



**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH
AND STUDIES**

(Deemed to be University under section 3 of the UGC Act 1956)

FACULTY OF COMMERCE AND BUSINESS STUDIES

DEPARTMENT OF BUSINESS STUDIES

CURRICULUM

AND

SCHEME OF EXAMINATION

BACHELOR OF BUSINESS ADMINISTRATION

-GENERAL

BATCH: 2018-21

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MRIRRS

VISION OF THE DEPARTMENT

Manav Rachna Educational Institutions (MREI) is dedicated and committed to train and equip its students with the latest knowledge and skills in the chosen fields in the backdrop of Indian ethos and values to enable them to face any global challenge with a view to transforming them into insightful, honourable and responsible citizens of this great country; and imbibe a work culture of theoretical and applied research leading to creation and dissemination of knowledge.

MISSION OF THE DEPARTMENT

To provide an environment in which teachers love to facilitate and students love to learn, consisting of infrastructure facilities at par with the best institutions in India and abroad with the aim:

- 1.1 To inculcate skills and impart knowledge to the ignited minds in the fields of science & technology and soft skills including leadership, teambuilding and communication.
- 1.2 To create human beings with golden heart, who work and dedicate themselves for the advancement of humanity.
- 1.3 To undertake research and development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, humanities, engineering & technology, management, health sciences & therapies, sports, multi-media, applied & performing arts.

ABOUT THE DEPARTMENT OF BUSINESS STUDIES

Department of Business Studies is one of the two departments under the Faculty of Commerce and Business Studies. The department has strong academics and full of co-curricular and extra-curricular activities. There is great thrust on the application of theory and best practices prevailing in the business world. The curriculum is kept regularly updated to keep its relevance to industry. There is strong focus on student participation, case studies, personal grooming and development, guest lectures by industry experts and alumni, management games and industrial visits which enable the students in understanding the industry and its working. The faculty members come from varied backgrounds, having strong academic and industrial experience which considerably enriches the department.

Professional modules have been integrated into the curriculum to make the students understand the real world of business and enhance their employability. Stock market training programmes are conducted by the BSE Institute in the department under which the students get a unique opportunity to understand real stock market operations. All students are given an opportunity to study a contemporary course on Entrepreneurship in order to enable them develop their own start-up enterprises.

The department offers courses under "Compulsory Courses Basket" that are required to be qualified and cleared/passed by each student enrolled under the programme and are semester-wise listed in the study scheme along with credits assigned to each course. Then, there are "Elective Courses Basket" which gives option of three types of courses:

- 2.1 Semester-wise courses offered by the department itself
- 2.2 Open/Inter-disciplinary courses offered at the Institute/University level notified from the office of Dean-Academics
- 2.3 Massive Open Online Courses (MOOCs) available on SWAYAM Platform or any other platform as recommended by UGC/AICTE and notified from the office of Dean-Academics.

Bachelor of Business Administration (General) is accepted & recognized worldwide because of its specific orientation. MRIIRS gets an overwhelming response to the programme from the students who plan to excel in the corporate world in the areas of Human Resource Management, Marketing, Financial Management, Entrepreneurship and Computer-based solutions. In the past, many students have gone to pursue higher education in management domain and are excelling in their professional fields. The students of the course are given immense opportunity to grow horizontally in the upcoming contemporary field.

Programme Educational Objectives – BBA (General)

The graduates of BBA (General) are expected to attain the following Programme Educational Objectives:

- PEO 1:** The graduates will pursue higher education in banks and other related fields.
- PEO 2:** The graduates will have successful professional careers in industry, government, academia and their other chosen professions. Some will become entrepreneurs.
- PEO 3:** The graduates will be active members ready to serve the society locally and internationally.
- PEO 4:** Over a period, the graduates will acquire positions of leadership in reputed organizations.

Programme Outcomes and Programme Specific Outcomes - BBA (General)

Programme Outcomes

After completing BBA General, the students will be able to achieve the following Programme Outcomes (POs).

- PO 1: Critical Thinking:** Take informed actions after identifying the assumptions that frame their thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at their ideas and decisions (intellectual, organizational, and personal) from different perspectives.
- PO 2: Effective Communication:** Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting with people, ideas, books, media and technology.
- PO 3: Social Interaction:** Elicit views of others, mediate disagreements and help reach conclusions in group settings.
- PO 4: Effective Citizenship:** Demonstrate empathetic social concern and equity-centred national development, and the ability to act with informed awareness of issues and participate in civic life through volunteering.
- PO 5: Ethics:** Recognize different value systems including their own, understand the moral dimensions of their decisions, and accept responsibility for them.
- PO 6: Environment and Sustainability:** Understand the issues of environmental contexts and sustainable development.
- PO 7: Self-directed and Life-long Learning:** Acquire the ability to engage in independent and life-long learning in the broadest context of socio-technological changes.

Programme Specific Outcomes (PSOs)

PSO 1: Gain knowledge about the business practices in the country and become ready to take up the entry level management positions.

PSO2: Analyse business situations and recommend managerial responses.

PSO3: Develop effective oral and written communication and produce professional quality presentations.

MAPPING OF PEOs WITH POs and PSOs

(PEOs mapped with POs PSOs)

PEO Statement	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO 1	PSO 2	PSO 3
PEO1	✓	✓	✓	✓			✓	✓		
PEO2	✓	✓	✓	✓	✓		✓	✓	✓	✓
PEO3			✓	✓	✓	✓	✓			✓
PEO4	✓	✓	✓	✓	✓		✓	✓	✓	

Semester and Choice Based Credit System

Credit based system of study and student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated.

a) Course credits assignment

Each course has a certain number of credits assigned to it depending upon its duration in periods for lecture, tutorial, and laboratory practice in a week. A few courses/activities are without credit (s) and are referred to as Audit Pass Courses (APC) but are mandatory to pass as a partial fulfillment of award of degree.

b) Earning of credits

At the end of every course, a letter "Grade" shall be awarded in each course for which a student has registered. On obtaining a minimum Pass Grade, student shall accumulate the course credits as Earned Credits. A student's performance shall be measured by the number of credits that he/she has earned and by the weighted grade point average. Grades obtained in the audit courses shall not be counted for computation of grade point average, however, it shall be mandatory to pass as a partial fulfillment of award of degree.

For Award of Degree of BBA (General), he/she has to earn minimum 140 credits during the three-year duration of the programme in 6 semesters.

The total credits required to be earned have been further classified under two baskets of courses: "Compulsory Courses Basket", and "Elective Courses Basket". **The total 98 credits required to be earned under "Compulsory Courses Basket" and credits under "Elective Courses Basket".**

All courses under "Compulsory Courses Basket" are required to be qualified and cleared/passed by each student enrolled under the programme and are semester-wise listed in the study scheme along with credits assigned to each course.

Under Elective Courses Basket, there will be three types of courses:

- Semester-wise courses offered by the department itself
- Open/Inter-disciplinary courses offered at the Institute/University level notified from the office of Dean-Academics.
- Massive Open Online Courses (MOOCs) available on SWAYAM Platform or any other platform as recommended by UGC/AICTE and notified from the office of Dean-Academics.

Each course shall have credits assigned to it. Student shall be required to register courses every semester for as many courses/credits specified under "Elective Courses Basket" depending upon his/her interest, capability/pace of learning and availability of time slot (without any clash in time table) so as to earn all required total credits under the "Elective Courses Basket" during the entire programme duration. However, for registration of courses [including courses under "Compulsory Courses Basket", "Elective Courses Basket" and Previous Semester Courses (wherein he/she was declared in-eligible on the basis of attendance or he/she could not clear the course within permissible given chances)], if any, the maximum limit in a semester shall be 30 credits.

DEPARTMENT OF BUSINESS STUDIES, FCBS, MRIIRS

CURRICULUM and STUDY SCHEME OF BBA (General) (CBCS)

with effect from AY 2018-19 onwards

Semester -I												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Foundation	BBA - 101B	Business Organization and Management	4	0	0	4	50	100	150	3hrs	4
2		BBA - 102A	Business Mathematics	3	1	0	4	50	100	150	3hrs	4
3		BBA - 103A	Computer Fundamentals	3	0	0	3	25	75	100	3hrs	3
4		BBA -151	Computer Fundamentals (P)*	0	0	2	1	25	25	50	2hrs	1
5	Core	BBA -104	Financial Accounting	4	1	0	5	50	100	150	3hrs	5
6		BBA -108	Managerial Economics	5	0	0	5	50	100	150	3hrs	5
7	Generic Electives	BBA - GE-01A	Business Communication	3	0	0	3	50	100	150	3hrs	3
8		BBA -GE-09	Corporate Governance and Ethics	3	0	0	3	50	100	150	3hrs	
Total				22	2	2	25					25

* For Computer Fundamentals (Practical), external evaluation will be conducted by a committee of internal examiners through viva -voce/practical examination during the end-semester practical examination.

** Students can opt for only one course from Generic Electives.

Semester -II												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Foundation	HM-205	Holistic Wellness and Life Skills-I *	0	1	0	1	50	50	100	1hr	1
2		CH-202B	Environmental Studies	3	0	0	3	50	100	150	3hrs	3
3		BBA-203	Introduction to Multimedia	3	0	0	3	25	75	100	3hrs	3
4		BBA-251	Introduction to Multimedia (P)*	0	0	2	2	25	25	50	2hrs	1
5		BBA-204	Business Statistics	3	1	0	4	50	100	150	3hrs	4
6	Core	BBA-205	Company Accounts	4	1	0	5	50	100	150	3hrs	5
7		BBA-206A	Macro Economics	5	0	0	5	50	100	150	3hrs	5
8	Generic Electives	BBA-GE-03A	Personality Development and Soft Skills	3	0	0	3	50	100	150	3hrs	3
9		BBA-GE-04	Integrated Disaster Management	3	0	0	3	50	100		3hrs	
10	Open Electives	BBA-O-05	Entrepreneurship Orientation***	3	0	0	3	50	100	150	3hrs	3
11		BBA-O-01	Social Media for Promotion	3	0	0	3	50	100		3hrs	
Total				24	3	2	29					28

* For Holistic Wellness and Life Skills -I and Introduction to Multimedia (Practical), external evaluation will be conducted by a committee of internal examiners through viva -voce/practical examination during the end-semester practical examination.

** Students can opt for only one course each from Generic Electives and Open Electives.

*** For Entrepreneurship Orientation, 50 marks viva voce will be conducted by internal examiner during the end-semester practical examination and for the remaining 50 marks, written examination will be conducted.

Semester -III												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Foundation	BBA-301	Organisation Behaviour and Development	4	0	0	4	50	100	150	3hrs	4
2		BBA-302	Database Management System	3	0	0	3	25	75	100	3hrs	3
3		BBA-351	Database Management System (P)	0	0	2	2	25	25	50	2hrs	1
4	Core	BBA-303	Cost and Management Accounting	4	1	0	5	50	100	150	3hrs	5
5		BBA-304	Human Resource Management	5	0	0	5	50	100	150	3hrs	5
6		BBA-305	Production Management	5	0	0	5	50	100	150	3hrs	5
7	Generic Electives	BBA-GE-05	Introduction to Sustainable Development	3	0	0	3	50	100	150	3hrs	3
8		BBA-GE-08	Management Information System	3	0	0	3	50	100		3hrs	
9	Open Electives	BBA-O-06*	Basics of Entrepreneurship**	3	0	0	3	50	100	150	3hrs	3
10		BBA-O-02	Cross Cultural Communication	3	0	0	3	50	100		3hrs	
Total				27	1	2	30					29
* For Database Management System (Practical), external evaluation will be conducted by a committee of internal examiners through viva -voce/practical examination during the end-semester practical examination.												
** Students can opt for only one course each from Generic Electives and Open Electives.												

*** For Basics of Entrepreneurship, 50 marks viva voce will be conducted by internal examiner during the end-semester practical examination and for the remaining 50 marks, written examination will be conducted.

Semester -IV												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Foundation	HM-404	Holistic Wellness and Life Skills-II*	0	1	0	1	50	50	100	1hr	1
2	Core	BBA-402	Indian Business Environment	5	0	0	5	50	100	150	3hrs	5
3		BBA-403	Financial Management	5	0	0	5	50	100	150	3hrs	5
4		CS-610	Business Processes	2	0	0	2	25	50	75	2hrs	2
5		BBA-404	Business Research Methods	5	0	0	5	50	100	150	3hrs	5
6		BBA-405A	Marketing Management	5	0	0	5	50	100	150	3hrs	5
7	Domain Electives	BBA-DE-401	Principles of Banking	3	0	0	3	50	100	150	3hrs	3
8		BBA-DE-402	Indian Financial System	3	0	0	3	50	100		3hrs	
9	Open Electives	BBA-O-07	Entrepreneurship Foundations: Practice ***	3	0	0	3	50	100	150	3hrs	3
10		BBA-O-03	Public Administration	3	0	0	3	50	100		3hrs	
Total				28	1		29					29

* For Holistic Wellness and Life Skills -II, external evaluation will be conducted by a committee of internal examiners through viva -voce/practical examination during the end-semester practical examination.

** Students can opt for only one course each from Domain Electives and Open Electives.

*** For Entrepreneurship Foundations: Practice, 50 marks viva voce will be conducted by internal examiner during the end-semester practical examination and for the remaining 50 marks, written examination will be conducted.

Semester -V												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Core	BBA-501	Purchase and Material Management	5	0	0	5	50	100	150	3hrs	5
2		BBA-502	Company Law	5	0	0	5	50	100	150	3hrs	5
3		BBA-503	Summer Training Report*	5	0	0	5	50	100	150	3hrs	5
4	Domain Electives	BBA-DE-501	Banking Law and Practices	3	0	0	3	50	100	150	3hrs	3
5		BBA-DE-502	Money and Banking	3	0	0	3	50	100	150	3hrs	
6	Open Electives	BBA-O-11	Creativity and Innovation Management	3	0	0	3	50	100	150	3hrs	3
7		BBA-O-08	Entrepreneurship: Launch and Startups***	3	0	0	3	50	100		3hrs	
Total				21			21					21

* For Summer Training Report, external evaluation will be conducted by a committee of internal/external examiners through viva -voce during the end-semester practical examination.

** Students can opt for only one course from Domain Electives and Open Electives.

*** For Entrepreneurship: Launch and Startups, 50 marks viva voce will be conducted by internal examiner during the end-semester practical examination and for the remaining 50 marks, written examination will be conducted.

Semester -VI												
S.No.	Subject Type	Subject Code	Subject Name	Periods per week				Marks			Duration of End Term Exam	Credits
				L	T	P	Total	Int	Ext	Total		
1	Foundation	HM-604	Holistic Wellness and Life Skills-III*	0	1	0	1	50	50	100	1hr	1
2	Core	BBA-602A	Taxation Law and Practices	5	0	0	5	50	100	150	3hrs	5
3		BBA-603A	International Business Environment	5	0	0	5	50	100	150	3hrs	5
4		BBA-605	Family Business Management	5	0	0	5	50	100	150	3hrs	5
5	Generic Electives	BBA-GE-07	E-commerce	3	0	0	3	50	100	150	3hrs	3
6		BBA-GE-10	Business and Negotiation Skills	3	0	0	3	50	100	150	3hrs	
7	Open Electives	BBA-O-09	Computer Networking and Internet	3	0	0	3	50	100	150	3hrs	3
8		BBA-O-10	Foreign Language	3	0	0	3	50	100		3hrs	
Total				21	1		22					22
* For Holistic Wellness and Life Skills -III, external evaluation will be conducted by a committee of internal examiners through viva -voce/practical examination during the end-semester practical examination.												
** Students can opt for only one course each from Generic Electives and Open Electives.												

