



**GURU KASHI
UNIVERSITY**
PUNJAB - INDIA

GURU KASHI UNIVERSITY



BACHELOR OF BUSINESS ADMINISTRATION

SESSION: 2023-24

DEPARTMENT OF MANAGEMENT

GRADUATE OUTCOMES OF THE PROGRAMME:

This programme provides a strong foundation of business knowledge, critical thinking skills to analyze and solve complex problems, effective communication abilities, strong teamwork and collaboration aptitude to work effectively with diverse groups.

Program Learning Outcomes: After completing the programme, the learner will be able to:

1. Acquire adequate knowledge through principles, theory and models of business management, Accounting, Marketing, Finance, IT, Operations and Human Resource.
2. Analyze and comprehend the applicability of management principles in solving complex business issues.
3. Apply various concepts, theories and models in the functional areas of business-like Marketing, HR and Finance in the organizations.
4. Evaluate the skill of economics, mathematics, statistics and production and operation management and its integration relevant to business decisions.
5. Create social sensitivity and understanding CSR, ethical and sustainable business practices demonstrate sensitivity to social, ethical and sustainability issues.
6. Develop the critical thinking and analysis skills that solve business problems in a real-world context.

Program Structure

Semester: I						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA101	Principles of Management	Core	4	0	0	4
BBA103	Business Mathematics	Core	3	1	0	4
BBA110	Financial Accounting for Managers	Core	3	1	0	4
BBA104	Introduction to Computer	Skill Based	2	0	0	2
BBA199	XXX	MOOC	-	-	-	2
Discipline Elective-I (Any one of the following)						
BBA108	Human Resource Management	Discipline Elective-I	3	0	0	3
BBA111	Retail Management					
Discipline Elective-II (Any one of the following)						
BBA109	Marketing Management	Discipline Elective-II	3	0	0	3
BBA112	Banking and Insurance Law					
Total			18	2	0	22

Semester: II						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA210	Business Economics	Core	3	1	0	4
BBA211	Business Statistics	Core	3	1	0	4
BBA212	Environmental Studies	Compulsory Foundation	2	0	0	2
BBA213	Business Communication for Managers	Skill Based	3	0	0	3
BBA214	Introduction to computer(Lab)	Skill Based	0	0	2	1
BBA218	Personal Branding and Networking	Value Added Course	2	0	0	2
Discipline Elective-III (Any one of the following)						
BBA215	Management Accounting	Discipline Elective-III	3	0	0	3
BBA208	Industrial Relations					
Discipline Elective-IV (Any one of the following)						
BBA216	Marketing Ethics	Discipline Elective-IV	3	0	0	3
BBA217	Derivatives and Risk Management					
Total			19	2	2	22

Semester: III						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA301	Production & Operations Management	Core	4	0	0	4
BBA311	Organizational Behaviour	Core	4	0	0	4
BBA312	Training and Development for Managerial Effectiveness	Ability Enhancement	1	0	0	1
BBA313	Seminar on Business Writing Skills	Skill Based	0	0	2	1
BBA399	XXX	MOOC	-	-	-	2
Discipline Elective-V (Any one of the following)						
BBA314	Total Quality Management	Discipline Elective-V	3	0	0	3
BBA315	Export-Import Procedures, Documentation					
Discipline Elective-VI (Any one of the following)						
BBA316	Auditing	Disciplinary Elective VI	3	0	0	3
BBA317	Cost Accounting					
Open Elective Courses						
-	XXX	Open Elective	2	0	2	2
Total			17	0	2	20
Open Elective Courses (For Other Departments)						
OEC005	Business Ethics and Corporate Social Responsibility	Open Elective	2	0	0	2

Semester: IV						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA411	Business Law	Core	4	0	0	4
BBA412	Financial Management	Core	4	0	0	4
BBA413	Advertisement and Promotional Tactics	Skill Based	4	0	0	4
BBA410	Digital Marketing	Value Added Course	2	0	0	2
Discipline Elective-VII (Any one of the following)						
BBA414	Corporate Strategy	Discipline Elective-VII	3	0	0	3
BBA415	Global Human Resource Management					
Discipline Elective-VIII (Any one of the following)						
BBA416	Management Information System	Discipline Elective-VIII	3	0	0	3
BBA417	Performance Appraisal and Management					
Total			20	0	0	20



Semester: V						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA508	Project Management	Core	4	0	0	4
BBA509	Financial Services and Markets	Core	4	0	0	4
BBA504	Internship (4 Weeks)	Skill Based	0	0	0	4
BBA510	Stock Market and Banking Operations	Skill Based	3	0	2	4
BBA511	Strategic Leadership	Skill Based	2	0	0	2
BBA599	XXX	MOOC	-	-	-	2
Total			13	0	2	20

Semester: VI						
Course Code	Course Title	Type of Course	L	T	P	Total Credits
BBA603	Company Law	Core	4	0	0	4
BBA604	Business Environment	Core	4	0	0	4
BBA605	Entrepreneurship Development	Ability Enhancement	1	0	0	1
BBA606	Information Technology	Skill Based	0	0	4	2
BBA607	Emotional Intelligence in Businesses	Skill Based	3	0	0	3
BBA608	Service Learning	Community Linkage	0	0	4	2
BBA609	Major Project	Skill Based	0	0	8	4
Total			12	0	16	20
Grand Total			97	4	22	122

Note: Students will undergo a summer internship for 4 weeks during summer vacations after 4th semester.



EVALUATION CRITERIA FOR THEORY COURSES

A. Continuous Assessment: [25 Marks]

- i. CA1: Surprise Test (Two best out of three) (10 Marks)
- ii. CA2: Assignment(s) (10 Marks)
- iii. CA3: Term paper (5 Marks)

B. Attendance: [5 marks]

C. Mid Semester Test: [30 Marks]

D. End-Term Exam: [40 Marks]

10A1C

Semester-I

Course Title: Principles of Management
Course Code: BBA101

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes After completion of this course, the learner will be able to:

1. Analyze the theories, principles, concepts and essentials of management.
2. Evaluate managerial actions such as planning, organizing and controlling for effective results.
3. Acquire the managerial professional attributes to be capable of decision making by applying the knowledge of management discipline.
4. Create a new concepts of business ethics to improve goodwill of business enterprise.

Course Content

UNIT I

14 Hours

Management and its various functions, nature, and scope, organizational objectives, management by objective. Planning: nature, purpose and functions, types, steps in planning, Management by Objective (MBO) – Management by Exception (MBE). Decision making and its process.

UNIT II

17 Hours

Organizing: nature, importance, process, formal & informal organizations, organization chart, organizing principles. Departmentation: Departmentation on various basis. Authority: types, responsibility and accountability. Delegation: steps in delegation, obstacles to delegation and their elimination

UNIT III

16 Hours

Staffing: manpower management, factors affecting staffing, job design. The selection process, techniques, and Performance appraisal: need and process. Communication: importance, process, barriers

UNIT IV

13 Hours

Controlling: control process, types, barriers to control making, control techniques: budget and non-budgetary control devices. Social responsibility and business ethics, decentralization vs. centralization, determinants of effective decentralization.

Transaction Mode

Cooperative learning, Collaborative Teaching, Quiz, Open talk, Inquiry based learning, Group discussion, Active participation

Suggested Readings

- *Koontz, Harold & Weihrich, Heinz (2018). Essentials of Management.*



Tata McGraw Hill Publishing, New Delhi

- *Prasad, L.M. 2019. Principles & Practices of Management. Sultan Chand & Sons, New Delhi*
- *Robbins, S. P., & DeCenzo, A. D. (2019). Fundamentals of Management. Pearson Education, New Delhi*
- *Parkinson C. Northcote, Rustomji M. K. & Sapre S. A. (2019). Great Ideas in Management. Orient Paperbacks, India*
- *Carpenter, M. A., Bauer, T., Erdogan, B., & Short, J. (2018). Principles of management. Washington, DC: Flat World Knowledge.*

10A1C

Course Title: Business Mathematics

Course Code: BBA103

L	T	P	Cr.
3	1	0	04

Total Hours: 60

Learning Outcomes After completion of this course, the learner will be able to:

1. Acquire skill about algebra of complex numbers, linear and quadratic equation.
2. Analyze the uses of matrices and logarithms, law of operation, compound interest and depreciation.
3. Apply mathematical skills required in binomial theorem, arithmetic and geometric progressions and harmonic progressions.
4. Examine the marketing mathematics by derivative, interests and EMI.

Course Content

UNIT I

16 Hours

Set theory, Complex numbers and algebra of complex numbers, linear and quadratic equations. Permutations and combinations. Differential calculus (including maxima and minima; excluding trigonometric functions). – Real number system, function, graphical representation of function. First principle of differential calculus, the derivation of simple algebraic function.

UNIT II

14 Hours

Matrices: types of matrices, operation on matrices, transpose of matrices, symmetric and skew-symmetric of matrix. Determinant- Minors, cofactors, Adjoint of matrix, inverse of matrix, application of matrices in solving system of linear equation using Cramer's rule, matrix inversion. Gauss elimination method. Logarithms: Law of operation, compound interest and depreciation.

UNIT III

14 Hours

Binomial theorem, arithmetic and geometric progressions, harmonic progressions, functions, limitations and continuity. Integral calculus: Integration as an inverse of derivative, integration by substitution method and by parts. Indefinite integral and definite integral and its application in business.

UNIT IV

16 Hours

Derivative –derivative from first principle, derivative of sum, difference product, chain rule, derivative of parametric equation, differentiation of one function with w.r.t another function, implicit function, derivative of second order. Interest- simple interest, compound interest (reducing balance and flat rate of interest), equated monthly installments (EMI).

Transaction Mode

Problem solving learning, Case Analysis, Cooperative Teaching, Inquiry based learning, Visualization, Group discussion, Active participation

Suggested Readings

- *Sancheti, D.C & Kapoor, V.K, (2019). Business Mathematics. Ed, Sultan Chand & Sons, NewDelhi*
- *Branson Richard (2019). Schaun's outline of Theory and Problems of Matrix Operations. McGraw Hill Education*
- *Don, Eugene & Lerne, Joel (2019). Schaum's Outline of Basic Business Mathematics. McGraw-Hill Education*
- *Clendenen, Gary, Salzman A. Stanley & Miller D. Charles (2020). Business Mathematics. Ed, Pearson Education.*
- *Sancheti D.C & Kapoor V.K, (2018). Business Mathematics. Ed, Sultan Chand & Sons, NewDelhi*
- *Namboodiri Krishan (2018). Matrix Algebra: An Introduction (Quantitative Application). SagePublishing Inc.*
- *Branson Richard (2018). Schaun's outline of Theory and Problems of Matrix Operations. McGraw Hill Education*

Course Title: Financial Accounting for Managers

Course Code: BBA110

L	T	P	Cr.
3	1	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Evaluate the operations of organizations through management accounting techniques
2. Analyze the costing systems, cost management systems, budgeting systems and performance measurement systems
3. Create balance between financial and non-financial information in decision making, control and performance evaluation applications of management accounting
4. Determine the costs and benefits of different conventional and contemporary costing systems

Course Content

UNIT I

16 Hours

Financial Accounting- concept, significance and scope, accounting principles, journal, ledger, trial balance, depreciation (straight line and diminishing balance methods). Preparation of final accounts Trading Account, Profit & Loss Account, Balance Sheet with adjustments.

UNIT II

14 Hours

Financial Analysis- Concepts and objectives, Limitation of Financial Analysis. Tools of Financial Analysis: trend analysis, common size statements, comparative statements

UNIT III

14 Hours

Ratio analysis, fund flow and cash flow statements, Applications of ratio analysis. (With additional information). Financial Statement, significance and Limitations of Financial Statement.

UNIT IV

16 Hours

Budgetary control- need, objectives, essentials of budgeting, different types of budgets; Responsibility Accounting; Steps involved in Responsibility Accounting, Responsibility Centre, Advantages of Responsibility Accounting.

