SANT GADGE BABA AMRAVATI UNIVERSITY

(FACULTY OF COMMERCE)

PROSPECTUS

OF

The B.B.A. Examination
Part-I, Part-II and Final
(Three Year Degree Course)

2010

Visit us at www.sgbau.ac.in

Price Rs. 8/-

PUBLISHED BY

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Registrar
Sant Gadge Baba Amravati University, Amravati 444 602

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NOTICE FOR INFORMATION OF THE STUDENTS

1. Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in such subjects/papers in which students from University departments or colleges are to be examined by the University.

2. Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations, get in touch with the Registrar or any other concerned authority or officers of the University. The various conditions/provisions pertaining to examination as prescribed in the following Ordinances.

Ordinance No. 1 : Enrolment of Students.
Ordinance No. 2 : Admission of Students.
Ordinance No. 4 : National Cadet Corps.
Ordinance No. 6 : Examinations in General (relevant extracts).
Ordinance No. 18/2001 : An Ordinance to provide grace marks for passing in a Head of pass and improvement of Division (Higher Class) and getting Distinction in the subject and condonation of deficiency of marks in all the faculties prescribed by the Statute No. 18, Ordinance 2001.
Ordinance No. 9 : Conduct of Examinations (relevant extracts).
Ordinance No. 10 : Providing for Exemptions and Compartments.
Ordinance No. 19 : Admission of Candidates to Degrees.
Ordinance No. 109 : Recording of a change of name of a University student in the records of the University.
Ordinance No. 6/2008 : For improvement of Division/Grade.
Ordinance No. 19/2001 : An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

Dineshkumar Joshi
Registrar
Sant Gadge Baba Amravati University

PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM

The pattern of question paper as per unit system will be broadly based on the following pattern.

(1) Syllabus has been divided into units equal to the number of question to be answered in the paper. Each unit will contain one question either a long answer type or a short answer type, as per the syllabus.

(2) Each question will be a long answer type, unless otherwise stated. The number of questions to be answered in the paper will be equal to the number of units in the syllabus.

(3) For every question long answer type or short answer type, there will be an alternative choice from the same unit. However, there will be no internal choice in a question.

(4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60.

(5) Each short answer type question shall contain 4 to 8 short sub-questions with no internal choice.

Note: The pattern of question paper as per unit system will be broadly based on the following:

- For improvement of Division/Grade.
- Adjudging a candidate to a degree of an external candidate.
- Promotion of registered textbooks and question papers, scheme of examination and promotion scheme of examination and promotion.
- An Ordinance for Central Assessment Programme, Scheme of Examination and Promotion.

Sant Gadge Baba Amravati University

Ordinance No. 19/2001

Ordinance No. 6/2008

Ordinance No. 10

Ordinance No. 9

Ordinance No. 18/2001

Ordinance No. 4

Ordinance No. 2

Ordinance No. 1

Ordinance No. 6
5.2 Structure & functions of Banking
5.3 Current trends in Banking.
5.4 Finance- Concept, Types & role in Economy.
5.5 Foreign Direct investment policies & current trends.

REFERENCE BOOKS :
K.P.M.Sundharam Micro Economics - S.Chand and Sons
E.N.Sundharam R Dutt & Indian Economy - S.Chand and Sons
K.P.M.Sundharam Samuelson &Economics, Mc Grow Hill, Inc.
Misra Puri Economics of Growth and Development- Himalaya, Bombay.
M.I.Sette Kensyen Economics
G.M.Halm Monetary Theory
K.N.Garg Money Banking

101 - COMMERCIAL LAW
Unit-I
Indian Contract Law - 1872

Unit-II
Contract of indemaity, guarantee, Baitment & pledge, contract of Agency

Unit-III
Indian Partnership Act - 1932

Unit-IV
The sales of goods Act -1930

Unit-V
Negotiable Instruments Act 1881

REFERENCE BOOKS:
R.S.Davar P.M. & I.R.Vikas Publisher, Delhi.
Dr.P.C.Tripathi P.M., S.Chand & Sons.
N.D.KapoorIndustrial Law, S.Chand, Delhi
P.L.MalikIndustrial Law, Eastern Group Company

102 - BUSINESS COMMUNICATION
Unit-I
Meaning, Significance of good communication means of

SYLLABUS FOR
B.B.A. FIRST YEAR
101-PRINCIPLES OF ECONOMICS
Unit-I
INTRODUCTION.
1.1 Definitions- Adam Smith, Marshall, Robbins, Economic Laws.1.2 Micro and Macro Economics, Managerial approach.1.3 Utility- Law of Diminishing utility, Indifference curve- definition, characteristics & consumer equilibrium.
1.4 Demand- Law of Demand, Demand estimation & Demand forecasting.
1.5 Elasticity of Demand- Kinds, measurements, determinants and managerial applications.

Unit-II
PRODUCTION ANALYSIS.
2.1 Production function- Law of variable proportions, Optimum combination of factors.
2.2 Cost curve: Short run- Fixed & variable cost, Long run- fixed & variable cost.
2.3 Internal & External economies & diseconomies.

