CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block,
Jayanagar, Bengaluru,
Karnataka 560070

Metric 1.1.1 :The institution ensure effective curriculum planning and delivery through a well-planned and documented process including academic calendar and conduct of continuous internal assessment

1.1.1 Institutional Effective Curriculum Planning and Delivery

CONTNETS	
1	**Curriculum Delivery** • Academic Calendar
2	**Academic Planning** • Academic Calendar • Department Event Calendars. • Course allotment to faculty. • Department and Class time table. • Student's co-curricular activities. • Industry interaction. • Student evaluation. • Value added courses for Student. • Selection of Elective courses. • Projects batch allotment.
3	**Implementation & Monitoring of Curriculum (at Department Level)** • Display of Class time table. • Dissemination of COs and POs to students. • Publish of Course File and instruction material to • students by respective course faculty (LMS). • Display of time table for submission of assignment & • Tests. • Class attendance monitoring by Mentors and Course faculty. • Communication to parents through SMS.
4	**Assessment of COs and POs** • CIE/SEE exam questions mapped to Cos. • Calculation of COs attainment. • PO attainment

1.1.1 The Institution on ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

The curriculum delivery at our institution is designed to ensure a comprehensive and effective educational experience. The process is structured and involves meticulous planning, continuous evaluation and systematic improvements. The flow chart provided outlines this process in detail, illustrating how we translate our vision, mission and objectives into actionable educational strategies. The starting point of our curriculum delivery process is the identification of the desired attributes of our graduates. These attributes are defined in alignment with our institutional goals and the requirements of the Bangalore University curriculum and syllabi. The Departmental Academic Committee is responsible for identifying the curricular, co-curricular, and extracurricular activities necessary for achieving the program Outcomes. This step ensures that the curriculum is comprehensive and addresses all aspects of student development. Course coordinators play a crucial role in identifying gaps in the curriculum. They assess the existing curriculum against the defined attributes of graduates and identify areas where improvements or additional activities are needed. This gap analysis ensures that the curriculum remains relevant and effective in achieving the desired outcomes. The Internal Quality Assurance Cell provides guidelines to ensure that all activities are aligned with the vision, mission, and objectives of the institute. These guidelines ensure consistency and quality in the implementation of the curriculum across various departments and courses. Once the gaps are identified and guidelines are provided, the necessary extra-curricular activities and curricular enhancements are integrated into the curriculum. This integration is essential to provide a holistic educational experience that goes beyond academic learning to include personal and professional development.

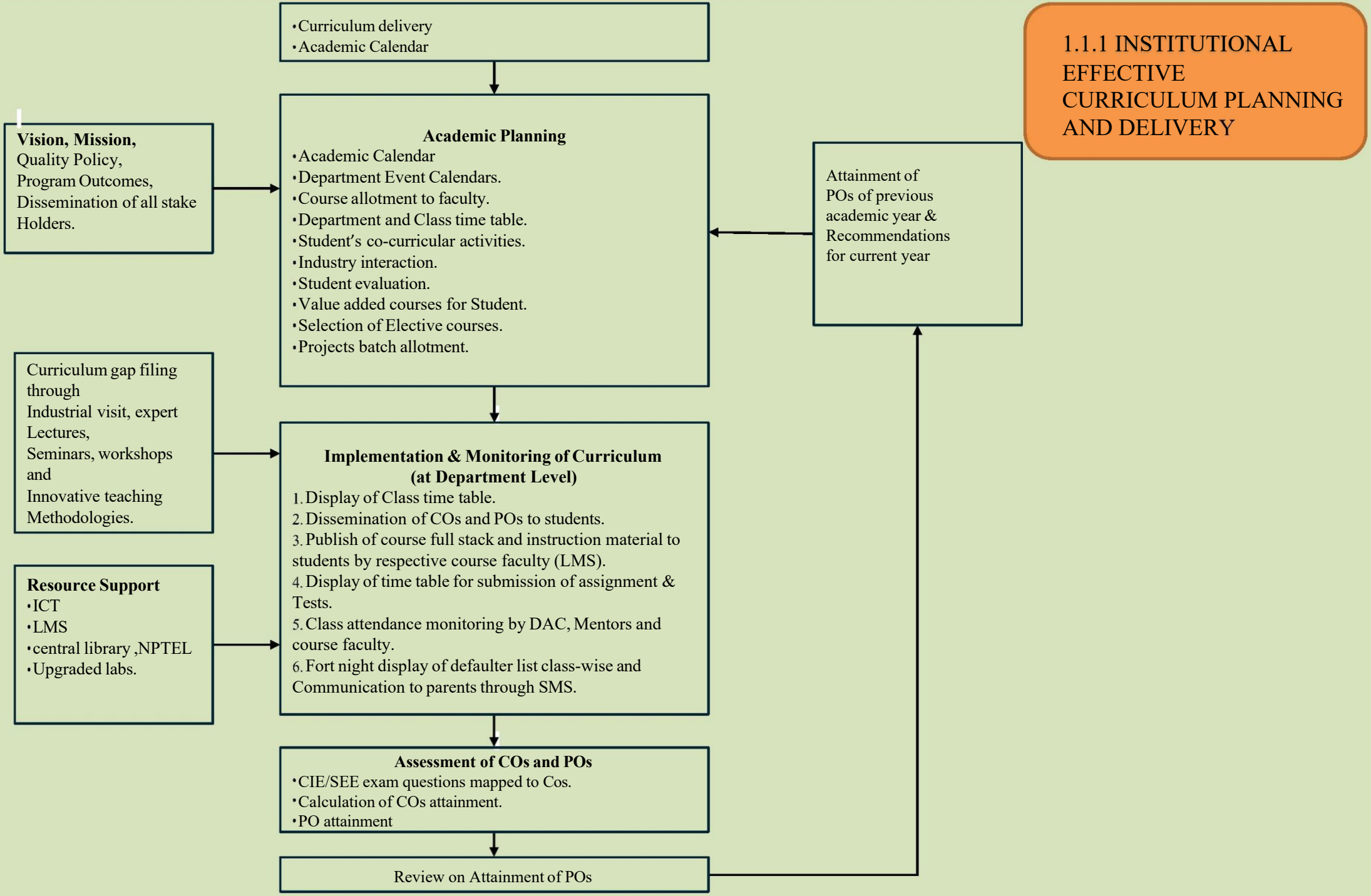
The deployment of the curriculum involves several steps: Uploading to ERP: The finalized curriculum, including all planned activities and schedules, is uploaded to the ERP (Enterprise Resource Planning) system. This ensures accessibility and transparency. University and Institute Calendars: The curriculum is then reflected in the university calendar and the institute calendar, ensuring alignment with the academic schedule and important institutional events.

Faculty workload and portfolio distribution are planned and assigned based on the curriculum requirements. Department Timetable: Each department prepares a timetable that accommodates the teaching plan and activity scheduling. Course Material Preparation: Course materials are prepared and made available to students in advance to facilitate smooth delivery with the curriculum deployed, the next step is the actual delivery of courses and the conduct of student activities. This phase involves:

- Continuous assessments are conducted to monitor student progress and understanding.
- Both internal assessments and university examinations are conducted as per the schedule.
- Activities beyond academics are also being conducted.
- Special attention is given to slow and advanced learners to address their specific needs.

Post-delivery, an analysis is conducted to assess the attainments of the students against the defined Program Outcomes. This analysis involves collecting feedback from various stakeholders and external evaluators. Feedback is an integral part of this review process and is collected systematically to ensure that all perspectives are considered. Based on the review, necessary changes are made to the curriculum to address any shortcomings.

1.1.1 INSTITUTIONAL EFFECTIVE CURRICULUM PLANNING AND DELIVERY



CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru-70

Curriculum delivery

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru-70

Academic Planning

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

UNIVERSITY CALENDAR OF EVENTS

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A4/UG-Calendar of Events/2023-24 Dated: 17.08.2023

NOTIFICATION

Sub: - Revised Calendar of Events for Undergraduate courses for the academic year 2023-24.

Ref: 1. University Notification No: Aca-I/A4/UG-Calendar of Events/2023-24, Dated: 31.05.2023
2. Approval of the Hon'ble Vice-Chancellor, dated: 14-08-2023

****

In view of representations from the Principals and Teachers of Government colleges to modify the Calendar of Events of UG courses for the reasons quoted in their representations, the revised Calander of events in respect of undergraduate courses for the academic year 2023-24 is notified as hereunder: -

Sl. #	Name of the Event for the academic year 2023-24	Date fixed for 2023-24
1.	Start of admission to I semester through UUCMS Portal	22.05.2023
2.	Last date for admission to 1st semester without penal fee	21.08.2023
3.	Commencement of classes of I semester of UG courses	01.08.2023
4.	Submission to University admitted students' details of I semester	28.08.2023
5.	Vocation for Teachers, Examination / Valuation work	01.09.2023 to 20.09.2023
6.	End of I Semester of UG courses	20.12.2023
7.	Commencement of Practical examinations for I semester	22.12.2023 to 06.01.2024
8.	Commencement of I semester theory examination	16.01.2024 onwards
9.	Commencement of III, V & VII Semester classes of UG courses	22.09.2023
10.	End of III, V & VII Semester of UG courses	18.01.2024
11.	Commencement of Practical examinations for of III, V & VII semester	10.01.2024 to 20.01.2024
12.	Commencement of III, V & VII semester theory examination	23.01.2024
13.	Vocation for teachers including conduct of examination, Valuation work etc.,	23.01.2024 to 23.02.2024
14.	Commencement of classes of II, IV, VI & VIII semesters of UG courses	26.02.2024
15.	End of II, IV, VI & VIII Semesters of UG courses	18.06.2024
16.	Commencement of Practical examinations for II, IV, VI & VIII semesters	10.06.2024 to 20.06.2024
17.	Commencement of II, IV, VI & VIII semesters theory examination	24.06.2024
18.	Vocation for teachers including conduct of examination, Valuation work etc.,	24.06.2024 to 23.07.2024
19.	Commencement of next academic year for this batch	24.07.2024

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 30.08.2023**. The applications received after this date will not be considered.
2. The Principals shall ensure to obtain permission from the University for the students who have discontinued the degree programme as pre the Guidelines on Determination of Uniform Span Period to quality for a Degree published vide D.C. No.F.12-1/2015 (CPP-II) dated: 15.10.2015.
3. Wherever Bio-Metric attendance is implemented for teachers, the Principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the valuation of answer books.
4. The colleges have to collect and remit the fee as prescribed by the University.
5. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the University Rules and Regulations strictly.

BY ORDER

17/8/23

REGISTRAR

To

1. The Principals of Affiliated Colleges of Bangalore University.
2. The Co-Ordinator, B.A / B.Sc / B.Com (Honours) courses, Bangalore University, Bengaluru

Copy to:

1. The Registrar (Evaluation), Bangalore University, Bangalore
2. The Deans, Faculties of Arts, Science, Commerce & Management, Bangalore University, Bengaluru
3. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
4. P.A. to the Additional Chief Secretary to the Govt. Higher Education department, Government of Karnataka, Bangalore -560 001 for kind information.
5. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
6. The Director of Students Welfare, B.U.B.
7. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to publish in the official website of Bangalore University.
8. PS to VC /Registrar/Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
9. Office copy / guard file.

BANGALORE UNIVERSITY

JNANABHARATHI, BANGALORE – 560 056

No. ACA-IV/PG admission/ 2022-23/Arts, Science & Comm/ BUB

Date: 14.06.2023

NOTIFICATION

Sub: Calendar of events for MBA Programme (Day & Evening) 2022-23

Ref: 1. Letter dated 02.03.2023 received from the Director, CBSMS, BUB
2. Approval of Vice-Chancellor dated : 14.06.2023

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The Calendar of events for I & III Semester MBA (Day & Evening) course for the academic year 2022-23 are as follows.

Sl. No	PARTICULARS		From	To
1	Commencement of classes and term for	III Semester	06.01.2023	08.05.2023
		I Semester	20.02.2023	19.06.2023
2	I Internal Assessment Test	III Semester	09.03.2023	12.03.2023
		I Semester	02.05.2023	10.05.2023
3	II Internal Assessment Test	I Semester	05.06.2023	12.06.2023
4	Preparatory holidays for Students	III Semester	09.05.2023	23.05.2023
		I Semester	20.06.2023	02.07.2023
5	Commencement of Theory Examination	III Semester	24.05.2023	12.06.2023
		I Semester	03.07.2023	17.07.2023
6	Viva Voce of III Semester	III Semester	09.06.2023	21.06.2023
7	Valuation & Announcement of Result	III Semester	13.06.2023	26.07.2023
		I Semester	18.07.2023	02.09.2023
8	Commencement of Classes and term for	IV Semester	26.06.2023	
		II Semester	24.07.2023	

Note: 1.The Director CBSMS, Bangalore University and Principals of University Affiliated Colleges, should submit Internal Assessment marks to the Registrar (Evaluation), Bangalore University, Bangalore, **one week before the commencement of theory examination.**

2. During vacation, Teachers are requested to undertake the examination work such as Practical Examinations, Valuation, Tabulation, Invigilation work etc. as assigned by the University as per UGC norms.

BY ORDER

14/6/23

REGISTRAR

To

1. The Director, Canara Bank School of Management Studies, JB Campus BUB.
2. The Director of Students Welfare, BUB.
3. The Principals of affiliated colleges offering MBA Programme BUB.
4. The Director, PMEB, BUB.
5. PS to VC/Reg/Reg(Eval)/PA to FO, BUB.
6. Superintendent, FB-V/ EST-II, BUB.
7. The System Analyst BUB.
8. Office copy.

BANGALORE UNIVERSITY

JNANABHARATHI, BANGALORE - 560 056

No. ACA-IV/PG admission /2022-23/Arts/ science & comm/BUB Date:06.10.2023

NOTIFICATION

Sub: Calendar of events for MBA Programme (Day & Evening) 2022-23

Ref: 1.Universtiy notification No: ACA-IV/PG admission /2022-23/Arts/ science & comm/BUB, dated:14.06.2023.

2. Letter dated 22.09.2023 received from the Director, CBSMS, BUB

3. Approval of Vice-Chancellor dated : 10-10-2023

****

In Continuation of earlier notification dated 14.06.2023 cited at ref (1), the Calendar of events for II & IV Semester MBA (Day & Evening) course for the academic year 2022-23 is notified as under:

Sl. No	PARTICULARS		From	To
1	Dissertation work	IV Semester	26.06.2023	25.07.2023
2	Commencement of classes and term for	IV Semester II Semester	26.07.2023 24.07.2023	28.11.2023 21.11.2023
3	I-Internal Assessment Test	IV Semester II Semester	11.09.2023 13.09.2023	14.09.2023 20.09.2023
4	II-Internal Assessment Test	II Semester	30.10.2023	06.11.2023
5	Preparatory holidays for Students	IV Semester II Semester	29.11.2023 22.11.2023	10.12.2023 03.12.2023
6	Commencement of Theory Examination	IV Semester II Semester	11.12.2023 04.12.2023	18.12.2023 19.12.2023
7	Vacation for Teachers		20.12.2023	31.12.2023
8	Dissertation Viva Voce	IV Semester	19.12.2023	30.12.2023
9	Valuation /Tabulation & Announcement of results	IV Semester II Semester	19.12.2023 20.12.2023	19.01.2024 20.01.2024
10	Teachers to Report for Duty		01.01.2024	
11	Commencement of Classes III Semester (2023-24)		02.01.2024	

Note: 1. The Director CBSMS, Bangalore University and Principals of University Affiliated Colleges, should submit Internal Assessment marks to the Registrar (Evaluation), Bangalore University, Bangalore, **one week before the commencement of theory examination.**

2. During vacation, Teachers are requested to undertake the examination work such as Practical Examinations, Valuation, Tabulation, Invigilation work etc. as assigned by the University as per UGC norms.

BY ORDER

REGISTRAR

To

1. The Director, Canara Bank School of Management Studies, JB Campus BUB.
2. The Director of Students Welfare, BUB.
3. The Principals of affiliated colleges offering MBA Programme BUB.
4. The Director, PMEB, BUB,
5. PS to VC/Reg/Reg(Eval)/PA to FO, BUB.
6. Superintendent, FB-V/ EST-II, BUB.
7. The System Analyst BUB.
8. Office copy.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A2/Calendar of Events/UG-Even sem/2022-23

Dated: 31.03.2023

NOTIFICATION

Sub: - Calendar of events for II/IV/VI/VIII Semester undergraduate courses for the academic year 2022-23

Ref: - 1. Notification No: Aca-I/A2/UG-Calendar of Events/2022-23, Dated:13.10.2022
2. Vice-Chancellor's approval dated: 31.03.2023

***

Calendar of Events of even Semesters i.e. II/IV/VI/VIII Semesters of undergraduate courses B.A / B.Sc / B.Com / BBA / BHM / BVA / B.Voc / B.Sc (FAD & IDD) / BCA / BSALP courses for the academic year 2022-23 is notified hereunder:-

Sl.N	Name of the Event	Date fixed for 2022-23
1.	**Re-opening of even semesters i.e. VI and VIII semesters classes**	**30.03.2023**
2.	Last working day for VI and VIII semester (end of Academic session, after 90 days)	25.07.2023
3.	Commencement of practical examination	10.07.2023 to 20.07.2023
4.	Last date to submit Internal Assessment Marks to the University	28.07.2023
5.	Commencement of Theory examination	07.08.2023
6.	Commencement of Valuation	14.08.2023
7.	Announcement of Result	09.09.2023
8.	**Re-opening of even semesters i.e. II and IV semesters classes (NEP)**	**17.04.2023**
9.	Last working day for II and IV semester (end of Academic session, after 90 days)	09.08.2023
10.	Commencement of practical examination	24.07.2023 to 05.08.2023
11.	Last date to submit Internal Assessment Marks to the University	16.08.2023
12.	Commencement of vacation for teachers	10.08.2023
13.	Commencement of Theory examination	14.08.2023
14.	Commencement of classes odd semester (III, V, Sem) (and VII Sem for BHM)	14.09.2023

Note:-

1. The colleges have to collect and remit the fee as prescribed by the University.
2. The Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the of the theory examination and relieve them immediately for evaluation work.
3. The Principal are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the local inquiry committees for verification at the time of visit.
4. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University / Government / aided and unaided college teachers for not attending to the examination work which is one of the conditions to continue affiliation and to announce the results of students of these colleges.
5. Wherever Bio-Metric attendance is implemented, the Principals are requested to take permission from their higher authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

BY ORDER

REGISTRAR

To,

1. The Principals of Affiliated UG-Colleges of Bangalore University.
2. The Coordinator, BA/B.Sc/B.Com/BBA (Honours) courses, Bangalore University, Bangalore -560056.
3. The Dean, Faculties of Arts, Science, Commerce & Management, Bangalore University, Bangalore
4. The P.S. to the Principal Secretary to the Higher Education Dept., Government of Karnataka, 6th Floor M.S. Building, Dr. Ambedkar Veedhi, Bangalore -560 001 - for kind information.
5. The Director of Students Welfare, Bangalore University, Bangalore.
6. Smt. Sujatha, System Analyst, BUB – with a request to publish in the Bangalore University Website.

Copy to:

1. PS to VC /Registrar/Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
2. Office copy.

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A1/UG-Calendar of Events/2022-23

Dated: 21.06.2022

NOTIFICATION

Sub: - Calendar of Events for B.A / B.Sc / B.Com / BBA / BCA / BHM / BVA / B.Voc / BASLP & B.A / B.Sc (Honours) Undergraduate courses for the academic year 2022-23.

Ref: 1. Decision in the meeting held on 21.06.2022.
2. Approval of the Hon'ble Vice-Chancellor, dated: 21.06.2022.

** * **

In view of directions by the State Government, the following Calendar of Events for 1st Semester of B.A / B.Sc / B.Com / BBA / BCA / BHM / BVA / B.Voc / BASLP & B.A / B.Sc (Honours) undergraduate courses under NEP for the academic year 2022-23 is notified as hereunder:-

Sl. #	Name of the Event	Date fixed for 2022-23
1.	Inviting applications for admission to I semester through UUCMS Portal	28.06.2022
2.	Last date for submission of application for admission to 1st semester	25.07.2022
3.	Commencement of classes of I semester of UG courses	29.07.2022
4.	Publishing of list of students admitted to I Semester	30.07.2022
5.	Commencement of admission approval	22.08.2022
6.	End of I Semester of UG courses	23.11.2022
7.	Commencement of practical examinations	07.11.2022
8.	Last date for submission of Internal Assessment marks to the University	25.11.2022
9.	Commencement of I semester theory examinations	29.11.2022
10.	Commencement of Valuation	12.12.2022
11.	Commencement of II Semester classes of UG courses	26.12.2022

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 25.07.2022**. The applications received after this date will not be considered.
2. The Principals shall ensure to obtain permission from the University for the students who have discontinued the degree programme within the five years from the date of joining (N+2=5 years UG courses and BHM and BVA courses N+2=6 years).
3. Wherever Bio-Metric attendance is implemented for teachers, the Principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the valuation of answer books.
4. The colleges have to collect and remit the fee as prescribed by the University.
5. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the University Rules and Regulations strictly.

BY ORDER

REGISTRAR

To

BANGALORE UNIVERSITY
Jnana Bharathi, Bangalore – 56

No. Aca-IV/PG /Calendar of Events/2021-22 Date: 15.03.2022

NOTIFICATION

Sub: Calendar of Events for I Semesters of PG Courses under the faculties of Arts, Science, Commerce , Education & Physical Education (M.P.Ed), MBA & MCA courses for the academic year-2021-22.

Ref: Approval of Hon'ble Vice Chancellor's dated:14.03.2022

* * * * *

The terms and calendar of events for I Semesters of PG courses under the faculties of Arts, Science, Commerce, Education & Physical Education (M.P.Ed), courses MBA & MCA offered in University Departments and Affiliated Colleges of Bangalore University for the academic year 2021-22, is notified as here under.

Sl. No.	Events		Dates notified	
			From	To
1	Commencement of classes and term for	I Semester	07.02.2022	31.05.2022
2	Preparatory holidays for Students	I Semester	01.06.2022	07.06.2022
3	Theory Examinations	I Semester	08.06.2022	20.06.2022
4	Valuation/ Tabulation of	I Semester	21.06.2022	02.07.2022
5	Result processing & announcement of result	I Semester	28.06.2022	11.07.2022
6	Vacation for Teachers	I Semester	01.06.2022	24.06.2022
7	Teachers to report for duty	I Semester	27.06.2022	
8	Commencement of classes and term for	II Semester	01.07.2022	

Note: 1. The Chairpersons/Co-Ordinators/Directors of PG Course Departments/PG Centres of Bangalore University and Principals of University Affiliated Colleges, Bangalore, should submit Internal Assessment marks to the Registrar (Evaluation), Bangalore University, Bangalore, one week before the commencement of theory examination.

2. During vacation, Teachers are requested to undertake the examination work such as Practical Examinations, Valuation, Tabulation, Invigilation work etc. as assigned by the University as per UGC norms.

BY ORDER

ಜ.
REGISTRAR 24.2.22.

To,

1. The Chairpersons/Co-Ordinators/Directors of PG Course Departments/PG Canters, Bangalore University, Bangalore.
2. The Principals of University Affiliated Colleges offering PG Courses, Bangalore.
3. The Director of Student Welfare, Bangalore University, Bangalore.
4. The Registrar (Evaluation)/Ex-IX (Confidential Section), Ex-2 BUB.
5. System Analyst, BUB.

Copy to: PS to VC/Registrar/Registrar (Evl)/PA to Finance Officer,

ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
ಜ್ಞಾನಭಾರತಿ, ಬೆಂಗಳೂರು -560056

ದಿನಾಂಕ: 19.07.2022

ಅಧಿಸೂಚನೆ

ವಿಷಯ: 2021–22ನೇ ಸಾಲಿನ ಸ್ನಾತಕೋತ್ತರ ಪರಿಷ್ಕೃತ ಶೈಕ್ಷಣಿಕ ವೇಳಾಪಟ್ಟಿ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: 1. ವಿಶ್ವವಿದ್ಯಾಲಯದ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:No.Aca-IV/PG/Calendar of Events/2021-22 date- 15.03.2022 ಮತ್ತು 17.06.2022

2. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ:ಇಡಿ/217/ಯುಎನಿ/2022, ಬೆಂಗಳೂರು ದಿನಾಂಕ: 09.07.2022

3. ದಿನಾಂಕ: 16.07.2022 ರಂದು ಡೀನರು, ನಿರ್ದೇಶಕರೊಂದಿನ ನಡೆದ ಸಭೆ

4. ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆಯ ದಿನಾಂಕ: 22-07-2022

ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ಉಲ್ಲೇಖಿತ (2)ರ ಆದೇಶದಲ್ಲಿ, ರಾಷ್ಟ್ರೀಯ ಶಿಕ್ಷಣ ನೀತಿಯನ್ನು ಯೋಜನಾ ಬದ್ಧವಾಗಿ ಮತ್ತು ಸಮರ್ಪಕವಾಗಿ ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿ ಅನುಷ್ಠಾನಗೊಳಿಸಲಾಗಿದ್ದು ಈ ಸಂಬಂಧ ಪಠ್ಯಕ್ರಮದಲ್ಲಿ ಹಲವು ಬದಲಾವಣೆಗಳನ್ನು ತರಲಾಗಿದೆ. ಅದರಂತೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ತರಗತಿಗಳನ್ನು ನಡೆಸಿ, ಪರೀಕ್ಷೆಗಳನ್ನು ನಿಗಧಿತ ಕಾಲದಲ್ಲಿ ನಡೆಸಿ, ಫಲಿತಾಂಶವನ್ನು ಪ್ರಕಟಿಸುವುದು ಅತ್ಯವಶ್ಯಕವಾಗಿದೆ ಇದಲ್ಲದೇ ವಿದ್ಯಾರ್ಥಿ ವೇತನ (scholarship programmes)ನ್ನು ವಿವಿಧ ಇಲಾಖೆಗಳಿಂದ ಅನುಷ್ಠಾನಗೊಳಿಸಲಾಗುತ್ತಿದೆ. ಇದನ್ನು ಸೂಕ್ತ ಸಮಯದಲ್ಲಿ ಸಮರ್ಪಕವಾಗಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಸದ್ಬಳಕೆಯಾಗಬೇಕಾಗಿರುವುದರಿಂದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅನುವು ಆಗುವಂತೆ ಶೈಕ್ಷಣಿಕಾ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಹೊರಡಿಸಲು ಸರ್ಕಾರವು ತೀರ್ಮಾನಿಸಿದೆ. ಅದರನ್ವಯ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಉನ್ನತ ಶಿಕ್ಷಣ ಪರಿಷತ್ ಇವರು ನೀಡಿರುವ ವರದಿಯನ್ನು ಮೇಲಿನ ಅಂಶಗಳೊಂದಿಗೆ ಪರಿಶೀಲಿಸಲಾಗಿ, 2021–22ನೇ ಸಾಲಿನ ಸ್ನಾತಕೋತ್ತರ ಶೈಕ್ಷಣಿಕಾ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆಯಡಿಯಲ್ಲಿ ಬರುವ ವಿಶ್ವವಿದ್ಯಾಲಯಗಳು/ ಕಾಲೇಜು ಶಿಕ್ಷಣ/ ಅನುದಾನ/ ಅನುದಾನ ರಹಿತ ಕಾಲೇಜುಗಳಲ್ಲಿ (ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣವನ್ನು ಹೊರತುಪಡಿಸಿ) ಜಾರಿಗೊಳಿಸಲು ಆದೇಶಿಸಿರುವುದರಿಂದ, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯವು ಸ್ನಾತಕೋತ್ತರ ಶೈಕ್ಷಣಿಕ ವೇಳಾಪಟ್ಟಿಯ ಬಗ್ಗೆ ಹೊರಡಿಸಿದ್ದ ಅಧಿಸೂಚನೆಗಳನ್ನು (ಉಲ್ಲೇಖ 1) ಪರಿಷ್ಕರಿಸಬೇಕಾಗಿರುತ್ತದೆ. ದಿನಾಂಕ: 16.07.2022 ರಂದು ಡೀನರು, ನಿರ್ದೇಶಕರೊಂದಿನ ನಡೆದ ಸಭೆಯಲ್ಲಿ ಕೆಳಕಂಡಂತೆ ಶೈಕ್ಷಣಿಕ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಸ್ವಲ್ಪ ಮಾರ್ಪಾಟುಗಳೊಂದಿಗೆ ಪರಿಷ್ಕರಿಸಲು ನಿರ್ಣಯಿಸಲಾಗಿದೆ.

ಅದರಂತೆ 2021–22ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನ ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಳಲ್ಲಿನ II,IV &IV ಸೆಮಿಸ್ಟರಗಳ ಶೈಕ್ಷಣಿಕಾ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಈ ಕೆಳಕಂಡಂತೆ ಪರಿಷ್ಕರಿಸಲಾಗಿದ.

Sl. No.	Events		Dates notified	
			From	To
1	Commencement of classes and term for	IV & VI Semesters	01.07.2022	15.10.2022
		II Semesters	22.07.2022	05.11.2022
2	Examinations (Theory & Practical)for	IV & VI Semesters	25.10.2022	Onwards
		II Semesters	15.11.2022	Onwards
3	Commencement of classes and term for	III Semesters.	01.12.2022	

ಮೇಲಿನ ವೇಳಾಪಟ್ಟಿಗೆ ಅನುಗುಣವಾಗಿ ಈ ಕೆಳಕಂಡ ನಿಯಮಗಳನ್ನು ಪಾಲಿಸಲು ಕೋರಲಾಗಿದೆ.

1. ಎಲ್ಲಾ ವಿಭಾಗದ ಶಿಕ್ಷಕರು ಈ ಮೇಲಿನ ನಿಗದಿತ ದಿನಾಂಕಗಳೊಳಗೆ ಪಠ್ಯಕ್ರಮವನ್ನು ವಿಶೇಷ ತರಗತಿಗಳನ್ನು ನಡೆಸಿ ಪೂರ್ಣಗೊಳಿಸಬೇಕು.

2. ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ವಿಭಾಗದ ಮುಖ್ಯಸ್ಥರು/ ಸಮನ್ವಯಾಧಿಕಾರಿಗಳು/ನಿದೇಶಕರು ಪಿ.ಜಿ ಕೇಂದ್ರ ರಾಮನಗರ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರು, Internal Assessment marks.ನ್ನು ಥಿಯರಿ ಪರೀಕ್ಷೆ ಪ್ರಾರಂಭವಾಗುವ ಒಂದು ವಾರದ ಮೊದಲೇ ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ)ರವರಿಗೆ ಸಲ್ಲಿಸಬೇಕು.

. . 2 . . .

3. ಶಿಕ್ಷಕರು ಕೈಗೊಳ್ಳಬೇಕಾದ ಪ್ರಾಕ್ಟಿಕಲ್ ಪರೀಕ್ಷೆಗಳು, ಮೌಲ್ಯಮಾಪನ ಟ್ಯಾಬ್ಯುಲೇಶನ್, ಇನ್ವಿಜಿಲೇಷನ್, ಇತ್ಯಾದಿ ಪರೀಕ್ಷಾ ಕಾರ್ಯಗಳನ್ನು ಯುಜಿಸಿ ನಿಯಮಗಳ ಪ್ರಕಾರ ಕೈಗೊಳ್ಳಬೇಕು.

4. ಸರ್ಕಾರಿ ಆದೇಶದನ್ವಯ ಈ ಶೈಕ್ಷಣಿಕ ವರ್ಷಕ್ಕೆ ಅಂದರೆ 2022-23ನೇ ಸಾಲಿಗೆ ಯಾವುದೇ ಶೈಕ್ಷಣಿಕ ಬಿಡುವು (Vacation period) ಇರುವುದಿಲ್ಲ, ಆದರೆ ಶಿಕ್ಷಕರು ಈಗಿರುವ 10 ದಿನಗಳ ಸಾಂಧರ್ಭಿಕ ರಜೆಯ ಜೊತೆಗೆ 05 ಹೆಚ್ಚುವರಿ ಸಾಂಧರ್ಭಿಕ ರಜೆಯನ್ನು ಪಡೆಯ ಬಹುದಾಗಿದೆ, ಅಂದರೆ ಜನವರಿ 2022 ರಿಂದ ಡಿಸೆಂಬರ್ 2022 ರವರೆಗೆ 15 ದಿನಗಳ ಸಾಂಧರ್ಭಿಕ ರಜೆಯನ್ನು ಮೀರಬಾರದು.

ಆದೇಶದ ಮೇರೆಗೆ,

ಎ.ಎಸ್.ಪ್ರಭಾಕರ
ಕುಲಸಚಿವರು

ಗೆ,

1. ಎಲ್ಲಾ ವಿಭಾಗದ ಮುಖ್ಯಸ್ಥರು /ಸಂಯೋಜನಾಧಿಕಾರಿಗಳು/ನಿರ್ದೇಶಕರು ಜ್ಞಾನಭಾರತಿ ಆವರಣ ಮತ್ತು ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ ರಾಮನಗರ, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
2. ಪ್ರಾಂಶುಪಾಲರುಗಳು, ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳು (ಸ್ನಾತಕೋತ್ತರ) ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
3. ನಿರ್ದೇಶಕರು, ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಾಭಿವೃದ್ಧಿ ವಿಭಾಗ, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
4. ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ). ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
5. ಸಹಾಯಕ ಕುಲಸಚಿವರು EST-II ವಿಭಾಗ, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
6. ಐಟಿ ಸೆಂಟರ್, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.
7. ಕಛೇರಿ ಪ್ರತಿ.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A1/UG-Calendar of Events/2021-22 Dated: 16.11.2021

NOTIFICATION

Sub: - Calendar of Events for B.A / B.Sc / B.Sc(FAD) / BCA / B.Com / BBA / BHM / BVA Undergraduate courses for the academic year 2021-22.

Ref: 1. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಇಡಿ/2/ಎವಿಧ/ರಾಮು/2021, ದಿನಾಂಕ:29.01.2021
2. No: Aca-I/A1/UG-fee structure/2021-22, dated: 09.09.2021.
2. ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ: ಇಡಿ 96 ಎವಿಧ 2021, ದಿನಾಂಕ:17.09.2021
3. Vice-Chancellor's approval dated: 15.11.2021

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As per Government order No:ಇಡಿ/2/ಎವಿಧ/ರಾಮು/2021, ದಿನಾಂಕ:29.01.2021, Calendar of Events for B.A/B.Sc/B.Com/ BBA/BHM/BVA/ B.Sc(FAD)/BCA undergraduate courses for the academic year 2021-22 is notified as hereunder:-

Sl. #	Name of the Event	Date fixed for 2021-22
1.	Commencement of admission process	22.07.2021
2.	Last date for admission to 1st semester	17.11.2021
3.	Commencement of Classes for III, V & VII semester UG courses	04.10.2021
4.	Commencement of Classes for I semester UG courses	18.10.2021
5.	Uploading of students details in UUCMS portal	15.11.2021 to 25.11.2021
6.	Commencement of Admission approval	20.12.2021
7.	End of I, III, V & VII semester UG course	12.02.2022
8.	Commencement of conduct of practical exams	07.02.2022 to 19.02.2022
9.	Commencement of vacation for Teachers	13.02.2022
10.	Last date for submission of Internal Assessment to University	19.02.2022
11.	Commencement of for I, III, V & VII UG courses theory examination	21.02.2022 onwards
12.	Commencement of Valuation	07.03.2022 onwards
13.	Commencement of for II, IV, VI & VIII semester classes	21.03.2022
14.	End of the II, IV, VI & VIII semester UG courses	06.07.2022
15.	Commencement of practical examinations	30.06.2022 to 09.07.2022
16.	Commencement of theory examinations	11.07.2022 onwards
17.	Commencement of valuation	25.07.2022 onwards

Some General Guidelines:-

1. In view of the importance of "social distancing" colleges shall take necessary steps to ensure that the students are given exposure to laboratory assignments / practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose. The link provided by Ministry of Human Resource Development for virtual laboratories to facilitate the students of science may also be suitable for such purposes.
2. Every institute should develop virtual classroom and video conferencing facility and all teaching staff should be trained with the use of the technology.

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 17.11.2021**. The application received after this date will not be considered.
2. The last date for obtaining permission from University for admission to III / V & VII semester on transfer from other colleges/Universities and readmission to III / V & VII semester is **before 10.11.2021**.
3. Prior permission must be obtained from the University for opting Additional English/Language for only eligible candidates as per Guidelines / Instruction for admission to under graduate courses Notification No:Aca.I/Guidelines/2004-05, dated: 02.09.2004.
4. The Principal shall ensure to obtain permission from the University for the students who have discontinued the degree programme within the five years from the date of joining (N+2=5 years UG courses and BHM and BVA courses N+2=6 years).

P.T.O.

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

1. The Guidelines for completion of degree circulated vide circular No: Aca-I/UGC-Guidelines/Span Period/2017-18, dated. 13.07.2017 may be displayed on the College Notice Board.

2. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2020-21.

3. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.

4. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.

5. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.

6. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

7. The colleges have to collect and remit the fee as prescribed by the University.

8. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the Rules and Regulations strictly.

9. National Education Policy (NEP) for 1st semester only.

BY ORDER

K Jyothi 16/11/2021

REGISTRAR

To

The Principals of Affiliated Colleges of Bangalore University.

Copy to:

1. The Registrar (Evaluation), Bangalore University, Bangalore
2. The Deans, Faculties of Arts, Science, Commerce & Management, Bangalore University, B'lore.
3. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
4. P.A. to the Additional Chief Secretary to the Govt. Higher Education department, Government of Karnataka, Bangalore -560 001 for kind information.
5. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
6. The Director of Students Welfare, B.U.B.
7. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to publish in the official website of Bangalore University.
8. PS to VC /Registrar/Registrar (Eva) /PA to FO, Bangalore University, Bangalore.

Office Copy / Guard file.

BANGALORE UNIVERSITY
Jnana Bharathi, Bangalore – 56

No. Aca-IV PG Calendar of Events 2022-23 Date: 09.12.2022

NOTIFICATION

Sub: Calendar of Events for I and III Semesters of PG Courses under the faculties of Arts, Science ,Commerce and Education for the academic year-2022-23.

Ref: Approval of Vice Chancellor dated 09.12.2022.

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The terms and calendar of events for **I & III Semesters** of PG courses under the faculties of Arts, Science, Commerce and Education courses offered in University departments and Affiliated Colleges of Bangalore University for the year 2022-23 is notified as here under.

Sl. No.	Events		Dates notified	
			From	To
1	Commencement of classes and term for	I & III Semester	19.12.2022	17.04.2023
2	Preparatory holidays for students	I & III Semester	20.04.2023	28.04.2023
3	Theory Examinations	I & III Semester	01.05.2023	12.05.2023
4	Valuation Tabulation of	I & III Semester	15.05.2023	20.05.2023
5	Result processing & announcement of result	I & III Semester	24.05.2023	30.05.2023
6	Vacation for Teachers	I & III Semester	01.05.2023	30.05.2023
7	Commencement of classes and term for	II & IV Semesters	01.06.2023	

Note: 1. The Chairpersons Co-Ordinators Directors of PG Course Departments PG Centres of Bangalore University and Principals of University Affiliated Colleges, Bangalore, should submit Internal Assessment marks to the Registrar (Evaluation), Bangalore University, Bangalore, one week before the commencement of theory examination.

2. During vacation, Teachers are requested to undertake the examination work such as Practical Examinations, Valuation, Tabulation, Invigilation work etc, as assigned by the University as per UGC norms

BY ORDER

REGISTRAR

To.

1. The Chairpersons/Co-Ordinators Directors of PG Course Departments/PG Centers, Bangalore University, Bangalore.
2. The Principals of University Affiliated Colleges offering PG Courses, Bangalore.
3. The Director of Student Welfare, Bangalore University, Bangalore
4. The Registrar (Evaluation) BUB
5. System Analyst, BUB

Copy to: PS to VC/Registrar/Registrar (Evl)/PA to Finance Officer, BUB.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A1/UG-Calendar of Events/2020-21

Dated: 26.02.2021

NOTIFICATION

Sub: - Calendar of Events reg. extension of last working day / commencement of examination dates for B.A/B.Sc/B.Sc(FAD)/BCA/B.Com/BBA/ BHM/ BVA Undergraduate courses for the academic year 2020-21.

Ref: - 1. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಇಡಿ/2/ವಿವಿಧ/ರಾಮು/2021, ಬೆಂಗಳೂರು ದಿನಾಂಕ:29.01.2021

2. Vice-Chancellor's approval dated: 23.02.2021.

** * **

In continuation to this office Notification No: Aca-I/A1/UG-Calendar of Events/2020-21, dated:26.08.2020, and as per Government order No: dated:29.01.2021, the last working day and the commencement of examinations details are further extended as notified below for all the UG courses B.A/B.Sc/B.Com/BBA/BHM/BVA/B.Sc(FAD)/BCA undergraduate courses for the academic year 2020-21 is notified as hereunder :-

Sl.#	Name of the Event	Date fixed for the academic year 2020-21
1.	End of V semester UG classes including VII semester of BHM and BVA course	28.02.2021
	Practical exam 25.02.2021 to 10.03.2021	
2.	End of V semester UG Examinations including VII semester of BHM and BVA course	31.03.2021
3.	End of I & III semester UG classes including V semester of BHM and BVA course	31.03.2021
	Practical exam 20.03.2021 to 05.04.2021	
4.	End of I & III semester UG Examinations including V semester of BHM and BVA course	30.04.2021
5.	Commencement of VI semester UG classes including VIII semester BHM and BVA courses	01.04.2021
6.	End of VI semester UG classes including VIII semester BHM and BVA courses	31.07.2021
	Practical exam 25.07.2021 to 10.08.2021	
7.	End of VI semester UG examinations including VIII semester BHM and BVA courses	31.08.2021
8.	Announcement of VI semester UG classes including VIII semester BHM and BVA courses results	10.09.2021
9.	Commencement of II, IV semester UG classes including VI semester BHM and BVA courses	02.05.2021
10.	End of II, IV semester UG classes including VI semester BHM and BVA courses	31.08.2021
	Practical exam 25.07.2021 to 10.09.2021	
11.	II, IV semester UG examinations including VI semester BHM and BVA courses	30.09.2021

Some General Guidelines:-

1. In view of the importance of "social distancing" colleges shall take necessary steps to ensure that the students are given exposure to laboratory assignments / practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose. The link provided by Ministry of Human Resource Development for virtual laboratories to facilitate the students of science may also be suitable for such purposes.
2. Every institute should develop virtual classroom and video conferencing facility and all teaching staff should be trained with the use of the technology.

1. Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course.

P.T.O.

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2. The Guidelines for completion of degree circulated vide circular No: Aca-I/UGC-Guidelines/Span Period/2017-18, dated: 13.07.2017 may be displayed on the College Notice Board.

3. The Principals should consider the marks cards of the qualifying exams of the recognized Boards only (copy enclosed). The list of recognized Boards is also available in the University Website i.e. www.bangaloreuniversity.ac.in. Any marks card other than notified shall not be considered.

4. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2020-21 and as per the UGC Guidelines, the date of completion of the degree is 3+2 only i.e. 5 academic years.

5. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.

6. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.

7. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.

8. Submission of any required document after the date of approval will not be considered for approval.

9. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

10. The colleges have to collect and remit the fee as prescribed by the University.

11. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the Rules and Regulations strictly.

BY ORDER

K. Jyothi 26/2/2021

REGISTRAR

To

The Principals of Affiliated Colleges of Bangalore University.

Copy to:

1. The Registrar (Evaluation), Bangalore University, Bangalore -56
2. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
3. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
4. P.A. to the Principal Secretary to the Govt. Higher Education, 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
5. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
6. The Director of Students Welfare, B.U.B.
7. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to please publish in the Bangalore University Website.
8. PS to VC /Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
9. Office Copy / Guard file.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A2/UG-Calendar of Events/2019-20

Dated: 27.04.2019

NOTIFICATION

Sub:- Calendar of Events for B.A/B.Sc/B.Sc (FAD)/BCA/B.Com/BBA/ BHM/BVA Undergraduate courses for the academic year 2019-20.

Ref:- Vice-Chancellor's approval dated: 25.04.2019

****

Calendar of Events for B.A/B.Sc/B.Com/BBA/BHM/BVA/B.Sc(FAD)/BCA undergraduate courses for the academic year 2019-20 is notified as hereunder :-

Sl. #	Name of the Event	Date fixed for 2019-20
1.	Re-opening of colleges and commencement of I Semester admission	17.06.2019
2.	Commencement of I, III, V, semester classes including VII semester of BHM course	20.06.2019
3.	Last date for admission to 1st semester without penal fee	17.07.2019
4.	Last date for admission to 1st semester with penal fee of Rs.680/-	31.07.2019
5.	Uploading of students details in University portal and online payment	07.08.2019 to 24.08.2019
6.	Admission approval	Last week of August 2019
7.	End of I, III, V semester classes including VII semester of BHM course	19.10.2019
8.	Commencement of vacation for Teachers	21.10.2019
9.	Commencement of Practical examination	22.10.2019 to 31.10.2019
10.	Last date for submission of Internal Assessment to University	31.10.2019
11.	Commencement of I, III, V, VII semester theory examination	From 04.11.2019
12.	Commencement of Valuation	From 07.11.2019
13.	Commencement of II, IV,VI and VIII semester classes	26.12.2019
14.	End of the II, IV & VI semester and VIII semester of BHM course	18.04.2020
15.	Commencement of practical examination	From 20.04.2020
16.	Commencement of Vacation for teachers	25.04.2020
17.	Last date for submission of Internal Assessment to University	25.04.2020
18.	Commencement of II, IV & VI semester and VIII semester of BHM course theory examination	27.01.2020
19.	Commencement of valuation	From 30.04.2020
20.	Announcement of results	Before - 01.06.2020
21.	Reopening of colleges and commencement of admission	03.06.2020
22.	Commencement of classes	17.06.2020

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 03.08.2019**. The application received after this date will not be considered.

2. The last date for obtaining permission from University for admission to III & V semester on transfer from other colleges/Universities and readmission to III & V semester is **before 31.07.2019**.

3. The last date for obtaining permission for re-admission to II, IV, VI and VIII semester is **before 27.01.2020**

4. Principals are requested to forward the representations of the students seeking permission for readmission and transfer admission along with no due certificate, no objection certificates and photo copies of previous semester marks card to the university

5. Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course.

6. The Guidelines for completion of degree circulated vide circular No: Aca-II/UGC-Span Period/Deg./2015-16, dated: 18.11.2015 may be displayed on the College Notice Board.

7. The Principals should consider the marks cards of the qualifying exams of the recognized Boards only (copy enclosed). The list of recognized Boards is also available in the University Website i.e. www.bangaloreuniversity.ac.in. Any marks card other than notified shall not be considered.

8. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2019-20.

9. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.

10. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.

11. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.

12. Submission of any required document after the date of approval will not be considered for approval.

13. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

14. The colleges have to collect and remit the fee as prescribed by the University

15. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the Rules and Regulations strictly.

BY ORDER

REGISTRAR 27/4/2019

To

The Principals of Affiliated Colleges of Bangalore University (Fees structure statement annexure A, B, 'C' is enclosed for reference)

Copy to:

1. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
2. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
3. P.A. to the Principal Secretary to the Govt. Higher Education, 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
4. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
5. The Director of Students Welfare, B.U.B.
6. Smt. Sujatha, System Analyst, Bangalore University, Bangalore with a request to please publish in the Bangalore University Website.
7. PS to VC /Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
8. Office Copy / Guard file.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A2/UG-Calendar of Events/2019-20

Dated: 27.04.2019

NOTIFICATION

Sub: - Calendar of Events for B.A/B.Sc/B.Sc (FAD)/BCA/B.Com/BBA/ BHM/BVA Undergraduate courses for the academic year 2019-20.

Ref: - Vice-Chancellor's approval dated: 25.04.2019

****

Calendar of Events for B.A/B.Sc/B.Com/BBA/BHM/BVA/B.Sc(FAD)/BCA undergraduate courses for the academic year 2019-20 is notified as hereunder :-

Sl. #	Name of the Event	Date fixed for 2019-20
1.	Re-opening of colleges and commencement of I Semester admission	17.06.2019
2.	Commencement of I, III, V, semester classes including VII semester of BHM course	26.06.2019
3.	Last date for admission to 1st semester without penal fee	17.07.2019
4.	Last date for admission to 1st semester with penal fee of Rs.680/-	31.07.2019
5.	Uploading of students details in University portal and online payment	07.08.2019 to 24.08.2019
6.	Admission approval	Last week of August 2019
7.	End of I, III, V semester classes including VII semester of BHM course	19.10.2019
8.	Commencement of vacation for Teachers	21.10.2019
9.	Commencement of Practical examination	22.10.2019 to 31.10.2019
10.	Last date for submission of Internal Assessment to University	31.10.2019
11.	Commencement of I, III, V, VII semester theory examination	From 04.11.2019
12.	Commencement of Valuation	From 07.11.2019
13.	Commencement of II, IV,VI and VIII semester classes	26.12.2019
14.	End of the II, IV & VI semester and VIII semester of BHM course	18.04.2020
15.	Commencement of practical examination	From 20.04.2020
16.	Commencement of Vacation for teachers	25.04.2020
17.	Last date for submission of Internal Assessment to University	25.04.2020
18.	Commencement of II, IV & VI semester and VIII semester of BHM course theory examination	27.04.2020
19.	Commencement of valuation	From 30.04.2020
20.	Announcement of results	Before - 01.06.2020
21.	Reopening of colleges and commencement of admission	03.06.2020
22.	Commencement of classes	17.06.2020

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 03.08.2019**. The application received after this date will not be considered.
2. The last date for obtaining permission from University for admission to III & V semester on transfer from other colleges/Universities and readmission to III & V semester is **before 31.07.2019**.
3. The last date for obtaining permission for re-admission to II, IV, VI and VIII semester is **before 27.01.2020**
4. Principals are requested to forward the representations of the students seeking permission for readmission and transfer admission along with no due certificate, no objection certificates and photo copies of previous semester marks card to the university
5. Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course.
6. The Guidelines for completion of degree circulated vide circular No: Aca-II/UGC-Span Period Deg/2015-16, dated: 18.11.2015 may be displayed on the College Notice Board.

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CITY COLLEGE
Jayanagar, Bangalore-70

7. The Principals should consider the marks cards of the qualifying exams of the recognized Boards only (copy enclosed). The list of recognized Boards is also available in the University Website i.e. www.bangaloreuniversity.ac.in. Any marks card other than notified shall not be considered.

8. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2019-20.

9. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.

10. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.

11. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.

12. Submission of any required document after the date of approval will not be considered for approval.

13. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.

14. The colleges have to collect and remit the fee as prescribed by the University.

15. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the Rules and Regulations strictly.

BY ORDER

REGISTRAR 27/4/2019

To

The Principals of Affiliated Colleges of Bangalore University- (Fees structure statement annexure-A, B, 'C' is enclosed for reference)

Copy to:

1. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
2. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
3. P.A. to the Principal Secretary to the Govt. Higher Education, 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
4. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
5. The Director of Students Welfare, B.U.B.
6. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to please publish in the Bangalore University Website.
7. PS to VC /Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
8. Office Copy / Guard file.

BANGALORE UNIVERSITY

Academic Section-I, Jnanabharathi Campus, Bengaluru-560056.

No: Aca-I/A1/UG-Calendar of Events/2018-19

Dated: 12.04.2018

NOTIFICATION

Sub: - Calendar of Events for B.A/B.Sc/B.Sc (FAD)/BCA/B.Com/BBA/ BHM/BVA Undergraduate courses for the academic year 2018-19.

Ref: - 1. ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ:ಇಪಿ150ಯುಎನ್‌ಇ2017, ದಿನಾಂಕ: 04.04.2017

2. Vice-Chancellor's approval dated: 23.03.2018

** * **

Calendar of Events for B.A/B.Sc/B.Com/BBA/BHM/BVA/B.Sc(FAD)/BCA undergraduate courses for the academic year 2018-19 is notified as hereunder :-

Sl. #	Name of the Event	Date fixed for 2018-19
1.	Re-opening of colleges and commencement of I Semester admission	01.06.2018
2.	Commencement of I, III, V, semester classes including VII semester of BHM course	14.06.2018
3.	Last date for admission to 1st semester without penal fee	16.07.2018
4.	Last date for admission to 1st semester with penal fee of Rs.610/-	30.07.2018
5.	Uploading of students details in University portal	03.08.2018 to 20.08.2018
6.	Admission approval (Admission Approval procedure is as done during previous years- Online Admission procedure)	Last week of August 2018
7.	End of I, III, V semester classes including VII semester of BHM course	09.11.2018
8.	Commencement of vacation for Teachers	10.11.2018
9.	Commencement of Practical examination	12.11.2018 to 19.11.2018
10.	Last date for submission of Internal Assessment to University	19.11.2018
11.	Commencement of I, III, V, VII semester theory examination	From 19.11.2018
12.	Commencement of Valuation	From 24.11.2018
13.	Commencement of II, IV,VI and VIII semester classes	26.12.2018
14.	End of the II, IV & VI semester and VIII semester of BHM course	18.04.2019
15.	Commencement of practical examination	From 18.04.2019
16.	Commencement of Vacation for teachers	19.04.2019
17.	Last date for submission of Internal Assessment to University	25.04.2019
18.	Commencement of II, IV & VI semester and VIII semester of BHM course theory examination	25.04.2019
19.	Commencement of valuation	From 29.04.2019
20.	Announcement of results	Before - 01.06.2019
21.	Reopening of colleges and commencement of admission	03.06.2019
22.	Commencement of classes	17.06.2019

Note:-

1. The college shall submit the applications for issue of Eligibility Certificates in respect of Foreign Nationals **before 31.07.2018**. The application received after this date will not be considered.
2. The last date for obtaining permission from University for admission to III & V semester on transfer from other colleges/Universities and readmission to III & V semester is **before 28.07.2018**.
3. The last date for obtaining permission for re-admission to II, IV, VI and VIII semester is **before 26.01.2019**
4. Principals are requested to make admissions strictly in accordance with the Eligibility condition and also as per the sanctioned intake for each course.
5. The Guidelines for completion of degree circulated vide circular No: Aca-II/UGC-Span Period/Deg./2015-16, dated: 18.11.2015 may be displayed on the College Notice Board.
6. The Principals should consider the marks cards of the qualifying exams of the recognized Boards only (copy enclosed) The list of recognized Boards is also available in the University Website i.e. www.bangaloreuniversity.ac.in. Any marks card other than notified shall not be considered.

