



Bharati Vidyapeeth Deemed University, Pune (India)

(Established u/s 3 of the UGC Act, 1956 Vide Notification No. F.9-15/95-U.3 of the Govt. of India)

Bharati Vidyapeeth Bhavan, LBS Marg, Pune – 411 030.

MEMORANDUM OF ASSOCIATION AND RULES OF THE UNIVERSITY



Bharati Vidyapeeth
Deemed University, Pune (India)

'A' Grade University Status by MHRD, Govt. of India

Reaccredited with 'A' Grade by NAAC

MEMORANDUM OF ASSOCIATION
AND
RULES OF THE UNIVERSITY

- 1st Revision : Revised in accordance with the UGC (Institutions Deemed to be Universities) Regulations, 2010, notified by the University Grants Commission in the Gazette of India dated 26th May, 2010
- 2nd Revision : Revised incorporating the UGC (Institutions Deemed to be Universities) (Amendments) Regulations, 2014, notified by the UGC in the Gazette of India dated 24th May, 2014
- 3rd Revision : Revised incorporating the UGC (Institutions Deemed to be Universities) (Second Amendment) Regulations, 2015, notified by the UGC in the Gazette of India dated 12th January, 2015
- 4th Revision : Revised in accordance with the UGC (Institutions Deemed to be Universities) Regulations, 2016, notified by the University Grants Commission in the Gazette of India dated 11th July, 2016

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

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**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

MEMORANDUM OF ASSOCIATION

1) NAME OF THE TRUST / SOCIETY:

The name of the Trust / Society is "Bharati Vidyapeeth ",

2) NAME OF THE INSTITUTION DEEMED TO BE UNIVERSITY ALONG WITH ITS CONSTITUENT UNITS:

The name of the Institution Deemed to be University is "Bharati Vidyapeeth (Deemed University), Pune (India) " hereinafter referred to as the "Deemed to be University". The names of the Constituent Units are given in the schedule to these rules.

3) OFFICE OF THE SOCIETY / TRUST AND DEEMED TO BE UNIVERSITY

The registered office of the University is located in Bharati Vidyapeeth Bhavan, Lal Bahadur Shastri Marg, Pune - 411 030.

4) OBJECTIVES:

The objectives for which the University is established are :

- 4.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- 4.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.
- 4.3 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in – house by full time faculty/research scholars (Ph.D.s and Post Doctoral) in diverse disciplines.
- 4.4 To provide for instruction and training to students in such disciplines and branches of learning as it may deem fit;
- 4.5 To promote research and to improve and maintain the quality of dissemination of knowledge;
- 4.6 To initiate extra mural studies, extension activity programmes and field outreach activities with a view to contribute to the development of Society and well being of the people;
- 4.7 To make available the advantages of knowledge and skills for the development of Society, as well as, its individual members by involving in the local and regional problems related to the development;

- 4.8 To promote the feelings of national integration among the students, as well as, among the members of the Society at large;
- 4.9 To contribute, through various programmes and activities to the development of culture, as well as, its preservation;
- 4.10 To make endeavours to achieve its own financial self sufficiency by generating additional revenues by undertaking additional academic and allied programmes;
- 4.11 To coordinate its activities with other universities and other academic institutions by entering into collaboration with them;
- 4.12 To help the members of weaker sections of Society including women to ignite and promote sense of self-respect and dignity in them;
- 4.13 To contribute to bring about development of Society in social, educational, economic, industrial, cooperation, health, cultural and such other fields focusing particularly on the developmental problems of rural areas;
- 4.14 To nurture the values, such as, freedom, secularism, equality and social justice as enshrined in the Constitution of India in the minds of students and to work as a catalyst in social transformation through them, which are essential for national development;
- 4.15 To do such other activities, as may be necessary or desirable for the furtherance of the objectives of the University;

5) DEFINITIONS

In these rules unless the context otherwise requires -

- a) **"Academic Council"** means the Academic Council of the University.
- b) **"Authorities"** means the authorities of the University.
- c) **"Board of Management"** means the Board of Management of the University.
- d) **"Chancellor"** means the Chancellor of the University.
- e) **"Pro Chancellor"** means the Pro Chancellor of the University.
- f) **"University"** means Bharati Vidyapeeth Deemed to be University in the entire MOA / Rules.
- g) **"Central Government"** means the Government of India.
- h) **"Vice Chancellor"** means the Vice Chancellor of the University.
- i) **"Pro Vice Chancellor"** means Pro Vice Chancellor of the University.
- j) **"Prescribed"** means prescribed by Rules, Regulations or Bye-Laws,
- k) **"State Government"** means the Government of Maharashtra.
- l) **"Constituent Units"** means the institutions brought within the ambit of the Bharati Vidyapeeth University, as listed in the Schedule to the Rules".
- m) **"Constituent Institution"** means an institution operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notification.

- n) **“Act”** means the University Grants Commission Act, 1956 [Act 3 of 1956]
- o) **“Campus”** means Campus of the university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located, namely Pune. Headquarters includes all the campuses situated in the city / town.
- p) **“Off campus centre”** means an approved [by the Central Government] centre of the University beyond its campuses in the country.
- q) **“Offshore campuses”** means approved [by the Central Government] Centre of the University beyond its campus and outside India.
- r) **“Commission”** means the University Grants Commission (UGC) constituted under the Act or any other body that would be empowered to regulate an institution deemed to be university under any law for the time being in force.
- s) **“Notifications”** means a notification issued by the Central Government in the Official Gazette declaring the Bharati Vidyapeeth as an institution deemed to be university u/s. 3 of the UGC Act from time to time.
- t) **“Sponsoring Body”** means the Bharati Vidyapeeth, Pune.
- u) **“Statutory Body / Authority / Council”** means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India(MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE) , Bar Council of India (BCI), Indian Nursing Council(INC), etc., shall be the Statutory bodies for the purpose of these Regulations.

6) **POWERS AND FUNCTIONS**

The University shall have the following powers, which are necessary for its effective and efficient functioning and for the achievements of the objectives mentioned above and also other similar ones and for other purposes such as management of its property, etc.

- 1) To make arrangements for the framing and teaching of such courses of studies as it may deem necessary and appropriate for the progress of Society;
- 2) To promote research activities with a view to contribute to the generation of knowledge and by that way to the progress of Society;
- 3) To make arrangements of teaching of the courses leading to the doctoral, PG and graduate degree programmes, as well as, diploma and certificate programmes in its constituent units;
- 4) To organize the admission process of students for various courses of studies and to supervise and regulate the same as per the rules of the University and / or of the concerned Statutory Councils;

- 5) To create posts of Directors, Principals, Professors (Associate Professors), Lecturers (Assistant Professors) and such other teaching posts as per the requirement of the University;
- 6) To prescribe qualifications, pay scales for their appointments and to select the persons fulfilling the norms and rules of University Grants Commission and to appoint them on the respective posts;
- 7) To create non-teaching, administrative, ministerial and other posts and prescribe for them qualifications and pay-scales and to make appointments thereto;
- 8) To hold examinations of students of various courses and declare the results as per the schedule pre determined by the University;
- 9) To institute and confer degrees and award diplomas and certificates to those persons who have satisfactorily completed their courses which they have opted for and who have passed the concerned examinations successfully;
- 10) To award doctoral degrees to the students who have completed their course work and research under the supervision of guide/(s) appointed by the University and whose theses have been approved for the award of degree by the examiners;
- 11) To institute and award visiting and other fellowships, prizes, medals and other distinctions as per the prescribed rules;
- 12) To establish, maintain and manage colleges, institutes, hostels, service centres, such as Health Centre, Gymnasium, auditoria, etc., in its different campuses;
- 13) To appoint or recognize persons, fulfilling the prescribed qualifications working outside the University and its constituent colleges, as adjunct professors, adjunct lecturers, visiting professors, emeritus professors for specific periods;
- 14) To confer honorary degrees and other similar academic distinctions on distinguished persons from various fields by following the procedure laid down for the purpose;
- 15) To introduce innovative academic programmes in the constituent units;
- 16) To organize, maintain and manage academic departments including schools and centres, laboratories, libraries, museums, academic and other service units and to provide for equipment and infrastructure, necessary for teaching and research;
- 17) To review the course structures of various academic programmes and update their syllabi periodically with a view to give latest and updated knowledge to the students and imbibe in them skills associated with them;
- 18) To monitor and evaluate periodically the performance of constituent units and the departments therein in all respects;
- 19) To determine, demand and receive or recover such fees and other charges from the students as may be prescribed from time to time; as per UGC / Government of India norms.

- 20) To supervise and regulate the conduct of students, teachers and other employees of the constituent units and the University and to maintain discipline in them;
- 21) To make arrangements for the training and quality improvement programmes for teachers and non teaching employees;
- 22) To organize periodical assessment of the performance of teachers and non teaching employees with regard to different aspects of their duties;
- 23) To adopt measures for the promotion of welfare of students, teachers and other employees;
- 24) To prepare rules regarding conduct and discipline for teaching and non teaching staff and arrange for their enforcement;
- 25) To establish, maintain and manage, whenever necessary;
 - a) A printing press and publication department;
 - b) Boards of Extension Activities;
 - c) Information Bureau;
 - d) Employment Guidance and Placement Bureau; and
 - e) Such other activities as may be necessary and possible to fulfill the objects of the University;
- 26) To make provisions for the participation of students in -
 - a) the National Service Scheme;
 - b) the National Cadet Corps;
 - c) Home Guards and Civil Defence;
 - d) the interuniversity national and international and other cultural, extracurricular, extramural and sports tournaments, events etc.;
 - e) physical and military training;
 - f) programmes related to adult and continuing education, and extension;
 - g) any other programmes, services or activities directed towards their cultural, physical and social betterment as may be necessary and possible with a view to fulfill the objectives of the University;
- 27) To provide for special training or coaching to the students for competitive examinations for the recruitment to the public services, for employment in public undertakings and other competitive employment opportunities;
- 28) To co-operate and/or collaborate with other universities, institutions, authorities or organisations for research, advisory services and such other activities and to enter into appropriate arrangements with them to conduct, select courses and verifying programmes as the situation may demand;
- 29) To borrow funds for its own purposes on the security of its properties;

- 30) To explore the possibilities of augmenting its own resources by undertaking innovative activities such as research and development, consultancy, training programmes and providing services to different clients from industry, trade or any other non-government organizations.
- 31) To undertake collaborative academic programmes with overseas Universities and Institutions;
- 32) To receive funds for collaborative programmes from foreign agencies or institutions subject to the rules and regulations of the Central Government and State Government in that behalf;
- 33) To lay down for teaching and non-teaching staff service conditions related to conduct, workload, performance appraisal, and issue such instructions or directions as, in its opinion, may be necessary in academic and administrative matters;
- 34) To launch innovative academic programmes in different disciplines in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;
- 35) To make special provision for higher education in rural and tribal areas;
- 36) To discontinue already functioning any academic programme, closed down any department or constituent unit on reasonable grounds;
- 37) To do all such other acts and things as may be necessary for, or incidental or conducive to the attainments of all or any of its objectives;
- 38) To bring under the ambit of the University other institutions run by the Sponsoring Trust by following the procedure laid down by the UGC and the Central Government.
- 39) To bring under the ambit of the University institutions being run by other Societies / Trusts by following the procedure laid down by the UGC and the Central Government.

7) GOVERNANCE SYSTEM

The university shall adhere to the following criterias.

- 7.1 Among the authorities of the University, there shall be a Chancellor who shall be appointed by the sponsoring Society/Trust/Company and shall be an eminent educationist or a distinguished public figure.”
- 7.2 The Sponsoring body of the University may also appoint a person as Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same.
- 7.3 The highest governing body of the university shall be the Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.

- 7.4 The Board of Management of the university shall be independent of the sponsoring Society/Trust/Company with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/ nominee(s) of the sponsoring Society/Trust/Company on the Board of Management shall be limited to a maximum of four.
- 7.5 The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.
- 7.6 The Vice Chancellor shall be an eminent academic and shall be appointed in the manner laid down under clause 25 (i) of the Rules of the Deemed to be University by the Chancellor on the recommendation of a Search-cum-Selection Committee consisting of a nominee of the Government who shall be nominated in consultation with UGC, a nominee of the Chancellor and that of the Board of Management. The Committee shall be chaired by the nominee of the Board of Management.

8) ADMISSIONS AND FEE STRUCTURE :

- 8.1 The university shall, for admission in respect of any course or programme of study conducted, accept payment towards admission fee and other fees and charges :
- (a) as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared in the prospectus for admission against any such seat, and on the website of the University; and
 - (b) will issue a proper receipt in writing for such payment to the concerned student admitted in the University.
- 8.2 (1) The University shall charge fee for an admission test representing the reasonable cost incurred by it in conducting such test:
Provided further that the university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.
- (2) In case an admitted student does not join the Institution within 7 days of opening of the Institution, the Institution shall refund
- a) In case the student informs his intension not to join the Institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10,000/- or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of the information from the student.

- b) In case no such information is given by the student but the Institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
 - c) In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- (3) If a student joins the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

8.3 Admission of students to the University shall be made in the following manner:

- (i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case the candidate shall be admitted to such course or programme of study in the University, through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorised by the Central Government or a State Government or any statutory authority.
- (ii) In case the process of selection for admission to any course or programme of study in the University including conducting competitive admission test has not been specified under sub-clause (i), in that case, the candidate shall be eligible for admission to such course or programme of study only through inter se merit to be specified in the prospectus of the University , and the inter se merit so arrived shall be published on the website of the University, along with the scores attained by all individuals in each of the parameters taken into reckoning for arriving at such inter se list :

Admission of a Non-Resident Indians (NRI) / Persons of Indian Origin (PIO)/ Foreign students to the University shall be governed by the Guidelines/Regulations framed by the Commission in this behalf from time to time.

8.4 The University shall -

- (i) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- (ii) exhibit such records on its website; and
- (iii) be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

8.5 The University shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission and the general public :

- (i) each component of the fee, deposits and other charges payable by the students admitted for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- (ii) the percentage of tuition fee and other charges refundable to a student admitted, in case such student withdraws before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- (iii) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- (iv) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study where so specified;
- (v) the educational qualifications specified by the relevant statutory authority/body, or by the University, where no such qualifying standards have been specified by any statutory authority;
- (vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (vii) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
- (viii) the minimum pay and other emoluments payable for each category of teachers and other employees;

- (ix) The ranking of the institution under National Institutional Framework (NIRF) for the last three years (if available).
- (x) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the University;
- (xi) broad outline of the syllabus specified by the appropriate statutory body or by the University, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (xii) all relevant instructions in regard to maintaining the discipline by students within or outside the campus and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf, made under the University Grants Commission Act, 1956 or; ' other law for the time being in force.

The University shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

The University may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 8.6 The University shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
- 8.7 The University shall not, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- 8.8 No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in the university.
- 8.9 The University which has in its possession or custody of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a student; for the purpose of seeking admission in the University shall not refused to return such degree certificate, award or other document with a view to induce or compel the student to pay any fee or fees in respect of any course

or programme of study which the student does not intend to pursue or avail any facility in the University;

- 8.10 In case a student, after having admitted in the University, for pursuing any course or programme of study, subsequently withdraws from the University, in that case shall refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus.
- 8.11 The University shall, issue or publish only those
- (a) advertisement for the courses which are recognized by the appropriate statutory authority; or
 - (b) information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the University is in actual possession.
- 8.12 The University shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government:

Provided that enrolment of students to the University, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:

Provided further that the students already on the rolls of the University prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university shall continue to be students, for all purposes, of the affiliating university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.”

9) MAINTENANCE OF STANDARD:

- 9.1 The university shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned, such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee (s) of the Commission.

- 9.2 There shall be mandatory intensive external review of the University once in every five years based on the criteria prescribed by the Commission from time to time. Provided that if the University has been in the highest NAAC/NBA (for all eligible courses) grade for two continuous cycles, the review can be done by the University itself through external peer review mechanism.
- 9.3 The University shall give a regulatory compliance certificate every year in the format prescribed by the UGC, which shall also be displayed subject to approval of the Government.
- 9.4 In case there have been found to be persistent or serious complaints being received against the University, the UGC can ordered an inquiry against the University after taking approval of the Government, and take further action based on the result of the inquiry.
Provided that Government can also suo moto ask UGC to initiate an inquiry in such cases of malfeasance, cheating, serious student / staff / faculty complaints, etc.
- 9.5 The University shall provide to the Government or to the agencies designated by it all the required details regarding the University for the all India survey of higher education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.
- 9.6 The University shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.
- 9.7 The University shall ensure that degrees / diplomas / certificates / awards are given to the passing out students within 180 days of completion of their academic programme.
- 10) NEW COURSES / PROGRAMMES / DEPARTMENTS / SCHOOL / CENTRE, OFF-CAMPUS CENTRES AND OFF-SHORE CAMPUSES**
- 10.1 The University shall normally operate within its own main Campus as is declared by the Central Government in the notification and conduct approved programmes of study falling within the area of its specialization.
- 10.2 If the university, accredited by NAAC with highest grade or all eligible courses accredited with the highest grade of NBA, wishes to start new Course / Programme/Department/School/Centre in its existing campus/off-campus in areas and disciplines that form a part of its existing academic framework, it may do so in such allied fields. The new course/programme/Department/School shall be started after the approval of the respective authorities of the University and the concerned Statutory Council(s), wherever required, and after creating all the necessary infrastructure and other facilities as per the norms of concerned statutory council(s). The University shall inform the Commission about starting of

a new course/ programme/ department/ school/ centre in its existing campus/off-campus within one month of the grant of approval by the competent authorities of the University and concerned Statutory Council(s).

In all other cases, prior approval of Commission shall be required to start/establish a new course/programme/Department /school/centre, which shall be given within 60 days of the application made to it.

10.3 The University may be allowed to operate beyond its approved geographical boundaries and start Off-Campus(es)/off-shore campus(es) under the following conditions:

- 1 It has been in existence as the University for a minimum period of five years;
- 2 It has been conducting post-graduate programmes and research;
- 3 It has earned a reputation for excellent and innovative teaching, which, inter alia, includes practicing academic and examination reforms like introducing modular structure, continuous internal evaluation, etc. and for meaningful and purposeful research and extension activities;
- 4 It has a good track record of conforming to the relevant Regulations/norms of the Commission and other Statutory/Regulatory bodies regarding minimum standards of instruction, qualification of faculty, merit-based admission of students on an all India basis and reasonable fee structure;
- 5 It has obtained prior approval of the Statutory/Regulatory body to start the new course/department/programme/school/centre, wherever applicable, and undertakes to comply with all the requirements of the said body;
Provided if the Statutory/Regulatory body requires a No Objection Certificate from the Commission before giving its approval, the same shall be given by the Commission within 30 days of receipt of such request.
- 6 It has a currently valid accreditation from National Accreditation and Assessment Council (NAAC) with the highest grade offered;
- 7 It has adequate financial resources for starting the proposed off-Campus Centre/off-shore campus;
- 8 It has not entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the off-Campus Centre/off-shore Campus of the institution deemed to be university;
- 9 Land, Infrastructure, faculty and other facilities at the off-campus centre(s) shall satisfy the requirements of the Statutory/Regulatory Council(s) concerned. The following shall be the minimum requirement in the off-campus centre:-
 - i) Administrative Building of at least 500 sq. meters.
 - ii) Academic Building, including library, lecture theatres and laboratories, of at least 5,000 sq. meters.

- iii) Some residential accommodation for teachers and hostel accommodations for students. The floor area for hostel facilities shall be 10 sq. meters per student proposed to reside.
- iv) Other central facilities including sports facilities for faculty, students and non-teaching staff.
- v) The Institute shall have barrier free approach and appropriate safety measures (fire fighting, etc.).
- vi) The Institution shall have adequate health care facility within the campus for students, faculties, staff or any other members.
- vii) The infrastructure requirement shall be evaluated taking into consideration the future expansion proposed in the application along with requirement of land for hostel and allied facilities for the student. The infrastructure requirement shall be ensured before starting new courses/programme/department/school/centre in the off-campus.

The assets shall be legally registered in the name of the University. However, in case the immovable property has been acquired by the University by way of lease, the lease shall be perpetual in nature and initially for at least 30 years which shall be extended further;

- 10.4 An institution deemed to be university shall be allowed to open an off-campus not before five years of getting a deemed university status and shall be allowed to create not more than two off-campus in any period of five years beyond its approved geographical boundaries.

Provided further that approval for next set of off-campus would be only if the Institution Deemed to be University and the off-campus approved earlier also have valid highest grade of accreditation from NAAC / NBA (all eligible courses).

Provided further that those units which were notified by the Government as Constituent Units at the time of first notification shall not be treated as off-campus. Campuses (whether off-campus or other) in the same city / town / village shall be treated as one off-campus / campus.

- 10.5 An off-shore Campus of the University shall be established with the prior permission of the Central Government, on the recommendation of the Commission:

Provided that such off-shore campus shall be proposed only five years after the Institution has attained a deemed University status.

Provided that there is No Objection from the Ministry of External Affairs and Ministry of Home Affairs.

Provided that the country, where such off-shore Campus is proposed to be established, requires grant of approval by it for such establishment, then the application to the Central Government for permission shall be made along with the approval granted by that country:

Provided further that if the country where such off-shore Campus is proposed to be established requires prior concurrence of the Government of India for the approval, referred to the above proviso, of that country to be granted, then the Central Government, on the recommendation of the UGC, may give a 'No Objection' to the proposal but such 'No Objection' shall not be construed as permission of the Central Government to the University to establish an off-shore Campus. Such an institution deemed to be university shall also submit an undertaking that it shall comply with all laws, norms or standards prescribed by that country where the off-shore Campus is proposed to be established.

Provided further that the University shall maintain the standards at the off-shore campus as similar to that at its main campus.

- 10.6.1. An institution deemed to be university intending to start a new off-campus Centre / off-shore campus and, if it has already created infrastructure and other facilities including appointment of faculty, then, it shall apply to the Government in the prescribed proforma, in duplicate, at least six months prior to the proposed date of starting the Centre in hard copies as well as online on the UGC website. The Government after Preliminary Scrutiny of application shall, within 60 days of receipt, reject / return or forward the proposal to the Commission for its advice.
- 10.6.2. In case, the institution proposes to establish an off-campus and has not yet created its infrastructure, then it should submit a detailed proposal (in duplicate) including details of proposed infrastructure, funds, land, financial viability, etc. to the Government in hard copies as well as online on the UGC website. The Government would, after Preliminary Scrutiny of the application, shall, within 60 days of receipt, reject / return or forward the proposal to the Commission for its advice.
- 10.7.1. In case of application made under Clause 10.06.1, the Commission shall undertake a spot visit / verification of the proposed off-campus(es) to verify the infrastructure facilities, programmes, faculty, financial viability, etc. before sending its advice to the Central Government. The Commission should follow the procedure laid down in Clause 8.05, 8.06, 8.07, 8.07.1, 8.08, 8.09 and 8.10. of the UGC (Institutions Deemed to be Universities) Regulations, 2016

- 10.7.2. In case of application made under Clause 10.6.2, the Commission shall follow the procedure given in 9.5.3 to 9.5.5 of the UGC (Institutions Deemed to be Universities) Regulations, 2016 and MHRD shall issue LOI, or otherwise. On getting of LOI, the procedure as mentioned in 9.5.7 to 9.5.9 of the UGC (Institutions Deemed to be Universities) Regulations, 2016 shall be followed.
- 10.8. In case such permission is not granted, the institution deemed to be university may re-apply for such permission, but not before two years from the date of rejection of its earlier application.
- 10.9. The off-campus Centre / off-shore campus shall be directly administered by the parent institution deemed to be university in all the academic, administrative and financial matters.

The new Department/off-Campus Centre/off-shore campus shall offer only those programmes of study which are approved by the appropriate authorities of the institution deemed to be university and the statutory/regulatory body concerned such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), Pharmacy Council of India (PCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. wherever applicable. In case of any new or existing institution of higher learning proposed to be brought under the ambit as a constituent institution of any existing institution deemed to be university, only those students who were admitted in such institutions on a date subsequent to the date of notification of the declaration under Section 3 of the UGC Act 1956 in regard to bringing the institution under the ambit of the existing the University, shall be eligible for being examined by the University and therefore, for the award of degree or any other qualification by the University on successful completion of their respective courses or programmes of study.

- 10.10 The over-all performance of an off-campus Centre Campus/off-shore campus shall be monitored by the Commission biennially for six years and subsequently after five years and whose directions on management, academic development and improvement shall be binding on the Campus.
- 10.11 In the case of an off-shore Campus, the remittances of funds from/to the main Campus shall be governed by the Reserve Bank of India rules.
- 10.12 If the functioning of the Campus/off-Campus Centre of an institution deemed to be university does not meet the standards stipulated by the Commission and remains unsatisfactory for two consecutive reviews, as assessed by the Commission, the institution deemed to be university may be instructed by the Central Government, on the advice of the Commission, to close down the off-Campus Centre/Campus concerned. The Commission may initiate action against erring institutions deemed to be universities even on the basis of complaints received against such Centres/Campuses. In the interest of the students, the Commission may allow the

Centre/Campus to function till the last batch of students enrolled therein, as on the date of such instruction, passes out. The institution deemed to be university shall take appropriate steps to safeguard the interests of the faculty/staff at the Centre/Campus.; In the event of closure of the Centre/Campus, the assets and liabilities thereof shall revert to the institution deemed to be university.

- 10.13 The Ministry of Human Resource Development may give an 'in-principle No Objection' to the institution deemed to be university for establishing an off-Campus Centre/off-shore campus, wherever required by the Statutory Councils. The Institution deemed to be university shall apply to the Ministry of Human Resource Development for the 'in-principle No Objection'. The Ministry shall forward, normally within thirty days of receipt, the request to the Commission for its advice. The Commission, after satisfying itself about the viability of the proposal, shall forward, normally within 60 days of receipt of Ministry's letter, its advice to the Ministry of Human Resource Development for issuance of 'in-principle No Objection'. Such 'No Objection' shall not be construed as permission of the Ministry of Human Resource Development to the institution deemed to be university to establish an off-Campus Centre/off-shore campus. In all such cases, formal proposal(s) shall be examined by the Commission under these Regulations. The institution deemed to be universities shall not admit student(s) to its course(s) in such off-Campus Centre(s)/off-shore campus before the permission is granted by the Ministry of Human Resource Development to such proposal(s).
- 10.14 The Institution Deemed to be University shall mention the name with location of campus/off campus/constituent unit/constituent institution on degree/diploma/certificate/any other award given to the student.

11) INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF INSTITUTION DEEMED TO BE UNIVERSITY.

New institutions shall be included under the ambit of the university only after a prior approval of UGC / MHRD.

12) JOINT PROGRAMMES

12.1 The University may conduct academic programme(s) jointly with other Universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

Provided that no such permission shall be required in case the Institution goes for collaboration with industry or for research purpose.

12.2 There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.

12.3 The joint programmes shall be subjected to mandatory assessment and accreditation.

13) THE UNIVERSITY OPEN TO ALL

- i) Admissions and employment in the University shall be open to all citizens of India regardless of race, religion, caste or creed and the area/place of residence in India.
- ii) All policies and procedures, as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of University.

14) INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as institution deemed to be university, it shall be unitary in nature and shall not affiliate any other institution.

15) RESERVATION POLICY :

The University shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

16) DISTANCE EDUCATION :

The University will continue to offer the approved Undergraduate, Postgraduate & Diploma Programmes through Distance Mode with the approval of the UGC.

17) MEETINGS OF UNIVERSITY BODIES

The University shall conduct meetings of all its authorities /bodies, like Board of Management, Academic Council, etc., at regular intervals as per the Regulations and the minutes of each such meeting shall be displayed in the website of the university.

18) USE OF WORD 'UNIVERSITY'

An Institution deemed to be University shall not use the word 'University' suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

19) PROHIBITION OF USE OF CERTAIN WORDS IN NOMENCLATURE

Educational institutions established and controlled by the Central Government alone may prefix the words, "Indian/National Institute" (either in English or in vernacular) with their respective names.

All other institutions are barred from prefixing the words "Indian/National/International Institute" (either in English or in vernacular) with their respective names.

20) CONSEQUENCES OF VIOLATION OF REGULATIONS

- 20.1 The Central Government / Commission shall have the right to cause an inspection of the university, its buildings, laboratories, its examinations, teaching and other work conducted or done by the university, and to cause an enquiry to be made, if considered necessary by the Central Government / UGC, in respect of any matter of the university.
- 20.2 After conducting an inspection of the university by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the university, if the Commission is satisfied that the university has violated any of the provisions of these Regulations or any directives issued by the Commission, the Commission may direct the concerned university not to admit new students for the period to be decided by the Commission or reduce the number of students to be admitted for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as university. In the event of such withdrawal of the declaration, the transfer of the entire movable and immovable properties of the University shall be governed by the Society/ Trust / Company act under which the University is registered. For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of university shall be withdrawn permanently.
- 20.3 In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practice as applicable or determined for the specific situation.
- Provided further that the above provisions are not to the exclusion of the provision of any punishment given under Section 24 of the University Grants Commission, 1956.
- If on the winding up or dissolution of the institution deemed to be university there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be governed by the above provisions.
- 20.4 If an institution deemed to be university wishes to withdraw itself or its constituents from the status of 'institutions deemed to be university', it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

Rules of Bharati Vidyapeeth's Deemed University, Pune (India)

1) MANAGEMENT OF THE INSTITUTION

The Apex Governing Body of the University shall be the Board of Management, which will be headed by the Vice Chancellor who shall be a distinguished academic. This body shall consist of a minimum of ten members and a maximum of twelve members. The Board of Management shall consist of eminent persons capable of contributing to the upholding University ideals and traditions.

The Board of Management shall be independent with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Trust (or) Society on the Board of Management shall be limited to a maximum of two.

The composition, term of membership of the Board of Management and its powers are as mentioned in the Rules.

2) AUTHORITIES OF THE INSTITUTION

The following shall be the authorities of the University -

- 1) Board of Management
- 2) Academic Council
- 3) Planning and Monitoring Board
- 4) Finance Committee
- 5) Faculties
- 6) Boards of Studies
- 7) Such other authorities as may be declared by the Rules to be the authorities of the University. -

3) COMPOSITION OF THE BOARD OF MANAGEMENT

- 1) Vice Chancellor, Chairman
- 2) Pro Vice Chancellor (if any)
- 3) Deans of the Faculties not exceeding two (by rotation and on seniority)
- 4) Three eminent academicians nominated by the Chancellor, who should have worked at the rank of Professor and shall neither be from University or Sponsoring body.

- 5) A representative nominated by the U.G.C.
- 6) Two teachers (from amongst Professors, Associate Professors) by rotation based on seniority.
- 7) One teacher by rotation of the rank of Assistant Professor.
- 8) Maximum of four Nominees of Bharati Vidyapeeth (Sponsoring Trust/Society)
- 9) The Registrar shall be the Secretary

3.1 Term of Membership

All the members of the Board of Management other than Ex-officio and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment / nomination, as the case may be.

The Members of the teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be the members of the teaching staff, whichever is earlier.

4) POWERS OF THE BOARD OF MANAGEMENT

The Board of Management shall be the principal organ of Management and principal executive body of the University and shall have the following powers namely :

- 1) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the university and to allocate areas of study, teaching and research to them;
- 2) To consider and approve the proposals of bringing other institutions of the Parent Society / Trust / Company under the University and also of establishing additional constituent units, prior approval (under the provisions of UGC Regulations, 2016) of the UGC/MHRD is required.;
- 3) To create teaching and other academic posts, to determine their number, cadres and qualifications thereof as approved by the University Grants Commission, Statutory Body and also the emoluments of such posts in consultation with the Finance Committee;
- 4) To appoint such Directors, Principals, Professors, Associate Professors (Readers), Assistant Professors (Lecturers) and other academic staff as may be necessary, on the recommendation/s of relevant Selection Committee/s.
- 5) To lay down duties, terms and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff maintained by the Vidyapeeth and also specify in consultation with the Academic Council;
- 6) To prepare and provide the rules and procedures for the appointments of Visiting Fellows , Visiting Professors and Visiting Scholars;
- 7) To create administrative, ministerial and other necessary posts in specifying their

- in terms of the cadres laid down or otherwise by rules / bye-laws and to make appointment thereof to them in consultation with the Finance Committee as needed;
- 8) To prepare and approve such schemes for the benefit of the teaching, academic, technical, administrative and other staff in such manner and subject to such conditions as may be prescribed by the Rules/Bye-Laws as pension, insurance, provident fund and gratuity as it may deem fit for their benefit and to guide in the establishment and support of Associations, Institutions, Funds, Trusts and Conveyances benefit the staff and the students of the University;
 - 9) To regulate the conduct of and enforce discipline among the employees of the University and to take appropriate disciplinary action, wherever necessary;
 - 10) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University if any;
 - 11) To grant leave of absence to the Vice Chancellor of the University and to make necessary arrangements for carrying on his/her functions during the period of absence;
 - 12) To approve award of degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions to the successful candidates;
 - 13) To fix up the rates of the emolument and travelling and other allowances for paper-setters, of examiners, moderators, tabulators and such other personnel appointed for examinations and also for various other purposes and for members of various Committees constituted by the University, as well as for consultants, advisors, etc., in consultation with the Academic Council and the Finance Committee;
 - 14) To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, and also Medals and Prizes in accordance with the Rules / bye-laws framed for the purpose;
 - 15) To advise the Society / Trust / Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the University;
 - 16) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the University, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;
 - 17) To arrange to conduct examinations or tests for admissions to the various courses of the University;
 - 18) The Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the University without the approval of the Sponsoring Society /Trust/Company.

- 19) To execute in consultation with the Society/Trust/Company. (if any) conveyances, transfer, Government Securities, reconveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable, belonging to the University or to be acquired for the purposes of the University;
- 20) To issue appeals for funds for carrying out the objectives of the University and consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc;
- 21) To raise and borrow money in consultation with the Society/Trust/Company (if any), on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem the money borrowed;
- 22) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- 23) To cause to maintain a funds of various categories to which shall be credited :
 - (i) All moneys provided by the Central or State /UT Government(s)/ University Grants Commission and other funding agencies;
 - (ii) All fees and other charges received by the University;
 - (iii) All moneys received by the University as grants, gifts, donations, benefaction, bequests or transfers and
 - (iv) All moneys received by the University in any other manner or from any other source;
- 24) To give approval to the opening of account or accounts of the University with any one or more scheduled/co-operative banks and to lay down the procedure for operating the same;
- 25) To deposit all moneys credited to the Funds in scheduled/ co-operative bank or to invest them in consultation with the Finance Committee;
- 26) To invest the funds of the University or money entrusted to the University in or upon such securities and in such a manner as laid down in sub-section 5 of Section 11, read with sub-section (23 c) of Section 10, of the Income Tax Act, 1961 and from time to time transpose any investment.
- 27) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws;

- 28) To manage, regulate and administer the revenues, the finance, accounts, investments, properties, business and all other administrative affairs of the University, and for that purpose to appoint such agent or agents as it may deem fit;
- 29) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University;
- 30) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the University.
- 31) To recognise and maintain control and supervision on hostels, owned and managed by other agencies for the students of the University and to rescind such recognition,
- 32) To appoint such committees for such purposes and with such powers as the Board of Management may think it fit and to co-opt such persons on these committees as it thinks fit;
- 33) To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- 34) To appoint Auditors for the ensuing year;
- 35) To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- 36) To delegate all or any of its powers to any committee/s or sub committee/s constituted by it or to the Chancellor or the Vice Chancellor of the University or any other person/officer as it deem fit;
- 37) To conduct all administrative affairs of the University not otherwise specifically provided for;
- 38) To demand and arrange to receive payment of fees and other charges at the rates approved by it;
- 38) To arrange to conduct examinations or tests for admission to the courses taught by the University, to cause to conduct examinations for Degrees, Diplomas and Certificates to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions as the case may be on the successful candidates;
- 39) To take all necessary decisions required for the smooth and efficient functioning of the University;
- 40) To make, amend, alter, cancel or add to the Rules / Bye-Laws of the University, as the case may be. Any change if made, shall be effective after it has received the assent of the Commission.

5) MEETINGS OF THE BOARD OF MANAGEMENT -

- i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management Eight (8) members shall make the quorum for a Board of Management meeting.
- ii) Each member of the Board of Management including the Chairman shall have one vote and decisions at the meeting of the Board shall be taken by simple majority and in the case of a tie, the Chairman shall have a casting vote;
- iii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present from amongst themselves;
- iv) Any business which it may be necessary to be urgently performed by for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such a resolution had been passed at the meeting of the Board.
- v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the University, as soon as possible after the meeting.

6) TERMINATION OF MEMBERSHIP

If a member other than the Vice Chancellor or those representing the teachers accepts a full-time appointment in the University or if he fails to attend three consecutive meetings of the Board of Management without proper leave of absence granted by the Chairman, or who ceases to continue to be in the post in capacity of which he/she was nominated shall cease to be a member of the Board of Management.

7) CONSTITUTION OF STANDING COMMITTEE AND AD-HOC COMMITTEES BY THE BOARD OF MANAGEMENT

- 7.1 Subject to the provisions in the Rules/Bye Laws of the University, the Board of Management may, by a resolution, constitute such Standing Committee or Committees or Ad hoc Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers for discharging any functions of the University or for inquiring into, reporting and advising upon any matter of the University;
- 7.2 The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees as it may consider suitable.

8) **DELEGATION OF POWERS OF THE BOARD OF MANAGEMENT**

The Board of Management may by a resolution delegate to the Vice Chancellor or any other officer of the University Standing Committee or the Adhoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the Officer or the member concerned or the Standing Committee or the Adhoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

9) **ACADEMIC COUNCIL**

There shall be an Academic Council of the University. The Academic Council shall be the principal academic body of the University and shall be subject to the provisions of the Memorandum of Association and the Rules and Bye-Laws shall have the control over and will be responsible for the maintenance of standards of education including teaching, research and training, approval of syllabus, inter-departmental co-ordination of research activities, examinations and tests within the University and such other. It shall exercise such other powers and perform such other duties and functions as may be prescribed or entrusted upon it by the Rules and Bye-Laws of the University.

10) **THE COMPOSITION OF ACADEMIC COUNCIL**

The Academic Council shall consist of the following persons, namely :

- a) Vice Chancellor - Chairman
- b) Pro Vice Chancellor (if any)
- c) Dean(s) of the Faculties
- d) Heads of the Departments (i.e. Constituent Units) of the University
- e) All Professors other than the Heads of the Department (by rotation of seniority).
- f) Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority.
- g) Two Assistant Professors from the Departments by rotation of seniority.
- h) Three persons from amongst educationists of repute or persons from any other fields related to the activities of the University, who are not in the service of the University, nominated by the Vice Chancellor.
- i) Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge.
- j) The Registrar, who shall be the Secretary of the Academic Council.

Note : The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

11) TERM OF MEMBERSHIP

The term of members of the Academic Council other than that of the ex-officio members shall be two years.

12) POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council shall be the principal Academic body of the University and shall in addition to all other powers and duties vested in it have the following powers and duties viz.

- a) To exercise general supervision over the academic working of the University and to give directions regarding methods of instruction, evaluation, research and improvements in academic standards;
- b) To promote research within the University, acquire reports on such researches from time to time;
- c) To consider matters of academic interests either on its own initiative or at the instance of the Board of Management or those proposed by the departments / faculties and to take proper actions thereon;
- d) To make arrangements for the conduct of examinations in conformity with the relevant bye-laws;
- e) To maintain the proper standards of the examinations;
- f) To recognise Degrees and Diplomas of other Universities and such other Institutions and to determine their equivalence with the Degrees and Diplomas of the University;
- g) To prescribe courses of study leading to Degrees and Diplomas and Certificates of the University;
- h) To approve the panels of paper setters, appoint examiners, moderators, tabulators and such other personnel as required for different examinations;
- i) To suggest measures to bring about (Departmental, Collegiate and Institutional) coordination among the various constituent institutions of University;
- j) To make recommendations to the Board of Management on :
 - i) the measures to be adopted for improvement of standards of teaching, training, and research;
 - ii) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes, etc;
 - iii) to recommend to the Board of Management, the establishment or closing down of constituent Institutions or abolition of Departments / Centers and.
- iv) to frame rules / bye-laws covering the academic functioning of the University activities, residence, admissions, examinations, award of fellowships and studentships, freships, concessions, attendance, discipline, residence, etc;
- k) To appoint sub-committees to give advice on such specific matters as may be referred to it by the Board of Management;

- l) To consider the recommendations of the sub-committees so appointed and to take such actions (including making recommendations to the Board of Management) as the circumstances of each case may require;
- m) To take periodical reviews of the activities of the constituent institutions / Centers and to take appropriate actions (including making recommendations to the Board of Management) with a view to maintain and improve the academic standards;
- n) To exercise such other powers and perform such other functions as may be entrusted or prescribed to it by the Rules and Bye laws;
- o) To recommend institution of teaching posts - Professors, Associate Professors and the Assistant Professors as per the requirements to the Board of Management ;
- p) To make recommendations to the Board of Management with regard to institutions of Degrees, Diplomas, Certificates and other academic distinctions.
- q) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules .

13) MEETINGS OF THE ACADEMIC COUNCIL

- i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council to its members.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council;
- iii) Any business which may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding for implementation as if such resolution had been passed in a regular the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.
- iv) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

14) PLANNING AND MONITORING BOARD

1. The Planning and Monitoring Board shall be the principal Planning Body of the University and shall be responsible for monitoring of the developmental programmes of the University.
2. Vice Chancellor of the University shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts including one nominee of the UGC.
3. The constitution, powers and functions of the Planning and Monitoring Board shall be as prescribed by the Rules / Bye laws.
4. The Planning and Monitoring Board shall have the right to give advice to the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the University.
5. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. The proposals relating to academic matters may be processed through the Academic Council.

15) FINANCE COMMITTEE

The University shall have a Finance Committee whose composition, term of office, powers and functions and two meetings are as mentioned in the following rules.

16) COMPOSITION OF THE FINANCE COMMITTEE

The Finance Committee shall consist of the following members :

- i) Vice Chancellor : Chairman
- ii) Pro Vice Chancellor (if any)
- iii) A person nominated by the Society / Trust / Company.
- iv) Two nominees of the Board of Management, one of whom shall be a member of the Board
- v) A representative nominated by the UGC.
- vi) A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government.
- vii) Finance Officer – Secretary

17) TERM OF OFFICE OF THE MEMBERS OF THE FINANCE COMMITTEE

All members of the Finance Committee other than ex-officio members shall hold the office for a term of three years.

18) POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE

- a) To consider the annual accounts and the financial estimates of the University and submit them to the Board of Management together with its comments for its approval;
- b) To consider and recommend the annual budget and revised estimates to the Board of Management for approval;
- c) To fix up limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed up except with the recommendations of the Finance Committee and the approval of the Board of Management;
- d) To consider the proposal of and recommend to the Board of Management the creation of all types of posts.

Note : No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee.

19) MEETINGS OF THE FINANCE COMMITTEE

- a) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure;
- b) Five members shall constitute the quorum for the meeting.

20) BOARD OF STUDIES

- 1. There shall be one Board of Studies for each Department of the University.
- 2. The Board of Studies shall consist of:
 - a) Dean of Faculty / Head of the Department
 - b) All Professors of the faculty/Department
 - c) Two Associate Professors of the faculty/Department by rotation according to seniority.
 - d) Two Assistant Professors of the subjects by rotation according to seniority.
 - e) Not more than two persons to be co-opted for their expert knowledge including those belonging to the related professions or Industries.
- 3. The powers and functions of the Board of Studies shall be as prescribed by the Rules / bye-laws of the University.

21) SELECTION COMMITTEE

1. There shall be subjectwise a Selection Committee/s for making recommendations to the Board of Management for the appointment to the posts of Directors, Principals, Professors, Associate Professors (Readers) and Assistant Professors (Lecturers) in the University and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.
2. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

22) MEETINGS OF THE SELECTION COMMITTEE:

- a) The meetings of the Selection Committee shall be convened by the Chairman of the selection committee as and when necessary.
- b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
- c) If the Board of Management is unable to accept the recommendations of the Selection Committee it shall record its reasons thereof and require an appropriate review by a high power Committee.

23) OFFICERS OF THE UNIVERSITY

The following shall be the officers of the University :

- i) Chancellor
- ii) Pro Chancellor
- iii) Vice Chancellor
- iv) Pro Vice Chancellor
- v) Registrar
- vi) Finance Officer,
- vii) Controller of Examinations
- viii) Deans of the Faculties
- ix) Heads of the Constituent Institutions
- x) Such other officers as may be prescribed in the Rules/ Bye-Laws of the University.

24) CHANCELLOR AND PRO CHANCELLOR

- 1) The University shall have a Chancellor but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust / Company and shall hold office for a period of 5 years and He / She shall be eligible for one more term and Who shall when present preside over the Convocation of the University.
- 2) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the University.
- 3) The Chancellor shall be by virtue of his office, the Head of the University and who shall when present preside over the Convocation of the University.
- 4) He may issue a direction to the Vice Chancellor to convene meeting of any authority of the University for any specific purpose, whenever it is necessary, and the Vice Chancellor shall submit the minutes of such a meeting to the Chancellor for his perusal.
- 5) The Chancellor may call for such information and record, relating to any affairs of the University and issue such direction thereupon as he may deem fit in the interest of the University and the authorities and officers of the University shall comply with such directions.
- 6) The Chancellor may, after receiving a report in writing from the Vice Chancellor, withhold or modify any resolution, order or proceedings of any authority, body, committee or officer which in his opinion, is not in conformity with the Rules or Bye-Laws or is not in the interest of the University and the University authority, body, committee and officer shall comply with the same.
- 7) Pro Chancellor : The Sponsoring body of the university may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed shall hold office for a period co-terminus to that of the Chancellor and shall be eligible to hold the post for a maximum two terms.

Expl. If a person holds the post for a term less than five years, then also it shall be treated as a term for this purpose.

25) VICE CHANCELLOR

- (i) The Vice Chancellor shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time by the Chancellor from the panel of atleast three names suggested by the Search-cum-Selection Committee constituted for the purpose.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

- a) A nominee of the Chancellor - Chairman,
 - b) A nominee of the Chairman, UGC,
 - c) A nominee of the Board of Management of the university
- (ii) The Vice Chancellor shall hold the office for a term of five years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the said period of five years the Vice Chancellor may continue to hold the office till his successor is appointed and assumes the office, but not beyond six months, whichever is earlier.

- (iii) In case of the office of the Vice Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor, and in his/her absence, the senior most Dean or, if there is no Dean, the senior most Professor nominated by the Chancellor shall perform the duties of the Vice Chancellor until a new Vice Chancellor is appointed, or the existing Vice Chancellor resumes the duties, as the case may be.
- (iv) The Vice-Chancellor shall not be a member of the sponsoring or managing Society/Trust/Company and /or a close relative of the President or members of the sponsoring or managing society/trust/company.

26) POWERS OF THE VICE CHANCELLOR

- (i) The Vice Chancellor shall be the principal academic and executive officer of the University and shall exercise general and overall supervision and control over the affairs of the University and shall be mainly responsible for the implementation of the decisions of all the authorities of the University
- (ii) The Vice Chancellor may, if he/she is of the opinion that an immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the University under the Memorandum of Association and the Rules and Regulations / Bye-Laws, and shall take such action or proceed to take such action and shall report subsequently to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the

opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the University is aggrieved by the action taken by the Vice Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management through the Registrar within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice Chancellor.

If any matter requires an urgent action and if there is no provision in the Rules, Regulations, Bye law etc., with regard to the issue involved, he will issue necessary directions to regulate the matter and inform the same to the Body/Authority /Committee concerned and at the same time place before it the draft of necessary Rule, Regulation, Bye-Laws, as the case may be.

- iii) The Vice Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.
- iv) It shall be the duty of the Vice Chancellor to ensure that the Memorandum of Association, the Rules, Bye laws and Regulations of the University are duly observed and implemented and he/She shall have all the necessary powers in this regard.
- v) The Vice Chancellor shall exercise general control over the affairs of the University and shall be mainly responsible for implementation of the decisions of the various authorities of the University.
- vi) All powers relating to the proper maintenance of order and discipline of the University shall be vested with the Vice Chancellor.
- vii) The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules, Regulations and Bye-Laws.
- viii) The Vice Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- ix) The Vice Chancellor shall preside over the meeting of any authority, body or committee whenever he/she is present.
- x) The Vice Chancellor shall have the power to delegate or re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- xi) The Vice Chancellor shall have the power to convene or cause to be convened meetings or emergency meeting, of any of the bodies of the University.

27) REMOVAL OF VICE CHANCELLOR

If the Vice Chancellor of the University does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial / administrative impropriety, the Vice Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Chancellor to remove the Vice Chancellor.

28) PRO VICE CHANCELLOR

- i) The post of the Pro Vice Chancellor may be created with the approval of the Board of Management and the Central Government.
- ii) The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice Chancellor.
- iii) The Pro Vice Chancellor shall hold office co-terminus with the term of the Vice Chancellor and at the pleasure of the Vice Chancellor.
- iv) The Pro Vice Chancellor shall have the powers and duties as prescribed by Rules of the University.

29) REGISTRAR

- (i) The Registrar shall be a full-time salaried officer of the University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following members :
 - i) Vice Chancellor - Chairman
 - ii) One nominee of the Chancellor
 - iii) One nominee of the Board of Management
 - iv) One expert appointed by the Board of Management who is not an employee of the University.
- (ii) The emoluments and other terms and conditions of service of Registrar shall be as prescribed by the Rules /Bye-Laws of the University.
- (iii) When the office of the Registrar falls vacant or when the Registrar is absent for a reasonably long period because of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iv) The Registrar shall be the Ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.

- (v) The Registrar shall be directly responsible and accountable to the Vice Chancellor and shall work under his direction.
- (vi) The following shall be duties of the Registrar :
 - a) To be the custodian of the seal, records, funds and such other property of the University as the Board of Management may commit to his charge;
 - b) To conduct the official correspondence on behalf of the authorities of the University;
 - c) To issue notices convening meetings of the authorities of the University and of the Committees and Sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities;
 - e) To make arrangements and supervise the examinations conducted by the University;
 - f) To represent the University in suits or legal proceedings by or against the University, sign powers of attorney and perform pleadings or depute his representatives for such purposes;
 - g) To enter into agreements, sign documents and authenticate records on behalf of the University;
 - h) To hold in special custody books of accounts and other documents of the University;
 - i) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, vehicles, laboratories, libraries, reading rooms, equipment, and other properties of the University;
 - j) To perform such other duties as may be specified in the Rules and Bye-Laws or as may be assigned by the Board of Management or the Vice Chancellor from time to time;
 - k) The Registrar shall have power of taking disciplinary action against the subordinate non teaching staff working under him with the advice of the Vice Chancellor.

30) FINANCE OFFICER

- (i) The Finance Officer shall be a whole time salaried officer of the University and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the Rules / Bye-Laws of the University.

- (iii) The Finance Officer shall work under the direction of the Vice Chancellor and will be accountable and responsible to the Board of Management through the Vice Chancellor.
- (iv) Subject to the control of the Board of Management to manage property and investment of the University, he/she shall be responsible for the preparation of Annual Budgets, Estimates and Statements of Accounts for submission to the Finance Committee and then to the Board of Management.
- (v) He/she shall be responsible for the proper management of funds and investments of University, subject to the control of Board of Management.

31) CONTROLLER OF EXAMINATIONS

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examinations shall be as may be prescribed by the Rules of the University.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice Chancellor in respect of conduct of examinations and evaluation are complied with.
- (iv) The Controller of Examinations shall be a permanent invitee to the meeting of Board of Management.

32) DEAN

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

33) HEAD OF THE DEPARTMENT

- (i) There shall be a Head of the Constituent Unit and also of each of the academic department in the constituent units, who shall be appointed by the Vice Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the academic Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor as Head of the said academic Department.

- (ii) The term of the Head of the academic Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- (iii) The powers and functions of the Head of the Department shall be prescribed by Rules of the University.

34) DELEGATION OF POWERS

Subject to the provisions of these Regulations and Rules, any authority or officer of the University with the approval of the Board of Management, may delegate its powers to any other officer or authority or person under their respective control and subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such power.

35) SENIORITY LIST

- a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the University and in accordance with such other principles as the Board of Management may from time to time prescribe.
- b) It shall be the duty of the Registrar to prepare and maintain in respect of each class / cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c) If two or more persons have equal length of continuous service in a particular grade or cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

36) DISPUTE AS TO MEMBERSHIP

If a question arises, whether any person who has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the University the matter shall be referred to the Chancellor of the University whose decision thereon shall be final and binding.

37) GRIEVANCE REDRESSAL MECHANISM

For individual grievances and complaint(s), the University shall have a Grievance Redressal Mechanism as may be prescribed by the UGC.

- 1) The University shall have the following special provisions as per UGC norms :
 - (i) Anti Ragging Cell
 - (ii) Anti Discrimination Cell
 - (iii) Gender Sensitization Cell
 - (iv) Internal Complaints Committee for prevention of Sexual Harassment.
 - (v) Barrier Free access in all places

- 2) The University shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC.
- 3) The University shall review the syllabus every three years keeping in view the developments in the domains of knowledge.
- 4) The University shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc., issued / notified by the UGC / Government of India from time to time.
- 5) The Commission can issue directions to the University for implementation of any law or Government Policy or in case of any violation of any law or policy.

38) RESIGNATION

Any member other than an ex-officio member of any authority may resign from the body, authority, committee of the University by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

39) ACTING CHAIRMAN OF THE MEETING

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any Committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

40) VALIDATION OF CERTAIN ACTIONS / DECISIONS

No action or proceedings of any authority or any body or any Committee of the University shall be invalid merely by reason of any vacancy therein.

41) DISQUALIFICATIONS

- a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the University;
 - i) If he/she is of unsound mind.
 - ii) If he/she is an undischarged insolvent,
 - iii) If he/she has been convicted by a court of law of an offense involving moral turpitude.
 - iv) If he/she has not been appointed as per the provisions of the UGC Regulations.
- b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for the decision to the Chancellor and his decision shall be final.

42) FILLING UP OF CASUAL VACANCIES

Any casual vacancy if occurred in any authority or any other committee of the University excepting that among ex-officio members shall be filled in, as soon as it may be convenient, by the person or the authority who had appointed or co-opted the said member whose office has become vacant. The person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person in whose place he/she fills would have been a member.

43) REVIEW OF THE ACADEMIC ACTIVITIES OF THE UNIVERSITY

The functions of the University shall be reviewed after a period of every five years or earlier if necessary, by a Committee appointed by the University Grants Commission.

44) INSPECTION OF THE UNIVERSITY BY THE UNIVERSITY GRANTS COMMISSION

- i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the University, its buildings, fixtures and fittings, laboratories and equipment and as also examinations, teaching and other work carried on or done by the University and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the University;
- ii) The Commission, shall, in every case, give notice to the University of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the University shall have the right to make such representations to the Commission as it may consider necessary;
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry;
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the University, to the Vice Chancellor of the University who shall communicate the same to the Board of Management;
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the University and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry;
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions;

45) INCOME AND PROPERTY OF THE UNIVERSITY TO BE UTILIZED FOR ITS OBJECTIVES ONLY

The income and property of the University, shall be utilized solely for promoting the objectives of the University.

46) BAN ON PAYMENTS OR TRANSFERRING OF INCOME AND PROPERTY OF THE UNIVERSITY BY WAY OF PROFIT

No portion of the income and property of the University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the University or to any of them or any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in consideration for any service rendered to the University or for travelling or other allowances and such other charges.

47) FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT

- i) The accounts of the University shall be maintained in the name of the University and not in the name of the sponsoring Society or Trust / Company. The accounts of the University shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the University Grants Commission. The accounts of the University shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- ii) Annual Reports and the Audit Reports shall be submitted by the University to the Commission within nine months of the closure of the accounting year;
- iii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the University.

Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the University/Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action deemed fit under the Regulations based on the audit report.

48) RULES OF THE INSTITUTIONS DEEMED TO BE UNIVERSITY

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the University that may provide for all or any of the following matters :-

- i) Establishment of Departments of teaching.

- ii) The courses of study to be laid down for all degrees, diplomas and certificates of the University;
- iii) The grant of academic awards (such as degrees and diplomas) and distinctions;
- iv) The admission of students to the University and their enrollment as such;
- v) The fees to be charged for courses of study in the University and for admission to the examination, degrees, diplomas and certificates of the University;
- vi) The conduct of examinations, appointment of paper-setters, examiners and approval and publication of results thereof;
- vii) The institution of the award of fellowships, scholarships, studentships, medals and prizes; and prescription of the conditions thereof.
- viii) The maintenance of discipline among the students;
- ix) The maintenance of discipline among the employees.
- x) The establishment of halls of residence and conditions of residence and health of the students.
- xi) The classification, emolument, method of appointment, and the determination of the terms and conditions of service of the teaching staff and other staff of the University ;
- xii) Such other powers, functions and duties of the Academic Council as are not mentioned elsewhere:
- xiii) Constitution, powers and functions of the Planning and Monitoring Board
- xiv) Powers and functions of the Board of Studies.
- xv) Composition, powers and functions of the Grievance Redress Mechanism.
- xvi) Prescribing persons as such other officers of the institution deemed to be university.
- xvii) Such other powers and functions of the Vice Chancellor as are not specified elsewhere.
- xviii) Emoluments, terms and conditions of service of the Registrar.
- xix) Emoluments, terms and conditions of service of the Finance Officer.
- xx) The constitution of pension, provident fund, insurance, etc. for the benefit of the officers, teachers, other academic staff and the administrative staff of the University;
- xxi) The establishment of special centres / institutes;
- xxii) The creation, composition and functions of any committee or body, which is considered necessary for the smooth and efficient functioning of the University;
- xxiii) Procedure for preparation and submission of budget estimates;
- xiv) The procedure for convening meeting of any authority or committee;

- xxv) The laying down of procedures to be observed at any meeting of any authority or any committee;
- xxvi) To constitute any other body as an Authority of the University;
- xxvii) Delegation of powers to any authority or officer.
- xxviii) All other matters which by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health and discipline, admission or enrollment of students, conditions, mode of appointments, duties of examiners or the conduct of and standard of examinations or any course of study without consulting the Academic Council.

49) INTERPRETATION CLAUSE

In the event of conflict of opinion with regard to interpretation of Regulations or Rules and Bye laws the opinion of the UGC shall be final.

50) LEGAL PROCEEDINGS

- i) For the purpose of Section 6 of the Society's Registration Act, 1860, the person in whose name the University may sue or be sued shall be the Registrar;
- ii) No suit or legal proceedings shall lie against the Central Government or UGC or the University or an Officer of the University or a member of the authority of the University in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

51) ALTERATION, AMENDMENTS, AND ADDITIONS TO THE RULES GOVERNING THE FUNCTIONING OF THE UNIVERSITY

No Rules and Bye Laws governing the functioning of the University may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendment or addition to the Rules and bye laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860, or the relevant Public Trust Act or Company's Act as in force for the time being.

Schedule to the Rules of the Bharati Vidyapeeth University

1. BVDU Medical College, Pune.
2. BVDU Dental College & Hospital, Pune
3. BVDU College of Ayurved, Pune
4. BVDU Homoeopathic Medical College, Pune
5. BVDU College of Nursing, Pune
6. BVDU Yashwantrao Mohite College of Arts, Science & Commerce, Pune.
7. BVDU New Law College, Pune
8. BVDU Social Sciences Centre (M.S.W.), Pune
9. BVDU Yashwantrao Chavan Institute of Social Science Studies & Research, Pune.
10. BVDU Centre for Research & Development in Pharmaceutical Sciences & Applied Chemistry, Pune
11. BVDU College of Physical Education, Pune.
12. BVDU Institute of Environment Education & Research, Pune
13. BVDU Institute of Management & Entrepreneurship Development, Pune
14. BVDU Poona College of Pharmacy, Pune
15. BVDU College of Engineering, Pune
16. BVDU Interactive Research School in Health Affairs (IRSHA), Pune
17. BVDU Rajiv Gandhi Institute of Information Technology & Biotechnology, Pune
18. BVDU College of Architecture, Pune
19. BVDU Abhijit Kadam Institute of Management & Social Sciences, Solapur
20. BVDU Institute of Management, Kolhapur
21. BVDU Institute of Management & Rural Development Administration, Sangli
22. BVDU Institute of Management & Research, New Delhi
23. BVDU Institute of Hotel Management & Catering Technology, Pune
24. BVDU Yashwantrao Mohite Institute of Management, Malakapur-Karad
25. BVDU Medical College & Hospital, Sangli
26. BVDU Dental College & Hospital, Mumbai
27. BVDU Dental College & Hospital, Sangli
28. BVDU College of Nursing, Sangli
29. BVDU College of Nursing, Navi Mumbai

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No.F.9-15/95-U.3
Government of India
Ministry of Human Resource Development
(Deptt. of Education)

New Delhi,
26th April, 1996.

NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956), the Central Government, on the advice of the University Grants Commission, hereby declare the following institutions of the Bharati Vidyapeeth at Pune as Deemed-to-be-University for the purpose of the aforesaid Act :-

- (a) Bharati Vidyapeeth's Medical College, Pune;
- (b) Bharati Vidyapeeth's Dental College & Hospital, Pune;
- (c) Bharati Vidyapeeth's College of Ayurved, Pune;
- (d) Bharati Vidyapeeth's Homoeopathic Medical College, Pune;
- (e) Bharati Vidyapeeth's College of Nursing, Pune;
- (f) Yashwantrao Mohite College of Arts, Science and Commerce, Pune;
- (g) New Law College, Pune;
- (h) Social Sciences Centre (M.S.W), Pune;
- (i) Yashwantrao Chavan Institute of Social Science Studies & Research, Pune;
- (j) Research and Development Centre in Applied Chemistry (POLYMER), Pune;
- (k) College of Physical Education, Pune; and
- (l) Bharati Vidyapeeth's Institute of Environment Education & Research, Pune.


(PRASHANT MEHTA)
JOINT SECRETARY TO THE GOVT. OF INDIA

The Manager,
Government of India Press,
Gazette of India,
Faridabad,
Haryana.

.../-

Copy for information to :-

1. The Secretary, University Grants Commission, New Delhi with 15 copies.
2. The Secretary-General, Association of Indian Universities, AIU House, 16, Kotla Marg, New Delhi - 110 002.
3. The Secretary to the Government of Maharashtra, Higher & Technical Education and Employment Department, Mantralaya Annex, Mumbai - 400 032.
4. Dr. Patangrao Kadam, Joint Founder, Bharati Vidyapeeth, Bharati Vidyapeeth Bhavan, Lal Bahadur Shastri Marg, Pune-411 030, Maharashtra. The conferment of Deemed-to-be-University status would be effective from the date Memorandum of Association/Rules of the Institutions duly approved by the UGC come into force. The Central Government or the UGC would not provide maintenance and/or development grant to the Bharati Vidyapeeth, Pune.
5. to 16. The Principals of the Institutions at (a) to (l) overleaf
17. Registrars of all Universities and Deemed Universities.
18. All Ministries and Departments of the Government of India.
19. All State Governments and Union Territories.
20. Press Information Bureau, New Delhi.
21. The Prime Minister's Office.
22. Parliament Library
23. Legislative Department (Leg. III Section).
24. Secretary-General, Lok Sabha.
25. Secretary-General, Rajya Sabha.
26. All Officers in the Ministry.
27. Guard File.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

BHARATI VIDYAPEETH	
Inward No.	100/99
Date	15/6/96

No.F.3-2/90(CPP-I)

13 June, 1996

OFFICE MEMORANDUM

The Government of India, Ministry of Human Resource Development, (Department of Education), New Delhi vide its notification No.F.9-15/95-U.3 dated the 26th April, 1996 has declared Bharati Vidyapeeth, Pune, as a Deemed to be University, under Section-3 of the UGC Act-1956, on the advice of the University Grants Commission.

ujjanganade
(R.P. GANGURDE)
Additional Secretary

Copy to:-

1. The Registrar, Bharati Vidyapeeth, Lal Bahadur Shastri Marg, Pune-411030.
2. The Secretary to the Government of India, Ministry of Human Resource Development, (Department of Education) U-3, New Delhi.
3. The Secretary, Association of Indian Universities, 16, Kotla Marg, New Delhi-110002.
4. Joint Secretary (DU), UGC, New Delhi.
5. S.O. (DU), UGC, New Delhi.
6. S.O. (Meetings) UGC with a request to include the name of Bharati Vidyapeeth, Pune in the list of deemed to be Universities being maintained in UGC.
7. S.O. (FD-III), UGC, New Delhi.
8. S.S.O.-I (Stat) UGC, 35, Firoz Shah Road, New Delhi.
9. All Officers/Sections, UGC.
10. Guard file.

B.S. NAHATA
(B.S. NAHATA)
Under Secretary



Bharati Vidyapeeth Deemed University, Pune (India)

(U/s 3 of UGC Act, 1956 Vide Notification No. F.9-15/95-U.3 of the Govt. of India)

Hon'ble Dr. Patangrao Kadam

M.A., LL.B., Ph.D.

Chancellor

Prof. Dr. Shivajirao Kadam

M.Sc., Ph.D.

Vice Chancellor



Bharati Vidyapeeth Bhavan,
Lal Bahadur Shastri Marg,
Pune - 411 030 (INDIA)

Tel. : +91-20-24407100, 24325701, 24331317

Fax : +91-20-24339121, 24321910

E-mail : bvuniversity@yahoo.co.in

Web : www.bvuniversity.edu.in

REACCREDITED WITH 'A' GRADE BY NAAC

Resolution of the Academic Council dated 24/02/2007

Proposal

Bharati Vidyapeeth University has already established its credentials as an excellent center of learning. With a view to fulfill its social commitment, particularly with a view to make its educational facilities available to the students living in rural areas and belonging to socially and economically disadvantaged groups; the University is proposing to establish a Center for Distance Education as an organ of the University. The proposed Centre will undertake the programme of imparting education of different disciplines to such students through distance education mode.

That the Academic Council is hereby requested to accept the proposal of the University and recommend to the Board of Management of the University to establish a Centre for Distance Education of the University, which would start functioning with the academic year 2007-2008. The Centre will have its study centers in the various parts of State, as well as, India.

Resolution :

While concurring with the objectives of the establishment of centre for Distance Education as mentioned in the proposal, it is resolved to recommend to the Board of Management to initiate the procedure to establish this centre at the earliest with a view that it may start functioning with effect from academic year 2007-2008.


G. Jayakumar
Registrar



Bharati Vidyapeeth Deemed University, Pune (India)

(Uls 3 of UOC Act, 1956 With Notification No. F.9-1595-U.3 of the Govt. of India)

Hon'ble Dr. Patangrao Kadam
M.A., LL.B., Ph.D.
Chancellor

Prof. Dr. Shivajirao Kadam
M.Sc., Ph.D.
Vice Chancellor



Bharati Vidyapeeth Bhavan,
Lal Bahadur Shastri Marg,
Pune - 411 030 (INDIA)

Tel. : +91-20-24407100, 24325701, 24331317
Fax : +91-20-24339121, 24321910
E-mail : bvuniversity@yahoo.co.in
Web : www.bvuniversity.edu.in

REACCREDITED WITH 'A' GRADE BY NAAC

Resolution of the Board of Management dated 28/02/2007

Proposal

The Academic Council of the University in its meeting held on 24/02/2007 has recommended to the Board of Management to establish a centre for Distance Education of the University. The Academic Council is keen on establishing this Centre with a view to fulfill the social commitment of the University of making higher education accessible to the students belonging to the disadvantaged groups at affordable prices, particularly to those living in rural areas through Distance Education.

Resolution :

Resolved to accept the recommendation of the Academic Council and to establish a Centre for Distance Education. It further resolves that a proposal alongwith the requisite proceeding fees may be submitted to the Distance Education Council, New Delhi for its approval at the earliest. The Centre should start functioning with effect from the academic year 2007-2008.


G. Jayakumar
Registrar



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

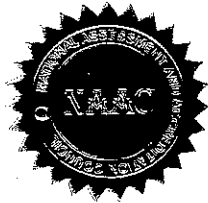
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Bharati Vidyapeeth University
(Deemed to be University u/s 3 of the USC Act, 1956)
Sadashiv Peth, Pune, Maharashtra as
Accredited
with CGPA of 3.53 on seven point scale
at A⁺ grade
valid up to March 27, 2024*

Date : March 28, 2017



D. Singh
Director



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
ACADEMIC YEAR PLANNER**

(Programmes under Semester Pattern)

	June		January	
	From	To	From	To
Admission	JULY	AUGUST	JANUARY	FEBRUARY
Distribution of SLM	JULY	AUGUST	JANUARY	FEBRUARY
Contact Programmes (Counseling, Practical etc.)	SEPTEMBER	NOVEMBER	MARCH	MAY
Assignments Submission (if any)	NOVEMBER	NOVEMBER	MAY	MAY
Evaluation of Assignment	NOVEMBER	DECEMBER	MAY	JUNE
Examination	DECEMBER	DECEMBER	JUNE	JUNE
Declaration of Result	FEBRUARY	FEBRUARY	AUGUST	AUGUST



Bharati Vidyapeeth Deemed University, Pune (India)



Accredited with 'A+' Grade (2017) by NAAC
'A' Grade University Status by MHRD, Govt. of India
Accredited (2004) & Reaccredited (2011) with 'A' Grade by NAAC

Hon'ble Dr. Patangrao Kadam
M.A., LL.B., Ph.D.
Chancellor

Prof. Dr. Shivajirao Kadam
M.Sc., Ph.D.
Pro Chancellor

Prof. M. M. Salunkhe
M.Sc., Ph.D., F.R.S.C.
Vice Chancellor



Bharati Vidyapeeth Bhavan,
Lal Bahadur Shastri Marg,
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E-mail : bvuniversity@yahoo.co.in
Web : www.bvuniversity.edu.in

NOTIFICATION NO. 873

It is hereby notified for the information of all concerned that the Academic Council, at its 54th meeting held on 18/09/2017, has resolved to approve the Programme Project Report (PPR) for all proposed programmes to be offered through School of Distance Education to be implemented from the academic year 2018-19 (List Enclosed).

All the concern may please note.

Ref. No. BVDU/2017-18/1792
Date: September 21, 2017

G. Rajakumar
Registrar

To,

1. The Director, BVDU School of Distance Education, Pune 30.
2. The Controller of Examinations, BVDU.
3. The IT Cell for uploading in the Website.

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
SCHOOL OF DISTANCE EDUCATION, PUNE**

Proposed Courses for Academic Year (2018-19)	
Sr. No.	Course Name
Arts, Commerce and Social Science	
1	Bachelor of Arts
2	Bachelor of Arts (Tourism Studies)
3	Bachelor of Commerce
4	Bachelor of Library & Information Science
5	Master of Library & Information Science
6	Master of Arts (English)
7	Master of Arts (Economics)
8	Master of Arts (Sociology)
9	Master of Commerce
10	Master of Social Work
Management Studies	
11	Bachelor of Business Administration
12	Bachelor of Computer Applications
13	Master of Business Administration
14	Master of Business Administration (Information Technology)
15	Master of Business Administration (Executive)
16	Master of Computer Applications
17	MBA (HR)
Law	
18	Diploma in Taxation Laws
19	Diploma in Labour Laws & Labour Welfare
20	Diploma in Intellectual Property Laws
21	Diploma in Corporate Laws
22	Diploma in Cyber Laws
23	Diploma in Human Rights

G. Anjan

BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)

Bharati Vidyapeeth Bhavan,
LBS Marg, Pune 411 030

Ref. : BVDU/AC-54/2017-18/1805

Date: 21/09/2017

✓ **The Director,**
BVDU School of Distance Education,
Pune 411030.

The Academic Council at its meeting held on 18-9-2017 has considered and resolved to approve the Self Learning Material (SLM) for the available subjects offered through Distance Education Mode from the academic year 2018-19.

As per the UGC (Open and Distance Learning) Regulations, 2017 dated 23-6-2017, the University will not launch the programmes under Open and Distance Education mode unless it has prepared the SLM duly approved by the statutory authorities of the University.

It was noted that the Self Learning Material (SLM) has to be prepared for some of the subjects as per the guidelines given by the UGC. Dr. V. V. Kulkarni, Dean Faculty of Arts, Social Science and Commerce has been assigned the responsibility to coordinate this work. He has to arrange an orientation programme for the authors / writers of the SLM. As the time available is very short he has to initiate the necessary action immediately and to keep the SLM ready before the commencement of the academic year 2018-19.


(G. Jayakumar)
Registrar

Copy to :

Dr. V. V. Kulkarni,
Dean, Faculty of Arts, Social Sciences & Commerce,
Social Science Centre,
Pune 411038.

BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)
SCHOOL OF DISTANCE EDUCATION

Academic Staff

Sr. No.	Name of the Faculty Permanent Academic Staff	Designation	Name of ODL Programme	Appointment Letter Reference Number and Date	Working at (Headquarter/ Regional Center/ Study Center)
1.	Dr. S. B. Sawant	Director & Professor	BBA/ MBA	BV/CO/Admin./14073/2015- 2016 dt. 26/08/2015	Headquarter
2.	Dr. R. A. Mohite	Asst. Prof.	BBA/ MBA	BV/CO/Admin./12086/2013- 2014 dt. 30/09/2013	Headquarter
3.	Dr. V. A. Dhamal	Asst. Prof.	MA (Eng)	BV/CO/Admin./600/2013- 2014 dt. 23/08/2013	Headquarter
4.	Dr. S. T. Suryawanshi	Asst. Prof.	M.Com	BV/CO/Admin./8509/2015- 2016 dt. 22/06/2015	Headquarter
5.	Mr. V. S. Jadhav	Asst. Prof.	B. Com.	BV/CO/Admin./6002/2013- 2014 dt. 23/08/2013	Headquarter
6.	Ms. Patwardhan Priyanka	Asst. Prof.	BA	BV/CO/Admin./3456/2017- 2018 dt. 23/05/2017	Headquarter
7.	Mr. N. R. Mate	Asst. Prof.	MBA(HR)	BV/CO/Admin./3457/2017- 2018 dt. 23/05/2017	Headquarter
8.	Dr. P. M. Kadam	Asst. Prof.	BCA/MCA	BV/CO/Admin./3458/2017- 2018 dt. 23/05/2017	Headquarter
9.	Mr. A. S. Yadav	Asst. Prof.	MSW	BV/CO/Admin./3460/2017- 2018 dt. 23/05/2017	Headquarter
10.	Dr. S. H. Mohite	Asst. Prof.	MBA(E)	BV/CO/Admin./3455/2017- 2018 dt. 23/05/2017	Headquarter
11.	Dr. S. R. Patil	Assoc. Prof. (Joint Director)	BA/MA	BV/CO/Admin./1053/1987- 1988 dt. 10/06/1987	Study Center (BVDU YMC, Pune)
12.	Dr. R. S. Zirange	Assoc. Prof. (Coordinator)	BA/MA(Eng)	BVDU/SDE/2015-16/1291 dt. 16/10/2015	
13.	Mr. D. V. Phad	Asst. Prof. (Visiting)	BA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
14.	Dr. V. H. Mane	Asst. Prof. (Visiting)	BA/MA(Eng)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
15.	Mr. S. S. Patil	Asst. Prof. (Visiting)	BA/MA(Eng)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
16.	Dr. V. A. Rankhambe	Asst. Prof. (Visiting)	BA/MA(Eng)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
17.	Prof. D. H. Malve	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
18.	Prof. V. N. Kadam	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
19.	Dr. S. R. Patil	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	

20.	Prof. K. V. Mohite	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	Study Center (BVDU SSC, Pune)
21.	Prof. A. V. Bhide	Asst. Prof. (Visiting)	B.Com/M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
22.	Prof. M. P. Shaikh	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
23.	Prof. M. B. Pawar	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
24.	Prof. M. K. Dhande	Asst. Prof. (Visiting)	B. Com./M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
25.	Dr. V. V. Kulkarni	Assoc. Prof. (Coordinator)	MSW	BVDU/SDE/2017-18/1399 dt. 27/09/2017	
26.	Dr. G. R. Rathod	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
27.	Dr. B. T. Lawani	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
28.	Dr. Shivsharan Irappa Kumbhar	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
29.	Dr. Usha Varghese	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
30.	Prof. Dadarao Kirtiraj	Asst. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	Study Center (BVDU NLC, Pune)
31.	Dr. Anita Mohite	Asst. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
32.	Dr. U. S. Bendale	Asst. Prof. (Coordinator)	LL.M., Ph.D.	BVDU/SDE/2015-16/1292 dt..16/10/2015	
33.	Dr. Hema Mirji	Asst. Prof. (Visiting)	BBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
34.	Ms. Ranpreet Kaur	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
35.	Mr. R. N. Manjare	Asst. Prof. (Coordinator)	BBA/MBA/MBA(HR)/ MBA(E)	BVDU/SDE/2016-17/471 dt..01/06/2016	
36.	Dr. Nilesh Mahajan	Professor (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
37.	Dr. B. U. Sankay	Professor (Visiting)	BBA/MBA/MBA(HR)/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
38.	Dr. Vinod Ingawale	Professor (Visiting)	MBA/MBA(HR)/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
39.	Dr. Ajit More	Professor (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
40.	Dr. Pramod Pawar	Assoc. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
41.	Dr. Ramchandra Mahadik	Assoc. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
42.	Dr. Sonali Dharmadhikari	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
43.	Dr. Shivali Ingawale	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	

44.	Dr. Pravin Mane	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
45.	Dr. Hema Mirji	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
46.	Ms. Sonali Khurjekar	Asst. Prof. (Visiting)	MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
47.	Ms. Anuradha Yesugade	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
48.	Ms. Ranpreet Kaur	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
49.	Ms. Sucheta Kanchi	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
50.	Dr. Sachin Ayerekar	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
51.	Ms. Shweta Joglekar	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
52.	Mr. Akash Yadav	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
53.	Mr. Uday Desai	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
54.	Dr. Hrishikesh Bhagat	Asst. Prof. (Visiting)	BBA/MBA/MBA(HR)/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
55.	Dr. A. R. Deshmukh	Assoc. Prof. (Programme Director)	BBA / MBA	BV/CO/Admin./19352/2015- 2016 dt. 04/11/2015		Study Center (BVDU IMR, New Delhi)
56.	Ms. Megha Sehgal	Asst. Prof. (Coordinator)	BBA/BCA	BVDU/SDE/2017-18/477 dt. 01/06/2017		
57.	Ms. Savneet Kaur	Asst. Prof. (Coordinator)	BBA/MBA	BVDU/SDE/2017-18/478 dt. 01/06/2017		
58.	Mr. Yashwant Kumar	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
59.	Mr. Ajay Sahani	Asst. Prof. (Visiting)	MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
60.	Mr. Ajay Kumar	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
61.	Mr. Anoop Pandey	Asst. Prof. (Visiting)	BA/B.Com/ BBA/MA/ MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
62.	Dr. Broto Bhardwaj	Asst. Prof. (Visiting)	BA/MA/M. Com/BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
63.	Mr. Parul Agarwal	Asst. Prof. (Visiting)	BBA/MBA/MCA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
64.	Mr. A K Mahendru	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		

65.	Mr. Aarti Chanana	Asst. Prof. (Visiting)	BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
66.	Mr. Aditya Vij	Asst. Prof. (Visiting)	B. Com /BA/BBA/BCA/ M. Com /MCA/ BA/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
67.	Mr. Akriti Chugh	Asst. Prof. (Visiting)	BBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
68.	Mr. Akshay Rai Sood	Asst. Prof. (Visiting)	BBA/M. Com / MBA(E) / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
69.	Mr. Alka Dhongde	Asst. Prof. (Visiting)	MA/MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018
70.	Mr. Amit Grover	Asst. Prof. (Visiting)	B. Com BBA/MBA/ M.COM/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
71.	Mr. Amit Kumar Gupta	Asst. Prof. (Visiting)	B.COM/BBA/MBA/ M.COM	BVDU/SDE/2017-18/2746 dt. 22/03/2018
72.	Mr. Aneela Malhotra	Asst. Prof. (Visiting)	B.A./M.A.	BVDU/SDE/2017-18/2746 dt. 22/03/2018
73.	Ms. Ankita Sharma	Asst. Prof. (Visiting)	BBA/MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
74.	Mr. Anmol Poddar	Asst. Prof. (Visiting)	B.A, B.COM	BVDU/SDE/2017-18/2746 dt. 22/03/2018
75.	Mr. Anmol Soi	Asst. Prof. (Visiting)	B.A./B.COM/M.A/BBA/ MBA (E)/MCA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
76.	Mr. Anuj Bhargava	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
77.	Mr. Aparna Abhyankar	Asst. Prof. (Visiting)	M.A.	BVDU/SDE/2017-18/2746 dt. 22/03/2018
78.	Mr. Aroon Sharma	Asst. Prof. (Visiting)	B.COM/ BBA/MBA(E) / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
79.	Ms. Arti Singh	Asst. Prof. (Visiting)	BBA/MBA/MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
80.	Mr. Ashish Kumar	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
81.	Mr. Ashok Kumar Raniwal	Asst. Prof. (Visiting)	M.A/B.COM/BCA/ M.COM/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
82.	Mr. B. Anand	Asst. Prof. (Visiting)	BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
83.	Mr. B. L. Gulati	Asst. Prof. (Visiting)	MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018

84.	Ms. Bhawna Sachdev	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
85.	C. B. Mishra	Asst. Prof. (Visiting)	BA/M.Com/BBA/MBA/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
86.	D. P. Singh	Asst. Prof. (Visiting)	MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
87.	Deo Kumar	Asst. Prof. (Visiting)	BA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
88.	Ms. Divya Dhingra	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
89.	Harguneet Kaur	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
90.	Mr. Harvinder Rawal	Asst. Prof. (Visiting)	MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
91.	Indu Verma	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
92.	Mr. Jitendra Singh	Asst. Prof. (Visiting)	MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
93.	Ms. Kirti Miglani	Asst. Prof. (Visiting)	BBA/M.COM/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
94.	L. R. Lamba	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
95.	Mr. Mahesh Sharma	Asst. Prof. (Visiting)	MBA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
96.	Mr. Mahipal S. Rawat	Asst. Prof. (Visiting)	B.Com/BBA/M.COM/ MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
97.	Ms. Monica Arora	Asst. Prof. (Visiting)	BA/B.Com/BBA/MA/ M.Com/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
98.	Ms. Naveen Baweja	Asst. Prof. (Visiting)	BBA/MBA/MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
99.	Ms. Nimisha Arora	Asst. Prof. (Visiting)	BCA/MBA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
100.	Mr. Nishith Kumar Mishra	Asst. Prof. (Visiting)	MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
101.	Mr. Pankaj Kumar	Asst. Prof. (Visiting)	MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018

102.	Dr. Prabir Kumar Dash	Asst. Prof. (Visiting)	MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
103.	Ms. Prachi Goel	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
104.	Ms. Preeti Dagar	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
105.	Ms. Priyanka	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
106.	Mr. Rajiv Dhall	Asst. Prof. (Visiting)	BA/MA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
107.	Ms. Rakhi Chibber	Asst. Prof. (Visiting)	MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
108.	Ms. Rita Shokeen	Asst. Prof. (Visiting)	BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
109.	Ms. Ritu Agarwal	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
110.	Mr. Rohit Dewan	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
111.	Ms. Sakshi Jain	Asst. Prof. (Visiting)	BBA/MBA/MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
112.	Mr. Sanjeev Kumar	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
113.	Mr. Santanoo Pattnaik	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
114.	Ms. Sarika Khurana	Asst. Prof. (Visiting)	MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
115.	Mr. Saurabh Gautam	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
116.	Shalza	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
117.	Ms. Shilpa Jain	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
118.	Ms. Shuchi Dikshit	Asst. Prof. (Visiting)	BBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018

119.	Ms. Snigdha Chawla	Asst. Prof. (Visiting)	BCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
120.	Mr. Surender Singh	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
121.	Mr. Suresh Beri	Asst. Prof. (Visiting)	MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
122.	Ms. Swati Mahajan	Asst. Prof. (Visiting)	BA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
123.	Mr. Taruna Gulati	Asst. Prof. (Visiting)	B.Com/MA/BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
124.	Mr. Upasna Jindal	Asst. Prof. (Visiting)	MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
125.	Ms. Vaishali Joshi	Asst. Prof. (Visiting)	MCA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
126.	Dr. Vinod Kr. Jangid	Asst. Prof. (Visiting)	MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
127.	Dr. Sofia	Asst. Prof. (Visiting)	M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
128.	Ms. Kavita	Asst. Prof. (Visiting)	BA/B.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
129.	Mr. Vimal Jain	Asst. Prof. (Visiting)	BA/MA/M. Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
130.	Dr. Neelima	Asst. Prof. (Visiting)	BA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
131.	Ms. Divneet Kaur	Asst. Prof. (Visiting)	MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
132.	Ms. Kanika Arora	Asst. Prof. (Visiting)	BA/BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
133.	Ms. yotsna	Asst. Prof. (Visiting)	BBA/BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
134.	Mr. Rohtash Aggarwal	Asst. Prof. (Visiting)	MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
135.	Mr. Sanjay Manocha	Asst. Prof. (Visiting)	BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
136.	Mr. Naresh Pal	Asst. Prof. (Visiting)	BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018

137.	Mr. Shakti Sharma	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	Study Center (BV IMSR, Navi Mumbai)
138.	Ms. Pooja Yadav	Asst. Prof. (Visiting)	BBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
139.	Mr. Rahul Tripathi	Asst. Prof. (Visiting)	MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
140.	Ms. Ethi Jain	Asst. Prof. (Visiting)	MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
141.	Dr. Anjali Kalse	Professor (Coordinator)	BBA/BCA/MBA	BVDU/SDE/2015-16/1293 dt. 16/10/2015	
142.	Dr. Amol Gore	Professor (Visiting)	BBA/BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
143.	Mr. Suresh Patil	Professor (Visiting)	BBA/ BCA /MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
144.	Dr. Govind P. Shinde	Professor (Visiting)	BBA/BCA /MBA/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
145.	Ms. Kamini Khanna	Assoc. Prof. (Visiting)	BBA/BCA /MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
146.	Dr. Vishal Chavan	Assoc. Prof. (Visiting)	BBA/BCA /MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
147.	Dr. Bidnur	Assoc. Prof. (Visiting)	BBA/BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
148.	Dr. Deepak Jakate	Assoc. Prof. (Visiting)	BBA/BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
149.	Mr. Anil Deshmukh	Asst. Prof. (Visiting)	BBA/BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
150.	Mr. Sanjay Salunkhe	Asst. Prof. (Visiting)	BBA/BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
151.	Mr. S. S. Ranjan	Asst. Prof. (Visiting)	BBA/BCA /MBA/MBA (HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
152.	Ms. Alka Dingra	Asst. Prof. (Visiting)	BBA/ BCA /MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
153.	Dr. Sushma Patil	Asst. Prof. (Visiting)	BBA/BCA/MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
154.	Mrs. Suhasini Vijaykumar	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	

155.	Mrs. Jyoti Gaikwad	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
156.	Mrs. Uttara Athawale	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
157.	Ms. Sudeshna	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
158.	Mrs. Pratibha Deshmukh	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
159.	Mr. D. V. Phad	Asst. Prof. (Visiting)	BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
160.	Mr. M. P. Shaikh	Asst. Prof. (Visiting)	B.Com/M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
161.	Dr. Anita Mohite	Asst. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
162.	Dr. Bajirao Rajaram Patil	Assoc. Prof. (Coordinator)	BBA / MBA	BVDU/SDE/2015-16/2360 dt. 15/10/2015		Study Center (BVDU IM, Kolhapur)
163.	Dr. Nitin Damodar Nayak	Professor (Visiting)	BBA / MBA / B.Com / M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
164.	Dr. Ravindra Appasaheb Marathe	Professor (Visiting)	BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
165.	Dr. Rajendra Dattu Jadhav	Assoc. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
166.	Sanjay Akaram Jadhav	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
167.	Dr. Mrs. Vaibhava Vasandrao Desai	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
168.	Dr. Shabana Abdulkhaliq Memon	Asst. Prof. (Visiting)	BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
169.	Ms. Manisha Jaywantrao Shinde	Asst. Prof. (Visiting)	BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		

170.	Mrs. Kirti Rahul Kadam	Asst. Prof. (Visiting)	BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
171.	Mrs. Manjushri Abhishek Kadam	Asst. Prof. (Visiting)	BBA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
172.	Mr. A. A. Basade	Asst. Prof. (Visiting)	BBA / BCA / MBA / MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
173.	Dr. U. A. Arvindekar	Asst. Prof. (Visiting)	BBA / BCA / MBA/ MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
174.	Dr. A. B. Arekar	Asst. Prof. (Visiting)	B. Com. / M. Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
175.	CA Aditi Magar	Asst. Prof. (Visiting)	BBA / M. Com / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
176.	Mrs. Satvasheela Ghorpade	Asst. Prof. (Visiting)	BBA/ MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
177.	Ms. Meena Takkar	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
178.	Mrs. Reshma Joshi	Assoc. Prof. (Visiting)	B. Com/M. Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
179.	Ms. Lalita S.	Assoc. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
180.	Ms. Vidya Bhalchandra	Assoc. Prof. (Visiting)	BBA/BCA/MBA / MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
181.	Mr. B. M. Jadhav	Assoc. Prof. (Visiting)	BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
182.	Mrs. Neha Tendulkar	Assoc. Prof. (Visiting)	BBA/MBA/M. Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018
183.	Ms. Preeti Laddha	Assoc. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
184.	Mrs. Trupti Kakade – Magdum	Assoc. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
185.	Dr. Shivsharan Irappa Kumbhar	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018

186.	Dr. A. V. Nikam	Assoc. Prof. (Coordinator)	BCA/MCA	BVDU/SDE/2016-17/472 Dt. 01/06/2016	Study Center (BVDU YMIM, Karad)
187.	Dr. N. R. Jadhav	Assoc. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
188.	Dr. P. K. Mudalkar	Assoc. Prof. (Visiting)	BBA/MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
189.	Dr. P. P. Patil	Assoc. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
190.	Dr. A. A. Rodrigues	Asst. Prof. (Visiting)	BBA/MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
191.	Dr. G. S. Mane	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
192.	V. R. Kadam	Asst. Prof. (Visiting)	BBA/MBA/MBA(HR)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
193.	V. P. Deshmukh	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
194.	M. S. Jayanthi	Asst. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
195.	A. R. Sane	Asst. Prof. (Visiting)	BBA/MBA/MBA(HR)/ MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
196.	V. V. Patil	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
197.	D. Y. Jadhav	Asst. Prof. (Visiting)	BBA/MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
198.	Dr. R. J. Jadhav	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
199.	Dr. B. V. Patil	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
200.	Dr. H. N. Renushe	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
201.	Dr. S. V. Deshmukh	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
202.	S. R. Mulik	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	

203.	A. A. Patil	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	Study Center (BVDU IMRDA, Sangli)
204.	P. R. Rasal	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
205.	D. V. Phad	Asst. Prof. (Visiting)	BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
206.	M. P. Shaikh	Asst. Prof. (Visiting)	B.Com/M.Com	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
207.	Dr. Shivsharan Irappa Kumbhar	Asst. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
208.	Prof. Venkatesh Kanthaswamy	Asst. Prof. (Coordinator)	BBA/MBA / MBA(E)	BVDU/SDE/2015-16/2359 dt. 15/10/2015	
209.	Dr. Kanthe Rajesh Uttam	Assoc. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
210.	Dr. Jamsandekar Pallavi Prasad	Professor (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
211.	Dr. Nayak Madhumita Nitin	Assoc. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
212.	Dr. Desai Pratap Raghunath	Assoc. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
213.	Dr. Nargunde Amarja Satish	Assoc. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
214.	Dr. Patil Suvarna Mahavir	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
215.	Dr. Pujari Rajendra Shripad	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
216.	Ms. Sahastrebuddhe Dhanashri Vinod	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
217.	Mr. Patil Babadaheb Dyandeo	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
218.	Mr. Mujawar Riyajuddin Yakub	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	
219.	Mr. Mulla Ayesha Shahanvaj	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018	

220.	Mr. Patil Jagdish Gajananrao	Asst. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
221.	Ms. Gala Deepali Mayur	Asst. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
222.	Mr. Jadhav Akhilesh Kumar	Asst. Prof. (Visiting)	BBA/MBA / MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
223.	Mr. Sanjeevkumar Ganpati Sable	Asst. Prof. (Visiting)	MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
224.	Dr. Kulkarni Sharad Raghunath	Asst. Prof. (Visiting)	MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
225.	Dr. Kulkarni Sharwari Sharad	Asst. Prof. (Visiting)	B.Com/M.Com / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
226.	Ms. Vrushali Omkar Salunkhe	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
227.	Mr. D. V. Phad	Asst. Prof. (Visiting)	BA/MA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
228.	Mr. Dadarao Kirtiraj	Asst. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
229.	Dr. Suryawanshi S. S.	Librarian (Coordinator)	BBA	BVDU/SDE/2015-16/2361 dt. 15/10/2015		Study Center (BVDU AKIMSS, Solapur)
230.	Dr. Manganale V. S.	Professor (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
231.	Mr. Hiremath S. R.	Assoc. Prof. (Visiting)	BBA/MBA/MBA(E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
232.	Dr. Nadaf A. B.	Assoc. Prof. (Visiting)	B.Com/BBA/BCA/MBA/ MBA(E)/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
233.	Dr. Kazi R. M.	Assoc. Prof. (Visiting)	MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
234.	Dr. Hippargi S. V.	Assoc. Prof. (Visiting)	BA/MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
235.	Mr. Suryawanshi C. R.	Assoc. Prof. (Visiting)	BBA / MBA / MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		
236.	Dr. Dhavan A. A.	Asst. Prof. (Visiting)	BBA / MBA / MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018		

237.	Dr. Kothari P. P.	Asst. Prof. (Visiting)	BBA/ MBA / MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
238.	Mr. Patil M. K.	Asst. Prof. (Visiting)	BCA/ MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
239.	Mr. Mehtre D. D.	Asst. Prof. (Visiting)	BCA/MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
240.	Mrs. Shivganga Maindargi	Asst. Prof. (Visiting)	B.Com, BBA/MBA/ MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
241.	Mrs. Shabnam Mahit	Asst. Prof. (Visiting)	BCA / MCA / MBA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
242.	Mrs. Gambhire S. N.	Asst. Prof. (Visiting)	BCA / MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
243.	Mr. More V. N.	Asst. Prof. (Visiting)	BCA / MCA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
244.	Dr. Mehta J. M.	Asst. Prof. (Visiting)	BA/MSW	BVDU/SDE/2017-18/2746 dt. 22/03/2018
245.	Mr. Sudhir Gurav	Asst. Prof. (Visiting)	BA/MA (Eng)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
246.	Mr. Phand G. S.	Asst. Prof. (Visiting)	BA/ MA (Eng)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
247.	Mr. Kulkarni S. P.	Asst. Prof. (Visiting)	BA	BVDU/SDE/2017-18/2746 dt. 22/03/2018
248.	Mr. Bhogade Suchita	Asst. Prof. (Visiting)	B.Com/ M.Com/ BBA/ MBA / MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018
249.	Mr. Pradeep Bhandari	Asst. Prof. (Visiting)	B.Com/ M.Com /MBA / MBA (E)	BVDU/SDE/2017-18/2746 dt. 22/03/2018



महाराष्ट्र MAHARASHTRA

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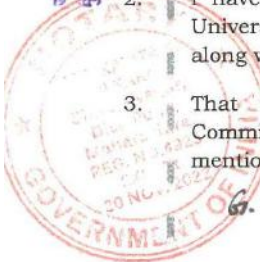
फक्त इतिहाससाठी
 अनु.क्र. YCE 2018/209 997
 मुद्रांक विभाग कोषागार जी. जयकुमार
 पत्ता भारती विद्यापीठ भवन, पुणे ३०
 हस्तक्षेप नाताजी साठे

मुद्रांक विभाग कोषागार जी. जयकुमार
 शासकीय अधिकाऱ्यांचे, महाराष्ट्र शासनाचे अधिकाऱ्यांचे कार्यालयातील
 मुद्रांक वापरण्याची अटपूर्वकता नसते. (शस्त्रेण जाहीर आहे) **Affidavit**

एक कार्यालयासाठी खात्री मुद्रांक खरेदी केला त्याची रक्कम कार्यालयासाठी
 मुद्रांक खरेदी केल्यापासून ६ महिन्यात वापरणे बंधनकारक आहे.