Curriculum & Course Content

**Bachelor of Business Administration
(General)**

Batch 2018-19

Semester I

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-101B: BUSINESS ORGANIZATION AND MANAGEMENT

Periods/week Credits	Max. Marks	: 150
L: 4 T: 0 4	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of this course, a student should be able to:

1. Understand the evolution of the business organization and management thoughts;
2. Identifying the interconnections between various developments in these areas;
3. Evaluate the significance of contemporary issues in business and management;
4. Get ample opportunities for challenging assignments and earn greater potential in the related fields;
5. Discuss the multidisciplinary nature of business and management studies;

PART - A

Unit 1:

- 1.1 Concept, Nature and Scope of business
- 1.2 Definition, characteristics and objectives of business organization
- 1.3 Evolution of business organization
- 1.4 Business and Environment interface
- 1.5 Business Objectives
- 1.6 Social Responsibility of Business

Unit 2:

- 2.1 Concept and Nature of Entrepreneurship
- 2.2 Forms of Business Organizations: Sole Proprietorship, Partnership Joint Stock Companies
- 2.3 Co-operatives organizations
- 2.4 Choice of form of organization
- 2.5 Stages in formation and documentation
- 2.6 Promotion of a company

Unit 3:

- 3.1 Meaning of Business combinations
- 3.2 Chambers of commerce and Industry in India

- 3.3 Types and forms of Mergers
- 3.4 Takeovers and Acquisition
- 3.5 Financial need of Business methods
- 3.6 Security Market, Money Market
- 3.7 Study of Stock Exchange and SEBI

PART - B

Unit 4:

- 4.1 Concept, Nature and Significance of Management
- 4.2 Functions and Role
- 4.3 Management Vs Administration
- 4.4 Development of Management thoughts: Classical, Behavioral and Contingency Approaches
- 4.5 Nature, scope and objectives of Planning
- 4.6 Types of plans
- 4.7 Planning process

Unit 5:

- 5.1 Concept of MBO
- 5.2 Decision Making Process and its techniques
- 5.3 Bounded Rationality
- 5.4 Concept, nature, process and significance of Organizing
- 5.5 Principles of an Organization
- 5.6 Span of Control
- 5.7 Authority and Responsibility
- 5.8 Delegation and Decentralization
- 5.9 Formal and Informal Organization

Unit 6:

- 6.1 Concept, Nature and Importance of Staffing
- 6.2 Nature and Importance of Motivation
- 6.3 Types of Motivation
- 6.4 Theories of Motivation: Maslow, Herzberg, X and Y Theory and Z Theory
- 6.5 Nature and Scope of Control
- 6.6 Types of Control
- 6.7 Control Process and its techniques

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√		√			
2	√			√	√	√	
3	√			√		√	
4			√		√	√	√
5				√		√	√

Reference Books:

1. Thelma. J.Tallo, Business Organisation and Management, Tata Mcgraw- Hill Publishing Company Limited
2. Basu, C. R., Business Organization and Management, McGraw Hill Education
3. Gupta, C.B., Modern Business Organization and Management, Dhanpat Rai & Sons.
4. Agarwal, N. P., Tailor, R. K., Business Organisation And Management, Dhanpat Rai & Sons

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms.Nidhi Tandon

Checked by: Ms.Priyanka verma

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-102A: BUSINESS MATHEMATICS

Periods/week Credits	Max. Marks	: 150
L: 03 T: 01 4	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of the course, a student will be able to:

1. Familiarize students with the basic mathematical tools;
2. Acquire fair degree of proficiency in formulating and solving diverse problems related to business and economics with the help of mathematical tools;
3. Acquire the practical knowledge of calculations of EMI's of different types of loans;
4. Equip with simple techniques of algebra and calculus which will help them in advanced courses in finance.

PART - A

Unit 1: Set theory

- 1.1 Defining Sets
- 1.2 Set operations
- 1.3 Venn diagram
- 1.4 Properties of sets
- 1.5 Cartesian product

Unit 2: Indices and logarithms

- 2.1 Introduction to indices
- 2.2 Laws of Indices
- 2.3 Introduction logarithms
- 2.4 Properties of logarithms
- 2.5 Percentage calculation and its applications

Unit 3: Arithmetical and Geometrical Progression

- 3.1 Overview
- 3.2 Calculation of n^{th} term and sum of n terms of A.P.
- 3.3 Arithmetic mean
- 3.4 Calculation of n^{th} term and sum of n terms of G.P.

3.5 Calculation of interest; Simple and Compound

PART - B

Unit 4: Permutation and Combination

- 4.1 Overview of factorial calculation
- 4.2 Association of events
- 4.3 Introduction to Permutation
- 4.4 Permutation of "Things all different" and "All not different"
- 4.5 Circular permutation
- 4.6 Introduction to Combination
- 4.7 Problems based on combination
- 4.8 Problems based on permutation and combination both

Unit 5: Matrices and Determinants

- 5.1 Algebra of matrices
- 5.2 Inverse of a matrix
- 5.3 Solution of system of linear equations
- 5.4 Solution of system of linear equations using Cramer's Rule

Unit 6: Differentiation

- 6.1 Concept and rules of differentiation
- 6.2 Second order derivatives
- 6.3 Maxima and Minima involving second order derivatives

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√	√					
2	√			√	√		
3		√					√
4	√						

Recommended Readings:

1. Anthony, M. and N. Biggs. Mathematics for Economics and Finance. Cambridge University Press New Delhi.
2. Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series. McGraw Hill Publishing Co. New Delhi.
3. Budnick, P. Applied Mathematics. McGraw Hill Publishing Co.
4. Sharma J.K., "Business Mathematics", ANE Books Pvt. Ltd. New Delhi.

Only latest available edition books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Dr.Arvind Dalal
Vashist

Checked by: Mr.Arun

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

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BBA-103A: COMPUTER FUNDAMENTALS

Periods/week Credits	Max. Marks : 100
L: 3 T: 0 4	Internal : 25
Duration of Examination: 3Hrs	External :75

Course Outcomes:

By the end of the course, a student should be able to:

1. Gain the technical skills and knowledge;
2. Familiar with the components of computers;
3. Understand the concept of networking;
4. Explain the applications of computers in business fields;
5. Understand the concept of security.

PART - A

Unit 1: Introduction

- 1.1 Digital and analog computers
- 1.2 Computers: Characteristics, generations and categories
- 1.3 Major components of a digital computer
- 1.4 Input and output devices

Unit 2: Software Systems & Computer Languages

- 2.1 Types of software
- 2.2 Freeware, Firmware and Middleware
- 2.3 Operating System: need , types, functions
- 2.4 Types of language

Unit 3: Introduction to MS-Office

- 3.1 Word
- 3.2 Excel
- 3.3 Power point

PART - B

Unit 4: Networking

- 4.1 Introduction to networking
- 4.2 Types of network
- 4.3 Internet overview
- 4.4 Search engine and web browser

Unit 5: Security

- 5.1 Virus
- 5.2 Firewall
- 5.3 Cryptography

Unit 6: Computer applications

- 6.1 Computer applications in offices, banks and education
- 6.2 Use of computers in books publication
- 6.3 Desktop publishing system
- 6.4 Application of computers for data analysis
- 6.5 Application of computers in medical field

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1							
2		√	√				
3							
4							
5				√			

Recommended Readings:

1. Rajaraman V, "Fundamentals of Computers", PHI
2. Sinha P. K., "Computer Fundamentals", BPB Publications
3. Ram B, "Computer Fundamentals", New Age Publications, New Delhi

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 15 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Mr Arun Vashista

1. Computer Fundamentals: P. K. Sinha, BPB Publications.
2. Introduction to Computers: Alexis Leon, Vikas Publishing House Pvt Ltd.
3. Fundamentals of Computer: by Rajaraman and Neeharika.

Only latest available edition books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BB-151: COMPUTER FUNDAMENTALS (PRACTICAL)

Periods/week Credits

Max. Marks: 100

P: 2 1

Internal/Continuous Assessment: 50

Duration of Examination: 2 Hrs

End Semester: 50

Course Outcomes: By the end of this course, a student will be able to:

1. Demonstrate knowledge of computers and software and their respective use in day-to-day life.
2. Apply basic research methods of data analysis and its interpretation and use spread sheets to create charts with the statistics.
3. Evaluate problem-solving techniques and demonstrate proper file management to manipulate files and folders in a networked business environment.
4. Create cohesive and apply proper formatting techniques to a document draft.

Unit 1: Word Processor

- 1.1 All the editing and formatting options
- 1.2 Create your Resume using Resume
- 1.3 Mail Merge
- 1.4 Organization charts and use of tables
- 1.5 Create a newsletter with a headline and two columns in portrait orientation, including at least one image.
- 1.6 Prepare a certificate in landscape orientation with a border around & background image.
- 1.7 Use of image and text. Create a flyer for dance competition to be held in your college soon.

Unit 2: Creating Basic Workbooks

- 2.1 Creating, saving, closing and opening workbook
- 2.2 Selecting cells, entering text and numbers into cell
- 2.3 Auto complete
- 2.4 Renaming workbooks

Unit 3: Creating Formulas

- 3.1 Ranged formula syntax
- 3.2 Simple formula syntax
- 3.3 Writing formulas
- 3.4 Using AutoSum
- 3.5 Inserting functions
- 3.6 AutoCorrect
- 3.7 Auto Calculate

Unit 4: Columns and Rows

- 4.1 Selecting columns and rows
- 4.2 Adjusting column width and row height
- 4.3 Hiding and unhiding columns and rows
- 4.4 Inserting and deleting columns and rows

Unit 5 : Formatting Worksheets

- 5.1 Formatting cells
- 5.2 Clearing all formatting from cells
- 5.3 Copying all formatting from cells to another area

Unit 6: Worksheet Tools

- 6.1 Moving between worksheets
- 6.2 Selecting multiple worksheets
- 6.3 Inserting and deleting worksheets
- 6.4 Renaming worksheets
- 6.5 Copying or moving worksheets
- 6.6 Coloring worksheet tabs

Unit 7: Setting Worksheet Layout and Printing Documents

- 7.1 Using page break preview
- 7.2 Using page layout view
- 7.3 Page setup dialog box
- 7.4 Using print preview

- 7.5 Printing worksheets

Unit 8: Power Point Presentations

- 8.1 Slide layouts and slide designs

- 8.2 Use of image in presentation
- 8.3 Use of sounds and animation effects in presentation

Unit 9: Internet and html

- 9.1 Use of internet and composing mail

- 9.2 Use of search engine
- 9.3 Design a web page using HTML using font tag
- 9.4 Design a web page using HTML using paragraph formatting tag
- 9.5 Design a web page using HTML using tables

Course Articulation Matrix

CO STATEMENT	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3
1	1	1	2			3		1		2

2		1		3	2				2	1
3	1		2			2	3	1	3	
4	1	2		3	1		3	1		3

Notes: The numbers 1, 2 and 3 in the Course Articulation Matrix above shows the Degree of Correlation between a CO and a PO/PSO.

Degree of Correlation:
1 – Low
2 – Medium
3 – High

Reference Books:

1. Curtis D. Frye, "Step by Step Microsoft Excel 2010", PHI.
2. BAYROSS IVAN, "HTML, JavaScript, DHTML and PHP", BPB publications

Notes: Latest editions of the textbooks should be used.

Practicals will be conducted in the laboratory.

MRPDRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

BBA-104: FINANCIAL ACCOUNTING

Periods/week Credits

L: 4 T:1 5

Duration of Examination: 3 Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of this course, students should be able to:

1. Apply the knowledge of financial accounting, to the practical aspects of business;
2. Understand the prevailing business environment and be able to take decisions under risk and uncertainty;
3. Strengthen the theoretical, analytical and applied knowledge based on accountancy;
4. Join the corporate world as professionals with understanding of the concepts of financial accounting.

PART - A

Unit 1: Introduction to financial accounting

- 1.1 Accounting principles, process and equation
- 1.2 Double entry system

Unit 2: Recording classification and summarization of transaction

- 2.1 Recording and classification of transaction
- 2.2 Subsidiary books of accounts
- 2.3 Preparation of trial balance

Unit 3: Rectification of errors and bank reconciliation statement

- 3.1 Trial balance: Errors and their rectification
- 3.2 Preparation of bank reconciliation statement

PART- B

Unit 4: Capital and revenue

- 4.1 Capital and revenue; expenditure and receipts; deferred revenue expenditure (Including Practical Aspects)

Unit 5: Depreciation provisions and reserves

- 5.1 Accounting treatment for depreciation: Written down value method and straight line method
- 5.2 Accounting treatment for provisions and reserves

Unit 6: Final Accounts: Trading and non trading concern

- 6.1 Final accounts of trading and non trading concern. (Including Practical Aspects)

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√		√				

2							
3		√	√				
4							√

Recommended books:

1. Monga J.R., Advanced , Mayoor Paperbacks , Noida.
2. Gupta. R.L., Advanced Financial Accounting, S.Chand and Co. New Delhi.
3. Maheshwari , S.N., Advanced Accounting- Vol. II, Vikas Publishing Housing, New Delhi.
4. Shukla, M.C, and T.S.Grewal, Advanced Accountancy, Sultan Chand Co. New Delhi.

Only latest available editions of the books are recommended

Instructions for paper setting: Seven questions are to be set in total. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Prepared by: Dr. Anjani Srivastava

Checked by: Dr. Preeti Chhabra

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-108: MANAGERIAL ECONOMICS AND ANALYSIS

Periods/week Credits

Max. Marks : 150

L: 4 T: 1 5

Internal : 50

Duration of Examination: 3 Hrs

External : 100

Course Outcomes:

By the end of the course, a student will be able to:

1. Understand nature of economics in dealing with the issue of scarcity;
2. Recognize the difficulties in managerial decision making today;
3. Perform supply and demand analysis to analyze the impact of economic events on markets;
4. Evaluate the factors affecting firm behavior, such as production and costs;
5. Analyze the performance of firms under different market structures.

PART - A

Unit 1: Introduction and Basic Concepts

- 1.1 Definition of economics: Scarcity and growth definitions
- 1.2 Nature, scope, Importance and limitations of micro economics
- 1.3 Important concepts: Economic and non economic goods, price and value, want and demand, production possibility curve
- 1.4 Economic Systems: Planned economy, free market economy and mixed economy

Unit 2: Theory of Demand and Supply

- 2.1 Concept and determinants of demand
- 2.2 Law of Demand
- 2.3 Elasticity of demand: Price, income and cross elasticity of demand
- 2.4 Concept and determinants of Supply
- 2.5 Law of Supply
- 2.6 Price elasticity of supply

Unit 3: Utility Approach and Indifference curve Approach

- 3.1 Concept of utility
- 3.2 Ordinal utility analysis
- 3.3 Cardinal utility analysis
- 3.4 Consumer's equilibrium and consumer surplus

PART – B

Unit 4: Theory of Production, Cost and Revenue

- 4.1 Production function
- 4.2 Law of variable proportion
- 4.3 Law of returns to scale
- 4.4 Economies of scale of production
- 4.5 Concept of Cost
- 4.6 Short run and long run cost curves and their inter relationships
- 4.7 Revenue curves: TR, MR and AR and their relationships

Unit 5: Pricing Under Various Market Conditions

- 5.1 Nature and scope of different forms of markets
- 5.2 Perfect competition: Price and output determination and equilibrium of firm and Industry
Under perfect competition
- 5.3 Monopoly: Price determination under monopoly
- 5.4 Price discrimination
- 5.5 Monopolistic competition: Price and output determination under

Unit 6: Theory of Distribution

- 6.1 Marginal Productivity theory of distribution
- 6.2 Rent: Modern theory of Rent
- 6.3 Wages: Wage determination under Imperfect competition- Role of trade union

and collective bargaining in wage determination

6.4 Interest: Liquidity Preference theory of Interest

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√			√	√	
2	√				√	√	
3	√	√	√		√	√	
4	√				√	√	
5	√			√	√	√	

Recommended Books:

1. Mehta, P L., Managerial Economics, Sultan Chand.
2. Dwivedi, D.N., Microeconomics: Theory & Applications, Pearson Education.
3. Koutsayiannis, A., Modern Microeconomics, Macmillan Publications.
4. Salvatore, D., Principles of Microeconomics, Oxford.

Only latest available editions of the books are recommended

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Swati Watts

Checked by: Dr.Preeti Chhabra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-01A: BUSINESS COMMUNICATION

Periods/week Credits

Max. Marks : 150

L: 3 T: 0 3

Internal Marks: 50

Duration of Examination: 2 Hrs

External Marks: 100

Course Outcomes:

By the end of this course students should be able to:

1. Gain an in depth knowledge of how formal communication is done at the workplace;
2. Understand the impact of acquiring skills to succeed in a professional scenario;
3. Hone their formal writing skills;
4. Create impressive first impressions at the workplace by writing good business reports.