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7. Regulations Governing the Choice Based Credit System (Semester Scheme) in the Undergraduate and Integrated Masters Degree Programmes in the Faculties of Arts, Science and Commerce shall be followed for the academic year 2018-19
8. Principals are requested to allot the invigilation work to the teachers of major subjects such as Commerce, Management, English, Mathematics, Economics, etc., in the beginning of the theory examination and relieve them immediately for evaluation work.
9. Principals are further requested to compulsorily collect the evaluation attendance certificates from all the teachers who attended evaluation work in different subjects and produce them before the Local Inquiry Committee for verification at the time of visit.
10. During vacation, it is mandatory for teachers to undertake theory valuation and practical examination related work assigned by the University. Otherwise disciplinary action will be initiated for dereliction of duty, in the case of University, Government, and Aided College teachers and in the case of Unaided colleges attending to the examination work is one of the conditions to continue Affiliation.
11. Submission of any required document after the date of approval will not be considered for approval.
12. Wherever Bio-Metric attendance is implemented, the principals are requested to take permission from the Higher Authorities to waive the requirement of attendance of the teachers on the days of the examination related work in the University especially during the evaluation of answer books.
13. The marks card issued by NWAC, USA Diploma certificate is not considered as equivalent to 12th standard for admission to UG courses.
14. The colleges have to collect and remit the fee as prescribed by the University.
15. The Principals are requested to adhere to the above schedule of Calendar of Events and follow the Rules and Regulations strictly.

BY ORDER

REGISTRAR 12/4/2018

To

The Principals of Affiliated Colleges of Bangalore University- (Fees structure statement annexure-A, B, 'C' is enclosed for reference)

Copy to:

1. The Deans, Faculties of Arts, Science, Commerce & Management, B.U.B
2. The Officer on Special duty to the Hon'ble Minister for Higher Education, Vidhana Soudha, Bangalore, for kind information.
3. P.A. to the Principal Secretary to the Govt. Higher Education Dept. 6th Floor M.S. Building Dr. Ambedkar Veedhi, Bangalore -560 001 for kind information.
4. PA to Vice-Chairman, Karnataka State, Higher Education Council, Palace Road Bangalore-01.
5. The Director of Students Welfare, B.U.B.
6. Smt. Sujatha, System Analyst, Bangalore University, Bangalore – with a request to please publish in the Bangalore University Website.
7. PS to VC /Registrar (Eva) /PA to FO, Bangalore University, Bangalore.
8. Office Copy / Guard file.

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

INSTITUTION CALENDAR OF EVENTS

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Commerce & Management and Computer Applications (UG)

CALENDAR OF EVENTS FOR I, III & V SEMESTER BCOM, BBA & BCA 2022 - 23

Month	Mon	Tue	Wed	Thu	Fri	Sat	Events
SEPTEMBER				1	2	3	
	5	6	7	8	9	10	5th - Teachers Day 8th - Onam Celebration
	12	13	14	15	16	17	12th - 14th - Orientation day 15th – Engineers Day 15th - Commence of 1st semester classes
	19	20	21	22	23	24	
	26	27	28	29	30		26th – 30th - Navarathri Colours Week
OCTOBER						1	1st - Saraswathi Pooja 2nd – Gandhi Jayanthi Holiday
	3	4	5	6	7	8	3rd - Ayudha Pooja Celebration 4th & 5th - Vijaya Dashami Holiday 7th - Gandhi Jayanthi Celebration 9th – Valmiki Jayanthi Holiday
	10	11	12	13	14	15	13th - Workshop on Leadership Trainee For Teens and Youths
	17	18	19	20	21	22	20th - Cultural Event - Deepa Dyuti - 2022 - Light of Lamps 20th – Workshop On Stock Market
	24	25	26	27	28	29	24th and 26th – Naraka Chathurdashi and Deepavali Holiday 27th - Commence of 3rd & 5th Semester Classes
	31						

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NOVEMBER		1	2	3	4	5	1st - Kannada Rajyothsava Holiday
							2nd – Sundar Pichai Cell (PPT on Latest Development in IT)
							5th – Workshop On Stock Trading
	7	8	9	10	11	12	7th ,8th & 9th – 1st Internals (1st Semester)
							10th – Cultural Competition (Singing, Dance and Drama)
							11th -Kanakadasa Jayanthi Holiday
	14	15	16	17	18	19	14th - Jawaharalal Nehru Day
							15th - Sonnet Cell (Creativity and Literature)
							15th – Sundar Pichai Cell (Static Webpage Development)
							15th – Entrepreneur Talk On Startups
							17th – Display of IA Marks For 1st Sem
							18th - Karnataka Habba
							19th - Parents Teachers Meeting For 1st Sem
	21	22	23	24	25	26	21st - Sonnet Cell (Story Writing Competition)
							24th – Kannada Bayalu Balaga (Sahithya Yaake Odhabeku) Special Talk
							25th – Language Dept (Masika Maathu / Nota)
							26th - Faculty Development Programme
	28	29	30				28th - Sonnet Cell (Write Your own series 'Creatify')
							29th - NSS Cell (Orientation about NSS)
							29th – Cricket Tournament
							30th - Premchand Cell (Poem Writing)
							30th – Sundar Pichai Cell (Coding and Debugging)
DECEMBER				1	2	3	2nd - Gandhi Cell (Hind Swaraj - Special Talk)
							3rd - Sports Event (Intra College)
	5	6	7	8	9	10	5th – Sundar Pichai Cell (Spellathon IT Based)
							6th - Ambedkar and Buddha Cell (Ambedkar Parinirvahana Day)
							7th - Community Service (NGO Waste Management Awareness Programme)
							8th – NSS & Ambedkar Cell (Samvidhana Odhu)
							9th – Worshop On Artificial Intelligence
							10th – Industry Visit
	12	13	14	15	16	17	12th ,13th &14th – 1st Internals (3rd & 5th Semester)
							14th – Abbreviations (IT Based)
							17th – Entrepreneurial Carnival
							15th, 16th &17th – 2nd Internals (1st Semester)

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	19	20	21	22	23	24	19th – 23rd - Ethnic Day / Retro day
							19th – 23rd - Remidial Classes (1st Sem)
							21st - Last Date For Submission Of IA Marks Of 1st Sem to The University
							23rd – Display Of IA Marks For 3rd & 5th Semester
							23rd - Commencement Of 1st Semester Practical Examination
							24th - Christmas Day Holiday
	26	27	28	29	30	31	28th – 29th - Christmas Day Celebration
							28th – End Of 1st Semester UG Courses
							31st - Language Dept (Masika Maathu / Nota)
							31st - Parents Teachers Meeting For 3rd &5th Semester
JANUARY	2	3	4	5	6	7	3rd – Industry Visit
							4th – NSS Cell (Pavada Bayalu) Awareness Programme
							5th - Workshop on Case Study Analysis
							7th – Workshop On Simulated Interview (5th Sem)
							7th - Business Plan
	9	10	11	12	13	14	9th , 10th & 11th – 2nd Internals (3rd & 5th Semester)
							9th – Commencement Of 1st Semester Theory Examination
							12th – Vivekananda Jayanthi (Youths Talk)
	16	17	18	19	20	21	16th - 17th Sankranthi Celebration (Halli Sogadu)
							17th – Sundar Pichai Cell (App Development)
							19th - Career Counseling & Guidelines
							20th – Ambedkar Cell (Swathanthra Bharatha Mathu Bharathiya Samvidhana)
							20th - Last Date For Submission Of IA Marks Of 3rd and 5th Sem to The University
							21st – 25th – Remidial Classes (3rd & 5th Sem)
	23	24	25	26	27	28	23rd - Commencement Of 3rd and 5th Semester Practical Examination
							26th - Republic Day Holiday
							27th – Sundar Pichai Cell (Sudoku)
							28th – Pre-placement Talks
							28th - Sundar Pichai Cell (Tech – IT)
	30	31					30th - Language Dept (Masika Maathu / Nota)
							30th – Gandhi and Language Dept Cell (Varthamana Mathu Gandhi Chinthanegalu)
							30th – Commencement Of 2nd Semester UG Courses

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							31st – Kuvempu and Da. Ra. Bendre Jayanthi (Kannada Bayalu Balaga)
							31st – End 3rd and 5th Semester UG Courses
FEBRUARY			1	2	3	4	
	6	7	8	9	10	11	Commencement Of 3rd and 5th Semester Theory Examination
	13	14	15	16	17	18	
	20	21	22	23	24	25	
	27	28					

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Department of Management - (PG)

PG CALENDAR OF EVENTS FOR I & III SEMESTER MBA – 2023(2022-23)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Events
January	2	3	4	5	6	7	6th –Commencement of 3rd semester classes
	9	10	11	12	13	14	15th Sankranthi holiday
	16	17	18	19	20	21	16,17,18th - Orientation for 1st semester 26th Republic Day
	23	24	25	26	27	28	29th ,30th ,31st -Workshop on Digital Marketing for 3rd semester

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FEBRUARY			1	2	3	4	2nd - Freshers Day
	6	7	8	9	10	11	8th - PPT presentation Competition for 1st semester 10th -Case study presentation Competition for 3rd semester
	13	14	15	16	17	18	13th -Guest talk on Fin tech for 3rd semester 17th - HR Club activity for 1st & 3rd semester
	20	21	22	23	24	25	20th Commencement of 1st semester classes 24th - Finance Club activity for 1st & 3rd semester
	27	28					27th - Guest talk for 1st semester
			1	2	3	4	1st -Industrial visit for 3rd semester
MARCH	6	7	8	9	10	11	9th ,10th,11th,12th 1st Internals for III semester
	13	14	15	16	17	18	13th - Marketing club activity 16th - Industrial visit for 3rd semester
	20	21	22	23	24	25	19th - HR club activity 22nd - Industrial expert talk on Current trends in Job Market
	27	28	29	30	31		30th - Management Quiz

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						1	3rd – Guest Talk on crypt o currency for 1st semester
APRIL	3	4	5	6	7	8	8th,9th ,10th - Workshop on stock market trading for 3rd sem
	10	11	12	13	14	15	12th - Guest lecture on digital marketing for 1st sem
							15,16,17-Internals for Ist and III rd Sem PG
	17	18	19	20	21	22	25st-Workshop on analysis of financial statements using MS-EXCEL software tools for 3rd Sem
	24	25	26	27	28	29	29th - Marketing club activity
MAY	1	2	3	4	6	7	4th -Business stimulation Activity
	9	10	11	12	13	14	8th,9th ,10th - Tally, MS EXCEL & GST Value added Program for 3rd Sem
	15	16	17	18	20	21	15,16,17-Internals for I st and III rd Sem PG
	23	24	25	27	28	29	24th commencement of 3rd semester theory examination
	31						28th -Expert talk

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June		1	2	3	4	6	12th - Guest lecture on digital marketing for 1st sem
	7	8	9	10	11	12	25st-Club activity
	14	15	16	17	18	19	28th -Expert talk
	21	22	23	24	25	26	26th commencement of 4th semester
	28	29	30				

July				1	2	3	3rd commencement of 1st semester examination
	4	5	6	7	8	9	9th viva voce
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28	29	30	

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Department of commerce

B. Com

Academic calendar of Events 2021-22

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for III, V and VII Semester	4.10.2021
2	Commencement of classes for I semester of UG courses	18.10.2021
3	Bridge course	12. 11.2021
4	Best manager (Commerce and management activities)	22.11.2021
5	Talent hunt	29.11.2021
6	1st Internal assessment	From 6.12.2021 to 8.12.2021
7	Work shop on how to write a Book (student Development)	15.12.2021
8	2nd Internal assessments	From 4.01.2022 to 7.01.2022
9	End of I, III, V and VII UG courses theory examination	12.02.2022
10	Commencement of vacation for teachers	13.02.2022
11	Commencement of II, IV, VI & VIII semester classes	21.03.2022
12	Webinar on Information Technology	30.03.2022
13	Carrer guidance program-part I	06.04.2022
14	Industrial Visit	20.04.2022
15	1st Internal assessment	4.05.2022 to 6.05.2022
16	Ethic day and cultural programs	19.05.2022
17	Carrer guidance program-part II	06.06.2022
18	2nd Internal assessments	20.06.2022 to 22.06.2022
19	End of the II, IV, VI and VIII semester UG courses	06.07.2022
20	Commencement of theory examination	11.07.2022

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Department of Management

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Academic calendar of Events 2021-22

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for III, V and VII Semester	4.10.2021
2	Commencement of classes for I semester of UG courses	18.10.2021
3	Bridge course	12. 11.2021
4	Best manager (Commerce and management activities)	22.11.2021
5	Talent hunt	29.11.2021
6	1st Internal assessment	From 6.12.2021 to 8.12.2021
7	Work shop on how to write a Book (student Development	15.12.2021
8	2nd Internal assessments	From 4.01.2022 to 7.01.2022
9	End of I, III, V and VII UG courses theory examination	12.02.2022
10	Commencement of vacation for teachers	13.02.2022
11	Commencement of II, IV, VI & VIII semester classes	21.03.2022
12	Webinar on Information Technology	30.03.2022
13	Carrer guidance program-part I	06.04.2022
14	Industrial Visit	20.04.2022
15	1st Internal assessment	4.05.2022 to 6.05.2022
16	Ethic day and cultural programs	19.05.2022
17	Carrer guidance program-part II	06.06.2022
18	2nd Internal assessments	20.06.2022 to 22.06.2022
19	End of the II, IV, VI and VIII semester UG courses	06.07.2022
20	Commencement of theory examination	11.07.2022

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Department of Computer Applications

BCA

Academic calendar of Events2020-21

Sl.no	Events	Date/week Fixed for Academic year
1	End of V semester UG classes	28.02.2021
2	Examination starts for V semester including practical's	03.03.2021
3	End of I and III UG examination	31.03.2021
4	I, III & V - UG practical examination	1-3-2021 to 1-4-2021
5	End of I & III UG classes	31.03.2021
6	Examination starts for I &III semester UG	15.04.2021
7	End of I and II semester UG examination	30.04.2021
8	Commencement of VI semester UG classes	1.04.2021
	Subject orientation (online)	2.04.2021
9	Webinar on emotional intelligence	16.04.2021
10	1st Internals Assessment	3rd week of April
11	Industrial Visit	4th week of April
12	Commencement of II, IV semester UG classes	2.05.2021
13	Digital marketing Day -Debate competition	11.05.2021
14	FDP-NEP perspective	18.05.2021
16	2nd Internal Assessment	2nd week of June
17	End of VI semester UG classes	31.07.2021
18	End of II, IV semester UG classes	31.08.2021
19	II, IV & VI - UG practical examination	26-7-2021 onwards
19	II, IV semester UG examinations	30.09.2021

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Department of Management (PG)

CALENDAR OF EVENTS FOR II & IV SEMESTER MBA 2022

Month	Mon	Tue	Wed	Thu	Fri	Sat	Events
JULY	4	5	6	7	8	9	4th- Commencement of MBA III semester classes ; 5th- VAD Program on Advanced EXCEL; Campus Drive for HR students; 8th- Campus Drive for Marketing Students
	11	12	13	14	15	16	12th- Course Era Workshop;
	18	19	20	21	22	23	Expert Talk on Talent Management & Successive Planning
	25	26	27	28	29	30	26th: Blood Donation Camp; 28th & 29th Intra-collegiate Fest(Cultural &Sports)
AUGUST	1	2	3	4	5	6	1st: Commencement of MBA II Semester Classes; 2nd: VAD Program on Advanced EXCEL (Every Tuesday) 6th-Management Club Activities(HR, Marketing, Finance)
	8	9	10	11	12	13	9th: Muharram; 10th- 12th First Internal Asserssment Test for IV sem MBA
	15	16	17	18	19	20	15th- Independence Day(Flag Hoisting) 20th:Faculty Development Program
	22	23	24	25	26	27	22nd: SPECTRUM Week; 23rd: Workshop on Digital Marketing ; 26th- Industrial Visit
	29	30	31				31st- Ganesh Chaturthi

SEPTEMBER				1	2	3	2nd: Entrepreneural Carnival; 3rd: Management Club Activity
	5	6	7	8	9	10	7th-9th: Second Internal Assessment Test for IV semester MBA
	12	13	14	15	16	17	15th: Last Working Day for IV Sem MBA; 15th-17th: Ist Internal Assessment Test for II Semester MBA
	19	20	21	22	23	24	20th: Panel Discussion on Fintech; 22nd: Visit to Pyramid Valley
	26	27	28	29	30		30th: Doll Show Celebrations
OCTOBER						1	1st: Management Club Activity
	3	4	5	6	7	8	2nd: Gandhi Jayanthi Celebrations: Painting/ Sketching Competition; 3rd: Sarswathi Pooja; 4th,5th: Ayudha Pooja, Vijayadashami
	10	11	12	13	14	15	14th: Ethnic Day
	17	18	19	20	21	22	21st: Industrial Visit
	24	25	26	27	28	29	24th,26th: Diwali Holidays
	31						31st: Workshop on Investment in Stock Market
NOVEMBER		1	2	3	4	5	1st- Kannada Rajyothsava; 3rd-5th- II Internal Assessment Test for II sem MBA
	7	8	9	10	11	12	Remedial Classes
	14	15	16	17	18	19	Remedial Classes
	21	22	23	24	25	26	22nd: Last Working Days for II Sem MBA
	28	29	30				

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Department of Management

BBA

Academic calendar of Events 2020-21

Sl.no	Events	Date/week Fixed for Academic year
1	End of V semester UG classes	28.02.2021
2	Examination starts for V semester including practical's	03.03.2021
3	End of I and III UG examination	31.03.2021
4	End of I & III UG classes	31.03.2021
5	Examination starts for I &III semester UG	15.04.2021
6	End of I and II semester UG examination	30.04.2021
7	Commencement of VI semester UG classes	1.04.2021
8	Subject orientation (online)	2.04.2021
9	Webinar on emotional intelligence	16.04.2021
10	1st Internals Assessment	3rd week of April
11	Industrial Visit	4th week of April
12	Commencement of II, IV semester UG classes	2.05.2021
13	Digital marketing Day -Debate competition	11.05.2021
14	FDP-NEP perspective-commerce	18.05.2021
15	Commerce week	1st week June
16	2nd Internal Assessment	2nd week of June
17	End of VI semester UG classes	31.07.2021
18	End of II, IV semester UG classes	31.08.2021
19	II, IV semester UG examinations	30.09.2021

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Department of Management

BBA

Academic calendar of Events 2020-21

Sl.no	Events	Date/week Fixed for Academic year
1	End of V semester UG classes	28.02.2021
2	Examination starts for V semester including practical's	03.03.2021
3	End of I and III UG examination	31.03.2021
4	End of I & III UG classes	31.03.2021
5	Examination starts for I &III semester UG	15.04.2021
6	End of I and II semester UG examination	30.04.2021
7	Commencement of VI semester UG classes	1.04.2021
8	Subject orientation (online)	2.04.2021
9	Webinar on emotional intelligence	16.04.2021
10	1st Internals Assessment	3rd week of April
11	Industrial Visit	4th week of April
12	Commencement of II, IV semester UG classes	2.05.2021
13	Digital marketing Day -Debate competition	11.05.2021
14	FDP-NEP perspective-commerce	18.05.2021
15	Commerce week	1st week June
16	2nd Internal Assessment	2nd week of June
17	End of VI semester UG classes	31.07.2021
18	End of II, IV semester UG classes	31.08.2021
19	II, IV semester UG examinations	30.09.2021

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Department of Computer Applications

BCA - Academic calendar of Events2021-22

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for III, V Semester	4.10.2021
2	Commencement of classes for I semester of UG courses	18.10.2021
3	Kannada Rajyothsava Celebration	01-11-2021
4	Bridge course for I SEM	12. 11.2021
5	Talent hunt	29.11.2021
6	1st Internal assessment I,III and V Semesters	From 6.12.2021 to 8.12.2021
7	2nd Internal assessments I, III & V Semesters	From 4.01.2022 to 7.01.2022
8	Republic Day Celebration	26-01-2022
9	End of I, III, V UG courses	12.02.2022
10	Commencement of theory examination	12-2-2022 onwards
11	Commencement of vacation for teachers	13.02.2022
12	Commencement of Conduct of Practical Exams	7/2/2022 to 19/2/2022
13	Commencement of II, IV, VI semester classes	21.03.2022
14	Webinar on Information Technology	30.03.2022
15	Carrier guidance program-part I	06.04.2022
16	1st Internal assessment	4.05.2022 to 6.05.2022
17	Ethic day and cultural programs	19.05.2022
18	Carrer guidance program-part II	06.06.2022
19	2nd Internal assessments	20.06.2022 to 22.06.2022

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16	Sports Day	20.03.2020
17	2nd Internal assessments	4th week of March
18	End of the II, IV, VI semester UG courses	18.04.2020
19	Commencement of practical examination for II, IV, VI semester	20.04.2020
20	Commencement of theory examination for II, IV, VI semester	27-4-2020

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Department of Computer Applications

BCA - Academic calendar of Events 2019-20

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III and VSemester	26-06-2019
2	Orientation for III and V Semester students	27-06-2019
3	Orientation and Bridge course for I semester students	2-07-2019
4	Work shop on aptitude and Group Discussion	2nd Week of July
5	Talent hunt	3rd Week of July
6	.1st Internal assessment	1st Week of August
7	Independence Day	August 15
8	Inter class competition	21.08.2019 to 23.08.2019
9	2nd Internal assessments	4th week of September
10	Gandhi Jayanthi	2.10.2019
11	End of I, III, V UG courses theory examination	19.10.2019
12	Commencement of vacation for teachers	21.10.2019
13	Commencement of I, III and V theory exam	22-10-2020
13	Commencement of I, III and V theory exam	4.11.2019
14	Commencement of II, IV, VI semester classes	26.12.2019
15	Webinar on Information Technology	7.01.2020
16	Carrier guidance program-part I	22.01.2020
17	Online Presentations by students	2.02.2020
	1st Internal assessment	1st week of February
18	Workshop on start Ups	12.02.2020
15	Ethic day and cultural programs	13.03.2020

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PG Department of Management Studies

MBA

Academic calendar of Events 2021-22

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of classes and terms for 1st semester	7.02.2022
2	Orientation for 1st semester	8.02.2022
3	Freshers Day	18.02.2022
4	Guest talk on Indian Budget	24.02.2022
5	HR Club activity	4.03.2022
6	Event Management Tasks	9.03.2022
7	Guest lecture on corporate readiness and strategies of marketing	17.03.2022
8	1st Internal assessment	From 23rd to 25th of March
9	Entrepreneurship development program orientation	4.04.2022
10	Institutional visit to SEBI	9.04.2022
11	Quiz for 1st semester	18.04.2022
12	A talk on placement policy and process	25.04.2022
13	A webinar series on "Management challenges and opportunities in the face of a pandemic"	31.04.2022
14	2nd Internals	From 6th to 8th of May
15	PPT presentation Competition	12.05.2022
16	Case study presentation Competition	19.05.2022
17	HR Club activity	27.05.2022
18	Theory examination	8.06.2022
19	Vacation for teachers	21.06.2022
20	Commencement of classes for 2nd semester	1.07.2022

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Department of Management
BBA
Academic calendar of Events 2019-20

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III and V Semester	26-06-2019
2	Orientation for III and V Semester students	27-06-2019
3	Orientation and Bridge course for I semester students	2-07-2019
4	Work shop on aptitude and Group Discussion	2nd Week of July
5	Talent hunt	3rd Week of July
6	1st Internal assessment	1st Week of August
7	Independence Day	August 15
8	Inter class competition	21.08.2019 to 23.08.2019
9	2nd Internal assessments	4th week of September
10	Gandhi Jayanthi	2.10.2019
11	End of I, III, V UG courses theory examination	19.10.2019
12	Commencement of vacation for teachers	21.10.2019
13	Commencement of I, III and V theory exam	4.11.2019
14	Commencement of II, IV, VI semester classes	26.12.2019
15	Webinar on Information Technology	7.01.2020
16	Carrer guidance program-part I	22.01.2020
17	Online Presentations by students	2.02.2020
	1st Internal assessment	1st week of February
18	Workshop on start Ups	12.02.2020
14	Virtual Industrial Visit	4th week of February

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15	Ethic day and cultural programs	13.03.2020
16	Sports Day	20.03.2020
17	2nd Internal assessments	4th week of March
18	End of the II, IV, VI semester UG courses	18.04.2020
19	Commencement of theory examination for II, IV, VI semester	27.04.2020

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Department of commerce

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Academic calendar of Events 2019-20

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III and V Semester	26-06-2019
2	Orientation for III and V Semester students	27-06-2019
3	Orientation and Bridge course for I semester students	2-07-2019
4	Work shop on aptitude and Group Discussion	2nd Week of July
5	Talent hunt	3rd Week of July
6	1st Internal assessment	1st Week of August
7	Independence Day	August 15
8	Inter class competition	21.08.2019 to 23.08.2019
9	2nd Internal assessments	4th week of September
10	Gandhi Jayanthi	2.10.2019
11	End of I, III, V UG courses theory examination	19.10.2019
12	Commencement of vacation for teachers	21.10.2019
13	Commencement of I, III and V theory exam	4.11.2019
14	Commencement of II, IV, VI semester classes	26.12.2019
15	Webinar on Information Technology	7.01.2020
16	Carrer guidance program-part I	22.01.2020
17	Online Presentations by students	2.02.2020
	1st Internal assessment	1st week of February
18	Workshop on start Ups	12.02.2020
14	Virtual Industrial Visit	4th week of February

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15	Ethic day and cultural programs	13.03.2020
16	Sports Day	20.03.2020
17	2nd Internal assessments	4th week of March
18	End of the II, IV, VI semester UG courses	18.04.2020
19	Commencement of theory examination for II, IV, VI semester	27.04.2020

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Department of Management

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Academic calendar of Events 2018-19

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III, V and Semester	14.06.2018
2	Bridge course and orientation	16.06.2018
3	Talent hunt	17.07.2018
4	Best manager (Commerce and management activities)	9.08.2018
5	1st Internal assessment	4th week of August
6	Guest lecture on burning issues in commerce	5.09.2018
7	FDP-Income Tax -E-Filing	20.09.2018
8	Presentations by students	10.10.2018
9	2nd Internal assessments	4th week of October
10	End of I, III, V semester classes	9.11.2018
11	Commencement of vacation for teachers	10.11.2018
12	Commencement of I, III, V semester theory examination	From 20.11.2018
9	End of I, III, V and VII UG courses theory examination	10.11.2018
10	Commencement of II, IV, VI & VIII semester classes	26.12.2018
11	Webinar on Information Technology	28.12.2018
12	Carrer guidance program-part I	4.01.2019
13	Industrial Visit	8.01.2019
15	Sports Day	14.01.2019
16	Ethic day and cultural programs	22.02.2019
17	Carrer guidance program-part II	18.03.2019
18	2nd Internal assessments	26.03.2019

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19	End of the II, IV, VI and VIII semester UG courses	16.04.2019
20	Commencement of theory examination	22.04.2019

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Academic calendar of Events 2018-19

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III, V and Semester	14.06.2018
2	Bridge course and orientation	16.06.2018
3	Talent hunt	17.07.2018
4	Best manager (Commerce and management activities)	9.08.2018
5	1st Internal assessment	4th week of August
6	Guest lecture on burning issues in commerce	5.09.2018
7	FDP-Income Tax -E-Filing	20.09.2018
8	Presentations by students	10.10.2018
9	2nd Internal assessments	4th week of October
10	End of I, III, V semester classes	9.11.2018
11	Commencement of vacation for teachers	10.11.2018
12	Commencement of I, III, V semester theory examination	From 20.11.2018
9	End of I, III, V and VII UG courses theory examination	10.11.2018
10	Commencement of II, IV, VI & VIII semester classes	26.12.2018
11	Webinar on Information Technology	28.12.2018
12	Carrer guidance program-part I	4.01.2019
13	Industrial Visit	8.01.2019
15	Sports Day	14.01.2019
16	Ethic day and cultural programs	22.02.2019
17	Carrer guidance program-part II	18.03.2019
18	2nd Internal assessments	26.03.2019

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19	End of the II, IV, VI and VIII semester UG courses	16.04.2019
20	Commencement of theory examination	22.04.2019

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Department of Computer Applications

BCA - Academic calendar of Events 2018-19

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III and VSemester	26-06-2018
2	Orientation for III and V Semester students	27-06-2018
3	Orientation and Bridge course for I semester students	2-07-2018
4	Work shop on aptitude and Group Discussion	2nd Week of July
5	Talent hunt	3rd Week of July
6	1st Internal assessment	1st Week of August
7	Independence Day	August 15
8	Inter class competition	21.08.2018to 23.08.2018
9	2nd Internal assessments	4th week of September
10	Gandhi Jayanthi	4.10.2018
11	End of I, III, V UG courses theory examination	12.10.2018
12	Commencement of vacation for teachers	21.10.2018
13	Commencement of I, III and V theory exam	22-10-2018
13	Commencement of I, III and V theory exam	4.11.2018
14	Commencement of II, IV, VI semester classes	26.12.2018
15	Webinar on Information Technology	7.01.2018
16	Carrier guidance program-part I	22.01.2019
17	Online Presentations by students	2.02.2019
	1st Internal assessment	1st week of February
18	Workshop on start Ups	12.02.2019
15	Ethic day and cultural programs	13.03.2019

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CITY COLLEGE
Jayanagar, Bangalore

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CITY COLLEGE Jayanagar, Bengaluru-82

Department of Computer Applications

BCA - Academic calendar of Events 2018-19

Sl.no	Events	Date/week Fixed for Academic year
1	Commencement of UG classes for I, III and VSemester	26-06-2018
2	Orientation for III and V Semester students	27-06-2018
3	Orientation and Bridge course for I semester students	2-07-2018
4	Work shop on aptitude and Group Discussion	2nd Week of July
5	Talent hunt	3rd Week of July
6	1st Internal assessment	1st Week of August
7	Independence Day	August 15
8	Inter class competition	21.08.2018to 23.08.2018
9	2nd Internal assessments	4th week of September
10	Gandhi Jayanthi	4.10.2018
11	End of I, III, V UG courses theory examination	12.10.2018
12	Commencement of vacation for teachers	21.10.2018
13	Commencement of I, III and V theory exam	22-10-2018
13	Commencement of I, III and V theory exam	4.11.2018
14	Commencement of II, IV, VI semester classes	26.12.2018
15	Webinar on Information Technology	7.01.2018
16	Carrier guidance program-part I	22.01.2019
17	Online Presentations by students	2.02.2019
	1st Internal assessment	1st week of February
18	Workshop on start Ups	12.02.2019
15	Ethic day and cultural programs	13.03.2019

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22	Sonnet Cell(Write Your Own Series 'Creatify')	28-11-2022
23	Orientation about NSS	29-11-2022
24	Premachand Cell(poem writing)	30-11-2022
25	Sundar Pichai Cell(Coding and Debugging)	30-11-2022
26	Gandi Cell(Hind Swaraj-Special Talk)	02-12-2022
27	Sports Event(Intra College)	03-12-2022
28	Sundar Pichiai Cell(Spellthon IT Based)	05-12-2022
29	Amedker and Budda Cell(Amedker Parinirvahana Day)	06-12-2022
30	Community Service(NGO Waste Management Awareness Programme)	07-12-2022
31	NSS & Ambedkar Cell(Samvidhana Odhu)	08-12-2022
32	Workshop on Artificial Intelligence	09-12-2022
33	1st Internals for 3rd & 5th Semester	12,13&14-12-2022
34	Abbbrevations(IT Based)	14-12-2022
35	2nd Internals for 1st Semester	15,16&17-12-2022
36	Ethnic Day, Retro day & Twining Day	19-12-2022 to 23-12-2022
37	Remedial Classes for 1st Semester	19 to 23-12-2023
	Commencement of 1st Sem Practical Examination of BCA	23-12-2022
38		
39	Chrismas Day Celebration	28 & 29-12-2022
40	End of 1st Semester UG Course	28-12-2022
41	Workshop on Simulated Interview For 5th Semester	07-01-2023q
42	2nd Internals for 3rd ans 5th Semester	09,10 &11-01-2023
43	Commencement of 1st Semester Theory Examination	09-01-2023
44	Sankranthi Celebration(Halli Sogadu)	16 & 17-01-2023
45	Sundar Pichai Cell(APP Development)	17-01-2023
46	Career Counselling and Guideline	19-01-2023
47	Remedial Classes for 3rd and 5th Semester	21 to 25-01-2023

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CITY COLLEGE

Jayanagar, Bengaluru-82
Department of Computer Applications
BCA

Academic calendar of Events2022-23

Sl.no	Events	Date/week Fixed for Academic year
1	Teachers Day Celebration	05-09-2022
2	Onam Celebration	08-09-2022
3	Bridge course and orientation	12-09-2022 to 14-09-2022
4	Engineers Day Celebration	15-09-2022
5	Commencement of UG classes for Ist sem	15-09-2022
6	Gandi Jayanthi Holiday	02-10-2022
7	Ayudha Pooja Celebration	03-10-2022
8	Gandi Gayanthi Celebration	07-10-2022
9	Workshop on leadership trainee for Teens and Youth	13-10-2022
10	Cultural event Deepa Dythi-2022 Light of Lamps	20-10-2022
11	Commencement of 3rd & 5th Semester Classes	27-10-2022
12	PPT on recent Development in IT (Sundar Pichai Cell)	02-11-2022
13	1st Internals for 1st Semester	7,8 &09-11-22
14	Cultural Compition(Singigng, Dancing and Drama)	10-11-2022
15	Sonnet cell(Creativity&Literature)	15-11-2022
16	Sundar Pichai Cell(Static Web Page Development)	15-11-2022
17	Enterprenuer talk on Freshers	15-11-2022
18	Kannada Rajyothsava Celebratiob	18-11-2022
19	Sonnet Cell (Story Writing Comepetition)	21-11-2022
20	Kannada Bayalu Balaga (Sahithya Yaake odhabeku) Special Talk	24-11-2022
21	Faculty Development Programme	26-11-2023

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

ACADEMIC TIME TABLE

CITY COLLEGE

CITY COLLEGE JAYANAGAR

EVEN SEM MASTER TIME TABLE-BCA 2023-24

Days	Class	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:00	1:00-2:00	2:00-3:00
MONDAY	II BCA(A)	JAVA(NV)	K/H/S	FIC	LUNCH BREAK	JAVA LAB	
	II BCA(B)	DBMS(RC)	K/H/S	ENG(AS)		OMT(SH)	CA(AU)
	IV BCA (A)	K/H/S	IT LAB			IT(AU)	CG(BM)
	IV BCA(B)	K/H/S	ADA(RC)	SE(SH)		ENG(AS)	CG(BM)
	VI BCA	PROJECT	ST(SH/NV)	ECD(NV)		SPORTS	
TUESDAY	II BCA(A)	DBMS(RC)	ENG(AR)	K/H/S		CA(AU)	FIC
	II BCA(B)	ENG(AS)	JAVA(NV)	K/H/S		JAVA LAB	
	IV BCA (A)	K/H/S	SE(SH)	CAR(DH)		LIBRARY	LIBRARY
	IV BCA(B)	K/H/S	IT LAB			CAR(DH)	ENG(AS)
	VI BCA	ECD(NV)	LIBRARY	MAD(NV)		PROJECT	ML(AU)
WEDNESDAY	II BCA(A)	OMT(SH)	K/H/S	JAVA(NV)		ENG(AR)	CA(AU)
	II BCA(B)	CA(AU)	K/H/S	DBMS(RC)		DBMS LAB	
	IV BCA (A)	ENG(AR)	IT(AU)	CAR(DH)		K/H/S	SE(SH)
	IV BCA(B)	ADA LAB		IT(AU)		K/H/S	SE(SH)
	VI BCA	MAD(NV)	ECD(NV)	PROJECT		ST(SH/NV)	INTERNSHIP
THURSDAY	II BCA(A)	OMT(SH)	JAVA(NV)	DBMS(RC)		DBMS LAB	
	II BCA(B)	DBMS(RC)	ENG(AS)	OMT(SH)		CA(AU)	FIC
	IV BCA (A)	IT(AU)	ADA(RC)	K/H/S		CG(BM)	ENG(AR)
	IV BCA(B)	IT(AU)	ADA(RC)	K/H/S		CG(BM)	SE(SH)
	VI BCA	ML(AU)	ML LAB			ST(SH/NV)	MAD(NV)
FRIDAY	II BCA(A)	K/H/S	CA(AU)	DBMS(RC)		DF(SH)	ENG(AR)
	II BCA(B)	K/H/S	JAVA(NV)	OMT(SH)		FIC	JAVA(NV)
	IV BCA (A)	ADA LAB		ENG(AR)		LIBRARY	ADA(RC)
	IV BCA(B)	IT(AU)	SE(SH)	CAR(DH)		ENG(AS)	SPORTS
	VI BCA	MAD(NV)	PROJECT	DBMS(RC)		MAD LAB	
SATURDAY	II BCA(A)	SPORTS	LIBRARY	NSS			
	II BCA(B)	LIBRARY	SPORTS	NSS			
	IV BCA (A)	ADA(RC)	SE(SH)	CAR(DH)			
	IV BCA(B)	ADA(RC)	SE(SH)	CAR(DH)			
	VI BCA	ML(AU)	INTERNSHIP	NSS			

TIME TABLE CO-ORDINATOR

HOD

PRINCIPAL

CITY COLLEGE

CITY COLLEGE JAYANAGAR

MASTER TIME LAB TABLE-BCA

Days	Class	9.30-10.30	10.30-11.30	11.30-11.45	11.45-12.45	12.45-1.30	1.30-2.30	2.30-3.30
MONDAY	I BCA(A)	K/H/S	Maths(AP)	S	PST(NV)	LUNCH BREAK	DS LAB(RC,SH)	
	I BCA(B)	K/H/S	DS(RC)		Maths(AP)		ENG(AS)	FL(RJ)
	III BCA (A)	OS(RC)	PYTHON LAB(SH,NV)				CN(SV)	CI(RM)
	III BCA(B)	ENG(AS)	CN(SV)	H	OS(RC)		PYTHON(SH)	SMM(BM)
	V BCA	CL(AECC)(SV)	AI(NV)		DA(SV)		QT	WP(SH)
TUESDAY	I BCA(A)	K/H/S	MATHS(AP)	O	ENG(AR)		PST(NV)	FL(RJ)
	I BCA(B)	K/H/S	ENG(AS)		Maths(AP)		DS LAB(RC,SH)	
	III BCA (A)	SMM(BM)	ENG(AR)		CN(SV)		PYTHON(SH)	K/H/S
	III BCA(B)	ENG(AS)	PYTHON LAB(SH,NV)				CI(RM)	K/H/S
	V BCA	DA(SV)	AI(NV)	R	LIBRARY		QT	WP(SH)
WEDNESDAY	I BCA(A)	DS(RC)	ENG(AR)	T	PST(NV)		EVS(SA)	
	I BCA(B)	PST(NV)	Maths(AP)		DS(RC)		FL(RJ)	
	III BCA (A)	K/H/S	CN(NV)		ENG(AR)		CN LAB(NV)	
	III BCA(B)	K/H/S	OS(RC)		CN(SV)		CI(RM)	
	V BCA	DA	WP LAB(SH)				AI(NV)	QT
THURSDAY	I BCA(A)	K/H/S	PST LAB(RC,NV)				MATHS(AP)	DS(RC)
	I BCA(B)	K/H/S	EVS(SA)	B	ENG(AS)		DS(RC)	PST(NV)
	III BCA (A)	ENG(AR)	K/H/S		PYTHON(SH)		CI(RM)	
	III BCA(B)	CN(NV)	K/H/S		SMM(BM)		CN LAB(NV)	
	V BCA	AI	WP(SH)		CG(NK)		WP	LIBRARY
FRIDAY	I BCA(A)	DS(RC)	EVS(SA)	R	ENG(AR)		FL(RJ)	
	I BCA(B)	PST(NV)	PST LAB(RC,NV)				EVS(SA)	
	III BCA (A)	SMM(BM)	PYTHON(SH)	E	OS(RC)		LIBRARY	OS(RC)
	III BCA(B)	PYTHON(SH)	OS(RC)		PYTHON(SH)		ENG(AS)	
	V BCA	CL(AECC)(SV)	CG(NK)		DA		DA LAB	
SATURDAY	I BCA(A)	K/H/S	LIBRARY	AK	SPORTS			
	I BCA(B)	K/H/S	SPORTS		LIBRARY			
	III BCA (A)	SPORTS	K/H/S					
	III BCA(B)	LIBRARY	K/H/S					
	V BCA	LIBRARY	CL					

TIME TABLE CO-ORDINATOR

PRINCIPAL

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

I & III SEMESTER MBA

Day	MBA	9.30AM -10.30AM	10.30 AM - 11.30 AM	11.30 AM - 12.30 PM	12.30 PM - 1.00 PM	1.00 PM - 2.00 PM	2.00 PM - 3.00 PM
Monday	I A SEC	OB- SV	SFM - VK	SFM - VK		LAIPR- BV	EFM-CVK
	I B SEC	EFM-CVK	LAIPR- BV	OB- SV		AFM-DS	MFCV-NK
	I C SEC	LAIPR- NK	AFM-DS	EFM-CVK		MFCV-NK	OB- SV
	III FINANCE A	BV&VBM- DS	IFS-RG	SM&CG - DJ		IA&M-RG	Open Elective
	III FINANCE B	IA&M-RG	BV&VBM- CVK	IFS-RG		SM&CG - DJ	
	III HR	SM&CG - DJ	L&D-SV	POM-RM		PMS-RM	
Tuesday	I A SEC	EFM-CVK	LAIPR- BV	OB- SV		AFM-DS	
	I B SEC	LAIPR- BV	SFM - VK	SFM - VK		EFM-CVK	OB- SV
	I C SEC	MFCV-NK	OB- SV	EFM-CVK		LAIPR- NK	MS 1- BV
	III FINANCE A	SM&CG - DJ	POM-RM	BV&VBM- DS		POM-RM	
	III FINANCE B	POM-RM	BV&VBM CVK	SM&CG - DJ		IFS-RG	
	III HR	L&D-SV	TDW- DJ	POM-RM		SM&CG - DJ	
Wednesday	I A SEC	AFM-DS	SFM - VK	SFM - VK		OB- SV	MFCV-NK
	I B SEC	MFCV-NK	LAIPR- BV	OB- SV		MFCV-NK	MS 1- BV
	I C SEC	SFM - VK	OB- SV	LAIPR- NK		EFM-CVK	AFM-DS
	III FINANCE A	POM-RM	IFS-RG	IFS-RG		BV&VBM- DS	Open Elective
	III FINANCE B	IA&M-RG	BV&VBM- CVK	POM-RM		IFS-RG	
	III HR	L&D-SV	POM-RM	TDW- DJ		PMS-RM	
Thursday	I A SEC	EFM-CVK	LAIPR- BV	AFM-DS		MFCV-NK	MS 1- BV
	I B SEC	OB- SV	AFM-DS	EFM-CVK		AFM-DS	MFCV-NK
	I C SEC	MFCV-NK	SFM - VK	SFM - VK		EFM-CVK	MS 1- BV
	III FINANCE A	BV&VBM- DS	IA&M-RG	SM&CG - DJ		POM-RM	

LUNCH BREAK

	III FINANCE B	SM&CG - DJ	BV&VBM- CVK	IA&M-RG
	III HR	PMS-RM	TDW-DJ	L&D-SV
Friday	I A SEC	OB- SV	LAIPR- BV	EFM-CVK
	I B SEC	EFM-CVK	SFM - VK	SFM - VK
	I C SEC	MFCV-NK	LAIPR- NK	AFM-DS
	III FINANCE A	SM&CG - DJ	IA&M-RG	IA&M-RG
	III FINANCE B	IA&M-RG	POM-RM	SM&CG - DJ
	III HR	PMS-RM	SM&CG -	POM-RM
Saturday	I A SEC	MS 1- BV	CLUB ACIVITIE	CLUB ACIVITIES
	I B SEC	CLUB ACIVITIE	MS 1- BV	CLUB ACIVITIES
	I C SEC	SFM - VK	CLUB ACIVITIE	CLUB ACIVITIES
	III FINANCE A	PROJECT	PROJECT	CLUB ACIVITIES
	III FINANCE B	PROJECT	PROJECT	CLUB ACIVITIES
	III HR	PROJECT	PROJECT	CLUB ACIVITIES

A
K

IFS-RG	
SM&CG - DJ	
MFCV-NK	
LAIPR- BV	AFM-DS
AFM-DS	OB- SV
IFS-RG	
POM-RM	
TDW- DJ	

I Sem Subjects		Faculty Name	CLASS TEACHER	Faculty Name		
Economics for Managers		Chethan VK	I SEM SECTION-A	Deepashree BR		
Organizational Behaviour		Sudarshan V	I SEM SECTION-B	Dr.Bhuvaneshwari		
Accounting for Managers		Deepashree BR	I SEM SECTION-C	Namrata K		
Statistics for Management		Vasuki				
Marketing for Customer Value		Namrata K				
Legal Aspects and Intellectual Property Rights		Bhuvaneshwari/ Namratha				
Managerial Skills-1						
III Sem Subjects		Faculty Name	CLASS TEACHER	Faculty Name		
Strategic Management and Corporate Governance	CORE	Divya J	III FINANCE A	Rajesh G		

Project and Operations Management		Dr.Rajmohan	III FINANCE B	Chethan VK		
Business Valuation and Value Based Management	FINANCE A & B	Chethan VK/Deepashree BR	III HR	Sudarshan V		
Indian Financial Systems		Rajesh G				
Investment Analysis and Management		Rajesh G				
Learning And Development	HR	Sudarshan V				
Team Dynamics at work		Divya J				
Performance Management Systems		Dr.Rajmohan				
OPEN ELECTIVE - Cyber Space	OEC	Dr.Bucchi Babu				

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

II & IV SEMESTER MBA

Day	MBA	9.30AM - 10.30AM	10.30 AM - 11.30 AM	11.30 AM- 11.45 AM	11.45 AM - 12.45 PM	12.45 PM - 1.30 PM	1.30 PM - 2.30 PM	2.30 PM - 3.30 PM
Monday	SEC A	FM(CVK)	MRM(GS)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC B	MRM(GS)	HCM(SS)		MRM(GS)		FM(CVK)	E&E(DS)
	SEC C	HCM(SS)	E&E(DS)		FM(CVK)		MS-II(NK)	MRM(GS)
	IV HR	IBD(NK)	IHRM(CVK)		TKM(SS)			
	IV MKTG	MRMX(DS)	IBD(NK)		SBM(NK)			
Tuesday	SEC A	MRM(GS)	HCM(SS)		FM(CVK)		E&E(DS)	TFM(BB)
	SEC B	TFM(BB)	TFM(BB)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC C	E&E(DS)	FM(CVK)		TFM(BB)		TFM(BB)	MRM(GS)
	IV HR	TKM(SS)	SHRM(NK)		TKM(SS)			
	IV MKTG	SBM(NK)	DM(GS)		IBD(NK)			
Wednesday	SEC A	MRM(GS)	HCM(SS)		FM(CVK)		MS-II(DS)	HCM(SS)
	SEC B	HCM(SS)	MRM(GS)		E&E(DS)		FM(CVK)	MS-II
	SEC C	E&E(DS)	FM(CVK)		HCM(SS)		QTOR	QTOR
	IV HR	IHRM(CVK)	SHRM(NK)		IBD(NK)			
	IV MKTG	IBD(NK)	MRMX(DS)		DM(GM)			
Thursday	SEC A	MRM(GS)	FM(CVK)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC B	E&E(DS)	HCM(SS)		FM(CVK)		MS-II(GS)	FM(CVK)
	SEC C	HCM(SS)	MRM(GS)		HCM(SS)		E&E	MRM(GS)
	IV HR	IHRM(CVK)	SHRM(NK)		IBD(NK)			
	IV MKTG	SBM(NK)	MRMX(DS)		DM(GM)			
Friday	SEC A	TFM(BB)	TFM(BB)		E&E(DS)		HCM(SS)	MS-II(DS)
	SEC B	HCM(SS)	MRM(GS)		FM(CVK)		TFM(BB)	QTOR(VS)
	SEC C	FM(CVK)	HCM(SS)		TFM(BB)		QTOR(VS)	MS-II
	IV HR	SHRM(NK)	IHRM(CVK)		TKM(SS)		IBD(NK)	
	IV MKTG	MRMX(DS)	SBM(NK)		IBD(NK)		DM(GM)	
Saturday	SEC A	HCM(SS)	MS-II		SPORTS			
	SEC B	QTOR(VS)	HCM(SS)		SPORTS			
	SEC C	FM(CVK)	QTOR(VS)		SPORTS			
	IV HR	PROJECT	PROJECT		PROJECT			
	IV MKTG	PROJECT	PROJECT		PROJECT			

2023 - 20
Odd/Even

II Sem Subjects	Faculty Name
FINANCIAL MANAGEMENT-A,B,C	Mr.Chethan.v.k
MANAGEMENT RESEARCH METHODS-	Mr.Gautam
HUMAN CAPITAL MANAGEMENT-A,B,C	Mr.sudarshan
ENTRUPRUNESHIP AND ETHICS-A,B,C	Mrs.Deepashree
QUANTITATIVE TECHNIQUE & OPERATIONS	Mr.Vasuki
TECHNOLOGY FOR MANAGEMENT-A,B,C	Dr.Buchi Bapu
MANAGERIAL SKILLS-2-A	Mrs.Deepashree
MANAGERIAL SKILLS-2-B	Mr.Gautam
MANAGERIAL SKILLS-2-C	Ms.Namrata.k
IV Sem Subjects	Faculty Name
INTERNATIONAL BUSINESS DYNAMICS-HR &	Ms.Namrata.k
INTERNATIONAL HUMAN RESOURCE	Mr. Chethan.v.k
DIGITAL MARKETING	Mr.Gautam
MARKETING RESEARCH MARTIX	Mrs.Deepashree
TALENT AND KNOWLEDGE MANAGEMENT	Mr.sudarshan
STRATEGIC HUMAN RESOURCE	Ms.Namrata.k
STRATEGIC BRAND MANAGEMENT	Ms.Namrata.k

CLASS TEACHER	Faculty Name
SECTION-A	Mr. Chethan.v.k
SECTION-B	Mr.Gautam S
SECTION-C	Mr.sudarshan

CLASS TEACHER	Faculty Name
SECTION-Mktg	Mrs.Deepashree
SECTION-HR	Ms.Namrata.k

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bangalore – 82

MCA I-SEMESTER

MASTER TIME TABLE

DAY	9.30 – 10.30	10.30 –11.30	11.30 –12.30	12.30 –1.00	1.00 –2.00	2.00– 3.00	3.00-4.00
MON	DS	DM	COA	LUNCH	TOC	DS LAB(B1) / JAVA LAB(B2)	
TUE	DM	DS	OOP(JAVA)		TOC	DS LAB(B2) / JAVA LAB(B1)	
WED	COA	AOP	DS		OOP(JAVA)	DS LAB(B1) / JAVA LAB(B2)	
THU	DM	AOP	COA		TOC	DS LAB(B2) / JAVA LAB(B1)	
FRI	AOP	OOP(JAVA)	COA		TOC	AOP	LIBRARY
SAT	DM	DS	OOP(JAVA)				

AOP-Art of Programming	Dr.Nanda Kumar A N
DS - Data Structures	Dr. Lalitha Purohit
COA - Computer Organization and Architecture	Dr. Lalitha Purohit
DM - Discrete Mathematics	Sarita Vittal
OOP (JAVA) - Object Oriented Programming	Sarita Vittal
TOC - Theory of Computation	Roopa L C

Coordinator

Principal

New

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CITY COLLEGE

CITY COLLEGE, Jayanagar

Master Time Table- BCOM, BBA & BBA(A)