I, Shri. G. Jayakumar Registrar of Bharati Vidyapeeth Deemed to be University, Bharati Vidyapeeth Bhavan, L.B.S. Marg, Pune - 411030 do hereby solemnly affirm and declare as under:

- That our university namely Bharati Vidyapeeth Deemed to be University, Pune wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.
- I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 and 06.02.2018.
- That university has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.



17/25.4.18
 Noted & Registered
 at Serial Number
 25 APR 2018

4. That university has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.

5. That university is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.

7. That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F. UGC/DEB/BVU/Pune/MAH/2016 dated 15th July, 2016 and norms issued by the relevant/concerned statutory bodies from time to time.

8. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.

9. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.

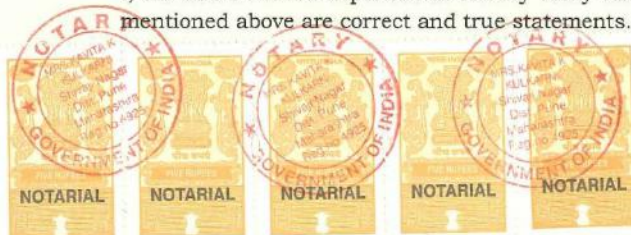
10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.

G. Rajahmoo
DEPONENT

Verification:

I, the above named deponent do hereby verify on 24th April, 2018 at Pune that the contents mentioned above are correct and true statements.



BEFORE ME
K. Kulkarni
25/4/18
MRS. KAVITA K. KULKARNI
ADVOCATE & NOTARY
GOVT. OF INDIA
305, Colonial Heath,
Opp. Jain Boarding Hotel
Shivaji Nagar, Pune-4

G. Rajahmoo
DEPONENT



BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

BACHELOR OF ARTS

(B.A.)

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE

SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Arts, Social Sciences and Commerce

Bachelor of Arts (B.A.)

(CBCS 2018 COURSE)

(To be implemented from July 2018)

1. INTRODUCTION:

The B.A. Degree programme provides an opportunity to acquire advanced knowledge in the main areas of respective discipline and enhance the ability for better understanding the subject.

2. OBJECTIVES:

The objectives of the Bachelor of Arts Programme are to provide students with an outstanding education in the humanities, social sciences and languages. The degree is designed to enable a graduate to demonstrate a detailed knowledge and understanding of selected fields of study. The program also focuses on enhancing the students' interpersonal and communication skills to enable them to function effectively and contribute to the performance of their organizations. The goal of a Bachelor of Arts is to get a well-rounded education with a good grounding in one particular subject.

3. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
Examination Form Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
University Examinations	For Sem - I, III, V - December For Sem - II, IV, VI - June	For Sem - I, III, V – June For Sem - II, IV, VI - December

4. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

5. ELIGIBILITY

A candidate who has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board or an equivalent examination of any other statutory Board or University with English as a passing subject will be admitted to the first year of this course.

6. DURATION:

The minimum duration of the BA degree programme is three years divided into six semesters although student may complete the programme gradually within a maximum period of Eight years. If Programme is not completed successfully during Eight years, he/she will be required to take fresh admission.

7. MEDIUM:

The medium of instruction and examination shall be English and Marathi simultaneously. Student can choose any one medium of instruction.

8. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year	III Year
1	Admission Fee	200/-	-	-
2	Tuition Fee	3800/-	3800/-	3800/-
3	Examination Fee	805/-	805/-	905/-
Total		4805/-	4605/-	4705/-

9. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	B.A.	11600/-	200/-	11400/-	4708/-	2280/-	4412/-

10. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

11. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the `e-learning Environmental Portal` of School of Distance Education.

12. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

13. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

14. COURSE STRUCTURE

The B.A. programme will be of three years duration consisting of six semesters and of minimum 116 Credits: Semester I (18Credits), Semester II (20 Credits), Semester III (20 Credits), and Semester IV (20 Credits) Semester V (20 Credits), and Semester VI (18 Credits). In all six Semesters, there will be six theory courses (Core and Elective Courses) of 04 credits each and one theory course (Ability Enhancement course OR Skill Enhancement course) in Semester II, Semester III, Semester IV and Semester V of 02 credits each. All 36 Core and Elective Courses papers will have 100 marks each out of which 30 marks will be for Internal Assessment and 70 marks for University Examination. The Ability Enhancement courses OR Skill Enhancement Courses will have 50 marks each out of which 15 marks will be for Internal Assessment and 35 marks for University Examination. Thus B.A. degree examination, six Semesters shall be of minimum of 3800 marks and of 116 credits altogether. The following shall be the course structure:

F.Y.B.A.:

A student joining the First year B.A. course shall offer six subjects mentioned below. He/she is advised to select the subjects of First Semester very carefully because he/she has to select subjects for the following semesters from the subjects offered at First Semester.

- 1) Subject in Core course is compulsory.
- 2) A student has to offer five subjects from Elective Courses given above.

F.Y.B.A.: Semester I

Subject Type	Code	Title of the paper	Credits	Exam Hrs	Maximum Marks		
					Internal Assessment	University Examination	Total
Core Course	A101	1. Compulsory English – I	03	03	30	70	100
Elective Courses	Any Five from the following:						
	A111	1. English (G1) – I	03	03	30	70	100
	A121	2. Economics (G1) – I	03	03	30	70	100
	A131	3. Marathi (G1) – I	03	03	30	70	100
	A141	4. Geography (G1) – I	03	03	30	70	100
	A151	5. Political Science (G1) – I	03	03	30	70	100
	A161	6. Sociology (G1) – I	03	03	30	70	100
	A171	7. Hindi (G1) – I	03	03	30	70	100

F.Y.B.A.: Semester II

Subject Type	Code	Title of the paper	Credits	Exam Hrs	Maximum Marks		
					Internal Assessment	University Examination	Total
Core Course	A201	1. Compulsory English – II	03	03	30	70	100
Elective Courses	Any Five from the following:						
	A211	1. English (G1) – II	03	03	30	70	100
	A221	2. Economics (G1) – II	03	03	30	70	100
	A231	3. Marathi (G1) – II	03	03	30	70	100
	A241	4. Geography (G1) – II	03	03	30	70	100
	A251	5. Political Science (G1) – II	03	03	30	70	100
	A261	6. Sociology (G1) – II	03	03	30	70	100
	A271	7. Hindi (G1) – II	03	03	30	70	100
Skill Enhancement Course	SEC21	Basics of Information Technology	02	02	15	35	50

S.Y.B.A.:

A student studying at Semester III & IV for the B.A. Degree shall study the subject as given below:

- 1) Compulsory English from Core courses.
- 2) He/she has to select one group as a special subject from the given Core courses groups and which is included in the subjects offered at the First Semester. There will be three papers of special subject.
- 3) He/she has to select two general subjects i.e. First paper in each Special Group and which is not included in Core courses and from the subjects offered at the First Semester.

S.Y.B.A.: Semester III

Subject Type	Code	Title of the paper	Credits	Exam Hrs	Maximum Marks			
					Internal Assessment	University Examination	Total	
Core Courses	A301	1. Compulsory English – I	03	03	30	70	100	
	Any One group from the following:							
	A) Special Level: English							
	A311	1. English (G2) – I	03	03	30	70	100	
	A312	2. English (S1) – I	03	03	30	70	100	
	A313	3. English (S2) – I	03	03	30	70	100	
	B) Special Level: Economics							
	A321	1. Economics (G2) – I	03	03	30	70	100	
	A322	2. Economics (S1) – I	03	03	30	70	100	
	A323	3. Economics (S2) – I	03	03	30	70	100	
	C) Special Level: Marathi							
	A331	1. Marathi (G2) – I	03	03	30	70	100	
	A332	2. Marathi (S1) – I	03	03	30	70	100	
	A333	3. Marathi (S2) – I	03	03	30	70	100	
	D) Special Level: Geography							
	A341	1. Geography (G2) – I	03	03	30	70	100	
	A342	2. Geography (S1) – I	03	03	30	70	100	
	A343	3. Geography (S2) – I	03	03	30	70	100	
	E) Special Level: Political Science							
	A351	1. Political Science (G2) – I	03	03	30	70	100	
	A352	2. Political Science (S1) – I	03	03	30	70	100	
	A353	3. Political Science (S2) – I	03	03	30	70	100	
	F) Special Level: Sociology							
	A361	1. Sociology (G2) – I	03	03	30	70	100	
	A362	2. Sociology (S1) – I	03	03	30	70	100	
	A363	3. Sociology (S2) – I	03	03	30	70	100	

Subject Type	Code	Title of the paper	Hrs/ Week	Credits	Exam Hrs	Maximum Marks		
						Internal Assessment	University Examination	Total
	G) Special Level: Hindi							
	A371	1. Hindi (G2) – I		03	03	30	70	100
	A372	2. Hindi (S1) – I		03	03	30	70	100
	A373	3. Hindi (S2) – I		03	03	30	70	100
Elective Courses	Any Two from the following which are not included in core courses:							
	A311	English (G2) – I		03	03	30	70	100
	A321	Economics (G2) – I		03	03	30	70	100
	A331	Marathi (G2) – I		03	03	30	70	100
	A341	Geography (G2) – I		03	03	30	70	100
	A351	Political Science (G2) – I		03	03	30	70	100
	A361	Sociology (G2) – I		03	03	30	70	100
	A371	Hindi (G2) - I		03	03	30	70	100
Skill Enhancemen t Course	SEC31	Communication Skills in English		02	02	15	35	50

S.Y.B.A.: Semester IV

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks		
						Internal Assessment	University Examination	Total
Core Courses	A401	1. Compulsory English – II		03	03	30	70	100
	Any One group from the following:							
	A) Special Level: English							
	A411	1. English (G2) – II		03	03	30	70	100
	A412	2. English (S1) – II		03	03	30	70	100
	A413	3. English (S2) – II		03	03	30	70	100
	B) Special Level: Economics							
	A421	1. Economics (G2) – II		03	03	30	70	100
	A422	2. Economics (S1) – II		03	03	30	70	100
	A423	3. Economics (S2) – II		03	03	30	70	100
	C) Special Level: Marathi							
	A431	1. Marathi (G2) – II		03	03	30	70	100
	A432	2. Marathi (S1) – II		03	03	30	70	100
	A433	3. Marathi (S2) – II		03	03	30	70	100

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks			
						Internal Assessment	University Examination	Total	
D) Special Level: Geography									
	A441	1. Geography (G2) – II		03	03	30	70	100	
	A442	2. Geography (S1) – II		03	03	30	70	100	
	A443	3. Geography (S2) – II		03	03	30	70	100	
E) Special Level: Political Science									
	A451	1. Political Science (G2) – II		03	03	30	70	100	
	A452	2. Political Science (S1) – II		03	03	30	70	100	
	A453	3. Political Science (S2) – II		03	03	30	70	100	
F) Special Level: Sociology									
Core Courses	A461	1. Sociology (G2) – II		03	03	30	70	100	
	A462	2. Sociology (S1) – II		03	03	30	70	100	
	A463	3. Sociology (S2) – II		03	03	30	70	100	
	G) Special Level: Hindi								
		A471	1. Hindi (G2) – II		03	03	30	70	100
		A472	2. Hindi (S1) – II		03	03	30	70	100
	A473	3. Hindi (S2) – II		03	03	30	70	100	
Any Two from the following which are not included in core courses:									
Elective Courses	A411	English (G2) – II		03	03	30	70	100	
	A421	Economics (G2) – II		03	03	30	70	100	
	A431	Marathi (G2) – II		03	03	30	70	100	
	A441	Geography (G2) – II		03	03	30	70	100	
	A451	Political Science (G2) – II		03	03	30	70	100	
	A461	Sociology (G2) – II		03	03	30	70	100	
	A471	Hindi (G2) - I		03	03	30	70	100	
Ability Enhancement Compulsory Course	AECC41	Environmental Science		02	02	15	35	50	

T.Y.B.A.:

A student studying at Semester V & VI for the Third Year B.A. Degree shall study the subjects as given below.

- 1) Compulsory English.
- 2) Five papers of the group selected as special subject.

T.Y.B.A.: Semester V

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks			
						Internal Assessment	University Examination	Total	
Core Courses	A501	1. Compulsory English – I		03	03	30	70	100	
	One group from the following which is concurrent with Semester III & IV:								
	A) Special Level: English								
	A511	1. English (S3) – I		03	03	30	70	100	
	A512	2. English (S4) – I		03	03	30	70	100	
	A513	3. English (S5) – I		03	03	30	70	100	
	A514	4. English (S6) – I		03	03	30	70	100	
	A515	5. English (S7) – I		03	03	30	70	100	
Core Courses	B) Special Level: Economics								
	A521	1. Economics (S3) – I		03	03	30	70	100	
	A522	2. Economics (S4) – I		03	03	30	70	100	
	A523	3. Economics (S5) – I		03	03	30	70	100	
	A524	4. Economics (S6) – I		03	03	30	70	100	
	A525	5. Economics (S7) – I		03	03	30	70	100	
	C) Special Level: Marathi								
	A531	1. Marathi (S3) – I		03	03	30	70	100	
	A532	2. Marathi (S4) – I		03	03	30	70	100	
	A533	3. Marathi (S5) – I		03	03	30	70	100	
	A534	4. Marathi (S6) – I		03	03	30	70	100	
	A535	5. Marathi (S7) – I		03	03	30	70	100	
	D) Special Level: Geography								
	A541	1. Geography (S3) – I		03	03	30	70	100	
	A542	2. Geography (S4) – I		03	03	30	70	100	
A543	3. Geography (S5) – I		03	03	30	70	100		
A544	4. Geography (S6) – I		03	03	30	70	100		
A545	5. Geography (S7) – I		03	03	30	70	100		

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks		
						Internal Assessment	University Examination	Total
Core Courses	E) Special Level: Political Science							
	A551	1. Political Science (S3) – I		03	03	30	70	100
	A552	2. Political Science (S4) – I		03	03	30	70	100
	A553	3. Political Science (S5) – I		03	03	30	70	100
	A554	4. Political Science (S6) – I		03	03	30	70	100
	A555	5. Political Science (S7) – I		03	03	30	70	100
	F) Special Level: Sociology							
	A561	1. Sociology (S3) – I		03	03	30	70	100
	A562	2. Sociology (S4) – I		03	03	30	70	100
	A563	3. Sociology (S5) – I		03	03	30	70	100
	A564	4. Sociology (S6) – I		03	03	30	70	100
	A565	5. Sociology (S7) – I		03	03	30	70	100
	G) Special Level: Hindi							
	A571	1. Hindi (S3) – I		03	03	30	70	100
	A572	2. Hindi (S4) – I		03	03	30	70	100
	A573	3. Hindi (S5) – I		03	03	30	70	100
	A574	2. Hindi (S6) – I		03	03	30	70	100
	A575	3. Hindi (S7) – I		03	03	30	70	100
Ability Enhancement Compulsory Course	AECC51	Soft Skills		02	02	15	35	50

T.Y.B.A.: Semester VI

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks		
						Internal Assessment	University Examination	Total
Core Courses	A601	1. Compulsory English – II		03	03	30	70	100
	One group from the following which is concurrent with Semester III & IV:							
	A) Special Level: English							
	A611	1. English (S3) – II		03	03	30	70	100
	A612	2. English (S4) – II		03	03	30	70	100
	A613	3. English (S5) – II		03	03	30	70	100
A614	4. English (S6) – II		03	03	30	70	100	

Subject Type	Code	Title of the paper		Credits	Exam Hrs	Maximum Marks		
						Internal Assessment	University Examination	Total
	A615	5. English (S7) – II		03	03	30	70	100
	B) Special Level: Economics							
	A621	1. Economics (S3) – II		03	03	30	70	100
	A622	2. Economics (S4) – II		03	03	30	70	100
	A623	3. Economics (S5) – II		03	03	30	70	100
	A624	4. Economics (S6) – II		03	03	30	70	100
	A625	5. Economics (S7) – II		03	03	30	70	100
	C) Special Level: Marathi							
	A631	1. Marathi (S3) – II		03	03	30	70	100
	A632	2. Marathi (S4) – II		03	03	30	70	100
	A633	3. Marathi (S5) – II		03	03	30	70	100
	A634	4. Marathi (S6) – II		03	03	30	70	100
	A635	5. Marathi (S7) – II		03	03	30	70	100
	D) Special Level: Geography							
	A641	1. Geography (S3) – II		03	03	30	70	100
	A642	2. Geography (S4) – II		03	03	30	70	100
	A643	3. Geography (S5) – II		03	03	30	70	100
	A644	4. Geography (S6) – II		03	03	30	70	100
	A645	5. Geography (S7) – II		03	03	30	70	100
	E) Special Level: Political Science							
Core Courses	A651	1. Political Science (S3) – II		03	03	30	70	100
	A652	2. Political Science (S4) – II		03	03	30	70	100
	A653	3. Political Science (S5) – II		03	03	30	70	100
	A654	4. Political Science (S6) – II		03	03	30	70	100
	A655	5. Political Science (S7) – II		03	03	30	70	100
	F) Special Level: Sociology							
	A661	1. Sociology (S3) – II		03	03	30	70	100
	A662	2. Sociology (S4) – II		03	03	30	70	100
	A663	3. Sociology (S5) – II		03	03	30	70	100
	A664	4. Sociology (S6) – II		03	03	30	70	100
A665	5. Sociology (S7) – II		03	03	30	70	100	
G) Special Level: Hindi								
	A571	1. Hindi (S3) – II		03	03	30	70	100
	A572	2. Hindi (S4) – II		03	03	30	70	100

Subject Type	Code	Title of the paper	Credits	Exam Hrs	Maximum Marks		
					Internal Assessment	University Examination	Total
	A573	3. Hindi (S5) – II	03	03	30	70	100
	A574	2. Hindi (S6) – II	03	03	30	70	100
	A575	3. Hindi (S7) – II	03	03	30	70	100

TOTAL REQUIRED CREDITS:

Semester	Core Course Credits	Elective Course Credits	SEC/AEC Course Credits	Total Credits
Semester - I	03	15	00	18
Semester – II	03	15	02	20
Semester – III	12	06	02	20
Semester – IV	12	06	02	20
Semester – V	18	00	02	20
Semester - VI	18	00	00	18
Grand Total				116

15. SCHEME OF EXAMINATION:

The Assessment of Regular students of Bachelor of Arts (B.A.) course in the academic session 2018-19 and thereafter shall be based on

- (a) University Examinations (UE)
- (b) Internal Assessment (IE)
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average (SGPA) and Cumulative Grade Point Average system (CGPA)

For each paper of 100 marks, there will be Internal Assessment of 30 marks and the University Examination of 70 marks/3 hours duration at the end of each semester. The 04 credit will be given to a student who secures at least 40% of marks allotted to each paper. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to reappear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment (IA) for each paper will be of 30 marks. The Internal Assessment may be in the forms as follows: Attendance, Home Assignment, Tutorial, Test, Presentation or any such forms.

16. STANDARD OF PASSING:

For all courses, both UE and IA constitute separate heads of passing. In order to pass in such courses and to earn the assigned credits, a student must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA.

Even a student fails in IA, he/she shall be declared 'pass' in the course provided he/she obtains a minimum of 25% in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the student passes at the UE.

A student who fails at UE in a course has to reappear only at UE as a backlog candidate and clear the head of passing. Similarly, a student who fails in a course at IA has to reappear only at IA as a backlog candidate and clear the head of passing.

The 10-point scale Grades and Grade Points according to the following table.

Range of Marks (Out of 100)	Grade	Grade Point
$80 \leq \text{Marks} \leq 100$	O	10
$70 \leq \text{Marks} < 80$	A+	9
$60 \leq \text{Marks} < 70$	A	8
$55 \leq \text{Marks} < 60$	B+	7
$50 \leq \text{Marks} < 55$	B	6
$40 \leq \text{Marks} < 50$	C	5
Marks < 40	D	0

The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the course. The weights for performance at UE and IA shall respectively be 60% and 40%.

GPA is calculated by adding the UE marks out of 60 and IA marks out of 40. The total marks out of 100 are converted to grade point, which will be the GPA

17. FORMULA TO CALCULATE GRADE POINTS (GP):

Suppose that 'Max' is the maximum marks assigned for an examination or evaluation based on which GP will be computed. In order to determine the GP, Set $x = \text{Max} / 10$ (since we have adapted 10-point system). Then GP is calculated by the formulas shown as below.

Range of Marks at the evaluation	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} < 8x$	Truncate (Marks/x) +2
$4x \leq \text{Marks} < 5.5x$	Truncate (Marks/x) +1

Two kinds of performance indicators, namely, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a student in all the courses in a particular semester, while the CGPA measures the cumulative performance in all courses since his/her enrolment to the course. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula $SGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$, where C_k is the credit-value assigned to a course and GP_k is the GPA obtained by the student in the course. In the above, the sum is taken over all the courses that the student has undertaken for the study during the semester, including those in which he/she might have failed or those for which he/she remained absent. The SGPA shall be calculated up to two decimal place accuracy.

The CGPA is calculated by the formula $CGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$, where C_k is the credit-value assigned to a course and GP_k is the GPA obtained by the student in the course. In the above, the sum is taken over all the courses that the student has undertaken for the study from the time of his/her enrolment to the course and also the during the semester for which CGPA is calculated, including those in which he/she might have failed or those for which he/she remained absent. The CGPA shall be calculated up to two decimal place accuracy.

The Formula to compute equivalent percentage marks for specified CGPA:

% Marks (CGPA) =	$10 \times \text{CGPA} - 10$	if $5.00 \leq \text{CGPA} \leq 6.00$
	$5 \times \text{CGPA} + 20$	if $6.00 \leq \text{CGPA} \leq 8.00$
	$10 \times \text{CGPA} - 20$	if $8.00 \leq \text{CGPA} \leq 9.00$
	$20 \times \text{CGPA} - 110$	if $9.00 \leq \text{CGPA} \leq 9.50$
	$40 \times \text{CGPA} - 300$	if $9.50 \leq \text{CGPA} \leq 10.00$

18. AWARD OF HONOURS:

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
$9.50 \leq \text{CGPA} \leq 10.00$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.00 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} < 80$
$8.00 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} < 70$
$7.00 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} < 60$
$6.00 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} < 55$
$5.00 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} < 50$
CGPA Below 5.00	F	Fail	Marks Below 40

A candidate shall be permitted to proceed further from the First Semester up to Fourth Semester irrespective of his/her failure in any of the Semester examinations subject to the condition that the candidates should register for all the backlog subjects of earlier semesters along with current (subsequent) semester subjects. However, he/she should have cleared all the papers at F.Y.B.A. Semester I & II when he/she admits to T.Y.B.A. Semester V.

19. GRACING:

The gracing shall be done as per existing rules of the University.

20. VERIFICATION AND REVALUATION:

There is provision for verification and revaluation of the result. A student can apply for the verification and revaluation of the result within the two weeks from the declaration of the results with the prescribed fee. The verification and revaluation shall be done as per the existing rules of the University.

21. FORMAT OF THE TRANSCRIPT:

The student will be given a transcript indicating his/her performance at the end of every semester examination. The transcript shall be given as per the following table along with other necessary details:

Course No.	Course Name	No. of Credits	University Examination		Internal Assessment		Grade Point Average	Result
			Grade	Grade Point	Grade	Grade Point		
1								
2								
3								
4								
5								
6								
Total Cumulative Credits Completed			SGPA		CGPA		Equivalent Marks (%)	
<p><u>Note:</u> GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to Grade Point, which will be the GPA.</p>								

22. GRADE/CLASS IMPROVEMENT:

The rules regarding the improvement of the Grade/Class of B.A. course will be as per notification of Bharati Vidyapeeth Deemed University which is as follows:

1. The candidate who has passed UG and PG degree examinations of this university with the final grade/class as shown in column no. 1 and who desires to improve the grade/class as shown in column no. 2 below will be permitted at his/her option to appear for the same examination without being required to keep any terms.

Column no. 1	Column no. 2
Final grade: 'C' or 'B' or 'B+' or 'A' or 'A+' as the case may be	'B' or 'B+' or 'A' or 'A+' or 'O' as the case may be
OR	OR
Final class: 'Pass Class' or 'Second Class' or 'Higher Second Class' or 'First Class' as the case may be	'Second Class' or 'Higher Second Class' or 'First Class' or 'First Class with Distinction' as the case may be

2. For improvement of final grade/class, the candidate will be required to apply and allowed to appear only for the theory examinations.
3. A candidate shall have to reappear for minimum 1/3 and/or maximum of all the theory papers at a time, on which the final grade/class is awarded. Candidate should ensure that the examination time table for the subject he is appearing will not clash.
4. Performance of the candidates reappearing for the subject less than 1/3 of the total theory examinations mentioned above will not be considered. However, his/her appearance will be counted as an attempt.
5. If the candidate, who has reappeared for the final year examination under the provisions for his/her final grade/class, is successful in improving his/her final grade/class by such reappearance, he/she will have to surrender to the university the original degree and the grade sheet that he/she had obtained in that course/subject. Unless original degree and the grade sheet are returned to the university by the candidate, the new degree certificate and the grade sheet cannot be issued to the candidate. In the revised degree certificate/ grade sheet to be given to the candidate a mention will be made of the fact that he/she improved his/her grade/class under class improvement attempt.
6. A candidate appearing for the improvement of the final grade/class shall not be entitled to get benefit of any other rules/orders of the university regarding condonation /grace marks.
7. A candidate appearing for the improvement of the final grade/class shall not be entitled to get any prize/medal/scholarship/award etc.
8. A candidate who has reappeared for the above examination/s under the provision fails to improve his/her final grade/class; his/her performance at such reappearance at such reappearance shall be ignored.
9. If the candidate makes no improvement in the final grade/class, then earlier performance will be retained.
10. A candidate will be allowed to reappear for the examination for improvement of the final grade/class within a period of Four years / 8 Semesters from the date of final result of degree examination.

11. The candidate will be given maximum of three attempts for the improvement of his/her final grade/class.
12. The candidate who desires to apply for improvement of the final grade/class should submit his/her application form for improvement of the final grade/class from the College/School of Distance Education, Study Centre through which he/she has undergone the course. Form should be submitted for improvement before 31st August for the Winter examination session and 28th February for Summer examination session. No form for improvement of the final grade/class shall be accepted after the prescribe dates for the respective/corresponding examination season.
13. Revised grade/class sheet will be issued with remark '**Under Improvement Attempt**'.

* * * * *

F. Y. B. A. : (CBCS 2018 Course)

Semester – I

A101 : 1. Compulsory English – I

Total Credits: 03

Course Content:

Objectives:

- a) To encourage and enable the students to read the various types of texts on their own and discuss them among peers.
- b) To develop competence among the students for self-learning.
- c) To develop their communicative skills and thereby develop their proficiency in English language.
- d) To prepare them to function effectively in their future professions.

Prescribed Text: *Views & Visions: An English Coursebook for Undergraduates* by Orient Black Swan

Prose:

- | | |
|---|------------------------------------|
| 1. Towards Universal Brotherhood | <i>Rashtrasant Tukdoji Maharaj</i> |
| 2. Buddha, 'The Enlightened One' | <i>Max Eastman</i> |
| 3. How Wealth Accumulates and Men Decay | <i>George Bernard Shaw</i> |
| 4. The Romance of a Busy Broker | <i>O. Henry</i> |
| 5. Kalpana Chawla | Anonymous |

Poetry:

- | | |
|-----------------------------------|---------------------------|
| 1. Where the Mind is Without Fear | <i>Rabindranath Tagor</i> |
| 2. A Psalm of Life | <i>H.W. Longfellow</i> |
| 3. Mirror | <i>Sylvia Plath</i> |
| 4. Lord Ullin's Daughter | <i>Thomas Cambell</i> |
| 5. Curious Mishaps | <i>Vikram Seth</i> |

Grammar, Usage and Composition:

- | | | |
|-----------------------|--------------------------------|----------|
| 1. Articles | 2. Prepositions | 3. Tense |
| 2. Kinds of Sentences | 5. Transformation of Sentences | |

(Note: All the units as covered in the prescribed text.)

* * *

F. Y. B. A. : (CBCS 2018 Course)
Semester – I
A111: 1. English (G1) – I

Total Credits: 03

Course Content:

A. Objectives:

- i. To introduce the minor forms of literature,
- ii. To develop literary competence of students,
- iii. To create an awareness about the formal features of literary texts,

a) The elementary theory of the Poetry and the Short Story

b) Text: Poetry and Minor Forms of Literature ed. by Thorat, Ashok, et.al. (O. U. P.)

Part-I: Poetry

- i. The Marriage of True Minds : William Shakespeare
- ii. The Invocation : John Milton
- iii. A Red, Red Rose : Robert Burns
- iv. The Daffodils : William Wordsworth
- v. To Autumn : John Keats
- vi. Stopping by Woods on a Snowy Evening : Robert Frost
- vii. O What is that Sound : W.H. Auden
- viii. Telephone Conversation : Wole Soyinka

Part-II: Short Stories

- i. The Greedy Old Woman and the Lime Tree : Anonymous
- ii. The Golden Touch : Nathaniel Hawthorne
- iii. The Diamond Necklace : Guy de Maupassant
- iv. The Doll's House : Katherine Mansfield
- v. The Eyes Have It : Ruskin Bond

C. The books recommended:

- 1. Prasad, B. *A Background to the Study of English Literature* (Macmillan)
- 2. Rees, R.J. *English Literature: An Introduction for Foreign Readers* (Macmillan)

F.Y.B.A.: (CBCS-2018 Course)
Semester-I
A 121: Economics (G1)-I

Total Credits: 3

• **Objectives:**

The purpose of this course on Indian Economy at the F.Y.B.A. level is to enable students to have an understanding of the various issues/components of the Indian Economy. So that they are able to comprehend and critically appraise current Indian economic problems. The contents of this course have been devised in such a way that they create a good deal of understanding among the students about the major developments in the Indian Economy during the post-independence period.

1. Introduction

1.1 Developed and less developed Economy: meaning and concept

1.2 Indian economy at the time of Independence period

1.2 Characteristics of Indian Economy

1.3 Comparison of Indian Economy with Developed countries.

a) Population b) per capita income c) Human Development Index

d) Agriculture e) Industry f) Service Sector

2. Structure of Indian Economy

2.1 Structure of natural resources- Land, Water, Forest, Fishery and Mineral resources

2.2 Human Resources – Broad demographic feature of population- size and growth of population, Sex ratio of population, rural – urban migration- causes, Density of population, recent population policy

2.3 Infrastructure Development- Energy, transport and communication, importance of infrastructure in economic development

3. National Income

3.1 Measurement of National Income- Meaning and Concept of GDP, NNP

3.2 Trends in National Income and Per Capita Income

3.3 Sectional distribution of National Income

3.4 Difficulties in measuring National Income

Reference Books

- Agtawal A.N. (2006), Indian Economy Problem of Development and Planning.06
- Bhagoliwal T.N.(1999) Economics of Industrial Relations, Sahitya bhavan, Agra
- Dutta R.C. and K.M. Sundharam (2007), Indian Economy, S.Chand & Company Ltd., New Delhi
- Dewett Kewal: Indian Economy C. Chand & Co. Ltd., New Delhi 2005
- Jingan M.L.(2004) The Economics of Development and Planning: Vrinda Publication Ltd., Delhi
- Misra S.K. & V.K.Pure (2007) Indian Economy –Himalaya Publication House, Mumbai
- Momoria C.B. (2005) Agricultural Problems of India, Kitab Mahal Publication
- Lekhi R.K. (2002), Agricultural Economics, Kalyani Publication, Ludhiana
- Uma Kapila (ed) Indian Economy Since Independence. Academic Foundation 2003

F. Y. B. A.: CBCS 2018 Course
Semester – I
A 131: MARATHI (GI) – I

Total Credit: 3

उद्दिष्टे :

१. भाषा हे सांस्कृतिक ऐक्याचे साधन आहे, हे लक्षात घेउन एखादया साहित्यकृतीद्वारे सामाजिक व सांस्कृतिक जाणिवा निमादण करणे.
२. विदयाथ्यांद्ची वाडःमयीन अभिरूची विकसित करणे.
३. आधुनिक मराठी साहित्यातील विविध वाडःमयप्रकारांची ओळख करून घेणे व आस्वादाची क्षमता वाढविणे

घटक विश्लेषण :

ललित गदयू कथासंग्रह यापैकी एक पुस्तक

नेमण्यात आलेले पाठयपुस्तक **अशी मने असे नमुने** – शिवाजी सावंत, कद्यान्टिनेटल प्रकाशन, पुणे

१. **अशी मने असे नमुने** या पुस्तकतील लेखांचे विश्लेषण
२. निबंधलेखन
३. मुद्रितशोधन

संदर्भ साहित्य

१. मराठी कथा : चचाद् व चिकित्सा – संपादक डद्या. शैलेश त्रिभुवन, पायल प्रकाशन पुणे.
२. साहित्य : अध्यापन आणि प्रकार संपादक – श्री. पु. भागवत , पाद्यप्युलर प्रकाशन मुंबइद्
३. प्रदक्षिणा कद्यान्टिनेटल प्रकाशन, पुणे
४. उपयोजित मराठी – संपादक डद्या. केतकी मोडक, संतोष शेणइद्, पदमगंधा प्रकाशन पुणे.
५. व्यावहारिक मराठी – डद्या. कल्याण काळे, डद्या. द. दि. पुंर्डे निराली प्रकाशन पुणे.

F. Y. B. A.
SEMESTER I: CBCS 2018 Course
A 131: GEOGRAPHY (G1) I

Total Credits: 3

OBJECTIVE OF THE COURSE:

- 1) Introduce the student the basic concepts in Physical Geography
- 2) To acquaint the student with the utility and application of Physical Geography
- 3) In different areas and environment.
- 4) To make the students aware of the need of protection and conservation of different landforms.

Lithosphere

1 Introduction

- 1.1 Introduction to physical Geography
- 1.2 Meaning, nature and Scope of physical geography.
- 1.3 Branches of physical Geography
- 1.4 Importance of Physical Geography

2 The Earth

- 2.1 The Earth and its interior
- 2.2 Composition and Structure of the Earth.
- 2.3 Wegener's Continental Drift Theory.
- 2.4 Criticism of the Wegener theory

2 Weathering

- 2.1 Meaning and types of weathering
- 2.2 Factors of weathering
- 2.3 Mechanical, Chemical and Biological weathering.

4 Agents of Erosion and Deposition

- 4.1 Landforms created by river erosion and deposition
- 4.2 Landforms created by Sea Waves
- 4.3 Landforms created by wind

REFERENCE BOOKS :

- 1) Physical Geography Doiphode H K KSagar Publication Topic 1-6
- 2) Morphology and Landscape-H. Robinson
- 3) The Face of the Earth - Penguins 1980- Dury G.H.
- 4) Elements of Geomorphology – Oxford University Press – Calcutta 2001- Kale V. & Gupta A.
- 5) Geomorphology - PrayagPustakalaya, Allahabad, 1998- Singh S
- 6) PrakrutikBhuvvidnyan - ArvindBhagwat, Dr. ShrikantKarlekarRaghunath Publication Topic 1-10
- 7) SugamPrakrutikBhuvvidnyan – Shri. Date & Smt. Date
- 8) PrakrutikBhugol Part- I & II – Ahirrao, Vart, Alizad
- 9) Physical Geography – Prof S.D. Thorat.

F.Y.B.A. (CBCS 2018 Course)
Semester – I
A 151: POLITICAL SCIENCE (G I) – I

Total Credits: 03

- I Introduction to Political Science**
Political Science : Meaning, definitions
Nature and scope of Political science
Is Political science is science or art?
Political science is science and art both
- II Relation of Political Science with other social sciences**
Sociology, History, Economics, Psychology
Public Administration, Philosophy, Anthropology
Jurisprudence,
- III Theories of Origin of The State**
Theory of Divine Origin: Main Components, Evaluation
Force Theory: Main Components, Evaluation
Historical or Evolutionary Theory: It's Main Components,
Evaluation
Social Contract Theories a) Thomas Hobbes b) John Locke c)
Rousseau
- IV Sovereignty**
Meaning, Definitions
Types & Characteristics
Austin's Theory of Sovereignty
Pluralist Theory of Sovereignty

BASIC READING LIST

English

1. Johari, J C: Contemporary Political Theory (New Dimensions, Basic Concepts & Major trends), Sterling Publishers Pvt. Ltd. New Delhi-20.
2. Sinha, O. P: Political Theory, Central Law agency, Allahabad-2
3. Mahajan, V. D: Political Theory. S.Chand & Company, New Delhi.
4. Kapoor, A C: Principles of Political Science. S.Chand & Company, New Delhi.
5. Agarwal, R C: Political Theory. S.Chand & Company, New Delhi.
6. Gokhale, B K: Political Science. Himalaya Publishing House, Bombay.
7. Ramswamy, S: Political Theory- Ideas & Concepts, Macmillan, New Delhi.
8. Das: Political theory, New Central Agency, Allahabad.

Marathi

1. Kale, Ashok: Rajakiya Sidhant. Vidya Prakashan, Nagpur.
2. Bhole, B L: Rajakiya Sidhant. Pimplapure & Co. Publishers, Nagpur.
3. Kulkarni, B Y & Naikwade, A: Rajakiya Sidhant, Shree Vidhya Prakashan, Pune.
4. Ghangrekar, C M: Rajashastrachi Multatve: Shreemangesh Prakashan Nagpur.
5. Patil, B B: Political Ideologies. Phadke Prakashan, Kolhapur.
6. Waradkar : Rajakiya Sidhantachi Multatve, Nirali Prakashan, Pune.

F.Y.B.A. (CBCS 2018 Course)
Semester – I
A161 : Sociology (G1) – I

Total Credits: 03

UNIT – I Sociology: Nature, Scope and Significance; Relationship with History, Economics, Political Science, Anthropology and Psychology

UNIT – II Basic Concepts: Society, Community, Association, Social Structure, Status & Role, Norms and Values

UNIT – III Social Groups & Processes: Definition, Nature and types of Groups- Primary Secondary & Reference Group; Processes- Co-operation, Conflict and Accommodation.

UNIT – IV Social Institutions: Marriage, Family, Kinship and Religion; Their Functions and Features

Readings:

1. Ahuja, Ram (2001): Indian Social System, New Delhi: Rawat Publication.
2. Ahuja, Ram (2003): Society in India, New Delhi: Rawat Publication.
3. Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay: George Allen and Unwin (India).
4. Fulcher & Scott (2003): Sociology, New York: Oxford University Press.
5. Giddens, Anthony (2005): Sociology, Polity Press.
6. Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: Oxford University Press.
Harlambos & Holborn (2000): Sociology, London: Harper-Collins.
7. Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.
8. Johnson, Harry M. (1995): Sociology: A Systematic Introduction, New Delhi: Allied Publishers.
9. Maclver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.
10. P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan.

प्रथम वर्ष कला

प्रथम सत्र

अ १७१ : साहित्य चिंतन (६१) - १

१. भारतीय काव्यशास्त्र की परंपरा और विभिन्न संप्रदाय (रस, अलंकार, रीति, ध्वनि, वक्रोक्ति, औचित्य संप्रदायों के आचार्य, उनके काल एवं उनकी स्थापनाओं का सामान्य परिचय)
२. रस : रस का स्वरूप, रस के अंग, रस के भेद
३. शब्द शक्ति : अभिधा, लक्षणा, व्यंजना और तात्पर्य

सहायक ग्रंथ

१. भारतीय काव्यशास्त्र : सुबोध विवेचन सत्यदेव चौधरी
२. काव्यतत्व विमर्श राममूर्ति त्रिपाठी
३. काव्यदर्पण रामदहिन मिश्र
४. सिद्धांत और अध्ययन बाबू गुलाबराय
५. साहित्य सिद्धांत रामअवध द्विवेदी
६. भारतीय काव्यशास्त्र की भूमिका डॉ. नगेंद्र
७. रससिद्धांत : स्वरूप और विश्लेषण आनंदप्रकाश दीक्षित
८. हिंदी अलंकार साहित्य का शास्त्रीय विवेचन ओमप्रकाश

F. Y. B. A. : (CBCS 2018 Course)

Semester – II

A201 : 1. Compulsory English – II (w. e. f- 2016 - 2017)

Total Credits: 03

Course Content:

Objectives:

- a) To encourage and enable the students to read the various types of texts on their own and discuss them among peers.
- b) To develop competence among the students for self-learning.
- c) To develop their communicative skills and thereby develop their proficiency in English language.
- d) To prepare them to function effectively in their future professions.

Prescribed Text: *Views & Visions: An English Coursebook for Undergraduates* by Orient Black Swan

Prose:

- | | |
|-----------------------------------|------------------------|
| 1. The Task of Education | <i>Vinoba Bhave</i> |
| 2. A Letter by Hazlitt to His Son | <i>William Hazlitt</i> |
| 3. The Bet | <i>Anton Chekov</i> |
| 4. Curious Mishaps | <i>Vikram Seth</i> |
| 5. Refund | <i>Fritz Karinthy</i> |

Poetry:

- | | |
|--|-----------------------------------|
| 1. Polonius to Laertes | <i>William Shakespeare</i> |
| 2. No Men are Foreign | <i>James Kirkup</i> |
| 3. Stopping by Woods on a Snow Evening | <i>Robert Frost</i> |
| 4. The Golden Pitcher | <i>Acharya Vidyasagar Maharaj</i> |

Grammar, Usage and Composition:

1. Degrees of Comparison
2. One-word Substitution
3. Synonyms and Antonyms
4. Paragraph Writing
5. Reading Comprehension
6. Summarising

(Note: All the units as covered in the prescribed text.)

* * *

F. Y. B. A. : (CBCS 2018 Course)

Semester – II

A211 : 1. English (G1) – II

Total Credits: 03

Course Content:

A. Objectives:

- i. To introduce the minor forms of literature,
- ii. To develop literary competence of students,
- iii. To create an awareness about the formal features of literary texts,

a) The elementary theory of the One-act-play and the Essay

b) Text: Poetry and Minor Forms of Literature ed. by Thorat, Ashok, et.al. (O. U. P.)

Part-III: One-act Plays

- i. The Professor : Donn Byrne
- ii. The Dear Departed : Stanley Houghton
- iii. The Monkey's Paw : W.W. Jacobs

Part-IV: Essays

- i. All About a Dog : A.G. Gardiner
- ii. On Forgetting : Robert Lynd
- iii. Hobbies and Interests : C.T. Philip
- iv. My Financial Career : Stephen Leacock

C. The books recommended:

1. Prasad, B. *A Background to the Study of English Literature* (Macmillan)
2. Rees, R.J. *English Literature: An Introduction for Foreign Readers* (Macmillan)

F.Y.B.A.: (CBCS-2016 Course)
Semester-II
A 221: Economics (G1)-II

Total Credits: 3

Objectives:

- The purpose of this course on Indian Economy at the F.Y.B.A. level is to enable students to have an understanding of the various issues/components of the Indian Economy. So that they are able to comprehend and critically appraise current Indian economic problems. The contents of this course have been devised in such a way that they create a good deal of understanding among the students about the major developments in the Indian Economy during the post-independence period.

1. Agriculture

- 1.1 Role of agriculture in the Indian Economy
- 1.2 Causes of low productivity and measure to improve it
- 1.3 Green and White Revolution
- 1.4 Agriculture marketing- difficulties and remedies
- 1.5 Sources of agricultural finance
- 1.6 Livestock and Animal husbandry in India
- 1.7 Suicide of farmers-causes and remedies

2. Industry

- 2.1 Role of industrialization in the Indian Economy
- 2.2 Industrial policy since 1991
- 2.3 Sources of industrial finance-IDBI, IFCI and SFCs
- 2.4 Importance, Problems of small-scale and large-scale industries
- 2.5 MNC's- meaning and features
- 2.6 Industrial Disputes- Causes and settlement of industrial disputes
- 2.7 Industrial Relations-Collective bargaining in India
- 2.8 Industrial sickness

3. Foreign Trade

- 3.1 Role of foreign trade
- 3.2 Composition and direction of India's foreign trade
- 3.3 Recent EXIM Policy-Objectives and strategy
- 3.4 Instruments of export promotions
- 3.5 Foreign direct investment
- 3.6 Problems of India's international debt

Reference Books

- Agtawal A.N. (2006), Indian Economy Problem of Development and Planning.06.
- Bhagoliwal T.N.(1999) Economics of Industrial Relations, Sahitya bhavan, Agra.
- Dutta R.C. and K.M. Sundharam (2007), Indian Economy, S.Chand & Company Ltd., New Delhi.
- Dewett Kewal: Indian Economy C. Chand & Co. Ltd., New Delhi 2005.
- Jingan M.L.(2004) The Economics of Development and Planning: Vrinda Publication Ltd., Delhi.
- Misra S.K. & V.K.Pure (2007) Indian Economy –Himalaya Publication House, Mumbai.
- Momoria C.B. (2005) Agricultural Problems of India, Kitab Mahal Publication.
- Lekhi R.K. (2002), Agricultural Economics, Kalyani Publication, Ludhiana.
- Uma Kapila (ed) Indian Economy Since Independence. Academic Foundation 2003

F.Y.B.A.: CBCS 2018 Course
Semester - II
A 231: MARATHI (G1) - II

Total Credit : - 04

उद्दिष्टे :

१. भाषा हे सांस्कृतिक ऐक्याचे साधन आहे, हे लक्षात घेऊन एखाद्या साहित्यकृतीद्वारे सामाजिक व सांस्कृतिक जाणिवा निर्माण करणे.
२. विद्यार्थ्यांची वाङ्मयीन अभिरूची विकसित करणे.
३. आधुनिक मराठी साहित्यातील विविध वाङ्मयप्रकारांची ओळख करून घेणे व आस्वादाची क्षमता वाढविणे.

घटक विश्लेषण:

१. कविता : सैद्धांतिक चर्चा
२. निवडक नारायण सुर्वे संपादक कुसुमाग्रज, लोकवाङ्मय गृह, मुंबई.
३. वृत्तांत लेखन आणि मुलाखत
४. स्मरणिका संपादन आणि ग्रंथपरिक्षण.

संदर्भ - साहित्य :

१. आधुनिक मराठी कविता : एक दृष्टिकोन - डॉ. नागनाथ कोतापल्ले, प्रतिभास प्रकाशन, परभणी.
२. मराठी कविता - १९४५ ते १९६५ - रा. श्री. जोग, मुंबई मराठी साहित्य संघ, मुंबई.
३. साहित्याचे मानदंड - गंगाधर गाडगीळ, पॉप्युलर प्रकाशन, मुंबई.
४. कविता आणि प्रतिमा - सुधीर रसाळ, मौज प्रकाशन, मुंबई.
५. मराठी कविता - जुनी आणि नवी - वा. ल. कुलकर्णी पॉप्युलर प्रकाशन, मुंबई.
६. आधुनिक मराठी कवियित्रींची कविता - प्रा. रा. ग. जाधव, प्रतिमा प्रकाशन, पुणे.
७. उपयोजित - मराठी - संपा. डॉ. केतकी मोडक संतोष शेणई, पद्मगंधा प्रकाशन, पुणे.

F. Y. B. A.
SEMESTER II: CBCS 2018 Course
A231: GEOGRAPHY (G1) II

Total Credits: 3

Objective of The Course:

To introduce the student the basic concepts in Physical Geography.

- 2 To acquaint the student with the utility and application of Physical Geography
- 3 In different areas and environment.
- 4 To make the students aware of the need of protection and conservation of different landforms.

Oceanography

1. Atmosphere

- 1.1 Composition
- 1.2 Structure

2. Insulation and Temperature

- 2.1 Heat budget of the earth
- 2.2 Horizontal distribution of temperature
- 2.3 Monsoon Winds and associated Weather
- 2.4 Inversion of temperature

3. Atmospheric Pressure and wind

- 3.1 Formation of Pressure Belts and their relation with winds
- 3.2 Seasonal variation in pressure belts and Global winds
- 3.3 Monsoon Winds and associated Weather

4. Atmospheric Moisture And Precipitation

- 4.1 Humidity and its type
- 4.2 Forms of condensation and Precipitation

5. Properties and Movements of Ocean Water .

- 5.1 Factors affecting the temperature of ocean water
- 5.2 Factors affecting salinity and density of Oceanwater
- 5.3 Causes and effects of Ocean currents

REFERENCE BOOKS :

1. General Climatology - H. J. Critchfield
2. Atmosphere, Wather& Climate – Routledge 1998 – Barry R.G.& Mather J.R.
3. Climatology-McGraw - Hill, New York 1974 – Mather J.R.
4. Foundation of Climatology – Surjeet Publications, Delhi 1982 Stringer E.T.
5. General oceanography – An introduction, John Wiley & Sons,
6. PrakrutikBhuvnidnyan - ArvindBhagwat, Dr. ShrikantKarlekar
7. SugamPrakrutikBhuvnidnyan – Shri. Date & Smt. Date
8. PrakrutikBhugol Part- I & II – Ahirrao, Vart, Alizad
9. Physical Geography – Prof S.D. Thorat.

F.Y.B.A. (CBCS 2018 Course)
Semester – II
A 251: POLITICAL SCIENCE (G I) – II

Total Credits: 03

- I Introduction to Political Theory**
Meaning, Definitions
Normative & Empirical approaches to study political theory
Significance of Political theory
- II Liberty**
Meaning, Definitions & Nature
Meaning & Nature of Positive & Negative liberty
Kinds of Liberty-
1. Natural 2. Civil 3. Individual 4. Political 5. Economic
6. Social 7. Moral 8. National 9. Legal
10. Cultural
Safeguards of Liberty
- III Equality**
Meaning, Definitions & Nature
Conditions Necessary to Equality
Kinds of Equality-
1. Civil 2. Social 3. Political 4. Economic
5. Legal 6. Cultural 7. Natural 8. International
Relationship between equality & Liberty
- IV Theories of Nature of State**
Idealist theory of State
Liberal theory of State
Marxist theory of State
Their Basic Principles, Evaluation

BASIC READING LIST

English

1. Sinha, O. P: Political Theory, Central Law agency, Allahabad-2
2. Mahajan, V. D: Political Theory (Principles of Political Science). S.Chand & Company, New Delhi.
3. Kapoor, A C: Principles of Political Science. S.Chand & Company, New Delhi.
4. Agarwal, R C: Political Theory (Principles of Political Science). S.Chand & Company, New Delhi.
5. Gokhale, B K: Political Science (Theory & Govt. Machinery). Himalaya Publishing House, Bombay.

Marathi

1. Kale, Ashok: Rajakiya Sidhant. Vidya Prakashan, Nagpur.
2. Bhole, B L: Rajakiya Sidhant. Pimplapure & Co. Publishers, Nagpur.
3. Kulkarni, B Y & Naikwade, A: Rajakiya Sidhant, Shree Vidhya Prakashan, Pune.
4. Ghangrekar, C M: Rajashastrachi Multatve: Shreemangesh Prakashan Nagpur.
5. Patil, B B: Political Ideologies. Phadke Prakashan, Kolhapur.
6. Waradkar : Rajakiya Sidhantachi Multatve, Nirali Prakashan, Pune.

F.Y.B.A. (CBCS 2018 Course)

Semester – I

A161 : Sociology (G1) – II

Total Credits: 03

UNIT – I Societies: Types and Characteristics- Tribal, Rural, Urban, Industrial and Post-Industrial.

UNIT – II Culture: Definition and Nature; Types- Material and Non- Material. Socialization: Its importance, Process and Stages. Social Control: Its Types and Means.

UNIT – III Processes of Social Change: Characteristic Features of Industrialization, Modernization, Globalization and Secularization

UNIT – IV Social Stratification: Concept and Bases; Forms- Caste, Class, Power & Gender

Readings:

1. Bottomore, T.B. (1972): *Sociology: A Guide to Problems and Literature*, Bombay: George Allen and Unwin (India).
2. Fulcher & Scott (2003): *Sociology*, New York: Oxford University Press.
3. Giddens, Anthony (2005): *Sociology*, Polity Press.
4. Gordon Marshall (1998): *Oxford Dictionary of Sociology*, New York: Oxford University Press.
5. Harlambos, M. (1998): *Sociology: Themes and Perspective*, New Delhi: Oxford University Press.
6. Harlambos & Holborn (2000): *Sociology*, London: Harper-Collins.
7. Inkeles, Alex (1987): *What is Sociology?* New Delhi: Prentice-Hall of India.
8. Johnson, Harry M. (1995): *Sociology: A Systematic Introduction*, New Delhi: Allied Publishers.
9. Tumin, M.M. (1994): *Social Stratification: The Forms and Functions of Inequality*, New Delhi: PHI, Maciver&Page(1974): *Society: An introductory Analysis*, New Delhi: Macmillan & co.
10. Mandelbaum, D.G. (1972): *Society in India*, Bombay: Popular Prakashan.
11. Smelser, Neil J. (1993): *Sociology*, Prentice Hall of India-Pvt. Ltd.
12. Singh Y. (1983): *Modernisation of Indian Tradition*. Jaipur, Rawat Publications.
13. Sharma K.L.(1986): *Essays in Social Stratification*, Jaipur, Rawat Publications.

प्रथम वर्ष कला

द्वितीय सत्र

अ २७१ : साहित्य चिंतन (६१) ११

अलंकार : स्वरूप और लक्षण , अलंकारो के भेद, काव्य मे अलंकारों की उपयोगिता एवं भूमिका।

प्रमुख अलंकार – अनुप्रास , श्लेज , वक्रोक्ति , यमक , उपमा , रूपक , उत्प्रेक्षा , दृष्टांत , निदर्शना , असंगति , विरोधाभास , विभावना , व्याजस्तुति , अन्योक्ति , अतिशयोक्ति।

छंद : स्वरूप (यति, गति, लय, मात्रा, तुक, वर्ण आदि) काव्य मे छंदो की उपयोगिता एवं रचनात्मक भूमिका।

प्रमुख छंद – चौपौई, हरिगितिका , रोला, दोहा, सोरठा, इन्द्रवज्रा, मंदाक्रांता, द्रुतविलम्बित , शादुद्वलविक्रिडित, सवैया।

काव्यरूप : प्रबंधकार्य महाकाव्य, खण्डकाव्य, चरितकाव्य, मुक्तक, गीतिकाव्य, एवं प्रगीत।

सहायक ग्रंथ

१. भारतीय साहित्यशास्त्र बलदेव अभ्यास
२. हिंदी ध्वन्यालोक आचार्य विश्वेश्वर
३. रस मीमांसा – आचार्य रामचंद्र शुक्ल
४. रस सिद्धांत डॉ. नगेंद्र
५. भारतीय काव्यशास्त्र की आचार्य परंपरा राधावल्लभ त्रिपाठी
६. साहित्य का स्वरूप – नित्यानंद तिवारी
७. काव्यशास्त्र – भगीरथ मिश्र
८. भारतीय आलोचनाशास्त्र – राजवंश सहाय “ हीरा”
९. साहित्य सहचर – आचार्य हजारीप्रसाद द्विवेदी

SEC-11 Basics of Information Technology

Total Credit: 03

Course content

Objectives:

1. To introduce the fundamental concepts of computer
2. To understand principles of IT
3. To learn database and networking concepts.
4. To enhance the learning skills

1. Basics Of Computer

- 1.1 Introduction to computer
- 1.2 Computer system ,Hardware, Software
- 1.3 Computer Memory
- 1.4 Input & output device
- 1.5 Data Representation

2. User – Computer Interface

- 2.1 Interaction of user and computer
- 2.2 Operating System
- 2.3 Internet & Internet service

3. Application and security

- 3.1 Information System
- 3.2 Fundamentals of database
- 3.3 Multimedia
- 3.4 Computer Security

4. Introduction to MS OFFICE

- 4.1 Ms-Word
- 4.2 Ms-Excel
- 4.3 Ms-powerpoint
- 4.4 Ms-Access

5 Data Communication & Computer Network

- 5.1 Introduction to computer network
- 5.2 Network types
- 5.3 LAN.WAN.MAN,
- 5.4 Topologies and Types Of Topologies

Reference Books

1. Computer Fundamental by Anita Goel by pearson publications
2. Computer Fundamentals by P.K Sinha
3. Computer Fundamentals Milind Oak



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)
OF
BACHELOR OF BUSINESS ADMINISTRATION
(B.B.A.)
With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE

SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Management Studies

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

(Choice Based Credit System)

To be effective from 2018-19

1. INTRODUCTION

The Bachelor of Business Administration Programme (BBA) is a three year programme offered by School of Distance Education Bharati Vidyapeeth Deemed University (SDE-BVDU), Pune. All the Study Centers have excellent faculty, Laboratories, Library, and other facilities to provide proper learning environment. The University is accredited with 'A+' Grade (2017) by NAAC. The Bachelor of Business Administration (BBA) is designed to provide a strong practical understanding of the principles, theories, and tools necessary to succeed in businesses. The BBA programme focuses on imparting to students the ability to demonstrate leadership, understand human relationships, and problem-solving abilities essential for success in any business endeavour. The degrees combine both theory and practice and encompass the many different disciplines, which make up management. While designing the BBA course, the above facts are considered and the requirements for higher studies and immediate employment are visualized. This effort is reflected in the Vision and Mission statements of the BBA programme. Of course, the statements also embody the spirit of the vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed University which is to usher in "Social Transformation Through Dynamic Education."

2. VISION STATEMENT OF BBA PROGRAMME

To prepare the students to cope with the rigor of Higher Education Programmes in India and Abroad as well as to prepare them for managing Businesses globally and as Entrepreneurs who will also be sensitive to societal concerns.

3. MISSION STATEMENT OF BBA PROGRAMME

To impart sound conceptual knowledge and skills in the field of Business Management studies that can be leveraged for enhancing career prospects and higher education in the said discipline.

4. OBJECTIVES OF THE BBA PROGRAMME

The Bachelor of Business Administration (BBA) degree programme has the following objectives...

- To provide students with an in-depth knowledge of Management and Business concepts
- To provide students with a firm foundation in both theoretical and practical concepts and applications to meet the various needs of business organisations at a global level
- To prepare students for the responsibilities and career opportunities with corporations and as entrepreneurs.

5. CAREER OPPORTUNITIES

BBA students can also pursue professional courses such as CA, ICWA, CS & CFA. Employers find the BBA degree attractive because it combines an academic education which stresses on critical thinking and the application of management related ideas, the opportunity to gain work experience and the development of transferable skills in areas such as team working, leadership and communication.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
Examination Form Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
University Examinations	For Sem - I, III, V - December For Sem - II, IV, VI - June	For Sem - I, III, V – June For Sem - II, IV, VI - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION

A candidate applying for BBA programme should have passed higher secondary or equivalent examination (10 + 2) of any recognized Board or Diploma in Engg. / Technology / Vocational education awarded by State Board / University of 2 Years duration after SSC (Xth std.).

9. DURATION

The minimum duration of the BBA degree programme is three years divided into six semesters although student may complete the programme gradually within a maximum period of Eight years. If Programme is not completed successfully during Eight years, he/she will be required to take fresh admission.

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year		II Year		III Year	
		For all centres except New Delhi	For IMR, New Delhi Centre only	For all centres except New Delhi	For IMR, New Delhi Centre only	For all centres except New Delhi	For IMR, New Delhi Centre only
1	Admission Fee	300/-	300/-	-	-	-	-
2	Tuition Fee	10000/-	14700/-	10000/-	14700/-	10000/-	14700/-
3	Examination Fee	5770/-	5770/-	5770/-	5770/-	5870/-	5870/-
Total		16070/-	20770/-	15770/-	20470/-	15870/-	20570/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	B.B.A. (For all centres except New Delhi)	30300/-	300/-	30000/-	7544/-	6000/-	16456/-
	B.B.A. (For IMR, New Delhi Centre only)	44400/-	300/-	44100/-	7544/-	8820/-	27736/-

13. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the `e-learning Environmental Portal` of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

17. SCHEME OF EXAMINATIONS

Year-II
Semester - IV Industrial Exposure
Year- III
Semester - V Summer Training Viva voce & Report

Each course under internal evaluation will be evaluated for 100 marks. At the end of each course a viva will be conducted by a two member panel comprising of experts from within the Study Centre and outside. Evaluation for each course

For Industrial Exposure will be as follows

- Report preparation 30 marks
- Viva voce based on report 70 marks

For Summer Training Viva voce and Report

- Report preparation 30 marks
- Viva voce based on report 70 marks

- Note that it is compulsory for candidates to physically attend the viva of these internal courses. If he/she remain absent for the viva, the remaining marks of class work submission will not be considered during the semester and will have to reappear in the subsequent examination. The marks obtained in class work will be added as and when the student appears for the viva examination. The minimum mark to clear the course is 40.

Each course will be evaluated through

- End of semester examination of 70 marks conducted by the University
- Internal evaluation home assignments of 30 marks conducted by the concerned Study Centre.

18. Grading System for Programmes under Faculty of Management Studies:

Grade Points: The Faculty of Management Studies, Bharati Vidyapeeth Deemed to be University has suggested the use of a 10-point grading system for all programmes designed by its various Board of Studies. A grading system is a 10-point system if the maximum grade point is 10. The system is given in Table I below.

Table I: The 10-point Grading System Adapted for Programmes under FMS

Range of Percent Marks	[80, 100]	[70, 79]	[60, 69]	[55, 59]	[50, 54]	[40, 49]	[00, 39]
Grade Point	10.0	9.0	8.0	7.0	6.0	5.0	0.0
Grade	O	A+	A	B+	B	C	D

Formula to calculate GP is as under:

Set $x = \text{Max}/10$ where Max is the maximum marks assigned for the examination (i.e. 100)

Formula to calculate the individual evaluation

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} \leq 8x$	Truncate (M/x) +2
$4x \leq \text{Marks} \leq 5.5x$	Truncate (M/x) +1

Scheme of Examination: For some courses there is Internal Assessment (IA) conducted by the respective institutes as well as a University Examination (UE) at the End-of-the Term. Both IA and UE will be conducted out of 100 marks and converted to grade points and grades using Table I above.

For courses there is only Internal Assessment (IA) the respective centre will evaluate. During the term for a total of 100 marks. Then the marks will be converted to grade points and grades using the Table I above.

19. Standards of Passing & ATKT Rules:

- For all courses UE and IA constitutes separate heads of passing (HoP) and learner must obtain 40% i.e. minimum Grade Point of 5.0 for UE and IA. **OR** If learner fails in IA he/she must obtain 25% of IA and GPA of 6.0 (50% in aggregate) in order to pass the course. However GPA will be calculated only if learner passes at UE. The performance at UE and IA will be combined to obtain GPA with weights of 70% and 30% respectively.

Case No.	UE (Out of 60)	IA (Out of 40)	Total Marks (Out of 100)	GP of UE	GP of IA	GPA	Remarks
1	24	16	40	5	5	5	Pass
2	40	10	50	8	0	6	Pass
3	40	06	46	8	0	5	Fails at IA
4	20	40	-	0	10	0	Fails at UE
5	34	12	46	7	0	5	Fails at IA
6	20	15	-	0	0	0	Fails at UE and IA

- b) The student fails in UE course has to reappear at UE only as backlog to secure the GPA required to pass. Similarly if he fails in IA he has to reappear as backlog to secure the GPA required to pass.
- c) ATKT Rules:
1. A student is allowed to carry backlog of any number of subjects for Semester IV.
 2. A student must pass Semester I and Semester II to appear for Semester V.
- d) Criteria for award of honours at the end of programme.

Range of CGPA	Final Grade	Performance Descriptor	Range of Marks (%)
9.5 ≤ CGPA ≤ 10	O	Outstanding	80 ≤ Marks ≤ 100
9.0 ≤ CGPA ≤ 9.49	A+	Excellent	70 ≤ Marks ≤ 80
8.0 ≤ CGPA ≤ 8.99	A	Very Good	60 ≤ Marks ≤ 70
7.0 ≤ CGPA ≤ 7.99	B+	Good	55 ≤ Marks ≤ 60
6.0 ≤ CGPA ≤ 6.99	B	Average	50 ≤ Marks ≤ 55
5.0 ≤ CGPA ≤ 5.99	C	Satisfactory	40 ≤ Marks ≤ 50
CGPA below 5.0	F	Fail	Marks below 40

CGPA is calculated by the formula

$$CGPA = \frac{\sum C_k * GP_k}{\sum C_k}$$

Where C_k = Credit Value assigned to the course

GP_k = Grade Point Average (GPA) obtained by the learner

20. Programme Structure: Proposed BBA Programme Structure.

Year 1.

Semester I				Semester II			
Sr. No.	Course Title	Credit	Examination Pattern	Sr. No.	Course Title	Credit	Examination Pattern
1	Business Organization & System	3	UE & IA (70+30)	1	Principles of Management	3	UE & IA (70+30)
2	Business Economics (Micro)	3	UE & IA (70+30)	2	Business Economics (Macro)	3	UE & IA (70+30)
3	Business Mathematics.	3	UE & IA (70+30)	3	Management Accounting.	3	UE & IA (70+30)
4	Business Accounting.	3	UE & IA (70+30)	4	Fundamentals of Information Technology.	3	UE & IA (70+30)
5	Business Environment.	2	UE & IA (70+30)	5	Business Statistics – I.	2	UE & IA (70+30)
6	Business Communication.	2	IA (100)	6	Enhancing Personal and Professional Skills	2	IA (100)
7	Foreign Language – I (Open Course)	2	IA (100)	7	Foreign Language – II (Open Course)	2	IA (100)
		18				18	

Year 2.

Semester III				Semester IV			
Sr. No.	Course Title	Credit	Examination Pattern	Sr. No.	Course Title	Credit	Examination Pattern
1	Organizational Behavior.	3	UE & IA (70+30)	1	Business Laws.	3	UE & IA (70+30)
2	Principles of Marketing.	3	UE & IA (70+30)	2	International Business.	3	UE & IA (70+30)
3	Basics Of Financial Management	3	UE & IA (70+30)	3	Research Methodology.	3	UE & IA (70+30)
4	Management Information Systems.	3	UE & IA (70+30)	4	Human Resource Management	3	UE & IA (70+30)
5	Business Statistics – II.	2	UE & IA (70+30)	5	Entrepreneurship Development	2	UE & IA (70+30)
6	Road Safety and Management	2	IA (100)	6	Industrial Exposure	2	IA (100)
7	Basics of Taxation (Open Course)	2	IA (100)	7	Intellectual Property Rights (Open Course)	2	IA (100)
		18				18	

Year 3.

Semester V				Semester VI			
Sr. No.	Course Title	Credit	Examination Pattern	Sr. No.	Course Title	Credit	Examination Pattern
1	Service Management.	2	UE & IA (70+30)	1	Project Management.	2	UE & IA (70+30)
2	Introduction to Operations Research.	2	UE & IA (70+30)	2	Business Policy and Strategic Management.	2	UE & IA (70+30)
3	Elective Paper – I	2	UE & IA (70+30)	3	Elective Paper – III.	2	UE & IA (70+30)
4	Elective Paper – II	2	UE & IA (70+30)	4	Elective Paper – IV	2	UE & IA (70+30)
5	Event Management	2	IA (100)	5	Business Ethics	2	UE & IA (70+30)
6	Summer Training Via & Report	2	IA (100)	6	Disaster Management	2	IA (100)
7	Environmental Sciences (Open Course)	2	IA (100)	7	Current Trends in Management (Open Course)	2	IA (100)
		14				14	

Marketing Management Elective		
Elective	Sr. No.	Course
Elective – I	1	Customer Relationship Management.
Elective – II	2	Sales and Distribution Management.
Elective – III	3	Marketing Communication & Advertising.
Elective – IV	4	Digital Marketing

Finance Management Elective		
Elective	Sr. No.	Course
Elective – I	1	Elements of Financial Services
Elective – II	2	Introduction to Management Control Systems
Elective – III	3	Elements of Corporate Finance
Elective – IV	4	International Finance and Financial Risk Management

Human Resource Management Elective		
Elective	Sr. No.	Course
Elective – I	1	Employee Relationship Management
Elective – II	2	Labour Legislation
Elective – III	3	Training and Development
Elective – IV	4	Performance Appraisal Systems

International Business Management Elective		
Elective	Sr. No.	Course
Elective – I	1	International Marketing
Elective – II	2	Export Import Procedure and Documentation
Elective – III	3	Basics of International Finance
Elective – IV	4	Fundamentals of International Economics

Banking and Insurance Management Elective		
Elective	Sr. No.	Course
Elective – I	1	Principles of Banking
Elective – II	2	Principles of Insurance
Elective – III	3	Banking Law and Practice
Elective – IV	4	Practice of Life & General Insurance

Hospitality Management Elective		
Elective	Sr. No.	Course
Elective – I	1	Principles & Concepts of Hospitality Management
Elective – II	2	Tourism Management – I
Elective – III	3	Food, Beverages, nutrition and dietetics Management
Elective – IV	4	Tourism Management – II

Financial Market Elective		
Elective	Sr. No.	Course
Elective – I	1	Introduction to Financial Markets and Financial Institutions
Elective – II	2	Capital Market Operations
Elective – III	3	Commodity Markets
Elective – IV	4	Introduction to Derivatives – Equity and Currency

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BBA Sem I
Business Organization and Systems

Objectives :

- To acquaint students with fundamentals of Business Organization and management systems as a body of knowledge.

Unit 1: Nature of Business

Concept of Business – Meaning, Definition, Nature and Scope, Characteristics of Business. Business as an Economic Activity. Objectives of Business. Structure of Business (Classification of Business Activities. Requisites for Success in Modern Business.

Unit 2: Evolution of Business

Beginning and development of Commerce, Evolution of Industry, Industrial Revolution, Beginning and growth of Indian Business, Industrialisation in India.

Unit 3: Forms of Business Ownership

Introduction to various forms – Factors affecting choices of an deal form of ownership, features Merits and Demerits of Sole Proprietorship – Joint Hindu Family Business – Partnership – Joint Stock Company – Co-operative Organisation, Public Enterprises.

Unit 4: Formation of a Company

Stages in formation and incorporation of a company (e Promotion – incorporation and registration – Capital Subscription – Commencement of Business. - Documents of a Company i.e. Memorandum of Association – Articles of Association – Prospectus.

Unit 5: Establishment of Business Enterprise

Various factors to be considered while starting a new Business enterprise i.e. identification of Business Opportunity – Market Assessment – Suppliers – Technology – Location – Human Resource – Finance etc. Small and Medium Enterprises – Meaning Characteristics and objectives. Role of Support Organisation such as Trade Associations and Chambers of Commerce.

Unit 6: Organization of Trade

Channels of Distribution – Meaning, Functions and types. Internal Trade – Wholesale and Retail External Trade – Import and Export. Role and importance of support services to Business such as Transport Insurance etc. Business Combinations – Mergers and Acquisitions. Franchising. Business Process Outsourcing. Multinationals – Concept and role of MNCs;

Reference Books:

- 1) S.A. Sherlekar ,Modern Business Organization and Management – (Himalaya Publishing House)
- 2) Y.K. Bhushan ,Fundamental of Business Organization & Management – (S Chand Publishers)
- 3) Basu, C. R.; *Business Organization and Management*, Tata McGraw Hill, Publishing House, New Delhi, 1998
- 4) B S Moshal, J P Mahajan, J S Gujral, Business Organization and Management –. Galgotia Publishing Co, New Delhi
- 5) Redmond James, Robert Trager , Media Organization and Management –, Biztantra, New Delhi

BBA Sem I
Business Economics (Micro)

Objectives :

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

Unit 1: Introduction

Meaning, Nature and Scope of Business Economics - Micro and Macro. Basic Economic Problems. Market forces in solving economic problems. Circular Flow of Income and Expenditure/Production possibility curve

Unit 2 : Demand Analysis

Concept of Demand, Factors affecting demand, Exceptions to the Law of demand. Elasticity of Demand and their types. Revenue Concepts - Total Revenue, Marginal Revenue, Average Revenue and their relationship

Unit 3 : Supply Analysis

Concept of supply, Factors Affecting Supply and Law of Supply. Exceptions to the Law of supply.

Unit 4: Cost Analysis

Accounting Costs and Economic Costs. Short Run Cost Analysis : Fixed, Variable and Total Cost Curves, Average and Marginal Costs. Long Run Cost Analysis: Economies and Diseconomies of Scale and Long Run Average and Marginal Cost Curves. Law of variable proportion and Law of returns to scale

Unit 5 : Pricing Under Various Market Conditions

Perfect Competition - Equilibrium of Firm and Industry under Perfect Competition Monopoly - Price Determination under Monopoly. Monopolistic Competition - Price and Output Determination under Monopolistic Competition, Oligopoly-meaning.

Unit 6 : Distribution

Marginal Productivity Theory of Distribution. Rent : Modern Theory of Rent. Wages : Wage Determination under Imperfect Competition - Role of Trade Union and Collective Bargaining in Wage Determination. Interest : Liquidity, Preference Theory of Interest. Profits : Dynamic, Innovation, Risk - Bearing and Uncertainty Bearing Theories of Profits

Reference Books :

1. Stonier and Hague, Textbook of Economic Theory -; Longman Green and Co., London.
2. Richard G. Lipsey , Introduction to Positive Economics -
3. M. L. Seth, Micro Economics -
4. M. L. Jhingan ,Micro Economics -; Vrinda Publications, New Delhi.
5. D. M. Mithani , Managerial Economics - Theory and Application -

Course: BBA Sem I
Business Mathematics

Objectives :

- This course aims to equip the students with the mathematical background required for business management and to know role of mathematics in Business areas – accountancy, economics, management science etc.

Unit 1 : Ratio, Proportion and Percentages

Ratio proportion, variation, percentages problems on increase and decrease commission.

Unit 2 : Payroll.

Gross pay, hourly rate and hours worked, overtime, salary, commission, net pay etc.

Unit 3 : Profit and Loss.

Buying : Trade discounts, chain discounts, cash discounts etc. Cost price, selling price, Profit and Loss, Partnership.

Unit 4 : Interest and discount.

Simple and compound interest, time value of money, simple annuity.

Unit 5 : Sequences and series, Linear Equations

Arithmetic progression – Basic concepts, Application of Linear equations and to business problems.

Unit 6 : Matrices and Determinants

Definition of a Matrix, Matrix operations, Determinants, Properties of determinants. Applications in Business

Note: Derivation of formulae is not included for examination purpose. Only direct application of rules and formulae is expected.

Reference Books :

1. Schaum Series , Basic Business Mathematics
2. Padmalochan Hazarika , A class textbook of Business Mathematics.
3. M. G. Dhaygude , Commercial Arithmetic and Statistics .
4. O Daffer, Carles, Cooney, Dossey , Mathematics . Addison Wesley Publishers, USA
5. Eugene Don, Joel lerner , Basic Business Mathematics , Tata McGraw Hill Publication.

Course: BBA Sem I
Business Accounting

Objective:

To impart basic accounting knowledge

Unit 1: Introduction:

Financial Accounting-definition and Scope, objectives of Financial Accounting, Accounting v/s Book Keeping Terms used in accounting, users of financial statement and limitations of Financial Accounting.

Unit 2: Conceptual Frame work:

Accounting Concepts and Conventions, Accounting Standards-concept, objectives, benefits.

Unit 3: Recording of transactions :

Voucher system; Accounting Process, Journals, Subsidiary Books, Ledger, , Bank Reconciliation Statement, Trial Balance.

Unit 4: Depreciation:

Meaning, need & importance of depreciation, methods of charging depreciation.(WDV & SLM)

Unit 5: Preparation of final accounts:

Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business. Contents of annual report of a joint stock company

Unit 6: Computerised Accounting:

Computers and Financial application, Accounting Software packages.(Orientation level)

Reference Books :

1. Anil Chowdhry , Fundamentals of Accounting & Financial Analysis (Pearson Education)
2. :Jane Reimers , Financial accounting (Pearson Education)
3. Rajesh Agarwal & R Srinivasan , Accounting Made Easy (Tata McGraw –Hill)
4. Dr. S. N. Maheshwari , Financial Accounting For Management: (Vikas Publishing House)
5. Robert Anthony, David Hawkins , Business Accounting. (Tata McGraw –Hill)

Course: BBA Sem I
Business Environment

Objective:

- To know and understand the nature of business, the environment in which it prevails, both in terms of its turbulent nature and a macro/micro view.
- To be aware of the formidable challenges and unprecedented opportunities posed by the environmental factors on a business firm.

Unit 1: Introduction to Business Environment:

Nature and scope of business, meaning of environment of business, objectives, environmental analysis and forecasting, significance/benefits of environmental analysis, environmental factors/types.

Unit 2 : Economic Environment:

Nature of economy, structure of economy, understanding economic system, economic policies- Industrial Policy and Trade Policy.

Unit 3: Regulatory Environment:

Economic role of Government, Government and Legal System, forms of Government regulations, state intervention and control, business- Government interference.

Unit 4: Socio-Cultural Environment:

Business and Society- social responsibility of business, the Indian scenario, impact of culture on business, other socio-cultural factors affecting business.

Unit 5: Natural and Technological Environment:

Natural Environment and their impact on business. technological environment and their impact on business, economic effects of technology,

Unit 6: Global Environment and Institutions:

Globalisation- meaning, features, Benefits and challenges of globalisation, GATT and WTO – understanding WTO, functions, structure, implications for India,

Reference Books :

1. Raj Agarwal , Business Environment
2. Francis Cherunilam , Business Environment
3. K. Aswathappa , Essentials of Business Environment
4. Justin Paul , Business Environment ., (Tata McGraw –Hill)
5. Kang K N S , Modern Business Environment . Deep and Deep Publishers, New Delhi.

Course: BBA Sem I
Business Communication

Objective:

- To acquaint students in managerial communication from every perspective that is globally demanding.

Unit 1: Concept and Nature of Communication

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

Unit 2: Verbal and Non – Verbal Communication

Verbal Communication (oral) – Meaning, Advantages, Disadvantages, Essentials of effective oral communication, Types. Non – Verbal Communication – Meaning Types such as Body Language, Para Language, Provernicism Artifacts Sign language etc.

Unit 3: Forms of Communication Skills

Listening Skills – Meaning and importance – Types – Listening Barriers – Improving Listening skills. Reading Skills – Meaning and importance – Steps for better reading. Speaking Skills – Meaning and importance – Guidelines for preparing a Speech – Strategies for good conversation etc. Writing Skills – Meaning and importance of written communication in business – Features – Advantages

Unit 4:Written Communication

Business Letters : Tact for use of language – Structure of a Business letter - Business letter formats – Types of letters such as Letters of inquiry and Reply, Letters placing and fulfilling orders, Complaint and follow up letters Sales letters, Job application letters.
Business Correspondence Memos – Emails – Notices – Proposals – Notification – Agenda and Minutes of Meeting. Basics of Report Writing

Unit 5: Presentation Skills

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

Reference Books :

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

Course: BBA Sem – II
Principles of Management

Objectives:

- To know and to understand the concepts in Management and to develop skills related to practice of management.

Unit 1: Management & Evolution of Management thought

The Definition of Management : Its nature and purpose Managerial functions at different organizational levels, Managing Science or art, the functions of Managers Evolution of Management thought – Management thought in antiquity, Fredrick Taylor and Scientific Mgt., Sources of Taylor and their contribution, Contribution of Fayol, the emergence of Human Relations school.

Unit 2: Planning

The nature of planning – Types of plan, purpose or mission, objectives – a hierarchy of objectives, key Result Areas the process of setting objectives. The nature and purpose of strategies and policies. Steps in planning – Being aware of opportunities, developing premises, Decision making - Identifying the alternatives, evaluating the alternative.

Unit 3: Organizing

Formal and informal organization, Process of Organizing, Organization structure - Functional organization and Divisional organization. Authority - delegation of functional authority, the nature of decentralization, the determinants of decentralization, difference between delegation and decentralization, advantages of delegation.

Unit 4: Leading

Defining leadership, ingredients of leadership, Trait approach to leadership, Behavioral approach to leadership, different types of leadership.

Unit 5: Controlling

The basic control process - feed forward control and feedback control, requirements for effective controls – tailoring controls to individual managers and plan, ensuring flexibility of controls, fitting the control system to the organization culture, control techniques - the Budget, traditional non – budgetary control devices.

Unit 6: Management and Society

Social responsibility of managers, ethics in managing – institutionalizing ethics, factors that raise ethical standards.

Reference Books :

- 1 Heinz Wehrich & Harold Koontz , Principles and Practice of Management
- 2 Moshal , Principles of Management
- 3 Tripathi & Reddy , Principles of Management
- 4 Richard Daft., Management. Thomson South Western Publishers, Australia
- 5 Herbert G Hicks, C Ray Gullett., Management (Tata McGraw –Hill)

Course: BBA Sem – II
Business Economics (Macro)

Objective :

- To Study the behavior and working of the economy as a whole
- To Study relationships among broad aggregates
- To apply economic reasoning to problems of business and public policy

Unit 1 Basic concept of Macro Economics

Definition and nature of Macro economics, Scope. Importance and limitations, Macro economic variables.

Unit 2 National Income Accounting

Circular flow of Income, Measurement of national income, Details of national accounts. Stock and flow. Gross Domestic Product (GDP). Gross National Product (GNP). Net Domestic Product (NDP). Net national Product (NNP).

Unit 3 Theory of Income and Employment

Say's law of market. Keynesian theory of Income and employment.

Unit 4 Saving and Investment

Consumption function – Keynes psychological law of consumption – average propensity to consume (APC). Marginal propensity to consume (MPC), Average propensity to save (APS), Marginal propensity to save (MPS). Investment function – autonomous and induced investment. Investment multiplier. Principle of acceleration.

Unit 5 Business cycle inflection and deflection

Nature , characteristics of business cycle, Theories of business cycle. Inflection and deflection – meaning, causes and control.

Unit 6 Micro economic policies

Monetary policy and Fiscal policy

Reference Books:

- 1 Ahuja H L, Macro Economy:Theory and Policies. S Chand and Co, New Delhi 2006
- 2 D N Dwivedi., Macro Economy. Tata McGraw Hill, New Delhi 2006
- 3 Samuelson., Economics. Tata McGraw Hill, New Delhi 2007
- 4 Dornbusch Rudiger , Macro Economics . (Tata McGraw –Hill)
- 5 Eugene Diulio.,Macro Economics (Tata McGraw –Hill)

Course: BBA Sem – II
Management Accounting

Objectives :

- To Impart the Knowledge of Basic cost concepts, element of cost & Preparation of Cost Sheet.
- To provide basic knowledge of important Methods & Techniques of costing.

Unit 1: Introduction .:

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

Unit 2: Cost Accounting an introduction -

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

Unit 3: Budget and Budgetary Control –

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

Unit 4: Marginal Costing

Meaning and Various Concepts. Marginal Cost, Contribution, P/V Ratio, Break Event Point, Margin of Safety

Unit 5: Standard Costing

Definition and Meaning of Various Concepts. Advantages and Limitations of Standard Costing
Variance Analysis – Material and labour Variances only

Unit 6: Ratio Analysis

Nature and interpretation. Classification of ratios, Liquidity ratio, profitability ratio, Turnover ratio, Advantages and limitations of ratio. Fund flow and cash flow analysis (theory)

Reference Books –

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

BBA Sem II
Fundamentals of Information Technology

Objective :

- The main objective is to introduce IT in a simple language to all undergraduate students, regardless of their specialization. It will help them to pursue specialized programmes leading to technical and professional careers and certifications in the IT industry.
- The focus of the subject is on introducing skills relating to IT basics, computer applications, programming, interactive Medias, Internet basics etc.

