

A
SCHEME OF EXAMINATION & SYLLABI
of

**Bachelor of Business Administration (*Honours/Honours with Research*) with
*Multiple Entry and Exit***

As per National Education Policy 2020

with effect from academic session 2024-25



Indira Gandhi University, Meerpur, Rewari

122502

Approved by:	Discussed in DC Meeting	BOS	Academic Council
Approval Status:	Yes	Yes	Yes
Approval Date:	03/04/2024	05/04/2024	28/05/2021

VISION AND MISSION

VISION AND MISSION OF THE UNIVERSITY

VISION

To be a globally renowned university, recognized for excellence in teaching, innovative research, and welfare of the society, imbibing the spirit of “Vasudhaivkutumbkam”.

MISSION

1. To introduce and implement innovation in teaching and learning process matching up the global standards to strengthen academic delivery through curriculum design, teaching pedagogy and usage of ICT.
2. To develop a mechanism that attracts talented, qualified and experienced faculty from across the globe for pursuing their academic and research careers at the University.
3. To offer academic programs at UG, PG, doctoral, post-Doctoral levels which are learner-centric, industry focused, and adhere to outcome based international models.
4. To create an ambiance that is conducive for undertaking sponsored research, innovation and consultancy services to a wide spectrum of societal and industrial requirements while encouraging interdisciplinary approach of learning, teamwork, and research.
5. To establish state of art centres of excellence in frontier areas of research and design innovation through industry collaboration to innovate and incubate the products and services.
6. To establish smart campus and promote e-governance activities in the university for the digitally empowered society and knowledge economy.
7. To provide a hygienic, modern, environment friendly and vivacious campus attuned to the urgent needs of Green Technology.
8. To consider and implement norms, metrics, standards, procedures and benchmarks for assessing and improving the quality in every aspect of University system and achieve quality certifications by National and International bodies.
9. To make society self-reliant by organizing various programmes including literacy, gender sensitization, health awareness, and dissemination of information about livelihood generation.

VISION AND MISSION OF THE DEPARTMENT

VISION

To nurture value-based management for a responsible global community.

MISSION

To build management graduates embedded with the values of integrity, empathy, and social responsibility; capable of critical thinking and problem-solving skills to serve the nation and society.

BACKGROUND

i.) NEP-2020 and LOCF an Integrated Approach

As a part of implementation of National Education Policy 2020 in Higher Education to enhance the quality of education and research the Indira Gandhi University Meerpur, Rewari, Haryana made a rigorous attempt to revise the curriculum of undergraduate programmes as per NEP 2020.

The programme structure covers vision, mission of the University and the Department of Management, Programme Objectives, Programme Specific Outcomes, Course Outcomes, Semester-wise Courses and Credit Distribution, Teaching-Learning Process, Assessment and Evaluation, Keywords, References and Appendices. The experts of the Undergraduate Board of Studies in Management had contributed to a large extent in giving the final shape to the revised curriculum of the programme.

ii.) About Management

Management is a fundamental process of planning, organizing, coordinating and controlling both human as well as non-human resources for achieving the predefined specific goals efficiently and effectively. It plays an essential role in the success of any organization by providing the framework for decision-making and implementing strategies for success. Effective management helps in facing challenges and grabbing the opportunities coming in the way of organizations ranging from small startups to multinational corporations by optimal utilization of resources. Management is important for profit, non-profit, government owned organizations.

Management includes various disciplines, addressing specific aspects of functioning of any organization. For example, human resource management deals with the process of recruitment, training and overall development of employees. While marketing management helps in identifying target markets or creating value for customers. Financial management revolves around financial planning, budgeting and investment related decisions and international business management gives us knowledge about the rules and regulations needed for businesses across the boundaries of any country. Management teaches skills like leadership, communication, problem solving and decision making.

By studying management, one can get the skills, knowledge and competencies required to navigate the complexities of today's business world. Aspiring managers learn the qualities needed to lead diverse teams, foster innovation, adopt disruptions and take ethical decisions. Study of management is a gateway to unlock numerous opportunities and making a long-lasting impact on organizations as well as on society.

iii.) About the Programme

The National Education Policy 2020 focuses on skill development among students to prepare them to develop academic and industry-oriented skills to gain knowledge of business practices and be absorbed in the industry. This Four-Year Undergraduate Programme in Management i.e., Bachelor of Business Administration (Honours/ Honours with Research) programme will provide the students management education with flexibility to complete the course at their own pace with the option of multiple entry and exit at various levels with effect from the academic session 2024-25. This programme shall provide the opportunities to experience the full range of holistic and multidisciplinary education to nurture skills and abilities amongst the management students. The students shall be able to understand the management issues, analyse the complex business problems and opportunities to make better decisions for the success of the enterprise.

Objectives of the Programme: Bachelor of Business Administration (with Honours/ Honours with Research) is a four-year undergraduate professional degree programme that prepares individuals for the business world and leads to earning a bachelor's degree. BBA is an interdisciplinary programme that includes the courses borrowed from Commerce, Science, Humanities and Social Sciences and further modified as per the need of business administration. This programme is structured to enable the graduate students of any discipline to evolve as Bachelor of Business Administration. The programme imparts the knowledge of management concepts and learnings in functional areas such as Marketing, Finance, Human Resources and International Business etc. The courses lay importance to both hard and soft skills and further add substance for the comprehensive knowledge, skills development to manage businesses in a dynamic business environment.

Course Level/Duration/System: Undergraduate /Four years/8 Semesters with multiple entry and exit systems.

The following option will be made available to the students joining Bachelor's in Business Administration (Honours/ Honours with Research) Programme:

- a. One year: Undergraduate Certificate in Business Administration
- b. Second year: Undergraduate Diploma in Business Administration
- c. Third year: Bachelor's in Business Administration
- d. Fourth year: Bachelor's in Business Administration (Honours) and
Bachelor's in Business Administration (Honours with Research)

Programme Outcomes (PO):

After going through the programme, the students shall be able to have:

PO1: Knowledge of concepts, theories and best management practices and their implications across various domains of management

PO2: Effective communication and interpersonal skills among budding managers and entrepreneurs

PO3: Effective leadership and entrepreneurial skills through critical thinking and problem solving

PO4: Socially responsible behaviour that contribute to the growth of the nation and mankind

Programme Specific Outcomes (PSO's):

The programme outcomes (PSO) are the statement of competencies/abilities. PSO's are the statement that describes the knowledge and the abilities the undergraduate will have by the end of programme studies.

PSO1: To integrate the gained knowledge with various contemporary and evolving areas of the business world.

PSO2: To explore opportunities in the field of industry, research, and academics.

Type of Courses in BBA Programme

AEC	Ability Enhancement Course
CC	Core Course
CC-H	Core course in Honours discipline
CC-HM	Core Course in Minor Subject of Honours Programme
DSE	Discipline Specific Elective Course
DSE-H	Discipline specific elective course in Honours
H	Honours
M	Minor
MDC	Multi-Disciplinary Course
PC	Practicum Course
PC-H	Practicum Course in Honours
SEC	Skill Enhancement Course
V	Vocational
VAC	Value Added Course

FIRST YEAR: SEMESTER I

Semester: I

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L4.5-MGT-101	CC-A1	Principles of Management	3	1	-	4	70	30	-	100
24L4.5-MGT-102	CC-B1	Micro Economics	3	1	-	4	70	30	-	100
24L4.5-MGT-103	CC-C1	Business Mathematics	3	1	-	4	70	30	-	100
24L4.5-MGT-104 or 24L4.5-MGT-105	CC-M1	Each student will opt one course from pool of minor courses for Semester I	1	1	-	2	35	15	-	50
	MDC-1	Each student will opt one Multidisciplinary course from the discipline which is different from the discipline of business administration	-	-	-	3	-	-	-	75
	AEC-1	Each student will opt one course from pool of ability enhancement courses provided by university	-	-	-	2	-	-	-	50
	SEC-1	Each student will opt course offered by the Department of Computer Science and Engineering	-	-	-	3	-	-	-	75
	VAC-1	Each student will opt course offered by Department of Psychology	-	-	-	2	-	-	-	50
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER I

Course Code	Course	Nomenclature of Minor Course
24L4.5-MGT-104	CC-M1	Business Organisation
24L4.5-MGT-105	CC-M1	Business Regulatory Framework