Accadamic Year 2023-24

DAYS	Class	9.30-10.30	10.30-11.30	11.30-11.45	11.45-12.45	12.45-1.30	1.30-2.30	2.30-3.30
MONDAY	I SEM BCOM	ENG(AR)	PM		BMS(BM)		FA(P)	K/H/S
	I SEM BBA	FA(TVR)	MI(BK)		ENG(AS)		K/H/S	
	I SEM BBA(A)	IAI(SA)	PA&AM(SA)		ENG(AS)		K/H/S	
	III SEM BCOM	CA(BK)	IFS(TVR)		K/H/S		CI	OEC(AS)
	III SEM BBA	K/H/S	BS(P)		ENG(AR)		OB(BK)	OEC(AS)
	V SEM BCOM	PPA	IAS(RA)	S	IT(P)	L	GST(RA)	FM(TVR)
	V SEM BBA	AC&FM(RA)	IT(BM)	H	POM	U	ITB(NK)	CPM(BK)
TUESDAY	I SEM BCOM	EVS(SA)	FA(P)	O	BMS(BM)	N	K/H/S	ENG(AR)
	I SEM BBA	DF(SH)	FA(TVR)	R	MI(BK)	C	MM(SA)	OA(NV)
	I SEM BBA(A)	DF(SH)	PA&AM(SA)	T	IAI(SA)	H	FA(TVR)	OA(NV)
	III SEM BCOM	ENG(AR)	CA(BK)		IFS(TVR)		CL&P(BM)	HINDI
	III SEM BBA	K/H/S	EC(BM)		AI(RC)		ENG(AS)	OB(BK)
	V SEM BCOM	IAS(RA)	PPA		GST(RA)		CS(SV)	IT(P)
	V SEM BBA	BL&P	ACFM(RA)		POM		CS(SV)	
WEDNESDAY	I SEM BCOM	EVS(SA)	BSM(BM)		FA(P)		ENG(AR)	K/H/S
	I SEM BBA	ENG((AS)	FA(TVR)		MI(BK)		K/H/S	OA(NV)
	I SEM BBA(A)	ENG(AS)	IAI(SA)		FA(TVR)		K/H/S	OA(NV)
	III SEM BCOM	CL&P	K/H/S		OEC(AS)		IFS(TVR)	HINDI
	III SEM BBA	BS(P)	OB(BK)		OEC(AS)		K/H/S	
	V SEM BCOM	PPA	IT(P)		IAS(RA)		FIM(P)	FM(TVR)
	V SEM BBA	IT(BM)	BLP		POM		ITB(NK)	CPM(BK)
THURSDAY	I SEM BCOM	FA(P)	PM		K/H/S		BMS(BM)	OA(NV)
	I SEM BBA	MI(BK)	ENG(AS)		MM(SA)		K/H/S	
	I SEM BBA(A)	IAI(SA)	ENG(AS)		FA(TVR)		K/H/S	
	III SEM BCOM	IFS(TVR)	CA(BK)		ENG(AR)		K/H/S	CI
	III SEM BBA	ENG(AS)	EC(BM)		BS(P)		OB(BK)	
	V SEM BCOM	PPA	FIM(P)		GST(RA)		FM(TVR)	GST(RA)
	V SEM BBA	IT(BM)	ACFM(RA)	B	BL&P	B	ITB(NK)	
FRIDAY	I SEM BCOM	PM	ENG(AR)	R	K/H/S	R	LIBRARY	OA(NV)
	I SEM BBA	FA(TVR)	ENG(AS)	E	MM	E	LIBRARY	DF(S)
	I SEM BBA(A)	PA&AM(SA)	ENG(AS)	A	FA(TVR)	A	KAN	DF(S)
	III SEM BCOM	CL&P	K/H/S	K	CA(BK)	K	ENG(AR)	
	III SEM BBA	K/H/S	BS(P)		EC(BM)		AI(RC)	ENG(AR)
	V SEM BCOM	IT(P)	PPA		FIM(P)		FM(TVR)	
	V SEM BBA	CPM(BK)	ACFM(RA)		BL&P		IT(BM)	ITB(NK)
SATURDAY	I SEM BCOM	PM	OA(NV)					
	I SEM BBA	MM	K/H/S					
	I SEM BBA(A)	PA&AM(SA)	K/H/S					
	III SEM BCOM	OEC(AS)	ENG(AR)					
	III SEM BBA	OEC(AS)	EC(BM)					
	V SEM BCOM	CS(SV)	FIM(P)					
	V SEM BBA	CS(SV)	CPM(BK)					

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Even semester Master Time Table

For the Accadamic Year 2023-24(March to June-2024)

DAYS	Class	9-30 to 10-30	10-30 to 11-30	11-30 to 12-30	12.30to1-00	1-00 to 2-00	2-00 to 3-00
MONDAY	II-BCOM	AFA(P)	BEH(S)	K/H/S		BI(N)	DF
	II- BBA	FAR(R)	OEC(AS)	BE(BK)		K/H/S	EVS(S)
	II- BBA(A)	AS&SM(S)	OEC(AS)	FAR(R)		K/H/S	EVS(S)
	IV-BCOM	ACA(BK)	K/H/S	BR(P)		ENG(AR)	ID-SPOTS
	IV- BBA	ENG(AS)	FM(P)	IFS(N)		MA(BM)	K/H/S
	VI- BCOM	ECOM(VK)	MA(R)	IT(BM)		AFM(R)	IS
	VI- BBA	SAPM(BM)	BL(VK)	IT(BM)		IB(BK)	IS
TUESDAY	II-BCOM	ENG(AR)	AFA(P)	DF		K/H/S	ID-SPORTS
	II- BBA	HRM(N)	ENG(AS)	BE(BK)		FAR(R)	ID-SPORTS
	II- BBA(A)	AOM(S)	ENG(AS)	FAR(R)		AS&SM(S)	ID-SPORTS
	IV-BCOM	BR(P)	CA(VK)	ENG(AR)		AI	OEC(AS)
	IV- BBA	MA(BM)	IFS(N)	I&IC(BM)		ENG(AR)	OEC(AS)
	VI- BCOM	AFM(R)	IT(BM)	ECOM(VK)		IM(BK)	IS
	VI- BBA	IB(BK)	IT(BM)	GST(P)		BL(VK)	IS
WEDNESDAY	II-BCOM	AFA(P)	ENG(AR)	BI(N)		BEH(S)	NSS
	II- BBA	FAR(R)	HRM(N)	K/H/S		OEC(AS)	NSS
	II- BBA(A)	AOM(S)	AS&SM(S)	K/H/S		OEC(AS)	NSS
	IV-BCOM	K/H/S	BR(P)	ACA(BK)		CA(VK)	ID-SPORTS
	IV- BBA	ENG(AS)	MA(BM)	I&IC(BM)		FM(P)	IFS(N)
	VI- BCOM	IT(BM)	AFM(R)	ECOM(VK)		IM(BK)	IS
	VI- BBA	IT(BM)	IB(BK)	GST(P)		CDW(N)	IS
THURSDAY	II-BCOM	BEH(S)	K/H/S	AFA(P)		ENG(AR)	ID-SPORTS
	II- BBA	HRM(N)	EVS(S)	ENG(AS)		BE(BK)	ID-SPORTS
	II- BBA(A)	FAR(R)	EVS(S)	ENG(AS)		AOM(S)	ID-SPORTS
	IV-BCOM	ACA(BK)	K/H/S	CA(VK)		AI	OEC(AS)
	IV- BBA	ENG(AR)	FM(P)	K/H/S		IFS(N)	OEC(AS)
	VI- BCOM	IAS(VK)	ECOM(VK)	IM(BK)		MA(R)	
	VI- BBA	GST(P)	CDW(N)	SAPM(BM)		BL(VK)	
FRIDAY	II-BCOM	BI(N)	K/H/S	BEH(S)		OEC(AR)	NSS
	II- BBA	FAR(R)	ENG(AS)	K/H/S		HRM(N)	NSS
	II- BBA(A)	AS&SM(S)	ENG(AS)	K/H/S		FAR(R)	NSS
	IV-BCOM	ENG(AR)	BR(P)	ACA(BK)		K/H/S	NSS
	IV- BBA	FM(P)	K/H/S	MA(BM)		I&IC(BM)	ID-SPORTS
	VI- BCOM	IT(BM)	MA(R)	AFM(R)		IAS(VK)	
	VI- BBA	IT(BM)	BL(VK)	CDW(N)		GST(P)	
SATURDAY	II-BCOM	BI(N)	OEC(AR)	GROOMING			
	II- BBA	K/H/S	BE(BK)	GROOMING			
	II- BBA(A)	K/H/S	AOM(S)	GROOMING			
	IV-BCOM	OEC(AS)	CA(VK)				
	IV- BBA	OEC(AS)	K/H/S	NSS			
	VI- BCOM	IAS(VK)	MA(R)				
	VI- BBA	SAPM(BM)	IS				

Time Table Co-ordinator

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CITY COLLEGE
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No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

II & IV SEMESTER MBA

Day	MBA	9.30AM - 10.30AM	10.30 AM - 11.30 AM	11.30 AM-11.45 AM	11.45 AM - 12.45 PM	12.45 PM - 1.30 PM	1.30 PM - 2.30 PM	2.30 PM - 3.30 PM
Monday	SEC A	FM(CVK)	MRM(GS)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC B	MRM(GS)	HCM(SS)		MRM(GS)		FM(CVK)	E&E(DS)
	SEC C	HCM(SS)	E&E(DS)		FM(CVK)		MS-II(NK)	MRM(GS)
	IV HR	IBD(NK)	IHRM(CVK)		TKM(SS)			
	IV MKTG	MRMX(DS)	IBD(NK)		SBM(NK)			
Tuesday	SEC A	MRM(GS)	HCM(SS)		FM(CVK)		E&E(DS)	TFM(BB)
	SEC B	TFM(BB)	TFM(BB)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC C	E&E(DS)	FM(CVK)		TFM(BB)		TFM(BB)	MRM(GS)
	IV HR	TKM(SS)	SHRM(NK)		TKM(SS)			
	IV MKTG	SBM(NK)	DM(GS)		IBD(NK)			
Wednesday	SEC A	MRM(GS)	HCM(SS)		FM(CVK)		MS-II(DS)	HCM(SS)
	SEC B	HCM(SS)	MRM(GS)		E&E(DS)		FM(CVK)	MS-II
	SEC C	E&E(DS)	FM(CVK)		HCM(SS)		QTOR	QTOR
	IV HR	IHRM(CVK)	SHRM(NK)		IBD(NK)			
	IV MKTG	IBD(NK)	MRMX(DS)		DM(GM)			
Thursday	SEC A	MRM(GS)	FM(CVK)		E&E(DS)		QTOR(VS)	QTOR(VS)
	SEC B	E&E(DS)	HCM(SS)		FM(CVK)		MS-II(GS)	FM(CVK)
	SEC C	HCM(SS)	MRM(GS)		HCM(SS)		E&E	MRM(GS)
	IV HR	IHRM(CVK)	SHRM(NK)		IBD(NK)			
	IV MKTG	SBM(NK)	MRMX(DS)		DM(GM)			
Friday	SEC A	TFM(BB)	TFM(BB)		E&E(DS)		HCM(SS)	MS-II(DS)
	SEC B	HCM(SS)	MRM(GS)		FM(CVK)		TFM(BB)	QTOR(VS)
	SEC C	FM(CVK)	HCM(SS)		TFM(BB)		QTOR(VS)	MS-II
	IV HR	SHRM(NK)	IHRM(CVK)		TKM(SS)		IBD(NK)	
	IV MKTG	MRMX(DS)	SBM(NK)		IBD(NK)		DM(GM)	
Saturday	SEC A	HCM(SS)	MS-II		SPORTS			
	SEC B	QTOR(VS)	HCM(SS)		SPORTS			
	SEC C	FM(CVK)	QTOR(VS)		SPORTS			
	IV HR	PROJECT	PROJECT		PROJECT			
	IV MKTG	PROJECT	PROJECT		PROJECT			

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2023 - 20
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II Sem Subjects	Faculty Name
FINANCIAL MANAGEMENT-A,B,C	Mr.Chethan.v.k
MANAGEMENT RESEARCH METHODS-	Mr.Gautam
HUMAN CAPITAL MANAGEMENT-A,B,C	Mr.sudarshan
ENTRUPRUNESHIP AND ETHICS-A,B,C	Mrs.Deepashree
QUANTITATIVE TECHNIQUE & OPERATIONS	Mr.Vasuki
TECHNOLOGY FOR MANAGEMENT-A,B,C	Dr.Buchi Bapu
MANAGERIAL SKILLS-2-A	Mrs.Deepashree
MANAGERIAL SKILLS-2-B	Mr.Gautam
MANAGERIAL SKILLS-2-C	Ms.Namrata.k

IV Sem Subjects	Faculty Name
INTERNATIONAL BUSINESS DYNAMICS-HR &	Ms.Namrata.k
INTERNATIONAL HUMAN RESOURCE	Mr. Chethan.v.k
DIGITAL MARKETING	Mr.Gautam
MARKETING RESEARCH MARTIX	Mrs.Deepashree
TALENT AND KNOWLEDGE MANAGEMENT	Mr.sudarshan
STRATEGIC HUMAN RESOURCE	Ms.Namrata.k
STRATEGIC BRAND MANAGEMENT	Ms.Namrata.k

CLASS TEACHER	Faculty Name
SECTION-A	Mr. Chethan.v.k
SECTION-B	Mr.Gautam S
SECTION-C	Mr.sudarshan

CLASS TEACHER	Faculty Name
SECTION-Mktg	Mrs.Deepashree
SECTION-HR	Ms.Namrata.k

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CITY COLLEGE
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CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bangalore – 82

MCA I-SEMESTER

MASTER TIME TABLE

DAY	9.30 – 10.30	10.30 –11.30	11.30 –12.30	12.30 –1.00	1.00 –2.00	2.00– 3.00	3.00-4.00
MON	DS	DM	COA		TOC	DS LAB(B1) / JAVA LAB(B2)	
TUE	DM	DS	OOP(JAVA)	L	TOC	DS LAB(B2) / JAVA LAB(B1)	
WED	COA	AOP	DS	U	OOP(JAVA)	DS LAB(B1) / JAVA LAB(B2)	
THU	DM	AOP	COA	N	TOC	DS LAB(B2) / JAVA LAB(B1)	
FRI	AOP	OOP(JAVA)	COA	C	TOC	AOP	LIBRARY
SAT	DM	DS	OOP(JAVA)	H			

AOP-Art of Programming	Dr.Nanda Kumar A N
DS - Data Structures	Dr. Lalitha Purohit
COA - Computer Organization and Architecture	Dr. Lalitha Purohit
DM - Discrete Mathematics	Sarita Vittal
OOP (JAVA) - Object Oriented Programming	Sarita Vittal
TOC - Theory of Computation	Roopa L C

Coordinator

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EVEN SEM MASTER TIME TABLE-BCA 2023-24

Days	Class	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:00	1:00-2:00	2:00-3:00
MONDAY	II BCA(A)	JAVA(NV)	K/H/S	FIC	LUNCH BREAK	JAVA LAB	
	II BCA(B)	DBMS(RC)	K/H/S	ENG(AS)		OMT(SH)	CA(AU)
	IV BCA (A)	K/H/S	IT LAB			IT(AU)	CG(BM)
	IV BCA(B)	K/H/S	ADA(RC)	SE(SH)		ENG(AS)	CG(BM)
	VI BCA	PROJECT	ST(SH/NV)	ECD(NV)		SPORTS	
TUESDAY	II BCA(A)	DBMS(RC)	ENG(AR)	K/H/S		CA(AU)	FIC
	II BCA(B)	ENG(AS)	JAVA(NV)	K/H/S		JAVA LAB	
	IV BCA (A)	K/H/S	SE(SH)	CAR(DH)		LIBRARY	LIBRARY
	IV BCA(B)	K/H/S	IT LAB			CAR(DH)	ENG(AS)
	VI BCA	ECD(NV)	LIBRARY	MAD(NV)		PROJECT	ML(AU)
WEDNESDAY	II BCA(A)	OMT(SH)	K/H/S	JAVA(NV)		ENG(AR)	CA(AU)
	II BCA(B)	CA(AU)	K/H/S	DBMS(RC)		DBMS LAB	
	IV BCA (A)	ENG(AR)	IT(AU)	CAR(DH)		K/H/S	SE(SH)
	IV BCA(B)	ADA LAB		IT(AU)		K/H/S	SE(SH)
	VI BCA	MAD(NV)	ECD(NV)	PROJECT		ST(SH/NV)	INTERNSHIP
THURSDAY	II BCA(A)	OMT(SH)	JAVA(NV)	DBMS(RC)		DBMS LAB	
	II BCA(B)	DBMS(RC)	ENG(AS)	OMT(SH)		CA(AU)	FIC
	IV BCA (A)	IT(AU)	ADA(RC)	K/H/S		CG(BM)	ENG(AR)
	IV BCA(B)	IT(AU)	ADA(RC)	K/H/S		CG(BM)	SE(SH)
	VI BCA	ML(AU)	ML LAB			ST(SH/NV)	MAD(NV)
FRIDAY	II BCA(A)	K/H/S	CA(AU)	DBMS(RC)		DF(SH)	ENG(AR)
	II BCA(B)	K/H/S	JAVA(NV)	OMT(SH)		FIC	JAVA(NV)
	IV BCA (A)	ADA LAB		ENG(AR)		LIBRARY	ADA(RC)
	IV BCA(B)	IT(AU)	SE(SH)	CAR(DH)		ENG(AS)	SPORTS
	VI BCA	MAD(NV)	PROJECT	DBMS(RC)		MAD LAB	
SATURDAY	II BCA(A)	SPORTS	LIBRARY	NSS			
	II BCA(B)	LIBRARY	SPORTS	NSS			
	IV BCA (A)	ADA(RC)	SE(SH)	CAR(DH)			
	IV BCA(B)	ADA(RC)	SE(SH)	CAR(DH)			
	VI BCA	ML(AU)	INTERNSHIP	NSS			

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MASTER TIME LAB TABLE-BCA

Days	Class	9.30-10.30	10.30-11.30	11.30-11.45	11.45-12.45	12.45-1.30	1.30-2.30	2.30-3.30
MONDAY	I BCA(A)	K/H/S	Maths(AP)	S	PST(NV)	LUNCH BREAK	DS LAB(RC,SH)	
	I BCA(B)	K/H/S	DS(RC)		Maths(AP)		ENG(AS)	FL(RJ)
	III BCA (A)	OS(RC)	PYTHON LAB(SH,NV)				CN(SV)	CI(RM)
	III BCA(B)	ENG(AS)	CN(SV)	H	OS(RC)		PYTHON(SH)	SMM(BM)
	V BCA	CL(AECC)(SV)	AI(NV)		DA(SV)		QT	WP(SH)
TUESDAY	I BCA(A)	K/H/S	MATHS(AP)	O	ENG(AR)		PST(NV)	FL(RJ)
	I BCA(B)	K/H/S	ENG(AS)		Maths(AP)		DS LAB(RC,SH)	
	III BCA (A)	SMM(BM)	ENG(AR)		CN(SV)		PYTHON(SH)	K/H/S
	III BCA(B)	ENG(AS)	PYTHON LAB(SH,NV)				CI(RM)	K/H/S
	V BCA	DA(SV)	AI(NV)	R	LIBRARY		QT	WP(SH)
WEDNESDAY	I BCA(A)	DS(RC)	ENG(AR)	T	PST(NV)		EVS(SA)	
	I BCA(B)	PST(NV)	Maths(AP)		DS(RC)		FL(RJ)	
	III BCA (A)	K/H/S	CN(NV)		ENG(AR)		CN LAB(NV)	
	III BCA(B)	K/H/S	OS(RC)		CN(SV)		CI(RM)	
	V BCA	DA	WP LAB(SH)				AI(NV)	QT
THURSDAY	I BCA(A)	K/H/S	PST LAB(RC,NV)				MATHS(AP)	DS(RC)
	I BCA(B)	K/H/S	EVS(SA)	B	ENG(AS)		DS(RC)	PST(NV)
	III BCA (A)	ENG(AR)	K/H/S		PYTHON(SH)		CI(RM)	
	III BCA(B)	CN(NV)	K/H/S		SMM(BM)		CN LAB(NV)	
	V BCA	AI	WP(SH)		CG(NK)		WP	LIBRARY
FRIDAY	I BCA(A)	DS(RC)	EVS(SA)	R	ENG(AR)		FL(RJ)	
	I BCA(B)	PST(NV)	PST LAB(RC,NV)				EVS(SA)	
	III BCA (A)	SMM(BM)	PYTHON(SH)	E	OS(RC)		LIBRARY	OS(RC)
	III BCA(B)	PYTHON(SH)	OS(RC)		PYTHON(SH)		ENG(AS)	
	V BCA	CL(AECC)(SV)	CG(NK)		DA		DA LAB	
SATURDAY	I BCA(A)	K/H/S	LIBRARY	AK	SPORTS			
	I BCA(B)	K/H/S	SPORTS		LIBRARY			
	III BCA (A)	SPORTS	K/H/S					
	III BCA(B)	LIBRARY	K/H/S					
	V BCA	LIBRARY	CL					

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CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

I & III SEMESTER MBA

Day	MBA	9.30AM -10.30AM	10.30 AM - 11.30 AM	11.30 AM - 12.30 PM	12.30 PM - 1.00 PM	1.00 PM - 2.00 PM	2.00 PM - 3.00 PM
Monday	I A SEC	OB- SV	SFM - VK	SFM - VK		LAIPR- BV	EFM-CVK
	I B SEC	EFM-CVK	LAIPR- BV	OB- SV		AFM-DS	MFCV-NK
	I C SEC	LAIPR- NK	AFM-DS	EFM-CVK		MFCV-NK	OB- SV
	III FINANCE A	BV&VBM- DS	IFS-RG	SM&CG - DJ		IA&M-RG	Open Elective
	III FINANCE B	IA&M-RG	BV&VBM- CVK	IFS-RG		SM&CG - DJ	
	III HR	SM&CG - DJ	L&D-SV	POM-RM		PMS-RM	
Tuesday	I A SEC	EFM-CVK	LAIPR- BV	OB- SV		AFM-DS	
	I B SEC	LAIPR- BV	SFM - VK	SFM - VK		EFM-CVK	OB- SV
	I C SEC	MFCV-NK	OB- SV	EFM-CVK		LAIPR- NK	MS I- BV
	III FINANCE A	SM&CG - DJ	POM-RM	BV&VBM- DS		POM-RM	
	III FINANCE B	POM-RM	BV&VBM CVK	SM&CG - DJ		IFS-RG	
	III HR	L&D-SV	TDW- DJ	POM-RM		SM&CG - DJ	
Wednesday	I A SEC	AFM-DS	SFM - VK	SFM - VK		OB- SV	MFCV-NK
	I B SEC	MFCV-NK	LAIPR- BV	OB- SV		MFCV-NK	MS I- BV
	I C SEC	SFM - VK	OB- SV	LAIPR- NK		EFM-CVK	AFM-DS
	III FINANCE A	POM-RM	IFS-RG	IFS-RG		BV&VBM- DS	
	III FINANCE B	IA&M-RG	BV&VBM- CVK	POM-RM		IFS-RG	Open Elective
	III HR	L&D-SV	POM-RM	TDW- DJ		PMS-RM	
Thursday	I A SEC	EFM-CVK	LAIPR- BV	AFM-DS		MFCV-NK	MS I- BV
	I B SEC	OB- SV	AFM-DS	EFM-CVK		AFM-DS	MFCV-NK
	I C SEC	MFCV-NK	SFM - VK	SFM - VK		EFM-CVK	MS I- BV
	III FINANCE A	BV&VBM- DS	IA&M-RG	SM&CG - DJ		POM-RM	

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	III FINANCE B	SM&CG - DJ	BV&VBM- CVK	IA&M-RG
	III HR	PMS-RM	TDW-DJ	L&D-SV
Friday	I A SEC	OB- SV	LAIPR- BV	EFM-CVK
	I B SEC	EFM-CVK	SFM - VK	SFM - VK
	I C SEC	MFCV-NK	LAIPR- NK	AFM-DS
	III FINANCE A	SM&CG - DJ	IA&M-RG	IA&M-RG
	III FINANCE B	IA&M-RG	POM-RM	SM&CG - DJ
	III HR	PMS-RM	SM&CG -	POM-RM
Saturday	I A SEC	MS I- BV	CLUB ACIVITIE	CLUB ACIVITIES
	I B SEC	CLUB ACIVITIE	MS I- BV	CLUB ACIVITIES
	I C SEC	SFM - VK	CLUB ACIVITIE	CLUB ACIVITIES
	III FINANCE A	PROJECT	PROJECT	CLUB ACIVITIES
	III FINANCE B	PROJECT	PROJECT	CLUB ACIVITIES
	III HR	PROJECT	PROJECT	CLUB ACIVITIES

A K

IFS-RG	
SM&CG - DJ	
MFCV-NK	
LAIPR- BV	AFM-DS
AFM-DS	OB- SV
IFS-RG	
POM-RM	
TDW- DJ	

I Sem Subjects	Faculty Name	CLASS TEACHER	Faculty Name		
Economics for Managers	Chethan VK	I SEM SECTION-A	Deepashree BR		
Organizational Behaviour	Sudarshan V	I SEM SECTION-B	Dr.Bhuvaneshwari		
Accounting for Managers	Deepashree BR	I SEM SECTION-C	Namrata K		
Statistics for Management	Vasuki				
Marketing for Customer Value	Namrata K				
Legal Aspects and Intellectual Property Rights	Bhuvaneshwari/ Namratha				
Managerial Skills-1					
III Sem Subjects	Faculty Name	CLASS TEACHER	Faculty Name		
Strategic Management and Corporate Governance CORE	Divya J	III FINANCE A	Rajesh G		

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Project and Operations Management		Dr.Rajmohan	III FINANCE B	Chethan VK		
Business Valuation and Value Based Management	FINANCE A & B	Chethan VK/Deepashree BR	III HR	Sudarshan V		
Indian Financial Systems		Rajesh G				
Investment Analysis and Management		Rajesh G				
Learning And Development	HR	Sudarshan V				
Team Dynamics at work		Divya J				
Performance Management Systems		Dr.Rajmohan				
OPEN ELECTIVE - Cyber Space	OEC	Dr.Bucchi Babu				

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CITY COLLEGE, JAYANAGAR
TIME TABLE-UG (BBA Vth SEMESTER)

DAYS	09.30am - 10.30am	10.30am – 11.30am	11.30am – 11.45am	11.45 am - 12.45pm	12.45 - 01.30	1.30pm – 2.30pm	02.30pm – 03.30pm	03.30pm – 04.30pm
MONDAY	FAR(LR)	MIT(SR)	B	IT(YK)	L	EDS(CV)	CBMR(GS)	SEC
TUESDAY	IT(YK)	PM(NS)	R	CBMR(GS)	U	MIT(SR)	EDS(CV)	C&D(NSS)
WEDNESDAY	FAR(LR)	MIT(SR)	E	EDS(CV)	N	IT(YK)	CBMR(GS)	PM(NS)
THURSDAY	IT(YK)	CBMR(GS)	A	EDS(CV)	C	MIT(SR)	FAR(LR)	PM(NS)
FRIDAY	FAR(LR)	PM(NS)	K	IT(YK)	H	FAR(LR)	C&D(NS)	SEC
SATURDAY	C&D(NSS)	PROJECT		PROJECT				

SNO	SUBJECTS	FACULTY NAME	INITIAL
1	C&D	NAMRATA	NS
2	EDS	CHETHAN	CV
3	FAR	LAVANYA RAJU	LR
4	MIT	SR	SR
5	IT	YAMUNA	YK
6	CBMR	GAUTAM SHIVARAJ	GS
7	PM	NITHA	NS

Class teacher's Sign

Vice principal's Sign

Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE JAYANAGAR

BCA TIME TABLE FOR 1st SEMESTER Section-B-(2022 - 2023)

Days	Course & Sem&Sec	9.30-10.30 AM	10.30-11.30 AM	11.30-12.45PM	11.45-12.45 PM	12.45-1.30PM	1.30-2.30 PM	2.30-3.30 PM
Monday	BCA I -B	Kan/Hin/ Sans(F1)	English(DR)	Short Break	Discrete Structure (CK)	B	Physical Education	Problem Solving Techniques(RT)
Tuesday	BCA I-B	Kan/Hin/ Sans(F1)	Data Structure(RD)	Short Break	H&W	R	English(DR)	Financial Literacy(LR)
Wednesday	BCA I-B	Data Structure Lab(RD)	Discrete Structure (CK)	Short Break	Problem Solving Techniques(RT)	E	Data Structure(RD)	C Lab (RT)
Thursday	BCA I-B	Financial Literacy(LR)	Kan/Hin/ Sans(F1)	Short Break	Library	A	C Lab (RT)	Discrete Structure (CK)
Friday	BCA I-B	Data Structure(RD)	Discrete Structure (CK)	Short Break	Problem Solving Techniques(RT)	K	EVS(PR)	Financial Literacy(LR)
Saturday	BCA I-B	EVS(PR)	Data Structure Lab(RD)	Short Break	English(DR)			

Principal Class Teacher HOD

DR	Divya Rao
F1	Dr. Sanghna/Dr. Shaikh Imran/
CK	Chandan M
RT	Ritu Tyagi
RD	Rudreshwari
LR	Lavanaya Raju
PR	Priyanka
RD	Rudreshwari
RT	Ritu Tyagi

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

CITY COLLEGE JAYANAGAR

BCA TIME TABLE FOR 1st SEMESTER Section-A-(2022 - 2023)

Days	Course & Sem&Sec.	9.30-10.30 AM	10.30-11.30 AM	11.30 to 11.45AM	11.45-12.45 PM	12.45-1.30PM	1.30-2.30 PM	2.30-3.30 PM
Monday	BCA I-A	Kan/Hin/ Sans(F1)	Discrete Structure (CK)	SHORT BREAK	C Lab (RT)	B	Data Structure(RD)	Data Structure Lab(RD)
Tuesday	BCA I-A	Kan/Hin/ Sans(F1)	Problem Solving Techniques(RT)	SHORT BREAK	Discrete Structure (CK)	R	Financial Literacy(NS)	Problem Solving Techniques(RT)
Wednesday	BCA I-A	Discrete Structure (CK)	English(DR)	SHORT BREAK	Data Structure(RD)	E	Financial Literacy(NS)	Data Structure(RD)
Thursday	BCA I-A	Discrete Structure (CK)	Kan/Hin/ Sans(F1)	SHORT BREAK	Data Structure Lab(RD)	A	Physical Education	C Lab (RT)
Friday	BCA I-A	EVS(PR)	Problem Solving Techniques(RT)	SHORT BREAK	Library	K	English(DR)	English(DR)
Saturday	BCA I-A	H&W	EVS(PR)	SHORT BREAK	Financial Literacy(NS)			

Principal

Class Teacher

HOD

DR	Divya Rao
F1	Dr. Sanghna/Dr. Shaikh Imran/ Veda
CK	Chandan M
RT	Ritu Tyagi
RD	Rudreshwari
NS	Nitha Sandeep
PR	Priyanka
RD	Rudreshwari
RT	Ritu Tyagi

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE JAYANAGAR

BCA TIME TABLE FOR IIIRD SEMESTER (2022 - 2023)

Days	Course & Sem&Sec	9.30-10.30 AM	10.30-11.30 AM	11.30-12.45PM	11.45-12.45 PM	12.45-1.30PM	1.30-2.30 PM	2.30-3.30 PM
Monday	BCA III SEM	Computer Networks(RD)	Kan/Hin	Short Break	Operating Systems(SD)	B	Python (LAB)(Shweta)	English(DR)
Tuesday	BCA III SEM	English(DR)	Operating Systems(SD)	Short Break	Python (Shweta)	R	OE(NSS)	Python (Shweta)
Wednesday	BCA III SEM	Python (Shweta)	Kan/Hin	Short Break	Operating Systems(SD)	E	English(DR)	IC(SIL)
Thursday	BCA III SEM	Computer Networks(RD)	Networks(Lab)(RD)	Short Break	OE(NSS)	A	IC(SIL)	Library
Friday	BCA III SEM	OE(NSS)	Computer Networks(RD)	Short Break	Kan/Hin	K	Python (LAB)(Shweta)	Library
Saturday	BCA III SEM	Networks(Lab)(RD)	Physical Education	Short Break	Sports			

DR	Divya Rao
F1	Dr. Sanghna/Dr. Shaikh
RD	Rudreshwari
NSS	Namratha Sattur
SD	Sindhura Dutta
SIL	Silambarasan

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

Vice- Principal
Dr. Veena Angadi

HOD
Prof. Ritu Tyagi

Sindhura
Class Teacher

CITY COLLEGE

CITY COLLEGE JAYANAGAR

BCA TIME TABLE FOR VTH SEMESTER (2022 - 2023)

Days	Course & Sem&Sec	9.30-10.30 AM	10.30-11.30 AM	11.30-11.45AM	11.45-12.45 PM	12.45-1.30PM	1.30-2.30 PM	2.30-3.30 PM	3.30-4.30 PM
Monday	BCA VTH SEM	Data Communication Network(SH)	MPA(SH)	Short Break	Data Communication Network(SH)	B	Java Prog(SD)	Computer Architecture(SIL)	Software Enginnering(SD)
Tuesday	BCA VTH SEM	MPA(SH)	MPA(SH)	Short Break	Software Enginnering(SD)	R	MAS(LAB)	MAS(LAB)	Java Prog(SD)
Wednesday	BCA VTH SEM	Software Enginnering(SD)	Computer Architecture(SIL)	Short Break	Capital Market(YK)	E	Java Prog(SD)	Data Communication Network(SH)	Capital Market(YK)
Thursday	BCA VTH SEM	Computer Architecture(SIL)	Data Communication Network(SH)	Short Break	Software Enginnering(SD)	A	MPA(SH)	Computer Architecture(SIL)	Java Prog(Lab)(SD)
Friday	BCA VTH SEM	Capital Market(YK)	MAS(LAB)	Short Break	Java Prog(Lab)(SD)	K	Library	Java Prog(SD)	Java Prog(Lab)(SD)
Saturday	BCA VTH SEM	Capital Market(YK)	Computer Architecture(SIL)	Short Break	Java Prog(Lab)(SD)				

RD	Rudreshwari
YK	Yamuna
SD	Sindhura Dutta
SIL	Silambarasan
SH	Shweta

Vice- Principal
Dr. Veena Angadi

HOD
Prof. Ritu Tyagi

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

CITY COLLEGE JAYANAGAR

MASTER TIME TABLE-BCA

Days	Class	9.30-10.30	10.30-11.30	11.30-12.45	11.45-12.45	12.45-1.30	1.30-2.30	2.30-3.30	3.30-4.30
MONDAY	I BCA(A)	K/H/S(F1)	Discrete (CK)	S	C L (RT)	L	DS(RD)	DS(L)(RD)	
	I BCA(B)	K/H/S(F1)	ENG(DR)	H	Discrete (CK)	U	PE	C(RT)	
	III BCA	CN(RD)	Kan/Hin	O	OS(SD)	N	PPL(SH)	ENG(DR)	
	V BCA	DCN(SH)	MPA(SH)	R	DCN(SH)	C	JP(SD)	CA(SIL)	SE(SD)
TUESDAY	I BCA(A)	K/H/S(F1)	C(RT)	T	Discrete (CK)	H	FL(NS)	C(RT)	
	I BCA(B)	K/H/S(F1)	DS(RD)		H&W		ENG(DR)	FL(LR)	
	III BCA	ENG(DR)	OS(SD)	B	Python (SH)	B	OE(NSS)	Python (SH)	
	V BCA	MPA(SH)	MPA(SH)	R	SE(SD)	R	MAS(LAB)	MAS(LAB)	JP(SD)
WEDNESDAY	I BCA(A)	Discrete (CK)	ENG(DR)	E	DS(RD)	E	FL(NS)	DS(RD)	
	I BCA(B)	DS(L)(RD)	Discrete (CK)	A	C(RT)	A	DS(RD)	C L (RT)	
	III BCA	Python (SH)	K/H/S(F1)	K	OS(SD)	K	ENG(DR)	IC(SIL)	
	V BCA	SE(SD)	CA(SIL)		CM(YK)		JP(SD)	DCN(SH)	CM(YK)
THURSDAY	I BCA(A)	Discrete (CK)	K/H/S(F1)	S	DS(L)(RD)		PE	C L (RT)	
	I BCA(B)	FL(LR)	K/H/S(F1)	H	Library	L	C L (RT)	Discrete (CK)	
	III BCA	CN(RD)	CNL(RD)	O	OE(NSS)	U	IC(SIL)	Kan/Hin	
	V BCA	CA(SIL)	DCN(SH)	R	SE(SD)	N	MPA(SH)	CA(SIL)	JPL(SD)
FRIDAY	I BCA(A)	EVS(Pr)	C(RT)	T	Library	C	ENG(DR)	ENG(DR)	
	I BCA(B)	DS(RD)	Discrete (CK)		C(RT)	H	EVS(Pr)	FL(LR)	
	III BCA	OE(NSS)	CN(RD)	B	Kan/Hin		PPL(SH)	Library	
	V BCA	CM(YK)	MAS(LAB)	R	JPL(SD)	B	Library	JP(SD)	JPL(SD)
SATURDAY	I BCA(A)	H&W	EVS(Pr)	E	FL(NS)	R			
	I BCA(B)	EVS(Pr)	DS(L)(RD)	A	ENG(DR)	E			
	III BCA	CNL(RD)	PE	K	SPORTS	A			
	V BCA	CM(YK)	CA(SIL)		JPL(SD)	K			

DR	Divya Rao
F1	Dr. Sanghna/Dr. Shaikh Imran/ Veda
CK	Chandan M
RT	Ritu Tyagi
RD	Rudreshwari
NS	Nitha Sandeep
Pr	Priyanka
YK	Yamuna
NSS	Namratha Sattur
LR	Lavanya Raju
SD	Sindhura Dutta
SIL	Silambarasan

Vice- Principal
Dr. Veena Angadi

HOD
Prof. Ritu Tyagi

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

TIME TABLE FOR BBA 1ST SEMESTER 2022-2023

Day	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm -3.30pm	3.30pm-4.30pm
Monday	MI(NS)	FA(VK)	B	MM(PM)	L	OEC(NS)	LIBRARY	SPORTS
Tuesday	FA(VK)	ENG(DR)	R	MI(NS)	U	DF(RD)	LIBRARY	
Wednesday	English(DR)	FA(VK)	E	MI(NS)	N	KAN/HIN/SAN	MM(PM)	
Thursday	MM(PM)	FA(VK)	A	MI(NS)	C	KAN/HIN/SAN	OEC(NS)	ENG(DR)
Friday	KAN /HIN/SAN	ENG(DR)	K	MM(PM)	H	OEC(NS)	DF(RD)	
Saturday	OEC(NS)	H&W		DF(RD)				

FACULTY NAME	INITIAL	SUBJECTS
Dr.Sanganna/SIMRAN		KANNADA/ENGLISH/SANSKRIT
DIVYA	DR	ENGLISH
DEEPASHREE	DS	FUNDAMENTALS OF ACCOUNTING
PREETHI	PM	MARKETING MANAGEMENT
RUDRESHWARI	RD	DIGITAL FLUENCY
NITHA	NS	MANAGEMENT INNOVATION

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

TIME TABLE FOR 3rd SEMESTER BBA 2022-2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	BST(SG)	EC(LR)	BREAK	ENG(DR)	LUNCH	KAN/HIN/SAN	RE(LR)	LIB
TUESDAY	OB(NS)	KAN/HIN		EC (LR)		BST(SG)	AI(SR)	------
WEDNESDAY	BST(SG)	OB(NS)		EC(LR)		RE(LR)	KAN/HIN	ENG(DR)
THURSDAY	KAN/HIN	EC(LR)		EC(LR)		OB(NS)	BST(SG)	SPORTS
FRIDAY	ENG(DR)	RE(LR)		OB(NS)		AI(SR)	--------	-------
SATURDAY	ENG(DR)	OB(NS)		--------				

SL NO.	SUBJECTS	FACULTY NAME	INITIAL
1	LANG-I KAN/HIN/SAN	Dr. Sanganna	SS
2	LAN-II ENGLISH	Divya	DR
3	HINDI	IMRAN	IM
4	RURAL ECONOMES	Lavanya Raju	LR
5	ELEMENTS OF COSTING	Lavanya Raju	LR
6	BUSINESS SATISTICS	Sindhu Guruprasad	SG
7	ORGANISATIONAL BEHAVIOUR	Nitha Sandeep	NS

Nitha Sandeep

CLASS TEACHER SIGNATURE

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

PRINCIPAL SIGNATURE

CITY COLLEGE

TIME TABLE FOR Vth SEMESTER BCOM 2022-2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	AR(DS)	AA(NSS)	BREAK	IT(YK)	LUNCH	CM(LR)	IAS(YK)	LIB
TUESDAY	IT(YK)	CM(LR)		AA(NSS)		AR(DS)	IAS(YK)	C&D(NSS)
WEDNESDAY	AA(NSS)	AGLB(SS)		AGLB(SS)		IT(YK)	CM(LR)	AR(DS)
THURSDAY	IT(YK)	AGLB(SS)		AGLB(SS)		IAS(YK)	AA(NSS)	SPORTS
FRIDAY	AR(DS)	AA(NSS)		IT(YK)		IAS(YK)	C&D(NSS)	CM(LR)
SATURDAY	C&D(NSS)	SPORTS/YOGA		NSS				

SL NO.	SUBJECTS	FACULTY NAME	INITIAL
1	INCOME TAX-I	YAMUNA K	YK
2	COST MANAGEMENT	LAVANYA R	LR
3	INDIAN ACCOUNTING STANDARDS	YAMUNA K	YK
4	AUDITING AND REPORTING	DEEPASHREE	DS
5	ADVANCED ACCOUNTiNG	NAMRATA	NSS
6	ACCOUNTING FOR GOVT & LOCAL BODIES	SHREESHAILAM	SS
7	CULTURE & DIVERSITY	NAMRATA	NSS

CLASS TEACHER SIGNATURE

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

PRINCIPAL SIGNATURE

CITY COLLEGE

TIME TABLE FOR 3rd SEMESTER BCOM 2022-2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	CA (NSS)	CLA (YK)	BREAK	ENG (DR)	LUNCH	IFS(DS)	RE(LR)	LIB
TUESDAY	IFS(DS)	CA (NSS)		KAN/HIN		CLA (YK)	CI (SL)	----------
WEDNESDAY	CLA (YK)	CA (NSS)		KAN/HIN		RE(LR)	IFS(DS)	ENG (DR)
THURSDAY	CA (NSS)	IFS(DS)		CLA (YK)		CI (SL)	KAN/HIN	SPORTS
FRIDAY	ENG (DR)	RE(LR)		CA (NSS)		KAN/HIN	----------	----------
SATURDAY	ENG (DR)	YOGA		NSS				

SL NO.	SUBJECTS	FACULTY NAME	INITIAL
1	LANG-I KAN/HIN/SAN	Dr. Sanganna/Imran	SS
2	LAN-II ENGLISH	Divya	DR
3	CONSTITUITION OF INDIA	sylambaram	S
4	RURAL ECONOMES	Lavanya Raju	LR
5	CORPORATE ACCOUNTING	Namrata S	NS
6	COMPANY LAW AND ASMINISTRATION	Yamuna K	YK
7	INDIAN FINANCIAL SYSTEM	Deepashree	DS

CLASS TEACHER SIGNATURE (NAMRATA · SATTUR)

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

PRINCIPAL SIGNATURE

CITY COLLEGE

TIME TABLE FOR Ist SEMESTER BCOM 2022-2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	FA(YK)	PM (PM)	BREAK	BM&S(NSS)	LUNCH	OEC(NS)	EVS(PR)	SPORTS
TUESDAY	PM(PM)	FA(YK)		ENG (DR)		KAN/HIN/SAN	BM&S(NSS)	SPORTS
WEDNESDAY	KAN/HIN/SAN	FA(YK)		BM&S(NSS)		PM(PM)	ENGLISH(DR)	---
THURSDAY	ENG(DR)	FA(YK)		KAN/HIN/SAN		BM&S(NSS)	OEC (NS)	LIBRARY
FRIDAY	PM(PM)	EVS(PR)		ENGLISH(DR)		OEC(NS)	LIBRARY	---
SATURDAY	OEC(NS)	EVS(PR)		H&W				

SL NO.	SUBJECTS	FACULTY NAME	INITIAL
1	LANG-I KAN/HIN/SAN	Dr. Sanganna/S Imran	
2	LAN-II ENGLISH	Divya	DR
3	BCOM 1.1 FINANCIAL ACCOUNTANCY	Yamuna K	YK
4	BCOM 1.2 BUSINESS MGT AND STARTUPS	Namratha	NSS
5	BCOM 1.3 PRINCIPLES OF MARKETING	Preethi	PM
6	BCOM 1.4 Environmental Studies	Pooja	PR
7	BCOM 1.5 OEC	Nitha	NS

Class Teacher signature Yamuna. L 21/10/2022

Principal
CITY COLLEGE
Jayana[illegible]

Principal signature

TIME TABLE FOR BBA EVEN SEMESTER 2022

Days	Class	9.30-10.30	10.30-11.30	11:30: 11:45	11 :45-12:45	12 :45-1:30	1.30-2.30	2.30-3.30	3.15-4.15
Monday	II BBA	HRM(SGP)	B.Env(JC)	SHORT BREAK	FAR(NS)	LUNCH BREAK	Eng (DR)	EVS (SR)	EVS (SR)
	IV BBA	CA(LR)	KAN/HIN		ACA(NSS)		BS(AR)	BOI(NS)	BRM(JC)
	VI BBA	IB(JC)	RM(AR) / OCD (DS)		EB (SR)		BM(JC) / CM (DS)	IT(NSS)	VAC(DS)
TUESDAY	II BBA	Eng (DR)	FAR(NS)		ICM(NSS)		HRM(SGP)	B.Env(JC)	KAN/HIN
	IV BBA	BOI(NS)	KAN/HIN		CA(LR)		ACA(NSS)	-	AECC(Eng)
	VI BBA	RM(AR) / OCD (DS)	IB(JC)		EB (SR)		BM(JC) / CM (DS)	-	CI(LR)
WEDNESDAY	II BBA	ICM(NSS)	KAN/HIN		Eng (DR)		HRM(SGP)	-	-
	IV BBA	BRM(JC)	CA(LR)		BS(AR)		BOI(NS)	-	KAN/HIN
	VI BBA	EB (SR)	BM(JC) / CM (DS)		IT(NSS)		IB(JC)	-	CI(LR)
THURSDAY	II BBA	HRM(SGP)	ICM(NSS)		Eng (DR)		-	EVS (SR)	-
	IV BBA	BS(AR)	BRM(JC)		BOI(NS)		ACA(NSS)	Eng (DR)	CA(LR)
	VI BBA	IB(JC)	RM(AR) / OCD (DS)		BM(JC) / CM (DS)		EB (SR)		-
FRIDAY	II BBA	KAN/HIN	B.Env(JC)		Library		FAR(NS)	ICM(NSS)	-
	IV BBA	BRM(JC)	BS(AR)		-		KAN/HIN	ACA(NSS)	AECC(Eng)
	VI BBA	RM(AR) / OCD	IT(NSS)		IT(NSS)		VAC(DS)	--	-
SATURDAY	II BBA	BI(NS)	B. Ethics (AR)						
	IV BBA	PD(LR)	PD(LR)						
	VI BBA	VAC(DS)	VAC(DS)		-				

AR- ASHA R
LR- LAVANYA RAJU
NSS- NAMRATHA SACHIN SATTUR
NS- NEETHA SANDEEP
JC- JAYASHREE C

SR-Sindhura (BCA)
DR- Divya Rao
Hindi- Dr Kalu lal
Kannada - Dr Sangannavar
DS- DeepaShree

SGP- Sindhu GuruPrasad
NK- Nivedita K

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

SIGNATURE OF THE PRINCIPAL

CITY COLLEGE, 7TH BLOCK, JAYANAGAR, BANGALORE-82

Bachelor of Computer Applications - TIME TABLE

EVEN SEMESTER(II/IV/VI) - 2022

Days	Class	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.15	1.15-2.15	2.15-3.15	3.15-4.15
MONDAY	II BCA	English (DR)	DBMS LAB (NLM)		LUNCH BREAK	Java (SS)	EVS (SS)	
	IV BCA	KAN/HIN	English (DR)	UNIX (BCK)		OR (NLM)	VP Lab (NLM)	
	VI BCA	WP (SS)	SP (BCK)	SDC-EI		CNS (BCK)	Project	Library
TUESDAY	II BCA	CA (BCK)	English (DR)	OE - RM		Java(SS)	Java (SS)	DBMS (NLM)
	IV BCA	KAN/HIN	OR (NLM)	English		VP(Faculty 2)	Unix Lab (Faculty 1)	
	VI BCA	TOC (NLM)	WP (SS)	SP (BCK)		CNS (Faculty 1)	TOC (Faculty 2)	Project
WEDNESDAY	II BCA	OE - RM	CA (BCK)	KAN/HIN		Java (SS)	KAN/HIN	DBMS (NLM)
	IV BCA	KAN/HIN	English (DR)	OR (NLM)		VP Lab (NLM)		UNIX (BCK)
	VI BCA	TOC (NLM)	WP Lab (SS)			CNS (BCK)	SDC - EI	Project
THURSDAY	II BCA	English (DR)	Java Lab (SS)			DBMS Lab (NLM)	EVS (SS)	OE -RM
	IV BCA	KAN/HIN	English (DR)	OR (NLM)		SDC - PD	SDC - PD	UNIX (BCK)
	VI BCA	WP (SS)	SP (BCK)	CNS (BCK)		SDC - EI	WP Lab (SS)	
FRIDAY	II BCA	English (DR)	DBMS (NLM)	OE - RM		CA (BCK)	KAN/HIN	CA (BCK)
	IV BCA	VP (NLM)	UNIX (BCK)			~~SDC - PD~~	Library	Sports
	VI BCA	WP (SS)	SP (BCK)	TOC (NLM)		WP Lab (SS)		Library
SATURDAY	II BCA	Java Lab (SS)		NSS/Sports				
	IV BCA	VP Lab (NLM)/Unix Lab (BCK)						
	VI BCA	Project Lab						

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

TIME TABLE FOR B.COM EVEN SEMESTER 2022

Days	Class	9.30-10.30	10.30-11.30	11:30:11:45	11.45-12.45	12 :45-1:30	1.30-2.30	2.30-3.30	3.30-4.30
Monday	II BCOM	B. Ethics (AR)	AFA (LR)	SHORT BREAK	Kan/Hin	LUNCH BREAK	Eng (DR)	EVS (SR)	EVS (SR)
	IV BCOM	ACA(NSS)	EB (SR)		CM(LR)		BR(NS)	KAN/HIN	-
	VI BCOM	BR(NS)	IT(SS)		IT(SS)		CM(NSS)	MA(LR)	VAC(DS)
TUESDAY	II BCOM	Eng (DR)	AFA (LR)		RM(AR)		B. Ethics (AR)	Kan/Hin	-
	IV BCOM	EB (SR)	ACA(NSS)		KAN/HIN		BR(NS)	Eng (DR)	-
	VI BCOM	CM(NSS)	IT(SS)		IT(SS)		PPA(NK)	MA(LR)	CI(LR)
WEDNESDAY	II BCOM	RM(AR)	BI(NS)		Eng (DR)		AFA (LR)	B. Ethics	-
	IV BCOM	BR(NS)	ACA(NSS)		CM(LR)		KAN/HIN	Eng (DR)	EB (SR)
	VI BCOM	PPA(NK)	BT(SS)		BT(SS)		CM(NSS)	BR(NS)	CI(LR)
THURSDAY	II BCOM	BI(NS)	AFA (LR)		Eng (DR)		KAN/HIN	EVS (SR)	RM(AR)
	IV BCOM	ACA(NSS)	BR(NS)		KAN/HIN		CM(LR)	Eng (DR)	Library
	VI BCOM	MA(LR)	BT(SS)		BT(SS)		BR(NS)	CM(NSS)	PPA(NK)
FRIDAY	II BCOM	BI(NS)	Kan/Hin		RM(AR)		-	-	-
	IV BCOM	CM(LR)	EB (SR)		Eng (DR)		Library	-	-
	VI BCOM	PPA(NK)	BR(NS)		MA(LR)		VAC(DS)	-	-
SATURDAY	II BCOM	B.Env(JC)	KAN/HIN		FAR(NS)				
	IV BCOM	PD(LR)	PD(LR)						
	VI BCOM	VAC(DS)	VAC(DS)		-		-	-	-

AR- ASHA R
LR- LAVANYA RAJU
NSS- NAMRATHA SACHIN SATTUR
NS- NEETHA SANDEEP
JC- JAYASHREE C
SR-Sindhura (BCA)
DR- Divya Rao
Hindi- Dr Kalu Izl

NK- Nivedita K
DS-Deepashri
Kannada - Dr Sangannavar
SS- Shrishaila

SIGNATURE OF THE PRINCIPAL

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

city college jayanagar

even semester -2022

TIME TABLE UG BBA 4TH SEMESTER

DAYS	CLASS	9:30-10:30AM	10:3--11:30AM	11:30-12:30AM	12:30-1:15PM	1:15-2:15PM	2:15-3:15PM	3:15-415PM
MONDAY	BBA IV sem	CA	KN/HN	ACA	L	BS	BOI	BRM
TUESDAY	BBA IV sem	BOI	KN/HN	CA	U	ACA	AECC (ENGLISH)	
WEDNESDAY	BBA IV sem	BRM	CA	BS	N	BOI		KN/HN
THURSDAY	BBA IV sem	BS	BRM	BOI	C	ACA	ENG	
FRIDAY	BBA IV sem	BRM	BS		H	KN/HN	ACA	AECC(ENGLISH)
SATURDAY	BBA IV sem	PD	PD					

AR- ASHA R
LR- LAVANYA RAJU
NSS- NAMRATHA SACHIN SATTUR
NK- NIVEDITHA K
NS- NEETHA SANDEEP
SGP- SINDHU GURUPRASAD
SS- SHREE SHYALA
JC-JAYASHREE C
SR-SINDHURA (BCA)

CLASS TEACHER : DIVYA RAO

divya

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Jayanagar, Bangalore-70

CITY COLLEGE, JAYANAGAR							
Class Timetable -UG EVEN SEMESTER-2022 II BBA							
Days	**9.30-10.30 Am**	**10.30-11.30 Am**	**11.30-12.30 pm**		**1.15-2.15 Pm**	**2.15-3.15 Pm**	**3.15-4.15 PM**
MONDAY	HRM(SGP)	B.Env(JC)	FAR(NS)	**LUNCH BREAK**	Eng	EVS(SR)	EVS(SR)
TUESDAY	Eng	FAR(NS)	ICM(NSS)		HRM(SGP)	B.Env(JC)	KAN/HIN
WEDNESDAY	ICM(NSS)	KAN/HIN	Eng		HRM(SGP)	-	-
THURSDAY	HRM(SGP)	ICM(NSS)	Eng		-	EVS(SR)	
FRIDAY	KAN/HIN	B.Env(JC)	LIBRARY		FAR(NS)	ICM(NSS)	-
SATURDAY	B.Env(JC)	KAN/HIN	FAR(NS)				

AR- ASHA R
LR- LAVANYA RAJU
NK- NIVEDITHA K
SGP- SINDHU GUPTHA PRASHANTH
SS- SHREE SHYALA
JC- JAYASHREE C
NS: NEETHA SANDEEP
NSS- NAMRATA SACHIN

CLASS TEACHER

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CITY COLLEGE, JAYANAGAR

TIME TABLE - UG (BBA)