Unit 1: Introduction to Computers

Introduction, Definition, Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification of Computers, Applications of Computer, Capabilities and limitations of computer.

Number System: Positional & Non Positional, Binary, Octal, Decimal, Hexadecimal. Conversion from one number system to another.

Unit 2: Basic Computer Organization

Role of I/O devices in a computer system, Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types. Voice Recognition Systems, Vision Input System, Touch Screen. Output Units: Monitors and its types, Printers: Impact Printers and its types. Non Impact Printers and its types. Plotters, types of plotters, Sound cards, Speakers.

Unit 3: Storage Fundamentals

Primary Vs Secondary Storage, Data storage & retrieval methods. Primary Storage: RAM ROM, PROM, EPROM, and EEPROM. Evolution and Comparison of Secondary Storage devices: Magnetic Tapes, Magnetic Disks. Cartridge tape, hard disks, Floppy Disks, Optical Disks, Compact Disks, Zip Drive, Flash Drives

Unit 4: Software

Software and its needs, Types of S/W. System Software: Operating System, Utility Programmes. Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets. Presentation, Graphics, DBMS software. Assemblers, Compilers and Interpreters. Types of Operating System: Batch Processing, Multiprogramming. Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux

Unit 5: Data Communication

Communication Process, Data Transmission speed, Communication Types(modes), Data Transmission Medias, MODEM and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking

Unit 6: Business Data Processing

Introduction, data storage hierarchy, Method of organizing data, File Types, File Organization,

Reference Books:

1. Suresh K. Basndra , Computers Today
2. V.Rajaraman , Introduction to Information Technology
3. P.K.Sinha, Computer Fundamentals.
4. Brian Williams, Stacey Sawyer , Using Information technology. Career Education
5. Gordon B Davi, Introduction to Computers McGraw Hill Company, New York

Course: BBA Sem – II
Business Statistics – I

Objectives:

- To acquaint the students with the basics of Business statistics for enhancing managerial decision making.

Unit 1 : Introduction to Business Statistics

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

Unit 2 : Data presentations and graphical displays

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

Unit 3 : Descriptive statistics – Measures of Central Tendency

Arithmetic mean, median, Mode, G.M. Quartiles deciles, percentiles

Unit 4 : Descriptive statistics – Measures of Dispersion

Absolute and relative measures of dispersion, Range, quartile deviation, mean deviation, standard deviation, variance, Skewness and Kurtosis.

Unit 5 : Index Numbers

Types of index numbers, Uses and importance of index numbers.

Unit 6 : Statistical Quality Control

Quality, variation, types of variation, control charts

Reference Books :

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

Course: B.B.A. Sem II
Enhancing Personal And Professional Skills

Objective:

- To impart skills so as to assimilate themselves into the mainstream of corporate life

Unit 1: Listening

Hearing vs. Listening ; the listening process, barriers to effective listening; types of listening had listening habits; guidelines to effective listening

Unit 2: The Voice

Importance of Voice Clarity, Modulation, Intonation, Inflection, Exercise to be performed for the voice, Syllables, Consonants and Diphthongs

Unit 3: Body Language

Discussing and exhibiting various postures and gestures that convey a message – interpretation and analysis of the same.

Unit 4: Fear Factor

What is Fear Psychosis, 'Importance' of Fear, How to overcome Stage fright, of speaking in Public at meetings, in parties, Extensive exercise in Class-room speaking with the necessary inputs on grooming, voice modulation, eye contact and consistency.

Unit 5 : Business Correspondence

Writing Business letters, Memos, (placing) Orders, Invoice, Quotations, Telephone Speaking Skills.

Unit 6: Office Automation

Functional and Operational inputs on Facsimile machine, EPBAX; Office Photocopying machine, L.C.D., O.H.P; Video Conferencing.

Reference Books :

- 1 Dr. K. Kumar, Business Communication Himalaya Publishing .House, Mumbai
- 2 Richard Draft ,The New Era of Management, Thomson, Delhi.
- 3 Parag Dewan ,Business Communication, Wheeler Publication.
- 4 Doctor & Doctor, Business Communication Tata McGraw Hill Publication.
- 5 Scot Ober., Contemporary Business communication Biztantra, New Delhi

Course: B.B.A. Sem II
Foreign Language – II

Objective

- To learn modern colloquial German language in simple sentences and conversations.
The dialogues contain some explanation of points of grammar and new vocabulary.

Content of Course

The Syllabus is divided in three parts / Units.

Unit I

From the language usage point of view

The words, phrases and simple sentences relating to the following situations:

At airport

To ask a taxi driver to go to a particular place.

To book a room in a hotel.

To order a meal in a restaurant.

While shopping in a supermarket.

While purchasing railway ticket.

Birthday and other wishes.

To ask for prices, menu card, bills etc.

Complements about food.

Your liking and disliking about food and drinks (e.g. gerne)

While exchanging your money, about currency.

Unit II

From Grammar Point of View:

Conjugation of verbs. Which frequently occur.

Conjugation of irregular verbs, which frequently occur.

Conjugation of auxiliary verbs. 1st and 3rd person.

Prepositions : nach, zu.

Unit III

From Vocabulary point of view:

The words, in the context of airport, railway station, hotel, restaurants supermarket etc.

Telling about family status, about family.

Regarding prices of goods, their quantity etc.

Regarding likings and disliking of food.

Books

1. Aufderstrabe V., Themen 1 Aktuell – Kursbuch, German Book Centre
2. Bock V. H., Themen 1 Aktuell – Arbeitsbuch, German Book Centre
3. Von B, Jones A., Themen 1 Aktuell – Glossar, German Book Centre
4. Ernst Klett Spracher Stuttgart, Passwort Deutsch Kurs – Und Übungsbuch 1, German Book Centre
Ernst Klett Spracher Stuttgart, Passwort Deutsch Worterheft 1, German Book Centre



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

**BACHELOR OF COMMERCE
(B. COM.)**

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE

SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Arts, Social Sciences and Commerce

Bachelor of Commerce (B. Com.) Course Structure

(Choice Based Credit and Grade System)

(To be implemented from July 2018)

1. INTRODUCTION:

Bharati Vidyapeeth Deemed University and the commerce faculty of this University both are widely accepted not only in India but also abroad. The restructured and revised curriculum for Bachelor of Commerce (B. Com.) of this University is developed considering the current industry needs in terms of skill sets demanded under new business environment and corporate expectations. As per the requirements of the market this course provides great skills in accounting, taxation and commercial legal terms. The course endows students with an ability to understand the commercial aspects of government, market and international standards. The sound knowledge of commerce related subjects empowers students to be great leaders and acquire a good status.

2. OBJECTIVES:

1. To provide conceptual knowledge and application skills in the domain of Commerce studies.
2. To provide knowledge and skills in almost all areas of business to be able to meet expectations of business and to handle basic business tasks, thus equipping a student to take up entry –level jobs in different sectors of commerce, trade and industry.
3. To sharpen the students' analytical and decision making skills.
4. To provide a good foundation to students who plan to pursue professional courses.
5. To facilitate students to acquire skills and abilities to become competent and competitive in order to be assured of good careers and job placements.
6. To develop entrepreneurial abilities and managerial skills in students so as to enable them to establish and manage their own business establishments effectively.

3. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
Examination Form Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
University Examinations	For Sem - I, III, V - December For Sem - II, IV, VI - June	For Sem - I, III, V – June For Sem - II, IV, VI - December

4. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

5. ELIGIBILITY:

A candidate who has passed the Higher Secondary School Certificate Examination in Commerce or Science of the Maharashtra State Secondary and Higher Secondary Board or an equivalent of any other Statutory Board or University with English as a passing subject will be admitted to the first year of this course.

6. DURATION:

The minimum duration of the B.Com. degree programme is three years divided into six semesters although student may complete the programme gradually within a maximum period of Eight years. If Programme is not completed successfully during Eight years, he/she will be required to take fresh admission.

7. MEDIUM:

The medium of instruction and examination shall be in English and Marathi simultaneously. Students can choose any one medium of instruction and examination.

8. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year	III Year
1	Admission Fee	200/-	-	-
2	Tuition Fee	3800/-	3800/-	3800/-
3	Examination Fee	805/-	805/-	905/-
Total		4905/-	4605/-	4705/-

9. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	B. Com.	11600/-	200/-	11400/-	3220/-	2280/-	5900/-

10. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

11. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

12. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

13. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

14. COURSE STRUCTURE:

The B. Com. programme will be of three years duration consisting of six semesters and of minimum 122 credits: Semester I (21 Credits), Semester II (23 Credits), Semester III (20 Credits), and Semester IV (20 Credits) Semester V (20 Credits), and Semester VI (18 Credits). In Semester I and II there will be seven theory papers (Core and Elective Courses)

and Semester III to VI, there will be six theory papers (Core and Elective Courses) of 3 credits each. In addition, there will be one theory course (Ability enhancement or skill in enhancement course) each in Semester II, Semester III and Semester IV and Semester V of 2 credits each. All 38 (Core and Elective Courses) papers will have 100 marks each out of which 30 marks will be for Continuous Assessment and 70 marks for University Examination. All Ability enhancement or skill in enhancement course will have 50 marks each out of which 15 marks will be for Continuous Assessment and 35 marks for University Examination. Thus, B. Com. Degree examination, six Semesters shall be of 4000 marks and of 122 credits altogether.

Sr.	Semester	Total Credits	Total Marks
1	Semester I	21	700
2	Semester II	23	750
3	Semester III	20	650
4	Semester IV	20	650
5	Semester V	20	650
6	Semester VI	18	600
	Grand Total	122	4000

A student joining B. Com. Course should note that subjects in Core Courses are compulsory. In addition, he has to offer any subject or any one group from the Elective Courses. Fundamental Course is compulsory for all the students.

The following shall be the course structure:

Semester I

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks				
							CA	Uni. Exam	Practical	Total	
	Core Courses	C101	Compulsory English I	--	3	3	30	70	--	100	
		C108	Financial Accounting I	--	3	3	30	70	--	100	
		C104	Business Economics I	--	3	3	30	70	--	100	
		C105	Geography of Resources I	--	3	3	30	70	--	100	
	Elective Courses	To choose any one of the following:									
		C106	Business Mathematics & Statistics I	--	3	3	30	70	--	100	
		C107	Computer Application in Business I	--	3	3	30	70	--	100	

Semester I	To choose any one of the following:								
	C111	Corporate Law I	--	3	3	30	70	--	100
	C121	Banking and Insurance I	--	3	3	30	70	--	100
	C131	Marketing I	--	3	3	30	70	--	100
	To choose any one of the following:								
	C102	Additional English I	--	3	3	30	70	--	100
C103	Marathi I	--	3	3	30	70	--	100	

Semester II

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks			
							CA	Uni. Exam	Practical	Total
Semester II	Core Courses	C201	Compulsory English II	--	3	3	30	70	--	100
		C208	Financial Accounting II	--	3	3	30	70	--	100
		C204	Business Economics II	--	3	3	30	70	--	100
		C205	Geography of Resources II	--	3	3	30	70	--	100
	Elective Courses	To choose any one of the following:								
		C206	Business Mathematics & Statistics II	--	3	3	30	70	--	100
		C207	Computer Application in Business II	--	3	3	30	70	--	100
		To choose any one of the following:								
		C211	Corporate Law II	--	3	3	30	70	--	100
		C221	Banking and Insurance II	--	3	3	30	70	--	100
		C231	Marketing II	--	3	3	30	70	--	100
		To choose any one of the following:								
		C202	Additional English II	--	3	3	30	70	--	100
		C203	Marathi II	--	3	3	30	70	--	100
		UGF 11	Skill Enhancement Course	--	2	2	20	30		50

Semester III

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks				
							CA	Uni. Exam	Practical	Total	
Semester III	Core Courses	C308	Corporate Accounting I	--	3	3	30	70	--	100	
		C309	Communication Skills I	--	3	3	30	70	--	100	
		C310	Principles of Business Management I	--	3	3	30	70	--	100	
		C304	Business Economics III	--	3	3	30	70	--	100	
	Elective Courses	To choose any one of the following:									
		C311	Corporate Law III	--	3	3	30	70	--	100	
		C321	Banking and Insurance III	--	3	3	30	70	--	100	
		C331	Marketing III	--	3	3	30	70	--	100	
		To choose any one of the following:									
		C341	Cost & Management Accounting I	--	3	3	30	70	--	100	
		C351	Business Entrepreneurship I	--	3	3	30	70	--	100	
		C361	E-Commerce I	--	3	3	30	70	--	100	
		C371	Business Administration I	--	3	3	30	70	--	100	
	SEC 31	Skills Enhancement Course	--	2	2	20	30		50		

Semester IV

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks			
							CA	Uni. Exam	Practical	Total
	Core Courses	C408	Corporate Accounting II	--	3	3	30	70	--	100
		C409	Communication Skills II	--	3	3	30	70	--	100
		C410	Principles of Business Management II	--	3	3	30	70	--	100

Semester IV		C404	Business Economics IV	--	3	3	30	70	--	100	
	Elective Courses	To choose any one of the following:									
		C411	Corporate Law IV	--	3	3	30	70	--	100	
		C421	Banking and Insurance IV	--	3	3	30	70	--	100	
		C431	Marketing IV	--	3	3	30	70	--	100	
		To choose any one of the following:									
		C441	Cost & Management Accounting II	--	3	3	30	70	--	100	
		C451	Business Entrepreneurs hip II	--	3	3	30	70	--	100	
		C461	E-Commerce II	--	3	3	30	70	--	100	
	C471	Business Administration II	--	3	3	30	70	--	100		
	Ability enhanceme nt course		Environmental Science Studies	--	2	2	20	30	-	50	

Semester V

Semester	Subject Type	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks				
							CA	Uni. Exam	Practi- cal	Total	
Semester V	Core Courses	C508	Corporate Accounting III	--	3	3	30	70	--	100	
		C512	International Economics I	--	3	3	30	70	--	100	
	Elective Courses	To choose any one of the following:									
		C513	Auditing & Taxation I	--	3	3	30	70	--	100	
		C504	Business Regulatory Framework I	--	3	3	30	70	--	100	
		To choose any one of the following:									
		C511	Corporate Law V	--	3	3	30	70	--	100	
		C521	Banking and Insurance V	--	3	3	30	70	--	100	
		C531	Marketing V	--	3	3	30	70	--	100	
		To choose any one Group of the following:									
		Group A									
C541	Cost & Management Accounting III	--	3	3	30	70	--	100			

		C542	Cost & Management Accounting IV	--	3	3	30	70	--	100
		Group B								
		C551	Business Entrepreneurship III	--	3	3	30	70	--	100
		C552	Business Entrepreneurship IV	--	3	3	30	70	--	100
		Group C								
		C561	E-Commerce III	--	3	3	30	70	--	100
		C562	E-Commerce IV	--	3	3	30	70	--	100
		Group D								
		C571	Business Administration III	--	3	3	30	70	--	100
		C572	Business Administration IV	--	3	3	30	70	--	100
		This paper is compulsory for all the students.								
	Ability enhancement course	UGF 33	Soft Skills	--	2	2	20	30	--	50

Semester VI

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks				
							CA	Uni. Exam	Practical	Total	
Semester VI	Core Courses	C608	Corporate Accounting IV	--	3	3	30	70	--	100	
		C604	International Economics II	--	3	3	30	70	--	100	
	Elective Courses	To choose any one of the following:									
		C612	Auditing & Taxation II	--	3	3	30	70	--	100	
		C613	Business Regulatory Framework II	--	3	3	30	70	--	100	
		To choose any one of the following:									
		C611	Corporate Law VI	--	3	3	30	70	--	100	
		C621	Banking and Insurance VI	--	3	3	30	70	--	100	
		C631	Marketing VI	--	3	3	30	70	--	100	
		To choose any one Group of the following:									
		Group A									
	C641	Cost & Management Accounting V	--	3	3	30	70	--	100		

		C642	Cost & Management Accounting VI	--	3	3	30	70	--	100
Group B										
		C651	Business Entrepreneurship V	--	3	3	30	70	--	100
		C652	Business Entrepreneurship VI	--	3	3	30	70	--	100
Group C										
		C661	E-Commerce V	--	3	3	30	70	--	100
		C662	E-Commerce VI	--	3	3	30	70	--	100
Group D										
		C671	Business Administration V	--	3	3	30	70	--	100
		C672	Business Administration VI	--	3	3	30	70	--	100

15. UNIVERSITY TERMS:

The dates for the commencement and conclusion of the first and the second terms of each year shall be fixed by the University authorities. The terms can be kept by students, who have registered their names with the University.

16. SCHEME OF EXAMINATION:

The assessment of regular students of Bachelor of Commerce (B. Com.) course in the academic session 2018-19 and thereafter shall be based on-

- University Examination (UE)
- Internal Assessment (IA)
- Choice Based Credit System and
- Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) System

A) University Examination (UE):

i) Theory:

The university examination will be held at the end of each term of first, second and third year; which shall be called 'University Examination' (UE). For each paper of 100 marks, there will be Internal Assessment (IA) of 30 marks and the UE of 70 marks at the end of each semester. The UE of each subject will be of 70 marks and three hours duration. The 4 credits will be given to a student who secures at least 40% marks allotted to each paper. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to reappear in such failed subject or subjects along with the papers of following semesters.

B) Internal Assessment (IA):

The Internal Assessment (IA) for each paper will be of 30 marks. It may be in the forms as follows:

- Home Assignment/Tutorial/Test/Presentation 30 Marks

17. STANDARD OF PASSING:

For all courses, both UE and IA constitute separate heads of passing. In order to pass in such courses and to earn the assigned credits, a student must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA. Even a student fails in IA, he/she shall be declared 'pass' in the course provided he/she obtains a minimum of 25% in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the student passes at the UE. A student who fails at UE in a course has to reappear only at UE as a backlog candidate and clear the head of passing. Similarly, a student who fails in a course at IA has to reappear only at IA as a backlog candidate and clear the head of passing.

The 10-point scale Grades and Grade Points according to the following table.

Range of Marks (Out of 100)	Grade	Grade Point
$80 \leq \text{Marks} \leq 100$	O	10
$70 \leq \text{Marks} < 80$	A+	9
$60 \leq \text{Marks} < 70$	A	8
$55 \leq \text{Marks} < 60$	B+	7
$50 \leq \text{Marks} < 55$	B	6
$40 \leq \text{Marks} < 50$	C	5
Marks < 40	D	0

The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the course. The weights for performance at UE and IA shall respectively be 70% and 30%. GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

18. FORMULA TO CALCULATE GRADE POINTS (GP):

Suppose that 'Max' is the maximum marks assigned for an examination or evaluation based on which GP will be computed. In order to determine the GP, Set $x = \text{Max} / 10$ (since we have adapted 10-point system). Then GP is calculated by the formulas shown as below.

Range of Marks at the evaluation	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} < 8x$	Truncate (Marks/x) +2
$4x \leq \text{Marks} < 5.5x$	Truncate (Marks/x) +1

Two kinds of performance indicators, namely, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a student in all the courses in a particular semester, while the CGPA measures the cumulative performance in all courses since his/her enrolment to the course. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula $SGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$, where C_k is the credit-value assigned to a course and GP_k is the GPA obtained by the student in the course. In the above, the sum is taken over all the courses that the student has undertaken for the study during the semester, including those in which he/she might have failed or those

for which he/ she remained absent. The SGPA shall be calculated up to two decimal place accuracy.

The CGPA is calculated by the formula $CGPA = \frac{\sum C_k \times GP_k}{\sum C_k}$, where C_k is the credit-value assigned to a course and GP_k is the GPA obtained by the student in the course. In the above, the sum is taken over all the courses that the student has undertaken for the study from the time of his/her enrolment to the course and also the during the semester for which CGPA is calculated, including those in which he/she might have failed or those for which he/she remained absent. The CGPA shall be calculated up to two decimal place accuracy.

The Formula to compute equivalent percentage marks for specified CGPA:

% Marks (CGPA) =	$10 \times CGPA - 10$	if $5.00 \leq CGPA \leq 6.00$
	$5 \times CGPA + 20$	if $6.00 \leq CGPA \leq 8.00$
	$10 \times CGPA - 20$	if $8.00 \leq CGPA \leq 9.00$
	$20 \times CGPA - 110$	if $9.00 \leq CGPA \leq 9.50$
	$40 \times CGPA - 300$	if $9.50 \leq CGPA \leq 10.00$

19. AWARD OF HONOURS:

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Equivalent Range of Marks (%)	Final Grade	Performance Descriptor	Final Class
$9.50 \leq CGPA \leq 10.00$	$80 \leq \text{Marks} \leq 100$	O	Outstanding	First Class with Distinction
$9.00 \leq CGPA \leq 9.49$	$70 \leq \text{Marks} < 80$	A+	Excellent	
$8.00 \leq CGPA \leq 8.99$	$60 \leq \text{Marks} < 70$	A	Very Good	First Class
$7.00 \leq CGPA \leq 7.99$	$55 \leq \text{Marks} < 60$	B+	Good	Higher Second Class
$6.00 \leq CGPA \leq 6.99$	$50 \leq \text{Marks} < 55$	B	Average	Second Class
$5.00 \leq CGPA \leq 5.99$	$40 \leq \text{Marks} < 50$	C	Satisfactory	Pass Class
CGPA Below 5.00	Marks Below 40	F	Fail	Fail

A candidate shall be permitted to proceed further from Semester I to Semester IV irrespective of his/her failure in any of the Semester examinations subject to the condition that the candidates should register for all the backlog subjects of earlier semesters along with current (subsequent) semester subjects. However, he/she should have cleared all the papers at F. Y. B. Com Semester I and II when he/she admits to T. Y. B. Com. Semester V.

20. GRACING:

The gracing shall be done as per existing rules of the University.

21. VERIFICATION AND REVALUATION:

There is provision for verification and revaluation of the result. A student can apply for the verification and revaluation of the result within two weeks from the declaration of the results with the prescribed fee. The verification and revaluation shall be done as per the existing rules of the University.

22. FORMAT OF THE TRANSCRIPT:

The student will be given a transcript indicating his/her performance at the end of every semester examination. The transcript shall be given as per the following table along with other necessary details:

Course No.	Course Name	No. of Credits	University Examination		Internal Assessment		Grade Point Average	Result
			Grade	Grade Point	Grade	Grade Point		
1								
2								
3								
4								
5								
6								
Total Cumulative Credits Completed			SGPA		CGPA		Equivalent Marks (%)	
<p>Note: GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to Grade Point, which will be the GPA.</p>								

23. GRADE/CLASS IMPROVEMENT:

The rules regarding the improvement of the Grade/Class of M.A. course will be as per notification of Bharati Vidyapeeth Deemed University which is as follows:

1. The candidate who has passed UG and PG degree examinations of this university with the final grade/class as shown in column no. 1 and who desires to improve the grade/class as shown in column no. 2 below will be permitted at his/her option to appear for the same examination without being required to keep any terms.

Column no. 1	Column no. 2
Final grade: 'C' or 'B' or 'B+' or 'A' or 'A+' as the case may be	'B' or 'B+' or 'A' or 'A+' or 'O' as the case may be
OR	OR
Final class: 'Pass Class' or 'Second Class' or 'Higher Second Class' or 'First Class' as the case may be	'Second Class' or 'Higher Second Class' or 'First Class' or 'First Class with Distinction' as the case may be

2. For improvement of final grade/class, the candidate will be required to apply and allowed to appear only for the theory examinations.

3. A candidate shall have to reappear for minimum 1/3 and/or maximum of all the theory papers at a time, on which the final grade/class is awarded. Candidate should ensure that the examination time table for the subject he is appearing will not clash.
4. Performance of the candidates reappearing for the subject less than 1/3 of the total theory examinations mentioned above will not be considered. However, his/her appearance will be counted as an attempt.
5. If the candidate, who has reappeared for the final year examination under the provisions for his/her final grade/class, is successful in improving his/her final grade/class by such reappearance, he/she will have to surrender to the university the original degree and the grade sheet that he/she had obtained in that course/subject. Unless original degree and the grade sheet are returned to the university by the candidate, the new degree certificate and the grade sheet cannot be issued to the candidate. In the revised degree certificate/ grade sheet to be given to the candidate a mention will be made of the fact that he/she improved his/her grade/class under class improvement attempt.
6. A candidate appearing for the improvement of the final grade/class shall not be entitled to get benefit of any other rules/orders of the university regarding condonation /grace marks.
7. A candidate appearing for the improvement of the final grade/class shall not be entitled to get any prize/medal/scholarship/award etc.
8. A candidate who has reappeared for the above examination/s under the provision fails to improve his/her final grade/class; his/her performance at such reappearance at such reappearance shall be ignored.
9. If the candidate makes no improvement in the final grade/class, then earlier performance will be retained.
10. A candidate will be allowed to reappear for the examination for improvement of the final grade/class within a period of Four years / 8 Semesters from the date of final result of degree examination.
11. The candidate will be given maximum of three attempts for the improvement of his/her final grade/class.
12. The candidate who desires to apply for improvement of the final grade/class should submit his/her application form for improvement of the final grade/class from the College/School of Distance Education, Study Centre through which he/she has undergone the course. Form should be submitted for improvement before 31st August for the Winter examination session and 28th February for Summer examination session. No form for improvement of the final grade/class shall be accepted after the prescribe dates for the respective/corresponding examination season.
13. Revised grade/class sheet will be issued with remark '**Under Improvement Attempt**'.

* * * * *

F. Y. B. Com: 2018 Course Syllabus

C101 Compulsory English - I (w. e. f- June 2018)

Total Credits -03

A. Objectives:

- a) To encourage and enable the students to read the various types of texts on their own and discuss them among peers.
- b) To develop competence among the students for self-learning.
- c) To develop their communicative skills and their proficiency in English language.
- d) To make students aware of the different communicative skills.
- e) To prepare them to function effectively in their future professions.

Prescribed Text: *Views & Visions: An English Coursebook for Undergraduates* by Orient BlackSwan

Semester-I

Prose:

- | | |
|---|------------------------------------|
| 1. Towards Universal Brotherhood | <i>Rashtrasant Tukdoji Maharaj</i> |
| 2. Buddha, 'The Enlightened One' | <i>Max Eastman</i> |
| 3. How Wealth Accumulates and Men Decay | <i>George Bernard Shaw</i> |
| 4. The Romance of a Busy Broker | <i>O. Henry</i> |
| 5. Kalpana Chawla | <i>Anonymous</i> |

Poetry:

- | | |
|-----------------------------------|---------------------------|
| 1. Where the Mind is Without Fear | <i>Rabindranath Tagor</i> |
| 2. A Psalm of Life | <i>H.W. Longfellow</i> |
| 3. Mirror | <i>Sylvia Plath</i> |
| 4. Lord Ullin's Daughter | <i>Thomas Cambell</i> |
| 5. Curious Mishaps | <i>Vikram Seth</i> |

Grammar, Usage and Composition:

- | | | |
|-----------------------|--------------------------------|----------|
| 1. Articles | 2. Prepositions | 3. Tense |
| 4. Kinds of Sentences | 5. Transformation of Sentences | |

(Note: All the units as covered in the prescribed text.)

* * *

F. Y. B. Com. CBCS (2018 Course)
Semester I
C108: Financial Accounting I

Total Credits -03

Objectives:

1. To impart the knowledge of various accounting concepts.
2. To instil the knowledge about accounting procedures, methods and techniques.

1. Financial Accounting and Accounting Standards

- 1.1 **Financial Accounting:** Nature, Scope and Limitations of Financial Accounting
- 1.2 **Accounting Standards Issued by ICAI:** Accounting Standards: Concepts, Benefits, Procedures for Issue of Accounting Standards
Various AS :
 - i. **AS-1: Disclosure of Accounting Policies:** Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustrations
 - ii. **AS-2: Valuation of Inventories (Stock):** Meaning and Definition, Applicability, Measurement of Inventory, Disclosure in Final Account, Explanation with Illustrations
 - iii. **AS-9: Revenue Recognition:** Meaning and Scope, Transactions excluded, Sale of Goods, Rendering of Services, Effects of Uncertainties, Disclosure, Illustrations

2. Dissolution of Partnership Firm

- 2.1 Meaning, Modes of the Dissolution of Firm
- 2.2 Accounting Entries and Ledger Accounts
- 2.3 Insolvency of Partners
- 2.4 Settling the Capital Accounts According to Garner vs. Murray Principle

3. Piecemeal Distribution of Cash

- 3.1 Meaning and Order of Payment
- 3.2 Preparation of Piecemeal Distribution Statement under Surplus Capital Method
- 3.3 Preparation of Piecemeal Distribution Statement under Maximum / Notional Loss Method

4. Conversion of a Partnership firm into Limited Company

- 4.1 Introduction, Objectives and effects
- 4.2 Methods of Calculation of Purchase Consideration
i) Net Assets Method ii) Net Payment Method
- 4.3 Accounting procedure in the books of partnership firm and Balance Sheet of New Company

Recommended Books

- | | | |
|----|--------------------------|--|
| 1. | Financial Accounting | Mukharjee A., Hanif M. (Tata McGraw Hill Publishing Company Ltd., New Delhi) |
| 2. | Financial Accounting | Maheshwari SN, Maheshwari SK (Vikas Publishing House Pvt. Ltd.) |
| 3. | Financial Accounting | Tulsian PC (Tata McGraw Hill Publishing Company Ltd., New Delhi) |
| 4. | Advanced Accounting | Jain SP, Narang KN (Kalyani Publishers, New Delhi) |
| 5. | Advanced Accounting | Gupta RL, Radhaswamy M (Sultan Chand & Sons, New Delhi) |
| 6. | Advanced Accounting | Shukla MC, Grewal SP (S.Chand & Co. Ltd., New Delhi) |
| 7. | The Chartered Accountant | Journal of the Institute of Chartered Accountants of India |

F.Y.B.Com.: (CBCS 2018 Course)
Semester-I
C104: Business Economics-I

Total Credits -03

Objectives –

- 1) To help the students to understand the basic concept of economics
- 2) To apply economic analysis in the formulation of business policies
- 3) To use economic reasoning to problems of business

1. Introduction

- 1.1 Meaning, Nature and Scope of Business Economics
- 1.2 Distinction between micro and macro economics
- 1.3 Basic economic problems of an economy
- 1.4 Market mechanism-Functions and limitations

2. Demand and Supply Analysis

- 2.1 Law of Diminishing Marginal Utility
- 2.2 Meaning and concept of Demand
- 2.3 Determinants of demand
- 2.4 Law of Demand and exceptions to it
- 2.5 Elasticity of demand
 - A) Price B) Income and C) Cross Elasticity of demand
- 2.6 Measurement of elasticity of demand
- 2.7 Meaning and concept of Supply
- 2.8 Law of Supply

3. Cost and Revenue Analysis

- 3.1 Types of costs
 - A) Fixed B) Variable C) Average D) Marginal
 - E) Total F) Opportunity Cost
- 3.3 Internal and External Economies and Diseconomies
- 3.4 Short Run and Long Run Cost Curve
- 3.5 Types of revenue
 - A) Average B) Marginal C) Total Revenue

Reference Books

1. Textbook of Economic Theory - Stonier and Hague; Longman Green and Co., London.
2. Introduction to Positive Economics - Richard G. Lipsey
3. Business Economics (Micro) - Dr. Girijashankar; Atharva Prakashan, Pune
4. Micro Economics - M. L. Seth
5. Micro Economics - M. L. Jhingan; Vrinda Publications, New Delhi.
6. Managerial Economics - Theory and Application - D. M. Mithani
7. Business Economics – Dr. Girija Shankar – Atharv Publication, Pune
8. Business Economics – Adhikari M. Excel Books, New Delhi
9. Understanding Microeconomics- Robert L. Helibroner and Lester C. Thurow. Prentice Hall International Inc. London
10. Micro Economic Theory An Analytical Approach – J M Joshi and R. Joshi Wishwa Prakashan (Division of Wiley Eastern Limited) N. Delhi
11. Business & Managerial Economics Sampat Mukherjee. New Central Book Agency, Calcutta

F. Y. B. Com.
SEMESTER-I CBCS Course 2018
C-105: GEOGRAPHY OF RESOURCES-I

Total Credits -03

Objectives:

- 1) To understand the scope and content of Geography of Resources in relation to spatial distribution of Agricultural, Forest resources and Industrial production.
 - 2) To acquaint the students about dynamic aspects of Geography of Resources.
 - 3) To acquaint the students about the dynamic nature of industrial field in India.
 - 4) To make the students of Commerce aware about the relationship between the Geographical factors and Economic activities.
- 1. Introduction**
- 1.1 Definition,
 - 1.2 Nature & Scope of Geography of Resources
 - 1.3 Approaches to the study of Geography of Resources
 - 1.4 Importance of geography of resources
- 2. Geographical Environment & Commerce**
- 2.1 Physical Environment
 - 2.2 Factors of Physical Environment
 - 2.3 Relationship between Physical Factors & Economics activities of man.
 - 2.4 Cultural Environment
 - 2.5 Factors of Cultural Environment
 - 2.6 Determinism & Possibilism
- 3. Resources**
- 3.1 Meaning, nature & use of Resources
 - 3.2 Types of Forests, their characteristics, distribution & importance.
 - 3.3 Farming – Role of Agriculture in Indian economy.
 - 3.4 Types of Farming – Subsistence & Commercial Farming
 - 3.5 Shifting cultivation, Plantation farming, Truck farming
 - 3.6 Non – conventional Energy Resource – Sun, Wind & Sea-waves
- 4. Population**
- 4.1 Levels of Population – Optimum population, Over Population & Under population
 - 4.2 Population characteristics of India.

Recommended Books

1. **Resource and Environment. Kumbhare Arun; Pyal Publication (P.5to 168)**
2. Commercial Geography – Prof. Mrs. P.N.Padey. Nirali Publication; topic 1,2,3,4.
3. Agricultural Geography – Morgan W.B. & Munton J.J.C.
4. Economic Geography – Wheeler J.O.
5. Economic Geography – H. Robinson.
6. Commercial Geography – Prof. Mrs. P.N.Padey.
7. Commercial Geography – Prof. Ahirrao

F.Y.B.Com: CBCS (2018 Course)
Semester I
C-106: Business Mathematics & Business Statistics I

Total Credits -03

Business Mathematics

Objectives:

1. To prepare for competitive examinations
2. To understand the concept of shares and to calculate Dividend
3. To understand the concept of population and sample.
4. To use frequency distribution to make decision.
5. To understand and to calculate various types of averages.
6. To understand the concept and techniques of different types of index numbers.
7. To understand the concept and application of profit and loss in business.

1.Pre-requisites

- 1.1 Natural Numbers and Integers.
- 1.2 H.C.F and L.C.M.
- 1.3 Fractions- addition, subtraction multiplication and division of two or more fractions.
- 1.4 Laws of Indices
- 1.5 Ratio and Percentage
- 1.6 Proportion and partnership.

2.Profit and Loss :

- 2.1 Cost price, selling price, profit on cost price, Loss on cost price,
- 2.2 Problems involving discounts and / or commission are expected.

3.Shares and dividends

- 3.1 Concept of Shares, face value, market value, Net Asset Value
- 3.2 Equity Shares and Preference, shares
- 3.3 Dividend
- 3.4 Bonus Shares
- 3.5 Examples

Business Statistics

4 Scope of Statistics and Population and Sample

- 4.1 Definition and concept of Statistics
- 4.2 Scope of Statistics in Economics, Management Science and Industry
- 4.3 Concept of Population and Sample
- 4.4 Methods of Sampling: Simple Random Sampling and Stratified Random Sampling (Description of procedures only)

5 Measures of central tendency

- 5.1 Variables Qualitative and Quantitative, Raw data, Classification of data,
- 5.2 Frequency distribution, cumulative frequency distribution,
- 5.3 Histogram (finding mode graphically) Ogive curves and its uses.
- 5.4 Measures of central tendency: Mean, Median mode for ungrouped and Grouped data.
- 5.5 Examples

6 Index number

- 6.1 Concept of Index Number
- 6.2 Construction of Price Index Number
- 6.3 Laspeyre's, Paasche's and Fisher's Method
- 6.4 Family Budget and Aggregate Expenditure Method
- 6.5 Concept of – Cost of Living /Consumer Price Index Number, SENSEX and NIFTY
- 6.6 Examples

Recommended Books:

1. Practical Business Mathematics by S.A.Bari (New Literature Publishing Company)
2. Business Mathematics by V.K.Kapoor (Sultan Chand and Sons)
3. Fundamentals of Statistics by S.C.Gupta (Himalaya Publishing House)
4. Basic Statistics by B.L.Agrawal (New Age International Publishers)
5. Statistical Methods by S.P.Gupta (Sultan Chand and Sons)

F. Y. B. Com. CBCS (2018 Course)

Semester I

C- 107: Computer Application in Business- I

Total Credits -03

Objectives:

1. Introduce candidates to typical applications software used in business and finance.
2. Introduce the types of costs and benefits of applications software together with common issues in its implementation.
3. Explore the role of applications software through case studies from the finance and retail sectors.

1 Introduction:

Computer definition, uses, block diagram, functions of ALU, input/output, scanner, plotter, keyboard, mouse, MICR, bar decoder, OCR, joystick, monitor, printer, memory unit and CPU.

2 Software:

Software types, compilers, interpreter, assembler, linker, loader, high level and low-level languages. Files-types and operations, indexed, sequential and hashed organization. Sorting, merging, indexing and updating functions, concept of a file allocation table.

3 Operating System

Operating system concept, types-timesharing, batch processing, multiprogramming, real-time; functions of operating systems – Introduction to file management, detailed study of DOS and Windows.

4 Networking

Data communication concepts, classification, communication media, LAN, Wan, Man, Internet, Intranet, Extranet, and their efficient use. Introduction to internet & email, E-commerce

5 Study of Office

Study of office 2000(MS-Word, MS-Power Point, MS-Excel)

Recommended Books:

1. Computer Fundamentals - P.K. Sinha.
2. Introduction to Computers - Peter Norton.

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F. Y. B. Com. CBCS (2018 Course)
Semester I
C111: CORPORATE LAW I

Total Credits -03

Objective: To provide basic knowledge of the provisions of the Companies Act 2013.

1 Development of company law in India

- 1.1 Historical Development
- 1.2 Commencement and application
- 1.3 Development of company law administration
- 1.4 Introduction of Corporate Social Responsibilities of company
- 1.5 Difference between Company Act 1956 & 2013

1. Company

- 2.1 Definitions and characteristics
- 2.2 Kinds of companies
- 2.3 Exemptions and privileges available to all private companies
- 2.4 Distinction between private and public company
- 2.5 Corporate Veil
- 2.6 Subsidiary company not to hold shares in its holding company

3. Formation of a company

- 3.1 Objects of forming a company
- 3.2 Stages in the formation of a company
- 3.3 Incorporation stage
- 3.4 Minimum capital subscription stage
- 3.5 Commencement of business stage
- 3.6 Formation of companies with charitable objects

4. Memorandum of association

- 4.1 Definition and importance
- 4.2 Form of memorandum.
- 4.3 Contents of the memorandum (name clause, domicile clause, object clause, liability clause, capital clause and association clause)
- 4.4 Procedure for alteration of memorandum of association

5. Articles of association

- 5.1 Definition
- 5.2 Contents of articles
- 5.3 Procedure for alteration of articles
- 5.4 Distinction between memorandum and articles of association.
- 5.5 Table 'A'

Recommended Books

- | | | |
|----|----------------------------------|---------------|
| 1. | Company Law | Singh Avtar |
| 2. | Modern Indian Company Law | M.C. Kuchchal |
| 3. | Company Law | N.D.Kapoor |
| 4. | Guide to Companies Act | Ramaiya |
| 5. | Company Law | Bagrial |
| 6. | Principles of Modern Company Law | Gower L.C.B. |

F.Y.B.Com.: (CBCS 2018 Course)
Semester-I
C 121: Banking & Insurance-I

Total Credits -03

Objectives:

- This course enables the students to know the fundamentals of banking and with special reference to India.
- To make the students aware of banking business and practices.
- To give thorough knowledge of banking operations.

1. Introduction

- 1.1 Origin of the word 'Bank'
- 1.2 Meaning and definition of bank
- 1.3 Evolution of banking in India
- 1.4 Role of banking in economic development
- 1.5 Structural classification-Branch banking, Unit Banking

2. Functions of Bank

- 2.1 Primary Functions
 - a) Accepting deposits: Demand deposits-Saving and Current
Time deposits-Recurring and Fixed deposits
 - b) Granting Loans and Advances- Term Loan, Cash Credit, Short term credit, Overdraft
- 2.2 Secondary Functions
 - a) Agency functions- Payment and Collection of Cheques, Purchase and Sale of Securities, Act as trustees, Executor, Act as correspondent etc.
 - b) General Utility Services-Safety locker facility, Transfer of money, Travellers cheques, Gift cheques, Pension Payments, ATM Facility, Credit Cards
- 2.3 Functional Classification- Agricultural, Industrial, Central, Co-operative banks

3. Procedure for opening and operating of deposit account

- 3.1 Procedure for opening of deposit account: Know Your customer Norms (KYC Norms), Application form, Proof of residence, Specimen signature and Nomination
- 3.2 Procedure for opening of deposit account: Pay in slip book, Withdrawal slip, Issue of Cheque book, Issue of pass book and Closure account

4. Banker and Customer Relationship

- 4.1 Types of Customers- Minor, Illiterate Person, Married Women, Lunatic, Drunkards and Joint Account
- 4.2 Methods of remittance- Demand Drafts, Mail Transfer, Electronic Fund transfer and Bankers Cheques

Reference Books

- Practice and Law of banking-G.S. Gill
- Banking: Law and Practice-P.N. Varshney
- Banking Theory and Practice- E.gordon, K. Talraj
- Banking and financial system- Vasant Desai
- Banking Theory and Practice-K.C.Shekhar
- Banking Theory and Practice-Prof.Mugle
- Fundamentals of banking- Dr. Rita Swami
- Banking and Finance-Mr.Azar Khan
- Banking and Finance-Dr. Mukund Mahajan

F. Y. B. Com. CBS (2018 Course)

Semester I

C131 - MARKETING-I

Total Credits -03

Objectives:

his course enables the students to understand:

- A) The basic concept of Marketing and its functions.
- B) Basic concept of Market and Evolution of Marketing.
- C) Marketing Organisation and
- D) Marketing Mix and Marketing Environment.

1. Marketing and its Functions:

Meaning, definition and objectives of Marketing

Importance of marketing

Functions of marketing:

Buying, Assembling, Selling

Standardization and Grading

Storage, Transportation, Marketing Risks.

2. Evolution, concepts and classification of markets:

Evolution of marketing in India

Stages in Evolution

Traditional and Modern concepts of Marketing

Market:

Meaning and features of Market

Types of market as per geographical area, time, importance, products, customers etc.

3. Marketing Organization:

Meaning and importance of Marketing Organization

Essentials of sound marketing organization

Principles of Marketing Organization

The Organization Structure

Types of Organization Structure

Marketing executive/manager and his functions.

4. Marketing Mix and Marketing Environment:

Meaning of the concept of Marketing Mix

Marketing system and Marketing Mix

Elements of Marketing Mix

Marketing Organization and its Environment

Internal controllable factors

External controllable factors

Demographic, economic, political, social, technological, ecological.

Books Recommended:-

1. Modern Marketing Management(India Context) By Dr.R.S.Davar.
2. The Practical Approach to Marketing Management By Stepheu Morse
3. Marketing Management in Indian Perspective By S.M. Jha & L.P.Singh
4. Marketing Management By S.A.Sherlekar.
5. Marketing Management By Philip Kotler
6. Industrial Marketing By Ralph Alexander, James Cross & Rochard Hill
7. An Introduction to Marketing By D. Amarchand and Varadharjan
8. Marketing Research Overview By S.A. Chunawalla
9. Marketing Management By C.B.Mamoria, R.K.Suri, Satish Mamoria .

F. Y. B. Com: 2018 Course Syllabus
F. Y. B. Com. Additional English-I (w. e. f- June 2018)

Total Credits -03

Objectives

- a) To expose students to a good blend of old and new literary extracts having various themes those are entertaining, enlightening and informative so that they realize the beauty and communicative power of English
- b) To make students aware of the cultural values and the major problems in the world today
- c) To develop literary sensibilities and communicative abilities among the students

Prescribed Text:

Modern Trailblazers, Published by Orient Black Swan

Semester-I

Course Content

Akio Morita

- 1 Dhirubhai Ambani
- 2 G.D. Naidu
- 3 G.R. Gopinath
- 4 Ramchandrarao Kirloskar and Laxmanrao Kirloskar
- 5 Louis Braille
- 6 Mallika Srinivasan
- 7 Muhammad Yunus

(Note: All the units as covered in the prescribed text.)

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F. Y. B. Com.: CBCS (2016 Course)
Semester – I
C 103: MARATHI – I

Total Credit: 3

उद्दिष्टे :

१. विद्याथ्याङ्की वाचन व लेखन क्षमता विकसित करणे.
२. नेमलेल्या कलाकृतीच्या संदर्भात साहित्य परंपरेचा स्थूल परिचय करून देणे.
३. प्रसार माध्यमांचे समाजातील उपयोजन समजावून देणे.
४. विद्याथ्याङ्कमध्ये वाङ्मयीन अभिरूची विकसित करणे.

घटक विश्लेषण :

व्यक्तिचित्र, कथासंग्रह, विनोदी लेखन, प्रवास वर्णन या वाङ्मयप्रकारांपैकी एका प्रकारातील साहित्यकृती

माती, पंख आणि आकाश ज्ञानेश्वर मुळे, नवसाहित्य बुकस्टॉल, बेळगांव.

१. आत्मचरित्र, आत्मकथन या वाङ्मयप्रकारांची वैशिष्ट्ये व मर्यादा
२. **माती, पंख आणि आकाश** – रसस्वाद व विश्लेषण
३. निबंधलेखन, वैचारिक, प्रासंगिक महत्वाचे, व्यापार उदयोग – अर्थविषयक

संदर्भसाहित्य:

१. आत्मचरित्रमीमांसा – डॉ. आनंद यादव प्रकाशन पुणे.
२. उपयोजित मराठी – संपादक डॉ. केतकी मोडक, संतोष शेणई, सुजाता शेणई, पदमगंधा प्रकाशन पुणे.
३. व्यावहारिक मराठी – डॉ. कल्याण काळे, डॉ. द. दि. पुंडे निराली प्रकाशन पुणे.

संकलन – भाषा संचालनालय, महाराष्ट्र शासन.

F. Y. B. Com: 2016 Course Syllabus

C 201 Compulsory English - II (w. e. f- June 2018)

Total Credits -03

A. Objectives:

- a) To encourage and enable the students to read the various types of texts on their own and discuss them among peers.
- b) To develop competence among the students for self-learning.
- c) To develop their communicative skills and their proficiency in English language.
- d) To make students aware of the different communicative skills.
- e) To prepare them to function effectively in their future professions.

Prescribed Text: *Views & Visions: An English Coursebook for Undergraduates* by Orient BlackSwan

Semester-II

Prose:

- | | |
|-----------------------------------|------------------------|
| 1. The Task of Education | <i>Vinoba Bhave</i> |
| 2. A Letter by Hazlitt to His Son | <i>William Hazlitt</i> |
| 3. The Bet | <i>Anton Chekov</i> |
| 4. Curious Mishaps | <i>Vikram Seth</i> |
| 5. Refund | <i>Fritz Karinthy</i> |

Poetry:

- | | |
|--|-----------------------------------|
| 1. Polonius to Laertes | <i>William Shakespear</i> |
| 2. No Men are Foreign | <i>James Kirkup</i> |
| 3. Stopping by Woods on a Snow Evening | <i>Robert Frost</i> |
| 4. The Golden Pitcher | <i>Acharya Vidyasagar Maharaj</i> |

Grammar, Usage and Composition:

1. Degrees of Comparison
2. One-word Substitution
3. Synonyms and Antonyms
4. Paragraph Writing
5. Reading Comprehension
6. Summarizing

(Note: All the units as covered in the prescribed text.)

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F. Y. B. Com. CBCS (2018 Course)

Semester II

C208: FINANCIAL ACCOUNTING II

Total Credits -03

Objectives:

1. To impart the knowledge of various accounting concepts.
2. To instil the knowledge about accounting procedures, methods and techniques.
3. To familiarize with the fundamentals of computerized system of accounting.

1. Accounting in Computerised Environment

- 1.1 An Overview of Computerised Accounting System
- 1.2 Salient Features and Significance
- 1.3 Concept of Grouping of Accounts
- 1.4 Accounting Packages and Consideration for their Selection

2. Royalty Accounts (Excluding Sub-lease)

- 2.1 Meaning, Types of Royalties, Parties in Royalty Accounts
- 2.2 Minimum Rent, Short Workings, Recoupment of Short Workings
- 2.3 Journal Entries in the Books of Landlord and Lessee
- 2.4 Preparation of Ledger Accounts in the Books of Both the Parties

3. Hire Purchase and Instalment System (Excluding H.P. Trading Account)

- 3.1 Basic Concepts, Distinction between Hire Purchase and Instalment System
- 3.2 Calculation of Interest and Cash Price
- 3.3 Accounting for Hire Purchase Transactions by Asset Purchase Method based on Full Cash Price
- 3.4 Journal Entries and Ledger Accounts in the Books of Purchaser and Seller

4. Depreciation Accounting

- 4.1 Meaning, Causes and Objectives of Depreciation
- 4.2 Accounting Treatment including Provision for Depreciation Accounting
- 4.3 Methods of Depreciation: i) Annuity Method ii) Sinking Fund Method
- 4.4 Journal Entries and Ledger Accounts
- 4.5 Change of Method as per revised AS-6

Recommended Books

- | | |
|-----------------------------|--|
| 1. Financial Accounting | Mukharjee A., Hanif M. (Tata McGraw Hill Publishing Company Ltd., New Delhi) |
| 2. Financial Accounting | Maheshwari SN, Maheshwari SK (Vikas Publishing House Pvt. Ltd.) |
| 3. Financial Accounting | Tulsian PC (Tata McGraw Hill Publishing Company Ltd., New Delhi) |
| 4. Advanced Accounting | Jain SP, Narang KN (Kalyani Publishers, New Delhi) |
| 5. Advanced Accounting | Gupta RL, Radhaswamy M (Sultan Chand & Sons, New Delhi) |
| 6. Advanced Accounting | Shukla MC, Grewal SP (S. Chand & Co. Ltd., New Delhi) |
| 7. The Chartered Accountant | Journal of the Institute of Chartered Accountants of India |

F.Y.B.Com.: (CBCS 2018 Course)
Semester-II
C204: Business Economics –II

Total Credits -03

Objectives –

- 1) To help the students to understand the basic concept of economics
- 2) To apply economic analysis in the formulation of business policies
- 3) To use economic reasoning to problems of business

1. Market Structure

- 1.1 Characteristics and Pricing theory (short-run and long-run) under condition of
 - A) Perfect Competition
 - B) Monopolistic Competition
 - C) Monopoly- Price Discrimination
- 1.2 Selling Cost
- 1.3 Oligopoly – Definitions and characteristics
- 1.4 Duopoly – Definitions and characteristics

2. Factor Pricing

- 2.1 Rent –
 - i) Concept of economic Rent
 - ii) Ricardian Theory of Rent
 - iii) Modern Theory of Rent
- 2.1 Wage –
 - i) Concept of Wages (Real and Money Wage)
 - ii) Backward sloping supply curve
 - iii) Collective Bargaining
 - iv) Modern Theory of Wage
- 2.3 Interest –
 - i) Concept of Interest
 - ii) Loanable Fund Theory
 - iii) Liquidity Preference Theory of Interest
- 2.3 Profit –
 - i) Concept of Profit
 - ii) J. B. Clark's Dynamic Theory of Profit
 - iii) Innovation Theory of Profit
 - iv) Risk and Uncertainty Bearing Theory of Profit

Reference Books

1. Textbook of Economic Theory - Stonier and Hague; Longman Green and Co., London
2. Introduction to Positive Economics - Richard G. Lipsey
3. Business Economics (Micro) - Dr. Girijashankar; Atharva Prakashan, Pune
4. Micro Economics - M. L. Seth
5. Micro Economics - M. L. Jhingan; Vrinda Publications, New Delhi
6. Managerial Economics - Theory and Application - D. M. Mithani
7. Business Economics – Dr. Girija Shankar – Atharv Publication, Pune
8. Business Economics – Adhikari M. Excel Books, New Delhi
9. Understanding Microeconomics- Robert L. Helibroner and Lester C. Thurow. Prentice Hall International Inc. London
10. Micro Economic Theory An Analytical Approach – J M Joshi and R. Joshi Wishwa Prakashan (Division of Wiley Eastern Limited) N. Delhi

F. Y. B. Com
SEMESTER-II CBCS Course 2018
C-205: GEOGRAPHY OF RESOURCES-II

Total Credits -03

Objectives

- 1) To understand the scope and content of Geography of Resources in relation to spatial distribution of Agricultural, Forest resources and Industrial production.
- 2) To acquaint the students about dynamic aspects of Geography of Resources.
- 3) To acquaint the students about the dynamic nature of industrial field in India.
- 4) To make the students of Commerce aware about the relationship between the Geographical factors and Economic activities.

1 Industries

- 1.1 Role of Industries in Economic development
- 1.2 Factors of Industrial location
- 1.3 Weber's Theory of Industrial location
- 1.4 Major Industrial regions of India
- 1.5 Iron and Steel Industry of India
- 1.6 Cotton textile Industry of India
- 1.7 Engineering Industry of India.

2 Transportation

- 2.1 Need & importance of Transportation
- 2.2 Commercial development
- 2.3 Comparison of various modes of transportation and Cost of transportation.

3 Trade & Tourism

- 3.1 Geographical factors affecting International Trade
- 3.2 India's foreign trade
- 3.3 Geographical factors influencing Tourism
- 3.4 Economic importance of Tourism
- 3.5 Tourist Industry of India

4. Cartographic Techniques

- 4.1 Line Graph
- 4.2 Bar Graph
- 4.3 Dot Method
- 4.4 Choropleth Method
- 4.5 Divided Circle Method

* Teachers are supposed to arrange study-tours

Reference :

1. . **Resource and Enviornment. Kumbhare Arun; Pyal Publication (P.5to 1680)**
2. Commercial Geography – Prof. Mrs. P.N.Padey. Nirali Publication; All topics
3. Economic Geography – Alexander J.
4. Economic Geography – Jones & Darkenwald.
5. Agricultural Geography – Morgan W.B. & Munton J:J.C.
6. Economic Geography – Wheeler J.O.
7. Economic Geography – H. Robinson.
8. Commercial Geography – Prof. Mrs. P.N.Padey.
9. Commercial Geography – Prof. Ahirrao29

F.Y.B.Com: CBCS (2018 Course)
Semester II
C-206: Business Mathematics & Business Statistics II

Business Mathematics

Total Credits -03

Objectives

1. To prepare for competitive examinations
2. To understand the concept of simple interest, compound interest and the concept of EMI.
3. To understand and to calculate various types of variations.
4. To use correlation and regression analysis to estimate the relationship between two variables.
5. To understand the concept of Matrices and Determinants

2. Interest

- 1.1 Simple Interest
- 1.2 Compound interest (nominal and effective rate of interest)
- 1.3 Equated Monthly Installments (EMI) (Reducing and flat rate of interest)
- 1.4 Examples

2. Matrices and Determinants

- 2.1 Meaning of determinant, evaluation of second and third order determinants. Properties of determinants (without proof). Cramer's rule.
- 2.2 Meaning of matrix, equality of two matrices, addition, subtraction and multiplication of two matrices. (Simple numerical problems on addition, subtraction and multiplication are expected). Inverse of a non-singular square matrix by adjoint method.

Business Statistics

3. Measures of dispersion

- 3.1 Concept of Dispersion
- 3.2 Measures of Dispersion – Range, Variance and Standard Deviation
- 3.3 (S.D.) for Grouped and ungrouped data
- 3.4 Measures of relative dispersion- Coefficient of range and coefficient of Variation
- 3.5 Examples

4. Correlation and Regression

- 4.1 Concept of Bivariate data, correlation using scatter diagram
- 4.2 Karl Pearson's Coefficient correlation for ungrouped data
- 4.3 Spearman's Rank correlation coefficient
- 4.4 Concept of regression, lines of regression
- 4.5 Regression as prediction Model
- 4.6 Examples

Recommended Books:

1. Practical Business Mathematics by S.A.Bari (New Literature Publishing Company)
2. Business Mathematics by V.K.Kapoor (Sultan Chand and Sons)
3. Fundamentals of Statistics by S.C.Gupta (Himalaya Publishing House)
4. Basic Statistics by B.L.Agrawal (New Age International Publishers)
5. Statistical Methods by S.P.Gupta (Sultan Chand and Sons)

F. Y. B. Com. CBCS (2018 Course)

Semester II

C 207: Computer Application in Business -II

Total Credits -03

Objectives:

1. Introduce candidates to typical applications software used in business and finance.
2. Introduce the types of costs and benefits of applications software together with common issues in its implementation.
3. Explore the role of applications software through case studies from the finance and re

1. Introduction

- 1.1 Basic concepts of electronic business
- 1.2 Information technology and types of electronic commerce
- 1.3 Using intranets and extranets for electronic commerce

2. Internet Security

- 2.1 Electronic data interchange standards
- 2.2 Symmetric and asymmetric encryption
- 2.3 Digital signature.

3. Payment Systems

- 3.1 E-cash ,smart cards, digital payment systems
- 3.2 Credit card through internet.

4. Challenges

- 4.1 Disaster management
- 4.2 Marketing strategy
- 4.3 Vendor evaluation and selection Process

5. Case Studies

- 5.1 Functional services CRM
- 5.2 Accounts services and credit card operations.

Recommended Books

- 1) e-commerce: The Cutting Edge of Business by Bajaj K.K. & Nag
- 2) Electronic Commerce by S. Gory and Perry. James

Semester II
C211: CORPORATE LAW II

Total Credits -03

Objective: To provide basic knowledge of the provisions of the Companies Act 2013.

1. Prospectus

- 1.1 Definition
- 1.2 Matters to be stated in prospectus
- 1.3 Statement in lieu of Prospectus
- 1.4 Criminal Liability for Mis-statement in Prospectus
- 1.5 Civil Liability for Mis-statement in Prospectus
- 1.6 Guidelines of SEBI for capital issue advertisement
- 1.7 Shelf Prospectus.
- 1.8 Red Herring Prospectus

2. Shares and share capital

- 2.1 Nature and definition
- 2.2 Characteristics of shares
- 2.3 Types of share capital
- 2.4 Types of shares
- 2.5 Issue of sweat equity shares
- 2.6 Issue of shares at par, at premium and at discount

3. Allotment of shares

- 3.1 Introduction
- 3.2 Conditions for allotment of shares
- 3.3 Irregular allotment
- 3.4 Procedure for allotment of shares
- 3.5 Public offer and private placement
- 3.6 Offer of sale of shares by certain members of company.
- 3.7 Public offer of shares to be in dematerialised form

4. Transfer and transmission of shares

- 4.1 Statutory provisions of transfer
- 4.2 Restriction on transfer
- 4.3 Instrument of transfer
- 4.4 Procedure for transfer of shares
- 4.5 Blank transfer and forged transfer – effects
- 4.6 Transmission of shares – distinction between transfer and transmission of shares, provisions,
- 4.7 Procedure for transmission of shares, duties of the secretary in connection with transmission of shares

Recommended Books

- | | |
|-------------------------------------|---------------|
| 1. Company Law | Singh Avtar |
| 2. Modern Indian Company Law | M.C. Kuchchal |
| 3. Company Law | N.D.Kapoor |
| 4. Guide to Companies Act | Ramaiya |
| 5. Company Law | Bagrial |
| 6. Principles of Modern Company Law | Gower L.C.B. |

F.Y.B.Com.: (CBCS 2018 Course)
Semester-II
C 221: Banking & Insurance –II

Total Credits -03

Objectives:

- This course enables the students to know the fundamentals of banking and with special reference to India.
 - To make the students aware of banking business and practices.
 - To give thorough knowledge of banking operations.
- 1. Lending Principles, Credit Creation and Balance Sheet of bank**
- 1.1 Principles of lending- Liquidity, Profitability, Security and Shiftability
 - 1.2 Multiple Credit Creation: Process and Limitations
 - 1.3 Balance Sheet of a Commercial Bank
 - 1.4 Types of securities acceptable to a bank
- 2. Negotiable Instruments**
- 2.1 Meaning and features of negotiable instruments
 - 2.2 Types of negotiable instruments- Cheques, Commercial papers, Hundis, Certificates of deposits, Bill of exchange and Promissory notes
 - 2.3 Types of Cheques
- 3. Technology in Banking**
- 3.1 Need and importance of technology in banking
 - 3.2 ATM, Credit Card, Tele banking-Net Banking
 - 3.3 Concept of Core Banking
- 4. Insurance**
- 4.1 Evolution of insurance sector in India
 - 4.2 Purpose and importance of insurance
 - 4.3 Types of insurance- LIC and GIC
 - 4.4 Privatization of insurance business in India
 - 4.5 Role of an insurance agent

Reference Books

- Practice and Law of banking-G.S. Gill
- Banking: Law and Practice-P.N. Varshney
- Banking Theory and Practice- E.gordon, K. Talraj
- Banking and financial system- Vasant Desai
- Banking Theory and Practice-K.C.Shekhar
- Banking Theory and Practice-Prof.Mugle
- Fundamentals of banking- Dr. Rita Swami
- Banking and Finance-Azar Khan
- Report on trends and progress of banking in India-R.B.I. Bulletin

F. Y. B. Com. CBCS (2018 Course)
Semester II
C231 - MARKETING-II

Total Credits -03

Objectives:

This course enables the students to understand:

- A) The meaning of consumer his rights, duties and responsibilities.
 - B) Consumer decision making process
 - C) Marketing of Agricultural, Industrial & Consumer Goods.
1. **Consumer his rights, duties and responsibilities:**
Meaning and definition of Consumer
Importance of Consumer.
Consumer Rights
Duties and Responsibilities of Consumer
Consumer Movement
Meaning Nature and Objectives
Consumer Movement in India
Critical Evaluation of Consumer Movement
Study of practical consumer cases. Facts of the case
Arguments and Decision of Consumer Courts.
 2. **Consumer Decision Making Process:**
Meaning, Stages in decision making process
Introduction of new product in the market
Factors to be considered
Buying pattern or buying habits.
 3. **Marketing of Consumer Goods:**
Meaning, Features of Consumer Goods
Types of Consumer Goods
Channels of Distribution.
 4. **Marketing of Agricultural Goods**
Meaning, Features of Agricultural Goods
Types of Agricultural Goods
Channels of Distribution.
 5. **Marketing of industrial goods:**
Meaning, Features of Industrial Goods
Industrial Customers
Classification of Industrial Goods
Channels of Distribution.

Books Recommended:-

1. Modern Marketing Management(India Context) By Dr.R.S.Davar.
2. The Practical Approach to Marketing Management By Stepheu Morse
3. Marketing Management in Indian Perspective By S.M. Jha & L.P.Singh
4. Marketing Management By S.A.Sherlekar.
5. Marketing Management By Philip Kotler
6. Industrial Marketing By Ralph Alexander, James Cross & Rochard Hill
7. An Introduction to Marketing By D. Amarchand and Varadharjan
8. Marketing Research Overview By S.A. Chunawalla
9. Marketing Management By C.B.Mamoria, R.K.Suri, Satish Mamoria.

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F. Y. B. Com: 2018 Course Syllabus

F. Y. B. Com. Additional English-II Semester -II

Total Credits -03

Objectives

- a) To expose students to a good blend of old and new literary extracts having various themes those are entertaining, enlightening and informative so that they realize the beauty and communicative power of English
- b) To make students aware of the cultural values and the major problems in the world today
- c) To develop literary sensibilities and communicative abilities among the students

Prescribed Text:

Modern Trailblazers, Published by Orient Black Swan

Semester-II

Course Content

- 1 Priya Paul
- 2 Rahul Bajaj
- 3 Ratan Tata
- 4 Sabeer Bhatia
- 5 Steve Jobs
- 6 Sudha Murthy
- 7 L.M. Thapar
- 8 Vijay Bhatkar

(Note: All the units as covered in the prescribed text.)

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F. Y.B.COM : CBCS (2016 Course)
Semester – II
C203 : Marathi - II

Credit - 3

उद्दिष्टे :

१. विद्यार्थ्यांची वाचन व लेखन क्षमता विकसित करणे.
२. नेमलेल्या कलाकृतीच्या संदर्भात साहित्य परंपरेचा स्थूल परिचय करून देणे.
३. प्रसार माध्यमांचे समाजातील उपयोजन समजावून देणे.
४. विद्यार्थ्यांमध्ये वाङ्मयीन अभिरुची विकसित करणे.

घटक विश्लेषण :

- | | | |
|----|---|----|
| १. | संज्ञापन कौशल्ये - (प्राथमिक व प्रगत) | १५ |
| | १.१ संज्ञापन (संवाद) म्हणजे काय? | |
| | १.२ संवादाचे महत्त्व | |
| | १.३ संवादातील अडथळे. | |
| २. | प्रसारमाध्यमे : सामर्थ्य व मर्यादा | १५ |
| | २.१ वृत्तपत्र | |
| | २.२ नभोवाणी | |
| | २.३ दूरचित्रवाणी | |
| | २.४ जाहीरात लेखन | |
| ३. | कार्यालयीन लेखनकौशल्ये | १० |
| | ३.१ कार्यालयीन पत्रव्यवहार - चौकशीपत्र, तक्रारपत्र, मागणीपत्र व आवेदनपत्र | |
| | ३.२ इतिवृत्त, टिप्पणी लेखन व अहवाल लेखन | |
| | ३.३ पत्रकांचे लेखन | |
| | सुचनापत्रक, माहितीपत्रक, घोषणापत्रक, परिपत्रक | |
| ४. | वृत्तांतलेखन आणि मुलाखत | |

संदर्भ साहित्य

१. व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. द. दि. पुंडे – निराली प्रकाशन, पुणे.
२. व्यावहारिक मराठी – डॉ. ल. रा. नसीरावादकर, फडके प्रकाशन, कोल्हापूर
३. मराठी भाषेची संवादकौशल्य - यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ नाशिक
४. प्रशासकीय लेखन – महाराष्ट्र राज्य – शासकीय प्रकाशन
५. नभोवाणी कार्यक्रम: तंत्र आणि मंत्र – पुष्पा काणे, इंडिया बुक कंपनी, पुणे
६. उपयोजित मराठी – संपा. डॉ. केतकी मोडक, संतोष शेणई, सुजाता शेणई, पदमगंधा प्रकाशन, पुणे.
७. नभोवाणी आणि दूरचित्रवाणी - प्रसाद नामजोशी, टिळक महाराष्ट्र विद्यापीठ, पुणे.

F. Y. B. Com.: CBCS (2016 Course)
Semester II
UGF-11: Basics of Information Technology I
(Foundation Course)

Total Credits -02

Objectives:

1. To introduce the fundamental concepts of computer
2. To understand principles of IT
3. To learn database and networking concepts.
4. To enhance the learning skills

1. Basics of Computer

- 1.1 Introduction to computer
- 1.2 Computer system, Hardware, Software
- 1.3 Computer Memory
- 1.4 Block Diagram of computer

2. User – Computer Interface

- 2.1 Interaction of user and computer
- 2.2 Operating System
- 2.3 Internet & Internet service

3. Introduction to MS OFFICE

- 4.1 Ms-Word
- 4.2 Ms-Excel
- 4.3 Ms-PowerPoint
- 4.4 Ms-Access

4. Data Communication & Computer Network

- 5.1 Introduction to computer network
- 5.2 Network types
- 5.3 LAN, WAN, MAN,
- 5.4 Topologies and Types of Topologies

Reference Books

1. Computer Fundamental by Anita Goel by Pearson Publications
2. Computer Fundamentals by P.K Sinha
3. Computer Fundamentals by Milind Oak

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BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

**BACHELOR OF COMPUTER APPLICATIONS
(BCA)**

With effect from 2018-19

BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY), PUNE

FACULTY OF MANAGEMENT STUDIES

Board of Studies in Computer Applications and Systems Studies

Structure of Bachelor of Computer applications Programme

(Under Choice Based Credit System)

To be effective from 2018-19 at Part I

1. INTRODUCTION:

The BCA Programme is a full time 100 Credits program offered by Bharati Vidyapeeth (Deemed to be University), Pune and conducted at its management institutes in Karad, Kolhapur, Pune, Sangli, and Solapur. All the five institutes have excellent faculty, Laboratories, Library, and other facilities to provide proper learning environment. The University is reaccredited by NAAC with an 'A+' grade. The expectations and requirements of the Software Industry, immediately and in the near future, are visualized while designing the BCA programme. This effort is reflected in the Vision and Mission statements of the BCA programme. Of course, the statements also embody the spirit of the vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed To Be University which is to usher in “Social Transformation through Dynamic Education.”

2. VISION STATEMENT OF BCA PROGRAMME:

To create high caliber solution architects and innovators for software development.

3. MISSION STATEMENT OF BCA PROGRAMME:

To teach 'things, not just words', 'how to think', and 'how to self-learn'.

4. OBJECTIVES OF BCA PROGRAMME:

The main objectives of BCA Programme are to prepare the youth to take up positions as system analysts, system engineers, software engineers, programmers and of course as versatile teachers in any area of computer applications. Accordingly the course curriculum aims at developing 'systems thinking' 'abstract thinking', 'skills to analyze and synthesize', and 'skills to apply knowledge', through 'extensive problem solving sessions', 'hands on practice under various hardware/software environments', 'four minor projects and 'one semester full-time internship project'. In addition, 'social interaction skills', 'communication skills', 'life skills', 'entrepreneurial skills', and 'research skills' which are necessary for career growth and for leading quality life are also imparted.

5. LEARNING OUTCOMES FROM THE BCA PROGRAMME:

At the end of the course the student should be able to:

- (a) Analyze problems and design effective and efficient software solutions.

- (b) Develop software under latest Application Development Environments.
- (c) Learn new technologies with ease and be productive at all times.
- (d) Read, write, and contribute to technical literature.
- (e) Work in teams.
- (f) Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
Examination Form Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
University Examinations	For Sem - I, III, V - December For Sem - II, IV, VI - June	For Sem - I, III, V – June For Sem - II, IV, VI - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION TO THIS COURSE:

Admission to the course is open to any candidate who has passed (10+2) or equivalent examination of any recognized board.

Subject to the above condition, the final admission is based solely on the merit at the All India entrance test (BU-MAT) conducted by Bharati Vidyapeeth (Deemed to be University, Pune).

9. DURATION OF THE COURSE:

The duration of this course is three years divided in to six semesters or a minimum of 100 credits whichever is later. The medium of instruction and examination will be only English.

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year		II Year		III Year	
		For all centres except New Delhi	For IMR, New Delhi Centre only	For all centres except New Delhi	For IMR, New Delhi Centre only	For all centres except New Delhi	For IMR, New Delhi Centre only
1	Admission Fee	300/-	300/-	-	-	-	-
2	Tuition Fee	15000/-	17700/-	15000/-	17700/-	15000/-	17700/-
3	Examination Fee	5770/-	5770/-	5770/-	5770/-	5870/-	5870/-
Total		21070/-	23770/-	20770/-	23470/-	20870/-	23570/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	B.C.A. (For all centres except New Delhi)	45300/-	300/-	45000/-	3443/-	9000/-	32557/-
	B.C.A. (For IMR, New Delhi Centre only)	53400/-	300/-	53100/-	3443/-	10620/-	39037/-

13. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials

- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions
-

17. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES:

Grade Points:

The Faculty of Management Studies, Bharati Vidyapeeth University has suggested the use of a 10-point grading system for all programmes designed by its various Board of Studies. A grading system is a 10-point system if the maximum grade point is 10. The system is given in Table I below.

Table I: The 10-point Grading System Adapted for Programmes under FMS

Range of Percent Marks	[75, 100]	[70,74.9]	[65, 69.9]	[60, 64.9]	[55, 59.9]	[50, 54.9]	[45, 49.9]	[40, 44.9]	[00, 39.9]
Grade Point	10.0	9.0	8.0	7.0	6.0	5.5	5.0	4.5	0.0
Grade	O	A+	A	B+	B	C	+ C	D	F

18. SCHEME OF EXAMINATION:

For some courses there is Internal Assessment (IA) conducted by the respective institutes as well as a University Examination (UE) at the End-of-the Term. IA will be of **30 marks** and UE will be conducted out of **70 marks** and converted to grade points and grades using Table I above.

For courses having only Continuous Assessment (CA) the respective institutes will evaluate the students in varieties of ways, three or four times, during the term for a total of 100 marks. Then the marks will be converted to grade points and grades using the Table I above.

Performance in a Course: The performance in a course is indicated by a Grade Point Index (GPI). For courses with both UE and IA components, the GPI is computed as a weighted average of grade points in UE and IA with respective weights 70% and 30%. That is,

$$\text{GPI} = 0.7 * \text{GP(UE)} + 0.3 * \text{GP(IA)},$$

Where GP (UE) is the grade point corresponding to UE and GP (IA) is the grade point corresponding to IA.

For courses with CA only, the grade point itself would be the GPI.

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

At the end of each term, SGPA is calculated as the weighted average of all GPI of courses in the current semester in which the student has passed, the weights being the credit values of respective courses. Similarly, at the end of each semester, CGPA is calculated as the weighted average of all GPI of all courses in which the student has passed **up to** the current Semester.

19. STANDARDS OF PASSING & RULES OF ATKT:

a) In order to pass in a course, a student must obtain a minimum grade point of 4.5 at the UE and also a minimum GPI of 4.0 in the course. There is no separate passing criterion in IA. Thus, a student may fail in a course either because he/she failed at UE or he/she failed in aggregate performance of UE and IA. A student who passes in a course is said to have completed the credits assigned to the course.

(b) A student who has passed in all heads of passing in Part-I, Part-II and Part-III with minimum of 100 credits will be awarded the degree of Bachelor of Computer Applications (BCA) with the honors according to Table II.

Table II: CGPA Ranges for Class Declaration

Range of CGPA	[4.00, 4.99]	[5.00, 5.49]	[5.50, 5.99]	[6.00, 7.99]	[8.00, 10.00]
Division	Pass Class	Second Class	Higher Second Class	First Class	First Class with Distinction
Range of Marks (%)	[40.0, 49.9]	[50.0, 54.9]	[55.0, 59.9]	[60.0, 69.9]	[70.0, 100.0]

Equivalence between CGPA and Percent Marks: Any stakeholder may convert GPI of a course, SGPA, or CGPA to an equivalent percent marks using the formula

$$\text{marks(\%)} = \begin{array}{l} 10 * \text{CGPA if CGPA in [4.00, 6.00]} \\ 5 * \text{CGPA} + 30 \text{ if CGPA in [6.00, 9.00]} \\ 25 * \text{CGPA} - 150 \text{ if CGPA in [9.00, 10.00]} \end{array}$$

The above formula gives values in the Table III. For values which are not in the Table III, use the formula directly..

Table III: CGPA and Corresponding Marks (%)

CGP A	MAR KS (%)	CGP A	MAR KS (%)	CGP A	MAR KS (%)	CGP A	MARK S (%)	CGP A	MAR KS (%)	CGP A	MARK S (%)
4.0	40.0	5.0	50.0	6.0	60.0	7.0	65.0	8.0	70.0	9.0	75.0
4.1	41.0	5.1	51.0	6.1	60.5	7.1	65.5	8.1	70.5	9.1	77.5
4.2	42.0	5.2	52.0	6.2	61.0	7.2	66.0	8.2	71.0	9.2	80.0
4.3	43.0	5.3	53.0	6.3	61.5	7.3	66.5	8.3	71.5	9.3	82.5
4.4	44.0	5.4	54.0	6.4	62.0	7.4	67.0	8.4	72.0	9.4	85.0
4.5	45.0	5.5	55.0	6.5	62.5	7.5	67.5	8.5	72.5	9.5	87.5
4.6	46.0	5.6	56.0	6.6	63.0	7.6	68.0	8.6	73.0	9.6	90.0
4.7	47.0	5.7	57.0	6.7	63.5	7.7	68.5	8.7	73.5	9.7	92.5
4.8	48.0	5.8	58.0	6.8	64.0	7.8	69.0	8.8	74.0	9.8	95.0
4.9	49.0	5.9	59.0	6.9	64.5	7.9	69.5	8.9	74.5	9.9	97.5

RULES OF ATKT:

1. A student is allowed to carry backlog of any number of subjects for Semester IV.
2. A student must pass Semester I and Semester II to appear for Semester V.

20. STRUCTURE:**SEMESTER-WISE COURSE STRUCTURE FOR BCA
SEMESTER I**

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
101	Fundamentals of Information Technology	3	70%/30%	Univ.
102	Algorithm and program Design	3	70%/30%	Univ.
103	C Programming - I	3	70%/30%	Univ.
104	Business organization system	2	70%/30%	Univ.
105	Business Mathematics	3	70%/30%	Univ.
106	Lab on MS-Office Suite	1	70%/30%	Univ.
107	Lab on C Programming - I	1	70%/30%	Univ.
108	General course-I Business English	1	Continuous Assessment	IA
Total		17		

SEMESTER II

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
201	Computer Organization and Architecture	3	70%/30%	Univ.
202	Database Management system	3	70%/30%	Univ.
203	C Programming - II	3	70%/30%	Univ.
204	Financial Accounting	2	70%/30%	Univ.
205	Principles of Management	2	70%/30%	Univ.
206	Lab on C Programming - II	1	70%/30%	Univ.
207	Environmental Studies	1	70%/30%	Univ.
208	General Course II Business Communication	1	Continuous Assessment	IA
Total		16		

SEMESTER III

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
301	Operating Systems	3	70%/30%	Univ.
302	Software Engineering	3	70%/30%	Univ.
303	DBMS II	3	70%/30%	Univ.
304	Statistics	3	70%/30%	Univ.
305	Multimedia Technology	2	70%/30%	Univ.
306	Lab on Oracle and Multimedia	1	70%/30%	Univ.
307	Lab on Linux Operating System	1	70%/30%	Univ.
308	General Course III Soft Skill Personality development	1	Continuous Assessment	IA
Total		17		

SEMESTER IV

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
401	Computer Networks	3	70%/30%	Univ.
402	Software Testing	3	70%/30%	Univ.
403	Java Programming	3	70%/30%	Univ.
404	Operations Research	2	70%/30%	Univ.
405	Entrepreneurship Development	2	70%/30%	Univ.
406	Lab on Java	1	70%/30%	Univ.
407	Minor Project - I	1	70%/30%	Univ.
408	General Course IV Societal Concerns	1	Continuous Assessment	IA
Total		16		

SEMESTER V

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
501	Introduction to the Internet Technologies	3	70%/30%	Univ.
502	Object Oriented Analysis and Design	3	70%/30%	Univ.
503	C# Programming	3	70%/30%	Univ.
504	Graph Theory	3	70%/30%	Univ.
505	E-commerce	2	70%/30%	Univ.
506	Lab on Internet Technology and C# Programming	1	70%/30%	Univ.
507	Minor Project II	1	70%/30%	Univ.
508	General Course V Aptitude	1	Continuous Assessment	IA
Total		17		

SEMESTER VI

Course Number	Course Title	Credit Value	Weightage for EoTE/IA	EoTE
601	Information Security	3	70%/30%	Univ.
602	Data warehousing and Data Mining	3	70%/30%	Univ.
603	Web Programming	3	70%/30%	Univ.
604	Software project Management	3	70%/30%	Univ.
605	Business Analytics	2	70%/30%	Univ.
606	Lab on Web programming	1	70%/30%	Univ.
607	Major Project - III	1	70%/30%	Univ.
608	General Course VI MOOCS	1	Continuous Assessment	IA
Total		17		

Semester I

Course Number	Course Name	Credits	Year of Introduction
101	Fundamentals of Information Technology	3	2018-19
<p>Course Objective: The main objective is to introduce IT in a simple language to all undergraduate students, regardless of their specialization. It will help them to pursue specialized programs leading to technical and professional careers and certifications in the IT industry. The focus of the subject is on introducing skills relating to IT basics, computer applications, programming, interactive medias, Internet basics</p>			
<p>Expected Outcome : At the end of this course, student should be able to (a) Understand basic concepts and terminology of information technology. (b) Have a basic understanding of personal computers and their operations. (c) Be able to identify issues related to information security.</p>			
<p>References (Books, Websites etc) : How to solve computer – Dromey Computer Fundamentals by P. K. Sinha,</p>			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction to Computers: Definition, .Basics of Computer, Characteristics of computers, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.</p>		
2	<p>Computer Arithmetic: Binary, Binary Arithmetic, Number System: Positional & Non Positional, Binary, Octal, Decimal, Hexadecimal, Converting from one number system to another , 1's Complements, 2's Complements, Computer Codes, Rules and laws of Boolean algebra, Basic Gates (NOT, AND & OR)</p>		
3	<p>Input Output Devices: Role of I/O devices in a computer system. Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision</p>		

	Input System, Touch Screen, Output Units: Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.
4	Storage Fundamentals: Primary Vs Secondary Storage, Data storage & retrieval methods. Primary Storage: RAM ROM, PROM, EPROM, EEPROM. Secondary Storage: Magnetic Disks. Flash Drives, DVD, Blue-Ray disc.
5	Software: Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w, Algorithms and Flow Charts.
6	Data Communication: Communication Process, Data Transmission speed, Communication Types (modes), Data Transmission Medias, Modem and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking. Internet – Web Browsers, Web servers, Internet Protocol, Hyper text Transfer Protocol, Business Data Processing: Introduction, data storage hierarchy, Method of organizing data, File Types, File Organization, File Utilities.