Transaction Mode

Group discussion, Active participation, Brain storming, Demonstration, Project based learning, Team Teaching, Mentor Mentee, Quiz, Open talk, Question, One minute

Suggested Readings

- Jain, S.P & Narang, K.I (2002). *Financial Accounting*. Kalyani Publisher, New Delhi
- Maheshwari S.N., Maheshwari CA Sharad K & Maheshwari Dr. Sunil K (2018). *An Introduction to Accountancy*. Vikas Publishing House
- Mukherjee & Hanif (2019). *Fundamentals of Accounting*. Tata McGraw



Hill, New Delhi

- *Bragg, M. Steven (2006). Accounting control best practices. John Wiley & Sons Publishing*

IQAC

Course Title: Introduction to Computer
Course Code: BBA104

L	T	P	Cr.
1	0	0	01

Total Hours: 15

Learning Outcomes

After completion of this course, the learner will be able to:

1. Explain the role of computing and information technology (IT) in a digital world.
2. Acquire the skill about evolution of computers and different generation of computers.
3. Analyze the difference between the windows and DOS
4. Acquire skill about using hardware and software.

Course Content

UNIT I

4 Hours

Computer Fundamentals: Concept of Computer, Components, Classification, Types. Brief history of evolution of computers and generation of computers. Computer hardware and software. Input/output devices.

UNIT II

5 Hours

CLS, DATE, TIME, MD, RD , RENAM, DEL, BACKUP, RESTORE, COPY, SCANDISK, and CHKDSK.

UNIT III

3 Hours

Windows: Difference between windows and DOS. Basic Features, Using accessories such as calculator, paint brush, CD player, etc.

UNIT IV

3 Hours

Use of Windows Explorer for moving and copying files. MS-Office: MS-Word, Power Point (Presentation software)

Transaction Mode

Flipped teaching, Demonstration, Case Analysis, Visualization, Group discussion, Active participation, Mentor Mentee

Suggested Readings

- *Saxena, Sanjay (2019). A first Course in Computers. Ed, Vikas Publishing House.*
- *Sinha, Pradeep k (2020). Computer Fundamental. Ed, BPB Publication*
- *Appleman, Daniel (2018). How Computer Programming Works. Ziff Davis Press*
- *Ceri, Stefano. Mandrioli, Dino & Sbattella, Licia. (2018). The Art and Craft of Computing. Addison Wesley*
- *Banahan, Mike. Brandy, Declan & Doran Mark. (2020). The Computer Book. AddisonWesley.*

Course Title: Human Resource Management
Course Code: BBA108

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the human resource management process and its importance to organizational effectiveness.
2. Evaluate performance of workforce and further provide attractive opportunities to boost motivation of the employees
3. Evaluate and implement the employee training and development programs.
4. Estimate the research and analytical skills by using both human and technological resources.

Course Content

UNIT I

13 Hours

HRM: New trends in HRM due to globalization deregulation and technological advancements. HRM in India

UNIT II

12 Hours

Job analysis: steps in analyzing job and methods of collecting job analysis information. Job description, job specification, job design, job simplification, job rotation, job enrichment and job enlargement.

UNIT III

9 Hours

Recruitment: sources of recruitment, policies and procedure of recruitment, selection process. Placement and induction,

UNIT IV

11 Hours

Human Resource Development: Identification of training needs and techniques of training, employee development and career planning. Wage and salary administration, Performance appraisal, methods and problems of performance appraisal

Transaction Mode

Cooperative learning, Collaborative Teaching, Quiz, Open talk, Inquiry based learning, Group discussion, Active participation

Suggested Readings

- Rao V.S.P. (2019). *Human Resource Management*. Excel Books
- Monnappa, Arun & Saiyadan S Mirza. (2018). *Personnel Management*. Tata McGraw Hill
- Dessler, Garg & Varkkey Biju (2018). *Human Resource Management*. Pearson Education
- K. Aswathappa (2019). *Human Resource Management*. Tata McGraw Hill Education
- Gupta, C.B. (2018). *Human Resource Management*. Sultan Chand & Sons.

Course Title: Retail Management

Course Code: BBA111

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Examine insights into all functional areas of retailing
2. Study the buying behavior, the consuming pattern, the needs and wants of the retail consumer
3. Analyze the challenges and opportunities in retail marketing.
4. Evaluate strategic and operational decision-making processes in the organized retail.

Course Content

UNIT I

13 Hours

Retailing: What is retailing, retailing structure and distribution, Opportunities in retailing. Types of retailer: Retailer characteristics, Food retailers, General merchandise retailers, Service retailing, Types of ownership, Retail channels, Benefits & Challenges of retail channels.

UNIT II

12 Hours

Retail buying behavior: The buying process, Types of buying decisions. Retailing strategy: Retail market strategy, Target market and retail formats, Growth strategies. Financial strategy and retail locations: Financial objectives and goals, Analysis of financial strength, Types of locations, Location and retail strategy,

UNIT III

10 Hours

Merchandise management: Merchandise management overview, forecasting sales, developing an assortment plan, Setting inventory and product availability levels, Establishing a control system for managing inventory, Allocating merchandise to stores.

UNIT IV

10 Hours

Retail pricing: Pricing strategies, Consideration in setting retail prices, Legal and ethical pricing issues. Store Management: Store management responsibilities, Recruiting and selecting employees, Motivating and managing store employees, Compensating and rewarding store employees, Store design objectives, Store design elements, Visual merchandising, merchandising.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Panel Discussions, Mentor Mentee, Quiz, Open talk, Question

Suggested Readings

- Bhatia, S. C. (2008). *Retail management*. Atlantic Publishers & Dist.
- Suja Nair. (2018). *Retail Management*. Himalaya Publishing House, Mumbai, 2008.



- *Swapna Pradhan (2019). Retail Management. Tata McGraw Hill Publishing, New Delhi.*
- *Berman, B., Evans, J. R., & Chatterjee, P. (2018). Retail management: a strategic approach. Pearson Education Limited*
- *Barry, B. (2003). Retail management: a strategic approach. Pearson Education India.*

10AAC

Course Title: Marketing Management

Course Code: BBA109

L	T	P	Cr.
3	0	0	03

Total Hours:45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Evaluate the analytical frameworks and tools used in marketing mix.
2. Analyze the information of a firm's market segmentation to formulate segmentation strategies.
3. Evaluate new product development process, product mix and product line decisions, branding and packaging decisions, pricing strategies and programs tools of product differentiation.
4. Analyze the role of marketing channels and identifying major channel alternatives.

Course Content

UNIT I

12 Hours

Marketing: Concepts - production, product, selling, marketing & societal marketing. Marketing environment –marketing management and its environment.

UNIT II

12 Hours

Consumer buying behavior: consumer decision making process (five step model), factors affecting buying behavior. Market segmentation: need, concept, mass marketing vs. Segmentation. Marketing mix: 4ps of products & 7ps of services, components & factors affecting

UNIT III

11 Hours

Product decisions: new product development process, and product life cycle. Positioning, branding, packaging & labeling decisions pricing decisions: importance, objectives & strategies

UNIT IV

10 Hours

Product promotion: promotion mix and factors affecting. Distribution: channel decisions, types & factors, physical distribution system & its components.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- Kotler, Philips, Armstrong, Gary & Agnihotri Prafula. (2018). *Principles of Marketing*. Pearson Education
- Ramaswamy, V.S & Namakumari, S. (2019). *Marketing Management*. Om Books
- Stanton, J. William. (2018). *Fundamentals of Marketing*. McGraw Hill Education
- Gandhi, J.C. (2018). *Marketing A Managerial Introduction*. McGraw Hill Education



- *Baker, Michael J. (2018). Companion Encyclopedia of Marketing. Cengage Learning Emea*

IQAIC

Course Title: Banking and Insurance Law

Course Code: BBA112

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Examine the legal framework and regulatory environment for the banking and insurance industries.
2. Analyze the legal rights and obligations of banks, insurers, and their customers.
3. Explain the role of law in mitigating risks and ensuring compliance within the banking and insurance sectors.
4. Evaluate the impact of consumer protection laws and regulations on banking and insurance practices.

Course Content

UNIT I

12 Hours

Banking and Insurance Law: Overview of the banking and insurance industries, Role of law and regulation in banking and insurance. Legal Framework for Banking: Banking laws and regulations, Regulatory authorities and their powers, Bank licensing and supervision, Bank customer relationships and duties, Payment systems and electronic banking

UNIT II

12 Hours

Legal Framework for Insurance: Insurance laws and regulations, Types of insurance and their legal requirements. Insurance contracts and policy provisions, Insurable interest and utmost good faith, Insurance claims and settlement

UNIT III

11 Hours

Consumer Protection in Banking and Insurance: Consumer protection laws and regulations, Disclosure requirements and transparency, Unfair and deceptive practices, Dispute resolution mechanisms. Risk Management and Prudential Regulations: Risk management in banking and insurance, Capital adequacy and solvency requirements

UNIT IV

10 Hours

Emerging Issues in Banking and Insurance Law, Regulatory Compliance and Enforcement, Case Studies and Legal Analysis, Application of legal principles to real-world scenarios. Emerging Trends and Future Developments

Transaction Mode

Class Discussions, Seminars, Cooperative learning, Inquiry based learning, Group discussion, Active participation, Open talk, Panel Discussions

Suggested Readings

- *Jackson, H. E., & Carnell, R. S. (2019). Banking Law and Regulation. Wolters Kluwer.*
- *Abraham, K. (2017). Insurance Law and Regulation: Cases and Materials. Wolters Kluwer.*
- *Lovett, W. A. (2018). Banking and Financial Institutions Law in a Nutshell. West Academic Publishing.*
- *Martinez, L. P., & Abraham, J. L. (2020). Insurance Law: Cases and Materials. Foundation Press.*
- *Malloy, M. P. (2019). Banking and Financial Services Law: Cases, Materials, and Problems. LexisNexis.*

10A1C

Semester-II

Course Title: Business Economics

Course Code: BBA210

L	T	P	Cr.
3	1	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Determine the concepts of economics, theory of demand and elasticity of demand.
2. Evaluate utility approach, marginal rate of substitution, budget line and consumer equilibrium.
3. Analysis the relationship between price and output determination in different market structure.
4. Assess knowledge about macroeconomic issues such as money, foreign exchange, inflation, unemployment, economic growth and foreign trade.

Course Content

UNIT I

17 Hours

Microeconomics: nature and scope, limitations. economics, Theory of Demand, Determinants, Types, Laws of demand, Elasticity's of Demand: Price, Income, Cross & their Measurement. Utility: - Cardinal Utility Approach, diminishing marginal utility, law of equi- marginal utility, ordinal utility approach. Indifference Curves, Marginal rate of Substitution, budget line and Consumer Equilibrium.

UNIT II

16 Hours

The Concept of Production Function, Law of Variable proportion, Marginal Rate of Technical Substitution. Theory of Cost. Theory of firm and market organization: Perfect competition, Monopoly, Monopolistic competition, Oligopoly.

UNIT III

13 Hours

Macroeconomics: nature and scope. Basic concepts used: Stock and flow variables, partial and general equilibrium, static and dynamic analysis. Economy as a circular flow of income and expenditure. National income; Concepts and measurement through Income, output and expenditure approaches. Problems in measurement of National Income. Say's law of markets.

UNIT IV

14 Hours

Classical theory of output and employment. Keynesian theory of income determination, determinants of Macro equilibrium with aggregate demand and aggregate supply functions underemployment equilibrium. Consumption, Saving and investment function, Business Cycles and their main Features. Inflation: types, and theories. Stabilization policies: Monetary and fiscal policies.