EVEN SEMESTER - FOR THE A.Y APRIL - AUGUST 2023

Days	Class	9.30-10.30	10.30-11.30	1.30-11.45	11.45-12.45	12.45-1.30	1.30-2.30	2.30-3.30	3.30-4.30
MONDAY	II BBA	HRM(N.K)	B.EN(Y.K)	SHORT	K/H/S	LUNCH	FAR(L.R)	OEC(DR)	LIBRARY
TUESDAY	II BBA	FAR(L.R)	B.EN(Y.K)		K/H/S		HRM(N.K)	OEC(DR)	-
WEDNESDAY	II BBA	ENG(DR)	HRM(N.K)		K/H/S		B.EN(Y.K)	EVS(S.L)	-
THURSDAY	II BBA	K/H/S	ENG(DR)	BREAK	B.EN(Y.K)	BREAK	FAR(L.R)	EVS(S.L)	
FRIDAY	II BBA	HRM(N.K)	FAR(L.R)		FAR(L.R)		OEC(DR)	ENG(DR)	-
SATURDAY	II BBA	SDA	SPORTS		N.S.S				

Namrata

CLASS TEACHER

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TIME TABLE FOR IVth SEMESTER B.B.A FOR APRIL- AUGUST 2023-24

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	IFS (NSS)	K/H	BREAK	CI(S.L)	LUNCH	ENG(DR)	OEC(SN)	LIBRARY
TUESDAY	ENG(DR)	IFS (NSS		M.A(L.R)		F.M(Y.K)	SDA	-
WEDNESDAY	F.M(Y.K)	M.A(L.R)		M.A(L.R)		CI(S.L)	LIBRARY	-
THURSDAY	ENG(DR	K/H		OEC(SN)		IFS (NSS)	F.M(Y.K	-
FRIDAY	M.A(L.R	K/H		F.M(Y.K		OEC(SN	IFS (NSS	-
SATURDAY	- ENG(DR	SPORTS/SDA		SDA			----------	

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CITY COLLEGE
Jayanagar, Bangalore-70

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Commerce and Management

BBA 6th Semester Class Time Table

Days	9:30-10:30	10:30-11:30	11:30-11:45	11:45-12:45	12:45-1:30	1:30-2:30	2:30-3:30	3:30-4:30
Monday	I.T	BR	B	E. I	L	G.S. T	LSCM	-
Tuesday	E. I	LSCM	R	BR	U	A&A	G.S. T	-
Wednesday	BR	I.T	E	G.S. T	N	E. I	A&A	-
Thursday	A&A	LSCM	A	BR	C	I.T	E. I	C&I
Friday	I.T	LSCM	K	A&A	H	G.S. T	PROJECT	C&I
Saturday	I.T	PROJECT	BREAK	C&I	BREAK	-	-	-

SUBJECT	FACULTY
Income Tax – II	Mrs. Yamuna.K
Auditing and Attestation	Mrs. Namrata.S
Goods and Services Tax	Mrs. Yamuna.K
Business Regulations	Mrs. Nita Sandeep
Logistics and Supply Chain Management	Mrs. Nita Sandeep
Emotional Intelligence	Mrs. Anuja.T
Creativity & Innovation	Mrs. Lavanya Raju

Class Teacher- Mr. Gautam Shivaraj

Principal-Dr. Veena Angadi

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Jayanagar, Bangalore-70

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TIME TABLE FOR 6th SEMESTER B.COM 2023-2024

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	I.T(Y.K)	M.A(NSS)	BREAK	E&E(N.S)	LUNCH	G.S.T(Y.K)	B.T(L.R)	LIB
TUESDAY	M.A(NSS)	FRCD(SS)		FRCD(SS)		B.T(L.R)	G.S.T(Y.K	LIB
WEDNESDAY	B.T(L.R)	IT(YK)		G.S.T(Y.K)		M.A(NSS)	E&E(N.S)	LIB
THURSDAY	E&E(N.S)	M.A(NSS)		B.T(L.R)		I.T (YK)	B.T(L.R)	C&I(L.R)
FRIDAY	I.T(Y.K)	FRCD(SS)		FRCD(SS)		G.S.T(Y.K)	E&E(N.S)	C&I(L.R)
SATURDAY	I.T(Y.K)	M.A(NSS)		C&I(l.R)		---------	----------	----------

FACULTIES:

N.S.S	NAMRATA .S.SATTUR	NS	NITHA SANDEEP
L.R	LAVANYA RAJU	SS	SRISHYALA
Y.K	YAMUNA.K		

D. Lavanya Raju
CLASS TEACHER SIGNATURE

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TIME TABLE FOR IV SEMESTER B.COM FOR APRIL-AUGUST 2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	AI (SD)	CA (LR)	SHORT BREAK	ACA (NSS)	LUNCH BREAK	ENG(DR)	OEC(SN)	LIBRARY
TUESDAY	ENG(DR)	CA(LR)		ACA (NSS)		K/H	BR (NS)	
WEDNESDAY	AI (SD	ACA (NSS)		BR (NS)		CA(LR)	K/H	
THURSDAY	ENG(DR)	CA(LR)		OEC(SN)		K/H	BR (NS)	-
FRIDAY	BR (NS)	ACA (NSS)		K/H		OEC(SN)	SPORTS	
SATURDAY	SDA	SPORTS		NSS/SPORTS		---------	----------	----------

FACULTIES:

NS	NITHA SANDEEP	D.R	DIVYA RAO
L.R	LAVANYA RAJU	S.N	SHWETHA.N
Y.K	YAMUNA.K	S.L	SILAMBARASAN
KAN/HIN	DR.SANGAMESH/DR.IMRAAN SHAIK	N.S.S	NAMRATA .S.SATTUR

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Jayanagar, Bangalore-70

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TIME TABLE FOR II SEMESTER B.COM FOR APRIL-AUGUST 2023

DAY/TIME	9.30am-10.30am	10.30am-11.30am	11.30am-11.45am	11.45am-12.45pm	12.45pm-1.30pm	1.30pm-2.30pm	2.30pm - 3.30pm	3.30pm-4.30pm
MONDAY	BI (NS)	ENG (DR)	SHORT BREAK	AFA (YK)	LUNCH BREAK	B.ETH (NSS)	OEC (DR)	LIBRARY
TUESDAY	AFA (YK)	K/H/S		ENG (DR)		BI (NS)	OEC (DR)	
WEDNESDAY	K/H/S	BI (NS)		B.ETH (NSS)		ENG (DR)	SPORTS	
THURSDAY	AFA (YK)	AFA (YK)		K/H/S		DF (SH)	B.ETH (NSS)	
FRIDAY	B.ETH (NSS)	DF (SH)		BI (NS))		OEC (DR)	K/H/S	
SATURDAY	SDA	SPORTS		NSS		---------	----------	----------

Initials	Name of the Faculty
YK	Yamuna K
NS	Nitha Sandeep
DR	Divya Rao
NSS	Namratha Sattur
SH	Shwetha N

Yamuna K

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5TH SEM BBA TIMETABLE 2021-2022

DAYS	9:30AM-10:30AM	10:30AM-11:30AM	11:30AM-12:30PM		1:15PM - 2:15PM	2:15PM - 3:15PM	3:15PM - 4:15PM	4:15PM - 5:00PM
Monday	Consumer Behaviour/ Emplpyee welfare & Social Security **Ms.Jayashree/Dr.**	Entrepreneurial Management **(Dr. Usha)**	Strategic HRM/Advertising **Dr.Veena/Mr.Bhargava**	LUNCH BREAK	Library	Investment Management **Ms.Sinchana**	FC-Culture & Diversity **Mr.Nandakishore**	-
Tuesday	SHRM(Dr.Veena)	Entrepreneurial Management **(Dr. Usha)**	Consumer Behaviour/ Emplpyee welfare & Social Security **Ms.Jayashree/Dr.Usha**		Computer Application in Business(soumya)	Management Accounting	FC-Culture & Diversity **Mr.Nandakishore**	Investment Management **Ms.Sinchana**
Wednesday	Entrepreneurial Management **(Dr. Usha)**	Management Accounting	Investment Management **Ms.Sinchana**		Computer Application in Business(soumya)	FC-Culture & Diversity **Mr.Nandakishore**	Investment Management **Ms.Sinchana**	-
Thursday	Computer Application in Business **Ms.Soumya**	Consumer Behaviour/ Emplpyee welfare & Social Security **Ms.Jayashree/Dr.Usha**	Management Accounting		Strategic HRM/Advertising **Dr.Veena/Mr.Bhargava**	Investment Management **Ms.Sinchana**	Sports	-
Friday	Management Accounting	Consumer Behaviour/ Emplpyee welfare & Social Security **Ms.Jayashree/Dr.Usha**	Strategic HRM/Advertising **Dr.Veena/Mr.Bhargava**		Advertising **Mr.Bhargava**	Entrepreneurial Management **(Dr. Usha)**	Computer Application in Business **Ms.Soumya**	-
Saturday	Career Mentoring				-	-	-	-

Principal

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Jayanagar, Bangalore-70

CITY COLLEGE

1ST SEM B.COM TIMETABLE 2021-2022

DAYS	9:30AM-10:30AM	10:30AM-11:30AM	11:30AM-12:30PM		1:15PM - 2:15PM	2:15PM - 3:15PM	3:15PM - 4:15PM	4:15PM - 5:00PM
Monday	Financial Accountancy **Ms.Sinchana**	Digital Fluency **Ms.Soumya**	Business Managment and Startups **Dr.Usha**	LUNCH BREAK	Kannada/Hindi **Dr.Sanganna / Dr.Kalu Lal Kulmi**	Health & Wellness	Library	-
Tuesday	Principles of Marketing **Ms.Asha**	General English **Mr.Nandakishore**	Kannada/Hindi **Dr.Sanganna / Dr. Kalu Lal Kulmi**		Financial Accountancy **Ms.Sinchana**	Heath & Wellness	Digital Fluency **Ms.Soumya**	General English **Mr.Nandakishore**
Wednesday	Financial Accountancy **Ms.Sinchana**	Business Managment and Startups **Dr.Usha**	General English **Mr.Nandakishore**		Travel & Tourism **Ms.Jayshree**	Principles of Marketing **Ms.Asha**	Health and Wellness	-
Thursday	Kannada/Hindi **Dr.Sanganna / Dr.Kalu Lal Kulmi**	Financial Accountancy **Ms.Sinchana**	Digital Fluency **Ms.Soumya**		Business Managment and Startups **Dr.Usha**	Principles of Marketing **Ms.Asha**	Travel & Tourism **Ms.Jayshree**	-
Friday	Business Managment and Startups **Dr.Usha**	Kannada/Hindi **Dr.Sanganna / Dr.Kalu Lal Kulmi**	Principles of Marketing **Ms.Asha**		General English **Mr.Nandakishore**	Travel & Tourism **Ms.Jayshree**	Sports	-
Saturday	Student Club Activities		-		-	-	-	-

Principal

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CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

3RD SEM B.COM TIMETABLE 2021-2022

DAYS	9:30AM-10:30AM	10:30AM-11:30AM	11:30AM-12:30PM		1:15PM - 2:15PM	2:15PM - 3:15PM	3:15PM - 4:15PM	4:15PM - 5:00PM
Monday	Kannada / Hindi Dr.Sanganna / Dr. Kalu Lal Kulmi	Financial Management Ms.Sinchana	Costing Ms.Sindhu	LUNCH BREAK	Indian Financial System Ms.Jayashree	FC-Science and Society Mr. Nagendra Prasad	Sports	Additional English Mr.Ramakanth
Tuesday	Financial Management Ms.Sinchana	Indian Financial System Ms.Jayashree	Corporate Accounting Ms. Sindhu		Costing Ms.Sindhu	FC-Science and Society Mr. Nagendra Prasad	General English Mr.Ramakanth	-
Wednesday	Corporate Accounting Ms. Sindhu	General English Mr.Ramakanth	Indian Financial System Ms.Jayashree		Mentoring	FC-Science and Society Mr. Nagendra Prasad	Additional English Mr. Ramakanth	-
Thursday	Financial Management Ms.Sinchana	Kannada / Hindi Dr.Sanganna / Dr. Kalu Lal Kulmi	Costing Ms.Sindhu		Indian Financial System Ms.Jayashree	Additional English Mr.Ramakanth	General English Mr.Ramakanth	-
Friday	Kannada / Hindi Dr.Sanganna / Dr. Kalu Lal Kulmi	General English Mr.Ramakanth	Financial Management Ms.Sinchana		Corporate Accounting Ms. Sindhu	Costing Ms.Sindhu	Additional English Mr.Ramakanth	-
Saturday	Additional English Mr.Ramakanth	Kannada / Hindi Dr.Sanganna / Dr. Kalu Lal Kulmi	-		-	-	-	

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5TH SEM B.COM TIMETABLE 2021-2022

DAYS	9:30AM-10:30AM	10:30AM-11:30AM	11:30AM-12:30PM		1:15PM - 2:15PM	2:15PM - 3:15PM	3:15PM - 4:15PM
Monday	International Financial Reporting Standards **Mr. Ranganatha**	Entrepreneurship Development **Dr. Usha**	Cost Management **Ms. Sinchana**		Advanced Accouning **Ms.Sinchaha**	Income Tax **Ms. Sindhu**	FC-Culture & Diversity **Mr.Nandakishore**
Tuesday	Income Tax **Ms. Sindhu**	Entrepreneurship Development **Dr. Usha**	Advanced Accouning **Ms.Sinchaha**		International Financial Reporting Standards **Mr. Ranganatha**	Cost Management **Ms. Sinchana**	FC-Culture & Diversity **Mr.Nandakishore**
Wednesday	Entrepreneurship Development **Dr. Usha**	International Financial Reporting Standards **Mr. Ranganatha**	Income Tax **Ms. Sindhu**		Goods & Service Tax **Ms. Sindhu**		FC-Culture & Diversity **Mr.Nandakishore**
Thursday	Income Tax **Ms. Sindhu**	Goods & Service Tax **Ms. Sindhu**	Advanced Accouning **Ms.Sinchaha**		Cost Management **Ms. Sinchana**	Mentoring	Sports
Friday	International Financial Reporting Standards **Mr. Ranganatha**	Advanced Accouning **Ms.Sinchaha**	Goods & Service Tax **Ms. Sindhu**		Cost Management **Ms. Sinchana**	Entrepreneurship Development **Dr. Usha**	Library
Saturday	Career Mentoring		-		-	-	-

LUNCH BREAK

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1ST SEM BBA TIMETABLE 2021-2022

DAYS	9:30AM-10:30AM	10:30AM-11:30AM	11:30AM-12:30PM		1:15PM - 2:15PM	2:15PM - 3:15PM	3:15PM - 4:15PM	4:15PM - 5:00PM
Monday	Fundamentals of Accounting **Mr. Vijay**	Digital Fluency **Ms. Soumya**	Management Innovation **Ms. Asha**	LUNCH BREAK	Kannada / Hindi **Dr.Sanganna / Dr. Kalu Lal Kulmi**	Financial Literacy **Ms.Pooja**	Library	-
Tuesday	Marketing Management **Ms. Asha**	General English **Mr. Nandakishore**	Fundamentals of Accounting **Mr. Vijay**		Kannada / Hindi **Dr.Sanganna / Dr. Kalu Lal Kulmi**	Financial Literacy **Ms.Pooja**	Digital Fluency **Ms. Soumya**	General English **Mr. Nandakishore**
Wednesday	Management Innovation **Ms. Asha**	Fundamentals of Accounting **Mr. Vijay**	General English **Mr. Nandakishore**		Financial Literacy **Ms.Pooja**	Marketing Management **Ms. Asha**	Health & Wellness	-
Thursday	Fundamentals of Accounting **Mr. Vijay**	Management Innovation **Ms. Asha**	Digital Fluency **Ms. Soumya**		Kannada / Hindi **Dr.Sanganna / Dr. Kalu Lal Kulmi**	Marketing Management **Ms. Asha**	Library	-
Friday	Management Innovation **Ms. Asha**	Health & Wellness	Marketing Management **Ms. Asha**		General English **Mr. Nandakishore**	**Library**	Kannada / Hindi **Dr.Sanganna / Dr. Kalu Lal Kulmi**	-
Saturday	Student Club Activities		-		-	-	-	-

Principal

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CITY COLLEGE
Jayanagar, Bangalore-70

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

UNIVERSITY PRESCRIBED SYLLABUS

BANGALORE UNIVERSITY

Jnana Bharathi Campus, Bangalore - 560056

DEPARTMENT OF ENGLISH

SYLLABUS

UG ENGLISH(**AS PER NEP-2020)**

FOR THE ACADEMIC YEAR 2021 ONWARDS

Proceedings of the meeting of the Board of Studies Under-Graduate English held on 23-09-2021 at 1.30 pm presided over by Dr. Chitra Panikkar (Chairperson) in the Department of English, Bangalore University.

A meeting of the BOS-UG-English was held on 23-09-2021 in the Department of English, Bangalore University. The following members were present.

Members of the BOS

1. **Dr Chitra Panikkar**
   Professor and Chairperson Board
   of Studies in English-UG
   Bangalore University, Bengaluru

2. **Dr Geetha Bhasker** (Co-opted Member)
   Professor, Department of English
   Bangalore University, Bengaluru

3. **Dr. L.N. Seshagiri**
   Associate Professor,
   Department of English,
   G F G C, Yediyur, Jayanagar, Bengaluru

4. **Dr.Fahmeeda.P**
   Assistant Professor,
   Department of English,
   GFGC,Vijayanagara, Bengaluru.

5. **Dr Shankara Murthy**
   Assistant Professor, Department of English,
   GFGC,Kengeri Bengaluru

6. **Dr. Thammaiah.R.B.**
   Associate Professor & Head, Dept. of English
   Padmashree Institute of Management and Sciences,
   Kengeri, Bengaluru

7. **Prof. S. Manjunatha**
   Assistant Professor
   Dept. of English.
   GFGC, Magadi

8. **Prof. S.Kathyayini**
   Assistant Professor
   Dept. of English. Jain college, Bengaluru

9. **Prof. Ramesha S M**
   Assistant Professor
   Dept. of English.
   GFGC,Thyamagondlu

10.**Prof. Chetana. P**
Associate Professor and Head, Dept. of English
Maharani Women Arts, Commerce and Management College
Sheshadri Road, Bengaluru

11.**Dr Shivalingaswamy**
Professor and Chairman,
Department of English,
Tumkur University
Tumakuru .

List of members of the new textbook committee to prepare I & II Semester L 2 Generic English (AECC) Syllabus and textbooks for B.A. and other courses coming under the Faculty of Arts.

1. **Dr.Shankara Murthy**
Govt First Grade College
Kengeri, Bengaluru

2. **Prof. Ramesha S.M.**
Government First Grade College,
Thyamagondlu

3. **Prof. Reshma N.A**
Govt First Grade College
HSR Layout, Bengaluru.

4. **Prof.J. Mercy Victoria**
Govt First Grade College,
Kanakapura

5. **Prof.Anuradha H.R**
Govt First Grade College
Ramanagara

6. **Prof. Jockim D Silva**
Smt.Gowramma and Sri. D.K. KempeGowda Govt First Grade College
Kodihalli, Kanakapura Taluk

7. **Dr.Gangaraju.G**
Sri Siddaganga First Grade College,
Nelamangala

List of members of the new textbook committee to prepare I & II Semester L 2 Generic English (AECC) Syllabus and textbooks for B.Com/BBA and other courses coming under the Faculty of Commerce and Management.

1. . **Prof. S.Kathyayini**
Dept. of English. Jain college , Bengaluru

2. Dr. Umarani M C
BNM Degree College, Banashankari, Bengaluru

3. Roopashree U
Seshadripuram Academy of Business Studies
Kengeri Satellite Town, Bengaluru

4. Dr. Govindaraju T
RPA First Grade College
70th Cross, 5th Block, Rajajinagar, Bengaluru

5. Shiva Prasad.H
Kuvempu First Grade College
Hesaragatta Road Mallasandra, T
Dasarahalli, Bengaluru

6. Ashwini B Somanna
Surana College, Peenya, Bengaluru

List of members of the new textbook committee to prepare I & II Semester L 2 Generic English (AECC) Syllabus and textbooks for B.Sc./B C A and other courses coming under the Faculty of Science.

1. **Dr. Thammaiah.R.B.**
Padmashree Institute of Management and Sciences,
Kengeri, Bengaluru

2. **Prof.Manjunatha.S**
Govt First Grade College, Magadi

3. **Prof.Archana.R**
St. Francis de Sales College,
Electronics City, Bengaluru

4. **Prof.Ananda K.D**
Govt First Grade College,
Ramanagara

5. **Dr. Harish MG**
Govt First Grade College,
Chennapatna

6. **Keerthishree.N**
Dayananda Sagar Business Academy
Kanakapura Road,Bengaluru

7. **Prof.Manjunatha.S**
Govt First Grade College, Ramanagara

List of members of the new textbook committee to prepare I & II Semester Discipline Core (DSC) B.A. in English (Basic/Hons) Syllabus and textbooks for B.A under the Faculty of Arts.

1. Dr.Fahmeeda.P

GFGC,Vijayanagara, Bengaluru

2.Prof. Dhanyashree. C.M.

GFGC,Vijayanagara, Bengaluru

3.Dr. Rajashekharayya Mathapathi,

GFGC,Vijayanagara, Bengaluru

4. Prof. Sowmya Raj B.M.

GFGC,Vijayanagara, Bengaluru

5. Dr. Madhuramozhi V.

Frances De Sales College, Electronics City,

Bengaluru

6. Prof. Shruthi T,

GFGC,Peenya, Bengaluru

7. Prof. Radhika Parveen Castelino,

Loyola Degree College, Bannerghatta Road, Bengaluru

8. Prof. Veena Carmel .K. J.

Loyola Degree College, Bannerghatta Road, Bengaluru

1. The Board of Studies for UG English, Bangalore University, approved the syllabi for the I and II Semesters **L2 - Generic English** under **Ability Enhancement Compulsory Courses, Languages, (AECC)**, and the textbook committee has prepared a separate syllabus for (1) B.A. and other courses under the Faculty of Arts namely BA Music / BFA/ BVA/ and BSW. Coursebooks: ***Illuminations - I*** and ***Illuminations - II,*** Prasaranga, Bangalore University Press. (2) B.Sc., and other courses under the Faculty of Sciences namely BCA/ B.Sc. (FAD)/ B.Lib Science/ BSLPA/ BS and M.Sc. Biological Sciences (Integrated). Coursebooks: ***Conflations - I*** and ***Conflations - II***, Prasaranga, Bangalore University Press. (3) B.Com and other courses under the Faculty of Commerce and Management namely BBA /BHM/BIAS /BBF/ MBS (Integrated) and MTA. Coursebooks: ***Perceptions - I*** and ***Perceptions - II,*** Prasaranga, Bangalore University Press. The syllabi for the III and IV Semesters L2 Generic English as per NEP will be prepared next year. **For every Paper in Generic English, there are 3 Credits and 4 hours of teaching per week.**

2. The Board of Studies approved the syllabi for **L1 - Additional English** under **Ability Enhancement Compulsory Courses, Languages, (AECC)**, for 4 Semesters for all the three streams of Arts, Sciences and Commerce and Management, for only international students and students from other States and those who have not studied Kannada as a language up to +12 / II PUC. Coursebooks: ***Spectrum - 1, Spectrum - II Spectrum - III***, and ***Spectrum – IV,*** Prasaranga, Bangalore University Press.

3. The Board of Studies approved the syllabi for the I and II Semesters of the **Discipline Core (DSC) B.A. in English (Basic/Hons)/ Major/Minor Disciplines Programme** for the following Papers:
   Semester I – A1- Introduction to Literature (**3**) **Credits**
   A2-Indian Writing in English -Part 1 (3)
   (Pre- Independence)
   Semester II –A3-Introduction to Phonetics and Linguistics (3)
   A4-Indian Writing in English -Part II (3)
   (Post-Independence)
   Model Program Structure - **II B** - Bachelor of Arts (Basic/ Hons) in subjects without practical with one major and one minor.

4. The Board of Studies approved the syllabus for **Discipline Elective (DSE)/ Open Elective (OE)** for the following Papers:
   English - Open Elective – 1
   Functional English Grammar and Study Skills

   English - Open Elective –2 Spoken
   English for Corporate Jobs

   English - Open Elective –3
   Speaking and Listening Skills

   English - Open Elective – 4
   Translation Theory and Practice

5. The Board of Studies approved the syllabi for the I and II Semesters of the **Discipline Core (DSC) B.A. in Communicative English (Basic/Hons) and OE** for the following Papers:

   DSC - Semester I- A1-Basics of Communication and Functional Grammar (**4+2**) **Credits**
   Semester II- A2-Phonetics and LSRW Skills (4+2)
   4 hours Theory +2 hours Practical
   OE - Semester I- Corporate Communication
   Semester II- Travel Writing
   Model Program Structure – **II A** - Bachelor of Arts (Basic/ Hons) in subjects with practical with one major and one minor. Model Program Structure - **II C** - Bachelor of Arts (Basic/ Hons) with one core subject with practical and the other without practical.

ABILITY ENHANCEMENT COMPULSORY COURSE, LANGUAGE (AECC) - L2 - GENERIC ENGLISH

Course Outcomes:

By the end of the programme the students will

1. Acquire the LSRW (Listening, Speaking, Reading, Writing) skills
2. Learn to appreciate literary art
3. Obtain the knowledge of literary devices and genres
4. Acquire the skills of creativity to express one's experiences
5. Know how to use digital learning tools
6. Be aware of their social responsibilities
7. Develop their ability as critical readers and writers
8. Increase their reading speed
9. Be able to give presentations
10. Increase their analytical skills.

Syllabus for I Semester B.Com / B.B.A and other courses under the Faculty of Commerce and Management

PART I-WORK BOOK	Total:56/60 hours.3 Credits and 4 hours of teaching per week.
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**15 hours**
Chapter 1: Skimming and Scanning, Personal reading, travelogue reading	3hrs
Chapter 2: Academic Reading, Reference materials, editorials and Brochures	3hrs
Chapter 3: Job-Oriented reading – Applications, Emails, Memos	3hrs
Chapter 4: Listening Skills, Active and Passive listening	1hr
Chapter 5: Listening to Job interviews and Conversations	2hrs
Chapter 6: Comprehensive Listening	3hrs
Unit 2: Productive Skills: Speaking Skills and Writing Skills	**15 hours**
Chapter 7: Performance Activity, Role play, Extempore, Group Discussion	3hrs
Chapter 8: Introducing Oneself, Giving Information, Giving Instructions	3hrs
Chapter 9: Writing Skills Sentence, Phrases, Clauses	3hrs
Chapter 10: Paragraph Writing- verb forms, tenses, Concord, subject-verb Agreement, Idioms and Phrases	3hrs
Chapter 11: Speech Writing	3hrs
Part 2 – Course Book – *PERCEPTIONS -1*	**28 hours**
Prasaranga, Bangalore University Press.	
Chapter 12: The Last Leaf – O.Henry	4hrs
Chapter 13: All Creatures Great & Small -Ruskin Bond	4hrs
Chapter 14: Heart of the Tree -Henry Bunner	4hrs
Chapter 15: Daughter - Lata Jagtiani	4hrs
Chapter 16: The Ploughman -Khalil Gibran	4hrs
Chapter 17: My Teacher -Helen Keller	4hrs
Chapter 18: A Conversation with a Reader -Hilaire Belloc	4hrs

Syllabus for II Semester B.Com / B.B.A and other courses under the Faculty of Commerce and Management

Part 1 **Work Book**	**Total:56/60 hours.3 Credits and 4 hours of teaching per week.**
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**15 hours**
Chapter 1: Caption Writing, Identify title for the passage	3hrs
Chapter 2: Vocabulary Building –Derivatives, Synonyms, Homonyms, Collocations	3hrs
Chapter 3: Identify the meaning from Paragraphs	3hrs
Chapter 4: Listening Skills Barriers to listening	1hr
Chapter 5: Listening Principles	2hrs
Chapter 6: Comprehensive Listening – Paragraphs on Movies and sports	3hrs
Unit 2: Productive Skills: Speaking Skills and Writing Skills	**15 hours**
Chapter 7: Types of Communication	2hrs
Chapter 8: Active /Passive Voice	3hrs
Chapter 9: Reported Speech	3hrs
Chapter 10: Dialogue Writing	3hrs
Chapter 11: News Writing	2hrs
Chapter 12: Essay Writing	2hrs
Part 2 – Course Book – *PERCEPTIONS -11* **Prasaranga, Bangalore University Press.**	**28 hours**
Chapter 13: Money – Muppala Ranganayakamma	4hrs
Chapter 14: The Toys Of Peace - H.H.Munro (SAKI)	4hrs
Chapter 15: Alone -Sheila Nayampalli Barua	4hrs
Chapter 15: Cartooning - R.K.Laxman	4hrs
Chapter 16: Homeless in the 'Global Village' – Vandana Shiva	4hrs
Chapter 17: Caged Bird - Maya Angelou	4hrs
Chapter 18: Wall -D.S.Dadhakar	4hrs

Question Paper Pattern
B.A./BSc/BCom
I and II Semester

Time : 3 hrs **Marks :60**

SECTION-A

(Course Book - 20 marks)

(Questions to be set on both prose and poetry)

I. Answer in about 80 to 100 words /a page each (2 questions out of 4) 2X5=10

II. Answer in about 200 to 250 words / 2 pages (1 out of 3) 1X10=10

SECTION- B

(Grammar and Composition- 40 marks)

ABILITY ENHANCEMENT COMPULSORY COURSE, LANGUAGE

(AECC) - L1 ADDITIONAL ENGLISH

SYLLABI FOR I, II, III, AND IV SEMESTERS

Course Outcomes:

1. This Course aims at introducing English poetry and prose to develop reading skills
2. It teaches the basics of English grammar and writing skills..

Syllabus for I Semester L1 Additional English for Arts, Science, Commerce and Management courses (B.A./ B.Sc /B.Com.B.B.A.)

POETRY

1. Sonnet 29 - William Shakespeare
2. Childhood -Markus Natten
3. Grandfather's Holiday --Rabindranath Tagore

PROSE

1. The Imp and the Crust-Leo Tolstoy
2. Sweets for Angels-R.K Narayan
3. The Great Expectations- Chapter I -Charles Dickens
4. On Habits -AG Gardiner
5. Window View - Robert Lynd

Grammar and Composition.

A. Correction of Errors (Articles, Verbs, Tenses, Prepositions, Voice)

B. Language in Content

Unseen Passage

Vocabulary Exercises based on the passage

C. Slogan writing or Caption Writing

Course Book: ***SPECTRUM – I***

Syllabus for II Semester L1Additional English for Arts, Science, Commerce and Management courses (B.A./ B.Sc /B.Com.B.B.A.)

POETRY

1. The Human Seasons - John Keats
2. If -Rudyard Kipling
3. Just Keep Quiet and Nobody Will Notice - Ogden Nash

PROSE

1. The Door -P Lankesh
2. The Tell Tale Heart - Edgar Allan Poe
3. The Dead Man Who Wore Pyjamas -Paulo Coelho
4. On Travel by Train -J.B. Priestley
5. The Obligations to Endure - Rachel Carson

Grammar and Composition.

i. Framing sentences using idioms
ii. Degrees of comparison
iii. Hyponym and Super ordinates
iv. Prefix and Suffix
v. Synonyms

A. Drafting Brochure
Drafting Leaflet
B. Drafting Invitations

Course Book: ***SPECTRUM – II***

Syllabus for III Semester L1 Additional English for Arts, Science, Commerce and Management courses (B.A./ B.Sc /B.Com. B.B.A.)

Short Story:

1. The Doll's House - Katherine Mansfield

2. A work of Art - Anton Chekov

Essay:

1. What I Require from Life - JBS Haldane

2. Non Violence - Aldous Huxley

Autobiography:

1. Everest: My Journey to the Top - Bachendri Pal

Grammar and Composition.

- Essay Writing
- Students are trained in creative writing.
- They write an essay, using the ideas given.
- Short Story writing
- Developing given hints to a short story.

Course Book: ***SPECTRUM – III***

Syllabus for IV Semester L1Additional English for Arts, Science, Commerce and Management courses (B.A./B.Sc /CB.Com.B.B.A./).

Poetry:

1. Character- William Wordsworth
2. The Unknown Citizen- W.H. Auden
3. Invictus- William Earnest Henley
4. Telephone Conversation- Wole Soyinke
5. White Paper- Sharankumar Limbale Translated by Priya Adarkar
6. Punishment in Kindergarten- Kamala Das

One Act Play:

Never Never Nest- Cedric Mount

Grammar and Composition.

Writing Summary

Read passage and underline points

Classify Main idea and supporting points

Organize or rearrange the jotted points

Form a paragraph using appropriate words

Give a title

Note Making

A. Linear Method
B. Diagram method

Course Book: ***SPECTRUM – IV***

Question Paper Pattern

L1 <u>Additional English for Arts, Science ,Commerce and Management courses</u>

Time : 3Hrs **Marks :60**

SECTION-A

(Course Book - 40 marks)

A. Answer any 4 questions (out of six) 4 x 5 = 20
B. Answer any 2 question (out of Three) 2 x 10 = 20

SECTION- B

Grammar and Communication Component - 20 marks

SEMESTER III

PROGRAM: BCOM, BBA & other courses under the faculty of Commerce and Management.
Total Credits for the Program: 03 Starting year of implementation: 2022-23
Discipline/Subject: GENERIC ENGLISH -L2
Name of the Degree: BCOM, BBA & other courses under the faculty of Commerce and Management.
Teaching hours per week: 04

Title of the Course: GENERIC ENGLISH-L2

Number of Theory Credits	Number of hours per week	Number of lecture hours/ semester
03	04	50/56

Course Objectives for III Semester:

The course helps the students to

1. Enhance **LSRW** (Listening, Speaking, Reading, Writing) skills
2. Develop inter-personal communication skills
3. Augment presentation skills
4. Critically analyse, interpret and appreciate literary texts
5. Sensitize about social, cultural, religious and ethnic diversities
6. Enable employability in emerging sectors such as–content writers, interpreters, translators, transcribers
7. Facilitate preparation for competitive examinations- UPSC/KPSC/IBPS/SSC/RAILWAYS/TOEFL/IELTS and others.

Course Outcomes for III Semester:

By the end of the course the students will have

1. Acquired **LSRW** (Listening, Speaking, Reading, Writing) skills
2. Equipped themselves with interpersonal communication skills
3. Augmented presentation and analytical skills
4. Ability to critically analyse, interpret and appreciate literary texts
5. An awareness of social, cultural, religious and ethnic diversities
6. Facilitated employability in emerging sectors such as–content writers, interpreters, translators, transcribers
7. Acquired language skills for competitive examinations- UPSC/KPSC/IBPS/SSC/RAILWAYS/TOEFL/IELTS and others.

III SEMESTER B.Com & B.B.A

Generic English (L2)

III SEMESTER	**50/56 hours**		**60 marks**
UNIT – 1			
RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS		**23 Hours**	**40 marks**
READING SKILLS	**PLAY**	13 hours	30 marks
	The Fire and the Rain - Girish Karnad		
LISTENING SKILLS	**PERSUASIVE SPEECHES**	10 hours	10 marks
Audio version of the speeches to be emphasized	1. **Never Give in** - Winston Churchill Speech		
	2. **Harvard Commencement Speech** - J K Rowling		
	3. **Narayan Murthy's speech** at Lal Bahadur Shastri institute of management		
	4. **Dr. B R Ambedkar's Speech** constituent assembly speech on Dec 17th 1946		
	5. **Nobel Prize Acceptance Speech** - Bob Dylan		
UNIT – 2			
PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS		**23 hours**	**20 marks**
SPEAKING SKILLS	**PRESENTATION SKILLS**	5 hours	5 Marks

	Types - ● Informative ● Persuasive ● Demonstrative		
WRITING SKILLS	**INTRODUCTION TO WRITING AND TYPES**	6 hours	5 marks
	● Descriptive Writing ● Narrative Writing ● Reflective Writing ● Argumentative Writing		
	BUSINESS CORRESPONDENCE		
	1.Letters of Enquiry 2.Order Letters 3.Letters of Complaint 4. Reply to Complaint	6 hours	5 marks
	COMMERCIAL WRITING	6 hours	5 marks
	1.Product Manual (Content in manual books) 2.Brochure Writing		
FORMATIVE ASSESSMENT ACTIVITIES	Discussion / Guidance for Experiential Learning under Formative Assessment	**4 hours**	

A. FORMATIVE ASSESSMENT–40 Marks

B. SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

A. FORMATIVE ASSESSMENT–40 Marks

Formative Assessment	
Assessment Occasion/type	**Weightage in Marks**
Internal Test	10
Presentation–(seminar/webinar)	10
Experiential Learning (Any 2 Activities) Surveys/Interviews/ /Case Study/Project/Internship Note: • Proper documentation should be maintained and submitted for assessment.	20
Total	**40**

Summative Assessment – 60 Marks
Question Paper Pattern
For BCom and BBA Semester III
Generic English-L2

Time: 2.30 hours **Max. Marks: 60**

Instruction: Answer all the questions

UNIT–1

RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS

I. Answer in one or two sentences (5 questions out of7) 5x2=10
II. Answer in about a page (2 questions out of 3) 2x5=10
III. Answer in about 2–3 pages (1 question out of 2) 1x10=10
IV. Answer in about a page. (2questions out of 3) 2x5=10

UNIT–2

PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS

V. Answer in about a page (1question out of 2) 1x5=5
VI. Answer in about a page (1question out of 3) 1x5=5
VII. Answer in about a page (1question out of 3) 1x5=5
VIII. Answer in about a page (1question out of 3) 1x5=5

Curriculum Structure for the Undergraduate Degree Program B Com, BBA and other Courses Coming Under the Faculty of Commerce and Management.

SEMESTER IV

PROGRAM: BCOM, BBA & other courses under the faculty of Commerce and Management.
Total Credits for the Program: 03 Starting year of implementation: 2022-23 Discipline/Subject: GENERIC ENGLISH -L2
Name of the Degree: BCOM, BBA &other courses under the faculty of Commerce and Management.
Teaching hours per week: 04

TITLE OF THE COURSE:GENERIC ENGLISH–L2		
Number of Theory Credits	**Number of hours per week**	**Number of lecture hours/semester**
03	**04**	**50/56**

COURSE OBJECTIVES for IV Semester:

The course helps the students to

1) Enhance the students' creative, interpretative and critical thinking
2) Equip the students to communicate confidently and effectively
3) Prepare for various interviews and professional contexts
4) Build persuasive and creative social media writing skills
5) Develop analytical and evaluative skills
6) Train students to identify and understand regional and global contexts and ethical frameworks in texts and narratives
7) Enable students for self-expression

COURSE OUTCOMES for IV Semester:

By the end of the course the students will have

1) Acquired creative, interpretative and critical thinking
2) Skills to communicate confidently and effectively
3) Obtained persuasive and creative social media writing skills
4) Developed analytical and evaluative skills
5) Learnt to identify and understand social contexts and ethical frameworks in the texts
6) Ability to articulate their views with clarity and confidence
7) Eligibility to take up jobs such as content writing, journalism and such other jobs with proficiency in English

IV SEMESTER B.Com& B.B.A

Generic English (L2)

IVSEMESTER	50/56hrs		60marks
UNIT - 1			
RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS		**23Hrs**	
Chapter 1: READING SKILLS	**NOVELLA - <u>Karvalo</u> by Poornachandra Tejaswi**	18 hrs	30marks
Chapter 2: LISTENING SKILLS	**LISTENING AND DECODING**	5 hrs	10 marks
	POEMS **1. "Ode on a Grecian Urn" by John Keats** **2. "Ecology" by A.K.Ramanujan**	3 hrs	
	TED TALK 1 *Vandana Shiva (Environment)* **TED TALK 2** *Dr. Devi Shetty (Health)*	2 hrs	
UNIT 2			
PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS		**23hrs**	
Chapter – 3 SPEAKING SKILLS	**(Any 2)** *Pechakucha* Presentation Public Speaking	4 hrs	5 marks
WRITING SKILLS	**TECHNICAL WRITING** **(Any 4)**	8 hrs	5 marks
	Copy writing Business Writing Travel Writing Article Writing		

E-correspondence and Content Writing Skills		5 hrs	5 marks
	E-mail **Casual and Professional** 1.Appreciation Letters 2.Congratulation Letters 3.Promotion letter		
	Social Media Content Writing Skills 1.Blog writing 2.Podcast writing 3.Writing on Twitter &Instagram	6 hrs	5 marks
FORMATIVE ASSESSMENT ACTIVITIES	Discussion /Guidance for Experiential Learning under Formative Assessment	4hrs	

A. FORMATIVE ASSESSMENT–40 marks

B. SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

A. FORMATIVE ASSESSMENT–40 marks

Formative Assessment	
Assessment Occasion/type	**Weightage in Marks**
InternalTest	10
Presentation–(seminar/webinar)	10
Experiential Learning (Any 2 Activities) Surveys/Interviews/ /Case Study/Project/Internship Note: Proper documentation should be maintained and submitted for assessment.	20
Total	**40**

B. Summative Assessment 60 marks
Question Paper Pattern for BCOM/BBA
IV SEMESTER
GENERIC ENGLISH -L2

Time: 2.30 hours Max.Marks:60
Instructions: Answer all the questions

UNIT – 1
RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS

I.	Answer in one or two sentences (5 questions out of 7)	5x2=10
II.	Answer in about a page. (2 questions out of 3)	2x5=10
III.	Answer in about 2 – 3 pages. (1 question out of 2)	1x10=10
IV.	Answer in about a page. (2 questions out of 3)	2x5=10

UNIT – 2

PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS

V.	Answer in about a page (1 question out of 2)	1x5=5
VI.	Answer in about a page (1 question out of 3)	1x5=5
VII.	Answer in about a page (1 question out of 3)	1x5=5
VIII.	Answer in about a page (1 question out of 3)	1x5=5

List of members of the new textbook committee to prepare III & IV Semester L 2 Generic English (AECC) Syllabus and textbooks for B.Sc./B C A and other courses coming under the Faculty of Science.

1. **Dr.Thammaiah.R.B**
   Padmashree Institute of Management and Sciences
   Bangalore
2. **Prof.Ananda K.D**
   Govt First Grade College, Ramanagara
3. **Prof.Archana.R**
   St. Francis de Sales College,
   Electronics City, Bengaluru
4. **Prof. Keerthishree.N**
   Dayananda Sagar Business Academy
   KanakapuraRoad,Bengaluru
5. **Prof.Medini Prabhu**
   Surana College, South End Circle
   Bengaluru
6. **Prof.Kavitha M.S**
   ASC Degree College,
   Rajajinagar, Bengaluru
7. **Prof.Kavitha.M**
   Arunodaya College, Mariyappanapalya
   Bengaluru
8. **Prof. Anasuya Joshi**
   Ramanashree Academy of Management,
   Vijayanagar, Bengaluru

CURRICULUM STRUCTURE FOR THE UNDER GRADUATE DEGREE

PROGRAM BSC / BCA

SEMESTER III

PROGRAM: BSC/BCA & other courses under the faculty of Science.
Total Credits for the Program: 03 Starting year of implementation: 2022-23 Discipline/Subject: GENERIC ENGLISH -L2
Name of the Degree: BSC/BCA &other courses under the faculty of Science
Teaching hours per week: 04

Title of the Course: GENERIC ENGLISH-L2		
Number of Theory Credits	**Number of hours per week**	**Number of lecture hours/ semester**
03	**04**	**50/56**

Course Objectives for III Semester:

The course helps the students to

1. Enhance **LSRW** (Listening, Speaking, Reading, Writing) skills
2. Develop inter-personal communication skills
3. Augment presentation skills
4. Critically analyse, interpret and appreciate literary texts
5. Sensitize about social, cultural, religious and ethnic diversities
6. Enable employability in emerging sectors such as–content writers, interpreters, translators, transcribers
7. Facilitate preparation for competitive examinations- UPSC/KPSC/IBPS/SSC/RAILWAYS/TOEFL/IELTS and others.

Course Outcomes for III Semester:

By the end of the course the students will have

1. Acquired **LSRW** (Listening, Speaking, Reading, Writing) skills
2. Equipped themselves with interpersonal communication skills
3. Augmented presentation and analytical skills
4. Ability to critically analyse, interpret and appreciate literary texts
5. An awareness of social, cultural, religious and ethnic diversities
6. Facilitated employability in emerging sectors such as–content writers, interpreters, translators, transcribers
7. Acquired language skills for competitive examinations- UPSC/KPSC/IBPS/SSC/RAILWAYS/TOEFL/IELTS and others.

SYLLABUS – SEMESTER III

GENERIC ENGLISH – B.Sc /BCA

III Semester – Generic English **Faculty of Science**	**50/56 hours**	**Marks**
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**23 hours**	**40 marks**
1. Reading Skills – Short Play	15 hours	30 marks
Pygmalion – George Bernard Shaw **2.** Listening Skills – Persuasive Speeches a. Dr. B R Ambedkar's Constituent Assembly Speech on Dec 17,1946 b. The speech by Kiran Bedi, India's first woman IPS officer on visionary leadership. c. Swami Vivekananda's speech at the World Parliament of Religions in Chicago, in which he introduced Hinduism to North America, became historical. d. Priyanka Chopra's speech at Penguin Annual Lecture, 2017	8 hours	10 marks
e. Greta Thunberg's Speech at The U.N. Climate Change Summit		
Unit 2: Productive Skills: Speaking and Writing Skills	**23 hours**	**20 marks**
1. Speaking Skills: Presentation Skills **Types:** a. Informational/Instructional Presentation b. Persuasive Presentation	5 hours	5 marks
c. Demonstrative Presentation **2. Writing Skills: Introduction to writing and types of writing** **Types of Writing:** a. Descriptive Writing b. Narrative Writing c. Reflective Writing d. Comparative Writing	6 hours	5 marks
e. Persuasive/Argumentative Writing **3. Business Correspondence** **Types of Letters:** a. Letters of Enquiry b. Order Letters c. Letters of Complaint	6 hours	5 marks
d. Reply to letters of Complaint **4. Commercial Writing**	6 hours	5 marks

Types of Commercial Writing: a. Advertisement Writing b. Product Manual c. Poster/Brochure Writing		
Formative Assessment Activities – Discussion or guidance under experiential learning for formative assessment activities	4 hours	NA

A. FORMATIVE ASSESSMENT–40 Marks
B. SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

B. FORMATIVE ASSESSMENT–40marks

Formative Assessment	
Assessment Occasion/type	**Weightage in Marks**
InternalTest	10
Presentation–(seminar/webinar)	10
Experiential Learning (Any 2 Activities) Surveys/Interviews/ /Case Study/Project/Internship Note: Proper documentation should be maintained and submitted for assessment.	20
Total	**40**

C. SUMMATIVE ASSESSMENT – 60 Marks
QUESTION PAPER PATTERN
for BSC//BCA
III SEMESTER
GENERIC ENGLISH -L2

Time: 2.30 hours **Max.Marks:60**

Instruction: Answer all the questions

UNIT – 1
RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS

I.	Answer in one or two sentences (5 questions out of 7)	5x2=10
II.	Answer in about a page. (2 questions out of 3)	2x5=10
III.	Answer in about 2 – 3 pages (1 question out of 2)	1x10=10
IV.	Answer in about a page. (2 questions out of 3)	2x5=10

UNIT – 2

PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS

V.	Answer in about a page (1 question out of 2)	1x5=5
VI.	Answer in about a page (1 question out of 3)	1x5=5
VII.	Answer in about a page (1 question out of 3)	1x5=5
VIII.	Answer in about a page (1 question out of 3)	1x5=5

CURRICULUM STRUCTURE FOR THE UNDER GRADUATE DEGREE PROGRAM

BSC/BCA

SEMESTER IV

Total Credits for the program: 03
Starting year of implementation: 2022-23
Discipline/Subject: GENERIC ENGLISH-L2
Name of the Degree Program: BSc/BCA
Teaching hours per week: 4

TITLE OF THE COURSE: GENERIC ENGLISH–L2		
Number of Theory Credits	**Number of hours per week**	**Number of lecture hours/semester**
03	**04**	**50/56**

COURSE OBJECTIVES for IV Semester:
The course helps the students to
1) Enhance the students' creative, interpretative and critical thinking
2) Equip the students to communicate confidently and effectively
3) Prepare for various interviews and professional contexts
4) Build persuasive and creative social media writing skills
5) Develop analytical and evaluative skills
6) Train students to identify and understand regional and global contexts and ethical Frameworks in texts and narratives
7) Enable students for self-expression

COURSE OUTCOMES for IV Semester:
By the end of the course, the students will have
1) Acquired creative, interpretative and critical thinking
2) Skills to communicate confidently and effectively
3) Obtained persuasive and creative social media writing skills
4) Developed analytical and evaluative skills
5) Learnt to identify and understand social contexts and ethical frameworks in the texts
6) Ability to articulate their views with clarity and confidence
7) Eligibility to take up jobs such as content writing, journalism and such other jobs with proficiency in English

GENERIC ENGLISH – B.Sc /BCA- SEMESTER-IV-SYLLABUS

IV Semester – Generic English L2 **Faculty of Science**	**50/56 hours**	**Marks**
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**23 hours**	**40 marks**
1. Reading Skills – Novella **<u>Mother of 1084</u> – Mahasweta Devi**	18 hours	30 marks
2. Listening Skills – Listening and Decoding	5 hours	10 marks
Poems: a. "Home Coming Son" – Tsegaye Gabre - Medhin b. "Measurements" – Navakanta Barua	3 hours	
Listen to understand TED talks: a. TED Talk 1 – Change is Life by Dr.B.M Hegde b. TED Talk 2 – How a 13 year old changed 'Impossible to I'm Possible' by Sparsh Shah	2 hours	
Unit 2: Productive Skills: Speaking and Writing Skills	**23 hours**	**20 arks**
3. Speaking Skills: **Types:** a. Pechakucha Presentation **b.** Public Speaking	4 hours	5 marks
1. Writing Skills: Technical Writing **Types of Writing:** a. Scientific Writing b. Business Writing c. Travel Writing **d.** Article Writing	8 hours	5 marks
2. E – Correspondence and Content writing skills **E- mail: Casual and Professional** a. Congratulation Letter b. Appreciation Letter	5 hours	5 marks

c. Promotion Letter d. Termination Letter		
3. Social Media Content Writing Skills **Types of Commercial Writing:** a. Blog Writing b. Podcast Writing c. Writing on Quora	6 hours	5 marks
Formative Assessment Activities – Discussion or guidance under experiential learning for formative assessment activities	4 hours	NA

FORMATIVE ASSESSMENT–40 Marks
SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

D. FORMATIVE ASSESSMENT–40 Marks

Formative Assessment	
Assessment Occasion/type	**Weightage in Marks**
Internal Test	10
Presentation–(seminar/webinar)	10
Experiential Learning (Any 2 Activities) Surveys/Interviews/ Case Study/Project/Internship Note: Proper documentation should be maintained and submitted for assessment.	20
Total	**40**

SUMMATIVE ASSESSMENT – 60 Marks
QUESTION PAPER PATTERN
for BSC/BCA
IV SEMESTER
GENERIC ENGLISH -L2

Time: 2.30 hours **Max.Marks:60**

Instruction: Answer all the questions

UNIT – 1

RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS

I.	Answer in one or two sentences (5 questions out of 7)	5x2=10
II.	Answer in about a page. (2 questions out of 3)	2x5=10
III.	Answer in about 2 – 3 pages (1 question out of 2)	1x10=10
IV.	Answer in about a page. (2 questions out of 3)	2x5=10

UNIT – 2

PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS

V.	Answer in about a page (1 question out of 2)	1x5=5
VI.	Answer in about a page (1 question out of 3)	1x5=5
VII.	Answer in about a page (1 question out of 3)	1x5=5
VIII.	Answer in about a page (1 question)	1x5=5

BENGALURU CITY UNIVERSITY
DEPARTMENT OF HINDI

Syllabus and Text Books Under NEP
Language Hindi

III Semester B.A., B.F.A., B.S.W., B.Music., B.V.A & B.A. (Honors) – Language under Ability Enhancement Compulsory Course (AECC) for the year 2022-23, onwards

Text Book: **Max.Marks: 60+40**

1. Hindi Nibandh Sangrah : "Shreshtha Nibandh" by: Dr. Alok Gupt
(Printed and Published by Shiksha Bharathi, 1590, Madarasa Road, Kashmiri Gate, Delhi)

2. Anuvad Kala : Anuvad Ki Paribhasha, Swaroop, Prakar, Mahatva, Achhe Anuvadak Ke Gun, Samasyayen

Reference Books: 1) Anuvad Kala **:** Dr. Bholanath Tiwari (Shabdakar Prakashan 159, Guru Angad Nagar, Delhi)
2) Anuvad Evam Sanchar **:** Dr. Pooranchand Tandon (Rajpal & Sons Prakashan, Kashmiri Gate Delhi)
3) Prayojanmulak Hindi Ki Nai Bhoomika **:**Kailash Nath Pandey (Lokbharathi Prakashan, Mahatma Gandhi Marg, allahabad-01)

IV Semester B.A., B.F.A., B.S.W., B.Music., B.V.A& B.A. (Honors) – Language under AECC for the year 2022-23 onwards

Text Book**:** **Max.Marks : 60+40**

1. Hindi Khanda Kavya : "Shambook" by: Jagdish Gupt
(Printed and Published by Lokbharathi Prakashan, New Delhi-02)

2. Patra Lekhan Aur Alekhan : 1)Patra lekhan Ki Avashyakatha, Swaroop, Prakar, Patra mein dhyan dene yogya Baatein
2) Aalekhan-Paribhasha, Prakar, Mahatva, Visheshatayen

Reference Books: 1) Prayojanmulak Hindi Ki Nayi Bhoomika**:** Kailash Nath Pandey (Lokbharathi Prakashan Delhi)
2) Pramanik Aalekhan Aur Tippan **:** Prof. Viraj.M.A (Rajpal & Sons Prakashan, Kashmiri Gate Delhi)
3) Karyalay Aalekhan Aur Tippan **:** (Karnataka Mahila Hindi Seva Samithi, Bangalore)