Course Number	Course Name	Credits	Year of Introduction
102	Algorithm and Program Design	3	2018-19
<p>Course Objective: To understand good principles of algorithm design, elementary analysis of algorithms, and fundamental data structures. The emphasis is on choosing appropriate data structures and designing correct and efficient algorithms to operate on these data structures.</p>			
<p>Expected Outcome: This is a first course in data structures and algorithm design. Students will:</p> <ul style="list-style-type: none"> • learn good principles of algorithm design; • learn how to analyze algorithms and estimate their worst-case and average-case behaviour (in easy cases); • become familiar with fundamental data structures and with the manner in which these data structures can best be implemented; become accustomed to the description of algorithms in both functional and procedural styles; 			
<p>References (Books, Websites etc) : 1. Dromey R. G. : How to Solve it by a Computer. 2. Sartaj Sahni: Data Structure, Algorithms and Applications in C++ (Ch II).</p>			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction: Concept, of Problem, Procedure and Algorithm, Algorithm Representation through Pseudo - Code and Flow - Charts, Tracing of Algorithms Such as Swapping, Counting, Finding the Sum, Product, maximum, minimum, of a list of numbers.</p>		
2	<p>Concept of Structured Programming and Procedure Oriented Programming: Introduction, Concept, Basic Control Structure, Benefits of Structured Programming and Procedure Oriented Programming</p>		
3	<p>Design of Algorithm: Design of algorithm for problem such as Evaluation of polynomial, Sum of first n factorials, Finding nth term of Fibonacci sequence, Finding largest and second largest of list, Determining nth root of a number, compute, GCD and Base Conversion</p>		

4	<p>Problem Analysis and Design 1: Problem Analysis and Design of Algorithms for problems such as (1) Swapping (2) Counting (3) Finding the Sum, Product, maximum, minimum of a finite list of numbers, and (4) Simple variations of the above problem realization that, there may be alternative algorithm and that one algorithm may be better (in some sense) than the other.</p>
5	<p>Problem Analysis and Design2: Problem Analysis Design of Algorithms for problems such as (1) Evaluation of a polynomial (2) Sum of first n factorials (3) Finding the nth term of a Fibonacci sequence, (4) Finding the largest and second largest of a finite list, (5) Evaluating in finite series and variations of these problems, (6) Determining nth root of a number.</p>
6	<p>Concept of Array, Sort and Search Technique: Introduction of Array, Array manipulation such as removing the duplicates, Partitioning of an array, listing of prime numbers, finding prime factor of a number, The problem of search and Merge, Linear, Binary search algorithms, The Problem of Sorting, Selection, Insertion and Bubble</p>

Course Number	Course Name	Credits	Year of Introduction
103	C Programming - I	3	2018-19
Course Objective:			
This is a first course in programming. The objective of this paper is to teach the Programming Language C. However, the process of learning a computer language will also be emphasized. Emphasis is also on semantics and problem solving.			
Expected Outcome:			
At the end of the course a student should be able:			
<ul style="list-style-type: none"> • To solve a given problem using programming/algorithm • Understand and use C libraries, • Trace the given C program manually • Effectively use of Arrays and functions • Write C program for simple applications of real life using structures and Unions. 			
References (Books, Websites etc) :			
1. Let us C - Y.Kanetkar, BPB Publications 4. Yashawant Kanetkar, let Us C, BPB Publication			
2. Programming in C - Gottfried B.S., TMH 2.			
3. The 'C' programming language - B.W.Kernighan, D.M.Ritchie, PHI			
4. Programming in ANSI C - Balaguruswami, TMH			
5. C- The Complete Reference - H.Sohildt, TMH			
6. A Structured Programming Approach using C – B.A. Forouzan & R.F. Gillberg, THOMSON Indian Edition			
7. Computer fundamentals and programming in C – Pradip Dey & Manas Ghosh, OXFORD			
Suggested MOOC :			
Please refer these websites for MOOCS:			
NPTEL / Swayam			
www.edx.com			
www.coursera.com			
Course Plan			
Unit	Contents		
1	Introduction to C language Origins of C, Character Set of C, C Tokens, Keywords and Identifiers, Constants, Variables, Data types, Declaration of variables, Declaration of variables as constant, Operators, Types of operators, Precedence and associativity, Expression, Type conversions in expressions, Input and Output functions - printf(), scanf(), getchar(), putchar(), Formatted input and formatted output.		
2	Decision Control and looping Introduction, Control Statements- Sequential, Selection, Iteration Statements, Branching structure- if statement, if-else statement, Nested if-else statement, else if Ladder,		

	Conditional operator, switch statement, Loop control structures- while loop, do-while loop, for loop, Nested for loop, Jump statements-break, continue, goto
3	Functions Introduction, Purpose of function, Function declaration/ Function prototype, Function definition, Function call, return statement, Function parameters, Types of functions, Call by value , Storage classes, Recursion, Examples on recursive function
4	Arrays and Strings Introduction to one-dimensional Array, Definition, Declaration, Initialization, Accessing and displaying array elements, Arrays and functions, Introduction to two-dimensional Array, Definition, Declaration, Initialization, Accessing and displaying array elements, Introductions to Strings, Definition, Declaration, Initialization, Input, output statements for strings, Standard library functions, Implementations with standard library functions
5	Structures and union Introduction to structure, Defining a structure, Declaring structure variables, Accessing structure members, nested structure, Array of structure, Array within structure, Introduction to union, Definition, Declaration, Differentiate between structure and union
6	Pointers Introduction to pointer, Definition, Declaring and Initializing pointer variable, Indirection operator and address of operator, Accessing variable through its pointer, Pointer arithmetic, Dynamic memory allocation, Pointers & Functions, Pointers & Array, Pointers & Structures

Course Number	Course Name	Credits	Year of Introduction
104	Business Organization System	2	2018-19
Course Objective:			
To acquaint students with fundamentals of Business Organization and management systems as a body of knowledge.			
Expected Outcome :			
1. Students shall know about business and structure 2. Students shall know about various forms of business 3. Students will have sound knowledge about overall business environment.			
References (Books, Websites etc) :			
Reference Books:			
S.A. Sherlekar ,Modern Business Organization and Management – (Himalaya Publishing House) Y.K. Bhushan ,Fundamental of Business Organization & Management – (S Chand Publishers) Basu, C. R.; <i>Business Organization and Management</i> , Tata McGraw Hill, Publishing House, New Delhi, 1998 B S Moshal, J P Mahajan, J S Gujral, Business Organization and Management –. Galgotia Publishing Co, New Delhi Redmond James, Robert Trager , Media Organization and Management –, Biztantra, New Delhi			
Suggested MOOC :			
Please refer these websites for MOOCS: NPTEL / Swayam www. edx.com www.coursera.com			
Laboratory Experiments:			
1	Nature of Business Concept of Business – Meaning, Definition, Nature and Scope, Characteristics of Business. Business as an Economic Activity. Objectives of Business. Structure of Business (Classification of Business Activities. Requisites for Success in Modern Business.		
2	Evolution of Business Beginning and development of Commerce, Evolution of Industry, Industrial Revolution, Beginning and growth of Indian Business, Industrialization in India.		
3	Forms of Business Ownership Introduction to various forms – Factors affecting choices of an deal form of ownership, features Merits and Demerits of Sole Proprietorship – Joint Hindu Family Business – Partnership – Joint Stock Company – Co-operative Organisation, Public Enterprises.		
4	Formation of a Company Stages in formation and incorporation of a company (e Promotion – incorporation and registration – Capital Subscription – Commencement of Business. - Documents		

	of a Company i.e. Memorandum of Association – Articles of Association – Prospectus.
5	<p>Establishment of Business Enterprise</p> <p>Various factors to be considered while starting a new Business enterprise i.e. identification of Business Opportunity – Market Assessment – Suppliers – Technology – Location – Human Resource – Finance etc. Small and Medium Enterprises – Meaning Characteristics and objectives. Role of Support Organisation such as Trade Associations and Chambers of Commerce.</p>
6	<p>Organization of Trade</p> <p>Channels of Distribution – Meaning, Functions and types. Internal Trade – Wholesale and Retail</p> <p>External Trade – Import and Export. Role and importance of support services to Business such as Transport Insurance etc. Business Combinations – Mergers and Acquisitions. Franchising. Business Process Outsourcing. Multinationals – Concept and role of MNCs</p>

Course Number	Course Name	Credits	Year of Introduction
105	Business Mathematics	3	2018-19
Course Objective:			
To give general idea about mathematics and its application in Business			
Expected Outcome:			
The students will be able to solve small business problems by using the concepts of Business Mathematics			
References (Books, Websites etc) :			
Discrete Mathematics & its Applications by Kenneth Rosen			
Suggested MOOC :			
Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Set Theory : Definition of a set, Representation of elements of sets, Methods of representing sets , types of sets, operations on sets , cardinality of a set, Principle of Inclusion and Exclusion , Venn Diagram , Proof by using Venn diagram		
2	Functions and Relations : Definition of Function, Types of Functions ,Composite Function, Relation definition, representation of relations		
3	Logic: Propositions, Logic Operations-Negation, Disjunction, Conjunction, Conditional and Biconditional, Truth Tables of compound propositions, Translating English sentences in to logical statements and vice versa, Logic gates and circuits		
4	Matrices: Matrix Definition, General Form, Representation of matrix in computers, Types of matrices, Operations on matrices: Addition, Subtraction and Multiplication, transpose , row / column transformations , Inverse of the matrix by Co-factor and Adjoint method, solutions to three variable problems by using matrices, application problems of matrices		
5	Permutations and Combinations: Concept- Permutation, Combination, Sum and Product rules, problems on Permutation and combination (with wording atleast, atmost, neither nor, any one etc.)		
6	Probability: Concept and problem solving, general probability, conditional probability, partitions, Bayes Theorm		

Course Number	Course Name	Credits	Year of Introduction
106	Lab on MS-Office Suite	1	2018-19
<p>Course Objective: The objective of this course is to help the student gain proficiency in text editing and formatting, spreadsheet and database management, and presentation preparation. An additional objective of the course is for the student to gain basic knowledge of modern-day computing technology.</p>			
<p>Expected Outcome : Upon completion of this course students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an advanced knowledge of the Word Processing package, MS Office and a knowledge of how to design & create effective and structured documents like technical reports, letters, brochures, etc., • Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc. • Demonstrate the skills in making an effective presentation with audio and video effects using the MS Excel package • Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations. 			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Information Technology Essentials, Windows and Internet Explorer:		
1	Verify the components of a typical computer system, Explore, maintain files, and customize the Windows operating system, Review using the Internet Explorer.		
2	<p>MS Word: Introduction: Introduction to MS Word, Menus, Shortcuts, Document types Working with Documents:</p> <ol style="list-style-type: none"> a) Opening Files – New & Existing, Saving Files b) Formatting page and Setting Margins c) Converting files to different formats : Importing, Exporting , Sending files to others d) Editing text documents : Inserting , Deleting ,Cut, Copy, paste , Undo, Redo , Find, Search, Replace e) Using Toolbars, Ruler, Icons and help <p>Formatting Documents:</p>		

	<p>a) Setting Font Styles: Font selection – style, size, color etc., Type face – Bold Italic, underline, Case settings, Highlighting, Special symbols</p> <p>b) Setting Paragraph style: Alignments, Indents, Line space, Margins and Bullets and Numbering</p> <p>c) Setting Page Style: Formatting, Border & Shading, Columns, Header & footer, Setting Footnotes, Inserting manual Page break, Column break and line break, Creating sections and frames, Inserting Clip arts, inserting pictures and other files, Anchoring & Wrapping</p> <p>d) Setting Document Styles: Table of Contents, Index, Page Numbering, data & Time, Author etc., Creating Master Documents</p> <p>Creating Tables: Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, Formula</p> <p>Drawing: Inserting Pictures/Files etc., Drawing Pictures, Formatting & Editing pictures, Grouping and ordering, Rotating</p> <p>Tools: Word Completion, Spell Checks, Macros, Mail merge, Templates, Using Wizards, Tracking, Changes, Security</p>
3	<p>MS Power Point:</p> <p>Introduction: Opening new Presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts</p> <p>Creating a presentation: Setting presentation style, Adding Text to the presentation</p> <p>Formatting a presentation: Adding style, Color, gradient fills, Arranging objects, Adding Header & Footer, Slide background, Slide layout</p> <p>Adding Graphics to the presentation: Inserting pictures, movies, tables, etc into the presentation, Drawing Pictures using Draw</p> <p>Adding effects to the presentation: Setting Animation & transition effect, Adding audio and video</p> <p>Printing Handouts and Generating standalone presentation viewer</p>
4	<p>MS Excel:</p> <p>Introduction: Spreadsheet & its Applications , Opening spreadsheet, Menus & Toolbars &</p>

	<p>icons, Shortcuts , Using help</p> <p>Working with Spreadsheets: Opening a File, Saving Files, Setting Margins, Converting files to different formats : Importing, Exporting and Sending files to others</p> <p>Spreadsheet addressing : Rows, Columns & Cells, Referring cells and Selecting cells</p> <p>Entering and Editing Data: Entering Data, Cut, Copy, paste, Undo, Redo, Find, Search & Replace, Filling continuous rows, columns, Inserting -Data, cells, column, rows & sheets, Manual breaks</p> <p>Computing data : Setting Formula, Finding total in a column or row, Mathematical Operations(Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formula</p> <p>Formatting Spreadsheets: Formatting – Cell, row, column & Sheet: Alignment, Font, Border & shading, highlighting values Hiding/Locking Cells</p> <p>Worksheet : Sheet Name , Row & Column Headers, Row Height, Column Width, Visibility – Row, Column, Sheet , worksheet Security</p> <p>Formatting – worksheet: Sheet Formatting & style - background, color, Borders & shading, Anchoring objects, Formatting layout for Graphics, Clipart etc.,</p> <p>Working with sheets : Sorting, Filtering, Validation, Consolidation, Subtotal , Creating Charts, Selecting charts, Formatting charts, label, scaling etc.,</p> <p>Using Tools: Error Checking, Spell Checks, Macros, Formula Auditing, Creating & using Templates, Tracking changes, customization, printing worksheet</p>
5	<p>Working with Excel Functions: Concept of Functions, Commonly used functions: Sum, Max,Min, Average, Count, Today, Now, Datedif, Countif, CountA, CountBlank, Round, RoundUp, RoundDown, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif</p>
6	<p>MS Access: What is an Access Database, Opening a Database File, Create Table, Create and modify fields of tables, Construct simple queries, Saving and Running Queries</p>

Course Number	Course Name	Credits	Year of Introduction
107	Lab on C Programming I	1	2018
Course Objective :			
This is companion course of C Programming I			
Syllabus Broad Units:			
This Companion course of C programming; Practical aspects of C programming towards problem solving is covered.			
Expected Outcome :			
The students will develop adequate programming skills with respect to following			
<ol style="list-style-type: none"> 1. Implement a real world problem using basic constructs of C language. 2. Develop an application using Decision making and looping 3. Make use of proper operators to solve problem. 4. Make use of Arrays and pointers efficiently and handling strings. 5. Comprehend the dynamic memory allocation and pointers in C. 6. Able to define new data types using enum, structures and typedef. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Let us C - Y.Kanetkar, BPB Publications 2. Programming in C - Gottfried B.S., TMH 3. The 'C' programming language - B.W.Kernighan, D.M.Ritchie, PHI 4. Programming in ANSI C - Balaguruswami, TMH 5. C- The Complete Reference - H.Sohildt, TMH 6. A Structured Programming Approach using C – B.A. Forouzan & R.F. Gillberg, THOMSON Indian Edition 7. Computer fundamentals and programming in C – Pradip Dey & Manas Ghosh, OXFORD 			

Outline of Lab on C programming – I

Sr. No	Programming Exercises
1	Compilation and Executing programs Arithmetic operations Use of Symbolic constants Demonstrating the following gcc options -o, -c, -D, -l, -I, -g, -E Programs to demonstrate use of operators and Input/ output <i>gcc or an equivalent compiler is assumed.</i>
2	Program to demonstrate the following <ul style="list-style-type: none"> – Branching – Nested Branching – Looping – Selection

3	<p>Working with functions</p> <ul style="list-style-type: none"> - Writing function prototype and definition - Using functions to solve problems (Calling a function) - Using recursion - Storage classes - Using register, extern and static
4	<p>Arrays and Strings</p> <p>1D - Linear Search, Sort</p> <p>2D - Matrix operations</p> <p>Strings: program to do operations on string using library and user defined functions</p> <p>Finding length of string, String concatenation, removing extra spaces, get substring, check whether second string is part of another, converting string to lowercase, uppercase etc.</p>
5	<p>Structures</p> <p>Making use of structures to define new types(user defined types)</p> <p>Arrays of structure, display all elements of array and sorting of them.</p>
6	<p>Pointers,</p> <p>Programs to demonstrate working of pointer; need of pointer</p> <p>Pointer as parameter to function</p> <p>Comparison of pointer with arrays and using pointer to refer an array</p> <p>Creating pointer dynamically by using dynamic memory allocation</p> <p>Array of Pointers, Ragged Arrays, Function pointer</p>

Course Number	Course Name	Credits	Year of Introduction
108	General Course-I Business English	1	2018-19
Course Objective: The objective is to introduce Business English to undergraduate students for effective communication in business organization.			
Expected Outcome: At the end of this course, student should be able to Understand how to converse in business situations and Write effective e-mails, prepare proposals & flyers, news reports.			
References (Books, Websites etc) : English Grammar and Composition – Wren and Martin Business Communication – Urmila Rai, S.M Rai, Himalaya Publication House, 9 th edition Scott Ober – Contemporary Business Communication, Biztara Publications Sinha K K – Business Communication, Galgotia Publishing Company http://www.businessenglishsite.com/general-business-english.html http://www.englishclub.com/business-english/ http://www.better-english.com/exerciselist.html			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Business English: Introduction Protocol & Meeting People in Business; Dealing with people – at work, customer service The Basics of Customer Service - Techniques to Calm an Angry Customer Getting Back on the Good Side of an Injured Customer; negotiating with customers & suppliers, saying negative things in a positive way		
2	Business Writing : Reporting information and ideas – preparing news reports, handouts, flyers ; writing effective proposals – outline of B-plan		
3	Electronic Mailing: Art of mailing right; Making accepting and turning down offers; placing orders, responses, conveying regrets, sending firm reminders, acknowledging receipt.		
4	Oral proficiency : Impromptu, conversation – courteous talk, small talk, first 5 min ; turn taking, networking, business conventions, business meetings, party talk; discussion during an interview		

5	Group discussions: Initiating , listening, contributing, disagreeing, summarizing
6	Telephone speaking skills: Professional telephone etiquettes, Taking and Leaving Messages, Presentation skills- information gathering , preparing aids, rehearsals, making effective power-point presentation, summarizing.

Semester II

Course Number	Course Name	Credits	Year of Introduction
201	Computer Organization and Architecture	3	2018-19
<p>Course Objective: Main objective of this paper is to learn structure and functioning of various hardware components of digital computer. Also study the interactions and communication among these hardware components.</p>			
<p>Expected Outcome : At the end of this course, student should be able to understand</p> <ul style="list-style-type: none"> • Simple machine architecture and the reduced instruction set computers. • Memory control, direct memory access, interrupts, and memory organization • Basic data flow through the CPU (interfacing, bus control logic, and internal communications). • Number systems, instruction sets, addressing modes, and data/instruction formats. 			
<p>References (Books, Websites etc) : M Morris Mano Computer systems Architecture third edition Prentice Hall of India Publication</p>			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction To Digital Computer: Data Representation – Data Types – Complements – Arithmetic Operations – Representations – Fixed –Point, Floating – Point , Decimal Fixed – Point – Binary Codes- Logic Gates, Boolean Algebra, Map Simplification – Combinational Circuits: Half-Adder, Full Adder- Flip Flops - Sequential Circuits</p>		
2	<p>Introduction To Digital Components And Micro Operations: ICs – Decoders – Multiplexers – Registers – Shift Registers – Binary Counters – Memory Unit – Register Transfer Language – Register Transfer – Bus And Memory Transfers – Arithmetic, Logic And Shift Micro Operations , Arithmetic Logic Shift Unit.</p>		
3	<p>Computer organization: Instruction Codes – Computer Registers – Computer Instructions – Timing And Control – Instruction Cycle – Memory Reference Instructions – I/O And Interrupt – Machine Language – Assembly Language – Assembler.</p>		
4	<p>Memory Organization: Memory Hierarchy – Main Memory – Auxiliary Memory – Associative Memory – Cache Memory – Virtual Memory – Memory Management.</p>		

5	Central Processing Unit: General Register Organization – Control Word – Stack Organization – Instruction Format – Addressing Modes – Data Transfer And Manipulation – Program Control, RISC
6	Input – Output Organization: Peripheral Devices – Input-Output Interface – Asynchronous Data Transfer – Modes Of Transfer – Priority Interrupt – DMA – IOP – Serial Communication.

Course Number	Course Name	Credits	Year of Introduction
202	Database Management System	3	2018-19
<p>Course Objective: This is a foundational course on Data Modeling. The course aims to impart knowledge of the concepts related to database and operations on databases. It also gives the idea how database is managed in various environments with emphasis on security measures as implemented in database management systems.</p>			
<p>Expected Outcome : At the end of the course, student should be able to</p> <ul style="list-style-type: none"> A) Understand the concepts of database and techniques for its management. B) Different Data Models at Conceptual and Logical level. C) Differentiate between the role of DBA and Data Architect D) Understanding Data Security standards and Methods 			
<p>References (Books, Websites etc) :</p> <ol style="list-style-type: none"> 1) Database System Concepts By Henry korth and A. Silberschatz 2) Database Systems Concepts, Designs and Application by Shio Kumar Singh, Pearson 3) Database Management Systems by Debabrata Sahoo ,Tata Macgraw Hill 			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction of Database Management System: Difference between Data, Information, Data Processing & Data Management. File Oriented Approach, Database oriented approach to Data Management, Need for DBMS, Characteristic of Database, Database Architecture: Levels of Abstraction, Database schema and instances, 3 tier architecture of DBMS, Data Independence. Database users, Types of Database System. Database Languages, DBMS interfaces.</p>		
2	<p>Data Modeling: Data Models, Logical Data Modeling: Hierarchical Data Model, Network Data Model, Relational Data Model, Advantages and Disadvantages of Logical Data Modeling. Conceptual Data Modeling: Entity Relationship Model, Entities, Attributes, Types of Attributes, Relationships, Degree of relationship Set, Mapping Cardinalities, Keys, ER Diagram Notations, Roles Participation: Total and Partial, Strong and Weak Entity Set. Case studies on ERD.</p>		
3	<p>Normalization: Keys: Composite, Candidate, Primary, Secondary, Foreign, Super key,CODD's Rules, Mapping conceptual model into Relational Model. Functional Dependencies,</p>		

	Decomposition, Lossy and Lossless Decomposition, Dependency Preserving Decomposition Advantages and Disadvantages of Normalization, Normal Forms (1NF, 2NF, 3NF,) Case Studies on Normalization.
4	File Structures and Data Administration: File Organization, Overview of Physical Storage Media, Magnetic Disk, RAID, Tertiary Storage, Storage Access, Data Dictionary Storage, Organization of File (Sequential, Clustering), Indexing and Hashing, Basic Concepts, indices, B+ Tree index file, B- tree index file, Static hashing, Dynamic Hashing, Data administration, Role and Responsibility of DBA
5	Transaction and Concurrency Control Multiprogramming and Multiprocessing, Basic Database access operations, Concept of transaction, transaction state, ACID properties, Schedules, Serializability of schedules., Concurrency Control, lock based protocols, timestamp based protocols, Multiple granularity, Multiple Version Techniques, Deadlock and its handling, Wait-Die and Wound-Wait, Deadlock prevention without using timestamps, Deadlock detection and time outs
6	Database Recovery and security Management: Database Recovery, Types of Failures, and Data access. Recovery and atomicity, Recovery Techniques Algorithms: Log Based Recovery, Check points, Shadow Paging, Recovery with concurrent transactions

Course Number	Course Name	Credits	Year of Introduction
203	C Programming - II	3	2018-19
Course Objective: <ul style="list-style-type: none"> • To understand file handling in C. • To develop skills to analyze the problem given and to design & develop an efficient solution to given problem • To develop capability to choose appropriate data structures for given problems • To imbibe programming skills & thereby making industry ready 			
Expected Outcome: After undergoing this course, student will <ol style="list-style-type: none"> 1. Have thorough knowledge about data structures 2. Ability to design & develop program using linear data structures & non linear data structures for solving problems 3. Ability to choose appropriate data structures for problem solving 4. Ability to use combination of these data structures for problem solving. 			
References (Books, Websites etc) : <ol style="list-style-type: none"> 1. Behrouz A. Forouzan and Richard F. Gilberg , 2nd Edition, Thomson, 2003, Computer Science A Structured Programming Approach Using C 2. Basavraj S Anami, Shanmukhappa Angadi, Sunil Kumar S Manvi, PHI Publications, 2010. A Holistic approach to learning C. 3. Andrew Tenenbaum, Thomson, 2005, Data Structures with C. Robert Kruse & Bruce Leung, Data Structures & Program Design in C, Pearson Education, 			
Suggested MOOC : Data structures and Algorithms, Prof. Sudarshan Iyengar, IITRopar, 8 weeks, Rerun Feb 05, 2018 https://onlinecourses.nptel.ac.in/noc16_cs06 at NEPTTEL			
Course Plan			
Unit	Contents		
1	Elementary Data Structures: Basic concepts such as data object, array, and record; Operations and relations on data objects; definition of data structure; Built-in data types as examples of data structures; concept of abstract data type; notation to specify an abstract data type; concepts of pre-conditions and post-conditions; Implementation of an ADT in a language; Specification and implementation of simple data structures such as Integer, Rational, Currency, Date, Temperature, distance, Pay, Marks, Grade_card etc.		
2	Linear Data Structures: (Representation in Memory and operations like insertion, deletion and traversal) – one and multidimensional array, Pointer arrays, single link list, circular link list, double link list		

3	<p>Particular Linear Data Structures: Representation in Memory and operations like insertion, deletion and traversal) - Stacks: Applications: implementation of recursion, factorial calculation, queues, circular queue, deque;</p>
4	<p>File Handling: Creation, reading writing in a file. Pattern Matching and Extraction of data from a file. Reading and writing from files.</p>
5	<p>Hierarchical data structures : General trees and related concepts; depth first and breadth first traversal of trees; n-ary trees and important properties of n-ary trees; binary trees and their properties; binary tree traversal algorithms.</p>
6	<p>The problem of search and Sorting : Linear and binary search and their efficiency; Hash tables, The standard sort algorithms (Bubble/insertion/selection) and their efficiencies; Merge sort and quick sort algorithms and their efficiencies.</p>

Course Number	Course Name	Credits	Year of Introduction
204	Financial Accounting	2	2018-19
Course Objective:			
<p>10. To impart basic accounting knowledge</p> <p>11. To lay a foundation for further study of accounting at higher level</p> <p>12. To enable the students to understand basic accounting principles, practice and its applications in modern business activities.</p>			
Expected Outcome :			
<ul style="list-style-type: none"> • The knowledge of accounting and its principles at basic level. • Practical's in Tally and Excel for Financial Accounting assignments 			
References (Books, Websites etc) :			
<p>1. Dr. S. N. Maheshwari , Financial Accounting For Management: (Vikas Publishing House)</p> <p>2. Robert Anthony, David Hawkins, Business Accounting. (Tata McGraw –Hill)</p> <p>3. M.G.Patkar, Book-Keeping & Accountancy. Std XI(FYJC) Commerce</p> <p>4. Anil Chowdhry , Fundamentals of Accounting & Financial Analysis (PearsonEducation)</p> <p>5. M.E.Thukaram Rao, Accounting for Managers.(New Age International Publishers)</p>			
Suggested MOOC :			
Please refer these websites for MOOCS:			
NPTEL / Swayam			
www. edx.com			
www.coursera.com			
Course Plan			
Unit	Contents		
1	Introduction: Need for Accounting, Meaning and definition of book keeping, System of Book keeping. Financial Accounting-definition, Scope and objectives. Accounting v/s Book Keeping. Limitations of Financial Accounting, End users of financial statement.		
2	Accounting Principles, Concepts and Conventions: Accounting Principles-definition and importance, Accounting Concepts and Conventions, Branches of accounting.		
3	Journal and ledger: Journal-importance and utility, classification of accounts, journalizing of transactions. Ledger- meaning and utility, posting and balancing of account		
4	Subsidiary Books And Trial Balance: Cash book, purchase book, sales book. Trial Balance- meaning and purpose, preparation of a trial balance.		
5	Preparation of final accounts: Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business.		

6	Computerized Accounting: Computers and Financial application, Accounting Software packages. (Orientation level)
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Course Number	Course Name	Credits	Year of Introduction
205	Principles of Management	2	2018-19
Course Objective:			
To understand the concepts in Management and to develop the skills related to practice of management.			
Expected Outcome:			
To understand the functions and processes of business management.			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Heinz Wehrich & Harold Koontz , Principles and Practice of Management 2. Tripathi & Reddy , Principles of Management 3. Dr. L.M.Prasad, Principles of Management 4. Richard Daft., Management. Thomson South Western Publishers, Australia 			
Suggested MOOC :			
Please refer these websites for MOOCS:			
NPTEL / Swayam			
www.edx.com			
www.coursera.com			
Course Plan			
Unit	Contents		
1	Introduction to Management: Definitions and Meaning of Management, Characteristics of Management, Management Vs. Administration, Levels of Management, Functions of management, Scope and Importance of Management, Henry Fayol’ s contribution to Management, Fredrick Taylor’s contribution to Scientific Management, Social Responsibility of Management.		
2	Planning: Meaning, Steps in planning process, Nature of planning , Types of plans, Mission and Objectives, Process of setting Objectives, Management by Objectives, Decision making - process.		
3	Organizing: Meaning, Process of Organizing, Organization Structure, Forms of Organization		
4	Staffing: Recruitment and its Sources, Selection process, Payment of Wages and Salaries, Incentives - Types, Motivation - Positive and Negative motivation.		
5	Directing: Defining Leadership, Types of leadership. Authority & Responsibility, Delegation of Authority, Decentralization - Determinants of decentralization, Distinction between Delegation and Decentralization.		
6	Controlling: Meaning, Characteristics of Control, Process of Controlling, Modern methods of		

	controlling, Requirements for Effective Control, Relationship between Planning & Controlling. Use of IT in Controlling. Zero Based Budgeting and Management audit.
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Course Number	Course Name	Credits	Year of Introduction
206	Lab on C Programming -II	1	2018-19
Course Objective :			
This is companion course of C Programming II			
Syllabus Broad Units:			
This Companion course of C programming II; Practical aspects of C programming towards problem solving is covered.			
Expected Outcome :			
The students will develop adequate programming skills with respect to following			
<ol style="list-style-type: none"> 1. Define basic data structures such as Date, Currency and Rational; and using it. 2. Defining and using and updating Linear data structures : arrays and Linked List 3. Should define data types such as stack, queue and List 4. Able to read and write data into files. 5. Able to define hierarchical data types; manipulate and use it. 6. Able to understand searching and sorting mechanism and use various algorithms on it. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Behrouz A. Forouzan and Richard F. Gilberg , 2nd Edition, Thomson, 2003, Computer Science A Structured Programming Approach Using C 2. Basavraj S Anami, Shanmukhappa Angadi, Sunil Kumar S Manvi, PHI Publications, 2010. A Holistic approach to learning C. 3. Andrew Tenenbaum, Thomson, 2005, Data Structures with C. Robert Kruse & Bruce Leung, Data Structures & Program Design in C, Pearson Education, 			

Lab on C programming -II

Sr. No	Programming Exercises
1	Elementary Data Structures <ul style="list-style-type: none"> - Write a program having functionality of one dimension and two dimension arrays with use of simple data types such as Integer, Float, Date etc. - Write a program wherein mathematical calculations involves such as average, percentage calculation, Factorial calculation and Matrix multiplication - Write program for structure implementation for array and pointers. - Create a object of the class to achieve various functionalities of accounting such as Net Pay calculation, Tax deduction, Gross pay etc.
2	Linear Data Structures <ul style="list-style-type: none"> - Demonstrate various functionalities for Link list, Circular link list and double link list with the reference of array and pointer. - Write a C program to insert and delete string / integer data from specific place of linked list. - Search a specific string/ integer in a given data set also find how many time it

	occurs or repeats in a set given
3	<p>Particular Linear Data Structures</p> <ul style="list-style-type: none"> - Write program for implementation of recursion - Demonstrate Insertion, Deletion and Searching functionalities with their nomenclatural for – <ul style="list-style-type: none"> o Stack o Queues o Circular Queues - Do necessary assumption for implementation of it
4	<p>File Handling</p> <ul style="list-style-type: none"> - Program to create and write data into files - Program to read data from files. - Programs on pattern matching on data of files and using this pattern matching at the time of reading and writing data into file
5	<p>Hierarchical data structures</p> <ul style="list-style-type: none"> - Programs for defining data structure to represent a tree. Creating tree and adding data/nodes into it. - Programs to traverse trees: DFS, BFS and other - Deleting and nodes in tree
6	<p>The problem of search and Sorting</p> <ul style="list-style-type: none"> - Programs to use linear/sequential searching and binary searching - Programs to implement standard sorting algorithms with efficiency measurement - Reading data form and using it with various sorting algorithms

Course Number	Course Name	Credits	Year of Introduction
207	Environment Studies	1	2018-19
Course Objective:			
To Understand and the nature and function of the natural environment affecting society.			
Expected Outcome :			
Understand the importance of Environment in the life of living things.			
References (Books, Websites etc) :			
<ul style="list-style-type: none"> • Agrawal K.C.:Environmental Biology:Nidhi Publishers Ltd(2001) • Bharucha Erach: The Biodiversity of India: Mapin Publishing Pvt. Ltd. • Jadhav H and Bhosale V.M.: Environmental Protection and Laws: Himalaya Publishing House. • Miller T.G. Jr.: Environmental Science: Wadsworth Publishing Co. 			
Suggested MOOC :			
Course Plan			
Unit	Contents		
1	<p>The multidisciplinary nature of environment studies: Definition, scope and importance-need of public awareness.</p> <p>Natural Resources:</p> <p>Renewable and non-renewable resources:</p> <p>Forest resources: Use and over- exploitation, deforestation. Case studies. Timber extraction, mining, dams and their effects on forest and tribal people.</p> <p>Water resources: Use and over-utilization of surface and groundwater, floods, droughts, conflicts over water, dams- benefit and Problems.</p> <p>Mineral Resources: Use and exploitation ‘environmental effects of extracting and using mineral resources, case studies.</p> <p>Food resources: World food problems, changes caused by agriculture. Fertilizer-pesticide problems, water logging, salinity, case studies.</p> <p>Energy resources: Growing energy needs, renewable and non-renewable energy resources, use of alternative energy sources.</p> <p>Land resources: Land as resources, land degradation, man induced landslides, desertification. Role of individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles</p>		
2	<p>Ecosystem: Concept of ecosystem, structure and function of an ecosystem, producers, consumers and decomposers .Energy flow in the ecosystem, Ecological succession, food chains, food webs and ecological pyramids, introduction, types, characteristics features structure and function of the following ecosystem, forest ecosystem ,grassland ecosystem, Desert ecosystem, Aquatic ecosystems, ponds, stream, lakes, rivers, estuaries.</p>		

3	<p>Biodiversity and its conservations: Introduction, Definition: genetic, species and ecosystem diversity, Biogeographically classification of India, value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option vales, India as a mega diversity nation, Hot-Spots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, Man wildlife conflicts, Endangered and endemic species of India, Conservation of biodiversity: In situ and Ex-situ conservation of biodiversity.</p>
4	<p>Environmental Pollution: Definition- Causes, effects and control measures of:-Air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, and nuclear hazards .Soil waste management: cause, effects and control measures of urban and industrial waste. Role of an individual in prevention of pollution. Pollution case studies. Disaster management: floods, earthquakes, cyclone and landslide.</p>
5	<p>Social issues and Environment: From unsustainable to sustainable development, urban/problems related to energy, water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people; its problems and concerns Case Studies, Environment ethics: Issues and possible solutions ,wasteland reclamation, Consumerism and waste products, Environment protection Act, Air(presentation 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.</p>
6	<p>Human Population and the Environment: Population growth, variation among nations, population explosion-Family Welfare Programme. Environment and Human health. Human Rights Value Education. HIV/AIDS Women and Child Welfare. Role of Information Technology in Environment and human health.</p>

Course Number	Course Name	Credits	Year of Introduction
208	General Course II Business Communication	1	2018-19
Course Objective: The objective is to acquaint undergraduate students with required communication skills.			
Expected Outcome : At the end of this course, student should be able to (a) Understand the concept of communication and use of different media (b) able to make effective written and oral communication			
References (Books, Websites etc) : Business Communication – Urmila Rai, S.M Rai, Himalaya Publication House, 9 th edition Taylor Shirley – Communication for Business, Pearson Education http://www.englishclub.com/business-english/correspondence-samples.htm http://www.writeexpress.com/writing-easy-letters.html http://www.4hb.com/letters/ http://www.businessletters.in/			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www. edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Basic elements of Communication : Concept, Need and Importance, Objectives, Elements of communication, Process, Role of communication in Business, Barriers to communication- physical, semantic and language, socio-psychological, cultural barriers, principles of effective communication		
2	Types : Downward, Upward, Horizontal, grapevine communication, Verbal and Non-verbal Channels – advantages, Methods of communication – pictures, graphs & charts, maps, signs & symbols		
3	Media and modes: conventional modes – mail, courier, hand delivery, telegraph, telex, modern communication technology – telephone, cellular phone, sms, voice mail, Fax, e-mail, teleconferencing, websites, notice board, hoardings and bill boards, newspaper and magazines, radio, film, television, internet, Choice of media		
4	Internal and external Communication: Purpose, Formal and Informal communication; Memoranda, Meetings, Notice of meeting, agenda, minutes, resolutions, Circulars , Press Release, Brochures and Product Manuals		

5	Written Communication: Essentials of effective correspondence, formats, types of business letters – enquiries and replies, sales letters, bank correspondence, job application, Report writing- structure of a report, types of report
6	Oral communication : Presentation skills, Group discussion skills, Negotiation skills, interview skills, telecommunication skills



BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF ARTS (ENGLISH)

(M.A. – Eng.)

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Arts, Social Sciences and Commerce
Master of Arts (M.A.) English (July 2018 Course)
To be implemented from July 2018

1. INTRODUCTION:

The M.A. English degree course provides an opportunity to acquire advanced knowledge in the main areas of English as well as to enhance the ability for better understanding the subject.

2. OBJECTIVES:

- i. To produce experts in English language and literature,
- ii. To develop literary sensibility and critical judgement,
- iii. To develop linguistic ability and sensibility,
- iv. To develop compositional and communicative skills,
- v. To train students in independent use of tools of learning, i.e. reference skills.

3. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III - June For Sem - II, IV - December

4. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

5. ELIGIBILITY:

Any graduate of this university or any other recognized university shall be admitted to M.A. (English) Course.

6. DURATION:

The minimum duration of the MA (English) degree programme is two years divided into four semesters although student may complete the programme gradually within a maximum period of four years. If Programme is not completed successfully during four years, he/she will be required to take fresh admission.

7. MEDIUM :

The medium of instruction and examination shall be English only.

8. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	4600/-	4600/-
3	Examination Fee	1150/-	1250/-
Total		6250/-	6350/-

9. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.A. (eENGLISH)	9700/-	500/-	9200/-	1583/-	1840/-	5777/-

10. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

11. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the `e-learning Environmental Portal` of School of Distance Education.

12. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

13. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

14. COURSE STRUCTURE

The M.A. (English) programme will be of two years duration consisting of four semesters and of minimum 70 Credits: Semester I (16 Credits), Semester II (18 Credits), Semester III (18 Credits), and Semester IV (18 Credits). In first three Semesters, there will be four theory papers of 04 credits each. In Fourth Semester, there will be three theory papers of 06 credits and one research project of 10 credits. All 16 papers will have 100 marks each out of which 30 marks will be for Internal Assessment and 70 marks for University Examination. Thus M.A. English degree examination, four Semesters shall be of minimum 1600 marks and of minimum 70 credits altogether. The following shall be the course structure:

M.A. English: Semester – I

Semester	Subject Type	Code	Title of the paper	Credits	Maximum Marks			
					Internal Assessment	University Examination	Total	
Semester I	Core: Compulsory	PGENG 11	Literature in English from 1550 to 1832 – I	04	30	70	100	
		PGENG 12	Introduction to the Study of English Language – I	04	30	70	100	
		PGENG 13	English Language and Literature Teaching – I	04	30	70	100	
	Any one from the following:							
	Core Elective	PGENG 14	a) Postcolonial Literature – I	04	30	70	100	
		PGENG 15	b) Linguistics & Stylistics – I	04	30	70	100	
		PGENG 16	c) American Literature: 19 th Century – I	04	30	70	100	
		PGENG 17	d) Indian Literature in English Translation – I	04	30	70	100	

M.A. English: Semester – II

Semester	Subject Type	Code	Title of the paper	Credits	Maximum Marks			
					Internal Assessment	University Examination	Total	
Semester II	Core: Compulsory	PGENG 21	Literature in English from 1550 to 1832 – II	04	30	70	100	
		PGENG 22	Introduction to the Study of English Language – II	04	30	70	100	
		PGENG 23	English Language and Literature Teaching – II	04	30	70	100	
	Any one from the following:							
	Core Elective	PGENG 24	a) Postcolonial Literature – II	04	30	70	100	
		PGENG 25	b) Linguistics and Stylistics – II	04	30	70	100	
		PGENG 26	c) American Literature: 19 th Century – II	04	30	70	100	
		PGENG 27	d) Indian Literature in English Translation – II	04	30	70	100	
	Skill Enhancement Course	PGSEC 11	English for Specific Purposes	02	20	30	50	

M.A. English: Semester – III

Semester	Subject Type	Code	Title of the paper	Credits	Maximum Marks			
					Internal Assessment	University Examination	Total	
Semester III	Core: Compulsory	PGENG 31	Literature in English from 1832 to 1980 – I	04	30	70	100	
		PGENG 32	Contemporary Critical Thoughts – I	04	30	70	100	
		PGENG 33	Research Methodology – I	04	30	70	100	
	Any one from the following:							
	Core Elective	PGENG 34	a) Postcolonial Indian English Literature – I	04	30	70	100	
		PGENG 35	b) Semantics and Pragmatics – I	04	30	70	100	
		PGENG 36	c) Contemporary American Literature and Culture – I	04	30	70	100	
		PGENG 37	d) World Classics in English Translation – I	04	30	70	100	
	Ability Enhancement Course	PGAEC 31	Soft Skills	02	20	30	50	

M.A. English: Semester – IV

Semester	Subject Type	Code	Title of the paper	Credits	Maximum Marks			
					Internal Assessment	University Examination	Total	
Semester IV	Core: Compulsory	PGENG 41	Literature in English from 1832 to 1980 – II	04	30	70	100	
		PGENG 42	Contemporary Critical Thoughts – II	04	30	70	100	
		PGENG 43	Research Methodology – II (Project Report)	06	30	70	100	
	Any one from the following:							
		PGENG 44	a) Postcolonial Indian English Literature – II	04	30	70	100	
		PGENG 45	b) Semantics and Pragmatics – II	04	30	70	100	
		PGENG 46	c) Contemporary American Literature and Culture – II	04	30	70	100	
		PGENG 47	d) World Classics in English Translation – II	04	30	70	100	

(Note: Special paper for second year will be from the same group as chosen by the student in Part – I)

15. SCHEME OF EXAMINATION:

The Assessment of students of Master of Arts (M.A.) English course in the academic session 2018-19 and after shall be based on

- (a) University Examinations,
- (b) Internal Assessment,
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average system

For each paper of 100 marks, there will be Internal Assessment of 30 marks and the University Examination of 70 marks/3 hours duration at the end of each semester. The 04 credit will be given to a student who secures atleast 40% of marks to each paper. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to reappear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment (IA) for each paper will be of 30 marks which will be carried out by the department during the term. The Internal Assessment may be in the forms as follows: Attendance, Written tests, seminars, term papers, presentations, assignments, orals or any such others. There will be at least two types of assessments from the types given above.

At the end of each semester, a cumulative grade point average (CGPA) and also Semester grade point average(SGPA) will be calculated as a weighted average of the GPI of all courses in which the student has passed till that semester.

A candidate shall be permitted to proceed from the First Semester up to Final Semester irrespective of his/her failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.

16. RESEARCH PROJECT WORK:

There will be a Research Project to be prepared by a student during the fourth semester. The objective of the project work is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work is to be undertaken under guidance of a teacher allotted to a student by the department.

Division of Marks

Synopsis with working bibliography (Internal Assessment) : 40 Marks
A full Project Report (Minimum 50-80 pages) (University Assessment) : 40 Marks
Viva Voce (University Assessment) : 20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 06 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of PG examiners of the University.

The candidate has to submit the project 15 days before the commencement of the fourth semester university examination. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

17. STANDARD OF PASSING:

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the University Examination and a GPA of 4.0 in aggregate of University Examination and Internal Assessment taken together.

A student who passes in all the courses will be declared to have passed M.A. (English) with the following honours.

CGPA in [4.00, 4.99] -- Pass Class
CGPA in [5.00, 5.49] -- Second Class
CGPA in [5.50, 5.99] -- Higher Second Class
CGPA in [6.00, 7.99] -- First Class
CGPA in [8.00, 10.00] -- First Class with Distinction

18. GRADE POINT SCHEME:

The 10-point scale would be used to convert marks out of 100 to grades and grade points according to the following table:

Marks as Percentage	Grade	Grade Point
[75.0, 100]	O	10.0
[70.0, 74.9]	A+	9.0
[65.0,69.9]	A	8.0
[60.0,64.9]	B+	7.0
[55.0,59.9]	B	6.0
[50.0,54.9]	C+	5.5
[45.0,49.9]	C	5.0
[40.0,44.9]	D	4.5

19. STRUCTURE OF TRANSCRIPT:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UE, grade in IA, Grade point index, result as pass or fail. Also, the Semester grade point average and cumulative grade point average will be shown. Further, the equivalent

percentage of marks corresponding to SGPA and CGPA will be shown. The formula to convert SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA/SGPA is in } [4.00, 6.00] \\ 05 \times \text{CGPA} + 30 & \text{if CGPA/SGPA is in } [6.00, 9.00] \\ 25 \times \text{CGPA} - 150 & \text{if CGPA/SGPA is in } [9.00, 10.00] \end{cases}$$

The above formula computes to the following table:-

Range in % of marks	Range of CGPA	Letter grade	Division
[75.0, 100]	[9.00, 10.00]	O	First class with Distinction
[70.0, 74.9]	[8.00, 8.99]	A+	
[65.0, 67.9]	[7.00, 7.99]	A	First class
[60.0, 64.9]	[6.00, 6.99]	B+	
[55.0, 59.9]	[5.50, 5.99]	B	Higher second class
[50.0, 54.9]	[5.00, 5.49]	C+	Second class
[45.0, 49.9]	[4.50, 4.99]	C	Pass class
[40.0, 44.9]	[4.00, 4.49]	D	
[00.0, 39.9]	[0.00, 3.99]	F	Fail

Thus, the percentage of marks can be obtained by using the following table:

CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks
4.0	40.0	5.5	55.0	7.0	65.0	8.5	72.5
4.1	41.0	5.6	56.0	7.1	65.5	8.6	73.0
4.2	42.0	5.7	57.0	7.2	66.0	8.7	73.5
4.3	43.0	5.8	58.0	7.3	66.5	8.8	74.0
4.4	44.0	5.9	59.0	7.4	67.0	8.9	74.5
4.5	45.0	6.0	60.0	7.5	67.5	9.0	75.0
4.6	46.0	6.1	60.5	7.6	68.0	9.1	77.5
4.7	47.0	6.2	61.0	7.7	68.5	9.2	80.0
4.8	48.0	6.3	61.5	7.8	69.0	9.3	82.5
4.9	49.0	6.4	62.0	7.9	69.5	9.4	85.0
5.0	50.0	6.5	62.5	8.0	70.0	9.5	87.5
5.1	51.0	6.6	63.0	8.1	70.5	9.6	90.0
5.2	52.0	6.7	63.5	8.2	71.0	9.7	92.5
5.3	53.0	6.8	64.0	8.3	71.5	9.8	95.0
5.4	54.0	6.9	64.5	8.4	72.0	9.9	97.5
						10.0	100.0

20. GRACING:

The gracing shall be done as per existing rules of the University.

21. VERIFICATION AND REVALUATION:

There is provision for verification and revaluation of the result. A student can apply for the verification and revaluation of the result within the two weeks from the declaration of the results with the prescribed fee. The verification and revaluation shall be done as per the existing rules of the University.

22. FORMAT OF THE TRANSCRIPT:

The student will be given a transcript indicating his/her performance at the end of every semester examination. The transcript shall be given as per the following table along with other necessary details:

Course No.	Course Name	No. of Credits	University Examination		Internal Assessment		Grade Point Average	Result
			Grade	Grade Point	Grade	Grade Point		
1								
2								
3								
4								
5								
6								
Total Cumulative Credits Completed			SGPA		CGPA		Equivalent Marks (%)	
Note: GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to Grade Point, which will be the GPA.								

23. GRADE/CLASS IMPROVEMENT:

The rules regarding the improvement of the Grade/Class of M.A. course will be as per notification of Bharati Vidyapeeth Deemed University which is as follows:

1. The candidate who has passed UG and PG degree examinations of this university with the final grade/class as shown in column no. 1 and who desires to improve the grade/class as shown in column no. 2 below will be permitted at his/her option to appear for the same examination without being required to keep any terms.

Column no. 1	Column no. 2
Final grade: 'C' or 'B' or 'B+' or 'A' or 'A+' as the case may be	'B' or 'B+' or 'A' or 'A+' or 'O' as the case may be
OR	OR
Final class: 'Pass Class' or 'Second Class' or 'Higher Second Class' or 'First Class' as the case may be	'Second Class' or 'Higher Second Class' or 'First Class' or 'First Class with Distinction' as the case may be

2. For improvement of final grade/class, the candidate will be required to apply and allowed to appear only for the theory examinations.

3. A candidate shall have to reappear for minimum 1/3 and/or maximum of all the theory papers at a time, on which the final grade/class is awarded. Candidate should ensure that the examination time table for the subject he is appearing will not clash.

4. Performance of the candidates reappearing for the subject less than 1/3 of the total theory examinations mentioned above will not be considered. However, his/her appearance will be counted as an attempt.

5. If the candidate, who has reappeared for the final year examination under the provisions for his/her final grade/class, is successful in improving his/her final grade/class by such reappearance, he/she will have to surrender to the university the

original degree and the grade sheet that he/she had obtained in that course/subject. Unless original degree and the grade sheet are returned to the university by the candidate, the new degree certificate and the grade sheet cannot be issued to the candidate. In the revised degree certificate/ grade sheet to be given to the candidate a mention will be made of the fact that he/she improved his/her grade/class under class improvement attempt.

6. A candidate appearing for the improvement of the final grade/class shall not be entitled to get benefit of any other rules/orders of the university regarding condonation /grace marks.

7. A candidate appearing for the improvement of the final grade/class shall not be entitled to get any prize/medal/scholarship/award etc.

8. A candidate who has reappeared for the above examination/s under the provision fails to improve his/her final grade/class; his/her performance at such reappearance at such reappearance shall be ignored.

9. If the candidate makes no improvement in the final grade/class, then earlier performance will be retained.

10. A candidate will be allowed to reappear for the examination for improvement of the final grade/class within a period of Four years / 8 Semesters from the date of final result of degree examination.

11. The candidate will be given maximum of three attempts for the improvement of his/her final grade/class.

12. The candidate who desires to apply for improvement of the final grade/class should submit his/her application form for improvement of the final grade/class from the College/School of Distance Education, Study Centre through which he/she has undergone the course. Form should be submitted for improvement before 31st August for the Winter examination session and 28th February for Summer examination session. No form for improvement of the final grade/class shall be accepted after the prescribe dates for the respective/corresponding examination season.

13. Revised grade/class sheet will be issued with remark '**Under Improvement Attempt**'.

* * * * *

M.A. (English) Semester – I
PGENG11 : Literature in English 1550 to 1832 – I

Total Credits: 04

Objective:

1. To acquaint students with major trends and writers in English Literature through detailed study of specific literary works.
2. To enable students to read and appreciate critically the literary works by the major English authors.
3. To cultivate among students a sense of understanding in order to make them better human beings by the exposure to literature.
4. To improve the linguistic competence along with the literary competence of students.

Course content:

Historical background to the period with special reference to the texts.

A) Poetry:

- | | | |
|-------------------|---|--|
| 1. Edmund Spencer | : | i. Epithalamion |
| 2. John Donne | : | i. The Good Morrow
ii. A Valediction: Forbidding Mourning |
| 3. John Milton | : | i. Lycidas, ii. On His Blindness |
| 4. William Blake | : | i. The Lamb, ii. The Tiger |

B) Drama:

- | | | |
|------------------------|---|----------------|
| 1. William Shakespeare | : | <i>Othello</i> |
|------------------------|---|----------------|

C) Fiction:

- | | | |
|-----------------|---|----------------------|
| 1. Daniel Defoe | : | <i>Moll Flanders</i> |
|-----------------|---|----------------------|

M.A. (English) Semester – I

PGENG 12 : Introduction to the Study of English Language – I

Total Credits: 04

Objectives:

1. To familiarise students with the phonological, morphological, lexical and syntactic systems of the English language.
2. To help them improve their language skills: listening, reading, speaking and writing.
3. To enable them to use English confidently, appropriately and accurately.
4. To familiarise them with language i.e. English as a means of communication.

Course content:

1. The Phonology of English:
 - i. Phonemes/Sounds of English
 - ii. Syllable
 - iii. Word Stress
 - iv. Sentence Stress
 - v. Intonation
2. The Morphology of English
 - i. The structure of words
 - ii. Morphemes & allomorphs
 - iii. Types of Morpheme
 - iv. Processes of word formation
3. The Grammar of English
 - i. Elements of grammar: Open Ended class and Closed class of words
 - ii. Phrases: NP, VP, AjP, AvP, PP
 - iii. The simple sentence
4. Semantics
 - i. The Terms 'Semantics' and 'Meaning'
 - ii. Seven Types of Meaning
 - iii. Components and Contrasts of Meaning (Synonymy, Antonymy, Hyponymy, Prototypes)
 - iv. Lexical Relations (Homonymy, Homophony, Polysemy, Metonymy)

M.A. (English) Semester – I
PGENG13 : English Language and Literature Teaching – I

Total Credits: 04

Objectives:

1. To acquaint the students with the basic issues and concepts in English language and literature teaching in the Indian context.
2. To familiarise them to various approaches, methods and techniques of teaching English language and literature.
3. To enable them to use different types of aids and procedures of teaching.
4. To enable them to understand the importance of framing suitable questions of various types and their use for developing different language skills.

Course content:

1. The nature of language learning and language teaching, the study of literature and the teaching of literature
2. Language acquisition and language learning
3. Theories of language learning and their implications for teachers and learners
4. Socio-Linguistic Context of English Language and Literature Teaching in India
5. The teaching of language skills, reference skills, study skills and presentation skills
6. Approaches, methods and techniques – communicative approach to language teaching, teaching without lecturing
7. Teaching Without Lecturing: Use of Audio-Visual Aids and Computers in Language Teaching
8. Curriculum and Syllabus
9. Materials Production for English Language and Literature Teaching
10. Developing Pragmatic Competence

* * *

M.A. (English) Semester – I
PGENG14: a) Postcolonial Literature – I

Total Credits: 04

Objectives:

1. To acquaint the students with literary advancements in postcolonial era.
2. To make the students familiar with the contributions made by modern writers English.
3. To introduce the students to socio-cultural scenario as reflected in the writing of Postcolonial writers.

Course content:

A) The Basic Concepts:

- i. Introduction: situating the postcolonial
- ii. Postcolonial issues in performance
- iii. Postcolonial autobiographical writing
- iv. Appropriating the world: language and voice
- v. Form and genre

B) Texts:

- i. Ngugi Wa Thiango : *Decolonising the Mind*
- ii. Dorris Lessing : *The Grass is Singing*

M.A. (English) Semester – I
PGENG15: b) Linguistics and Stylistics – I

Total Credits: 04

Objectives:

1. To familiarise students with the basic concepts in Linguistics and Stylistics.
2. To acquaint them with the use of linguistics and stylistics in the study of English literature.
3. To make them aware of the difference between ordinary language and literary language.
4. To enable them to make a linguistic and stylistic analysis of discourse.

Course content:

1. Orientation:

Linguistics as a scientific study of language, langue and parole, linguistic competence and linguistic performance; syntagmatic and paradigmatic relations; ordinary language and literary language, free repetition and repetition and parallelism; foregrounding.

2. Phonology and literature:

Segmental and suprasegmental features, sound patterns, onomatopoeia and sound symbolism. The importance of the spoken word and pauses in literature.

3. Syntax and literature:

Periodic and loose sentence structure, use of the passive voice, direct and indirect speech, free direct speech and free indirect speech, sentence length, types of sentences - declarative, interrogative, imperative and exclamatory; simple, complex and compound. Syntactic cohesion.

4. Lexis, Semantics and Literature:

Content words and function words, lexical sets, collocations and selectional restrictions. Lexical cohesion. Synonymy, antonymy, hyponymy, semantic entailments, paraphrase relationship, semantic anomaly, tautology, contradiction, indeterminacy of meaning in literature, figures of speech based on meaning.

M.A. (English) Semester – I
PGENG16: c) American Literature: 19th century – I

Total Credits: 04

Objectives:

1. To acquaint the students with the significant American novelists, poets, playwrights.
2. To make them study the salient features of the American literature.
3. To acquaint them with Americanness as reflected in American Literature.

Course content:

1: Terms: Puritanism, Frontier Myth, Transcendentalism, Philosophy of self-reliance, American Romanticism.

2: Poetry

1. Ralph Waldo Emerson
 - i. "The World-Soul"
 - ii. "Each and All"
 - iii. "The Snow-Storm"
 - iv. "Nature"
2. Henry David Thoreau
 - i. "The Inward Morning"
 - ii. "Pray to What Earth"
3. Walt Whitman
 - i. "[I Saw in Louisiana a Live-Oak Growing](#)"
 - ii. "[A Noiseless, Patient Spider](#)"
 - iii. "[O Captain! My Captain!](#)"
 - iv. "[On the Beach at Night](#)"
 - v. "[On the Beach at Night Alone](#)"
 - vi. "Song of Myself"

3: Fiction

- i. Nathaniel Hawthorne: *The House of Seven Gables*
- ii. Herman Melville: *White-Jacket*

4: Short Stories

- Edgar Allan Poe
- i. "The Black Cat"
 - ii. "The Fall of the House of Usher"
 - iii. "Hop-Frog"

M.A. (English) Semester – I
PGENG17: d) Indian Literature in English Translation – I

Total Credits: 04

Objectives:

1. To acquaint the students with literary achievements of some of the significant Indian writers whose works are available in English Translation.
2. To create an awareness among the students of sub cultural variations in the translated works.
3. To acquaint the students with major ancient, medieval and modern movements in Indian thought as reflected in the translated works.
4. To acquaint the students to compare the treatment of different themes and styles in the genres of fiction, poetry and drama as reflected in the prescribed translations

Course content:

1: I - Movements of Medieval India

(A) Bhakti Movement:

- i. Devotion to Spirituality
- ii. Reaction to Brahminical structure of the society
- iii. Medieval Indian Renaissance

(B) Influence of Islamic Culture on life and literature

- i. The Muslim invasions in the medieval period
- ii. Initiatives towards communal harmony
- iii. Growth of Art and literature

II-Colonial Period and Post-Independence Indian Literature

- i. Introduction to English Language in Indian Education,
- ii. Romanticism as reflected in Indian Classical Writers,
- iii. The spread of Democratic values and Partition Literature,
- iv. Emergences of Regional and Translated Literatures,
- v. East-West Encounters in language, literature and culture,
- vi. Rise and growth of women's writings during Post-Independence India.

2: Short Stories

1. Saadat Hasan Manto, *Mottled Dawn*, Trans. Khalid Hasan, Penguin, 1997.
 - i. Toba Tek Singh,
 - ii. The Dog of Titwal,
 - iii. The Price of Freedom,
 - iv. A Tale of 1947
 - iv. The New Constitution.

2. Premchand: *Widows, Wives and other Stories* Trans. David Rubin

- 3:
 - i. Amrita Pritam; *The Revenue Stamp*, Trans. Krishna Gorowara
 - ii. Rabindranath Tagore: *Gora*

- 4: i. Haribans Rai Bachchan, *The House of Wine*, Trans. By M. Boulton and R.Vyas, Penguin, 1950. Poem Nos.4, 6, 18, 26,44,50,51,121,128,135.

- ii. *One Hundred Poems of Kabir*, translated by Rabindranath Tagore; Chronicle Books An imprint of DC Publishers, New Delhi, 2003. Poem nos.1, 2, 12, 36, 39, 42, 45, 66, 69, 91.

M.A. (English) Semester – II

PGENG21 : Literature in English 1550 to 1832 – II

Total Credits: 04

Course content:

Historical background to the period with special reference to the texts.

A) Poetry:

- a. William Wordsworth : i. The Solitary Reaper, ii. By The Sea
- b. P.B. Shelley : i. Ode to The West Wind, ii. To a Skylark
- c. John Keats : i. The Eve of St. Agnes, ii. Ode to Autumn

B) Drama:

- a. William Congreve : *The Way of the World*

C) Fiction:

- a. Jane Austen : *Pride and Prejudice*

Note: Standard and authentic editions of the texts published by the publishers like OUP, CUP, Longman, Macmillan, Penguin, Routledge, Signet Classic, Allen and Unwin etc.

M.A. (English) Semester – II

PGENG22 : Introduction to the Study of English Language – II

Total Credits: 04

Course content:

1. Language and Society:
 - i. Language Variation:
 - a. Regional Variation/Dialects
 - b. Social Variation/Sociolects
 - c. Individual Variation/Idiolects
 - d. Stylistic Variation/(i.e. Formal and Informal Styles)
 - ii. Language Contact:
 - a. Code Switching
 - b. Code Mixing
 - c. Borrowing
2. Distinctive Features of British, American and Indian English:
 - a) Phonological Features
 - b) Syntactic Features
 - c) Features of Vocabulary
 - d) Spelling Conventions
3. Pragmatics:
 - i. Basic Concepts:
 - a. Speech Acts
 - b. Situation and Speech Event
 - c. Deixis
 - d. Presuppositions and Implicatures
 - e. The Concept of Discourse
 - f. Cohesion and Coherence
 - g. Turn Taking and Adjacency Pairs
 - ii. Conversational Principles:
 - a. Politeness in Conversation : Face, Power, Solidarity, etc
 - b. Maxims of Politeness Principle (as given by Lakoff and Leech)
 - c. Co-operation in Conversation: Maxims of Co-operative Principle (Gricean Maxims as given in G. N. Leech (1983))
 - d. Observation and Violation of CP and PP in Conversation

Reference books:

1. Quirk R, Greenbaum S., & Swartvik J. *A University Grammar of English*, London, Longman, 1973.
1. Quirk R. *The Use of English*, London, Longman, 1962.
2. Gimson, A.C. *An Introduction to The Pronunciation of English*, a revised edition, 1996.
3. Kachru B.B. *The Indianization of English, The English Language in India*, Delhi,OUP, 1983.
4. Kachru B.B. *The Alchemy of English: The spread, functions & models of non-native Englishes*, Delhi,OUP, 1986.

M.A. (English) Semester – II
PGENG23 : English Language and Literature Teaching – II

Total Credits: 04

Course content:

1. Remedial Teaching, Peer Teaching and Micro Teaching
2. Testing and assessment, qualities of good test and types of tests
3. English for Specific Purposes
4. The teaching of vocabulary
5. The teaching of grammar
6. The teaching of poetry
7. The teaching of drama
8. The teaching of fiction
9. Lecture plan for teaching English language and literature
10. The Relationship Between Language Teaching and Literature Teaching
11. Stylistic and Pragmatic Approaches to the Teaching of Literature
12. Major Issues in English Language Teaching in India: Teaching in Large Classes, Role of Mother Tongue in English Language Teaching

Books for reference:

1. Brumfit, C. and Carter, R. (1986) *Literature and Language Teaching*, Oxford, OUP.
2. Brumfit, C. J. and Johnson, K. (1979) *The Communicative Approach to Language Teaching*, Oxford, OUP.
3. Byrne, D. (1990) *Teaching Oral English*, Longman: Essex.
4. Byrne, D. (1990) *Teaching Writing Skills*, Longman: London and New York.
5. Carter, R. and Long, M. N. (1991) *Teaching Literature*, Longman: London.
6. Byrne, D. (1990) *Teaching Oral English*, Longman, Essex.
7. Byrne, D. (1990) *Teaching Writing Skills*, Longman, London and New York.
8. Duff A. and Maley, A. (1990) *Literature*, Oxford.
9. Grant, N. (1987) *Making the most of your Textbook*, Longman, London and New York.
10. Crellet, F. (1990) *Developing Reading Skills: A Practical Guide to Reading Comprehension Exercises*, CUP, Cambridge.
11. Havgar, J. (1990) *The Practice of English Teaching*, Longman, London.
12. Hill, J. (1986) *Using Literature in Language Teaching*, Macmillan, London.
13. Huges, A. (1989) *Testing for Language Teachers*, CUP, Cambridge.
14. Hutchinson, T. and Watcrs, A. (1989) *English for Specific Purposes: A Learning Centred Approach*, CUP, Cambridge.
15. Kipple, F. (1990) *Keep Talking – Communicative Fluency Activities for Language Teaching*, CUP, Cambridge.
16. Krishnaswamy, N. and T. Sriraman (1994), *English Teaching in India*, (T. R. Publications, Madras)
17. Krishnaswamy, N. And T. Krishnaswamy (2006), *The Story of English in India*, (Foundation Books)
18. Kudchedkar, G. (1993), *Literature and Language Teaching* (CUP)

19. Mogran. J. and Rinvoluceri. M. (1993) *Once Upon a Time: Using Stories in the language Classroom*, CUP, Cambridge.
20. Nagaraj, G. (1996) *English Language Teaching. Approaches. Methods and Techniques*, Orient Longman, Hyderabad.
21. Nunan, D. (1988), *Syllabus Design* (OUP)
22. Sarasvati, V. (2004), *English Language Teaching: Principles and Practice* (O.L.)
23. Tickoo, M. L. (2002), *Teaching and Learning English* (Orient Longman)
24. Widdowson, H. G. (1975), *Stylistics and the Teaching of Literature* (Longman)

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M.A. (English) Semester – II
PGENG24: a) Postcolonial Literature – II

Total Credits: 04

Course content:

A) The Basic Concepts:

- i. Nation and gender
- ii. Acknowledging economical and cultural diversity
- iii. Colonizing in reverse
- iv. Citizens of the world: reading postcolonial literature

A) Texts:

- i. Chinua Achebe : *Things Fall Apart*
- ii. Wole Soyinka : *A Dance of the Forest*

Poems selected from *An Anthology of Commonwealth Poetry* (Macmillan):

- i. Margaret Atwood: Journey to the Interior
- ii. Les Murray: Wilderness
- iii. J. Wright: Woman to Man, The Harp and the King, Nigger's Leap

Reference Books:

1. Aijaz Ahmad, *In Theory: Classes Nations, Literature*. London: Verso, 1992.
2. Bill Ashcroft, Gareth Griffiths & Helen Tiffin, *The Post-Colonial Reader*. London: Routledge, 1995.
3. Ashok Bery, *Postcolonial Poetry and Cultural Translation*. Basingstoke: Palgrave Macmillan, 2007.
4. Homi Bhabha, *The Location of Culture*. London: Routledge, 1994.
5. Lloyd Brown, *Women Writers in Black Africa*, Westport, CT: Greenwood Press, 1981.
6. Robert Fraser, *Lifting the Sentence: A Poetics of Postcolonial Fiction*. Manchester: Manchester University Press, 2000.
7. Glenn Hooper and Colin Graham, eds. *Irish and Postcolonial Writing*. Basingstoke: Palgrave Macmillan, 2002.
8. Ania Loomba, *Colonialism/Postcolonialism*. 2nd edition. London: Routledge, 2005.
9. Gayatri Chakravorty Spivak, *A Critic of Postcolonial Reason: Toward a History of the Vanishing Present*. Cambridge, MA, and London: Harvard University Press, 1999.
10. John Thieme, *Post-Colonial Studies: The Essential Glossary*. London: Arnold, 2003.
11. Robert J.C. young, *Postcolonilism: A Very Short Introduction*. Oxford: OUP, 2003.
12. Roberts, Neil. Ed. *A Companion to Twentieth Century Poetry* Blackwell, 2001

M.A. (English) Semester – II
PGENG25: b) Linguistics and Stylistics – II

Total Credits: 04

Course content:

1. Orientation:

The relationship between linguistics and stylistics, the relationship between literature and stylistics, practical criticism and stylistics. The nature and scope of stylistics, the stages in stylistic analysis, linguistic stylistics and literary stylistics. The strengths and limitations of stylistics.

2. The stylistics of poetry:

The concept of poetic diction, creativity in the use of language, poetic license, music in poetry, metre, ambiguity, obscurity and indeterminacy.

3. The stylistics of drama:

Theatre and drama, dramatic mode, dramatic text and performance text, the use of proximal deixis in drama, dramatic dialogues and speech act theory, the cooperative principle and the politeness principle, turn taking and adjacency pairs, dramatic dialogues and everyday conversations.

4. The stylistics of fiction:

Fiction as a narrative form of discourse, narrative strategies, point of view, universe of discourse, the use of distal deixis in fiction.

Reading List

1. Austin, J. L. (1962), *How to do things with words*, Oxford: Clarendon Press.
2. Black, Elizabeth (2006), *Pragmatic Stylistics*, (Edinburgh)
3. Crystal, David, *A Dictionary of Applied Linguistics and Stylistics*
4. Cummings, M. and R. Simmons (1983), *The Language of Literature : A Stylistic Introduction to the Study of Literature*, London : Pergamon
5. Fowler, Roger (1971), *The Language of Literature*, London : Routledge and Kegan
6. Krishnaswamy, N., S. K. Verma and N. Nagarajan (1992), *Modern Applied Linguistics*, Madras: Macmillan
7. Leech, Geoffrey (1969), *A Linguistic Guide to English Poetry*, London: Longman
8. Lyons, J. (1981), *Language and Linguistics*, Cambridge: CUP.
9. Welsh, Katie (1989), *A Dictionary of Stylistics*, London: Longman
10. Wright, Laura and Jonathan Hope (1996), *Stylistics : A Practical Course Book*, London : Routledge

M.A. (English) Semester – II

PGENG26: c) American Literature: 19th century – II

Total Credits: 04

Course content:

1: Terms: American Civil War, Local Color Movement, Realism, Naturalism, Pragmatism and Veritism
(16 lectures)

2: Poetry (14 Lectures)

William. D. Howells:

- i. "Dead" ii. "The Bewildered Guest"

Henry Cuyler Bunner:

- i. "One, Two, Three" ii. "Candor" iii. "Shriven"

Bret Harte:

- i. "Mary's Album" ii. "Love and Physic"

3: Fiction (16 Lectures)

- i. Stephen Crane: *Red Badge of Courage*
- ii. Mark Twain: *The Adventures of Tom Sawyer*

4: Short Stories (14 Lectures)

Kate Chopin:

- i. "Beyond the Bayou" ii. "A Pair of Silk Stockings"

Jack London:

- i. "The Unexpected" ii. "Love of Life"

Books for reference:

Abel, Darrel. *Ruined Eden of the Present: Hawthorne, Melville, and Poe: Critical Essays in Honor of Darrel Abel*. eds. G.R. Thompson and Virgil L. Lokke. West Lafayette: Purdue UP, 1981.

Barrish, Phillip. *American Literary Realism: Critical Theory and Intellectual Prestige, 1880-1995*. Cambridge: Oxford U P, 2001.

Bell, Michael Davitt. *The Problem of American Realism*. Chicago: U of Chicago P, 1993.

Belluscio, Steven J. *To Be Suddenly White: Literary Realism and Racial Passing*. Columbia, MO: U of Missouri P, 2006.

Buell, Lawrence. *Literary Transcendentalism: Style and Vision in the American Renaissance*. Ithaca, NY: Cornell University Press, 1986.

Chase, Richard. *The American Novel and Its Tradition*. Garden City, N. Y.: Doubleday Anchor, 1957.

Elliot, Emory., and Cathy N. Davidson, eds. *The Columbia History of the American Novel*. New York: Columbia University Press, 1991.

Myerson, Joel, ed. *The Transcendentalists: A Review of Research and Criticism*. New York: Modern Language Association, 1984

Lewis, R. W. B. *The American Adam: Innocence, Tragedy, and Tradition in the Nineteenth Century*. Chicago: University Chicago Press, 1955.

Pattee, Fred Lewis. *The Development of the American Short Story*. [1966] New York: Harper, 1923.

Pizer, Donald. *Realism and Naturalism in Nineteenth Century American Fiction*. Carbondale: Southern Illinois U P, 1966.

Warren, Joyce W., ed. *The (Other) American Tradition: Nineteenth-Century Women Writers*. New Brunswick, NJ: Rutgers University Press, 1993

Winter, Molly Crumpton. *American Narratives: Multiethnic Writing in the Age of Realism*. Baton Rouge, LA: Louisiana State UP, 2007.

M.A. (English) Semester – II

PGENG27: d) Indian Literature in English Translation – II

Total Credits: 04

Course content:

1: I- Recent Trends in Indian Writings in Translations:

- i. Literature of the Marginalized and Dalit Consciousness in writings, including translations,
- ii. Issues of Gender relations and women's works in translations,
- iii. Voices of the Subaltern and tribal studies,
- iv. Identity crisis in Diaspora and Immigrant Writers,
- v. Postmodernism as reflected in the techniques of writing and translation in India,
- vi. Literature of new Native writers in translation

II -Concepts in Translation Studies:

- i. Scope and relevance of Translation studies
- ii. History of Translations in English,
- iii. Problems of Linguistic and Cultural Equivalence in Translation,
- iv. Concepts of transference, transliteration and transcreation
- v. Problems of translating a literary text
- vi. Translation as Linguistic Bridge-building entity

- 2: i. Girish Karnad, Hayavadana, Trans. by the author
ii. Mohan Rakesh: Half-way House

- 3: i. Mahasweta Devi, Old Women Trans. By Gayatri Chakravarti Spivak
ii. Gulzar : Across the Raavi (New Urdu Fictions, Katha, 2004)
iii. S.L. Duncan: A Christmas Story (from The Heart of the Matter, Katha, 2004)

- 4: i. Baby Kamble, The Prison We Broke Trans. By Maya Pandit
ii. Bama: Harum Scarum Saar and Other Stories

Reference books:

- K.R.S. Iyengar, Indian Writing in English, Bombay, 1962.
M.K. Naik, A History of Indian English Literature, Sahitya Akademi, Delhi, 1982.
R.K. Dhawan, ed. 50 Years of Indian Writing
M.K. Naik, Macmillan Aspects of Indian Writing in English, Delhi 1979.
William Walsh, Indo-Anglian Literature 1800-1970, Orient Longman, Madras, 1976.
R.K. Dhawan, ed Postcolonial Discourse: A Study of Contemporary Literature
Bhagyashree S. Varma ed. Amrita Pritam: Life as Literature
Nivedita Sen, Nikhil Yadav Mahasweta Devi – An Anthology of Recent Criticism, Gender & Caste: Issues in Contemporary Indian Feminism. New Delhi, Kali for Women, 2003.
The Danger of Gender: Caste, Class and Gender in Contemporary Indian Women's Writing, Clara Nubile 2003 .
Makarand Paranjape, ed. Realism and Reality: the Novel and Society in India, Nativism: Essays in Nativism.
Manu S. Rajadurai and Geetha Vardarajan Towards a Non-Brahmin Millennium.
K.V. Reddy and R.K. Dhawan, ed. Flowering of Indian Drama: Growth & Development.
Sudhakar Pandey and Freya Barua, ed. New Directions in Indian Drama,
Towards an Aesthetic of Dalit Literature: History, Controversies and Considerations, by Sharankumar Limbale. Translated by Alok Mukherjee. Orient Longman, 2004

From Untouchable to Dalit : Essays on the Ambedkar Movement: Eleanor Zelliott. Manohar, 1998
A.P. Pandey(Ed), New Horizons in Indian English Drama, Bhasker, Publishers, Kanpur, 2011
Dalit Movement in South India : 1857-1950:Swapna H. Samel. New Delhi, Serials, 2004
Shantha Ramakrishna, ed, Translation and Multilingualism: Post-Colonial Context.
A.P.Pandey, Flames and Fire In Kabir's Poetry, Bhasker Publishers ,Kanpur,2008
Translation: From Periphery to Centrestage, Tutun Mukherjee, ed.
Author, Texts, Issues: Essays on Indian Literature, K. Satchidanandan

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION
Under: The Faculty of Management Studies
MASTER OF BUSINESS ADMINISTRATION (MBA)
 (Choice Based Credit System)
 To be effective from 2018-19

1. INTRODUCTION

The Master of Business Administration is two-year programme offered by Bharati Vidyapeeth Deemed To Be University, School of Distance Education (BVDU SDE), Pune and conducted at its all the study centers. These centers have experienced faculty members, excellent Laboratories, Library, and other facilities to provide proper learning environment to the students.

2. RATIONALE FOR SYLLABUS REVISION

The Vision and Mission statements of the MBA programme embodies the spirit of the mission of the University and vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed To Be University, which is to usher in "Social Transformation through Dynamic Education".

In view of the dynamic nature of the market, economy and evolving expectations of the stakeholders such as students, faculty members and industry in particular, the MBA Programme Syllabus was revised with the introduction of Choice Based Credit System (CBCS).

Over the past years, feedback was received from various stakeholders and keeping in mind the experience with the CBCS implemented in the year 2018-19, need was felt to revise the syllabus so as to match the requirements of the industry and society. This revised draft is the result of inputs received from the industry, academia, alumni and all stakeholders.

3. VISION STATEMENT OF MBA PROGRAMME

To facilitate creation of Dynamic and Effective Business Professionals, Managers and Entrepreneurs who can transform corporate sector that caters to the needs of the society and contribute towards Nation building.

4. OBJECTIVES OF THE MBA PROGRAMME

The objective of MBA Programme is to provide world class Business Education. The Programme aims to improve Business Decision Making Capabilities of upcoming Managers by enhancing their Analytical Skills.

5. LEARNING OUTCOMES FROM THE MBA PROGRAMME

At the end of the course the student should be able to:

- Analyze problems and come up with effective solutions to resolve them.
- Learn new technologies with ease and be productive at all times
- Read, write, and contribute to Business literature
- To Develop Team Spirit.
- Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III - June For Sem - II, IV - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION TO THIS COURSE

Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions:

1. The candidate should have secured at least 50% (45% for SC/ST) in aggregate at graduate level university examination.
2. The Candidate applying in final year of bachelor's degree may also apply. Admission of such candidates will remain provisional until submission of final result certificates in original.
3. Subject to the above conditions, the final admission is based solely on Submission of Migration Certificate, Transference Certificate etc.

9. DURATION

The minimum duration of the MBA degree programme is two years divided into four semesters although student may complete the programme gradually within a maximum period of Six years. If Programme is not completed successfully during Six years, he/she will be required to take fresh admission.

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	24000/-	24000/-
3	Examination Fee	8440/-	8540/-
Total		32940/-	32540/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.B.A.	48500/-	500/-	48000/-	10400/-	9600/-	28000/-

13. STUDENT SUPPORT SERVICESa) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations
- Question Papers Sets with Multiple Choice Questions

17. STRUCTURE OF THE PROGRAMME

The MBA programme is of 70 credits which need minimum two years divided into four semesters to complete. During third semester students have to opt for specialization(s) and study the Units in the specialization in depth. The course also includes Internship / Summer Training of two months.

18. CREDITS:

The definition of credits is based on the following parameters;

- i) Learning hours put in by the learner (SLM)
- ii) Learning outcomes
- iii) Contents of the syllabus prescribed for the course etc.

In this system each credit can be described as a combination of components such as Personal Contact Sessions (PCP), Home Assignments, Practicals, teleconferencing, Audio Programme, Video Lectures. These components are further elaborated for an effective teaching learning process;

- Personal Contact Sessions (PCP): Personal Contact sessions delivered by Faculty member in an interactive mode.
- Home Assignments (IA):- It is compulsory to submit Assignments.
- Practical (P): It includes LAB sessions for IT related courses & Business Communication practice sessions.

19. A) SCHEME OF EXAMINATION

Courses having Internal Assessment (IA) and University Examinations (UE) shall be evaluated by the respective Study Centre and the University at the term end for 30 (Thirty) and 70 (Seventy) Marks respectively. The total marks of IA and UE shall be 100 Marks and it will be converted to grade points and grades.

Courses having **only Internal Assessment (IA)** the respective Study Centre will evaluate the students in various ways such as **Home Assignment and Mini Projects / Practical** for a total of 100 marks during the term. Then the marks will be converted to grade points and grades.

Open Courses shall be evaluated for 50 marks only.

B) COMPONENTS OF CONTINUOUS EVALUATION SYSTEM: Home Assignments

20. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES:

The Faculty of Management Studies, Bharati Vidyapeeth Deemed University has suggested the use of a 10-point grading system for all programmes designed by its different Board of Studies.

21. STANDARD OF PASSING:

For all courses, both UE and IA constitute separate heads of passing (HoP). In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA.

If learner fails in IA, the learner passes in the course provided, If he/she obtains a minimum 25% marks in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the learner passes at UE.

A student who fails at UE in a course has to reappear only at UE as backlog candidate and clear the Head of Passing. Similarly, a student who fails in a course at IA he has to reappear only at IA as backlog candidate and clear the Head of Passing. to secure the GPA required for passing.

The 10 point Grades and Grade Points according to the following table

Range of Marks (%)	Grade	Grade Point
80≤Marks≤100	O	10
70≤Marks≤80	A+	9
60≤Marks≤70	A	8
55≤Marks≤60	B+	7
50≤Marks≤55	B	6
40≤Marks≤50	C	5
Marks < 40	D	0

The performance at UE and IA will be combined to obtain GPA (Grade Point Average) for the course. The weights for performance at UE and IA shall be 70% and 30% respectively.

GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

22. FORMULA TO CALCULATE GRADE POINTS (GP)

Suppose that "Max" is the maximum marks assigned for an examination or evaluation, based on which GP will be computed. In order to determine the GP, Set $x = \text{Max}/10$ (since we have adopted 10 point system). Then GP is calculated by the following formulas

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} \leq 8x$	Truncate $(M/x) + 2$
$4x \leq \text{Marks} \leq 5.5x$	Truncate $(M/x) + 1$

Two kinds of performance indicators, namely the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all the courses since his/her enrollment. The CGPA of learner when he /she completes the programme is the final result of the learner.

The SGPA is calculated by the formula

$$\text{SGPA} = \frac{\sum C_k * GP_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GPK is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study during the Semester, including those in which he/she might have failed or those for which he/she remained absent. **The SGPA shall be calculated up to two decimal place accuracy.**

The CGPA is calculated by the following formula

where, $CGPA = \frac{\sum C_k * GP_k}{\sum C_k}$
 where, C_k is the Credit value assigned to a course and GPK is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study from the time of his/her enrollment and also during the semester for which CGPA is calculated. **The CGPA shall be calculated up to two decimal place accuracy.**

The formula to compute equivalent percentage marks for specified CGPA:

% marks (CGPA)	10 * CGPA-10	If 5.00 ≤ CGPA ≤ 6.00
	5 * CGPA+20	If 6.00 ≤ CGPA ≤ 8.00
	10 * CGPA-20	If 8.00 ≤ CGPA ≤ 9.00
	20 * CGPA-110	If 9.00 ≤ CGPA ≤ 9.50
	40 * CGPA-300	If 9.50 ≤ CGPA ≤ 10.00

23. AWARD OF HONOURS:

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
9.5 ≤ CGPA ≤ 10	O	Outstanding	80 ≤ Marks ≤ 100
9.0 ≤ CGPA ≤ 9.49	A+	Excellent	70 ≤ Marks ≤ 80
8.0 ≤ CGPA ≤ 8.99	A	Very Good	60 ≤ Marks ≤ 70
7.0 ≤ CGPA ≤ 7.99	B+	Good	55 ≤ Marks ≤ 60
6.0 ≤ CGPA ≤ 6.99	B	Average	50 ≤ Marks ≤ 55
5.0 ≤ CGPA ≤ 5.99	C	Satisfactory	40 ≤ Marks ≤ 50
CGPA below 5.0	F	Fail	Marks below 40

24. ATKT RULES:

A student is allowed to carry any number of backlog papers of Semester I and Semester II while going into Semester III. However, a student must clear all papers of Semester I and Semester II so as to become eligible for appearing in Examinations at Semester IV.

25. DUAL SPECIALIZATION:

MBA Programme 2018-19 offers Dual Specializations to the students in second year of MBA Programme. The candidates may choose any two specializations from the following:

Specialization Choices
Marketing Management
Financial Management
Human Resource Management
Information Technology Management
International Business Management
Production & Operations Management
Agribusiness Management
Retail Management

26. SUMMER INTERNSHIP:

At the end of Semester II, each student shall undertake Summer Internship in an Industry for 60 (**Sixty Days**). It is mandatory for the students to seek written approval from the Faculty Guide about the Topic & the Organisation before commencing the Summer Internship. During Summer Internship students are expected to take necessary guidance from the faculty guide allotted by the Academic Study Centre. To do it effectively they should be in touch with their guide through e-mail or telecon.

Summer Internship Project should be a research project or it may be an operational assignment that involves working by the students in an organization.

In case of an operational assignment

- 1) Students are expected to do a project work in an organization wherein they are doing Summer Internship.
- 2) The students should identify specific problems faced by the organization in a functional area in which the assignment is given.
 - e.g.
 - a) Sales - sales targets are not achieved for a particular product or service in a given period of time.
 - b) Finance – mobilization & allocation of financial resources.
 - c) HR – Increase in employee turnover ratio.
- 3) In this study students should focus on
 - Identifying the reasons / factors responsible for the problems faced by the organization
 - Collection of data (Primary & Secondary) related to reasons /factors responsible for these problems
 - Data Analysis tools & interpretation
 - Findings & observations.
 - Suggestions (based on findings & observations) for improving the functioning of the organization.

The **learning outcomes and the utility to the organization** must be highlighted in Summer Internship Project Report.

- 4) General chapterization of the report shall be as under;
 - 1) Introduction and Literature Review: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
 - 2) Company profile: -
 - 3) Objectives of the study:-
 - 4) Data collection: -
 - 5) Data analysis & interpretation: -
 - 6) Findings & observations: -
 - 7) Suggestions:-

Annexure: -

- Questionnaire
- References.

5. Technical details :

1. The report shall be printed on A-4 size white bond paper.
2. 12 pt. Times New Roman font shall be used with 1.5 line spacing for typing the report.
3. 1” margin shall be left from all the sides.
4. Considering the environmental issues, students are encouraged to print on both sides of the paper.
5. The report shall be hard bound as per the standard format of the cover page given by the Institute and shall be golden embossed.
6. The report should include a Certificate (on company’s letter head) from the company duly signed by the competent authority with the stamp.
The report shall be signed by the respective guide(s) & the Director of the Study Centre 10 (Ten) days before the viva-voce examinations.
7. Student should prepare two hard bound copies of the Summer Internship Project Report and submit one copy in the Study Centre. The other copy of the report is to be kept by the student for their record and future references.
8. In addition to this students should prepare two soft copies of their SIP reports & submit one copy to Study Centre.

The Summer Internship shall be assessed out 100 Marks. The break up of these marks is as under;

Viva- voce examination =	70 Marks
Summer Internship Report	= + 30 Marks
	100 Marks

There shall be a viva-voce of Summer Internship Project Report for 70 marks. The examiners’ panel shall be decided as per the guidelines received from the University.

The viva –voce shall evaluate the project based on

- i. Actual work done by the student in the organization
- ii. Student knowledge about the company & Business Environment
- iii. Learning outcomes for the student
- iv. Utility of the study to the organization

Structure of the Syllabus

MBA Sem I

Course Code	Semester – I	Credits	UE	IA	Total Marks	Examination Pattern
101	Management Concepts & Applications	2	70	30	100	UE & IA

102	Managerial Economics	2	70	30	100	UE & IA
103	Financial & Management Accounting	2	70	30	100	UE & IA
104	Organizational Behaviour	2	70	30	100	UE & IA
105	Statistical Techniques	2	70	30	100	UE & IA
106	Legal Aspects of Business	2	70	30	100	UE & IA
107	Business Communication	2	70	30	100	UE & IA
108	Information Technology Skills for Managers	2	-	100	100	IA
See Groups	Open 1	1	-	50	50	IA
See Groups	Open 2	1	-	50	50	IA
Total No of Credits		18			900	

Open Courses: Students can opt any two courses from the following

109	Soft Skills I (Includes etiquettes, table manners, public speaking & presentation skills etc.)
110	Waste Management
111	Life Management Skills
112	Event Management
113	Social Media Management
114	Current Affairs
115	Data Analysis Using Software Tools (MS Excel)
116	Supply Chain Management

MBA SEM II

Course Code	Semester – II	Credits	UE	IA	Total Marks	Examination Pattern
201	Marketing Management	2	70	30	100	UE & IA
202	Financial Management	2	70	30	100	UE & IA
203	Human Resource Management	2	70	30	100	UE & IA
204	International Business	2	70	30	100	UE & IA
205	Production & Operations Management	2	70	30	100	UE & IA
206	Research Methodology	2	70	30	100	UE & IA
207	Business Environment	2	70	30	100	UE & IA
208	Business Ethics & Corporate Governance	2	-	100	100	IA
See Groups	Open 1	1	-	50	50	IA
See Groups	Open 2	1	-	50	50	IA
Total No of Credits		18			900	

Open Courses: Any two courses from the following

209	Soft Skills II (that includes Logical reasoning & Aptitude tests, Interview techniques, Group Discussion etc.)
210	Introduction to Business Analytics
211	Data Analysis Using Software Tools (SPSS)
212	E-commerce Applications
213	Societal Concerns and NGO Operations
214	Six Sigma
215	Enterprise Resource Planning (ERP)

MBA SEM III

Course Code	Semester – III	Credits	UE	IA	Total Marks	Examination Pattern
301	Strategic Management	2	70	30	100	UE & IA
302	Operations Research	2	70	30	100	UE & IA
303	*Entrepreneurship Development	2	70	30	100	UE & IA
See groups	Specialization I - E-(i)	2	70	30	100	UE & IA
See groups	Specialization I - E-(ii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(i)	2	70	30	100	UE & IA
See groups	Specialization II - E-(ii)	2	70	30	100	UE & IA
304	** Summer Internship	2	-	-	100	Project Report & Viva Voce
305	Innovation, Technology & Change Management	2	-	100	100	IA
See	Open Elective1	1	-	50	50	IA

groups						
See groups	Open Elective 2	1		50	50	IA
Total No of Credits		20			1000	

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
306	Digital Marketing	322	IT in BFSI Domain
307	Customer Relationship Management	323	Legal Aspects of IT & It Strategies
308	Marketing Research	324	Software Quality Standards & Process Documentation
309	Product & Brand Management	325	Cloud Computing
Open Courses under Financial Management		Open Courses under Production & Operations Management	
310	Corporate Taxation	326	Materials Management
311	Capital Market Operations	327	Maintenance Management
312	Financial Risk Management	328	World Class Manufacturing
313	Financial Statement Analysis	329	Business Process Re-engineering
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
314	Industrial Relations	330	Rural Banking
315	QMS & Innovation Management	331	Agriculture Marketing & Price Analysis
316	HR Audit	332	Commodity Market
317	Personal Relations & Corporate Communication	333	Indian Agriculture & World Trade Organisation
Open Courses under IB Management		Open Courses under Retail Management	
318	Global Logistics & Supply Chain Management	334	HRM in Retail
		335	Retail Stores and Operations
319	International Economics	336	International Retailing
320	Currency, Derivatives & Risk Management	337	Information Technology in Retailing
321	Global Strategic Management		

MBA SEM IV

Course Code	Semester IV	Credits	UE	IA	Total Marks	Examination Pattern
401	Project Management	2	70	30	100	UE & IA
See groups	Specialization I - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization I - E-(iv)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iv)	2	70	30	100	UE & IA
402	Environment & Disaster Management	2	-	100	100	IA
See Group	Open 1	1	-	50	50	IA
See Group	Open 2	1	-	50	50	IA
	Total No. Of Credits	14				

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
403	Strategic Marketing	419	Big Data Analysis
404	Retail Marketing	420	IT Infrastructure Management
405	Marketing of Financial Services	421	Technology Management & IT Services

406	Social Media Marketing	422	Lab on Oracle & Open Source Software
Open Courses under Financial Management		Open Courses under Production & Operations Management	
407	Management Control System	423	Negotiation Management
408	Indirect Taxes	424	Service Operations Management
409	Banking Operations	425	Environment , Health & Safety
410	Financial Modelling Using MS Excel	426	Quality Management Standards
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
411	Labour Welfare	427	Microfinance
412	Managerial Competencies & Career Development	428	Rural Entrepreneurship
413	HR Lab	429	Agriculture & Indian Economy
414	HR Analytics	430	Marketing of Agro Products
Open Courses under IB Management		Open Courses under Retail Management	
415	Global Business Environment	431	Contemporary Retail Management
416	Foreign Exchange Management	432	Retail Planning
417	International Marketing Research	433	Retail & Distribution Management
418	Regulatory Aspects of International Business	434	Rural Retailing

LIST OF ELECTIVE GROUPS

Elective I: Marketing Management

Sem III	
Paper no.	Name of the Course
MK01	Consumer Behaviour
MK02	Services Marketing
Sem IV	
MK03	Sales & Distribution Management
MK04	Integrated Marketing Communication

Elective II: Financial Management

Sem III	
Paper no.	Name of the Course
FN01	Investment Analysis & Portfolio Management
FN02	Management of Financial Services
Sem IV	
FN03	Corporate Finance
FN04	International Financial Management

Elective III: Human Resource Management

Sem III	
Paper no.	Name of the Course
HR01	Training & Development
HR02	Labour Laws
Sem IV	
HR03	Personnel Cost & Compensation Management
HR04	Performance Management System

Elective IV: International Business Management

Sem III

Paper no.	Name of the Course
IB01	International Marketing
IB02	Export Import Policies, Procedures and Documentation
Sem IV	
IB03	International Finance
IB04	Global Business Strategies

Elective V: Production & Operations Management

Sem III	
Paper no.	Name of the Course
PO01	Quality Management
PO02	Production Planning & Control
Sem IV	
PO03	Logistics & Supply Chain Management
PO04	Industrial Management

Elective VI: Information Technology Management

Sem III	
Paper no.	Name of the Course
IT01	System Analysis & Design
IT02	Information System Security & Audit
Sem IV	
IT03	RDBMS with Oracle
IT04	Enterprise Business Applications

Elective VII: Agribusiness Management

Sem III	
Paper no.	Name of the Course
AB01	Rural Marketing
AB02	Supply Chain Management in Agribusiness
Sem IV	
AB03	Use of Technology in Agribusiness Management
AB04	Cooperatives Management

Elective VIII : Retail Management

Sem III	
Paper no.	Name of the Course
R01	Introduction to Retailing
R02	Retail Management and Franchising
Sem IV	
R03	Merchandising, Display Advertising
R04	Supply Chain Management in Retailing

MANAGEMENT CONCEPTS AND APPLICATIONS		
Course Objectives:		
1	To impart the understanding of basic management concepts.	
2	To familiarize the learner about application of Management concepts.	
3	To expose learner with basic concepts of functional management.	
Syllabus:		
Unit	Contents	Sessions
1	INTRODUCTION TO MANAGEMENT: A. Introduction to Management- Definitions & Characteristics of Management-Scope of Management- Management – Science or Art?-Functions of Management. Administration and Organization B. The Evolution Of Management Thoughts- Fredrick Taylor & Scientific Management, Henry Fayol- General Principles Of Management,.	
2	Management Functions – concept of "POSDCORB", Staffing, Coordination, Decisions, Decision Making process, Concept of Leadership	
3	PLANNING & ORGANIZING: A. Planning -Introduction to Planning & its Importance-Definitions-Benefits / Importance of Planning- Nature of Planning-Planning Process-Types of Planning- Repeated Use Plan-Single Use Plan. B. Organization -Introduction & Definition-Why study Organization?-Principles of Organization-Creating an Organization Structure- Informal Organization- Departmentalization, line and staff relationship	
4	DIRECTING , COORDINATING A. Span of Management -The Concept of Authority & Responsibility Definitions-Different views on Authority, Power & Authority, Limits of Authority, Centralization & Decentralization, Responsibility,	
5	B. Delegation of Authority, Advantages of Effective Delegation, What to delegate & What not to delegate?- Barriers to effective delegation-Guidelines for effective delegation-Distinctions between Delegation & Decentralization- CONTROL A. Controlling- Basic Concept, Relationship between Planning & Controlling. The Basic Control Process, Requirement for Effective Control, Control Techniques, Use of IT for Controlling. B. Zero Base Budgeting and Management audit	
6.	FUNCTIONAL DEPARTMENTS AND SECTIONS - HR, Marketing, Production & Operations, Finance, etc. INTRODUCTION TO BUSINESS SECTORS: Manufacturing (Automobile, Pharmaceutical, etc), Service (IT, Telecom, Banking, Insurance, etc)	

Suggested Readings	
Koontz & O'Donnel	Principles Principles and Practice of Management of Management (McGraw Hill) -
L.M. Prasad	Principles and Practice of Management
Tripathi & Reddy	Principles and Practice of Management
Websites	1. https://india.gov.in/ 2. http://pmindia.gov.in/en/ 3. http://www.makeinindia.com/policy/new-initiatives 4. https://mygov.in/group/digital-india 5. www.skilldevelopment.gov.in/World%20Youth%20Skills%20Day.html

MBA Semester I
MANAGERIAL ECONOMICS

Course Objectives:	
☐	To impart knowledge about the theories of Economics required in Business scenarios
☐	to train the students to apply this theoretical knowledge to practical business situations

- 1 **Introduction to Economics For Business**
Introduction to Economics, Nature and Scope of Managerial Economics, Significance of managerial economics in decision making. Firm and its Objectives, Theories of Firm, Relevance of Profit Maximization in Modern Context, Role of a managerial economist
- 2 **Demand Analysis:**
Theory of Demand, Law of demand, Determinants of Demand,
Elasticity of Demand – Price, Income, Cross and Advertising elasticity, Uses of Elasticity of Demand for managerial decision making,
Market Demand and Company Demand, Demand Estimation, Demand Forecasting - meaning, significance and methods, Demand forecasting of a new product.
- 3 **Supply Theory:**
The Theory of Supply, Law of supply, supply elasticity – use in managerial decision making,
Production concepts and analysis: Production and Cost, Production Function, Concept of Productivity
- 4 **Costs**
Cost concepts and analysis, Classification of Costs - Short Run and Long Term Costs, Cost Function - short run and long run cost curves and its managerial uses.
Least Cost Combination of Inputs, Producer's equilibrium, Law of Variable Proportions, Returns to Scale, Scale Economies, Scope Economies,
Estimation of Cost Function - Problem of Estimation of Cost and Production Function, Dual Relationship Between Cost and Production Function, L-Shaped Cost Function
- 5 **Market Structures**
Market equilibrium and Average Revenue concept,
Market Structure: Perfect Competition: meaning, features and determination of price under perfect competition.