Unit-III
MARKET MECHANISM.
3.1 Meaning & classification of market.
3.2 Analysis of supply- Supply schedule, supply curve and price elasticity of supply.
3.3 Price and output determination under perfect competition.
3.4 Price and output determination under monopolistic competition.
3.5 Determination of factors prices.

Unit-IV
MONEY AND CREDIT
4.1 Money- Definition, Nature, Scope & Significance of Banking.
4.2 Inflation & deflation- Meaning, causes, effects and measures.
4.3 Credit creation- Meaning, process, innovations & benefits of Banking.
4.4 Supply of money- Impact of money on economy.
4.5 Currency Crisis- Paper currency, Method of note issue, money-

4.6 Money- Meaning, Value, Importance, function and Types of money.

Unit-V
BANKING & FINANCE.
5.1 Bank- Meaning, Nature, Scope & Significance of Banking.
5.2 Direct investment policies & current trends.
5.3 Law of demand, Supply & change in Economic conditions.
5.4 Structure & functions of Banking.
5.5 Finance - concept, types & role in Economy.
**Tally Fundamentals.**

Processing Transactions in Tally Report generation.

**REFERENCE BOOKS:**

- Sarders Computers Today
- Kishore & Naik What Every manager Sould Know about Computers.
- Baroce Introduction to Computer Science.
- Alan Simpson Understanding dBase III+
- Carl Town Send Mastering dBase III+
- E. Balaguruswamy Fundamental of computer
- Alan Sympson Base
- BPB Publications Lotus Wordstar
- A.K. Nadhani, Implementing Tally 7.2
- BPB Publications, B-14, Connaught Place, New Delhi-1.

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**BUSINESS MATHEMATICS**

Unit-I


Unit-II

- Arithmatic: Ratio, Proportion, Percentage, Commission and discount. Arithmatic Progression and Geometric Progression including Series.

Unit-III


Unit-IV


Unit-V


**REFERENCE BOOKS:**

- Kapoor - Business Mathematics
- M.C. Shukla Business Organisation & Management
- Davar Business Organisation and Industrial Management
- Satyanarayan Business and other organisation & Management
- I.M. Prasad Principle and Practice of Management, S.Chand & Co.

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**100 BUSINESS MATHEMATICS**

Unit-I


Unit-II

- Introduction to computers: Early development, Modern computers. Number system and arithmetic. Binary and hexadecimal number system and their uses. Types of computer: 32-bit, 64-bit.

Unit-III


**REFERENCE BOOKS:**

- BPB Publications, B-14, Connaught Place, New Delhi-1.
- Kapoor - Business Mathematics
- I.M. Prasad Principle and Practice of Management, S.Chand & Co.
- Davar Business Organisation and Industrial Management
- N.C. Sridhar
B.B.A. SECOND YEAR
201 - MANAGEMENT ACCOUNTING

Unit-I

Unit-II

Unit-III
Fund Flow Statement.

Unit-IV
Cash Flow Statement.

Unit-V
Flexible Budget & Cash Budget

REFERENCE BOOKS:
- Hingorani Cost Accounting, S.Chand, Delhi.
- Ramanathan & Management Accounting, Grewal, I.M.

202 - MARKETING MANAGEMENT

Unit-I
Marketing and its Applications: Introduction to marketing, Marketing in developing economy, Marketing of services.

Unit-II
Marketing planning and Organisation: Marketing mix, Market segmentation, Marketing organisation, Marketing Research and its application.

Unit-III
Understanding Consumers: Determinants of consumer behaviour, Models of consumer behaviour, Indian consumer environment.

Unit-IV

Unit-V
Pricing and Promotion strategy: Pricing policies and Practices, Marketing communications, Advertising and Publicity, Personal selling and sales promotion.

REFERENCE BOOKS:
- Philips Kotler Marketing Management
- McCarthy Basic Marketing: A Managerial Approach
- Davar Modern Marketing Management
- Buskirk Principles of Marketing
- Cundiff and Still Basic Marketing
- Britt & Boyd Marketing Management & Administrative Action

203 - PERSONNEL MANAGEMENT

Unit-I
Introduction, concept, functions, scope and significance of Personnel Management, Organisation of Personnel Management, qualities of Personnel Manager and his role in industry, Professionalisation of Personnel Management in India.

Unit-II
Manpower planning - meaning, objectives and significance; steps in manpower planning, quantitative and qualitative aspects of manpower planning, recruitment, interview, selection, induction and placement.

Unit-III
Manpower training and development - concept, purpose and methods of training; executive development programmes and their evaluation; performance appraisal, counselling and employees communication system, promotion, demotion and transfer, leadership and motivation, employee motivation and productivity.

Unit-IV
Employee remuneration - wage plans and policies, profit sharing and sales promotion.

Unit-V
Industrial Relations - concept, scope, significance and determinants; trade unions, collective bargaining, conflict and conciliation, workers participation, and role in personnel management.