DIVISION OF MARKS

III Semester B.A, B.F.A, B.S.W, B. Music, B.V.A & B.A. (Honors)– Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Nibandh	(2) out of (3)	2 x 7= 14
3.	1 main question from Nibandh	(1) out of (2)	1 x16=16
4.	1 short notes from Nibandh	(1) out of (2)	1 x 5=05
5.	Anuvad Kala	(3) out of (4)	3 x 5=15
			Theory Total = 60
	Internal Assessment Marks		**= 40**
		CREDITS-03 HOURS-04	**Total=100**

IV Semester B.A, BFA, B.S.W, B. Music, B.V.A & B.A. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1=10
2.	2 Annotations from Khanda Kavya	(2) out of (3)	2 x 7=14
3.	1 main question from Khanda Kavya	(1) out of (2)	1 x16=16
4.	1 short notes from Khanda Kavya	(1) out of (2)	1 x 5=05
5.	Patra Lekhan Aur Aalekhan	(3) out of (4)	3 x 5=15
			Theory Total = 60
	Internal Assessment Marks		**= 40**
		CREDITS-03 HOURS-04	**Total=100**

III Semester B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C. & B.Sc. (Honors) - Language under AECC for the year 2022-23 onwards

Text Book **Max.Marks : 60+40**

1. Hindi Natak Sahitya: "Ek Aur Dronacharya" by: Shankar Shesh
(Printed and Published by Kitabghar Prakashan, New Delhi)

2. Sanchar Madhyam Aur Hindi : 1) Sanchar Madhyam Ka Arth, Swaroop Aur Mahatva
2) Sanchar Madhyam Ke Sadhan: Radio, Television, Cinema, Mobile

Reference Books: 1) Sanchar Madhyamon Ki Bhasha Aur Nayi Hindi **:** Dr. Satish Sharma 'Jafaravadi'
(Taksha-Shila Prakshan, New Delhi-02)
2) Prayojanmulak Vyavaharik Hindi **:** Naresh Mishra, Nidhi Mishra
(Radha-Krishna Prakashan Delhi-51)

IV Semester B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C & B.Sc. (Honors) - Language under AECC for the year 2022-23 onwards

Text Book **Max.Marks : 60+40**

1. Hindi Laghu Upanyas : **"**Daud" by: Mamta Kalia
(Printed and Published by Vani Prakashan New Delhi-02)

2. Bhasha Ke Vividh Roop : 1) Patra - Patrikaon Ki Hindi
2) Radio, Doordarshan, Cinema

Reference Books: 1) Sanchar Madhyamon Ki Bhasha Aur Nayi Hindi **:** Dr. Satish Sharma 'Jafaravadi'
(Takshashila Prakashan, New Delhi-02)
2) Prayojanmulak Vyavaharik Hindi **:**Naresh Mishra, Nidhi Mishra (Radha Krishna Prakashan Delhi)

DIVISION OF MARKS

III Semester B.Sc, B.V.Sc, M.Sc (Biological Science), B.S.(4), B.O.C. & B.Sc. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Drama	(2) out of (3)	2 x 7= 14
3.	1 main question from Drama	(1) out of (2)	1 x16=16
4.	1 short notes from Drama	(1) out of (2)	1 x 5= 05
5.	Sanchar Madyam Aur Hindi	(3) out of (4)	3 x 5= 15
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03 HOURS-04		**Total=100**

IV Semester B.Sc, B.V.Sc, M.Sc (Biological Science), B.S.(4), B.O.C. & B.Sc. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Novel	(2) out of (3)	2 x 7= 14
3.	1 main question from Novel	(1) out of (2)	1 x16=16
4.	1 short notes from Novel	(1) out of (2)	1 x 5= 05
5.	Bhasha Ke Vividh Roop	(3) out of (4)	3 x 5= 15
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03 HOURS-04		**Total=100**

III Semester B.Com., M.B.S, B.Com(Honors)., B.Com (Insurance) - Language under AECC
for the year 2022-23 onwards

Text book **Max. Marks: 60+40**

1. Kavitha Sangrah : "Kavya Ranjan" **E**dited by: Dr. Shekhar, Dr.Mohamed Anzarul Haq
Dr. Rohini Bai S, Dr. Fariyal Sheikh
(Printed and Published by Prasaranga, Bengaluru City University, Bangalore)

2. (a) **Sarakari Patrachar :** Samanya Sarakari Patra, Paripatra, Karyalay Aadesh, Adhisuchana
(b) **Paribhashik Shabdavali:** Vanijya Evam Prashasanik Shabdavali

Reference Books:1) Prayojanmulak Vyavaharik Hindi : Naresh Mishra,Nidhi Mishra (Radha Krishna Prakashan Delhi-)
2) Prayojanmulak Hindi Ki Naye Bhoomika : Kailash Nath Pandey (Lokbharathi Prakashan Delhi)
3) Pramanik Aalekhan Aur Tippan : Prof. Viraj.M.A (Rajpal & Sons Prakashan, Kashmiri Gate Delhi)
4) Karyalay Aalekhan Aur Tippan : (Karnataka Mahila Hindi Seva Samithi, Bangalore)

IV Semester B.Com., M.B.S, B.Com(Honors)., B.Com (Insurance) - Language under AECC
for the year 2022-23 onwards

Text book: **Max. Marks: 60+40**

1. **Hindi Natak:** "Jadoo Ka Kaleen" by: Mridula Garg
(Printed and Published by Rajkamal Prakashan, New Delhi-02)

2. Computer Anuprayog : 1) Computer-Arth, Paribhasha, Avashyakatha, Mahatva
2) Anuprayog-Shiksha, Bank, Sanchar, Chikitsa, Prashashan, Vanijya, Engineering, Vigyan, Anthariksh, E- Commerce

Reference Books : 1) Prayojanmulak Vyavaharik Hindi **:** Naresh Mishra, Nidhi Mishra (Radha Krishna Prakashan Delhi-51)
2) Prayojanmulak Hindi : Naresh Mishara (Rajpal & Sons Prakashan, Kashmiri Gate Delhi-06)
3) Prayojanmulak Hindi Ke Naye Ayam **:** Dr. Pandit Banne (Aman Prakashan Kanpur)
4) Prayojanmulak Hindi Ke Vividh Roop **:** Dr. Rajendra Mishra, Rakesh Sharma (Takshashila Prakashan, New Delhi-02)

DIVISION OF MARKS
III Semester B.Com., M.B.S., B.Com (Honors)., B.Com (Insurance) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from poetry	(2) out of (3)	2 x 7= 14
3.	1 main question from poetry	(1) out of (2)	1 x16=16
4.	1 short notes from poetry	(1) out of (2)	1 x 5= 05
5.	Sarakari Patrachar (One Letter)	(1) out of (2)	1 x10=10
6.	Paribhashik Shabdavali		5 x 1=05
			Theory Total =60
	Internal Assessment Marks		**= 40**
		CREDITS-03 HOURS-04	**Total=100**

IV B.Com., M.B.S.,B.Com(Honors)., B.Com (Insurance) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Drama	(2) out of (3)	2 x 7= 14
3.	1 main question from Drama	(1) out of (2)	1 x16=16
4.	1 short notes from Drama	(1) out of (2)	1 x 5=05
5.	Computer Anuprayog	(3) out of (4)	3 x 5=15
			Theory Total = 60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total=100**

III Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC
for the year 2022-23 onwards

Text book: **Max. Marks: 60+40**

1. Hindi Kavitha : "Kavya Kanak" Edited by: Dr.Shekhar, Dr.Neeta Hiremth
Dr. Shakira Khanum, Dr. Prabhu Upase,
Dr. Sudha Mani S

(Printed and Published by Prasaranga, Bengaluru City University, Bangalore)

2: Samachar Lekhan Aur Reporting : 1) Samachar Ka Arth, Paribhasha, Swaroop, Samachar Lekhan, Prakriya, Samachar ka dhaancha
2) Prativedan ka Arth, Swaroop Aur Shyli
3) Live Reporting (Kisi Ek Report ko Taiyaar Karna)

Reference Books: 1) Prayojanmulak Hindi Ki Nayi Bhoomika : Kailash Nath Pandey (Lokbharati Prakashan Delhi)
2) Samachar, Feature Lekhan Evam Sampadan Kala : Harimohan (Takshashila Prakashan, NewDelhi)
3) Patrakarita Aaj Bhi Mishan Media @360 : Sandeep Upadhyay (Takshashila Prakashan, New Delhi)
4.) Samachar Lekhan Aur Reporting: Dr. Ashok kumar (Shivalik Prakashan, New Delhi-02)

IV Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC
for the year 2022-23 onwards

Text book: **Max. Marks: 60+40**

1. Hindi Natak Sahitya : "Agnishikha" by: Dr. Ramkumar varma

(Printed and Published by Rajpal & Sons Prakashan, Kashmiri Gate Delhi-06)

2. Patra Lekhan Aur Aalekhan : 1)Patra Lekhan Ki Avashyakata, Swaroop, Prakar, Patra Mein Dhyan dene yogya Baatein
2) Aalekhan, Paribhasha, Prakar, Mahatva, Visheshatayen

Reference Books: 1) Prayojanmulak Hindi Ki Nayi Bhoomika : Kailash Nath Pandey (Lokbharati Prakashan Delhi
2) Pramanik Aalekhan Aur Tippan : Prof. Viraj.M.A (Rajpal & Sons Prakashan, Kashmiri Gate Delhi)
3) Karyalay Aalekhan Aur Tippan : (Karnataka Mahila Hindi Seva Samithi, Bangalore)

DIVISION OF MARKS
III Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from poetry	(2) out of (3)	2 x 7= 14
3.	1 main question from poetry	(1) out of (2)	1 x16=16
4.	1 short notes from poetry	(1) out of (2)	1 x 5= 05
5.	Samachar Lekhan aur Reporting	(3) out of (4)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total=100**

IV Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Drama	(2) out of (3)	2 x 7= 14
3.	1 main question from Drama	(1) out of (2)	1 x16=16
4.	1 short notes from Drama	(1) out of (2)	1 x 5= 05
5.	Patra Lekhan Aur Aalekhan	(3) out of (4)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total=100**

III Semester B.C.A., B.Sc.(FAD)- Language under AECC
for the year 2022-23 onwards

Texts book: **Max. Marks:60+40**

1. Hindi Kavitha : **"**Kavya Samridhi**"** Edited by : Dr.Shekhar, Dr.Shylaja
Dr.Sharmila Biswas, Dr. Sulochana H I
(Printed and Published by Prasaranga, Bengaluru City University, Bangalore)

2. Computer Anuprayog : 1) Computer-Arth, Paribhasha, Avashyakata, Mahatva
2) Anuprayog- Shiksha, Bank, Sanchar, Chikitsa, Prashashan, Vanijya, Engineering, Vigyan, Anthariksh, E- Commerce

Reference Books : 1) Prayojanmulak Vyavaharik Hindi : Naresh Mishra, Nidhi Mishra (Radha Krishna Prakashan Delhi)
2) Prayojanmulak Hindi : Naresh Mishra (Rajpal & Sons Prakashan, Kashmiri Gate Delhi-06)
3) Prayojanmulak Hindi Ke Naye Aayam : Dr. Pandit Banne (Aman Prakashan, Kanpur)
4) Prayojanmulak Hindi Ke Vividh Roop : Dr. Rajendra Mishra, Rakesh Sharma (Takshashila Prakashan, New Delhi-02)

IV Semester B.C.A., B.Sc.(FAD)- Language under AECC
for the year 2022-23 onwards

Text book: **Max. Marks:60+40**

1. Hindi Natak Sahitya: **"Madhavi"** by: Bhishma Sahni
(Printed and Published by Rajkamal Prakashan, New Delhi-02)

2. (a) Antarjaal: Udhbhav, Vikas Aur Vartaman, E-Magazine
(b) Chittha Lekhan : Arth Aur Itihas

Reference Books: 1) Sanchar Madyamon Ki Bhasha Aur Nayi Hindi : Dr. Satish Sharma 'Jafaravadi' (Takshashila Prakshan, New Delhi-02)
2) Prayojanmulak Hindi Ke Vividh Roop : Dr. Rajendra Mishra, Rakesh Sharma (Takshashila Prakashan, New Delhi-02)
3) Vyavaharik Patrakarita : Sushil Upadhyay (Satyam Publishing house, New Delhi)

DIVISION OF MARKS
III Semester B.C.A., B.Sc.(FAD)- Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from poetry	(2) out of (3)	2 x 7= 14
3.	1 main question from poetry	(1) out of (2)	1 x16=16
4.	1 short notes from poetry	(1) out of (2)	1 x 5= 05
5.	Computer Anuprayog	(2) out of (4)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03 HOURS-04		**Total=100**

IV Semester B.C.A., B.Sc.(FAD)- Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from Drama	(2) out of (3)	2 x 7= 14
3.	1 main question from Drama	(1) out of (2)	1 x16=16
4.	1 short notes from Drama	(1) out of (2)	1 x 5= 05
5.	Antarjaal Aur Chittha Lekhan	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03 HOURS-04		**Total=100**

OPEN ELECTIVE

SYLLABUS and TEXT BOOKS Under NEP Subject: Hindi

III Semester B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A., B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2022-23, onwards

Text book: **Max. Marks:60+40**

1. Sahityettar Vidwanon Ki Jeevani "Chhua Aasmaan" : "A.P.J. Abdul Kalam Ki Aatmkatha" Translated by Arun Kumar
(Printed and Published by Manjul Publishing house, Bhopal, Madhya Pradesh)

IV Semester B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A.B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2022-23, onwards

Texts: **Max. Marks:60+40**

1. Charitra Nirmaan Evam Vyaktitva Vikash : ''Vyaktitva Ka Vikas'' by. Swami Vivekananda
(Printed and Published by Ramakrishna Math, Nagpur)

DIVISION OF MARKS

III B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A., B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2022-23, onwards

1.	Laghu Prashna		05x 3= 15
2.	Short Answer questions	(3) out of (5)	3 x 5= 15
3.	3 main questions	(3) out of (5)	3 x 10=30
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

IV B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A.,B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2022-23, onwards

1.	Laghu Prashna		05x 3= 15
2.	Short Answer questions	(3) out of (5)	3 x 5= 15
3.	3 main questions	(3) out of (5)	3 x 10=30
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

III Semester B.A (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE)
for the year 2022-23 onwards

(OPTIONAL HINDI)

Text book: **Max. Marks:60+40**

Paper 5. A5/B5

Hindi Shahitya Ka Itihas (Aadikal Aur Madhyakal)

1. Adikal- Kal vibhajan, Namkaran, Paristhitiyan, Pravruttiya, Pramuka kavi – Rachanayen.
2. Bhaktikal- Bhakti andolan, kavya dharaye aur visheshathaye, Nirgun, sagun tatha sufi bhakti dharaye.
3. Reetikal- Namkaran, kavya lakshan, parampara, Reetikal ki dharaye – reetibaddh, reetisiddha aur reetimukth- Pramukh kavi aur Rachanayen.

Reference Books:

1. Hindi Sahitya ka itihas – Dr. Nagendra
2. Hindi Sahitya ka itihas –Acharya Ramachandra Shukla
3. Hindi Sahitya ka adhikal – Dr. Hazari Prasad Dwivedi

Text book **Max. Marks:60+40**

Paper 6. A6/B6

Natak Tatha Rangamanch

(1 Natak Aur Ekanki Sangrah) Natak: Kaal Kothari : by. Swadesh Deepak (Vani Prakashan Delhi)
Naye Ekanki : by. Agneya (Rajpal & Sons Prakashan, Kashmiri Gate Delhi)

IV Semester B.A (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE)
for the year 2022-23 onwards

Texts book **Max. Marks:60+40**

Paper 7. A7/B7

Hindi Sahitya Ka Itihas : (Adhunik Kal)

1. Adhunik Kavya – Prushtbhumi
2. Bharatendu yug- sahityakar aur rachanayen
3. Dwivedi yug- sahityakar aur rachanayen
4. Chayavad aur chayavadottar kal, rachanaye tatha visheshatayen
5. Hindi Gadya ka Vikas
6. Hindi Gadya ki Vidhayen

Reference Books:

1. Hindi Sahitya ka itihas – Dr. Nagendra
2. Hindi Sahitya ka itihas –Acharya Ramachandra Shukla
3. Hindi Sahitya ka adhikal – Dr. Hazari Prasad Dwivedi

Text book **Max. Marks:60+40**

Paper 8. A8/B8

Hindi Sahityik Nibandh: Nibhandh Manjusha - Hindi Adhyayan Mandal, Mumbai vishwavidyalaya,
(Lokbharati Prakashan, New Delhi)

DIVISION OF MARKS

III Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2022-23 onwards (Paper-5)

1.	Short Answer Question	(5 out of 8)	5 x 2=10
2.	Question answer	(4out of 6)	4 x 5=20
3.	1 main question	(1 out of 2)	1 x15=15
4.	short notes	(3 out of 4)	3 x 5=15
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-3 HOURS-04	**Total=100**

III Semester B.A-(Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2022-23 onwards(Paper-6)

1.	Short Answers	(5 out of 8)	5x2 = 10
2.	One annotation from Drama	(1) out of (2)	1x7 = 07
3.	One annotation from one act Play	(1) out of (2)	1x 7=07
4.	One main Question from Dram	(1) out of (2)	1x15=15
5.	One main question one act Play	(1) out of (2)	1x15=15
6.	One short Notes From Prose	(1) out of (2)	1x06=06
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total = 100**

IV Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2022-23 onwards(Paper-7)

1.	Short answers	(5 out of 8)	05x 2=10
2.	Answer the question	(4 out of 6)	4 x 5= 20
3.	1 main question	(1 out of 2)	1 x15=15
4.	short notes	(3 out of 4)	3 x 5=15
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-3 HOURS-04	**Total=100**

IV Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2022-23 onwards(Paper-8)

1.	Short Answers	(5) out of (8)	5x2 =10
2.	Annotation from Essay	(2) out of (4)	2x7 =14
3.	2 main Questions Essay	(2) out of (3)	2x14=28
4.	2 Shorts from Essayh	(2) out of (3)	2x4 =08
			Theory Total =60
	Internal Assessment Marks		**=40**
			Total = 100
		CREDITS-3 HOURS-04	

Dr.SHEKHAR
Chairman, BOS UG III & IV Sem
Dept of Hindi, BUB-56

FOR QUALITY & EXCELLENCE
IN HIGHER EDUCATION

★★★★★

ACCREDIATED BY NAAC

BANGALORE UNIVERSITY
DEPARTMENT OF HINDI
JNANABHARATHI CAMPUS

Implementation of National Education Policy- 2020

UNDER GRADUATE COURSES

(NEP)
SYLLABUS FOR HINDI
(1st & 2nd SEMESTERS)

2021-22
Onwards

BANGALORE UNIVERSITY

Department of Hindi
Jnana Bharathi, Bengaluru-560056

PROCEEDINGS OF THE MEETING of the Under Graduate Board of Studies in Hindi held on 22.09.2021 at 10.30 am in the Department of Hindi, Bangalore University, Bengaluru-560056

MEMBERS PRESENT			SIGNATURE
1. Dr. SHEKHAR	-	Chairman	
2. Smt. MALATHI.A.M	-	Member	Malathi. A.M. 22/9/2021
3. Dr. SUNITHA VIVEK	-	Member	
4. Dr. RAMKALI SHARMA	-	Member	
5. Dr. BASAVARAJU.M	-	Member	
6. Dr. SURYAVANSHI D.P	-	Member	
7. Dr. SHYLAJA	-	Member	
8. Dr. NEETA HIREMATH	-	Member	
9. Dr. NARAYANA K	-	Member	
10. ~~Dr.~~ DEVIDAS TUKARAM	-	Member	
11. Prof. Dr. PRABHU V UPASE	-	Member (special Invitee)	

RESOLUTION NO. I

1. Syllabus and text books for Degree courses – B.A, B.F.A, B.S.W, B.V.A, B.Music, B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S (4), B.Com., M.B.S., B.Com.(Honours), B.B.A., B.H.M., M.T.A., B.C.A., B.Sc.(FAD) (Language under part-I) for 2021-22 onwards Under Semester Scheme (NEP-2020)

2. Resolved to Change the syllabus and text books for B.A., B.F.A.,B.S.W, B.V.A, B.Music, B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.Com., M.B.S., B.Com.(Honours), B.B.A., B.H.M., M.T.A., B.C.A., B.Sc.(FAD) (Language under part-I) under semester scheme for 2021-22 onwards Appended in the Annexure 1,2,3,4 and 5 mentioned below:

Cont...

2.1. Syllabus and text books for degree courses – B.A., B.F.A., B.S.W.,B.V.A, B.Music under semester scheme (Language under part-I) for 2021-22 onwards Annexure- 1

2.2. Syllabus and text books for degree courses – B.Sc., B.V.Sc., M.Sc., (Biological Sciences) B.S.(4) under semester scheme (Language under part-I) for 2021-22 onwards Annexure- 2

2.3. Syllabus and text books for degree courses– B.Com., M.B.S, B.Com.(Honours), under semester scheme (Language under part-I) for 2021-22 onwards. Annexure- 3

2.4. Syllabus and text books for degree courses – B.B.A., B.H.M., M.T.A, under semester scheme (Language under part-I) for 2021-22 onwards Annexure- 4

2.5. Syllabus and text books for degree courses – B.C.A., B.Sc. (FAD) under semester scheme (Language under part-I) for 2021-22 onwards Annexure- 5

2.6. Syllabus and text books for degree courses – B.A., B.Sc., B.Com., B.B.A., B.C.A., under semester scheme (**Open Elective**- For All the Streams across the Discipline) for 2021-22 onwards Annexure- 6

2.7. Syllabus and text books for degree courses – B.A.(Basic/Honours)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2021-22 onwards Annexure- 7

Dr. Shekhar
Professor & Chairman
Department of Hindi
Bangalore University
Bangalore - 560 056.

BANGALORE UNIVERSITY
DEPARTMENT OF HINDI
JNANABHARATHI CAMPUS

SYLLABUS and TEXT BOOKS under NEP
Language Hindi

I Semester B.A., B.F.A., B.S.W., B.Music., B.V.A & B.A. (Honors) – Language under Ability Enhancement Compulsory Course (AECC) for the year 2021-22, onwards

Texts: **Max.Marks: 60+40**

1. Hindi Kahani Sahitya : "Katha Parnika" Edited by: Dr.Neeta Hiremath
Dr.Basavaraju. M

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Grammar : 1) Karak 2) Upasarg 3) Pratyay 4) Vakya Rachana 5) Padaparichay.

Reference Books:
1) Sugam Hindi Vyakarn : Prof. Vanshidhar & Dharmapal Shastri
2) Vyavaharik Hindi Vyakaran tatha Rachana : Dr. Hardev Bahari
3) Shiksharthi Hindi Vyakaran : Dr. Nagappa

II Semester B.A., B.F.A., B.S.W., B.Music., B.V.A& B.A. (Honors) – Language under AECC for the year 2021-22 onwards

Texts: **Max.Marks : 60+40**

1. Hindi Laghu Upanyas : "Daak Bangla" by: Kamaleshwar
(Printed and Published by Rajpal and Sons, Kashmirigate, Delhi-06)

2. Prayojan Mulak Hindi : Swaroop, Paribhasha, Kshetra,Prasangikata

3. Sankshepan

Reference Books:
1) Prayojan Mulak Hindi Ke Naye Ayam : Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vividh Roop : Dr. Rajendra Mishra, Rakesh Sharma

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DIVISION OF MARKS

I Semester B.A, BFA, B.S.W, B. Music, B.V.A & B.A. (Honors)– Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 5
5.	Grammar	(3) out of (5)	3 x 5= 15
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03 HOURS-04		**Total=100**

II Semester B.A, BFA, B.S.W, B. Music, B.V.A & B.A. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Prayojan Mulak Hindi	(2) out of (3)	2 x 4= 08
6.	Sankshepan	(1 Passage)	1 x 7= 07
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03 HOURS-04		**Total=100**

I Semester B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C. & B.Sc. (Honors) - Language under AECC for the year 2021-22 onwards

Max.Marks : 60+40

Texts:

1. Hindi Kahani : "Katha Kusum" Edited by: Dr.Ramkali Sharma
Sri. Devidas Tukaram

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Prayojan Mulak Hindi : Alekhan, Tippan, Prativedan (Report)

3. Sankshepan

Reference Books:
1) Prayojan Mulak Hindi Ke Naye Ayam : Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vividh Roop : Dr. Rajendra Mishra, Rakesh Sharma

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II Semester B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C & B.Sc. (Honors) - Language under AECC for the year 2021-22 onwards

Max.Marks : 60+40

Texts:

1. Hindi Kavita : "Kavyaabhishek" Edited by: Prof. Shekhar
Dr. Suryavanshi D.P

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Anuvad : Paribhasha, Prakar, Anuvad Ke Lakshan, Anuvad Ki Avashyakata, Passage (Translation)

Reference Books:
1) Prayojan Mulak Hindi Ki Nayi Bhumika: Kailash Nath Pandey
2) Anuvad Vignan : Dr. Bholanth Tiwari
3) Kavyanuvad Ki Samasyayen : Dr. Bholanth Tiwari

DIVISION OF MARKS

I Semester B.Sc, B.V.Sc, M.Sc (Biological Science), B.S.(4), B.O.C. & B.Sc. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Prayojan Mulak Hindi	(2) out of (3)	2 x 4= 08
6.	Sankshepan	(1 Passage)	1 x 7=07
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03	HOURS-04	**Total=100**

II Semester B.Sc, B.V.Sc, M.Sc (Biological Science), B.S.(4), B.O.C. & B.Sc. (Honors) – Language Under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Anuvad	(2) out of (3)	2 x 4= 08
6.	Translation (Passage)		1 x 7=07
			Theory Total = 60
	Internal Assessment Marks		**= 40**
	CREDITS-03	HOURS-04	**Total=100**

I Semester B.Com., M.B.S, B.Com(Honors)., B.Com (Insurance) - Language under AECC for the year 2021-22 onwards

Texts: **Max. Marks: 60+40**

1. Hindi Gadya Ki Vidhayen : "Gadya Shikharan" Edited by: Prof.Shekhar
Dr.Narayana. K

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Grammar : Ling, Vachan, Karak, Visheshan, Kriya.

Reference Books:

1) Sugam Hindi Vyakarn:	Prof. Vanshidhar & Dharmapal Shastri
2) Vyavaharik Hindi Vyakaran tatha Rachana:	Dr. Hardev Bahari
3) Hindi Vyakaran :	Dr. Nagappa

II Semester B.Com., M.B.S, B.Com(Honors)., B.Com (Insurance) - Language under AECC for the year 2021-22 onwards

Texts: **Max. Marks: 60+40**

1. **Kahani Sangrah :** "Kahani Sangam" Edited by: Dr. Sunitha Vivek
Sri. Devidas Tukaram

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Media Lekhan : 1) Shravya Madhyam- Samachar Lekhan, Radio Natak,.
2) Drushya Madhyam- Chalchitra, Television, Video,

Reference Books:

1) Prayojan Mulak Hindi Ke Naye Ayam :	Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika :	Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vivid Roop :	Dr. Rajendra Mishra, Rakesh Sharma
4) Patrakarita Aaj Bhi Mission Media @ 360 :	Sandeep Upadyay

DIVISION OF MARKS

I Semester B.Com., M.B.S., B.Com (Honors)., B.Com (Insurance) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Grammar	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**= 40**
	CREDITS-03	HOURS-04	**Total=100**

II B.Com., M.B.S.,B.Com(Honors)., B.Com (Insurance) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Media Lekhan	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

I Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC for the year 2021-22 onwards

Texts:

Max. Marks: 60+40

1. Hindi Kahani : "Katha Parcham" Edited by: Dr. Sunitha Vivek, Dr. Shylaja

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2: Grammar: Ling, Vachan, Karak, Sarvanam, Visheshan, Kriya.

Reference Books:

1) Adhunik Hindi Vyakaran Aur Rachana : Dr .Vasudevanandan Prasad.
2) Sugam Hindi Vyakarn : Prof. Vanshidhar & Dharmapal Shastri
3) Vyavaharik Hindi Vyakaran tatha Rachana : Dr. Hardev Bahari

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II Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC for the year 2021-22 onwards

Texts:

Max. Marks: 60+40

1. **Hindi Gadya :** "Gadya Koushal" Edited by: Dr. Neeta Hiremath, Dr. Ramkali Sharma

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. **Prayojan Mulak Hindi :** 1) Rozgar Parak Hindi, Filmi Jagath, Vigyapan, Srujanathmak Lekhan, Hindi Software
   2) Anuvad Kala: Paribhasha, Prakar, Anuvad Ki Avashayakata, Achche Anuvadak Ke Gun

Reference Books:

1) Prayojan Mulak Hindi Ke Naye Ayam : Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vivid Roop : Dr. Rajendra Mishra, Rakesh Sharma

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DIVISION OF MARKS

I Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Grammar	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

II Semester B.B.A., B.H.M., M.T.A., B.B.A (Aviation) - Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Prayojan Mulak Hindi	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

I Semester B.C.A., B.Sc.(FAD)- Language under AECC
for the year 2021-22 onwards

Texts: **Max. Marks:60+40**

1. Hindi Niband Sahitya : "Nibandh Sagar" Edited by : Smt. Malathi A.M
Dr. Suryavanshi .D.P

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Karyalayi Hindi : Alekhan, Tippan, Prativedan (Report)

3. Sankshepan

Reference Books :
1) Karyalay Alekhan Aur Tippan : Prakashak- Karnatak Mahila Hindi Seva Samiti, Chamarajpet, Bangalore.
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey, Lokabharathi Prakashan, Ilahabad

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II Semester B.C.A., B.Sc.(FAD)- Language under AECC
for the year 2021-22 onwards

Texts: **Max. Marks:60+40**

1. Hindi Kahani Sahitya: "Katha Nidhi" Edited by: Dr. Narayana.K
Dr. Basavaraju.M

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

2. Prayojan Mulak Hindi : 1) Rozgar Parak Hindi, Filmi Jagath, Vigyapan, Srujanathmak Lekhan, Hindi Software
2) Anuvad Kala : Paribhasha, Prakar, Anuvad Ki Avashyakata, Achche Anuvadak Ke Gun

Reference Books:
1) Prayojan Mulak Hindi Ke Naye Ayam : Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vivid Roop : Dr. Rajendra Mishra, Rakesh Sharma

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DIVISION OF MARKS
I Semester B.C.A., B.Sc.(FAD)- Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Karyalayi Hindi	(2) out of (3)	2 x 4= 08
6.	Sankshepan	(1 Passage)	1 x 7= 07
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total=100**

II Semester B.C.A., B.Sc.(FAD)- Language under AECC

1.	Objective type Questions		10x 1= 10
2.	2 Annotations from prose	(2) out of (3)	2 x 7= 14
3.	1 main question from prose	(1) out of (2)	1 x16=16
4.	1 short notes from prose	(1) out of (2)	1 x 5= 05
5.	Prayojan Mulak Hindi	(3) out of (5)	3 x 5= 15
			Theory Total =60
	Internal Assessment Marks		**=40**
		CREDITS-03 HOURS-04	**Total=100**

OPEN ELECTIVE
SYLLABUS and TEXT BOOKS Under NEP Subject : Hindi

I Semester B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A., B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2021-22, onwards

Texts: **Max. Marks:60+40**

1. Paryavaran Sambandhi Hindi Sahitya : "Hamara Paryavaran" Edited by:
1. Dr. Prabhu Upase
2. Dr. Narayana.K,
3. Dr.Shylaja
4. Smt. Malathi.A.M

(Printed and Published by Prasaranga, Bangalore University, Bangalore)

II Semester B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A.B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2021-22, onwards

Texts: **Max. Marks:60+40**

1. **Hindi Bhasha Aur Sahitya Ka Samanya Parichay :**
   Bhasha Ka Parichay, Bhasha Adhyayan Ki Dishaye Aur Lakshya
   Hindi Sahitya Ka Itihas – a) Kal Vibhajan
   b) Adikal Ka Samanya Parichay : Pramukh Kavi – Gorak Nath, Chandbardayi
   c) Bhakti Kal: Samanya Parichay : Pramuk Kavi- Kabir, Tulasidas
   d) Reeti Kal, Samanya Parichay : Pramuk Kavi- Chintamani, Bihari
   e) Adhunik Kal, Samanya Parichay : Chayavad Ke Char-Sthamb
   f) Gadya Ki Vidhavon Ka Sankshipt Parichay

Reference Books:

1) Bhasha Vigyan :	Dr. Bholanath Tiwari
2) Bhasha Vigyan Evam Hindi Bhasha :	Dr. Hanumanta Rao Patil
3) Hindi Bhasha Aur Lipi :	Dr. Dheerendra Varma
4) Hindi Sahitya Ka Itihas :	Acharya Ramachandra Shukla
5) Hindi Sahitya Ka Itihas :	Dr. Nagendra

DIVISION OF MARKS

I B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A., B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2021-22, onwards

1.	Objective type questions		10x 1= 10
2.	Short Answer questions	(8) out of (10)	8 x 2= 16
3.	2 main questions	(2) out of (3)	2 x12=24
4.	Short Notes	(2) out of (3)	2 x 5= 10
			Theory Total =60
	Internal Assessment Marks		**=40**
	CREDITS-03	HOURS-04	**Total=100**

II B.A., B.F.A., B.S.W., B.Music, B.V.A / B.Sc., B.V.Sc., M.Sc (Biological Sciences), B.S.(4), B.O.C., B.Com., B.Com (Hon), B.Com (Insurance), M.B.S/ B.B.A., B.H.M., M.T.A.,B.B.A(Aviation)/ B.C.A., B.Sc.(FAD) (For All Streams across the Discipline)
for the year 2021-22, onwards

1. Objective type questions		10x 1= 10
2. Short Answer questions	(8) out of (10)	8 x 2= 16
3. 2 main questions	(2) out of (3)	2 x12=24
4. Short Notes	(2) out of (3)	2 x 5= 10
		Theory Total =60
Internal Assessment Marks		**=40**
CREDITS-3	HOURS-04	**Total=100**

I Semester B.A (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE)
for the year 2021-22 onwards
(OPTIONAL HINDI)

Texts: **Max. Marks:60+40**

Paper 1. Katha Sahitya (DSC/A1/B1) : I. "Katha Ashtak" Edited by. Dr. Rita Gowda
(Printed and Published by Malik & Company Jaipur)
(First 4 Stories)
1) Budhdhu Ka Kaanta : Chandradhar Sharma 'Guleri'
2) Poos Ki Raat : Premchand
3) Taayi : Vishvambharnath Sharma 'Kaushik'
4) Puraskar : Jayashankar Prasad

II. Daudh : Upanyas : Mamata Kaaliya
(Printed and Published by Vani Prakashan, New Delhi)

Texts: **Max. Marks:60+40**

Paper 2. Hindi Vyakaran (DSC/A2/B2) : 1) Bhasha, Vyakaran tatha Boli 2) Varna Vichar, Shabdha Vichar Aur Vakya Vichar 3) Sanjna Vikar : a) Ling b) Vachan c) Karak 4) Sarvanam 5) Visheshan 6) Kriya 7) Kaal 8) Kriya Visheshan 9) Sambandha Bodhak 10) Samuchaya Bodhak 11) Vismayadi Bodhak 12) Shabdh Rachana 13) Prathyay –Upasarg 14) Sandhi 15) Samas 16) Pad Parichaya

Reference Book : 1) Sachitra Hindi Vyakaran tatha Rachana : Surendra Gambhir, Ramakrishna Sharma tatha Vimal Kumari
(Printed and Published by Pitamber Publishing Company New Dehli)
2) Hindi Vyakaran : Kamatha Prasad Guru
(Printed and Published by Hindi Marati Prakashan, Nagpur)
3) Hindi Vyakaran Aur Rachana : Dr. Vashudevannandan Prasad
(Printed and Published by Bharathi Bhavan, Patna)

II Semester B.A (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE)
for the year 2021-22 onwards

Texts: **Max. Marks:60+40**

Paper 3. Adhunik Hindi Kavya (DSC/A3/B3) : I. "Adhunik Kavya Sangraha" Edited by . Dr. Urvashi Sharma
(Printed and Published by Malik & Company, Jaipur)
(First 4 Kaviyon Ki Kavitanye)
1) Jayashankar Prasad-(Beetee Vibhavari, Peshola Ki Pratidhwani, Himadri Tung Shrung Se).
2) Suryakanth Tripathi 'Nirala'- (Sandhya Sundhari, Bhikshuk, Vidhava).
3) Sumitranandan Panth- (Nauka Vihar, Taaj)
4) Gajanan Madhav Muktibodh- (Manav Ke Sukh Dukh, Pitah Tumari Aati Hai Yaad)

II. Khanda Kavya : 'Shabari' Dr. Naresh Mehta
(Printed and Published by Lokbharathi Allahabad)

Texts:

Max. Marks:60+40

Paper 4. Prayojan Mulak Hindi (DSC/A4/B4): 1) Prayojan Mulak Hindi Ke Vividh Roop,
2) Swaroop, Paribhasha, Kshetra
3) Patrakarita Ke Vividh Ayam
4) Suchana Proudyogiki Aur Hindi
5) Anuvad Vigyan Aur Chintan

Reference Books:

1) Prayojan Mulak Hindi Ke Naye Ayam : Dr. Pandit Banne
2) Prayojan Mulak Hindi Ki Nayi Bhumika : Kailash Nath Pandey
3) Prayojan Mulak Hindi Ke Vivid Roop : Dr. Rajendra Mishra, Rakesh Sharma

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DIVISION OF MARKS

I Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2021-22 onwards(Paper-1)

1. Objective type Questions	(From Kahani aur Upanyas)	10x 1= 10
2. 2 Annotations	(From Kahani aur Upanyas 2 out of 4)	2 x 7= 14
3. 2 main question	(From Kahani aur Upanyas 2 out of 4)	2 x14=28
4. 2 short notes	(From Kahani aur Upanyas 2 out of 4)	2 x 4= 08
		Theory Total =60
Internal Assessment Marks		**=40**
CREDITS-3 HOURS-04		**Total=100**

I Semester B.A-(Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2021-22 onwards(Paper-2)

1. Grammar	Short Answers	(6) out of (8)	6x2 = 12
2. Grammar	Answer the Questions	(4) out of (6)	4x5 = 20
3. Grammar	Answer the Questions	(2) out of (3)	2x10=20
4. Grammar	2 Short Notes	(2) out of (3)	2x4 = 08
			Theory Total= 60
Internal Assessment Marks			**=40**
CREDITS-03	HOURS-04		**Total = 100**

II Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2021-22 onwards(Paper-3)

1. Objective type Questions	(From Kavya aur Khandakavya)	10x 1= 10
2. 2 Annotations	(From Kavya aur Khandakavya 2 out of 4)	2 x 7= 14
3. 2 main question	(From Kavya aur Khandakavya 2 out of 4)	2 x14=28
4. 2 short notes	(From Kavya aur Khandakavya 2 out of 4)	2 x 4= 08
		Theory Total =60
Internal Assessment Marks		**=40**
CREDITS-3 HOURS-04		**Total=100**

II Semester B.A- (Basic/Honors)/M.A Discipline (Core) DSC/Discipline Elective (DSE) for the year 2021-22 onwards(Paper-4)

1. Prayojanmulak Hindi	Short Answers	(6) out of (8)	6x2 =12
2. Prayojanmulak Hindi	Answer the Questions	(4) out of (6)	4x5 =20
3. Prayojanmulak Hindi	Answer the Questions	(2) out of (3)	2x10=20
4. Prayojanmulak Hindi	2 short Notes	(2) out of (3)	2x4 =08
			Theory Total =60
Internal Assessment Marks			**=40**
CREDITS-3 HOURS-04			**Total = 100**

Dr. Shekhar
Professor & Chairman
Department of Hindi
Bangalore University
Bangalore - 560 056.

BANGALORE UNIVERSITY

SANSKRIT LANGUAGE

SYLLABUS FOR

UNDER GRADUATE PROGRAM

Syllabus framed under

National Education Policy -2020

Ability Enhancement Compulsory Course

BA/B.Sc/BBA/B.COM/BCA/BHM/BVA

Sanskrit Major (Discipline Core) for BA/Humanities and Open Elective Syllabus

For the Academic year 2021-22 and onwards

Course pattern and scheme of examination for all UG Courses

By

DR. C.SHIVARAJU

PROFESSOR & CHAIRMAN

Department of studies in Sanskrit

Jnanabharati Campus, Bangalore -560056

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2.	Proceedings of Board of studies (UG)
3.	Sanskrit Language Syllabus for Ability Enhancement Compulsory Course (L+T) (AECC) I – IV- Semesters
4.	III B. Model. Syllabus for Discipline Core For Undergraduate courses in constituent and affiliated colleges Bachelor of Arts (Basic / Honours) For Subjects Without Practical With One Major & One Minor BA (With Sanskrit Major & One Minor) I – VIII - SEMESTERS
5.	Open Electives I – IV- SEMESTERS
6.	Course pattern and Scheme of Examination for all UG courses as per NEP -2020 –from 2021-22 and onwards

Preamble

Samskrit language has a rich heritage of knowledge-systems and educational values. It stood the test of time for millenniums and has given precious wealth of knowledge to society at large. It is an earnest need-of-the-hour to disseminate the knowledge of Samskrit learning to one and all in a systematic and enrichingmanner.

As per the directions of Government of Karnataka in accordance with NEP (National Education Policy)-2020, languages will be studied in two years of graduate studies spreading across 4 semesters. New focus areas are identified and curriculum has been framed according to it. Open Electives are also incorporated in Samskrit. For Optional Samskrit course, Major and Minor papers are structured and specific texts are finalized and approved by BOS (UG) of Samskrit. It has also designed framework of the curriculum, together with the structure for specialized 4-year graduate course in constituent and affiliated colleges.

Road-Map of implementation of NEP

1. Vice-Chancellor and Officers of KSU have attended various meetings and workshops organized by KSHEC pertaining to NEP-2020 and have discussedthe strategies to implementit.
2. Many meetings have been convened with Deans and HODs under the Chairmanship of Hon'ble Vice-Chancellor of KSU to discuss and prepare the roadmap. As the outcome of the meetings, KSU has set-up a task- force for implementation of NEP-2020.
3. KSU has set-up NEP helpline and a dedicated web-page in the varsity's web-page: National Education Policy NEP-2020 Helpline No.: 8660423794, 9448124207www.ksu.ac.in/en/national-education-policy-2/
4. IQAC at Karnataka Samskrit University has organized many Seminars/ Conferences/Workshops for faculties of University and Affiliated Colleges & Research Institutes of Karnataka to create awareness and discuss the important features of NEP for the immediate implementation at KSU.

5. The task-force has framed the structure of Samskrit Language Courses, Open Electives, Major Samskrit for Universities and Colleges and specialized Samskrit graduate honors course in constituent colleges and affiliated colleges.
6. Board of Studies (BOS) will finalize the syllabus according to the framework suggested by the task-force.
7. NEP-2020 will be implemented from this Academic Year -2021-22 in constituent and affiliated colleges.
8. Four years Under Graduate honors courses have been offered from this year, where students can opt open electives from across the disciplines. These UG courses have been framed for skill enhancement, digital literacy, health and environmental awareness.
9. Provisions for multi entry and multi exit options are available for students in every year where students can get Certificate, Diploma and Degree after exit in 1st, 2nd and 3rd year respectively. Fourth year of the honors degree has provision for research methodology and research project courses.
10. Students may register for doctoral research after completing the honors course.
11. Students can opt courses with equal credits from other Institutions as well as their own Institution through National Credit Bank.
12. Weightage for credits will be executed in the marks-card by the Examination Section according to the NEP-2020.

Opportunities available for Samskrit studies in NEP framework:

1. Samskrit needs to be highlighted in all disciplines of studies.
2. NEP has given ample opportunities to showcase the hidden treasure of Samskrit.
3. Students from across disciplines can opt open electives like Samskrit Computational Linguistics, Yoga, Logic, Philosophy, Aesthetics, Dramaturgy, Mathematics, etc., from Samskritdiscipline.
4. Students from Samskrit can also opt open electives like Computer Technology, Economics, Ayurveda, Mathematics, Information Technology, Communication, Linguistics, Environmental Study, etc. from other disciplines in otherDepartments/Institutions/Universities.
5. Inter-department courses and research in the University are highly promoted.
6. New innovative courses for skill enhancement and value based education like Digital Literacy, Yoga, Environmental Studies and Health are compulsorily implemented. This will help Samskrit students for placement in different industries like IT, Health and Hospitality etc.
7. Heritage and Cultural studies are highlighted in all the stages of education.

Sd/-

Dr. C.Shivaraju

Professor & Chairman

BANGALORE UNIVERSITY
P.G DEPARTMENT OF STUDIES IN SANSKRIT
Proceedings of the BOS (U.G) in Sanskrit -2021-22

Proceedings of the Board of Studies meeting in Sanskrit (UG) held on 23-09-2021 & 24-09-2021 at 11:00am in the P.G. Department of studies in Sanskrit, Jnanabharathi campus, Bangalore-560056.

Members Present

Internal Members		**Signature**
1. Dr. C.Shivaraju Prof. & Chairman Dept. of Sanskrit, Bangalore University, Bangalore -56.	Chairman	
2. Dr. Nagaratna Hegde Associate Professor, Surana Collage, Basavanagudi, Bangalore -04.	Member	
3. Vidushi. Malathi. H Asst. Professor RNS First Grade College, Channasandra, Bangalore -98.	Member	Malathi.H
4. Sri. Shashikiran. S Asst. Professor KLE Society's Degree college Nagarabhavi, Bangalore -72.	Member	Shashikiran. S
5. Smt. Vanishree .K.L Asst. Professor Gupta College, BSK III Stage Bangalore-85.	Member	K.L. Vanishree
6. Vidwan. Srinivas Rao Asst. Professor St. Claret College MES Ring Road Jalahalli, Bangalore	Member	ABSENT
7. Vidwan. Balamurali Krishna. P Asst. Professor ASC Degree Evening College West of Chord Road, Bangalore -10	Member	
8. Vidwan. Ravish Hegde Asst. Professor Christ Academy institute of Advanced studies, Christanagar, Begur Koppa Road Sakalawara Post Bangalore-83	Member	ABSENT

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External BOS Members (U.G)

1. Dr. K.R. Kumudavalli — Member
   Associate Professor
   Vijaya college R.V. Road,
   Basavanagudi, Bangalore -04

2. Dr. S.N. Pranesha — Member
   Professor
   Jain college V.V. Puram
   Vasavi Temple Road,
   Bangalore-04.

Subject Expert External Member (UG)

1. Dr. C.Shivakumara Swamy — Member
   Prof. of Sanskrit & Principal (Retd)
   No. #6, 1st cross PF Layout
   Vijayanagar, Bangalore -40

2. Dr. R.Shobha — Member
   Associate Professor
   Maharani Cluster University,
   Bangalore-01

Resolution No 1) It is resolved to approve the Titles & Abstracts of Language Sanskrit and Discipline core papers (U.G. Syllabus) & Text-Books under New Education Policy which come into effect from the academic year-2021-22 and onwards.

Resolution No 2) It is resolved to approve the Open Elective Papers for all UG courses

Resolution No 3) It is resolved to approve the Bachelor of Arts (Basic / Honours) Syllabus for Sanskrit as Discipline core Major / Minor.

Resolution No 4) It is resolved to approve the Course pattern and scheme of examination for all UG courses as per NEP -2020.

Resolution No 5) It is resolved to approve the names of the proposed editors for the text books selected in the BOS Meeting.

Chairman
Board of Studies in Sanskrit (U.G)
CHAIRMAN
P.G. Department of Sanskrit
Bangalore University
Bangalore-560 056.

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BANGALORE UNIVERSITY

FOR QUALITY & EXCELLENCE IN HIGHER EDUCATION

ACCREDIATED BY NAAC

SYLLABUS FOR

UNDER GRADUATE PROGRAM

SANSKRIT LANGUAGE CURRICULUM FRAMEWORK

Syllabus framed under

National Education Policy -2020

(I – IV- SEMESTERS)

Ability Enhancement Compulsory Course (L+T)

TO IMPLEMENT FROM THE ACADEMIC YEAR-2021-22

FOR ALL UG COURSES

Department of studies in Sanskrit
Jnanabharati Campus, Bangalore -560056

BANGALORE UNIVERSITY
NATIONAL EDUCATION POLICY -2020
ABILITY ENHANCEMENT COMPULSORY COURSES (AECC)
LANGUAGES L+T
Board of studies in Samskrit
SYLLABUS FOR LANGUAGE SAMSKRIT
UNDER GRADUATE COURSES
CHOICE BASED CREDIT SYSTEM (CBCS),
SEMESTER SCHEME-2021-22 ONWARDS

I Semester - BA/B Music/ BFA/BPA/BSW/BVA

Title: Sanskrit Poetry, Grammar and Comprehension

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
I	a. Introduction to Classical Sanskrit Poetry b. Selected Portion of a Sanskrit Poetic composition- **Valmiki Ramayana- Balakanda Sarga-I**	42	3
	a. Simple Sanskrit Sentence formation b. SubanthaPrakaranam-AjanthaShabda, SarvanamaShabda c. Comprehension in Sanskrit	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation and explanation of Shlokas	(4 of 6)	4x3=12
5. Reference to context	(2 of 4)	2x3=6
6. Grammar (Should be answered in Sanskrit only)		
a) Simple Sanskrit Sentence formation	(5 of 8)	5x1=05
b) IdentifyingLinga,Vibhakti&Vachana	(5 of 8)	5x1=05
7. Comprehension in Sanskrit		4x2=8

Books for study &Reference:

1. Valmiki Ramayana: - Vid. Ranganatha Sharma (ಭಾರತ ದರ್ಶನ ಪ್ರಕಾಶನ)
2. Valmiki Ramayana: - Geetha Press,Gorakpur.
3. History of Classical Sanskrit Literature by M. Krishnamachariar.
4. Samkruta Sahitya Ithihasa (Kannada Translation)- ಕೆ.ಟಿ. ಪಾಂಡುರಂಗಿ

5. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
6. History of Classical Sanskrit Literature- S.Rangachar
7. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
8. Higher Sanskrit Grammar- M.R. Kale.
9. Subhodha Samskrutha Vyakarana –D.N. Shanbhag.

Editor

1. Valmiki Ramayana: Dr. Pranesha .S.N and Sri. Srihari Arshi

I Semester – B.Sc/B.Sc (FAD) and all other Science and Home Science courses

Title: Sanskrit Poetry, Grammar and Comprehension

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
I	a. Introduction to Classical Sanskrit Poetry b. Selected Portion of a Sanskrit Poetic composition- **Mahakavya- Kiratharjuniya Sarga-I & II**	42	3
	a. Simple Sanskrit Sentence formation b. Subantha Prakaranam-Ajantha Shabda, Sarvanama Shabda c. Comprehension in Sanskrit	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation and explanation of Shlokas	(4 of 6)	4x3=12
5. Reference to context	(2 of 4)	2x3=6
6. Grammar (Should be answered in Sanskrit only)		
a) Simple Sanskrit Sentence formation	(5 of 8)	5x1=05
b) IdentifyingLinga,Vibhakti&Vachana	(5 of 8)	5x1=05
7. Comprehension in Sanskrit		4x2=8

Books for study &Reference:

1. Kiratharjuniyam:- M.R. Kale- Mothilal Banarasidas Publishers
2. Kiratharjuniyam: By Nirnayasagar Press, Bambay.
3. Kiratharjuniyam: Chowkamba VidyaBhavan.
4. Kiratharjuniyam-ICanto-Prof.S.RamachandraShastriPrasaranga,BangaloreUniversity.
5. History of Classical Sanskrit Literature by M. Krishnamachariyar.
6. Samkruta Sahitya Ithihasa (Kannada Translation)- ಕೆ.ಟಿ. ಪಾಂಡುರಂಗಿ
7. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
8. History of Classical Sanskrit Literature- S.Rangachar
9. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
10. Higher Sanskrit Grammar- M.R. Kale.
11. Subhodha Samskrutha Vyakarana –D.N. Shanbhag.

Editor

1. Kiratharjuniyam Sarga I & II :- Dr. R. Shobha

I Semester – B.Com

Title: Sanskrit Poetry, Grammar and Comprehension

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
I	a. Introduction to Classical Sanskrit Poetry b. Selected Portion of a Sanskrit Poetic composition- **Mahabharata- Yayathi Upakhyana**	42	3
	a. Simple Sanskrit Sentence formation b. SubanthaPrakaranam-AjanthaShabda,SarvanamaShabda c. Comprehension in Sanskrit	18	
	ContinuousEvaluation:Attendance,Assignment,InternalTest, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation and explanation of Shlokas	(4 of 6)	4x3=12
5. Reference to context	(2 of 4)	2x3=6
6. Grammar (Should be answered in Sanskrit only)		
a) Simple Sanskrit Sentence formation	(5 of 8)	5x1=05
b) IdentifyingLinga,Vibhakti&Vachana	(5 of 8)	5x1=05
7. Comprehension in Sanskrit		4x2=8

Books for study &Reference:

1. Mahabharata: - B.O.R.I,Pune,
2. ಮಹಾಭಾರತ : ಭಾರತ ದರ್ಶನ ಪ್ರಕಾಶನ.
3. Mahabharatham : Geetha Press, Gorokpur.
4. History of Classical Sanskrit Literature by M. Krishnamachariyar.
5. Samkruta Sahitya Ithihasa (Kannada Translation)- ಕೆ.ಟಿ. ಪಾಂಡುರಂಗಿ
6. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
7. History of Classical Sanskrit Literature- S.Rangachar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
9. Higher Sanskrit Grammar- M.R. Kale.
10. Subhodha Samskrutha Vyakarana –D.N. Shanbhag.