Monopoly: Features, pricing under monopoly, Price and Output, Discriminating Monopoly, Relationship under different market structures,

Pure and Perfect Competition: Monopolistic Competition – features, pricing under monopolistic competition, product differentiation
Oligopoly – features, Oligopoly and barrier to entry, price leadership

Pricing Strategies: Price Determination, full cost pricing, product line pricing, price skimming, penetration pricing. Prisoner's Dilemma and Game Theory approach to oligopoly decision making
- 6 **National Income:** Concepts and Various methods of measurement of National Income, Inflation – Meaning, types and Causes, Business cycle, Profit concept and major theories of profit.
Fiscal policy and impact on Managerial decision making

Teaching Methodology

- ☐ Case Study Method and Mathematical Applications along with theoretic explanations.

Suggested Readings

Adhikari , M. Artis M. J,	Managerial Economics, Khosla Publication House, New Delhi, 1999 Macro Economics, Oxford University Press, 1985 Reprint
Craig P.H and W Chris Lewis	Managerial Economics, Prentice Hill Ltd, New Delhi
Bayes Michael	Managerial Economics and Business Strategy, Irwin, Chicago, 1997
Dean Joel	Managerial Economics, Prentice Hill Ltd, New Delhi

MBA Semester I Financial and Management Accounting

Course Objectives:

- ☐ To acquaint the students with the fundamentals of Financial Accounting.
- ☐ To orient the students to the Accounting process involved in preparation of Books of Accounts and Financial Statements
- ☐ To familiarize the students with the concepts of Cost and Management Accounting and applications of Management Accounting techniques

Unit	Contents	Sessions
1	Introduction to Financial Accounting	

	Meaning, Objectives and Scope of Financial Accounting, Accounting Concepts and Conventions, Accounting Cycle, Role of Accountant in an organization
2	Accounting mechanics Principles of Double Entry Book-Keeping, passing of accounting entries in Journal, Ledger and Preparation of Trial Balance, Preparation of Trading, Profit & Loss Account and Balance Sheet of a Sole Proprietor
3	Introduction to International Accounting Standards: Development of international accounting and financial reporting rules, need for International Financial Reporting Standards (IFRS), Disclosure of Accounting Policies , reporting needs of emerging economies, IFRS for Small and Medium Enterprises(SMEs).
4	Introduction to Cost and Management Accounting Cost Accounting – Meaning, Importance, Classification of Costs, Preparation of Cost sheet. Nature and Scope of Management Accounting, Distinction between Financial and Management Accounting.
5	Techniques of Management Accounting (Budgetary Control) Budgeting and Budgetary Control – Meaning, Objectives, Advantages and Limitations of Budgeting, Types of Budget, Practical Questions on Cash Budget and Flexible Budget
6	Techniques of Management Accounting (Standard Costing and Marginal Costing) Standard Costing – Meaning and Application, Essentials of standard Costing, Variance Analysis- Material and Labour Cost Variances. Marginal Costing – Meaning of Marginal Cost, Characteristics of Marginal Costing, Cost-Volume-Profit Analysis – Profit/Volume ratio, Break-Even Analysis and Margin of Safety

Teaching Pedagogy:

- ☒ Classroom lectures (two way communication)
- ☒ Classroom discussions by solving Case Study and Real Life Examples
- ☒ Audio Video Material (Analysis done by Finance heads of companies, news channels etc.)
- ☒ Self study
- ☒ Group Project (Application by implementation of concepts in the Financial Statements of the companies)

Suggested Readings		
1	R.L.Gupta, M.Radhaswami	Advanced Accountancy
2	S.N. Maheswari, S.K.Maheshwari	An Introduction to Accounting
3	Ashok Seghal, Deepak Sehgal	Taxman's Financial Accounting
4	M N Arora	Cost and Management Accounting,Vikas publications Eighth Edition
5	Colin Drury of Huddersfield	Cost and Management Accounting:6 th edition, ISBN 18440349X
6	Pauline Weetman	Financial and Management Accounting – An introduction by 5 th edition

MBA Semester I
ORGANIZATIONAL BEHAVIOUR

Course Objectives:		
☒	To introduce the role of individual, group and organizational processes on individual behaviour in a work setting	
☒	To give insights on how concepts of organizational behaviour are applied by management practitioners and organizations	
Unit	Contents	Sessions
1	Introduction to Organizational Behaviour and Individuals in Organization - Definition - Evolution of the Concept of OB- Contributions to OB by major behavioural science disciplines - Challenges and Opportunities for OB managers - Models of OB study The nature of organisations: Components of organisations; Organisations as open systems, Managers in organisations, Productivity and managerial performance, Organisational behaviour and the workplace, Managing organisational transitions, Managing new forms of Organisation.	
2	Learning, Perception. Attitudes and values	

	<p>Concept of learning, Theories of Learning – Learning curves. Perception – Factors influencing perception, Process, Managerial implications -Perception and attribution: meaning, halo effect, stereotyping, pigeon holing,</p> <p>Attitudes and Job Satisfaction - Components of Attitude - Major Job Attitudes - Job Satisfaction, Job involvement, Organizational Commitment. Personality and Values - Personality Determinants - MBTI, Big - Five Model, Values - Formation - Types of Values</p> <p>Principles of reinforcement – schedules of reinforcement,</p>
3	<p>Motivation Concepts to applications</p> <p>Concept of motivation - Definition - Theories of Motivation - Maslows' need Theory Herzberg, McClelland, Porter and Lawler Model, ERG Theory - Theory X and Theory Y - Two Factor Theory - Equity Theory - Vroom's Expectancy Theory – Application of Motivation concept, Individual motivation and motivation in the organization, Cultural Differences in Motivation, Intrinsic and Extrinsic Motivation, The Job Characteristics model</p> <p>– Work Redesign</p>
4	<p>Foundations of Group Behaviour</p> <p>Group - Formation of Group - Classification - informal and formal groups, Group Properties - Roles, norms, status, size and cohesiveness - Group decision making –</p> <p>Teams: team building: selecting team members, team roles, stages in team development, team building, team identity, team loyalty, commitment to shared beliefs, multi-disciplinary teams, Team Dynamics: decision-making behaviour, dysfunctional teams, Understanding teams - creating effective teams.</p> <p>Conflict - Process - Conflict management</p>
5	<p>Leadership</p> <p>Concept of Leadership - Traits of good Leader - Difference between Leader and Manager - Theories of Leadership - Ohio State and Michigan Studies - Blake and Mouton theory - Fielders model - Likert's model. Managers as leaders. 3D leadership model. Leadership Styles. The management Grid, Future perspectives of Leadership</p>
6	<p>Emerging Issues: Stress: meaning and types, burnout, strategies to manage stress, Workforce diversity. Culture - Definition, Culture's function, need and importance of Cross Cultural training - Organizational Change</p>

Suggested Readings			
1	Robbins, Timothy Judge, Seema Sanghi	Organizational Behaviour - Prentice Hall, 12 edition	Stephen Pearson
2	Fred Luthans	Organizational Behaviour, Mc Grow Hill Inc	
3	John Newstrom and Keith Davis	Organizational Behaviour, Tata	McGrow Hill, 11 edn
4	Kavita Singh	Organizational Behaviour , Pearson Publication	

MBA Semester I
Statistical Techniques

Course Objectives:

- ☑ To familiarize the students with the basic statistical techniques and their applications in business decision-making
- ☑ To develop the quantitative skills of the students so as to make them skilled at understanding data, comparing two or more data sets and predicting business data etc.

Unit	Contents	Sessions
1	<p>Importance of Statistics in Business Management Domain</p> <p>Business Statistics: Definition, Importance in management domain Organizing data: Frequency distribution, types of frequency distribution Diagrams and Graphs - Diagrammatic presentation of data, Graphs - Frequency polygon and frequency curve, Histograms, Cumulative Frequency Curves (ogives).</p>	
2	<p>Measures of Central Tendency and Dispersion</p> <p>Measures of Central Tendency: Arithmetic Mean, Median, mode, partition values – quartiles, deciles and percentiles, Applications in business. Measures of Dispersion: Range, Semi Inter-quartile range, mean deviation, standard deviation, coefficient of variation, methods of calculation and applications.</p>	
3	<p>Correlation Analysis</p> <p>Definition, Types of correlation, methods of studying correlation– Scatter Diagrams, Karl Pearson's coefficient, Rank correlation, coefficient of determination. Application of Correlation to business and management</p>	
4	<p>Regression Analysis</p> <p>Definition, significance of regression method, regression lines, regression coefficient, Applications in business</p>	
5	<p>Probability and Probability Distribution</p> <p>Sample space, events, basic rules of probability, random variable, conditional probability, Bayes' theorem</p>	

Probability Distributions- Binomial distribution, Poisson distribution & Normal distribution. Problems based on Business applications.

6 **Association of Attributes**

Introduction, Notations, Classes and Class frequencies, Order of classes and Class Frequencies, Relation between Class frequencies: two attributes and three attributes, Yule's Coefficient of association and interpretation

Decision Making: Process of decision making, types of decision. Risk, uncertainty, etc. Criterion of decision making

Teaching Pedagogy

Suggested Readings

1	S.C. Gupta & Indira Gupta	Business Statistics
2	Richard I. Levin & David S. Rubin	Statistics for Management
3	Hooda R. P.	Statistics for Business and Economics, (2010, 4e), Macmillan
4	Terry J K (2007)	Business Statistics 2/e, Pearson Education, New Delhi
5	David and Lori	(2008) Applied Statistics in Business and Economics, Tata Mc Graw Hill
6	Q. Zamiruddin & V.K. Khanna, S. K. Bhambri	Business Mathematics
	Bhardwaj R. S.	Business Statistics

MBA Semester I

Legal Aspects of Business

Course Objectives:

To provide students with in-depth understanding of business related laws

Unit	Contents
1	The Indian Contract Act 1872: Essential elements of a contract, performance and discharge of a contract, Offer and Acceptance, Consideration, Legality of Object, Capacity to contract, Free Consent, Modes of Discharge, Breach and Remedies, Quasi Contracts
2	The Sale of Goods Act 1930 Formation of a contract of sales and its features, Conditions and warranties, Rights of an unpaid seller, Types of Goods, Distinction between sale and agreement to sell, Performance of contract
3	The companies Act 1956 & Companies Act, 2013 Comparative Study of the Companies Act, 1956 and the Companies Act, 2013 on the basis of the following Kinds of companies, Formation of a company, Memorandum of Association(M/A), Articles of Association(A/A), Prospectus, Meetings, Appointment and Removal of Directors, Shares, types of shares and dividends.
4	The Arbitration and Conciliation Act 1996 - Definition - Arbitration Agreement - Composition of Arbitral Tribunal - Jurisdiction of Arbitral Tribunal - Conduct of Arbitral Proceedings
5	Alternative Dispute Resolution System Consumer Protection Act, 1986. Introduction, consumer and consumer disputes, Definitions of Consumer, Complainant, Goods, Service - Meaning of Consumer Dispute Complaint - Unfair Trade Practices – Restrictive Trade Practices Rights of Consumers Consumer Disputes Redressal Agencies, consumer protection councils Objectives and Need of the Competition Act , 2002
6	The Information Technology Act, 2000

Introduction, Digital Signatures, Electronic governance, **Cyber Laws**, Cyber crime – types and remedies, Electronic records, controlling and certifying authority, cyber regulation appellate tribunals, Important Provision of Information Technology Act 2000
Intellectual Property Rights: Introduction, Scope and objective of Patent Act, 1970.

Patentable and Non-patentable inventions. Types and overview of IPR, Types of Patents, Trademarks, Copyrights, Industrial designs, Important provisions with respect to – registration, renewal, revocation, remedies in case of infringement etc.

Reference Material

Suggested Readings		
1	N. D. Kapoor	Mercantile Law, Sultan Chand & Sons
2	Dr. B. L Wghera	Universal Law Publication, Law relating to Intellectual Property
3	Dr. Paranjpe	The Arbitration and ADR
4	Dr. M. Dasgupta	Cyber Crime in India
5	Akhileshwar Pathak	Legal Aspects of Business, TMH, 3/e, 2009
6	K.R. Bulchandani	Business Law for Management, Himalaya Publications, 2008

MBA Semester I
Business Communication

Course Objectives:

- ☐ To familiarize with the process of communication and the principles & techniques of business communication
- ☐ To enable student to understand the different dimensions of business communication
- ☐ To enlighten about the communications strategy for managers

Unit	Contents	Sessions
1	<p>Fundamentals of Business Communication</p> <p>Meaning and importance of communication in business, Essentials of effective communication, Channels of communication, their effectiveness, limitations, Barriers to communication, approaches to effective Communication</p>	
2	<p>Communication in Organizations :</p> <p>Communication needs of business organization, Strategies for improving Organizational communication. Modes and levels of communications in organizations. direction of flow of communication in organization, networks of flow of communication – wheel network, chain network, Y network, circle network, etc.</p> <p>Dimensions of Business Communication – Intra-personal communication, Inter-personal communication, verbal communication, listening, feedback, types of feedback, importance of feedback, non-verbal communication, Intra-organizational communication, inter-organizational communication. Intra-cultural and inter-cultural communication.</p> <p>Formal and informal and their characteristics,</p>	
3	<p>Forms of Business Communication: Written Communication, Principles of Effective Written Communication.</p> <ul style="list-style-type: none"> ☐ Business letters – Parts of business letters, letter formats, envelope, address on envelope, ☐ Types of business letters : office order, office circular, invitation letters, enquiry letters, trade reference letters, etc ☐ Letters from Purchase department, Letters from the Sales /Marketing Department, Accounts department, Personnel department, Letters of social significance, Tenders, Quotations and Orders, Banking Correspondence, Letters of enquiry, dealing with complaints, ☐ Letters to staff, Memos, Writing Emails. Office notes, Reminders and Follow ups, Employee Newsletters, ☐ Meetings, Notices, agenda, minutes of the meeting ☐ Exercises for Written Communications: Essay writing, Poster Making, Writing, an Advertisement Copy, Slogans, Captions, & preparing Press notes, Letter Of Acceptance, Letter Of Resignation 	
4	<p>Communication Strategy for Managers:</p> <p>Communicating different types of messages – positive or neutral messages, negative messages, persuasive messages, effective team communication, motivational communication.</p> <p>Technology enabled communication – role of technology, different forms of technology for communication, telephone, tele-fax, teleconferencing, email, text messaging, podcast, blog, wikis, videos, social media, power point, etc.</p> <p>Netiquettes, internet etiquettes</p>	
5	<p>Exercises for Oral Communications: Individual and Group Presentations, Extempore, Role Playing, Debates and Quiz</p> <p>Effective notes taking, Strategies to improve reading skills, Speech Writing, Creative Writing. Oral Communication: Speaking skills, Public Speaking, Effective Listening, Strategies for Communicating in Teams</p>	

- 6 Curriculum Vitae, Invitation To Interviews, Offer Of Employment, Job Description, Letter Of Acceptance, Letter Of Resignation.
Business Reports and Proposal: what is a report? Elements of effective business report, purpose of writing reports, steps in writing a routine report, corporate reports. Format of a business report

Reference Books

1. Business Communication , second edition, by Meenakshi Raman,Prakash Singh, Oxford Higher Education.
2. Business Communication , second edition, by R.K.Madhukar, Vikas Publications.
3. Business Communication , second edition, by Asha Kaul, PHI Publications.
4. Communication for Business , Fourth edition, by Pearson Education.
5. Business Communication , second edition, by P.D.Chaturvedi, Mukesh Chaturvedi, Pearson.

MBA Semester I Information Technology skills for Managers

Course Objectives:

- ☐ To understand the basics of computer hardware and software
- ☐ To impart the IT skills and knowledge necessary for managers

Unit	Contents
1	<p>Introduction to Computer</p> <ul style="list-style-type: none"> ☐ Introduction to types of Computer systems, Basic Computer operations, connecting devices ☐ Networks: Networking hardware, types of network, Internet, Intranet and Extranet Applications, ☐ Practical data processing application in business, and Computer applications in various areas of business.
2	<p>Computer Software:</p> <ul style="list-style-type: none"> ☐ Types of software (System, application, utility), ☐ types of application software (content access, end user, enterprise, simulation, application suite), examples, selecting and acquiring software options for procuring the software (licensed, sold, public domain, open source, freeware, shareware), ☐ software trends and issues (mobile applications, integration of in-house and outsourced services strategy, cloud based enterprise solutions), Data Base, Data Base Management Systems.
3	<p>IT Skills: Lab sessions necessary</p> <p>Microsoft Office- Introduction and working with MS Word, Features - insert headers and footers, insert table and table options, Mail Merge.etc</p> <p>MS Power point- Basic introduction, features, Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations, design a template, entering data to graph, organization chart, slide transitions, creating slide shows.</p> <p>MS Excel – Basic functions, Creating, Analyzing & Formatting Data & Content</p> <p>Collaborating – Insert, View, Edit etc. Managing Workbooks, advance functions, sensitivity analysis, Pivot tables etc.</p> <p>Introduction to HRIS, Introduction to Tally Package for accounting.</p>
4	<p>Internet, Security and E-Commerce: Introduction, Core features of the Internet, Internet Applications, Internet and World Wide Web, Extranet and E-mail, Mobile Computing, Electronic Commerce, Types of E-Commerce and their utilities</p>
5	<p>Management Information Systems: Introduction to MIS, Principles of MIS, Characteristics, functions, structure & Classification of MIS, information for decisions; MIS in Manufacturing, Marketing, Finance Human Resource Management, Materials & Project Management; Brief idea about knowledge management, Information Technology in Knowledge Management, Roles of people in knowledge management. Types of information systems(TPS, MIS, OAS, DSS, ESS, ES, KWS), GIS Information systems and functional areas- Transaction processing</p> <p>system, Human Resource systems and Marketing systems, Operations and Financial Management systems.</p>
6	<p>Current trends- Integrated enterprise system (ERP, CRM, and SCM), COBIT- IT governance tool, changing role of CIO. Concept of SMAC (Social, Mobile, Analytics and Communication), use of Social media facebook, tweeter, linkedIn etc. for general communication and business communication, social media for marketing, email and video conferencing tools for business communication, Analytical tools of data interpretation.</p> <p>Managing E-identity, Security issues: Precautions in using the Information technology tools and media. Secure surfing, Creating Profile on Social Media. Online security, e-fraud – types and preventions, threats from use of IT systems, threat against IT system,</p>

Book:

MBA Semester I

Waste Management

1. "Information technology for Management" by Ramesh Behl, Tata McGraw Hill Publication, 2nd edition
2. "Computer Fundamentals" by Pradeep K Sinha, Priti Sinha, BPB Publication,
3. "Computer Application in Management" by A. K. Saini, Pradeep Kumar, Anmol Publications Pvt. Ltd.
4. "Interpreting Information Systems in Organizations" by Geoff Walsham ,The Global Text Project , 2011
<http://www.saylor.org/site/textbooks/Information%20Systems%20for%20Business%20and%20Beyond.pdf>
5. "Information Technology for Management" by Henry C. Lucas -,McGraw-Hill/Irwin , 2009
<https://dl.dropboxusercontent.com/u/31779972/Interpreting%20Information%20Systems%20in%20Organizations.pdf>
6. "Information Systems for Business and Beyond" by David T. Bourgeois, Saylor Foundation , 2014
<https://dl.dropboxusercontent.com/u/31779972/Information%20Technology%20For>

MBA Semester I

Soft Skills-I

Course Objectives:

- ☐ To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- ☐ To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit	Contents
1	SWOT Analysis : Basics of PERSONAL SWOT analysis, Identifying Strengths, Weaknesses, Deficiencies ETC. Performing SWOT on yourself
2	The Art of Effective Communication: Presentation skills Group Discussion, Debates
3	Time Management : Importance of setting Tasks Applying basic principles of Time management; identify productivity cycles, and set goals and priorities Create a time management plan and a daily plan Effectively utilize time by using technology and reducing time wastage. Manage interruptions, increase meeting productivity, overcome personal time wasters, and prevent personal work overloads. Screen and organize information to reduce information overload.
4	Public Speaking Skills : Public Speaking skills Emoting: Importance of Eye Contact, Audience engagement Forms of speech, Content Preparation, Debating, Extempore - Do's and Don'ts
5	Body Language: Details about body language for effective communication
6	Verbal communication in practice, Speaking Skills, Assertiveness, Strategies For Assertiveness : Use Of Language, Empathetic Presentation, Paraphrasing, Asking Questions, Visualization And Realization Of Goal, Create A Positive Impression, Indicators Of Assertive Behavior, How To Say No ,(Provide reason and logic, Broken Record, Rain Check) Listening Skills : Importance of listening, Techniques of effective listening, practical exercise on improving listening skills

Course Objectives:

- ☐ To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- ☐ To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit	Contents	Sessions
1	Introduction to Ecosystem and Waste Management. Types, Importance and Need of Waste Management - Waste Management practices in Indian Industries – Future challenges in Waste Management. Ecosystem - Meaning, Types, Components, Structure and Functions, Levels of organization in nature- Food chain and Tropic structure, Biogeochemical Cycles, Energy flow - Definition	
2	Collection and Disposal of Waste Site selection and plant layout of an incinerator, Collection of Waste, problems in collection of waste, Waste Disposal methods- Landfill, Incineration/Combustion, Recovery and Recycling, Composting	
3	Electronic Waste Management. E-Waste - Meaning, Sources of E-Waste and their effects on environment and human beings	
4	Students shall undertake desk research on e- waste management systems adopted by commercial organisations.	

- 5 Students shall visit Waste Management Department of Local Administrative Bodies like Municipal Corporation, Municipal Councils etc. and prepare a report on how waste management is done in their area.
- 6 **Report Preparation and Presentations on Unit no. 4 and 5**

Pattern of Evaluation:

The performance of students in this course shall be evaluated as under –

- A) Class Participation – 10 Marks
- B) Presentation – 10 Marks
- C) Mini Project Report – 10 Marks
- D) Viva – voce Examination on Mini Project Report at end of term – 20 Marks

References:

1. Solid Waste Management : Subhash Anand, Mittal Publications, New Delhi (2010)
2. E- waste: Implications, Regulations and Management in India and Current Global Best Practices – Rakesh Johri, TERI Press New Delhi (2008)

Website:

Ministry of Environment, forest and Climate Change , Government of India (<http://envfor.nic.in/content/draft-waste-management-rules>)

MBA Semester I

Life Management Skills

Course Objectives:

- ☐ Provide guidelines to apply life skills into practice.

Unit	Contents	Sessions
1	Introduction: Definition of life skills concept: Definition, concept of skill in Life Skills, primary goal of life skills programme. Definition of Personality, Determinants of Personality- biological, psychological and socio- cultural factors., Misconceptions and clarifications , Need for personality development	
2	Coping: meaning, types of coping strategies – 1) appraisal focused (Adaptive Cognitive), 2) problem focused (adaptive behaviour) & 3) Emotion Focused	
3	Empathy: Meaning, difference between empathy and sympathy, Anger and stress: meaning and strategies to overcoming the same.	
4	Study Skills: Meaning, types of study skills, methods based on memorization – rehearsal and role learning, Exam Strategies- time management, organisation and life style changes.	
5	Moral Development: Meaning, interpersonal influences on moral development, moral development and social exclusion. ABC of moral life. Morality: Morality and culture, morality and intergroup attitudes, moral emotions	
6	Self Awareness : Self Management Self Evaluation, Identifying one’s strength and weakness, Planning & Goal setting, Managing self –emotions, ego, pride. , Self discipline, Self criticism , Recognition of one’s own limits and deficiencies Interdependency etc , Thoughtful & Responsible behaviour Community and Community Development: Individual’s role and responsibility in society.	

References:

1. Critical Thinking Skills: Developing Effective Analysis and Argument, Stella Cottrell
2. Academic Writing: A handbook for International Students, Stephen Bailey
3. Effective Study Skills: Step by Step System to Achieve Student Success , Semones
4. Critical Thinking and Analysis : Mary Deane
5. Developing and Applying Study Skills : Writing Assignments, Dissertations and Management Reports, Donald Currie
6. Assignment and Thesis Writing , Jonathan Anderson

Magazine: Human Capital

MBA Semester I

Event Management

Course Objectives:

- ☐ To groom the students with a view to hone their Event Management Skills by giving them the required exposure

Unit	Contents	Sessions
1	The concept of event, its different managerial dimension from the various functions point of view. e.g. planning to close activities of any event	
2	Types of events Different types of event in Corporates, Social Programmemes and Private Programmemes: The expected outcome is preparation of a list consisting at least 10 Programmemes in Education, Health Care etc. with their distinctive features of audience, beneficiaries and deliverables.	
3	Hands on Event Management 1. The total number of students shall be divided into a group of 06 students each. They should organize /conduct/ manage the events of the institute. They are expected to prepare budget of the event, plan the event in its minutest details, organize, and execute the event, take feedback of all stakeholders and prepare a report to be given for publication in the media, follow up with media through proper channel etc. (The above assignment shall be for 20 marks)	
4	2. Post event assessment of any 03 programmemes organized during the term. A student or a group of 02 students shall be assigned the event which has taken place recently at institute and they shall make an inquiry into its success and effectiveness by rating them on the basis of appropriate parameters and shall submit the assignment to the respective teacher . This exercise shall be for 20 marks.	
5	Report on Learning outcomes of this course A student shall prepare a report on what he learnt from the events and submit it to the concerned teacher. The report shall include mainly the description of occasion, the person involved and what guiding principles they have received from them	
6	This report shall be assessed for 10 marks for its preparation and 10 marks for oral examination	

Recommended Books :

1. Successful Event Management; Anton Shone Beyn Parry; CengageLrng Business Press.
2. Event Management (Paperback); AshutoshChaturvedi; Global India Publication Pvt. Ltd.
3. Event Planning and Management; Sharma D.; Deep & Deep Publications Pvt. Ltd.
4. Event Marketing and Management; S.S. Gaur; Vikas Publication House Pvt.Ltd (2010)
5. Event Management; Sita Ram Singh; Ash Publishing Corporation.

Course Objectives:

- ☐ To introduce the learners to the different social media
- ☐ To educate about the strengths and weaknesses of Social Media

Unit	Contents	Sessions
1	INTRODUCTION TO SOCIAL MEDIA Introduction to Social Media, What is Social Media? How Social Media developed? Managing Information, Aggregators, Google , Alerts, Blogs	
2	GETTING READY FOR SOCIAL MEDIA Getting ready for Social Media- Content Management, Touchpoint analysis Scheduling, Creating content, Managing content programmes, Planning Worksheets	
3	LEGAL ASPECTS OF SOCIAL MEDIA The Legal side of Social Media, In-house guidelines, Copyright and Trademark Implications, Blogs, Blogger	
4	PODCASTING Podcasting What is it? Where to find How to create a) Hardware b) Software Facebook Facebook - Creating groups and pages Tips and Guides, Facebook Posts Paid Promotion Ads Contests	
5	GOOGLE + Google+ Set-up and usage, Company profile Hangouts, SEO What is it? How it is determined, How to affect it, Google's role, YouTube- Long-form video platforms, Setting up a channel, Managing content	
6	VI SOCIAL MEDIA SITES Twitter, Set-up and usage, Tips Up and Coming Social Media LinkedIn- LinkedIn Tips and Guides, Review of profiles Pinterest Visual social media and bookmarking Set-up and management, Collaborative Marketing & Crowdsourcing	

Please note that practical session for all the above topics has to be conducted along with theory class.

MBA Semester I

114: Current Affairs

Course Objectives:

- ☐ To develop in the students the skill to read the latest news related to business and general

Students will be required to read, listen to or watch the news regularly and come back and report in college either through presentations or submissions. Preparing a scrap book of top ten news in the last two months may be thoroughly studied and presented.
Project, quiz, scrap book etc.

MBA Semester I
Data Analysis Using Software Tools (MS EXCEL) – Open course

Course Objectives

- To train the student for using the spreadsheet package MS-Excel for business applications.
- To impart skills of analyzing data and presenting it using MS-Excel.

Unit	Contents	Sessions
1	Introduction to Excel MS excel screen elements – Tool bar, title bar, ribbon, formula bar, status bar. Moving around a Worksheet, entering and formatting (e.g. Number, Text, Date and Currency) data. Cell referencing (relative, absolute, mixed), using formulae, Use of Find, Replace, Goto.	
2	Working with Excel Insert, delete - cells, rows, columns. Sorting (basic, custom), filtering, grouping, ungrouping data, dealing with subtotals and grand totals. Validating data, protecting cells. Pivot Tables.	
3	Conditional Formatting Once defined, it will automatically change the formats as per conditions user puts	
4	Commonly used functions Sum, Max, Min, Average, Count, Today, Now, Datedif, Countif, CountA, CountBlank, Round, Roundup, Round Down, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif	
5	Data Viewing and Reviewing Inserting comments, spell checks and changes to the worksheet data etc, Viewing data in different ways eg. Page break, normal etc	
6	Creating and managing charts Create and modify graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc. Working with multiple sheets, hyper linking.	

Teaching Methodology

- Case based Lectures, discussions, practical in labs.
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Suggested Readings

- | | |
|---------------------|---|
| 1. Albright : | Data Analysis and Decision Making Using MS Excel |
| 2. Stwphen Nelson : | Data Analysis For DuMmIES |
| 3. Narayan Ash Sah: | Data Analysis Using Microsoft Excel 1/e, Excel
Bools |

MBA Semester I
Supply Chain Management

Course Objectives:

- An understanding of the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain
- An understanding of the management components of supply chain management
- An understanding of the tools and techniques useful in implementing supply chain management
- Knowledge about the professional opportunities in supply chain management.

Unit	Content	Sessions
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1	The Basics of Supply Chain Management- Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions
2	Logistics Management: Logistics as part of SCM, Logistics costs, logistics sub-system, inbound and outbound logistics
3	Planning Demand and Supply-I: Introduction, Three Components of SCM, Demand Management, Demand Forecasting
4	Procurement and Inventory Management- Introduction, Supply Chain Operations: Procurement Cycle, Inventory Management, Inventory Costs
5	Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure
6	Recent Trends in Supply Chain Management- Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management

Reference Books

1. Raghuram G. (I.I.M.A.) - Logistics and Supply Chain Management (Macmillan, 1stEd.)
2. Krishnan Dr. Gopal - Material Management, (Pearson, New Delhi, 5thEd.)
3. Agarwal D.K. - A Text Book of Logistics and Supply chain management (Macmillan, 1stEd.)
4. Sahay B.S. - Supply Chain Management (Macmillan, 1stEd.)
5. Chopra Sunil and Peter Meindl - Supply chain management (Pearson, 3rdEd.)

MBA Semester II
MARKETING MANAGEMENT

Course Objectives:

- ☐ To enhance management students' knowledge as regards to basics of marketing and know the applications of marketing skills required

Unit	Contents	Sessions
1	<p>Introduction to Marketing: Core concepts of marketing: Need, want, demand, value, exchange, customer satisfaction & customer delight. Marketing Vs Selling. Approaches to Marketing: Production, Product, Sales, Marketing, Societal, Relational. Marketing Environment: Analyzing Macro Environment - Political, Economic, Socio-cultural and Technical Environment (PEST analysis)</p>	
2	<p>Segmentation, Targeting and Positioning: Meaning, need and importance, bases for consumer market segmentation and industrial market segmentation, evaluation of identified segments and selection and evaluation of target market. targeting strategies. Levels of market segmentation: segment marketing, niche marketing, local marketing, individual marketing. Positioning and Differentiation: meaning, concept, product, service, people and image differentiation, ways to position the product.</p>	
3	<p>Marketing Mix: Concept, Seven P's of marketing mix: Product – meaning, levels of product, product mix- product line, width, length, depth. Product life cycle – Concept, stages in PLC, characteristics and strategies for each stage of PLC. Brand – Concept, Brand Creation Price – meaning, objectives of pricing, pricing approaches- cost based, competition based and market based, pricing strategies- skimming pricing, penetrative pricing ,psychological or odd pricing, perceived value pricing , loss leader pricing etc. Place- Importance of distribution in marketing of products or services, Types of intermediaries, levels of channels, Channel Management Decisions-factors considered for selection and motivation of dealers and retailers,</p>	

channel conflict- concept, types of channel conflict, ways to resolve channel conflicts

Promotion- Elements of promotion mix: meaning of advertising, sales promotion, personal selling, public relations, publicity, direct marketing and event marketing and sponsorship.

Brief Overview- People, Process, Physical Evidence

4 **Consumer Behaviour:** Concept of Marketing Myopia.

Meaning of Consumer, customer, consumer behaviour and buying motives.

5 **Marketing Planning and Control:**

Process, nature and contents of a marketing plan. Need of marketing control, Annual plan control, productivity control, efficiency control and strategic control- marketing audit and marketing ratios.

6 **Marketing Research:**

Need and Importance of Marketing Research, Marketing Research Process, Types of Marketing Research. Marketing Information System- overview.

Teaching Methodology

- Classroom Discussions
- Case Study Discussions and Real Life Examples
- Audio Video Material
- Field Assignments

Books Recommended:-

1. Principles of Marketing 12th Edition - Philip Kotler and Gary Armstrong
2. Marketing Management – Rajan Saxena, Tata McGraw Hill Publications
4. Marketing Management - V.S.Ramaswamy and S.Namakumari ,
5. Services Marketing – Christopher Lovelock
6. Fundamentals of Marketing - Stanton
7. Marketing Research – G.C. Beri.

Magazine/ Yearbook

- ☐ Marketing White book – The Essential Handbook for Marketers: Business World Publications.

Website: www.trendswatching.com

MBA Semester II Financial Management

Course Objectives:

- ☐ To introduce the fundamentals of Financial Management
- ☐ To orient on the financial decision making techniques and Financial Statement Analysis

Unit	Contents	Sessions
1	Introduction Nature, Scope and Functions of Financial Management, Objectives of Financial Management Profit Vs Wealth Maximization, Finance Functions: Investment Decision, Liquidity Decision, Dividend Decision and Financing Decision	
2	Investment Decision Importance and process of Capital Budgeting, Capital Budgeting Techniques - Problems & case studies- Accounting Rate of Return, Payback Period, Net Present Value, Profitability Index, Discounted payback period, Internal Rate of Return Capital Budgeting under Risk and Uncertainty Concept and Techniques (Theory only)	
3	Working Capital Management Meaning, Need and Types of Working Capital, Components of Working Capital, Factors determining Working capital, Estimation of Working Capital, Problems and Case Studies on Estimation of Working Capital	
4	Sources of Long Term Domestic Finance	

Shares, Debentures, Retained Earnings, Financing through Financial Institutions, International Financing, Venture Capital financing: concept and Venture capital scenario in India, Recent Case Studies and examples on above topics

5 **Capital Structure and Cost of Capital**

Meaning and Principles of Capital Structure Management, Factors affecting Capital Structure, Problems and Case Studies on Capital Structure- EBIT- EPS Analysis, Concept and Types of Leverage, Cost of Capital: Meaning, Components, Cost of Debt, Cost of Preference Share, Cost of Equity Share, Cost of Retained Earnings, and Weighted Average Cost of Capital.

6 **Financial Statement Analysis**

Meaning and Types, Techniques of Financial Statement Analysis: Common Size Statement, Comparative Statement, Trend Analysis and Ratio Analysis. Problems on Ratio analysis
Funds Flow Statement and Cash Flow Statement. (Theory only)

Reference Material

Books

1. Financial Management – Theory and Practice – Prasanna Chandra
2. Financial Management – I.M. Pandey
3. Financial Management – Khan and Jain
4. Financial Management – R.P. Rustogi
5. Financial Management – Theory and Practice Eugene F. Brigham, Michael C. Ehrhardt 11th edition.

Journals

1. Journal of Financial Statement analysis
2. Asia Pacific Journal of Accounting and Economics
3. Research Journal of Finance and Accounting

MBA Semester II
Human Resource Management

Course Objectives:

- ☑ To explain the significance of HRM and changing role of HRM
- ☑ To bring out the role of HR in organizations effectiveness and employee performance

Unit	Contents	Sessions
1	Introduction to HRM : Definition, Nature and Scope of HRM, Evolution of HRM, HR Profession and HR Department, Global perspective of HRM	HRM, Challenges of
2	Human Resource Planning: HR, Demand and Supply forecasting, factors Affecting HRP, Job analysis and Job Design, Recruitment and Selection – Recruitment Process, Sources and Methods of Recruitment, Evaluation of methods of recruitment. Steps in selection	
3	Training and Development: Need and Importance of Training and Development, Training Need Analysis and techniques, Design Training Programmeme, Types of training, Training evaluation, Executive Development, Concept of Career Development	
4	Wages and salary Management Job Evaluation, Wage Determination, Types of Wages, Salary Structure, Fringe benefits, Executive Compensation,	
5	Performance Appraisal: Need and Importance of Performance Appraisal Performance Appraisal Process, Methods of Performance Appraisal	
6	Employee Relations Management: Overview of Employee Relations Management, Importance of Relations Management, Employee Relation Management Tool, Issues in Employee Relation Management.	

Reference Material :

1. Gary Dessler, Biju Varkey - Human Resource Management, Pearson Publication, 12th Edition
2. Seema Sanghi, Human Resource Management, Macmillan Publication, 2011
3. Decenzo, Robbins, Human Resource Management, John Wiley & Sons Inc, Sixth Edition
4. V.S.P. Rao, Human Resource Management
5. K. Ashwathappa, Human Resource Management
6. Edwin Flippo, Personal Management

MBA Semester II
International Business

Course Objectives:

- ☐ To give an overview of Global Business Environment.
- ☐ To acquaint students with intricacies of Cross Border Trade Transactions

Unit	Contents	Sessions
1	<p>Introduction of international Business</p> <p>Definition of International Business, Nature and Scope of International Business, Exporting, Importing and Countertrade Settlement through NOSTRO and VOSTRO Accounts, Statutory Basis of International Business Introduction to India's Foreign Trade Policy,</p>	
2	<p>Globalization</p> <p>Definition of Globalization, Globalization of Market, Globalization of Production, Drivers of Globalization</p> <p>International Trade Theories</p> <p>Mercantilism, Absolute Cost Advantage, Comparative Advantage, Huckscher Ohlin Theory, Product Life cycle Theory, Porter's Diamond Theory</p>	
3	<p>Development in Monetary Scenario</p> <p>Breton Woods System to EURO and its Implications, SAARC,G7 ,G20 and BRIC countries, Country Risk Analysis</p>	
4	<p>International Financial Organizations and Environmental framework</p> <p>Role of GATT, WTO,IMF and World Bank, EPRG Framework. Comparative Environmental framework, Cultural, Political, Legal and Economic framework,</p>	
5	<p>Balance of Payment</p> <p>Classification, Basic Balance and Overall Balance, Credit and Debit Entries in BOP, Convertibility – Current and Capital Account, Purchasing Power Parity</p>	
6	<p>Foreign Exchange Rate and Market</p> <p>Types of Exchange Rate –Real and Nominal exchange Rate, Fixed vs. Flexible Exchange Rate, Managing Float, Factors affecting Foreign Exchange Rate , Offshore Currency and Market, Export and Import Strategies, Collaborative and Control Strategies</p>	

Reference Material

Books

1. International Business, P.Subba Rao
2. International Business Environment, Francis Cherunilam
3. International Financial Management, Justin Paul
4. International Business, V.K.Bhalla, S.Shiva Ramu

MBA Semester II
Production and Operations Management

Course Objectives:

- ☐ To equip students with fundamentals of Manufacturing business for related aspects.
- ☐ To acquaint the students with concepts of all the functions under the Manufacturing activities by introducing the Units Materials Management, SCM ,QA, EHS and Quality System Certification, JIT etc.

Unit	Contents	Sessions
1	<p>Concepts & scope of POM</p> <p>Nature, Scope, Importance and Functions of POM, Production Process, Difference between Production and Service operations, Functions & internal relations of various Departments in manufacturing Unit; Production administrations & responsibilities. Production process selection decisions, Types of Production (Jobs, Batch, Mass etc.)</p>	
2	<p>Production Planning Control</p> <p>Objectives of PPC & it's various functions of common and optional nature, Job sequencing, Assembly Line Balancing.</p>	
3	<p>Facility Planning& Layout</p> <p>Selection of Product, Factors affecting Plant Location Decision, Plant Layout: objectives, types.</p>	
4	<p>Maintenance Management</p> <p>Concepts, Need of maintenance, Objectives & types of maintenance.</p>	
5	<p>Inventory management</p> <p>Concept, Importance, Classification of Inventory System, EOQ Model with numericals, Waste disposal/ reduction. Basic concept of Material Requirement Planning (MRP).</p>	
6	<p>Emerging Trends in POM: Supply Chain Management (SCM), Just in Time (JIT), Quality Control, Quality Assurance (QA), ISO certification, Enterprise Resource Planning (ERP),Total Quality Management (TQM), TPM, EHS: Culture, employee involvement Concept. Quality Circles.</p>	

References

1. Production and Operations Management- L.C.Jhamb
2. Production & Operation Management- Chunawala & Patel
3. Production & Operations Mgt. – Everett Adams & Ronald Ebert.
4. Production & Operations Mgt. – Dr. N.G. Nair – Tata McGraw Hill Ltd.
5. Production & Operations Mgt. – S.N. Chary – Tata McGraw Hill Ltd.
6. Production & Operations Mgt. – E.S. Buffa – Tata McGraw Hill Ltd.
7. Supply Chain Management- Sunil Chopra

Journals:

International Journal of Operations & Production Management, IEEE Journals, Journal of Operations Management

Internet Resources: www.poms.org, www.iimm.org, www.sae.org, www.iso.org

MBA Semester II Research Methodology

Course Objectives:

- ☐ To equip the students with an understanding of the research process, tools and techniques.
- ☐ To introduce the students to the scientific research process and its applications to business and management
- ☐ To enable the students understand the know-how of conducting surveys and reporting the research.

Unit	Contents	Sessions
1	Introduction to Research Methodology Meaning, Definitions, Characteristics and Objectives of research, Motivations in research, Types of Research, Importance of research in managerial decision making, Research in functional / business areas, Qualities of a good researcher	
2	Research Process Steps in research process. Defining the Research Problem - Problem Formulation and Statement of Research Problem – Framing of Hypothesis. Research Design: Meaning, Characteristics, advantages and importance of research design. Measurement – types and errors in measurement, Development and designing of tools of data collection - Attitude measurement scales - Levels of measurement and questions of Validity and reliability. Designing of Research Projects – Research Proposal, Pilot surveys,	
3	Sampling and Sampling Designs Census and sample survey, Need and Importance of Sampling, Probability and non-probability Sampling techniques. Data collection – Primary and secondary sources of data, methods of collecting primary data – interview, observation, questionnaires, survey methods etc, Library and Documentary Sources etc. Use of secondary data, precautions while using secondary data, Limitations of different data collection methods.	
4	Processing and Analysis of Data Meaning, importance and steps involved in processing of data, Use of Statistical tools and techniques for research data analysis. Testing of Hypothesis – Procedure, terms, Chi Square test. Analysis and Interpretation of Data - Interpretation of results, techniques of Interpretation.	
5	Reporting of research work Types of Reports, Report Writing: Importance of written and oral reports presentation, format of a good research report, Presentation of Reports.	
6	Role of Computer in Research The Computer and Computer Technology, Important characteristics, Computer Applications, Computers and Researcher, Use of Statistical Software Packages.	

Teaching Methodology

- **Case Study Method**
- **Project work:** (Mini project: Students to select a Unit and conduct a study or survey on any managerial application and carry out the project under the guidance of the faculty in groups of four-five. Prepare report and present the results.)

Reference Material

1. Donald Cooper and PS Schindler (2009) Business Research Methods, 9th edition, Tata McGraw Hill.
2. Kothari C. R.: Research Methodology
3. Uma Sekaran (2010) Research Methods for Business, 4th edition, Wiley.
4. Ranjit Kumar (2009) Research Methodology, 2nd edition, Pearson Education.
5. Naresh Malhotra and S Dash (2009) Marketing Research, 5th edition, Pearson Prentice Hall.

6. Michael V. P.: Research Methodology.
7. Fred N. Kerlinger : Foundations of Behavioral Research.
8. Research Journals.

MBA SEM II
Business Environment

Course Objectives

- To enable the students to understand the overall business environment within which an organization has to function.
- To enable students to understand its implication for decision making in business organizations.

Unit	Contents	Sessions
1	Introduction to Business Environment: - Nature and scope of business, goals meaning of environment of business, objectives, environmental analysis, significance/benefits of environmental analysis, environmental factors/types, techniques of environmental forecasting, limitations of environmental forecasting.	
2	Economic Environment: - Nature of economy, structure of economy, understanding economic system, economic policies- Industrial Policy and Trade Policy, Fiscal Policy, Monetary Policy, National Income and GDP, composition and growth trends.	
3	Regulatory Environment: - Functions of state, Economic role of Government, Government and Legal System, the constitutional environment, forms of Government regulations, state intervention and control, business- Government interference.	
4	Socio-Cultural Environment: - Business and Society- social responsibility of business social orientation of business, the Indian scenario, social audit, impact of culture on business, other socio-cultural factors and business, Consumer Protection Act, Consumer rights, Right to information Act, business ethics and corporate governance.	
5	Natural and Technological Environment: - Natural Environment, technological environment and their impact on business, innovation and business technology and competitive advantage, economic effects of technology, technology policy and government promotional facilities.	
6	Global Environment and Institutions: - Globalisation- meaning, features, benefits, challenges, globalization of Indian businesses GATT and WTO – understanding WTO, functions, structure, implications for India, regulation of foreign trade- Foreign Trade Act, EXIM policy, FEMA.	

Suggested Readings

Raj Agarwal

Francis Cherunilam

K. Aswathappa

Business Environment

Business Environment-

Essentials of Business Environment

MBA Semester II

Business Ethics & Corporate Governance

Course Objectives

- ☐ To enable the students understand the importance of Ethical values and corporate social responsibility in the contemporary business.

Unit	Contents
1	Introduction Overview of Business Ethics: Importance of Business Ethics, Development of Business Ethics, Ethical Issues in Business, Ethics as a Dimension of Social Responsibility. Ethics and Management. Ethics and values, Norms, Beliefs, Morality
2	Ethical Decision Making Process Ethical Decision Making and Corporate Governance, Moral Philosophies and Moral Development. Factors involved: Corporate Culture, Structure, Relationship and Conflicts. Framework for ethical decision making.
3	Spirituality and Ethics
4	Influence of Major religions on ethics: Hinduism, Islam, Christianity, Buddhism, Sikhism, and Zoroastrianism. Social, Environmental and Ethical Issues in Business Issues and opportunities for Business in socio-environmental context, Business action that affects society (Ethical issues), Social responsibility of Business, Ethics and the Environment (pollution control and conserving depletable resources), Legal and Regulatory Issues:
5	Ethics in Business disciplines: Ethics and Marketing, Ethics and Human Resource Management, Ethics and Finance, Ethics and technology
6	Implementation of Business Ethics

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ational ethics programme, Codes of Conduct, Ethics Audit and its process, Corruption and Scams, Impact of Corruption on Society and Economy, Anti-Corruption Laws, Agencies such as Central Vigilance Commission(CVC) and Central Bureau of Investigation(CBI) for anti-corruption cases, Professional values for business and managerial values, **Sessions**
4

Teaching Methodology

Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Murthy CSV	Business Ethics, Himalaya Publishing House.	
Velasquez Manuel G –	Business Ethics, Eastern Economy Edition.	
Ferrell O C, Fraedrich John Paul, Ferrell Linda –	Business Ethics, Ethical Decision Making and Cases, Biztantra.	6
Hartman L, Chatterjee A, -	Perspectives in Business Ethics, McGraw Hill Publishing Co. Ltd	
Boatright John –	Ethics and the conduct of Business, Pearson Education.	

8

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4

Common formats of Company Interview assessments What to speak?
 Latest developments about the specific sector for last 5 years

MBA SEM II
Introduction to Business Analytics

Objectives:

- To gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.
- To become familiar with the processes needed to develop, report, and analyze business data

Unit	Contents Sessions
1	Introduction, What is Business Analytics, Overview of Areas where Business Analytics is applied
2	Visualization and Data Issues, organization of Source of Data, Importance of Data Quality, Dealing with Missing or incomplete data, data classification, Introduction to Data Mining, Data mining process, data mining tools XL MINER.
3	Introduction to decision modeling – optimization, use of excel to solve business problems
4	Applications of Business Analytics - Risk - Fraud Detection and Prediction, Recovery Management, Loss Risk Forecasting, Risk Profiling, Portfolio Stress Testing, Market share estimation and Sensitivity Analysis
5	<ul style="list-style-type: none"> • Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Analytics Customer Segmentation, Cross- Sell or Upsell Models
6	Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Human Resource Retention Analytics, Workforce Analytics
	Project Work
1.	Purba Halady Rao, Business Analytics – an application focus, PHI Learning, 2013, ISBN 978-81-203-4819-6

MBA Semester II
Data Analysis Using Software Tools (SPSS) – Open course

Course Objectives

- To familiarize the students with the use of SPSS package for analysis and interpretation of statistical data.
- To use SPSS for effective decision reporting.

Unit	Contents Sessions
1	SPSS Windows Processes: Mouse and keyboard processing, frequently used dialog boxes, editing output, printing results, the Options option
2	Creating and editing a Data File Managing data: Listing cases, replacing missing values, computing new variables, recoding variables, exploring data, selecting cases, sorting cases, merging files
3	Graphs Creating and editing graphs and charts
4	Frequencies

- Frequencies, bar charts, histograms, percentiles
- 5 **Descriptive Statistics**
Measures of Central Tendency, Variability, Cross Tabulation, Chi square Analysis, means procedure
- 6 **Testing of Hypotheses**
Bivariate Correlation, The T test procedure, The one way ANOVA procedure.

Teaching Methodology

- ☐ Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Darren George, Paul Mallery:

Gupta S. L. :

Alan Bryman, Duncan Cramer :

SPSS for Windows – Step by Step : Pearson Education, (LPE).

SPSS 17.0 for Researchers, International Book House Pvt. Ltd.

Quantitative Data Analysis With SPSS : A Guide for Social Scientists , Routledge

MBA Semester II

E-Commerce Applications

Course Objectives

- ☐ To enable knowledge about E-commerce, security issues of e-commerce, payment systems of e-commerce and various e-commerce applications.

Unit	Contents Sessions
1	Introduction to E-Commerce Brief history of e-commerce, definitions of e-commerce, technical components and their functions, e-commerce versus traditional business, requirements of e-commerce. Advantages and disadvantages of e-commerce, Value chain in e-commerce, current status of e-commerce in India.
2	Business Models for e-commerce Types of business models (B2B, B2C, C2B,C2C) with examples. EDI – Requirement of EDI, types of EDI, advantages and disadvantages of EDI. ISP, Types of ISP, Choosing an ISP, domain name, domain name types, how to register domain name.
3	E-commerce Security Security issues, privacy issues, basic computer security, secure transaction, security threats, risk, security tools. Hacking, viruses, denial of service attacks, malicious code, Intruders, attacking methods. Cryptography, types of cryptography, symmetric and asymmetric cryptography. Firewall, types of firewall, components of firewall. Digital signature, digital certificate, secure electronic transactions, secure socket layer.
4	E-commerce Payment System Overview of Electronic payment technology, limitations of the traditional payment system, requirements of e-payment system. B2B Electronic Payments, Third-Party Payment Processing, Electronic Payment Gateway Electronic or digital cash, properties of digital cash, how it works. Online credit card payment system, smart card.
5	E-Commerce Applications E-Commerce and banking, e-commerce and retailing, e-commerce and online publishing, online marketing, e-advertising, e-branding.
6	Mobile Commerce Overview of M-Commerce - Wireless Application Protocol (WAP), Generations of Mobile Wireless Technology, Components of Mobile Commerce, Networking Standards for Mobiles Examples of M-Commerce, Current Status of M-Commerce in India, , M-commerce applications, Mobile information Services, Mobile banking and trading.

References

E-Commerce, C.S.V. Murthy,	Himalaya Publishing House
E-Commerce A Managerial Perspective	P.T.Joseph, Prentice Hall of India
Frontiers of Electronic Commerce	Kalakota and Whinston, Pearson Education

MBA Semester II

Societal concerns and NGO Operations

Unit	Contents Sessions
1	Introduction: NGO: concept, Characteristic features , types of NGO, social clubs, blood banks. Changing roles of NGO , NGO organizational structures .
2	NGO vs. Profit oriented organizations, features, Objectives , process and tasks of NGO, problems and prospects of NGO in India.
3	Problems and prospects of NGO in India and abroad, Role of government as a caretaker, planner for growth and development of NGO in India.
4	Business system and Societal aspects of Business- concept of Business – society relationships, Business as social system.
5	Social obligations and social responsibilities of business enterprise, Impact of business enterprise on society-business –its objectives and socially oriented organization.
6	Business its relationships with its stakeholders, business types of business enterprise , its contribution towards society, business core competency, sustainable advantage concept and applicability.

MBA Semester II
Six Sigma

Course Objectives:

- Understand Six Sigma Methodology and how it applies to their day-to-day work
- Demonstrate tools and techniques required to assist Black Belts in their company's Six Sigma projects
- Identify and implement small-scale improvement projects

Unit	Content	Sessions
1	Overview: Six Sigma and the Organization Value of six sigma, Organizational goals and six sigma projects, Organizational drivers and metrics	
2	Define Phase Project Identification, Voice of the customer (VOC), Project management basics, Management and planning tools, Business results for projects, Team dynamics and performance	
3	Measure Phase Process analysis and documentation, Probability and statistics, Statistical distributions, Collecting and summarizing data, Measurement system analysis (MSA), Process and performance capability	
4	Analyze Phase Exploratory data analysis, Hypothesis testing	
5	Improve Phase Design of experiments (DOE), Root cause analysis, Lean Tools	
6	Control Phase Statistical process control (SPC), Control plan, Lean tools for process control	

Reference Books

1. The Lean Six Sigma Pocket Toolbook: A Quick Reference Guide to 100 Tools for Improving Quality and Speed by Michael L. George, John Maxey, David Rowlands and Mark Price
2. The Six Sigma Way: How to Maximize the Impact of Your Change and Improvement Efforts by Peter Pande, Robert Neuman and Roland Cavanaugh
3. The Six Sigma Handbook: A Complete Guide For Green Belts, Black Belts, And Managers At All Levels by Thomas Pyzdek
4. Statistics For Six Sigma Made Easy! by Warren Brussee
5. The Certified Six Sigma Green Belt Handbook by Roderick Munro, Govindarajan Ramu and Daniel Zrymiak
6. Lean Six Sigma for Hospitals: Simple Steps to Fast, Affordable, and Flawless Healthcare by Jay Arthur

7. Six Sigma For Dummies by Craig Gygi and Bruce Williams
8. Six Sigma Demystified by Paul Keller
9. Six Sigma for Everyone by George Eckes
10. Six Sigma for Managers by Greg Brue

MBA Semester II
Enterprise Resource Planning (ERP)

Course Objectives:

- To understand the business process of an enterprise
- To grasp the activities of ERP project management cycle
- To understand the emerging trends in ERP developments

Unit	Content	Sessions
1	<p>Introduction</p> <p>Overview of enterprise systems – Risks and benefits - Fundamental technology – key elements to be consider in planning design and implementation of multi functional integrated ERP systems</p>	
2	<p>Functional Modules</p> <p>Basics of ERP software - Small medium and large enterprise vendor solutions, BPR, Basics of ERP modules - Accounting and Finance, sales and Marketing, Materials and Production management etc</p>	
3	<p>Implementation of ERP</p> <p>Planning for ERP -Implementation life cycle , Methodology and Frame work- Training – Data Migration. People Organization in implementation</p>	
4	<p>Post Implementation of ERP</p> <p>Organizational and Industrial impact, Maintenance of ERP, Effect on System.</p>	
5	<p>Recent Developments in ERP</p> <p>Developments in IT Technology, Considerations for Customer Relationship Management, Supply Chain Management and Business analytics etc.</p>	
6	<p>Mini Cases citing the ERP in business scenario.</p>	

Reference Books

1. Mahadeo Jaiswal and Ganesh Vanapalli, ERP Macmillan India, 2006.
2. Summer, ERP, Pearson Education, 2008.
3. Jagan Nathan Vaman, ERP in Practice, Tata McGraw-Hill, 2008
4. Vinod Kumar Grag and N.K. Venkitakrishnan, ERP- Concepts and Practice, Prentice Hall of India, 2006.
5. Alexis Leon, Enterprise Resource Planning, second edition, Tata McGraw-Hill, 2008.

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION
Under: The Faculty of Management Studies
MASTER OF BUSINESS ADMINISTRATION - EXECUTIVE (M.B.A. - E)
 (Choice Based Credit System)
 To be effective from 2018-19

1. INTRODUCTION

The Master of Business Administration - Executive is two-year programme offered by Bharati Vidyapeeth Deemed To Be University, School of Distance Education (BVDU SDE), Pune and conducted at its All the study centers. These centres have experienced faculty members, excellent Laboratories, Library, and other facilities to provide proper learning environment to the students.

2. RATIONALE FOR SYLLABUS REVISION

The Vision and Mission statements of the MBA – (E) programme embodies the spirit of the mission of the University and vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed To Be University, which is to usher in "Social Transformation through Dynamic Education".

In view of the dynamic nature of the market, economy and evolving expectations of the stakeholders such as students, faculty members and industry in particular, the MBA – (Executive) Programme Syllabus was revised with the introduction of Choice Based Credit System (CBCS).

Over the past years, feedback was received from various stakeholders and keeping in mind the experience with the CBCS implemented in the year 2018-19, need was felt to revise the syllabus so as to match the requirements of the industry and society. This revised draft is the result of inputs received from the industry, academia, alumni and all stakeholders.

3. VISION STATEMENT OF MBA (Executive) PROGRAMME

To facilitate creation of Dynamic and Effective Business Professionals, Managers and Entrepreneurs who can transform corporate sector that caters to the needs of the society and contribute towards Nation building.

4. OBJECTIVES OF THE MBA (Executive) PROGRAMME

The objective of MBA (Executive) Programme is to provide world class Business Education. The Programme aims to improve Business Decision Making Capabilities of upcoming Managers by enhancing their Analytical Skills.

5. LEARNING OUTCOMES FROM THE MBA (Executive) PROGRAMME

At the end of the course the student should be able to:

- Analyze problems and come up with effective solutions to resolve them.
- Learn new technologies with ease and be productive at all times
- Read, write, and contribute to Business literature
- To Develop Team Spirit.
- Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III – June For Sem - II, IV - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION TO THIS COURSE

Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions:

1. The candidate should have secured at least 50% (45% for SC/ST) in aggregate at graduate level university examination.
2. The Candidate applying in final year of bachelor's degree may also apply. Admission of such candidates will remain provisional until submission of final result certificates in original.

3. Subject to the above conditions, the final admission is based solely on Submission of Migration Certificate, Transference Certificate, 3 Years Work Experience Certificate etc.

9. DURATION

The minimum duration of the MBA (E) degree programme is two years divided into Four semesters although student may complete the programme gradually within a maximum period of Six years. If Programme is not completed successfully during Six years, he/she will be required to take fresh admission.

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	30000/-	30000/-
3	Examination Fee	8440/-	8540/-
Total		38940/-	38540/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.B.A. (Executive)	60500/-	500/-	60000/-	5694/-	12000/-	42306/-

13. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

17. STRUCTURE OF THE PROGRAMME

The MBA (E) programme is of 70 credits which need minimum two years divided into four semesters to complete. During third semester students have to opt for specialization(s) and study the Units in the specialization in depth. The course also includes Internship / Summer Training of two months.

18. CREDITS

The definition of credits is based on the following parameters;

- Learning hours put in by the learner (SLM)
- Learning outcomes
- Contents of the syllabus prescribed for the course etc.

In this system each credit can be described as a combination of components such as Personal Contact Sessions (PCP), Home Assignments, Practicals, teleconfering, Audio Programma, Video Programma. These components are further elaborated for an effective teaching learning process;

- Personal Contact Sessions (PCP): Personal Contact sessions delivered by Faculty member in an interactive mode.
Home Assignments: It is compulsory to submit Internal Assignments.
- Practical (P): It includes LAB sessions for IT related courses & Business Communication practice sessions.

19. A) SCHEME OF EXAMINATION

Courses having Internal Assessment (IA) and University Examinations (UE) shall be evaluated by the respective Study Centre and the University at the term end for 70 (Seventy) and 30 (Thirty) Marks respectively. The total marks of IA and UE shall be 100 Marks and it will be converted to grade points and grades.

Courses having **only Internal Assessment (IA)** the respective Study Centre will evaluate the students in various ways such as **Home Assignments and Mini Projects / Practical** for a total of 100 marks during the term. Then the marks will be converted to grade points and grades.

Open Courses shall be evaluated for 50 marks only.

B) COMPONENTS OF CONTINUOUS EVALUATION SYSTEM: Home Assignments

20. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES

The Faculty of Management Studies, Bharati Vidyapeeth University has suggested the use of a 10-point grading system for all programmes designed by its different Board of Studies.

21. STANDARD OF PASSING

For all courses, both UE and IA constitute separate heads of passing (HoP). In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA. If learner fails in IA, the learner passes in the course provided, he/she obtains a minimum 25% marks in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the learner passes at UE.

A student who fails at UE in a course has to reappear only at UE as backlog candidate and clear the Head of Passing. Similarly, a student who fails in a course at IA he has to reappear only at IA as backlog candidate and clear the Head of Passing. to secure the GPA required for passing.

The 10 point Grades and Grade Points according to the following table

Range of Marks (%)	Grade	Grade Point
80≤Marks≤100	O	10
70≤Marks≤80	A+	9
60≤Marks≤70	A	8
55≤Marks≤60	B+	7
50≤Marks≤55	B	6
40≤Marks≤50	C	5
Marks < 40	D	0

The performance at UE and IA will be combined to obtain GPA (Grade Point Average) for the course. The weights for performance at UE and IA shall be 70% and 30% respectively.

GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

22. FORMULA TO CALCULATE GRADE POINTS (GP)

Suppose that "Max" is the maximum marks assigned for an examination or evaluation, based on which GP will be computed. In order to determine the GP, Set $x = \text{Max}/10$ (since we have adopted 10 point system). Then GP is calculated by the following formulas

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10

5.5x ≤ Marks ≤ 8x	Truncate (M/x) +2
4x ≤ Marks ≤ 5.5x	Truncate (M/x) +1

Two kinds of performance indicators, namely the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all the courses since his/her enrollment. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula

$$SGPA = \frac{\sum C_k * GP_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study during the Semester, including those in which he/she might have failed or those for which he/she remained absent. **The SGPA shall be calculated up to two decimal place accuracy.**

The CGPA is calculated by the following formula

$$CGPA = \frac{\sum C_k * GP_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study from the time of his/her enrollment and also during the semester for which CGPA is calculated. **The CGPA shall be calculated up to two decimal place accuracy.**

The formula to compute equivalent percentage marks for specified CGPA:

% marks (CGPA)	10 * CGPA-10	If 5.00 ≤ CGPA ≤ 6.00
	5 * CGPA+20	If 6.00 ≤ CGPA ≤ 8.00
	10 * CGPA-20	If 8.00 ≤ CGPA ≤ 9.00
	20 * CGPA-110	If 9.00 ≤ CGPA ≤ 9.50
	40 * CGPA-300	If 9.50 ≤ CGPA ≤ 10.00

23. AWARD OF HONOURS

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
9.5 ≤ CGPA ≤ 10	O	Outstanding	80 ≤ Marks ≤ 100
9.0 ≤ CGPA ≤ 9.49	A+	Excellent	70 ≤ Marks ≤ 80
8.0 ≤ CGPA ≤ 8.99	A	Very Good	60 ≤ Marks ≤ 70
7.0 ≤ CGPA ≤ 7.99	B+	Good	55 ≤ Marks ≤ 60
6.0 ≤ CGPA ≤ 6.99	B	Average	50 ≤ Marks ≤ 55
5.0 ≤ CGPA ≤ 5.99	C	Satisfactory	40 ≤ Marks ≤ 50
CGPA below 5.0	F	Fail	Marks below 40

24. ATKT RULES

A student is allowed to carry any number of backlog papers of Semester I and Semester II while going into Semester III. However, a student must clear all papers of Semester I and Semester II so as to become eligible for appearing in Examinations at Semester IV.

Specialization Combinations

Specializations may be chosen from the following combinations;

Specialization Choices

Marketing Management
 Financial Management
 Human Resource Management
 Information Technology Management
 International Business Management
 Production & Operations Management
 Agribusiness Management
 Retail Management

25. SUMMER INTERNSHIP

At the end of Semester II, each student shall undertake Summer Internship in an Industry for 60 (**Sixty Days**). It is mandatory for the students to seek written approval from the Faculty Guide about the Topic & the Organisation before commencing the Summer Internship. During Summer Internship students are expected to take necessary guidance from the faculty guide allotted by the Institute. To do it effectively they should be in touch with their guide through e-mail or telecon. Summer Internship Project should be a research project or it may be an operational assignment that involves working by the students in an organization.

In case of an operational assignment

- 1) Students are expected to do a project work in an organization wherein they are doing Summer Internship.
- 2) The students should identify specific problems faced by the organization in a functional area in which the assignment is given. e.g.
 - a) Sales - sales targets are not achieved for a particular product or service in a given period of time.
 - b) Finance – mobilization & allocation of financial resources.
 - c) HR – Increase in employee turnover ratio.
- 3) In this study students should focus on
 - Identifying the reasons / factors responsible for the problems faced by the organization
 - Collection of data(Primary & Secondary) related to reasons /factors responsible for these problems
 - Data Analysis tools & interpretation
 - Findings & observations.
 - Suggestions (based on findings & observations) for improving the functioning of the organization.

The **learning outcomes and the utility to the organization** must be highlighted in Summer Internship Project Report.

- 4) General chapterization of the report shall be as under;
 - 1) Introduction and Literature Review: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
 - 2) Company profile: -
 - 3) Objectives of the study:-
 - 4) Data collection: -
 - 5) Data analysis & interpretation: -
 - 6) Findings & observations: -
 - 7) Suggestions:-
 - Annexure: -
 - Questionnaire
 - References.
5. Technical details :
 1. The report shall be printed on A-4 size white bond paper.
 2. 12 pt. Times New Roman font shall be used with 1.5 line spacing for typing the report.
 3. 1" margin shall be left from all the sides.
 4. Considering the environmental issues, students are encouraged to print on both sides of the paper.
 5. The report shall be hard bound as per the standard format of the cover page given by the Institute and shall be golden embossed.
 6. The report should include a Certificate (on company's letter head) from the company duly signed by the competent authority with the stamp.
The report shall be signed by the respective guide(s) & the Director of the Study Centre 10 (Ten) days before the viva-voce examinations.
 7. Student should prepare two hard bound copies of the Summer Internship Project Report and submit one copy in the institute's Library. The other copy of the report is to be kept by the student for their record and future references.
 8. In addition to this students should prepare two soft copies of their SIP reports & submit one copy to Study Centre.

The Summer Internship shall be assessed out 100 Marks. The break up of these marks is as under;

Viva- voce examination =	70 Marks
Summer Internship Report	= + 30 Marks
	100 Marks

There shall be a viva-voce of Summer Internship Project Report for 70 marks. The examiners' panel shall be decided as per the guidelines received from the University.

The viva –voce shall evaluate the project based on

- i. Actual work done by the student in the organization
- ii. Student's knowledge about the company & Business Environment
- iii. Learning outcomes for the student
- iv. Utility of the study to the organization

Structure of the Syllabus

MBA (E) Sem I

Course Code	Semester – I	Credits	UE	IA	Total	Examination
					Marks	Pattern
101	Management Concepts & Applications	2	70	30	100	UE & IA

102	Economics for Managers	2	70	30	100	UE & IA
103	Financial & Management Accounting	2	70	30	100	UE & IA
104	Organizational Behaviour	2	70	30	100	UE & IA
105	Statistical & Mathematical Techniques	2	70	30	100	UE & IA
106	Legal Aspects of Business	2	70	30	100	UE & IA
107	Corporate Communication	2	70	30	100	UE & IA
108	Information Technology Skills for Managers	2	-	100	100	IA
See Groups	Open 1	1	-	50	50	IA
See Groups	Open 2	1	-	50	50	IA
Total No. of Credits		18			900	-

Open Courses: Students can opt any two courses from the following

109	Soft Skills I (Includes etiquettes, table manners, public speaking & presentation skills etc.)
110	Waste Management
111	Life Management Skills
112	Management of Events
113	Social Media Management
114	Social and Current Affairs
115	Data Analysis Using Software Tools (MS Excel)
116	Supply Chain Management

MBA (E) SEM II

Course Code	Semester II	Credits	UE	IA	Total Marks	Examination Pattern
201	Basics of Marketing Management	2	70	30	100	UE & IA
202	Basics of Financial Management	2	70	30	100	UE & IA
203	Human Resource Management	2	70	30	100	UE & IA
204	Introduction to International Business	2	70	30	100	UE & IA
205	Operations Management	2	70	30	100	UE & IA
206	Research Methodology	2	70	30	100	UE & IA
207	Business Environment	2	70	30	100	UE & IA
208	Business Ethics & Corporate Governance	2	-	100	100	IA
See Group	Open 1	1	-	50	50	IA
See Group	Open 2	1	-	50	50	IA
		8			900	

Open Courses: Any two courses from the following

209	Soft Skills II (that includes Logical reasoning & Aptitude tests, Interview techniques, Group Discussion etc.)
210	Business Analytics
211	Data Analysis Using Software Tools (SPSS)
212	E-commerce Business
213	Societal Concerns and NGO Operations
214	Foreign Language
215	Six Sigma Technique
216	Enterprise Resource Planning (ERP)

MBA (E) SEM III

Course Code	Semester –III	Credits	UE	IA	Total Marks	Examination Pattern
301	Business Policies and Strategic Management	2	70	30	100	UE & IA
302	Operations Research for Managers	2	70	30	100	UE & IA
303	*Entrepreneurship Development	2	70	30	100	UE & IA
See groups	Specialization I - E-(i)	2	70	30	100	UE & IA
See groups	Specialization I - E-(ii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(i)	2	70	30	100	UE & IA
See groups	Specialization II - E-(ii)	2	70	30	100	UE & IA
304	** Summer Internship	2			100	Viva – Voce & Report
305	Innovation & Change Management	2	.	100	100	IA
See Group	Open Elective1	1	.	50	50	IA
See Group	Open Elective 2	1	.	50	50	IA
Total No. of Credits		20				-

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
306	Digital Marketing	322	IT in BFSI Domain
307	Customer Relationship Management	323	Legal Aspects of IT & It Strategies
308	Marketing Research	324	Software Quality Standards & Process Documentation
309	Product & Brand Management	325	Cloud Computing
Open Courses under Financial Management		Open Courses under Production & Operations Management	
310	Corporate Taxation	326	Materials Management
311	Capital Market Operations	327	Maintenance Management
312	Financial Risk Management	328	World Class Manufacturing
313	Financial Statement Analysis	329	Business Process Re-engineering
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
314	Industrial Relations	330	Rural Banking
315	QMS & Innovation Management	331	Agriculture Marketing & Price Analysis
316	HR Audit	332	Commodity Market
317	Personal Relations & Corporate Communication	333	Indian Agriculture & World Trade Organisation
Open Courses under IB Management		Open Courses under Retail Management	
318	Global Logistics & Supply Chain Management	334	HRM in Retail
		335	Retail Stores and Operations
319	International Economics	336	International Retailing
320	Currency, Derivatives & Risk Management	337	Information Technology in Retailing

MBA (E) SEM IV

Course Code	Semester IV	Credits	UE	IA	Total Marks	Examination Pattern
401	Project Management	2	70	30	100	UE & IA
See groups	Specialization I - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization I - E-(iv)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iii)	2	70	30	100	UE & IA
See groups	Specialization II - E-(iv)	2	70	30	100	UE & IA
402	Disaster Management	2	-	100	100	IA
See Group	Open 1	1	-	50	50	IA
See Group	Open 2	1	-	50	50	IA
Total No. Of Credits		14				-

Open Courses: Any TWO COURSES from the specialization groups opted by the students.

Open Courses under Marketing Management		Open Courses under IT Management	
403	Strategic Marketing	419	Big Data Analysis
404	Retail Marketing	420	IT Infrastructure Management
405	Marketing of Financial Services	421	Technology Management & IT Services
406	Social Media Marketing	422	Lab on Oracle & Open Source Software
Open Courses under Financial Management		Open Courses under Production & Operations Management	
407	Management Control System	423	Negotiation Management
408	Indirect Taxes	424	Service Operations Management
409	Banking Operations	425	Environment , Health & Safety
410	Financial Modelling Using MS Excel	426	Quality Management Standards
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
411	Labour Welfare	427	Microfinance
412	Managerial Competencies & Career Development	428	Rural Entrepreneurship
413	HR Lab	429	Agriculture & Indian Economy
414	HR Analytics	430	Marketing of Agro Products
Open Courses under IB Management		Open Courses under Retail Management	
415	Global Business Environment	431	Contemporary Retail Management
416	Foreign Exchange Management	432	Retail Planning
417	International Marketing Research	433	Retail & Distribution Management
418	Regulatory Aspects of International Business	434	Rural Retailing

LIST OF ELECTIVE GROUPS

Elective I: Marketing Management

Sem III

Paper no.	Name of the Course
MK01	Consumer Behaviour
MK02	Services Marketing

Sem IV

MK03	Management of Sales & Distribution
MK04	Integrated Marketing Communication

Sem III

Paper no.	Name of the Course
FN01	Investment Analysis & Portfolio Management

FN02	Management of Financial Services
	Sem IV
FN03	Introduction to Corporate Finance
FN04	Basics of International Financial Management

Elective III: Human Resource Management

	Sem III
Paper no.	Name of the Course
HR01	Training & Development for organization
HR02	Labour Laws
	Sem IV
HR03	Personnel Cost & Compensation Management
HR04	Performance Management System

Elective IV: International Business Management

	Sem III
Paper no.	Name of the Course
IB01	International Marketing
IB02	Export Import Policies, Procedures and Documentation
	Sem IV
IB03	International Financial management
IB04	Global Business Strategies

Elective V: Production & Operations Management

	Sem III
Paper no.	Name of the Course
PO01	Quality Management Systems
PO02	Production Planning & Control
	Sem IV
PO03	Logistics & Supply Chain Management
PO04	Industrial Management

Elective VI: Information Technology Management

	Sem III
Paper no.	Name of the Course
IT01	System Analysis & Design
IT02	Information System Security & Audit
	Sem IV
IT03	RDBMS with Oracle
IT04	Enterprise Business Applications

Elective VII: Agribusiness Management

	Sem III
Paper no.	Name of the Course
AB01	Introduction to Rural Marketing
AB02	Supply Chain Management in Agribusiness
	Sem IV
AB03	Use of Technology in Agribusiness Management
AB04	Cooperatives Management

Elective VIII : Retail Management

	Sem III
Paper no.	Name of the Course
R01	Introduction to Retailing Management

R02	Retail Management and Franchising
Sem IV	
R03	Merchandising, Display Advertising
R04	Retail Supply Chain Management

Semester I
MANAGEMENT CONCEPTS AND APPLICATIONS

Course Objectives:

- 1 To impart the understanding of basic management concepts.
- 2 To familiarize the learner about application of Management concepts.
- 3 To expose learner with basic concepts of functional management.

Syllabus:

Unit	Contents	Sessions
1	<p>INTRODUCTION TO MANAGEMENT:</p> <p>A. Introduction to Management- Definitions & Characteristics of Management-Scope of Management- Management – Science or Art?-Functions of Management. Administration and Organization</p> <p>B. The Evolution Of Management Thoughts- Fredrick Taylor & Scientific Management, Henry Fayol- General Principles Of Management.</p>	
2	<p>Management Functions – concept of "POSDCORB", Staffing, Coordination, Decisions, Decision Making process, Concept of Leadership</p>	
3	<p>PLANNING & ORGANIZING:</p> <p>A. Planning-Introduction to Planning & its Importance-Definitions-Benefits / Importance of Planning- Nature of Planning-Planning Process-Types of Planning- Repeated Use Plan-Single Use Plan.</p> <p>B. Organization-Introduction & Definition-Why study Organization?-Principles of Organization-Creating an Organization Structure- Informal Organization- Departmentalization, line and staff relationship</p>	
4	<p>DIRECTING , COORDINATING</p> <p>A. Span of Management-The Concept of Authority & Responsibility Definitions-Different views on Authority, Power & Authority, Limits of Authority, Centralization & Decentralization, Responsibility,</p> <p>B. Delegation of Authority, Advantages of Effective Delegation, What to delegate & What not to delegate?- Barriers to effective delegation-Guidelines for effective delegation-Distinctions between Delegation & Decentralization-</p>	
5	<p>CONTROL</p> <p>A. Controlling- Basic Concept, Relationship between Planning & Controlling. The Basic Control Process, Requirement for Effective Control, Control Techniques, Use of IT for Controlling.</p> <p>B. Zero Base Budgeting and Management audit</p>	
6.	<p>FUNCTIONAL DEPARTMENTS AND SECTIONS - HR, Marketing, Production & Operations, Finance, etc.</p> <p>INTRODUCTION TO BUSINESS SECTORS: Manufacturing (Automobile, Pharmaceutical, etc), Service (IT, Telecom, Banking, Insurance, etc)</p>	

Suggested Readings

Koontz & O'Donnel	Principles Principles and Practice of Management of Management (McGraw Hill) -
L.M. Prasad	Principles and Practice of Management
Tripathi & Reddy	Principles and Practice of Management
Websites	<ol style="list-style-type: none"> 1. https://india.gov.in/ 2. http://pmindia.gov.in/en/ 3. http://www.makeinindia.com/policy/new-initiatives 4. https://mygov.in/group/digital-india 5. www.skilldevelopment.gov.in/World%20Youth%20Skills%20Day.html

Semester I
ECONOMICS FOR MANAGERS

Course Objectives:

- To impart knowledge about the theories of Economics required in Business scenarios
- to train the students to apply this theoretical knowledge to practical business situations

Unit	Contents	Sessions
1	Introduction to Economics For Business Introduction to Economics, Nature and Scope of Managerial Economics, Significance of managerial economics in decision making. Firm and its Objectives, Theories of Firm, Relevance of Profit Maximization in Modern Context, Role of a managerial economist	
2	Demand Analysis: Theory of Demand, Law of demand, Determinants of Demand, Elasticity of Demand – Price, Income, Cross and Advertising elasticity, Uses of Elasticity of Demand for managerial decision making, Market Demand and Company Demand, Demand Estimation, Demand Forecasting - meaning, significance and methods, Demand forecasting of a new product.	
3	Supply Theory: The Theory of Supply, Law of supply, supply elasticity – use in managerial decision making, Production concepts and analysis: Production and Cost, Production Function, Concept of Productivity	
4	Costs Cost concepts and analysis, Classification of Costs - Short Run and Long Term Costs, Cost Function - short run and long run cost curves and its managerial uses. Least Cost Combination of Inputs, Producer's equilibrium, Law of Variable Proportions, Returns to Scale, Scale Economies, Scope Economies, Estimation of Cost Function - Problem of Estimation of Cost and Production Function, Dual Relationship Between Cost and Production Function, L-Shaped Cost Function	
5	Market Structures Market equilibrium and Average Revenue concept, Market Structure: Perfect Competition: meaning, features and determination of price under perfect competition. Monopoly: Features, pricing under monopoly, Price and Output, Discriminating Monopoly, Relationship under different market structures, Pure and Perfect Competition: Monopolistic Competition – features, pricing under monopolistic competition, product differentiation Oligopoly – features, Oligopoly and barrier to entry, price leadership Pricing Strategies: Price Determination, full cost pricing, product line pricing, price skimming, penetration pricing. Prisoner's Dilemma and Game Theory approach to oligopoly decision making	
6	National Income: Concepts and Various methods of measurement of National Income, Inflation – Meaning, types and Causes, Business cycle, Profit concept and major theories of profit. Fiscal policy and impact on Managerial decision making	

Teaching Methodology

- Case Study Method and Mathematical Applications along with theoretic explanations.

Suggested Readings

Adhikari , M.	Managerial Economics, Khosla Publication House, New Dehli, 1999
Artis M. J,	Macro Economics, Oxford University Press, 1985 Reprint
Craig P.H and W Chris Lewis	Managerial Economics, Prentice Hill Ltd, New Dehli
Bayes Michael	Managerial Economics and Business Strategy, Irwin, Chicago, 1997
Dean Joel	Managerial Economics, Prentice Hill Ltd, New Dehli

Semester I
Financial and Management Accounting

Course Objectives:

- To acquaint the students with the fundamentals of Financial Accounting.
- To orient the students to the Accounting process involved in preparation of Books of Accounts and Financial Statements
- To familiarize the students with the concepts of Cost and Management Accounting and applications of Management Accounting techniques

Unit	Contents	Sessions
1	Introduction to Financial Accounting Meaning, Objectives and Scope of Financial Accounting, Accounting Concepts and Conventions, Accounting Cycle, Role of Accountant in an organization	
2	Accounting mechanics	

Principles of Double Entry Book-Keeping, passing of accounting entries in Journal, Ledger and Preparation of Trial Balance, Preparation of Trading, Profit & Loss Account and Balance Sheet of a Sole Proprietor

3 Introduction to International Accounting Standards:

Development of international accounting and financial reporting rules, need for International Financial Reporting Standards (IFRS), Disclosure of Accounting Policies , reporting needs of emerging economies, IFRS for Small and Medium Enterprises(SMEs).

4 Introduction to Cost and Management Accounting

Cost Accounting – Meaning, Importance, Classification of Costs, Preparation of Cost sheet.
Nature and Scope of Management Accounting, Distinction between Financial and Management Accounting.

5 Techniques of Management Accounting (Budgetary Control)

Budgeting and Budgetary Control – Meaning, Objectives, Advantages and Limitations of Budgeting, Types of Budget, Practical Questions on Cash Budget and Flexible Budget

6 Techniques of Management Accounting (Standard Costing and Marginal Costing)

Standard Costing – Meaning and Application, Essentials of standard Costing, Variance Analysis- Material and Labour Cost Variances.
Marginal Costing – Meaning of Marginal Cost, Characteristics of Marginal Costing, Cost-Volume-Profit Analysis – Profit/Volume ratio, Break-Even Analysis and Margin of Safety

Teaching Pedagogy:

- Classroom lectures (two way communication)
- Classroom discussions by solving Case Study and Real Life Examples
- Audio Video Material (Analysis done by Finance heads of companies, news channels etc.)
- Self study
- Group Project (Application by implementation of concepts in the Financial Statements of the companies)

Suggested Readings

1	R.L.Gupta, M.Radhaswami	Advanced Accountancy
2	S.N. Maheswari, S.K.Maheshwari	An Introduction to Accounting
3	Ashok Seghal, Deepak Seghal	Taxman’s Financial Accounting
4	M N Arora	Cost and Management Accounting,Vikas publications Eighth Edition
5	Colin Drury of Huddersfield	Cost and Management Accounting:6 th edition, ISBN 18440349X
6	Pauline Weetman	Financial and Management Accounting – An introduction by 5 th edition

Semester I
ORGANIZATIONAL BEHAVIOUR

Course Objectives:

- To introduce the role of individual, group and organizational processes on individual behaviour in a work setting
- To give insights on how concepts of organizational behaviour are applied by management practitioners and organizations

Unit	Contents	Sessions
1	Introduction to Organizational Behaviour and Individuals in Organization - Definition - Evolution of the Concept of OB- Contributions to OB by major behavioural science disciplines - Challenges and Opportunities for OB managers - Models of OB study The nature of organisations: Components of organisations; Organisations as open systems, Managers in organisations, Productivity and managerial performance, Organisational behaviour and the workplace, Managing organisational transitions, Managing new forms of Organisation.	
2	Learning, Perception, Attitudes and values Concept of learning, Theories of Learning – Learning curves. Perception – Factors influencing perception, Process, Managerial implications -Perception and attribution: meaning, halo effect, stereotyping, pigeon holing, Attitudes and Job Satisfaction - Components of Attitude - Major Job Attitudes - Job Satisfaction, Job involvement, Organizational Commitment. Personality and Values - Personality Determinants - MBTI, Big - Five Model, Values - Formation - Types of Values Principles of reinforcement – schedules of reinforcement,	
3	Motivation Concepts to applications Concept of motivation - Definition - Theories of Motivation - Maslows' need Theory Herzberg, McClelland, Porter and Lawler Model, ERG Theory - Theory X and Theory Y - Two Factor Theory - Equity Theory - Vroom's Expectancy Theory – Application of Motivation concept, Individual motivation and motivation in the organization, Cultural Differences in Motivation, Intrinsic and Extrinsic Motivation, The Job Characteristics model – Work Redesign	
4	Foundations of Group Behaviour Group - Formation of Group - Classification - informal and formal groups. Group Properties - Roles. norms.	

Teams: team building: selecting team members, team roles, stages in team development, team building, team identity, team loyalty, commitment to shared beliefs, multi-disciplinary teams, Team Dynamics: decision-making behaviour, dysfunctional teams, Understanding teams - creating effective teams.

Conflict - Process - Conflict management

5 **Leadership**

Concept of Leadership - Traits of good Leader - Difference between Leader and Manager - Theories of Leadership - Ohio State and Michigan Studies - Blake and Mouton theory - Fielders model - Likert's model. Managers as leaders. 3D leadership model. Leadership Styles. The management Grid, Future perspectives of Leadership

6 **Emerging Issues:** Stress: meaning and types, burnout, strategies to manage stress, Workforce diversity. Culture - Definition, Culture's function, need and importance of Cross Cultural training - Organizational Change

Suggested Readings

1	Robbins, Timothy Judge, Seema Sanghi	Organizational Behaviour - Prentice Hall, 12 edition	Stephen Pearson
2	Fred Luthans	Organizational Behaviour, Mc Grow Hill Inc	
3	John Newstrom and Keith Davis	Organizational Behaviour, Tata	McGrow Hill, 11 edn
4	Kavita Singh	Organizational Behaviour , Pearson Publication	

Semester I
Statistical And Mathematical Techniques

Course Objectives:

- To familiarize the students with the basic statistical techniques and their applications in business decision-making
- To develop the quantitative skills of the students so as to make them skilled at understanding data, comparing two or more data sets and predicting business data etc.

