



### SCHEME OF STUDIES & EXAMINATIONS

Department:-Bachelor of Business Administration 5<sup>th</sup> Semester

Sr. No	Paper No.	Title of paper(s)	Periods			Credits	External Marks	Internal Assessment	Practical Marks	Total Marks
			L	T	P					
1	BBA 301	Purchase and Material Management	3	2	-	5	70	30	-	100
2	BBA 303	Company Law	3	2	-	5	70	30	-	100
3	BBA 305	Management Accounting	3	2	-	5	70	30	-	100
4	BBA 307	Computer Network and Internet	4	-	2	5	50	-	50	100
5	BBA 309	Indian Business Environment	3	2	-	5	70	30	-	100
6	BBA 311	Summer Training Report*	-	-	-	5	100	-	-	100

\*Summer training report will be evaluated by external examiner(s) appointed by vice-Chancellor on the recommendation of chairman, PGBOS.



SYLLABUS: BBA

Department: Bachelor of Business Administration – 5<sup>th</sup> Semester

Subject: Purchase and Material Management

Subject Code: BBA 301

Detailed Content

Unit No.1 Purchasing

Topic No.1 : Meaning

Topic No.2 : Role

Topic No.3 : Objectives and functions

Topic No.4 : Organization of purchase management & its relationship with other departments

Topic No.5 : five R's purchasing:

- Right quality
- Right quantity
- Right source
- Right time
- Right price

Unit No.2 Determination & Description of material quality

Topic No.6 : vendor rating

Topic No.7 : Selection

Topic No.8 : Development and relation

Topic No.9 : Evaluating supplier efficiency

Topic No.10 : Price determination & negotiation

Topic No.11 : Make or buy decisions

Topic No.12 : Purchase:

- Procedures
- Documentation

Unit No.3 Materials management

Topic No.13 : Meaning

Topic No.14 : Objectives

Topic No.15 : Importance

Topic No.16 : Functions & organization materials information system

Topic No.17 : Standardization

Topic No.18 : Simplification & variety reduction

Topic No.19 : Value analysis & engineering

Unit No.4 Stores Management

Topic No.20 : Meaning

Topic No.21 : Objectives

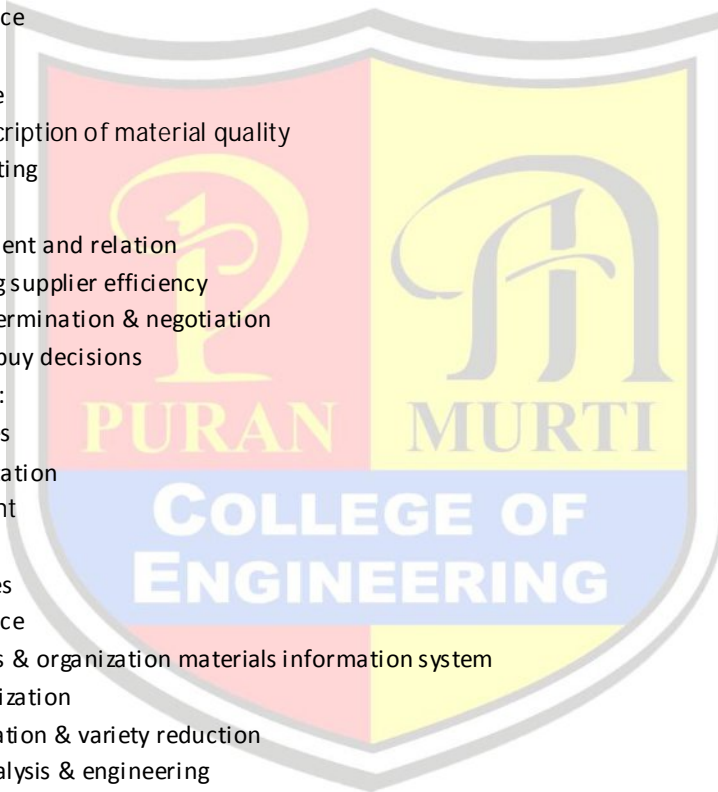
Topic No.22 : Importance

Topic No.23 : Functions

Topic No.24 : Stores layout

Topic No.25 : Classification & codification

Topic No.26 : Inventory control of spare parts





# PM

## COLLEGE OF ENGINEERING

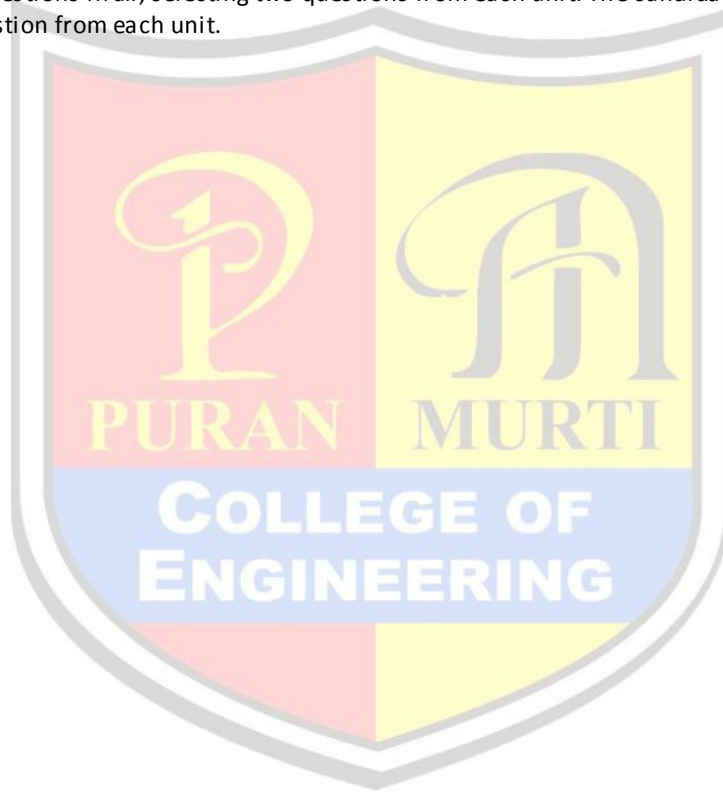
A Unit of Puran Murti Educational Society  
Approved by AICTE, Ministry of HRD, Govt. of India,  
Affiliated to Deenbandhu Chhotu Ram University of Science & Technology

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	

### Suggested Book:

1. Nair, Purchase and Material Management , Vikas Publication House, New Delhi
2. Bhat, K. Shridhara, Material Management , Himalaya Publishing House
3. Gopal Krishna , P., Handbook of Materials Mngement :Prentice Hall of India Pvt. Ltd., New Delhi
4. Gopal Krishna , P.,&Sundrashan, M., Material Management :An Integrated Approach, Prentice Hall of India Pvt. Ltd., 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 – 5<sup>th</sup> Semester

Subject: Company Law (Theory)

Subject Code: BBA 303

Detailed Content

Unit No.1

- Topic No.1 : Meaning and nature of company
- Topic No.2 : Kinds of companies
- Topic No.3 : Formation and incorporation of company
- Topic No.4 : Memorandum of association and Articles of association; affects of memorandum and articles of association
- Topic No.5 : Relationship and distinction between memorandum of association and article of association; doctrine of indoor management
- Topic No.6 : Meaning and definition of prospectus; abridged form of prospectus; misstatement in a prospectus and their consequences.

Unit No.2

- Topic No.7 : Definition of member; members and share holders; modes of acquiring membership; termination of membership; rights and liabilities of a member
- Topic No.8 : Meaning need and requisitions of valid meeting; voting, proxy and resolutions
- Topic No.9 : Kinds of general body meetings, Meaning of dividend
- Topic No.10 : sources of dividend payment of dividend; unpaid and unclaimed dividends.
- Topic No.11 : Appointments, qualifications and remunerations of auditors; power, duties and obligations of auditors
- Topic No.12 : Inspection and investigations

Unit No.3

- Topic No.13 : Meaning qualification, appointment and removal of directors
- Topic No.14 : Duties and liabilities of directors, Remuneration of directors
- Topic No.15 : Distinction between managing director and manager; distinction between managing director and whole time director; meetings of board of directors
- Topic No.16 : Meaning, need and current development in corporate governance