REFERENCE BOOKS:
- Dale, Yoder Personnel Management & Industrial Relations
- Northcott Personnel Management - Principles & Practices
- Filippo Personnel Management
- Sen-Gupta & Personnel Management in India
- Others
Meaning and uses of cost accounting; various cost concepts

Elements of Cost:

i) Material cost: Meaning of inventory; objects of material and inventory control, method of inventory control, purchasing and storing procedures; methods of inventory valuation.

ii) Labour cost: Classification

iii) Direct expenses: Meaning, importance and control

iv) Overheads: Meaning and classification, allocation, absorption and control of overheads; absorbent capacities; methods of absorption and charging, controllable and non-controllable overheads; methods of measurement; objectives of overhead control; variances; measurement of overheads; objects of overhead control.

Unit-II

Single and output costing, and process costing.

Unit-III

Standard costing and variance analysis: Meaning and advantages, types of standards; determination of standards, variance analysis, meaning and types.

Unit-IV

Variable costing: Conceptual framework, income determination under variable and absorption costing, application of variable costing, contribution concept and decision making, limitation.

Unit-V

Cost-volume-profit relationship, break-even analysis, profit planning and pricing: Meaning, construction of break-even charts, profit graphs, limitations, profit planning and pricing decisions.
SYLLABUS FOR ENVIRONMENTAL STUDIES AT BACHELOR DEGREE LEVEL

Total Marks : 100

PART-A

SHORT ANSWER PATTERN 25 Marks

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

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

PART-B

ESSAY TYPE WITH INBUILT CHOICE 50 Marks

4. Natural resources :
   Renewable and non-renewable resources.
   Forest resources : Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
   Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
   Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
   Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer - pesticide problems, water logging, salinity, case studies.
   Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.
   Land resources : Land as a resource, land degradation, man induced land slides, soil erosion and desertification, environmental effects of deforestation, reforestation of degraded land, afforestation, reforestation and afforestation, case studies. Forestry resources : Use and exploitation, environmental effects of deforestation, reforestation of degraded land, afforestation, reforestation and afforestation, case studies.
   Wildlife resources : Use and exploitation, environmental effects of hunting and poaching, case studies.

5. Ecosystems
   Concept of an ecosystem.
   Structure and function of an ecosystem.
   Producers, consumers and decomposers.
   Energy flow in the ecosystem.
   Trophic levels in the ecosystem.
   Food chains, food webs and ecological pyramids.
   Ecological succession.
   Food production, food crops and food products.
   Conservation of natural resources.
   Equitable use of resources for sustainable lifestyles.

6. Biodiversity and its conservation
   Biodiversity and the environment.
   Natural resources and the environment.
   Environment Protection Act.
   Wildlife Protection Act.
   Forest Conservation Act.
   Issues involved in enforcement of environmental legislation.
   Public awareness.
   Environmental ethics : Issues and possible solutions.
   Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
   Wasteland reclamation.
   Consumerism and waste products.
   Environment Protection Act.
   Air (Prevention and Control of Pollution) Act.
   Water (Prevention and Control of Pollution) Act.
   Wildlife Protection Act.
   Forest Conservation Act.
   Issues involved in enforcement of environmental legislation.
   Public awareness.
   Environmental ethics : Issues and possible solutions.
   Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
   Wasteland reclamation.
   Consumerism and waste products.
   Environment Protection Act.
   Air (Prevention and Control of Pollution) Act.
   Water (Prevention and Control of Pollution) Act.
   Wildlife Protection Act.
   Forest Conservation Act.
   Issues involved in enforcement of environmental legislation.
   Public awareness.

СartagoN: 100

25 Marks

SHORT ANSWER PATTERN
PART-C

ESSAY ON FIELD WORK 25 Marks

8. Field work

(i) Visit to a local area to document environmental assets - river / forest / grassland / hill / mountain
(ii) Visit to a local polluted site - Urban / Rural / Industrial / Agricultural. Study of common plants, insects, birds.
(iii) Study of simple ecosystems - pond, river, hill slopes, etc.

(5 lecture hours)

LIST OF REFERENCES

2) Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad - 380 013, India, Email : mapin@icenet.net
4) Clark R.S., Marine Pollution, Clarendon Press Oxford (TB)
6) De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7) Down to Earth, Centre for Science and Environment (R)
9) Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Mumbai (R)
18) Survey of the Environment, The Hindu (M)
23) Dr. Deshpande A.P., Dr. Chudiwale A.D., Dr. Joshi P.P., & Dr. Lad A.B. : Environmental Studies, Pimpalpore & Co. Publishers, Nagpur.
UNIT-1
OVERVIEW OF INDIAN ECONOMY

1.1 Brief History - Pre & Post Independence.

1.2 Urbanization & Civilization - Process & implications.

1.3 Restructuring - Shift of Agrarian Economy to Industry & Service economy, Mobilization of inputs over Geography & Industry.

