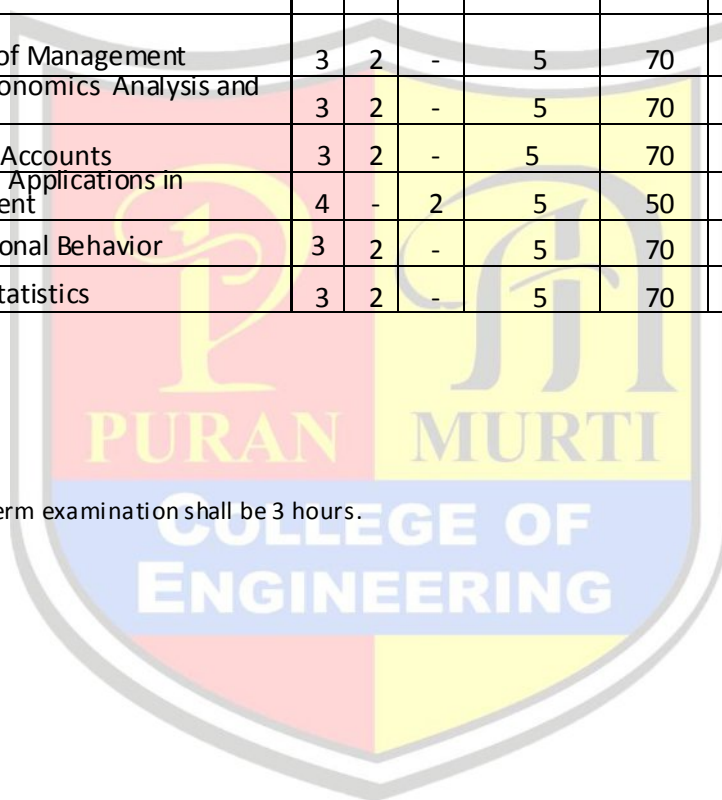




SCHEME OF STUDIES & EXAMINATIONS
Department:–Bachelor of Business Administration 2nd Semester

Sr. No	Paper No.	Title of paper(s)	Periods			Credits	External Marks	Internal Assessment	Practical Marks	Total Marks
			L	T	P					
1	BBA 102	Principles of Management	3	2	-	5	70	30	-	100
2	BBA 104	Macro –economics Analysis and policy	3	2	-	5	70	30	-	100
3	BBA 106	Company Accounts	3	2	-	5	70	30	-	100
4	BBA 108	Computer Applications in Management	4	-	2	5	50	-	50	100
5	BBA 110	Organizational Behavior	3	2	-	5	70	30	-	100
6	BBA 112	Business Statistics	3	2	-	5	70	30	-	100

Note: The duration of the end term examination shall be 3 hours.





SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Principal Of Management (Theory)

Subject Code: BBA 102

Detailed Content

Unit No.1 Introduction

Topic No.1 : Nature and process of management

Topic No.2 : Basic managerial role and skill

Topic No.3 : Nature of managerial work

Topic No.4 : Approaches to management

- Classical
- Human relational and behavioral approaches
- System and contingency approaches

Topic No.5 : Contemporary issues and challenges

Unit No.2 Planning and Decision Making

Topic No.6 : Planning

- Concept
- Purpose and process of planning
- Kinds of plan
- Strategic planning
- Tactical planning and operational planning
- Goal setting and objective

Topic No.7 : Decision Making

- Nature and process
- Behavioral aspect of decision making
- Forms of group decision making in organization

Unit No.3 Organizing and Leading Element

Topic No.8 : Organizing

- Division of work
- Departmentalization
- Distribution of authority

Topic No.9 : Coordination

Topic No.10 : Organization structure and design

Topic No.11 : Leadership

- Nature and significance
- Leadership style
- Behavioral and situational approaches to leadership style

Unit No.4 Management control

Topic No.12 : Management control

- Nature
- Purpose and process of controlling
- Kinds of control
- Perquisites of effective control
- Resistance to control
- Controlling techniques

Topic No.13 : Social audit

Topic No.14 : Organizational culture

Topic No.15 : Organizational change





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Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	
3	2	-	5	30	70	3 hours	100

Suggested Book:

1. Griffin, Ricky W Management , Biztantra , New Delhi
2. Bhatt; Mangement , Oxford University Press
3. Daft, Management , Thompson Learning , New Delhi
4. Robbins, S. P ., Management , Pearson

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit





SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Macro Economics Analysis and Policy (Theory)