PART-A

Unit 1: Introduction: Business Communication

- 1.1 Nature, process and types of communication at the workplace (formal & informal)
- 1.2 Role of communication skills in business
- 1.3 Communication networks
- 1.4 Barriers to communication
- 1.5 How to overcome barriers and make communication effective

Unit 2: Communication Skills:

- 2.1 Listening skills – cognitive process of listening.
- 2.2 Barriers to listening
- 2.3 Reading skills
- 2.4 Email communication
- 2.5 Speaking skills

Unit 3: Speech giving

- 3.1 Voice modulation
- 3.2 Body language
- 3.3 Oral presentation
- 3.4 Speech making
- 3.5 Seven Cs of effective communication

PART-B

Unit 4: Intra-office written Communication:

- 4.1 Types of intra-office communication
- 4.2 Notice and circular
- 4.3 Agenda
- 4.4 Minutes of a meeting
- 4.5 Memo

Unit 5: Inter-office communication:

- 5.1 Types, structures and layout of business letters
- 5.2 Claim letters
- 5.3 Employment letters
- 5.4 Sales letters
- 5.5 Complaint letters

Unit 6: Report writing

- 6.1 Format of a business report
- 6.2 Types of business reports
- 6.3 Long reports
- 6.4 Short reports
- 6.5 Summarizing annual reports

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√			√			√
2		√		√		√	√
3	√			√			
4			√	√		√	
5		√		√			√

SUGGESTED READINGS:

1. Koneru, Arun, Professional Communication, Tata McGraw Hill, New Delhi
2. Monipally, M.M., Business Communication Strategies, Tata McGraw Hill, New

Delhi

3. Das, Biswajit and Ipseeta Satpathy, Business Communication and Personality

Development, Excel Books, New Delhi

4. McGrath, E.H., Basic Managerial Skills for All, Prentice Hall of India, New Delhi

5. Rai, Urmila and S.M. Rai, Business Communication, Himalaya Publishing House

(Instructions for paper setting):

Seven questions are to be set in total out of which students will be required to attempt *five*. First question will be conceptual covering the entire syllabus and will be compulsory. Three questions will be set from each PART A and PART B (one from each unit). Students need to attempt two questions out of three from each part. Each question will be of 20 marks.

Prepared by-Ms. Radha Pandit

Checked by-Ms. Neha Wadhwan

MRIRCS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-02: INDIAN ETHICS AND VALUES

Periods/week	Credits	Max. Marks	: 75	
L:3	T:0	3	Internal	: 25
Duration of Examination: 2 Hrs.		External	: 50	

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand the role and purpose of ethics and values in business;
2. Present methods of moral reasoning, case analysis, and of resolving ethical dilemmas;
3. Present the ethical values considered especially relevant to business activity—respect for human dignity, honesty, fairness, and the development of trust;
4. Present the concept of corporate social responsibility, and explore its relevance to ethical business activity;
5. Investigate the code of conduct and relevance in a global environment.

PART - A

Unit 1: Introduction of Values

- 1.1 Concept
- 1.2 Types and formation of values
- 1.3 Values and behavior
- 1.4 Values of Indian Managers
- 1.5 Relevance of values in business.
- 1.6 Categories of business values

Unit 2: Introduction of Ethics

- 2.1 Concept of ethics
- 2.2 Relevance of ethics in business
- 2.3 Development of ethics
- 2.4 Ethical decision making and decision making process
- 2.5 Ethical dilemmas
- 2.6 Business ethics in India

Unit 3: Management of Ethics

- 3.1 Managing ethics
- 3.2 Ethical issues
- 3.3 Key roles and responsibilities in ethics management

- 3.4 Management process and ethics
- 3.5 Ethos of Vedanta in management

PART - B

Unit 4: Corporate Social Responsibility

- 4.1 Concept
- 4.2 Social responsibilities
- 4.3 Corporate governance
- 4.4 Code of corporate governance
- 4.5 Unethical issues in business
- 4.6 CSR in new economy

Unit 5: Code of Conduct

- 5.1 Concept
- 5.2 Ethics tools
- 5.3 Different code of conduct
- 5.4 Ethics policies and procedure
- 5.5 American Marketing Association Code of Ethics

Unit 6: Ethics and Globalization

- 6.1 Business ethics as competitive advantage
- 6.2 Impact of globalization on business ethics
- 6.3 Need of ethics in global change

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g	h
1	3	2	1					
2				3	2	2		
3		2			1			3
4							2	
5					2			

Recommended readings;

1. Kaur, Tripat, Values and Ethics in Management, Galgotia Publishers.
2. Chakraborty, S.K., Ethics in Management: A Vedantic Perspective, Oxford University Press, New Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 10 marks.

Assessment Tools:

- Assignments/Tutorials (Presentations/ Role Plays/ Case Analysis/ Quiz etc.): 5 Marks
- Sessional tests: 10 Marks
- Class Participation: 5 Marks
- Attendance: 5 Marks
- Term end examination

MRIRRS

MRIR'S

Semester II

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

HM-205: HOLISTIC WELLNESS AND LIFE SKILLS- I

Periods/week	Credits	Max. Marks	: 75
L: 1	T: 1	Internal	: 25
Duration of Examination: 2 Hrs		External	: 50

PART- A

UNIT – I

Module 1: Defining the purpose of life; setting ambitions and goals; discovering one's true self and competencies; assessing one's moral and ethical values; role of an individual in modern society. Concept of fitness; exercise benefits; building physical strength and endurance; effect of food on health. Developing regard for parents, teachers, elderly persons and women, respecting others' viewpoint.

UNIT – II

Module 2: Meditation and yoga practice for physical and mental well-being.

PART- B

UNIT – III

Module 3: Gaining self-confidence and self-esteem; How to be assertive; The art of decision making; Building self-motivation; Gender sensitivity; Communication skills.

Effect of exercise on different body systems; Healthy food habits and balanced diet; adverse effects of alcohol and tobacco on human health.

Discrete and respectful behavior; Sense of discipline and responsibility; Commitment and loyalty.

UNIT – IV

Module 4: Meditation and yoga practice for physical and mental well-being.

Recommended Readings:

To be announced by the concerned faculty at the time of commencement of the course.

Note (1): External evaluation will be conducted by a committee of internal examiners through viva - voce examination / practical exercise during the end semester practical examination

Note (2): the internal assessment marks will be awarded on the following bases:

- Attendance 5 Marks
- Class participation and behavior 10 Marks
- Assignments 10 Marks

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

CH -202: ENVIRONMENTAL STUDIES

Periods/week	Credits	Max. Marks	: 150
L: 4	T: 0	Internal	: 50
	4	External	: 100
Duration of Examination: 3 Hrs			

Prerequisite: The students should have the knowledge of environment, biodiversity, atmospheric pollution and importance of environmental studies. They should have the knowledge of causes and effects of disasters and various environmental problems.

Course Outcomes

1. The students will be able to understand the significance of equitable use of natural resources and will be able to utilize the knowledge of biodiversity conservation and protection of environment;
2. The students will learn about atmospheric pollution and global issues related to environment like natural disasters and will be able to understand the different acts for pollution control;
3. The students will be able to develop an understanding to major health issues of women and children will gain knowledge of Mortality and Mortality rate;
4. The students will have the knowledge of different ecosystems and energy flow in ecosystem;
5. The students will gain knowledge of disaster management.

PART- A

Unit 1: Multidisciplinary Nature of Environmental Studies

- 1.1 Definition, scope and importance.
- 1.2 Need for Public awareness.

Unit 2: Natural Resources

Renewable and non-renewable resources:

- 2.1 Natural resources and associated problems.
- 2.2 Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
- 2.3 Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- 2.4 Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

2.5 Food resources: World food problems, changes caused by agriculture and over-grazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

2.6 Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.

2.7 Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

2.8 Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

Unit 3: Ecosystems

3.1 Concept of an ecosystem, Structure and function of an ecosystem

3.2 Producers, consumers and decomposers, Energy flow in the ecosystem

3.3 Ecological succession

3.4 Food chains, food webs and ecological pyramids

3.5 Introduction, types, characteristic features, structure and function of the following eco-system: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit 4: Biodiversity and its Conservation

4.1 Introduction – Definition: Genetic, species and ecosystem diversity

4.2 Biogeographical classification of India,

4.3 Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values

4.4 Biodiversity at global, National and local levels

4.5 India as a mega-diversity nation, Hot-spots of biodiversity

4.6 Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India

4.7 Conservation of biodiversity: In- situ and Ex-situ conservation of biodiversity.

PART-B

Unit 5: Environmental Pollution

5.1 Definition, causes, effects and control, measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal Pollution

5.2 Nuclear hazards

5.3 Solid waste management: Causes effects and control measures of urban and industrial wastes.

5.4 Role of an individual in prevention of pollution.

5.5 Pollution case studies.

5.6 Disaster management: Floods, earthquake, cyclone and landslides.

Unit 6: Social Issues and the Environment

6.1 From unsustainable to sustainable development, Urban problems related to energy, Water conservation, rain water harvesting, watershed management

6.2 Resettlement and rehabilitation of people; its problems and concerns, Case Studies.

6.3 Environmental ethics: Issues and possible solutions.

Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies.

6.4 Wasteland reclamation.

6.5 Consumerism and waste products.

6.6 Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and Control of Pollution) Act. Wildlife Protection Act. Forest Conservation Act.

6.7 Issues involved in enforcement of environmental legislation, Public awareness.

Unit 7: Human Population and the Environment

7.1 Population growth, variation among nations

7.2 Population explosion – Family Welfare Programme

7.3 Environment and human health. Human Rights

7.4 Value Education. HIV/ AIDS, Woman and Child Welfare

7.5 Role of Information Technology in Environment and human health, Case Studies.

Unit 8: Chemistry for peaceful purposes

8.1 The duality of chemistry: Chemistry for peaceful purposes versus Chemical Weapons

8.2 Dual – use nature of toxic and precursor chemicals

8.3 Weapons of mass destructions, disarmament

Unit 9: Field work*

9.1 Visit to a local area to document environmental assets river/ Forest/grassland/hill/mountain

9.2 Visit to a local polluted site-Urban/Rural/Industrial/Agricultural

9.3 Study of common plants, insects, birds

9.4 Study of simple ecosystems-pond, river, hill slopes, etc.

Text Books:

1. Text book of Environmental Studies: Sarita Sachdeva, Manav Rachna Publishing House Pvt. Ltd.
2. Textbook of Environmental Studies for Undergraduate Courses: Erach Bharucha for University Grants Commission Publication.
3. Environmental Studies: R. Rajagopalan, Oxford University Press.
4. Environmental Chemistry: A.K. De, Wiley Eastern Ltd.

Reference Books:

1. Environmental Bio-monitoring: The Biotechnology Eco-toxicology Interface: M. James, Lynch & Alan Wiseman, 1998, Cambridge University Press.
2. Impact Assessment: A Methodological Perspective: R.K. Morgan (1998), Kluwar Academic Publications, Boston.
3. A Text Book in Environmental Science: V. Subramanian, Narosa Pub.

The break-up for Internal marks:

Sessional tests : 20 marks

Attendance : 05 marks

Field work & Report writing

/ Model making : 25 marks

Instructions for paper setting End Semester Examination: Seven questions are to be set in total. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B. Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-203: INTRODUCTION TO MULTIMEDIA

Periods/week	Credits	Max. Marks	: 100
L: 3	T: 0	4	Internal : 25
Duration of Examination: 3 Hrs			External : 75

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand basic concepts of Multimedia and Animation;
2. Understand and explain the data compression techniques;
3. Differentiate RTF and HTML;
4. Familiar with various text effects.

PART - A

Unit 1: Introduction to Multimedia

- 1.1 Multimedia: Concepts/objects, applications and need
- 1.2 Categorization
- 1.3 Multimedia system architecture
- 1.4 Components and limitations of multimedia system

Unit 2: Multimedia Devices

- 2.1 Memory and storage devices
- 2.2 Input and output devices
- 2.3 Communication devices
- 2.4 Basic tools and software's of multimedia

Unit 3: Text

- 3.1 Concepts of plain and formatted text
- 3.2 RTF and HTML texts
- 3.3 Object Linking and Embedding

Unit 4: Image

- 4.1 Making still images
- 4.2 Bitmaps and JPEG
- 4.3 Capturing and editing images

- 4.4 Vector drawings
- 4.5 Basics of colour

Unit 5: Data Compression

- 5.1 Data and File format standards
- 5.2 Compression principles
- 5.3 Lossless and Lossy Compression
- 5.4 Hoffman coding, Arithmetic coding

Unit 6: Animation

- 6.1 Basics of animation: Principles and use
- 6.2 Morphing
- 6.3 Kinematics and Dynamics
- 6.4 Overview of 2-D and 3-D animation techniques and softwares

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1							
2						√	
3			√		√		
4							

Recommended Books

1. Tay Vaughan, "Multimedia: Making It Work", Tata Mcgraw Hills
2. James E Shuman, "Multimedia in Action" Vikas Publishing House
3. Parekh Rangan, "Principles of Multimedia" , Tata Mcgraw Hills

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 15 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Mr Arun Vashista

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-252 : Introduction to Multimedia (P)

Periods/week	Credits	Max. Marks	: 50
P : 2	4	Internal	: 25
Duration of Examination:	3 Hrs	External	: 25

Course Outcomes:

By the end of the course, a student should be able to:

1. Work on photoshop;
2. Understand and explain all the tools of photoshop;
3. Edit, cut, paste, copy and merge a photograph;
4. Add so many effect to make a photograph attractive;
5. Familiar with various text effects in photoshop.

List of Practicals:

1. Introduction to ADOBE PHOTOSHOP : Explain the layout of Photoshop, opening and closing existing or new workspace
2. Understanding and working with layers: Understanding the concept of layers, creating, deleting and selecting the layers, copying layers, duplicate layers, locking and merging the layer, Blending Modes Opacity & Fill
3. Working with Selection: Selecting with the Rectangle and Elliptical Marquee Tool, selection with Regular & Polygonal lasso tool, Selection with magic woond tool and Free Transform Tool, Moving and modifying the selected area.
4. Painting in photoshop: Using the Brush Tool, Working with Colors and swatches, Using Gradients, Creating & Working with Brushes, Using the Pencil & Eraser Tools, Painting with Selections.
5. Photo retouching: The Red Eye Tool, The Clone Stamp and pattern stamp Tool, The Patch Tool & the Healing Brush Tool, The Spot Healing Brush Tool, The Color Replacement Tool, The Toning & Focus Tools, The history brush tool and art history brush tool, using Blur, Sharpen and Smudge tool, Use of burn dodge, sponge tool.
6. Working with Text: Text layers, Creating and modifying text, Styling texts, Character and paragraph adjustment

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g	h
CO								

1								
2			√					
3								
4							√	
5								

Recommended Books:

1. [Adobe Creative Team](#), "Adobe Photoshop 7.0 Classroom in a Book", Adobe
2. Rose Carla , "Sams Teach Yourself Adobe Photoshop 7 in 24 hour" Sams

Prepared by: Ms Madhumita Mahapatra

Checked by: Ms Madhumita Mahapatra

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA – 204 : BUSINESS STATISTICS

Periods/week Credits

Max. Marks : 150

L:3 T:1 4

Internal : 50

Duration of Examination: 3 Hr

External : 100

Course Outcomes:

By the end of the course, a student will be able to:

1. Enhance the knowledge of statistics in business management;
2. Students will be familiarized with software and the statistical tools;
3. Help for making important decisions in business and public policy;
4. Impart the practicality of statistics in order to suffice business objectives;
5. Develop analytical and logical thinking in various aspects of business.