1.4 Indicators - GDP, GNP, Income, Saving, Investment, Industry, Balance of Payment, Health & Education.


UNIT-II
PROBLEMS

2.1 Population & Unemployment - causes, effect & remedies.

2.2 Agriculture - Land Distributions, Irrigation, finance, Marketing.

2.3 Industry - Sickness, Imbalances.

2.4 Poverty & Inequality - Concept, (Socio-economical, cultural), Indicators & remedies.

2.5 Parallel Economy - Concept, causes, effect & remedies.

UNIT-III
ROLE OF GOVERNMENT

3.1 Monetary & Fiscal Policy - Meaning & objects.

3.2 Agriculture - Pricing, subsidies, finance, Land reforms.

3.3 Industry - New Industrial policy, Objectives, Features, evaluation.

3.4 LPG - Concept, impact, dis-investment policy.

3.5 Exim Policy - Concept, Objectives, Features, current trends.

UNIT-IV
RECENT TRENDS

4.1 Planning - Overview of five year plans, recent five year plans - policy, targets, achievements, remaining issues.

4.2 Finance Commission - Concept, detail study of recent finance commission, distribution of resources.

4.3 SEZ - Concept, Objectives, Features, form of establishment, scope, benefits, incentives.

4.4 Foreign Investment - Concepts, recent trends, obstacles, solutions.

4.5 E-Commerce - Concepts, trends, benefits, challenges, regulatory issues.

UNIT-V
INDIAN ECONOMY & GLOBAL SCENARIO

5.1 Business Environment - Concept, Components & importance.

5.2 Foreign Trade & Economic Growth - Strategic policy, Global trade of various services.

5.3 Economic Institutions - NABARD, GATT, WTO, IBRD, IMF.

5.4 Counter Trade - Concept, Nature, Forms & its Growth.

5.5 Foreign Collaboration - Overview, Foreign collaboration and MNCs - Forms of foreign collaboration and its effects.

302 - COMPANY ACCOUNTS

UNIT-I
Accounting for share capital transactions, issue of shares, forfeiture and re-issue of shares, redemption of preferences shares, issue of debentures, accounting for share capital movements, accounting for pre-emptive rights, preparation and presentation of final accounts, insurance claims.

UNIT-II
Preparation and presentation of final accounts, Insurance Claims.

UNIT-III
Accounting treatment for amalgamation, absorption and reconstruction of companies, valuation of goodwill and shares, issue of debentures, financial statements, accounting for share capital movements, accounting for pre-emptive rights, preparation and presentation of final accounts, Insurance Claims.

UNIT-IV
Accounting for share capital transactions, issue of shares, forfeiture and re-issue of shares, redemption of preferences shares, issue of debentures, accounting for share capital movements, accounting for pre-emptive rights, preparation and presentation of final accounts, Insurance Claims.

303 - INDUSTRIAL LAWS

UNIT-I
The Industrial Disputes Act, 1947 (14 of 1947) - Objects, industrial disputes, authorities for settlement of industrial disputes, reference of industrial disputes, procedure for settlement of industrial disputes, issues of non-payment of wages, lay off retrenchment, transfer and closure, unfair labour practices, miscellaneous provisions - offences by employers.

3031
Unit-I
Meaning of Company, its formation and related documents.

Promoter : Memorandum of Association, Articles of Association.

Prospectus, misrepresentation in prospectus.

Unit-II
Share Capital : Structure of Share Capital, Kinds of Shares, minimum subscription limit alternation of share capital.

Secretarial Procedure relating to application, allotment and forfeiture of shares, transfer and transmission of shares, director's report.

Problem : Amendment of Articles of association, Rights of shareholders.

Unit-III
Kinds of Company Meeting and secretarial duties relating to meetings; Rules of Debate, motion and Resolutions, Types of Resolutions and their Drafting Methods of Voting, Proxy and poll, chairman of meeting. His duties; powers and liabilities.

Unit-IV
Membership of company : Rights, Duties, Responsibilities and termination of membership. Directors, Appointment, powers, duties, responsibilities, Remuneration and retirement.

Unit-V
Company secretary : Legal position, Appointment, Duties, Liabilities and rights.

Company Reports : Statutory, Annual and directors reports.

Company Law : Indian Company Law, Secrecy, Procedure in Indian Companies.

REFERENCE BOOKS :
Bahl, Acharya Secretarial Practice in India
Govekar, Date Secretarial Practice
Layman's Guide The Indian Company Law
P.J.Deshmukh Company law and secretarial Practice

Unit-IV
The Securities & Exchange Board of India (SEBI).
Introduction - Objectives SEBI and Fee Pricing of Equity Shares, Institutional Structure in capital market -... - coverage - organised stock exchanges - options in contracts - regulation of trading - restrictions on transferability.

Unit-V
provisions relating to foreign collaboration in India, acquisition of shares by non-residents in Indian companies.

Unit-IV
The consumer Protection Act, 1986 (68 to 1986) : Genesis of the law, objects and definitions, rights of consumers under the act, nature and scope of remedies.

