

Semester I

Course Code 101
BBA- Sem - I (CBCS 2019)
Business English - Communication

Credits : 2

UE + IA: 70:30

Course Type : AECC

Course Objectives:

- To acquaint students in managerial communication from every perspective that is globally demanding.
- To acquaint students with the required skills for effective communication in business organizations
- To enable students to develop confidence and expertise in composing effective communication skills essential in Business

Situations **Learning Outcomes:**

After studying this subject, the student should be able to:

- Understand how to converse in business situations
- Write effective e-mails, Letters
- Write formal and informal Reports

Unit 1: Concept and Nature of Communication

Meaning and Introduction, Importance and Nature of Communication. Process and Objectives of Communication. Channels of Communication, Barriers to Communication, Overcoming barriers, Seven C' s of effective communication

Unit 2: Verbal Communication

Verbal Communication (oral) – Meaning, Advantages, Disadvantages, Essentials of effective oral communication, Types. Speaking Skills – Meaning and importance – Guidelines for preparing a Speech – Strategies for good conversation Exercises on Verbal communication.

Unit 3: Non – Verbal Communication

Meaning , Importance, Uses of non verbal communication, Body Language, Gestures, Postures, Para Language, non verbal aspects of written communication.

Unit 4: Listening, Reading Skills, Presentation Skills

Listening Skills – Meaning and importance – Types – Listening Barriers – Overcoming barriers to improve Listening skills. Exercises on Listening Skills, Reading Skills – Meaning and importance – Steps for better reading. Exercises to improve Reading Skills ,

Introduction and importance, Planning the Presentation. Presentation Structure. Organizing the Presentation. Qualities of a skillful Presenter. Use of Visual aids in Presentation.

Unit 5: Written Communication

Writing Skills – Meaning and importance of written communication in business, Business Letters : Tactful use of language – Structure of a Business letter - Business letter formats – Types of letters: Letters of inquiry and Reply, Letters placing orders

and reply, Letter of Complaint, Claims and Adjustments, Sales letters, Job application letters.

Reference Books :

1. Urmila Rai and S. M Rai , Effective Communication (Himalaya Publishing House)
2. Shirley Taylor, Communication for Business, Pearson Education, New Delhi
3. Raymond Lesikar, Marie E Flatley, Basic Business Communication –(Tata McGraw – Hill)

Online Resources:

<http://www.notesdesk.com/notes/business-communications/business-communication-and-its-types/>

MOOCs:

<https://swayam.gov.in/>

<https://alison.com/>:

<https://eDx.com/>:

<https://www.edx.org/course/business-communications-ubcx-bus2x>

<https://Coursera.com/>:

<https://www.coursera.org/courses?languages=en&query=business%20communication>

Course Code 102
BBA- Sem - I (CBCS 2019)
Business Organization & Systems

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To acquaint students with fundamentals of business organization and management systems as a body of knowledge.
- To impart to the students an understanding of business concepts with a view to prepare them to face challenge of managing business in the new era.

Learning Outcomes:

On successful completion of this syllabi the students will

- Understand the basic concepts in commerce, trade and industry. He will be exposed to modern business world.
- Understand modern business practices, forms, procedures and functioning of various business organizations.

Unit 1: Introduction to Business

Concept of business – meaning, definition, nature and scope, characteristics of business. Business as an economic activity. Objectives of business. Structure of business. Requisites for success in modern business. Meaning, scope and evolution of commerce & industry, Industrial Revolution, beginning and growth of Indian business, industrialisation in India. Globalization & challenges for Indian Business in the modern era.

Unit 2: Forms of Business Ownership

Introduction to various forms – factors affecting choices of an ideal form of ownership, features merits and demerits of sole proprietorship – joint Hindu family business – partnership – joint stock company – co-operative organisation, public enterprises.

Unit 3: Formation of a Company

Stages in formation and incorporation of a company (i.e. promotion – incorporation and registration – capital subscription – commencement of business. - documents of a company i.e. Memorandum of association – articles of association – prospectus.

Unit 4: Establishment of Business Enterprise

Various factors to be considered while starting a new business enterprise i.e. Identification of business opportunity – market assessment – suppliers – technology – location – human resource – finance etc. Small and medium enterprises – meaning characteristics and objectives. Role of support organisation such as trade associations and chambers of commerce.