Editors

1. Mahabharata Yayathi Upakhyana:- Dr. Kumudavalli. K.R. and Vidwan Balamuralikrishna.P

I Semester - BBA and other Management Courses

Title:SanskritPoetry,GrammarandComprehension

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
I	a. Introduction to Classical Sanskrit Poetry b. Selected Portion of a Sanskrit Poetic composition- **Raghuvamsham- Sarga –VII**	42	3
	a. Simple Sanskrit Sentence formation b. SubanthaPrakaranam-AjanthaShabda,SarvanamaShabda c. Comprehension in Sanskrit	18	
	ContinuousEvaluation:Attendance,Assignment,InternalTest, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation and explanation of Shlokas	(4 of 6)	4x3=12
5. Reference to context	(2 of 4)	2x3=6
6. Grammar (Should be answered in Sanskrit only)		
a) Simple Sanskrit Sentence formation	(5 of 8)	5x1=05
b) IdentifyingLinga,Vibhakti&Vachana	(5 of 8)	5x1=05
7. Comprehension in Sanskrit		4x2=8

Books for study &Reference:

1. Raghuvamsham:- M.R. Kale, MLBD Publishers.
2. Raghuvamsham: Nirnaya sagarPress
3. Raghuvamsham of Kalidasa: G.R. Nandargikar.
4. ಕಾಳಿದಾಸನ ರಘುವಂಶ: ಗೋಪಾಲರಾವ್.
5. Raghuvamsham of Kalidasa: Prof. Devadhar, MLBD Publishers
6. History of Classical Sanskrit Literature by M. Krishnamachariyar.
7. Samkruta Sahitya Ithihasa (Kannada Translation)- ಕೆ.ಟಿ. ಪಾಂಡುರಂಗಿ
8. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
9. History of Classical Sanskrit Literature- S.Rangachar
10. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
11. Higher Sanskrit Grammar- M.R. Kale.
12. Subhodha Samskrutha Vyakarana –D.N. Shanbhag.

Editor

1. Raghuvamsham- VII Canto -Dr. NagaratnaHegde.

I Semester - BCA/BHM & other Courses

Title: Sanskrit Poetry, Grammar and Comprehension

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
I	a. Introduction to Classical Sanskrit Poetry b. Selected Portion of a Sanskrit Poetic composition- **Buddhacharitha- Sarga-III**	42	3
	a. Simple Sanskrit Sentence formation b. SubanthaPrakaranam-AjanthaShabda,SarvanamaShabda c. Comprehension in Sanskrit	18	
	ContinuousEvaluation:Attendance,Assignment,InternalTest, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation and explanation of Shlokas	(4 of 6)	4x3=12
5. Reference to context	(2 of 4)	2x3=6
6. Grammar (Should be answered in Sanskrit only)		
a) Simple Sanskrit Sentence formation	(5 of 8)	5x1=05
b) IdentifyingLinga,Vibhakti&Vachana	(5 of 8)	5x1=05
7. Comprehension in Sanskrit		4x2=8

Books for study &Reference:

1. Buddhacharitham:- EH Johnston.
2. Buddhacharitham III Canto- S.Rangachar.
3. ಸಂಸ್ಕೃತ ಗದ್ಯ ಪದ್ಯಸಂಗ್ರಹ: ಪ್ರಸಾರಂಗ, ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ.
4. History of Classical Sanskrit Literature by M. Krishnamachariyar.
5. Samkruta Sahitya Ithihasa (Kannada Translation)- ಕೆ.ಟಿ. ಪಾಂಡುರಂಗಿ
6. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
7. History of Classical Sanskrit Literature- S.Rangachar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
9. Higher Sanskrit Grammar- M.R. Kale.
10. Subhodha Samskrutha Vyakarana –D.N. Shanbhag.

Editor

1. Buddhacharitham:- III Canto Vidushi. Malathi. H

II Semester - BA/B Music/ BFA/BPA/BSW/BVA

Title: Sanskrit Prose Literature, Grammar and Translation

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
II	a. Introduction to Samskruta Gadya Kavya b. Selected Portion of a Sanskrit Prose composition- **Panchatantram - Apareekshithakarakam**	42	3
	a. Correction of errors b. Tiganta Prakaranam– Lat Lakara, Lang Lakara, Lot Lakara, Vidhiling Lakara, Lrut Lakara. c. Translation from Sanskrit to Kannada / English	18	
	ContinuousEvaluation:Attendance,Assignment,InternalTest, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Prose	(1 of 2)	1x6=6
5. Reference to context	(4 of 6)	4x3=12
6. Grammar(shouldbeansweredinSanskritonly)		
a) Correction of errors	(5 of 8)	5x1=05
b)Identificationof Lakara,Purusha&Vachana	(5 of 8)	5x1=05
7.TranslationfromKannada/EnglishtoSanskrit		1x8=8

Books for study &Reference:

1. Panchatantram : Published byChowkhambha Publicationsedited by M.R. Kale
2. Panchatantram : Published by MLBD
3. History of Sanskrit Literature by M.R. Kale.
4. Samkruta Sahityada Itihasa (Kannada) S.Ramachandra Shastri-Prasaranga, BangaloreUniversity Publications.
5. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- M. Krishnamachariyar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
9. Higher Sanskrit Grammar- M.R. Kale.

Editors

1. Panchatantram -Apareekshithakarakam:- Vidwan P. Balamuralikrishna and Sri. Shashikiran S

II Semester – B.Sc/B.Sc(FAD) and all other Science and Home Science Courses

Title: Sanskrit Prose Literature, Grammar and Translation

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
II	a. Introduction to Samskruta Gadya Kavya b. Selected Portion of a Sanskrit Prose composition- **Kadambari – Kathamukham**	42	3
	a. Correction of errors b. Tiganta Prakaranam– Lat Lakara, Lang Lakara, Lot Lakara, Vidhiling Lakara, Lrut Lakara. c. Translation from Sanskrit to Kannada / English	18	
	ContinuousEvaluation:Attendance,Assignment,InternalTest, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3
	Scheme of Examination		

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Prose	(1 of 2)	1x6=6
5. Reference to context	(4 of 6)	4x3=12
6. Grammar(shouldbeansweredinSanskritonly)		
a) Correction of errors	(5 of 8)	5x1=05
b)Identificationof Lakara,Purusha&Vachana	(5 of 8)	5x1=05
7.TranslationfromKannada/EnglishtoSanskrit		1x8=8

Books for study &Reference:

1. Kadambari of Bandabhatta : by M.R. Kale.
2. Kadambari of Baanabhatta- P.V. Kane- MLBD Publications.
3. History of Sanskrit Literature by M.R. Kale.
4. Samkruta Sahityada Itihasa (Kannada) S.Ramachandra Shastri-Prasaranga, Bangalore University.
5. Bhasha Shastra Mattu Samskruta Sahitya Charitre (kannada) edited by Dr.K. Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- M. Krishnamachariyar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
9. Higher Sanskrit Grammar- M.R. Kale.

Editor

1. Kadambari -Kathamukham:- Dr. S.N. Pranesha

II Semester –B.Com

Title: Sanskrit Prose Literature, Grammar and Translation

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
II	a. Introduction to Samskruta Gadya Kavya b. Selected Portion of a Sanskrit Prose composition- **Harshacharitham- Prathama Uchvasa (Vathasyayana Vamsha Varnanam)**	42	3
	a. Correction of errors b. Tiganta Prakaranam– Lat Lakara, Lang Lakara, Lot Lakara, Vidhiling Lakara, Lrut Lakara. c. Translation from Sanskrit to Kannada / English	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Prose	(1 of 2)	1x6=6
5. Reference to context	(4 of 6)	4x3=12
6. Grammar(shouldbeansweredinSanskritonly)		
a) Correction of errors	(5 of 8)	5x1=05
b)Identificationof Lakara,Purusha&Vachana	(5 of 8)	5x1=05
7.TranslationfromKannada/EnglishtoSanskrit		1x8=8

Books for study & Reference:

1. Harshacharitham : P.V. Kane- MLBD Publication.
2. History of Sanskrit Literature by M.R. Kale.
3. Samkruta Sahityada Itihasa (Kannada) S.Ramachandra Shastri-Prasaranga, Bangalore University.
4. Bhasha Shastra Mattu Samskruta Sahitya Charitre (kannada) edited by Dr.K. Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- M. Krishnamachariyar
7. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
8. Higher Sanskrit Grammar- M.R. Kale.

Editor

1. HarshacharithamPrathamaUchvasa(VathasyayanaVamshaVarnanam)-VidushiMalathi.H

II Semester - BBA and other Management Courses

Title: Sanskrit Prose Literature, Grammar and Translation

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
II	a. Introduction to Samskruta Gadya Kavya b. Selected Portion of a Sanskrit Prose composition- **Hithopadesha – Vigraha**	42	3
	a. Correction of errors b. Tiganta Prakaranam– Lat Lakara, Lang Lakara, Lot Lakara, Vidhiling Lakara, Lrut Lakara. c. Translation from Sanskrit to Kannada / English	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Prose	(1 of 2)	1x6=6
5. Reference to context	(4 of 6)	4x3=12
6. Grammar(shouldbeansweredinSanskritonly)		
a) Correction of errors	(5 of 8)	5x1=05
b)Identificationof Lakara,Purusha&Vachana	(5 of 8)	5x1=05
7.TranslationfromKannada/EnglishtoSanskrit		1x8=8

Books for study &Reference:

1. Hithopadesham- Edited by M.R.Kale – MLBD Publications.
2. Hithopadesham- ChowkhambhaPublications.
3. The Hithopadesha of Narayan Pandit-Nirnaya sagar Publications.
4. History of Sanskrit Literature by M.R. Kale.
5. Samkruta Sahityada Itihasa (Kannada) S.Ramachandra Shastri-Prasaranga, BangaloreUniversity Publications.
6. Bhasha Shastra Mattu Samskruta Sahitya Charitre (kannada) edited by Dr.K. Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
7. History of Sanskrit Literature- S.Rangachar
8. History of Classical Sanskrit Literature- M. Krishnamachariyar
9. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
10. Higher Sanskrit Grammar- M.R. Kale.

Editor

1. Hithopadeshaha- Vigraha- Smt. Vanishree K.L

II Semester – BCA/BHM & other Courses

Title: Sanskrit Prose Literature, Grammar and Translation

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
II	a. Introduction to Samskruta Gadya Kavya b. Selected Portion of a Sanskrit Prose composition- **Vethala Panchavimshathi – Selected four stories**	42	3
	a. Correction of errors b. Tiganta Prakaranam– Lat Lakara, Lang Lakara, Lot Lakara, Vidhiling Lakara, LrutLakara. c. Translation from Sanskrit to Kannada / English	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Prose	(1 of 2)	1x6=6
5. Reference to context	(4 of 6)	4x3=12
6. Grammar(shouldbeansweredinSanskritonly)		
a) Correction of errors	(5 of 8)	5x1=05
b)Identificationof Lakara,Purusha&Vachana	(5 of 8)	5x1=05
7.TranslationfromKannada/EnglishtoSanskrit		1x8=8

Books for study &Reference:

1. Vethala Panchavimshathi: Published by Chowkamba Vidyabhavan.
2. History of Sanskrit Literature by M.R. Kale.
3. Samkruta Sahityada Itihasa (Kannada) S.Ramachandra Shastri-Prasaranga, BangaloreUniversity Publications.
4. BhashaShastraMattuSamskrutaSahityaCharitre(kannada)editedbyDr.K.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- M. Krishnamachariyar
7. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
8. Higher Sanskrit Grammar- M.R. Kale.

Editor

1. Vethala Panchavimshathi- Dr. R.Shobha

III Semester - BA/B Music/ BFA/BPA/BSW/BVA

Title:ChampuLiteratureandconceptsofAlankarashastra

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
III	a. Introduction to Sanskrit Champu literature b. Selected portions of any Classical Sanskrit Champu **Champu Ramayana –Kishkindha Kanda**	42	3
	Some concepts of Alankarashastra (Alankara, Riti, Guna, Rasa, Dhvani, Vakrokti & Anumana)	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x10=10
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(2 of 4)	2x4=8
5. Reference to context	(2 of 4)	2x4=8
6. Alankarashastra Itihasa		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study &Reference:

1. Champu Ramayana of Bhojaraja:- Chowkhambha Publications.
2. Champu Ramayana of Bhojaraja: -(Kishkindha khandam)- S.Rangachar.
3. History of Sanskrit Literature by M.R. Kale.
4. SamkritaSahityada Ithihasa (Kannada)–Prof.S.Ramachandra Shastry.
5. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- Krishnamachariyar
8. Samskrita Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy.
9. History of Sanskrit Poetics- S.K. De.
10. History of Sanskrit poetics- P.V. Kane.
11. Alankarasastram – B.K. Shivaramaiaha Sri. Krishnanda Sharma
12. Samskruta Kavya Shastriya Siddhantagalu – Dr. M.Shivakumara Swamy, Bharavi Prakashana Bangalore.

Editor

1. Champu Ramayana –Kishkindha Kanda- Vidwan Krishnananda. B.M

III Semester–B.Sc/B.Sc(FAD)andallotherScienceandHomeScience Courses

Title: Champu Literature and Scientific Literature in Sanskrit

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
III	a. Introduction to Sanskrit Champu literature b. Selected portions of any Classical Sanskrit Champu **Nilakanta Vijayachampu- 4th Ashwasa**	42	3
	Samskruthe Vijnanam **(Introduction to Scientific Literature In Sanskrit)**	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x10=10
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(2 of 4)	2x4=08
5. Reference to context	(2 of 4)	2x4=08
6. Alankarashastra Itihasa		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Nilakanta Vijayachampu: Published by T.V. Viswanatha Aiyar.
2. History of Sanskrit Literature by M.R. Kale.
3. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
4. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- Krishnamachariyar
7. Samskrita Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy.
8. Sanskrit Mathu Vijnana : Dr. Rajaramanna, Akhila Karnataka SanskritaParishat.
9. Science in Sanskrit – Samskrita Bharati, New Delhi.
10. Hemmeya Vijnana Parampare –Samskrita Bharati, Bangalore.
11. ScienceinSanskritintothefuturewithknowledgefromourpast-Sri.TirunarayanaTrustBlore.
12. Ayurveda Subhashita – Dr. Leelaprakash.

Editor

1. NilakantaVijayachampu-4thAshwasa:Dr.R.Shobha

III Semester– B.Com

Title:ChampuLiteratureandVanijyashastra

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
III	a. Introduction to Sanskrit Champu literature b. Selected portions of any Classical Sanskrit Champu **Nilakanta Vijayachampu- 1st Ashwasa**	42	3
	Samkruthe Vanijyam (Introduction to Arthashastra of Kautilya- important concepts)	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x10=10
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(2 of 4)	2x4=08
5. Reference to context	(2 of 4)	2x4=08
6. Alankarashastra Itihasa		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Nilakanta Vijayachampu: Published by T.V. Viswanatha Aiyar
2. History of Sanskrit Literature by M.R. Kale.
3. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
4. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- Krishnamachariyar
7. Samskrita Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy.
8. Prachina Vanijyam – Dr. M. Sivakumara Swamy
9. Prachina Vanijyam – Dr. Vanitha Ramaswamy.
10. Kautilya's Arthashastra – R.P. Kangle
11. Kautilya's Arthashastra – R. Shama Sastry, ORI Mysore
12. Kautilyana Arthashastra- Ankita Prakashana, Bangalore

Editor

1. Nilakanta Vijayachampu- 1st Ashwasa: Dr. S.N. Pranesha

III Semester - BBA and other Management Courses

Title: Champu Literature and Vanijyashastra

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
III	a. Introduction to Sanskrit Champu literature **b.** SelectedportionsofanyClassicalSanskritChampu **Vishwagunadarsha Champu - Suryavaranam, Bhooloka varnanam, Badarikashrama varnanam, Ayodhya varnanam**	42	3
	Samkruthe Vanijyam (Introduction to Arthashastra of Kautilya- important concepts)	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x10=10
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(2 of 4)	2x4=08
5. Reference to context	(2 of 4)	2x4=08
6. Alankarashastra Itihasa		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Vishwagunadarsha Champu: Published by Tukaram Javaji, Nirnaya sagar Press.
2. History of Sanskrit Literature by M.R. Kale.
3. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
4. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- Krishnamachariyar.
7. Samskrita Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy, Bharavi Prakashana, Bangalore.
8. Kautilya's Arthashastra – R.P. Kangle, R. Shama Sastry, ORI Mysore
9. Kamandakiya Nitisara – Dr. C.Shivaraju
10. Yajnavalkyasmrti- ChowkhambaPublication.

Editor

1. Vishwagunadarsha Champu: Sri. Krishnamurthy KMaiya

III Semester - BCA/BHM & other courses

Title: Champu Literature and Scientific Literature in Sanskrit

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
III	a. Introduction to Sanskrit Champu literature b. Selected portions of any Classical Sanskrit Champu **Nalachampu - II Ucchvasa**	42	3
	Samskruthe Vijnanam **(Introduction to Scientific Literature In Sanskrit)**	18	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x10=10
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(2 of 4)	2x4=08
5. Reference to context	(2 of 4)	2x4=08
6. Alankarashastra Itihasa		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Nalachampu: Published by R.S. Vadhyar and sons
2. History of Sanskrit Literature by M.R. Kale.
3. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
4. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
5. History of Sanskrit Literature- S.Rangachar
6. History of Classical Sanskrit Literature- Krishnamachariyar
7. Samskrita Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy.
8. Sanskrit Mathu Vijnana : Dr. Rajaramanna, Akhila Karnataka Samskrita Parishat.
9. Science in Sanskrit – Samskrita Bharati, New Delhi.
10. Hemmeya Vijnana Parampare –Samskrita Bharati, Bangalore.
11. Science in Sanskrit in to the future with knowledge from our past–Sri.TirunarayanaTrust.
12. Ayurveda Subhashita – Dr. Leelaprakash.

Editor

1. Nalachampu (II Ucchvasa)- Vidwan Ravish Hegde

IV Semester - BA/B Music/ BFA/BPA/BSW/BVA

Title: Sanskrit Drama and Dramaturgy

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
IV	Introduction to Sanskrit Drama and Dramaturgy– Originand development of Sanskrit Drama -Dasharupakas and their lakshana. Important Dramas and Dramatists in Sanskrit Literature- Bhasa, Kalidasa, Sriharsha & Shudraka	18	3
	Madhyama Vyayoga of Bhasa	42	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(3 of 5)	3x4=12
5. Reference to context	(2 of 4)	2x3=6
6. Dramaturgy		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Madhyama Vyayoga: R.S. Vadhyar & sons
2. Complete works of Bhasa by C.R. Devadhar, MLBD Publications.
3. Bhasanataka Chakram by Chowkhambha Publications.
4. Samkruta Natakam: A.R Krishna Shastri
5. History of Sanskrit Literature by M.R. Kale.
6. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
7. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
8. History of Sanskrit Literature- S.Rangachar
9. History of Classical Sanskrit Literature- Krishnamachariyar
10. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy

Editor

1. MadhyamaVyayoga:-Dr.K.R.Kumudavalli.
of Bhasa

IV Semester - B.Sc/B.Sc(FAD) and all other Science and Home Science Courses

Title: Sanskrit Drama and Dramaturgy

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
IV	Introduction to Sanskrit Drama and Dramaturgy– Origin and development of Sanskrit Drama -Dasharupakas and their lakshana. Important Dramas and Dramatists in Sanskrit Literature- Bhasa, Kalidasa, Sriharsha & Shudraka	18	3
	Naganandam of Sriharsha - Act IV & V	42	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(3 of 5)	3x4=12
5. Reference to context	(2 of 4)	2x3=6
6. Dramaturgy		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Naganandam: Published : MLBD Publications.
2. Samkruta Natakam: A.R Krishna Shastri
3. History of Sanskrit Literature by M.R. Kale.
4. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
5. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K.Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- Krishnamachariyar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy

Editors

1. Naganandam of Sriharsha- Act IV & V:- Vidwan Srinivasa Rao & Sri. Shashikiran. S

IV Semester – B.Com

Title: Sanskrit Drama and Dramaturgy

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
IV	Introduction to Sanskrit Drama and Dramaturgy– Origin and development of Sanskrit Drama -Dasharupakas and their lakshana. Important Dramas and Dramatists in Sanskrit Literature- Bhasa, Kalidasa, Sriharsha & Shudraka	18	3
	Abhijnana Shakunthalam of Kalidasa – Act IV & V	42	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(3 of 5)	3x4=12
5. Reference to context	(2 of 4)	2x3=6
6. Dramaturgy		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. AbhijnanaShakunthalam:EditedbyK.T.PandurangiPrasaranga,BangaloreUniversity.
2. Abhijnana Shakunthalam: Edited by M.R. Kale MLBD Publications.
3. Samkruta Natakam: A.R Krishna Shastri
4. History of Sanskrit Literature by M.R. Kale.
5. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
6. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K. Siddagangaiah.
7. History of Sanskrit Literature- S.Rangachar
8. History of Classical Sanskrit Literature- Krishnamachariyar

Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy

Editors

1. Abhijnana Shakunthalam –IV & V Acts:- Vidushi Malathi. H & Vidwan Balamurali Krishna.P

IV Semester - BBA and other Management Courses

Title: Sanskrit Drama and Dramaturgy

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
IV	Introduction to Sanskrit Drama and Dramaturgy– Origin and development of Sanskrit Drama -Dasharupakas and their lakshana. Important Dramas and Dramatists in Sanskrit Literature- Bhasa, Kalidasa, Sriharsha & Shudraka	18	3
	Prathima Natakam of Bhasa Act I & II	42	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit		
		40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(3 of 5)	3x4=12
5. Reference to context	(2 of 4)	2x3=6
6. Dramaturgy		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Prathima Natakam: MLBDPublications
2. Samkruta Natakam: A.R Krishna Shastri
3. History of Sanskrit Literature by M.R. Kale.
4. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
5. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K.Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- Krishnamachariyar
8. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy

Editors

1. Prathima Natakam of Bhasa - Act I & II:- Smt. Vanishree .K.S. & Sri. Shashikiran. S

IV Semester - BCA/BHM & other Courses

Title: Sanskrit Drama and Dramaturgy

Semester	Ability Enhancement compulsory course(L+T)	Marks	Credits
IV	Introduction to Sanskrit Drama and Dramaturgy– Origin and development of Sanskrit Drama -Dasharupakas and their lakshana. Important Dramas and Dramatists in Sanskrit Literature- Bhasa, Kalidasa, Sriharsha & Shudraka	18	3
	Mruchchakatikam of Shudraka - Act I & II	42	
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		1x8=8
2. Essay typequestions	(1 of 2)	1x8=8
3. Short notes	(2 of 4)	2x4=8
4. Translation of Shlokas	(3 of 5)	3x4=12
5. Reference to context	(2 of 4)	2x3=6
6. Dramaturgy		
a) Essay type question	(1 of 2)	1x8=8
b) Short notes	(2 of 4)	2x5=10

Books for study & Reference:

1. Mruchchakatikam: MLBDPublications.
2. Samkruta Natakam: A.R Krishna Shastri
3. History of Sanskrit Literature by M.R. Kale.
4. SamkritaSahityada Ithihasa (Kannada) –Prof.S.Ramachandra Shastry.
5. BhashaShastraMattuSamskritaSahityaCharitre(kannada)editedbyDr.Krishnamurthy, Vidwan Ranganatha Sharma and vidwan H.K.Siddagangaiah.
6. History of Sanskrit Literature- S.Rangachar
7. History of Classical Sanskrit Literature- Krishnamachariyar

Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy

Editor

1. Mruchchakatikam of Shudraka- Act I & II:- Dr. Nagaratna Hegde

Sd/-
Dr. C. Shivaraju
Professor & Chairman

BANGALORE UNIVERSITY

III B. MODEL -SYLLABUS FOR DISCIPLINE CORE FOR UNDERGRADUATE PROGRAM IN UNIVERSITIES AND COLLEGES.

BACHELOR OF ARTS (BASIC / HONOURS) FOR SUBJECTS WITHOUT PRACTICAL WITH ONE MAJOR & ONE MINOR BA (WITH SANSKRIT MAJOR & ONE MINOR)

SANSKRIT AS ONE MAJOR / MINOR SUBJECT

I –VIII - SEMESTERS

Department of studies in Sanskrit
Jnanabharati Campus, Bangalore – 560056.

Syllabus for Major Sanskrit Courses

Bachelor of Arts (Basic/ Hons.)(for subjects without practicals with one major and one minor)

B.A. (With Sanskrit major and History minor)

Semester	Discipline Core (DSC) (L+T)	Max Marks		Discipline Elective(DSE) / Open Elective (OE)	Max Marks	
		Theory	IA		Theory	IA
I	Classical Sanskrit Literature- Gadyakavya A 1(3)- **Dashakumaracharitam - I Uchchvasa** Padyakavya A 2(3)- **Raghuvamsham – II Sarga**	60	40	OE-1 (3) **Samskruta Sahitya Parichaya**	60	40
II	Champukavya A3(3)**–Champuramayanam - Ayodhyakanda** Nataka A 4(3)- **Swapnavasavadattam**	60	40	OE-2 (3) **Vyavaharika Samskruta / Functional Sanskrit**	60	40
III	History of Vedic Literature A5(3)- **Vaidika Sahitya Charitre** Epics&Puranas A6(3)- **Mahabharata Katha Samgraha-Adiparva- I -Sarga**	60	40	OE-3 (3) **Sanskrit Epics Ramayana / Mahabharata**	60	40
IV	Dasharupaka A 7(3)- **Dasarupaka IV Prakasha** Vyakarana A 8(3)**- Laghu Siddhanta Koumudi - Samjna Prakarana**	60	40	OE-4 (3) **Natyashastra Parichaya**	60	40
V	**TarkaSangraha** A 9(4) **Ishavasyopanishat** A 10(4)	60	40	Vocational-1 (3) **(Manuscriptology/ Natural Language Processing)**	60	40
VI	**KavyaPrakasha –I & II Ullasa** A 11(4) Arthashastra- Vinayadhikaranam A 12(4)	60	40	Vocational-2 (3) **(Manuscriptology/ Natural Language Processing)**	60	40
Specialization in Darshana						
VII	**Vedantasara of Sadananada** A-13(4) **Bhagavadgeeta -I Adhyaya** A-14(4) **Sankhyakarika of Ishwara Krishna** A-15(3)	60	40	DS- A Elective1(3) **Arthashastra-Koutilya** DSE-A Elective 2(3) **Karnataka's Contribution toSanskritLiterature** Res. Methodology (3)	60	40
VIII	**Shaddarshana Samucchaya** A-16(4) **Veda Suktas-Agni, Rudra, Parjanya** A-17(4)	60	40	DS- A Elective 3(3) **Modern Sanskrit Literature** DS- A Elective 3(3) **History of Indian linguistics** Research Project (6)*	60	40

Specialization in Alankarashastra						
VII	**BharatiyaKavya Mimamse** A-13(4) **Kavyalankara-Bhamaha** A-14(4) **Kuvalayananda of Appayya Dikshita** A-15(3)	60	40	DS- A Elective1(3) **Arthashastra-Koutilya** DSE-A Elective 2(3) **Karnataka's Contribution toSanskritLiterature** Res. Methodology (3)	60	40
VIII	**Dhvanyaloka-lUdyota** A-16(4) **VakroktiJivita – lUnmesha** A-17(4)	60	40	DS- A Elective 3(3) **Modern Sanskrit Literature** DS- A Elective 3(3) **History of Indian linguistics** Research Project (6)	60	40

Sd/-

Dr. C.Shivaraju

Professor & Chairman

BANGALORE UNIVERSITY

FOR QUALITY & EXCELLENCE IN HIGHER EDUCATION
ACCREDIATED BY NAAC

OPEN ELECTIVES

Three credits each

UNDER GRADUATE

BA/B.Sc/BBA/B.Com/BCA/BHM

Syllabus framed under National Education Policy-2020

SYLLABUS

For the year 2021-22 and onwards

Open Electives for all UG Courses

Department of studies in Sanskrit
Jnanabharati Campus, Bangalore – 560056.

SANSKRIT

Discipline Elective / Open Elective Courses in Samskrit

ISemester–B.A/B.Com/B.Sc/BBA/BCA/BHMandotherUGCourses

Title: Samskrita BhashaPraveshika

Semester	Discipline Elective (DSE) / Open Elective (OE) –OE-1 (3) Credits	Marks	Credits
I	**Samskrita Bhasha Praveshika** : Introduction to Sanskrit Literature	60	3
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		10x1=10
2. Essay typequestions	(2 of 3)	2x10=20
3. Short notes	(4 of 6)	4x5=20
4. ShortEssays	(2 of 4)	2x5=10

Books for study & Reference:

1. Samskrita Bhasha Praveshika – by Dr.C. Shivaraju
2. History of Classical Sanskrit Literature- S. Rangachar
3. Samskruta Sahitya Sameekshe (Kannada) Dr. M. Shivakumara Swamy
4. Samskruta Nataka- A.R. Krishnashastri

Editor

1. Samskrita Bhasha Praveshika – by Dr. C. Shivaraju

Discipline Elective / Open Elective Courses in Samskrit

II Semester–B.A/B.Com/B.Sc/BBA/BCA/BHMandotherUGCourses

Title: Vyavaharika Samskritam (Functional Sanskrit)

Semester	Discipline Elective (DSE) / Open Elective (OE) –OE-1 (3) Credits	Marks	Credits
II	**Vyavaharika Samskritam (Functional Sanskrit)** **Reading, writing and speaking in Samskrit** Skill development through introduction to alphabets,Readingandwritingskills,Sapta Prashnavachakaha, (1. Kim-what 2. Kutra-where 3. Kati- How many 4. Kada-when 5. Kutaha–From where 6. Katham- How 7. Kimartham-why) Short Stories, etc.	60	3
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choice questions		10x1=10
2. Story writing	(2 of 4)	2x5=10
3. Question Formation		10x1=10
4. Match theFollowing		5x1=5
5. Fill in the blanks		5x1=5
6. Comprehension		5x2=10
7. Translation–From Sanskrit to Kannada / English		1x10=10

Books for study & Reference:

1. Samskrita VyavaharaSahasri– Samskrita Bharati Publication.
2. Abhyasa Pustakam – Samskrita Bharati Publication.
3. Sugandha – Samskrita Bharati Publication.

Editor

1. Vyavaharika Samskritam – By Dr. Nagaratna Hegde.

Discipline Elective / Open Elective Courses in Samskrit

III Semester –B.A/B.Com/BSc/BBA/BCA/BHM and other UG Courses

Title: Kshema Kutuhalam

Semester	Discipline Elective (DSE) / Open Elective (OE) –OE-1 (3) Credits	Marks	Credits
III	**Kshema Kutuhalam :** Introduction to Cookery in Ancient india (Paakashastra)	60	3
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		10x1=10
2. Essay typequestions	(2 of 3)	2x10=20
3. Short notes	(3 of 6)	3x5=15
4. Short Essays	(3 of 6)	3x5=15

Books for study & Reference:

1. Kshema Kutuhalam - by Kshema Sharma
2. Kshema Kutuhalam - By Gyanendra pandy
3. Food for Life – Shanti Gowans
4. Bhojana Kutuhalam - Translated to English by Dr. R Shankar

   Pub.: F R L H T Banglore

Editor

1. Kshema Kutuhalam- Dr. K.S. Kannan

Discipline Elective / Open Elective Courses in Samskrit

IV Semester –B.A/B.Com/BSc/BBA/BCA/BHM and other UG Courses

Title: Swaastya Samrakshanam And Ayurveda Subhashitas

Semester	Discipline Elective (DSE) / Open Elective (OE) –OE-1 (3) Credits	Marks	Credits
IV	**Swaastya Samrakshanam And Ayurveda Subhashita** - About health and Wellness, subhashitas From Ayurveda	60	3
	Continuous Evaluation: Attendance, Assignment, Internal Test, Creative Writing, Conversation in Sanskrit	40	
	Total	100	3

Scheme of Examination

1. Multiple choicequestions		10x1=10
2. Essay typequestions	(2 of 3)	2x10=20
3. Short notes	(3 of 6)	3x5=15
4. Short Essays	(3 of 6)	3x5=15

Books for study & Reference:

1. Vaidyakiya Subhashita – Ghanekar B G
2. Dhanvantri – Nighantu – by Dr Amritpal Singh
3. Yoga sutras ofPatanjali
4. Sushruta And Charaka samhit

Editors

1. Swaastya Samrakshanam And Ayurveda Subhashita –
   By Dr.K R Kumudavalli and Dr. Pranesha S N

Sd/-
Dr. C. Shivaraju
Professor & Chairman

BANGALORE UNIVERSITY

FOR QUALITY & EXCELLENCE IN HIGHER EDUCATION

ACCREDIATED BY NAAC

COURSE PATTERN AND SCHEME OF EXAMINATION FOR ALL UG COURSES AS PER NEP -2020

SUB: LANGUAGE SANSKRIT

ABILITY ENHANCEMENT COMPULSORYCOURSE

COURSE PATTERN AND SCHEME FRAMED UNDER NATIONAL EDUCATION POLICY-2020

ACADEMIC YEAR -2021-22 AND ONWARDS

Department of studies in Sanskrit
Jnanabharati Campus, Bangalore – 560056.

Course Pattern and Scheme of Examination for all UG Courses as per NEP 2020 (2021-22 and onwards)

Sub: Language Sanskrit

Ability Enhancement Compulsory Course

Sl. No.	Semester	Title of the Paper	Teaching hours L+T	Hours Per week	Examination Pattern Max/Min Marks			Duration of Exam	Total marks	Credits
					Theory		I.A			
					Max	Min				
1	I	Sanskrit Poetry Grammar & Comprehension	60	4	60	22	40	2 Hours	100	3
2	II	SanskritProse Literature Grammar & Translation	60	4	60	22	40	2 Hours	100	3
3	III	Sanskrit Champu Literature Vijnana/Ayurveda /Natya	60	4	60	22	40	2 Hours	100	3
4	IV	Sanskrit Drama & Dramaturgy	60	4	60	22	40	2 Hours	100	3

Scheme of Internal Assessment Marks: Theory

Sl. No.	Particulars	IA Marks
1	Attendance	**10**
2	Internal Tests (Minimum of Two)	**10+10=20**
3	Assignment, Creative writing in Samskrit / Sanskrit Conversation (Sambhashana Samskrutam)	**10**
	TOTAL IA Marks	**40**

Sd/-

Dr. C.Shivaraju
Professor & Chairman

BANGALORE UNIVERSITY

NEW SYLLABUS 2020 – 21

B.COM. DEGREE (REGULAR)
(CBCS - SEMESTER SCHEME)
(Revised Syllabus on-------- BOS)

Chairperson-BOS

Prof R Sarvamangala

DEPARTMENT OF COMMERCE

Jnanabharathi Campus, Bangalore – 560 056.

REGULATIONS PERTAINING TO B.COM DEGREE (REGULAR)
(CBCS - SEMESTER SCHEME) 2020 – 21

I. OBJECTIVES :

1. To prepare Students to pursue careers in Marketing, Accounting and Taxation, Auditing, Financial Analysis and Management and allied dispensation
2. To develop business analysts for companies, capital markets and commodity markets and securities market
3. To develop human resources to act as think tank for Business Development related issues.
4. To develop entrepreneurs for various sectors of the economy
5. To develop business philosophers with a focus on social responsibility and ecological sustainability.
6. To develop IT enabled global managers for solving real life business problems and addressing business development issues with a passion for quality competency and holistic approach.
7. To develop ethical managers with interdisciplinary knowledge and skills.
8. To empower students to take up higher education to become business scientists, researchers, consultants and teachers, with needed core competencies.
9. To empower students for pursuing professional courses like Chartered Accountancy, Cost and Management Accountancy, Company Secretary, etc.,
10. To empower students to take up professions in financial services, Insurance, Banking and other related sectors
11. To empower students to take up competitive examinations of UPSC, KPSC, and other competitive examination authorities etc.
12. To inculcate leadership skills both in their chosen professional filed for achieving personal and professional excellence
13. To blend spirituality with materialistic pursuits of business education students

II. ELIGIBILITY FOR ADMISSION:

Candidates who have completed Two years Pre – University course of Karnataka State or its equivalent as notified by the university from time to time are eligible to seek admission for this course

III. DURATION OF THE COURSE:

The course of study is Three (03) years of Six Semesters. A candidate shall complete his/her degree within six (06) academic years from the date of his/her admission to the first semester. A Student who successfully completes Three (03) years of the course will be awarded Bachelor's Degree in Commerce (B.Com.).

IV. MEDIUM OF INSTRUCTION

The medium of instruction shall be English. However, a candidate is permitted to write the examination either in English or in Kannada (Kannada version Only for Theory Papers).

V. CLASS ROOM STRENGTH OF STUDENTS

There shall be Maximum of 80 students in each section.

VI. ATTENDANCE:

a) For the purpose of calculating attendance, each semester shall be taken as a Unit.
b) A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily.
c) A student who fails to complete the course in the manner stated above shall not be permitted to take the University examination.

VII. COURSE MATRIX

See Annexure – 1 for B.Com Degree (Regular) Course Matrix

VIII. TEACHING AND EVALUATION:

M.Com/MBA (F&A)/MBS graduates with B.Com, B.B.M, and BBA & BBS as basic degree from a recognized university are only eligible to teach and to evaluate the subjects (except languages, compulsory additional subjects and core Information Technology related subjects) mentioned in this regulation. Languages and additional subjects shall be taught by the graduates as recognized by the respective board of studies.

IX. RECORD MAINTENANCE AND SUBMISSION:

a. Every college is required to establish a dedicated business lab / computer lab to enable students get practical knowledge of business activities and online learning.
b. In every semester, the student should maintain a separate Note Book for each subject in which numerical exercises / theory notes are to be recorded. This note book has to be submitted to the concerned faculty at frequent intervals for verification and authentication.
c. In every semester, the student should keep a record of the Business Lab/Field Study Activity and submit it to the concerned faculty for the award of Internal Assessment Marks.
d. The BOE is authorized to make random surprise visits to the colleges and verify note books and the internal marks awarded.

X. SCHEME OF EXAMINATION:

a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.

b. Of the 30 marks of Internal Assessment, 15 marks shall be based on Business Lab Activities during the first two semesters and Field Study Activities in the next four semesters, 10 marks shall be based on two tests. Each test shall be of at least 30 minutes duration to be held during each semester. The average of two tests shall be taken as the internal assessment marks. The remaining 5 marks shall be based on Attendance.

c. The marks based on attendance shall be awarded as given below:

- 76% to 80% = 2 marks.
- 81% to 85% = 3 marks.
- 86% to 90% = 4 marks.
- 91% to 100% = 5 marks.

XI. APPEARANCE FOR THE EXAMINATION:

a) A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if he/she has submitted the prescribed application for the examination along with the required fees to the university.

b) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall be eligible to claim exemption under Part I from the study of the respective language if he/she has studied and passed the language at the corresponding level.

c) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall also be eligible to claim exemption under Part II from studying and passing in those subjects which he/she has studied and passed at the corresponding level.

d) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall not be eligible for the award of ranks.

XII. MINIMUM MARKS FOR A PASS:

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of theory examination) and 40% in aggregate (i.e., total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

XIII. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Each semester result shall be declared in terms of Classes on the basis of (i) Percentage of Aggregate Marks scored and (ii) in terms of grading system based on the marks scored. The results of successful candidates at the end of all semesters shall be classified on the basis of aggregate percentage of marks obtained in all the semesters and the Aggregate or Cumulative Grade Point Average (CGPA) for award of Bachelor's Degree in Commerce (B.com)

(i) Marks scored of the First to Sixth semester degree examination shall be declared and classified separately as follows:

a) First Class: Those who obtain 60% and above of the total marks of parts I, II & III.
b) Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II & III
c) Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II & III.

(ii) An eight point letter / alpha - sign grade as described below shall be adopted

***Table I: Conversion of Percentage of Marks into Grade Points* in a paper**

%*Marks* in a paper *practical*	***Grade Point (GP)***
96-100	10
91-95	9.5
86-90	9.0
81-85	8.5
76-80	8.0
71-75	7.5
66-70	7.*0*
61-65	6.5
56-60	6.0
51-55	5.5
46-50	5.0
41-45	4.5
40	4.0
Below 40	0

1. Ranks shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III) as a whole. However, only those candidates who have cleared each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.

2. Grading system -A candidate shall be declared to have passed the UG program if he/she secures at least an aggregate SGPA/CGPA of 4.0 (or Course Alpha-Sign Grade P).

Table I: Final Result / Grades Description

An eight-point letter / alpha - sign grade as described below shall be adopted.

Semester / Program % of Marks	Semester GPA /Progrmme CGPA	Alpha-Sign Letter Grade	Result /Class Description
90.0-100	9.00-10.00	O (Outstanding)	Outstanding
80.0-<90.0	8.00-<9.00	A+ (Excellent)	First Class Exemplary
70.0-<80.0	7.00-<8.00	A (Very Good)	First Class Distinction
60.0-<70.0	6.00-<7.00	B+ (Good)	First Class
55.0-<60.0	5.50-<6.00	B (Above Average)	High Second Class
50.0-<55.0	5.00-<5.50	C (Average)	Second Class
40.0-<50.0	4.00-<5.00	P (Pass)	Pass Class
Below 40	Below 4.00	F (Fail)	Fail/Reappear
Absent	0	Ab (Absent	

XIV. MEDALS AND PRIZES:

No candidates passing through an external examination shall be eligible for any scholarship, fellowship, medal, prize or any other award.

XV. TERMS AND CONDITIONS:

a) A candidate is allowed to carry-forward all the previous un-cleared papers to the subsequent semester/semesters.
b) Such of those candidates who have failed/remained absent for one or more papers henceforth called as repeaters, shall appear for exam in such paper/s during any subsequent regular examination, within the maximum period prescribed for completing the programme.. There shall be no repetition for internal assessment test.
c) The candidate shall take the examination as per the syllabus and the scheme of examination in force during the subsequent appearances.
d) In the event of any disputes or discrepancies, the aggrieved party jurisdiction of court is Bangalore

XVI. PATTERN OF QUESTION PAPER:

Each question paper shall carry 70 marks and the duration of examination is 3 hours. The Question paper shall ordinarily consist of FOUR sections, to develop testing of conceptual skills, understanding skills, comprehension skills, articulation and application of skills. The question paper setter shall be asked to prepare THREE sets of papers with a maximum of 10% repetition. The Question Paper will be as per the following Model:

SECTION-A **1.** a,b,c,d,e,f,g	(Conceptual questions) Answer any FIVE out of seven sub-questions	(05 X 02 = 10 Marks)
SECTION -B: **2,3,4,5.6**	(Analytical questions) Answer any THREE out of five questions	(03 X 05 = 15 Marks)
SECTION-C: **7,8,9.10, 11**	(Essay type questions) Answer any THREE out of five questions	(03 X 12 = 36 Marks)
SECTION-D **12**	Question completely based on the skill Development part (lab activities) Answer any ONE out of two questions	(01 X 09 = 09 Marks)
	Total	**70 Marks**

XVII. PROVISION FOR IMPROVEMENT OF RESULTS:

The candidate shall be permitted to improve the results of the whole examination or of any Semester or a subject within the prescribed time by the university after the publication of the results. This provision shall be exercised only once during the course and the provision once exercised shall not be revoked. The application for improvement of results shall be submitted to the Registrar (Evaluation) along with the prescribed fee.

XVIII. REMOVAL OF DIFFICULTY AT THE COMMENCEMENT OF THESE REGULATIONS:

If any difficulty arises while giving effect to the provision of these Regulations, the Vice Chancellor may in extraordinary circumstances, pass such orders as he may deem fit.

B.COM DEGREE (REGULAR)
(CBCS -SEMESTER SCHEME) – 2020-21
COURSE MATRIX
I SEMESTER

	Subjects	Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks IA	Uni. Exam	Total	Credits
Part 1 Languages	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	1.1	4	3	30	70	100	3
	Language – II : English	1.2	4	3	30	70	100	3
Part 2 Optional	Financial Accounting	1.3	4	3	30	70	100	3
	Fundamentals of Management and Life Skills	1.4	4	3	30	70	100	3
	Business Organization & Market Dynamics	1.5	4	3	30	70	100	3
	Business Mathematics	1.6	4	3	30	70	100	3
Part 3	Foundation Course	-	3	3	30	70	100	2
	CC & EC	-	-	-	50	-	50	1
Total Credits							750	21

II SEMESTER

	Subjects	Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks IA	Uni. Exam	Total	Credits
Part 1 Languages	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	2.1	4	3	30	70	100	3
	Language – II : English	2.2	4	3	30	70	100	3
Part 2 Optional	Advanced Financial Accounting	2.3	4	3	30	70	100	3
	Marketing & Event Management	2.4	4	3	30	70	100	3
	Human Capital Management	2.5	4	3	30	70	100	3
	Quantitative Analysis for Business Decision	2.6	4	3	30	70	100	3
Part 3	Foundation Course	-	3	3	30	70	100	2
	CC & EC	-	-	-	50	-	50	1
Total Credits							750	21

III SEMESTER

	Subjects	Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Uni. Exam	Total	
Part 1 Language	Language: I Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	3.1	4	3	30	70	100	3
	Language – II: English	3.2	4	3	30	70	100	3
Part 2 Optional	Corporate Accounting	3.3	4	3	30	70	100	3
	Financial Management	3.4	4	3	30	70	100	3
	Elements of Costing	3.5	4	3	30	70	100	3
	Indian Financial System	3.6	4	3	30	70	100	3
Part 3	Foundation Course	-	3	3	30	70	100	2
	CC & EC	-	-	-	50	-	50	1
Total Credits							**750**	**21**

IV SEMESTER

	Subjects	Paper	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Uni. Exam	Total	
Part 1 Language	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	4.1	4	3	30	70	100	3
Part 2 Optional	Language – II: English	4.2	4	3	30	70	100	3
	Advanced Corporate Accounting	4.3	4	3	30	70	100	3
	Costing Methods	4.4	4	3	30	70	100	3
	E-Business & Computerized Accounting	4.5	4	3	30	70	100	3
	Business Regulations	4.6	4	3	30	70	100	3
Part 3	Foundation Course	-	3	3	30	70	100	2
	CC & EC	-	-	-	50	-	50	1
Total Credits							**750**	**21**

V SEMESTER

	Subjects	Paper No.	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Uni. Exam	Total	
Part 1 Optional	Income Tax I	5.1	4	3	30	70	100	3
	Cost Management	5.2	4	3	30	70	100	3
	Indian Accounting Standards (Ind AS)	5.3	4	3	30	70	100	3
Part 2 Elective	Auditing and Reporting	5.4	4	3	30	70	100	3
	ELECTIVE PAPER –1	5.5	4	3	30	70	100	3
	ELECTIVE PAPER – 2	5.6	4	3	30	70	100	3
Part 3	Ability Enhancement Compulsory Course		3	3	30	70	100	2
	Total Marks and Total Credits						**700**	**20**

VI SEMESTER

	Subjects	Paper No.	Instruction hrs./week	Duration of Exam (hrs.)	Marks			Credits
					IA	Uni. Exam	Total	
Part 1 Optional	Income Tax II	6.1	4	3	30	70	100	3
	Management Accounting	6.2	4	3	30	70	100	3
	Goods & Services Tax	6.3	4	3	30	70	100	3
	Entrepreneurship and Ethics	6.4	4	3	30	70	100	3
Part 2 Elective	ELECTIVE PAPER – 3	6.5	4	3	30	70	100	3
	ELECTIVE PAPER – 4	6.6	4	3	30	70	100	3
Part 3	Ability Enhancement Compulsory Course		3	3	30	70	100	2
	Total marks and Total Credits						**700**	**20**

ELECTIVE COURSES

ACCOUNTING & TAXATION GROUP

Semester No.	Paper Code	Title of the Paper
V	AC. 5.5	Advanced Accounting
VI	AC.5.6	Accounting for Government and Local Bodies
	AC.6.5	Business Taxation
	AC.6.6	Financial Reporting and corporate Disclosures

FINANCE GROUP

Semester No.	Paper Code	Title of the Paper
V	FN 5.5	Corporate Financial Management
	FN 5.6	Strategic Financial management
	FN 6.5	Derivatives and Risk Management
VI	FN 6.6	International Financial Management

MARKETING GROUP

Semester No.	Paper Code	Title of the Paper
V	MK 5.5	Consumer Behaviour & Market Research
	MK 5.6	Advertising & Media Management
VI	MK 6.5	Retail management
	MK 6.6	International Marketing Management

HUMAN RESOURCE GROUP

Semester No.	Paper Code	Title of the Paper
V	HR 5.5	Performance Management
	HR 5.6	Strategic Human Resource Management
VI	HR 6.5	Labour welfare and Social security
	HR 6.6	International Human Resource Management

FOUNDATION COURSE / SKILL DEVELOPMENT / SKILL ENHANCEMENT COURSE (SEC) / ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) / INTERDISCIPLINARY COURSES

- Common for all programmes, MCQ type of question paper shall be used and use of modern teaching aids and supply of study material is recommended.
  1. Constitution of Indian and Human Rights
  2. Environmental Science
  3. Computer Applications and Information Technology
  4. Business Entrepreneurship and Management
  5. Philosophy, Psychology and Life Skills
  6. Personality Development and Leadership
  7. Culture, Diversity and Society
  8. Research Methodology
  9. Education and Literacy / Science and Society
  10. Human Resource Development / Management
  11. Any one Foreign Language 12. Commodity & Stock Market
  13. Mathematics in finance.
  14. Inter personal skill
  15. Artificial intelligence
  16. Any other Course prescribed by the University from time to time

1. Co-and Extra – Curricular Activities (CC& EC)

A student shall opt for any one of the following activities in the first four semesters offered in the college

A. N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
B. Sports and Games / Activities related to Yoga
C. A Small project work concerning the achievements of Indians in different fields
D. Evolution of study groups/seminar circles on Indian thoughts and ideas
E. Interaction with local communities in their neighborhood and learn about and from them
F. Exploring different aspects of Indian civilizations
G. Any other Co- curricular and Extra-curricular activities leading to Student Development asprescribed by the University.

Evaluation of Co-curricular and Extra Curricular Activities as per the procedure evolved by the University from time to time

1.3: FINANCIAL ACCOUNTING

LEARNING OBJECTIVE: The objective of this course is to help the students acquire conceptual knowledge of the discipline financial accounting and to impart skills for preparation of financial statements of different undertakings for acquiring practical wisdom

Unit 1. CONCEPTUAL FRAME WORK OF FINANCIAL ACCOUNTING 14 Hrs

Meaning, Definition, Objectives, -Important Terminologies (only meanings) Transaction, debit, credit, Assets, Liabilities, Capital, Drawings, Goods, Distinctions between Goods and Assets, Purchases, Sales, Purchase Returns, Sales Returns, Invoice, Debit Note, Credit Note, Stock, Work-in-progress, Inventory, Incomes, Expenses, Creditors, Debtors-Bills of Exchange, Bills Receivable, Bills Payable, Outstanding Expenses, Accrued Incomes, Prepaid Expenses, Incomes received in Advance, Journal, Journal Entry, Rules for Journal Entry, Subsidiary Books, Journal Proper, Account Carried Down, Brought Down, Carried Forward, Brought Forward, Ledger Accounts, income statement and Balance Sheet-Accounting Equation -Accounting concepts- Entity, money measurement, realization and accrual concept only-introduction to IFRS, US-GAAP, EUROPION-GAAP and JAPANES GAAP (Theory only)

Unit 2: ACCOUNTING FOR SALE OF PARTNERSHIP FIRM 14 Hrs

Sale to a limited company - need for conversion - meaning of purchase consideration - methods of calculating purchase consideration - net payment method - net asset method - passing of journal entries and preparation of ledger accounts in the books of vendor - treatment of certain items - dissolution expenses - unrecorded assets and liabilities - assets and liabilities not taken over by the purchasing company - contingent liabilities - non-assumption of trade liabilities - in the books of purchasing company - passing of incorporation entries - treatment of security premium

Unit 3: ACCOUNTING FOR DEPARTMENTAL UNDERTAKINGS 12 Hrs

Meaning and Features of Departmental Undertaking-Examples of Department Specific Expenses and Common Expenses -Need and Bases of Apportionment of Common Expenses-Preparation of Trading and Profit and Loss Account in Columnar Form, General Profit and Loss Account and Balance Sheet – Simple problems involving adjustment on Closing Stock, Depreciation and Inter Departmental Transfers at Cost Price. (Problems may contain information for a maximum of three departments).

