BBA

1st semester:

1. Language
   a) Hindi or
   b) English

102. Financial Account

103. Business Law

104. Business Economics.

105. Basics of Computer

BBA
2\textsuperscript{nd} SEMESTER:

201. Environmental Studies.
202. Business Communication
203. Business Mathematics
204. Economic Environment
205. Principle of Management

3\textsuperscript{rd} SEMESTER

301. Organizational Behaviour
302. Entrepreneurship Development

303. Cost Accounting

304. Quantitative Techniques

305. Computer Application.

4th SEMESTER

401. Management of Small Enterprises.
402. Material and Production Management.

403. Human Resource Management

404. Financial Management

405. Marketing Management

5th SEMESTER:

501. International Business

502. Management Accounting
503. E-Commerce

504. Personality Development.

505. Research Methodology

6th SEMESTER

601. Strategic Management

602. Business Taxation

603. Human resource Management I (Human Resource Development)
Marketing Management I (Advertising and Distributions Management)
Financial Management 1 (Banking and Insurance)

604. Human Resource Management II (Industrial Relation)
Marketing Management II (Marketing Research)
Financial Management II (Capital Market)


Marketing Management

Unit 1
Meaning, nature and scope of marketing management, marketing concept, marketing environment, economic and non economic.

Unit 2
Buyer behavior— influencing factors, buying decision process, market segmentation – basic of segmentation, targeting and positioning, product life cycle, marketing information system.

Unit 3
Product placing and development— product mix product classification, product pricing - Techniques of pacing.
Unit 4
Product promotion-Advertising, personal selling and sales promotion.

Unit 5-
Channels of Distribution-functions, selection of channel.
Marketing Research –process and need.

Strategic Management

Unit - I
Strategic management – concept and meaning need of strategic management, strategic planning, strategic management process – mission, objectives, goals.

Unit - II
Environmental Analysis- External environment – Economics social, technological, legal, internal environment product and operation management Marketing distribution, finance and Accounting, Human Resource capability, competitive Advantage

UNIT-III

UNIT – IV
Choice of Strategy – Concept of Choice, Choice process, Evaluation of strategy alternating, factor effecting choice of strategy,

UNIT- V

Advertising Distribution Management

UNIT – I
Advertising- Meaning, objectives, function, social and economics aspects, communication mix, advertising medium selection.

**UNIT- II**
Advertising copy- layout, advertising budget.

**UNIT-III**
Advertising agency- Functions and selection of agency, measuring advertising effectiveness

**UNIT- IV**
Concept and nature of retailing, retail organizations retailing in changing environment.

**UNIT- V**
Distribution management- Meaning, nature, objectives and constraint, channel management, channel design, channel conflict and its resolution.

Marketing Research
UNIT-I
Marketing research - Nature, scope, importance and limitations, marketing and market research, marketing research process.

UNIT-II
Marketing research and decision making, research design, types of research design exploratory, descriptive, and experimental.

UNIT-III
Data collection – primary and secondary data, methods of data collection- questionnaire-constructions and administration interviewing methods, mail survey, observational methods.

UNIT-IV
Sampling – design, types, techniques and sampling problems.

UNIT-V
Cost Accounting

UNIT-I
Nature and scope of cost accounting, features, difference between cost and financial accounting, objectives, advantages and limitations of cost accounting system, difficulties in installing a costing system.

UNIT-II
Organization of material purchase, purchase procedure, storage of material-classification and codification, issue of material, pricing of material, inventory control, methods of inventory control, material houses, accounting treatment of waste, scrape, defectives and spoilage.

UNIT-III
Labour cost, labour cost control procedure, methods of wage payment, classification of overhead, methods of absorption of overhead.

UNIT-IV
Simple unit costing, tender price determination, operating cost, transport costing, hotel costing, practical problems, process costing.