Unit 5: Organization of Trade

Channels of distribution – meaning, functions and types. Internal trade – wholesale and retail External trade – import and export. Role and importance of support services to business such as transport insurance etc. Business combinations – mergers and acquisitions. Franchising. Business process outsourcing. Multinationals – concept and role of MNCs. Stock Exchange and Produce Exchange: Definition and Meaning, Importance, Functions, Listing, Dealers.

Reference Books :

- 1) S.A. Sherlekar ,Modern Business Organization And Management – (Himalaya Publishing House)
- 2) Y.K. Bhushan ,Fundamental Of Business Organization & Management – (S Chand Publishers)
- 3) Basu, C. R.; *Business Organization And Management*, Tata Mcgraw Hill, Publishing House, New Delhi, 1998
- 4) B S Moshal, J P Mahajan, J s gujral, business organization and management –. Galgotia publishing co, new Delhi

- 5) Redmond James, Robert Trager , media organization and management –, Biztantra, New Delhi
- 6) Business Environment Text and Cases By F. Cherunilam (Himalaya Publication House)

Online Resources:

- 1) <https://www.leanmethods.com/>
- 2) <https://sol.du.ac.in/library/>
- 3) <https://www.wto.org/>

MOOCs:

- 1) Designing the Organization: From Strategy to Organizational Structure (Coursera)
- 2) Understanding Modern Business & Organisations (FutureLearn)
- 3) Managing the Organization: From Organizational Design to Execution (Coursera)

Course Code 103
BBA- Sem - I (CBCS 2019)
Micro Economics

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To expose students to basic micro economic concepts.
- To apply economic analysis in the formulation of business policies.
-

Learning Outcomes:

Students will be able to use economic reasoning to problems of business.

Unit 1: Introduction to Micro Economics

Business economics –meaning nature and scope; Micro and macro; Basic economic problems; Market forces in solving problems; Circular flow of income and expenditure; Tools for analysis (Functional relationships, Schedules, Graphs, Equations)

Unit 2: Demand Analysis and Utility Concept

Concept of demand; Law of demand ; Factors affecting demand ;Exceptions to law of demand; Market demand ;Changes in demand ;Elasticity of demand (Price ,Income ,Cross) Concept of Utility, Cardinal & Ordinal Utility, Law Of Diminishing Marginal Utility

Unit 3: Supply and Cost & Revenue concepts

Concept of supply, Factors affecting supply, Law of supply, Exceptions of law of supply Types of cost, Fixed and variable, Accounting and economic, Total cost, marginal cost, average cost, implicit & explicit cost, real and money cost, Short run and long run, Average revenue, total and marginal revenue. Opportunity cost, Money cost, , Law of returns to scale, Economies and diseconomies of scale, Law of Variable proportions

Unit 4: Market Analysis

Features of markets, Pure, Perfect, Monopoly, Duopoly, Oligopoly, Monopolistic competition Equilibrium of firm and industry under perfect competition, Price determination under monopoly, Price and output determination under monopolistic competition

Unit 5: Theories of Distribution

Marginal productivity theory of distribution, Rent –modern theory of rent, Role of trade union and collective bargaining in wage determination, Interest –liquidity theory of interest Profits- Dynamic, Innovation, Risk and uncertainty bearing theories of profits

Reference Books :

1. Microeconomics theory and Application-D N DWIVEDI-Vikas.
2. Seth –micro economics
3. Mithani –managerial economics
4. M .jhingan
5. Ahuja.microeconomic analysis

MOOCs:

<https://swayam.gov.in/> :Accounting for Managerial Decisions

<https://alison.com/>: Fundamentals of Financial Accounting

Course Code 104
BBA- Sem - I (CBCS 2019)
Business Accounting

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To impart to the learners the basic accounting knowledge
- To train in the accounting process from entering business transactions to Journal to preparation of Final Accounts.

Learning Outcomes:

After the completion of the course, the students will understand:

- Importance and utility of Financial Accounting
- Accounting process from entering the business transactions to journal to preparation of Final Accounts of a sole proprietor.

Unit 1: Introduction to Financial Accounting:

Definition and Scope of Financial Accounting, Objectives of Financial Accounting, Book Keeping v/s. Accounting, Basic Terms used in Accounting, Users of Financial Statements, Limitations of Financial Accounting

Unit 2: Accounting Principles and Accounting Standards:

Accounting Concepts, Accounting Conventions, Meaning of Accounting Standards, Significance of Accounting Standards.