Unit 4: FIRE INSURANCE CLAIMS 10 HOURS

Meaning, Need and Advantages of Fire Insurance-Special terminologies in Fire Insurance Claims – Insurer/Insurance Company, Insured/Policyholder, Premium, Salvage, Insurance Policy, Sum Assured, Under Insurance, Average Clause, Claim. Problems on Ascertainment of Fire Insurance Claim (Excluding abnormal line of goods)

Unit 5 : COMPUTERIZED ACCOUNTING SYSTEMS 06 Hrs

Computerized Accounts by using accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry

BUSINESS LAB ACTIVITIES

1. Drafting of Debit Notes, Credit Notes, Purchase Orders, Sales Invoice, Bills of Exchange, Form of Journal, Trading A/c, Profit & Loss A/c, Balance Sheet with imaginary figures
2. Develop E-content based partnership deed and limited liability partnership deed
3. List out 2 Departmental Undertakings with the following details: Name & Address of the Departmental Undertaking. List of departments.
4. Download insurance claim form and fill the necessary details to claim fire insurance
5. Produce documentary evidence for creating accounting ledgers and groups

BOOKS FOR REFERENCE

1. S P Jain and K. L. Narang: Financial Accounting- , Kalyani Publishers
2. Radhaswamy and R.L. Gupta: Advanced Accounting , Sultan Chand
3. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications New Delhi
4. Dr.Janardhanan: Financial Accounting, Kalyani Publishers
5. Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”, HPH
6. Srinivasan putty Financial Accounting HPH

1.4 FUNDAMENTALS OF MANAGEMENT AND LIFE SKILLS

OBJECTIVE:

The objective of this course is to enable students understand the principles of management of a business entity and life skills needed for effective management and navigate their lives

UNIT 1: MANAGEMENT **06 HOURS**

Introduction, Meaning, Definitions, Characteristics, Importance and Scope of Management-Management as a Science, as an Art and as a Profession-Meaning and Definitions of Administration-Differences between Management and Administration

UNIT 2: PRINCIPLES AND FUNCTIONS OF MANAGEMENT **14 HOURS**

Principles of Management -Nature and Importance F.W Taylor's Scientific Management, Henry Fayol's 14 Principles of Management-Management By Objectives (MBO) -Meaning, Definition, Need, Benefits and Limitations-Management By Exception (MBE) -Meaning, Definition, Need, Benefits and Limitations,-Management functions-Meaning, Definitions, Characteristics, Benefits & Limitations of Planning, Organizing, Staffing, Directing, coordinating, reporting & Controlling

UNIT 3: LEADERSHIP AND MOTIVATION **10 Hrs**

Leadership -Meaning, Definition, Characteristics.-Role and Qualities of a good Leader-Leadership Styles—Autocratic, Democratic, Free-rein, New age leadership styles-servant leadership, level-5 leadership, transformation leadership, transactional leadership, negotiation leadership, moral leadership, women leadership and global business leadership style

Motivation- Nature, importance and Theories of Motivation– Maslow's Need Hierarchy Theory, McGregor's Theory X and Theory Y and Herzberg's Two Factory Theory

UNIT 4: COMMUNICATION SKILLS **18 Hrs**

Meaning and Definitions of Communication-Types of Communication – Formal Communication & Informal Communication-Modes of Communication – Verbal Communication, Non Verbal Communication (Body Language, Gestures and Facial Expressions,) Etiquette and mannerism in personal and business meetings, E-communication, Video and virtual Conferencing -Written Communication- Email Writing, Characteristics and Importance of Effective Communication -Barriers to Effective Communication and Measures to Overcome Barriers-Effective Communication Skills – Active Listening, Speaking, Observing, Empathizing-Tips for Improving Communication Skills

UNIT 5: LIFE SKILLS, PERSONALITY AND ATTITUDE 08 Hrs

Life Skills-Meaning, definitions, elements of life skills-Behavior, attitude, mannerism, manners, etiquette, ethos, morality, determination commitment, courageousness, perseverance, self confidence, navigating life under different circumstances, self actualization

Personality-Meaning, Definition, Characteristics and Determinants, types and sources of personality, difference between trait and personality

Attitude- Meaning, Definition, Characteristics, Components, Factors influencing attitude, and types of attitude

BUSINESS LAB ACTIVITIES

1. Draft a chart showing Qualities of moral Leaders in India and in Global
2. Develop E-content for application of Maslow's need hierarchy theory in the context of Indian population
3. Capture the positive attitudes of renowned business leader in India
4. Develop E- content for enhancing communication infrastructure of rural India
5. Chart out your own life skills and indentify the pros and cons suggest remedies for overcoming the negative civic and common sense.

BOOKS FOR REFERENCE

1. Koontz & O'Donnell, Management- McGraw-Hill new York
2. L M Prasad, Principles of management- Sultan Chand & Sons
3. Rustum & Davar, Principles and practice of Management-vikas publishing house Delhi
4. Sharma &Shashi K Guptha – Principles of Management-Kalyani publishing House
5. C. B Gupta-Business Management- Sultan Chand & Sons
6. UrmilaRai *Business communication* Himalayas Publishing House.
7. K Ramachandra and et.,al. Principles of Management Management HPH

1.5: BUSINESS ORGANISATION AND MARKET DYNAMICS

Objective:

The objective of this course is to help students understand different forms of business entities and to galvanise the market structure, their behaviours and dynamics in 21st century.

UNIT 1: FORMS OF BUSINESS ENTITIES 12 HOURS

Business-Meaning, Definitions and Features, Major Forms of Business -Sole Trading concern- Meaning, definition and features -Partnership Firm -Meaning, Definitions, Features and limitation and Joint Stock Companies – Meaning, Definitions, Features and Classification-Private Companies – Meaning, Definition, Features, Privileges, Merits and Limitations-Public Companies – Meaning, Definition, Features, Merits and Limitations-Distinctions between private and public companies – One man company-Limited liabilities partnership (LLP)

UNIT 2: FORMATION OF JOINT STOCK COMPANIES 10 HOURS

Companies ACT 2013 salient features, features of latest amendments-Meaning and steps of incorporation- Memorandum of Association -Meaning and contents of Articles of Association -Meaning and contents-Prospectus & statement in lieu of prospectus – meaning and content-Distinctions between Memorandum of Association and Articles of Association-Methods of raising Share Capital – Initial Public Offer- Borrowed Capital- Debentures-Kinds of Debentures –Bonds- meaning definition features,-Kinds of Bonds – Government bonds, corporate bonds, Foreign bonds

UNIT 3: MANAGEMENT OF JOINT STOCK COMPANIES 16 HOURS

Meaning, Role, Powers and Liabilities of Directors, Chairman and Company Secretary- C-suite executives-CEO, CFO, COO, CTO, CKO, CRO and CIO-Meeting- Types -Agenda of the meeting– quorum of the meeting-Motions- kinds of Resolutions- Minutes of Meeting. – Corporate governance- composition of BODs-Cadbury Committee report, SAXEN-OXLEY ACT, Narayamurthy and Nareshchandra committee recommendation of corporate Governance.

UNIT 4: MARKET FORCES, STRUCTURE AND BEHAVIOUR 10 HOURS

Demand-Meaning, Definition, Determinants and Law of Demand**,** Supply – Meaning, Definition, Determinants and Law of Supply, Market structure – Meaning and Definition-price and output determination under Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly and Duopoly.

UNIT 5: FINANCIAL MARKETS 8 HOURS

Financial Markets-Meaning, Functions and Classification, Organized Market, Unorganized Market, Capital Market, Money Market, Primary Market and Secondary Market - definitions and Features only. Distinctions between Organized and Unorganized Market -

Distinctions between Capital Market and Money market-Distinctions between Primary Market and Secondary Market.

BUSINESS LAB ACTIVITIES

1. Show a chart of classification of Joint Stock Companies
2. Develop E-content for Memorandum and Articles of Associations of any information Technology (IT) firm
3. Draft a chart showing the kinds of Corporate Meetings and also Agenda of a Company's Meeting
4. Draw a chart indicating the difference in various market structure
5. Develop E-content for the working of Stock exchanges and SEBI

BOOKS FOR REFERENCE:

1. Mc kuchhal. modern indian company law. Delhi: shrimahavir book depot
2. Gk kapoor and sanjay dhamija. company law. Delhi. Bharat law house
3. Anil Kumar. Corporate Law.Delhi: Indian Book House
4. Shashi K Gupta Nisha Aggarwal etl -Indian Financial System-KP
5. Ray, N.C. *an introduction to Microeconomics*. New Delhi: Macmillan Company of India Ltd.
6. D. M. Mithani: Business Economics
7. Varsheney & Maheswari: Managerial Economics
8. Gordon & Natarajan. Financial Markets And Services, Himalaya Publishing House. India
9. K Ramachandra and et.,al. Business Decisions and Market Behaviour HPH

1.6: BUSINESS MATHEMATICS

Objective: The aim of this course is to provide basic knowledge and skills of numerical abilities and aptitudes for cracking public service examinations and competitive examinations.

Unit 1: NUMBER SYSTEM **10 HOURS**

Natural numbers, Prime numbers, Real numbers, Even numbers, Odd numbers, Rational numbers, Irrational numbers, Integers-HCF & LCM-Problems on Multiplication, Division, Additions, Subtractions, HCF and LCM

Unit 2: EQUATIONS **10 HOURS**

Meaning and Types of Equations-Linear Equation – Meaning & Problems-Simultaneous Equation – Meaning and Problems with only two variables (Elimination method and Substitution method)-Quadratic Equation – Meaning and Problems under Factorization and Formula method.

Unit 3: PERCENTAGES, RATIOS AND PROPORTIONS **12 HOURS**

Percentages - Meaning of Percent, Meaning of Percentage-Difference between Percent and Percentage-Expression of Percent-Calculation of Percentage – Problems-Ratios – Meaning and Types of Ratio – Duplicate, Triplicate and Sub-duplicate of a Ratio-Proportions - Meaning & Properties – Cross product property and Reciprocal property -United Proportions-Continued Proportions –-Compound Proportions – Meaning and Problems.

Unit 4: COMMERCIAL MATHEMATICS **14 HOURS**

Discount – Meaning & Kinds-Problems on Trade Discount, Cash Discount, True Discount, Bankers Discount, Bankers Gain & Equated Due Date-Interest – Meaning and Kinds. Problems on calculation of simple Interest & compound Interest-Annuity – Meaning of Annuity Certain, Annuity Due, Contingent Annuity, Deferred Annuity and Deferred Perpetuity (Only theory, No problems on annuity)

Unit 5: MATRICES AND DETERMINANTS **10 HOURS**

Matrices – Meaning, Definition and Types-Algebra of matrix (additions – subtractions and multiplication of two matrices) -Adjoint of a Matrix – Inverse of Matrix-Determinants – Determinant of a square matrix – Solution of Liner Equation by using Crammer's rule in two variables only

BUSINESS LAB ACTIVITIES

1. Show a chart for different kinds of numbers
2. Show a chart for different kinds of equations
3. Show a chart for classification of ratios
4. Draft the procedure of discounting of bills by commercial banks
5. Take the previous of UPSC, KPSC, Banks, Insurance company, Railway board question papers and solve numerical aptitude and reasoning segments

BOOKS FOR REFERENCE:

1. Sanchethi & Kapoor: Business Mathematics.-Sultan & chand publication
2. G K Ranganath and T.V Narasimha Rao- Himalay publishing house
3. K Ramachandra and Roopa Quantitative Techniques for Business Decisions HPH
4. S Rajesh Raja et.,al. Quantitative method for business decisions –KPH
5. Veen and Seema Business Mathematics and Statistics –IK international Publications
6. Ssha et.,al., Business Mathematics-HPH

2.3: ADVANCED FINANCIAL ACCOUNTING

OBJECTIVE:

The objective of this course is to help the students acquire knowledge, skills and acumen of accounting treatment in respect of different categories of business undertakings and special type of business activities

UNIT 1: BRANCH ACCOUNTS **14 HOURS**

Meaning of Head Office, Branch, Branch Accounts and Branch Accounting-Objectives and Advantages of Branch Accounting Types of Branches – Meaning and features of Dependent Branches, Independent Branches and Foreign Branches-Methods of maintaining books of accounts by the Head Office – Meaning and Features of Debtors System, Stock & Debtors System, Wholesale Branch System and Final Account System-Methods of ascertainment of Profit or Loss of Branch under Debtors System – Cost Price Method and Invoice Price Method. Problems on preparation of Branch A/c in the books of Head Office under Cost Price Method and Invoice Price Method

UNIT 2: CONSIGNMENT ACCOUNTS **10 HOURS**

Meaning, Definitions and Features of Consignment-Parties in Consignment – Consignor and Consignee-Differences between Consignment and Ordinary Sale-Special terminologies in Consignment Accounts – Proforma Invoice, Invoice Price, Account Sales, Non-recurring Expenses, Recurring Expenses, Ordinary Commission, Overriding Commission, Del Credere Commission, Normal Loss, Abnormal Loss. Small Problems on Commission and Valuation of Closing Stock-Consignment Accounts in the books of Consignor – Problems on preparation of Consignment A/c, Consignee A/c and Goods Sent on Consignment A/c in the books of Consignor.

UNIT 3: JOINT VENTURE ACCOUNTS **08 HOURS**

Meaning, Definitions and Features of Joint Venture-Differences between Joint Venture and Partnership-Accounting for Joint Ventures – Preparation of Joint Venture A/c, Joint Bank A/c and Co-Venturer's A/c

UNIT 4: ROYALTY ACCOUNTS **12 HOURS**

Meaning and Definition of Royalty-Special terminologies in Royalty Accounts – Landlord, Tenant, Output, Minimum Rent/Dead Rent, Short Workings, Recoupment of Short Workings. Methods of Recoupment of Short Workings – Fixed Method and Floating Method-Problems on Ascertainment of Royalty Payable - Preparation of Analytical Table including adjustment for Strike Period.

UNIT 5: HIRE PURCHASE ACCOUNTS **12 HOURS**

Meaning and Definition of Hire Purchase System-Meaning and Definition of Instalment Purchase System-Differences between Hire Purchase and Instalment Purchase System-Special terminologies in Hire Purchase Accounts – Hire Vendor, Hire Purchaser, Cash Price, Down Payment, Hire Purchase Price, Principal Component, Interest Component-

Need for segregation of Instalment Amount into Principal Component and Interest Component-Problems on accrual method only-segregation of Instalment Amount into Principal Component and Interest Component when (i) Interest component is not included in the instalment amount (ii) Interest component is included in the instalment amount (iii) Rate of interest is not given and (iv) Cash price is not given.

BUSINESS LAB ACTIVITIES

1. Draft a chart showing types of branches
2. Develop branch accounts E-contents for a firm
3. Develop E-content for a Consignment Agreement
4. Develop E-content for a Joint Venture Agreement
5. Develop E-content for Royalty Agreement

BOOKS FOR REFERENCE

1. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications New Delhi
2. S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers
3. Radhaswamy and R.L. Gupta: Advanced Accounting , Sultan Chand
4. Dr.Janardhanan: Financial Accounting, Kalyani Publishers
5. Jawaharlal & Seema Srivastava :Financial Accounting, HPH
6. Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”, HPH
7. Srinivas putty Advanced financial Accounting-HPH 8. Saha et., al., Advanced Financial Accounting-VBH

2.4 MARKETING AND EVENT MANAGEMENT

OBJECTIVE:

The objective of this course is to enable students to acquire basic knowledge about the concept of marketing management, consumer behaviour, market segmentation strategy and event management.

UNIT 1: MARKETING MANAGEMENT AND ENVIRONMENT 12 HOURS

Marketing Management: Meaning, Definitions and Features of Market, Marketer, Marketing Concepts –Selling Concept, Marketing Concept and Societal Marketing Concept, Marketing versus Selling, E-marketing and digital marketing meaning only, Marketing Environment –Micro Environment –Suppliers, Competitors, Intermediaries, Customers and Public Macro Environment – Demographic, Economic, Natural, Technological, Political and Cultural Factors,

UNIT 2: MARKETING MIX AND MARKET SEGMENTATION 10 HOURS

Marketing mix-Meaning, components-4ps for goods marketing and 7ps for services marketing, distinction between goods marketing and service marketing. MIS and marketing research and marketing intelligence (meaning only), Market segmentation- Definition of Market Segment -Objectives, Advantages, Limitations and Bases of Market Segmentation

UNIT 3: CONSUMER BEHAVIOUR 10 HOURS

Meaning, Definitions, Features and Importance of Consumer Behaviour- Customer versus Consumer, Buyer versus User, Buyer versus Decision Maker, Factors influencing Consumer Behaviour – Cultural, Social, Personal and Psychological Factors, Consumers Buying Roles – Initiator, Influencer, Decider, Buyer and User, Buying Behaviour – Complex Buying Behaviour, Dissonance Reducing Buying Behaviour, Habitual Buying Behaviour, Variety Seeking Buying Behaviour, Steps in Buying Process – Need Recognition, Information Search, Evaluation of Alternatives, Purchase Decision and Post Purchase Behaviour

UNIT 4: EVENT MANAGEMENT 08 HOURS

Event – Meaning, Definition, Characteristics, Types, Advantages and 5 C's of events, Type of Customers for Events-Event management – Meaning, Definitions, Essentials, Key Drivers, Stages and Decision Makers in Event Management-Event Management Staff – Establishing Policies and Procedures of an Event, Role of Event Manager and the people involved in conducting the event, Developing Record Keeping System in Event Management

UNIT 5: CONDUCT OF AN EVENT & PROCEDURE 12 HOURS

Planning Schedule, Steps to Organize an Event, Assignment of Responsibilities-Communication in Events – Multichannel used for communication, Operational Communication Tools for Events, Event Marketing and Communications Planning Process-Budget of an Event – Basic Event Budgeting Rules, Typical Event Expenditure, Reasons for

Budget of an Event, Fundamentals of Creating an Event Budget, Predicting the Financial Outcome of an Event, Importance of Financial Control of an Event, Continual adjustment of the Event Budget-Computer Aided Event Management – Use of Computer and Technology from the start to End of Event, Event Planning Software, Roles and responsibilities of Event manager for different Events-Checklist of an Event, Emergency plan checklist for an Event, Sample event planning checklist-Event Proposal-Events Licenses and Permissions, permits and license for events, Government Environment for Event.

BUSINESS LAB ACTIVITIES:

1. Develop E-content for Marketing Mix components
2. Draft a chart of Marketing Environment
3. Make a diagrammatic presentation of buying process
4. Show different bases of market segmentation
5. Show steps for organizing an event
6. List out (together with relevant photographs) any 5 events that you have participated.

.

BOOKS FOR REFERENCE:

1. S A Sherlekar & Sherlekar marketing management HPH
2. Nair, S. R. *Consumer Behaviour and Marketing Research: Text and Cases*. Global Media
3. K Ramachandra and et.,al. Marketing Management t HPH
4. Mark Sonderm CSEP -Event entertainment and production:publishers; wiley and sons, Inc
5. Annestephen; Event management, HPH.
6. K. Venkatramana -Event Management - SHBP.
7. K Ramachandra and Allabaksh Principles of Event Management HPH
8. Rekha and Vibha Marketing management -VBH
9. Nihaasif Event management-VBH

2.5 HUMAN CAPITAL MANAGEMENT

OBJECTIVE: The objective of this course is to enable the students to gain knowledge and skills of managing human resources in various organisations.

UNIT 1: HUMAN RESOURCE MANAGEMENT 12 HOURS

Human Resources Management – Meaning, Definitions, Characteristics, Objectives, Importance, Functions and Process, Challenges, Recent Trends -Human Resources Manager – Duties and Responsibilities, Paradigms for Post Modern Managers-Meaning, Definitions, Characteristics, Objectives, Importance, Functions and Process of Human Resources Development-Differences between personnel Management and Human Resources Development, difference HRM and SHRM, difference between HRM and IHRM

UNIT 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION 12 Hrs

Human Resource Planning – Meaning, Importance, Benefits and Scope-Job Analysis, Job Design, Job Description, Job enrichment and Job Evaluation. Recruitment – Meaning, Definitions and Sources of Recruitment: Traditional and Modern sources of recruitment-E-recruitment, Twitter, Blog, Instagram, Linkedin Walk in, talk in, Write in, Artificial intelligence (Robots based) virtual discussion, Selection – Meaning, Definitions and Process of Selection- identification of five dark qualities in an individual before selection process of selection and Placement

UNIT 3: HUMAN RESOURCE PRACTICES 12 HOURS

Induction and Orientation – Meaning, Definitions, Objectives and Purposes-Training – Meaning, Need, Benefits and Methods, Pros and Cons of each Method of Training-Identification of Training & Development Needs-Human Resources Development of Managers and Employees-Performance Management System (PMS) – Meaning, Definitions, Objectives, Methods of Appraising the past performance and current performance of the employee and executive, projecting future performance of an employee, individual employee development difference and performance appraisal and performance management system (PA vs PMS)

UNIT 4: COMPENSATION AND REWARD SYSTEM 10 HOURS

Compensation - Meaning, Definitions, Objectives and Importance-Wages and Salary Perquisites, Fringe Benefits, Bonus and Incentives – Meanings only, incentives in sun rise sector and sun set sector. Performance based pay, merit based pay, skill based pay, and competency based pay, dual system of payment for the same job position. Promotion – Meaning, Definitions, Features, Methods of Promotion –seniority vs meritocracy

UNIT 5: EMPLOYEE COACHING, COUNSELLING AND INDUSTRIAL RELATIONS 06 Hrs

Employee Coaching - Meaning, Definitions, Objectives, Types. Employee Counselling-Meaning Definitions, Objectives, Skills and Techniques Industrial. Relation-meaning, definition and Actors in IRs

BUSINESS LAB ACTIVITY

1. Develop the offer letter and appointment order to given to new recruit
2. Develop E- contents for 5 dark qualities of an individual
3. List out the examples for sunrise sector and sun set sectors
4. Develop E-content for the role of artificial intelligence in HR functions
5. Develop the E-Content for employee performance management System

BOOKS FOR REFERENCE:

1. Dr. K Aswathappa -Human resource Management Tata Mcgraw Hills
2. Shashi K Gupta and Rosy Joshi Human Resource Management
3. Managing Human Resources by Wayne F Cascio
4. Subba Rao Human resource management-HPH
5. K Ramachandra and et.,al. Human Resource Management HPH
6. Rekha and Vibha Human Resource management VB

2.6 QUANTITATIVE ANALYSIS FOR BUSINESS DECISIONS

OBJECTIVE

The objective of this course is to enable students to acquire basic knowledge of analysis and interpretation of data for use in the decision making process in a business entity.

UNIT 1: INTRODUCTION TO STATISTICS 08 HOURS

Introduction, Meaning, Definitions, Features, Objectives, Functions, Importance and Limitations of Statistics -Important terminologies in Statistics – Data, Raw Data, Primary Data, Secondary Data, Population, Census, Survey, Sample Survey, Sampling, Parameter, Unit, Variable, Attribute, Frequency, Seriation,.- Individual, discrete and continuous. Classification of Data.-Requisites of Good Classification of Data.-Types of Classification – Quantitative and Qualitative Classification (simple illustrations)

UNIT 2: TABULATION AND PRESENTATION OF DATA 12 HOURS

Types of Presentation of Data – Textual Presentation, Tabular Presentation, One-way Table, Two-way Table,.-Important terminologies – Variable, Quantitative Variable, Qualitative Variable, Discrete Variable, Continuous Variable, Dependent Variable, Independent Variable, Frequency, Class Interval, Tally Bar. Diagrammatic and Graphical Presentation, Rules for Construction of Diagrams and Graphs. Types of Diagrams – One Dimensional Simple Bar Diagram, Sub-divided Bar Diagram, Multiple Bar Diagram, Percentage Bar Diagram – Two Dimensional Diagram – Pie Chart, Graphs – Histogram, Frequency Polygon, Ogives, curve– simple Problems on tabulation, diagrams and Histogram Only

UNIT-3: MEASURES OF CENTRAL TENDENCY 12 HOURS

Meaning and Objectives of Measures of Tendency-Requisites of an Ideal Average, -Types of Averages -Arithmetic Mean, Median and Mode- Problems on Calculation of Arithmetic Mean, Median and Mode direct method only (including problems involving empirical relationship between Mean, Median and Mode)

UNIT 4: MEASURES OF DISPERSION & SKEWNESS 12 HOURS

Meaning and Objectives of Measures of Dispersion-Requisites of Good Measure of Dispersion-Types of Measures of Dispersion –Range, Quartile Deviation, Mean Deviation, Standard Deviation- and their Co-efficient problems on direct method only. Measures of Skewness – Meaning, Absolute and Relative Measures – Karl Pearson's Coefficient of Skewness and Bowley's Coefficient of Skewness – Problems

UNIT 5: CORRELATION, REGRESSION & TIME SERIES ANALYSIS 12 HOURS

Meaning and Types of Correlation -Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation Coefficient, -Correlation Coefficient through Regression Coefficient

Meaning of Regression, Regression Lines, Regression Coefficients, Regression Equations – Problems-Meaning and Components of Time Series, Analysis of time series by Moving Averages and Least Squares Method

BUSINESS LAB ACTIVITIES

1. Collect data from at least 5 friends about their monthly expenditure on Mobile Recharge, Cosmetics, Chats and Other Expenses and present the same in a Tabular Form
2. Collect data from at least 5 friends about the percentage of marks obtained in SSLC and PUC and present the same in a Bar Diagram Form
3. Collect data from at least 10 friends about the pocket money they receive in a month and present the same in the form of a frequency distribution with class interval of Rs. 25, 50 etc
4. Collect data about marks scored in English subject in PUC from at least 30 students of your class and calculate Arithmetic Mean
5. Collect the data about the age of at least 10 married couples and compute correlation coefficient

BOOKS FOR REFERENCE:

1. Gupta, S. P. Statistical Methods. New Delhi: Sultan Chand
2. Vohra, N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing
3. Bhat B R, Srivenkataramana and K S MadhavaRao, Statistics for Beginners - New Age (P)
4. Beri, G. C.. Business Statistics . New Delhi: Tata McGraw Hill Educations Pvt Ltd.
5. Bowerman, Bruce, O'Connell, Richard, Murphree, Emilly Business Statistics in Practice by McGraw-Hill Education
6. Chikodi & Pradad – Quantitative Method for Business - II
7. Sharma, J. K. Business Statistics . New Delhi: Pearson Publishers.
8. K Ramachandra and et.,al. Quantitative methods for Business HPH
9. Gurumurthy K H and et.,al. Quantitative analysis for Business decisions VBH

3.3 CORPORATE ACCOUNTING

OBJECTIVE

The objective of this course is to enable the students to have a comprehensive understanding about the provisions of the Companies Act and Corporate Accounting techniques

Unit 1: UNDERWRITING OF SHARES 8 hrs

Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting, Types of Underwriting – Marked and Unmarked Applications – Problems (Excluding Journal entries)

Unit 2: REDEMPTION OF DEBENTURES 10 hrs

Meaning of Debentures, Distinction between Shares and Debentures, Types of Debentures, Issue of Debentures, Over Subscription, Issue of Debentures for ,Consideration other than Cash, Issue of Debentures as a Collateral Security, Terms of Issue of Debentures, Interest on Debentures, Writing off Discount/Loss on Issue of Debentures, Redemption of Debentures, Redemption by Payment in Lump Sum, Redemption by Purchase in Open Market, Redemption by Conversion, Sinking Fund Method

Unit 3: VALUATION OF GOODWILL 10 hrs

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill – Methods of Valuation of Goodwill - Average Profit Method – Super Profit Method – Capitalization of Super Profit Method –Annuity Method – Capitalization of Profit Method

Unit 4: VALUATION OF SHARES 8 Hrs

Meaning – Need for Valuation – Factors Affecting Valuation – Methods of Valuation – Asset Backing or Intrinsic Value Method – Yield Method – Earning Capacity Method – Fair Value Method - Rights Issue and Valuation of Rights Issue

Unit 5: COMPANY FINAL ACCOUNTS 20 Hrs

Statutory Provisions regarding preparation of Company Final Accounts – Treatment of Special Items – Managerial Remuneration – Tax deducted at source – Advance payment of Tax – Provision for Tax –Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends (Theory only) – Transfer to Reserves – Preparation of Profit and Loss Account and Balance Sheet as per Section 129of companies act 2013

BUSINESS LAB ACTIVITIES

1. Collect a Prospectus of a company and identify the reasons to invest or not to invest in shares.
2. List the various functions of underwriters.
3. Collect annual report of a Company and List out its assets and Liabilities.
4. Collection of latest final accounts of a company and find out the net Asset value of shares
5. List out the conditions to be fulfilled for redemption of Debenture

BOOKS FOR REFERENCE

1. S. P. Jain and K. L. Narang – Corporate Accounting, Kalyani Publishers.
2. SP Iyengar, Advanced Accountancy, Sultan Chand and Sons, New Delhi.
3. R L Gupta, Advanced Accountancy, Sultan Chand and Sons, New Delhi.
4. M.A.Arunachalam & K.S.Raman: Corporate Accounting – II, HPH.
5. Dr. S.N. Maheswari , Financial Accounting, Jain Book Depot.
6. V.K. Goyal: Corporate Accounting, PHI.
7. Soundrarajan A & K. Venkataramana, Corporate Accounting, SHBP
8. Anil Kumar - Marriappa – Corporate Accounting , HPH
9. Saha et., al., corporate Accounting VBH

3.4 FINANCIAL MANAGEMENT

OBJECTIVE

The objective is to enable students to understand the basic concepts of Financial Management and the role of Financial Management in decision-making.

Unit 1: INTRODUCTION FINANCIAL MANAGEMENT (10 hrs)

Introduction – Meaning of Finance – Business Finance – Finance Function – Aims of Finance Function – Organization structure of Finance Department - Financial Management – Goals of Financial Management – Financial Decisions – Role of a Financial Manager – Financial Planning – Steps in Financial Planning – Principles of Sound Financial Planning – Factors influencing a sound financial plan.

Unit 2: TIME VALUE OF MONEY (12 hrs)

Introduction – Meaning& Definition – Need – Future Value (Single Flow – Uneven Flow & Annuity) – Present Value (Single Flow – Uneven Flow & Annuity)– Doubling Period – Concept of Valuation: Valuation of Bonds, Debentures and shares - Simple Problems.

Unit 3: FINANCING DECISIONS (12 hrs)

Introduction – Meaning of Capital Structure – Factors influencing Capital Structure – Optimum Capital Structure – Computation & Analysis of EBIT, EBT, EPS – Leverages. Simple Problems

Unit 4: INVESTMENT & DIVIDEND DECISION (16 hrs)

A. Investment Decision: Introduction – Meaning and Definition of Capital Budgeting – Features – Significance – Process – Techniques: Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and profitability index Simple Problems.
B. Dividend Decision: Introduction – Meaning and Definition – Determinants of Dividend Policy – Types of Dividends– Bonus share (theory only)

Unit 5: WORKING CAPITAL MANAGEMENT (6 hrs)

Introduction – Concept of Working Capital – Significance of Adequate Working Capital – Evils of Excess or Inadequate Working Capital – Determinants of Working Capital – Sources of Working Capital.

BUSINESS LAB ACTIVITIES

1. Draw the organization chart of Finance Function of a company
2. Capital structure analysis of companies in different industries
3. Evaluate the NPV of an investment made in any one of the capital projects of a company for 5 years.
4. Develop E-content for working capital management to a service organizations
5. Prepare E-content of dividend policy of a company

BOOKS FOR REFERENCE

1. S N Maheshwari, Financial Management, Sultan Chand
2. Sharma and Sashi Gupta, Financial Management, Kalyani Publication
3. Khan and Jain, Financial Management, TMH
4. Prasanna Chandra, Financial Management, TMH
5. I M Pandey, Financial Management. Vikas Publication
6. G. Sudarshan Reddy, Financial Management, HPH
7. Aswathnaraya and Ghousia Khatoon - Financial management VBH

3.5 ELEMENTS OF COSTING

OBJECTIVE

The objective of this subject is to familiarize students with the various concepts and elements of cost.

Unit 1: INTRODUCTION TO COST ACCOUNTING 08 Hrs

Introduction – Meaning& Definition of Cost, Costing and Cost Accounting – Objectives of Costing - Comparison between Financial Accounting and Cost Accounting –Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

Unit 2: MATERIAL COST CONTROL 14 Hrs

Meaning – Types: Direct Material, Indirect Material. Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control –Levels settings– EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting - Methods of Pricing Material Issues: FIFO, LIFO, Weighted Average Price Method and Simple Average Price Method - Problems.

Unit 3: LABOUR COST CONTROL 10 Hrs

Meaning – Types: Direct Labour, Indirect Labour - Timekeeping – Time booking – Idle Time – Overtime – Labour Turn Over. Methods of Labour Remuneration: Time Rate System, Piece Rate System, Incentive Systems (Halsey plan, Rowan Plan & Taylor's differential Piece Rate System) – Problems

Unit 4: OVERHEAD COST CONTROL 14 Hrs

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – Secondary Overhead Distribution Summary – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption (Theory Only) – Machine Hour Rate – Problems on Machine Hour Rate.

Unit 5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS, EMERGING CONCEPTS IN COSTING. 10 Hrs

Need for Reconciliation – Reasons for differences in Profit or Loss shown by Cost Accounts and Profit or Loss shown by Financial Accounts – Preparation of Reconciliation Statement and Memorandum Reconciliation Account.

BUSINESS LAB ACTIVITIES

1. Identification of elements of cost in services sector by visiting any service sector.
2. Cost estimation for the making of a proposed product.
3. Draft the specimen of any two documents used in material account.
4. Collection and Classification of overheads in an organization on the basis of functions
5. Prepare a reconciliation statement with imaginary figures
6. Collect the latest amendments pertaining to cost sheet elements of ICMA, London

BOOKS FOR REFERENCE

1. M N Arora- Costing-HPH
2. Jain and Narang-cost accounting-Kalyani publishing House
3. Tulsian's- cost accounting-S chand publication
4. J. Made Gowda – Cost and Management Accounting , HPH
5. M.V. Skukla – Cost and Management Accounting
6. N.K. Prasad: Cost Accounting, Books Syndicate Pvt. Ltd.
7. Nigam & Sharma: Cost Accounting , HPH
8. Khanna Pandey & Ahuja – Practical Costing, S Chand
9. K Ramachandra cost accounting -HPH 10. Saha et., al,

Cost accounting VBH

3.6 INDIAN FINANCIAL SYSTEM

OBJECTIVE

The objective is to provide students with basic theory and recent practices of financial system,its intermediaries and the supportive financial services, both in Indian as well as global context

UNIT 1: INTRODUCTION TO FINANCIAL SYSTEM IN INDIA 8 Hrs

Overview of Financial System – Structure, Regulation & Functions – Financial Assets-Financial Instruments- Financial Markets – Capital Market – Money Market – Interlink between capital market and money market – Characteristics of Financial Market – Key elements of well-functioning of Financial system- Economic indicators of financial development.

UNIT 2: BANKING INSTITUTIONS 10 Hrs

Commercial Banking – Meaning and functions, Types of Banks –Public, Private and foreign Banks, Payments Bank, Small Finance Banks, Cooperative Banking System and RRB's. Investment Policy of Commercial Banks and Consolidation of Banks in India

UNIT 3: FINANCIAL INSTITUTIONS AND NBFCs 14 Hrs

Financial institutions -meaning definitions and features, Objective composition and functions of All Indian Financial Institutions (AIFI's)- IFC, SIDBI, NABARD, EXIM Bank and NHB. Non-banking finance companies (NBFCs)-meaning, definition, characteristics, functions and types: NBFC-D, NBFC-ND, NBFC-ND-SI. Difference between a bank and a financial institution

UNIT 4: FINANCIAL SERVICES 16 Hrs

Financial Services -Meaning, definition characteristics, types and importance. Types of Fund Based Services and Fee Based Services. Factoring Services- meaning, types of factoring agreement. Forfaiting, Lease Financing in India. Venture Capital- Meaning, stages of investment, types of VC, Angel Investment-Meaning, features and importance, Recent trends of Angel Investment in India, Crowd Funding -meaning, types. Mutual funds-meaning and types only

UNIT 5: GLOBAL FINANCIAL SYSTEMS 8 Hrs

US Federal system- Components, entities and functions, European Financial System-EU25-features and Functions. International Monetary System, international stock market, international foreign exchange market, international derivative markets-meaning and functions only. Currency crises, current account deficit crises and Recent Trends in Global Financial Systems-information highways in financial services

BUSINESS LAB ACTIVITIES

1. Develop E-content for the different components of Indian financial system
2. Develop E-content of recent consolidation of public sector banks in India
3. Develop E-content the success and failure of crowd funding in India
4. List out the leading Angle Investment Net works in India
5. Prepare document for the causes of foreign exchange risks and remedies for the same

BOOKS FOR REFERENCE

1. Meir Kohn: Financial Institutions and Markets, Tata Mc Graw Hill
2. R.M Srivastava / D. Nigam; Dynamics of Financial Markets & Institutions in India, Excel Books.
3. L M Bhole: Financial Institutions and Markets, Tata Mc Graw Hill
4. Pilbeam, K. Financial Markets and Institutions, Macmillan.
5. Valdez, S. and P. Molyneux -An Introduction to Global Financial Markets- Palgrave Macmillan.
6. Garden and Natarajan- Indian Banking-HPH
7. Shankaran-Banking-HPH
8. K Ramachandra et.,al., Indian Financial System HPH

4.3 ADVANCED CORPORATE ACCOUNTING

OBJECTIVE The objective of the course is to enable the students to develop awareness about Corporate Accounting in conformity with the Provision of Companies' Act and latest amendments thereto with adoption of Accounting Standards.

Unit 1: HOLDING COMPANY ACCOUNTS 12 Hrs

Introduction – Meaning of Holding Company – Subsidiary Company – Steps – Pre Acquisition Profits – Post Acquisition Profits – Minority Interest – Cost of Control or Capital Reserve – Unrealized Profit – Mutual Indebtedness – Preparation of Consolidated Balance Sheet (As per AS21) under vertical format.

Unit 2: MERGERS AND ACQUISITION OF COMPANIES 18 Hrs

Meaning of Amalgamation and Acquisition – Types of Amalgamation – Amalgamation in the nature of Merger – Amalgamation in the nature of Purchase - Methods of Purchase Consideration – Calculation of Purchase Consideration (Ind AS 103) , Net asset Method - Net Payment Method, Accounting for Amalgamation (Problems on both the methods) - Entries and Ledger Accounts in the Books of Transferor Company and Transferee Company – Preparation of new Balance sheet. (Vertical Format) (Excluding External Reconstruction)

Unit 3: INTERNAL RECONSTRUCTION 10 Hrs

Meaning – Objective – Procedure – Form of Reduction –Passing of Journal Entries – Preparation of Reconstruction accounts – Preparation of Balance Sheet after Reconstruction. (Vertical Format) Problems

Unit 4: LIQUIDATION OF COMPANIES 10Hrs

Meaning–Types of Liquidation – Order of Payment - Calculation of Liquidator's Remuneration – Preparation of Liquidators Final Statement of Account

Unit 5: RECENT DEVELOPMENTS IN ACCOUNTING & ACCOUNTING STANDARDS (Theory Only) 6 Hrs

Meaning , definitions, characteristics, functions and importance of Human Resource Accounting, Environmental Accounting, Sustainability accounting, Forensic accounting, public expenditure accounting and Social Responsibility Accounting.

BUSINESS LAB ACTIVITIES

1. List out any 5 holding and subsidiary companies
2. Develop a detailed E-content based mergers and acquisitions accounting procedure.
3. List out legal provisions in respect of internal reconstruction
4. Take a company which is following human resource accounting and note down how their human resources are valued and shown in balance sheet.
5. Develop E-content for accounting frauds of the leading companies as investigated by forensic science laboratory under forensic accounting dispensation

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BOOKS FOR REFERENCE

1. Arulanandam & Raman ; Corporate Accounting-II, HPH
2. 5. S.N. Maheswari , Financial Accounting, Vikas
3. RL Gupta, Advanced Accountancy, Sultan Chand
4. Jain and Narang, Corporate Accounting.- KP
5. Tulsian, Advanced Accounting S Chand publishing
6. Shukla and Grewal – Advanced Accountancy , Sultan Chand
7. Srinivas Putty, Advanced Corporate Accounting, HPH.
8. Anil Kumar et. Al., – Advanced Corporate Accounting, HPH
9. R G Saha et., al., Advance corporate accounting VBH

4.4 COSTING METHODS

OBJECTIVE: To familiarize the students on the uses and applications of cost accounting methods in different businesses. Sectors

Unit 1: JOB AND BATCH COSTING 10 Hrs

Job costing: Meaning, prerequisites, job costing procedures, Features, objectives, applications, advantages and disadvantages of Job costing. **Batch costing**: Meaning, advantages, disadvantages, determination of economic batch quantity, Comparison between Job and Batch Costing – problems

Unit 2: PROCESS COSTING 14 Hrs

Introduction, meaning and definition, Features of Process Costing, applications, comparison between Job costing and Process Costing, advantages and disadvantages, treatment of normal loss, abnormal loss and abnormal gain, rejects and rectification - Joint and by-products costing – problems under reverse cost method.

Unit 3: CONTRACT COSTING 14 Hrs

Meaning, features of contract costing, Applications of contract costing, similarities and dissimilarities between job and contract costing, procedure of contract costing, profit on incomplete contracts, Problems.

Unit 4: OPERATING COSTING 12 Hrs

Introduction, Meaning and application of Operating Costing, - Power house costing or boiler house costing, canteen or hotel costing, hospital costing (Theory only) and Transport Costing – Problems on Transport costing.

UNIT 5: OUTPUT COSTING 10 Hrs

One Operation (Unit or Output) Costing - Collection of Costs - Tenders or Quotations - Treatment of Scrap - Production Account - Difference between a Production Account and a Cost Sheet

BUSINESS LAB ACTIVITIES

1. Listing of industries located in your area and methods of costing adopted by them
2. List out materials used in any two organizations.
3. Develop E-content for operating costing of a renowned transport company
4. Develop E-content for the significance of contract costing applicable to leading builder and developers
5. Collect data for Job costing pertaining to printing press and repair shops

BOOKS FOR REFERENCE

1. N. Arora, Cost Accounting. HP
2. Jain &Narang, Cost Accounting-KP
3. Palaniappan and Hariharan-Cost Accounting-I.K. International Publishers
4. S P Iyengar, Cost Accounting.
5. Nigam and Sharma, Advanced Costing.
6. N. K Prasad, Costing
7. Ravi M. Kishore – *Cost Management*
8. S. Mukherjee & A. P. Roychowdhury – *Advanced Cost and Management Accountancy*

4.5 E-BUSINESS AND COMPUTERISED ACCOUNTING

OBJECTIVE: The objective of the course is to familiarize the students with E- Commerce Models and Tally for accounting in real time business practices.

Unit1. E-BUSINESS **10 Hrs**

Introduction, E-Commerce – Definition, History of E-commerce, Difference between E - Commerce and E – Business, E-Commerce v/s Traditional Commerce, Strengths, Weakness, Opportunities and Challenges of E- Commerce, E-Commerce Business models –B2C, B2B, C2B, C2C, B2G, C2G, Types of Ecommerce Business Revenue Models, Successful Business Models in India

Unit 2. E – PAYMENTS MECHANISMS **10Hrs**

E - Payment requirements, Meaning, and importance. Types -App based e-payment systems, M-wallet payments, Card based payment – credit card, debit card and different types of cards, Net Banking, M-Banking, NEFT and RTGS and Cheque Truncation System (CTS), payment through BiT-Coin, Cyber crimes in E payments, Risks and protection in e-payments-cyber laws and cyber police stations. Digital signature– usage and legal provisions, E-payment in paperless society-significance

Unit 3: Introduction of TALLY AND SAP **(12Hrs)**

Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for Installation recent Tally ERP source, (free and paid sources) Items on Tally screen – Creation & Selection of Company: Contents in Company Creation Screen, Base Currency Information, Company Features - F11 and Configuration F12. Introduction to SAP-Meaning, features, configuration advantages and limitations, SAP in finance, SAP in Marketing, SAP in HR (only theory)

Unit 4: GATEWAY OF TALLY **(14Hrs)**

Accounts Info, Group – Types, Create, Display, Alter; Ledger - Types, Create, Display, Alter; Vouchers - Types, Create, Display, Alter; Default number of Groups, Ledgers and Vouchers, Voucher Entry (Simple Problems),

Unit 5: REPORTS IN TALLY **(10Hrs)**

Reports – Balance Sheet, Profit and Loss A/c, Stock Summary, Ratio Analysis, Brief on Display Menu Items – Trail Balance, Day Book, Account Books, Statement of Accounts, Inventory Books, Statement of Inventory, List of Accounts, Exception Report, Print of Report, Brief Introduction of GST in Tally.

BUSINESS LAB ACTIVITIES

1. Generating the report of journal
2. Generating the report on cash book
3. Generating the report on profit and loss account
4. Generating the report on balance sheet
5. Developing E-content for SAP in finance and Material Management

BOOKS FOR REFERENCE

1. Raydu – E Commerce, HPH

2. Suman. M – E Commerc & Accounting - HPH

3. Kalakota Ravi and A. B. Whinston : *Frontiers of Electronic Commerce,* Addison Wesley

4. Watson R T : *Electronic Commerce – the strategic perspective*. The Dryden press

5. Amrutha Gowry & Soundrajana, E – Business & Accounting, SHBP.

6. C.S.V Murthy- E Commerce, HPH

7. Agarwala K.N and Deeksha Ararwala: *Business on the Net – Whats and Hows of E-Commerce*

8. P. Diwan / S. Sharma – E – Commerce

9. Srivatsava: E.R.P, I.K. International Publishers

10. Tally for Enterprise Solutions

4.6 BUSINESS REGULATIONS

OBJECTIVES:

The objective of this course is to orient and familiarize students about relevant laws concerning business organizations.

Unit 1: INTRODUCTION **10 hrs**

Business Law –Meaning, definition, characteristics, sources and its Significance. Types of business Law, difference between Law and ethics. Case precedent- Meaning of plaintiff, defendant, petitioner, respondents, public prosecutors, advocate General, Solicitor general of India, Judicial Magistrate of First class, civil Judge, Sessions (criminal court judge) Metropolitan magistrate, economic offences. Constitutional provisional relating to business affairs (state list, concurrent list and central list) difference between civil cases and criminal cases, *adalaths*

Unit 2 CONTRACT LAWS **18 Hrs**

A. **Indian Contract Act, 1872:** Definition of contract, essentials of valid contract, classification of contract, remedies for breach of contract Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency.
B. **Sale of Goods Act, 1930:** Definition of contract of sale, essentials of contract of sale, Conditions and warrantees, right and duties of buyer, right of unpaid seller

Unit 3 : CONSUMER PROTECTION ACT, (COPRA) 2019 **10 hrs**

Objective of the Act, important terms- Complaint, Consumer, Consumer dispute, consumer rights, defect, Deficiency, direct selling, E-commerce, Electronics Service providers, HARM, injury, misleading advertisement , product liability. Restrictive trade practice, service unfair trade practice (UTP), Consumer dispute redressal forums- district forum, state commission and national commission. Jurisdiction offences and penalties under the ACT

Unit 4: INSOLVENCY AND BANKRUPTCY CODE (IBC) 2016 **08 hrs**

Introduction - rationale and objectives: Need for Insolvency and Bankruptcy Code: Social, Legal, Economic and Financial Perspectives -Authorities and Enforcement Mechanism in IBC 2016 - Role of Adjudicating Authorities - Role of the Insolvency and Bankruptcy Board of India (IBBI) Appellate Authorities -Insolvency of Individuals and Partnership firms

Unit 5 INTELLECTUAL PROPERTY RIGHT (IPR) AND INFORMATION TECHNOLOGY (IT) ACT, 10 hrs

(a) Intellectual Property Right: Introduction and the need for intellectual property right (IPR) - Kinds of Intellectual Property Rights: Patent, Copyright, Trade Mark, Design, Geographical Indication, Plant Varieties and Layout Design –IPR in India ,IPR in abroad - Major International Instruments concerning Intellectual Property Rights

(b) Information Technology Act, 2000: objective of the Act, Meaning of Cyber Law ,Cyberspace, digital signature, private key, public key, encryption, digital signature certificate, Cyber Crimes-Meaning and types, offences and penalties. Information Technology (Amendment 2018) –special provisions relating to online gaming, provision of adequate safeguards against dangerous gaming resources and online material that disturbs the cultural values and ethos.

BUSINESS LAB ACTIVITIES

1. Prepare a chart showing sources of business law and Indian Constitution Articles having economic significance
2. Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
3. List out recently adjudicated IBC cases in India
4. Draft digital signature certificate
5. Collect leading cyber-crimes cases and form groups in the class room and conduct group discussion for giving innovative remedial measures

BOOKS FOR REFERENCE

1. N.D. Kapoor, Business Laws, Sultan chand publications.
2. S.S Gulshan – Business Law
3. S.C. Sharma: Business Law I.K. International Publishers
4. Tulsion Business Law, TMH.
5. Bulchandni, Business Laws, HPH.
6. Ramachandra et.,al, “Legal aspect of business text and cases” HPH
7. Ashwathappa and Sudarshan Reddy – Business Law -HPH

5.1 INCOME TAX- I

OBJECTIVE-The objective of this course is to make the students to understand the computation of taxable income and tax liability.

UNIT-1: Introduction to Income Tax. 10 hours

Brief history of Indian Income Tax, legal framework, types of taxes, cannons of taxation, definitions, assessment, assessment year, previous year including exception, assesses, person, income, casual income, gross total income, total income, agricultural income, scheme of taxation, meaning and classification of capital and revenue.

UNIT-2: Residential status 10 hours

Residential status of an individual's, Determination of residential status, incidence of tax-problems on computation of Gross total Income

UNIT-3: Exempted incomes 4 hours

Introduction, exempted incomes U/S 10. Only in the hands of individuals

UNIT-4: Income from salary 20 hours

Meaning, definitions, basis of charge, advance salary, arrears of salary, all allowances, perquisites, profits in lieu of salary, provident fund, gratuity, commutation of pension, encashment of earned leave, deductions from salary U/S 16, problems on computation of salary income.

UNIT-5: Income from house property 12 hours

Basis of charge, deemed owners, exempted income from house property, composite rent, Annual value, determination of Annual value, treatment of unrealized rent, loss due to vacancy, deductions from Annual value U/S 24, problems on computation of income from house property

BUSINESS LAB ACTIVITIES

1. Fill Form No. 49A Online for obtaining PAN and submit the printout to the subject teacher
2. Prepare a Slab rates chart for different individual assesses,
3. List out any ten exempted income from Tax in India
4. Prepare –E based Chart on perquisites
5. Identify and collect the List of prescribed enclosures pertaining to IT returns in respect of salary and house property incomes

BOOKS FOR REFERENCE (Latest version)

1. Dr. viond k. singhania-direct taxes-law and practices, taxmann publication.
2. B B Lal- direct taxes, konark publishers[p] ltd.
3. Dr.Mehrotra and Dr.Goyal- direct taxes-law and practices, sahitya bhavan publication.
4. Dinakar pagare-law and practice of income tax, sultan chand and sons.
5. Gaur and narang- income tax – kalyani publishers.
6. Mariyappa B Income tax HPH
7. Usha devi et.,al ., Income tax -1 VBH
7. R G saha and Usha Devi- Income Tax -HPH

5.2 COST MANAGEMNT

OBJECTIVES

The objective is to enable the students to understand techniques used to control as well as reduce the cost in various organizations

UNIT 1: COST CONTROL AND COST REDUCTION: 08 Hrs

Meaning of cost control and cost reduction, areas covered by cost control and cost reduction – product design, target costing, value analysis, value engineering, value chain analysis, Business Process Re- Engineering (theory only) Pareto Chart.

Unit 2: MARGINAL COSTING 12 Hrs Absorption costing, cost classification under absorption costing, Meaning and Definition of marginal costing – Absorption Costing V/s Marginal Costing - Need for Marginal Costing, arguments against and in favor of marginal costing – marginal cost equation – Uses and Limitations of Marginal Costing - Break even analysis - Problems on Break Even Analyses.

Unit 3: STANDARD COSTING 12 Hrs

Historical costing - Introduction – Meaning & Definition of Standard Cost and Standard Costing - Advantages & Disadvantages of Standard Costing –preliminaries in establishing system of standard costing – Variance Analysis – Material Variance, Labour Variance and Overheads Variance – Problems on Material Variances and Labor Variances.

Unit 4: BUDGETARY CONTROL 12 Hrs

Introduction – Meaning & Definition of Budget and Budgetary Control – Objectives of Budgetary Control – essential requirements of budgetary control – advantages and disadvantages of budgetary control – Meaning, Types of Functional Budgets - Flexible Budgets, Cash Budgets, sales budget and production budget. Problems on Flexible budgets and cash budget

UNIT5: ACTIVITY BASED COSTING 12 Hrs

Introduction - Weakness of conventional system – concept of ABC – Kaplan and Cooper's Approach – cost drivers and cost pools – allocation of overheads under ABC – Characteristics of ABC – Steps in the implementation of ABC – Benefits from adaptation of ABC system – difficulties faced by the industries in the successful implementation of ABC - Problems on ABC.

BUSINESS LAB ACTIVITIES

1. Preparation of Income Statement using Absorption Costing and Marginal Costing Technique
2. Justify make or buying decisions of particular product of your choice.
3. Preparation of Sales Budget of a firm nearby of your locality
4. List any 10 industries where Standard Costing is used.
5. List any 10 industries where ABC method is used.
6. Develop E-content for cash budget on online of any organization

BOOKS FOR REFERENCE

1. M.N. Arora, Cost Accounting HPH
2. Ravi & kishor. –cost management
3. S P Iyengar, Cost Accounting.
4. K.S. Thakur: Cost Accounting.
5. N. Prasad, Costing.
6. Palaniappan&Hariharan : Cost Accounting
7. Jain &Narang, Cost Accounting.
8. IM Pandey :Management Accounting
9. R.G saha et., al., Cost management VBH
10. CA & ICWA Bulletins

5. 3: INDIAN ACCOUNTING STANDARDS (Ind AS)

Objective: To enable the students to understand the basic concepts of Accounting Standards and to understand the principles of recognition, measurement, presentation and disclosure of Indian Accounting Standards by various organizations

Unit 1: Introduction to Indian Accounting Standards 8 hrs

Overview of Accounting Standards – Objectives of Accounting Standards – Benefits and Limitations of Accounting Standards – Process of Formulation of Accounting Standards in India – List of Indian Accounting Standards (Ind AS) – Need for Convergence Towards Global Standards– International Financial Reporting Standards as Global Standards – Benefits of Convergence with IFRS – Applicability of Ind AS in India.

Unit 2: Presentation of Financial Statements 10 hrs

Users of financial statements, objective of financial statements, Underlying assumptions, Qualitative characteristics of financial statements, The elements of financial statements, Recognition of the elements of financial statements, Measurement of the elements of financial statements, Concepts of capital and capital maintenance

Unit 3: Asset Based Indian Accounting Standards 16 hrs

Property, Plant and Equipment (Ind AS 16) - Intangible assets (Ind AS 38) - Impairment of assets (Ind AS 36) – Inventories (Ind AS 2) - Borrowing costs (Ind AS 23) – Investment Property (Ind AS – 40) – Scope, definitions, Recognition and Measurement of the above-mentioned Standards. (Simple Problems on Ind AS 16, 38, 36, 2, 23)

Unit 4: Liability Based Indian Accounting Standards 14 hrs

Provisions, contingent liabilities and contingent assets (Ind AS 37) – Scope, provision, liability, obligating event, legal obligation, constructive obligation, contingent liability, contingent asset, relationship between provisions and contingent liability, recognition of provisions, Contingent asset and contingent liability, Measurement and Disclosure of Information in the Financial Statements.