UNIT-V
Process cost account, normal and abnormal wastage, apportionment of joint expenses, contract costing, work in process account, incomplete contracts, reconciliation of cost and financial accounts, practical problems.
Business Taxation

UNIT-I
Income tax- important definition,
Residence of assesses, exemption from tax, income tax authority and their powers,

UNIT-II
Income from salary, income from house property, profit, and gains from business and profession,

UNIT-III
Capital gains, income from other sources, computation of total income of individual, deduction in computing total income of individual.,

UNIT-IV
Service tax- concepts and principles, charge on service tax, taxable service and valuation, payment of service tax and filing of returns,

UNIT-V
Value added tax- meaning cascading effect of tax, advantages and disadvantages, variation of VAT, input tax credit, methods of computation.
Financial Management

Unit – I
Scope and objective of financial Management: What is financial Anyway, Fundamental principles of finance, Role of computers in finance.
Finance Decisions : Cost classification, Cost Volume Profit Analysis, sensitivity Analysis, Advantage of Cost Volume Profit Analysis, Do you know this ?

Unit – II
Dividend Decisions : Dividend Theories, Other effecting dividend policies, Buyback of shares. Capital Structure Planning : Debt or equity, capital structure theories Modigliani – Miller Approach, Tax perspective, Factors influencing capital structure, some conclusions on capital structure decisions.

Unit – III
Management of Earning : Cash Management, What is a Float ?

Unit – IV
Operating and financial Leverage: Operating leverage, How much financial leverage is enough?

**Unit – V**

Working Capital Management: Importance of short term funds management, components of working capital, The size of the company's investment is current assets, Factors influencing working capital, the working capital cycle, receivables management, establishing credit limits, debit collection, cost of credit control, cash discount, payables management, cost of trade credit, inventory management, pattern of procurement and stockholding, modified ordering system integrated short term funds planning.

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**Personality Development**

**Unit – I**

Vocabulary, Written English, Spoken English, verbal communication Non verbal communication body language, Presentation skills.

**Unit – II**

Self esteem / Self confidence, Analytical skills, positive attitude, Leadership, Decision making skills self motivation / initiatives, creative thinking, Business etiquettes, Time management

**Unit - III**
Self Analysis, Career Counseling, Resume preparation, Group Discussion, interview preparation, Job search.

Unit – IV
Yoga and Meditation

Unit – V
Team of self esteem symptoms advantages Do’s and don’ts to develop positive - positive self esteem and negative self esteem.

Capital Market

Unit – I
Introduction to investment and securities: Meaning of investment and speculation, investment and gambling. Investment objectives. The investment process, Investment
alternatives- Negotiable securities, Equity shares, preference shares, debentures, Bonds, government securities, money market securities – Bank deposits Post Office deposits, NBFC, Deposits, Tax sheltered schemes, PPF, NSS, NSC, LIC, UTI, Mutual Funds, Real assets, real estate, art and antiques.

Unit – II

Unit – III
Regulatory framework: Securities and Exchange Board of India origin, functions, organization and activities. Dematerialization process and re-materialization process. National securities Depository LTD. (NSDL) and central Depository Services LTD. (CDSL) stock Market indices- BSE sensex, NSE 50 (NIFTY). SLP CNX 50

Unit – IV

Unit – V
Banking and Insurance

Unit 1:
Indian Banking system: Structure and organization of banks. Reserve Bank of India; Apex Banking institution; Commercial banks Development banks, state bank of India; Brief history, objectives, Functions, structure and organization, working and progress.

Unit 2:
Banking Regulation Act 1949: History; Social control; Banking regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Co-operative Banks, Reserve Bank of India: Objectives; Organization; functions and working; Monetary policy; credit control measures and their effectiveness. Regional Rural and Co-operative Banks in India; Function; Role of regional rural and cooperative banks in rural India; Progress and performance.

Unit 3:
Insurance management: Introducing; Savings and investment schemes like share, units, capitals, markets, mutual funds etc. vis-à-vis insurance; Tax benefits under insurance policies; life cycle needs- including solutions, matching of the customer needs and requirement to available products; Comparison between different products afford vis-à-vis chargeable premium and coverage.