Unit 3: Journal & Subsidiary Books:

Accounting Process, Types of Accounts, Rules of Accounts, Preparation of Journal, Simple and Combined Journals entries.

Subsidiary Books: Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Cash Book

Unit 4: Ledger Posting and Trial Balance:

Meaning and Utility of Ledger, Format of Ledger Account, Procedure of posting Journal entries to Ledger Accounts, Balancing of Ledger Account, Preparation of Trial Balance

Unit 5: Depreciation:

Meaning of Depreciation, Causes of Depreciation, Methods of charging depreciation: Written Down Value & Straight Line Method, Accounting treatment of Depreciation

Unit 6: Meaning and Preparation of Final Accounts:

Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business.

Reference Books :

1. Anil Chowdhry Fundamentals of Accounting & Financial Analysis (Pearson Education)
2. Jane Reimers Financial Accounting (Pearson Education)

3. Rajesh Agarwal & R Srinivasan, Accounting Made Easy (Tata McGraw –Hill)
4. Dr. S. N. Maheshwari, Financial Accounting For Management: (Vikas Publishing House)
5. Robert Anthony, David Hawkins, Business Accounting. (Tata McGraw –Hill)
6. Ashok Sehgal, Fundamentals of Financial Accounting, (Taxmann)
7. Dr. S. N. Maheshwari, Sharad K. Maheshwari, Financial Accounting for BBA

Online Resources:

www.moneycontrol.com

www.rbi.org.in

www.icai.org

MOOCs:

<https://swayam.gov.in/> :Accounting for Managerial Decisions

<https://alison.com/>: Fundamentals of Financial Accounting

Course Code 105
BBA- Sem - I (CBCS 2019)
Foundation of Mathematics & Statistics

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- i) To develop knowledge of key theories, concepts in Mathematics.
- ii) To enhance ability to problem solving
- iii) To build ability to apply mathematical and statistical concept for business applications

Learning Outcomes:

- i) Students will be able to solve problems in Mathematics using appropriate concepts
- ii) Students will be able to effectively apply the statistical tools for business applications

Unit 1:

Profit and Loss, Discount, Commission, Brokerage, Rates and Taxes, Insurance, Partnership, Bill of Exchange, Stock and Shares, Payroll

Unit 2:

Simple interest and Compound interest and Annuity:

Simple interest, Compound Interest,, Interest Compounded Continuously, Compound Amount at changing rate, Introduction of Annuity, Amount and Present Value of Immediate or Ordinary Annuity, Annuity Due,

Unit 3:

Matrices and Determinants & Simultaneous Linear equations:

Definition of a Matrix, Matrix operations, Determinants, Properties of determinants. Applications in Business Problem, Solution of Simultaneous equations Linear Equation in two unknowns. Permutations and Combinations

Unit 4:

Introduction to Business Statistics

Definition, descriptive and inferential statistics in business, scope of statistics, Population and sample, data, types of data, sources of data, methods of data collection.

Unit 5:

Data presentations and graphical displays

Frequency, cumulative frequency distribution, Frequency distributions, importance of Diagrammatic and Graphic Representation of data, frequency polygons and frequency curves, histograms, Ogive Curves.

Reference Books :

1. Schaum Series , Basic Business Mathematics
2. Padmalochan Hazarika , A class textbook of Business Mathematics.
3. M. G. Dhaygude , Commercial Arithmetic and Statistics .
4. Business Statistics, S.C. Gupta
5. Eugene Don, Joel lerner , Basic Business Mathematics , Tata McGraw Hill Publication.
6. Dr. Padmalochan Hazarika, A textbook of Business Mathematics

Online Resources:

- https://en.wikipedia.org/wiki/Business_mathematics
- [https://www.universiteitleiden.nl/.../mathematics/mathematics-and-science-based-business Mathematics](https://www.universiteitleiden.nl/.../mathematics/mathematics-and-science-based-business-Mathematics)
- <https://www.tru.ca/distance/courses/math1091.html>

MOOCs:

- www:/Alison
- www/SWAYAM
- www/NPTEL

Generic Elective / Interdisciplinary

Course Code 106
BBA- Sem - I (CBCS 2018)
Community Work - I

Credits : 2

CCA : 50 marks

Course Type : Generic Elective / Interdisciplinary

Course Objectives:

This course aims to expose the students to social issues and help them Participate in community service through trips/events organized at institute, state level etc and also to Volunteer at events like fundraising activities, fairs, festivals, slums, non profit organization etc

- (I) To expose the students towards social reality and role of community development for social upliftment and well being
- (II) To involve students in community work through active involvement and participation

Learning Outcomes:

Students will be able to know the community needs and understand their role ito contribute meaningfully towards community development

Unit 1:

History, meaning, Goals, values, functions, role and process of community work. Professional and voluntary community work. Attitudes, roles and skills of a community worker

Unit 2:

Social concerns in India: poverty, unemployment, population, problems faced by women – dowry, domestic violence, etc. Social problems - terrorism, corruption, caste conflict, drug abuse, AIDS, ETC.

UNIT 3:

Types of community work. Caring for needy, helping the poor, fundraising drives- organizing

COMMUNITY HOURS:

Participate in community service trips/events organized at institute, state level etc , Volunteer at events like fundraising activities, fairs, festivals, slums, non profit organization etc , Submit a report on a particular type of community involvement undertaken

Course Code 106
BBA- Sem - I (CBCS 2018)
Career & Life Skills

Credits : 2

CCA : 50 marks

Course Type : **Generic Elective /**

Interdisciplinary Course Objectives:

- a. To help students make well-informed, thoughtful decisions regarding your future as adults.
- b. To develop behaviours and attitudes that help students contribute to the community in a positive manner.
- c. Give you skills and knowledge to contribute to the well-being and respect of the self and others

Learning Outcomes:

Students will be able to understand self potential and ways to enhance capabilities.

Unit 1: Introduction to Life Management

Life management-definition, scope and application, concept of emotions, self belief, setting realistic goals, understanding system

Unit 2: Developing Emotional Potential and Physical Potential

Improving thinking skills, improving study skills, planning education

Eating habits, healthy foods, staying healthy, changing habits-the self change model **Developing Your Intellectual Potent**

Effective communication, effective listening, effective speaking ,getting along with others, functioning in groups, how to delegate.

Definition-stress, handling change and stress, managing time, managing money, formulation of career plan, bring it all together

Unit 3: Career and Life Choices

Managing personal, lifelong career development.

Resource Choices... Making responsible decisions in the use of finances and other resources that reflect personal values and goals as well as a commitment to self and others.

Personal Choices... Understand the emotional/psychological, intellectual, social, spiritual, and physical dimensions of health and how these dimensions of health work together to contribute to personal well-being.

Reference Books :

LifeChoices Series: - LifeChoices: Careers, Healthy & Well, Relationships, Venturing Out

Online Resources:

1. [the life-changing magic of tidying up: the japanese art of decluttering and organizing - marie kondo](#)
2. [how to organize \(just about\) everything: more than 500 step-by-step instructions for everything from organizing your closets to planning a wedding to creating a flawless filing system – peter walsh](#)
3. [Mindset: the new psychology of success -carol s. Dweck](#)

Course Code 106
BBA- Sem - I (CBCS 2018)
Waste Management

Credits : 2

CCA : 50 marks

Course Type : **Generic Elective /**

Interdisciplinary Course Objectives:

- to expose students to the issue of waste and waste management tools and techniques applicable for waste disposal and management.

Learning Outcomes:

After completion of the course students

- will be able to understand solid waste sources, health and environmental issues related to solid waste management.
- will get knowledge about Sources, handling and control of Biomedical, Chemical, Nuclear and e-wastes.
- will be able to understand the issues regarding waste disposal and management and will become aware of Environment and health impacts due to solid waste mismanagement

Unit – I Solid Waste Management-

Introduction to waste Management

Introduction, Meaning, Solid waste including municipal, hospital and industrial solid waste; health and environmental issues related to solid waste management. Provisions in Indian Penal Code for Environmental protection.

Unit – II Biomedical, Chemical, Nuclear and e-wastes

Biomedical wastes – Types – Management and handling – control of biomedical wastes, Chemical wastes – Sources – Environmental effects – Need for control – Health and environmental effects. Nuclear waste – Management of nuclear wastes, e-waste- sources and management.