FIRST YEAR: SEMESTER II

Semester: II

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theor y	Internal Marks	Practic al	
24L4.5-MGT-201	CC-A2	Financial Accounting and Analysis	3	1	-	4	70	30	-	100
24L4.5-MGT-202	CC-B2	Macro Economics	3	1	-	4	70	30	-	100
24L4.5-MGT-203	CC-C2	Business Environment	3	1	-	4	70	30	-	100
24L4.5-MGT-204 or 24L4.5-MGT-205	CC-M2	Each student will opt one course from pool of minor courses for Semester II	-	-	-	2	-	-	-	50
	MDC-2	Each student will opt one multidisciplinary course from the discipline which is different from the discipline of business administration	-	-	-	3	-	-	-	75
	AEC-2	Each student will opt one course from pool of ability enhancement courses provided by university	-	-	-	2	-	-	-	50
	SEC-2	Each student will opt one course from pool of skill enhancement courses provided by university	-	-	-	3	-	-	-	75
	VAC-2	Each student will opt course offered by the Department of Environmental Sciences	-	-	-	2	-	-	-	50
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER II

Course Code	Course type	Nomenclature of Minor Course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L4.5-MGT-204	CC-M2	Accounting with Computer Applications	-	-	2	2	-	-	50*	50
24L4.5-MGT-205	CC-M2	Mercantile Law	1	1	-	2	35	15	-	50

***Practical** will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

Exit Option: Any student opting for exit option after first year will get **Undergraduate Certificate in Business Administration** provided, he/she completes 48 credits of first two semesters and additional 4 credits of Internship Report (100 Practical/Viva-voce marks) based on summer training of 4-6 weeks undertaken in a business organisation. Thus, he/she will be eligible to exit the course with the said 52 Credits. In addition, the internship report would be evaluated by an external expert from a panel approved by UGBOS of the Department of Management, Indira Gandhi University, Meerpur, Rewari. Furthermore, the credits of internship report would be included/mention in the **Undergraduate Certificate in Business Administration** as follow:

Course Code	Nomenclature of Minor Course	Category	Internal Marks	External Marks	Practical/Viva-Voce Marks	Total Marks	Credits
24L4.5-MGT-206	Internship*	SEC	-	-	100	100	4

*The internship report would be evaluated by an external expert from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari.

SECOND YEAR: SEMESTER III

Semester: III

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L5.0-MGT-301	CC-A3	Cost Accounting	3	1	-	4	70	30	-	100
24L5.0-MGT-302	CC-B3	Business Statistics	3	1	-	4	70	30	-	100
24L5.0-MGT-303	CC-C3	Production and Operations Management	3	1	-	4	70	30	-	100
24L5.0-MGT-304 or 24L5.0-MGT-305	CC-M3	Each student will opt one course from pool of minor courses for Semester III	-	-	-	4	-	-	-	100
	MDC-3	Each student will opt one multidisciplinary course from the discipline which is different from the discipline of business administration	-	-	-	3	-	-	-	75
	AEC-3	Each student will opt one course from pool of ability enhancement courses provided by university	-	-	-	2	-	-	-	50
	SEC-3	Each student will opt one course from pool of skill enhancement courses provided by university	-	-	-	3	-	-	-	75
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER III

Course Code	Course type	Nomenclature of Minor Course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L5.0-MGT-304	CC-M3	Statistics with Spreadsheet (MS Excel)	-	-	4	4	-	-	100*	100
24L5.0-MGT-305	CC-M3	Indian Financial System	3	1	-	4	70	30	-	100

***Practical** will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

SECOND YEAR: SEMESTER IV

Semester: IV

Total Credits: 20

Total Marks: 500

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L5.0-MGT-401	CC-A4	Management Accounting	3	1	-	4	70	30	-	100
24L5.0-MGT-402	CC-B4	Marketing Management	3	1	-	4	70	30	-	100
24L5.0-MGT-403	CC-C4	Human Resource Management	3	1	-	4	70	30	-	100
24L5.0-VOC-MGT-401	CC-M4 (V1)	Each student will opt one course from pool of vocational courses provided by university	-	-	-	4	-	-	-	100
	AEC-4	Each student will opt one course from pool of ability enhancement courses provided by university	-	-	-	2	-	-	-	50
	VAC-3	Each student will opt one course from pool of value added courses provided by university	-	-	-	2	-	-	-	50
Total						20				500

L=Lecture, P=Practical, T= Tutorial

Exit Option: Any student opting for exit option after second year will get **Undergraduate Diploma in Business Administration** provided, he/she completes 92 credits of first four semesters and additional 4 credits of internship (100 Practical/ Viva-voce marks) based on summer training of 4-6 weeks in a business organization undertaken after completion of second semester or fourth semester. Thus, he/she will be eligible to exit the course with the said 96 credits. In addition, the internship report would be evaluated by an external expert from a panel approved by UGBOS, Department of Management, Indira Gandhi University, Meerpur, Rewari. Furthermore, the credits of internship report would be included/mention in the **Undergraduate Diploma in Business Administration** as follow:

Course code	Nomenclature of the course	Category	Internal Marks	External Marks	Practical/ Viva-Voce Marks	Total Marks	Credits
24L5.0-MGT-404	Internship*	SEC	-	-	100	100	4

*The internship report would be evaluated by an external expert from a panel approved by UGBOS of the Department of Management, Indira Gandhi University, Meerpur, Rewari.

Note: The student seeking admission in fifth semester would have to undergo a compulsory 4-6 week internship in a business organization after second semester or fourth semester and credits for the same will be included in fifth semester.

THIRD YEAR: SEMESTER V

Semester: V

Total Credits: 20

Total Marks: 500

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L5.5-MGT-501	CC-A5	Financial Management	3	1	-	4	70	30	-	100
24L5.5-MGT-502	CC-B5	International Business	3	1	-	4	70	30	-	100
24L5.5-MGT-503	CC-C5	Company Law	3	1	-	4	70	30	-	100
	CC/M6 (V2)	Each student will opt one course from pool of vocational courses provided by university	-	-	-	4	-	-	-	100
24L5.5 -MGT-504	SEC-5	Internship	-	-	4	4	-	-	100	100
Total						20				500

L=Lecture, P=Practical, T= Tutorial

*The internship report would be evaluated by an external expert from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari.

THIRD YEAR: SEMESTER VI

Semester: VI

Total Credits: 20

Total Marks: 500

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L5.5-MGT-601	CC-A6	Entrepreneurship Development	3	1	-	4	70	30	-	100
24L5.5-MGT-602	CC-B6	Business Policy and Strategy	3	1	-	4	70	30	-	100
24L5.5-MGT-603	CC-C6	Comprehensive Viva-Voce	-	-	4	4	-	-	100	100
24L5.5-MGT-604 or 24L5.5-MGT-605	CC-M6	Each student will opt one course from pool of minor courses for Semester VI	-	-	-	4	-	-	-	100
	CC-M7 (V3)	Each student will opt one course from pool of vocational courses provided by university	-	-	-	4	-	-	-	100
Total						20				

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER VI

Course Code	Course	Nomenclature of Minor Course
24L5.5-MGT-604	CC-M6	Income Tax
24L5.5-MGT-605	CC-M6	E-Commerce

**Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

Exit option: Any student who exit after 6 semesters must complete 132 credits and he/she would be awarded with a Bachelor of Business Administration.

Notes:

1. A student will opt for a Multidisciplinary Course (MDC) from the subject which is different from the discipline of business administration. Students are not allowed to choose or repeat courses already undergone at the higher secondary level (12th class) or opted as major and minor courses under this category. Provided further that if a Multidisciplinary Course across the discipline cannot be offered by the Department/Institute/College, due to its constraints and available resources, then:

- i. MDC can be opted out of MOOCs through SWAYAM.
- ii. MDC can be completed out of online courses offered by the Indira Gandhi University.
- iii. MDC can be completed from a cluster college, i.e., from a neighbouring college/institute.

2. 4-year Bachelor of Business Administration (Honours) or (Honours with Research) will be offered after completion of a 3-year Bachelor of Business Administration programme to those students who have completed at least 60 credits in the concerned discipline as per the university ordinances and guidelines. In addition to the above, 4-year Bachelor of Business Administration (Honours with Research) will be offered only to those students who have obtained CGPA 7.5 or more in the 3-year Bachelor of Business Administration programme.

3. Bachelor of Business Administration (Honours) or (Honours with Research) will be awarded after successful completion of the four-year programme securing 180 credits.

4. Students opting for Honours with Research will work on a Research Project or do research during the eighth semester. The dissertation work will be of 12 credits. 8 credits will be earmarked for the evaluation report of the dissertation and viva-voce examination will carry weightage of 4 credits.