Unit-V

REFERENCE BOOKS:
S.M.Dugar MRTP Law and practice
S.M.Dugar Unfair Trade Practices under MRTP
ICSI Publication Monograph on Trade Practices
R.Swaminathan FERA on corporate sector
S.K.Gupta Foreign Exchange Law and Practice
ORDINANCE NO.6 OF 1999

Examinations leading to the Degree of Bachelor of Business Administration

1. There shall be the following examinations leading to the Degree of Bachelor of Business Administration:
   (i) B.B.A. Part-I Examination
   (ii) B.B.A. Part-II Examination
   (iii) B.B.A. Final Examination

2. The Ordinance may be called Examinations leading to the Degree of Bachelor of Business Administration 1999.

3. The Ordinance shall come into force w.e.f. the date of its approval by the Management Council.

4. The Examinations leading to the Degree of Bachelor of Business Administration Course shall be held twice a year at such places and on such dates as may be appointed by the Board of Examinations.

5. Subjects to compliance with the provisions of this Ordinance and of any other Ordinance in force from time to time an applicant for admission to:
   (A) the B.B.A. Part-I Examination of the course shall have passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and Modern Indian Languages at Higher or Lower level with any combination of optional subjects.
   OR
   The students shall have passed the 12th Standard Examination with vocational bifocal qualification.
   OR
   The students shall have passed the 12th Standard Examination with Information Technology (Science) subject instead of Second Language (Modern Indian Language).
   OR
   any other examination recognised as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed.

6. Without prejudice to the other provisions of Ordinance No.6 relating to the examinations in general, the Provisions of Paragraphs 5, 8, 10, 27 and 32 of the said Ordinance shall apply to every collegiate candidate.

7. The fees of the examinations shall be as prescribed by the University from time to time.

8. An applicant for the examination prosecuting a regular course of study in the Degree of Bachelor of Business Administration shall not seek admission to any other course of study in this or any other University.

9. The examination for B.B.A. Part-I course comprise of the following subjects:
   1) Principles of Economics
   2) Commercial Law
   3) Business Communication
   4) Fundamentals of Accounting
   5) Business Statistics
   6) Principles of Business Management
   7) Computer Fundamentals & Problem Solving
   8) Business Mathematics
   9) Principles of Business Management
   10) Business Administration

10. The examination for B.B.A. Part-II course comprise of the following subjects:
   1) Management Accounting
   2) Marketing Management
   3) Personnel Management
   4) Cost Accounting
   5) Direct Tax Laws
   6) Auditing
   7) Entrepreneurship
   8) Computer Applications

11. The examination for B.B.A. Final Course comprise of the following subjects:
   1) Indian Economics
   2) Company Accounts
   3) Industrial Laws
   4) Business Administration
   5) Economics of Business Administration
   6) Principles of Business Administration
   7) Management Principles
   8) Business Economics
   9) Economics of Business Administration
   10) Economic Development

The Ordinance may be called Examinations leading to the Degree of Bachelor of Business Administration (B.B.A) of 1999.

1. Bachelor of Business Administration (B.B.A) Ordinance No. 1999

Examinations leading to the Degree of Bachelor of Business Administration (B.B.A) Ordinance No. 1999
4) Company Management & Secretarial Practice
5) Investment Management
6) Sales & Advertising Management
7) Economic and Other Legislations
8) Business Data Processing

12. The scope of the subjects shall be as indicated in the syllabus.
13. Provisions of Ordinance No. 18 of 2001 relating to the Ordinance to provide grace marks for passing in a head of passing and improvement of Division (Higher Class) and getting distinction in the examination shall apply to the examination under this Ordinance.

14. As soon as possible after the examinations, the Board of Examinations will publish a list of successful examinees as per provision of section 72 of Maharashtra Universities Act, 1994. There shall be no classification of examinees successful at B.B.A. Part-I and Part-II examination.

15. Division at the B.B.A. Final examination shall be declared on the basis of the aggregate marks at the B.B.A. Part-I, Part-II & Final examination taken together.

16. Examinees obtaining 60% or more marks in the aggregate shall be placed in the First Division, those obtaining less than 60% but not less than 45% in the Second Division and all other successful examinees in the Third Division.

17. The maximum marks allotted to each subject, sessional and the minimum marks which an examinee must obtain in order to pass the B.B.A. Part-I, Part-II & Final examinations shall be as indicated in Appendices A, B, C respectively.

18. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to an examination under this Ordinance, if he/she has already passed the same examination or an equivalent examination of this or any other University.

19. Examinees successful at the B.B.A. final examination shall on payment of the prescribed fee, be entitled to receive a Degree in the prescribed form signed by the Vice-Chancellor, and for B.B.A. Part-I & Part-II, be entitled to receive the certificate in the prescribed form signed by the Registrar.