Unit – III

Waste reduction at source – Treatment and disposal techniques for solid wastes – composting, vermin-composting, autoclaving, microwaving, incineration, non-incineration, Thermal techniques, use of refuse derived fuels, land-filling. **Reduce**

Reuse and Recycling Techniques: Need for the concept-Variou Types - Handmade Paper production – Reuse of materials-Recycle of material

Books Recommended:

- 1) A. D. Bhide and B.B. Sundaresan, “Solid Waste Management – Collection, Processing and disposal” Mudrashilpa Offset Printers, Nagpur, 2001.
- 2) Biomedical waste (Management and Handling) Rules, 1998.
- 3) George Tchobanoglous, Hilary Theisen, Rolf Eliassen; Solid Wastes: Engineering Principles and Management Issues; McGraw-Hill.
- 4) Manual on Municipal Solid Waste Management, New Delhi, Controller of Publications.
- 5) Freeman H.M. (1988) Standard Handbook of Hazardous Waste Treatment and Disposal, New York, McGraw-Hill.
- 6) Constitutional Law of India – J.N. Pandey 1997 (31st Edn.) Central Law Agency Allahabad.

- 7) Diganta Bhusan Das , Diganta Bhusan Das; Solid Waste Management: Principles and Practice
- 8) George Tchobanoglous et al, "Integrated Solid Waste Management" McGraw - Hill, 1993.
- 9) A Study of Waste Management Systems in Pune Municipality Corporation, Rajendra Jagtap, Ph.D Thesis, Bharati Vidyapeeth University, Pune

List of Software/Learning Websites:

- i. <http://www.moef.nic.in/legis/hsm/mswmhr.html>
- ii. en.wikipedia.org/wiki/waste_management
- iii. <http://www.cyen.org/innovaeditor/assets/Solid%20waste%20management.pdf>
- iv. <http://www.ilo.org/oshenc/part-vii/environmental-pollution-control/item/514-solid-waste-management-and-recycling>
- v. www.houstontx.gov/solidwaste
- vi. www.epa.gov/tribalmsw/
- vii. www.unc.edu/courses/2009spring/.../SolidWasteIndiaReview2008.pdf
- viii. http://www.digitalbookindex.org/_search/search010environmenwasterefusea.asp
(e-books)

Semester II

Course Code 201
BBA- Sem - II (CBCS 2019)
Business Statistics

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- i) To familiarize the students with the basic statistical tools and their application in business decision-making.
- ii) To develop the quantitative skills of the students so as to make them skilled at understanding data, comparing two or more data sets and predicting business data etc.
- iii) To make the learner familiar with the processes needed to develop, report, and analyze business data.

Learning Outcomes:

- i) Students will be able to solve problems in Statistics using appropriate concepts
- ii) Students will be able to effectively apply the statistical tools for business applications

Unit 1: Descriptive statistics – Measures of Central Tendency and Dispersion

Arithmetic mean, median, Mode, G.M. Quartiles deciles, percentiles
Absolute and relative measures of dispersion, Range, quartile deviation, mean deviation, standard deviation, variance.

Unit 2: Correlation Analysis

Meaning of correlation, types of correlation, Methods of studying correlation, scatter diagram, Karl Pearson's coefficient, Rank Correlation

Unit 3: Regression Analysis

Meaning and applications, Lines of regression, regression coefficients, Business applications Distinction between Correlation and regression

Unit 4: Probability

Basic Concepts in probability, definition of probability, random experiment, sample space, independent events, mutually exclusive events, conditional probability, Expected Value and Variance – $E(X)$ and $V(X)$, Bayes' Theorem

Unit 5: Association of Attributes

Introduction, Meaning and importance, Yule's Coefficient of association and interpretation

Teaching Methodology

- Lectures, tutorial and Field Work.
- Field work on collection of data through surveys and presentation of data using EXCEL to be carried out by students under the guidance of faculty.