Unit No.4

- Topic No.17 : Intercompany loans, investments and borrowing
- Topic No.18 : Meaning and prevention of oppression
- Topic No.19 : prevention of mismanagement
- Topic No.20 : Meaning and modes of winding up; grounds for winding up by the tribunals
- Topic No.21 : Types of voluntary winding up; consequences of voluntary winding up appointment, power and duties of a liquidators in winding up.
- Topic No.22 : Meaning and nature of contributor's liability
- Topic No.23 : Meaning and dissolution of defunct company

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



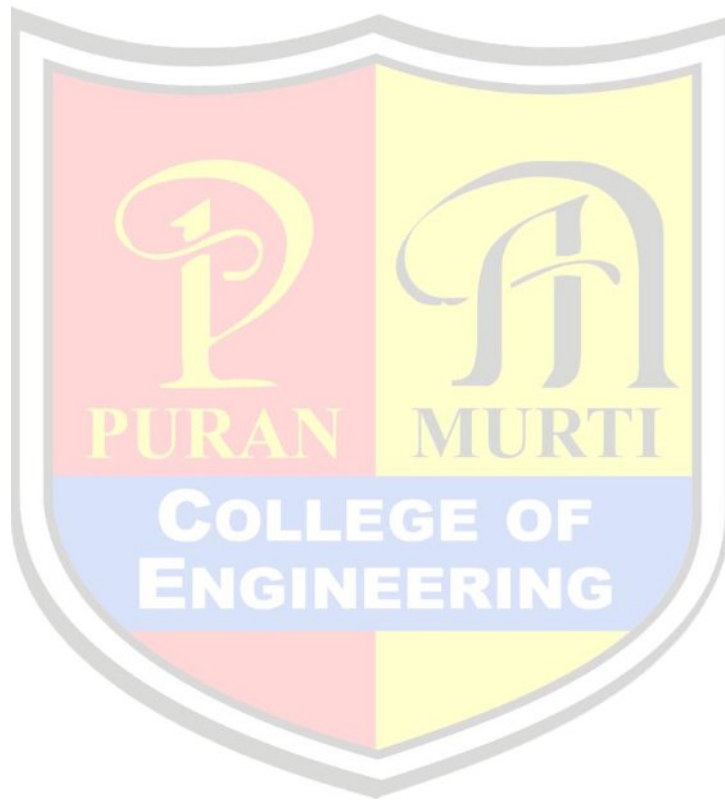
**PM**  
**COLLEGE OF ENGINEERING**

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Approved by AICTE, Ministry of HRD, Govt. of India,  
Affiliated to Deenbandhu Chhotu Ram University of Science & Technology

Suggested Book:

1. Kapoor G.K., Corporate Law, Taxman Publication, New Delhi
2. Singh Avtar, Company Law, Eastern Book Company, Lucknow
3. Bagrial, Ashok K, Company Law Vikas Publishing House (p)Ltd, 5- Ansari Road, 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 – 5<sup>th</sup> Semester

Subject: Management Accounting (Theory)

Subject Code: BBA 305

**Detailed Content**

Unit No.1 Management Accounting

- Topic No.1 : Meaning
- Topic No.2 : Nature
- Topic No.3 : Scope
- Topic No.4 : Objective and function
- Topic No.5 : Marginal costing and planning
- Topic No.6 : Practical application of marginal costing techniques

Unit No.2 Responsibility Accounting

- Topic No.7 : Types of responsibility center
- Topic No.8 : Performance evaluation criteria
- Topic No.9 : Responsibility reporting
- Topic No.10 : Role of budgeting and budgeting in organization
- Topic No.11 : Budgeting Process
- Topic No.12 : Operational and financial budgeting

Unit No.3 Financial Statement

- Topic No.13 : Nature and types of financial statement
- Topic No.14 : Techniques of financial statement analysis
- Topic No.15 : Ratio Analysis
- Topic No.16 : Fund flow and cash flow analysis
- Topic No.17 : Techniques in performance measurement

Unit No.4 Management accounting information

- Topic No.18 : Management accounting information for activity and process decisions
- Topic No.19 : Basic capital budgeting techniques

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. Shah: Management Accounting, Oxford University Press
2. Kishore M. Ravi Cost And Management Accounting , Taxmann Publication
3. Holman , Lounderbock Management Accounting , Cenage Publication
4. Khan & Jain, Management Accounting Tata McGraw Hill 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 – 5<sup>th</sup> Semester