APPENDIX-A

B.B.A. Part-I Examination

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<th>Subject</th>
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<td>Commercial Law</td>
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APPENDIX-B

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<tr>
<td>Principles of Economics</td>
<td>80</td>
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</table>

APPENDIX-C

Table: 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory</th>
<th>Sessional</th>
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<tr>
<td>Principles of Economics</td>
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<td>32</td>
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<tr>
<td>Commercial Law</td>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>Business Communication</td>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>Fundamentals of Accounting</td>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>Management</td>
<td>80</td>
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</tr>
<tr>
<td>Principles of Business Management</td>
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<td>32</td>
</tr>
<tr>
<td>Computer Fundamentals</td>
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<td>32</td>
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<tr>
<td>Business Mathematics</td>
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### APPENDIX-B

**B.B.A. Part-II Examination**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory/Maximum</th>
<th>Minimum</th>
<th>Pass Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Accounting</td>
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<td>32</td>
<td>45</td>
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<td>Sessional</td>
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</tr>
<tr>
<td>Marketing Management</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Sessional</td>
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<td>10</td>
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</tr>
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<td>Personnel Management</td>
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<td>45</td>
</tr>
<tr>
<td>Sessional</td>
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<td>10</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>80</td>
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<td>45</td>
</tr>
<tr>
<td>Sessional</td>
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<td>10</td>
<td></td>
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<tr>
<td>Direct Tax Laws</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Auditing</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Secretarial Practice</td>
<td>Theory</td>
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</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
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</tr>
<tr>
<td>Indian Economics</td>
<td>80</td>
<td>32</td>
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</table>

**Notes:**
- As mentioned under Appendix-A

### APPENDIX-C

**B.B.A. Final Examination**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory/Maximum</th>
<th>Minimum</th>
<th>Pass Marks</th>
</tr>
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<tbody>
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<td>Indian Economics</td>
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<td>10</td>
<td></td>
</tr>
<tr>
<td>Company Account</td>
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<td>45</td>
</tr>
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<td>10</td>
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</tr>
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</tr>
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<td>Entrepreneurship</td>
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<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Personal Management</td>
<td>Theory</td>
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<td>32</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Marketing Management</td>
<td>Theory</td>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Company Account</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Indian Economics</td>
<td>80</td>
<td>32</td>
<td>45</td>
</tr>
<tr>
<td>Sessional</td>
<td>20</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- As mentioned under Appendix-A

### APPENDIX-D

**Scheme of Grading**

Grading for internally assessed paper shall be done as follows:

- **O Grade:** 80% & above
- **A Grade:** 70% & above but below 80%
- **B Grade:** 60% & above but below 70%
- **C Grade:** 50% & above but below 60%
- **D Grade:** 40% & above but below 50%

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**Notes:**
- As mentioned under Appendix-A
Examination in Environmental Studies leading to Bachelor Degree, Ordinance, 2005

Whereas it is expedient to frame an Ordinance relating to Examination in Environmental Studies leading to Bachelor Degree level, hereinafter appearing, the Management Council is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "Examination in Environmental Studies leading to Bachelor Degree, Ordinance, 2005."

2. This Ordinance shall come into force from the Academic session 2005-06.

3. In this Ordinance and in other ordinances relating to the examination, unless there is anything repugnant in the subject or context:

   (i) "Academic session" means a session commencing on such date and ending with such date of the year following as may be appointed by the Management Council.

   (ii) "Admission to an examination" means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the relevant ordinance, by a competent officer of the University.

   (iii) "Applicant" means a person who has submitted an application to the University in the form prescribed for admission to an examination.

   (iv) "Candidate" means a person who has been admitted to an examination by the University.

   (v) "Regular Candidate" means an applicant who has applied for admission to a University examination through an affiliated college, Department or Institute in which he/she has been pursuing a regular course of study.

   (vi) "Examinee" means a person who presents himself/herself for an examination to which he/she has been admitted.

   (vii) "Examination" means an examination prescribed by the University under the relevant Ordinance.

   (viii) "External Candidate" means a candidate who is allowed to take a University examination in accordance with the provisions of Original Ordinance No. 151. A candidate who is allowed to take a University examination in accordance with the provisions of Original Ordinance No. 151.

   (ix) "Non-Collegiate Candidate" means a candidate who has not been admitted to an examination by the University.

   (x) "Ex-student" is a person who having once been admitted to an examination of this University, is required to take the same examination by reason of his failure or absence thereat.

   (xi) "Bachelor Degree Examination" means an examination leading to Bachelor Degree of the University.

4. Save as otherwise specifically provided, the conditions prescribed for admission to the examination under this Ordinance shall apply to all persons who wish to take the examination to the degrees of the University mentioned in para 5 below.