Reference Books :

1. Dr. P Hazarika, Business Statistics, S. Chand & Co.
2. Bharadwaj, Business Statistics.
3. S.C. Gupta., Fundamentals of statistics
4. J. V. Tatke , Business Statistics
5. David L Eldredge., Business Statistics. South Western Thomson. USA
6. Amir D Aczel , Business Statistics. (Tata McGraw –Hill)

Online Resources:

<https://www.edx.org/course/subject/data-analysis-statistics>

<https://www.class-central.com › Subjects › Mathematics>

Moocs:

<https://swayam.gov.in/> :

<https://alison.com/>

[Statistics for International Business \(Coursera\)](#)

[Inferential Statistics \(Coursera\)](#)

[Basic Statistics \(Coursera\)](#)

[Statistical Reasoning for Public Health 1: Estimation, Inference, & Interpretation \(Coursera\)](#)

[Statistics in Education for Mere Mortals \(Canvas.net\)](#)

<https://alison.com/courses/math?locale=en&page=1&type\>

Course Code 202
BBA- Sem -II (CBCS 2019)
Principles of Management

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

Students will be given the opportunity to learn

- Basic concepts of management and to enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management.
- The role of leadership and management within an organization; appreciate different leadership styles and which one is suitable to a particular managerial context.

Learning Outcomes:

- Integrate management principles into management practices.
- Assess managerial practices and choices relative to ethical principles and standards.
- Specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- Determine the most effective action to take in specific situations

Unit 1: Introduction of Management

Introduction to Management- Definitions & Characteristics of Management-Scope of Management--Functions of Management. Skills for a Manager. The Evolution of Management Thoughts- Scientific Management, General Principles of Management.

Unit 2: Planning

Overview of Planning: Introduction to Planning & it's Importance; Planning Process; Types of Planning, Decision making Process - Types and Techniques.

Unit 3: Organizing

Introduction & Definition- Concept of Organization-Principles of Organization-Creating an Organization Structure- Informal Organization- Departmentalization, line and staff relationship.

Unit 4: Leading

Defining leadership, ingredients of leadership, Trait approach to leadership, Behavioral approach to leadership, and different styles of leadership.

Unit 5: Controlling

Controlling- Basic Concept, Relationship between Planning & Controlling. The Basic Control Process, Requirement for Effective Control, Control Techniques, Use of IT for Controlling.

Reference Books :

1. Stephen P Robbins, David A Decanzo, Fundamentals of Management, Pearson Education.
2. Richard L Daft, The New Era of Management, Thomson.
3. Prasad L.M, Principles & Practices of Management, Sultan Chand & Sons.
4. Philip Sadler, Leadership, Kogan Page.

Online Resources:

Journals:

1. HBR
2. Indian Management
3. Human Capital

MOOCs:

1. Strategic Management (Open2Study)
2. Introduction to Operations Management (Coursera)
3. Critical Perspectives on Management (Coursera)

Course Code 203
BBA- Sem -II (CBCS 2019)
Macro Economics

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To study the behavior and working of the economy as a whole.
- To study relationships among aggregates.
- To apply economic reasoning to problems of business and public policy.
- To enhance knowledge regarding current affairs of the economy as a whole.
- The course is designed to study the impact of monetary and fiscal policy on the aggregate behavior of individuals.

Learning Outcomes:

The learner will get acquainted with the principles of Macroeconomics, determination of and linkages between major economic variables ; level of output and prices, inflation, interest rates and exchange rates.

Unit 1: Basic Issues and features of Indian Economy

Macroeconomics- definition & nature, Scope , Importance, Limitations, Paradoxes, Macro economic variables. Concept and Measures of Development and Underdevelopment; Human Development; Composition of national income and occupational structure, Measurement of macroeconomic variables: National income accounting, Circular flow of income (four sector model), Methods to calculate national income, Stock and flow concept, Gross domestic product(GDP), Gross national product(GNP), Net domestic product(NDP), Net national product(NNP), Personal and Personal disposable income; Classical theory of income and employment:

Unit 2: Policy Regimes

- a) The evolution of planning and import substituting industrialization.
- b) Economic Reforms since 1991.
- c) Monetary and Fiscal policies with their implications on economy

Unit 3:

Theory of Income & Employment, Says law of market, Keynes theory of Income & Employment: simple Keynesian model, components of aggregate demand, equilibrium income, changes in equilibrium, multiplier(investment, Government expenditure, lump sum tax, foreign trade), effect of fiscal and monetary policy, Classical aggregate demand curve, Classical theory of interest rate, effect of fiscal and monetary policy.