Subject Code: BBA 104

Detailed Content

Unit No.1

- Topic No.1 : Nature and scope of Macro Economics
- Topic No.2 : Circular Flow of Income
- Topic No.3 : National Income- Alternative concepts and the measures
- Topic No.4 : Income and their interrelationship
- Topic No.5 : Stock and Flow variables
- Topic No.6 : Aggregate Demand, Supply and Macro Economic Equilibrium
- Topic No.7 : Nature of a Trade Cycle
- Topic No.8 : Cause of Booms and recession

Unit No.2

- Topic No.9 : Macro analysis of consumer behavior
- Topic No.10 : Cyclical and secular consumption
- Topic No.11 : Income consumption relationship
- Topic No.12 : absolute relative and permanent income hypothesis
- Topic No.13 : Simple Keynesian model of income determination
- Topic No.14 : Multiplier analysis

Unit No.3

- Topic No.15 : Nature of Fiscal Policy
- Topic No.16 : Fiscal Deficits
- Topic No.17 : Fiscal Policy in relation to Growth and Price Stability
- Topic No.18 : Basic Issues in Fiscal Deficit Management
- Topic No.19 : Nature and management of Public DEBT
- Topic No.20 : Business Taxes- Types, Rationale and incidence

Unit No.4

- Topic No.21 : Money supply measures
- Topic No.22 : Credit Creation process and money multiplier
- Topic No.23 : Instruments of Monetary Policy
- Topic No.24 : Promotional and regulatory role of central bank
- Topic No.25 : Monetary Policy- Types, causes, effects and control measures

Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	
3	2	-	5	30	70	3 hours	100

Suggested Book:

1. Gupta , G.S ., Macroeconomics-Theory and Application ,Tata McGraw Hills, New Delhi
2. Edward Shapiro, Macroeconomics Analysis , Galgotia, New Delhi
3. Vaish , M.c., Macroeconomics Theory, Vikas Publication , New Delhi
4. D' souza, Errol Macroeconomics, Pearson Education , New Delhi

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit.



SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Company Account (Theory)

Subject Code: BBA 106

Detailed Content

Unit No.1 Introduction

- Topic No.1 : Accounting for share capital transaction
- Topic No.2 : Alteration of share capital
- Topic No.3 : Buy-back of share
- Topic No.4 : Acquisition of business and profit prior to incorporation

Unit No.2 Debenture

- Topic No.5 : Issue of Debenture
- Topic No.6 : Method of Redemption of debenture
- Topic No.7 : Underwriting of share and debenture

Unit No.3 Final Accounts

- Topic No.9 : Statutory provision regarding preparation of company's final account
- Topic No.10 : Preparation of profit and loss account and balance sheet as per the requirement of schedule VI of the companies act
- Topic No.11 : State basic features of accounting standards 4, 5,15,17,18 and 29
- Topic No.13 : Liquidation of company

Unit No.4 Valuation &Accounts

- Topic No.14 : Valuation of Goodwill and Share
- Topic No.15 : Banking company account
- Topic No.16 : Insurance company account

Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	100
3	2	-	5	30	70	3 hours	

Suggested Book:

1. Mehasweri S.N., Advanced Accounting, Vikas Publication.
2. Monga, J.R., Corporate Accounting, Margin Paper Bank, New Delhi.
3. Gupta R.L., Advanced Accounting Vol.II, S.chand & Sons, New Delhi.

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit.



SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Computer Application In Management (Theory)

Subject Code: BBA 108

Detailed Content

Unit No.1 Computer Introduction

- Topic No.1 : Introduction to Computers
- Topic No.2 : History, Basic Anatomy
- Topic No.3 : Operating System
- Topic No.4 : Memory and Input/ Output Devices
- Topic No. 5 : Types of Computers
- Topic No. 6 : Classification of Computers
- Topic No. 7 : Hardware and Software

Unit No. 2 Networking Concept

- Topic No.8 : Networking – Advantage, Types, Devices and network Connection
- Topic No.9 : Wireless Networking
- Topic No.10 : Virus and firewalls

Unit No. 3 Computer Applications

- Topic No.11 : Computer Applications Using Internet- Chatting and E-mailing
- Topic No.12 : Computer Applications Advantages and Limitations
- Topic No.13 : Use in offices, Education, Institutions, Healthcare

Unit No. 4 Multimedia

- Topic No.14 : Multimedia Applications in Business
- Topic No.15 : Marketing and Advertising
- Topic No.16 : Web Applications of Multimedia

Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	
4	-	2	5	50	50	3 hours	100

Suggested Book:

1. Sexana ,Computer Application in Mnagement,Vikas Publicating House , New Delhi
2. Ram B.,Compuer Fundamental , New Age Publication ,New Delhi
3. Geol and Khkhar, Computer , New Age Publication

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit.



SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Organizational Behavior (Theory)

Subject Code: BBA 110

Detailed Content

Unit No.1 Introduction

- Topic No.1 : Concept and scope of organizational behavior
- Topic No.2 : Historical development of organizational behavior
- Topic No.3 : Organizational Behavior Process
- Topic No.4 : Emerging trend and hanging profile of workforce

Unit No.2 Individual Process

- Topic No.5 : Personality
- Topic No.6 : Values
- Topic No.7 : Attitudes
- Topic No.8 : Perception
- Topic No.9 : Learning and Motivation

Unit No.3 Team Process

- Topic No.10 : Interpersonal Communication
- Topic No.11 : Group Dynamics
- Topic No.12 : Team and Teamwork
- Topic No.13 : Decision Making
- Topic No.14 : Conflict and negotiation in workplace
- Topic No.15 : Power and Politics

Unit No.4 Organizational processes

- Topic No.16 : Elements of organizational structure
- Topic No.17 : Organizational structure and design
- Topic No.18 : Organizational culture
- Topic No.19 : Organizational change

Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	
3	2	-	5	30	70	3 hours	100

Suggested Book:

1. Bhattacharya; Organizational Behavior, Oxford University Press.
2. Robbins, S.P., Organizational Behavior, Pearson Education, New Delhi
3. New Strom, Organizational Behavior, Tata McGraw Hill

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit.



SYLLABUS: BBA

Department: Bachelor of Business Administration – 2nd Semester

Subject: Business Statistics (Theory)

Subject Code: BBA 112

Detailed Content

Unit No.1

Topic No.1: Statistics:

- Meaning, evolution, scope, limitations and applications data classification;
- tabulation and presentation:
- meaning, objectives and types of classification,
- formation of frequency distribution,
- role of tabulation, parts, types and construction Of tables
- significance, types and construction of diagram and graphs

UNIT-2

Topic No.2:- Measures of Central Tendency and Dispersion:

- Meaning and objectives of measures of central tendency,
- different measure viz. arithmetic mean, median, mode
- geometric mean
- harmonic mean
- characteristics, applications and limitations of these measures
- measure of variation viz. range
- quartile deviation
- mean deviation
- standard deviation
- co-efficient of variation and skewness

Unit No.3

Topic NO. 3:- Correlation and Regression:

- Meaning of correlation,
- types of correlation – positive and negative
- correlation, simple, partial and multiple correlation
- methods of studying correlation;
- scatter diagram
- graphic
- direct method;
- properties of correlation co-efficient,
- Rank correlation, coefficient of determination, lines of regression,
- co-efficient of regression,
- standard error of estimate

Unit No.4

Topic No.5:- Index numbers and time series

- Index number and their uses in business
- construction of simple and weighed price
- quantity and value index numbers
- test for an ideal index number
- components of time series viz. secular trend,
- cyclical, seasonal and irregular variations, methods of estimating
- secular trend and seasonal indices



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- use of time series in business forecasting and its limitations
- calculating growth rate in time series
- Measure of dispersion
- deviation ungrouped/grouped data
- variance of ungrouped/grouped data
- standard deviation of ungrouped/grouped data
- Analysis of frequency distributions with equal means but different variances.
- calculating growth rate in time series

Study Scheme				Evaluation Scheme			Total Marks
Lectures per week				Internal Assessment	External Assessment (Examination)		
L	T	P	Credits	Max. Marks	Max. Marks	Exam Duration	100
3	2	-	5	30	70	3 hours	

Suggested Book:

1. Gupta, S.P. & M.P. Gupta, Business Statistics
2. Davis: Business Statistics using Excel, Oxford University Press.
3. Gupta, C.B., An Introduction to Statistical Methods
4. Gupta, B.N., An Introduction to Modern Statistics
5. Sancheti, S.C. & V.K. Kapoor, Statistical Methods
6. Ellhans, D.N., Fundamentals of Statistics
7. Gupta, S.P., Statistical Methods
8. Sharma, J.K., Business Statistics, Pearson Education, New Delhi

Note: Examiner will set eight questions in all, selecting two questions from each unit. The candidates have to attempt five questions in all, selecting at-least one question from each unit.