Transaction Mode

Group discussion, Active participation, Cooperative Teaching, Case based Teaching, Case Analysis, Quiz, Open talk, Question, One minute

Suggested Readings

- *Jain, T R & Grover, M.L (2019). Micro Economics. VK Publications*
- *Koutsoyiannis, Anna (2018). Modern Microeconomics. Palgrave Macmillan*
- *Varshney, RL & Maheshwari, KL (2018) . Managerial Economics. Sultan Chand & Sons, New Delhi*
- *Mote, Victor L, Paul, Samuel & Gupta, G (2019). Managerial Economics. McGraw Hill Education*
- *Jain, T R & Khanna, OP, (2018). Managerial Economics. VK Publications*
Jain T R: Managerial Economics.
- *Branson, WH. (2018). Macroeconomic Theory. Affiliated East-west Press Pvt Ltd.*
- *Shapiro, Shapiro. (2019). Macroeconomics Analysis. Galgotia Publications*

Course Title: Business Statistics

Course Code: BBA211

L	T	P	Cr.
3	1	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze simple and multiple regression models to analyze the underlying relationships between the variables
2. Apply probability rules and concepts related to discrete and continuous random variables to analyze business problems.
3. Demonstrate simple and multiple regression models to analyze the underlying relationships between the variables.
4. Evaluate the relationship between variables by correlation and regression.

Course Content

UNIT I

16 Hours

Business statistics: scope, functions, importance, limitations and distrust of statistics; types of statistical methods. Data collection and analysis; types of data: primary and secondary data; Characteristics of a graph: types of graphs and their merits and demerits.

UNIT II

14 Hours

Classification of data, presentation of data: graphic and tabulation. Measures of Central Tendency: mean, mode, median, arithmetic, geometric and harmonic mean, quartiles, deciles, percentiles.

UNIT III

17 Hours

Measures of Dispersion: range, quartile deviation, mean deviation and standard deviation, co-efficient of variation. Correlation Analysis: Karl Pearson's and Spearman's methods, regression analysis. Index numbers, Time series analysis, components of time series, moving averages.

UNIT IV

13 Hours

Theory of probability: Classical approach, relative frequency approach, subjective approach. Probability rules, statistical independence and dependence, Bayes' Theorem. Overview of: normal, bi-nominal and Poisson.

Transaction Mode

Group discussion, Experiential learning, Brain storming, Active participation, Flipped teaching

Suggested Readings

- Siegel, Andrew F. (2018). *Practical Business Statistics*. McGraw Hill Irwin.
- Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. & Levine, D.M. (2018). *Business Statistics: A First Course*. Pearson Education.
- Gupta C B, Gupta V. 2018). *An Introduction to Statistical Methods*. Vikas Publications.
- Levin I. Richard & Rubin, S. David. (2019). *Statistics for Management*.



Prentice Hall India.

- *Gupta, S.C. (2018). Fundamentals of Statistics. Himalaya Publishing House.*

IQAACC

Course Title: Environmental Studies
Course Code: BBA212

L	T	P	Cr.
2	0	0	02

Total Hours: 30

Learning Outcomes

After completion of this course, the learner will be able to:

1. Demonstrate a solid understanding of key environmental concepts, including ecosystems, biodiversity, sustainability, and human impact on the environment.
2. Explain skills to environmental problems including energy, water, and air issues and the use of statistical methods in data analysis and argumentation.
3. Analyze the complexities of the natural environment and its relationship with ecological system.
4. Evaluate the science and policy ramifications of diverse energy portfolios on air and water quality, climate, weapons proliferation and societal stability

Course Content

UNIT I

6 Hours

The Multidisciplinary nature of environmental studies, Natural Resources: Renewable and non-renewable resources. Energy resources, Land resources, Role of an individual in conservation of natural resources, equitable use of resources for sustainable lifestyles.

UNIT II

8 Hours

Ecosystems, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids, Threats to biodiversity, Conservation of biodiversity: In-situ conservation of biodiversity.

UNIT III

9 Hours

Environmental Pollution, Solid waste Management, Disaster management, Social Issues and the Environment, Environmental ethics, Wasteland reclamation, Consumerism and waste products, Environment Protection Act, Features of the 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 IV

7 Hours

Human Population and the Environment, Family Welfare Program. Environment and human health. Human Rights. 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 and 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.

Transaction Mode

Seminar, Cooperative learning, Collaborative Teaching, Quiz, Open talk, Inquiry based learning, Group discussion, Active participation

Suggested Readings

- *Misra, S. K., & Puri, V. K. (2019). Indian economy (p. 174). Himalaya Publishing House.*
- *Kapila, U. (2019). Understanding the problems of Indian Economy. Academic Foundation.*
- *Malik, P. L. (2018). The Industrial Law. Easter Book.*
- *Schiffer, M., & Weder, B. (2018). Firm size and the business environment: Worldwide survey results (Vol. 43). World Bank Publications.*
- *Mehta, S. C., Mehta, S. S., & Aun, B. L. (2018). The evaluation of business text books: An international perspective. Journal of Professional Services Marketing, 19(2), 141-149*

Course Title: Business Communication for Managers

Course Code: BBA213

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the fundamentals of communication and use concepts in day-to-day world
2. Develop the importance of interpersonal and organizational communication skills in personal/professional life
3. Apply the appropriate written format and usage of informative business messages
4. Acquire the Competence skills in oral, written and nonverbal communication.

Course Content

UNIT I

10 Hours

Business Communication-Barriers to effective communication, basic model & communication. Theories of Interpersonal and Organizational Communication

UNIT II

12 Hours

Interpersonal Communication, Analyzing Transactions: The Units of Communication. The Language of Persuasion: Communicating in a Diverse Work Environment, Crisis Communication Strategies

UNIT III

11 Hours

The Writing Strategy– for business (e.g., applying for a loan, salary advance, refund etc.), leave application, Different styles of writing. Press Reports, drafting a CV, writing a job application and other applications, interviews,

UNIT IV

12 Hours

Importance of non-verbal communication – positive gestures, symbols and signs. physical appearance & the art of self-presentation & conduct, developing reading, listening and speaking skills, group discussions, extempore speaking.

Transaction Mode

Inquiry based learning, Group discussion, Active participation, Case Analysis, Mentor Mentee, Brain storming, Demonstration, Project based learning, Team Teaching

Suggested Readings

- Koneru, Arun. (2008). *Professional Communication*. Tata McGraw Hill, New Delhi
- Monippally, M.M. (2001). *Business Communication Strategies*. Tata McGraw Hill, New Delhi
- Das, Baswajit & Satpathy Ipseeta. (2007). *Business Communication and*



Personality Development, ExcelBooks, New Delhi

- *McGrath, E.H. (2011). Basic Managerial Skills for All. Prentice Hall of India, New Delhi*
- *Rai, Urmila & S.M Rai. (2011). Business Communication. Himalaya Publishing House, Mumbai 1976, TataMcGraw Hill, New Delhi.*

IOAIC

Course Title: Introduction to Computer (Lab)

Course Code: BBA214

L	T	P	Cr.
0	0	2	01

Total Hours: 30

Learning Outcomes

After completion of this course, the learner will be able to:

1. Demonstrate proficiency in basic computer operations, including turning the computer on/off, using peripherals, and navigating the desktop interface.
2. Understand and use common features and functions of an operating system.
3. Explain word processing software (e.g., Microsoft Word or Google Docs) to create, format, and edit documents
4. Create and deliver effective presentations using software like Microsoft PowerPoint or Google Slides

Course Content

UNIT I

8 hours

MS Windows: Familiarizing with windows operating system; using built-in accessories; managing files and folders using windows explorer; working with control panel; installing hardware and software, Installation of MS Office.

UNIT II

7 hours

MS Word: Using word to create Resume Features to be covered: - Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word.

UNIT III

7 hours

MS Excel: Creating a Scheduler Features to be Covered: - Gridlines, Format Cells, Summation, auto fill, Formatting Text. Calculations Features to be covered: - Cell Referencing, Formulae in excel – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, LOOKUP/VLOOKUP.

UNIT IV

8 hours

MS Power Point: Salient features of Power-point, File, Edit, View, Insert, Format, Tools, and Slide Show. Topics covered includes: Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts

Internet: Navigating with Internet Explorer; surfing the net, using search engines; using email.

Evaluation Criteria:

- A. First Practical (Unit-I): 20 Marks
- B. Second Practical (UNIT II): 20 Marks
- C. Third Practical (UNIT III): 20 Marks
- D. Fourth Practical (UNIT IV): 20 Marks



E. Final Practical at end of the semester (Comprehensive practical): 20
Marks

10A/C

Course Title: Management Accounting
Course Code: BBA215

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Acquire knowledge and understanding of nature, purpose and scope of managerial information.
2. Analyze and provide recommendations to improve the operations of organizations through the application of management accounting techniques
3. Examine the need for a balance between financial and non- financial information in decision making, control and performance evaluation applications of management accounting
4. Apply management accounting tools for the purposes like budgetary control; pricing; cost allocation; performance evaluation.

Course Content

UNIT I

12 Hours

Management Accounting: Nature, Objectives, Scope and Functions of Management Accounting, Utility of Management Accounting, Role of Management Accounting in decision making; Management Accounting Tools; Advantages and Limitations of Management Accounting.

UNIT II

10 Hours

Financial Statements: Concept, Nature, Objectives, Types, Limitations of Financial Statements; Analysis and Interpretation of Financial Statements. Methods of Financial Statements Analysis- Fund Flow Analysis: Concept, Sources and Uses of Funds

UNIT III

12 Hours

Funds Flow Statement, Applications and Managerial uses of Funds Flow Analysis, Statement of Changes in working Capital, Funds Flow Statements. Cash Flow Analysis: Indian Accounting Standard – 3, Cash Flow Statement. Comparative Statements, Common size statements, and Trend analysis

UNIT IV

11 Hours

Ratio analysis: Classification of Ratios, Profitability ratios, Turnover ratios, Liquidity ratios, Solvency ratios; applications of ratio analysis. Calculation and interpretation of the ratios; Advantage of Ratio Analysis; Limitations of Accounting Ratios.

Transaction Mode

E- Monitoring, flipped teaching, Gamification, Role Play, Case based Teaching, Case Analysis, Dialogue, Panel Discussions, Group Discussions

Suggested Readings

- *Drury, C. (2018). Cost and management accounting. Cengage Learning.*



- *Fleischman, R., & McLean, T. (2020). Management accounting: Theory and practice. Routledge.*
- *Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, M. S. K. (2021). Principles of Management Accounting. Sultan Chand & Sons*

10AAC

Course Title: Industrial Relations

Course Code: BBA208

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Examine the role of trade unions in the industrial setup.
2. Analyze the important causes & impact of industrial disputes.
3. Elaborate industrial dispute settlement procedures.
4. Summarize the important provisions of Social Security Legislations and provisions of Wage Legislations

Course Content

UNIT I

10 Hours

Industrial Relations: Concept, Scope, Objectives, emerging socio-economic and techno- economic profile. Impact of technological change on industrial relations; Role of State in managing industrial relations factors affecting industrial relations. Worker participation in Management- forms and level

UNIT II

12 Hours

ILO and Trade Unions: Objectives and functions; Development of trade Union movement in India; Challenges of Trade Union movement; Forms of union; Role and objectives of ILO. Prevention and settlement of disputes. Trade union finances and funds. Privileges of registered trade union.

UNIT III

13 Hours

Labor Legislations: Objectives, forms and significance; Grievance handling legislations: Social security legislations, Regulatory legislations and protective and employment legislations. Co-ownership management; Concept and significance; Involvement of workers with management processes; Strategic implementation of WPM; Collective bargaining and empowerment: role, methods and significance to quality management.

UNIT IV

10 Hours

Importance and Features: The Trade unions Act, 1926 {with amendments}, The Industrial Disputes Act, 1947 {with amendments}, Factories Act {with amendments}. Objective and scope of Acts: Mines Act 1952, Plantation labour Act 1951. Importance and Features: Workmen Compensation Act 1923, Payment of Wages Act 1936 and Payment of Bonus Act 1956.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- Sharma, R. C. (2016). *Industrial relations and labour legislation*. PHI Learning Pvt. Ltd.
- Suri, R. K., & Chhabra, T. N. (2009). *Managing Human Resource*:



Techniques and Practices. Pentagon Press.