5. The conditions prescribed for admission to examination under this Ordinance shall apply to the following degrees of the University:

   1) Bachelor of Arts
   2) Bachelor of Performing Arts
   3) Bachelor of Fine Arts
   4) Bachelor of Mass Communication
   5) Bachelor of Social Work
   6) Bachelor of Science
   7) Bachelor of Business Administration
   8) Bachelor of Computer Science
   9) Bachelor of Computer Applications
   10) Bachelor of Pharmacy
   11) Bachelor of Science (Home Science)
   12) Bachelor of Technology (Cosmetics)
   13) Bachelor of Technology (Chemical Technology)
   14) Bachelor of Technology (Chemical Engg.)
   15) Bachelor of Architecture
   16) Bachelor of Laws (Five Year Course)
   17) Bachelor of Engineering
   18) Bachelor of Engineering (Part Time) (Civil)
   19) Bachelor of Textile
   20) Bachelor of Environmental Studies

6. Environmental Studies shall be a compulsory subject for a previous year examination of the following Bachelor Degrees of the University:

   1) Bachelor of Arts
   2) Bachelor of Performing Arts
   3) Bachelor of Fine Arts
   4) Bachelor of Mass Communication
   5) Bachelor of Social Work
   6) Bachelor of Science
   7) Bachelor of Business Administration
   8) Bachelor of Computer Science
   9) Bachelor of Computer Applications
   10) Bachelor of Pharmacy
   11) Bachelor of Science (Home Science)
   12) Bachelor of Technology (Cosmetics)
   13) Bachelor of Technology (Chemical Technology)
   14) Bachelor of Technology (Chemical Engg.)
   15) Bachelor of Architecture
   16) Bachelor of Laws (Five Year Course)

7. The following Ordinance may be called "Examination in Environmental Studies leading to Bachelor Degree, Ordinance 2005."

8. Wherever it is expedient to frame an ordinance relating to Environmental Studies leading to Bachelor Degree, Ordinance 2005.
1) Bachelor of Arts 
2) Bachelor of Performing Arts 
3) Bachelor of Fine Arts 
4) Bachelor of Mass Communication 
5) Bachelor of Social Work 
6) Bachelor of Commerce 
7) Bachelor of Science (BSc) 
8) Bachelor of Pharmacy 
9) Bachelor of Engineering (Btech) 
10) Bachelor of Dental Surgery (BDS) 
11) Bachelor of Nursing (BN)
12) Bachelor of Technology (Btech)
13) Bachelor of Technology (Biotechnology)
14) Bachelor of Computer Applications (BCA)
15) Bachelor of Pharmacy (BPharm)
16) Bachelor of Dental Surgery (BDS)
17) Bachelor of Nursing (BN)
18) Bachelor of Computer Applications (BCA)
19) Bachelor of Pharmacy (BPharm)
20) Bachelor of Dental Surgery (BDS)
21) Bachelor of Nursing (BN)

Examination

Environmental Studies shall be a compulsory subject for IIIrd & IVth Semester of the following Bachelor Degrees of the University:
1) Bachelor of Engineering 
2) Bachelor of Textile 
3) Bachelor of Technology (Chemical Technology) 
4) Bachelor of Technology (Chemical Engineering)
5) Bachelor of Architecture

Environmental Studies shall be a compulsory subject for Vth & VIth Semester of the Degree of Bachelor of Laws (Five Year Course).

Students admitted to Second Year/Third Year/IVth Semester/VIth Semester of various degree examination courses in different Faculties in the academic session 2005-06 thereafter shall have to appear for examination in the subject Environmental Studies.

7. The main examination leading to Environmental Studies shall be held in Summer and supplementary examination in Winter every year, at such places and on such dates as may be appointed by the Examining Body.

8. The subject of Environmental Studies shall be provided under the syllabus.

9. Common question paper for all courses covered under this Ordinance shall be drawn in English or Marathi.

10. Valuation of the answer books relating to this subject shall be done at College/Department/Institution level only. Remuneration for valuation of answer books shall not be paid by the University. Provided that prescribed evaluation fee for evaluation of each answer book of an external examinee shall be paid to each examination centre.

12. For the purpose of teaching, learning and examination of the subject, the following information is provided:

- Part A: Short Answer Pattern
- Part B: Essay with inbuilt choice
- Part C: Essay on Field Work

13. Duration of the course shall be three years.
14. Medium of instruction shall be English or Marathi or Hindi. Question paper shall be supplied in English and Marathi and Hindi. A candidate who has chosen English as medium shall be graded accordingly.

15. Examination for the subject Environmental Studies shall be compulsory for external candidates appearing as a fresh candidate at Winter and/or Summer examination. For the purposes of teaching, learning and examination, the Committee consisting of three teachers shall be appointed by the Principal/Head of the Department/Institution. The Committee shall take care that the teachers to be appointed on the Committee, if necessary, shall be from different faculties.

16. Duration of theory examination of the subject shall be three hours.
17. For all Bachelor Degree examinations, common question paper of 100 marks shall be provided by the University.

18. Distribution of these 100 marks shall be as follows:
   - Part A: Short Answer Pattern - 25 Marks
   - Part B: Essay with inbuilt choice - 50 Marks
   - Part C: Essay on Field Work - 25 Marks

19. Medium of instruction shall be English or Marathi or Hindi. Question paper shall be supplied in English and Marathi and Hindi. A candidate shall have the option to write answers in English or Marathi or Hindi.