Unit 4:
Computation of Premiums/Bonuses: premium calculation- including rebates, mode rebate, large-sum assured policies rebate; Extra premium ; under premiums; Computation of benefits: Surrender value; Paid-up value, Insurance document; insurance documents, including proposal forms and other relevant forms. First premium receipt/ renewal premium receipt; policy contract Endorsement; Renewal notice/ bonus notices; other insurance documents related to receipt.
Unit 5:
Life Insurance Products: Traditional unit linked policies; Individual and group policies; with-prayojit policies; Different types of insurance products-whole life products, interest sensitive products, terms assurance annuities; Endowment; Assurance, options and guarantee. Group insurance and pension plans, Health related insurance.

Basics of Computer
Unit –I
Basic of Computer System:- Characteristics of Computer, the evolution of computers, computer generation, Types of computer, Structure of Computer, Input Unit, Output unit, storage unit, Central Processing Unit (CPU), Arithmetic Logic Unit (ALU), Control Unit (CU).

Unit –II
Number System:- Concept and use of number system in computer, types of number system, Binary number system, decimal number system, octal number system, hexadecimal number system,
Computer codes:- BCD code, EBCDIC, ASCII, Gray Code, Unicode
Computer Arithmetic:- Binary arithmetic (addition, subtraction, multiplication, division), 1’s complement and 2’s complement method,
Boolean Algebra and Logic Circuit:- Concept of Boolean algebra, postulates of Boolean algebra, overview of Logic Gates, Logic Circuits.

Unit –III
Computer Memory:- Concept and Needs of memory, types of memory Register, Cache memory, Main Memory, RAM, ROM, PROM, EPROM, EEPROM, Secondary memory, magnetic tape, magnetic disk, optical disk, virtual memory.
Computer Software:- concept of software, classification of software, system software, Application software, Drivers, Language translator, Firmware.

Unit –IV
Concept of Operating System- Definition and needs of Operating System, Function of operating system, Types of operation system, Example of operating system.
Overview of some popular OS- MS-DOS, Windows, Macintosh, UNIX, Linux and Sun Solaris operating system.
Unit-V

Overview of Computer Network- Definition and needs of computer network, Benefits, Types of computer network, LAN, MAN, WAN, Internet, Intranet, Extranet, VLAN, VPN, Wireless Network.
Networking Device: HUB, Modem, Bridge, Gateway, Router, Brouter.
Data Transmission Media: - Twisted pair, coaxial, fiber optics, microwave, communication satellite.
Network Topology:- Concept of topology, Types of topology- BUS, Ring, Star, Tree, Mesh, Hybrid
TEXT & REFERENCE BOOKS:

Computer Application

Unit-I
Introduction of MS- Office, File Manager, Clip Board, OLE
Introduction of MS-word- Features, component, creating, saving, and printing the document file, cut, copy, paste, find, replace,Formatting the file, Insert picture and word art, header and footer, spelling and grammar checking, mail merge, macro, working with table.

Unit-II
Introduction of MS- Excel: Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, working with formula, creating graph and chart, using various types of function, Filter.

Unit-III
Introduction of MS- PowerPoint: Features, component and uses, creating the presentation, Inserting slide, various view of slide, slide master, slide show, creating animation and effect in slide, custom animation, slide transition.
Unit-IV
DTP and Multimedia software- Concept of multimedia, elements of multimedia, overview of DTP. Overview of various multimedia software - Web Browser, Flash, Photoshop, CorelDraw, and FrontPage express.

Unit-V
Database Software- Concept of DBMS, Attribute, table, primary key, foreign key, candidate key, super key, various constraints.
Overview of various Database software- MS-Access, Oracle, My SQL, Sybase, SQL Server. Working with MS Access:- object in MS-Access, data types, creating table, creating key, apply various constraints,

Text & Reference Books:

1. MS Office XP complete BPB publication
E-Commerce

Unit-I
Internet, Intranet and Extranet, Tools and uses of Internet, FTP, telnet, Search engine, Portals, Email concept, creating email id, sending email, Chatting concept, types of chat. Internet Service Provider (ISP), Creating Internet Connection, Domain Name System (DNS) and web hosting, creates free web site.