PART-A

Unit I: Introduction

- 1.1 Definition, Nature, Scope and Objectives
- 1.2 Collection of data: Primary and secondary data
- 1.3 Classification: geographical, chronological and quantitative classification
- 1.4 Tabulation: Parts of a table, Types of tables

Unit II: Statistical Data and Descriptive Statistics I

- 2.1 Presentation of data: Diagrams; One dimensional, two dimensional and Pie diagrams
Graphs: Histogram, Frequency curve, Frequency polygon and ogive curves
- 2.2 Measures of Central Tendency
- 2.3 Mathematical averages including arithmetic mean, geometric mean and harmonic mean.
- 2.4 Properties and applications

Unit III: Descriptive Statistics II

- 3.1 Positional Averages: Mode and Median (other partition values including quartiles, deciles, 3.2 and percentiles)
- 3.3 Measures of Variation: absolute and relative
- 3.4 Range, quartile deviation, mean deviation
- 3.5 Standard deviation and coefficient of variation**

PART - B

UNIT IV: Correlation and Regression

- 4.1 Meaning of Correlation: simple, multiple and partial; linear and non-
- 4.2 linear
- 4.3 Methods of Correlation: Scatter diagram, Pearson's co-efficient of correlation

4.4 Rank Correlation

4.5 **Regression Analysis; Principle of least squares and regression lines, Regression equations and estimation**

4.6 **Properties of regression coefficients; Relationship between Correlation and Regression coefficients**

Unit V: Index Numbers

5.1 Meaning and uses of index numbers

5.2 Construction of index numbers: fixed and chain base: univariate and composite

5.3 Aggregative and average of relatives

5.4 Tests of adequacy of index numbers

5.5 Problems in the construction of index numbers

Unit VI: Time Series Analysis

6.1 Time Series Data: Components of time series

6.2 Additive and multiplicative models (proof not required)

6.3 Trend analysis-Graphical method, Semi-average method and Moving average method

6.4 Fitting of trend line using principle of least squares

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

<i>PO</i>	<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>
<i>CO</i>							
1	✓	✓	✓	✓			✓
2		✓			✓	✓	
3		✓					
4		✓					
5				✓			

Recommended Readings:

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui. *Statistics for Management*. Pearson Education.
2. Thukral J. K., *Business Statistics*. Taxmann's Publications
3. Sharma J. K., *Operations Research*. Macmillan India Ltd.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks

Prepared by: Dr.Arvind Dalal

Checked by: Dr.Arvind Dalal

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-205: COMPANY ACCOUNTS

Periods/week Credits	Max. Marks	: 150
L: 4 T: 1 5	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of this course, a student should be able to:

- 1) Demonstrate their knowledge of fundamental and technical aspects of company accounts;
- 2) Understand the accounting standards;
- 3) Understand and apply the techniques of valuation of assets and shares;
- 4) Develop critical thinking and problem solving skills relating to company accounts.

PART-A

UNIT: 1

- 1.1 Accounting for share capital transaction including redemption of preference shares
- 1.2 Alteration of share capital
- 1.3 Buy- back of shares

UNIT: 2

- 2.1 Debentures: Issue of debentures
- 2.2 Methods of redemption

UNIT: 3

- 3.1 Underwriting of shares and debentures
- 3.2 Firm underwriting: Marked and Unmarked application; sub-underwriting

PART-B

UNIT: 4

- 4.1 Basic features of accounting standards 4, 5, 15, 17, 18 and 29
- 4.2 Preparation of final accounts of a company as per requirement of schedule VI of the companies act.

UNIT: 5

- 5.1 Company liquidation
- 5.2 Method of liquidation; final liquidator account; liquidator remuneration

UNIT: 6

- 6.1 Valuation of goodwill and shares
- 6.2 Profit prior to incorporation
- 6.3 Acquisition of business

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√						
2	√						
3				√			
4		√					

Recommended Books:

1. Gupta, R.L., Advanced Accounting Vol. II, S. Chand and Sons, New Delhi.
2. Grewal, T.S. and Shukla, M.C., Advanced Accounting, Kalyani Publishers, New Delhi.
3. Jain, S.P. and Narang, K.L., Advanced Accounting, Kalyani Publishers, New Delhi.
4. Maheshwari, S. N., Advanced Accounting, Vikas Publications.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Dr Jayender Verma

Checked by: Dr Preeti Chhabra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-206A: MACRO ECONOMICS

Periods/week Credits	Max. Marks	:150
L: 4 T: 1 5	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand the behavior and working of the economy as a whole;
2. Understand the relationships among broad aggregates;
3. Apply economics reasoning to problems of business and public policy.

PART - A

Unit 1: Introduction to Macro Economics

- 1.1 Origin and growth of macro economics
- 1.2 Nature, scope, importance and limitations of macro economics
- 1.3 Basic concepts of macro economics: Unemployment, stock and flow variable, partial and general Equilibrium, static and dynamic analysis
- 1.4 Distinction and interdependence between micro and macro economics

Unit 2: National Income Determination

- 2.1 Circular flow of income in closed and open economy
- 2.2 Concept and definition of national income
- 2.3 Methods of measurement of national income
- 2.4 Precautions taken in estimation of national income

Unit 3: Theory of Income and Consumption

- 3.1 Classical theory of output and employment

- 3.2 Say's law of market
- 3.3 Keynesian theory of income determination
- 3.4 Consumption function and saving function
- 3.5 APC and MPC
- 3.6 Keynes psychological law of consumption
- 3.7 Measures to raise propensity to consume

PART - B

Unit 4: Theory of Investment and Macro Economic policies

- 4.1 Types and determinants of Investment
- 4.2 Marginal efficiency of capital
- 4.3 Classical, neo classical and Keynesian theories
- 4.4 Monetary policy
- 4.5 Fiscal policy

Unit 5: Multiplier and Macro Economic equilibrium

- 5.1 Multiplier analysis
- 5.2 Importance, limitations and leakages from multiplier
- 5.3 Aggregate demand curve and aggregate supply curve
- 5.4 Equilibrium with AD-AS

Unit 6: Theory of Inflation and Money

- 6.1 Meaning and measures of inflation
- 6.2 Causes and effects of inflation
- 6.3 Definition and function of money
- 6.5 Functions of Reserve Bank of India

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√		√	√		
2	√				√	√	
3	√	√	√		√		

Recommended Books:

5. Shapiro, Edward; Macro-Economics Analysis, Tata McGraw Hill
6. Dwivedi D. N; Macro Economics, McGraw Hill Education.
7. Jhingan M. L. – Macro Economic Theory: Vrinda Publications

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Swati Watts

Checked by: Swati Watts

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-03: WORKSHOP ON PERSONALITY DEVELOPMENT AND SOFT SKILLS

Periods/week Credits

Max. Marks : 150

L: 3 T: 0 3

Internal : 50

Duration of Examination: 3 Hrs

External : 100

Course Outcomes:

By the end of this course students should be able to:

1. Gain an in depth knowledge of their own and others' personality traits and their Influence on their performance;
2. Understand the impact of acquiring skills to succeed in a professional scenario;
3. Hone their professional skills to climb up the corporate ladder;
4. Create impressive first impressions at the workplace by enhancing their leadership and team skills and using their body language effectively.

PART-A

Unit 1: Introduction – Concept of personality

- 1.1 Personality consciousness, SWOT analysis
- 1.2 Personality patterns
- 1.3 Personality syndromes
- 1.4 Symbols of self
- 1.5 Speech, success, reputation

Unit 2: Molding the personality pattern:

- 2.1 Child training methods
- 2.2 Persistence and change
- 2.3 Key areas of self awareness
- 2.4 Values
- 2.5 Skills

Unit 3: Personality determinants

- 3.1 Physical determinants
- 3.2 Intellectual determinants
- 3.3 Emotional determinants
- 3.4 Social and family determinants

3.5 Educational determinants

PART-B

Unit 4: Five Pillars of Personality Development

- 4.1 Introspection
- 4.2 Self assessment
- 4.3 Self appraisal –Self introduction.
- 4.4 Self development
- 4.5 Self esteem- symptoms, advantages positive self esteem and negative self esteem

Unit 5: Soft skills

- 5.1 Body language and etiquettes
- 5.2 Decision making skills
- 5.3 Stress management
- 5.4 Leadership & qualities of successful leader
- 5.5 Teamwork

Unit 6: Interpersonal and group skills

- 6.1 Building positive relationship
- 6.2 Strategies for gaining power and influence
- 6.3 Fostering motivational environment
- 6.4 Interviewing skills
- 6.5 Conducting meetings

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO 1				√			
2		√				√	√
3			√				
4	√			√			

Recommended Books:

1. Hurlock, Elizabeth B Personality Development, Tata McGraw Hill, New Delhi.
2. McGrath, E.H. Basic Managerial Skills for All, Prentice Hall of India Pvt. Ltd., New
3. Delhi.
4. Whetten, David A and Cameron, Kim S. Developing Managerial Skills, Pearson
5. Education, New Delhi.

Only latest available editions of the books are recommended

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms. Radha Pandit

Checked by: Ms. Radha Pandit

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-04: INTEGRATED DISASTER MANAGEMENT

Periods/week Credits	Max. Marks :
150	
L: 3 T: 0 3	Internal :
50	
Duration of Examination: 3 Hrs	External :
100	

Course Outcomes:

By the end of this course, a student should be able to:

1. Acquaint with challenges of various disaster situations;
2. Investigate and internalize the process of facing disaster situations;
3. Establish link between theory and practice;
4. Understand new technologies which handle the disaster management.

PART - A

UNIT-I

- 1.1 Introduction to disasters
- 1.2 Types of disasters
- 1.3 National and global view of disaster

Unit-II

- 2.1 Manmade Disasters
- 2.2 Fires and Forest Fires
- 2.3 Nuclear, Biological and Chemical Disaster
- 2.4 Roles and Responsibilities of Government and Different Agencies

Unit-III

- 3.1 Role and Responsibilities of Central, State, District and local administration
- 3.2 Role and Responsibilities of Armed Forces
- 3.3 Police; Para Military Forces; Role and Responsibilities of International Agencies, NGO
- 3.4 Community Based Organizations

PART - B

Unit-IV

- 4.1 Disaster Preparedness
- 4.2 Disaster Management
- 4.3 Mitigation
- 4.4 Disaster Preparedness Plan for People and Infrastructure
- 4.5 Community Based Disaster Preparedness Plan

Unit-V

- 5.1 Natural Disaster
- 5.2 Earthquakes
- 5.3 Volcanic Eruption
- 5.4 Landslides and Snow Avalanches
- 5.5 Floods and Flash Floods

- 5.6 Droughts,
- 5.7 Cyclones
- 5.8 Tsunamis

Unit-VI

- 6.1 Technologies for Disaster Management and Disaster Mitigation
- 6.2 Role of IT in Disaster Preparedness
- 6.3 Application of Modern Technologies for the Emergency Communication
- 6.4 Disaster Mitigation
- 6.5 Mitigation Management

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√	√				
2				√	√		
3						√	√
4		√	√		√	√	

Suggested Readings:

1. Sharma R.K ,Sharma,G(2006) (Ed) Natural Disaster, APH Publishing Corporation, New Delhi
2. Bryant Edwards (2005) Natural Hazards, Cambridge University Press, U.K.
3. P.S.(Roy, 2000) Space Technology for Disaster Management: A Remote Sensing & GIS perspective, Indian Institute of Remote Sensing (NRSA), Dehradun
4. www.GIS.Development.net

Only latest available editions of the books are recommended

Instructions for paper setting: Seven questions are to be set in total. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks

Prepared by: Urvashi Sharma
Ms.Priyanka Verma

Checked by:

MRIR'S

Semester III

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-301: ORGANISATION BEHAVIOUR AND DEVELOPMENT

Periods/week Credits	Max. Marks	: 150
L: 4 T: 1 O 4	Internal	: 50
Duration of Examination: 3Hrs	External	: 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand how and why people behave the way they do in organizations and what impact organizations have on people's behaviour.
2. Understand a number of different theories, models and practices as applied to a variety of work contexts and encourage critical exploration of their usefulness in relation to organizational behaviour.
3. Provide you with the opportunity to apply theoretical content to your personal styles and behaviour and to combine these into a considered and practical approach.

PART - A

Unit I. FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR

- 1.1 Understanding Organizational Behaviour
- 1.2 Effectiveness in organizations
- 1.3 Social systems and organizational culture

Unit II UNDERSTANDING AND MANAGING INDIVIDUAL BEHAVIOUR

- 2.1 Individual differences and work behaviour
- 2.2 Personality
- 2.3 Attitudes
- 2.4 Motivation
- 2.5 Evaluation, Feedback and Rewards
- 2.6 Managing misbehavior

2.7 Stress and Counseling

Unit III GROUP BEHAVIOUR AND INTERPERSONAL INFLUENCE

3.1 Informal and Formal Groups

3.2 Teams and Team Building

3.3 Managing Conflict and Negotiation

3.4 Power and Politics

3.5 Empowerment and Participation

PART - B

UNIT IV ORGANIZATIONAL PROCESSES

4.1 Communication

4.2 Decision Making

4.3 Leadership

Unit V ORGANIZATIONAL DESIGN, CHANGE AND INNOVATION

5.1 Organizational Structure and Design

5.2 Managing Change and Innovation

Unit VI Organizational Culture

6.1 Concept

6.2 Characteristics

6.3 Elements of Culture

6.4 Implications of Organization culture

6.5 Process of Organizational Culture

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

CO \ PO	a	b	c	d	e	f	g
1	√				√	√	
2							
3					√		

Recommended Books:

1. Newstrom, John W., Organizational Behaviour: Human Behaviour at Work, Tata Mc Graw Hill.
2. Luthans, Fred, Organizational Behaviour, Tata Mc Graw Hill.
3. Robbins, Stephen P., Organizational Behaviour, Pearson Education.
4. Davis, Keith, Human Behaviour at Works, Tata Mc Graw Hill, New Delhi.
5. Pareek Udai, Behavioural Process in Organization, Oxford IBH, New Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Nidhi Tandon

Checked by Priyanka Verma

MRIR

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-302: DATABASE MANAGEMENT SYSTEMS

Periods/week Credits	Max. Marks : 100
L: 3 T: 0 4	Internal : 25
Duration of Examination: 3 Hrs	External : 75

Course Outcomes:

By the end of the course, a student should be able to:

1. Knowledge of DBMS, both in terms of use and implementation/design;
2. Experience with SQL;
3. Increased proficiency with the higher programming languages;
4. Experience working as part of team;
5. Experience with analysis and design of (DB) software;
6. Describes how to manage data for the use of managerial functions.

PART - A

Unit 1: Introduction to Databases

- 1.1 Data versus information
- 1.2 File-oriented system versus database system
- 1.3 Schemas, sub schemas and instances
- 1.4 Database architecture
- 1.5 Roles and responsibilities of database administrator

Unit 2: Database Design and ER-Diagram

- 2.1 Data dictionary
- 2.2 Data independence
- 2.3 Data models and its types
- 2.4 E-R diagram
- 2.5 Codd's rules

Unit 3: E– Relational Algebra and Calculus

- 3.1 Introduction
- 3.2 Selection and projection operation
- 3.3 Set operations
- 3.4 Renaming, Joins, Divisions and syntax
- 3.5 Operators, grouping and ungrouping

PART - B

Unit 4: Normalization, Views and SQL

- 4.1 Overview of Normalization
- 4.2 Normal Forms
- 4.3 Constraints and its types
- 4.4 Relations and views
- 4.5 Comparison between views and tables

Unit 5 : Data Warehousing and Data Mining

- 5.1 Overview of data ware housing
- 5.2 Concept and use of data warehousing
- 5.3 Overview of data mining
- 5.4 Data mining concepts and techniques
- 5.5 Introduction to big data

Unit 6: Security and Different Types of Databases

- 6.1 Threats and security issues
- 6.2 Virus and Firewalls
- 6.3 Backup and recovery techniques
- 6.4 Types of databases: Mobile, Spatial, Internet, Multimedia

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	B	c	d	e	f	g	h
1								
2							√	
3								
4							√	
5								
6								

Recommended Books:

1. Navathe, "Data Base System Concepts", McGraw Hill New Delhi
2. Date, C.J., "An Introduction to Data Base System" Wesley New Jersey
3. Korth, "Data Base Management System", New Delhi
4. Ivan Bayross, "PL/SQL", BPB publications New Delhi

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Ms Madhumita Mahapatra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-351: DATABASE MANAGEMENT SYSTEMS (P)

Periods/week	Credits	Max. Marks	: 50
P :1	4	Internal	: 25
Duration of Exam:		External	: 25

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand, appreciate and effectively explain the underlying concepts of database technologies;
2. Design and implement a database schema for a given problem-domain;
3. Normalize a database;
4. Populate and query a database using SQL DML/DDL commands;
5. Declare and enforce integrity constraints on a database using a state-of-the-art RDBMS.