- *Sinha, P. R. N., Sinha, I. B., & Shekhar, S. P. (2017). Industrial Relations, Trade Unions and Labour Legislation. Pearson Education India.*
- *Venkataratnam, C. S., & Verma, A. (Eds.). (1997). Challenge of change: Industrial relations in Indian industry. Allied Publishers.*
- *Venkataratnam, C.S. Industrial Relations. Oxford University Press, New Delhi*
- *Dutta, S.K. Guide to Disciplinary Action. Tata McGraw Hill, New Delhi*

10A/C

Course Title: Marketing Ethics

Course Code: BBA216

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the fundamental principles of marketing ethics and their importance in the business environment.
2. Analyze the ethical issues and dilemmas in marketing practices.
3. Apply ethical frameworks and decision-making models to resolve ethical dilemmas in marketing.
4. Evaluate the impact of marketing practices on consumer behavior and society.

Course Content

UNIT I

10 Hours

Marketing ethics, relevant theories to examine ethical questions, code of conducts and ethical guidelines, a stepwise ethical marketing decision process, Ethics in relation to marketing decisions: market research, segmentation, marketing communications and international marketing.

UNIT II

13 Hours

Consumer rights and protection, Product safety and labeling, Pricing and fair competition, Advertising and promotion ethics. Ethics and Consumer Behavior: The influence of marketing on consumer behavior, Consumer privacy and data protection, Deceptive marketing practices

UNIT III

12 Hours

Stakeholder Relationships and Social Responsibility: Building ethical relationships with stakeholders, Employee rights and fair labor practices, Ethical Challenges in Digital Marketing: Privacy and data collection in digital marketing, social media ethics and influencer marketing, Managing online reputation and reviews

UNIT IV

10 Hours

Legal and Regulatory Aspects of Marketing Ethics: Laws and regulations governing marketing practices, Intellectual property rights and copyright issues, Ethical leadership and its role in marketing ethics, Application of ethical principles in marketing strategies. Analysis of real-world marketing ethics cases

Transaction Mode

Cooperative learning, Blended Learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- *Murphy, P. E., & Laczniak, G. R. (2014). Marketing ethics. Wiley Encyclopedia of Management, 1-4. doi:10.1002/9781118785317.weom070106*
- *Laczniak, G. R., & Murphy, P. E. (2019). Marketing Ethics: Cases and Readings. Taylor & Francis.*
- *Brenkert, G. G., & Beauchamp, T. L. (2008). Marketing ethics: A comparative perspective. Business Ethics Quarterly, 18(1), 183-187. doi:10.5840/beq200818110*
- *Murphy, P. E., Laczniak, G. R., & Toffel, L. M. K. (2011). Ethics in Marketing: International Cases and Perspectives. Routledge.*
- *Ferrell, O. C., Fraedrich, J., & Ferrell, L. (2018). Business Ethics: Ethical Decision Making & Cases (12th ed.). Cengage Learning. (Chapter on Marketing Ethics)*

Course Title: Derivatives and Risk Management

Course Code: BBA217

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the concept of derivatives and their role in financial markets.
2. Evaluate the different types of derivatives, including futures, options, swaps, and other structured products.
3. Estimate the risks associated with derivatives and understand the importance of risk management in financial institutions.
4. Assess the use of derivatives for hedging, speculation, and arbitrage purposes.

Course Content

UNIT I

10 Hours

Derivatives and Risk Management: Overview of derivatives and their role in financial markets, risk management concepts and techniques. Types of Derivatives: Futures contracts, Options contracts, Swaps: interest rate swaps, currency swaps, and credit default swaps, Structured products: collateralize debt obligations, mortgage-backed securities, etc.

UNIT II

13 Hours

Risk Identification and Measurement, Market risk, Credit risk, Operational risk. Valuation of Derivatives, Hedging and Risk Management Strategies

UNIT III

12 Hours

Regulation of Derivatives Markets, Overview of regulatory frameworks for derivatives trading, Role of regulatory bodies and agencies, Impact of regulations on risk management practices

UNIT IV

10 Hours

Emerging Trends and Challenges, Derivatives innovation and new product development. Case Studies in Derivatives and Risk Management, Analyzing real-world examples of derivative use and risk management

Transaction Mode

Cooperative learning, Blended Learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- Chance, D. M., & Brooks, R. (2018). *Introduction to Derivatives and Risk Management*. Cengage Learning.
- McDonald, R. L. (2013). *Derivatives Markets (3rd ed.)*. Pearson.
- Hull, J. C. (2018). *Options, Futures, and Other Derivatives (10th ed.)*. Pearson.
- Kolb, R. W. (2015). *Futures, Options, and Swaps (6th ed.)*. Wiley.
- Gup, B. E. (2014). *Derivatives Essentials: An Introduction to Forwards, Futures, Options, and Swaps*. Wiley.



- *Choudhry, M. (2011). Fixed Income Securities and Derivatives Handbook: Analysis and Valuation (2nd ed.). Wiley.*

IQAIC

Semester-III

Course Title: Production & Operations

Management

Course Code: BBA301

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze various production processes to identify inefficiencies and opportunities for improvement.
2. Evaluate capacity planning, inventory management and decision in decision making.
3. Examine supply chain dynamics and their impact on production and operations.
4. Evaluate and mitigate operational risks, including supply chain disruptions and resource shortages

Course Content

UNIT I

13 Hours

Production and operations management; its functions and relationship with other functional areas. Facility location decision, layout decision, product and process layout.

UNIT II

17 Hours

Capacity planning. Production planning and control: Planning, scheduling, routing etc. Assembly line balancing. Work Study: Method study and time study, Work simplification.

UNIT III

13 Hours

Inventory Management: ABC analysis and basic model of EOQ (carrying, ordering and shortage costs). Supply Chain Management.

UNIT IV

17 Hours

Basic concepts of maintenance management and preventive management. Statistical quality control and acceptance sampling. Latest Concepts: JIT, computer aided manufacturing, TQM and ISO quality systems. Emerging concepts of operational management: flow charts, PERT, CPM, Location, Layout

Transaction Mode

Group discussion, Active participation, Brain storming, Demonstration, Project-based learning, Team Teaching, Mentor Mentee, Quiz, Open talk, Question, One minute

Suggested Readings

- Chase, R. B., Aquilano, N. J., & Jacobs, F. R. (2018). *Production and operations management: Manufacturing and services*. McGraw Hill Education
- Bhat Aswathappa. (2019). *Production and Operation Management*.

Himalaya Publishing House

- *Adam, E. Everett & Ebert, J. Ronald. (2018). Production and Operations Management. Prentice Hall India*
- *Stevenson, J. William. (2018). Operation Management. McGraw Hill Education*
- *Chary, S. N. (2018). Production and operations management. McGraw Hill Education.*

10A1C

Course Title: Organizational Behaviour

Course Code: BBA311

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the different forms of organizations, their features and relevance in a business context
2. Develop the professional skills to handle the business effectively and efficiently.
3. Build the intellectual level to take decisions through techniques such as brain storming and decision tree analysis.
4. Improve the leadership skills and motivational spirit for teamwork.

Course Content

UNIT I

16 Hours

Organizational behavior: OB and its relevance in today's business environment. Individual behavior in organization: understanding self; perception – nature and importance, perceptual selectivity, stereotyping, halo effect.

UNIT II

18 Hours

Learning and its theories, behavior modification, attitudes, personality; self-concept, self-esteem, major determinants of personality. Motivation; types of motivation, theories - Maslow, Herzberg, McGregor, Vroom and Porter – Lawler.

UNIT III

12 Hours

Group behavior in organization: group dynamics, types of groups, group norms and roles, group cohesiveness, group development and facilitation.

UNIT IV

14 Hours

Dynamics of managerial leadership: leadership styles, trait approach, behavioral approaches, and managerial grid. Inter- personal behavior in organization: Transactional analysis, Management conflict, Stress management.

Transaction Mode

Group discussion, Active participation, Brain storming, Demonstration, Project based learning, Team Teaching, Mentor Mentee, Quiz, Open talk, Question, One minute

Suggested Readings

- Robbins P. Stephen. (2016). *Organisation Behaviour*. Pearson Education
- Luthans, Fred. (1992). *Organizational Behaviour*. McGraw Hill Publication
- Prasad, L.M. (2019). *Organizational Behaviour*. Sultan Chand & Sons
- Robbins, S. P, Judge & T. A, Sanghi. (2009). *Organizational Behavior*. Pearson Education



- *Aswathappa, K. (2016). Organisational Behaviour. Himalaya Publishing House*

IQAC

**Course Title: Training and Development for
Managerial Effectiveness**

Course Code: BBA312

L	T	P	Cr.
1	0	0	01

Total Hours: 15

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the benefits of training to work in the corporate world.
2. Evaluate and describe learning styles.
3. Explain the various activities and tasks associated with work specialization
4. Evaluate and apply the technicalities related to training contexts

Course Content

UNIT I

5 Hours

Training – concept, and rationale; Training process. Training needs assessment – organizational analysis, operational analysis, person analysis; competency mapping.

UNIT II

4 Hours

Designing the training program: process of learning in training program – attributes and factors influencing; learning process; learning styles; training climate and pedagogy; developing training modules

UNIT III

3 Hours

Training aids. Training methods and techniques – role playing, business games, in basket exercises, laboratory training; incidents and cases; seminars, syndicates and group discussion; lecture, programmed instructions; Inspirational techniques – brainstorming, mind mapping, creative problem solving

UNIT IV

3 Hours

Emerging trends in training and development; new perspectives on training – cross cultural training, e-learning, knowledge management.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- *Agochiya, D. (2019). Every trainer's handbook. Sage Publications India.*
- *Sahu, R. K. (2019). Training for development. Excel Books India.*
- *Goldstein. (2017). Training in Organization. Thomson Learning, Bombay*
- *Rao, P. L. (2021). Enriching human capital through training and development. Excel Books India*

Course Title: Seminar on Business Writing Skills

Course Code: BBA313

L	T	P	Cr.
0	0	2	01

Total Hours: 30

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the principles and importance of effective business writing in professional contexts.
2. Apply techniques for clarity, conciseness, coherence, and professionalism in business writing.
3. Create well-structured and organized reports that present data and findings in a clear and persuasive manner.
4. Develop a professional and appropriate tone and style for different types of business communications, such as emails, memos, reports, and proposals.

Course Content

30 Hours

Business Writing, Principles of Clear and Concise Writing, Planning and Drafting Business Documents, Writing Professional Emails and Memos, Writing Reports and Proposals, Adapting Writing Style for Different Audiences, Grammar, Punctuation, and Mechanics in Business Writing, Feedback and Revision, Effective Business Presentations

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Evaluation Criteria:

- A. First Practical with Report (Unit-I): 20 Marks
- B. Second Practical with Report (UNIT II): 20 Marks
- C. Third Practical with Report (UNIT III): 20 Marks
- D. Fourth Practical with Report (UNIT IV): 20 Marks
- E. Final Practical at end of the semester (Comprehensive practical): 20 Marks

Course Title: Total Quality Management

Course Code: BBA314

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the principles and concepts of Total Quality Management.
2. Examine and apply TQM tools and techniques
3. Develop skills for quality leadership and teamwork
4. Apply TQM principles in organizational contexts

Course Contents

Unit-I

12 Hours

Quality concepts and stakeholder concerns for building and construction; Evolution of modern concept of Quality management process approach; Quality assurance & control. Quality management system and ISO 9000:2000 requirements; Need for ISO 9000 – ISO 9001-2008

Unit-II

11 Hours

Quality System – Elements, Documentation, Quality Circles. Quality Auditing – QS 9000 – ISO 14000 – Concepts, Requirements and Benefits – TQM Implementation in manufacturing and service sectors and ISO 22000. Quality system standards for construction elements; Inspections & tests; Quality management tools; Practical aspects of quality control of building projects. Good practices and managerial responsibilities.