Unit	Contents	Sessions
1	Importance of Statistics in Business Management Domain Business Statistics: Definition, Importance in management domain Organizing data: Frequency distribution, types of frequency distribution Diagrams and Graphs - Diagrammatic presentation of data, Graphs - Frequency polygon and frequency curve, Histograms, Cumulative Frequency Curves (ogives).	
2	Measures of Central Tendency and Dispersion Measures of Central Tendency: Arithmetic Mean, Median, mode, partition values – quartiles, deciles and percentiles, Applications in business. Measures of Dispersion: Range, Semi Inter-quartile range, mean deviation, standard deviation, coefficient of variation, methods of calculation and applications.	
3	Correlation Analysis Definition, Types of correlation, methods of studying correlation– Scatter Diagrams, Karl Pearson's coefficient, Rank correlation, coefficient of determination. Application of Correlation to business and management	
4	Regression Analysis Definition, significance of regression method, regression lines, regression coefficient, Applications in business	
5	Probability and Probability Distribution Sample space, events, basic rules of probability, random variable, conditional probability, Bayes' theorem Probability Distributions- Binomial distribution, Poisson distribution & Normal distribution. Problems based on Business applications.	
6	Association of Attributes Introduction, Notations, Classes and Class frequencies, Order of classes and Class Frequencies, Relation between Class frequencies: two attributes and three attributes, Yule's Coefficient of association and interpretation Decision Making: Process of decision making, types of decision. Risk, uncertainty, etc. Criterion of decision making	

Teaching Pedagogy		
Suggested Readings		
1	S.C. Gupta & Indira Gupta	Business Statistics
2	Richard I. Levin & David S. Rubin	Statistics for Management
3	Hooda R. P.	Statistics for Business and Economics, (2010, 4e), Macmillan
4	Terry J K (2007)	Business Statistics 2/e, Pearson Education, New Delhi
5	David and Lori	(2008) Applied Statistics in Business and Economics, Tata Mc Graw Hill
6	Q. Zamiruddin & V.K.	Business Mathematics

Bhardwaj R. S.	Business Statistics
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Semester I
Legal Aspects of Business

Course Objectives:

- To provide students with in-depth understanding of business related laws

Unit	Contents
1	<p>The Indian Contract Act 1872:</p> <p>Essential elements of a contract, performance and discharge of a contract, Offer and Acceptance, Consideration, Legality of Object, Capacity to contract, Free Consent, Modes of Discharge, Breach and Remedies, Quasi Contracts</p>
2	<p>The Sale of Goods Act 1930</p> <p>Formation of a contract of sales and its features, Conditions and warranties, Rights of an unpaid seller, Types of Goods, Distinction between sale and agreement to sell, Performance of contract</p>
3	<p>The companies Act 1956 & Companies Act, 2013</p> <p>Comparative Study of the Companies Act, 1956 and the Companies Act, 2013 on the basis of the following</p> <p>Kinds of companies, Formation of a company, Memorandum of Association(M/A), Articles of Association(A/A), Prospectus, Meetings, Appointment and Removal of Directors, Shares, types of shares and dividends.</p>
4	<p>The Arbitration and Conciliation Act 1996</p> <ul style="list-style-type: none"> - Definition - Arbitration Agreement - Composition of Arbitral Tribunal - Jurisdiction of Arbitral Tribunal - Conduct of Arbitral Proceedings
5	<p>Alternative Dispute Resolution System</p> <p>Consumer Protection Act, 1986.</p> <p>Introduction, consumer and consumer disputes, Definitions of Consumer, Complainant, Goods, Service - Meaning of Consumer Dispute Complaint - Unfair Trade Practices – Restrictive Trade Practices Rights of Consumers Consumer Disputes Redressal Agencies, consumer protection councils</p>
6	<p>Objectives and Need of the Competition Act , 2002</p> <p>The Information Technology Act, 2000</p> <p>Introduction, Digital Signatures, Electronic governance, Cyber Laws, Cyber crime – types and remedies, Electronic records, controlling and certifying authority, cyber regulation appellate tribunals, Important Provision of Information Technology Act 2000</p> <p>Intellectual Property Rights: Introduction, Scope and objective of Patent Act, 1970.</p> <p>Patentable and Non-patentable inventions. Types and overview of IPR, Types of Patents, Trademarks, Copyrights, Industrial designs, Important provisions with respect to – registration, renewal, revocation, remedies in case of infringement etc.</p>

Reference Material

Suggested Readings		
1	N. D. Kapoor	Mercantile Law, Sultan Chand & Sons
2	Dr. B. L Wghera	Universal Law Publication, Law relating to Intellectual Property
3	Dr. Paranjpe	The Arbitration and ADR
4	Dr. M. Dasgupta	Cyber Crime in India
5	Akhilshwar Pathak	Legal Aspects of Business, TMH, 3/e, 2009
6	K.R. Bulchandani	Business Law for Management, Himalaya Publications, 2008

Semester I
Corporate Communication

Course Objectives:

- To familiarize with the process of communication and the principles & techniques of business communication
- To enable student to understand the different dimensions of business communication
- To enlighten about the communications strategy for managers

Unit	Contents	Sessions
1	<p>Fundamentals of Business Communication</p> <p>Meaning and importance of communication in business, Essentials of effective communication, Channels of communication, their effectiveness, limitations, Barriers to communication, approaches to effective Communication</p>	
2	<p>Communication in Organizations :</p>	

Communication needs of business organization, Strategies for improving Organizational communication. Modes and levels of communications in organizations. direction of flow of communication in organization, networks of flow of communication – wheel network, chain network, Y network, circle network, etc.

Dimensions of Business Communication – Intra-personal communication, Inter-personal communication, verbal communication, listening, feedback, types of feedback, importance of feedback, non-verbal communication, Intra-organizational communication, inter-organizational communication. Intra-cultural and inter-cultural communication.

Formal and informal and their characteristics,

3 **Forms of Business Communication:** Written Communication, Principles of Effective Written Communication.

- Business letters – Parts of business letters, letter formats, envelope, address on envelope,
- Types of business letters : office order, office circular, invitation letters, enquiry letters, trade reference letters, etc
- Letters from Purchase department, Letters from the Sales /Marketing Department, Accounts department, Personnel department, Letters of social significance, Tenders, Quotations and Orders, Banking Correspondence, Letters of enquiry, dealing with complaints,
- Letters to staff, Memos, Writing Emails. Office notes, Reminders and Follow ups, Employee Newsletters,
- Meetings, Notices, agenda, minutes of the meeting
- Exercises for Written Communications: Essay writing, Poster Making, Writing, an Advertisement Copy, Slogans, Captions, & preparing Press notes, Letter Of Acceptance, Letter Of Resignation

4 **Communication Strategy for Managers:**

Communicating different types of messages – positive or neutral messages, negative messages, persuasive messages, effective team communication, motivational communication.

Technology enabled communication – role of technology, different forms of technology for communication, telephone, tele-fax, teleconferencing, email, text messaging, podcast, blog, wikis, videos, social media, power point, etc.

Netiquettes, internet etiquettes

5 **Exercises for Oral Communications:** Individual and Group Presentations, Extempore, Role Playing, Debates and Quiz

Effective notes taking, Strategies to improve reading skills, Speech Writing, Creative Writing. Oral Communication: Speaking skills, Public Speaking, Effective Listening, Strategies for Communicating in Teams

6 Curriculum Vitae, Invitation To Interviews, Offer Of Employment, Job Description, Letter Of Acceptance, Letter Of Resignation.

Business Reports and Proposal: what is a report? Elements of effective business report, purpose of writing reports, steps in writing a routine report, corporate reports. Format of a business report

Reference Books

1. Business Communication , second edition, by Meenakshi Raman,Prakash Singh, Oxford Higher Education.
2. Business Communication , second edition, by R.K.Madhukar, Vikas Publications.
3. Business Communication , second edition, by Asha Kaul, PHI Publications.
4. Communication for Business , Fourth edition, by Pearson Education.
5. Business Communication , second edition, by P.D.Chaturvedi, Mukesh Chaturvedi, Pearson.

Semester I

Information Technology skills for Managers

Course Objectives:

- To understand the basics of computer hardware and software
- To impart the IT skills and knowledge necessary for managers

Unit	Contents
1	Introduction to Computer <ul style="list-style-type: none"> • Introduction to types of Computer systems, Basic Computer operations, connecting devices • Networks: Networking hardware, types of network, Internet, Intranet and Extranet Applications, • Practical data processing application in business, and Computer applications in various areas of business.
2	Computer Software: <ul style="list-style-type: none"> • Types of software (System, application, utility), • types of application software (content access, end user, enterprise, simulation, application suite), examples, selecting and acquiring software options for procuring the software (licensed, sold, public domain, open source, freeware, shareware), • software trends and issues (mobile applications, integration of in-house and outsourced services strategy, cloud based enterprise solutions), Data Base, Data Base Management Systems.
3	IT Skills: Lab sessions necessary Microsoft Office- Introduction and working with MS Word, Features - insert headers and footers, insert table and table options, Mail Merge.etc MS Power point- Basic introduction, features, Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations, design a template, entering data to graph, organization chart, slide transitions, creating slide shows. MS Excel – Basic functions, Creating, Analyzing & Formatting Data & Content

Collaborating – Insert, View, Edit etc. Managing Workbooks, advance functions, sensitivity analysis, Pivot tables etc. Introduction to HRIS, Introduction to Tally Package for accounting.

- 4 **Internet, Security and E-Commerce:** Introduction, Core features of the Internet, Internet Applications, Internet and World Wide Web, Extranet and E-mail, Mobile Computing, Electronic Commerce, Types of E-Commerce and their utilities
- 5 **Management Information Systems:** Introduction to MIS, Principles of MIS, Characteristics, functions, structure & Classification of MIS, information for decisions; MIS in Manufacturing, Marketing, Finance Human Resource Management, Materials & Project Management; Brief idea about knowledge management, Information Technology in Knowledge Management, Roles of people in knowledge management. Types of information systems(TPS, MIS, OAS, DSS, ESS, ES, KWS), GIS Information systems and functional areas- Transaction processing system, Human Resource systems and Marketing systems, Operations and Financial Management systems.
- 6 **Current trends-** Integrated enterprise system (ERP, CRM, and SCM), COBIT- IT governance tool, changing role of CIO. Concept of SMAC (Social, Mobile, Analytics and Communication), use of Social media facebook, tweeter, linkedIn etc. for general communication and business communication, social media for marketing, email and video conferencing tools for business communication, Analytical tools of data interpretation.
Managing E-identity, Security issues: Precautions in using the Information technology tools and media. Secure surfing, Creating Profile on Social Media. Online security, e-fraud – types and preventions, threats from use of IT systems, threat against IT system,

Book:

1. "Information technology for Management" by Ramesh Behl, Tata McGraw Hill Publication, 2nd edition
2. "Computer Fundamentals" by Pradeep K Sinha, Priti Sinha, BPB Publication,
3. "Computer Application in Management" by A. K. Saini, Pradeep Kumar, Anmol Publications Pvt. Ltd.
4. "Interpreting Information Systems in Organizations" by Geoff Walsham ,The Global Text Project , 2011
<http://www.saylor.org/site/textbooks/Information%20Systems%20for%20Business%20and%20Beyond.pdf>
5. "Information Technology for Management" by Henry C. Lucas -,McGraw-Hill/Irwin , 2009
<https://dl.dropboxusercontent.com/u/31779972/Interpreting%20Information%20Systems%20in%20Organizations.pdf>
6. "Information Systems for Business and Beyond" by David T. Bourgeois, Saylor Foundation , 2014
<https://dl.dropboxusercontent.com/u/31779972/Information%20Technology%20For%20Management.pdf>

Semester I

Soft Skills-I

Course Objectives:

- To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit

Contents

- | | |
|---|--|
| 1 | SWOT Analysis :
Basics of PERSONAL SWOT analysis, Identifying Strengths, Weaknesses, Deficiencies ETC. Performing SWOT on yourself |
| 2 | The Art of Effective Communication: Presentation skills
Group Discussion, Debates |
| 3 | Time Management : Importance of setting Tasks
Applying basic principles of Time management; identify productivity cycles, and set goals and priorities Create a time management plan and a daily plan
Effectively utilize time by using technology and reducing time wastage. Manage interruptions, increase meeting productivity, overcome personal time wasters, and prevent personal work overloads. Screen and organize information to reduce information overload. |
| 4 | Public Speaking Skills : Public Speaking skills
Emoting: Importance of Eye Contact, Audience engagement
Forms of speech, Content Preparation, Debating, Extempore - Do's and Don'ts |
| 5 | Body Language: Details about body language for effective communication |
| 6 | Verbal communication in practice, Speaking Skills, Assertiveness, Strategies For Assertiveness : Use Of Language, Empathetic Presentation, Paraphrasing, Asking Questions, Visualization And Realization Of Goal, Create A Positive Impression, Indicators Of Assertive Behavior, How To Say No,(Provide reason and logic, Broken Record, Rain Check)
Listening Skills : Importance of listening, Techniques of effective listening, practical exercise on improving listening skills |

Semester I

Waste Management

Course Objectives:

- To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit

Contents Sessions

- 1 **Introduction to Ecosystem and Waste Management.**
Types, Importance and Need of Waste Management - Waste Management practices in Indian Industries – Future challenges in Waste Management. Ecosystem - Meaning, Types, Components, Structure and Functions, Levels of organization in nature- Food chain and Trophic structure, Biogeochemical Cycles, Energy flow - Definition
- 2 **Collection and Disposal of Waste**
Site selection and plant layout of an incinerator, Collection of Waste, problems in collection of waste, Waste Disposal methods- Landfill, Incineration/Combustion, Recovery and Recycling, Composting
- 3 **Electronic Waste Management.**
E-Waste - Meaning, Sources of E-Waste and their effects on environment and human beings
- 4 Students shall undertake desk research on e- waste management systems adopted by commercial organisations.
- 5 Students shall visit Waste Management Department of Local Administrative Bodies like Municipal Corporation, Municipal Councils etc. and prepare a report on how waste management is done in their area.
- 6 **Report Preparation and Presentations on Unit no. 4 and 5**

Pattern of Evaluation:

The performance of students in this course shall be evaluated as under –

- A) Class Participation – 10 Marks
- B) Presentation – 10 Marks
- C) Mini Project Report – 10 Marks
- D) Viva – voce Examination on Mini Project Report at end of term – 20 Marks

References:

1. Solid Waste Management : Subhash Anand, Mittal Publications, New Delhi (2010)
2. E- waste: Implications, Regulations and Management in India and Current Global Best Practices – Rakesh Johri, TERI Press New Delhi (2008)

Website:

Ministry of Environment, forest and Climate Change , Government of India
(<http://envfor.nic.in/content/draft-waste-management-rules>)

Semester I

Life Management Skills

Course Objectives:

- Provide guidelines to apply life skills into practice.

Unit	Contents	Sessions
1	Introduction: Definition of life skills concept: Definition, concept of skill in Life Skills, primary goal of life skills programme.	Definition of Personality, Determinants of Personality- biological, psychological and socio- cultural factors., Misconceptions and clarifications , Need for personality development
2	Coping: meaning, types of coping strategies – 1) appraisal focused (Adaptive Cognitive), 2) problem focused (adaptive behaviour) & 3) Emotion Focused	
3	Empathy: Meaning, difference between empathy and sympathy, Anger and stress: meaning and strategies to overcoming the same.	
4	Study Skills: Meaning, types of study skills, methods based on memorization – rehearsal and role learning, Exam Strategies- time management, organisation and life style changes.	
5	Moral Development: Meaning, interpersonal influences on moral development, moral development and social exclusion. ABC of moral life. Morality: Morality and culture, morality and intergroup attitudes, moral emotions	
6	Self Awareness : Self Management Self Evaluation, Identifying one’s strength and weakness, Planning & Goal setting, Managing self –emotions, ego, pride. , Self discipline, Self criticism , Recognition of one’s own limits and deficiencies Interdependency etc , Thoughtful & Responsible behaviour	
	Community and Community Development: Individual’s role and responsibility in society.	

References:

1. Critical Thinking Skills: Developing Effective Analysis and Argument, Stella Cottrell
2. Academic Writing: A handbook for International Students, Stephen Bailey
3. Effective Study Skills: Step by Step System to Achieve Student Success , Semones
4. Critical Thinking and Analysis : Mary Deane
5. Developing and Applying Study Skills : Writing Assignments, Dissertations and Management Reports, Donald Currie
6. Assignment and Thesis Writing , Jonathan Anderson

Magazine: Human Capital

Semester I

Management of Events

Course Objectives:

- To groom the students with a view to hone their Event Management Skills by giving them the required exposure

Unit	Contents	Sessions
1	The concept of event, its different managerial dimension from the various functions point of view. e.g. planning to close activities of any event	
2	Types of events Different types of event in Corporates, Social Programmes and Private Programmes: The expected outcome is preparation of a list consisting of at least 10 Programmes in Education, Health Care etc. with their distinctive features of audience, beneficiaries and deliverables.	

- 3 **Hands on Event Management**
 1. The total number of students shall be divided into a group of 06 students each. They should organize /conduct/ manage the events of the institute. They are expected to prepare budget of the event, plan the event in its minutest details, organize, and execute the event, take feedback of all stakeholders and prepare a report to be given for publication in the media, follow up with media through proper channel etc.
(The above assignment shall be for 20 marks)
- 4 **2.** Post event assessment of any 03 programmes organized during the term. A student or a group of 02 students shall be assigned the event which has taken place recently at institute and they shall make an inquiry into its success and effectiveness by rating them on the basis of appropriate parameters and shall submit the assignment to the respective teacher . This exercise shall be for 20 marks.
- 5 Report on Learning outcomes of this course
A student shall prepare a report on what he learnt from the events and submit it to the concerned teacher.
The report shall include mainly the description of occasion, the person involved and what guiding principles they have received from them
- 6 This report shall be assessed for 10 marks for its preparation and 10 marks for oral examination

Recommended Books :

1. Successful Event Management; Anton Shone Beyn Parry; CengageLrng Business Press.
2. Event Management (Paperback); AshutoshChaturvedi; Global India Publication Pvt. Ltd.
3. Event Planning and Management; Sharma D.; Deep & Deep Publications Pvt. Ltd.
4. Event Marketing and Management; S.S. Gaur; Vikas Publication House Pvt.Ltd (2010)
5. Event Management; Sita Ram Singh; Ash Publishing Corporation.

Semester I

Social Media Management

Course Objectives:

- To introduce the learners to the different social media
- To educate about the strengths and weaknesses of Social Media

Unit	Contents	Sessions
1	INTRODUCTION TO SOCIAL MEDIA Introduction to Social Media, What is Social Media? How Social Media developed? Managing Information, Aggregators, Google , Alerts, Blogs	
2	GETTING READY FOR SOCIAL MEDIA Getting ready for Social Media- Content Management, Touchpoint analysis Scheduling, Creating content, Managing content programs, Planning Worksheets	
3	LEGAL ASPECTS OF SOCIAL MEDIA The Legal side of Social Media, In-house guidelines, Copyright and Trademark Implications, Blogs, Blogger	
4	PODCASTING Podcasting What is it? Where to find How to create a) Hardware b) Software Facebook Facebook - Creating groups and pages Tips and Guides, Facebook Posts Paid Promotion Ads Contests	
5	GOOGLE + Google+ Set-up and usage, Company profile Hangouts, SEO What is it? How it is determined, How to affect it, Google's role, YouTube- Long-form video platforms, Setting up a channel, Managing content	
6	VI SOCIAL MEDIA SITES Twitter, Set-up and usage, Tips Up and Coming Social Media LinkedIn- LinkedIn Tips and Guides, Review of profiles Pinterest Visual social media and bookmarking Set-up and management, Collaborative Marketing & Crowdsourcing	

Please note that practical session for all the above topics has to be conducted along with theory class.

Semester I

114: Social and Current Affairs

Course Objectives:

- To develop in the students the skill to read the latest news related to business and general
Students will be required to read, listen to or watch the news regularly and come back and report in college either through presentations or submissions. Preparing a scrap book of top ten news in the last two months may be thoroughly studies and presented.
Project, quiz, scrap book etc.

Semester I

Data Analysis Using Software Tools (MS EXCEL) – Open course

Course Objectives

- To train the student for using the spreadsheet package MS-Excel for business applications.
- To impart skills of analyzing data and presenting it using MS-Excel.

Unit	Contents	Sessions
1	Introduction to Excel MS excel screen elements – Tool bar, title bar, ribbon, formula bar, status bar. Moving around a Worksheet, entering and formatting (e.g. Number, Text, Date and Currency) data. Cell referencing (relative, absolute, mixed), using formulae, Use of Find, Replace, Goto.	
2	Working with Excel Insert, delete - cells, rows, columns. Sorting (basic, custom), filtering, grouping, ungrouping data, dealing with subtotals and grand totals. Validating data, protecting cells. Pivot Tables.	
3	Conditional Formatting Once defined, it will automatically change the formats as per conditions user puts	
4	Commonly used functions Sum, Max, Min, Average, Count, Today, Now, Datedif, Countif, CountA, CountBlank, Round, Roundup, Round Down, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif	
5	Data Viewing and Reviewing Inserting comments, spell checks and changes to the worksheet data etc, Viewing data in different ways eg. Page break, normal etc	
6	Creating and managing charts Create and modify graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc. Working with multiple sheets, hyper linking.	

Teaching Methodology

- Case based Lectures, discussions, practical in labs.

Suggested Readings

- | | |
|---------------------|--|
| 1. Albright : | Data Analysis and Decision Making Using MS Excel |
| 2. Stwphen Nelson : | Data Analysis For DuMmIES |
| 3. Narayan Ash Sah: | Data Analysis Using Microsoft Excel 1/e, Excel Bools |

Semester I

Supply Chain Management

Course Objectives:

- An understanding of the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain
- An understanding of the management components of supply chain management
- An understanding of the tools and techniques useful in implementing supply chain management
- Knowledge about the professional opportunities in supply chain management.

Unit	Content	Sessions
1	The Basics of Supply Chain Management- Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions	
2	Logistics Management: Logistics as part of SCM, Logistics costs, logistics sub-system, inbound and outbound logistics	
3	Planning Demand and Supply-I: Introduction, Three Components of SCM, Demand Management, Demand Forecasting	
4	Procurement and Inventory Management- Introduction, Supply Chain Operations: Procurement Cycle, Inventory Management, Inventory Costs	
5	Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure	
6	Recent Trends in Supply Chain Management- Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management	

Reference Books

- Raghuram G. (I.I.M.A.) - Logistics and Supply Chain Management (Macmillan, 1stEd.)
- Krishnan Dr. Gopal - Material Management, (Pearson, New Delhi, 5thEd.)
- Agarwal D.K. - A Text Book of Logistics and Supply chain management (Macmillan, 1stEd.).
- Sahay B.S. - Supply Chain Management (Macmillan, 1stEd.)
- Chopra Sunil and Peter Meindl - Supply chain management (Pearson, 3rdEd.)

Semester II
BASICS OF MARKETING MANAGEMENT

Course Objectives:

- To enhance management students' knowledge as regards to basics of marketing and know the applications of marketing skills required

Unit	Contents	Sessions
1	<p>Introduction to Marketing: Core concepts of marketing: Need, want, demand, value, exchange, customer satisfaction & customer delight. Marketing Vs Selling. Approaches to Marketing: Production, Product, Sales, Marketing, Societal, Relational. Marketing Environment: Analyzing Macro Environment - Political, Economic, Socio-cultural and Technical Environment (PEST analysis)</p>	
2	<p>Segmentation, Targeting and Positioning: Meaning, need and importance, bases for consumer market segmentation and industrial market segmentation, evaluation of identified segments and selection and evaluation of target market. targeting strategies. Levels of market segmentation: segment marketing, niche marketing, local marketing, individual marketing. Positioning and Differentiation: meaning, concept, product, service, people and image differentiation, ways to position the product.</p>	
3	<p>Marketing Mix: Concept, Seven P's of marketing mix: Product – meaning, levels of product, product mix- product line, width, length, depth. Product life cycle – Concept, stages in PLC, characteristics and strategies for each stage of PLC. Brand – Concept, Brand Creation Price – meaning, objectives of pricing, pricing approaches- cost based, competition based and market based, pricing strategies- skimming pricing, penetrative pricing ,psychological or odd pricing, perceived value pricing , loss leader pricing etc. Place- Importance of distribution in marketing of products or services, Types of intermediaries, levels of channels, Channel Management Decisions-factors considered for selection and motivation of dealers and retailers, channel conflict- concept, types of channel conflict, ways to resolve channel conflicts Promotion- Elements of promotion mix: meaning of advertising, sales promotion, personal selling, public relations, publicity, direct marketing and event marketing and sponsorship. Brief Overview- People, Process, Physical Evidence</p>	
4	<p>Consumer Behaviour: Concept of Marketing Myopia. Meaning of Consumer, customer, consumer behaviour and buying motives.</p>	
5	<p>Marketing Planning and Control: Process, nature and contents of a marketing plan. Need of marketing control, Annual plan control, productivity control, efficiency control and strategic control- marketing audit and marketing ratios.</p>	
6	<p>Marketing Research: Need and Importance of Marketing Research, Marketing Research Process, Types of Marketing Research. Marketing Information System- overview.</p>	

Teaching Methodology

- Classroom Discussions
- Case Study Discussions and Real Life Examples
- Audio Video Material
- Field Assignments

Books Recommended:-

- Principles of Marketing 12th Edition - Philip Kotler and Gary Armstrong
- Marketing Management – Rajan Saxena, Tata McGraw Hill Publications
- Marketing Management - V.S.Ramaswamy and S.Namakumari ,
- Services Marketing – Christopher Lovelock
- Fundamentals of Marketing - Stanton
- Marketing Research – G.C. Beri.

Magazine/ Yearbook

- Marketing White book – The Essential Handbook for Marketers: Business World Publications.

Website: www.trendswatching.com

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Semester II
Basics of Financial Management

Course Objectives:

- To introduce the fundamentals of Financial Management
- To orient on the financial decision making techniques and Financial Statement Analysis

Unit	Contents	Sessions
1	<p>Introduction Nature, Scope and Functions of Financial Management, Objectives of Financial Management Profit Vs Wealth Maximization, Finance Functions: Investment Decision, Liquidity Decision, Dividend Decision and Financing Decision</p>	
2	<p>Investment Decision</p>	

Importance and process of Capital Budgeting, Capital Budgeting Techniques - Problems & case studies- Accounting Rate of Return, Payback Period, Net Present Value, Profitability Index, Discounted payback period, Internal Rate of Return

Capital Budgeting under Risk and Uncertainty Concept and Techniques (Theory only)

3 Working Capital Management

Meaning, Need and Types of Working Capital, Components of Working Capital, Factors determining Working capital, Estimation of Working Capital, Problems and Case Studies on Estimation of Working Capital

4 Sources of Long Term Domestic Finance

Shares, Debentures, Retained Earnings, Financing through Financial Institutions, International Financing, Venture Capital financing: concept and Venture capital scenario in India, Recent Case Studies and examples on above topics

5 Capital Structure and Cost of Capital

Meaning and Principles of Capital Structure Management, Factors affecting Capital Structure, Problems and Case Studies on Capital Structure- EBIT- EPS Analysis, Concept and Types of Leverage, Cost of Capital: Meaning, Components, Cost of Debt, Cost of Preference Share, Cost of Equity Share, Cost of Retained Earnings, and Weighted Average Cost of Capital.

6 Financial Statement Analysis

Meaning and Types, Techniques of Financial Statement Analysis: Common Size Statement, Comparative Statement, Trend Analysis and Ratio Analysis. Problems on Ratio analysis
Funds Flow Statement and Cash Flow Statement. (Theory only)

Reference Material

Books

1. Financial Management – Theory and Practice – Prasanna Chandra
2. Financial Management – I.M. Pandey
3. Financial Management – Khan and Jain
4. Financial Management – R.P. Rustogi
5. Financial Management – Theory and Practice Eugene F. Brigham, Michael C. Ehrhardt 11th edition.

Journals

1. Journal of Financial Statement analysis
2. Asia Pacific Journal of Accounting and Economics
3. Research Journal of Finance and Accounting

Semester II
Human Resource Management

Course Objectives:

- To explain the significance of HRM and changing role of HRM
- To bring out the role of HR in organizations effectiveness and employee performance

Unit	Contents	Sessions
1	Introduction to HRM : Definition, Nature and Scope of HRM, Evolution of HRM, HR Profession and HR Department, Global perspective of HRM	HRM, Challenges of
2	Human Resource Planning: HR, Demand and Supply forecasting, factors Affecting HRP, Job analysis and Job Design, Recruitment and Selection – Recruitment Process, Sources and Methods of Recruitment, Evaluation of methods of recruitment. Steps in selection	
3	Training and Development: Need and Importance of Training and Development, Training Need Analysis and techniques, Design Training Programme, Types of training, Training evaluation, Executive Development, Concept of Career Development	
4	Wages and salary Management Job Evaluation, Wage Determination, Types of Wages, Salary Structure, Fringe benefits, Executive Compensation,	
5	Performance Appraisal: Need and Importance of Performance Appraisal Performance Appraisal Process, Methods of Performance Appraisal	
6	Employee Relations Management: Overview of Employee Relations Management, Importance of Relations Management, Employee Relation Management Tool, Issues in Employee Relation Management.	

Reference Material :

1. Gary Dessler, Biju Varkey - Human Resource Management, Pearson Publication, 12th Edition
2. Seema Sanghi, Human Resource Management, Macmillan Publication, 2011
3. Decenzo, Robbins, Human Resource Management, John Wiley & Sons Inc, Sixth Edition
4. V.S.P. Rao, Human Resource Management
5. K. Ashwathappa, Human Resource Management

6. Edwin Flippo, Personal Management

Semester II
Introduction to International Business

Course Objectives:

- To give an overview of Global Business Environment.
- To acquaint students with intricacies of Cross Border Trade Transactions

Unit	Contents	Sessions
1	Introduction of international Business Definition of International Business, Nature and Scope of International Business, Exporting, Importing and Countertrade Settlement through NOSTRO and VOSTRO Accounts, Statutory Basis of International Business Introduction to India's Foreign Trade Policy,	
2	Globalization Definition of Globalization, Globalization of Market, Globalization of Production, Drivers of Globalization International Trade Theories Mercantilism, Absolute Cost Advantage, Comparative Advantage, Huckscher Ohlin Theory, Product Life cycle Theory, Porter's Diamond Theory	
3	Development in Monetary Scenario Breeton Woods System to EURO and its Implications, SAARC,G7 ,G20 and BRIC countries, Country Risk Analysis	
4	International Financial Organizations and Environmental framework Role of GATT, WTO,IMF and World Bank, EPRG Framework. Comparative Environmental framework, Cultural, Political, Legal and Economic framework,	
5	Balance of Payment Classification, Basic Balance and Overall Balance, Credit and Debit Entries in BOP, Convertibility – Current and Capital Account, Purchasing Power Parity	
6	Foreign Exchange Rate and Market Types of Exchange Rate –Real and Nominal exchange Rate, Fixed vs. Flexible Exchange Rate, Managing Float, Factors affecting Foreign Exchange Rate , Offshore Currency and Market, Export and Import Strategies, Collaborative and Control Strategies	

Reference Material

Books

1. International Business, P.Subba Rao
2. International Business Environment, Francis Cherunilam
3. International Financial Management, Justin Paul
4. International Business, V.K.Bhalla, S.Shiva Ramu

Semester II
Operations Management

Course Objectives:

- To equip students with fundamentals of Manufacturing business for related aspects.
- To acquaint the students with concepts of all the functions under the Manufacturing activities by introducing the Units Materials Management, SCM ,QA, EHS and Quality System Certification, JIT etc.

Unit	Contents	Sessions
1	Concepts & scope of POM Nature, Scope, Importance and Functions of POM, Production Process, Difference between Production and Service operations, Functions & internal relations of various Departments in manufacturing Unit; Production administrations & responsibilities. Production process selection decisions, Types of Production (Jobs, Batch, Mass etc.)	
2	Production Planning Control Objectives of PPC & it's various functions of common and optional nature, Job sequencing, Assembly Line Balancing.	
3	Facility Planning& Layout Selection of Product, Factors affecting Plant Location Decision, Plant Layout: objectives, types.	
4	Maintenance Management Concepts, Need of maintenance, Objectives & types of maintenance.	
5	Inventory management Concept, Importance, Classification of Inventory System, EOQ Model with numericals, Waste disposal/ reduction. Basic concept of Material Requirement Planning (MRP).	
6	Emerging Trends in POM: Supply Chain Management (SCM), Just in Time (JIT), Quality Control, Quality Assurance (QA), ISO certification, Enterprise Resource Planning (ERP),Total Quality Management (TQM), TPM, EHS: Culture, employee involvement Concept. Quality Circles.	

References

1. Production and Operations Management- L.C.Jhamb
2. Production & Operation Management- Chunawala & Patel
3. Production & Operations Mgt. – Everett Adams & Ronald Ebert.
4. Production & Operations Mgt. – Dr. N.G. Nair – Tata McGraw Hill Ltd.

5. Production & Operations Mgt. – S.N. Chary – Tata McGraw Hill Ltd.
6. Production & Operations Mgt. – E.S. Buffa – Tata McGraw Hill Ltd.
7. Supply Chain Management- Sunil Chopra

Journals:

International Journal of Operations & Production Management, IEEE Journals, Journal of Operations Management

Internet Resources: www.poms.org, www.iimm.org, www.sae.org, www.iso.org

**Semester II
Research Methodology**

Course Objectives:

- To equip the students with an understanding of the research process, tools and techniques.
- To introduce the students to the scientific research process and its applications to business and management
- To enable the students understand the know-how of conducting surveys and reporting the research.

Unit	Contents	Sessions
1	Introduction to Research Methodology Meaning, Definitions, Characteristics and Objectives of research, Motivations in research, Types of Research, Importance of research in managerial decision making, Research in functional / business areas, Qualities of a good researcher	
2	Research Process Steps in research process. Defining the Research Problem - Problem Formulation and Statement of Research Problem – Framing of Hypothesis. Research Design: Meaning, Characteristics, advantages and importance of research design. Measurement – types and errors in measurement, Development and designing of tools of data collection - Attitude measurement scales - Levels of measurement and questions of Validity and reliability. Designing of Research Projects – Research Proposal, Pilot surveys,	
3	Sampling and Sampling Designs Census and sample survey, Need and Importance of Sampling, Probability and non-probability Sampling techniques. Data collection – Primary and secondary sources of data, methods of collecting primary data – interview, observation, questionnaires, survey methods etc, Library and Documentary Sources etc. Use of secondary data, precautions while using secondary data, Limitations of different data collection methods.	
4	Processing and Analysis of Data Meaning, importance and steps involved in processing of data, Use of Statistical tools and techniques for research data analysis. Testing of Hypothesis – Procedure, terms, Chi Square test. Analysis and Interpretation of Data - Interpretation of results, techniques of Interpretation.	
5	Reporting of research work Types of Reports, Report Writing: Importance of written and oral reports presentation, format of a good research report, Presentation of Reports.	
6	Role of Computer in Research The Computer and Computer Technology, Important characteristics, Computer Applications, Computers and Researcher, Use of Statistical Software Packages.	

Teaching Methodology

- **Case Study Method**
- **Project work:** (Mini project: Students to select a Unit and conduct a study or survey on any managerial application and carry out the project under the guidance of the faculty in groups of four-five. Prepare report and present the results.)

Reference Material

1. Donald Cooper and PS Schindler (2009) Business Research Methods, 9th edition, Tata McGraw Hill.
2. Kothari C. R.: Research Methodology
3. Uma Sekaran (2010) Research Methods for Business, 4th edition, Wiley.
4. Ranjit Kumar (2009) Research Methodology, 2nd edition, Pearson Education.
5. Naresh Malhotra and S Dash (2009) Marketing Research, 5th edition, Pearson Prentice Hall.
6. Michael V. P.: Research Methodology.
7. Fred N. Kerlinger : Foundations of Behavioral Research.
8. Research Journals.

**SEM II
Business Environment**

Course Objectives

- To enable the students to understand the overall business environment within which an organization has to function.
- To enable students to understand its implication for decision making in business organizations.

Unit	Contents	Sessions
1	Introduction to Business Environment: - Nature and scope of business, goals meaning of environment of business, objectives, environmental analysis, significance/benefits of environmental analysis, environmental factors/types, techniques of environmental forecasting, limitations of environmental forecasting.	
2	Economic Environment: - Nature of economy, structure of economy, understanding economic system, economic policies- Industrial Policy and Trade Policy, Fiscal Policy, Monetary Policy, National Income and GDP, composition and growth trends.	

- 3 **Regulatory Environment:** - Functions of state, Economic role of Government, Government and Legal System, the constitutional environment, forms of Government regulations, state intervention and control, business- Government interference.
- 4 **Socio-Cultural Environment:** - Business and Society- social responsibility of business social orientation of business, the Indian scenario, social audit, impact of culture on business, other socio-cultural factors and business, Consumer Protection Act, Consumer rights, Right to information Act, business ethics and corporate governance.
- 5 **Natural and Technological Environment:** - Natural Environment, technological environment and their impact on business, innovation and business technology and competitive advantage, economic effects of technology, technology policy and government promotional facilities.
- 6 **Global Environment and Institutions:** - Globalisation- meaning, features, benefits, challenges, globalization of Indian businesses GATT and WTO – understanding WTO, functions, structure, implications for India, regulation of foreign trade- Foreign Trade Act, EXIM policy, FEMA.

Suggested Readings

Raj Agarwal	Business Environment
Francis Cherunilam	Business Environment-
K. Aswathappa	Essentials of Business Environment

Semester II

Business Ethics & Corporate Governance

Course Objectives

- To enable the students understand the importance of Ethical values and corporate social responsibility in the contemporary business.

Unit

Contents

1	Introduction Overview of Business Ethics: Importance of Business Ethics, Development of Business Ethics, Ethical Issues in Business, Ethics as a Dimension of Social Responsibility. Ethics and Management. Ethics and values, Norms, Beliefs, Morality
2	Ethical Decision Making Process Ethical Decision Making and Corporate Governance, Moral Philosophies and Moral Development. Factors involved: Corporate Culture, Structure, Relationship and Conflicts. Framework for ethical decision making.
3	Spirituality and Ethics Influence of Major religions on ethics: Hinduism, Islam, Christianity, Buddhism, Sikhism, and Zoroastrianism.
4	Social, Environmental and Ethical Issues in Business Issues and opportunities for Business in socio-environmental context, Business action that affects society (Ethical issues), Social responsibility of Business, Ethics and the Environment (pollution control and conserving depletable resources), Legal and Regulatory Issues:
5	Ethics in Business disciplines: Ethics and Marketing, Ethics and Human Resource Management, Ethics and Finance, Ethics and technology
6	Implementation of Business Ethics Need for organizational ethics program, Codes of Conduct, Ethics Audit and its process, Corruption and Scams, Impact of Corruption on Society and Economy, Anti-Corruption Laws, Agencies such as Central Vigilance Commission(CVC) and Central Bureau of Investigation(CBI) for anti-corruption cases, Professional values for business and managerial values,

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Murthy CSV	Business Ethics, Himalaya Publishing House.
Velasquez Manuel G –	Business Ethics, Eastern Economy Edition.
Ferrell O C, Fraedrich John Paul, Ferrell Linda –	Business Ethics, Ethical Decision Making and Cases, Biztantra.
Hartman L, Chatterjee A, -	Perspectives in Business Ethics, McGraw Hill Publishing Co. Ltd
Boatright John –	Ethics and the conduct of Business, Pearson Education.

Semester II
Soft Skills -II

Unit No	Details to be covered
1	<p>Developing Interpersonal Skills and Teamwork: The Importance of Interpersonal skills at the workplace</p> <p>Collaborating with Teams to deliver value. Effective Professional Networking. Developing Problem Solving skills</p>
2	<p>Etiquette and Manners : E-Mail etiquette, Dining etiquette, Social etiquette, business etiquette, telephone etiquette, Meeting Etiquette</p>
3	<p>Introspection: Knowing yourself , your comfortable areas or subjects, Companies, sectors, functions, Employer Research Skill set and competency mapping</p> <p>Goal Setting : Why set goals, set personal goals, SMART goals, tips for setting goals, achieving goals.</p> <p>Presentation Skills : Presentation Skills -do's and don'ts Practical exercises on presentation skills.</p> <p>Leadership Skills : Assessing leadership qualities – experiential learning of leadership skills exercise in team work.</p> <p>Decision Making Skills : Decision Making through logic and Reasoning, dealing with personal problems, diagnosing and solving people problems, tools for effective decision making</p> <p>Quantitative Logical reasoning Mathematical through– quizzes – General Knowledge – Puzzles, emotional intelligence -coping with emotions, interpersonal conflicts, emotional, rational balance</p>
4	<p>How to create a winning CV : Designing an Impressive CV Defining the objective Customizing the CV for each job Identifying and Highlighting the right set of strengths Presentation of academic and professional achievements Formatting Styles, Do's and Don'ts and common mistakes</p> <p>Preparing for Interview: Attire and Etiquette : Greetings, posture, handshakes, manners and actions, Common Interview blunders, Frequently asked questions for Freshers and Experienced professionals</p>

- 5 Structure and Format of a GD
Difference between a Discussion & an Argument
Observing, Reflecting and designing responses within a group The art of being assertive and persuasive
Defining the correct Body Language and posture, Common Do's and Don'ts, Practice and Exercise
- 6 Simulated Interview Situations
Do's and Don'ts before an Interview
Common formats of Company Interview assessments What to speak?
Latest developments about the specific sector for last 5 years

SEM II Business Analytics

Objectives:

- To gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.
- To become familiar with the processes needed to develop, report, and analyze business data

Unit	Contents	Sessions
1	Introduction, What is Business Analytics, Overview of Areas where Business Analytics is applied	
2	Visualization and Data Issues, organization of Source of Data, Importance of Data Quality, Dealing with Missing or incomplete data, data classification, Introduction to Data Mining, Data mining process, data mining tools XL MINER.	
3	Introduction to decision modeling – optimization, use of excel to solve business problems	
4	Applications of Business Analytics - Risk - Fraud Detection and Prediction, Recovery Management, Loss Risk Forecasting, Risk Profiling, Portfolio Stress Testing, Market share estimation and Sensitivity Analysis	
5	• Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Analytics Customer Segmentation, Cross- Sell or Upsell Models	
6	Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Human Resource Retention Analytics, Workforce Analytics	
Project Work		
1.	Purba Halady Rao, Business Analytics – an application focus, PHI Learning, 2013, ISBN 978-81-203-4819-6	

Semester II Data Analysis Using Software Tools (SPSS) – Open course

Course Objectives

- To familiarize the students with the use of SPSS package for analysis and interpretation of statistical data.
- To use SPSS for effective decision reporting.

Unit	Contents	Sessions
1	SPSS Windows Processes: Mouse and keyboard processing, frequently used dialog boxes, editing output, printing results, the Options option	
2	Creating and editing a Data File Managing data: Listing cases, replacing missing values, computing new variables, recoding variables, exploring data, selecting cases, sorting cases, merging files	
3	Graphs Creating and editing graphs and charts	
4	Frequencies Frequencies, bar charts, histograms, percentiles	
5	Descriptive Statistics Measures of Central Tendency, Variability, Cross Tabulation, Chi square Analysis, means procedure	
6	Testing of Hypotheses Bivariate Correlation, The T test procedure, The one way ANOVA procedure.	

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Darren George, Paul Mallery:

SPSS for Windows – Step by Step : Pearson Education, (LPE).

SPSS 17.0 for Researchers, International Book House Pvt. Ltd.

Gupta S. L. :

Quantitative Data Analysis With SPSS : A Guide for Social Scientists ,

Alan Bryman, Duncan Cramer :

Routledge

Semester II

E-Commerce Business

Course Objectives

- To enable knowledge about E-commerce, security issues of e-commerce, payment systems of e-commerce and various e-commerce applications.

Unit	Contents Sessions
1	Introduction to E-Commerce Brief history of e-commerce, definitions of e-commerce, technical components and their functions, e-commerce versus traditional business, requirements of e-commerce. Advantages and disadvantages of e-commerce, Value chain in e-commerce, current status of e-commerce in India.
2	Business Models for e-commerce Types of business models (B2B, B2C, C2B,C2C) with examples. EDI – Requirement of EDI, types of EDI, advantages and disadvantages of EDI. ISP, Types of ISP, Choosing an ISP, domain name, domain name types, how to register domain name.
3	E-commerce Security Security issues, privacy issues, basic computer security, secure transaction, security threats, risk, security tools. Hacking, viruses, denial of service attacks, malicious code, Intruders, attacking methods. Cryptography, types of cryptography, symmetric and asymmetric cryptography. Firewall, types of firewall, components of firewall. Digital signature, digital certificate, secure electronic transactions, secure socket layer.
4	E-commerce Payment System Overview of Electronic payment technology, limitations of the traditional payment system, requirements of e-payment system. B2B Electronic Payments, Third-Party Payment Processing, Electronic Payment Gateway Electronic or digital cash, properties of digital cash, how it works. Online credit card payment system, smart card.
5	E-Commerce Applications E-Commerce and banking, e-commerce and retailing, e-commerce and online publishing, online marketing, e-advertising, e-branding.
6	Mobile Commerce Overview of M-Commerce - Wireless Application Protocol (WAP), Generations of Mobile Wireless Technology, Components of Mobile Commerce, Networking Standards for Mobiles Examples of M-Commerce, Current Status of M-Commerce in India, , M-commerce applications, Mobile information Services, Mobile banking and trading.

References

E-Commerce, C.S.V. Murthy,	Himalaya Publishing House
E-Commerce A Managerial Perspective	P.T.Joseph, Prentice Hall of India
Frontiers of Electronic Commerce	Kalakota and Whinston, Pearson Education

Semester II

Societal Concerns and NGO Operations

Unit	Contents Sessions
1	Introduction: NGO: concept, Characteristic features , types of NGO, social clubs, blood banks. Changing roles of NGO , NGO organizational structures .
2	NGO vs. Profit oriented organizations, features, Objectives , process and tasks of NGO, problems and prospects of NGO in India.
3	Problems and prospects of NGO in India and abroad, Role of government as a caretaker, planner for growth and development of NGO in India.
4	Business system and Societal aspects of Business- concept of Business – society relationships, Business as social system.
5	Social obligations and social responsibilities of business enterprise, Impact of business enterprise on society-business –its objectives and socially oriented organization.
6	Business its relationships with its stakeholders, business types of business enterprise , its contribution towards society, business core competency, sustainable advantage concept and applicability.

Semester II

FOREIGN LANGUAGE

Syllabus for Foreign Language to be as per the Language offered and standard norms

Semester II Six Sigma Technique

Course Objectives:

- Understand Six Sigma Methodology and how it applies to their day-to-day work
- Demonstrate tools and techniques required to assist Black Belts in their company's Six Sigma projects
- Identify and implement small-scale improvement projects

Unit	Content	Sessions
	Overview: Six Sigma and the Organization	
1	Value of six sigma, Organizational goals and six sigma projects, Organizational drivers and metrics	
2	Define Phase Project Identification, Voice of the customer (VOC), Project management basics, Management and planning tools, Business results for projects, Team dynamics and performance	
3	Measure Phase Process analysis and documentation, Probability and statistics, Statistical distributions, Collecting and summarizing data, Measurement system analysis (MSA), Process and performance capability	
4	Analyze Phase Exploratory data analysis, Hypothesis testing	
5	Improve Phase Design of experiments (DOE), Root cause analysis, Lean Tools	
6	Control Phase Statistical process control (SPC), Control plan, Lean tools for process control	

Reference Books

1. The Lean Six Sigma Pocket Toolbook: A Quick Reference Guide to 100 Tools for Improving Quality and Speed by Michael L. George, John Maxey, David Rowlands and Mark Price
2. The Six Sigma Way: How to Maximize the Impact of Your Change and Improvement Efforts by Peter Pande, Robert Neuman and Roland Cavanaugh
3. The Six Sigma Handbook: A Complete Guide For Green Belts, Black Belts, And Managers At All Levels by Thomas Pyzdek
4. Statistics For Six Sigma Made Easy! by Warren Brussee
5. The Certified Six Sigma Green Belt Handbook by Roderick Munro, Govindarajan Ramu and Daniel Zrymiak
6. Lean Six Sigma for Hospitals: Simple Steps to Fast, Affordable, and Flawless Healthcare by Jay Arthur
7. Six Sigma For Dummies by Craig Gygi and Bruce Williams
8. Six Sigma Demystified by Paul Keller
9. Six Sigma for Everyone by George Eckes
10. Six Sigma for Managers by Greg Brue

Semester II Enterprise Resource Planning (ERP)

Course Objectives:

- To understand the business process of an enterprise
- To grasp the activities of ERP project management cycle
- To understand the emerging trends in ERP developments

Unit	Content	Sessions
	Introduction	
1	Overview of enterprise systems – Risks and benefits - Fundamental technology – key elements to be consider in planning design and implementation of multi functional integrated ERP systems	
2	Functional Modules Basics of ERP software - Small medium and large enterprise vendor solutions, BPR, Basics of ERP modules - Accounting and Finance, sales and Marketing, Materials and Production management etc	
3	Implementation of ERP Planning for ERP -Implementation life cycle , Methodology and Frame work- Training – Data Migration. People Organization in implementation	
4	Post Implementation of ERP Organizational and Industrial impact, Maintenance of ERP, Effect on System.	
5	Recent Developments in ERP Developments in IT Technology, Considerations for Customer Relationship Management, Supply Chain Management and Business analytics etc.	
6	Mini Cases citing the ERP in business scenario.	

Reference Books

1. Mahadeo Jaiswal and Ganesh Vanapalli, ERP Macmillan India, 2006.
2. Summer, ERP, Pearson Education, 2008.
3. Jagan Nathan Vaman, ERP in Practice, Tata McGraw-Hill, 2008
4. Vinod Kumar Grag and N.K. Venkitakrishnan, ERP- Concepts and Practice, Prentice Hall of India, 2006.
5. Alexis Leon, Enterprise Resource Planning, second edition, Tata McGraw-Hill, 2008.

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION
Under: The Faculty of Management Studies
MASTER OF BUSINESS ADMINISTRATION – HUMAN RESOURCES (MBA - HR)
 (Choice Based Credit System)
 To be effective from 2018-19

1. INTRODUCTION :

The Master of Business Administration (HR) is a two-year programme offered by Bharati Vidyapeeth Deemed To Be University (BVDU), Pune and conducted at its Management Institutes in Pune, New Delhi, Karad, Kolhapur, Sangli, and Solapur. All the six institutes have experienced faculty members, excellent Laboratories, Library, and other facilities to provide proper learning environment to the students. This programme is very well received by the industry.

2. RATIONALE FOR SYLLABUS REVISION:

The Vision and Mission statements of the MBA (HR) program embody the spirit of the mission of the University and vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed To Be University, which is to usher in "Social Transformation through Dynamic Education

3. VISION STATEMENT OF MBA (HR) PROGRAM :

To facilitate creation of Dynamic and Effective Business Professionals, Managers and Entrepreneurs who can transform the corporate sector that caters to the needs of the society and contribute towards Nation building.

4. OBJECTIVES OF THE MBA (HR) PROGRAM :

The objective of MBA (HR) Programme is to provide world class Business Education and develop dynamic managers, entrepreneurs and business leaders. The program aims to develop the Decision Making capabilities of upcoming manager by enhancing Analytical Skills.

5. LEARNING OUTCOMES FROM THE MBA (HR) PROGRAM :

At the end of the course the student should be able to:

- Analyze problems and design effective and efficient solutions
- Learn new technologies with ease and be productive at all times
- Read, write, and contribute to Business literature
- To Develop Team Spirit and Leadership Capability.
- Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III – June For Sem - II, IV - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION:

Admission to the course is open to any graduate (10+2+3) of any recognized university satisfying the following conditions:

1. The candidate should have secured at least 50% (45% for SC/ST) in aggregate at graduate level university examination.
2. The Candidate applying in final year of bachelor's degree may also apply. Admission of such candidates will remain provisional until submission of final result certificates in original.
3. Subject to the above conditions, the final admission is based solely on
 - a) Submission of Migration Certificate, Transference Certificate etc.

9. DURATION

The minimum duration of the MBA degree programme is two years divided into four semesters although student may complete the programme gradually within a maximum period of Six years. If Programme is not completed successfully during Six years, he/she will be required to take fresh admission.

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	24000/-	24000/-
3	Examination Fee	8440/-	8540/-
Total		32940/-	32540/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.B.A.	48500/-	500/-	48000/-	10400/-	9600/-	28000/-

13. STUDENT SUPPORT SERVICES

a) Student Counselling:-

Full time Student Counselling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

17. STRUCTURE OF THE PROGRAMME :

The MBA-HR programme is of 76 credits which need minimum two years divided into four semesters to complete. During third semester students have to opt for specialization(s) and study the Units in the specialization in depth. The course also includes Internship / Summer Training of 60 days.

18. CREDITS:

The definition of credits is based on the following parameters;

- i) Learning hours put in by the learner (SLM)
- ii) Learning outcomes
- iii) Contents of the syllabus prescribed for the course etc.

In this system each credit can be described as a combination of components such as Personal Contact Sessions (PCP), Home Assignments, Practicals, teleconferencing, Audio Programme, Video Lectures. These components are further elaborated for an effective teaching learning process;

- Personal Contact Sessions (PCP): Personal Contact sessions delivered by Faculty member in an interactive mode.
- Home Assignments (IA):- It is compulsory to submit Assignments.
- Practical (P): It includes LAB sessions for IT related courses & Business Communication practice sessions.

19. A) SCHEME OF EXAMINATION:

Courses having **Internal Assessment (IA) and University Examinations (UE)** shall be evaluated by the respective Study Centre and the University at the term end for 30(thirty) and 70(Seventy) Marks respectively. The total marks of IA and UE shall be 100 Marks and it will be converted to grade points and grades.

Courses having **only Internal Assessment (IA)** the respective Study Centre will evaluate the students in various ways such as **Class Test, Presentations, Field Assignments and Mini Projects** for a total of 100 marks during the term. Then the marks will be converted to grade points and grades.

Open Courses shall be evaluated for 50 marks only (fifty marks only) *through Practical Assignments, Mini Projects, Field work, scrap book* etc depending on the subject.

B) COMPONENTS OF CONTINUOUS EVALUATION SYSTEM:

For Internal Assessment, under CBCS, the Continuous Evaluation (CE) pattern will be followed. Following are the suggested components of Continuous Evaluation System(CES),

- a) Case Study/Caselet/Situation Analysis- (Group Activity or Individual Activity)
- b) Field Assignment
- c) Role play
- d) Industry Analysis (Group Activity or Individual Activity)
- e) Business plan
- f) Quiz
- g) Workbook / scrapbook
- h) Presentations
- i) Mini Research Projects

20. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES:

The Faculty of Management Studies, Bharati Vidyapeeth Deemed University has suggested the use of a 10-point grading system for all programmes designed by its different Board of Studies.

The 10 point Grades and Grade Points according to the following table

Range of Marks (%)	Grade	Grade Point
80≤Marks≤100	O	10
70≤Marks≤80	A+	9
60≤Marks≤70	A	8
55≤Marks≤60	B+	7
50≤Marks≤55	B	6
40≤Marks≤50	C	5
Marks < 40	D	0

21. STANDARD OF PASSING:

For all courses, both UE and IA constitute separate Heads Of Passing (HoP). In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks) at UE and also a minimum grade point of 5.0 (40% marks) at IA. If learner fails in IA, the learner passes in the course provided he/she obtains a minimum 25% marks in IA and GPA for the course is at least 6.0 (50% in aggregate). The GPA for a course will be calculated only if the learner passes at UE.

- A student who fails at UE in a course has to reappear only at UE as backlog candidate and clear the Head of Passing. Similarly, a student who fails in a course at IA he has to reappear only at IA as backlog candidate and clear the Head of Passing. to secure the GPA required for passing.
- The performance at UE and IA will be combined to obtain GPA (Grade Point Average) for the course. The weights for performance at UE and IA shall be 60% and 40% respectively.
- GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

22. FORMULA TO CALCULATE GRADE POINTS (GP)

Suppose that 'Max' is the maximum marks assigned for an examination or evaluation, based on which GP will be computed. In order to determine the GP, Set $x = \text{Max}/10$ (since we have adopted 10 point system).

Then GP is calculated by the following formulas

Range of Marks	Formula for the Grade Point
$8x \leq \text{Marks} \leq 10x$	10
$5.5x \leq \text{Marks} \leq 8x$	Truncate (M/x) +2
$4x \leq \text{Marks} \leq 5.5x$	Truncate (M/x) +1

Two kinds of performance indicators, namely the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the courses in a particular semester, while the CGPA measures the cumulative performance in all the courses since his/her enrollment. The CGPA of learner when he/she completes the programme is the final result of the learner.

The SGPA is calculated by the formula

$$\text{SGPA} = \frac{\sum C_k * GP_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study during the Semester, including those in which he/she might have failed or those for which he/she remained absent. **The SGPA shall be calculated up to two decimal place accuracy.**

The CGPA is calculated by the following formula

$$\text{CGPA} = \frac{\sum C_k * GP_k}{\sum C_k}$$

where, C_k is the Credit value assigned to a course and GP_k is the GPA obtained by the learner in the course. In the above, the sum is taken over all the courses that the learner has undertaken for the study from the time of his/her enrollment and also during the semester for which CGPA is calculated. **The CGPA shall be calculated up to two decimal place accuracy.**

The formula to compute equivalent percentage marks for specified CGPA:

% marks (CGPA)	$10 * \text{CGPA} - 10$	If $5.00 \leq \text{CGPA} \leq 6.00$
	$5 * \text{CGPA} + 20$	If $6.00 \leq \text{CGPA} \leq 8.00$
	$10 * \text{CGPA} - 20$	If $8.00 \leq \text{CGPA} \leq 9.00$
	$20 * \text{CGPA} - 110$	If $9.00 \leq \text{CGPA} \leq 9.50$
	$40 * \text{CGPA} - 300$	If $9.50 \leq \text{CGPA} \leq 10.00$

23. AWARD OF HONOURS:

A student who has completed the minimum credits specified for the programme shall be declared to have passed in the programme. The final result will be in terms of letter grade only and is based on the CGPA of all courses studied and passed. The criteria for the award of honours are given below.

Range of CGPA	Final Grade	Performance Descriptor	Equivalent Range of Marks (%)
$9.5 \leq \text{CGPA} \leq 10$	O	Outstanding	$80 \leq \text{Marks} \leq 100$
$9.0 \leq \text{CGPA} \leq 9.49$	A+	Excellent	$70 \leq \text{Marks} \leq 80$
$8.0 \leq \text{CGPA} \leq 8.99$	A	Very Good	$60 \leq \text{Marks} \leq 70$
$7.0 \leq \text{CGPA} \leq 7.99$	B+	Good	$55 \leq \text{Marks} \leq 60$
$6.0 \leq \text{CGPA} \leq 6.99$	B	Average	$50 \leq \text{Marks} \leq 55$
$5.0 \leq \text{CGPA} \leq 5.99$	C	Satisfactory	$40 \leq \text{Marks} \leq 50$
CGPA below 5.0	F	Fail	Marks below 40

24. ATKT RULES:

A student is allowed to carry any number of backlog papers of Semester I and Semester II while going into Semester III. However, a student must clear all papers of Semester I and Semester II so as to become eligible for appearing in examinations at Semester IV.

25. DUAL SPECIALIZATION:

M.B.A.(HR) programme 2018-19 offers Dual Specialization to the students in second year of MBA(HR) Programme. Under dual specialization students are required to select any **Two Specialization** from the list given below in 4.2.

Specialization Combinations:

For MBA(HR), one specialization HR is commonly offered to the students, The second specialization may be chosen by the student in the following manner.

Specialization I

Human Resource Management

Specialization II (any one of these)

Human Resource Management (Core)
 Marketing Management
 Financial Management
 Information Technology Management
 Production & Operations Management
 International Business Management
 Agribusiness Management
 Retail Management

26. SUMMER INTERNSHIP :

At the end of Semester II, each student shall undertake Summer Internship in an Industry for 60 (**Sixty Days**). It is mandatory for the students to seek written approval from the Faculty Guide about the Topic & the Organisation before commencing the Summer Internship.

During Summer Internship students are expected to take necessary guidance from the faculty guide allotted by the Institute. To do it effectively they should be in touch with their guide through e-mail or telephone.

Summer Internship Project should be a research project or it may be an operational assignment that involves working by the students in an organization.

In case of an operational assignment

- 1) Students are expected to do a small research work in an organization wherein they are doing Summer Internship.
- 2) The students should identify specific problems faced by the organization in a functional area in which the assignment is given.
e.g.
 - a) Sales - sales targets are not achieved for a particular product or service in a given period of time.
 - b) Finance – mobilization & allocation of financial resources.
 - c) HR – Increase in employee turnover ratio.
- 3) In this study students should focus on
 - Identifying the reasons / factors responsible for the problems faced by the organization
 - Collection of data related to reasons /factors responsible for these problems
 - Data Analysis & interpretation
 - Findings & observations.
 - Suggestions (based on findings & observations) for improving the functioning of the organization.

The **learning outcomes and the utility to the organization** must be highlighted in Summer Internship Project Report.

- 4) General chapterization of the report shall be as under;
 - 1) Introduction: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
 - 2) Company profile: -
 - 3) Objectives of the study:-
 - 4) Data collection: -
 - 5) Data analysis & interpretation: -
 - 6) Findings & observations: -
 - 7) Suggestions:-

Annexure: -

- Questionnaire
- References.

5) Technical details :

1. The report shall be printed on A-4 size white bond paper.
2. 12 pt. Times New Roman font shall be used with 1.5 line spacing for typing the report.
3. 1" margin shall be left from all the sides.
4. Considering the environmental issues, students are encouraged to print on *both sides* of the paper.
5. The report shall be hard bound as per the standard format of the cover page given by the Study Centre and shall be golden embossed.
6. The report shall be signed by the respective guide(s) & the Director of the Study Centre.
7. Student should prepare two hard bound copies of the Summer Internship Project Report and submit one copy in the Study Centre. The other copy of the report is to be kept by the student for their record and future references.
8. In addition to this students should prepare two soft copies of their SIP reports & submit one copy to Study Centre.

The Summer Internship shall be assessed out 100 Marks. The break up of these marks is as under;

Viva- voce examination = 70 (Seventy) Marks

Summer Internship = + 30 (Thirty) Marks
 Report _____
 100 (Hundred) Marks

There shall be a viva-voce of Summer Internship Project Report for 70 marks. The examiners' panel shall be decided as per the guidelines received from the University.

The viva –voce shall evaluate the project based on

1. Actual work done by the student in the organization
2. Student's knowledge about the company & Business Environment
3. Learning outcomes for the student
4. Utility of the study to the organization

The detailed structure is as follows
 MBA (HR) Sem I

Course Code	Semester – I	Credits	UE marks	IA marks	Total marks	Examination Pattern
101	Management Concepts & Applications	2	70	30	100	UE & CE
102	Managerial Economics	2	70	30	100	UE & CE
103	Financial & Management Accounting	2	70	30	100	UE & CE
104	Organizational Behaviour	2	70	30	100	UE & CE
105	Statistical Techniques	2	70	30	100	UE & CE
106	Legal Aspects of Business	2	70	30	100	UE & CE
107	Business Communication	2	70	30	100	UE & CE
108	Information Technology Skills for Managers	2	-	100	100	CE
See Groups	Open 1	1	-	50	50	CE
	Open 2	1	-	50	50	CE
Total No. of Credits		18			900	-

Open Courses: Students can opt any two courses from the following

Code	Open Course
109	Soft Skills - I
110	Social Media Management
111	Event Management
112	Life Management Skills
113	Waste Management
114	Current Affairs
115	Data Analysis Using Software Tools (MS Excel)
116	Supply Chain Management

MBA (HR) SEM II

Course Code	Semester II	Credits	UE	CE	Total	Examination Pattern
201	Marketing Management	2	70	30	100	UE & CE
202	Financial Management	2	70	30	100	UE & CE
203	Human Resource Management	2	70	30	100	UE & CE
204	International Business	2	70	30	100	UE & CE
205	Production & Operations Management	2	70	30	100	UE & CE
206	Research Methodology	2	70	30	100	UE & CE
207	OD & Change Management	2	70	30	100	UE & CE
208	Business Ethics & Corporate Governance	2	-	100	100	CE
See Group	Open 1	1	-	50	50	CE
See Group	Open 2	1	-	50	50	CE
Total No. Credits		18			900	

Open Courses: Any two courses from the following

Code	Open Course
209	Soft Skills-II
210	Introduction to Business Analytics
211	Data Analysis Using Software Tools (SPSS)
212	E - Commerce Applications
213	Societal Concerns and NGO Operations
214	Foreign Language
215	Six Sigma
216	Enterprise Resource Planning (ERP)

MBA (HRM) SEM III

Course Code	Semester –III	Credits	UE	CE	Total	Examination Pattern
301	Strategic Management	2	70	30	100	UE & CE
302	Operations Research	2	70	30	100	UE & CE
303	Entrepreneurship Development	2	70	30	100	UE & CE
See groups	Specialization I - E-(i): Training & Development	2	70	30	100	UE & CE
	Specialization I - E-(ii):Labour Laws	2	70	30	100	UE & CE
See groups	Specialization II - E-(i) Human Resource Planning & Procurement	2	70	30	100	UE & CE
	Specialization II - E-(ii) HRD Instruments	2	70	30	100	UE & CE
304	**Summer Internship	2	70	30	100	UE & CE Viva- voce and Report
305	Cross Cultural Issues & International HRM	2	-	100	100	CE
See Groups	Open Elective 1	1	-	50	50	CE
	Open Elective 2	1	-	50	50	CE
Total No. of Credits		20			1000	

Open Courses: Any TWO COURSES from the elective groups opted by the student.

Open Courses under Marketing Management		Open Courses under IT Management	
306	Digital Marketing	322	IT in Banking, Financial Services and Insurance (BFSI) Domain
307	Customer Relationship Management	323	Legal Aspects of IT & IT Strategies
308	Marketing Research	324	Software Quality Standards & Process Documentation
309	Product & Brand Management	325	Cloud Computing For Managers
Open Courses under Financial Management		Open Courses under Production & Operations Management	
310	Corporate Taxation	326	Materials Management
311	Capital Market Operations	327	Maintenance Management
312	Financial Risk Management	328	World Class Manufacturing
313	Financial Statement Analysis	329	Business Process Re-engineering
Open Courses under Human Resource Management		Open Courses under Agribusiness Management	
314	Industrial Relations	330	Rural Banking
315	QMS & Innovation Mgt	331	Agriculture Marketing & Price Analysis
316	e-HRM	332	Commodity Market
317	Public Relations & Corporate Communication	333	Indian Agriculture & World Trade Organisation
Open Courses under IB Management		Open Courses under Retail Management	
318	Global Logistics & Supply Chain Management	334	Human Resource Management In Retail
319	International Economics	335	Retail Stores and Operations Management
320	Currency, Derivatives & Risk Management	336	International Retailing
321	Global Strategic Management	337	Information Technology in Retail Management

MBA (HRM) SEM IV

Course Code	Semester IV	Credits	UE	CE	Total	Examination Pattern
401	Project Management	2	70	30	100	UE & CE
See groups	Specialization I - E-(iii) Personnel Cost & Compensation Mgt.	2	70	30	100	UE & CE
	Specialization I - E-(iv) Performance Management System	2	70	30	100	UE & CE
See groups	Specialization II - E-(iii)Negotiation & Counselling	2	70	30	100	UE & CE
	Specialization II - E-(iv) HR Audit	2	70	30	100	UE & CE
402	Environment & Disaster Management	2	-	100	100	CE
See Group	Open 1:	1	-	50	50	CE
See Group	Open 2:	1	-	50	50	CE
Total		14			700	-

Open Courses: Any TWO COURSES from the elective groups opted by the student..

Open Courses - Marketing Management		Open Courses - IT Management	
403	Strategic Marketing	419	Big Data Analysis
404	Retail Marketing	420	IT Infrastructure Management
405	Marketing of Financial Services	421	Technology Management & IT Services
406	Social Media Marketing	422	Lab on Oracle & Open Source Software

Open Courses - Financial Management		Open Courses - Production & Operations Management	
407	Management Control System	423	Negotiation Management
408	Indirect Taxes	424	Service Operations Management
409	Banking Operations	425	Environment , Health & Safety
410	Financial Modelling Using MS Excel	426	Quality Management Standards
Open Courses - Human Resource Management		Open Courses under Agribusiness Management	
411	Labour Welfare	427	Microfinance
412	Managerial Competencies and Career Development	428	Rural Entrepreneurship
413	HR Lab	429	Agriculture & Indian Economy
414	HR Analytics	430	Marketing of Agro Products
Open Courses - IB Management		Open Courses under Retail Management	
415	Global Business Environment	431	Contemporary Retail Management
416	Foreign Exchange Management	432	Retail Planning
417	International Marketing Research	433	Retail & Distribution Management
418	Regulatory Aspects of international Business	434	Rural Retailing

LIST OF SPECIALIZATION - ELECTIVES

Elective: Marketing Management

Sem III	
Code.	Name of the Course
MK01	Consumer Behaviour
MK02	Services Marketing
Sem IV	
MK03	Sales & Distribution Management
MK04	Integrated Marketing Communication

Elective: Financial Management

Sem III	
Code.	Name of the Course
FM01	Investment Analysis & Portfolio Management
FM02	Management of Financial Services
Sem IV	
FM03	Corporate Finance
FM04	International Financial Management

Elective: Human Resource Management

Sem III		CORE HR	
Code.	Name of the Course	Code.	Name of the Course
HR01	Training & Development	HR05	Human Resource Planning and Procurement
HR02	Labour Laws	HR06	HRD Instruments
Sem IV		Sem IV	
HR03	Personnel Cost & Compensation Mgt.	HR07	Negotiation and Counseling
HR04	Performance Management System	HR08	HR Audit

Elective: International Business Management

Sem III	
Code.	Name of the Course
IB01	Regulatory Aspects of International Business
IB02	Export Import Policies, Procedures and Documentation
Sem IV	
IB03	International Marketing
IB04	Global Business Strategies

Elective: Production & Operations Management

Sem III	
Code.	Name of the Course
PM01	Quality Management
PM02	Production Planning & Control
Sem IV	
PM03	Logistics & Supply Chain Management
PM04	Industrial Management

Elective: Information Technology Management

Sem III	
Code.	Name of the Course
IT01	System Analysis & Design
IT02	Information System Security & Audit
Sem IV	
IT03	RDBMS with Oracle
IT04	Enterprise Business Applications

Elective: **Agribusiness Management**

Sem III	
Code.	Name of the Course
AM01	Rural Marketing
AM02	Supply Chain Management in Agribusiness
Sem IV	
AM03	Use of Information Technology in Agribusiness Management
AM04	Cooperatives Management

Elective: **Retail Management**

Sem III	
Code.	Name of the Course
R01	Introduction to Retailing
R02	Retail Management & Franchising
Sem IV	
R03	Merchandising, Display & Advertising
R04	Supply Chain Management in Retailing

MBA(HR) Semester I

101: MANAGEMENT CONCEPTS AND APPLICATIONS

Course Objectives:

- 1 To impart the understanding of basic management concepts.
- 2 To familiarize the learner about application of Management concepts.
- 3 To expose learner with basic concepts of functional management.

Syllabus:

Unit	Contents
1	INTRODUCTION TO MANAGEMENT: A. Introduction to Management- Definitions & Characteristics of Management-Scope of Management-Management – Science or Art?-Functions of Management. Administration and Organization, Skill Sets for a Manager. B. The Evolution Of Management Thoughts- Fredrick Taylor & Scientific Management, Henry Fayol- General Principles Of Management,.
2	Management Functions – concept of “POSDCORB”, Staffing, Coordination, Decisions, Decision Making process, Nature, Importance and limitations of decision, Decision making models: classical, Administrative, Political and Vroom-Jago Model. Concept of Leadership.
3	PLANNING & ORGANIZING: A. Planning -Introduction to Planning & its Importance-Definitions-Benefits / Importance of Planning-Nature of Planning- Planning Process-Types of Planning- Repeated Use Plan-Single Use Plan. B. Organization -Introduction & Definition-Why study Organization?-Principles of Organization-Creating an Organization Structure- Informal Organization- Departmentalization, line and staff relationship
4	DIRECTING , COORDINATING A. Span of Management -The Concept of Authority & Responsibility Definitions-Different views on Authority, Power & Authority, Limits of Authority, Centralization & Decentralization, Responsibility, B. Delegation of Authority, Advantages of Effective Delegation, What to delegate & What not to delegate?-Barriers to effective delegation-Guidelines for effective delegation-Distinctions between Delegation & Decentralization-
5	CONTROL A. Controlling- Basic Concept, Relationship between Planning & Controlling. The Basic Control Process, Requirement for Effective Control, Control Techniques, Use of IT for Controlling. B. Zero Base Budgeting and Management audit
6.	FUNCTIONAL DEPARTMENTS AND SECTIONS - HR, Marketing, Production & Operations, Finance, etc. INTRODUCTION TO BUSINESS SECTORS: Manufacturing (Automobile, Pharmaceutical, etc), Service (IT, Telecom, Banking, Insurance, etc)

Suggested Readings

Wehrich, Heing and Harold Koontz	<i>Management: A Global Perspective</i> , Mc-Graw Hill, New-Delhi.
Koontz & O’Donnel	Principles Principles and Practice of Management of Management (McGraw Hill) -
Luthans, Fred,	<i>Introduction to Management</i> , McGraw Hill
L.M. Prasad	Principles and Practice of Management
Tripathi & Reddy	Principles and Practice of Management
Websites	<ol style="list-style-type: none"> 1. https://india.gov.in/ 2. http://pmindia.gov.in/en/ 3. http://www.makeinindia.com/policy/new-initiatives 4. https://mygov.in/group/digital-india 5. www.skilldevelopment.gov.in/World%20Youth%20Skills%20Day.html

MBA(HR) Semester – I

102: MANAGERIAL ECONOMICS

Course Objectives:

- To impart knowledge about the theories of Economics required in Business scenarios
- to train the students to apply this theoretical knowledge to practical business situations

Unit

Contents

- 1 **Introduction to Economics For Business**
Internal and External Environment of Business, Nature and Scope of Managerial Economics, Significance of managerial economics in

decision making. Firm and its Objectives, Theories of Firm, Relevance of Profit Maximization in Modern Context, Role of a managerial economist

2 **Demand Analysis:**

Theory of Demand, Law of demand, Determinants of Demand, Derivation of 'D' curve, Substitution and Income Effect. Elasticity of Demand – Price, Income, Cross and Advertising elasticity, Uses of Elasticity of Demand for managerial decision making,

Market Demand and Company Demand, Demand Estimation, Demand Forecasting - meaning, significance and methods, Demand forecasting of a new product.

3 **Supply Theory:**

The Theory of Supply, Law of supply, supply elasticity – use in managerial decision making, Production concepts and analysis: Production and Cost, Production Function, Concept of Productivity

4 **Costs**

Cost concepts and analysis, Classification of Costs - Short Run and Long Term Costs, Cost Function - short run and long run cost curves and its managerial uses.

Least Cost Combination of Inputs, Producer's equilibrium, Law of Variable Proportions, Law of Returns to Scale, Estimation of Cost Function - Problem of Estimation of Cost and Production Function, Break-even analysis. L-Shaped Cost Function

5 **Market Structures**

Market equilibrium with reference to Marginal Revenue and Marginal Cost concept, Market Structure: Perfect Competition: meaning, features and determination of price under perfect competition.

Monopoly: Features, pricing under monopoly, Price and Output, Discriminating Monopoly, Relationship under different market structures,

Monopolistic Competition – features, pricing under monopolistic competition, product differentiation Oligopoly – features, Oligopoly and barrier to entry, price leadership

Pricing Strategies: Price Determination, full cost pricing, product line pricing, price skimming, penetration pricing. Prisoner's Dilemma and Game Theory approach to oligopoly decision making.

Linear Programming – Project Evaluation & Cost

6 **National Income:** Concepts and Various methods of measurement of National Income, Nominal GDP, Real GDP, and GDP Deflator, Inflation – Meaning, types and Causes, Philips Curve and its trade-off, Business cycle theories, Shumpeter and Solo Model, Overview of Economic Budget, fiscal Deficit, surplus, Fiscal policy and impact on Managerial decision making.

Teaching Pedagogy

- Case Study Method and Mathematical Applications along with theoretical explanations.

Suggested Readings

Dominick, S., <i>Managerial Economics</i> , McGraw Hill Inc., Princeton	<i>Economics a Global Economy</i> , McGraw Hill Inc., Princeton
Adhikari, M.	<i>Managerial Economics</i> , Khosla Publication House, New Dehli, 1999
Artis M. J.	<i>Macro Economics</i> , Oxford University Press, 1985 Reprint
Craig P.H and W Chris Lewis	<i>Managerial Economics</i> , Prentice Hill Ltd, New Dehli
Bayes Michael	<i>Managerial Economics and Business Strategy</i> , Irwin, Chicago, 1997
Dean Joel	<i>Managerial Economics</i> , Prentice Hill Ltd, New Dehli
Paul A Samuelson., William D Nordhaus	<i>Economics</i> , (Indian adaptation by Sudip Chaudhuri and Anindya Sen), Tata McGraw Hill.

MBA(HR) Semester – I

103: Financial and Management Accounting

Course Objectives:

- To acquaint the students with the fundamentals of Financial Accounting.
- To orient the students to the Accounting process involved in preparation of Books of Accounts and Financial Statements
- To familiarize the students with the concepts of Cost and Management Accounting and applications of Management Accounting techniques

Unit

Contents

1 **Introduction to Financial Accounting**

Meaning, Objectives and Scope of Financial Accounting, Accounting Concepts and Conventions, Accounting Cycle

2 **Accounting mechanics**

Principles of Double Entry Book-Keeping, passing of accounting entries in Journal, Ledger and Preparation of Trial Balance, Preparation of Trading, Profit & Loss Account and Balance Sheet of a Sole Proprietor

3 **Introduction to International Accounting Standards:**

Development of international accounting and financial reporting rules, need for International Financial Reporting Standards (IFRS), Disclosure of Accounting Policies, reporting needs of emerging economies, IFRS for Small and Medium Enterprises(SMEs).

4 **Introduction to Cost and Management Accounting**

Cost Accounting – Meaning, Importance, Classification of Costs, Preparation of Cost sheet. Nature and Scope of Management Accounting, Distinction between Financial and Management Accounting.

5 **Techniques of Management Accounting (Budgetary Control)**

Budgeting and Budgetary Control – Meaning, Objectives, Advantages and Limitations of Budgeting, Types of Budget, Practical

Questions on Cash Budget and Flexible Budget

6 **Techniques of Management Accounting (Standard Costing and Marginal Costing)**

Standard Costing – Meaning and Application, Essentials of standard Costing, Variance Analysis- Material and Labour Cost Variances.

Marginal Costing – Meaning of Marginal Cost, Characteristics of Marginal Costing, Cost-Volume-Profit Analysis – Profit/Volume ratio, Break-Even Analysis and Margin of Safety

Teaching Pedagogy:

- Case Study and Real Life Examples, contact sessions

Suggested Readings

1	Horngren, Charles T.,	<i>Introduction to Management Accounting</i> , Prentice Hall of India Private Ltd., New Delhi
2	R.L.Gupta, M.Radhaswami	Advanced Accountancy
3	S.N. Maheshwari, S.K.Maheshwari	An Introduction to Accounting
4	Ashok Sehgal, Deepak Sehgal	Taxman's Financial Accounting
5	M N Arora	Cost and Management Accounting, Vikas publications Eighth Edition
6	Colin Drury of Huddersfield	Cost and Management Accounting: 6 th edition, ISBN 18430349X
7	Pauline Weetman	Financial and Management Accounting – An introduction by 5 th edition

MBA(HR) Semester – I

104: ORGANIZATIONAL BEHAVIOUR

Course Objectives:

- To introduce the role of individual, group and organizational processes on individual behaviour in a work setting
- To give insights on how concepts of organizational behaviour are applied by management practitioners and organizations

Unit

Contents

1	Introduction to Organizational Behaviour and Individuals in Organization - Definition - Evolution of the Concept of OB- Contributions to OB by major behavioural science disciplines - Challenges and Opportunities for OB managers - Models of OB study The nature of organisations: Components of organisations; Organisations as open systems, Managers in organisations, Productivity and managerial performance, Organisational behaviour and the workplace, Managing organisational transitions, Managing new forms of Organisation.
2	Learning, Perception, Attitudes and values Concept of learning, Theories of Learning – Learning curves. Perception – Factors influencing perception, Process, Managerial implications - Perception and attribution: meaning, halo effect, stereotyping, pigeon holing, Attitudes and Job Satisfaction - Components of Attitude - Major Job Attitudes - Job Satisfaction, Job involvement, Organizational Commitment. Personality and Values - Personality Determinants - MBTI, Big - Five Model, Values - Formation - Types of Values Principles of reinforcement – schedules of reinforcement,
3	Motivation Concepts to applications Concept of motivation - Definition - Theories of Motivation - Maslows' need Theory Herzberg, McClelland, Porter and Lawler Model, ERG Theory - Theory X and Theory Y - Two Factor Theory - Equity Theory - Vroom's Expectancy Theory – Application of Motivation concept, Individual motivation and motivation in the organization, Cultural Differences in Motivation, Intrinsic and Extrinsic Motivation, The Job Characteristics model – Work Redesign
4	Foundations of Group Behaviour Group - Formation of Group - Classification - informal and formal groups, Group Properties - Roles, norms, status, size and cohesiveness - Group decision making – Teams: team building: selecting team members, team roles, stages in team development, team building, team identity, team loyalty, commitment to shared beliefs, multi-disciplinary teams, Team Dynamics: decision-making behaviour, dysfunctional teams, Understanding teams - creating effective teams. Conflict - Process - Conflict management
5	Leadership Concept of Leadership - Traits of good Leader - Difference between Leader and Manager - Theories of Leadership - Ohio State and Michigan Studies - Blake and Mouton theory - Fielders model - Likert's model. Managers as leaders. 3D leadership model. Leadership Styles. The management Grid, Future perspectives of Leadership
6	Emerging Issues: Stress: meaning and types, burnout, strategies to manage stress, Workforce diversity. Culture - Definition, Culture's function, need and importance of Cross Cultural training - Organizational Change

Suggested Readings

1	Robbins, Timothy Judge, Seema Sanghi	Organizational Behaviour - Stephen Pearson Prentice Hall, 12 edition
2	Fred Luthans	Organizational Behaviour, Mc Graw Hill Inc
3	John Newstrom and Keith Davis	Organizational Behaviour, Tata McGraw Hill, 11 edn
4	Kavita Singh	Organizational Behaviour , Pearson Publication
5	Deshpande S W and Puranik Vijaya	Organizational Behaviour

MBA(HR) Semester – I

105: Statistical Techniques

Course Objectives:

- To familiarize the students with the basic statistical techniques and their applications in business decision-making
- To develop the quantitative skills of the students so as to make them skilled at understanding data, comparing two or more data sets and predicting business data etc.

Unit	Contents
1	<p>Importance of Statistics in Business Management Domain Business Statistics: Definition, Importance in management domain Organizing data: Frequency distribution, types of frequency distribution Diagrams and Graphs - Diagrammatic presentation of data, Graphs - Frequency polygon and frequency curve, Histograms, Cumulative Frequency Curves (ogives).</p>
2	<p>Measures of Central Tendency and Dispersion Measures of Central Tendency: Arithmetic Mean, Median, mode, partition values – quartiles, deciles and percentiles, Applications in business. Measures of Dispersion: Range, Semi Inter-quartile range, mean deviation, standard deviation, coefficient of variation, methods of calculation and applications.</p>
3	<p>Correlation Analysis Definition, Types of correlation, methods of studying correlation– Scatter Diagrams, Karl Pearson's coefficient, Rank correlation, coefficient of determination. Application of Correlation to business and management</p>
4	<p>Regression Analysis Definition, significance of regression method, regression lines, regression coefficient, Applications in business</p>
5	<p>Probability and Probability Distribution Sample space, events, basic rules of probability, random variable, conditional probability, Bayes' theorem Probability Distributions- Binomial distribution, Poisson distribution & Normal distribution. Problems based on Business applications.</p>
6	<p>Association of Attributes Introduction, Notations, Classes and Class frequencies, Order of classes and Class Frequencies, Relation between Class frequencies: two attributes and three attributes, Yule's Coefficient of association and interpretation Decision Making: Process of decision making, types of decision. Risk, uncertainty, etc. Criterion of decision making</p>

Suggested Readings

1	S.C. Gupta & Indira Gupta	Business Statistics
2	Richard I. Levin & David S. Rubin	Statistics for Management
3	Hooda R. P.	Statistics for Business and Economics, (2010, 4e), Macmillan
4	Terry J K (2007)	Business Statistics 2/e, Pearson Education, New Delhi
5	David and Lori	(2008) Applied Statistics in Business and Economics, Tata Mc Graw Hill
6	Q. Zamiruddin & V.K. Khanna, S. K. Bhambri	Business Mathematics
7	Bhardwaj R. S.	Business Statistics

**MBA(HR) Semester – I
106: Legal Aspects of Business**

Course Objectives:

- To provide students with in-depth understanding of business related laws

Unit	Contents
1	<p>The Indian Contract Act 1872: Essential elements of a contract, performance and discharge of a contract, Offer and Acceptance, Consideration, Legality of Object, Capacity to contract, Free Consent, Modes of Discharge, Breach and Remedies, Quasi Contracts</p>
2	<p>The Sale of Goods Act 1930 Formation of a contract of sales and its features, Conditions and warranties, Rights of an unpaid seller, Types of Goods, Distinction between sale and agreement to sell, Performance of contract</p>
3	<p>The companies Act 1956 & Companies Act, 2013 Comparative Study of the Companies Act, 1956 and the Companies Act, 2013 on the basis of the following Kinds of companies, Formation of a company, Memorandum of Association(M/A), Articles of Association(A/A), Prospectus, Meetings, Appointment and Removal of Directors, Shares, types of shares and dividends.</p>
4	<p>The Arbitration and Conciliation Act 1996 Definition, Arbitration Agreement, Composition of Arbitral Tribunal, Jurisdiction of Arbitral Tribunal, Conduct of Arbitral Proceedings, Alternative Dispute Resolution System</p>
5	<p>Consumer Protection Act, 1986. Introduction, consumer and consumer disputes, Definitions of Consumer, Complainant, Goods, Service - Meaning of Consumer Dispute Complaint - Unfair Trade Practices – Restrictive Trade Practices Rights of Consumers Consumer Disputes Redressal Agencies, consumer protection councils</p>
	<p>Objectives and Need of the Competition Act , 2002</p>
6	<p>The Information Technology Act, 2000 Introduction, Digital Signatures, Electronic governance, Cyber Laws, Cyber crime – types and remedies, Electronic records, controlling and certifying authority, cyber regulation appellate tribunals, Important Provision of Information Technology Act 2000 Intellectual Property Rights: Introduction, Scope and objective of Patent Act, 1970. Patentable and Non-patentable inventions. Types and overview of IPR, Types of Patents, Trademarks, Copyrights, Industrial designs, Important provisions with respect to – registration, renewal, revocation, remedies in case of infringement etc.</p>

Reference Material

Suggested Readings

1	M.C.Kucchal:	Business Law/Mercantile Law, Vikas Publishing.House (P) Ltd.
2	N. D. Kapoor	Elements of Mercantile Law
3	Dr. B. L Wghera	Universal Law Publication, Law relating to Intellectual Property

4	Dr. Paranjpe	The Arbitration and ADR
5	Dr. M. Dasgupta	Cyber Crime in India
6	Avtar Singh	Law of Arbitration and Conciliation
7	Lee Reach,	<i>Business Laws</i> , Oxford University Press, UK
8	M.C.Kucchal,& Vivek Kucchal:	Business Legislation for Management, Vikas Publishing House (P) Ltd.

MBA(HR) Semester – I
107: Business Communication

Course Objectives:

- To familiarize with the process of communication and the principles & techniques of business communication
- To enable student to understand the different dimensions of business communication
- To enlighten about the communications strategy for managers

Unit	Contents
1	Fundamentals of Business Communication Meaning and importance of communication in business, Essentials of effective communication, Channels of communication, their effectiveness, limitations, Barriers to communication, approaches to effective Communication
2	Communication in Organizations : Communication needs of business organization, Strategies for improving Organizational communication. Modes and levels of communications in organizations. direction of flow of communication in organization, networks of flow of communication – wheel network, chain network, Y network, circle network, etc. Dimensions of Business Communication – Intra-personal communication, Inter-personal communication, verbal communication, listening, feedback, types of feedback, importance of feedback, non-verbal communication, Intra-organizational communication, inter-organizational communication. Intra-cultural and inter-cultural communication. Formal and informal and their characteristics,
3	Forms of Business Communication: Written Communication, Principles of Effective Written Communication. <ul style="list-style-type: none"> • Business letters – Parts of business letters, letter formats, envelope, address on envelope, • Types of business letters : office order, office circular, invitation letters, enquiry letters, trade reference letters, etc • Letters from Purchase department, Letters from the Sales /Marketing Department, Accounts department, Personnel department, Letters of social significance, Tenders, Quotations and Orders, Banking Correspondence, Letters of enquiry, dealing with complaints, • Letters to staff, Memos, Writing Emails. Office notes, Reminders and Follow ups, Employee Newsletters, • Meetings, Notices, agenda, minutes of the meeting • Exercises for Written Communications: Essay writing, Poster Making, Writing, an Advertisement Copy, Slogans, Captions, & preparing Press notes, Letter Of Acceptance, Letter Of Resignation
4	Communication Strategy for Managers: Communicating different types of messages – positive or neutral messages, negative messages, persuasive messages, effective team communication, motivational communication. Technology enabled communication – role of technology, different forms of technology for communication, telephone, tele-fax, teleconferencing, email, text messaging, podcast, blog, wikis, videos, social media, power point, etc. Netiquettes, internet etiquettes
5	Exercises for Oral Communications: Individual and Group Presentations, Extempore, Role Playing, Debates and Quiz Effective notes taking, Strategies to improve reading skills, Speech Writing, Creative Writing. Oral Communication: Speaking skills, Public Speaking, Effective Listening, Strategies for Communicating in Teams
6	Curriculum Vitae, Invitation To Interviews, Offer Of Employment, Job Description, Letter Of Acceptance, Letter Of Resignation. Business Reports and Proposal: what is a report? Elements of effective business report, purpose of writing reports, steps in writing a routine report, corporate reports. Format of a business report

Reference Books

1. Business Communication , second edition, by Meenakshi Raman,Prakash Singh, Oxford Higher Education.
2. Business Communication , second edition, by R.K.Madhukar, Vikas Publications.
3. Business Communication , second edition, by Asha Kaul, PHI Publications.
4. Communication for Business , Fourth edition, by Pearson Education.
5. Business Communication , second edition, by P.D.Chaturvedi, Mukesh Chaturvedi, Pearson.

MBA (HR) Semester I
108: Information Technology skills for Managers

Course Objectives:

- To understand the basics of computer hardware and software
- To impart the IT skills and knowledge necessary for managers
- To make the students familiar with office automation software

Unit	Contents
1	Introduction to Computer <ul style="list-style-type: none"> • Introduction to types of Computer systems, Basic Computer operations, connecting devices • Networks: Networking hardware, types of network, Internet, Intranet and Extranet Applications, • Practical data processing application in business, and Computer applications in various areas of business.
2	Computer Software: <ul style="list-style-type: none"> • Types of software (System, application, utility), • types of application software (content access, end user, enterprise, simulation, application suite), examples, selecting and acquiring software options for procuring the software (licensed, sold, public domain, open source, freeware, shareware), • software trends and issues (mobile applications, integration of in-house and outsourced services strategy, cloud based enterprise solutions), Data Base, Data Base Management Systems.