Unit 4: Money :

Functions of money, quantity theory of money, determination of money supply and demand, Quantity Theory of Money

Business cycle & Inflation & Deflation:

Business cycle-nature, Features/Characteristics- Prosperity/Boom – Recession, Depression, Revival/Recovery

Inflation: Meaning , demand and supply side factors, causes & control,
Deflation: Meaning , causes & control, Phillips curve, Stagflation, Inflationary gap

Unit 5: :

Macro economic policy: Monetary policy, Fiscal policy

Economic scenario analysis, Out of inflation & deflation , which is worst and why?

What is the current CRR & SLR ratio? Are this ratios appropriate for current condition of the country

Which trade cycle is prevailing in India at present

Which monetary & fiscal policy do you suggest for current condition of India?

Reference Books :

1. AHUJA H L - MACRO ECONOMY
2. BUSINESS ECONOMICS (MACRO) BY GIRIJA SHANKAR & KIRAN JOTWANI
3. M L SETH – MACRO ECONOMICS
4. D N DWIVEDI – MACRO ECONOMY

Online Resources:

<http://www.wisegeek.com/what-is-macroeconomics.htm>

<https://www.thoughtco.com/microeconomics-versus-macroeconomics-1147004> <https://www.investopedia.com/terms/m/macroeconomics.asp>

MOOCs:

<https://swayam.gov.in/> :

<https://alison.com/>:

Course Code 204
BBA- Sem - II (CBCS 2019)
Management Accounting

Credits : 4

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To Impart the Knowledge of Basic cost concepts, element of cost & Preparation of Cost Sheet.
- To provide basic knowledge of important Methods & Techniques of costing.
- To have basic knowledge about concept of management and cost audit

Learning Outcomes:

At the end of the course students should be able to

1. Understand basic cost concepts, element of cost & Preparation of Cost Sheet.
2. Have practical applications of important Methods & Techniques of costing.
3. Understand the application of concept of management and cost audit.

Unit 1: Introduction

Definition, Nature and scope of Management Accounting, Limitations of Financial Accounting, Advantages and Limitations of Management Accounting, Difference between Financial and Management Accounting.

Unit 2: Introduction of Cost Accounting

Concept and need of Cost Accounting, Material, Labour and other Expenses, Classification of cost & Types of Costs, Preparation of Cost Sheet, Methods and techniques of Costing,

Unit 3: Budget and Budgetary Control

Meaning and objectives of Budget, Definition, Meaning and objectives of Budgetary control, Advantages and disadvantages of Budgetary Control, Types of Budget, Preparation of flexible budget and cash budget.

Unit 4: Marginal Costing & Standard Costing

Definition and Meaning of Marginal Cost and Marginal Costing, importance and Limitations of Marginal Costing, Contribution, P/V Ratio, Break Event Point, Margin of Safety, Definition and Meaning of Standard Costing, Advantages and Limitations of Standard Costing, Variance Analysis – Material and labour Variances only

Unit 5: Management Audit

Concept and Process of Audit, Essentials of Audit, Cost Audit its Objectives and Advantages, Management Audit its Objective and Advantages, Contents of Management Audit Reports.

Reference Books :

1. I.M. Pandey, Management Accounting
2. S.P.Jain and Narong., Advanced cost Accounting
3. S.N.Maheshwari, Cost Accounting.
3. Prabhu Dev , Cost Accounting, Himalaya Publication
4. Paul S Kr , Management Accounting. New Central Book Agency, Calcutta
- 5 Rebert N Anthony., Management Accounting D B taraporewala Sons, Bombay.

Online Resources:

1. Companies Annual Reports
2. Money control
3. SEBI and RBI Official Websites
4. NSE and BSE Official Websites

MOOCs:

<https://swayam.gov.in/> :Accounting for Managerial Decisions

<https://alison.com/>: Fundamentals of Financial Accounting

Course Code 205
BBA- Sem - II (CBCS 2019)
Environmental Science

Credits : 2

UE + IA: 70:30

Course Type : Core

Course Objectives:

- To sensitize the students on the environmental issues
- To educate the students about the threats to the environment and natural resources

Learning Outcomes:

Learners will be able to understand the different aspects of environments, the threats posed by human activities and the solutions for the same.

Unit 1: Nature and Scope

The Multidisciplinary Nature of Environmental Studies Definition, scope and importance
Need for public awareness.