5. Students must opt any one specialisation in the seventh semester from specialisations provided as below and the same will continue in the eighth semester:

A. Retail Management

B. Human Resource Management

C. Financial Investment Analysis

A. Retail Management

Bachelor of Business Administration (Honours)/ Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VII

Semester: VII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-701	CC-H1	Introduction to Retailing	3	1	-	4	70	30	-	100
24L6.0-MGT-702	CC-H2	Business Models and Formats of Retail	3	1	-	4	70	30	-	100
24L6.0-MGT-703	CC-H3	Retail Sales Techniques and Promotion	3	1	-	4	70	30	-	100
24L6.0-MGT-704 or 24L6.0-MGT-705	DSE-H1	Each student will opt one course from discipline specific elective courses for Semester VII	3	1	-	4	70	30	-	100
24L6.0-MGT-706	PC-H1	Seminar	-	-	4	4	-	-	100	100
24L6.0-MGT-707 or 24L6.0-MGT-708	CC-HM1	Each student will opt one course from the pool of Minor courses for Semester VII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-704	DSE-H1	Human Resource Management in Retail
24L6.0-MGT-705	DSE-H1	Inventory Management

POOL OF MINOR COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-707	CC-HM1	Retail Analytics
24L6.0-MGT-708	CC-HM1	Technology in Retail

*Seminar will be assessed by a presentation based on relevant topic assigned to the student by the institute/college/department and evaluation of the same will be done by a committee of two internal member. Internal member shall be appointed by the Head of Department or Principal of college/institute.

Retail Management

Bachelor of Business Administration (Honours)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical/Viva	
24L6.0-MGT-801	CC-H4	Retail Merchandising	3	1	-	4	70	30	-	100
24L6.0-MGT-802	CC-H4	Logistics and Supply Chain Management	3	1	-	4	70	30	-	100
24L6.0-MGT-803	CC-H6	International Retail Management	3	1	-	4	70	30	-	100
24L6.0-MGT-804 or 24L6.0-MGT-805	DSE-H2	Each student will opt one course from pool of discipline specific elective courses for Semester VIII	3	1	-	4	70	30	-	100
24L6.0-MGT-806	PC-H2	Comprehensive Viva-Voce	-	-	4	4	-	-	100	100
24L6.0-MGT-807 or 24L6.0-MGT-808	CC-HM2	Each student will opt one course from the pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-804	DSE-H2	Retail Consumer Behaviour
24L6.0-MGT-805	DSE-H2	Mall Management

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-807	CC-HM2	Store Operations and Management
24L6.0-MGT-808	CC-HM2	E-Retailing

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

Note: Students completing 180 credits would be eligible to obtain **Bachelor of Business Administration (Honours)**.

Retail Management Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-801	CC-H4	Retailing Merchandising	3	1	-	4	70	30	-	100
24L6.0-MGT-802	CC-H5	Logistics and Supply Chain Management	3	1	-	4	70	30	-	100
24L6.0-MGT-807 or 24L6.0-MGT-808	CC-HM2	Each student will opt one course from the pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
24L6.0-MGT-809	Project/ Dissertation	Research Project	-	-	12	12	-	100	200*	300
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-807	CC-HM2	Store Operations and Management
24L6.0-MGT-808	CC-HM2	E-Retailing

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

**Research Project evaluation and Viva-voce will be conducted by two external examiners (one from academia and one from industry). External experts from academia shall be from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari. Industry experts will be appointed by the institute/college/department.

Note: Students completing 180 credits would be eligible to obtain **Bachelor of Business Administration (Honours with Research)**.

B. Human Resource Management

Bachelor of Business Administration (Honours)/ Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VII

Semester: VII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-711	CC-H1	HR Policies and Practices	3	1	-	4	70	30	-	100
24L6.0-MGT-712	CC-H2	Manpower Planning, Recruitment and Selection	3	1	-	4	70	30	-	100
24L6.0-MGT-713	CC-H3	Labour Laws-I	3	1	-	4	70	30	-	100
24L6.0-MGT-714 or 24L6.0-MGT-715	DSE-H1	Each student will opt one course from pool of discipline specific elective courses for Semester VII	3	1	-	4	70	30	-	100
24L6.0-MGT-716	PC-H1	Seminar	-	-	4	4	-	-	100	100
24L6.0-MGT-717 or 24L6.0-MGT-718	CC-HM1	Each student will opt one course from the pool of Minor courses for Semester VII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-714	DSE-H1	Industrial Relations
24L6.0-MGT-715	DSE-H1	Performance Management

POOL OF MINOR COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-717	CC-HM1	Organizational Change and Development
24L6.0-MGT-718	CC-HM1	Organizational Behaviour

*Seminar will be assessed by a presentation based on relevant topic assigned to the student by the institute/college/department and evaluation of the same will be done by a committee of two internal members. Internal member shall be appointed by the Head of the Department or Principal of college/institution.

Human Resource Management

Bachelor of Business Administration (Honours)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-811	CC-H4	Training & Development	3	1	-	4	70	30	-	100
24L6.0-MGT-812	CC-H4	Compensation Management	3	1	-	4	70	30	-	100
24L6.0-MGT-813	CC-H6	Labour Laws- II	3	1	-	4	70	30	-	100
24L6.0-MGT-814 or 24L6.0-MGT-815	DSE-H2	Each student will opt one course from pool of discipline specific elective courses for Semester VIII	3	1	-	4	70	30	-	100
24L6.0-MGT-816	PC-H2	Comprehensive Viva-Voce	-	-	4	4	-	-	100	100
24L6.0-MGT-817 or 24L6.0-MGT-818	CC-HM2	Each student will opt one course from the pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-814	DSE-H2	Talent Management
24L6.0-MGT-815	DSE-H2	Negotiation and Conflict Management

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-817	CC-HM2	Cross Cultural HRM
24L6.0-MGT-818	CC-HM2	Managing and Leading Teams

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

**Research Project evaluation and Viva-voce will be conducted by two external examiners (one from academia and one from industry). External experts from academia shall be from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari. Industry experts shall be appointed by the institute/college/department.

Note: Students completing 180 credits would be eligible to obtain **Bachelor of Business Administration (Honours)**.

Human Resource Management

Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-811	CC-H4	Training & Development	3	1	-	4	70	30	-	100
24L6.0-MGT-812	CC-H4	Compensation Management	3	1	-	4	70	30	-	100
24L6.0-MGT-817 or 24L6.0-MGT-818	CC-HM2	Each student will opt one course from pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
24L6.0-MGT-819	Project/ Dissertation	Research Project	-	-	12	12	-	100	200*	300
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-817	CC-HM2	Cross Cultural HRM
24L6.0-MGT-818	CC-HM2	Managing and Leading Teams

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

**Research Project evaluation and Viva-voce will be conducted by two external examiners (one from academia and one from industry). External experts from academia shall be from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari. Industry experts shall be appointed by the institute/college/department.

Note: Students completing 180 credits would be eligible to obtain **Bachelor of Business Administration (Honours with Research)**.

C. Financial Investment Analysis

Bachelor of Business Administration (Honours)/ Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VII

Semester: VII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-721	CC-H1	Fundamentals of Stock Trading	3	1	-	4	70	30	-	100
24L6.0-MGT-722	CC-H2	Essentials of Financial Investment	3	1	-	4	70	30	-	100
24L6.0-MGT-723	CC-H3	Corporate Restructuring	3	1	-	4	70	30	-	100
24L6.0-MGT-724 or 24L6.0-MGT-725	DSE-H1	Each student will opt one course from pool of discipline specific elective courses for Semester VII	3	1	-	4	70	30	-	100
24L6.0-MGT-726	PC-H1	Seminar	-	-	4	4	-	-	100	100
24L6.0-MGT-727 or 24L6.0-MGT-728	CC-HM1	Each student will opt one course from pool of Minor courses for Semester VII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

*Seminar will be assessed by a presentation based on relevant topic assigned to the student by the institute/college/department and evaluation of the same will be done by a committee of two internal member. Internal member shall be appointed by the Head of Department or Principal of college/institute.