List of Practicals:

Unit-1

1. Create different tables with attributes and using all the constraints.
2. Insert five records for each table.
3. List all information about all employees from employee table
4. List all employee numbers along with their salary.
5. List department names and locations from the department table
6. List the employees belonging to department 20
7. List the names of analysts and salesman.
8. List the details of the employees who have joined before the end of "September 91".
9. List the names of the employees whose employees numbers are 7369, 7777, 2233
10. List the employee names not belonging to the department 10, 40
11. List the employee names who are not eligible for commission.
12. List the employees whose names start with "S" not s.
13. List the employees ending with name "s".
14. Display all the Arithmetic functions used in SQL.
15. List the names, salary and PF amount of all the employees (PF is calculated as 10% of salary)
16. List the employee names having "k" as the second character.
17. List the employees not assigned to any department.
18. List the employee details in ascending order of salary
19. List the number of employees working with the company.
20. List the number of jobs available in Employee table.
21. List the maximum and minimum salary from the employee and rename with "Max_Sal" and Min_Sal".
22. List the employee name, salary, PF, HRA, DA and gross salary ; order the result in ascending order of gross. HRA is 55% of salary and DA is 50% of salary.
23. List the department number and the total salary payable in each department.

24. List the jobs and the number of employees in each job. The result should in descending order of the number of employees.
25. List the average salary from each job excluding managers.
26. List the average monthly salary for each job type within department.
27. List average salary for all departments employing more than five people.
28. List jobs of all the employees where maximum salary is greater than or equal to 17000.

Unit-II

Refer to previous tables in Q.1

29. Display all the string functions used in SQL.
30. List the number of employees working with the company
31. List the number of jobs available in the employee table.
32. Delete the records of employees who have got no increment.
33. Delete the records of Clerks.
34. Increase everybody's salary by 20%.
35. List the employee numbers, names, department numbers and the department name.
36. Display the list of employees working in each department.
37. Display the department information even if no employee belongs to that department.
38. List the employees who joined the company before their manger.
39. List out the names of the manager with the employee name.
40. Display the different designations in department 20 and 30.
41. List the jobs common to department 20 and 30.
42. List the jobs unique to department 20.
43. List employee details who earn salary greater than the average salary for their department.
44. List the employee numbers, names that have got more than one increments.
45. List the names of employees who have got an increment.
46. List the job with highest average salary.
47. List the names of the employees drawing the highest salary.
48. List the employee names whose salary is greater than the lowest salary of an employee belonging to department number 20.
49. List the employee details of those employees whose salary is greater than any of the managers.
50. List the employee details having s

Unit-III

Create the tables Customer and Orders as per the following:

Table **CUSTOMER**

column name	characteristic
SID	Primary Key
Last_Name	
First_Name	

Table **ORDERS**

column name	characteristic
Order_ID	Primary Key
Order_Date	

Customer_SID	Foreign Key
Amount	Check > 20000

1. Insert five records for each table
2. the Customer_SID column in the ORDERS table is a foreign key pointing to the SID column in the CUSTOMER table.
3. Insert five records for both tables
4. List the details of the customers along with the amount.
5. List the customers whose names end with "s".
6. List the orders where amount is between 21000 and 30000
7. List the orders where amount is increased by 500 and replace with name "new amount".
8. Display the order_id and total amount of orders
9. Calculate the total amount of orders that has more than 15000.

Unit-IV

Some Other Sql Commands

1. Display all the contents of s4 and s5 using union clause.
2. Find out the intersection of s4 and s5 tables.
3. Display the names of s4 and s5 tables using left, right, inner and full join.
4. Display the first name of employee and their managers using self join.
5. Find out the names of s4 which are distinct

MAPPING OF COURSE OBJECTIVES AND COURSE OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1							
2			√				
3						√	
4			√				

Recommended Books:

5. Bayross Ivan, "PL/SQL", BPB publications New Delhi
6. Navathe, "Data Base System Concepts", McGraw Hill New Delhi
7. Korth, "Data Base Management System", New Delhi

Prepared by: Ms Madhumita Mahapatra

Checked by: Mr Arun vashista

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-303 COST AND MANAGEMENT ACCOUNTING

Periods/week Credits

L: 4 T: 1 5

Duration of Examination: 3 Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of the course, a student should be able to

1. Learn the theory and practical aspects of cost accounting;
2. Apply cost accounting methods to evaluate and project business performance;
3. Apply management accounting principles and concepts to solve practical management problems;
4. Critically evaluate the relevance and applicability of traditional management accounting techniques to the management of modern organizations in both the manufacturing and service sectors.

PART – A

Unit 1: Overview

- 1.1 Meaning and difference between cost accounting and financial accounting
- 1.2 Cost concepts and classifications, elements of cost
- 1.3 Installation of a costing system
- 1.4 Role of a cost accountant in an organization
- 1.5 Cost sheet

Unit 2: Material and Lab our Cost Control

- 2.1 Material/inventory control-concept and techniques
- 2.2 Storage and issue of materials
- 2.3 Methods of pricing of materials issues – FIFO, LIFO, simple average, weighted average, replacement, standard, treatment of material losses
- 2.4 Accounting and control of lab our cost
- 2.5 Time keeping and time booking; concept and treatment of idle time, overtime, lab our turnover and fringe benefits

Unit 3: Overhead Cost Control

- 3.1 Classification, allocation, apportionment and absorption of overhead
- 3.2 Under and over absorption and capacity costs
- 3.3 Treatments of certain items in costing: Interest on capital, packing expenses debts, research and development expenses
- 3.4 Methods of costing

PART – B

Unit 4: Budgetary Control

- 4.1 Budget, budgeting and budgetary control
- 4.2 Types of budgets
- 4.3 Fixed and flexible budget with practical problems

Unit5: Standard Costing

- 5.1 Introduction and concept of standard costing
- 5.2 Standard costing applications
- 5.3 Variance analysis-material, labour, overhead and sales variances

- 5.4 Disposition of variances
- 5.5 Control ratios

Unit 6: Marginal Costing

- 6.1 Cost volume profit analysis
- 6.2 Break even analysis
- 6.3 Costs for decision making

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

CO \ PO	a	b	c	d	e	f	g
1	√		√				√
2		√			√	√	
3	√	√		√		√	√
4	√		√		√		√

Recommended Books:

1. Nigam, B.M. and Jain, I.C.. Cost Accounting: Principles and Practice. Prentice Hall of India, New Delhi.
2. Arora, M.N., Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
3. Shukla, M. C., T. S. Grewal and M. P. Gupta, Cost Accounting: Text and Problems. S. Chand, New Delhi.
4. Maheshwari, S.N. and Mittal, S. N. Cost Accounting : Theory and Problems. Shri Mahabir Book Depot, New Delhi.

Only Latest available edition of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt five questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B (Selecting one from each unit). Student will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by:- Ms.Smita Dayal

Checked by:- Ms Preeti Chabbra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-304: HUMAN RESOURCE MANAGEMENT

Periods/week Credits

L: 5 T: 0 5

Duration of Examination: 3 Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of this course, students should be able to:

1. Understand fundamental aspects of human resource management;
2. Understand various policies and practices of human resource management;
3. Introduce of human resource management as an integral managerial function;
4. Comprehend the emerging trends in of human resource management.

PART – A

Unit 1: Human Resource Management:

- 1.1 Introduction: Nature; scope; objectives and functions of HRM
- 1.2 HRM policies
- 1.3 HRM in globally competitive environment
- 1.4 Strategic human resource management

Unit 2: Acquisition of Human Resource:

- 2.1 Human resource planning
- 2.2 Job analysis and job design
- 2.3 Employee involvement, flexible working schedule
- 2.4 Recruitment and selection
- 2.5 Placement and induction, right sizing

Unit 3: Human Resource Development

- 3.1 Concept; scope and significance of HRD
- 3.2 Employee training: Training need assessment, training methods and evaluation, cross-cultural training
- 3.3 Executive development programmes
- 3.4 Career planning and development

PART – B

Unit 4: Performance Appraisal

- 4.1 Performance Appraisal: Process and importance
- 4.2 Methods of performance appraisal
- 4.3 Tools of performance appraisal
- 4.4 Case study

Unit 5: Employee Issues

- 5.1 Wages and salary administration: Necessity and importance
- 5.2 Wage payment systems
- 5.3 Social security and welfare measures

Unit 6: Industrial Relation

- 6.1 Industrial relations: Meaning, nature, scope, importance and functions

- 6.2 Trade unions
- 6.3 National trade unions

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√						
2		√					
3							
4				√		√	
5					√		√

Recommended Books:

1. Aswathappa K., Human Resource and Personnel Management, Tata McGraw Hill, New Delhi
2. Dessler G. and Varkkey B., Human Resource Management, Pearson Education, Delhi
3. Gupta C.B., Human Resource Management, Sultan Chand & Sons, Delhi
4. Mamoria & Mamoria, Dynamics of Industrial Relations in India, Himalaya Publishing House

Only latest available editions of the books are recommended

Instructions for paper setting: Seven questions are to be set in total. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B (one from each unit). Student needs to attempt two questions out of three from each part. Each question will be of 20 marks.

Prepared by:- Ms.Varsha Singh

Checked by: MsNidhi Tandon

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA:-305 Production Management

Periods/week Credits	Max. Marks	: 150
L: 5 T: 0 5	Internal	: 50
Duration of Examination: 3	External	: 100

Course Outcomes:

By the end of this course, a student should be able to:

1. To understand the production and operation functions in both manufacturing and services sector;
2. To enhance the productivity improvement in operations through layout engineering and quality management;
3. To increase the effective and efficient flow replenishment and control of materials with reference to both manufacturing and services organizations;

PART - A

Unit 1: Introduction of production management

- 1.1 Definition and evolution of production management
- 1.2 Decision : long term and short term decision
- 1.3 Importance and activities of production management
- 1.4 Difference between products and services(fromPOM view point)

Unit 2: Production system

- 2.1 Meaning and types of production system
- 2.2 Production to order and production to stock
- 2.3 Plant location; factors affecting locations and evaluating different locations
- 2.4 Plant layout: meaning objectives characteristics and types.

Unit 3: Production planning and control

- 3.1 Production planning and control and its elements
- 3.2 PPC and production system
- 3.3 Sequencing and assignment problem
- 3.4 Work study its prerequisites and procedure
- 3.5 Procedure and tools of method study
- 3.6 Procedure and techniques of work measurement

PART - B

Unit 4: Aggregate planning

- 4.1 Aggregate planning
- 4.2 Strategies and its costs
- 4.3 Master Scheduling
- 4.4 Aggregate Planning for Service Organizations
- 4.5 Just in Time (JIT) Manufacturing System

Unit-5 Material planning

- 5.1 Materials Management
- 5.2 Purchasing management
- 5.3 Stores management
- 5.4 Inventory management
- 5.5 Quality assurance
- 5.6 Acceptance sampling

Unit-6 Inventory control

- 6.1 Inventory control
- 6.2 Techniques (EOQ model and ABC analysis)
- 6.3 Quality control
- 6.4 Inspection,
- 6.5 Quality control charts for variables and attributes
- 6.6 Maintenance; importance and types of maintenance

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√		√	√	√	√	
2	√				√	√	√
3		√	√	√			√

Recommended Books:

1. Everett E. Adam, Jr. Ronald J. Ebert , Production and Operations Management,
2. Nair ,N.G, Production and Operations Management, Tata Mc. Graw Hill

3 Wiley, John, Operations Management, Prentice Hall of India

4. Joan, Knutson, Project-Driven Organizations

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Urvashi Sharma

Ms.Priyanka Verma

Checked by:

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-05 INTRODUCTION TO SUSTAINABLE DEVELOPMENT

Periods/week Credits	Max. Marks	: 150
L: 3 T: 0 3	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of this course, a student should be able to:

- 1) Understand on the issue in areas of sustainability;
- 2) Have an insight into global environmental issues;
- 3) Understand the impact of various aspects of management decisions on environmental, societal, and economic problems;
- 4) Appreciate and explain the different types of environmental pollution problems and their sustainable solutions;

PART-A

UNIT: 1 Sustainability

- 1.1 Introduction; Need for sustainability
- 1.2 Social, environmental and economic sustainability
- 1.3 Sustainable development
- 1.4 Threats for sustainability
- 1.5 Low Impact development techniques.
- 1.6 Environmental ethics

UNIT: 2 Environment impact

- 2.1 Tools for sustainability
- 2.2 Life cycle assessment, procedure
- 2.3 Leaner production,
- 2.4 Clean development mechanism.
- 2.5 Environment Impact Assessment

UNIT: 3 Developing sustainability

- 3.1 Basic concepts of sustainable habitat
- 3.2 Green materials for building construction
- 3.3 Material selection for sustainable design
- 3.4 Methods for increasing energy efficiency of buildings
- 3.5 Sustainable cities

PART-B

UNIT: 4 Pollution

- 4.1 Air pollution
- 4.2 Global environmental issues
- 4.3 Resource degradation
- 4.4 Desertification
- 4.5 Ozone layer depletion,
- 4.6 Climate change

UNIT-5 Energy sources

- 5.1 Energy sources: Conventional and non-conventional
- 5.2 Solar energy
- 5.3 Fuel cell
- 5.4 Wind energy
- 5.5 Small hydro plants
- 5.6 Biomass: types of biogas plants

UNIT-6 Water pollution

- 6.1 Water pollutants
- 6.2 Rain water harvesting
- 6.3 Water quality standards
- 6.4 sustainable wastewater treatment methods
- 6.5 Energy from wastewater

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√						
2		√		√	√		
3			√				√
4							√

Recommended Books:

- 1) Mackenthun, K.M., Basic Concepts in Environmental Management, Lewis Publication, London

2) Cornwell, Davis, David Introduction to Environmental Engineering ,Mackenzie Amazon.com

3) Markandya Anil, Climate Change and Sustainable Development,

4) Brennen, D. Sustainable Process Engineering, Pan Stanford Publishers

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms.Urvashi Sharma

Checked by :Ms Priyanka Verma

MRIR'S

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-06: LEADERSHIP AND TEAM BUILDING SKILLS

Periods/week Credits

Max. Marks : 150

L: 3 T: 0 3

Internal : 50

Duration of Examination: 3 hrs

External : 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Learn to identify the different types of teams and develop different strategies for leading them;
2. Recognize the different team development stages and behaviors;
3. Learn how to develop a culture of trust;
4. Manage change effectively and create buy-in during the change process;
5. Develop a high-performance attitude and team.

PART-A

Unit 1: Teams

- 1.1 What is a Team
- 1.2 Characteristics of a successful team
- 1.3 How to build a team
- 1.4 How team functions
- 1.5 Types of teams

Unit 2: Skills required in a team

- 2.1 Complementary skills
- 2.2 Teams and teamwork
- 2.3 Importance of Team
- 2.4 Features of an effective team
- 2.5 Interpersonal Communication

Unit 3: Team Development

- 3.1 Building Credibility
- 3.2 Feedback and Coaching
- 3.3 Process of Creating Trust
- 3.4 Methods of Gaining Trust

PART-B

Unit 4: Leadership and Its Components

- 4.1 Types of Leadership
- 4.2 Influencing Skills
- 4.3 Inspiring a shared vision
- 4.4 Handling and leading challenges

Unit 5: How leaders influence groups

- 5.1 Recognizing and influencing group dynamics
- 5.2 Building powerful groups
- 5.3 Approaches to group decision-making, what to look for in groups
- 5.4 Procedural considerations for effective meeting management

Unit 6: Behaviors of High Trust leaders

- 6.1 Motivation and Inspiration
- 6.2 Setting Goals
- 6.3 Enabling others to Act
- 6.4 Challenging the process

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√		√	√			
2		√		√			
3			√				
4		√					
5				√			

Recommended books:

1. Halдар Uday Kumar: Leadership and team Building by Pearson Ltd.
2. Posner Barry Z. and Kouzes James M.: The Leadership Challenge.
3. Maxwell John C. Developing the Leader Within You.

Only latest available editions of the books are recommended.

Instructions for paper setting:

Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

MRIR'S

Semester IV

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

HM-401:- Holistic Wellness and Life Skills-II

Periods/week Credits

L: 0 T: 1 1

Duration of Examination: 2 Hours

Max. Marks : 100

Internal : 50

External :50

Course Objectives:

Keeping the objectives of the world bodies in mind, the special curriculum addresses the basic values to be inculcated in our youth. The thrust would be on cultivating fundamental values like truth, non-violence, integrity, tolerance and encouraging positive attitudes to life.

1. Instill the importance of universal human values like empathy, tolerance and sense of justice
2. Enable students to cultivate a moral framework to take informed, independent and correct decisions
3. Establish harmonious relationships at the familial, state and national level
4. Acquire social sensitivity and secular outlook
5. Integrating national identity with global citizenship
6. Stress Management, Time Management, Gender sensitization.