Natural Resources Renewable and Non-renewable Resources: (a) Forest resources: (b) Water resources: (c) Mineral resources: (d) Food resources: (e) Energy resources: (f) Land resources:

Unit 2: Ecosystems

Concept, Structure and function of an ecosystem. Energy flow in the ecosystem. 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)

Biodiversity and Its Conservation, Introduction, definition: genetic, species and ecosystem diversity. Threats to biodiversity: Endangered and endemic species of India. Conservation of biodiversity.

Unit 3 : Pollution

Environmental Pollution (a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution (e) Noise pollution (f) Thermal pollution (g) Nuclear hazards

Unit 4: Social Issues and the Environment

Urban problems related to energy. Water conservation, rain water harvesting, watershed management. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust.

Unit 5: Environment and human health

Population growth, Environment and human health. Value education. HIV/AIDS. Women and Child Welfare. Role of Information Technology in environment and human health. Case Studies.

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.

Reference Books :

1. Agarwal, K.C.2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd. , Ahmedabad — 380 013, India, Email: mapin@icenet.net (R)
3. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc.480p
4. Clark R.S., Marine Pollution, Clarendon Press Oxford (TB)
5. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001. Environmental Encyclopedia, Jaico Publ. House. Mumbai, 1196p
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment(R)

OPEN COURSES SEMESTER II

Course Code 206
BBA- Sem - II (CBCS 2018)
Community Work – II

Credits : 2

CCA : 50 marks

Course Type : Generic / Open Elective

Course Objectives:

- i) This course aims to expose the students to Swach Bharat Abhiyan initiative of the government.

Learning Outcomes:

Students will be able to understand the details about the Swach Bharat Abhiyan and its impact on society.

Unit 1:

History, meaning, Goals of Cleanliness initiatives

Unit 2:

Initiators of cleanliness drive in India. Sant Ghadage Baba, Mahatam Gandhi, Efforts taken towards the Swach Bharat Abhiyan, Swach Bharat Mission.

UNIT 3:

Impact of Cleanliness initiatives. Social Awareness, Case Studies

COMMUNITY HOURS:

Internship of 15 days (100 hours) to be undertaken

Submit a report on a particular type of community involvement undertaken

References:

www.swachhbharaturban.in/
swachhbharatmission.gov.in

Course Code 206
BBA- Sem - II (CBCS 2018)
Sectoral Analysis

Credits : 2

CCA : 50 marks

Course Type : Generic / Open

Elective **Course Objectives:**

- To expose the students to the different sectors of the economy
- To enable the students to understand the importance and contribution of the sectors to business, economy and global environment
- To expose the students towards rural problems To awaken sense of responsibility amongst students towards senior citizens

Learning Outcomes:

Students will get exposure to the different sectors of the economy and their contribution to the national development.

Unit 1 :

Introduction to the sectors of the economy

Units 2:

Detailed view of the IT, Manufacturing, Agriculture, Banking Insurance, Service Sector, Retail etc

Unit 3:

Project work on detailed analysis of any one sector – national and global scenario

Reference Books :

1. S.A. Sherlekar ,Modern Business Organization And Management – (Himalaya Publishing House)
2. Y.K. Bhushan ,Fundamental Of Business Organization & Management – (S Chand Publishers)
3. Basu, C. R.; *Business Organization And Management*, Tata Mcgraw Hill, Publishing House, New Delhi, 1998
4. Business World

Course Code 206
BBA- Sem - II (CBCS 2018)

Smart Cities

Credits : 2

CCA : 50 marks

Course Type : Generic / Open

Elective Course Objectives:

to give exposure to tools and techniques applicable for planning, controlling & monitoring of Smart Infrastructure and Cities. This subject would also enable to develop insight for managing project risks, uncertainties and complexities of smart cities project.

Learning Outcomes:

Students will get an understanding of road map for Planning Smart Cities and benchmarking their performance for Indian context

Unit 1:

Introduction to Smart Cities, •Introduction to "City Planning", Understanding Smart Cities

Unit 2 :

Dimensions of Smart Cities, Global Experience of Smart Cities, Smart Cities –Global Standards and Performance, Benchmarks, Practice Codes, India "100 Smart Cities" Policy and Mission

Unit 3 :

- Smart City Planning and Development
- Financing Smart Cities Development
- Governance of Smart Cities, Case Studies on Smart Cities

Reference :

smartcities.gov.in

<https://internetofthingsagenda.techtarget.com/definition/smart-city>