Unit-III

10 Hours

New quality management tools – Six sigma: Concepts, Methodology, applications to manufacturing, service sector including IT – Bench marking – Reason to bench mark, Bench marking process – FMEA – Stages, Types. Quality Councils – Employee involvement – Motivation, Empowerment, Team and Teamwork

Unit-IV

12 Hours

Quality circles Recognition and Reward, Performance appraisal – Continuous process improvement – PDCA cycle, 5S, Kaizen – Supplier partnership – Partnering, Supplier selection, Supplier Rating. TQM Framework – Contributions of Deming, Juran and Crosby, Barriers to TQM

Transactional Mode:

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Quiz, Open talk, Question, Brain storming

Suggested Readings

- Kapferer, J. N. (2018). *The new strategic brand management: Creating and sustaining brand equity long term*. Kogan Page Publishers.
- Kapferer, J. N. (2019). *Strategic brand management: new approaches to creating and evaluating brand equity*. Simon and Schuster.
- Hedning, T., Knudtzen, C. F., & Bjerre, M. (2020). *Brand Management:*



- Mastering Research, Theory and Practice. Routledge.*
- *Varley, R. (2017). Retail product management: buying and merchandising. Routledge.*
 - *Majumdar, R. (2017). Product management in India. PHI Learning Pvt. Ltd.*

IQAIC

Course Title: Export-Import Procedures, Documentation
Course Code: BBA315

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Acquire an understanding of policy, procedures and documentation relating to foreign trade operations.
2. Apply the current custom clearance phenomenon and to evaluate the global business environment in terms of economic, social and legal aspects
3. Evaluate concept in custom clearance concepts with functioning of global trade.
4. Analyze diversity and multicultural perspectives when making business decisions

Course Content

UNIT I

13 Hours

Documentation Framework, Exim Documentation. International Business Contracts: Types, Formation, Elements, Legal Dimensions, Dispute Settlement. Instruments and methods of Financing Exports including credit and collections, Uniform custom and practices (UCP). Business Risk Coverage-Cargo, Credit and Foreign Exchange Risk Coverage, Cargo Insurance, Foreign Exchange Regulations and Formalities.

UNIT II

12 Hours

Quality Control and Pre-shipment; Inspection Concept Scheme and Procedures. Role of Clearing and Forward Agents; Excise Clearance of cargo. Custom Clearing and Forward Agents; Excise Clearance of cargo; Shipment of Export Cargo; Custom Clearance of Export Cargo. Custom Clearance of Import Cargo; Negotiations of Documents with Banks.

UNIT III

10 Hours

Procedures and documentation for availing export incentives- Duty drawbacks, Import Licensing and other incentives. Processing of an Export Order. World Shipping: Structure, Liners, and Tramps, Conference System, Freight, and Structure.

UNIT IV

10 Hours

Containerization and other developments, International Agreements and Conferences on Sea Transport. Indian Shipping: Trends, Structure, Concepts of Dry Port, Containerization. Machinery for Consultation. Air Transport: International setup, Freight structure.

Transaction Mode

Cooperative learning, Inquiry based learning, Panel Discussions, Group Discussions, Brain storming, Active participation, Mentee Meter, Quiz, Open talk, Question



Suggested Readings

- *Johnson, T. E., & Bade, D. (2021). Export/import procedures and documentation. Amacom.*
- *Bade, D. (2015). Export/import procedures and documentation. Amacom.*
- *Weiss, K. D. (2017). Building an import/export business. John Wiley & Sons.*

10A1C

Course Title: Auditing

Course Code: BBA316

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the role and importance of Auditing in ensuring transparency, reliability, and integrity of financial reporting.
2. Explain the professional standards, ethics, and regulations governing the practice of auditing.
3. Apply the fundamental concepts and principles of auditing to assess and evaluate internal controls and financial statements.
4. Develop skills in risk assessment and apply appropriate audit procedures to identify and address areas of potential risk.

Course Content

UNIT I

13 Hours

Auditing: Role and objectives of auditing, Regulatory and professional frameworks for auditing, Professional ethics and auditor independence, Auditing Standards and Practices, Generally Accepted Auditing Standards (GAAS), International Standards on Auditing (ISAs), Auditing guidelines and procedures

UNIT II

12 Hours

Audit Planning and Risk Assessment, Understanding the audit engagement process, Assessing audit risk and materiality. Audit planning and documentation, Internal Control Evaluation and Testing, assessing control risk and designing tests of controls, Evaluating the effectiveness of internal controls

UNIT III

10 Hours

Audit Evidence and Sampling Techniques, Nature and types of audit evidence, Sampling methods and techniques. Professional Judgment and Ethical Considerations

UNIT IV

10 Hours

Emerging Trends and Challenges in Corporate Auditing, Auditing in a global and digital environment, Auditing in the era of big data and data analytics. Current issues in corporate governance and audit regulation, Case Studies and Practical Exercises

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Panel Discussions, Mentor Mentee, Quiz, Open talk, Question

Suggested Readings

- Arens, A. A., Elder, R. J., Beasley, M. S., & Spletstoesser-Hogeterp, I. (2018). *Auditing: The Art and Science of Assurance Engagements (15th ed.)*. Pearson.



- Louwers, T. J., Ramsay, R. J., Sinason, D. H., Strawser, J. R., & Thibodeau, J. C. (2018). *Auditing & Assurance Services: A Systematic Approach (11th ed.)*. McGraw-Hill.
- Cascarino, R. (2016). *Internal Audit: Efficiency Through Automation (2nd ed.)*. Wiley.
- Turley, S., & Zaman, M. (2007). *Corporate Governance: A Synthesis of Theory, Research, and Practice*. Wiley.

10AAC

Course Title: Cost Accounting
Course Code: BBA317

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Examine the several cost concepts involved in business
2. Acquire conceptual knowledge of cost accounting and elements of cost.
3. Analyze the importance of material issues and its pricing
4. Apply the methods implicated in cost for a better industrial performance

Course Content

UNIT I

13 Hours

Nature and Scope of Cost Accounting, Installation of Costing System, Difference between Cost and Financial Accounting, Classification of Costs. Material: Purchase, Storage and Control of Material, Stock Levels, Inventory, Control Techniques. Methods of Pricing Material Issues.

UNIT II

12 Hours

Labour: Components of Labour Cost. Concept, Accounting and Control of Idle time and Overtime. Methods of Wage Payment and Incentive Plans, Labour Turnover.

UNIT III

10 Hours

Overheads: Collection, Classification, Allocation, Apportionment and Absorption of Overheads (Primary and Secondary Distribution), Machine Hour Rate.

UNIT IV

10 Hours

Preparation of Cost Sheet, Operation Costing, Service Costing. Cost Ledger Accounting, Reconciliation of Cost and Financial Accounts. Activity-based costing – steps in designing an activity-based costing (ABC) system

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Panel Discussions, Mentor Mentee, Quiz, Open talk, Question

Suggested Readings

- Drury, C. M. (2013). *Management and cost accounting*. Springer.
- Maher, M., & Deakin, E. B. (1994). *Cost accounting*. Boston: Irwin.
- Horngren, C. T., Datar, S. M., Foster, G., Rajan, M. V., & Ittner, C. (2009). *Cost accounting: a managerial emphasis*. Pearson Education India.
- Vanderbeck, E. J. (2012). *Principles of cost accounting*. Cengage Learning.

**Course Title: Business Ethics and Corporate Social
Responsibility**
Course Code: OEC005

L	T	P	Cr.
2	0	0	02

Total Hours: 30

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the importance of ethics and corporate governance in the day-to-day working of organizations
2. Evaluate the need for ethics in business and identify the issues involved in Business Ethics
3. Examine the importance of the ethical dimension in workplace decision making
4. Understand various ethical philosophies to explain how they contribute to current management practices.

Course Content

UNIT I

7 Hours

Characteristics of Ethical Organization, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection. Issues involved in Business Ethics. Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading

UNIT II

8 Hours

Rating Agencies, Whistle Blowing, Corporate Governance Reforms; Initiatives in India including clause 49 of Listing Agreement and Kumar Mangalam Birla Committee on Corporate Governance.

UNIT III

8 Hours

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992, Greenbery Committee (UK), 1995, Importance and Features: Hampel Committee on Corporate Governance (UK), 1997, Blue Ribbon Committee (USA), 1999, OECD Principles of Corporate Governance, 1999, Smith Report, 2003 (UK).

UNIT IV

7 Hours

Corporate Social Responsibility (CSR): Arguments for and Against; Strategic Planning and Corporate Social Responsibility; CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, Drivers of CSR, ISO 26000.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Panel Discussions, Mentor Mentee, Quiz, Open talk, Question

Suggested Readings

- *Murthy, K. B. (2009). Politics, Ethics and social responsibility of business. Pearson Education India.*
- *Sharma, J. P. (2013). Corporate Governance, Business Ethics and CSR:(with Case Studies and Major Corporate Scandals). Ane Books Pvt.*



- Tricker, R. B., & Tricker, R. I. (2015). *Corporate governance: Principles, policies, and practices*. Oxford University Press, USA.
- Crane, A., McWilliams, A., Matten, D., Moon, J., & Siegel, D. S. (Eds.). (2008). *The Oxford handbook of corporate social responsibility*. OUP Oxford.

10AAC

Semester-IV

Course Title: Business Laws

Course Code: BBA411

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Understand the legal frameworks that govern businesses, including contract laws and corporate laws.
2. Apply the business laws to ensure smooth functioning of the organizations.
3. Develop strategies for mitigating legal risks and ensuring compliance with relevant laws and regulations.
4. Acquire and exhibit an understanding of Law of Sale of Goods and Negotiable Instruments Act.

Course Content

UNIT I

13 Hours

Business Law: Nature, scope, and significance of business law. Contract Law: Essential elements of a contract and its Types. Offer and Acceptance. Consideration.

UNIT II

13 Hours

Free consent and capacity of parties. Legality of Object. Performance and discharge of contract. Remedies for breach of contract. Contract of Bailment. Concept of Agency and various types of mercantile agents.

UNIT III

17 Hours

Law of Partnership: nature of partnership, rights and duties of a partner. Dissolution of a partnership. Law of Sale of Goods: essentials for contract of sale. Conditions and warranties. Implied warranties – Caveat Emptor. Transfer of Ownership. Rights of Unpaid seller and other remedial measures.

UNIT IV

17 Hours

Negotiable Instruments Act: negotiable instrument. Promissory note, bill of exchange and cheques. Parties to negotiable instrument. Discharge of parties from liability. Dishonor of a negotiable Instrument – Liabilities of Banker and drawer for dishonor of a cheque. Hundis. The Consumer Protection Act 1986: Features, Grievance redressed machinery.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Panel Discussions, Mentor Mentee, Quiz, Open talk, Question

Suggested Readings

- Kapoor, N.D. (2019). *Business Law*. Sultan Chand & Sons, New Delhi
- Kapoor, N.D., (2018). *Elements of Business Law*. Sultan Chand & Sons (P) Ltd.



- *Sharma, Mukesh. Chawla, K.C. & Sareen, V.K. (2018). Mercantile Law. Kalyani Publishers*
- *Kuchhal, M.C. & Kuchhal Vivek. (2018). Business Law. Sultan Chand & Sons (P) Ltd. India.*
- *Bulchandani, K.R. (2018). Business Law. Himalaya Publishing House, India.*
- *Chawla, Garg, and Sareen. (2019). Mercantile Law. 7th Ed. Kalyani Publisher*

10A/C

Course Title: Financial Management
Course Code: BBA412

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze objectives of financial management and sources of finance.
2. Understand the pattern of fund requirement and associated risk through financial planning.
3. Apply the concept of cost of capital to determine the cost of various sources of finance.
4. Evaluate various theories of dividend and capital structure to allocate funds to the most attractive investment opportunity.

Course Content

UNIT I

11 Hours

Financial Management: Scope, Traditional Approach; Modern Approach. Objectives of Financial Management; Investment Decisions; Financing decisions.

Profit Maximization vs. Wealth Maximization, Time Value of Money. Sources of Finance.

UNIT II

12 Hours

Capital Budgeting: Meaning, importance and various techniques; Pay back methods; Post Pay back period; rate of return method; Net Present value method, Internal rate of return method ; Profitability index method.

UNIT III

12 Hours

Cost of Capital: Introduction; measurement of cost of capital; cost of equity shares. Cost of preference shares; cost of debt; calculation of overall cost of capital based on historical and market rates.

