; major trade documents; main intermediaries in international trade.

Unit-IV

Assessing international markets; designing products for foreign markets; branding decisions; promotional decisions; pricing decision; basic methods of international payment. Regulation of international business – a overview of the role of WTO, IMF, UNCTAD and World Bank.

CONSUMER PROTECTION

PAPER CODE BB6004

Marks: 100

Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit-I

Concept of consumer, Types of consumers; need for consumer protection; methods of consumer protection – legal and voluntary; consumer buying motives; doctrines of caveat emptor and caveat venditor; Concept of consumer's sovereignty

Unit-II

Measures for consumer protection in India; basic provisions of the consumer Protection Act., 1986; consumer rights; Organisational set up – National and State Consumer Protection Councils; District Forum, State Commission and National Commission; their functions, powers and jurisdiction, Grounds of filing complaint; procedure of filing a complaint; relief available

Unit-III

Consumer protection measures under the Monopolies and Restrictive Trade Practices Act., 1969; concept and remedy against unfair trade practices and restrictive trade practices; consumers; roles and rights under the MRTP Act

Unit-IV

Recent developments in consumer protection movement in India; role of voluntary consumer Organisations product testing; growing consumer awareness role of the media and Government; formation and registration of a voluntary consumer Organisation; business self-regulation; Advertising Standards Council of India.