Unit-II
E-Mail: Concepts, POP and WEB Based E-mail, merits, address, Basics of Sending & Receiving, E-mail Protocols, Mailing List, Free E-mail services, e-mail servers and e-mail clients programs.

Unit-III

HTML - creating web page, tag, types of tag, Various tag- formatting tag, inserting picture, hyperlink tag, creating list tag, creating table and frame, multimedia tag.
JavaScript:- overview of JavaScript, data types, control statement, array, function, creating animation.

UNIT-IV


UNIT-V


TEXT & REFERENCE BOOKS :


**Business Economics**

Unit I  
Definition and Scope of Business Economics – Role of business Economics in Decision making, Business Economics-Role and Responsibilities

Unit II  
Utility Analysis – Law of Diminishing Marginal Utility, Equi-Marginal Utility Consumer’s surplus, Endifference curve Analysis, Law of Demand, Demand Forecasting

Unit III  
Laws of Returns : Production Function in Short Run and Long Run

Unit IV  
Market: Price Determination under Different Market condition.

Unit V  

**Book recommends**

2. M.L. Tulsian: Business Economics, S. Chand, New Delhi  
3. D.N. Divedi: Managerial Economics, Vikash New Delhi
Financial Accounts

Unit I
Meaning & Scope of Accounting, Accounting Concepts & Correlation Book
Keeping & Accounting, Objectives of Accounting, Accounting transactions.

Unit II

Unit III
Trading a/c, Profit and loss a/c & Balance Sheet

Unit IV
Rectifications of error, Depreciation, & reserve

Unit V
Installment payment system hire purchase system, Annuity Method, Branch a/c,
Foreign branch a/c Departmental Branch a/c.
Books
Financial a/c. SM. shukla SBPD. Agra
Financial a/c. Jagdish prakash

Economic Environment

Unit I

**Basics of Indian business environment**- Definition of lysine environment-
Fundamentals, Right, and direction of state policy, economic system- Capital,
mixed, socialistic & Micro economy, Parallel economy.

Unit II

**Industrial environment**- Industrial policy 1948, 1956, New Industrial policy
1991, Economic disparity need for rationalization in Indian, Government policy
regarding rationalisation & modernisation, Balanced regional development
Industrial Sickness

Unit III
Regulatory Environment – Monitory policy, fiscal policy, MRTP Act 1969,
Fema, Finance commission, & Budget

Unit IV
Technological Environment – Introduction, definition technology & its features,
Technology transfer, Technology Selection, Mechanisms of technology transfer,
Quality assurance Technology transfer, Technology policy of the government,
Technology & Human resource.

Unit V
Global Environment – EXIM Policy, Trade in world trade and the problem of
developing countries, FDI, Forcing trade and economic growth, GAT, WTO,
UNCTAD, World Bank, IMF, GSP,

Business Mathematics
Unit I

Unit II
Function and Limits of continuity sets, Relations, functions, Limits, continuity of Functions Derivatives

Unit III
Maxima And Minima: Maxima on Minima of a Function, Economic Application, Function of More Than one Variables and their Derivation

Unit IV
Maxima and Minima of Function of More than One Variable: Necessity and Sufficient Conditions, Economic Applications
APGP and Mathematics of Finance

Unit V
Integration: Basic Rules of Integration Linear Programming, Minimization Problem in Standard From,

Books Recommended
पाठ्य विषय —
इकाई 1: पत्ते के संक्षेपण हिंदी में एवं प्रशासनिक पत्र, व्यवसायिक और बैंकिंग शब्दावली
इकाई 2: शब्द शुद्धि, वाक्य शुद्धि, पर्यायवाची, विलोम, प्रत्यय उपसर्ग।
इकाई 3: हिंदी अपठित, सामाजिक विषयों पर निबन्ध।
इकाई 4: साहित्य की ओर— मोहनलाल तिवारी, हिंदी प्रचारक संस्थान, पिंगारमोंचन, वाराणसी
इकाई 5: पाठ्य निबन्ध और कहानियाँ —
निबन्ध : 1. शब्द की विश्लेषण, 2. कजुआ धर्म, 3. भाषा और राष्ट्रीय एकता, 4. राजसत्ता का अंत
कहानियाँ : 1. कफन, 2. पुरस्कार, 3. मुगलों ने सल्तनत बख्श दी, 4. कर्मनाश की हार