20. Examination for the subject Environmental Studies shall be held in Summer and/or Winter in the academic session 2005-06 and thereafter shall be held in Winter in the academic session 2006-07 and thereafter.

Explanation:
Examination shall be conducted on the basis of one common question paper for all Bachelor Degree Examination courses irrespective of annual or semester pattern.

8. Scope of the subject for annual examination and semester examination:

Environmental Studies shall be a compulsory subject for all courses covered under this Ordinance.

9. The subject of Environmental Studies shall be provided under the syllabus.

10. Common question paper for all courses covered under this Ordinance shall be drawn in English or Marathi.

11. Valuation of the answer books relating to this subject shall be done at College/Department/Institution level only. Remuneration for valuation of answer books shall not be paid by the University. Provided that prescribed evaluation fee for evaluation of each answer book of an external examinee shall be paid to each examination centre.

12. It shall be obligatory on the part of the College/Department/Institution to submit candidate wise following information to the University on or before the date as may be prescribed by the University:-

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<thead>
<tr>
<th>Sr. No.</th>
<th>Grade/Category</th>
<th>Marks secured</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>&quot;A&quot; - 60 and above</td>
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<tr>
<td>2</td>
<td>&quot;B&quot; - 45 to 59</td>
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</tr>
<tr>
<td>3</td>
<td>&quot;C&quot; - 35 to 44</td>
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</tr>
<tr>
<td>4</td>
<td>&quot;D&quot; - 25 to 34</td>
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</tr>
<tr>
<td>5</td>
<td>&quot;Fail&quot; - 24 and below</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>&quot;Absent&quot;</td>
<td></td>
</tr>
</tbody>
</table>

13. For the purposes of teaching, learning and examination of the subject, the following information is provided:

- Part A: Short Answer Pattern
- Part B: Essay with inbuilt choice
- Part C: Essay on Field Work

14. Examination for the subject Environmental Studies shall be held in Summer and supplementary examination in Winter every year, at such places and on such dates as may be appointed by the Examining Body.

15. Duration of the course shall be three years.
16. For all Bachelor Degree examinations, common question paper of 100 marks shall be provided by the University.

17. Distribution of these 100 marks shall be as follows:
   - Part A: Short Answer Pattern - 25 Marks
   - Part B: Essay with inbuilt choice - 50 Marks
   - Part C: Essay on Field Work - 25 Marks

18. Medium of instruction shall be English or Marathi or Hindi. Question paper shall be supplied in English and Marathi and Hindi. A candidate shall have the option to write answers in English or Marathi or Hindi.

19. Examination for the subject Environmental Studies shall be held in Summer and/or Winter in the academic session 2005-06 and thereafter shall be held in Winter in the academic session 2006-07 and thereafter.

Explanation:
Examination shall be conducted on the basis of one common question paper for all Bachelor Degree Examination courses irrespective of annual or semester pattern.

8. Scope of the subject for annual examination and semester examination:

Environmental Studies shall be a compulsory subject for all courses covered under this Ordinance.

9. The subject of Environmental Studies shall be provided under the syllabus.

10. Common question paper for all courses covered under this Ordinance shall be drawn in English or Marathi.

11. Valuation of the answer books relating to this subject shall be done at College/Department/Institution level only. Remuneration for valuation of answer books shall not be paid by the University. Provided that prescribed evaluation fee for evaluation of each answer book of an external examinee shall be paid to each examination centre.
For teaching of the subject, there shall be at least two hours per week. For teaching the subject to the regular candidates, a full-time approved teacher of the University and/or a person having a Postgraduate Degree in any faculty with second class shall be considered eligible.

For teaching of the subject, additional fee to be charged to regular candidates shall be as prescribed by the University.

Every College/University Teaching Department shall charge an additional fee of Rs. 100/- to every student of the subject Environmental Studies. Out of this Rs. 100/-, the College/University shall have to pay Rs. 25/- to the University as an examination fee of each candidate for the subject environmental studies.

The grade secured by an examinee in the examination of this subject shall not be considered for providing the facility of A.T.K.T. in the next higher class.

The provisions of Ordinance No. 18/2001 shall not be applicable for securing a grade in the examination of this subject.

Result of the Final Year of the respective degree shall not be declared unless he/she secures any one of the grades in the examination of the subject.

Provided an examinee admitted to Five Year LL.B. course desiring not to continue his/her education beyond the Sixth Semester of the course shall have to secure a grade of A, or above, in the examination of the subject Environmental Studies in order to continue higher education beyond Sixth Semester of the said course. If the said grade of A, or above, is not secured by an examinee he/she shall have to pay Rs. 100/- in the examination of the subject otherwise his/her result of Sixth Semester for awarding B.A. degree shall not be declared.

Certificate shall be issued to the successful examinees in the subject Environmental Studies after the examination.