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-724	DSE-H1	International Financial Architecture
24L6.0-MGT-725	DSE-H1	Fundamentals of Personal Finance

POOL OF MINOR COURSES FOR SEMESTER VII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-727	CC-HM2	Basics of Econometrics
24L6.0-MGT-728	CC-HM2	Project Appraisal and Finance

Financial Investment Analysis

Bachelor of Business Administration (Honours)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-821	CC-H4	Security Analysis and Portfolio Management	3	1	-	4	70	30	-	100
24L6.0-MGT-822	CC-H4	Digital Finance	3	1	-	4	70	30	-	100
24L6.0-MGT-823	CC-H6	International Finance	3	1	-	4	70	30	-	100
24L6.0-MGT-824 or 24L6.0-MGT-825	DSE-H2	Each student will opt one course from pool of discipline specific elective courses for Semester VII	3	1	-	4	70	30	-	100
24L6.0-MGT-826	PC-H2	Comprehensive Viva-Voce	-	-	4	4	-	-	100	100
24L6.0-MGT-827 or 24L6.0-MGT-828	CC-HM2	Each student will opt one course from pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF DISCIPLINE SPECIFIC ELECTIVE COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Discipline Specific Elective Course
24L6.0-MGT-824	DSE-H2	International Financial Management
24L6.0-MGT-825	DSE-H2	Financial Derivatives

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-827	CC-HM2	Wealth Management
24L6.0-MGT-828	CC-HM2	Corporate Finance

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

**Research Project evaluation and Viva-voce will be conducted by two external examiners (one from academia and one from industry). External experts from academia shall be from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari. Industry experts shall be appointed by the institute/college/department.

Note: Students completing 180 credits would be eligible to obtain Bachelor of Business Administration (Honours with Research).

Financial Management (FIA)

Bachelor of Business Administration (Honours with Research)

Fourth Year: Semester VIII

Semester: VIII

Total Credits: 24

Total Marks: 600

Course Code	Course type	Nomenclature of the course	Credits				Examination Scheme			Total
			L	T	P	Total	Theory	Internal Marks	Practical	
24L6.0-MGT-821	CC-H4	Security Analysis and Portfolio Management	3	1	-	4	70	30	-	100
24L6.0-MGT-822	CC-H5	Digital Finance	3	1	-	4	70	30	-	100
24L6.0-MGT-827 or 24L6.0-MGT-828	CC-HM2	Each student will opt one course from pool of Minor courses for Semester VIII	3	1	-	4	70	30	-	100
24L6.0-MGT-829	Project/Dissertation	Research Project	-	-	12	12	-	100	200*	300
Total						24				600

L=Lecture, P=Practical, T= Tutorial

POOL OF MINOR COURSES FOR SEMESTER VIII

Course Code	Course	Nomenclature of Minor Course
24L6.0-MGT-827	CC-HM2	Wealth Management
24L6.0-MGT-828	CC-HM2	Corporate Finance

*Comprehensive Viva-Voce will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute.

**Research Project evaluation and Viva-voce will be conducted by two external examiners (one from academia and one from industry). External experts from academia shall be from a panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari. Industry experts shall be appointed by the institute/college/department.

Note: Students completing 180 credits would be eligible to obtain Bachelor of Business Administration (Honours with Research).

SYLLABUS OF SEMESTER - I COURSES

Part A – Introduction				
Name of the Course	Business Administration			
Semester	I			
Subject	Principles of Management			
Course Code	24L4.5-MGT-101			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/ VAC)	CC-A1			
Level of the course	Foundation-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: 1. Understand the Nature and Evolution of Management. 2. Apply the Managerial skills and roles at the workplace. 3. Apprehend the functions of Management 4. Recognize the latest changes in the field of Management.			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Introduction to Management: Concept, Functions and Significance; Evolution of Management Thought, Managerial Roles & Skills; Planning: Concept, Planning Process, Types of Plans.	15
II	Organising: Concept, Guiding Principles, Types of organisational structure: Line, Functional, Line & Staff relationship, Delegation of Authority, Centralization Vs Decentralization; organisational structure and design	15
III	Staffing – Meaning and Importance, Steps of staffing; Directing: Elements, Principles and Importance; Motivation and theories of motivation; Leadership: Concept, Theories and Styles of Leadership	15
IV	Communication: Meaning, Process, Types, Barriers, Effective Communication; Controlling: Concept, Importance, Process of Controlling, Techniques of controlling.	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Koontz & Weirich. *Essentials of Management*. Tata McGraw Hill
2. Kaul Vijay Kumar. *Business Organization & Management – Text and Cases*. Pearson
3. Robbins. *Fundamentals of Management; Essentials Concept and Applications*. Pearson Education

Part D - Mapping of Course 24L4.5-MGT-101

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	M	M
CLO2	S	M	S	M	S	M
CLO3	S	S	S	M	S	M
CLO4	M	M	S	M	S	S

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	I			
Subject	Micro Economics			
Course Code	24L4.5-MGT-102			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AE C/VAC)	CC-B1			
Level of the course	Foundation-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Explain the mechanics of supply and demand in allocating goods and services and resources. 2. Understand the choices and decisions made by a rational consumer. 3. Identify relationships between production and costs. 4. Define key characteristics and consequences of different forms of markets. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Introduction to Economics, Microeconomics, Concept of Demand: Individual demand, Market demand, Law of demand. Concept of Supply, Individual supply, Market supply, Market equilibrium; Elasticity of demand and supply; Price elasticity of demand, Income elasticity of demand, Cross elasticity of demand, Elasticity of supply.	15
II	Cardinal Utility Theory, Law of Diminishing Marginal Utility, Law of Equi-marginal utility; Ordinal Utility Theory: Indifference Curve, Budget Line, Consumer choice, Price effect, Substitution effect, Income effect for Normal, Inferior and Giffen goods.	15
III	Production function: Short run production function, Long run production function, Optimizing behaviour in long run: Isoquants, Isocost Line, Optimal combination of resources. Cost function: Traditional theory of cost, Short run and long run cost function; modern theory of cost.	15
IV	Forms of Market Structure: Perfect competition, Short run and long run equilibrium of firm/industry; Monopoly: Basic features, Short run equilibrium, Long run equilibrium, Price discrimination; Monopolistic competition: Basic features, Short run equilibrium, Long run equilibrium, Oligopoly market: Kinked demand curve, Dominant price leadership model.	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Dominick Salvatore (2009): *Principles of Microeconomics* (5th Edition), Oxford University Press.
2. Pindyck, Rubinfeld and Mehta (2009): *Micro Economics* (7th Edition), Pearson.
3. Lipsey and Chrystal (2008): *Economics* (11th Edition), Oxford University Press.
4. Christopher R. Thomas, S. Charles Maurice (2014): *Managerial Economics* (12th Edition), McGraw-Hill.
5. Paul Keat, Philip Young, Stephen Erfle (2016): *Managerial Economics* (7th Edition), Pearson.

Part D - Mapping of Course 24L4.5-MGT-102

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	M	M
CLO2	S	M	S	M	S	M
CLO3	S	S	S	M	S	M
CLO4	M	M	S	M	S	S

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	I			
Subject	Business Mathematics			
Course Code	24L4.5-MGT-103			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/V AC)	CC-C1			
Level of the course	Foundation-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the important role Mathematics plays in all facets of the business world. 2. Demonstrate critical thinking, modelling, and problem-solving skills in a variety of contexts. 3. Solve numerical problems of multivariable optimization and properties of the solutions. 4. Model business and economic scenarios in mathematical terminology and to appreciate economic models by using formal mathematical methods. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Time value of money	15
II	Profit and Loss, Discount, Time and work, Sequence & Series	15
III	Elementary idea of Permutations and Combinations	15
IV	Data interpretation- Introduction, approaches to data interpretation, tabulation, Bar graphs, Pie charts, Line graphs, Mix graphs	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory <ul style="list-style-type: none"> ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum <ul style="list-style-type: none"> ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Allen B.G.D: Basic Mathematics; Macmillan, New Delhi.
2. Vohra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi.
3. Kapoor V.K. Business Mathematics: Sultan Chand and sons, Delhi.