Unit 1

- 1.1 Exercise for different body parts; good body posture
- 1.2 Aerobic and anaerobic exercises and their benefits
- 1.3 Nutritional needs and balanced diet
- 1.4 Effect of different cooking practices on nutrition
- 1.5 Channelizing one's energy positively, developing positive mindset and attitude
- 1.6 Managing one's own self; leadership skills, building social relations
- 1.7 Time management

Unit 2

- 2.1 Developing emotional balance and stability; emotional intelligence
- 2.2 Managing anger and intolerance
- 2.3 Overcoming shyness and fear, understanding and controlling body language
- 2.4 Observation and listening skills;
- 2.5 Developing the spirit of mutual respect
- 2.6 Sincerity and moral integrity
- 2.7 Developing the empathy factor, developing a nature of caring and sharing
- 2.8 Understanding differently- able people
- 2.9 Presentation skills; dress sense and personal appearance;
- 2.10 Social service orientation; working of an NGO

Course Outcomes:

1. Re-skilling with Integral Humanism
2. Learning how to empathize with the peers & elderly, infirm and underprivileged, Service mindedness & Commitment to contribute to a better world
3. Planning and Discipline
4. Techniques to manage emotions by managing the breath
5. Decision making Ability, Nurturing intuition & Acquiring negotiating skills

6. The students will be empowered with practical wisdom for fast pace world with tools to eliminate stress and negative emotions.
7. The students will be able to develop leadership skills.
8. The students will be having Practical knowledge and interactive processes to improve memory, concentration & focus.
9. The students will be able to develop problem solving strategies and social skills.
10. The students will be able to increase confidence and inner strength to better handle criticism and peer pressure.

MAPPING OF OBJECTIVES AND COURSE OUTCOMES:

Outcomes	a	b	c	d	e	f	g	h	i	j
Objectives										
1	√	√								
2					√					
3		√		√			√			
4		√							√	
5	√	√								
6			√			√		√		√

Contributions to outcomes through:

- Activity based interactive classes to Make it interesting, play way method with direct and visible results.
- Home assignments
- Discussion of problems in class
 - Innovative breathing techniques
- Video and audio clips
 - Community services
 - Meditation
 - Seek to kindle the spirit of volunteerism amongst the students.

Assessment of outcomes through:

- Assignments
- Through questionnaires will evaluate and gauge how the student has received entire program, his spirit of enquiry, attitude towards his peers, family, society and Nation as a whole.
- Term end examination scores

Instructions for External Evaluation: External evaluation will be conducted by a duly constituted committee of internal examiners during the end-semester practical examinations.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-402: INDIAN BUSINESS ENVIRONMENT

Periods/week Credits

L: 5 T: 0 5

Duration of Examination: 3hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Develop an understanding of various business environments;
2. Develop an understanding of various reforms in India;
3. Enhance the skills to work through social responsibilities of business;
4. An ability to know about increasing role of MNCs.

PART- A

Unit 1:

- 1.1 Factors affecting business environment
- 1.2 Importance of business environment
- 1.3 Socio-cultural, economic, political, technological and legal environment
- 1.4 Need and technologies of environment scanning
- 1.5 Impact of environment scanning on policy formulation

Unit 2:

- 2.1 Introduction to economic reforms in India
- 2.2 Effect of economic reforms on the business environment
- 2.3 SEZs
- 2.4 Structure of Indian Industry
- 2.5 Competitive strength of Indian industry

Unit 3:

- 3.1 Business policy and corporate strategy: Policies, strategies and tactics
- 3.2 Alternatives of corporate strategy
- 3.3 Variations in corporate strategy
- 3.4 Strategic choice and implementation
- 3.5 Evolution of Industrial Policy in India
- 3.6 Industrial policy of India
- 3.7 India's Balance of Payments

PART - B

Unit 4:

- 4.1 Monetary Policy
- 4.2 Fiscal Policy
- 4.3 Exim Policy
- 4.4 MNCs as a source of technology
- 4.5 Merits and demerits of MNCs
- 4.6 Indian MNCs

Unit 5:

- 5.1 Public Sector in India

- 5.2 Private Sector in India
- 5.3 Small Sector in India
- 5.4 Sickness in Indian Industry
- 5.5 Regulatory and promotional framework of government

Unit 6:

- 6.1 Social responsibilities of business
- 6.2 Business power social accountability
- 6.3 Business social policies

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√	√	√		√	√	
2	√	√	√	√	√	√	
3	√	√	√		√		
4	√	√	√			√	

Recommended Books:

1. Cheruunilam, Francis, Business Environment, Himalaya Publishing House.
2. Ghosh, P.K., Business Environment, Sultan Chand and Sons.
3. Aswathappa, K., Business Environment. Himalaya Publishing House.
4. Datt, Ruddar and Sundharam, K.P.M., Indian Economy, Sultan Chand.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Dr Simran Kaur

Checked by: Swati Watts

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-403: FINANCIAL MANAGEMENT

Periods/week Credits	Max. Marks	: 150
L: 4 T: 1 5	Internal	: 50
Duration of Examination: 3 Hrs.	External	: 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand the conceptual frame work of financial management;
2. Understand basic fundamentals, tools and techniques of corporate financial management;
3. Understand the application of financial management for decision making;
4. Understand overall framework of financial decision- making.

PART - A

Unit 1: Introduction of Financial Management

- 1.1 Nature; scope; objectives and functions of financial management
- 2.1 Role of finance manager
- 3.1 Concept of cash flow and time value of money

Unit 2: Capital Budgeting

- 2.1 Meaning; process and kinds of capital budgeting decisions
- 2.2 Techniques of evaluating capital budgeting decisions
- 2.3 Capital rationing, risk analysis in capital budgeting

Unit 3: Capital Structure

- 3.1 Capital Structure Theories
- 3.2 Cost of Capital
- 3.3 Leverage: Meaning; types; EBIT-EPS analysis

PART – B

Unit 4: Working Capital Management

- 4.1 Meaning; objectives of working capital management
- 4.2 Management of cash
- 4.3 Management of receivables
- 4.4 Management of Inventory

Unit 5: Sources of funds

- 5.1 Introduction
- 5.2 External sources of finance: Importance; advantages and limitations
- 5.3 Internal Sources of Finance: Importance; advantages and limitations

Unit 6: Dividend Decisions

- 6.1 Meaning; types of dividends
- 6.2 Determinants of dividend policy
- 6.3 Dividend Theories

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√						
2			√				
3					√		
4						√	

Recommended Books:

4. Pandey, I.M., Financial Management, Vikas Publishing.
5. Chandra, Prasanna, Financial Management, Tata McGraw Hill.
6. Khan, M.Y. and Jain, P.K., Financial Management, Tata McGraw Hill.
7. Rustogi, R.P., Financial Management, Galgotia Publishing Company.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by – Ms. Varsha Singh

Checked by – Dr. Preeti Chhabra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-404 : BUSINESS RESEARCH METHODS

Periods/week Credits	Max. Marks	: 150
L: 5 T: 0 5	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of the course, a student will be able to:

1. Understand the basic concepts of business research methods;
2. Collect, analyze, present and interpret data;
3. Identify the problem;
4. Collect relevant literature and data for analysis.

PART - A

Unit 1: Introduction

- 1.1 Scope of research in business
- 1.2 Purpose of research
- 1.3 Components ,concepts, constructs, definition, variables ,proposition and hypothesis
- 1.4 Unit of Analysis-Individual ,organization ,groups and data series
- 1.5 Deductive and inductive theory
- 1.6 Types of research

Unit 2: Research Problem and Research Proposal

- 2.1 Problem identification process
- 2.2 Literature review
- 2.3 Types of variables
- 2.4 Meaning of research proposal
- 2.5 Types of research proposal
- 2.6 Ingredients of research proposal

Unit 3: Research Design ,Data Collection and Scaling

- 3.1 Classification of research designs
- 3.2 Data collection methods
- 3.3 Types of Measurement Scales

PART - B

Unit 4: Questionnaire Designing and Sampling Considerations

- 4.1 Criteria for questionnaire designing
- 4.2 Questionnaire design procedure
- 4.3 Sampling Concepts
- 4.4 Meaning of sampling design
- 4.5 Types of Sampling

Unit 5: Hypothesis Testing and Analysis of data

- 5.1 Role of hypothesis in research
- 5.2 Features of good hypothesis
- 5.3 Null hypothesis and alternate hypothesis
- 5.4 Types of Analysis
- 5.5 Statistical devices used in research

Unit 6: Report Writing

- 6.1 Importance of report writing
- 6.2 Types of research report
- 6.3 Layout of research report
- 6.4 Steps in organization of research report
- 6.5 Guidelines for effective report writing

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√	√	√			
2					√	√	
3							√
4							

Text Books:

1. Kothari C.R., *Research Methodology*, Vishwa Prakashan
2. *Research Methodology*, Deepak Chawla , Neena Sondhi , Vikas Publishing
3. Thukral J. K., *Business Statistics*. Taxmann's Publications

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks

Only latest available editions of the books are recommended.

Prepared by: Dr. Simran Kaur

Checked by: Dr. Arvind Dalal

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-DE-401: PRINCIPLES OF BANKING

Periods/week Credits

L: 3 T: 0 3

Duration of Examination: 3Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand the Indian banking system;
2. Understand the relative importance of financial intermediaries and financial markets;
3. Understand the detailed knowledge of banking and finance in order to meet the changing needs of financial markets.

PART - A

Unit 1:

- 1.1 An introduction to financial system, its components-financial markets and institutions
- 1.2 Financial intermediation
- 1.3 Flow of funds matrix; financial system and economic development
- 1.4 An overview of Indian financial system

Unit 2:

- 2.1 Financial markets: money market: Functions, organisation and instruments
- 2.2 Role of central bank in money market
- 2.3 Indian money market-an overview

Unit 3:

- 3.1 Capital markets: Functions, organization and instruments
- 3.2 Indian debt market
- 3.3 Indian equity market: primary and secondary markets
- 3.4 Role of stock exchanges in India; SEBI and investor protection

PART - B

Unit 4:

- 4.1 Financial institutions: commercial banking; role in project finance and working capital finance.
- 4.2 Development financial institutions; role in Indian economy
- 4.3 Life and non-life insurance organizations in India

Unit 5:

- 5.1 Mutual funds concept and role in capital market development
- 5.2 Non-banking financial companies

Unit 6:

- 6.1 Overview of financial services industry
- 6.2 Merchant banking: Pre and post issue management; underwriting
- 6.3 Regulatory framework relating to merchant banking in India

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

CO \ PO	a	b	c	d	e	f	g
1	√						
2							
3					√	√	

Recommended Books:

1. Basu A.K., Fundamentals of Banking-Theory and Practice, A. Mukherjee and Co., Calcutta.
2. Sayers R.S, Modern Banking, Oxford University Press.
3. Panandikar S.G. and Mithani D.M, Banking in India, Orient Longman.
4. Reserve Bank of India: Functions and Working.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by : Nidhi Tandon

Checked by: Nidhi Tandon

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-DE-402: INDIAN FINANCIAL SYSTEM

Periods/week Credits	Max. Marks	: 150
L: 3 T: 0 3	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Understand new financial instruments;
2. Understand the vital role financial system plays in the economic growth of a country;
3. Understand rapid changes and innovations in the financial service sector;
4. Analyze the need of reforms in the financial system.

PART - A

Unit 1:

- 1.1 Components of the financial system
- 1.2 Structure and functions of financial system
- 1.3 Key elements of a well functioning financial system
- 1.4 Financial system designs

Unit 2:

- 2.1 Reforms in the financial system
- 2.2 Indian financial system in the pre-reforms period
- 2.3 Objectives of financial system reforms
- 2.4 R.B.I.
- 2.5 Commercial Banks
- 2.6 Non-banking financial institutions

Unit 3:

- 3.1 Financial Markets
- 3.2 Regulatory framework of capital market and money market

- 3.3 Capital market instruments
- 3.4 Money market instruments
- 3.5 SEBI: objectives and functions

PART - B

Unit 4:

- 4.1 Primary market
- 4.2 Steps to improve primary market infrastructure
- 4.3 Secondary market
- 4.4 Stock exchanges

Unit 5:

- 5.1 Depository system in India
- 5.2 Functioning of NSDL and SHCIL
- 5.3 Debt market
- 5.4 Government securities market
- 5.5 New financial instruments

Unit 6:

- 6.1 Merchant banking
- 6.2 Credit rating
- 6.3 Factoring
- 6.4 Venture capital
- 6.5 Mutual funds

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
CO							
1	√				√	√	

2	√				√		
3	√				√		
4	√				√		

Recommended Books:

- 1.Pathak, V. Bharti, The Indian Financial System, Dorling Kindersley.
- 2.Gopal, C.Rama, Management Of Financial Services, Vikas Publishing House.
- 3.Khan, M.Y., Indian Financial System, Mc Graw Hill Education.
- 4.Machiraju, H.R., Indian Financial Sytem, Vikas Publishing House.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by:-Dr. Simran kaur

Checked by:Dr.Arvind Dalal

MRTRRS

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
FACULTY OF COMMERCE AND BUSINESS PROCESSES**

BUSINESS PROCESSES - CS-610	
L:2 T:0 P:0 CREDITS:2 MARKS: INT. - 25 EXT. -50 TOTAL=75	
UNIT 1 : INTRODUCTION	
1.1	BUSINESS PROCESS OVERVIEW
1.2	SYSTEM APPLICATION PRODUCT (SAP) OVERVIEW
UNIT 2 : NAVIGATION	
2.1	NAVIGATING IN THE SAP SYSTEM
2.2	USING HELP AND PERSONALIZING YOUR USER INTERFACE
2.3	SYSTEM - WIDE CONCEPTS
UNIT 3 : BUSINESS PROCESS I	
3.1	LOGISTICS OVERVIEW
3.2	SALES ORDER MANAGEMENT
3.3	CUSTOMER RELATIONSHIP MANAGEMENT
3.4	PRODUCTION
UNIT 4 : BUSINESS PROCESS II	
4.1	SUPPLY CHAIN MANAGEMENT
4.2	PROCUREMENT
4.3	SUPPLIER RELATIONSHIP MANAGEMENT
4.4	ADDITIONAL PROCESS AND PRODUCT LIFESTYLE MANAGEMENT
UNIT 5 : BUSINESS PROCESS III	
5.1	ERP FINANCIALS
5.2	FINANCIAL ACCOUNTING AND FINANCIAL SUPPLY CHAIN MANAGEMENT
5.3	MANAGEMENT ACCOUNTING AND CORPORATE GOVERNANCE
5.4	HUMAN CAPITAL MANAGEMENT
UNIT 6 : ANALYTICS AND ARCHITECTURE	
6.1	REPORTING, ANALYTICS AND STRATEGIC PLANNING
6.2	SAP NETWEAVER OVERVIEW
6.3	SAP NETWEAVER APPLICATION SERVRE
6.4	SAP SERVICES

Semester V

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA 501: PURCHASE AND MATERIAL MANAGEMENT

Periods/week Credits	Max. Marks	: 150
L: 5 T: 0 5	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Objectives:

By the end of the course, a student should be able to:

1. Designed to acquaint with decision making in planning, scheduling and control of purchase and material functions in both manufacturing and services sector;
2. Understand productivity improvement in operations through quality control engineering and quality management;
3. Effectively and efficiently flow replenishment and control of materials with reference to both manufacturing and services organizations;
4. Understand the scientific development of purchasing and material management.