सहायक ग्रन्थ —
1. सामान्य हिंदी—डॉ. विजयपाल सिंह, हिंदी प्रचारक संस्थान, वाराणसी
2. मानक हिंदी व्याकरण—एन.सी.ई.आर.टी., नई दिल्ली
3. हिंदी संस्था—डॉ. मोहन लाल तिवारी—आदर्श बंडार—कलकत्ता
Management Accounting

Unit-I

Unit-II
Cost-volume profit analysis, concept of break-even point, profit-volume relation, margin of safety. BEP chart.

Unit-III
Business budget: concept and use of budget in planning and control, type of budget, capital-expenditure budgeting and cash budget - forecasting profit and loss account and balance sheet,. Management reporting, qualities of report, reporting for top management.

Unit-IV

Unit-V

Book Recommended
1. Management Accounting : M.Y. Khan and P.K. Jain
Material and Production Management

Unit-I

Unit-II
Inventory Control - Inventory control Defined, characteristics of Inventory, Inventory control fundamentals, Basic concepts of Inventory Related Costs, Perpetual Inventory System, Economic Order Quantity. Selective Inventory Control.

Unit-III
Production - Basic concept, production defined, production management function, objective of production management, scope of production management, decision making in production management, production organization.
Design and control of Production System : Technology of Life Cycle (TLC) and Product Design, Categories of Process technologies, Mechanism and automation, Impact of computer on process innovation, flexible manufacturing system.

Unit- IV
Production Life and Design : Product Design, Modular design and standardization, definition, generation of new product opportunities, Product life cycle.

Unit-V
Product Planning and Development - Product Development, Research and Development.
**Book Recommended**

2. S.A. Chunawala : Material and Purchase Management, Himalya Publishing House, Bombay
Research Methodology

Unit - I

Unit - II

Unit - III
Projecting Method of Analysis. statistical variance, Co-relation. Regression, Chi square Test.

Unit IV

Unit - V
Publication and Drafting of Research Proposal- Agencies conducting social science research, Scheme of research introduced of a research proposals. General guidelines of research aid agencies for preparation of research proposals.

Book Recommended
K.J. Kumar: Methodology of Research in Social Science. Himalya Publishing House, Bombay
Organisation Behaviour

Unit I:
Introduction to Organizational Behaviour (OB) Definition, Nature and Scope of OB, Contributing Disciplines to OB, Model of OB, Evolution of OB, Development of OB, Research in OB

Unit II:
Individual Perspective -I Foundation of Individual Behaviour Personality Perception Attitudes Values Transactional Analysis

Unit III:
Individual Perspective – II Emotions and Moods Job Satisfaction Learning Organizational Citizenship Behaviour Motivation Morale

Unit IV:
Group Dynamics Foundation of Group Behaviour Team Building Organizational Conflicts Job Stress Communication Leadership Power and Politics

Unit V:
Dynamics of Organization Organizational Structure Organizational Culture Organizational Effectiveness Organizational Change Organizational Change and Development
Books / References


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Human Resource Management (HRM)

**Unit I:**

**Unit II**
Acquisition and Absorption Human Resource Planning Job analysis and Design Recruitment Selection Placement, Induction and Socialization

**Unit III:**
Development Career Planning and Development Employee Training Executive Development Organization Development Internal Mobility and Separation

**Unit IV:**
Maintenance and Retention Job Evaluation Wage and Salary Administration Motivation Workers’ Participation in Management Employee Discipline Employee Grievance Trade Union Performance and Potential Appraisal

**Unit V:**
**Books / References**


Entrepreneurship Development

**Unit I:**
Perspective Entrepreneur and Entrepreneurship
Women Entrepreneurship
Factors Affecting Entrepreneurial Growth
Entrepreneurial Motivation
Entrepreneurial Competencies
Entrepreneurship Development Programmes