Subject: Computer Network & Internet (Theory)

Subject Code: BBA 307

Detailed Content

Unit No.1 Introduction

- Topic No.1 : Introduction to network
- Topic No.2 : Advantages and disadvantages of network
- Topic No.3 : Network topologies
- Topic No.4 : Analog and digital signals
- Topic No.5 : Analog and digital transmission

Unit No.2 OSI Model

- Topic No.6 : OSI Model and TCP/IP model
- Topic No.7 : Protocols and their classification
- Topic No.8 : Flow control and cryptography

Unit No.3 Internet

- Topic No.9 : Overview of internet
- Topic No.10 : Internet service provider
- Topic No.11 : Search engine
- Topic No.12 : Searching web using search engine
- Topic No.13 : Audio on internet
- Topic No.14 : Newsgroup
- Topic No.15 : Subscribing to newsgroups

Unit No.4 Intranet

- Topic No.16 : Intranet concepts and architecture
- Topic No.17 : Building corporate world wide web
- Topic No.18 : HTTP protocol
- Topic No.19 : Intranet infrastructure
- Topic No.20 : Fundamental of TCP/IP
- Topic No.21 : Intranet security design
- Topic No.22 : Intranet as a business tool
- Topic No.23 : Future of intranet
- Topic No.24 : Protocols of communication

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

Suggested Book:

1. Tannenbaum, Computer Network, PHI,N. Delhi
2. Uyless Black,Computer Network PHI,N.Delhi
3. Forouzan, Data Communication &Networking ,TMH,N.Delhi
4. Miller, Data Communication &Networking, Vikas Publishing House,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 – 5<sup>th</sup> Semester

Subject: Indian Business Environment (Theory)

Subject Code: BBA 309

Detailed Content

Unit No.1 Introduction

- Topic No.1 : Nature, component and determinants of Business Environment
- Topic No.2 : Basic nature of Indian economic system business
- Topic No.3 : Growth of public and private corporate sector
- Topic No.4 : Social responsibility of business
- Topic No.5 : Economic reforms since 1991-an overview

Unit No.2 Industrial policy

- Topic No.6 : Review of industrial policy development and pattern of industrial growth since 1991
- Topic No.7 : Industrial licensing policy
- Topic No.8 : Public sector reforms
- Topic No.9 : Privatization and liberalization trend
- Topic No.10 : Growth and problem of SMEs
- Topic No.11 : Industrial sickness

Unit No.3 Development Banking

- Topic No.12 : An overview and current developments
- Topic No.13 : Regulation of stock exchange and role of SEBI
- Topic No.14 : Banking sector reforms
- Topic No.15 : Challenging facing public sector banks
- Topic No.16 : Growth and changing structure of non banking financial institution

Unit No.4 Indian Foreign Trade

- Topic No.17 : Trend and pattern of India's foreign trade and balance of payment
- Topic No.18 : Latest foreign trade policy
- Topic No.19 : India's overseas investment policy towards foreign direct investments
- Topic No.20 : Globalization trend in Indian economy
- Topic No.21 : Role of MNC's
- Topic No.22 : Impact of multilateral (IMF World bank and WTO) on Indian business environments

Study Scheme				Evaluation Scheme			Total Marks
L	T	P	Credits	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. K. Ashwathappa, Business Environment for Strategic Management, Himalaya Publishing House , New Delhi
2. Govt. of India, Economics Survey
3. Bedi , Suresh , Business Environment Excel Books, 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 – 5<sup>th</sup> semester

Subject: Computer Network and Internet LAB

Subject Code: BBA-307

Detailed Content

List of Programs:

1. Identification of various Network component

- Connections ,BNC,RJ-45,I\O box
- Cables-Coaxial, Twisted pair ,UTP
- NIC
- Switch/ Hub

2. Establishment of a LAN

3. Use of protocol in establishment of LAN

4. Preparing of Network cables

5. Interfacing with Network Cards

6. Configuring computer system to access internet

7. Using e-mail

8. How internet can be used for news group.

9. How many search engines we are having on internet

10. How we use audio in internet.

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