Part D - Mapping of Course 24L4.5-MGT-103

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	M	M
CLO2	S	M	S	M	S	M
CLO3	S	S	S	M	S	M
CLO4	M	M	S	M	S	S

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	I			
Subject	Business Organisation			
Course Code	24L4.5-MGT-104			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VA C)	CC-M1			
Level of the course	Foundation-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Explain different ways of classifying businesses: by size, industry sector and ownership type 2. Examine the dynamics of the most suitable form of business organisation in different situations. 3. Record and report emerging issues and challenges of business organisations 4. Evaluate changes in the working pattern of modern organisations 			
Credits	Lecture	Tutorial	Practical	Total
	1	1	0	2
Contact Hours/Week	1	1	0	2
Max. Marks: 50 Internal Assessment Marks: 15 End Term Exam Marks: 35	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 1.75 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 7 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Business Organisation: Meaning and nature, Objectives; Evolution; Forms/Types of Business Organisations; Sole Proprietorship; Partnership: Characteristics, Registration, Partnership Deed, Rights, Duties and Liabilities, Dissolution of Partnership.	8
II	Joint Stock Company-Concept, Characteristics, Types; Formation of Company; Multinational Companies; Conceptual Framework of Corporate Governance; One person Company.	8
III	Co-operative and State Ownership: Forms/Types; Non-Profit Organisations; Trade Associations; Emergence of Indian MNCs; Transnational corporations; Challenges for Indian Business in the new millennium.	6
IV	Setting up a New Enterprise: Process of starting an enterprise, decisions in setting up an Enterprise, Feasibility study and Business Plan; Small, Medium and Large-scale Enterprises, government policies and initiatives to promote entrepreneurship.	8

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. C.R. Basu. *Business Organization and Management*. McGraw Hill
2. P.C. Tulsian & Vishal Pandey. *Business Organization and Management*. Pearson
3. Frank R. Mason. *Business Principles and Organization*. Forgotten Books
4. S. A. Sherlekar. *Modern Business Organization*. Himalaya Publishing House
5. Jallo. *Business Organization and Management*. Tata McGraw Hill
6. Dr. V. Desai. *Organizing and Financing of Small Scale Industry*. Himalaya Publishing House
7. Dr. C. B. Gupta. *Industrial Organization and Management*. Sultan Chand & Son

Part D - Mapping of Course 24L4.5-MGT-104

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	M	M
CLO2	S	M	S	M	S	M
CLO3	S	S	S	M	S	M
CLO4	M	M	S	M	S	S

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	I			
Subject	Business Regulatory Framework			
Course Code	24L4.5-MGT-105			
Course Type: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	CC-M1			
Level of the course	Foundation-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: 1. Evaluate the provisions of Law of Contract, 1872 2. Examine various provisions of Sale of Goods Act 3. Relate and apply various provisions related to Consumer Protection Act. 4. Understand the rights of consumer and various consumer forums.			
Credits	Lecture	Tutorial	Practical	Total
	1	1	0	2
Contact Hours/Week	1	1	0	2
Max. Marks: 50 Internal Assessment Marks: 15 End Term Exam Marks: 35	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 1.75 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 7 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Indian Contract Act, 1872: Definition and Essentials of Contract, Types of Contracts, Competent Party, Free Consent, Consideration, Performance of Contract, Discharge of Contract & Rules for Compensation, Contingent Contract & Quasi Contract	8
II	Special Contract: Indemnity & Guarantee, Bailment & Pledge, Law of Agency - Meaning, Modes of creating Agency, Types of Agents, Personal Liability of an Agent and Termination of Agency.	8
III	Sale of Goods Act, 1930: Definition, Sale & Agreement to Sell, Types of Goods, Conditions & Warranties, Sale by Non-owners, Unpaid Seller, CIF, FOB and Ex-Ship Contracts.	6
IV	Consumer Protection Act, 1986: Definition, Consumer & Rights of Consumer, Restrictive and Unfair Trade Practice, Consumer Councils and Redressal Agencies	8

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. C.R. Basu. *Business Regulatory framework*. McGraw Hill
2. Vishal Pandey. *Business Regulatory framework*. Pearson
3. Mason. *Business Regulatory framework and Organization*. Forgotten Books
4. Sherlekar. *Business Regulatory framework*. Himalaya Publishing House
5. Dr. C. B. Gupta. *Business Regulatory framework*. Sultan Chand & Sons

Part D - Mapping of Course 24L4.5-MGT-105

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	M	M
CLO2	S	M	S	M	S	M
CLO3	S	S	S	M	S	M
CLO4	M	M	S	M	S	S

S= Strong, M= Medium, W=Weak

**SYLLABUS OF
SEMESTER - II
COURSES**

Part A – Introduction				
Name of the Course	Business Administration			
Semester	II			
Subject	Financial Accounting and Analysis			
Course Code	24L4.5-MGT-201			
Course Type: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	CC-A2			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the accounting equations and the rules of recording accounting transactions. 2. Understand the recording of accounting transactions in the books of entry and the preparation of ledger accounts. 3. Understand the preparation of trial balance and reconciliation of accounting statements. 4. Analyse accounting transactions by preparing final accounts of statements for the profit and non-profit business entities. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part 'A'** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part 'B'** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Introduction to Financial Accounting. Basic Concepts and Conventions, Accounting Principles. Understanding Assets, Liabilities, Revenues, and Expenses. Understanding Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditure, Capital Receipts, and Revenue Receipts. Nature of Accounts and Rules of Debit and Credit. Recording transactions in General Journal. Preparation of Ledger Accounts. Opening and Closing Entries. Preparation of Trial Balance.	15
II	Preparation of Financial Statements: Preparing Trading Account, Profit & Loss Account and Balance Sheet for a Sole Proprietor. Format for preparing financial statements for IND-AS companies as per Division II, Schedule III, Companies Act, 2013. Understanding the contents of a Corporate Annual Report (Actual latest annual reports to be used).	15
III	Global Accounting Standards/IFRS: Meaning & need for globalisation of accounting standards, Adoption versus Convergence, Need for convergence of Indian GAAP with IFRS; Benefits of achieving Convergence with IFRSs to different stakeholders in India. Salient features of Ind-AS/IFRS (Fair Value Accounting, Substance versus form, Time value of money). Introduction to Indian Accounting Standards (Ind-AS); Understanding IND-AS 1: Presentation of Financial Statements, IND-AS 7: Cash Flow Statement.	15
IV	Analysing Financial Statements: Objectives of Financial Statement Analysis; Sources of information; Standards of Comparison; Techniques of Financial Statement Analysis (Through a case study of real company) - Ratio analysis, Cash flow analysis, Net working capital analysis, Trend analysis. Use of ratios to predict financial crisis of a company by using Altman Z –score. Use of Beyond the Balance Sheet indicators of analysing financial position of a company.	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <p>➤ Theory</p> <ul style="list-style-type: none"> ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 <p>Practicum</p> <ul style="list-style-type: none"> ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Gupta R. L. *Advanced Accounting*; S. Chand & Sons
2. Grewal T. S and M.C. Shukla. *Advanced Accounting*. S. Chand & Sons
3. Williams, Haka, Bettner & Carcello. *Financial and Managerial Accounting*. McGraw Hill
4. Narayanaswamy R. *Financial Accounting: A Managerial Perspective*; PHI Learning Private Limited, Delhi.
5. Robert N. Anthony, David F. Hawkins, Kenneth A. Merchant. *Accounting- Text and Cases*; McGraw Hill Education (India) Private Limited, New Delhi.
6. Garg CA Kamal, and Sehrawat Neeraj Kumar. *Beginner`s Guide to Ind-AS & IFRS*. Bharat Law House Pvt. Ltd., New Delhi.
7. Maheshwari S.N., Maheshwari Suneel K., and Maheshwari Sharad K. *An Introduction to Accountancy*; Vikas Publishing House Private Limited, Noida.

Part D - Mapping of Course 24L4.5-MGT-201

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	M	M	W	S	M
CLO2	S	M	W	S	S	M
CLO3	S	M	M	M	S	M
CLO4	S	S	W	M	S	W

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	II			
Subject	Macro Economics			
Course Code	24L4.5-MGT-202			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC /VAC)	CC-B2			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the nature and scope of managerial economics and identify the role of economics in decision making. 2. Understand theory of demand, law of demand and cardinal utility analysis. 3. Understand theory of production, costs, and revenue function. 4. Understand theory of firm and market organization including determination of price under different market conditions. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 1.75 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 7 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Basic understanding of Ancient Indian Economy, Wealth and its various aspects as per Vedic Philosophy; Kautilya’s view on Ways of Financial Management and Economic Governance, Proposition of Welfare states and Good Governance by Kautilya as the foundation of strong Indian Economy; Relevance of Kautilya’s Arthashastra in making of modern and advanced India.	10
II	Introduction to National Income: measurement of national income. Classical theory of income and employment: Quantity Theory of Money– Cambridge version, Classical aggregate demand curve, Classical theory of interest rate, effect of fiscal and monetary policy	18
III	Keynesian Model of Income Determination in a Two-sector Economy, Shifts in Aggregate Demand and Multiplier. Inflation: meaning; demand and supply side factors; natural rate theory; monetary policy- output and inflation (monetarist view); Phillips curve: short run and long run	20
IV	Brief introduction to Balance of Payment (BOP) account; market for foreign exchange and exchange rate; monetary and fiscal policy in openeconomy	12

Suggested Evaluation Methods

Internal Assessment:

➤ Theory

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

➤ Practicum

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:
- Mid-Term Exam:

End Term Examination: **70**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Froyen, R. P. (2011); Macroeconomics-theories and policies (8th Edition). Pearson.
2. Dornbusch and Fischer (2010); Macro economics (9th Edition).Tata McGraw Hill.
3. Gregory Mankiw (2010); Macro economics (7th Edition).Worth Publishers
4. Kautilya’s Arthashastra-The way of Financial management and economic governance (2012) (6th Edition); Jaico Publishing House

Part D - Mapping of Course 24L4.5-MGT-202

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	S	S	S
CLO2	S	M	W	M	S	M
CLO3	S	S	S	S	S	S
CLO4	S	S	M	S	S	S

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	II			
Subject	Business Environment			
Course Code	24L4.5-MGT-203			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/V AC)	CC-C2			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: 1. Understand about the different types of Business Environment 2. Understand the Economic Environment. 3. Understand the Socio-Cultural Environment 4. Understand the Political Environment & Natural and Technological Environment.			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part 'A'** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part 'B'** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	An Overview of Business Environment : Type of Environment-internal, external, micro and macro environment. Competitive structure of industries, environmental analysis and strategic management. Managing diversity. Scope of business, characteristics of business. Objectives and the uses of study. Process and limitations of environmental analysis	15
II	Economic Environment: Nature of Economic Environment. Economic factors-growth strategy, basic economic system, economic planning, Economic policies- new industrial policy, FEMA, Monetary and fiscal policies. Consumer Protection Act and Competition Law. Liberalization, Privatization and Globalization of Indian Economy, Trends and Issues.	15
III	Socio-Cultural Environment: Nature and impact of culture on business, culture and globalization, social responsibilities of business, social audit, business ethics and corporate governance, Demographic environment population size, migration and ethnic aspects, birth rate, death rate and age structure	15
IV	Political Environment: Functions of state, economic roles of government, government and legal environment. The constitutional environment, rationale and extent of state intervention. Natural and Technological Environment: Innovation, technological leadership and followership, sources of technological dynamics, impact of technology on globalization, transfer of technology, time lags in technology introduction, Status of technology in India; Management of technology; Features and Impact of technology.	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <p>➤ Theory</p> <ul style="list-style-type: none"> ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 <p>➤ Practicum</p> <ul style="list-style-type: none"> ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Rangarajan, C.A.; Perspective in Economics, S.Chand & Sons, New Delhi
2. Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3. Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.

Part D - Mapping of Course 24L4.5-MGT-203

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	S	S	S
CLO2	S	M	W	M	S	M
CLO3	S	S	S	S	S	S
CLO4	S	S	M	S	S	S

S= Strong, M= Medium, W=Weak

Part A- Introduction				
Name of the Course	Business Administration			
Semester	II			
Subject	Accounting with Computer Applications			
Course Code	24L4.5-MGT-204			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/V AC)	CC-M2			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: 1. Understand the concepts of MS Excel and Google Spreadsheet. 2. Understand the basics of Tally. 3. Generate financial statements. 4. Create tax accounting and GST filing and compliance through Tally.			
Credits	Lecture	Tutorial	Practical	Total
	-	-	2	2
Contact Hours/Week	-	-	4	4
Max. Marks: 50 Practical Marks: 50	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Examiners

The practical will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute. Further, the practical will be taken in computer lab where students will be asked to perform different accounting functions on their system.

Unit	Topics	Contact Hours
I	Introduction to MS Excel and Google Spreadsheet: accounting in MS Excel/Google Spreadsheet, bookkeeping, journal, ledger, trial balance, profit & loss and balance sheet. Payroll accounting in Excel/Spreadsheet	8
II	Overview of Tally software, Installation and setup, Navigating Tally interface, Creating and managing company data, Understanding ledgers, groups, and vouchers, Recording sales and purchase transactions, Bank and cash transactions entry, Inventory management in Tally	8
III	Generating financial statements: balance sheet, profit and loss statement, Trial balance and final accounts in Tally, Fund flow and cash flow statements	7
IV	Tax accounting using Tally, TDS (Tax Deducted at Source) and TCS (Tax Collected at Source) in Tally, GST (Goods and Services Tax) accounting in Tally, GST filing and compliance through Tally, Payroll processing using Tally	7

Suggested Evaluation Methods

Assessment:

- **Practicum**
- Viva-voce: 50 Marks

Total Marks: **50**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Ray, D., *Development Economics*, Princeton University Press
2. Thirawall, A., *Growth and Development*, McMillan Publication, New Delhi

Part D - Mapping of Course 24L4.5-MGT-204

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	W	S	S	S	M
CLO2	S	M	W	W	S	W
CLO3	S	M	M	M	M	W
CLO4	S	W	S	S	S	M

S= Strong, M= Medium, W=Weak

Part A- Introduction				
Name of the Course	Business Administration			
Semester	II			
Subject	Mercantile Law			
Course Code	24L4.5-MGT-205			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AE C/VAC)	CC-M2			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes(CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Know basic laws applied in the field of business 2. Know the legal aspect of management and doing business 3. Apply the gained knowledge of various laws in practice 4. Comprehend the business transactions, activities and operations from legal point of view 			
Credits	Lecture	Tutorial	Practical	Total
	1	1	0	2
Contact Hours/Week	1	1	0	2
Max. Marks: 50 Internal Assessment Marks: 15 End Term Exam Marks: 35	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 1.75 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 7 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Indian Contract Act, 1872: Definition, Essentials of a legal contract, Agreement, Void and Voidable Contract, Performance of Contract, Discharge of Contract, Breach of Contract and Remedies for Breach of Contract.	8
II	Sales of Goods Act, 1930: Definition of goods, Sale and Agreement to Sell, Conditions and Warranties, Transfer of ownership and Delivery, Rights of Unpaid Seller	7
III	Indian Partnership Act, 1932: Partnership, Types of Partners, Partnership firm, Partnership Deed, Rights and Duties of Partners, Dissolution of partnership firm	7
IV	Special Contracts: Indemnity & Guarantee, Bailment & Pledge, Law of Agency - Meaning, Modes of creating Agency, Types of Agents, Personal Liability of an Agent and Termination of Agency.	8

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 4 ● Seminar/presentation/assignment/quiz/class test etc.: 4 ● Mid-Term Exam: 7 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 35</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Gulshan,S.S., Mercantile Law, Excel Books, New Delhi.
2. Chawla, Garg & Sarin, Mercantile Law, Kalyani Publishers, New Delhi.
3. Kuchhal, M.C. & Kuchhal, Vivek, Mercantile Law, Vikas Publishing House, New Delhi.
4. Kapoor, N.D., Elements of Mercantile Law, S. Chand & Sons Pvt. Ltd., New Delhi.

Part D - Mapping of Course 24L4.5-MGT-205

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	S	S	S
CLO2	S	M	W	M	S	M
CLO3	S	S	S	S		S
CLO4	S	S	M	S	S	S

S= Strong, M= Medium, W=Weak

**SYLLABUS OF
SEMESTER - III
COURSES**

Part A – Introduction				
Name of the Course	Business Administration			
Semester	III			
Subject	Cost Accounting			
Course Code	24L5.0-MGT-301			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/V AC)	CC-A3			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the fundamentals of cost accounting 2. Understand the material cost control and its application decision making in business. 3. Understand the labour cost control and effective management of labour and wage system. 4. Learn various methods of costing and its application in business. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part 'A'** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part 'B'** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Introduction: - Objective, elements of cost, cost sheet, importance of cost accounting, types of costing, installation of costing system, difference between cost accounting and financial accounting.	15
II	Material Control: - Meaning and objectives of material control, material purchase procedure, fixation of inventory levels – Reorder level, EOQ, Minimum level, Maximum level, and Methods of Valuing Material Issues.	15
III	Labour Cost Control: - its importance, methods of Time Keeping and Time Booking; Treatment and Control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment – Time Wage System, Piece Wage System and Balance or Debt Method; Overhead – classification, allocation and apportionment of overhead including machine hour rate	15
IV	Methods of Costing – Job, Batch and Contract Costing, Process Costing Fundamental, Process Losses & Gains	15

Suggested Evaluation Methods

Internal Assessment:

➤ **Theory**

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

➤ **Practicum**

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:

End Term Examination: **70**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Jain & Narang, Advance Cost Accounting, Kalyani Publishers, New Delhi
2. Maheshwar, S.N. and Mittal, S.N., Cost Accounting, Mahavir Publications, Delhi
3. Bhar, B.K., Cost Accounting, Academic Publishers, New Delhi
4. Prasad, N.K., Principles and Practice of Cost Accounting, Calcutta Book Syndicate, Kolkata

Part D - Mapping of Course 24L5.0-MGT-301

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	M	M	M	S	W
CLO2	S	S	S	M	M	W
CLO3	S	S	M	M	M	M
CLO4	S	M	S	M	M	W