- 3 **IT Skills:** Lab sessions necessary
Microsoft Office- Introduction and working with MS Word, Features - insert headers and footers, insert table and table options, Mail Merge.etc
MS Power point- Basic introduction, features, Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations, design a template, entering data to graph, organization chart, slide transitions, creating slide shows.
MS Excel – Basic functions, Creating, Analyzing & Formatting Data & Content Collaborating – Insert, View, Edit etc. Managing Workbooks, advance functions, sensitivity analysis, Pivot tables etc.
 Introduction to HRIS, Introduction to Tally Package for accounting.
- 4 **Internet, Security and E-Commerce:** Introduction, Core features of the Internet, Internet Applications, Internet and World Wide Web, Extranet and E-mail, Mobile Computing, Electronic Commerce, Types of E-Commerce and their utilities
- 5 **Management Information Systems:** Introduction to MIS, Principles of MIS, Characteristics, functions, structure & Classification of MIS, information for decisions; MIS in Manufacturing, Marketing, Finance Human Resource Management, Materials & Project Management; Brief idea about knowledge management, Information Technology in Knowledge Management, Roles of people in knowledge management. Types of information systems(TPS, MIS, OAS, DSS, ESS, ES, KWS), GIS Information systems and functional areas- Transaction processing system, Human Resource systems and Marketing systems, Operations and Financial Management systems.
- 6 **Current trends-** Integrated enterprise system (ERP, CRM, and SCM), COBIT- IT governance tool, changing role of CIO. Concept of SMAC (Social, Mobile, Analytics and Communication), use of Social media facebook, tweeter, linkedIn etc. for general communication and business communication, social media for marketing, email and video conferencing tools for business communication, Analytical tools of data interpretation.
Managing E-identity, Security issues: Precautions in using the Information technology tools and media. Secure surfing, Creating Profile on Social Media. Online security, e-fraud – types and preventions, threats from use of IT systems, threat against IT system,

Suggested Readings

- | | | |
|---|------------------------------|--|
| 1 | Ramesh Behl | “Information technology for Management”, Tata McGraw Hill Publication, 2nd edition |
| 2 | Pradeep K Sinha, Priti Sinha | “Computer Fundamentals”, BPB Publication |
| 3 | A. K. Saini, Pradeep Kumar | “Computer Application in Management” Anmol Publications Pvt. Ltd. |
| 4 | Geoff Walsham | “Interpreting Information Systems in Organizations”, The Global Text Project , 2011

http://www.saylor.org/site/textbooks/Information%20Systems%20or%20Business%20and%20Beyond.pdf |
| 5 | Henry C. Lucas | “Information Technology for Management”, McGraw-Hill/Irwin , 2009

https://dl.dropboxusercontent.com/u/31779972/Interpreting%20Information%20Systems%20in%20Organizations.pdf |
| 6 | David T. Bourgeois | “Information Systems for Business and Beyond”, Saylor Foundation , 2014

https://dl.dropboxusercontent.com/u/31779972/Information%20Technology%20For%20Management.pdf |

MBA(HR) Semester I

109: Soft Skills-I

Contents

- Unit**
- 1 **SWOT Analysis :** Basics of PERSONAL SWOT analysis
 Identifying Strengths, Weaknesses, Deficiencies ETC. Performing SWOT on yourself
- 2 **The Art of Effective Communication:** Presentation skills, Group Discussion, Debates
- 3 **Time Management :**Importance of setting Tasks, Applying basic principles of Time management; identify productivity cycles, and set goals and priorities, Create a time management plan and a daily plan, Effectively utilize time by using technology and reducing time wastage. Manage interruptions, increase meeting productivity, overcome personal time wasters, and prevent personal work overloads. Screen and organize information to reduce information overload.
- 4 **Public Speaking Skills :** Public Speaking skills
 Emoting: Importance of Eye Contact, Audience engagement
 Forms of speech, Content Preparation, Debating, Extempore - Do’s and Don’ts
- 5 **Body Language:** Details about body language for effective communication
- 6 **Verbal communication** in practice, Speaking Skills, Assertiveness, Strategies For Assertiveness : Use Of Language, Empathetic Presentation, Paraphrasing, Asking Questions, Visualization And Realization Of Goal, Create A Positive Impression, Indicators Of Assertive Behavior, How To Say **No**, (Provide reason and logic, Broken Record, Rain Check)
Listening Skills : Importance of listening, Techniques of effective listening, practical exercise on improving listening skills

MBA(HR) Semester I
110: Social Media Management

Course Objectives:

- To introduce the learners to the different social media
- To educate about the strengths and weaknesses of Social Media

Unit	Contents
1	INTRODUCTION TO SOCIAL MEDIA Introduction to Social Media, What is Social Media?, How Social Media developed, Managing Information Aggregators, Google Alerts, Blogs
2	GETTING READY FOR SOCIAL MEDIA Getting ready for Social Media, Content Management, Touchpoint analysis, Scheduling, Creating content, Managing content programs, Planning Worksheets
3	LEGAL ASPECTS OF SOCIAL MEDIA The Legal Issues in Social Media, In-house guidelines, Copyright and Trademark Implications, Blogs, Blogger
4	PODCASTING Podcasting What is it? Where to find, How to create a) Hardware b) Software Facebook, Facebook Creating groups and pages Tips and Guides, Facebook Posts Paid Promotion Ads Contests.
5	GOOGLE + Google+ Set-up and usage, Company profile Hangouts, SEO What is it? How it is determined, How to affect it, Google's role, YouTube, Long-form video platforms, Setting up a channel, Managing content
6	SOCIAL MEDIA SITES Twitter, Set-up and usage, Tips, Up and Coming Social Media, LinkedIn, LinkedIn Tips and Guides, Review of profiles, Pinterest, Visual social media and bookmarking Set-up and management, Collaborative Marketing & Crowd sourcing

Please note that practical session for all the above topics has to be conducted along with theory class.

MBA(HR) Semester I
111: EVENT MANAGEMENT

Unit	Contents
1	Introduction to event Management, Size & type of event, Event Team, Code of ethics
2	Event Planning & Team Management Aim of event, Develop a mission, Establish Objectives Preparing event proposal, Use of planning tool Special Events, Research & Planning, Protocols, Dress codes, staging, staffing
3	EVENT MARKETING AND ADVERTISING Nature of Marketing, Process of marketing Marketing mix, Sponsorship
4	EVENT LEADERSHIP & COMMUNICATION Leadership skills , Managing team , Group development, Managing meetings, Written communications, (Official, demi-official, Invoice). Verbal communications, Leadership, Traits and characteristics
5	EVENT SAFETY AND SECURITY Security, Occupational safety, Crowd management, Major risks and emergency planning, Incident reporting, emergency procedures
6	BASIC EVENT ACCOUNTING Budget, break even point, cash flow analysis, Profit & loss statement, balance sheet, panic payments, financial control system
	Project Work

MBA(HR) Semester I
112: Life Management Skills

Course Objectives:

- Provide guidelines to apply life skills into practice.

Unit	Contents
1	Introduction: Definition of life skills concept: Definition, concept of skill in Life Skills, primary goal of life skills programme. Definition of Personality, Determinants of Personality- biological, psychological and socio- cultural factors., Misconceptions and clarifications , Need for personality development
2	Coping: meaning, types of coping strategies – 1) appraisal focused (Adaptive Cognitive), 2) problem focused (adaptive behaviour) & 3) Emotion Focused
3	Empathy: Meaning, difference between empathy and sympathy, Anger and stress: meaning and strategies to overcoming the same.
4	Study Skills: Meaning, types of study skills, methods based on memorization – rehearsal and role learning, Exam Strategies- time management, organisation and life style changes.
5	Moral Development: Meaning, interpersonal influences on moral development, moral development and social exclusion. ABC of moral life. Morality: Morality and culture, morality and intergroup attitudes, moral emotions
6	Self Awareness : Self Management Self Evaluation, Identifying one's strength and weakness, Planning & Goal setting, Managing self –emotions, ego, pride. , Self discipline, Self criticism , Recognition of one's own limits and deficiencies Independence etc , Thoughtful & Responsible behaviour Community and Community Development: Individual's role and responsibility in society.
	Suggested Readings
1	Stella Cottrell Academic Writing: A handbook for International Students, Stephen Bailey
2	Mary Deane Critical Thinking Skills: Developing Effective Analysis and Argument
3	Donald Currie Developing and Applying Study Skills : Writing Assignments, Dissertations and

MBA(HR) Semester I
113: Waste Management

Course Objectives:

- To sensitize the students about the current environmental & health related issues that comes from inadequate waste management.
- To Understand the problems caused by inadequate waste management and possible solutions for the same and create environmentally responsible citizens

Unit	Contents
1	Introduction to Ecosystem and Waste Management. Types, Importance and Need of Waste Management - Waste Management practices in Indian Industries – Future challenges in Waste Management. Ecosystem - Meaning, Types, Components, Structure and Functions, Levels of organization in nature- Food chain and Tropic structure, Biogeochemical Cycles, Energy flow – Definition
2	Collection and Disposal of Waste : Site selection and plant layout of an incinerator, Collection of Waste, problems in collection of waste, Waste Disposal methods- Landfill, Incineration/Combustion, Recovery and Recycling, Composting
3	Electronic Waste Management. E-Waste - Meaning, Sources of E-Waste and their effects on environment and human beings
4	Students shall undertake desk research on e- waste management systems adopted by commercial organisations.
5	Students shall visit Waste Management Department of Local Administrative Bodies like Municipal Corporation, Municipal Councils etc. and prepare a report on how waste management is done in their area.
6	Report Preparation and Presentations on Unit no. 4 and 5

References:

1. Solid Waste Management : Subhash Anand, Mittal Publications, New Delhi (2010)
2. E- waste: Implications, Regulations and Management in India abd Current Global Brst Practices – Rakesh Johri, TERI Press New Delhi (2008)

Website:

Ministry of Environment, forest and Climate Change , Government of India (<http://envfor.nic.in/content/draft-waste-management-rules>)

MBA(HR) Semester I
114: Current Affairs

Course Objectives:

- To develop in the students the skill to read the latest news related to business and general
Students will be required to read, listen to or watch the news regularly and come back and report in college either through presentations or submissions.
Preparing a scrap book of top ten news in the last two months may be thoroughly studies and presented.
Project, quiz, scrap book etc.

MBA (HR) Semester I
Data Analysis Using Software Tools (MS EXCEL) – Open course

Course Objectives

- To train the student for using the spreadsheet package MS-Excel for business applications.
- To impart skills of analyzing data and presenting it using MS-Excel.

Unit**Contents**

1	Introduction to Excel MS excel screen elements – Tool bar, title bar, ribbon, formula bar, status bar. Moving around a Worksheet, entering and formatting (e.g. Number, Text, Date and Currency) data. Cell referencing (relative, absolute, mixed), using formulae, Use of Find, Replace, Goto.
2	Working with Excel Insert, delete - cells, rows, columns. Sorting (basic, custom), filtering, grouping, ungrouping data, dealing with subtotals and grand totals. Validating data, protecting cells. Pivot Tables.
3	Conditional Formatting Once defined, it will automatically change the formats as per conditions user puts
4	Commonly used functions Sum, Max, Min, Average, Count, Today, Now, Datedif, Countif, CountA, CountBlank, Round, Roundup, Round Down, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif
5	Data Viewing and Reviewing Inserting comments, spell checks and changes to the worksheet data etc, Viewing data in different ways eg. Page break, normal etc
6	Creating and managing charts Create and modify graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc. Working with multiple sheets, hyper linking.

Teaching Methodology

- Case based Lectures, discussions, practical in labs.

Suggested Readings	
1. Albright :	Data Analysis and Decision Making Using MS Excel
2. Stwphen Nelson :	Data Analysis For DuMmIES
3. Narayan Ash Sah:	Data Analysis Using Microsoft Excel 1/e, Excel Bools

MBA (HR) Semester I Supply Chain Management

Course Objectives:

- An understanding of the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain
- An understanding of the management components of supply chain management
- An understanding of the tools and techniques useful in implementing supply chain management
- Knowledge about the professional opportunities in supply chain management.

Unit	Content
1	The Basics of Supply Chain Management- Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions
2	Logistics Management: Logistics as part of SCM, Logistics costs, logistics sub-system, inbound and outbound logistics
3	Planning Demand and Supply-I: Introduction, Three Components of SCM, Demand Management, Demand Forecasting
4	Procurement and Inventory Management- Introduction, Supply Chain Operations: Procurement Cycle, Inventory Management, Inventory Costs
5	Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure
6	Recent Trends in Supply Chain Management- Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management

Reference Books

1. Raghuram G. (I.I.M.A.) - Logistics and Supply Chain Management (Macmillan, 1stEd.)
2. Krishnan Dr. Gopal - Material Management, (Pearson, New Delhi, 5thEd.)
3. Agarwal D.K. - A Text Book of Logistics and Supply chain management (Macmillan, 1stEd.)
4. Sahay B.S. - Supply Chain Management (Macmillan, 1stEd.)
5. Chopra Sunil and Peter Meindl - Supply chain management (Pearson, 3rdEd.)

MBA(HR) Semester II 201: MARKETING MANAGEMENT

Course Objectives:

- To enhance management students' knowledge as regards to basics of marketing and know the applications of marketing skills required

Unit	Contents
1	Introduction to Marketing: Core concepts of marketing: Need, want, demand, value, exchange, customer satisfaction & customer delight. Marketing Vs Selling. Approaches to Marketing: Production, Product, Sales, Marketing, Societal, Relational. Marketing Environment: Analyzing Macro Environment - Political, Economic, Socio-cultural and Technical Environment (PEST analysis)
2	Segmentation, Targeting and Positioning: Meaning, need and importance, bases for consumer market segmentation and industrial market segmentation, evaluation of identified segments and selection and evaluation of target market. targeting strategies. Levels of market segmentation: segment marketing, niche marketing, local marketing, individual marketing. Positioning and Differentiation: meaning, concept, product, service, people and image differentiation, ways to position the product.
3	Marketing Mix: Concept, Seven P's of marketing mix: Product – meaning, levels of product, product mix- product line, width, length, depth. Product life cycle – Concept, stages in PLC,

characteristics and strategies for each stage of PLC. Brand – Concept, Brand Creation

Price – meaning, objectives of pricing, pricing approaches- cost based, competition based and market based, pricing strategies- skimming pricing, penetrative pricing ,psychological or odd pricing, perceived value pricing , loss leader pricing etc.

Place- Importance of distribution in marketing of products or services, Types of intermediaries, levels of channels, Channel Management Decisions- factors considered for selection and motivation of dealers and retailers, channel conflict- concept, types of channel conflict, ways to resolve channel conflicts

Promotion- Elements of promotion mix: meaning of advertising, sales promotion, personal selling, public relations, publicity, direct marketing and event marketing and sponsorship.

Brief Overview- People, Process, Physical Evidence

4 **Consumer Behaviour:** Concept of Marketing Myopia.

Meaning of Consumer, customer, consumer behaviour and buying motives.

5 **Marketing Planning and Control:**

Process, nature and contents of a marketing plan. Need of marketing control, Annual plan control, productivity control, efficiency control and strategic control- marketing audit and marketing ratios.

6 **Marketing Research:**

Need and Importance of Marketing Research, Marketing Research Process, Types of Marketing Research. Marketing Information System- overview.

Teaching Methodology

- Classroom Discussions
- Case Study Discussions and Real Life Examples
- Audio Video Material
- Field Assignments

Suggested Readings

Philip Kotler and Gary Armstrong
Rajan Saxena

Principles of Marketing 12th Edition -
Marketing Management –, Tata McGraw Hill Publications

G.C. Beri.

Marketing Research –

V.S.Ramaswamy and S.Namakumari

Marketing Management -

Christopher Lovelock

Services Marketing –

Stanton

Fundamentals of Marketing -

Magazine/ Yearbook

Marketing White book – The Essential Handbook for Marketers: Business World Publications

Website

www.trendswatching.com

MBA(HR) Semester II 202: Financial Management

Course Objectives:

- To introduce the fundamentals of Financial Management
- To orient on the financial decision making techniques and Financial Statement Analysis

Unit	Contents
1	Introduction Nature, Scope and Functions of Financial Management, Objectives of Financial Management Profit Vs Wealth Maximization, Finance Functions: Investment Decision, Liquidity Decision, Dividend Decision and Financing Decision
2	Investment Decision Importance and process of Capital Budgeting, Capital Budgeting Techniques -Problems & case studies- Accounting Rate of Return, Payback Period, Net Present Value, Profitability Index, Discounted payback period, Internal Rate of Return Capital Budgeting under Risk and Uncertainty Concept and Techniques (Theory only)
3	Working Capital Management Meaning, Need and Types of Working Capital, Components of Working Capital, Factors determining Working capital, Estimation of Working Capital, Problems and Case Studies on Estimation of Working Capital
4	Sources of Long Term Domestic Finance Shares, Debentures, Retained Earnings, Financing through Financial Institutions, International Financing, Venture Capital financing: concept and Venture capital scenario in India, Recent Case Studies and examples on above topics
5	Capital Structure and Cost of Capital Meaning and Principles of Capital Structure Management, Factors affecting Capital Structure, Problems and Case Studies on Capital Structure- EBIT- EPS Analysis, Concept and Types of Leverage, Cost of Capital: Meaning, Components, Cost of Debt, Cost of Preference Share, Cost of Equity Share, Cost of Retained Earnings, and Weighted Average Cost of Capital.
6	Financial Statement Analysis Meaning and Types, Techniques of Financial Statement Analysis: Common Size Statement, Comparative Statement, Trend Analysis and Ratio Analysis. Problems on Ratio analysis Funds Flow Statement and Cash Flow Statement. (Theory only)

Suggested Readings

Prasanna Chandra	Financial Management – Theory and Practice
I.M. Pandey	Financial Management
Khan and Jain	Financial Management
R.P. Rustogi	Financial Management
Eugene F. Brigham, Michael C. Ehrhardt	Financial Management – Theory and Practice 11 th edition

Journals

1. Journal of Financial Statement analysis
2. Asia Pacific Journal of Accounting and Economics
3. Research Journal of Finance and Accounting

MBA(HR) Semester II 203: Human Resource Management

Course Objectives:

- To explain the significance of HRM and changing role of HRM
- To bring out the role of HR in organizations effectiveness and employee performance

Unit

Contents

1	Introduction to HRM : Definition, Nature and Scope of HRM, Evolution of HRM, Challenges of HRM, HR Profession and HR Department, Global perspective of HRM
2	Human Resource Planning: HR, Demand and Supply forecasting, factors Affecting HRP, Job analysis and Job Design, Recruitment and Selection – Recruitment Process, Sources and Methods of Recruitment, Evaluation of methods of recruitment. Steps in selection
3	Training and Development: Need and Importance of Training and Development, Training Need Analysis and techniques, Design Training Programme, Types of training, Training evaluation, Executive Development, Concept of Career Development
4	Wages and salary Management Job Evaluation, Wage Determination, Types of Wages, Salary Structure, Fringe benefits, Executive Compensation,
5	Performance Appraisal: Need and Importance of Performance Appraisal Performance Appraisal Process, Methods of Performance Appraisal
6	Employee Relations Management: Overview of Employee Relations Management, Importance of Relations Management, Employee Relation Management Tool, Issues in Employee Relation Management.

Suggested Readings

Gary Dessler, Biju Varkey -	Human Resource Management, Pearson Publication, 12 th Edition
Seema Sanghi,	Human Resource Management, Macmillan Publication, 2011
Decenzo, Robbins,	Human Resource Management, John Wiley & Sons Inc, Sixth Edition
V.S.P. Rao,	Human Resource Management
K. Ashwathappa,	Human Resource Management
Edwin Flippo	Personal Management

MBA(HR) Semester II 204: International Business

Course Objectives:

- To give an overview of Global Business Environment.
- To acquaint students with intricacies of Cross Border Trade Transactions

Unit

Contents

1	Introduction of international Business Definition of International Business, Nature and Scope of International Business, Exporting, Importing and Countertrade Settlement through NOSTRO and VOSTRO Accounts, Statutory Basis of International Business Introduction to India's Foreign Trade Policy,
2	Globalization Definition of Globalization, Globalization of Market, Globalization of Production, Drivers of Globalization International Trade Theories Mercantilism, Absolute Cost Advantage, Comparative Advantage, Huckscher Ohlin Theory, Product Life cycle Theory, Porter's Diamond Theory
3	Development in Monetary Scenario Breeton Woods System to EURO and its Implications, SAARC,G7 ,G20 and BRIC countries, Country Risk Analysis
4	International Financial Organizations and Environmental framework Role of GATT, WTO,IMF and World Bank, EPRG Framework. Comparative Environmental framework, Cultural, Political, Legal and Economic framework,
5	Balance of Payment Classification, Basic Balance and Overall Balance, Credit and Debit Entries in BOP, Convertibility – Current and Capital Account, Purchasing Power Parity
6	Foreign Exchange Rate and Market Types of Exchange Rate –Real and Nominal exchange Rate, Fixed vs. Flexible Exchange Rate, Managing Float, Factors affecting Foreign Exchange Rate , Offshore Currency and Market, Export and Import Strategies, Collaborative and Control Strategies

Suggested Readings

P.Subba Rao	International Business,
Francis Cherunilam	International Business Environment,
Justin Paul	International Financial Management,
V.K.Bhalla, S.Shiva Ramu	International Business,

MBA(HR) Semester II
205: Production and Operations Management

Course Objectives:

- To equip students with fundamentals of Manufacturing business for related aspects.
- To acquaint the students with concepts of all the functions under the Manufacturing activities by introducing the Units Materials Management, SCM ,QA, EHS and Quality System Certification, JIT etc.

Unit	Contents
1	Concepts & scope of POM Nature, Scope, Importance and Functions of POM, Production Process, Difference between Production and Service operations, Functions & internal relations of various Departments in manufacturing Unit; Production administrations & responsibilities. Production process selection decisions, Types of Production (Jobs, Batch, Mass etc.)
2	Production Planning Control Objectives of PPC & it's various functions of common and optional nature, Job sequencing, Assembly Line Balancing.
3	Facility Planning& Layout Selection of Product, Factors affecting Plant Location Decision, Plant Layout: objectives, types.
4	Maintenance Management Concepts, Need of maintenance, Objectives & types of maintenance.
5	Inventory management Concept, Importance, Classification of Inventory System, EOQ Model with numericals, Waste disposal/ reduction. Basic concept of Material Requirement Planning (MRP).
6	Emerging Trends in POM: Supply Chain Management (SCM), Just in Time (JIT), Quality Control, Quality Assurance (QA), ISO certification, Enterprise Resource Planning (ERP),Total Quality Management (TQM), TPM, EHS: Culture, employee involvement Concept. Quality Circles.

L.C.Jhamb
Chunawala & Patel
Dr. N.G. Nair
S.N. Chary
E.S. Buffa
Sunil Chopra

MBA(HR) Semester II
206: Research Methodology

Course Objectives:

- To equip the students with an understanding of the research process, tools and techniques.
- To introduce the students to the scientific research process and its applications to business and management
- To enable the students to have know-how of conducting surveys and reporting the research.

Unit	Contents
1	Introduction to Research Methodology Meaning, Definitions, Characteristics and Objectives of research, Motivations in research, Types of Research, Importance of research in managerial decision making, Research in functional / business areas, Qualities of a good researcher
2	Research Process Steps in research process. Defining the Research Problem - Problem Formulation and Statement of Research Problem – Framing of Hypothesis. Research Design: Meaning, Characteristics, advantages and importance of research design. Measurement – types and errors in measurement, Development and designing of tools of data collection - Attitude measurement scales - Levels of measurement and questions of Validity and reliability. Designing of Research Projects – Research Proposal, Pilot surveys,
3	Sampling and Sampling Designs Census and sample survey, Need and Importance of Sampling, Probability and non-probability Sampling techniques. Data collection – Primary and secondary sources of data, methods of collecting primary data – interview, observation, questionnaires, survey methods etc, Library and Documentary Sources etc. Use of secondary data, precautions while using secondary data, Limitations of different data collection methods.
4	Processing and Analysis of Data Meaning, importance and steps involved in processing of data, Use of Statistical tools and techniques for research data analysis. Testing of Hypothesis – Procedure, terms, Chi Square test. Analysis and Interpretation of Data - Interpretation of results, techniques of Interpretation.
5	Reporting of research work Types of Reports, Report Writing: Importance of written and oral reports presentation, format of a good research report, Presentation of Reports.
6	Role of Computer in Research The Computer and Computer Technology, Important characteristics, Computer Applications, Computers and Researcher, Use of Statistical Software Packages.

Teaching Methodology

- **Case Study Method**
- **Project work:** (Mini project: Students to select a Unit and conduct a study or survey on any managerial application and carry out the project under the guidance of the faculty in groups of four-five. Prepare report and present the results.)

Suggested Readings

Donald Cooper and PS Schindler (2009)	Business Research Methods, 9th edition, Tata McGraw Hill.
Kothari C. R.: Research Methodology	Research Methodology
Uma Sekaran (2010)	Research Methods for Business, 4th edition, Wiley.
Ranjit Kumar (2009)	Research Methodology, 2nd edition, Pearson Education
Naresh Malhotra and S Dash (2009)	Marketing Research, 5th edition, Pearson Prentice Hall.
Michael V. P	Research Methodology.
Fred N. Kerlinger :	Foundations of Behavioral Research.

MBA(HR) Semester II

207: OD & Change Management

Prerequisite

- Familiarity with organizational behavior, structure and organizational processes
- Skills to identify the underlying causes and behavioral issues leading to organizational problems

Course Objectives:

Students will be given the opportunity to learn

- To apply behavioral science principles and practices to increase individual and organizational effectiveness, and
- To diagnose and address organizational challenges using planned intervention strategies

Unit

Contents

1	Introduction To Organization Development (OD) And Change Management Definition ,growth and Historical overview of OD, Growth and evolution of OD, The nature and importance of planned change, Models and theories of planned change, personal and organizational barriers to change, Overcoming Resistance to change
2	Managing The OD Process Entering and contracting- Entering into an OD Relationship and developing a contract, Diagnosing- The Need for Diagnostic Models ,Organizational -level ,Group -level and Individual-level Diagnosis, Feeding back Diagnostic information. Action Research : A Process and Approach, History and Varieties of Action Research
3	Designing Interventions An overview of OD Interventions, Classification, Individual , Interpersonal and Team Interventions –Individual and Third - party Peace making Intervention, T-Groups, Behavioral Modeling, Life and Career Planning, Coaching and Mentoring, Transactional Analysis
4	Team Interventions Importance of teams, characteristics of effective teams, types of team building –Group Diagnostic meeting, Role Analysis Technique(RAT),Role Negotiation Technique, Process consultation Approach
5	Organization Wide And Structural Interventions Nature of Organization wide interventions; Survey feedback Method, Beckhardts confrontation meeting, Grid organization Development, Organization transformation, The MBO Approach to OD, Work redesign
6	Issues In OD Issues in Consultant Client relationship, Ethical issues for OD consultants, Power and the values of OD, Politics in Organization diagnosing, Political Power in Organizations, Competencies of an Effective OD practitioners

Teaching Methodology

- Lectures, tutorial and Field Work.

Suggested Readings

French Wendell L. , Bell Cecil H. Jr.,	Organization Development, Pearson Education
Luthans Fred	Organizational Behaviour
Davis Keith,	Organizational Behaviour
Schein Edgar,	Organization Development
S. Ramanarayan, Rao T.V. ,	Organization Development
Cummings and Worley,	Organization Development and Change Management

MBA(HR) Semester II

208: Business Ethics & Corporate Governance

Unit

Contents

1	Introduction Overview of Business Ethics: Importance of Business Ethics, Development of Business Ethics, Ethical Issues in Business, Ethics as a Dimension of Social Responsibility. Ethics and Management. Ethics and values, Norms, Beliefs, Morality
2	Ethical Decision Making Process Ethical Decision Making and Corporate Governance, Moral Philosophies and Moral Development. Factors involved: Corporate Culture, Structure, Relationship and Conflicts. Framework for ethical decision making.
3	Spirituality and Ethics Influence of Major religions on ethics: Hinduism, Islam, Christianity, Buddhism, Sikhism, and Zoroastrianism.

4

Social, Environmental and Ethical Issues in Business

Issues and opportunities for Business in socio-environmental context, Business action that affects society (Ethical issues), Social responsibility of Business, Ethics and the Environment (pollution control and conserving depletable resources), Legal and Regulatory Issues:

5 **Ethics in Business disciplines:** Ethics and Marketing, Ethics and Human Resource Management, Ethics and Finance, Ethics and technology

6 **Implementation of Business Ethics**

Need for organizational ethics program, Codes of Conduct, Ethics Audit and its process, Corruption and Scams, Impact of Corruption on Society and Economy, Anti-Corruption Laws, Agencies such as Central Vigilance Commission(CVC) and Central Bureau of Investigation(CBI) for anti-corruption cases, Professional values for business and managerial values,

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Velasquez Manuel G –

Business Ethics, Eastern Economy Edition.

Ferrell O C, Fraedrich John Paul, Ferrell Linda –

Business Ethics, Ethical Decision Making and Cases, Biztantra.

Hartman L, Chatterjee A, -

Perspectives in Business Ethics, McGraw Hill Publishing Co. Ltd

Boatright John –

Ethics and the conduct of Business, Pearson Education.

MBA(HR) Semester II

209: Soft Skills - II

Soft Skills

Unit No

Details to be covered

Developing Interpersonal Skills and Teamwork:

1 The Importance of Interpersonal skills at the workplace
Collaborating with Teams to deliver value. Effective Professional Networking. Developing Problem Solving skills

2 **Etiquette and Manners :**

E-Mail etiquette, Dining etiquette, Social etiquette, business etiquette, telephone etiquette, Meeting Etiquette

3 **Introspection:** Knowing yourself , your comfortable areas or subjects, Companies, sectors, functions, Employer Research

Skill set and competency mapping

Goal Setting :

Why set goals, set personal goals, SMART goals, tips for setting goals, achieving goals.

Presentation Skills :

Presentation Skills -do's and don'ts
Practical exercises on presentation skills.

Leadership Skills :

Assessing leadership qualities – experiential learning of leadership skills exercise in team work.

Decision Making Skills :

Decision Making through logic and Reasoning, dealing with personal problems, diagnosing and solving people problems, tools for effective decision making

Quantitative Logical reasoning

Mathematical through– quizzes – General Knowledge – Puzzles,
emotional intelligence -coping with emotions, interpersonal conflicts, emotional, rational balance

4 **How to create a winning CV :**

Designing an Impressive CV

Defining the objective

Customizing the CV for each job

Identifying and Highlighting the right set of strengths

Presentation of academic and professional achievements

Formatting Styles, Do's and Don'ts and common mistakes

Preparing for Interview: Attire and Etiquette : Greetings, posture, handshakes, manners and actions, Common Interview blunders, Frequently asked questions for Freshers and Experienced professionals

5 Structure and Format of a GD

Difference between a Discussion & an Argument

Observing, Reflecting and designing responses within a group

The art of being assertive and persuasive

Defining the correct Body Language and posture, Common Do's and Don'ts, Practice and Exercise

6 Simulated Interview Situations

Do's and Don'ts before an Interview

Common formats of Company Interview assessments

What to speak?

Latest developments about the specific sector for last 5 years

How to create a winning CV :

MBA(HR) Semester II
210: Introduction to Business Analytics

Objectives:

- To gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.
- To become familiar with the processes needed to develop, report, and analyze business data

Unit	Contents
1	Introduction, What is Business Analytics, Overview of Areas where Business Analytics is applied
2	Visualization and Data Issues, organization of Source of Data, Importance of Data Quality, Dealing with Missing or incomplete data, data classification, Introduction to Data Mining, Data mining process, data mining tools XL MINER.
3	Introduction to decision modeling – optimization, use of excel to solve business problems
4	Applications of Business Analytics - Risk - Fraud Detection and Prediction, Recovery Management, Loss Risk Forecasting, Risk Profiling, Portfolio Stress Testing, Market share estimation and Sensitivity Analysis
5	• Loyalty Analytics, Customer Life Time Value, Propensity Analytics, Churn Analytics, Customer Analytics Customer Segmentation, Cross-Sell or Upsell Models
6	Recruitment Analytics, Compensation Analytics, Talent Analytics, Training Analytics, Human Resource Retention Analytics, Workforce Analytics Project Work
1.	Purba Halady Rao, Business Analytics – an application focus, PHI Learning, 2013, ISBN 978-81-203-4819-6

MBA (HR) Semester II
211: Data Analysis Using Software Tools (SPSS)– Open course

Course Objectives

- To familiarize the students with the use of SPSS package for analysis and interpretation of statistical data.
- To use SPSS for effective decision reporting.

Unit	Contents
1	SPSS Windows Processes: Mouse and keyboard processing, frequently used dialog boxes, editing output, printing results, the Options option
2	Creating and editing a Data File Managing data: Listing cases, replacing missing values, computing new variables, recoding variables, exploring data, selecting cases, sorting cases, merging files
3	Graphs Creating and editing graphs and charts
4	Frequencies Frequencies, bar charts, histograms, percentiles
5	Descriptive Statistics Measures of Central Tendency, Variability, Cross Tabulation, Chi square Analysis, means procedure
6	Testing of Hypotheses Bivariate Correlation, The T test procedure, The one way ANOVA procedure.

Teaching Methodology

- Case based Lectures, Assignments, Projects, Exercises, Class Discussions and Videos.

Suggested Readings

Darren George, Paul Mallery:	SPSS for Windows – Step by Step : Pearson Education, (LPE).
Gupta S. L. :	SPSS 17.0 for Researchers, International Book House Pvt. Ltd.
Alan Bryman, Duncan Cramer :	Quantitative Data Analysis With SPSS : A Guide for Social Scientists , Routledge

MBA(HR) Semester II
212: E-Commerce Applications

Prerequisite

Basic Knowledge of computers and business concepts

Course Objectives:

- To enable knowledge about E-commerce, security issues of e-commerce, payment systems of e-commerce and various e-commerce applications.

Unit	Contents
1	Introduction to E-Commerce Brief history of e-commerce, definitions of e-commerce, technical components and their functions, e-commerce versus traditional business, requirements of e-commerce. Advantages and disadvantages of e-commerce, Value chain in e-commerce, current status of e-commerce in India.
2	Business Models for e-commerce Types of business models (B2B, B2C, C2B,C2C) with examples. EDI – Requirement of EDI, types of EDI, advantages and disadvantages of EDI. ISP, Types of ISP, Choosing an ISP, domain name, domain name types, how to register domain name.
3	E-commerce Security Security issues, privacy issues, basic computer security, secure transaction, security threats, risk, security tools. Hacking, viruses, denial of service attacks, malicious code, Intruders, attacking methods. Cryptography, types of cryptography, symmetric and

asymmetric cryptography. Firewall, types of firewall, components of firewall. Digital signature, digital certificate, secure electronic transactions, secure socket layer.

4 **E-commerce Payment System**

Overview of Electronic payment technology, limitations of the traditional payment system, requirements of e-payment system. B2B Electronic Payments, Third-Party Payment Processing, Electronic Payment Gateway Electronic or digital cash, properties of digital cash, how it works. Online credit card payment system, smart card.

5 **E-Commerce Applications**

E-Commerce and banking, e-commerce and retailing, e-commerce and online publishing, online marketing, e-advertising, e-branding.

6 **Mobile Commerce:**

Overview of M-Commerce - Wireless Application Protocol (WAP), Generations of Mobile Wireless Technology, Components of Mobile Commerce, Networking Standards for Mobiles Examples of M-Commerce, Current Status of M-Commerce in India, , M-commerce applications, Mobile information Services, Mobile banking and trading.

Reference Material

Books

1. E-Commerce, C.S.V. Murthy, Himalaya Publishing House
2. E-Commerce A Managerial Perspective, P.T.Joseph, Prentice Hall of India
3. Frontiers of Electronic Commerce, Kalakota and Whinston, Pearson Education

MBA(HR) Semester II

213: Societal concerns and NGO Operations

Unit	Contents
1	Introduction: NGO: concept, Characteristic features , types of NGO, social clubs, blood banks. Changing roles of NGO , NGO organizational structures .
2	NGO vs. Profit oriented organizations, features, Objectives , process and tasks of NGO, problems and prospects of NGO in India.
3	Problems and prospects of NGO in India and abroad, Role of government as a caretaker, planner for growth and development of NGO in India.
4	Business system and Societal aspects of Business- concept of Business – society relationships, Business as social system.
5	Social obligations and social responsibilities of business enterprise, Impact of business enterprise on society- business –its objectives and socially oriented organization.
6	Business its relationships with its stakeholders, business types of business enterprise , its contribution towards society, business core competency, sustainable advantage concept and applicability.

MBA(HR) Semester II

214: FOREIGN LANGUAGE

Syllabus for Foreign Language to be as per the Language offered and standard norms

MBA (HR) Semester II

Six Sigma

Course Objectives:

Understand Six Sigma Methodology and how it applies to their day-to-day work

- Demonstrate tools and techniques required to assist Black Belts in their company's Six Sigma projects
- Identify and implement small-scale improvement projects

Unit	Content
	Overview: Six Sigma and the Organization
1	Value of six sigma, Organizational goals and six sigma projects, Organizational drivers and metrics
2	Define Phase Project Identification, Voice of the customer (VOC),Project management basics, Management and planning tools, Business results for projects, Team dynamics and performance
3	Measure Phase Process analysis and documentation, Probability and statistics, Statistical distributions, Collecting and summarizing data, Measurement system analysis (MSA), Process and performance capability
4	Analyze Phase Exploratory data analysis, Hypothesis testing
5	Improve Phase Design of experiments (DOE), Root cause analysis, Lean Tools
6	Control Phase Statistical process control (SPC), Control plan, Lean tools for process control

Reference Books

1. The Lean Six Sigma Pocket Toolbook: A Quick Reference Guide to 100 Tools for Improving Quality and Speed by Michael L. George, John Maxey, David Rowlands and Mark Price
2. The Six Sigma Way: How to Maximize the Impact of Your Change and Improvement Efforts by Peter Pande, Robert Neuman and Roland Cavanaugh
3. The Six Sigma Handbook: A Complete Guide For Green Belts, Black Belts, And Managers At

- All Levels by Thomas Pyzdek
4. Statistics For Six Sigma Made Easy! by Warren Brussee
 5. The Certified Six Sigma Green Belt Handbook by Roderick Munro, Govindarajan Ramu and Daniel Zrymiak
 6. Lean Six Sigma for Hospitals: Simple Steps to Fast, Affordable, and Flawless Healthcare by Jay Arthur
 7. Six Sigma For Dummies by Craig Gygi and Bruce Williams
 8. Six Sigma Demystified by Paul Keller
 9. Six Sigma for Everyone by George Eckes
 10. Six Sigma for Managers by Greg Brue

**MBA (HR) Semester II
Enterprise Resource Planning (ERP)**

Course Objectives:

- To understand the business process of an enterprise
- To grasp the activities of ERP project management cycle
- To understand the emerging trends in ERP developments

Unit	Content
	Introduction
1	Overview of enterprise systems – Risks and benefits - Fundamental technology – key elements to be consider in planning design and implementation of multi functional integrated ERP systems
2	Functional Modules Basics of ERP software - Small medium and large enterprise vendor solutions, BPR, Basics of ERP modules - Accounting and Finance, sales and Marketing, Materials and Production management etc
3	Implementation of ERP Planning for ERP -Implementation life cycle , Methodology and Frame work- Training – Data Migration. People Organization in implementation
4	Post Implementation of ERP Organizational and Industrial impact, Maintenance of ERP, Effect on System. Recent Developments in ERP
5	Developments in IT Technology, Considerations for Customer Relationship Management, Supply Chain Management and Business analytics etc.
6	Mini Cases citing the ERP in business scenario.

Reference Books

1. Mahadeo Jaiswal and Ganesh Vanapalli, ERP Macmillan India, 2006.
2. Summer, ERP, Pearson Education, 2008.
3. Jagan Nathan Vaman, ERP in Practice, Tata McGraw-Hill, 2008
4. Vinod Kumar Grag and N.K. Venkitakrishnan, ERP- Concepts and Practice, Prentice Hall of India, 2006.
5. Alexis Leon, Enterprise Resource Planning, second edition, Tata McGraw-Hill, 2008.



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

**MASTER OF COMMERCE
(M. COM.)**

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Arts, Social Sciences and Commerce
Master of Commerce (M. Com.) Course Structure
(Choice Based Credit and Grade System)
(To be implemented from July 2018)

1. INTRODUCTION:

The purpose of Master of Commerce (M. Com.) degree course structure and syllabus has a distinct objective to equip the students with the knowledge, skills and attitude to become more suitable for the present and emerging globalised job market. The courses are intended to impart intensive knowledge and training in the subject and help the students to acquire wider perspectives both for research and professional application. The syllabus has been designed student-centered where; there is flexibility for the students to have a greater choice of courses appropriate to their interest, needs and long term goals. The courses are offered with Choice Based Credit and Grade System thus facilitating the students to have core courses over the four semesters for mastering in the subject by acquiring required depth and at the same time to select non-core optional courses of his/her choice and based on his/her aptitude from any subject.

2. OBJECTIVES:

1. To provide an opportunity to the students to acquire advanced knowledge of specialized subjects.
2. To equip and train the students to accept the challenges of changing corporate world.
3. To equip the students for seeking suitable careers and entrepreneurship abilities.
4. To study methods of data collection and its interpretations.
5. To develop communication and analytical skills.

3. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III – June For Sem - II, IV - December

4. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

5. ELIGIBILITY:

A candidate who has passed the B. Com. or B.B.A. of this University or any other recognised university or any graduate of this or any other recognised university shall be permitted to take admission to the M. Com. degree course of this University.

6. DURATION:

The minimum duration of the M. Com. degree programme is two years divided into Four semesters although student may complete the programme gradually within a maximum period of Six years. If Programme is not completed successfully during Six years, he/she will be required to take fresh admission.

7. MEDIUM

The medium of instruction and examination shall be in English. However, students can write their papers in Marathi also.

8. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	4600/-	4600/-
3	Examination Fee	1150/-	1250/-
Total		6250/-	6350/-

9. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M. Com.	9700/-	500/-	9200/-	4971/-	1840/-	2389/-

10. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/e-connect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

11. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the 'e-learning Environmental Portal' of School of Distance Education.

12. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

13. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

14. COURSE STRUCTURE:

The M. Com. degree course will be of two year duration consisting of four semesters and of minimum 70 credits as below:

Sr.	Semester	Total Credits
1	Semester I	16
2	Semester II	18
3	Semester III	18
4	Semester IV	18
	Grand Total	70

In each Semester, there will be four papers of 100 marks each out of which 30 marks will be for Internal Assessment (home assignments) and 70 marks for University Examination. Thus M. Com. degree examination, four Semesters shall be of 1700 marks and of minimum 70 credits altogether. The following shall be the course structure.

Semester I

Semester	Subject Type	Course Code	Title of the Paper	Credit	Maximum Marks			
					IA	Uni. Exam	Total	
Semester I	Core Compulsory	PGCOM 101	Business Finance-I	04	30	70	100	
		PGCOM 102	Management Concepts & Organisational Behaviour-I	04	30	70	100	
	Core Elective	To choose any one Group of the following:						
		Group A						
		PGCOM 103	Advanced Accounting-I	04	30	70	100	
		PGCOM 104	Advanced Accounting-II	04	30	70	100	
		Group B						
		PGCOM 105	Marketing-I	04	30	70	100	
		PGCOM 106	Marketing-II	04	30	70	100	
		Group C						
		PGCOM 107	Business Administration-I	04	30	70	100	
		PGCOM 108	Business Administration-II	04	30	70	100	

Semester II

Semester	Subject Type	Course Code	Title of the Paper	Credit	Maximum Marks			
					IA	Uni. Exam	Total	
Semester II	Core Compulsory	PGCOM 201	Business Finance-II	04	30	70	100	
		PGCOM 202	Management Concepts & Organisational Behaviour-II	04	30	70	100	
	Core Elective	To choose any one Group of the following:						
		Group A						
		PGCOM 203	Advanced Accounting-III	04	30	70	100	
		PGCOM 204	Advanced Accounting-IV	04	30	70	100	
		Group B						
		PGCOM 205	Marketing-III	04	30	70	100	
		PGCOM 206	Marketing-IV	04	30	70	100	
		Group C						
		PGCOM 207	Business Administration-III	04	30	70	100	
		PGCOM 208	Business Administration-IV	04	30	70	100	
	Non-Core Optional	To earn extra credits a student may opt for any One of the following subjects:						
		PGGEN 21	Basic of Information Technology	02	20	30	50	
		PGGEN 22	Consumer Protection	02	20	30	50	

Semester III

Semester	Subject Type	Course Code	Title of the Paper	Credit	Maximum Marks			
					IA	Uni. Exam	Total	
Semester III	Core Compulsory	PGCOM 301	Management Accounting -I	04	30	70	100	
		PGCOM 302	Research Methodology-I	04	30	70	100	
	Core Elective	To choose any one Group of the following:						
		Group A						
		PGCOM 303	Advanced Accounting-V	04	30	70	100	
		PGCOM 304	Advanced Accounting-VI	04	30	70	100	
		Group B						
		PGCOM 305	Marketing-V	04	30	70	100	
		PGCOM 306	Marketing-VI	04	30	70	100	
		Group C						
		PGCOM 307	Business Administration-V	04	30	70	100	
		PGCOM 308	Business Administration-VI	04	30	70	100	
	Non-Core Optional	To earn extra credits a student may opt for any number of the following subjects:						
		PGGEN 31	Fundamentals of Investments	02	20	30	50	
		PGGEN 32	Income Tax Management	02	20	30	50	

Semester IV

Semester	Subject Type	Course Code	Title of the Paper	Credit	Maximum Marks		
					IA	Uni. Exam	Total
Semester IV	Core Compulsory	PGCOM 401	Management Accounting -II	04	30	70	100
		PGCOM 402	Research Methodology-II (Project Report)	06			100
	Core Elective	To choose any one Group of the following:					
		Group A					
		PGCOM 403	Advanced Accounting-VII	04	30	70	100
		PGCOM 404	Advanced Accounting-VIII	04	30	70	100
		Group B					
		PGCOM 405	Marketing-VII	04	30	70	100
		PGCOM 406	Marketing-VIII	04	30	70	100
		Group C					
		PGCOM 407	Business Administration-VII	04	30	70	100
		PGCOM 408	Business Administration-VIII	04	30	70	100

15. SCHEME OF EXAMINATION:

The examination of students of M. Com. degree course of the Bharati Vidyapeeth Deemed University admitted in the academic session 2018-19 and after shall be based on-

- (a) Semester Examinations,
- (b) Internal assessment,
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average System

For each paper of 100 marks, there will be an Internal Assessment (IA) of 30 marks and the University Examination (UE) of 70 marks/3 hours duration at the end of each semester. A candidate who will secure atleast 40% of marks allotted to each paper will be given 4 credits. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to appear in such failed subject or subjects along with the papers of following semesters.

The IA for each paper will be of 30 marks which will be carried out by the department during the term. Here will be at least two types of assessments given above.

There shall be four semester examinations: first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly, the third and fourth semester examinations shall be held at the middle and the end of the second academic year, respectively.

The candidates shall be permitted to proceed from the first semester up to final semester irrespective of their failure in any of the semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.

At the end of each semester, a cumulative grade point (CGPA) & also semester grade point average (SGPA) will be calculated as a weighted average of the GPI of all course in which the student has passed till that semester.

16. RESEARCH PROJECT WORK:

There will be a Research Project to be prepared by a student during the fourth semester. The objective of the project work is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work is to be undertaken under guidance of a teacher allotted to a student by the department.

Division of Marks

Synopsis with working bibliography (Internal Assessment):	40 Marks
A full Project Report (Minimum 50-80 pages):	40 Marks
Viva Voce:	20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 6 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of PG examiners of the University. The viva voce must be conducted by the teachers selected out of the panel of PG examiners maintained by the University.

The candidate has to submit the project 15 days before the commencement of the fourth semester university examination. The project report shall be type-written and submitted in duplicate. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

17. STANDARD OF PASSING:

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the UE and a GPA of 4.0 in aggregate of UE and IA taken together.

18. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Candidates who secured not less than 60% of aggregate marks (IA+UE) in the whole examination shall be declared to have passed the examination in the first class. All other successful candidates shall be declared to have passed in second class. Candidates who obtain 70% of the marks in the aggregate (IA+UE) shall be deemed to have passed the examination in first class with distinction.

A student who passes in all the courses will be declared to have passed the M. Com. degree with the following honours.

CGPA in [4.00, 4.99]	-- Pass Class
CGPA in [5.00, 5.49]	-- Second Class
CGPA in [5.50, 5.99]	-- Higher Second Class
CGPA in [6.00, 7.99]	-- First Class
CGPA in [8.00, 10.00]	-- First Class with Distinction

19. EXTRA CREDITS:

Regular students can also opt for extra credits if the departmental committee agrees. A student must at the commencement of the semester communicate which extra credits he/she is going to opt. A student can enroll for extra credits over and above the total 100 credits prescribed for the course by attending and appearing for the examination of the opted extra credits. However, in such case grades of the extra credit will not be counted for arriving at GPA.

The extra credit course can be selected from within the institute or any other faculties of Bharati Vidyapeeth Deemed University offering courses for Faculty of Arts, Social Sciences and Commerce or Faculty of Science, which will be declared at the commencement of session. Such extra credits will be mentioned separately in the grade sheet.

20. GRADE POINTS SCHEME:

The term grading system indicates a 10-point scale of evaluation of the performances of students in terms of marks obtained in the Internal and External Examination, grade points and letter grade. The total performance within a semester and continuous performance starting from the first semester are indicated respectively by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Candidates who pass all the examinations prescribed for the course in the first appearance itself alone are eligible for Ranking.

The 10-point scale would be used to convert marks out of 100 to grades and grade points according to the following table:

Marks as Percentage	Grade	Grade Point
[75.0, 100]	O	10.0
[70.0, 74.9]	A+	9.0
[65.0,69.9]	A	8.0
[60.0,64.9]	B+	7.0
[55.0,59.9]	B	6.0
[50.0,54.9]	C+	5.5
[45.0,49.9]	C	5.0
[40.0,44.9]	D	4.5
[00.0, 39.9]	F	0.0

21. STRUCTURE OF TRANSCRIPT:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UE, grade in IA, grade point index, result as pass or fail. Also, the semester grade point average (SGPA) and cumulative grade point average (CGPA) will be shown. Further, the equivalent percentage of marks corresponding to SGPA and CGPA will be shown. The formula to convert SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA/SGPA is in } [4.00, 6.00] \\ 05 \times \text{CGPA} + 30 & \text{if CGPA/SGPA is in } [6.00, 9.00] \\ 25 \times \text{CGPA} - 150 & \text{if CGPA/SGPA is in } [9.00, 10.00] \end{cases}$$

The above formula computes to the following table:

Range in % of Marks	Range of CGPA	Letter Grade	Division
[75.0, 100]	[9.00, 10.00]	O	First Class with Distinction
[70.0, 74.9]	[8.00, 8.99]	A+	
[65.0, 67.9]	[7.00, 7.99]	A	First Class
[60.0, 64.9]	[6.00, 6.99]	B+	
[55.0, 59.9]	[5.50, 5.99]	B	Higher Second Class
[50.0, 54.9]	[5.00, 5.49]	C+	Second Class
[45.0, 49.9]	[4.50, 4.99]	C	Pass Class
[40.0, 44.9]	[4.00, 4.49]	D	
[00.0, 39.9]	[0.00, 3.99]	F	Fail

Thus, the percentage of marks can be obtained by using the following table:

CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks
4.0	40.0	5.5	55.0	7.0	65.0	8.5	72.5
4.1	41.0	5.6	56.0	7.1	65.5	8.6	73.0
4.2	42.0	5.7	57.0	7.2	66.0	8.7	73.5
4.3	43.0	5.8	58.0	7.3	66.5	8.8	74.0
4.4	44.0	5.9	59.0	7.4	67.0	8.9	74.5
4.5	45.0	6.0	60.0	7.5	67.5	9.0	75.0
4.6	46.0	6.1	60.5	7.6	68.0	9.1	77.5
4.7	47.0	6.2	61.0	7.7	68.5	9.2	80.0
4.8	48.0	6.3	61.5	7.8	69.0	9.3	82.5
4.9	49.0	6.4	62.0	7.9	69.5	9.4	85.0
5.0	50.0	6.5	62.5	8.0	70.0	9.5	87.5
5.1	51.0	6.6	63.0	8.1	70.5	9.6	90.0
5.2	52.0	6.7	63.5	8.2	71.0	9.7	92.5
5.3	53.0	6.8	64.0	8.3	71.5	9.8	95.0
5.4	54.0	6.9	64.5	8.4	72.0	9.9	97.5
						10.0	100.0

22. GRACING:

The gracing shall be done as per existing rules of the University.

23. VERIFICATION AND REVALUATION:

There is provision for verification and revaluation of the result. A student can apply for the verification and revaluation of the result within the two weeks from the declaration of the results with the prescribed fee. The verification and revaluation shall be done as per the existing rules of the University.

24. FORMAT OF THE TRANSCRIPT:

The student will be given a transcript indicating his/her performance at the end of every semester examination. The transcript shall be given as per the following table along with other necessary details:

Course No.	Course Name	No. of Credits	University Examination		Internal Assessment		Grade Point Average	Result
			Grade	Grade Point	Grade	Grade Point		
1								
2								
3								
4								
5								
6								
Total Cumulative Credits Completed			SGPA		CGPA		Equivalent Marks (%)	
Note: GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to Grade Point, which will be the GPA.								

25. GRADE/CLASS IMPROVEMENT:

The rules regarding the improvement of the Grade/Class of M.Com. course will be as per notification of Bharati Vidyapeeth Deemed University which is as follows:

1. The candidate who has passed UG and PG degree examinations of this university with the final grade/class as shown in column no. 1 and who desires to improve the grade/class as shown in column no. 2 below will be permitted at his/her option to appear for the same examination without being required to keep any terms.

Column no. 1	Column no. 2
Final grade: 'C' or 'B' or 'B+' or 'A' or 'A+' as the case may be	'B' or 'B+' or 'A' or 'A+' or 'O' as the case may be
OR	OR
Final class: 'Pass Class' or 'Second Class' or 'Higher Second Class' or 'First Class' as the case may be	'Second Class' or 'Higher Second Class' or 'First Class' or 'First Class with Distinction' as the case may be

2. For improvement of final grade/class, the candidate will be required to apply and allowed to appear only for the theory examinations.
3. A candidate shall have to reappear for minimum 1/3 and/or maximum of all the theory papers at a time, on which the final grade/class is awarded. Candidate should ensure that the examination time table for the subject he is appearing will not clash.
4. Performance of the candidates reappearing for the subject less than 1/3 of the total theory examinations mentioned above will not be considered. However, his/her appearance will be counted as an attempt.
5. If the candidate, who has reappeared for the final year examination under the provisions for his/her final grade/class, is successful in improving his/her final grade/class by such reappearance, he/she will have to surrender to the university the original degree and the grade sheet that he/she had obtained in that course/subject. Unless original degree and the grade sheet are returned to the university by the candidate, the new degree certificate and the grade sheet cannot be issued to the candidate. In the revised degree certificate/ grade sheet to be given to the candidate a mention will be made of the fact that he/she improved his/her grade/class under class improvement attempt.
6. A candidate appearing for the improvement of the final grade/class shall not be entitled to get benefit of any other rules/orders of the university regarding condonation /grace marks.
7. A candidate appearing for the improvement of the final grade/class shall not be entitled to get any prize/medal/scholarship/award etc.

8. A candidate who has reappeared for the above examination/s under the provision fails to improve his/her final grade/class; his/her performance at such reappearance at such reappearance shall be ignored.
9. If the candidate makes no improvement in the final grade/class, then earlier performance will be retained.
10. A candidate will be allowed to reappear for the examination for improvement of the final grade/class within a period of Four years / 8 Semesters from the date of final result of degree examination.
11. The candidate will be given maximum of three attempts for the improvement of his/her final grade/class.
12. The candidate who desires to apply for improvement of the final grade/class should submit his/her application form for improvement of the final grade/class from the College/School of Distance Education, Study Centre through which he/she has undergone the course. Form should be submitted for improvement before 31st August for the Winter examination session and 28th February for Summer examination session. No form for improvement of the final grade/class shall be accepted after the prescribe dates for the respective/corresponding examination season.
13. Revised grade/class sheet will be issued with remark **'Under Improvement Attempt'**.

* * * * *

M.Com. CBCS (2018 Course)
Semester I
PGCOM 101: Business Finance I

Total Credit-04

Objectives: **To provide understanding of nature, structure and issues in business finance and financial services in India.**

1. Introduction to business finance

- 1.1 Concept - nature – scope - objectives and importance
- 1.2 Organisation of finance department

2. Strategic financial planning

- 2.1 Meaning, objectives, steps in financial planning
- 2.2 Limitations of financial planning
- 2.3 Estimation of fixed and working capital
- 2.4 Over and under capitalization
- 2.5 Watered stock

3. Sources of Business Finance

- 3.1 Short term & long term
- 3.2 Corporate securities – public deposits
- 3.3 Finance from Banks & other financial institutions
- 3.4 Mutual funds – self financing.

4. Marketing of securities

- 4.1 Meaning – importance – methods
- 4.2 Public issue, right issue & private placement.
- 4.3 SEBI – objectives – functions – role and achievements.

Recommended Books

- | | |
|--|---------------------------------------|
| 1) Essentials of Business Finance | Dr.R.M.Shrivastav |
| 2) Business Finance | Dr.P.V.Kulkarni |
| 3) Corporation Finance | C.Kuchal |
| 4) Investment and Securities Market in India | V.A.Avdhani |
| 5) Corporate Financial Policy | Guthmann and Dougall |
| 6) Readings in Indian Financial Services | Digvijay |
| 7) Corporate Finance | Brealey, Richard A. & Steward C Myers |
| 8) Stock Exchange and Investment | Raghunathan |
| 9) Stock Exchange Trading in India | Gupta L.C. |
| 10) Capital Issues, SEBI and Listing | Chandratre K.R. |
| 11) Corporate Mergers, Amalgamations & Take over | Verma J.C. |
| 12) Corporate Restructuring and Indian Perspective | Mattoo P.K. |
| 13) Financial Services in India | M.A.Kohok |

M.Com. CBCS (2018 Course)

Semester I

PGCOM 102: Management Concepts and Organisational Behaviour I

Total Credits-04

Objectives: **The objective of this course is to help students to understand the conceptual framework of management and organizational behaviour.**

1. Schools of management thought

- 1.1 Scientific, process
- 1.2 Human behaviour and social system school
- 1.3 Decision theory school
- 1.4 Quantitative and system school
- 1.5 Contingency theory of management

2. Managerial functions

- 2.1 Planning - concept, significance, types
- 2.2 Organizing - concept, principles, theories, types of organizations
- 2.3 Authority, responsibility, power, delegation, decentralization
- 2.4 Staffing, directing,
- 2.5 Coordinating, control - nature, process, and techniques

3. Organizational behaviour

- 3.1 Organizational behaviour- concept and significance
- 3.2 Relationship between management and organizational behaviour,
- 3.3 Emergence and ethical perspective; attitudes; perception; learning; personality
- 3.4 Transactional analysis

4. Motivation

- 4.1 Process of motivation
- 4.2 Theories of motivation - need hierarchy theory, Theory X and Theory Y, two factor theory, Alderfer's ERG theory, McClelland's learned need theory, Victor room's expectancy theory, Stacy Adams equity theory.

Recommended Books

- 1) Griffin, Ricky W: Organizational Behaviour, Houghton Mifflin Co., Boston.
Hellreigel, Don, John W. Slocum, Jr., and Richard W. Woodman: Organizational Behaviour, South Western College Publishing, Ohio.
- 2) Hersey, Paul, Kenneth H. Blanchard and Dewey E. Johnson: Management of Organizational Behaviour: Utilizing Human Resources, Prentice Hall, New Delhi.
- 3) Inancevich; John and Micheol T. Matheson: Organizational Behaviour and Management, Business Publication Inc., Texas.
- 4) Koontz, Harold, Cyril O'Dopnnell, and Heinz Wehrich: Essentials of Management, Tata McGraw-Hill, New Delhi.
- 5) Luthans, Fred: Organizational Behaviour, McGraw-Hill, New York.
- 6) Newstrom, John W. and Keith Davis: Organizational Behaviour: Human Behaviour at Work, Tata McGraw-Hill, New Delhi.

- 7) Robbins, Stephen P, and Mary Coulter: Management, Prentice Hall, New Delhi.
- 8) Robbins, Stephen P: Organizational Behaviour, Prentice Hall, New Delhi.
- 9) Steers, Richard M and J. Stewart Black: Organizational Behaviour, Harper Collins College Publishers, New York.
- 10) Sukla, Madhukar : Understanding Organizations: Organization Theory and Practice in India, Prentice Hall, New Delhi.

M.Com. CBCS (2018 Course)
Semester I
Group A- Advanced Accounting
PGCOM 103: Advanced Accounting I

Total Credits-04

Objective: The course aims at acquainting the students with a coherent set of logical principles and a general frame of reference for the evaluation and development of accounting practices.

- 1. Amalgamation, absorption and external reconstruction**
 - 1.1 Accounting for amalgamation
 - 1.2 Absorption and reconstruction (external) of companies

- 1. Accounting theory**
 - 2.1 Concept of accounting theory
 - 2.2 Role, Classification and Approaches of accounting theory
 - 2.3 Accounting standard and accepted accounting principles
 - 2.4 Selection of accounting principles
 - 2.5 Professional development of accounting in India

- 3. Cash flow accounting**
 - 3.1 Meaning and definition
 - 3.2 Cash flow statement
 - 3.3 Significance of cash flow statement

- 4. Inflation accounting**
 - 4.1 Current cost accounting

Recommended Books

1. S.K. Chakraborty and others: Accounting and Finance, Oxford University Press.
2. Company Accounts - S. Kr. Paul
3. S.N. Maheshwari - An Introduction to Accountancy
4. G. Sinha: Accounting Theory: Book World, Calcutta.
5. S. Porwal: Accounting Theory, Tata McGraw Hill.
6. Jain and Narang: Company Accounts, Kalyani Publishing Co.
7. B.P. Agarwal: Advanced Financial Accounting, Pitambar Publishers.
8. Baxter, Villiam T. : Accounting Values and Inflation.
9. Robert Seapens: Accounting in an Inflationary Environment, Macmillan, London
10. Anthony and Reece : Accounting Principles, All India Traveller Book Seller, Delhi.
11. M.C. Mallo : Theory of Evolution of Accounting Ideas, S. Chand and Co.

Journal

The Chartered Accountant, Institute of Chartered Accountants of India

M.Com. CBCS (2018 Course)
Semester I
Group A- Advanced Accounting
PGCOM 104: Advanced Accounting II
(Business Taxation)

Total Credits-04

Objective: The course is designed to provide understanding of direct tax laws as well as sales tax including the rules, notification and case law pertaining thereto and their application to different business situations.

1 Introduction

- 1.1 Basis of charge of income tax
- 1.2 Rates of income tax- definition
- 1.3 Agricultural income - assesses -assessment year - casual income - charitable purpose -person - previous year -principal officer
- 1.4 Tax liability – income tax liability
- 1.5 Residence of assesses- resident in India - non-resident in India -not ordinarily resident

2. Income computation

- 2.1 Various heads of income- income from salaries
- 2.2 Income from house property
- 2.3 Income from other sources
- 2.4 Deduction to be made in computing the income from the above heads

3. Computation of total income from business and profession

- 3.1 Capital gains- definition of total income
- 3.2 Computation of total income of individual, HUF, partnership firms, association of persons - body of individual – limited company excluding electricity company, insurance company, shipping company and non-residents.
- 3.3 Aggregation of income- deductions to be made in computing total income, income which does not form part of total income.
- 3.4 Income forming part of total income but not taxable
- 3.5 Income of charitable and religious trusts and institutions
- 3.6 Set off and carry forward of losses

Recommended Books

1. Bhagwati Prasad- Income Tax Law & Practice, Navaman Aligarh.
2. V.K.Singhania- Direct Taxes Law and Practice Taxation, Publications Delhi.
3. N.A. Palkhiwala- Law and Practice of Income Tax, N.M.Tripathi, Bombay.
4. Central Sales Tax Act, M.S.S. Tax Act, Government Publications.
5. Shah – How to Invest Well, Tata McGraw Hill.
6. Dinkar Pagare-Tax Laws, S. Chand Sons.
7. S.S.Gupta- Taxman’s Service Tax

Journal: **Tax Saver - R.N. Lakhotiya, Delhi**

M.Com. CBCS (2018 Course)
Semester I
Group B – Marketing
PGCOM 105: Marketing I
(Advertising and Sales Management)

Total Credit-04

Objective: The basic objective of this course is to acquaint students with the theory and practice of advertising, as well as management of a firm's sales operations.

- 1. Advertising**
 - 1.1 Meaning and definition
 - 1.2 Advertising as a tool of marketing
 - 1.3 Advertising effects - economic and social
 - 1.4 Advertising and consumer behaviour
 - 1.5 Advertising science in India.
- 2. Advertising objectives and advertising budgets**
 - 2.1 Advertising media
 - 2.2 Print media and Broadcasting media
 - 2.3 Non-media advertising
 - 2.4 Media planning and scheduling
 - 2.5 Advertising on internet
 - 2.6 Media selection decision
- 3. Message design and development**
 - 3.1 Copy development
 - 3.2 Types of appeal
 - 3.3 Copy testing
- 4. Measuring advertising effectiveness**
 - 4.1 Managing advertising agency
 - 4.2 Client relationship
 - 4.3 Promotional science in India
 - 4.4 Techniques for testing advertising effectiveness.
- 5. Selling**
 - 5.1 Concept, objectives and functions of sales management
 - 5.2 Fundamentals of selling, selling process
 - 5.3 Salesmanship, product and customer knowledge

Recommended Books

1. Aaker, David, et. al.: Advertising Management, Prentice Hall, New Delhi.
2. Anderson, Hair, Bush: Professional Sales Management, McGraw Hill, Singapore
3. Batra, Rajeev, John G. Myers and David A. Aaker : Advertising Management, Prentice Hall, New Delhi.
4. Ford, Churchill, Walker: Management of Sales Force, McGraw Hill Singapore
5. Gupta, Vaswar Das: Sales Management in Indian Perspective, Prentice Hall, Delhi.
6. Johnson, Kurtz, Schewing, Sales Management, McGraw Hill, Singapore

7. Krik C.A.: Salesmanship, Taraporewala, Bombay
8. Norris, James S. : Advertising, Prentice Hall, New Delhi.
9. Patrick, Forsyth : Sales Management Handbook, Jaico Publications, Bombay
10. Sandage C.H. and Fry Burger, Advertising - Theory and Practice, Richard D Irwin, Illinois.
11. Sengupta, Subroto: Brand Positioning, Tata McGraw Hill Co., New Delhi.
12. Stanton, W.J. and Spiro, R: Management of Sales Force, McGraw Hill Singapore
13. Still, Richard R. Edward W. Cundiff, and Norman A.P. Govoni : Sales Management, Prentice Hall of India, Delhi.

M.Com. CBCS (2018 Course)
Semester I
Group B- Marketing
PGCOM 106: Marketing II
(Marketing Research)

Total Credit-04

Objective: **The purpose of this course is to enable students learn the process, tools and techniques of marketing research.**

- 1. Introduction to marketing research**
 - 1.1 Importance, nature and scope of marketing research
 - 1.2 Role of marketing research in marketing
 - 1.3 Limitations of marketing research
 - 1.4 Ethics in marketing research
- 2. Implications of marketing research**
 - 2.1 Implication of marketing on marketing mix (4P's and extended 4 P's)
 - 2.2 Marketing information system and marketing research
 - 2.3 Prominent Market research agencies in India
 - 2.4 Jobs in marketing research, skill sets required
- 3. Marketing research process**
 - 3.1 Research process, problem formulation
 - 3.2 Hypothesis statement – characteristics of a good hypothesis
 - 3.3 Preparing the research proposal
 - 3.4 Research designs – exploratory designs
 - 3.5 Focus groups and experience surveys
 - 3.6 Qualitative research techniques – depth interview and projective techniques
 - 3.7 Causal research

Recommended Books

1. **Beri, G.C.: Marketing Research, Tata McGraw Hill, New Delhi.**
2. **Boyd, H.W., Ralph Westfall and S.F.Starsh: Marketing Research : Text and Cases, Richard D. Irwin, Boston.**
3. **Chisnall, Peter M. : The Essence of Marketing Research, Prentice Hall, New Delhi.**
4. **Churchill, Gilbert A.: Basic Marketing Research, Dryden Press, Boston.**
5. **Davis, J.J.: Advertising Research, Prentice Hall, New Delhi**
6. **Green, Paul E., Donald S. Tull and Gerald Albaum: Research for Marketing Decision, Prentice Hall, New Delhi.**
7. **Hooda, R.P.: Statistics for Business and Economics, Macmillan India, New Delhi**
8. **Luck, D.J.: Marketing Research, Prentice Hall, New Delhi**
9. **Tull, Donald and Hakin, Del I: Marketing Research: Measurement and Method, Prentice Hall, New Delhi.**

Zaltman and Burger : Marketing Research, Dryden Press, Illinois.

M.Com. CBCS (2018 Course)
Semester I
Group C- Business Administration
PGCOM 107: Business Administration I
(Production and Operation Management)

Total Credit-04

Objective: To impart knowledge regarding production and management techniques, process, tools and acquaint the students with the knowledge of marketing functions, techniques and strategies.

1. Introduction to production and operations management

- 1.1 Meaning and functions
- 1.2 Types of production systems- mass production/flow line, continuous, intermittent, batch production, job, lots etc
- 1.3 Service systems - recent trends in production and service system
- 1.4 Plant layout – objectives, basic principles, types, safety considerations and environmental aspects.

2. Product design and development

- 2.1 Product design – meaning, responsibility, factors determining the design, characteristics of good design
- 2.2 Production department- stages of product design, factors responsible for product development, tools of product development, product planning, standardization, simplification and diversification, techniques of product development

3. Production planning and control

- 3.1 Production planning and control – meaning, objectives, procedures, production planning, routing, scheduling, ERP integrated system, dispatch, follow up
- 3.2 Production control -meaning, objectives, factors affecting production control, problems and cases

4. Materials management

- 4.1 Materials requirement planning –meaning, scope
- 4.2 Purchasing - purchase procedure,
- 4.3 Store keeping –functions, objectives
- 4.4 Inventory control in materials management -importance, objectives, methods and techniques

Recommended Books

1. Production and operation Management – B. S. Goel, Pragati Prakashan
2. Production and Operations Management –S. N. Chary, Tata McGraw Hill
3. Modern Production and Operation Management -Elword Buffa
4. Production Planning and Inventory Control –Magee Budman, Tata McGraw Hill
5. ISO 9000 – A Manual for TQM – Suresh D. Saurabh, S. Chand and Company
6. Essentials of Business Administration- K. A. Shantappa

M.Com. CBCS (2018 Course)
Semester I
Group C- Business Administration
PGCOM 108: Business Administration II
(Financial Management)

Total Credit-04

- Objective:**
- 1) To develop the ability to analyze and interpret various tools of financial analysis and planning.
 - 2) To gain knowledge of management and financing of working capital.
 - 3) To understand concepts relating to financing and investment decision.

1. Introduction

- 1.1 Meaning and definition of financial management
- 1.2 Role of finance manager, goals of financial management, financial systems (in India), financial assets, financial markets, financial intermediaries,
- 1.3 Regulatory infrastructure (RBI, SEBI), trends in Indian financial system

2. Investment decisions

- 2.1 Capital expenditure decisions, capital budgeting-purpose, process, types of capital investment decisions, capital budgeting techniques, capital rationing
- 2.2 Investment decision methods – average rate of return (ARR), pay back, internal rate of return (IRR), present value approach

3. Financial statements and financial analysis

- 3.1 Financial statements – concept, their anatomy, balance sheet and its utility, income statement and its utility, limitation of financial statement, financial analysis – types of analysis, utility
- 3.2 Techniques of financial analysis- fund flow analysis, ratio analysis, various ratios

4. Management of working capital-I (overview)

- 4.1 Nature of working capital
- 4.2 Understanding working capital management, its significance
- 4.3 Circular flow concept, factors affecting working capital requirements, financing of working capital

Recommended Books

1. Dr. Prassanna Chandra – Financial Management Theory & Practice, McGraw Hill 6th ed.
2. Financial Management and Policy – Dr. R. M. Shrivastava, Himalaya Publishing House
3. Indian Financial System – Bharati Pathak, Dorling Kindersley (India) Pvt. Ltd.
4. Business Finance – S. C. Kuchal
5. Financial Management – I. M. Pandey
6. Financial Management – Dr. P. V. Kulkarni
8. Fundamentals of Financial Management-Horne, Wachowicz Jr. Bhaduri, Pearson Education

M.Com. CBCS (2018 Course)
Semester II
PGCOM 201: Business Finance II

Total Credit-04

Objectives: **To provide understanding of nature, structure & issues in business finance and financial services in India.**

1. Stock exchange

- 1.1 Definition, importance, functions
- 1.2 Stock exchanges in India
- 1.3 Working of BSE and NSE
- 1.4 Trading mechanism, depository

2. Foreign capital

- 2.1 Role and importance
- 2.2 Various sources of foreign capital
- 2.3 Foreign direct investments, NRI fund, GDR and ADR issues
- 2.4 Foreign collaborations

3. New dimensions in business finance

- 3.1 Lease financing – meaning, importance, types of leasing
- 3.2 Lease v/s buy decision, problems and prospects of leasing in India
- 3.3 Venture capital- concept, process and methods of financing
- 3.4 Development of Venture capital in India
- 3.5 Credit Rating : meaning – need – credit rating agencies in India – methodology of credit rating

4. Corporate restructuring and finance

- 4.1 Forms of expansion & diversification
- 4.2 Acquisition, takeover & mergers, amalgamation – importance – Reason for Mergers & Amalgamation
- 4.3 Benefits of Merger & amalgamation.

Recommended Books

- 1) P.V.Kulkarni : Business Finance , Himalaya Publishing House.
- 2) K.R.Javeri : Capital Issue -Law and Methodology, M.N.Tripathi Pvt. Ltd.
- 3) I.M.Bholey : Financial Methods and Institutions , McGraw Hills ,Delhi.
- 4) K. Bhalla : Invest Management, S.Chand , New Delhi.
- 5) M.Pandey : Financial Management, Vikas Publishing House.
- 6) S.C. Kucchal : Corporation Finance ,Chaitanya Publishing House , Allahabad.
- 7) F.W.Paish : Business Finance.
- 8)Dr.M.A.Kohok : Financial Services in India, Digvijay Prakashan , Pimpalgaon-Baswant ,Dist :Nasik.
- 9) Dr.M.A.Kohok : Readings in Indian Financial Services, Digvijay Prakashan , 1070 , Shivajinagar,Pimpalgaon-Baswant ,Dist :Nasik.
- 10)Richard Brealex , : Fundamentals of Corporation Finance

Satewart Myres and (Latest Edition, McGraw Hill Inc.) Alen Marcus

Journals :

- i)Journal of Institute of Chartered Financial Analysts of India , Hyderabad
- ii)Finance India: Indian Institute of Finance, Delhi.

M.Com. CBCS (2018 Course)
Semester II
PGCOM 202: Management Concepts and Organisational Behaviour II

Total Credits-04

Objectives: **The objective of this course is to help students understand the conceptual framework of management and organizational behaviour.**

- 1. Group dynamics and team development**
 - 1.1 Group dynamics - definition and importance
 - 1.2 Types of groups, group formation,
 - 1.3 Group development, group composition, group performance factors
 - 1.4 Principle-centered approach to team development
- 2. Leadership**
 - 2.1 Concept; leadership styles
 - 2.2 Theories - trait theory, behavioural theory, Fielder's contingency theory, Harsey and Blanchard's situational theory;
 - 2.3 Managerial grid; Likert's four systems of leadership
- 3. Organizational conflict**
 - 3.1 Dynamics and management
 - 3.2 Sources, patterns, levels, and types of conflict
 - 3.3 Traditional and modern approaches to conflict
 - 3.4 Functional and dysfunctional organizational conflicts
 - 3.5 Resolution of conflict.
- 4. Interpersonal and organizational communication**
 - 4.1 Concept of two-way communication
 - 4.2 Communication process
 - 4.3 Barriers to effective communication
 - 4.4 Types of organizational communication
 - 4.5 Improving communication
 - 4.6 Transaction analysis in communication
- 5. Organizational Development**
 - 5.1 Concept; need for change, resistance to change
 - 5.2 Theories of planned change
 - 5.3 Organizational diagnosis
 - 5.4 OD intervention

Recommended Books

- 1) Griffin, Ricky W: Organizational Behaviour, Houghton Mifflin Co., Boston.
Hellreigel, Don, John W. Slocum, Jr., and Richard W. Woodman: Organizational Behaviour, South Western College Publishing, Ohio.
- 2) Hersey, Paul, Kenneth H. Blanchard and Dewey E. Johnson: Management of Organizational Behaviour: Utilizing Human Resources, Prentice Hall, New Delhi.

- 3) Inancevich; John and Micheol T. Matheson: Organizational Behaviour and Management, Business Publication Inc., Texas.
- 4) Koontz, Harold, Cyril O'Dopnnell, and Heinz Wehrich: Essentials of Management, Tata McGraw-Hill, New Delhi. Luthans, Fred: Organizational Behaviour, McGraw Hill, New York.
- 5) Newstrom, John W. and Keith Davis: Organizational Behaviour: Human Behaviour at Work, Tata McGraw-Hill, New Delhi.
- 6) Robbins, Stephen P, and Mary Coulter: Management, Prentice Hall, New Delhi.
- 7) Robbins, Stephen P: Organizational Behaviour, Prentice Hall, New Delhi.
- 8) Steers, Richard M and J. Stewart Black: Organizational Behaviour, Harper Collins College Publishers, New York.
- 9) Sukla, Madhukar : Understanding Organizations: Organization Theory and Practice in India, Prentice Hall, New Delhi.

M.Com. CBCS (2018 Course)
Semester II
Group A- Advanced Accounting
PGCOM 203: Advanced Accounting III

Total Credits-04

Objective: The course aims at acquainting the students with a coherent set of logical principles and a general frame of reference for the evaluation and development of accounting practices.

1. **Holding companies**
 - 1.1 Consolidated accounts of holding and group companies
 - 1.2 Inter company transactions (holding company with two subsidiaries only)
2. **Internal reconstruction**
 - 2.1 Internal reconstruction including preparation of schemes
 - 2.2 Alteration and reduction of share capital
3. **Liquidation**
 - 3.1 Preparation of statement of affairs
4. **Corporate financial reporting**
 - 4.1 Issues and problems with reference to published financial statements of companies
 - 4.2 Financial reporting in respect of mutual funds, non banking financial companies, merchant bankers, stock brokers

Recommended Books

1. S.K. Chakraborty and others: Accounting and Finance, Oxford University Press.
2. Company Accounts - S. Kr. Paul
3. S.N.Maheshwari-An Introduction to Accountancy
4. G. Sinha: Accounting Theory: Book World, Calcutta.
5. S. Porwal: Accounting Theory, Tata McGraw Hill.
6. Jain and Narang: Company Accounts, Kalyani Publishing Co.
7. B.P. Agarwal: Advanced Financial Accounting, Pitambar Publishers.
8. Baxter, Villiam T. : Accounting Values and Inflation.
9. Robert Seapens: Accounting in an Inflationary Environment, Macmillan, London
10. Anthony and Reece : Accounting Principles, All India Traveller Book Seller, Delhi.
11. M.C. Mallo : Theory of Evolution of Accounting Ideas, S. Chand and Co.

Journal

The Chartered Accountant, Institute of Chartered Accountants of India.

M.Com. CBCS (2018 Course)
Semester II
Group A- Advanced Accounting
PGCOM 204: Advanced Accounting IV
(Business Taxation)

Total Credit-04

Objective: The course is designed to provide understanding of direct tax laws as well as sales tax including the rules, notification and case law pertaining thereto and their application to different business situations.

1. Assessment and appeals procedure

- 1.1 Penalties and prosecution, penalties imposable- reduction or waiver of penalty
- 1.2 Interest payable by assessee-fine imposable-offences and prosecution.

2. Wealth tax

- 2.1 Wealth tax- definition and meaning of various terms.
- 2.2 Deemed wealth.
- 2.3 Exempted wealth
- 2.4 Valuation of various assets for wealth tax purpose
- 2.5 Simple problems on wealth tax.

3. Professional tax, sales tax and service tax

- 3.1 Professional tax
- 3.2 Study of schedule and rates of professional tax
- 3.3 Sales tax
- 3.4 Central sales tax - problems and cases
- 3.5 Maharashtra sales tax - problems and cases
- 3.6 Service tax – statutory provisions, persons covered by service tax
- 3.7 Responsibilities for paying service tax, payment of service tax

(Note: The students should be able to calculate various taxes in this paper claiming maximum relief and exemptions available under law. They are also expected to be familiar with filling of various forms and returns.)

Recommended Books

- 1. Bhagwati Prasad-Income Tax Law & Practice, Navaman Aligarh.
- 2. V.K.Singhania-Direct Taxes Law and Practice Taxation, Publications Delhi.
- 3. N.A. Palkhiwala and Palkhiwala's- Law and Practice of Income Tax, N.M.Tripathi, Bombay.
- 4. Central Sales Tax Act, M.S.S. Tax Act, Government Publications.
- 5. Shah – How to Invest Well, Tata McGraw Hill.
- 6. Dinkar Pagare-Tax Laws S. Chand Sons.
- 7. S.S.Gupta- Taxman's Service Tax

Journal: Tax Saver - R.N. Lakhotiya, Delhi

M.Com. CBCS (2018 Course)
Semester II
Group B - Marketing
PGCOM 205: Marketing III
(Advertising and Sales Management)

Total Credit-04

Objective: The basic objective of this course is to acquaint students with the theory and practice of advertising, as well as management of a firm's sales operations.

- 1. Sales planning**
 - 1.1 Importance and types of sales planning
 - 1.2 Sales planning process
 - 1.3 Sales forecasting
 - 1.4 Determining sales territories, sales quotas, and sales budget.
- 2. Sales organization**
 - 2.1 Setting up a sales organization
 - 2.2 Planning process
 - 2.3 Principles of determining sales organization.
- 3. Sales force management**
 - 3.1 Estimating manpower requirements for sales department
 - 3.2 Planning for manpower-recruitment and selection, training and development, placement and induction
 - 3.3 Motivating sales force; leading the sales force
 - 3.4 Compensation and promotion policies
 - 3.5 Sales meetings and contests.
- 4. Control process**
 - 4.1 Analysis of sales volume
 - 4.2 Costs and profitability
 - 4.3 Managing expenses of sales personnel
 - 4.4 Evaluating sales force performance.

Recommended Books

1. Aaker, David, et. al.: Advertising Management, Prentice Hall, New Delhi.
2. Anderson, Hair, Bush: Professional Sales Management, McGraw Hill, Singapore
3. Batra, Rajeev, John G. Myers and David A. Aaker : Advertising Management, Prentice Hall, New Delhi.
4. Ford, Churchill, Walker: Management of Sales Force, McGraw Hill Singapore
5. Gupta, Vaswar Das: Sales Management in Indian Perspective, Prentice Hall, Delhi.
6. Johnson, Kurtz, Schewing, Sales Management, McGraw Hill, Singapore
7. Krik C.A.: Salesmanship, Taraporewala, Bombay
8. Norris, James S. : Advertising, Prentice Hall, New Delhi.
9. Patrick, Forsyth : Sales Management Handbook, Jaico Publications, Bombay

10. Sandage C.H. and Fry Burger, Advertising - Theory and Practice, Richard D Irwin, Illinois.
11. Sengupta, Subroto: Brand Positioning, Tata McGraw Hill Co., New Delhi.
12. Stanton, W.J. and Spiro, R: Management of Sales Force, McGraw Hill Singapore
13. Still, Richard R. Edward W. Cundiff, and Norman A.P. Govoni : Sales Management, Prentice Hall of India, Delhi.

M.Com. CBCS (2018 Course)
Semester II
Group B- Marketing
PGCOM 206: Marketing IV
(Marketing Research)

Total Credit-04

Objective: **The purpose of this course is to enable students learn the process, tools and techniques of marketing research.**

- 1. Sampling plan**
 - 1.1 Sample frame and sampling unit
 - 1.2 Sampling techniques
 - 1.3 Sample size determination
- 2. Data collection and analysis** 2.1
 - Organisation of the field work and survey errors
 - 2.2 Sampling and non sampling errors
 - 2.3 Univariate, bio-variate and multi-variate data analysis
 - 2.4 Report preparation and presentation
- 3. Applications of marketing research**
 - 3.1 Applications of marketing research-
 - 3.2 Cluster analysis for identifying market segments
 - 3.3 Conjoint analysis for product research
 - 3.4 Multi-dimensional scaling
 - 3.5 Discriminate analysis and perceptual mapping for brand positioning research
 - 3.6 Advertising research – copy testing, media selection, media scheduling
- 4. IT enabled marketing**
 - 4.1 Web based marketing research
 - 4.2 Using the internet for collecting secondary data, primary data
 - 4.3 Advantages and limitations in data collection
 - 4.4 Reach, analysis, accuracy, time

Recommended Books

1. Beri, G.C.: Marketing Research, Tata McGraw Hill, New Delhi.
 2. Boyd, H.W., Ralph Westfall and S.F.Starsh: Marketing Research : Text and Cases, Richard D. Irwin, Boston.
 3. Chisnall, Peter M. : The Essence of Marketing Research, Prentice Hall, New Delhi.
 4. Churchill, Gilbert A.: Basic Marketing Research, Dryden Press, Boston.
 5. Davis, J.J.: Advertising Research, Prentice Hall, New Delhi
 6. Green, Paul E., Donald S. Tull and Gerald Albaum: Research for Marketing Decision, Prentice Hall, New Delhi.
 7. Hooda, R.P.: Statistics for Business and Economics, Macmillan India, New Delhi
 8. Luck, D.J.: Marketing Research, Prentice Hall, New Delhi
 9. Tull, Donald and Hakin, Del I: Marketing Research: Measurement and Method, Prentice Hall, New Delhi.
- Zaltman and Burger : Marketing Research, Dryden Press, Illinois.

M.Com. CBCS (2018 Course)
Semester II
Group C- Business Administration
PGCOM 207: Business Administration III
(Marketing Management)

Total Credit-04

- Objectives:**
1. To enable the students to acquaint himself with various aspects of marketing management.
 2. To impart knowledge regarding consumer behaviour, customer relationship and understanding of brand management.

1. Introduction

- 1.1 Marketing- definition and concepts of marketing and marketing management
- 1.2 Evolution of marketing (marketing orientation)
- 1.3 Types of marketing-tele marketing, e-marketing, services marketing, rural marketing
- 1.4 Features, importance and problems of rural marketing, suggestions for improvement of rural markets
- 1.5 Marketing planning, research and information system

2. Consumer behaviour

- 2.1 Meaning and concept, buying motives and consumer behaviour
- 2.2 Environment influence on consumer behaviour-economic, political, technological, global etc.
- 2.3 Consumer behaviour models and consumerism, consumer education and protection, ethics in marketing

3. Customer relationship management (CRM)

- 4.1 Concept, significance and problems, customer integration management (CIM)
- 4.2 Attracting, retaining and growing customers, forming strong customer bonds
- 4.3 Customer database and CRM

4. Marketing strategy

- 4.1 Product, price, place, promotion and process strategies
- 4.2 New product development strategy, failure of a new product, causes and remedies
- 4.3 Strategies over product life cycle, international marketing as a strategy

5. Marketing communication and brand management

- 5.1 Meaning, concept and importance
- 5.2 Media management- media selection, media effectiveness, developing an effective media plan
- 5.3 Role of a media manager, advertising campaign approaches, new trends in marketing communication
- 6.2 Brand awareness and brand association, brand loyalty –level of brand loyalty, strategies to build and maintain brand loyalty

Recommended Books

1. Introduction to Marketing: Theory and Practice- Adrian Palmar, Oxford
2. Marketing Management- Philip Kotler, Kevin Lane Keller, Pearson Education
3. Marketing Management- Rajan Saxena – Tata McGraw Hill
4. Marketing Management - S. A. Shertekar
5. Modern Marketing Management – R. S. Davar, UBS Distribution Ltd.
6. Marketing – Biplab S. Rose, Himalaya Publishing House
7. Marketing Management – P. K. Agrawal, Pragati Prakashan,
8. Marketing Management: Analysis, Planning, Control- Philip Kotlar, Prentice Hall, Delhi
9. International Trade and Export Management- Francis Cherunilam
11. Principles and Practice of Marketing in India- Dr, C. B. Mamoria, Joshi, Mulla
12. Marketing Management – J. C. Gandhi
13. Rural Marketing – Krishna Havaladar
14. Brand Management: The Indian Context- Y. L. R. Moorthi, Vikas Publishing House

M.Com. CBCS (2018 Course)
Semester II
Group C- Business Administration
PGCOM 208: Business Administration IV
(Financial Policies and Practices)

Total Credit-04

- Objectives:** 1) To gain knowledge of management and financing of working capital.
2) To understand concepts relating to financing and investment decision.
- 1. Profit planning**
 - 1.1 Concepts and basis of profit planning, approaches to profit planning
 - 1.2 Break even analysis, proforma income statement, retention of earnings, depreciation considerations
 - 2. Dividend policies**
 - 2.1 Optimal dividend policy, variables influencing dividend policy, types of dividend policy, forms of dividend payment
 - 2.2 Implications of over capitalization and under capitalization
 - 3. Financial management of business expansion**
 - 3.1 Business combination, acquisitions, mergers, conceptual aspects, forms, formulation of acquisition strategy
 - 3.2 Assessment of financial implications of potential acquisition
 - 3.3 Projected profit and loss account statement, balance sheet, cash flow statements etc
 - 4. New financial instruments**
 - 4.1 Floating rate bonds, zero interest bonds, deep discount bonds, commercial papers, participatory notes, financial derivatives
 - 4.2 Derivative market -meaning, benefits, needs, types, features
 - 4.3 Derivative market in India- forwards, futures and options
 - 4.4 Securitization of assets - concept, mechanism, utility, growth in foreign countries and in India
 - 5. Lease financing and venture capital**
 - 5.1 Lease financing - nature, types, potentiality of leasing as a source of business finance
 - 5.2 Venture capital - concept, dimensions, its functions, venture capital in developing countries and in India, operational highlights, regulatory framework in India, prerequisites for success

Recommended Books

1. Introduction to Marketing: Theory and Practice- Adrian Palmar, Oxford
2. Marketing Management- Philip Kotler, Kevin Lane Keller, Pearson Education
3. Marketing Management- Rajan Saxena – Tata McGraw Hill
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BHARATI VIDYAPEETH

DEEMED TO BE UNIVERSITY, PUNE (INDIA)

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

**MASTER OF COMPUTER APPLICATIONS
(MCA)**

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY PUNE, INDIA
FACULTY OF MANAGEMENT STUDIES
Board of Studies in Computer Applications
Structure of Master of Computer Applications Programme
(Under Choice Based Credit System)
To be effective from 2018-19 at Part I

1. INTRODUCTION

The MCA Program is a full time 100 Credits programme offered by Bharati Vidyapeeth Deemed to be University, Pune and conducted at its management institutes in Pune, Karad, Kolhapur, Sangli, and Solapur. All the five institutes have excellent faculties, Laboratories, Library, and other facilities to provide proper learning environment. The University is reaccredited by NAAC with an 'A+' grade (3rd cycle). The expectations and requirements of the software industry, immediately and the near future, are visualized while designing the MCA programme. This effort is reflected in the Vision and Mission statements of the MCA programme. Of course, the statements also embody the spirit of the vision of Late Dr. Patangraoji Kadam, the Founder of Bharati Vidyapeeth and Chancellor, Bharati Vidyapeeth Deemed to be University which is to usher in “Social Transformation through Dynamic Education.”