UNIT IV

10 Hours

Capital Structure: Significance and Approaches, NI approach; NOI approach; MM approach ; Traditional approach. Dividend Decision: Scope, types, and Approaches.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentee Meter, Quiz, Open talk, Panel Discussions

Suggested Readings

- Pandey, IM. (2018). *Financial Management*. Vikas Publishing House.
- Chandra, Prasanna. (2019). *Financial Management*. Tata McGraw-Hill Publishing.
- Hampton, John J. (2020). *Financial Decision-making*. Prentice Hall of India Ltd., New Delhi
- Khan, M. Y& Jain, PK (2019). *Financial Management and Policy*. Tata



McGraw-Hill Company Ltd, New Delhi

- *James, Van Horn & Dhamija, Sanjay. (2018). Financial Management and Policy. Pearson Education India*

IQAACC

**Course Title: Advertisement and Promotional
Tactics**

Course Code: BBA413

L	T	P	Cr.
4	0	0	04

Total Hours: 60

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the relevant research in advertising and marketing communication.
2. Design effective visual communication for various advertising approaches that combine the use of print, online/digital, and other multimedia communication.
3. Develop advertising media buying and planning strategies.
4. Create and defend the strategy and execution of an ad campaign for a client(s).

Course Content

UNIT I

14 Hours

Advertising: Concept Objectives, Budget; DAGMAR; AIDA; Advertising Media: Classification; Internet Advertising; Advertising Appeals; Role and Impact of Advertising on the Indian Economy;

UNIT II

16 Hours

Advertising and Indian Art & Culture: Ads and Indian Society; Misleading and Deceptive ads. Advertising: Marketing communication models, Advertising copy.

UNIT III

17 Hours

Advertising its place in marketing – different kinds of advertising: Advertising art & layout. Advertising effectiveness: Brand strategy & campaign planning: TV & radio commercials: Creative copy strategies: Media planning & scheduling.

UNIT IV

13 Hours

Measurement: Measuring Effectiveness, Deceptive advertising. Advertising Ethics and Unethical Practices, Role of Ad Agencies, Legal framework of Advertising

Transaction Mode

Cooperative learning, Collaborative Teaching, Quiz, Open talk, Inquiry based learning, Group discussion, Active participation

Suggested Readings

- Rossiter, J. R., & Percy, L. (1987). *Advertising and promotion management*. McGraw-Hill Book Company.
- Kazmi, S. H. H., & Batra, S. K. (2009). *Advertising and sales Promotion*. Excel Books India.
- Hoyt, C. W. (1929). *Scientific sales management today*. A&C Black.
- Chunawalla, S. A. (2021). *Sales Management*. Himalaya Publishing House Pvt. Ltd.



- *Tyagi, C. L., & Kumar, A. (2004). Advertising management. Atlantic Publishers & Dist.*

IQAIC

Course Title: Digital Marketing

Course Code: BBA410

L	T	P	Cr.
2	0	0	02

Total Hours: 30

Learning Outcomes

After completion of this course, the learner will be able to:

1. Apply the fundamentals of Content Marketing, PPC and Digital Analytics and Mastering social media.
2. Create a web-based content such as Mobile Marketing Advanced Web Analytics, Advanced Search Engine Optimization (SEO), Advanced Pay per Click (PPC) and Digital Strategy
3. Acquire skills about advanced social media and digital marketing capstone.
4. Construct something visually appealing, and generate or curate content that will appeal to a specified target audience.

Course Content

UNIT I

Digital marketing: Emerging concept and trends in market, effect of digital marketing, youth and digital approach correlation.

8 Hours

UNIT II

Content Marketing, PPC and Digital Analytics, Mastering social media

6 Hours

UNIT III

Mobile Marketing and Digital Strategy, Advanced Web Analytics, Advanced Search Engine Optimization (SEO), Advanced Pay per Click (PPC)

10 Hours

UNIT IV

Certification Program, Advanced social media, Digital Marketing Capstone

6 Hours

Transaction Mode

Flipped teaching, Demonstration, Case Analysis, Visualization, Group discussion, Active participation, Mentor Mentee

Suggested Readings

- Chaffey, D., & Ellis-Chadwick, F. (2019). *Digital marketing*. Pearson uk.
- Wind, J., & Mahajan, V. (2002). *Digital marketing*. Symphonya. *Emerging Issues in Management*, (1), 43-54.
- Kingsnorth, S. (2022). *Digital marketing strategy: an integrated approach to online marketing*. Kogan Page Publishers.
- Ryan, D. (2016). *Understanding digital marketing: marketing strategies for engaging the digital generation*. Kogan Page Publishers.

Course Title: Corporate Strategy

Course Code: BBA414

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Acquire the knowledge of Strategic research - identifying, gathering, and verifying
2. Improve expertise of evaluating and analyzing facts to identify opportunities and threats in the external environment and strengths and weaknesses within the organization (i.e., perform a situation/SWOT analysis).
3. Develop aptitude of recommending specific, detailed courses of action relative to stated facts exhibiting strategic management knowledge and judgment.
2. Understand the importance of ethical principles and organizational values (i.e., organizational culture) within the context of making socially responsible management choices.

Course Content

UNIT I

11 Hours

Strategic management: introduction, nature; scope, need, strategic decision making. Mission; objectives: need for explicit mission, components of mission statement, formulation of mission; objectives and their specificity.

UNIT II

12 Hours

Scanning the environment: external; internal environment scanning, Techniques of environment. Scanning- SWOT, ETOP, PEST, QUEST. Industry analysis: Porter's five forces model, BCG matrix, GE 9 cell matrix, Hofer's model

UNIT III

12 Hours

Internal analysis: value chain analysis. Strategy formulation; choice: Porter's Generic strategy alternatives; Corporate level strategies-stability, expansion, retrenchment, combination. Strategy variations

UNIT IV

10 Hours

Social responsibility of business: Implementation; Control: Behavioral aspects. Strategy evaluation; control- concept, techniques of strategic evaluation and control.

Transaction Mode

Cooperative learning, Inquiry based learning, Group discussion, Active participation, Mentor Mentee, Quiz, Open talk, Panel Discussions

Suggested Readings

- Jouch & Gluick, "Strategic Management & Business Policy", Mcgraw hill 3/e
- Wheelen & Hunger, "Strategic Management & Business



Policy” ,(Pearson education 8/e)Pearce

- *& Robinson: Strategic Management AITBS*
- *Azhar Kazmi, “Business Policy”, Tata McGraw Hill*
- *Reference Books:*
- *Business Strategy: Managing Uncertainty, Opportunity, and Enterprise by J.C. Spender*
- *“Strategic Management Concepts” by Robert E Hoskisson and Michael A Hitt.*

10A1C

Course Title: Global Human Resource Management
Course Code: BBA415

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the HR implications of organizational strategies.
2. Apply the various terms used to define strategy & its process utilize HR strategies in Indian & global perspective.
3. Evaluate and get familiar with international HR.
4. Acquire positive attitude and skills that create productive managerial leaders.

Course Contents

Unit-I

12 Hours

Global Business-Growth and Evolution, Environmental variables in global business, Human and cultural variables in Global organizations, Cross Cultural differences and managerial implications. Cross Cultural research methodologies and Hofstede's Hermes Study, Structural evolution of global organizations.

Unit-II

13 Hours

Recruitment, Selection and Training practices in various countries Indian and US legal aspects involved when deploying an employee on an International Assignment, Performance Management of International Assignees, third and host country employees, issues and challenges in international performance management, country specific performance management practices.

Unit-III

10 Hours

Cross Cultural communication and negotiation; Cross Cultural leadership and decision making, Sources of cross culture HR. Human Resources Management in global organizations: Ethics in international business, Western and Eastern management thoughts in the Indian context.

Unit-IV

10 Hours

Compensation: Objectives of International compensation, Key components of an international compensation program. Expatriation and Repatriation, Convergence or divergence in personnel management in developed and developing economies

Transactional Mode: Group discussion, Active participation, Cooperative Teaching, Case based Teaching, Case Analysis, Quiz, Open talk, Question, One minute

Suggested Readings

- Sparrow, P., Brewster, C., & Harris, H. (2020). *Globalizing human resource management*. Routledge.
- Briscoe, D., Schuler, R., & Tarique, I. (2019). *International human resource*



management: Policies and practices for multinational enterprises. Routledge.

- Rao, P. L. (2018). *International human resource management: Text and cases. Excel Books India.*
- Harzing, A. W., & Pinnington, A. (Eds.). (2017). *International human resource management. Sage.*

10AAC

Course Title: Management Information System

Course Code: BBA416

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Analyze the current issues of information technology and relate those issues to the firm.
2. Investigate an impact of information technology on firms.
3. Examine the role of information technology and information system in business.
4. Create a working knowledge of concepts and terminology related to information technology

Course Content

UNIT I

12 Hours

Significance, Evolution, MIS Support for Programmed and Non-Programmed Decision Making, Model of Decision Making. MIS- need and concepts, factors influencing MIS and characteristics of MIS, Technology of MIS, Structure of MIS, Decision Making and role of MIS, Data communication, Basic H/W required Channel features and concept of Distributed database.

UNIT II

11 Hours

Data bases Decision Support System: Overview, components and classification, steps in constructing a DSS, role in business, Group decision support system. Organization & Information Systems: Relationship, Salient Feature of Organization, Effect of organization on Information Systems and Vice Versa. Advanced Information Systems: Knowledge Work Systems, Executive Support Systems, and Expert Systems.

UNIT III

10 Hours

Artificial intelligence: Uses of Artificial Intelligence technologies in business: neural network, fuzzy logic, virtual reality; Applications of AI in MIS. Executive information system. System implementation Strategies and process; System Evaluation and Maintenance

UNIT IV

12 Hours

Applications: cross –functional MIWS; ERP; CRM; SCM; Transaction Processing system; Business intelligence, supply chain management, Business Process management. Information system for strategic advantage, strategic role for information system, breaking business barriers, Business process reengineering, improving business qualities.

Transaction Mode

Flipped teaching, Demonstration, Case Analysis, Visualization, Group discussion, Active participation, Mentor Mentee

Suggested Readings

- *Goyal, D. P. (2021). Management Information Systems: Managerial Perspectives. Vikas Publishing House.*
- *Davis, G. B., & Olson, M. H. (2019). Management information systems: Conceptual foundations, structure, and development. McGraw-Hill, Inc.*
- *O'brien, J. A., & Marakas, G. M. (2016). Management information systems (Vol. 6). McGraw-Hill Irwin.*
- *Ein-Dor, P., & Segev, E. (2018). Managing management information systems. Toronto: Lexington Book.*
- *Laudon, K. C. (2017). Management information systems: Managing the digital firm. Pearson Education India*

10A1C

Course Title: Performance Appraisal and Management

Course Code: BBA417

L	T	P	Cr.
3	0	0	03

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Examine the importance of performance appraisal and management in achieving organizational goals and improving employee performance.
2. Analyze and explain the key concepts, theories, and models related to performance appraisal and management.
3. Develop skills in setting SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) performance goals.
4. Apply various performance measurement techniques and metrics to assess individual and team performance.

Course Contents

Unit-I

12 Hours

Performance Appraisal and Management, Evolution of performance management practices, Legal and ethical considerations. Performance Goals and Planning, Setting SMART performance goals

Unit-II

13 Hours

Performance Measurement and Metrics: Identifying and selecting performance metrics, Key performance indicators (KPIs) and balanced scorecards, Performance dashboards and tracking systems. Feedback and Coaching: Providing constructive feedback for performance improvement, Coaching techniques and skills, Developing coaching plans and strategies

Unit-III

10 Hours

Performance Evaluation Methods, Traditional methods: rating scales, ranking, and forced distribution, Modern approaches: behavioral observation scales, critical incidents, and 360-degree feedback. Self-assessment and peer evaluation

Unit-IV

10 Hours

Performance Appraisal Process, Addressing Biases and Challenges in Performance Appraisal, Performance-Based Rewards and Recognition, Evaluating and Enhancing Performance Management Systems. Emerging Trends in Performance Appraisal and Management, Technology-enabled performance management tools.