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	III			
Subject	Business Statistics			
Course Code	24L5.0-MGT-302			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VA C)	CC-B3			
Level of the course	Foundation-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the meaning of the statistics and data in everyday life and its presentation for business decision making. 2. Understand distinctive features and characteristics of data with the help of descriptive and summary statistical measures. 3. Understand and analyse the statistical normality of data for better business decision making. 4. Understand the significance of sampling in the statistical data collection and applications in business decision making. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part 'A'** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part 'B'** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Business Statistics: Introduction, Scope, Functions, Importance, Limitations; Collection of Primary and Secondary data; Types of Statistical Methods; Data Analysis and Interpretation; Graph: Characteristics, Types, Merits and Demerits.	15
II	Measures of Central Tendency: Meaning, Types; Arithmetic Mean; Geometric Mean; Harmonic Mean; Quadratic Mean; Moving Average; Progressive Average; Relation between Mean, Median and mode.	15
III	Measures of Dispersion and Skewness: Absolute and Relative measures of Dispersion range, Quartile Deviation, Mean and Standard Deviation; Difference between Skewness and Dispersion, Moments and Kurtosis.	15
IV	Sampling: Introduction, Census versus Sample, Errors in Sampling, Types of sampling, Index numbers: Introduction, Types of Index Numbers, Methods of constructing Index numbers, uses of Index numbers; Time Series analysis: Components and Seasonality analysis.	15

Suggested Evaluation Methods

Internal Assessment:

➤ Theory

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

End Term Examination: **70**

<p>➤ Practicum</p> <ul style="list-style-type: none"> ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. D. N. Elhance, Veena Elhance & BM Aggarwal. *Fundamentals of Statistics*. Kitab Mahal
2. T.N. Srivastava and Shailaja Rego. *Statistics for Management*. McGraw Hill
3. S.C. Gupta. *Fundamental of Statistics*. Himalaya Publishing House
4. Levine & Rubin. *Statistics for Management*. Pearson Publication
5. S.P. Gupta. *Statistical Methods*. Sultan Chand & Sons

Part D - Mapping of Course 24L5.0-MGT-302
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Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	M	S	S
CLO2	S	M	S	M	S	S
CLO3	S	S	S	S	S	S
CLO4	S	S	S	M	S	S

S= Strong, M= Medium, W=Weak

Part A - Introduction				
Name of the Course	Business Administration			
Semester	III			
Subject	Production and Operations Management			
Course Code	24L5.0-MGT-303			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/ AEC/VAC)	CC-C3			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes(CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the nature and importance of production management and decision making in production function. 2. Understand production planning and control practice in organizations and various methods of production 3. Understand inventory management techniques, store management and its functions. 4. Gain an in-depth knowledge of ISO certification and Statistical Quality Control in Production. 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Production Management: Meaning, nature objectives and functions of Production Management, scope of Production Management; Historical background of Production Management; Types of Production System: intermittent and continuous; Emerging trends in Production Management.	15
II	Productivity; Plant location and its factor affecting plant location; Plant layout, types of plant layout: process, product and fixed layout.	15
III	Product design, steps in product design; Process planning and selection; Make or buy decisions; Purchase Management, purchasing cycle; Maintenance Management.	15
IV	Production Planning and Control; Inventory Management and control, inventory control techniques: ABC Analysis, XYZ Analysis, VED Analysis, FSN Analysis, SDE Analysis; Quality control in production.	15

Suggested Evaluation Methods

Internal Assessment:

➤ **Theory**

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

➤ **Practicum**

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:
- Mid-Term Exam:

End Term Examination: **70**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. K. Aswathappa and K. Shridhara Bhat. *Production and Operations Management*. Himalaya Publishing House
2. S. N. Chary. *Production and Operations Management*. Tata McGraw Hill
3. Richard B. Chase, Jacobs, Aquilano, and Aggarwal. *Operations Management*. The McGraw Hill
4. Faizer. *Operations Management*. Cengage Publications
5. Chunawalla. *Production and Operation Management*. Himalaya Publishing House

Part D - Mapping of Course 24L5.0-MGT-303

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	M	M	M	M	W
CLO2	S	M	M	M	W	S
CLO3	S	M	M	W	W	M
CLO4	S	M	W	M	S	S

S= Strong, M= Medium, W=Weak

Part A - Introduction				
Name of the Course	Business Administration			
Semester	III			
Subject	Statistics with spreadsheet (MS Excel)			
Course Code	24L5.0-MGT-304			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/ VAC)	CC-M3			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: <ol style="list-style-type: none"> 1. Use excel for advanced data analysis 2. Understand the elements of a spreadsheet 3. Perform basic statistical analysis and its interpretation based on spreadsheets 4. Use excel for informed decision-making 			
Credits	Lecture	Tutorial	Practical	Total
	-	-	4	4
Contact Hours/Week	-	-	8	8
Max. Marks: 50 Practical Marks: 50	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The practical will be conducted by a committee of one external expert and one internal member. External expert shall be from the panel approved by UGBOS, Management, Indira Gandhi University, Meerpur, Rewari and internal member shall be appointed by the Head of Department or Principal of college/institute. Further, the practical will be taken in computer lab where students will be asked to perform different accounting functions on their system.

Unit	Topics	Contact Hours
I	Introduction to data, presentation of raw data, graphs and diagrams (Pie chart, Bar chart, and Histogram), measures of central tendency (Mean, Median and Mode) and dispersion (Standard deviation).	15
II	Elements of a spreadsheet (Excel or Google sheet or Open Office or Libre Office), creation of worksheets, editing, formatting, and saving, introduction to functions in a spreadsheet, if function, freeze panes, vlookup, hlookup, sorting, filter and creation of pivot tables.	15
III	Data analysis using spreadsheets - T-test, F-test, Z-test (Small sample test and Large Sample test).	15
IV	Data analysis using spreadsheets - Calculation of correlation coefficient and performing a simple linear regression	15

Suggested Evaluation Methods

Assessment: ➤ Practicum ● Viva-voce: 100 Marks	End Term Examination: 100
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Rohatgi, V. K., & Saleh, A. M. E. (2015). An introduction to probability and statistics. John Wiley & Sons.
2. Held, B., Moriarty, B., & Richardson, T. (2019). Microsoft Excel Functions and Formulas. Stylus Publishing, LLC.
3. Alexander, M., & Kusleika, R. (2016). Excel 2016 Formulas. John Wiley & Sons.
4. Salkind, N. J. (2015). Excel statistics: A quick guide. Sage Publications.
5. Schmuller, J. (2013). Statistical analysis with Excel for dummies. John wiley & sons.

Part D - Mapping of Course 24L5.0-MGT-304

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	S	S	M
CLO2	S	S	W	S	S	M
CLO3	S	M	S	S	S	S
CLO4	S	S	S	S	M	S

S= Strong, M= Medium, W=Weak

Part A - Introduction				
Name of the Course	Business Administration			
Semester	III			
Subject	Indian Financial System			
Course Code	24L5.0-MGT-305			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/ VAC)	CC-M3			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: <ol style="list-style-type: none"> 1. Analyse the Indian financial market and its process 2. Understand recent changes and elements of financial markets and services 3. Analyse different credit instruments and ownership instruments 4. Make successful financial decisions at an individual as well as company level 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Concept of Financial System: Formal and informal financial systems, Functions and components of Indian financial system, Nature and role of financial institutions and financial markets, Financial system and Indian economy	15
II	Financial Market: Structure of Indian Money Market, Instruments of Money Market, Mutual Funds; Capital Market: Concept, Structure, and Functions; Primary Market: Instruments of Issue and method of flotation, Secondary Market: Concept, Market players, Trading system and settlement	15
III	Commercial Banking: Nationalisation of Commercial Banks, Structure and functions of Commercial Banks in India, Asset structure of Commercial banks, Sources of funds, Investment of funds, NPA's; Non-Banking Institutions - SFC's, SIDC's, LIC, EXIM Bank	15
IV	Financial Services: Fund Based, Non-Fund Based and Modern Services - Hire Purchasing, Leasing, Portfolio Management, Merchant Banking, Factoring, Debt management	15

Suggested Evaluation Methods

Internal Assessment:

➤ Theory

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

➤ Practicum

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:
- Mid-Term Exam:

End Term Examination: **70**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Khan, M.Y. *Indian Financial System*. Tata McGraw Hill
2. Bhole, L.M. *Financial Institutions & Markets*. Tata McGraw Hill
3. Mittal, D.K. and Varshney, P.N. *India Financial Systems*. Sultan Chand & Sons
4. Gupta, Shashi K., Aggarwal, Nisha and Gupta, N. *Indian Financial System*. Kalyani Publishers
5. Natarajan, K. and Gordan E. *Financial Markets & Services*. Himalaya Publishing House.