2. VISION STATEMENT OF MCA PROGRAMME

To create high caliber solution architects and innovators for software development

3. MISSION STATEMENT OF MCA PROGRAMME

To teach 'things, not just words', 'how to think', and 'how to self-learn'.

4. OBJECTIVES OF THE MCA PROGRAMME

The main objectives of MCA Programme are to prepare the youth to take up positions as system analysts, system engineers, software engineers, programmers and of course as versatile teachers in any area of computer applications. Accordingly the course curriculum aims at developing 'systems thinking' 'abstract thinking', 'skills to analyze and synthesize', and 'skills to apply knowledge', through 'extensive problem solving sessions', 'hands on practice under various hardware/software environments', 'four minor projects and 'one semester full-time internship project'. In addition, 'social interaction skills', 'communication skills', 'life skills', 'entrepreneurial skills', and 'research skills' which are necessary for career growth and for leading quality life are also imparted.

5. LEARNING OUTCOMES FROM THE MCA PROGRAMME

At the end of the course the student should be able to:

- (a) Analyze problems and design effective and efficient software solutions.
- (b) Develop software under latest Application Development Environments.
- (c) Learn new technologies with ease and be productive at all times.
- (d) Read, write, and contribute to technical literature.
- (e) Work in teams.
- (f) Be a good citizen in all respects.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
Examination Form Submission	For Sem - I, III, V - August to September For Sem - II, IV, VI - March to April	For Sem - I, III, V - March to April For Sem - II, IV, VI - August to September
University Examinations	For Sem - I, III, V - December For Sem - II, IV, VI - June	For Sem - I, III, V – June For Sem - II, IV, VI - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION TO THIS PROGRAMME:

Admission to the programme is open to any candidate (Graduate) of any recognized University satisfying the following conditions.

The candidate should have secured at least 50% (45% for SC/ST).

9. DURATION OF THE PROGRAMME

The duration of this programme is three years divided in to six semesters or a minimum of 100 credits whichever is later. The medium of instruction and examination will be only English.

Minimum - 3 Years, Maximum - 6 Years

10. MEDIUM

The medium of instruction and examination is English only.

11. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year	III Year
1	Admission Fee	500/-	-	-
2	Tuition Fee	20000/-	20000/-	20000/-
3	Examination Fee	8440/-	8440/-	8540/-
Total		28940/-	28440/-	28540/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.C.A.	60500/-	500/-	60000/-	6150/-	12000/-	41850/-

13. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including

the lectures, instructional material, lectures in mobile-ready formats are available freely on the `e-learning Environmental Portal` of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

17. GRADING SYSTEM FOR PROGRAMMES UNDER FACULTY OF MANAGEMENT STUDIES:

Grade Points: The Faculty of Management Studies, Bharati Vidyapeeth Deemed to be University has suggested the use of a 10-point grading system for all programmes designed by its various Board of Studies. A grading system is a 10-point system if the maximum grade point is 10. The system is given in Table I below.

Table I: The 10-point Grading System Adapted for Programmes under FMS

Range of Percent Marks	[75, 100]	[70,74.9]	[65, 69.9]	[60, 64.9]	[55, 59.9]	[50, 54.9]	[45, 49.9]	[40, 44.9]	[00, 39.9]
Grade Point	10.0	9.0	8.0	7.0	6.0	5.5	5 0	4.5	0.0
Grade	O	A+	A	B+	B	C	+ C	D	F

18. SCHEME OF EXAMINATION: For some courses there is Internal Assessment (IA) conducted by the respective institutes as well as a University Examination (UE) at the End-of-the Term. UE will be conducted out of 70 marks and converted to grade points and grades using Table I above.

For courses having only Continuous Assessment (CA) the respective institutes will evaluate the students in varieties of ways, three or four times, during the term for a total of 100 marks. Then the marks will be converted to grade points and grades using the Table I above.

Performance in a Course: The performance in a course is indicated by a Grade Point Index (GPI). For courses with both UE and IA components, the GPI is computed as a weighted average of grade points in UE and IA with respective weights 70% and 30%. That is,

$$\text{GPI} = 0.7 * \text{GP(UE)} + 0.3 * \text{GP(IA)},$$

Where GP (UE) is the grade point corresponding to UE and GP (IA) is the grade point corresponding to IA.

For courses with CA only, the grade point itself would be the GPI.

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

At the end of each term, SGPA is calculated as the weighted average of all GPI of courses in the current semester in which the student has passed, the weights being the credit values of respective courses. Similarly, at the end of each semester, CGPA is calculated as the weighted average of all GPI of all courses in which the student has passed **up to** the current Semester.

19. STANDARDS OF PASSING & RULES OF ATKT:

a) In order to pass in a course, a student must obtain a minimum grade point of 4.5 at the UE and also a minimum GPI of 4.0 in the course. There is no separate passing criterion in IA. Thus, a student may fail in a course either because he/she failed at UE or he/she failed in aggregate performance of UE and IA. A student who passes in a course is said to have completed the credits assigned to the course.

(b) A student who has passed in all heads of passing in Part-I, Part-II and Part-III with minimum of 100 credits. and who wishes to discontinue the program will be awarded the degree of Master of Computer Applications (MCA) with the honors according to Table II.

(c) A student who completed the minimum credits required for a programme (i.e.100 credits) will be declared to have completed the programme with the honours according to Table II and will be awarded the degree of Master of Computer Applications.

Table II: CGPA Ranges for Class Declaration

Range of CGPA	[4.00, 4.99]	[5.00, 5.49]	[5.50, 5.99]	[6.00, 7.99]	[8.00, 10.00]
Division	Pass Class	Second Class	Higher Second Class	First Class	First Class with Distinction
Range of Marks(%)	[40.0, 49.9]	[50.0, 54.9]	[55.0, 59.9]	[60.0, 69.9]	[70.0, 100.0]

Equivalence between CGPA and Percent Marks: Any stakeholder may convert GPI of a course, SGPA, or CGPA to an equivalent percent marks using the formula

$$\begin{aligned} \text{marks(\%)} = & 10 * \text{CGPA if CGPA in [4.00, 6.00]} \\ & 5 * \text{CGPA} + 30 \text{ if CGPA in [6.00, 9.00]} \\ & 25 * \text{CGPA} - 150 \text{ if CGPA in [9.00, 10.00]} \end{aligned}$$

The above formula gives values in the Table III. For values which are not in the Table III, use the formula directly..

Table III: CGPA and Corresponding Marks (%)

CGP A	MARK S (%)	CGP A	MAR KS (%)	CGP A	MAR KS (%)	CGP A	MARK S (%)	CGP A	MAR KS (%)	CGP A	MARK S (%)
4.0	40.0	5.0	50.0	6.0	60.0	7.0	65.0	8.0	70.0	9.0	75.0
4.1	41.0	5.1	51.0	6.1	60.5	7.1	65.5	8.1	70.5	9.1	77.5
4.2	42.0	5.2	52.0	6.2	61.0	7.2	66.0	8.2	71.0	9.2	80.0
4.3	43.0	5.3	53.0	6.3	61.5	7.3	66.5	8.3	71.5	9.3	82.5
4.4	44.0	5.4	54.0	6.4	62.0	7.4	67.0	8.4	72.0	9.4	85.0
4.5	45.0	5.5	55.0	6.5	62.5	7.5	67.5	8.5	72.5	9.5	87.5
4.6	46.0	5.6	56.0	6.6	63.0	7.6	68.0	8.6	73.0	9.6	90.0
4.7	47.0	5.7	57.0	6.7	63.5	7.7	68.5	8.7	73.5	9.7	92.5
4.8	48.0	5.8	58.0	6.8	64.0	7.8	69.0	8.8	74.0	9.8	95.0
4.9	49.0	5.9	59.0	6.9	64.5	7.9	69.5	8.9	74.5	9.9	97.5

RULES OF ATKT:

- 1.A student is allowed to carry backlog of any number of subjects for Semester IV.
- 2.A student must pass Semester I and Semester II to appear for Semester V.

20. STRUCTURE:

MCA REVISED SYLLABUS STRUCTURE (To be effective from July 2018)

Semester I

Course Number	Course Title	Credits	Weight age for UE/IA	EoTE Marks
101	C Programming	3	70/30	Univ.
102	Computer Organization And Architecture	3	70/30	Univ.
103	Database Management Systems	3	70/30	Univ.
104	Discrete Structures	2	70/30	Univ.
105	Management Functions	2	70/30	Univ.
106	Web Supporting Technologies	3	70/30	Univ.
107	C Lab	1	100	Univ.
108	Soft Skills	1	50	IA.
109	Self learning-1	1	50	IA.
Total		19	800	

Semester II

Course Number	Course Title	Credits	Weight age for UE/IA	EoTE Marks
201	Data structure and Algorithms	3	70/30	Univ.
202	Operating Systems	3	70/30	Univ.
203	Software Engineering	3	70/30	Univ.
204	Statistical Techniques	2	70/30	Univ.
205	Financial Accounting	2	70/30	Univ.
206	Database Management Systems Lab	3	70/30	Univ.
207	Data Structures Lab	1	100	Univ.
208	Project-I	1	100	Univ.
209	Self-learning-2	1	50	IA.
Total		19	850	

Semester III

Course Number	Course Title	Credits	Weightage for UE/IA	EoTE Marks
301	Artificial Intelligence	3	70/30	Univ.
302	Computer Networks	3	70/30	Univ.
303	Object Oriented Analysis And Design	3	70/30	Univ.
304	Probability and Graph theory	2	70/30	Univ.
305	Organizational Behaviour	2	70/30	Univ.
306	Object Oriented Programming	3	70/30	Univ.
307	Object Oriented Programming Lab	1	100	Univ.
308	Project-II	1	100	Univ.
309	Self learning-3	1	50	IA.
Total		19	850	

Semester IV

Course Number	Course Title	Credits	Weightage for UE/IA	EoTE Marks
401	Data Warehousing and Data Mining	3	70/30	Univ.
402	Information Security	3	70/30	Univ.
403	Design Patterns	3	70/30	Univ.
404	Elective-I	2	70/30	Univ.
405	Elective-II	2	70/30	Univ.
406	Lab Elective-I	3	70/30	Univ.
407	Linux Lab	1	100	Univ.
408	Project-III	1	100	Univ.
409	Self learning-4	1	50	IA.
Total		19	850	

Semester V

Course Number	Course Title	Credits	Weightage for UE/IA	EoTE Marks
501	Data Science	3	70/30	Univ.
502	Optimization Techniques(basic)	3	70/30	Univ.
503	Software Project Management	3	70/30	Univ.
504	Elective-III	2	70/30	Univ.
505	Elective-IV	2	70/30	Univ.
506	Lab Elective-II	3	70/30	Univ.
507	Lab on Current Trends	1	100	Univ.
508	Project-IV	1	100	Univ.
509	Self learning-5	1	50	IA.
	Total	19	850	

SEMESTER VI

Course Number	Course Title	Credits	Weightage for EoTE/IA	EoTE Marks
601	Internship Project	5	100	Univ.

For Self Learning- 1 (109), Self Learning- 2 (209), Self Learning- 3 (309), Self Learning- 4 (409), Self Learning- 5 (509), students should select any one recent/upcoming topic related to computer science, study it thoroughly and submit a project report at the end of the semester.

Course Number	Course Name	Credits	Year of Introduction
101	C Programming	3	2018-19
Course Objective :			
This is a first course in programming. The objective of this paper is to teach the Programming Language C. However, the process of learning a computer language will also be emphasized. Emphasis is also on semantics and problem solving.			
Expected Outcome :			
At the end of the course a student should be able:			
<ul style="list-style-type: none"> • To solve a given problem using C Program C • Understand and use C libraries, • Trace the given C program manually • Effectively use of Arrays and functions • Write C program for simple applications of real life using structures and Unions. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Let us C - Y.Kanetkar, BPB Publications 2. Programming in C - Gottfried B.S., TMH 3. The 'C' programming language - B.W.Kernighan, D.M.Ritchie, PHI 4. Programming in ANSI C - Balaguruswami, TMH 5. C- The Complete Reference - H.Sohildt, TMH 6. A Structured Programming Approach using C – B.A. Forouzan & R.F. Gillberg, THOMSON Indian Edition 7. Computer fundamentals and programming in C – Pradip Dey & Manas Ghosh, OXFORD 			
Suggested MOOC :			
Please refer these websites for MOOCS: NPTEL / Swayam www. edx.com www.coursera.com			

Course Plan	
Unit	Contents
1	Basics to learn a Programming Language: Evolution of programming languages, structured programming, the compilation process, object code, source code, executable code, operating systems, interpreters, linkers, loaders, compilers, fundamentals of algorithms, flow charts. Concepts of a Program and subprogram, Procedures and functions, Syntactic, Semantic, and Logical Errors in a program; Program Correctness- Verification and Validation, Concept of Test Data
2	C Language Fundamentals: Origins of C, Characters and Character Set of C, Variables and Identifiers, Built-in Data Types, Variable Definition, Constants and Literals, Simple Assignment Statement, Operators and operands, Unary and Binary Operators, Concept of Expression, Arithmetic Expressions, Relational Expressions, Assignment Expressions. Evaluation of Expressions, Concepts of Precedence and Associativity, Table of Precedence and Associativity. Basic Input/Output Statement, The function

	main()
3	<p>Control Statements: Control Structures, Decision Making within a Program, Conditions, Relational Operators, Logical Connectives, Decision Making and Branching: If Statement, If-Else Statement, Switch Statement Decision Making & Looping: While Loop, Do While, For Loop. Nested Loops, Infinite Loops, Structured Programming</p>
4	<p>Arrays: One Dimensional Arrays: Array Manipulation; Searching, Linear Search, Binary Search; Finding The Largest/Smallest Element in an Array; Two Dimensional Arrays: Addition/Multiplication of Two Matrices, Transpose of a Square Matrix; Strings as Array of Characters</p>
5	<p>Functions: User defined and standard functions, Formal and Actual arguments, Functions category, function prototypes, parameter passing, Call-by-value, Call-by-reference, Recursion, Storage Classes. Strings in C and String manipulation functions, Input, output of string statements</p>
6	<p>Pointers: Address Operators, Pointer Type Declaration, Pointer Assignment, Pointer Initialization, Pointer Arithmetic, Passing parameters by reference, pointer to pointer, linked list, pointers to functions, Arrays and Pointers, Pointer Arrays, Dynamic memory allocation</p>
7	<p>Structures, Unions: Declaration of structures, declaration of unions, pointer to structure & unions. Additional Features in C: Command line arguments, bit wise operators, enumerated data types, type casting, macros, the C preprocessor, more about library function</p>

Course Number	Course Name	Credits	Year of Introduction
102	Computer Organization and Architecture	3	2018-19
<p>Course Objectives : Main objective of this paper is to learn structure and functioning of various hardware components of digital computer. Also study the interactions and communication among these hardware components</p>			
<p>Expected Outcome : At the end of this course, student should be able to understand</p> <ul style="list-style-type: none"> • Simple machine architecture and the reduced instruction set computers. • Memory control, direct memory access, interrupts, and memory organization • Basic data flow through the CPU (interfacing, bus control logic, and internal communications). • Number systems, instruction sets, addressing modes, and data/instruction formats. 			
<p>References (Books, Websites etc) : 1. M Morris Mano Computer systems Architecture third edition Prentice Hall of India Publication 2. Anita Goel : Computer Fundamentals Pearson Publications</p>			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction To Computer Hardware & Computer security: Computer: Block diagram, Generations, types, Applications, Interconnecting the units of computer, performance of computer. Computer Security: threats and security attack, Malicious software, Hacking, Security services, Firewall.</p>		
2	<p>Introduction To Digital Computer – Data Representation – Data Types – Complements – Arithmetic Operations – Representations – Fixed –Point, Floating – Point , Decimal Fixed – Point – Binary Codes- Logic Gates, Boolean Algebra, Map Simplification – Combinational Circuits: Half-Adder, Full Adder- Flip Flops - Sequential Circuits</p>		
3	<p>Introduction To Digital Components And Micro Operations ICs – Decoders – Multiplexers – Registers – Shift Registers – Binary Counters – Memory Unit – Register Transfer Language – Register Transfer – Bus And Memory Transfers – Arithmetic, Logic And Shift Micro Operations , Arithmetic Logic Shift</p>		

	Unit.
4	<p>Computer organization And Programming –</p> <p>Instruction Codes – Computer Registers – Computer Instructions – Timing And Control – Instruction Cycle – Memory Reference Instructions – I/O And Interrupt – Machine Language – Assembly Language – Assembler - Program Loops – Programming Arithmetic And Logic Operations – Subroutines – I/O Programming.</p>
5	<p>Memory Organization And CPU –</p> <p>Memory Hierarchy – Main Memory – Auxiliary Memory – Associative Memory – Cache Memory – Virtual Memory – Memory Management Hardware – CPU: General Register Organization – Control Word – Stack Organization – Instruction Format – Addressing Modes – Data Transfer And Manipulation – Program Control, RISC</p>
6	<p>Input – Output Organization Peripheral Devices – Input-Output Interface – Asynchronous Data Transfer – Modes Of Transfer – Priority Interrupt – DMA – IOP – Serial Communication</p>
7	<p>Pipeline And Vector Processing – Parallel processing – Pipelining - Arithmetic pipeline - Instruction pipeline - RISC pipeline, - Vector processing - Array processor</p>

Course Number	Course Name	Credits	Year of Introduction
103	Database Management Systems	3	2018-19
<p>Course Objective: The goal of this course is to teach the fundamentals of the database systems at a master level. A variety of topics will be covered that are important for modern databases in order to prepare the students for real life applications of databases. The course aims to impart knowledge of the concepts related to database and operations on databases. It also gives the idea how database is managed in various environments with emphasis on security measures as implemented in database management systems.</p>			
<p>Expected Outcome : After going through this course a student should be able to:</p> <ul style="list-style-type: none"> • Understand the concept of database and techniques for its management. • Design different data models at conceptual and logical level and translate ER Diagrams to Relational Data Model. • Normalize the database. • Write queries using Relational Algebra. • Describe the file organization schemes for DBMS. • Describe and use features for Concurrency and Recovery. • Understand data security standards and methods. • Understand the fundamentals of Distributed Database Systems. 			
<p>References : Books:</p> <ol style="list-style-type: none"> 1. "Fundamentals of Database Systems" Global Edition By <u>Ramez Elmasri</u>, <u>Shamkant B. Navathe</u> 2. "Database System and Concepts" A Silberschatz, H Korth, S Sudarshan, McGraw-Hill. 			
<p>Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com</p>			
Course Plan			
Unit	Contents		
1	<p>Introduction to DBMS: Difference between Data, Information, Data Processing & Data Management. File Oriented Approach, Database oriented approach to Data Management, Need for DBMS, Characteristic of Database, Database Architecture: Levels of Abstraction, Database schema and instances, 3 tier architecture of DBMS, Data Independence. Database users, Types of Database System. Database Languages, DBMS interfaces.</p>		
2	<p>Data Modeling in Database : Data Models, Logical Data Modeling: Hierarchical Data Model, Network Data Model, Relational Data Model. Conceptual Data Modeling: Entity Relationship Model, Entities, Attributes, Types of Attributes, Relationships, Relationship set, Degree of relationship Set, Mapping Cardinalities, Keys, ER Diagram Notations, Roles Participation: Total and Partial, Strong and Weak Entity Set. The extended entity relationship (EER) model, Subclass, Superclass, generalization, specialization, Attribute Inheritance. Relational Data Model</p>		

	Codd's Rules for RDBMS, Translating ER Diagram to Relational Database.
3	<p>Normalization and Relational Algebra: Normalization Vs De-Normalization, Decomposition, Lossy and Lossless Decomposition, Functional Dependencies, Normal forms 1NF, 2NF, 3NF, BCNF, Case Studies on Normalization.</p> <p>Relational Algebra: Keys: Composite, Candidate, Primary, Secondary, Foreign, Relational Relational Algebra Operators: Select, Project, Divide, Rename. Set Operations: Union, Intersect, Difference, And Product, Joins: Outer Joins, Inner Joins with example.</p>
4	<p>File Structures and Data Administration: File Organization, Overview of Physical Storage Media, Magnetic Disk, RAID, Tertiary Storage, Storage Access, Data Dictionary Storage, Organization of File (Sequential, Clustering), Indexing and Hashing, Basic Concepts, indices, B+ Tree index file, B- tree index file, Static hashing, Dynamic Hashing.</p>
5	<p>Concurrency Control And Recovery Techniques:</p> <p>Concurrency Control: Single User and Multiuser systems, Multiprogramming and Multiprocessing, Basic Database access operations, Concept of transaction, transaction state, ACID properties, Schedules, Serializability of schedules., Concurrency Control, Need for Concurrency control, lock based protocols, timestamp based protocols, Multiple granularity, Multiple Version Techniques, Deadlock and its handling, Wait-Die and Wound-Wait, Deadlock prevention without using timestamps, Deadlock detection and time outs, Starvation</p> <p>Recovery Techniques: Database Recovery, Types of Failures, Storage Structure: Volatile, Non Volatile and stable storage, Data access. Recovery and atomicity, Recovery Techniques / Algorithms: Log Based Recovery, Check points, Shadow Paging</p>
6	<p>Data Administration And Security: Data administration, Role and Responsibility of DBA, Creating/Deleting/Updating table space, Database Monitoring, User Management, Basic data security principles – user privileges, data masking, encryption and decryption. Data Security Implementation, revalidation of user, role, privileges. Data Quality Management, Basic quality principles, data quality audit, data quality improvement</p>
7.	<p>Introduction to Advance Databases:</p> <p>Distributed Database: Heterogeneous and Homogeneous Databases, Distributed database features and needs, Advantages and Disadvantages, Distributed Database Architecture. Levels of distribution, transparency, replication. Fragmentation.</p> <p>Data Warehouse: Data Warehouse defined, Need for Data Warehouse, Characteristics of Data Warehouse, Multidimensional Data Model, OLTP vs. OLAP, A three tier Data Warehouse Architecture, Data Mart Vs. Data Warehouse.</p>

Course Number	Course Name	Credits	Year of Introduction
104	Discrete Structures	2	2018-19
Course Objective: 1. To learn basic mathematical course ,eg. Sets, Functions, Graph. 2. To be familiar with formal mathematical reasoning eg. Logic proofs. 3. To improve problem solving skills. 4. To see the connections between Discrete structure Computer Science			
Expected Outcome : a)Apply standard Mathematical methods. b)Write code to implement solution procedures. c)Search for information in tacking advanced problems. d)Formulate AI problems mathematically.			
Reference Books: Kenneth H.Rosen,Discrete Mathematics and its Applications Edition 6 th Tata McGraw Hil Schaum’s outlines Discrete Mathematics Discrete Mathematics N CH S N Lyneger and K.A. Venkatesh			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www. edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Propositional logic: Proposition logic, basic logic, logical connectives, truth tables, tautologies, contradiction , normal forms(conjunctive and disjunctive), modus ponens and modus tollens, validity, predicate logic, universal and existential quantification. Notion of proof: proof by implication, converse, inverse, contrapositive, negation, and contradiction, direct proof, proof by using truth table, proof by counter example.		
2	Set and Relation Set Theory: Definition of Sets, Venn Diagrams, complements, Cartesian products, power sets, counting principle, cardinality and count ability (Countable and Uncountable sets), Partition of set , proofs of some general identities on sets, Fuzzy set ,Fuzzy set operation, rough set concept Relation: Definition, types of relation, composition of relations, domain and range of a relation, pictorial representation of relation, properties of relation, partial ordering relation ,Equivalence Relation, Relation Matrices		
3	Function: Definition and types of function (one to one, onto, Inverse) composition of functions, Graph of Functions, Some Functions in Computer Science, Growth of Functions recursively functions.		
4	Algorithm, the Integers and Matrices: Algorithm, growth of function, Complexity of algorithm, Primes and Greatest Common Divisors, Integers algorithm		

5	<p>Partial Order and Structure: Partially Ordered, Sets ,Lexico graphics Order, Hasse Diagram, Maximal and Minimal elements of a Poset, Concept of Lattice, Boolean Functions, Logic Gates, Minimization of Combinational circuit</p>
6	<p>Combinatorics : Mathematical induction, recursive mathematical definitions, basics of counting, permutations, combinations, inclusion-exclusion, recurrence relations (nth order recurrence relation with constant coefficients, Homogeneous recurrence relations, Inhomogeneous recurrence relation), generating function (closed form expression, properties of G.F., solution of recurrence relation using G.F, solution of combinatorial problem using G.F.)</p>
7	<p>Modelling Computation: Language and Grammar, Finite State Machine with output, , Finite State Machine with no output, Language Recognition</p>

Course Number	Course Name	Credits	Year of Introduction
105	Management Functions	2	2018-19
Course Objective:			
1. To orient the students to principles of management 2. To make them comprehend the process of management 3. To internalize the principles through rigorous assignments where they shall observe, analyze and infer the presence of principles transformed into practice.			
Expected Outcome :			
At the end of the course, the students shall acquire 1. Understanding of functions of management 2. Understand the principle of management woven in to the process of management 3. Understand how they are modified in to practice to suit the requirements 4. How IT influences the process of management			
References :			
Books:			
1. H.Welcrih, Mark Cannice, H. Koontz, Management , A Global and Entrepreneurial Perspective , McGraw-Hill Companies, 12th edition. 2. P.C.Tripathi, P.N.Reddy, Principles and Practice of Management , Tata McGraw Hill , Third Edition 3. L.M. Prasad, Principles and Practice of Management, Seventh Edition 4. Stephan Robbins, Mary Coutler, Management			
Suggested MOOC :			
Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	The need of Management Study , Process of Management , Characteristics of Professional Management , Brief Review of Management Thought Social Responsibility of Management		
2	Decision Making Process , Planning and Steps in Planning , Types of Plan Making Planning Effective , Case Study on Planning, MBO		
3	Organization, Meaning and Process , Departmentalization,, Organization Structure , Authority and Delegation , Centralization verses Decentralization , Team Work , Case Study		
4	Co-ordination – meaning and need , Techniques of establishing Co-ordination Difficulties in establishing co-ordination , Case Study		
5	Formal and Informal Organization, Manpower Planning , Recruitment and Performance Appraisal, Compensation and Incentives , issues related to Retention Case study		
6	An overview of Communication, Supervision and Direction , Leadership Styles , Control – need and types and control techniques . In addition there shall be tutorials of written examination type, field study and presentation.		
7.	Case Studies		

Course Number	Course Name	Credits	Year of Introduction
106	Web Supporting Technologies	3	2018-19
Course Objectives : <ul style="list-style-type: none"> ▪ To understand the basic concepts of the World Wide Web ▪ To understand and practice HTML as markup language ▪ To understand and practice embedded dynamic scripting on client side Internet Programming ▪ To understand and practice web development techniques on client-side ▪ To understand and practice server-side scripting 			
Syllabus Outline: <ul style="list-style-type: none"> ▪ Understanding of internet and intranet- working of WWW, types Protocols and working of HTTP and types of servers ▪ UI Design - Markup Language: Introduction to HTML5 - Cascading Style Sheet: Introduction to CSS3. ▪ Client Side Scripting using JAVASCRIPT - Introduction to JavaScript - Document Object Model -Event Handling - Controlling Windows & Frames and Documents - Browser Management and Media Management - Object-Oriented Techniques in JavaScript - JQuery. ▪ Server Side Scripting using PHP - Introduction to PHP - Programming basics - Reading Data in WebPages - Embedding PHP within HTML - Establishing connectivity with MySQL database. 			
Expected Outcome : Upon successfully completing this course the student will be able to <ul style="list-style-type: none"> - Understand concept of internet and how it functions - Use HTML tag to format contents of web page - Use Cascading Style Sheets (CSS) to apply user defined look and feel - Apply Java Script to validate form data and generate dynamic contents - Make use of PHP to generate server side response using MYSQL as database 			
References (Books, Websites etc) : <ol style="list-style-type: none"> 1. Thomas Powell, Web Design The complete Reference, Tata McGrawHill 2. Thomas Powell, HTML and XHTML The complete Reference, Tata McGrawHill 3. Thomas Powell and Fritz Schneider JavaScript 2.0 : The Complete Reference, Second Edition 4. PHP : The Complete Reference By Steven Holzner, Tata McGrawHil 5. Ivan Bayross (2006) Web Enabled Commercial Application Development Using HTML, DHTML, JavaScript, Perl CGI, BPB Publications. 6. Luke Welling, PHP and MySQL Web Development, Pearson Education; Fifth edition 			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			

Syllabus/Course Outline

Unit	Contents
1	Understanding internet and intranet, Introduction to WWW, WWW Architecture, Concept of protocol and its types: SMTP, POP3, File Transfer, Overview of HTTP, HTTP request and response. Various web server, using Apache as web server, Installation of Apache, Apache Directory Structure, apache configuration, creating application folder, storing and accessing files from server
2	Types of Markup Language and HTML as markup language, basic structure of HTML, Head Section and elements of head section, Meta tags and external link tags HTML body content tags: header tags, Paragraph, span and pre tags, text formatting tags, Ordered and unordered list tag, Table tag, div tag, Frames and framesets, Anchor Links and named anchors, image tag and using image mapping for hotspot, working with forms: Form tag, POST and GET methods, working with Text input, Text Area, Checkbox and radio and other form elements;
3	Introducing CSS, Types of style sheets: inline, embedded and external style sheets, working with CSS properties: text properties, color and background properties, border and shading, box and block properties, positioning with CSS, various types of CSS selectors: universal, class, ID, child, descendent, adjacent sibling, attribute and query.
4	Client Side Scripting: Introduction to JavaScript, data types, Operators, conditional and iterative Statements, Introduction to arrays, arrays with methods, Math, String and Date objects, working with DOM: Window, Navigator, History, Location, Link, Anchor and form elements, functions and objects, methods, handling events and form validations
5	Advanced JavaScript: Browser Management and Media Management – Classes – Constructors – Object-Oriented Techniques in JavaScript – Object constructor and Prototyping - Sub classes and Super classes – JSON - JQuery and AJAX.
6	Why PHP and MySQL?, Server-side web scripting, Installing PHP, Adding PHP to HTML Syntax and Variables, PHP control structures and loop, Passing information between pages, Strings, Arrays and Array, Functions, Numbers, working with String and Regular Expressions
7	Concept of Cookies and sessions, when and how to use cookies and sessions, Using MySQL to create database and tables, using queries to insert and update data, using PHP to interact with MySQL, Displaying data from tables in tables, using form data to insert, update database, deleting data from table by getting criterion through forms, working with E-Mail

Course Number	Course Name	Credits	Year of Introduction
107	C Lab	1	2018-19
Course Objective :			
This is companion course of C Programming			
Syllabus Broad Units:			
This Companion course of C programming; Practical aspects of C programming towards problem solving is covered.			
Expected Outcome :			
The students will develop adequate programming skills with respect to following			
<ol style="list-style-type: none"> 1. Implement a real world problem using basic constructs of C language. 2. Develop an application using Decision making and looping 3. Make use of proper operators to solve problem. 4. Make use of Arrays and pointers efficiently and handling strings. 5. Comprehend the dynamic memory allocation and pointers in C. 6. Able to define new data types using enum, structures and typedef. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Let us C - Y.Kanetkar, BPB Publications 2. Programming in C - Gottfried B.S., TMH 3. The 'C' programming language - B.W.Kernighan, D.M.Ritchie, PHI 4. Programming in ANSI C - Balaguruswami, TMH 5. C- The Complete Reference - H.Sohildt, TMH 6. A Structured Programming Approach using C – B.A. Forouzan& R.F. Gillberg, THOMSON Indian Edition 7. Computer fundamentals and programming in C – PradipDey& Manas Ghosh, OXFORD 			

C Lab Outline

Sr. No	Programming Exercises
1	Compilation and Executing programs Arithmetic operations Use of Symbolic constants Demonstrating the following gcc options -o, -c, -D, -l, -I, -g, -E Note : <i>Algorithm of every program should be written. Properly document the programs using comments. Author name and date, purpose of each variable and constructs like loop and functions should be indicated/ documented.</i> <i>gcc or an equivalent compiler is assumed.</i>
2	Program to demonstrate the following <ul style="list-style-type: none"> - Branching - Nested Branching - Looping

	<ul style="list-style-type: none"> - Selection
3	<p>Working with functions</p> <ul style="list-style-type: none"> - Writing function prototype and definition - Using functions to solve problems (Calling a function) - Using recursion - Storage classes - Using register, extern and static
4	<p>Using debugger and Creating Libraries</p> <p>Important Commands - break, run, next, print, display, help</p> <p>Functions</p> <p>Creating Header file for Function Prototype</p> <p>Compiling and storing Function Definition in Library (archive) file</p>
5	<p>Arrays</p> <p>1D - Linear Search, Sort</p> <p>2D - Matrix operations</p> <p>Strings, Structure, Union</p>
6	<p>Pointers, Dynamic Memory Allocation</p> <p>Structure Pointer</p> <p>Array of Pointers, Ragged Arrays, Function pointer</p>
7	<p>Structures</p> <p>Making use of structures to define new types(user defined types)</p>

Course Number	Course Name	Credits	Year of Introduction
108	Soft Skills	1	2018-19
Course Objective :			
<ol style="list-style-type: none"> 1. To provide Confidence building and soft skills development. 2. To develop decision making and analytical skills. 3. To let students make a transition from the academic mode to the corporate and entrepreneurial mode 			
Expected Outcome :			
<ul style="list-style-type: none"> • This course would be handy for those who are attending interviews at the company premises, even if it is arranged by the institute. You need to differentiate yourself as a better candidate than others, which is the key to get a job. • This will go a long way in improving your career prospects by developing skills required by a practicing manager. Thus, you will be able to handle challenging corporate assignments. Being a fresher, you will be closely monitored by your superior. This course will give you confidence to impress them with your professional attitude. • Industry expects to spot out people for better positions, with the qualities of leadership. This is where this program will help you acquire some of the qualities of leadership. 			
Suggested MOOC :			
Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			
Course Plan			
Sr. No			
1	Business Communication Skills – Email correspondence: E-mail etiquette and Writing Skills, Features of Business Correspondence, Tips for writing Business E-mails, Do's and Don'ts of Business Communication, Examples and Exercises		
2	The Art of Effective Communication: Communication skills: the importance of removing barriers, Source, Encoding, Channel, Decoding, Receiver, Feedback, Johari's Window, Public Speaking and Presentation tips, Body Language Tips, Listening skills, Common Grammatical mistakes in Written and spoken communication, Negotiation		
3	Time Management: Importance of setting Tasks, Applying basic principles of Time management; identify productivity cycles, and set goals and priorities, Create a time management plan and a daily plan, Effectively utilize time by using technology and reducing time wastage. Manage interruptions, increase meeting productivity, overcome personal time wasters, and prevent personal work overloads, Screen and organize information to reduce information overload		

4	<p>How to create a winning CV: Designing an Impressive CV, Defining the objective, Customizing the CV for each job, Identifying and Highlighting the right set of strengths, Presentation of academic and professional achievements, Formatting Styles, Do's and Don'ts and common mistakes, Examples and Exercises</p>
5	<p>How to prepare for Interview: Introspection: Knowing yourself, your comfortable areas or subjects, Companies, sectors, functions, Employer Research, Skill set and competency mapping, Attire and Etiquette : Greetings, posture, handshakes, manners and actions, Common Interview blunders, Frequently asked questions for Freshers and Experienced professionals, Simulated Interview Situations, Do's and Don'ts before an Interview, Common formats of Company Interview assessments, What to speak?, Latest developments about the specific sector for last 5 years, Study of regulators for sectors.</p>
6	<p>Preparing for Group discussion and aptitude test: Structure and Format of a GD, Difference between a Discussion & an Argument, Observing, Reflecting and designing responses within a group, The art of being assertive and persuasive, Defending your turf, Defining the correct Body Language and posture, Deconstructing Topics, Common Do's and Don'ts, Practice and Exercise</p>
7	<p>Fear Factor: Removing Stage Fear Presentation Skills, Public Speaking skills, Importance of Eye Contact, Audience engagement, Forms of speech, Content Preparation, Debating, Extempore, Do's and Don'ts, Sample Exercises</p>

Course Number	Course Name	Credits	Year of Introduction
201	Data Structures and Algorithms	3	2018-19
Course Objective :			
<ul style="list-style-type: none"> • To make familiar with linear & non linear data structures • To develop skills to analyze the problem given and to design & develop an efficient solution to given problem • To develop capability to choose appropriate data structures for given problems • To imbibe programming skills & thereby making industry ready 			
Syllabus Broad Units :			
Expected Outcome : After undergoing this course, student will			
1. Have thorough knowledge about data structures			
2. Ability to design & develop program using linear data structures & non linear data structures for solving problems			
3. Ability to choose appropriate data structures for problem solving			
4. Ability to use combination of these data structures for problem solving.			
References (Books, Websites etc) :			
1. Behrouz A. Forouzan and Richard F. Gilberg , 2nd Edition, Thomson, 2003, Computer Science A Structured Programming Approach Using C			
2. Basavraj S Anami, Shanmukhappa Angadi, Sunil Kumar S Manvi, PHI Publications, 2010. A Holistic approach to learning C.			
3. Andrew Tenenbaum, Thomson, 2005, Data Structures with C. Robert Kruse & Bruce Leung, Data Structures & Program Design in C, Pearson Education,			
Pre-requisites			
Any programming language			
Suggested MOOC :			
Data structures and Algorithms, Prof. Sudarshan Iyengar, IITRopar, 8 weeks, Rerun Feb 05, 2018 https://onlinecourses.nptel.ac.in/noc16_cs06 at NEPTEL			

Course Plan	
Unit	Contents
1	Elementary Data Structures - Basic concepts such as data object, array, and record; Operations and relations on data objects; definition of data structure; Built-in data types as examples of data structures; concept of abstract data type; notation to specify an abstract data type; concepts of pre-conditions and post-conditions; Implementation of an ADT in a language; Specification and implementation of simple data structures such as Integer, Rational, Currency, Date, Temperature, distance, Pay, Marks, Grade_card etc.
2	Linear Data Structures (Representation in Memory and operations like insertion, deletion and traversal) – one and multidimensional array, Sparse Matrices, Pointer arrays, single link list, circular link list, double link list, applications of Linked list,,: Sparse Matrix Manipulation,

	Polynomial Representation, Dynamic storage Management
3	Particular Linear Data Structures (Representation in Memory and operations like insertion, deletion and traversal) - Stacks: Applications: Evaluation of Arithmetic Expression, implementation of recursion, factorial calculation, Quick Sort, Tower of Hanoi Problem, queues, circular queue, dequeues; Application of queues abstract data types; Array and linked list implementations of stacks, queues, and dequeues;
4	File Handling: Creation, reading writing in a file. Pattern Matching and Extraction of data from a file. Reading and writing from files.
5	Hierarchical data structures - General trees and related concepts; depth first and breadth first traversal of trees; n-ary trees and important properties of n-ary trees; binary trees and their properties; binary tree traversal algorithms. Applications of Trees. B Trees : B Tree indexing, Operations on a B Tree, SETS: Representation of Sets, Operations on Sets, Applications of Sets
6	The problem of search – linear and binary search algorithms and their efficiency; binary search trees and operations on binary search trees; Improving the efficiency of search through Balanced trees – AVL trees and Red-black trees, concepts of rotation. Hash tables and related concepts in detail.
7	The problem of sorting – The standard sort algorithms and their efficiencies; Merge sort and quick sort algorithms and their efficiencies. The binary heaps, their array implementation; Operations on heaps and heap sort algorithm.

Course Number	Course Name	Credits	Year of Introduction
202	Operating Systems	3	2018-19
Course Objective:			
<p>The overall aim of this course is to provide a general understanding of how a computer works. This includes aspects of the underlying hardware as well as the structure and key functions of the operating system. Case studies will be used to illustrate and reinforce fundamental concepts.</p>			
Syllabus Broad Units : 7			
Expected Outcome :			
<p>At the end of this course, student should be able to</p> <ul style="list-style-type: none"> • Explain the concepts of process, address space, and file • Compare and contrast various CPU scheduling algorithms • Understand the differences between segmented and paged memories, and be able to describe the advantages and disadvantages of each • Compare and contrast polled, interrupt-driven and DMA-based access to I/O devices • Understand functioning and working of Windows as well as Unix operating system. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Operating systems design and implementation by Andrew Tanenbaum and Albert Woodhull 2. Operating systems concept and design by Milan Milenkovic 			
Suggested MOOC :			
<p>Please refer these websites for MOOCS:</p> <p>www.edx.com</p> <p>www.coursera.com</p> <p>www.alison.com</p>			
Course Plan			
Unit	Contents		
1	<p>Unit 1: Introduction to Operating system:</p> <p>Definition, Importance and functions of operating systems, Types: Batch, Timesharing, Multitasking, multiprogramming, multiprocessing, Online operating system, Real time, distributed operating systems. Various Views: Command language users view, system call users view. Operating system concept: Processes, Files, The shell. Structures: Monolithic system, layered system, Virtual Machine, Client server model.</p> <p>Case Study: Unix History, General Structure of Unix, The shell of Unix operating system, The shell of Unix operating system</p>		
2	<p>Processes:</p> <p>Process concept, Implicit and explicit tasking, process relationship (cooperation and competitions). Operating systems view of processes OS services for process management. Scheduling and types of Schedulers, Scheduling algorithms: First come first served, shortest remaining time next, Time slice scheduling, Priority based preemptive scheduling, multiple level queues, multiple level queues with feedback, Guaranteed scheduling, Lottery scheduling. Performance Evolution.</p>		

	Case Study: Unix processes and scheduling
3	<p>Memory Management: Basic Memory Management, monoprogramming without paging or swapping, multiprogramming with fixed partitions. Swapping: Memory Management with bit maps, and linked list. Virtual Memory, Page replacement algorithms: Optimal Page replacement algorithm, Not recently Page replacement algorithm, First in first out Page replacement algorithms, second chance Page replacement algorithms, clock Page replacement algorithms, least recently Page replacement algorithms, simulating LRU in software. Design issues for paging. Segmentation: Implementation of pure segmentation, segmentation with paging with example. Case study: Memory management in Unix.</p>
4	<p>Interprocess communication and Synchronization: Need, Mutual Exclusion, Semaphore definition, Busy- wait implementation, characteristics of Semaphore. Queuing implementation of semaphore, Producer consumer problem. Critical region and conditional critical region, what are monitors? Need of it, format of monitor with example. Messages: Basics, issues in message implementation, naming, copying, Synchronous vs asynchronous message exchange, message length, ICS with messages, interrupt signaling via messages. Case study: Unix case study</p>
5	<p>Deadlocks: Conditions to occurs the deadlock, Reusable and consumable resources, deadlock prevention, Deadlock Avoidance, resource request, resource release, detection and recovery, Case study: Unix case study</p>
6	<p>File systems: Files- naming, structure, types, access, attributes, operation. Directories- system, path and operations. Implementing file and directories, disk space management, file system reliability and performance. Environment, Security flaws, Security attacks, principles for Security, user authentication. Protection domains, access control lists, capabilities. Case Study: Unix file management and security</p>
7	<p>Input/ output: Principles of I/O hardware: I/O devices, device controller, DMA, Principles of I/O software : goals, interrupt handler, device drivers, Device independent I/O software. RAM Disk Hardware and software, DISK Hardware and software. Case Study: Input output management in Unix</p>

Course Number	Course Name	Credits	Year of Introduction
203	Software Engineering	3	2018-19
Course Objective:			
To introduce the current methodologies involved in the design and development of Software over its entire life cycle.			
Expected Outcome :			
At the end of this course, student should be able to:			
<ul style="list-style-type: none"> • Understand life cycle models, Requirement elicitation techniques, understand the concept of Analysis and Design of software. • Implement software engineering concepts in software development to develop quality software which can work on any real machine. 			
References (Books, Websites etc):			
<ul style="list-style-type: none"> • SOFTWARE ENGINEERING A PRACTITIONERS APPROACH seventh edition BY Roger S. Pressman McGraw Hill International Edition. • Software Engineering by Sommerville, Pearson Education, 7th edition • Software Engineering by K.K. Aggarwal&Yogesh Singh, New Age International Publishers. 			
Course Plan			
Unit	Contents		
1.	Introduction to Software Engineering Software, software characteristics, Difference between software engineering and software programming, Members involved in software development. Need of Feasibility study, types of Feasibility study, Cost Benefit Analysis. General software development life cycle with all phases. Overview of software models (Waterfall, Prototyping, Spiral and Rapid Application Development model). Agile Software Development methodologies.		
2.	Requirement Engineering Concepts and Methods What is Requirement Engineering, Types of requirements, Requirement elicitation techniques- Traditional methods and Modern methods, Verification and validation process. Principles of Requirement Specification, Software Requirement Specification document Outline Characteristics of good SRS: - correct, complete, unambiguous, consistent, modifiable, traceable, Understandable Case study on DFD and ERD mechanism.		
3.	Design Concept and Methods Software Design and software Engineering. Software Design process and principles, Design concepts: Abstraction, Refinement, Modularity, Architecture, Control hierarchy, Structural partitioning, Data structure, Procedure and Data hiding Modular design: Functional independence, Cohesion and Coupling concepts Architectural design process: Transform flow and Transaction flow User Interface design: - Elements of good design, design issues, Features of modern GUI, Guidelines for interface design Procedural design: - Structured Programming, Program Design Language		

	Report Design
4.	<p>Software Quality Assurance Quality concept: (quality, quality control, quality assurance, cost of quality), SQA activities, SQA plan. Formal Technical review: Review meeting, review reporting and review guidelines Software Configuration Management: - What is configuration management, Baseline, Software Configuration items. SCM process- Identification of objects, Version control and Change control</p>
5	<p>Software Testing and Testing Strategies Software Testing Fundamentals:-Testing Objectives and Testing Principles. White Box Testing, Black Box Testing: - Graph Based Testing Methods, Equivalence Partitioning, Boundary Value Analysis. Testing Strategies for Conventional Software: - Unit Testing, Integration Testing (Top-down and Bottom-up Integration) Validation Testing: - Validation Test Criteria, Configuration Review, Alpha and Beta Testing System Testing: - Recovery Testing, Security Testing, Stress Testing, Performance Testing, Deployment Testing The Art of Debugging – The Debugging Process.</p>
6	<p>Maintenance and Reengineering Software maintenance: - Importance and types of maintenance, Concept of Re-engineering, Software reengineering process model Reverse engineering: - to understand process, data and user interfaces Restructuring: Code and Data restructuring Forward engineering: - for client server architecture and user interfaces</p>
7	<p>Computer Aided Software Engineering What is CASE? Importance of CASE tools Various Tools: - 1) Information engineering 2) Project planning tools 3) Risk analysis tools 4) Project management and testing tools 5) Tools for Quality assurance 6) Software Configuration Management 7) Analysis and design 8) Database management 9) Interface design and programming tools</p>

Course Number	Course Name	Credits	Year of Introduction
204	Statistical Techniques	2	2018-19
Course Objective: The main objective of this course is to acquaint students with some basic concepts in Statistics. They will be introduced to some elementary statistical methods of analysis of data.			
Syllabus Broad Units :			
Expected Outcome : (i) To compute various measures of central tendency, dispersion, skewness and kurtosis. (ii) To analyze data pertaining to attributes and to interpret the results. (iii) To compute the correlation coefficient for bivariate data and interpret it. (iv) To fit linear, quadratic and exponential curves to the bivariate data to investigate relation between two variables. (v) To fit linear regression model to the bivariate data (vi) They are able to construct predicate model.			
Reference Books: Fundamentals of Statistics , S.C.Gupta, Seventh Edition ,Himalaya Publishing House			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www. edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Introduction to Statistics: Meaning of Statistics as a Science, Importance of Statistics Scope of Statistics, Statistical organizations in India and their functions: CSO, ISI, NSS, IIPS (Devnar, Mumbai), Bureau of Economics and statistics, Types of data: Primary data, Secondary data , Cross-sectional data, time series data, directional data, Classification: Raw data and its classification, ungrouped frequency distribution,, grouped frequency distribution, cumulative frequency distribution, and relative frequency distribution.		
2	Measures of Central Tendency Concept of central tendency of statistical data, Statistical averages, characteristics of a good statistical average. Arithmetic Mean (A.M.): Definition, effect of change of origin and scale, combined mean of a number of groups, merits and demerits, trimmed arithmetic mean. Mode and Median: Definition, formulae (for ungrouped and grouped data), merits and demerits, Quartiles, Deciles and Percentiles (for ungrouped and grouped data), Geometric Mean (G.M.): Definition, formula, merits and demerits. Harmonic Mean (H.M.): Definition. Formula, merits and demerits. mean Weighted Mean: weighted A.M., G.M. and H.M. Measures of Dispersion :Concept of dispersion, characteristics of good measure of dispersion. Range, Quartile deviation Mean deviation: Definition, merits and demerits, Variance and standard deviation		

3	<p>Moments, Skewness and Kurtosis Raw moments (m'_r) for ungrouped and grouped data. , Central moments (m_r) for ungrouped and grouped data, Concept of skewness of frequency distribution, positive skewness, negative skewness, symmetric frequency distribution, Karl Pearson's coefficient of skewness, Measures of skewness based on moments (β_1, γ_1) Concepts of kurtosis, Measures of kurtosis based on moments (β_2, γ_2).</p>
4	<p>Theory of Attributes Attributes: Concept of a Likert scale, classification, notion of manifold classification, dichotomy, class- frequency, order of a class, positive class frequency, negative class frequency, ultimate class frequency, relationship among different class frequencies (up to three attributes), and dot operator to find the relation between frequencies, fundamental set of class frequencies. Consistency of data upto 2 attributes. Concepts of independence and association of two attributes. Yule's coefficient of association (Q),</p>
5	<p>Correlation: Bivariate data, Scatter diagram and interpretation., Concept of correlation between two variables, positive correlation, negative correlation, no correlation. variance between two variables , Karl Pearson's coefficient of correlation (r) , Spearman's rank correlation coefficient, compute Karl Pearson's correlation coefficient between ranks</p>
6	<p>Regression: Meaning of regression, difference between correlation and regression, Concept of error in regression, error modeled as a continuous random variable. Simple linear regression model Estimation of a, b by the method of least squares. Interpretation of parameters.</p>
7	<p>Times Series Introduction, Component of a time series, Analysis of time series, Mathematical models for time series, Measurement of Seasonal Variations, Measurement of Cyclical Variations ,Measurement of Irregular Variations.</p>

Course Number	Course Name	Credits	Year of Introduction
205	Financial Accounting	2	2018-19
Course Objective :			
<ol style="list-style-type: none"> To impart basic accounting knowledge To enable the students to understand basic accounting principles, practice and its applications in modern business. 			
Prerequisite :			
Students should know the basic principles of accounts and concepts .			
Expected Outcome :			
<ol style="list-style-type: none"> The knowledge of accounting and its principles at basic level. Practical's in Tally and Excel for Financial Accounting assignments 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> Anil Chowdhry , Fundamentals of Accounting & Financial Analysis (Pearson Education) M.E.Thukaram Rao, Accounting for Managers.(New Age International Publishers) M.G.Patkar, Book-Keeping & Accountancy.Std XI(FYJC) Commerce Dr. S. N. Maheshwari , Financial Accounting For Management: (Vikas Publishing House) Robert Anthony, David Hawkins , Business Accounting. (Tata McGraw –Hill) 			
Suggested MOOC :			
Please refer these websites for MOOCS:			
NPTEL / Swayam			
www. edx.com			
www.coursera.com			
Course Plan			
Unit	Contents		
1	Unit 1: Introduction: Need for Accounting, Financial Accounting-definition, Scope and objectives. Accounting v/s Book Keeping. Limitations of Financial Accounting, End users of financial statements. Accounting Concepts and Conventions, Branches of accounting. Accounting Standard-Scope and Functions.		
2	Unit 2: Journal and Ledger: Journal-importance and utility, classification of accounts, journalizing of transactions. Ledger- meaning and utility, posting and balancing of account, Trial Balance- meaning and purpose, preparation of a trial balance.		
3	Unit 3: Preparation final accounts: Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business.		
4	Unit 4: Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation.(WDV & SLM)		
5	Unit 5: Introduction to International Accounting Standards: Need for International Financial Reporting Standards (IFRS), Disclosure of Accounting Policies, reporting needs of emerging economies, IFRS for Small and Medium Enterprises(SMEs).		

6	Unit 6: Computerized Accounting: Computers and Financial application, Accounting Software packages. (Orientation level)
7	Unit-7: Practical Applications on Tally package for accounting and its Implementation . Accounting formulas in Excel and its implementation for practical assignments

Course Number	Course Name	Credits	Year of Introduction
206	Database Management Systems Lab	3	2018-19
Course Objective : <ul style="list-style-type: none"> The main objective is to teach the concepts related to database its techniques and Operations. SQL (Structured Query Language) is introduced in this subject. This helps to create strong foundation for application of database design. 			
Pre-requisites: <ul style="list-style-type: none"> Concept of Database Management Systems, Familiarity with data processing concepts and applications. 			
Expected Outcome : At the end of this course, students should be able to: <ul style="list-style-type: none"> Understand the theoretical and physical aspect of a relational database. Implementation of RDBMS concepts through Oracle. Construct Simple and complex queries on sample datasets Writing PL/SQL blocks 			
References (Books, Websites etc.):1. Ivan Bayross SQL,PL/SQL The Programming Language of Oracle 3rd Revised Edition BPB Publications.			
Suggested MOOC : Please refer these websites for MOOCS: NPTEL / Swayam www.edx.com www.coursera.com			
Course Plan			
Unit	Contents		
1	Introduction to Oracle and SQL: History, Features, Versions of Oracle, Database Structure: Logical Structure and Physical Structure, Oracle Architecture: System Global Area Processes: Server Processes, Background Processes, Tools of Oracle: SQL * Plus, PL/SQL, Forms, Reports, Pre Compilers: SQL Loader, Import, Export. Introduction to SQL: Keywords, Delimiters, Literals, Data Types, Components of SQL: DDL Commands – Defining a database in SQL, Creating table, changing table definition, removing table, Creating Tables with constraints on row level and column level, primary key, foreign key, check. Altering Constraints. DML Commands - Inserting, updating, deleting data, DQL Commands: Select Statement with all options. Renaming table, Describe Command, Distinct Clause, Sorting Data in a Table, Creating table from a table, Inserting data from other table, Table alias, and Column alias. DCL commands - Granting and Revoking Permissions		
2	Operators and Functions: Operators: Arithmetic, Logical, Relational, Range Searching, Pattern Matching, IN & NOT IN Predicate, all, % any, exists, not exists clauses, Set Operations: Union, Union All, Minus,		

	<p>Intersect, Grouping data.</p> <p>Functions: Aggregate Functions, Numeric Functions, String Functions , Date Functions, Conversion Functions, Miscellaneous Sub queries</p>
3	<p>Joins: Relating data through join concept. Simple join, equi join, non equi join, Self join, Outer join</p>
4	<p>Database Objects:</p> <p>Views: Introduction, Creating a View, Selecting data from a view, Updateable views, Views on multiple tables, Destroying a View.</p> <p>Sequences: Introduction, Creating a Sequence, Altering a Sequence, Referencing a Sequence, Dropping a Sequence.</p> <p>Index: Introduction, Creating Index, Simple Index, Unique Index, Reverse Key Index, Dropping Index.</p>
5	<p>Introduction To PL/SQL: Introduction, Advantages, PL/SQL Block, PL/SQL Execution Environment, PL/SQL Character set, Literals, Data types, PL/SQL Block: Attributes %type, %rowtype, Variables, Constants, Displaying User Message on screen, Conditional Control in PL/SQL, Iterative Control Structure: While Loop, For Loop, Goto Statement, Commit, Rollback, Savepoint</p>
6.	<p>Cursor Management and Triggers:</p> <p>Cursor: Explicit & Implicit Cursor, Declaring Cursor Variables, Constrained & Unconstrained Cursor Variables, Opening Cursor, Fetching Cursor into Variables, Closing Cursor, Cursor For Loops, Parametric Cursors.</p> <p>Triggers: Definition, Syntax, Parts of triggers: statement, body, restricted, Types of triggers: Enabling & disabling triggers.</p>
7	<p>Stored Procedures / Functions and Exception Handling: Introduction, How oracle executes procedures/ functions, Advantages, How to create Procedures & Functions, Examples.</p> <p>Error Handling in PL/SQL: Exception Handling & Oracle Engine, Oracles Named Exception Handlers, User Named Exception Handlers.</p>

Course Number	Course Name	Credits	Year of Introduction
207	Data Structures Lab	1	2018-19
Course Objective :			
This is companion course of Data Structures and Algorithm			
Syllabus Broad Units:			
This Companion course of Data Structure and algorithm. Algorithms to use different data structures are covered in theory. Students will implement C Programs for these data structures.			
Expected Outcome :			
The students will develop adequate programming skills with respect to following			
<ol style="list-style-type: none"> 1. Implement a real world problem using appropriate data structure. 2. Implement data structures like array, stack, queue, linklist and applications of these data structures. 3. Use files for reading, writing and manipulation. 4. Make use of appropriate searching and sorting techniques appropriately. 			
References (Books, Websites etc) :			
<ol style="list-style-type: none"> 1. Data Structures using C - Y.Kanetkar, BPB Publications 2. Behrouz A. Forouzan and Richard F. Gilberg , 2nd Edition, Thomson, 2003, Computer Science A Structured Programming Approach Using C 3. Basavraj S Anami, Shanmukhappa Angadi, Sunil Kumar S Manvi, PHI Publications, 2010. A Holistic approach to learning C. 4. Andrew Tenenbaum, Thomson, 2005, Data Structures with C. Robert Kruse & Bruce Leung, Data Structures & Program Design in C, Pearson Education, 			
Suggested MOOC :			
Please refer these websites for MOOCS:			
NPTEL / Swayam			
www.edx.com			
www.coursera.com			

DS Lab Outline

Sr. No	Programming Exercises
1	<p>Specification and implementation of simple data structures such as Integer, Rational, Currency, Date, Temperature, distance, Pay, Marks, Grade_card etc.</p> <p>Use Linux environment to execute C Programme.</p> <p>Note :<i>Algorithm of every program should be written. Properly document the programs using comments. Author name and date, purpose of each variable and constructs like loop and functions should be indicated/ documented. gcc or an equivalent compiler is assumed.</i></p>
2	Program to demonstrate the following:

	<ul style="list-style-type: none"> - insertion, deletion and traversal in one and multidimensional array, single link list, circular link list, double link list, <p>Addition of Polynomial using array/ link list</p>
3	<p>insertion, deletion and traversal in Stacks, queues, circular queue, deque, :</p> <p>Programs to demonstrate:</p> <ul style="list-style-type: none"> - Evaluation of Arithmetic Expression, - implementation of recursion like factorial calculation, Quick Sort, Tower of Hanoi Problem - linked list implementations of stacks, queues, and deque;
4	<p>Programs to demonstrate:</p> <ul style="list-style-type: none"> - Creation, reading writing in a file. - Pattern Matching and Extraction of data from a file. - Reading and writing from files.
5	<p>Programs to demonstrate:</p> <ul style="list-style-type: none"> - binary tree traversal - depth first and breadth first traversal of trees
6	<p>Programs to demonstrate:</p> <ul style="list-style-type: none"> - linear and binary search algorithms and their efficiency; - The standard sort algorithms (bubble,selection,insertion) and their efficiencies; - Merge sort and quick sort algorithms and their efficiencies.



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

OF

**MASTER OF SOCIAL WORK
(MSW)**

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION

Under: The Faculty of Arts, Social Sciences and Commerce

MASTER OF SOCIAL WORK (MSW)

(Choice Based Credit System)

To be effective from 2018-19

1. INTRODUCTION

The Master of Social Work is a professional post graduate degree having potentiality to professionally seek employment and make carrier in various positions in governmental, non governmental and other organizations. The various areas for job placement are in rural development, urban development, tribal development, women and child development, welfare of specially challenged persons, correctional organizations, CSR projects, family courts etc. Master degree program equips trainees to work as agents of change grass roots level to policy level. The MSW course syllabus contains all academic learning related to this main focus. The students are thoroughly groomed in terms of mind-set, outlook and of course, knowledge. An assertive and transparent personality is what makes a complete and efficient social worker.

2. VISION STATEMENT OF MSW PROGRAMME

To create awareness amongst the students about the current social problems and to develop an attitude of commitment to various social issues as trained social workers.

To develop skills and techniques with specialised knowledge of Social Work for solving micro and macro Level social problems of the society.

To inculcate and enhance the professional skills of the trainee Social Workers through field work training of working with individual, group and community at large

3. MISSION STATEMENT OF MSW PROGRAMME

To impart additional training of specialised discipline of professional Social Work through strategic alliance of national and international Social Service organizations. To conduct action research and community development programmes in rural and urban setting. To open new avenues of employment in industries, Govt/NGOs, Corporate Bodies research and extension activities in view of the needs of professional Social Work.

4. OBJECTIVES OF THE MSW PROGRAMME

1. To undertake research, training and consultancy in the field of Social Sciences.
2. To impart need-based, innovative and professional training in social work leading to the professional degree of M.S.W. of Bharati Vidyapeeth Deemed University.
3. To form Social Action groups of young post-graduate students and to impart training of professional social work in the areas of family and child welfare, rural-urban community development, labour welfare, tribal development, health, education and environment.
4. To establish interaction between social scientists, activists, policy makers and planners through seminars / workshops and conferences on the topics of current social importance.

5. CAREER OPPORTUNITIES

The candidates having M.S.W. Degree will be qualified for the posts of Labour Welfare and Personnel Officers, Welfare Officers in Industry, Social Welfare Officers, Tribal Development Officers, Project Officers in Govt. & Voluntary Organisations, Welfare & Probation Officers in Correctional Institutions and Deptt. of Social Welfare.

The other areas include - Social Workers in Family, Women and Child Welfare Organisation, Research Officers, Medico Social Workers in Hospitals, Extension Officers, Social Welfare Officers in Panchyati Raj Institutions / Z.P. / Municipal Corporations.

6. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
Examination Form Submission	For Sem - I, III - August to September For Sem - II, IV - March to April	For Sem - I, III - March to April For Sem - II, IV - August to September
University Examinations	For Sem - I, III - December For Sem - II, IV - June	For Sem - I, III – June For Sem - II, IV - December

7. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

8. ELIGIBILITY FOR ADMISSION

Admission to MSW Programme is open to graduate (12+3) of any Indian or Foreign recognized University. Candidates who have appeared for the qualifying examination (Bachelor's degrees exam.) in the respective year and a waiting for the result are also eligible for admission to first year M.S.W. Programme.

9. DURATION

The duration of the Programme shall be of Two academic years, in case the student fails in MSW programme he or she has to complete this programme within a maximum period of Four years.

10. MEDIUM

The medium of instruction shall be English. However, the student can write their theory examination, field work reports, and project reports in Marathi.

11. FEE STRUCTURE

Sr. No.	Particular	I Year	II Year
1	Admission Fee	500/-	-
2	Tuition Fee	12600/-	12600/-
3	Examination Fee	3230/-	4080/-
Total		16330/-	16680/-

12. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

Sr. No.	Programmes	Total Programme Fees	Admission Fee	Tuition Fee	Study Material Development Cost	Contact Lectures Cost	Other Administrative / Educational Expenses
1	M.S.W.	25700/-	500/-	25200/-	2390/-	5040/-	17770/-

13. STUDENT SUPPORT SERVICES

a) Student Counseling:-

Full time Student Counseling Desk is available at BVDU School of Distance Education, Pune (Head Quarter). Student can contact to this office and get detail information related to Admission, Programme eligibility, Programme fees, Important Dates related to all Academic Activities, details of Academic Study Centre, Information of Examinations etc. As well as student can contact to this office through email for their queries.

b) Personal Contact Session (PCP):-

Personal Contact Sessions conducted by Academic Study Centre and organized on holidays, normally at time convenient to the student, during which a qualified expert faculty gives explanations and help to clear the doubts and difficulties of the students and also delivering instructions to the students about study material.

c) E-Learning Support:-

The electronic versions of learning resources in mobile-ready formats are available freely on 'e-Learning Environmental Portal' of School of Distance Education (econnect.bvuict.in/econnect/) for students. Details programme Syllabus, Videos of Expert Lecturers on various Topics, Self Learning Material, Old Question Papers are also available on this portal. Student can easily access this instructional material.

d) Self Learning Material (SLM):-

SLM will be provided to student on Book form which contents will help them as a reference book. Learner can able to understand the subject matter even in the absence of a teacher.

14. METHODS AND MEDIA USED IN SELF INSTRUCTIONAL MATERIAL DELIVERY

Self Instructional Material is delivered in various media. The printed copies of learning resources in Self Instructional format for this programme is made available to the students through Academic Study Centres. The electronic version of the learning resources including the lectures, instructional material, lectures in mobile-ready formats are available freely on the `e-learning Environmental Portal` of School of Distance Education.

15. FACULTY AND SUPPORT STAFF

As per the requirement of programme faculties (internal and external) are available in adequate number. They are conducting all academic activities related to this programme.

16. EVALUATION OF LEARNER

As a part of evaluation of learner following activities are conducting at every Academic Study Centre.

- Continuation / Internal Assessment of each subject
- Conducting Tutorials
- Conducting Term End Examinations at the end of each session.
- Question Papers Sets with Multiple Choice Questions

17. PROGRAMME PATTERN:

The MSW programme shall have a Choice Based Credit System.

- 1 The total marks at University Examinations for each theory courses shall have 100 marks.
- 2 In addition to University Examination, there will be Internal Assessment for each Theory Course based on Paper presentations /Assignments/Term papers/ Class test/ Case-study presentations/Review of Articles or Books/Preparing bibliography/ Field based tasks.
- 3 Internal assessments marks out of 100 and corresponding Grade Points shall be given by the subject teacher and shall be submitted by the Head of the Institute to the University.
- 4 The Grade Points of University examination and Internal Assessment shall be combined with Weightages of 70% and 30% respectively.

18. FIELD WORK:

- 1 The field work of MSW part I and MSW part II will be of 45 days every year in the NGOs, Industries, Government Offices, undertakings and other agencies.
- 2 Field Work shall be of 100 marks each year.
- 3 Field work shall be conducted at social work agencies/organizations. Every student shall be supervised by an experienced/professional social worker from the agency and a faculty member from the Institute.
- 4 100% attendance at Field work is compulsory.
- 5 A student failing in field work in 1st year will be permitted to second year in next academic year.
- 6 In any case, there is no provision of revaluation or moderation of field work marks, at university level.
- 7 Orientation visits will be the part of MSW first year field work

19. RESEARCH PROJECT (2 CREDITS):

The research project shall be of 100 marks. A student who opt research project is required to select an appropriate topic for his/her research project during the second year and project report submit to the institute, 15 days before appearing the IV semester examination.

The research project shall be evaluated by the internal faculty. The candidate failing in research project will have to rewrite and submit the revised project report within a period of 3 months after the declaration of results.

20. HEADS OF PASSING:

The following shall be the independent heads of passing:

1. Written theory courses
2. Field work

21. EXAMINATION SCHEME

1 Structure of Question Papers at University Examination

Each theory Paper is of 100 marks and 3 hours duration. Question paper wil consist of total 6 questions:

1. Question No. 1. will be compulsory and will consist of 5 short notes of 5 marks each, out of which any 4 may be attempted: 5 marks x 4= 20 marks
2. Question No. 2. to question No. 6. will have internal options and carry 16 marks each: 16 marks x 5 = 80 marks.

22. STANDARD OF PASSING:

For the MSW courses, both UE and IA constitute head of passing. In order to pass in such courses and to earn the assigned credits, the learner must obtain a minimum grade point of 5.0 (40% marks).

A student who fails at UE in a course has to reappear only at UE as a backlog candidate and clear the head of passing. Similarly, a student who fails to submit the Internal Assignments (IA) of any course has to re-submit the Internal Assignments of respective course.

The 10-point scale Grades and Grade Points according to the following table.

Range of Marks (Out of 100)	Grade	Grade Point
$80 \leq \text{Marks} \leq 100$	O	10
$70 \leq \text{Marks} < 80$	A+	9
$60 \leq \text{Marks} < 70$	A	8
$55 \leq \text{Marks} < 60$	B+	7
$50 \leq \text{Marks} < 55$	B	6
$40 \leq \text{Marks} < 50$	C	5
Marks <40	D	0

The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the course. The weightage for performance at UE and IA shall respectively be 70% and 30%.

GPA is calculated by adding the UE marks out of 70 and IA marks out of 30. The total marks out of 100 are converted to grade point, which will be the GPA.

23. RULES OF PROMOTION:

A Student is allowed to keep term from Semester – I and Semester – II to Semester – III and Semester – IV if he/she fails in any number of theory papers in MSW 1st year.

MSW Course Structure:

Total credits - 72

Theory Courses:

Class	Semester	Credits
MSW – I	Sem - I	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
	Sem – II	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
M.S.W. – I	Semester – I & II	06
	First Year Credits	36
MSW – II	Sem – III	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
	Sem - IV	
	Core Courses 03x03 credits	09
	Elective Courses 02x02 credits	04
	General Courses 01x02 credits	02
M.S.W. - II	Semester – III & IV	06
	Second Year Credits	36
	Total Credits	72

SEMESTER – I

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/IA (%)	End of Term
Core Course – All Core Courses are Compulsory						
CC-1	Social Work: History and Ideology	03	10	70	70/30	Uni.
CC-2	Methods of Social Work Practice: Work with Individuals and Groups	03	10	70	70/30	Uni.
CC-3	Field Work Practicum	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-1	Child Development and Socialization	02	06	48	70/30	Uni.
EC-2	Rural and Urban Sociology	02	06	48	70/30	Uni.
EC-3	Labour Economics	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-1	Introduction to Sociology	02	06	48	70/30	Uni.
G-2	Introduction to Psychology	02	06	48	70/30	Uni.

SEMESTER – II

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/IA (%)	End of Term
Core Course – All Core Courses are Compulsory						
CC-4	Psychology for Social Workers	03	10	70	70/30	Uni.
CC-5	Methods of Social Work Practice – Work with Community & Social Action	03	10	70	70/30	Uni.
CC-6	Social Work Research	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-4	Youth Development	02	06	48	70/30	Uni.
EC-5	Panchayat Raj System	02	06	48	70/30	Uni.
EC-6	Women Status and Empowerment	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-3	Public Administration	02	06	48	70/30	Uni.
G-4	Unorganized Labour	02	06	48	70/30	Uni.

SEMESTER – III

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/IA (%)	End of Term
Core Course						
CC-7	Social Legislation	03	10	70	70/30	Uni.
CC-8	Non Government Organizations and Programme Management	03	10	70	70/30	Uni.
CC-9	Social Policy and Planning	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-7	Programmes and Services for Children	02	06	48	70/30	Uni.
EC-8	Urban Governance	02	06	48	70/30	Uni.
EC-9	Human Resource Development	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-5	Media and Development	02	06	48	70/30	Uni.
G-6	Research Project	02	06	48	70/30	Uni.

SEMESTER – IV

Course Number	Course Title	Credit Value	Counseling Sessions	Self Learning	Weightage for UE/IA (%)	End of Term
Core Course						
CC-10	Counseling in Social Work	03	10	70	70/30	Uni.
CC-11	Poverty Alleviation and Development	03	10	70	70/30	Uni.
CC-12	Corporate Social Responsibility	03	10	70	70/30	Uni.
Elective Courses - Opt any two elective courses						
EC-10	Family Counseling	02	06	48	70/30	Uni.
EC-11	Livelihood Skills and Micro Finance	02	06	48	70/30	Uni.
EC-12	Labour Welfare	02	06	48	70/30	Uni.
General Courses - Opt any one general course						
G-7	Environmental Issues & Disaster Management.	02	06	48	70/30	Uni.
G-8	Introduction to Constitution of India	02	06	48	70/30	Uni.

Field Work						
Course Number	Course Title	Credit Value	Self Learning Method (Hours)	Weightage for IA	End of Year	
MSW- I st Year	Orientation visits & Field Work	06	180	Internal Assessment	Institute	
MSW - II nd Year	Field Work	06	180	Internal Assessment	Institute	

SYLLABUS
SEMESTER – I
CC-1: SOCIAL WORK: HISTORY AND IDEOLOGY

Unit – I: Indian History of Ideologies for Social Change – I

- Concept of ideology
- Hindu Reform Movements : Brief review of Hindu reform movements; contribution of Raja Ram Mohan Roy, Dayanand Saraswati Swami Vivekanand
- Dalit Movements – Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar, Chh. Shahu Maharaj, Periyar,

Unit – II: Indian History of Ideologies for Social Change – II

- Christianity and Islam in India
- Gandhian ideology
- Ideology of the Indian Constitution: Preamble, directive principles, fundamental rights and duties

Unit –III: Western History of Ideologies

- Rationalism and welfarism
- Liberalism and democracy
- Utilitarianism and social darwinism
- Socialism and human rights

Unit –IV: Contemporary Ideologies

- Neo-liberalism and globalization
- Post-Modernism
- Feminism
- Ideology of sustainable and people centered development

Unit – V: History of Social Work Profession in India

- Growth of social work education in india
- Goals of social work education
- Welfare versus development orientation in social work
- Specialization versus generic courses
- Professionalization of social work : Professional associations and federations of social work
- Problems of social work education in India

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SEMESTER – I

CC- 2: METHODS OF SOCIAL WORK PRACTICE: WORK WITH INDIVIDUALS AND GROUPS

Unit -I: Introduction to Case Work as a Method of Social Work

- Concept and definitions of case work
- History of case work in India, U.K. and USA
- Assumptions in case work
- Values in case work

Unit-II: Theories and Components of Case Work

- Theories used in social work practice: System theory, social learning theory, Psychological development theory, rationale choice theory
- Components of case work-person, problem, place, process

Unit-III: Principles and Stages of Case Work

- Principles of case work
- Stages of case work - Study, diagnosis, treatment, evaluation, termination and follow up.
- Tools and Techniques in case work

Unit – IV: Introduction to Group Work

- Definition and characteristics of groups
- Types of groups
- Concept, definition and characteristics of social group work
- Group work in various settings

Unit – V: Principles and Phases in Social Group Work

- Principles in social group work
- Skills in social group work
- Phases : Orientation phase, Assessing and establishing objectives, Preparation of plan, Group formation phase, Rapport establishment phase , Programme implementation and evaluation phase, Termination phase
- Recording in social group work

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SEMESTER – I
EC -1: CHILD DEVELOPMENT AND SOCIALIZATION

Unit – I: Conceptual Framework

- Definitions of Child
- Demographic profile of children – Indian and Global
- Situational overview of children in India

Unit – II: Child Development

- Concept of Child Development
- Principles of Child Development
- Areas of Development-Physical,Emotional,Social,Intellectual

Unit – III: Stages in the life-span (up to Adolescent)

- Prenatal
- Neo-natal
- Post natal

Unit – IV: Developmental Hazards in Childhood

- Infant Mortality and Morbidity
- Common Childhood Diseases
- Nutritional Issues
- Behavioural Problems

Unit – V: Socialization of the Child

- The Concept and Process of Socialization
- Child- rearing Practices in Families
- Socialization of Children in Institutional Settings
- Socialization of Children with Special Needs

Unit – VI: Agencies of Socialization

- Family
- School
- Peer-group
- Mass-Media

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- 2) Prof. Usha Nayar and V. V. Kulkarni, (2013), Interventions to Save the Girl Child in Punjab Vol. II ISBN – 978-1-329-70944-7, Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
- 3) Prof. Usha Nayar and V. V. Kulkarni, (2013), Interventions to Save the Girl Child in Delhi, Vol. III ISBN – 978-1-329-70946-1 Published by, Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
- 4) Prof. Usha Nayar and V. V. Kulkarni, (2013), Interventions to Save the Girl Child in Haryana, Vol. IV ISBN – 978-1-329-70948-5 Published by Lulu Publication 3101 Hillsborough St, Raleigh, NC 27607, United States of America
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SEMESTER – I

EC-2 : RURAL & URBAN SOCIOLOGY

Unit – I: Introduction to Rural Sociology

- a. Meaning and definition
- b. Scope of Rural Sociology
- c. Significance of rural sociology in community development
- Rural social institutions: Marriage, family, education

Unit – II: Indian village as a community

- d. Characteristics of village community
- e. Rural social structure:Occupational,Caste and class structure in villages
- f. Village power structure– sources of power
- g. Rural Ecology

Unit – III: Issues of Rural society

- Livelihoods
- Migration
- Health
- Unemployment
- Women empowerment
- Globalisation and Rural society

Unit – IV: Urban Sociology

- Nature, Definition, and scope of Urban Sociology
- City – meaning and characteristics
- Growth and development of cities
- Causes of growth of urban population in India

Unit – V: Issues of Urban society

- Slums
- Housing
- Solid waste management
- Unplanned development
- Environment, Urban poverty

REFERENCE:

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25. Rural Sociology – N. Jayapalan
26. Rural – Urban Migration – Ajit Bhatia
27. Slum Habitat – Bijlani & Roy
28. Indias Villages – edited by M.N. Shrinivas
29. Dynamics of Rural Development edited by Debendra Das

SEMESTER – I
EC-3: LABOUR ECONOMICS

Unit – I: Labour Economics

- Concept ,Meaning, and Definitions of Labour Economics
- Scope of Labour Economics
- Characteristics of Labour

Unit – II: Employment

- Theories Of Employment
- Full Employment
- Unemployment & Under Employment
- Employment Exchange

Unit – III: Wages

- Meaning And Definitions of Wages
- Wage Policy For Developing Economy
- Wage Regulation –The Equal Remuneration Act- The Minimum Wages Act 1948

Unit – IV: Theories of Wages

- Subsistence Theory of Wages
- Marginal Productivity Theory of Wages
- Exploitations Theory of Wages
- Demand And Supply Theory of Wages

Unit –V: Methods of Wage Payment and Labour Productivity

- Time Rate System
- Piece Rate System
- Balance Method System
- Performance Based System
- Labour Productivity- Factors of Productivity

REFERENCE:

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SEMESTER – II

G-1: INTRODUCTION TO SOCIOLOGY

Unit – I: Introduction

- Definition and scope of Sociology
- Basic Concepts of Sociology –Society ,Groups, Community, Culture and Norms
- Importance of sociology and its relevance to social work practice

Unit – II: Indian Society

- Composition of Indian Society : the concept of unity in diversity
- Social Classification: Tribal, Rural & Urban
- Social Stratification: Caste & Class

Unit – III: Social Groups, Social Institutions and Social Control

- Meaning and Types of Groups
- Social Institutions-Marriage, Family, Religion, State and Law
- Social Control and Agencies of Social Control

Unit – IV: Social Change

- Meaning and Characteristics of Social Change
- Factors Inducing Social Change
- Cultural Lag
- Social Change and Social Disorganization
- Social disorganization

Unit – V: Indian Social Problems

- Population explosion
- Corruption
- Terrorism
- Naxalism
- Casteism
- Problems of elderly
- Crime and juvenile delinquency
- addiction

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SEMESTER – II

G-2: INTRODUCTION TO PSYCHOLOGY

Unit – I: Psychology: Science and Perspectives

- Definition, nature and Goals of Psychology as a Science.
- History and perspectives – Structuralism, Functionalism, Gestalt, Psychoanalysis, Behaviorism, Humanistic, Cognitive, Bio-psycho-socio-cultural
- Fields – Developmental, Social, Clinical and counseling, Educational, Industrial, Health, Criminal and Forensic, Sports and women psychology.
- Methods – Introspection, Observation, Experimental, Survey and Case Study

Unit – II: Sensation, Attention and Perception

- Sensation – Definition, Nature and Process
- Attention – Definition, Types, Determinants, Phenomena - Division of Attention, Span of Attention
- Perception – Definition, Gestalt Principles and Perceptual Constancies
- Perceptual Illusions

Unit – III: Motivation and Emotion

- Definition and Characteristics – Motivational Cycle.
- Types – Biological, Social, Psychological
- Theories – Arousal, Drive Reduction, Incentive, Humanistic (Maslow)
- Frustration – Sources of Frustration, Types of Conflicts

Unit – IV: Personality

- Nature, Definition and Misconceptions
- Freud's Psychoanalytical Theory of Personality
- Trait Approaches to Personality: Allport's approach, Eysenck's PEN Model, Cattell's 16PF, McCrae and Costa Big-5
- Assessment Techniques – Behavioural, Projective and Self Report Inventories: MMPI, CPI, Neo PI
- Applications: SWOT Analysis

Unit – V: Intelligence and Thinking

- Intelligence: Definition and Basic Concepts in Measurement (CA, MA, IQ and DQ)
- Intelligence Measurement: Stanford Binet, Wechsler Intelligence Scale for Children (WISC) and Wechsler Adult Intelligence Scale (WAIS)
- Individual Differences: Mentally Challenged and Gifted People, Types and Causes
- Thinking – Definition and Types Logical, Problem Solving and Decision Making, Creative Thinking

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SEMESTER – II

CC–4 : PSYCHOLOGY FOR SOCIAL WORKERS

Unit – I: Nature and Scope of Psychology

- Concept and definitions of Psychology
- Areas of Application of Psychology
- Scientific Methods in Psychology

Unit – II: Human Development and Human Behaviour

- Concept of Human Growth, Human Development and Human Behaviour
- Factors affecting Human Behaviour and Development

Unit – III: Theories of Human Development and Behaviour

- Freud’s Psycho-sexual Theory,
- Erickson’s Psycho-social Theory
- Jean Piaget Cognitive Theory

Unit – IV: Developmental Stages in Life Span

- Life span Approach to the understanding of Human Development
- Principles of Human Growth and Development
- Stages of Human Development-from conception to Old Age

Unit – V: Psycho-social Factors in Human Development

- Environment – Concept and influence of Socio-cultural Environment on Human Development
- Motivation
- Conflict among Motives
- Coping and Defense Mechanisms

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SEMESTER – II

CC – 5: METHODS OF SOCIAL WORK PRACTICE – WORK WITH COMMUNITY & SOCIAL ACTION

Unit – I: Community organization

- Meaning, Concept and Definitions of C.O
- Values, and Ethics of C.O practice
- Principles of Community Organisation Practice.
- Processes and Steps in community organization

Unit – II: Models and Techniques in Community Organization Practice

- Models of community organization: Directive Vs Non-directive and Rothman's Model.
- Techniques in community organization - PRA and RRA techniques,
- Committee formations, Leadership & cadre building and networking.

Unit – III: Role of Community Organizer

- Role of community organizer in community - guide, enabler, expert and social therapist
- Skills in community organization practice: interaction skills, information gathering and assimilation skills, organizing skills, resource mobilization (external and internal) skills, and conflict resolution skills.

Unit – IV: Community Organization Practice in Various Settings

- Working with Tribal, Rural and Urban communities,
- Health, Education, Natural resource management.

Unit – V: Social Action and Social Advocacy

- Concept and Definitions of Social Action
- Rights based approach
- Different forms of protest
- Strategies for social action from various social movements.

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SEMESTER – II

EC– 4: YOUTH DEVELOPMENT

Unit – I: Situational Analysis of Youth

- Concept, definition and characteristics of youth
- Demographic profile of youth in India.
- Situational Analysis-Gender, student, non-student, caste, class, religion wise classification.

Unit – II: Needs and Problems of Youth

Needs

- Psycho-social needs.
- Health
- Education
- Employment

Problems

- Poverty
- Unemployment
- Addiction
- Violence and crime
- Sexuality-high risk behavior.

Unit – III: Youth Movements in India

- Women and Dalit Youth Movements
- Tribal Youth Movements
- International Youth Movements
- Youth as an agent of social change

Unit – IV: Programmes and Policies.

- Youth Policy
- Governmental and Non-Governmental initiatives
- Role of United Nations Organisation.

Unit – V: Youth and Social Change

- Concept of social change
- Youth as an agent of social change
- Role of youth in building new society

REFERENCE:

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SEMESTER – II
EC– 5: PANCHAYAT RAJ SYSTEM

Unit – I: Panchayat Raj System

- Meaning, Concept and Definition of Panchayat Raj System
- Objective of Panchayat Raj System
- Concept of democratic decentralization
- Historical development and committees on Panchayati Raj

Unit – II: Panchayati Raj in Operation

- Organizational and administrative structure of Panchayati Raj
- Panchayati Raj functionaries at village, block and district level with reference to Maharashtra
- Functions of Panchayati Raj institutions
- Gram Sabha and Mahila Sabha– organization, strengths and limitations

Unit – III: Laws related to Panchayat Raj

- Mahatma Gandhi Rural Employment Guarantee Act, 2006
- The Constitution 73rd Amendment Act, 1992
- Panchayat Raj Act, 1993
- Panchayats Extension to Scheduled Areas Act (PESA) 1996.
- Financial resources to PRIs- Central and State

Unit – IV: Rural development and PRIs

- Peoples participation in PRI
- Social Justice through PRI
- Politics in Panchayat Raj
- NGOs and PRI

Unit – V: Challenges in Panchayat Raj System

- Community dynamics and Panchayati Raj
- Social inclusion and Panchayati Raj
- Globalisation and Panchayati Raj

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SEMESTER – II

EC – 6: WOMEN: STATUS AND EMPOWERMENT

Unit – I: Status of women: Historical Review

- Vedic period
- Buddhist Period
- British period

Unit – II: Issues Related To Women

- Religion
- Health
- Education
- Politics
- Social-Dowry, domestic violence, divorce, desertion, rape

Unit – III: Women’s Movement

- International women’s movements.
- Women's movements in India – in 19th and early 20th century
- Dimensions of Women’s Movement

Unit – IV: Empowerment

- Concept, meaning and definitions of empowerment
- History of Empowerment in the context of Globalization
- Indicators of empowerment
- Factors affecting empowerment

Unit – V: Empowerment of Women (Post Independence)

- Role of the Govt.
- Role of Major Non-Governmental Organizations
- Informal and Voluntary People’s Movements.

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SEMESTER – II
G – 3: PUBLIC ADMINISTRATION

Unit – I: Introduction to Public Administration

- Concept and Meaning of Public administration
- Scope of Public administration
- Elements of Public administration
- Ethics in Public Administration.

Unit – II: Evolution of Public Administration

- Classical
- Neo-classical
- New Public Administration
- Development Administration

Unit – III: Major Approaches to the Study of Public Administration

- Bureaucratic Approach
- Decision-Making
- Systems Approach
- Public Choice

Unit – IV: Governance

- Good Governance Practices and Reforms,
- Public Sector in the context of Liberalization.
- State and District Administration
- Local Self Government

Unit – V: Issues in Public Administration

- Right to Information
- Consumer Protection Act, 2005.
- Administrative and Financial Accountability
- Civil Society and Public Administration

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SEMESTER – II

G - 4: UNORGANISED LABOUR

Unit – I: Introduction

- Concept, Definitions of unorganized labour
- Characteristics of unorganized labour
- Socio-economic profile of Unorganized Labour

Unit – II: Categories of Unorganised Labour

- Child Labour
- Women Labour
- Contract Labour
- Agriculture Labour
- Bonded Labour
- Handicapped and Disabled Labour

Unit – III: Problems of Unorganised Labour

- Problems Related to Service Conditions and working conditions
- Wage Related Problems
- Problems Regarding Social Security
- Problems related to Health and Safety
- Problem of Unionisation

Unit – IV: Welfare of Unorganised Labour

- Welfare of unorganized Labour : initiatives and interventions
- NGO and Welfare of Unorganized Labour
- Role of Government in the welfare of Unorganised Labour
- Statutory Provisions related to Welfare

Unit – V: Legal Protection and Social Security

- Constitutional Provisions Related to Unorganized labour
- Laws Related to Un-organised Labour
- The Contract Labour Act, 1972

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