Transactional Mode: Group discussion, Active participation, Cooperative Teaching, Case based Teaching, Case Analysis, Quiz, Open talk, Question, One minute

Suggested Readings

- *Aguinis, H. (2018). Performance Management (4th ed.). Pearson.*
- *Pulakos, E. D. (2009). Performance Management: A New Approach for*



Driving Business Results. Wiley.

- *Bernardin, H. J., & Beatty, R. W. (2011). Performance Appraisal: Assessing Human Behavior at Work (9th ed.). Pearson.*
- *Coens, T., & Jenkins, M. (2000). Abolishing Performance Appraisals: Why They Backfire and What to Do Instead. Berrett-Koehler Publishers.*

10A/C

Semester-V

Course Title: Project Management

Course Code: BBA508

L	T	P	Cr.
4	0	0	04

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Understand the effective organizational leadership & skills for managing projects, teams & stakeholders.
2. Examine the personal attributes that enable best use of entrepreneurial opportunities also know the parameters to assess opportunities and constraints for new business ideas.
3. Analyze the systematic process to select and screen a business idea write a business plan.
4. Evaluate the concepts related to entrepreneurship such as entrepreneur, functions, development programs, motivation; rural and small-scale enterprise.

Course Contents

Unit-I

13 Hours

Objectives of Project Management- Importance of Project Management- Types of Projects Project Management Life Cycle- Project Selection – Feasibility study: Types of feasibility Steps in feasibility study.

Unit-II

17 Hours

Project Scope- Estimation of Project cost – Cost of Capital – Project Representation and Preliminary Manipulations - Basic Scheduling Concepts - Resource Levelling – Resource Allocation.

Unit-III

14 Hours

Setting a base line- Project management Information System – Indices to monitor progress. Importance of Contracts in projects- Teamwork in Project Management -Attributes of a good project team – Formation of effective teams – stages of team formation.

Unit-IV

16 Hours

Project evaluation- Project Auditing – Phases of project Audit- Project closure reports Guidelines for closeout reports. E-markets and their role in Project management- Risk management Environmental Impact Assessment. Case studies in Project management.

Transactional Mode: Group discussion, Active participation, Cooperative Teaching, Case based Teaching, Case Analysis, Quiz, Open talk, Question, One minute

Suggested Readings

- Chandra, P. (2018). *Projects: Preparation, Appraisal, Budgeting and Implementation*. Tata McGraw, New Delhi
- Desai, V. (2018). *Project Management and Entrepreneurship*. Himalaya



PublishingHouse.

- *Fyffe, D. S. (2019). Project Feasibility Analysis. John Wiley and Sons.*

IQAIC

Course Title: Financial Services and Markets
Course Code: BBA509

L	T	P	Cr.
4	0	0	04

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Develop a comprehensive understanding of the structure, participants, and functions of the financial services industry, including banks, investment firms, and insurance companies.
2. Analyze financial markets, including stock markets, bond markets, and foreign exchange markets.
3. Apply the concepts of code of conduct and self-regulation in entrepreneurial business of merchant banking.
4. Evaluate the regulatory environment of financial services.

Course Content

UNIT I

16 Hours

Financial Services Nature & types; Regulatory Environment of Financial Services; Marketing of Financial Services. Merchant Banking: Role, Services provided by merchant banks, SEBI Regulations, Recent Developments, Code of Conduct, Self-regulation (AMBI) by merchant banks. An overview of Financial Markets in India. Money Market: Indian Money Market's composition and structure; Acceptance Houses, Discount Houses, and Call Money Market; Recent trends in India Money Market.

UNIT II

14 Hours

Underwriting: Concept, Registration, SEBI guidelines, Recent Developments. Credit Rating: Significance, Types, Rating Methodology, Drawbacks, and SEBI regulations for credit rating, Credit Rating Agencies in India: CRISIL, ICRA & CARE lease financing: Types and basis, present scenario in India. Capital Market: Security Market (a) New issue market, (b) Secondary market; Functions and role of Stock Exchange; Listing procedure and legal requirements. Stock Exchange- National Stock Exchange and Bombay Stock Exchange.

UNIT III

14 Hours

Mutual Funds: types, Risks involved in Mutual Funds, Registration of Mutual Funds, Trustees, Asset Management. Housing Finance: types, procedure for loan disbursement, housing finance market in India, Companies and custodian, Regulation of Mutual Funds: SEBI guidelines, Recent Developments, Marketing of Mutual Funds in India. Venture Capital: Characteristics, SEBI Guidelines, Venture Capital Funds in India; factoring: characteristics & forms.

UNIT IV

16 Hours

Factoring in India, forfeiting: Concept, sequence of operations in

forfeiting, in India, Consumer Finance: growth & present scenario in India. Call money market: participation, location, volume of call loans, call rates, recent developments. Treasury bill market, Commercial Bill market - bills of exchange. Depository: Concept, depository participants, functioning of depository systems, Demat, Remat, process of switching over to depository systems, benefits, depository systems in India.

Transaction Mode

Problem solving learning, Case Analysis, Cooperative Teaching, Inquiry based learning, Visualization, Group discussion, Active participation, Collaborative Teaching, Cooperative Teaching, Case based Teaching, Case Analysis, Panel Discussions, Group Discussions, Brain storming, Mentor Mentee, Quiz, Open talk

Suggested Readings

- *Eugene F. Brigham, Michael C. Ehrhardt (2015) Financial Management: Theory & Practice (15th Edition). Cengage Publications. New Dehli*
- *Saunders Anthony & Cornett Marcia Million. (2019). Financial Markets and Institution 3rd Edition s. Tata McGraw-Hill Education Private Limited.*
- *Bhole L.M. (2019). Financial Institutions and Markets. Tata McGraw-Hill Publishing Company Limited.*
- *Srivastava R.M. 2018. Management of Indian Financial Institutions. Himalaya Publishing House. Mumbai.*
- *Khan M.Y. 2017. Indian Financial System. 5th Edition. Tata McGraw-Hill Publishing Company Limited, New Delhi.*

Course Title: Internship (4 Weeks)
Course Code: BBA504

L	T	P	Cr.
0	0	0	04

Learning Outcomes

After completion of this course, the learner will be able to:

1. Gain practical industry experience and apply theoretical knowledge in a real-world setting.
2. Develop professional skills and work ethic through hands-on experience and exposure to professional work environments.
3. Enhance problem-solving and decision-making abilities by tackling real-world challenges and projects.
4. Build a professional network and establish connections with industry professionals for future career opportunities.

Course Content

Student will undergo a summer internship for 4 weeks. This program aims to provide students with practical industrial training opportunities while fostering community linking and social responsibility. Students will engage in hands-on work experiences within community-focused organizations, applying their skills and knowledge to address community needs and contribute to sustainable development. Through reflection and critical analysis, students will develop a deep understanding of community linking, social impact, and ethical considerations.

Transaction Mode

Peer Demonstration, Field Visit, Role Play

Evaluation Criteria

- A. First Week Attendance and Report taken from industry where internee joins: 10 Marks
- B. Second Week Attendance and Report taken from industry where internee joins: 10 Marks
- C. Third Week Attendance and Report taken from industry where internee joins: 10 Marks
- D. Fourth Week Attendance and Report taken from industry where internee joins: 10 Marks
- E. Internship completion certificate duly stamped and signed from industry where internee joins: 10 Marks
- F. Viva Voce (Department will held it with one external expert): 20 Marks
- G. Submission of Training report: 30 Marks

**Course Title: Stock Market and Banking
Operations**
Course Code: BBA510

L	T	P	Cr.
3	0	02	04

Learning Outcomes

Total Hours: 75

After completion of this course, the learner will be able to:

1. Acquire the knowledge of Indian Stock markets.
2. Develop expertise of evaluating and analyzing facts to identify opportunities and threats in the external environment and strengths and weaknesses of stock market
3. Improve mindset of investors with the context of stock market.
4. Analyze the importance of stock market and its instruments.

Course Content

UNIT I

18 Hours

Indian Stock Markets: Evolution and Growth of Stock Markets in India. Functions of Stock Exchange, Intermediaries in the Secondary Market, Secondary Market Mechanism. An Overview of Major Stock Exchanges in India – N.S.E., B.S.E. and O.T.C.E.I.

UNIT II

20 Hours

Stock Market Indexes: Concept, Types, Brief Overview of BSE SENSEX and S&P CNX Nifty. Legal Framework for Stock Exchanges. The Securities Exchange Board of India Act 1992- Powers and Functions of SEBINSE Rules, Regulations and Bylaws

UNIT III

18 Hours

Trading Mechanism at N.S.E.: Market Types, Market Phases Clearing and Settlement: -Transaction Cycle, Settlement Process, Settlement Agencies, Risks in Settlement, Settlement Cycle, Dematerialization and Electronic Transfer of Securities, Investor Protection Fund.

UNIT IV

19 Hours

Banks and NBFCs: Types of Banks & NBFCs: Central Bank, Nationalized & Co-operative Banks, Regional Rural Banks, Scheduled Banks, Private Banks & Foreign Banks, Mudra Bank, Small Finance Banks, Specialized Banks, NBFCs.

Transaction Mode

Problem solving learning, Case Analysis, Inquiry based learning, Visualization, Group discussion, Active participation, Panel Discussions, Group Discussions, Brain storming, Mentor Mentee, Quiz, Open talk

Suggested Readings

- Jones, C. P. (2007). *Investments: analysis and management*. John Wiley & Sons.
- Gayanilo, F. C. (2001). *Fisheries resource information system and tools (FiRST): user manual*. WorldFish.
- Deboeck, G. J. (Ed.). (1994). *Trading on the edge: neural, genetic, and*

- fuzzy systems for chaotic financial markets (Vol. 39). John Wiley & Sons.*
- Jones, C. P. (2007). *Investments: analysis and management. John Wiley & Sons.*
 - Machiraju, H. R. (2009). *The working of stock exchanges in India. New Age International.*

Evaluation Criteria:

- A. First Practical (Unit-I): 20 Marks
- B. Second Practical (UNIT II): 20 Marks
- C. Third Practical (UNIT III): 20 Marks
- D. Fourth Practical (UNIT IV): 20 Marks
- E. Final Practical at end of the semester (Comprehensive practical): 20 Marks

100A/C

Course Title: Strategic Leadership

Course Code: BBA511

L	T	P	Cr.
2	0	0	02

Learning Outcomes

Total Hours: 30

After completion of this course, the learner will be able to:

1. Analyze the concept and importance of strategic leadership in organizational success.
2. Examine and evaluate the external business environment to identify opportunities and threats.
3. Develop a compelling vision and articulate strategic goals to guide the organization.
4. Create strategic mindset and think critically in a complex and uncertain business landscape.

Course Content

UNIT I

7 Hours

Significance of strategic leadership, Leadership styles and their impact on strategic decision-making, Ethical considerations in strategic leadership. Environmental analysis and scanning for strategic insights, SWOT analysis and strategic positioning

UNIT II

8 Hours

Developing a Strategic Vision and Goals, Articulating a compelling vision for the organization. Setting strategic goals and objectives, Communicating the vision and goals to stakeholders

UNIT III

8 Hours

Managing organizational change and resistance, Leading through uncertainty and ambiguity, Strategic Communication and Stakeholder Management. Managing conflicts and negotiations

UNIT IV

7 Hours

Strategic Leadership in Practice: Case studies of strategic leaders and organizations. Simulations and role plays to apply strategic leadership concepts

Transaction Mode

Inquiry based learning, Group discussion, Active participation, Case Analysis, Mentor Mentee, Brain storming, Demonstration, Project based learning, Team Teaching

Suggested Readings

- Hitt, M. A., Ireland, R. D., & Hoskisson, R. E. (2019). *Strategic management: Concepts and cases: Competitiveness and globalization (13th ed.)*. Cengage Learning
- Daft, R. L. (2018). *The leadership experience (7th ed.)*. Cengage Learning.
- Yukl, G. (2013). *Leadership in organizations (8th ed.)*. Pearson.
- Northouse, P. G. (2018). *Leadership: Theory and practice (8th ed.)*. Sage Publications.