**Unit II:**
Start-Up an Introduction to Small Enterprises
Project identification and Selection
Project Formulation
Project Appraisal
Ownership Structure

**Unit III:**
Support Institutional Finance to Entrepreneurs
Institutional Support to Entrepreneurs
Taxation Benefits to Small-Scale Industry

**Unit IV:**
Development – I
Government Policy for Small-Scale Industries
Accounting for Small Enterprises
Growth Strategies in Small Business
Sickness in Small Enterprises

**Unit V:**
Development – II
Small Enterprises in International Business
Export Documents and Procedure for Small Enterprises
Electronic Commerce and Small Enterprises Franchising
Books / References

Small Business Management

Unit I:

Unit II:

Unit III:
**Unit IV:**

**Unit V**

**Books Suggested:**
International Business

Unit I:
Introduction International Business: An Overview International Business Theories
Liberalization: Trade and tariff, Regional Blocks and World Trade Organization

Unit II:
Environment – I Foreign Exchange and National Economy Registration on International
Competitions The Competitive and Technological Environment
Unit III:
Environment – II Multinational Enterprises and National institutions The Foreign Sector of the Developing Economies Multi-Cultural Management

Unit IV:
Investment .World Monetary and financial system Foreign Investment Management

Unit V
Growth Strategy Inter-governmental Agreements on Trade and Investment Restraints on International Competitions New Economic Policy and Foreign Investment in India.

Books recommended:
2. Vernon: Economic Environment of International Business, Raymond and Wells, Luis
Human Resource Development

Unit I:
HRD Perspective Concepts Goals Challenges

Unit II
HRD Climate Practices Staffing Function

Unit III:
Development System Design Principles Administration of Select Principles

Unit IV
: Interventions HRD for Workers HRD Interventions HRD Approaches for Coping with Organizational Changes

Unit V
: Case Studies on HRD of Indian Organizations.
Books recommended:
Ishwar Dayal: Successful Applications of HRD, Concept Publishing company, New Delhi, 1996.
D. N. Silvera; HRD: The Indian Experience, New India, Delhi, 1991.
Industrial Relations

Unit I:
Perspective labor Force in India: Its Structure and Components Meaning and Scope of Industrial Relations The System Framework Theoretical Perspective Substance of a Sound Industrial Relations System

Unit II
Trade Unions Theories of Trade Unions Trade Unions in India Legal Framework Trade Union Recognition Multiple Unionism

Unit III:
Collective Bargaining Concept and Nature Legal Framework Levels of Bargaining and Agreements Stakeholders in Collective Bargaining Negotiating Techniques and Skulls

Unit IV:
The Role of Government in Industrial Relations Divergent Perspective Types of Government Interventions the Means of State Interventions the Role of State ion Industrial Relations at the State Level

Unit V:
Grievance and Discipline Handling Meaning of Employee Grievance The Nature and Causes of Grievance The Grievance Reprisal Causes of Employee Indiscipline Managing Discipline
Books recommended:
Quantitative Techniques

Unit I:
Introduction Statistics as a subject; Descriptive Statistics-Compared to Inferential Statistics; Types of data; Summation operation; Rules of Sigma operations.

Unit II:
Analysis of Univariate Data, Construction of a frequency distribution; Concept of central tendency and dispersion – and their measures; Partition values; Moments; Skewness and measures; Kurtosis and measures.

Unit III:
Analysis of Univariate Data Linear regression and correlation

Unit IV:
Index Number, Meaning, types, and uses; Methods of constructing price and quantity indices (simple and aggregate); Tests of adequacy; Chain-base index numbers; Base shifting, splicing, and deflating; Problems in constructing index numbers; Consumer price index.

Unit V:
Analysis of Time Series, Causes of variations in time series data; Components of a time series; Decomposition – Additive and multiplicative models; Determination of trends – Moving averages method and method of least squares (including linear, second degree, Parabolic, and exponential trend); Computation of seasonal indices by simple averages, ratio-to-trend, ratio-to-moving average, and link relative methods.
Suggested Readings