Part D - Mapping of Course 24L5.0-MGT-305

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	S	S	M
CLO2	S	S	W	S	S	M
CLO3	S	M	S	S	S	S
CLO4	S	S	S	S	M	S

S= Strong, M= Medium, W=Weak

**SYLLABUS OF
SEMESTER - IV
COURSES**

Part A - Introduction				
Name of the Course	Business Administration			
Semester	IV			
Subject	Management Accounting			
Course Code	24L5.0-MGT-401			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/ VAC)	CC-A4			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Understand the fundamentals of managerial accounting and effective decision making 2. Understand the application of marginal costing and break-even analysis for decision making in business 3. Learn budgeting process and types of budgets for effective planning 4. Learn decision making through financial analysis and management control systems 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Managerial Accounting: Nature, scope, functions and significance. Distinction between management accounting and financial accounting. Decision making through management accounting.	15
II	Marginal Costing: Nature, Significance and Limitations. CVP Analysis and Break-even analysis. Marginal costing as a decision-making tool. Distinction between Marginal Costing and Standard Costing.	15
III	Budgeting Process: Performance Budgeting, Zero base budgeting, Programme budgeting and Activity based budgeting. Budgetary control: Nature, objectives and significance. Types of Budgets: Operational Budgets, Financial budgets and Master Budget.	15
IV	Responsibility accounting and centers, management control systems, Financial Analysis: Nature and tools; Ratio Analysis: Meaning and Significance. Decisions through financial analysis.	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Rajesh Kothari. *Management Accounting- concepts and applications*. MacMillan India Ltd., 2007
2. S. N. Maheshwari, S. K. Mahaeshwari. *Accounting for Management*, Vikas Publishing House Pvt. Ltd., 2006
3. M. A. Sahaf. *Management Accounting- Principles and Practice*. Vikas Publishing House

Part D - Mapping of Course 24L5.0-MGT-401

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	M	M	M	S	W
CLO2	S	S	M	M	M	W
CLO3	S	S	M	M	M	W
CLO4	S	M	S	M	M	M

S= Strong, M= Medium, W=Weak

Part A – Introduction				
Name of the Course	Business Administration			
Semester	IV			
Subject	Marketing Management			
Course Code	24L5.0-MGT-402			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AE C/VAC)	CC-B4			
Level of the course	Intermediate-Level			
Pre-requisite for the course (if any)	None			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Describe the fundamental concept related to marketing 2. Describe the different approach of marketing and environment in which marketing systems operate 3. Demonstrate an understanding of the 4P's used by marketers 4. Design a marketing plan for real world market offering (product/service) 			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Marketing Management- Meaning, Nature and Scope. Concepts of Marketing, marketing philosophies, Marketing Environment, Marketing Information System- Meaning and Components	15
II	Consumer Behaviour-Meaning and Importance, factors affecting consumer behaviour; Segmentation-Meaning, levels and bases of segmentation; Targeting- Meaning, criteria for selecting segments, process of Targeting; Positioning- types of positioning, Uniqueselling proposition; Marketing Mix, 7P’s of Service Marketing	15
III	Product- Meaning, levels and product Mix. New Product development, Product Life Cycle, Branding decisions, Pricing-Meaning, procedure for setting a price, Pricing Strategies	15
IV	Distribution Channels- Levels and systems of distribution; Channel members and their roles, management of physical and online distribution; Promotion- Promotion Mix: Advertising, Sales promotion, Personal selling, Direct marketing and Public relations and Publicity.	15

Suggested Evaluation Methods

Internal Assessment:

➤ **Theory**

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

➤ **Practicum**

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:
- Mid-Term Exam:

End Term Examination: **70**

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Kotler, P. & Keller, K. *Marketing Management*. 16th ed.; Pearson Publisher, New Delhi
2. Ramaswamy, V.S. and Namakumari, S. *Marketing Management: Planning, Control* MacMillan Press, New Delhi
3. Saxena, R. *Marketing Management*, 6th ed. Tata McGraw Hill, New Delhi

Part D - Mapping of Course 24L5.0-MGT-402

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	M	M	M	S	W
CLO2	S	S	M	M	M	W
CLO3	S	S	M	M	M	W
CLO4	S	M	S	M	M	M

S= Strong, M= Medium, W=Weak

Part A - Introduction				
Name of the Course	Business Administration			
Semester	IV			
Subject	Human Resource Management			
Course Code	24L5.0-MGT-403			
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AE C/VAC)	CC-C4			
Level of the course	Intermediate-Level			
Prerequisite for the course (if any)	None			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to: 1. Understand the role and competencies required for Human Resource Managers in an organisation 2. Develop competency to recruit, train, and appraise the performance of the employees 3. Plan human resources and implement techniques of job design 4. Understand about the global HR Practices			
Credits	Lecture	Tutorial	Practical	Total
	3	1	0	4
Contact Hours/Week	3	1	0	4
Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hours			

Part B- Contents of the Course

Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part 'A'** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part 'B'** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Human Resource Management: An Introduction, Nature and Scope, Functions and Role of HR Manager, Human Resource Planning, Manpower forecasting	15
II	Development Functions: Job Analysis, Recruitment and Selection, Employee orientation, Training need assessment, Methods of Training, Executive development programmes	15
III	Performance Management and Evaluation: Job Evaluation, Payroll and Compensation Management, Employee Retention, Employee Health and Safety, Mental Health and Wellbeing	15
IV	Career Succession and Planning: Performance Appraisal, Green HRM, Human resource accounting, Strategic HRM, Impact of technology on HRM; Cross cultural and Global HRM	15

Suggested Evaluation Methods

<p>Internal Assessment:</p> <ul style="list-style-type: none"> ➤ Theory ● Class Participation: 5 ● Seminar/presentation/assignment/quiz/class test etc.: 10 ● Mid-Term Exam: 15 ➤ Practicum ● Class Participation: ● Seminar/Demonstration/Viva-voce/Lab records etc.: ● Mid-Term Exam: 	<p>End Term Examination: 70</p>
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Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Aswathapa, K. *Human Resource Management: Text and Cases*. Tata McGraw Hill
2. P. Jyothi. *Human Resource Management*. Oxford University Press
3. Sanghi, S. *Human Resource Management*. Macmillan India Publication
4. Rao. V.S.P. *Human Resource Management*. Himalaya Publication House

Part D - Mapping of Course 24L5.0-MGT-403

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	S	S	S	S
CLO2	S	S	M	S	S	S
CLO3	S	S	M	S	S	S
CLO4	S	S	S	S	S	S

S= Strong, M= Medium, W=Weak

Part A - Introduction			
Name of the Course	Business Administration		
Semester	II*/IV*		
Subject	Internship		
Course Code	24L4.5-MGT-206/ 24L5.0-MGT-404		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VAC)	SEC		
Level of the course	Intermediate-Level		
Prerequisite for the course (if any)	None		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Develop skills, knowledge, attitude, and perceptions after the first-hand corporate exposure as trainee 2. Gain the real-life exposure of the corporate world as a part of the training 3. Know the actual working, challenges and difficulties faced in the organizations 4. Relate the theory with the practices of the corporate world and explore career opportunities 		
Credits	Theory	Practical	Total
	-	4	4
Max. Marks: 100 Practical/Viva Voce Marks: 100			

* Internship is mandatory for exit after Second or Fourth Semester.

Part B- Contents of the Course

Each student will undergo summer training in any organization or industry for 4-6 weeks after the completion of Second/Fourth semester. They should prepare a report based on their learnings from organization or industry. The report should present an overview of the organization, work done by the student in the organization, his/her learnings and contribution towards organization. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in today's business or industry.

Students will intimate his/her college/Institute/Department whereabouts of the Summer Internship. Internal faculty/supervisor will be allotted to each student by the department, who will guide the student during training and supervise his/her report preparation.

Suggested Evaluation Methods

Assessment:

➤ **Practicum**

- Summer Internship Report : 50 Marks
- Viva-voce: 50 Marks

Total Marks: **100**

Part D - Mapping of Course 24L4.5-MGT-206/ 24L5.0-MGT-404

Course Learning Outcomes	PO1	PO2	PO3	PO4	PSO1	PSO2
CLO1	S	S	M	W	M	M
CLO2	S	M	W	M	S	M
CLO3	S	S	S	M	W	M
CLO4	S	S	S	S	S	M

S= Strong, M= Medium, W=Weak