PART- A

UNIT 1

- 1.1 Purchasing: meaning, role, objectives and functions
- 1.2 Organization of purchase management and its relationship with other departments
- 1.3 Five R's of purchasing (right quality, right quantity, right source, right time and right price)

UNIT 2

- 2.1 Determination and description of material quality
- 2.2 Vendor rating, selection, development and relations
- 2.3 Evaluating supplier's efficiency

UNIT 3

- 3.1 Price determination and negotiation
- 3.2 Make or buy decisions
- 3.3 Purchase: procedures and documentation

PART - B

UNIT 4

- 4.1 Materials Management: Meaning, objectives, importance
- 4.2 Functions and organization materials information system
- 4.3 Standardization
- 4.4 Simplification and variety reduction
- 4.5 Value analysis and engineering

UNIT 5

- 5.1 Stores Management: Meaning, objectives, importance and functions
- 5.2 Stores layout
- 5.3 Classification and codification
- 5.4 Inventory control of spare parts

UNIT 6

- 6.1 Materials logistics-warehousing management
- 6.2 Materials handling
- 6.3 Traffic and transportation
- 6.4 Disposal of scrap, surplus and obsolete materials

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√		√			
2					√	√	
3							√
4			√		√	√	

Recommended

Books:

1. Gopal Krishnan, P., Handbook of Materials Management, Prentice Hall New Delhi
2. Gopala krishnana, P. and Sundarshan, M., Materials Management: An Integrated Approach, Prentice Hall ,New Delhi
3. Dobler and Burt, Purchasing and Supply Management: Text & Cases, Tata McGraw Hill ,New Delhi
4. Nair, Purchasing and Material Management, Vikas Publishing House, New Delhi

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by : Anjali Singh

Checked by:Ms.Priyanka Verma

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-502: COMPANY LAW

Periods/week Credits

L: 5 T: 0 5

Duration of Examination: 3 Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of the course, a student will be able to:

1. Understand the conceptual framework of current companies act ;
2. Attain theoretical knowledge of the important corporate laws along with relevant case laws;
3. Analyze the legal constraints presents for corporate in prevailing business environment;

PART – A

Unit: 1

- 1.1 Meaning, characteristics and types of company
- 1.2 Lifting of corporate veil
- 1.3 Formation of company; online registration of company
- 1.4 Memorandum of Association
- 1.5 Articles of Association

..

Unit-II

- 2.1 Prospectus: Meaning
- 2.2 Abridged form of prospectus; Shelf; Red herring; book building
- 2.3 Membership: Meaning; modes of acquiring: termination; rights and liabilities of member

Unit-III

- 3.1 Meeting: Meaning; Requisitions of valid meeting; Voting; Proxy
- 3.2 General Body meeting
- 3.3 Board meeting

.

PART - B

Unit-IV

- 4.1 Director: Appointments; qualifications; disqualifications; remuneration; removal of director
- 4.2 Rights and powers of board of directors
- 4.3 Auditors: Appointments, rights and power of auditors
- 4.4 Key managerial personnel

Unit-V

- 5.1 Winding up: Meaning and modes
- 5.2 Grounds for winding up by the tribunals
- 5.3 Types of voluntary winding up

- 5.4 Consequences of voluntary winding up
- 5.5 Liquidators: Appointment, power and duties
- 5.6 Contributor's liability

Unit-VI:

- 6.1 Postal Ballot and e - ballot
- 6.2 Small Shareholders responsibility on Board
- 6.3 Corporate Identity Number (CIN)
- 6.4 MCA-21, Online Filing of Documents
- 6.5 National Company Law Tribunal (NCLT); Insider Trading; Rating Agencies

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES

PO	a	b	c	d	e	f	g
CO 1	√			√			
CO 2				√	√		
CO 3		√			√		

Recommended Books:

1. Kapoor, G K, Company Law and Practice, Taxmann Publication, New Delhi.
2. Bhandari, Munish, *Professional Approach to Corporate Laws and Practice*, Bharat Law House, New Delhi.
3. Kannal, S., & V.S. Sowrirajan, *Company Law Procedure*, Taxman's Allied Services, New Delhi.
4. Course material of the Institute of Company Secretaries of India on Company Laws. *Bharat's Companies Act 2013*, Bharat Law House, New Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Dr. Anjani Srivastva

Checked by: Ms. Teena Hassija

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

BBA-503: Summer Training Project

Periods/week Credits

3

Duration of Examination: 1hour

Max. Marks: 150

Internal/Continuous Assessment: 50

External : 100

Course Outcomes: By the end of the course, students will be able to

1. Know about the area of their interest in industry.
2. Develop research temperament.
3. Work in the practical industrial environment.
4. Develop skills of original writing.

Summer training is offered as a core course to students of fifth semester. Students will write the summer training report under the guidance of supervisor(s). Each student will be allotted at least one supervisor, who will guide the student from beginning till completion of the summer training report.

The training report carries 3 credits, and a total of 200 marks, out of which 100 marks each will be internal and external marks. Internal marks will be awarded by the concerned supervisor(s) on the basis of progress of their student throughout the term.

100 marks of external evaluation will be awarded on the basis of presentation and submission of written report each carrying 50 marks. The committee responsible for awarding external marks will comprise supervisor(s) and one internal faculty member to be appointed by the HOD.

Course Articulation Matrix

CO STATEMENT	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3
1	1	1	2			3		1		2
2		1		3	2				2	1
3	1		2			2	3	1	3	
4	1	2		3	1		3	1		3

Notes: The numbers 1, 2 and 3 in the Course Articulation Matrix above shows the Degree of Correlation between a CO and a PO/PSO.

Degree of Correlation:
1 – Low
2 – Medium
3 – High

Recommended Readings: To be prescribed by the concerned supervisor.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

Guidelines for Summer Training Report

A summer training report is a documentation of a student's work - a record of the original work done by the student. The duration of summer internship is 4-6 weeks. It is based on an industrial training into one of the areas decided with the approval of supervisor.

Course Requirements

There are two main outputs to project: a written report followed by an oral presentation and viva voce examination. The oral presentation will be of 15 minutes.

Operational Guidelines

- i. The student will study a particular business process, function or problem.
- ii. He will interact with concerned industry guide to gain practical understanding of process and issues.
- iii. He will analyze the processes and issues from the point of view of efficiency and effectiveness.
- iv. He will observe and understand how the issues are delegated and the problems dealt within the organization.
- v. He will seek additional information about solving the problem and improving the business process.
- vi. Length of the report should be between 70 to 80 pages.
- vii. 2 spiral copies and 1 soft copy of report will be submitted.
- viii. Plagiarism check: The original matter must be 80% and above.

Format of Project Report

- i. Font: Times New Roman
- ii. Font size: 12 point
- iii. Line spacing: 1.5
- iv. Center justification
- v. Right margin: 1.5 inches
- vi. Left margin: 1.5 inches
- vii. Top margin: 1.5 inches
- viii. Bottom margin: 1.5 inches
- ix. Pagination: do not count the title page; start counting with the table of contents, but only number pages from the introduction on
- x. Use design elements (bold, *italic*, underline) sparingly
- xi. Footnotes: 10pt, single spacing, center justification. Annotations (full sentences) and references end with a full stop
- xii. Bibliography: Alphabetic order, single-spaced, blank line between entries, end with a full stop

Layout of Project Report

Following is the layout of summer training report:

- Title Page

- Certificate
- Acknowledgement
- Preface
- Contents
- List of Tables
- List of Figures
- List of symbols, abbreviations, and nomenclature
- Chapters
 1. Introduction to company and topic
 2. Literature Review
 3. Methods of Study
 4. Data collection and analysis
 5. Findings of the study
 6. Conclusion and suggestions
- References
- Appendices

Title Page

- i. Name of the University and the Institute
- ii. Title of the topic
- iii. Name of student, semester, roll number
*sample attached

Dates to Remember

The following are deadlines for your project:

Date (Summer Training Project)	Item
1 June to 20 July	Training period
30 August	Report submission
5 September to 10 September	Departmental presentation
Between 25 November and 10 December	Final viva voce examination

Evaluation Procedure

Once the summer training report is submitted, the evaluation procedure shall be as follows:

- i. The supervisor will give internal marks out of 100, on the basis of the progress of the student during internship, timely submission of report and departmental presentation.
- ii. External evaluation will be made out of 100 marks, out of which 50 marks will be for written report and 50 for viva voce examination. The external evaluation will be conducted jointly by the Supervisor and internal examiner appointed for the purpose.

Sample Title Report

Summer Training Report

A Study of Recruitment Process in Escorts



Submitted to

Controller of Examinations

Submitted by

Name of student

Roll number

In partial fulfillment of the requirements for the degree of Bachelor of Business Administration

at

Department of Business Studies

Faculty of Commerce and Business Studies

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Sector 43, Surajkund Badkal Road,

Faridabad, Haryana - 121004

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-DE-501: BANKING LAWS AND PRACTICES

Periods/week Credits

L: 3 T: 0 3

Duration of Examination: 3 Hrs

Max. Marks : 150

Internal : 50

External : 100

Course Outcomes:

By the end of this course students should be able to:

6. Acquaint the students with the basic and elementary knowledge of business and corporate laws.
7. To provide an overview of the some of the characteristics of banks and their legal relationship with their customers;
8. To provide a summary of the regulatory framework within which they operate;
9. Appreciate the legal framework within which banks and other financial institutions.

PART-A

Unit 1: Regulatory Framework and Compliances

- 1.1 Provisions of RBI Act 1935
- 1.2 Banking Regulation Act 1949
- 1.3 Prevention of Money Laundering Act, 2002
- 1.4 Government and RBI's Powers Opening of New Banks and Branch Licensing
- 1.5 Constitution of Board of Directors and their Rights Banks Share Holders and their Rights CRR and SLR Concepts Cash Currency Management Winding up

Unit 2: Legal Aspects of Banking Operations

- 2.1 Case Laws on Responsibility of Paying and Collecting
- 2.2 Banker Indemnities or Guarantees - Scope and Application
- 2.3 Obligations of a Banker
- 2.4 Precautions and Rights
- 2.5 Laws relating to Bill Finance
- 2.6 LC and Deferred Payments
- 2.7 Laws Relating to Securities

Unit3: Banking Related Laws

- 3.1 Law of Limitation
- 3.2 Provisions of Bankers Book Evidence Act
- 3.3 Special Features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993
- 3.4 TDS Banking Cash Transaction Tax Service Tax
- 3.5 Asset Reconstruction Companies

PART-B

Unit 4: Banker - Customer Relations

- 4.1 The legal relationship between the Banker and Customer
- 4.2 The Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship
- 4.3 Nature of Banking
- 4.4 Business Legal Nature of Banker
- 4.5 Customer Relationship and their Mutual Rights and Duties
- 4.6 Secrecy of account.

Unit 5: Loans and Advances Law and Securities for Banker’s Loans

- 5.1 Practice and Policies governing the employment of the funds in the hands of the banker with special reference to the lending banker State Policy on Loans and Advances
- 5.2 Priority sector advances and socioeconomic policies
- 5.3 Agricultural Finance
- 5.4 Export Finance, etc.
- 5.5 Loans and advances

Unit 6: Financial Analysis of Banks and Risk Management

- 6.1 Introduction
- 6.2 Role of financial analysis in financial management
- 6.3 Techniques of financial analysis
- 6.4 DuPont Model of financial analysis
- 6.5 Special issues in financial analysis of banking industry.
- 6.6 Risk Management in Banks- An Overview

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√		√	√			√
2	√	√		√			√
3		√	√	√			
4					√	√	√
5			√	√	√	√	

Reference Books:

- 5. Varshney P. N, Banking Law and Practices, Sultan Chand and Sons
- 6. Tandon, B.N , Saxena G.S, Legal Aspects of Banking operations, Sultan Chand and Sons
- 7. Suneja H.R, Practical and Law of Banking, Himalya Publishing House
- 8. Chabra T.N, Elements of Banking Law, Dhanpat Rai and Sons

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms.Priyanka Verma

Checked by: Ms.Urvashi

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-DE-502: MONEY AND BANKING

Periods/week Credits

Max. Marks : 150

L: 3 T: 0 3

Internal : 50

Duration of Examination: 3 Hrs

External : 100

Course Outcomes:

By the end of this course students should be able to:

1. Understand the main elements of the financial system;
2. Critically discuss and debate a range of current monetary issues;
3. Apply both micro and macro theory to real world situations in the areas of money and banking;
4. Formulate their views about pertinent monetary and fiscal issues in India and globally and evaluate the effectiveness of such policies.

PART-A

UNIT 1:

- 1.1 An overview of the financial system
- 1.2 Money; inflation; interest
- 1.3 Money supply process

UNIT 2:

- 2.1 Financial markets
- 2.2 Financial instruments and their characteristics
- 2.3 Banking and non-banking financial intermediaries

UNIT 3:

- 3.1 Understanding Interest rates
- 3.2 Risk and term structure of interest rates
- 3.3 Independence of markets and interest rates

PART-B

UNIT 4:

- 4.1 Banking institutions: Revenues, costs and profits
- 4.2 Basic issues and performance of depository institutions
- 4.3 Bank management

UNIT 5:

- 5.1 Central Banking: Regulations; monetary policy
- 5.2 RBI: Structure, functions and working
- 5.3 Reforms in the banking sector

UNIT 6:

- 6.1 Essentials and objectives of monetary theory
- 6.2 Monetary theories: Classical; Keynesian; modern theories
- 6.3 Conduct of monetary policy and interlinkages; international monetary regimes

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√						
2					√	√	
3			√				
4	√						

Recommended Books:

1. Cecchetti, G. Stephen, Money Banking and Financial markets, Tata McGraw Hill publication.
2. Wright. E, Robert and Quadrini, Vincenzo, Money and Banking. Flat World Knowledge, Inc.
3. Mishkin, S. Federic, [The Economics of Money, Banking and Financial Markets, Pearson New International edition](#)
4. Uppal, R.K., Money, Banking and Finance in India: Evolution and present structure, New century publication.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Mrs Smita Dayal

Checked by: Mrs Smita Dayal

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-O-001 : Computer Networking and Internet

Periods/week Credits

Max. Marks : 75

L: 2 T: 0 2

External : 50

Duration of Examination: 2 Hrs

Internal : 25

Course Outcomes:

By the end of the course, a student should be able to:

1. Compare different topologies;
2. Familiar with network devices which work on particular layer of OSI model;
3. Know how to access the Internet;
4. Differentiate between different Protocols;
5. Learn how to use protocols like WWW, HTTP and DNS;
6. Learn various utilities and functions of firewall to make their network secure.

PART - A

Unit 1: Introduction to Network

- 1.1 Network: Concepts, types, advantages and disadvantages
- 1.2 Network topologies
- 1.3 Signals: Analog and Digital
- 1.4 Simplex, duplex and half duplex transmission

Unit 2: Network Models

- 2.1 OSI model
- 2.2 TCP/IP model

Unit 3: Protocols

- 3.1 Overview
- 3.2 TCP and UDP in detail
- 3.3 IP Addressing and DNS**

PART - B

Unit 4: Network Security

- 4.1 Virus
- 4.2 Firewalls
- 4.3 Cryptography

Unit 5: Internet

- 5.1 Internet: Overview, features and working
- 5.2 World Wide Web
- 5.3 Internet Service Provider
- 5.4 Search Engines

Unit 6: Intranet

- 6.1 Intranet : Concepts, architecture, future
- 6.2 Building corporate world wide web
- 6.3 Intranet as a business tool

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	A	b	c	d	e	f	g
CO							
1							
2		√					
3			√		√		
4							
5							
6							

Recommended Readings

1. Forouzan , "Data Communication & Networking", TMH, N.Delhi.
2. Norton, "Computer Networks", TMH, New Delhi.
3. Tannenbaum, "Computer Networks", PHI, N.Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 10 marks.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

BBA-O-03ENTREPRENEURSHIP DEVELOPMENT

Periods/week Credits
L: 2 T: 13
Duration of Examination: 3 Hrs

Max. Marks : 150
Internal Marks: 50
External Marks: 100

Course Outcomes:

By the end of this course, a student should be able to:

1. Develop awareness about entrepreneurship and its success factors;
2. Develop an entrepreneurial mindset by learning key skills such as design thinking, personal selling and communication;
3. Understand the DNA of an entrepreneur and assess his/her strengths and weaknesses from an entrepreneurial perspective.

Unit 1: Introduction

1. 1 Introduction to entrepreneurship
1. 2 Myths about Entrepreneurship
1. 3 Entrepreneurship changed the world
1. 4 Entrepreneurship DNA
1. 5 Entrepreneurship traits and gap analysis: Wadhvani 5 M model of entrepreneurial styles

Unit 2: E-Cells

- 2.1 Introduction to E-cells
- 2.2 E-cells and entrepreneurship
- 2.3 E-Leader to entrepreneur success stories
- 2.4 Activity: Dream it, do it and idea planes

Unit 3: Design Thinking

- 3.1 Introduction to Design Thinking
- 3.2 Entrepreneurs need of Design Thinking
- 3.3 Design Thinking principles
- 3.4 Design Thinking process

Unit 4: Communication and Selling Skills

- 4.1 Communication skills
- 4.2 Barriers to communication
- 4.3 Body language
- 4.4 Personal selling concept
- 4.5 Personal selling process
- 4.6 Customer profiling and wowing your customer

Unit 5: Risk and Resilience

- 5.1 Introduction to risk and resilience
- 5.2 Risk, resilience and failure

5.3 Managing risks

5.4 Demand estimation and forecasting

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

CO \ PO	a	b	c	d	e	f	g
1	√						
2		√	√		√		√
3				√		√	

Recommended readings:

1. Barringer, Bruce R., and Ireland, Duane R., Entrepreneurship, Pearson Education, New Delhi.
2. Roy Rajeev, Entrepreneurship, Oxford Higher Education, New Delhi.
3. Mullins, John, The new business road test, Financial Times Prentice Hall, Britain

Only latest available editions of the books are recommended

Instructions for paper setting: Six questions are to be set in total. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Five questions will be set (one from each unit). Students will be required to attempt any four questions out of these five questions. Each question will carry 10 marks.