- *Mintzberg, H. (2011). Managing (3rd ed.). Berrett-Koehler Publishers.*

IQAIC

Semester: 6th

Course Title: Company Law

Course Code: BBA603

L	T	P	Cr.
4	0	0	04

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Explain the legal framework governing companies, including the relevant statutes, regulations, and case law.
2. Understand how companies raise capital through various means, such as equity financing, debt financing, and venture capital.
3. Analyze and apply corporate law principles to real-world scenarios as well as focusing on emerging trends.
4. Apply the regulatory processes as winding up, meetings, directors powers in real life corporate practices.

Course Content

UNIT I

17 Hours

Concept of lifting of corporate veil, Types of companies, association not for profit, illegal association, Formation of company – Promoters, their legal position, pre- incorporation. Documents for registration of company. Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management.

UNIT II

15 Hours

Prospectus and Book Building. Share Capital – issue, allotment and forfeiture of share, Demat of share, transmission of shares. Borrowing Powers: Debentures and Charges. Members and shareholder – their rights and duties.

UNIT III

15 Hour

Directors, their dis-qualifications, appointment and removal. Majority Powers and Minority Rights. Convening and conduct of meetings. Resolutions

UNIT IV

13 Hours

Mergers, Acquisitions, and Dissolution: Mergers and acquisitions. Company dissolution. Winding up of a Company: Compulsory and Voluntary. Emerging Issues in Company Law.

Transaction Mode

Inquiry based learning, Group discussion, Active participation, Case Analysis, Mentor Mentee, Brain storming, Demonstration, Project based learning, Team Teaching

Suggested Readings

- *Dierkes, M. (2012). Corporate social reporting and auditing: Theory and practice (pp. 354-379). De Gruyter.*



- *Kumar, R., & Sharma, V. (2015). Auditing: Principles and practice. PHI Learning Pvt. Ltd.*
- *Kapoor, G.K. (2003). Corporate Laws & Secretarial Practice. Premier Book Company. New Delhi.*
- *Datey, V.S. (2003). Students Guide to Corporate Laws. Taxman's Allied Services (P) Ltd., New Delhi,*

10AAC

Course Title: Business Environment

Course Code: BBA604

L	T	P	Cr.
4	0	0	04

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Evaluate the concept, factors of the business environment and five-year plans of India.
2. Analyze the political, social, economic, technological and other configurations that support cross-border trade.
3. Apply the micro and macro indicators for analyze the current state of affairs for the Indian Economy.
4. Examine the impact of monetary and fiscal policies and pertinent legislation for industries.

Course Content

UNIT I

15 Hours

Components and overview of Business Environment, Micro and Macro Environment. Concept of Business Cycle, techniques of scanning the business environment.

UNIT II

13 Hours

Political Environment: Three political institutions: Legislature, Executive and Judiciary. Brief note on Fundamental rights and Directive Principles of state policy, Rationale and extent of state intervention.

UNIT III

15 Hours

Economic Environment: Concept and Salient features of various economic system, New Industrial policy and industrial licensing, new economic policies. Aspects of economic reforms and its effects on business, Emerging Economies.

UNIT IV

17 Hours

Legal Environment: Company Regulatory Legislations in India, Intellectual Property Rights, FEMA, Latest. EXIM policy. Competition Law, Consumer Protection Act 1986, Right to Information Act 2005. International environment: Balance of payments/ trade, foreign direct investment and collaboration, international economic institutions- WTO, UNCTAD, IMF, European Union (EU)

Transaction Mode

Inquiry based learning, Group discussion, Active participation, Case Analysis, Mentor Mentee, Brain storming, Demonstration, Project based learning, Team Teaching

Suggested Readings

- Craig, T., & Campbell, D. (2018). *Organizations and the business environment*. Routledge.
- Aswathappa, K. (2019). *Essentials of business environment*. Himalaya Publishing House.



- *Palmer, A., & Hartley, B. (2018). The business environment. McGraw-Hill.*
- *Kaplan, R. S., Robert, N. P. D. K. S., Kaplan, R. S., & Norton, D. P. (2018). The strategy-focused organization: How balanced scorecard companies thrive in the new business environment. Harvard Business Press.*
- *Schiffer, M., & Weder, B. (2019). Firm size and the business environment. World Bank Publications.*

10A1C

Course Title: Entrepreneurship Development

Course Code: BBA605

L	T	P	Cr.
1	0	0	01

Learning Outcomes

Total Hours: 15

After completion of this course, the learner will be able to:

1. Develop an entrepreneurial mindset and foster creativity and innovation.
2. Analyze and evaluate business opportunities by conducting market research and feasibility analysis.
3. Examine the legal and regulatory requirements for establishing and operating a business.
4. Acquire essential skills in marketing, finance, operations, and leadership for entrepreneurial success.

Course Content

UNIT I

4 Hours

Concept and need of entrepreneurship; Characteristics and Types of; Entrepreneurship as a career; as a style of Management; The changing role of the entrepreneur; Entrepreneurial traits, factors affecting entrepreneurs.

UNIT II

4 Hours

Influences on entrepreneurship development; entrepreneurial success and failure: reasons and remedies; Women entrepreneurs: Challenges and achievements of women entrepreneurs.

UNIT III

4 Hours

The business plan as an entrepreneurial tool; Elements of business planning; Objectives; Market analysis; development of Product/idea; Marketing, Finance, Organization and management.

UNIT IV

3 Hours

Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs, schemes and challenges. Government initiatives and inclusive entrepreneurial Growth.

Transaction Mode

Flipped teaching, Demonstration, Case Analysis, Visualization, Group discussion, Active participation, Mentor Mentee

References:

- Khanka, S. S. (2006). *Entrepreneurial development*. S. Chand Publishing.
- Gordon, E., Natarajan, K., & Arora, A. (2009). *Entrepreneurship development*. Mumbai, India: Himalaya publishing house.
- Hodgett, R. M., & Kuratko, D. F. (2007). *Entrepreneurship: theory, process, practice*. Language, 33(757p), 28cm.

Course Title: Information Technology

Course Code: BBA606

L	T	P	Cr.
0	0	4	02

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Analyze the current issues of information technology and relate those issues to the firm.
2. Assess the impact of information technology on firms
3. Evaluate the role of information technology and information system in business.
4. Apply the working knowledge of concepts and terminology related to information technology

Course Content

UNIT I

13 Hours

Computer & Control Panel: Explorer, Drives and Installing New Hardware. Exercise on MS Word: Document Creation & Editing, Printing, Table and Mail Merge. Exercise on MS Excel: Creating Work book, Printing and Chart.

UNIT II

17 Hours

Internet Browsing & E-mail: Internet Explorer, Browsing Site, Creating Email Address and Compose / Attachment /Signature. Web Site & Search Engine: Google.com, India Results.com and Other Important Sites. Application of Information Technology.

UNIT III

13 Hours

MS Access: Creating database, adding, deleting and moving records. Querying: creating, saving and editing. Creating and using forms, creating and printing reports.

UNIT IV

17 Hours

HTML: Build a simple HTML document, tables, frames, links, adding multimedia documents, and homepage. Exercise on MS PowerPoint: Crating Presentation, Animation and Slide Show. Web Designing in HTML, Internet Surfing.

Transaction Mode

Flipped teaching, Demonstration, Case Analysis, Visualization, Group discussion, Active participation, Mentee Meter

Suggested Readings

- McKeown,P. (2015).*Information technology and the nnetworked economy.*
- Miller. (2018). *Data and Network Communication.* Vikas Publishing House. NewDelhi
- Turban,E.,Rainer,R.K.,&Potter,R.E.(2019).*Introductiontoinformationte chnology(p.550).*NewYork,NY:JohnWiley&Sons.
- Lucas,H.C. (2020). *Information technology for management.* McGraw-Hill.

Course Title: Emotional Intelligence in Businesses

Course Code: BBA607

L	T	P	Cr.
3	0	0	03

Learning Outcomes

Total Hours: 45

After completion of this course, the learner will be able to:

1. Analyze the concept of emotional intelligence and its relevance in business settings.
2. Apply self-awareness techniques to recognize and manage personal emotions and reactions in professional situations.
3. Develop strategies for self-management, including stress management and impulse control.
4. Apply effective communication and relationship management skills to foster positive interpersonal dynamics in business environments.

Course Content

UNIT I

12 Hours

Introduction to Emotional Intelligence. Understanding emotional intelligence and its impact on corporate success. The role of emotions in the workplace. Assessing and developing emotional intelligence

UNIT II

13 Hours

Self-Awareness and Self-Management. Self-awareness techniques and practices. Emotional self-regulation and impulse control. Stress management and resilience in professional settings. Developing a growth mind-set

UNIT III

10 Hours

Social Awareness and Empathy. Developing empathy and understanding others' emotions. Nonverbal communication and emotional cues. Cultural sensitivity and diversity awareness. Ethical considerations in emotional intelligence

UNIT IV

10 Hours

Communication and Relationship Management. Effective communication skills for building positive relationships. Conflict resolution and negotiation strategies. Collaborative teamwork and leadership skills. Emotional intelligence in organizational culture and change management

Transaction Mode

Group discussion, Experiential learning, Brain storming, Active participation, Flipped teaching

Suggested Readings

- Goleman, D. (2005). *Emotional Intelligence: Why It Can Matter More Than IQ*. Bantam.
- Bradberry, T., & Greaves, J. (2009). *Emotional Intelligence 2.0*. Talent Smart.
- Mayer, J. D., Roberts, R. D., & Barsade, S. G. (2008). *Human Abilities: Emotional Intelligence*. *Annual Review of Psychology*, 59, 507-536.



- Cherniss, C., & Goleman, D. (Eds.). (2001). *The Emotionally Intelligent Workplace: How to Select For, Measure, and Improve Emotional Intelligence in Individuals, Groups, and Organizations*. Jossey-Bass.
- Salovey, P., & Mayer, J. D. (1990). *Emotional Intelligence*. *Imagination, Cognition and Personality*, 9(3), 185-211.
- Ciarrochi, J., & Mayer, J. D. (Eds.). (2017). *Applying Emotional Intelligence: A Practitioner's Guide*. Psychology Press.

10A2C

Course Title: Service Learning

Course Code: BBA608

L	T	P	Cr.
0	0	4	02

Learning Outcomes

Total Hours: 60

After completion of this course, the learner will be able to:

1. Develop a sense of civic responsibility and an understanding of the importance of active citizenship in addressing social and community issues.
2. Analyze the needs of community through research and conversations with community members.
3. Enhance problem-solving skills by applying academic knowledge to real-world challenges and identifying effective solutions.
4. Improve career and personal development by gaining practical experience, networking with professionals, and exploring potential career paths.

Course Content

This course aims to engage students in meaningful service-learning activities that foster community linking. Students will actively participate in community-based projects, collaborate with community members and organizations, and reflect on the impact of their service activities. Through this experiential learning approach, students will develop a deep understanding of community needs, build relationships with diverse stakeholders, and contribute to community development.

In this model, students are expected to have a presence in the community throughout the semester and reflect on their experiences regularly. In these reflections, they use course content as a basis for their analysis and understanding of the key theoretical, methodological and applied issues at hand.



Course Title: Major Project

Course Code: BBA609

L	T	P	Cr.
0	0	0	4

Learning Outcomes

After completion of this course, the learner will be able to:

1. Evaluate the project on the basis of subject studied in this semester, this work helps in creating entrepreneur/employment skills.
2. Apply the knowledge/concepts acquired in the previous semesters to create/design/implement project relevant in the field of Management.
3. Acquire research abilities and effective compilation of primary and secondary data.
4. Analyze and apply the theoretical knowledge with their practical experience in given research project.

Course Content:

The Major Project course is designed to provide students with comprehensive guidance and support throughout the process of conducting independent research and writing a research project. Through this course, students will acquire advanced research skills, develop critical analysis abilities, and effectively communicate their research findings. The course will emphasize to provide extensive guidance on research methodologies, data analysis techniques, and academic writing conventions.

Transaction Mode: Peer Demonstration, Field Visit, Mock Exercise