MRIRRS

Semester VI

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-601: HOLISTIC WELLNESS AND LIFE SKILLS- III

Periods/week Credits
L: 1 T: 1
Duration of Examination: 2 Hrs

Max. Marks : 75
Internal : 25
External : 50

PART A

UNIT I

Module 9:Developing emotional balance and stability; emotional intelligence; managing anger and intolerance; observation and listening skills; understanding and controlling body language.

Aerobic and anaerobic exercises and their benefits; effect of different cooking practices on nutrition.

Developing the spirit of mutual respect; sincerity and moral integrity.

UNIT II

Module 10:Meditation and yoga practice for physical and mental well-being.

PART B

UNIT III

Module 11: Developing organizational ability and execution skills; understanding and managing stress; maintaining work-life balance; vocal skills and elocution; the art of public speaking ; manners and etiquettes; conversational skills; art of persuasion and negotiation.

Causes and symptoms of common diseases; exercising for disease control; therapeutic nutrition.

Developing aptitude for community service; championing social causes.

UNIT IV

Module 12: Yoga practice for physical and mental well-being.

Recommended Readings:

To be announced by the concerned faculty at the time of commencement of the course.

Note (1): External evaluation will be conducted by a committee of internal examiners through viva -voce examination / practical exercise during the end semester practical examination

Note (2): the internal assessment marks will be awarded on the following bases:

- Attendance 5 Marks
- Class participation and behavior 10 Marks
- Assignments 10 Marks

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-602: TAXATION LAW AND PRACTICES

Periods/week Credits	Max. Marks	: 150
L:4 T: 1 5	Internal	: 50
Duration of Examination: 3 Hrs	External	: 100

Course Outcomes:

By the end of this course, a student should be able to:

1. Understand income tax laws prevailing in India;
2. Understand basic concepts of service tax and value added tax laws prevailing in India;
3. Develop abilities for income tax planning;
4. Apply the knowledge of income tax laws and service tax and value added tax laws to different real life business situations.

PART – A

Unit 1:

- 1.1 Basic Concept: Income, Gross Total Income, Total Income, Person, Assessee, Assessment year and previous year
- 1.2 Residential status, Scope of total income
- 1.3 Exempted incomes

UNIT 2:

- 2.1 Income under the five heads: Salary; Income from House Property; Profits and Gains of Business or Profession; Capital Gains; Income from Other Sources (in brief)

UNIT 3:

- 3.1 Clubbing of income
- 3.2 Set off of losses; Carry forward and set off of losses
- 3.3** Deductions Allowable for Individual and HUF

PART – B

UNIT 4:

- 4.1 Agriculture Income: Meaning and computation
- 4.2 Assessment of Individual
- 4.3 Assessment of HUF

UNIT 5:

- 5.1 Advance payment of tax
- 5.2 Tax deducted at source
- 5.3 Provisions for filing of return

UNIT 6:

- 6.1 Brief introduction to State Level Value Added Tax; Input tax credits; VAT procedures
- 6.2 Brief introduction to Service Tax; Meaning of service; registration and records required; service tax return

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√	√				√
2	√	√	√				√
3		√	√				
4	√	√	√				

Recommended Books:

- 8. Ahuja, Girish and Gupta, Ravi, Systematic Approach to Taxation, Bharat Law House, Delhi.
- 9. Singhania, Vinod K. and Singhania, Monica, Students Guide to Income Tax, Taxmann Publications, New Delhi.
- 10. Singhania, Vinod K., Students Guide to Indirect Tax Laws, Taxmann Publications, Delhi.
- 11. Mehrotra, H.C., Income Tax Law, Sahitya Bhawan, Agra.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory to attempt. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Ms Teena Hassija

Checked by: Dr. Anjani Shrivastva

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

BBA-603: INTERNATIONAL BUSINESS ENVIRONMENT

Periods/week Credits

L: 5 T: 0 5

Duration of Examination: 3hrs

Max. Marks : 150

Internal : 50
External : 100

Course Outcomes:

By the end of the course, a student should be able to:

1. Expose students to the significance and dynamics of international business;
2. Aware about India's association with international business;
3. Understand the challenges and complexities faced by international business;
4. Understand the complexities faced by international business.

PART - A

Unit 1: Introduction to International Business Environment

- 1.1 Nature and scope of international business
- 1.2 Globalization and its growing impact on the world economy
- 1.3 International business contrasted with domestic business
- 1.4 Complexities of international business
- 1.5 Internationalization stages
- 1.6 National and foreign environments and their components
- 1.7 Global trading environment-recent trends in world trade in goods and services
- 1.8 Trend's in India's foreign trade

Unit 2: International Trade and International and Economic Organizations

- 2.1 Approaches to international trade
- 2.2 Theories of international trade
- 2.3 Government influence on I trade
- 2.4 W.T.O.
- 2.5 UNCTAD
- 2.6 World Bank
- 2.7 IMF

Unit 3: Regional Economic Integration

- 3.1 Forms of regional integration
- 3.2 Integration efforts among countries in Europe, North America and Asia
- 3.3 Cost and benefit of regional economic integration

PART – B

Unit 4: International Financial Environment

- 4.1 International financial system and institutions
- 4.2 Foreign exchange markets
- 4.3 Foreign investments – types and flows

Unit 5: Exchange Rate Determination

- 5.1 Factors affecting exchange rate
- 5.2 Government intervention and government influence on exchange rates
- 5.3 Theories of exchange rate – Purchasing Power Parity, Interest Rate Parity and Fisher’s effect

Unit 6: Management of International Business

- 6.1 Industry, strategy and firm performance
- 6.2 Global integration v/s local responsiveness
- 6.3 Types of strategy
- 6.4 Country evaluation and selection
- 6.5 Export and import strategies
- 6.6 Organization of international business
- 6.7 Overview of MNC’S
- 6.8 Marketing globally
- 6.9 Human resource management in international business

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	√	√	√		√	√	
2		√	√	√			
3		√	√		√	√	
4			√	√		√	

Recommended Books:

1. Maheshwari, P.Rajendra, International Business, International Book House.
2. Cherunilam, Francis, International Business, PHI Learning.
3. DanielsJohn, D., Radebaugh Lee H,Sullivan, Daniel P., Salwan Prashant, Dorling Kindersley, International Business.
4. Kumar, Sinha Pradip, Sinha, Sanchari , International Business Management, Excel Books.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 20 marks.

Prepared by: Dr Simran Kaur

Checked by: Swati Watts

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-07: E-COMMERCE

Periods/week Credits		Max. Marks: 100
L: 3	3	Internal: 25
Duration of Examination: 3Hrs		External: 75

Course Outcomes:

By the end of the course, a student should be able to:

7. Understand the concept of integrated e-mail, Integrated online chat, conferences for sharing documents, publishing news or participating in discussions;
8. Develop tools for easily creating a corporate website;
9. Known with the concepts of Web shop, supporting sales both to business and retail customers;
10. Aware with the corporate portal, giving access through a browser to e-mails, tasks and calendar items, reports or other information. The same tools can be used to allow customers view real-time Statements or their order status, or enter data from a web browser;
11. Learn inflexible technology base causing high efforts to mix components of different scenarios in a true multi channel scenario, e.g. a webshop with E-Marketing features plus E-Service for FAQ, complaints, service tickets and returns management.

PART - A

Unit 1: Introduction to E-commerce

- 1.1 E-commerce: Concepts, development and impact
- 1.2 Advantages and reasons for transacting online
- 1.3 Types of e-commerce
- 1.4 Four C's : Convergence, Collaborative Computing, Content Management & Call Center

Unit 2: Electronic Commerce Providers

- 2.1 On-line commerce options
- 2.2 Company profiles
- 2.3 Electronic payment systems
- 2.4 Digital payment systems
- 2.5 Online commercial environment

Unit 3: E- Governance & E-strategy

- 3.1 Introduction to e-governance
- 3.2 Limitations & scope
- 3.3 E-strategy overview
- 3.4 Strategic methods for developing e – commerce

PART - B

Unit 4: E–Payment Mechanism

- 4.1 Requirement of e-payment
- 4.2 Payment through card system
- 4.3 E–Cheque
- 4.4 E–Cash
- 4.5 Electronic fund transfer

Unit 5 : Risk of e –Commerce

- 5.1 Security for e–Commerce
- 5.2 Security standards
- 5.3 Firewall
- 5.4 Cryptography
- 5.5 Key management

Unit 6: E- Commerce services

- 6.1 E-commerce applications in manufacturing, wholesale, retail and service sector
- 6.2 Marketplace services
- 6.3 Mobile commerce
- 6.4 Customer services

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1			√				
2						√	
3							
4						√	
5						√	

Recommended Readings:

1. O'Leary, "Enterprise Resource Planning Systems: Systems, Life Cycle, Electronic Commerce, and Risk", Cambridge University Press.
2. Avraham S., "Enterprise Resource Planning (ERP): The Dynamics of Operations Management" IBM Press.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 15 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Ms Madhumita Mahapatra

MRIRRS

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-GE-08: MANAGEMENT INFORMATION SYSTEM

Periods/week Credits	Max. Marks: 100
L: 3 T: 0 3	Internal: 25
Duration of Examination: 3Hrs	External: 75

Course Outcomes:

By the end of the course, a student should be able to:

1. Work efficiently and effectively for decision making;
2. Work better, faster and cheaper;
3. Make strategic policies for the organization;
4. Manage risk if persist any;
5. Maintain & document their data;
6. Check the quality and reliability of information;
7. Implement the design in any other sector of industry.

PART - A

Unit 1: Introduction to System

- 1.1 Basic Concepts, elements (components) of system
- 1.2 Characteristics of System
- 1.3 Types of Systems; Formal Vs. Informal Systems ; System Approach
- 1.4 Information Systems: Definition & Characteristics
- 1.5 Levels of Management
- 1.6 MIS as a support to management

Unit 2: Management Information system

- 2.1 Overview
- 2.2 Definition & Characteristics
- 2.3 Components of MIS
- 2.4 Types of Information System: ESS, DSS, EIS, TPS, OAS & EDP

Unit 3: E– Frame-work of MIS

- 3.1 Frame Work for Understanding MIS
- 3.2 Robert Anthony's Hierarchy of Management Activity
- 3.3 Structured Vs Unstructured Decisions
- 3.4 Pitfalls in MIS Development

PART - B

Unit 4: MIS Models

- 4.1 Simon's Model of Decision – Making
- 4.2 DSS: Concept; Characteristics and Components
- 4.3 Gorry & Scott Morton Grid
- 4.4 Introduction to GDSS

Unit 5 : Functional MIS

- 5.1 Overview
- 5.2 A Study of Marketing, Personnel, Financial and Production MIS
- 5.3 Information systems planning
- 5.4 Critical success factors in implementation of information systems

Unit 6: MIS Industry Scenario

- 6.1 IT applications
- 6.2 Strategic uses of IT
- 6.3 BPR & IT
- 6.4 Applications of business
- 6.5 Information systems to functional business areas

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	a	b	c	d	e	f	g
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CO							
1							
2		√	√				
3							
4							
5				√			
6							
7							

Recommended Readings:

3. Oz, Effy, "Management Information Systems", Thomson Press Indian Edition New Delhi.
4. Kanter, J. "Management Information Systems", PHI New Delhi.
5. Davis, Gordon B. & Olson, "Management Information Systems", M.H.P Maharashtra
6. Murdick, Robert G., & Ross, Joel E., "Information Systems for Modern Management", New Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 15 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Ms Madhumita Mahapatra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-003: Computer Network and Internet

Periods/week Credits	Max. Marks : 75
L: 2 T: 0 2	External : 50
Duration of Examination: 2 Hrs	Internal : 25

Course Outcomes:

By the end of the course, a student should be able to:

1. Compare different topologies;
2. Familiar with network devices which work on particular layer of OSI model;
3. Know how to access the Internet;
4. Differentiate between different Protocols;
5. Learn how to use protocols like WWW, HTTP and DNS;
6. Learn various utilities and functions of firewall to make their network secure.

PART - A

Unit 1: Introduction to Network

- 1.5 Network: Concepts, types, advantages and disadvantages
- 1.6 Network topologies
- 1.7 Signals: Analog and Digital
- 1.8 Simplex, duplex and half duplex transmission

Unit 2: Network Models

- 2.3 OSI model
- 2.4 TCP/IP model

Unit 3: Protocols

- 3.4 Overview
- 3.5 TCP and UDP in detail
- 3.6 IP Addressing and DNS**

PART - B

Unit 4: Network Security

- 4.4 Virus
- 4.5 Firewalls
- 4.6 Cryptography

Unit 5: Internet

- 5.5 Internet: Overview, features and working
- 5.6 World Wide Web
- 5.7 Internet Service Provider
- 5.8 Search Engines

Unit 6: Intranet

- 6.4 Intranet : Concepts, architecture, future
- 6.5 Building corporate world wide web
- 6.6 Intranet as a business tool

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO	A	b	c	d	e	f	g
CO							
1							
2		√					
3			√		√		
4							
5							
6							

Recommended Readings

4. Forouzan , "Data Communication & Networking", TMH, N.Delhi.
5. Norton, "Computer Networks", TMH, New Delhi.
6. Tannenbaum, "Computer Networks", PHI, N.Delhi.

Only latest available editions of the books are recommended.

Instructions for paper setting: Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 10 marks.

Prepared by: Ms Madhumita Mahapatra

Checked by: Ms Madhumita Mahapatra

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under section 3 of the UGC Act 1956)

BBA-003 : French Language I

Periods/week Credits

Max. Marks : 75

L: 2 T: 0 2

Internal : 25

Duration of Examination: 2 Hrs

External : 50

Course Outcomes:

By the end of the course, a student should be able to,

- 1 Exchange greetings and do introductions using formal and informal expressions;
- 2 Understand and use interrogative and answer simple questions;
- 3 Enhance basic vocabulary that can be used to discuss everyday life and daily routines, using simple sentences and familiar vocabulary;
- 4 Express their likes and dislikes.

PART-A

Unit 1

- 1.1 Salutations
- 1.2 Self introduction
- 1.3 Asking and answering to small general questions
- 1.4 Numbers till 100

Unit 2

- 2.1 Prepositions
- 2.2 Basic verbs like 'to be, to have etc. in present tense
- 2.3 Common phrases
- 2.4 Adjectives to describe a person

Unit 3

- 3.1 Professions, Asking and telling the way, Ordering food at a restaurant
- 3.2 Informal letter writing , thank you letter
- 3.3 How to take an appointment
- 3.4 How to book a stall in a fair?

PART-B

Unit 4

- 4.1 Verbs: Different forms of verbs: present continuous verbs etc.
- 4.2 More adverbs and adverbial expressions
- 4.3 Counters: Learning to count different shaped objects
- 4.4 past tense, past continuous tense

Unit 5

- 5.1 Comparison: Comparative and Superlative degree

- 5.2 Expressing desire to buy, hold, possess
- 5.3 Usage in negative sentences as well
- 5.4 Comparative degree and superlative degree.

Unit 6

- 6.1 Appointment over phone
- 6.2 Formal interaction
- 6.3 Informal interaction

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO \ CO	a	b	c	d	e	f	g
1	✓	✓					✓
2	✓	✓	✓				✓
3	✓	✓	✓		✓	✓	✓
4	✓	✓	✓	✓	✓	✓	✓

Recomomended books:

1. Apprenon le fancais 1,2 and 3

Instructions for paper setting: : Seven questions will be set in all, out of which students will attempt *five* questions. First question will be conceptual covering entire syllabus and will be compulsory. Three questions will be set from each Part A and Part B, one from each unit. Students will be required to attempt two questions from each part. Each question will be of 10 marks

Curriculum and Scheme of Examination Booklet of Bachelors of Business Administration (General) Programme containing 129 pages.