Unit 5: Revenue Based Indian Accounting Standards 8 hrs

Revenue from contract with customers (Ind AS 115) – Contract, Customer, Income, performance obligation, Revenue, transaction price, Applicability of Ind AS 115, Recognition and identifying performance obligation, determining the transaction price, disclosure requirements in Financial Statements (Simple Problems Only)

BUSINESS LAB ACTIVITIES

1. List out the countries that adopted and converged with IFRS around the world.
2. Collect and Analyse the Statement of Changes in Equity of any five companies.
3. List out any five Indian Accounting Standards disclosures.
4. Analysis of published financial statements for at-least 2 types of stakeholders
5. Disclosure of change in equity in the annual reports of any two select companies.

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BOOKS FOR REFERENCE

1. IFRS for India, Dr.A.L.Saini, Snow white publications
2. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
3. IFRS explained – A guide to International financial reporting standards by BPP learning Media
4. IFRS for finance executives by Ghosh T P, taxman allied services private limited
5. IFRS concepts and applications by Kamal Garg, Bharath law house private limited
6. IFRS: A Quick Reference Guide by Robert J. Kirk, Elsevier Ltd.
7. First lesson to International Financial Reporting Standards beginners guide by MP Vijay Kumar, prime knowledge services.
8. A student's guide to international financial reporting standards by Clare Finch, Kalpan Publishing.
9. Sariha Gosain and Rajeeh Gosain- Practical approach to IND AS implementation, illustrations, summary & comparisons
10. CA Anand Banka- Comprehensive guide to IND AS implementation-
11. CA Praveen Kumar- Consolidation under IND AS- IFRS converged standard

5.4 AUDITING AND REPORTING

OBJECTIVE:

This course aims at imparting knowledge about the principles and methods of auditing and their applications.

Unit 1: INTRODUCTION TO AUDITING 12 Hrs

Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit – Cost Audit - Management Audit. Forensic audit

Tally ERP 9 Auditors Edition: Introduction, features, characteristics – Tally.Net: features – requirements for remote connectivity – Access information via SMS, Safeguard Data – Automated Backup and Recovery. E-Auditing-meaning, uses and limitations, auditing the auditors

Unit 2: INTERNAL CONTROL 10 Hrs

Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit. E- Applications in internal control and check.

Unit 3: VOUCHING 12 Hrs Meaning - Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers – Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure, E-vouching, uses and limitations

Unit 4: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES 12Hrs

Meaning and Objectives of verification and valuation– Position of an Auditor as regards the Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant & Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable - Sundry Creditors – Contingent Liabilities.

Unit 5: AUDIT OF LIMITED COMPANIES AND OTHERS 10 Hrs

Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies. Institutions for Auditing central Vigilance Commission (CVC) comptroller and Auditor General of India (CAG), State Accountant and Auditor General (SAG) –role and functions in Public Account Audits

BUSINESS LAB ACTIVITIES

1. Collect the information about types of audit conducted in any one Organization
2. Visit an audit firm write about the procedure followed by them in auditing the books of accounts of a firm.
3. Draft an investigation report on behalf of a Public Limited Company
4. Record the verification procedure with respect to any one fixed asset.
5. Develop E-content for qualified report and clean report of an MNC
6. List the renowned international audit firms

BOOKS FOR REFERENCE:

1. TR Sharma, Auditing, Sahitya Bhavan
2. BN Tandon, Practical Auditing, Sultan Chand
3. Kamal Gupta, Practical Auditing, TMH
4. R.G Sexena - Principles and Practice of Auditing, HPH
5. MS Ramaswamy, Principles and Practice of Auditing.
6. Dinakar Pagare, Practice of Auditing, Sultan Chand
7. Usha devi et., al,. Auditing VBH

6.1 INCOME TAX-II

Objective: The objective of this course is to make the students to understand the computation of taxable Income and tax liability of different types of Assessees

UNIT 1: PROFITS AND GAINS FROM BUSINESS OR PROFESSION 16 hours.

Meaning and Definition of Business Profession Vocation, Expenses Expressly Allowed – Allowable Losses, Expenses Expressly Disallowed, Expenses Allowed on payments basis- Problems on Business relating to Sole trader and Problems of Profession relating to Chartered Accountant, Advocate and Medical practitioners

UNIT 2: CAPITAL GAINS 12 hours.

Basis of charge ,Capital Assets ,Transfer of Capital Assets ,Computation of capital gains, Exemptions U/S 54, 54B, 54D, 54EC, 54F, problems on capital gains.

UNIT 3: INCOME FROM OTHER SOURCES. 10 hours.

Incomes taxable under this head, securities, types of securities -Rules for grossing up ,Ex-interest securities Cum-interest securities , Bond washing transactions- problems on income from other sources.

UNIT4: SET OFF AND CARRY FORWARD OF LOSSES AND DEDUCTIONS FROM GROSS TOTAL INCOME: 8 hours.

Provisions for set-off and carry forward of losses (theory and simple problems). Deductions U/S 80C, 80CC, 80CCD, 80D, 80E, 80G, 80GG, 80GGA, 80U only.- simple problems on 80G only

UNIT5: INCOME TAX AUTHORITIES AND ASSESSMENT OF INDIVIDUALS: 10 hours

Powers and functions of CBDT, CIT, and AO, Assessment, Types of Assessment , Computation of total income and Tax liability of an Individuals (problems in case of Income from salary and HP – computed income may be given).

BUSINESS LAB ACTIVITIES

1. Preparation of Form 16.
2. Prepare table of cost inflation Index.
3. Composition and structure of CBDT
4. Prepare Different type of ITR -1, 2, 3, 4
5. Develop E-content for tax avoidance and tax evasion concepts

BOOKS FOR REFERENCE:

1. Dr. Vinod K. Singhania: Direct Taxes- Law and Practice, Taxamann publication.
2. B B LAL : Direct Taxes. Konark Publishers (p) ltd.
3. Dinakar pagare; Law and Practice of Income Tax . Sultan chand and sons.
4. Gaur and Narang; Income Tax , Kalyani publishers.
5. Dr. H.C. Mehrothra; Income Tax . Sahitya Bhavan publications.
6. B G Bhaskar et., al., Income tax –II VBH

6.2 MANAGEMENT ACCOUNTING

OBJECTIVE

The objective of this Course is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.

Unit 1: ANALYSIS OF FINANCIAL STATEMENTS (12hrs)

MANAGEMENT ACCOUNTING: Meaning – Definition – Objectives – Nature and Scope– Role of Management Accountant – Relationship between Financial Accounting and Management Accounting, Relationship between Cost Accounting and Management Accounting.

ANALYSIS OF FINANCIAL STATEMENTS: Types of Analysis – Methods of Financial Analysis – Comparative Statements – Common Size Statements – Trend Analysis – Problems.

Unit 2: RATIO ANALYSIS (14hrs)

Meaning and Definition of Ratio, Classification of Ratios, Uses & Limitations – Meaning and types of Ratio Analysis – Problems on Ratio Analysis - Preparation of financial statements with the help of Accounting Ratios.

Unit 3: FUND FLOWANALYSIS (10hrs)

Meaning and Concept of Fund – Meaning and Definition of Fund Flow Statement – Uses and Limitations of Fund Flow Statement-– Procedure of Fund Flow Statement – Statement of Changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds – Problems

Unit 4: CASH FLOW ANALYSIS (14hrs)

Meaning and Definition of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of AS-3 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to AS-3 (Indirect Method Only).

Unit 5: MANAGEMENT REPORTING (6hrs)

Meaning of Management Reporting – Requisites of a Good Reporting System – Principles of Good Reporting System – Kinds of Reports – Drafting of Reports under different Situations.

BUSINESS LAB ACTIVITIES

1. Collection of financial statements of any one organization for two years and preparing
2. comparative statements
3. Collection of financial statements of any two organization for two years and prepare a common Size Statements
4. Collect statements of an Organization and Calculate Important Accounting Ratio's
5. Draft a report on any crisis in an organization

BOOKS FOR REFERENCE

1. M N Arrora- Management accounting HPH
2. Sharma Shasi K Gupta- Management Accounting-KP
3. Dr. S.N. Maheswari , Management Accounting
4. Sexana, Management Accounting
5. J.Made Gowda - Management Accounting
6. Muniraju and Ramachandra Management Accounting HPH
7. R. G Saha and Gurumurthy et., al., Management Accounting VBH

6.3 GOODS AND SERVICES TAX

Objective: the course is to expose the students to the various provisions and computation of goods and service tax & customs duty and to enable the students to become independent tax practitioners

UNIT 1: INTRODUCTION TO GST **10Hrs**

The concept of GST- The need for GST and the historical background of GST in India differences between the Direct and indirect taxes, the basic features of Indirect taxes and the principal Indirect taxes in India, Taxes Subsumed not subsumed under GST. The framework under GST (Dual Model) and various benefits that are accrued from implementation of GST, The significant amendments made in Constitution (101st Amendment) Act (Union, state and concurrent list), GST Council- composition Power and Functions

UNIT 2: DEFINITIONS IN GST AND SUPPLY UNDER GST: **14Hrs**

(Theory based coupled with Practical Scenario for better understanding of concepts: Numerical problems on supply-Calculation of Transaction value)

Definitions of: Goods, Services, Person, Business, Business Vertical, Consideration, Aggregate Turnover, Fixed Establishment, Casual taxable person, Concept of Supply [Section 7 of CGST Act], Taxable Supplies, Exempt Supply, Non- taxable supply, Supply with consideration in course/ furtherance of business, Supply without consideration; Schedule I, II, and III to the GST Act. Classification of rate of Taxes under GST and Composition scheme, Continues supply, Composite supply, Principal supply, Mixed Supply [Section 8], Taxability of Interstate supply and Intra state supply, Concept of Outward supply and Inward supply over Sales and Purchases

Unit 3: PROCEDURE AND LEVY UNDER GST: **12Hrs**
(Both theory and Numerical based problems)

Registration under GST based on Turnover Limits. Casual registration- Time of supply, place of supply and value of supply, Levy and collection of CGST/SGST/IGST (Section 9 of CGST), Composition levy (Section10), Reverse Charge Mechanism (RCM) (Section 9(3)/9(4),. Power of Grant Exemption from Tax [Section 11 of the CGST Act) Tax Invoice

UNIT 4: INPUT TAX CREDIT: (NUMERICAL PROBLEMS) **{12 Hrs}**

Definition of: Input Goods, Input Services, Capital goods, Input on Capital Goods, Concept of Input tax credit Eligibility and conditions for taking ITC, Cross Utilization of ITC, Apportionment of credit and blocked credits, Availability of credit in special circumstances, availing and utilization of ITC. Treatment of IGST on import of Goods

UNIT 5 PAYMENT OF TAXES AND FILING OF RETURNS: (THEORY ONLY) {8hrs}

Definition of Returns, Concept of Electronic Credit Ledger, Electronic Cash Ledger, Brief introduction and contents in- Returns for Outward supply (GSTR-1), Returns for Inward Supply (GSTR-2), Final Monthly Returns (GSTR-3), Annual Returns (GSTR-9) Mechanism of GST Network w.r.t Returns matching of invoices. Filing of First Returns GST Network: Structure, and Functions.

BUSINESS LAB ACTIVITIES

1. Narrate the procedure for calculation of CGST, SGCT and IGST.
2. Prepare chart showing rates of GST.
3. Prepare Tax invoice under the GST Act.
4. Prepare list of exempted goods/ services under GST.
5. Show the flow chart of GST Suvidha Provider (GST).

BOOKS FOR REFERENCE

1. Deloitte: GST Era Beckons, Wolters Kluwer.
2. Madhukar N Hiregange: Goods and Services Tax, Wolters Kluwer.
3. All About GST: V.S Datey - Taxman's.
4. Guide to GST: CA. Rajat Mohan,
5. Goods & Services Tax – Indian Journey: N.K. Gupta & Sunnania Batia, Barat's Publication
6. Goods & Services Tax: Dr. Sanjiv Agrawal & CA. Sanjeev Malhotra.
7. GST - Law & Practice: Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar IM,
8. Understanding GST : Kamal Garg, Barat's Publication.
9. JayaramHiregange& Deepak Rao, India GST for Beginners,
10. R. G Saha and Usha Devi, -Goods and Service Tax -HPH
11. RG saha et., al., Goods and Service VBH

6.4 ENTREPRENEURSHIP AND ETHICS

Objectives: this course enables the learner to gain an insight in to starting of his or own enterprise and to enlighten them on ethical practices

Unit 1: ENTREPRENEURSHIP 12 Hrs

Meaning, Definition and characteristics of Entrepreneurship and Entrepreneur Functions of Entrepreneur, Factors influencing Entrepreneurship Advantages and disadvantages, Qualities of an Entrepreneur, Types of Entrepreneurs and brief history about successful entrepreneurs Role of artificial intelligence in developing Enterprises

Unit 2: MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) 10Hrs

Meaning, Definition, investment limit, Ownership Patterns of Micro, Small and Medium enterprise. Products and services of MSME, Role played by MSME in the development of Indian Economy, Problems faced by MSME and the steps taken to solve the problems, Stages in setting up of MSME

Unit 3: START-UPS 10 Hrs

Meaning, definition features types, benefit and limitation of startups. Players in the promotion of start ups, the role of incubation centers in grooming youngsters for startups preparation of business plan and feasibility reports – Financial, technical, marketing, product service, legal. Causes for success and failure of start-ups in India, Start-ups India scheme, features eligibility, loan facilities matching grant, minimizing section imbalance through the promotion of startups in urban and rural India, Women entrepreneurs in start-ups

Unit 4: THE ROLE OF BANKING AND FINANCIAL INSTITUTIONS IN THE PROMOTION OF ENTREPRENEURERS 12Hrs

Financial assistance by Commercial banks, co-operative banks, Government Assistance, through SFCs SIDBI, IFCI, Non-financial assistance from DIC, SISI, AWAKE, KVIC - Financial incentives for MSMEs and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building and Technical Assistance - Industrial Estates: Role and Types.

Unit 5: ETHICS IN BUSINESS **12 Hrs**

Meaning - Scope – Types of Ethics – Characteristics – Factors influencing Business Ethics – Importance of Business Ethics – Ethics in Finance, production, marketing, HR, R&D and Information Technology and Professional ethics

BUSINESS LAB ACTIVITIES

1. Preparation of a Project report to start a Start-ups Unit.
2. Preparing a letter to the concerned authority-seeking license for the proposed MSME Unit
3. Visit a incubation centre and submit report on its activities
4. Chart showing financial assistance available to MSME along with rates of interest.
5. List out ethical problems faced by Entrepreneurs/Manager

BOOKS FOR REFERENCE

1. Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH

2. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.

3. Satish Taneja: Entrepreneur Development, HPH.

4. UdaiPareek and T.V. Rao, Developing Entrepreneurship

5. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems, SIET, Hyderabad

6. Srivastava, A Practical Guide to Industrial Entrepreneurs, Sultan Chand.

9. N.V.R. Naidu : Management and Entrepreneurship, I.K. International

10. Murthy CSV: Business Ethics and Corporate Governance- HPH

11. Dr. K. Nirmala,-: Business Ethics and Corporate Governance-HPH

12. Usha Devi and Shruthi,- entrepreneurs Development -HPH

13 Reha and Vibha, -Entrepreneurs Development -VBH

ELECTIVES

I GROUP ACCOUNTING AND TAXATION

5.5 ADVANCED ACCOUNTING

OBJECTIVES:
The objective is to acquaint the students and make them familiar with the process and preparation of accounts of different types of organizations.

UNIT 1: ACCOUNTS OF BANKING COMPANIES 16 Hrs

Business of banking companies – some important provisions of Banking Regulation Act of 1949 – minimum capital and reserves – restriction on commission – brokerage – discounts – statutory reserves – cash reserves – books of accounts – special features of bank accounting, final accounts - balance sheet and profit and loss account – interest on doubtful debts – rebate on bill discounted – acceptance – endorsement and other obligations – problems as per new provisions.

UNIT 2: ACCOUNTS OF INSURANCE COMPANIES 16 Hrs

(a) Life insurance – accounting concepts relating to life insurance companies - Preparation of Final accounts of life insurance companies – revenue account and balance sheet.
(b) General insurance – Meaning accounting concepts- Preparation of Final accounts.

UNIT 3: INFLATION ACCOUNTING 10 Hrs

Need – Meaning – definition – importance and need – role – objectives – merits and demerits – problems on current purchasing power method (CPP) and current cost accounting method (CCA).

UNIT 4: FARM ACCOUNTING 10Hrs

Meaning – need and purpose – characteristics of farm accounting – nature of transactions – cost and revenue – apportionment of common cost – by product costing – farm accounting – recording of transactions – problems

UNIT 5: INVESTMENT ACCOUNTING 04 Hrs

Introduction – Nature of Investment – Investment ledger – different terms used- cum dividend or interest and ex- dividend or interest – securities – Bonus shares- right shares – procedures of recording shares – (theory only)

BUSINESS LAB ACTIVITIES

1. Collect any banking companies final accounts and prepare schedules
2. Visit any insurance company and collect the financial statement and prepare financial statement
3. Collect data and prepare chart showing companies practicing CAA and CPP methods of accounting
4. Prepare a chart on apportionment of common farm cost
5. List out various investment valuation methods

BOOKS FOR REFERENCE:

1. R L Gupta, Advanced Accountancy, Sultan Chand
2. Shukla and Grewal, Advanced Accountancy, S Chand
3. S. P. Jain and K. L. Narang – advanced accountancy, Kalyani
4. S.N. Maheswari , Advanced Accountancy, Vikas Publishers
5. Made Gowda – Managerial Accounting, HPH
6. Jawaharlal, Managerial Accounting, HPH
7. Anil Kumar, etal-Advanced Accounting-HPH

5.6 ACCOUNTING FOR GOVERNMENT AND LOCAL BODIES

The Objective of the course is to students understand local government accounting systems

PART –A ACCOUNTING FOR RURAL LOCAL GOVERNMENTS

UNIT-1 INTRODUCTION LOCAL GOVEERNMENT INSTITUTIONS 06 hrs

Panchayat raj institutions (PRI)-origin of panchayat raj institutions-constitutional background- three tier panchayat raj system-Financial functions of Zilla panchayat-taluk panchayat gram panchayat

UNIT 2 RECEIPTS AND PAYMENTS OF PRI'S 10 hrs

Salary, travelling allowances and other allowances to adyaksha, upadakshya and members of Zilla Panchayat , taluk panchayat, Gram Panchayat-application of gram panchayat fund- Honorarium of adyaksha and upadayakhya of Gram Panchayat,Grants- fees-taxes, Assets and liabilities of Panchayat Raj Institutions.

UNIT -3 PREPARATION OF ACCOUNTS OF PRI'S 14 hrs

Zilla panchayat Budget and Account-taluk panchayat finance and account-Gram panchayat Budgeting and accounting-Auditing of Panchayat Raj Institutions. Audit report ,Procedures to rectify audit objection and recovery paras, adhoc Committees in panchayat raj institutions, duties and responsibilities of adhoc committee, Priasoft accounting software in Panchayat raj institutions, Panchatantra software.

PART-B ACCOUNTING FOR URBAN LOCALGOVERNMENTS

UNIT-4 INTRODUCTION TO URBAN LOCAL GOVERNMENTS 08 hrs

Origin of Municipalities- different tiers of urban local bodies- urbanization in karnataka-DMA Organization Chart- Structure of ULB Organization-Functions of municipal councils-municipal corporations-city municipal councils-town municipal councils-town panchayats-notified area Committees-standing Committees.

UNIT-5 RECEIPTS & PAYMENTS AND PREPARATION OF ULB ACCOUNTS 18 hrs

a) **Rent-rates-taxes-fee**-salary grants-other allowance to members-different schemes of ULB'S-Expenditure rules-taxation rules1965-contract rules 1986-Borrowing rules 1966-Assets and liabilities of ULB'S-Regulation of duty on transfers of Immovable property.

b) Preparation of ULB Accounts

Preparation of plans, estimates-Budgets-Receipts vouchers-payment vouchers-maintenance accounts of different Schemes of Urban local bodies, FBAS Accounting system in municipalities

c) Auditing of ULB'S

Government auditor-Inspection of Books and Vouchers, different types of audit, measures to clear audit objection and recovery paras, adhoc committee.

BUSINESS LAB ACTIVITIES

1 Visit nearby panchayat office and list out its financial functions
2 Collect details of various funds and honorarium paid in the panchyat offices
3 Collect the statement of fund utilization at panchayat level
4 Prepare an organization chart on local bodies
5. Collect auditor's report of local bodies

BOOKS FOR REFERENCE:

1. Indian audit and accounts department, accounts and audit rules
2. Karnataka Panchayat raj act 1993
3. Karnataka panchayat raj(badget and accounts rules) 2006
4. Karnataka Municipal Corporation rules-1977
5. Karnataka state audit and accounts department , Audit mannual
6. Karntaka municipalities budget and accounts rules
7. Government of Karnataka local bodies Accounts and Audit circulars
8. Priasoft, panchatantra, FBAS accounting software

6.5 BUSINESS TAXATION

OBJECTIVE

The objective is to enable the students to understand assessment of Firms and Companies with regard to Income tax act, 1961 and to study the basics of customs duty. An equal emphasis to be given for both theory and numerical problems Scenario analysis is to be made to understand the concept

UNIT-1 CUSTOMS DUTY **10 Hrs**

Introduction to customs duty – Customs Procedures – levy and collection of customs duty-exemptions from customs duties – goods included under customs duty ACT - Methods of Valuation of Customs Duty [including anti-dumping and safe guard duty] –Problems

UNIT-2 TAX UNDER E-ENVIRONMENT **12 Hrs**

Filing of Income tax returns (ITR) – Types income tax return forms- benefit of filing ITR- different sections of ITR returns- document required to filing ITR –form 26AS significance returns-Advance Tax sections-Tax deducted at Source (TDS)- online payment of tax- problems on Advance Tax and TDS

Unit 3: ASSESSMENT OF FIRMS **14 Hrs**

Definition of Partnership, Firm and Partners – Assessment of Firms (Section 184) – Computation of Firm's Business Income – Treatment of Interest, Commission, Remuneration received by partners(Sec 40b). Presumptive taxation (44AD) Problems on Computation of total income and tax liability of firms (Use of available software package for computation of tax liability, Related Forms and Challans)

UNIT – 4 ASSESSMENT OF COMPANY **16 hrs**

Definition of Company-Types of Companies under Income tax Act -Computation of Depreciation u/s 32 –problems on computation of total income of companies- Including Minimum Alternate Tax (115JB) Applicable Deductions u/s 80IA , 80IB, 80IC, 80G - Problems on Computation of Tax Liability (Use of Software Package-Quick Books/ Electro com)

UNIT – 5 TREATMENT OF TAXES UNDER DIFFERENT CASES **4 Hrs**

Double taxation relief,-Provisions regulating transfer pricing,-Arm's length pricing (theory only)

BUSINESS LAB ACTIVITIES

1. Prepare chart showing different methods of valuing customs duty
2. Prepare a chart showing residential status of companies
3. Collect the partners remuneration details of any partnership firms
4. Collect financial statement of a firm and compute the taxable income
5. Collect financial statement of a firm and compute the taxable income

BOOKS FOR REFERENCE

1. Vinod K Singhania – "Direct Taxes - Law and Practice", Taxmann Publications

2. H C Mehrotra and Goyal, "Direct Taxes", Sahitya Bhavan Publications

3. Gaur and Narang ; Direct Taxes, Kalyani Publishers

4. Rajiva S. Mishra –Direct & Indirect Tax

5. Santhil & Santhil : Business taxation.

6.6 FINANCIAL REPORTING AND CORPORATE DISCLOSURE

Objective: The students will be able to understand the concepts and treatment for special transactions such as Related Party Disclosures, employee benefits, leases, financial instruments, and Consolidated Financial Statements in the context of financial reporting as per Ind AS.

Unit 1: Related Party Disclosures (Ind AS 24)

Related Party, related party Transaction, key Management Personnel, significant influence, government related entity, purpose of related party disclosures, Disclosure of related party Transactions.

Unit 2: Employee Benefits (Ind AS 19)

Employee Benefits, Short-term employee benefits, Post-employment benefits - Defined contribution plans, Defined benefit plans, Other long-term employee benefits, Termination benefits. (Simple Problems Only)

Unit 3: Accounting for Leases (Ind AS 17)

Lease, Finance Lease, operating Lease, Non-cancellable lease, commencement of Lease term, Minimum Lease Payments, Fair Value, Classification of Lease, Leases in the Financial Statements of Lessees, Leases in the Financial Statements of Lessors. (Simple Problems Only)

Unit-4: Financial Instruments

Presentation of Financial Instruments **(Ind AS 32)** – Meaning, Financial Assets, Financial Liabilities, Presentation of Financial Instruments

Recognition and Measurement of Financial Instruments **(Ind AS 39)** – Initial Recognition, subsequent recognition of Financial assets and Liabilities, derecognition of Financial Assets and Financial Liabilities, Initial and Subsequent Measurement of Financial Assets and Liabilities. (Simple Problems Only)

Disclosures of Financial Instruments **(Ind AS 107)** - Disclosure of different Categories of financial assets and financial liabilities in the Balance sheet and Profit and Loss Account.

Unit 5: Consolidated Financial Statements (Ind AS 27)

Scope, Definitions, Presentation of consolidated financial Statements, Scope of consolidated financial statements, Consolidation procedures, Loss of control, Accounting for investments in subsidiaries, jointly controlled entities and associates in Separate financial statements. (Problems on preparation of Consolidated Financial Statements)

BUSINESS LAB ACTIVITIES

1. Preparation of Consolidated Financial Statement of any two existing companies.
2. Comments for recent developments/exposure draft in IFRS
3. Conversion of final accounts to IFRS
4. Analyse the after effects of a consolidated company – pro‘s and con‘s
5. Analysis of Various case studies given in IFRS.org

References:

1. IFRS for India, Dr.A.L.Saini, Snow white publications
2. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
3. IFRS explained – A guide to International financial reporting standards by BPP learning Media
4. IFRS for finance executives by Ghosh T P, taxman allied services private limited
5. IFRS concepts and applications by Kamal Garg, Bharath law house private limited
6. IFRS: A Quick Reference Guide by Robert J. Kirk, Elsevier Ltd.
7. First lesson to International Financial Reporting Standards beginners guide by MP Vijay Kumar, prime knowledge services.
8. A student’s guide to international financial reporting standards by Clare Finch, Kalpan Publishing.
9. Sariha Gosain and Rajeeh Gosain- Practical approach to IND AS implementation, illustrations, summary & comparisons
10. CA Anand Banka- Comprehensive guide to IND AS implementation-
11. CA Praveen Kumar- Consolidation under IND AS- IFRS converged standard

II GROUP FINANCE GROUP

5.5 CORPORATE FINANCIAL MANAGEMENT

Objective:

To enable the students to apply basic financial management theories and techniques for corporate decisions

UNIT 1: FINANCIAL MANAGEMENT AND CORPORATE STRATEGY 8 Hrs

Financial Policy, Corporate Strategy, Levels of Strategies – corporate level, business level, functional level, Financial Planning, interface of financial policy and strategic management

UNIT 2: CAPITAL BUDGETING RISK AND UNCERTAINTY 18 Hrs

Capital Budgeting Process- Risk analysis –meaning of risk and uncertainty-Measuring risk, Probability Approach, Standard Deviation of Cash Flows, Certainty Equivalent Approach, Risk Adjusted Discount rate, Sensitivity Analysis, Decision tree analysis, Managing Strategic Investment Decisions

UNIT 3: FINANCING DECISIONS 12 Hrs

Capital Structure- Equity & debt in capital structure-Capital Structure theories – Net Income Approach, Net Operating Income approach, WACC Approach (Traditional view) & MM Approach (Modern view), Tips to Make Smarter Strategic Financial Decisions

UNIT 4: DIVIDEND DECISIONS 12Hrs

Establishing a dividend policy-Dividend theories- Relevance Theory-Walter's Valuation model, Gordon's Growth model.-Irrelevance Theory – Modigliani and Miller's model-Other Theories -tax differential theory, Residual theory, Gordon & Linter's theory,

UNIT 5: INVESTMENTMENT DECISION 6 Hrs

Investing Surplus Funds, Financing Short-Term Deficits; Centralized versus Decentralized Cash Management

BUSINESS LAB ACTIVITIES

1. Prepare a list of corporate financial strategies
2. Draw a chart of capital budgeting process
3. Analysis investment proposal by applying any one measuring risk approach
4. Evaluate dividend theories with practical examples
5. Make out strategies to invest surplus funds

BOOKS FOR REFERENCE

1. G.P. Jakhotiya, Strategic Financial Management, Vikas Publishing House.
2. Fred Weston & EF Brigham, Managerial Finance, Dryden Press.
3. James C. Vanhorne, Financial Management and Policy, Prentice Hall.
4. Brealy and Myess, Principles of Corporate Finance, Tata McGraw Hill.
5. Allen. D, An Introduction to Strategic Financial Management, IMA/Kogan Page London.
6. Copeland T., T. Koller and J. Murrin, Valuation Measuring and Manages the value of Companies, John Wiley International Edition.
7. Copeland T.E and J.F. Weston, Financial Theory and Corporate Policy, Addison Wesley New York.
8. Financial Management, M Y Khan & P K Jain, Tata McGraw Hill

5.6 STRATEGIC FINANCIAL MANAGEMENT

Objective:
To enable the students to gain practical wisdom on different dimensions of strategic financial management Decisions

UNIT 1 STRATEGIC DECISION MAKING FRAME WORK 08Hrs
Meaning of strategy, strategic management, linking financial strategy with corporate strategy, Strategic Decision Making Frame Work – Strategic Financial Management – Dynamics of Strategic Financial Management – Issues in Strategic Financial Management

UNIT2: PROJECT MANAGEMENT FROM FINANCIAL PERSPECTIVE 14 hrs

Meaning of project and project management, Project Management from financial perspective – Product Life Cycle & Financial impact – Development of project reports – contents thereof – sourcing of funds for a project – traditional and alternative modes - Private Equity – Hedge Funds – Venture Capital – Crowd source funding - Non Financial Institutional Funding – Corporate Finance needs for SME - Foreign Exchange Management

UNIT3: CORPORATE VALUATION 14 hrs

Corporate Valuation – Dynamics of valuation – Approaches to Corporate Valuation – Discounted Cash Flow Approach - Adjusted Book Value Approach – Comparable Company Approach – Capitalized Earning Approach - Cost to Create Approach – Excess Earning Approach – Valuing specific intangible approach IPR, Brand, Human Capital – Concept of Economic Value Added – Concept of Realizable Value & Replacement Value

UNIT 4 MANAGEMENT OF INTEREST RATE EXPOSURE 12hrs Introduction; Nature and Measurement of Interest Rate Exposure; Forward Rate Agreements (FRAS); Interest Rate Options; Interest Rate Caps, Floors and Collars; Valuation of Interest Rate Options; Options on Interest Rate Futures; Interest Rate Swaps

UNIT 5 : CORPORATE GOVERNANCE & RISK MANAGEMENT 8 hrs

Corporate Governance & Risk Management -Fundamentals of Corporate Governance – Governance Model –Roles of Audit Committees, Internal Control, Internal Audit & External Auditor – Linkages between Governance, risk management & audit – Case Study

BUSINESS LAB ACTIVITIES

1. List of sources of funds for a project
2. Make list of 10 startup company raising venture capital fund
3. Prepare a list of companies currently following EVM
4. Narrate the interest rate exposure method
5. Prepare a chart showing role of audit committee in respect of finance

BOOKS FOR REFERENCE:

9. G.P. Jakhotiya, Strategic Financial Management, Vikas Publishing House.
10. Fred Weston & EF Brigham, Managerial Finance, Dryden Press.
11. James C. Vanhorne, Financial Management and Policy, Prentice Hall.
12. Brealy and Myess, Principles of Corporate Finance, Tata McGraw Hill.
13. Allen. D, An Introduction to Strategic Financial Management, IMA/Kogan Page London.
14. Copeland T., T. Koller and J. Murrin, Valuation Measuring and Manages the value of Companies, John Wiley International Edition.
15. Copeland T.E and J.F. Weston, Financial Theory and Corporate Policy, Addison Wesley New York.
16. Financial Management, M Y Khan & P K Jain, Tata McGraw Hill

6.5 DERIVATIVES AND RISK MANAGEMENT

OBJECTIVE

The objective is to introduce the students to the key concepts of Risk Management and provide an Understanding of Derivatives as financial instruments to mitigate the risk

Unit 1: RISK MANAGEMENT (12hrs)

Introduction, Risk and Uncertainty, Classification of Risks, Scope, Objectives, Process, Role of Risk Management in Business, Introduction to Derivatives, Evolution of Derivatives, Meaning & Definition, Characteristics, Functions, Types of Derivatives – Introduction, Meaning & Definition, Participants, Uses, Economic Benefits of Derivatives, Factor Contributing to the growth of Derivatives in India, recent trend in Derivatives.

Unit 2: DERIVATIVE INSTRUMENTS –FORWARD AND FUTURES (12 hrs)

Forward Contract: Meaning & Definition, Features, Terminologies, Pricing of Forward, Contract Limitations, and Explanation of Forward Contract with a simple example

Futures Contract: Meaning & Definition, Terminologies, Participants, Types of Futures Contract, Futures v/s Forwards, Pricing of Futures: Theoretical Pricing of Derivatives - Cost of Carry Model (Theory Only), Explanation of Future Contract with a simple example, Futures Market in India – Recent Developments

Unit 3: DERIVATIVE INSTRUMENTS –CONTRACT AND SWAPS 12 Hrs

Options Contracts: Meaning & Definition, Terminologies, Types of Options Contract, Options v/s Futures v/s Forwards, Participants, Pricing of Options: Theoretical Pricing of Derivatives: Black Sholes Model & Binomial Distribution Model, Explanation of Option Contract with a simple example, Option \ Market in India Recent Developments

Swaps Contracts: Meaning & Definition, Terminologies, Types of Swaps Contract, Swaps v/s Options v/s Futures v/s Forwards, Participants, Pricing of Swaps, Back to Back Loan, LIBOR & MIBOR, Explanation of Swaps Contract with a simple example, Swaps Market in India – Recent Developments

Unit 4: SPECULATION, ARBITRATION, HEDGING (10hrs)

Introduction, Meaning & Definition, Objectives, Functions, Types, Strategies, Speculation v/s Arbitration v/s Hedging, Can Speculation / Arbitration / Hedging mitigate financial risk for Companies?

Unit 5: STOCK EXCHANGES IN INDIA (10hrs)

Introduction, Meaning & Definition, Members, Brokers & Participants in Stock Exchange, Derivative Contracts in Stock Exchange, Demat account – Introduction & Types of orders processing, Investment v/s Speculation, and Practical exposure of Futures & Options Market traded in Indian Stock Exchanges.

BUSINESS LAB ACTIVITOES

1. Understand the elements of financial Risk Management. Adequate exposure to the functioning of financial Risk Management tools

2. Prepare a chart on working mechanism of Forwards, Futures, Options and Swaps.

3. Describe the trading pattern, clearing and settlement procedure followed in BSE & NSE.

4. Prepare a chart on guidelines given by SEBI for trading in Derivatives.

5. Prepare a chart consisting of the movement of major stock indices of world – S&P, Sensex, Nikkei, Dow Jones, Nasdaq, FTSE, Hang Seng.

REFERENCE BOOKS

1. Dun & Bradstreet: Financial Risk Management, Tata McGraw-Hill Publication.

2. Kotreshwar, G: Risk Management- Insurance and Derivatives, Himalaya Publishing House

3. Trieshmann, Gustavson & Hoyt: Risk management & Insurance, Thomson Learning Inc

4. Crouhy M. Dan Galai and Robert P. Mark: Risk Management, McGraw-hill Co.

5. Paul Hopkin, Fundamentals of Risk Management

6. George E Rejda and Michael McNamara, Principles of Risk Management & Insurance

7. John C. Hull, Risk Management & Financial Institutions

8. Merton M Miller, Derivatives,

6.6 INTERNATIONAL FINANCIAL MANAGEMENT

OBJECTIVE: To familiarize the students with the perspective of International Financial Management.

Unit 1: INTRODUCTION TO INTERNATIONAL FINANCE (12hrs)

Introduction to International Finance, Components, Methods of Payment, Risks & uncertainties in International Finance, Issues involved in International Finance, Introduction to International Monetary System, Recent Developments in International Finance.

Unit 2: FOREIGN EXCHANGE & BALANCE OF PAYMENTS (14hrs)

Introduction to Forex, Features & Objectives, Foreign Exchange Market, Intermediaries Theories of Foreign Exchange Rate Determination, Exchange Rate Forecasting, Impact of exchange rate on BOP - Remedial measures taken by Government & Regulatory Authorities in India

Unit 3: INSTRUMENTS IN INTERNATIONAL FINANCIAL MARKETS. (8hrs)

Meaning, Definition, International Finance Markets, Globalization of Capital Markets, Innovation in Foreign Securities, International Portfolio Management: Introduction and Importance.

Unit 4: FOREIGN EXCHANGE RISK (10hrs)

Meaning, Definition, Participants, Types of Exchange risks, Derivative Instruments used for Hedging: Valuation of Futures, Options and Swaps – Problems

Unit 5: INTERNATIONAL FINANCIAL INSTITUTIONS AND LIQUIDITY (12hrs)

Introduction to IMF, International liquidity and SDR's (Special Drawing Rights), Basket of Currencies – International Bank for Reconstruction and Development (IBRD or World Bank), International Development Association (IDA), International Finance Corporation (IFC), International Centre for Settlement of Investment Disputes (ICSID) Multilateral Investment Guarantee Agency (MIGA) – Objectives & Functions, Role in International Finance.

BUSINESS LAB ACTIVITIES

1. Visit any authorized dealers‟ establishments and understand their activities.
2. Analyze the trend of FDI into India in the last five years.
3. Collect the details with regard to new innovative financial instruments in India.
4. Understand the hedging strategies followed by Farmer and Trader near your locality.
5. Prepare a chart showing the impact of exchange rate on country's BOP position.

BOOKS FOR REFERENCE

1. Harris Manville, International Finance.

2. Madhu Vij, International Finance.

3. Keith Pibean, International Finance.

4. Avadhani B.K, International Finance Theory and Practice.

5. R.M Srivastava , Multinational Financial Management.

6. P.A. Apte, International Financial Management.

7. Bndar D.C, International Finance.

8. Murthy E.N, International Finance & Risk Management.

9. M.L. Verma, Foreign Trade & Management in India.

10. Rao and Chary, International Finance.

11. Ramachandra & Others ; International Finance

III Marketing Group

5.5 CONSUMER BEHAVIOUR AND MARKETING RESEARCH

Objective: is to enable the students to acquire the knowledge on consumer behavior and its application in marketing filed

Unit :1 INTRODUCTION TO CONSUMER BEHAVIOUR 14 hrs

Introduction to Consumer Behaviour - Definition of Consumer behavior, Consumer and Customer, Buyers and Users -A managerial & consumer perspective; Need to study Consumer Behaviour; Applications of consumer behaviour knowledge; current trends in Consumer Behaviour; Market segmentation & consumer behaviour.

UNIT:2 ONLINE BUYING CONSUMER BEHAVIOUR 12 Hrs

Introduction to Online Buying Behaviour-Meaning and Definition of Online Buying Behaviour-Reasons for Buying Through Online Channel-Consumer decision making Process towards online shopping -Factors Affecting Consumer Behaviour

UNIT 3: CONSUMER SATISFACTION & CONSUMERISM 12 hrs

Concept of Consumer Satisfaction; Working towards enhancing consumer satisfaction; sources of consumer dissatisfaction; dealing with consumer complaint. Concept of consumerism; consumerism in India; the Indian consumer; Reasons for growth of consumerism in India; Consumer protection Act 1986

UNIT 4: MARKETING RESEARCH DYNAMICS 08 Hrs

Introduction, Meaning of Research, Research Characteristics, Various Types of Research , Marketing Research and its Management, Nature and Scope of Marketing Research , Marketing Research in the 21st Century (Indian Scenario), Marketing Research: Value and Cost of Information

UNIT 5 METHODS OF DATA COLLECTION AND RESEARCH PROCESS 10 Hrs

Introduction, Meaning and Nature of Secondary Data, Advantages of Secondary Data, Drawbacks of Secondary Data, Types of Secondary Data - Primary Data and its Types

Research Process: An Overview, Formulation of a Problem, Research Methods, Research Design, Data Collection Methods, Sample Design, Data Collection, Analysis and Interpretation, Report Writing.

BUSINESS LAB ACTIVITIES

1. Collect information on behavior of consumers at an unorganized retail outlets
2. Prepare a questionnaire to conduct consumer survey to assess the important factors motivates their purchase like mobiles, shoes, bags etc
3. Collect and record feedback on customer satisfaction online shopping
4. Develop E-content on modern marketing research techniques
5. Draft a report on the marketing problem faced by any organization of your choice

BOOKS FOR REFERENCE

1. Philip Kotler, Marketing Management, Prentice Hall.
2. Bose Biplab, Marketing Management, Himalaya Publishers.
3. J.C. Gandhi, Marketing Management, Tata McGraw Hill.
4. Ramesh & Jayanti Prasad: Marketing Management, I.K. International
5. William J. Stanton, Michael J.Etzel, Bruce JWalker, Fundamentals of Marketing, McGraw Hill Education.
6. Sontakki, Marketing Management, Kalyani Publishers.
7. Kuranakaran, Marketing Management, Himalaya Publishers.
8. Rekha & Vibha, Marketing Management, VBH.

5.6 ADVERTISING & MEDIA MANAGEMENT

OBJECTIVE

To familiarize the students about the concepts of Advertisement and Media Management, Campaign Planning and Organizing Functions

Unit 1: INTRODUCTION & BASIC CONCEPTS 12 hrs

History of advertising; Advertising purpose and functions; Economic, social & ethical aspects of advertising; Advertising & the marketing mix, Advertising as a communication process; types of advertising; Major Institutions of advertising management

Unit 2: ADVERTISING AND CAMPAIGN PLANNING 10 hrs

Marketing strategy & situation analysis; Advertising plan; Advertising objectives; DAGMAR approach; advertising strategy; Advertising campaign-planning process

Unit 3: CREATIVE STRATEGY & ADVERTISING BUDGET 14 hrs

Creative approaches; the art of copywriting; Advertising copy testing; creativity in communication, motivational approaches & appeals, advertising budget process; methods of determining advertising appropriations.

Unit 4: ADVERTISING MEDIA STRATEGY 12 hrs

Role of media; types of media; their advantages and disadvantages; media research & advertising decisions; media planning, selection & scheduling strategies

Unit 5: ADVERTISING EFFECTIVENESS & ORGANISING ADVERTISING FUNCTIONS. 10 hrs

Methods of measuring advertising effectiveness; advertising research; structure & functions of an advertising agency; selection & co-ordination of advertising agency; Advertising regulations; Internet advertising.

BUSINESS LAB ACTIVITIES:

1. Sketch the competitive position for the development of an advertising plan for any two FMG products
2. Define the advertising objectives on DAGMAR Approach for any product of your choice.
3. By selecting an appropriate theme & appeal, create & enact an advertisement for a range of any established products. For this purpose, the class should be divided into groups and formal presentations have to be evaluated.
4. Select two print & electronic media for the purpose of understanding the functions of advertising media. Comparative analysis of the same should be done & short reports must be prepared.
5. Get into the exciting world of internet / Net advertising and identify the message content of 10 products / Services of your choice.

REFERENCE BOOKS:

1) Rajeev Batra, John.G.Myers.T.David.A.Aaker; Advertising Management; PHI New Delhi,
2) Jefkins & Yadin; Advertising, Pearson Education, New Delhi, .
3) 3. Manendra Mohan; Advertising Management - Concepts & Cases; Tata McGraw Hill Publishing company Ltd, New Delhi
4) S.A.Chunnawalia & K.c.Sethia Foundations of Advertising - Theory & Practice, Himalaya Publishing House,
5) Sonatakki, Advertising.
6) Wells, Advertising.
7) C.S Rayudu Media and Communication Management.
8) Murthy/ U Bhojanna ; Advertising in IMC

6.5 RETAIL MANAGEMENT

OBJECTIVE

To expose students to acquire skills in Retail Management

Unit 1: OVERVIEW OF RETAILING ENVIRONMENT 10 Hrs.

Definition – functions of retailing - types of retailing – forms of retailing based on ownership. Retail theories – Wheel of Retailing – Retail life cycle. Retailing in India – Influencing factors – present Indian retail scenario-Retailing from the International perspective

Unit 2: CONSUMER BEHAVIOUR IN THE RETAIL CONTEXT 12 Hrs.

Buying decision process and its implication to retailing – influence of group and individual factors. Customer shopping behaviour Customer service satisfaction Retail planning process – Factors to consider – Preparing a complete business plan – implementation – risk analysis.

Unit 3: RETAIL OPERATIONS 12 Hrs.

Choice of Store location – Influencing - Factors Market area analysis – Trade area analysis – Rating Plan method - Site evaluation. Retail Operations: Store Layout and visual merchandising – Store designing – space planning-Retail Operations: Inventory management – Merchandise Management – Category Management.

Unit 4: RETAIL MARKETING MIX 14 Hrs.

Retail marketing mix – an Introduction- Retail marketing mix: Product – Decisions related to selection of goods (Merchandise Management revisited) – Decisions related to delivery of service. Retail marketing mix: Pricing – Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Retail marketing mix: Place – Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. Retail marketing mix: Promotion – Setting objectives – communication effects - promotional mix. Human Resource Management in Retailing – Manpower planning – recruitment and training – compensation – performance appraisal.

Unit 5: IMPACT OF IT IN RETAILING 08 Hrs.

Non store retailing The impact of Information Technology in retailing - Integrated systems and networking – EDI – Bar coding – Electronic article surveillance – Electronic shelf labels – customer database management system. Legal aspects in retailing Social issues in retailing-Ethical issues in retailing

BUSINESS LAB ACTIVITIES

1. Identify any 10 retail business stores at you conveniences
2. Visit any established retail mall and draw a chart of product segmentation
3. Make a list of factor influence on choice of retail stores
4. Conduct a survey after sale service of any retail outlet
5. Develop E-content on IT usefulness in retiling

BOOKS FOR REFERENCE

1) Barry Bermans and Joel Evans: "Retail Management – A Strategic Approach", PHI New delhi,
2) A.J.Lamba, "The Art of Retailing", Tata McGrawHill, Newdelhi,
3) wapna Pradhan : Retailing Management, , TMH
4) James R. Ogden & Denise T.: Integrated Retail Management
5) Levy & Weitz : Retail Management -TMH
6) Rosemary Varley, Mohammed Rafiq-: Retail Management
7) Chetan Bajaj : Retail Management -Oxford Publication.
8) Uniyal & Sinha : Retail Management - Oxford Publications.
9) Suja nair; Retail Management
10) R.S Tiwari ; Retail Management, HPH
11) Araif Sakh ; Retail Management
12) A Sivakumar : Retail Marketing , Excel Books

5.6 INTERNATIONAL MARKETING MANAGEMENT

OBJECTIVE: To enable the students to acquire skills in International market Management

UNIT – 1: INTERNATIONAL MARKETING 8 hours

Meaning – Reasons and Motives for International marketing – International Marketing Decisions – Scope of marketing Indian products abroad.

UNIT – 2: NATURE AND SCOPE OF INTERNATIONAL MARKETING 14 hours

Features of International Marketing – Need for international Trade – International Marketing Environment - The basis of International Trade - Theory of comparative cost - Modern Theories - Tariff and Non-Tariff barriers - WTO and its impacts.

INTERNATIONAL MARKETING INTELLIGENCE

Requirement and Sources of Information's – systems and marketing research – Problems in International Marketing research

UNIT – 3: FEATURE OF INTERNATIONAL MARKETING 10 Hours

Special features of International Marketing

Identifying foreign market product scanning for exports Export distribution and channels packaging: Overseas market research pricing.

UNIT-4 INTERNATIONAL PRODUCT DECISIONS AND PRICING 16 Hours

International Product Decisions Product, Product mix, Branding, Packaging Labelling and Product Communication Strategies Exporters cost and Pricing Objectives – methods and Approaches and Steps – transfer pricing – dumping – Information Requirements for pricing.

UNIT – 5 INTERNATIONAL DISTRIBUTION AND PROMOTION 08 Hours

International channels System – Direct and Indirect Exports – Distributions Strategies and International logistics.

Marketing Environment and promotion Strategy – International marketing Communication mix – export promotion Organization trade Fair and Exhibitions – Problems in International Marketing.

BUSINESS LAB ACTIVITIES

1. Understand the role of WTO in International Marketing.
2. Report from the literature available in business magazines about International Product promotion adopted by business units in India.
3. From the magazine try to acquire conceptual clarity on transfer pricing and dumping.
4. Visit any institution responsible for export promotion and evaluate the functioning with reference to defined objectives.
5. Develop E-content on international channels for exporting goods

BOOKS FOR REFERENCE:

1. Francis Cherunilum, International Marketing.
2. B.L. Varshney and B. Bhattacharya, International Marketing management.
3. P.G.Apte, International Financial Management.
4. Somanatha : International Financial Management, I.K. International
5. Mohd. Akbar ali Khan : International Trade and Finance
6. Philip R. Cateoria, International Marketing.
7. B.S. Rathore & J.S. Rathore, International Marketing Management.
8. M.L. Verma, Foreign Trade and Management in India.
9. Dana – Nicoleta Lascu, International Marketing, Biztantra.
10. Srivasthava, International Marketing.
11. P.K. Vasudeva: International Marketing, Excel Books

IV HUMAN RESOURCE GROUP

5.5 PERFORMANCE MANAGEMENT

Objective: To familiarize the students with the concepts, process, methods and techniques used for performance appraisal in an organization

UNIT 1 INTRODUCTION TO PERFORMANCE MANAGEMENT 08 hrs

Definition of Performance Evaluation, Evolution of Performance Management, Definitions and Differentiation of Terms Related to Performance Management. Meaning and Importance of Performance Management, Linkage of Performance Management to Other HR Processes

UNIT 2 PROCESS OF PERFORMANCE MANAGEMENT: 10 hrs

Overview of Performance Management Process, Performance Management Process, Performance Management Planning Process, Mid-cycle Review Process, End-cycle Review Process, Performance Management Cycle at a Glance

Unit 3 MECHANICS OF PERFORMANCE MANAGEMENT PLANNING AND DOCUMENTATION 14Hrs

The Need for Structure and Documentation, Manager's Responsibility in Performance Planning Mechanics and Documentation, Employee's Responsibility in Performance Planning Mechanics and Documentation, Mechanics of Performance Management Planning and Creation of PM Document -

Performance Appraisal*:* Definitions and Dimensions of PA, Purpose of PA and Arguments against PA, Importance, Characteristics of Performance Appraisal, Performance Appraisal Process, Limitations

UNIT 4 PERFORMANCE APPRAISAL METHODS 14 Hrs

Performance Appraisal Methods, Traditional Methods, Modern Methods, including 360 and 720 models and Performance Appraisal of Bureaucrats – A New Approach

Unit 5 Issues in Performance Management: 10 hrs

Role of Line Managers, Performance Management and Reward: Role of Line Managers in Performance Management, Performance Management and Reward, Concepts related to Performance and Reward, Linking Performance to Pay – A Simple System Using Pay Band, Linking Performance to Total Reward, Challenges of Linking Performance and Reward - Facilitation of Performance Management System through Automation - Ethics in Performance Appraisal

BUSINESS LAB ACTIVITIES

1. Identification of Latest Performance Appraisal Techniques
2. Study of performance appraisal documents of selected organizations
3. Prepare a chart on different automation tools used in performance appraisal
4. Conduct a case study on a performance v/s reward methods adopted by organization in your locality
5. List out various latest issues in performance appraisal

BOOKS FOR REFERENCE

1. A.M Sheikh, Human Resource development and Management, S Chand publication
2. Snell and Bohlander, Human Resource Management, South-Western Cengeage Learning. Indian Edition.
3. Uday Kumar Haldar and JuthikaSankar, Human Resource Management. Oxford Higher Education,
4. SeemaSanghi, Human Resource Management, VikasPubllications,
5. SharouPande and SwapnalekaBasak, Human Resource Management, Pearson Education,
6. K. Aswathappa, Human Resource Management, McGraw Hill Education ,
7. D Gopalakrishna, Case incidents in Human resource Management, IK International Publishers,

5.6 STRATEGIC HUMAN RESOURCE MANAGEMENT

OBJECTIVE

To expose students to acquire skills in Strategic Human Resource Management

Unit 1: INTRODUCTION TO STRATEGIC HRM 10 Hrs.

Strategic role of HRM, Planning and Implementing Strategic HR policies, HR Strategies to increase firm performance

Unit 2: INVESTMENT PERSPECTIVES OF HR 10 Hrs.

Investment Consideration, investments in Training and Development, investment Practices for improved Retention, investments job secure work courses, Nontraditional investment Approaches.

Unit 3: MANAGING STRATEGIC ORGANIZATION 12 Hrs.

Managing Strategic Organizational renewal- Managing change and OD, instituting TQM Programmes, Creating Team based Organizations, HR and BPR, Flexible work arrangement.

Unit 4: ESTABLISHING STRATEGIC PLANS 12 Hrs.

Establishing Strategic pay plans, Determining periods, Establishing periods, Pricing Managerial and professional jobs, Compensation trends, Objectives of international Compensation, Approaches to international Compensation, Issues related to double taxation. Cases

Unit 5: GLOBAL HRM 12 Hrs.

Managing Global Human Resources-HR and the internationalization of business, Improving international Assignments through selections, Training and maintaining international Employees, Developing international Staff and Multinational Teams, Multinational, Global, and Transnational Strategies, Strategic Alliances, Sustainable Global Competitive Advantage, Globally Competent Managers, Location of Production Facilities

BUSINESS LAB ACTIVITIES

1. Prepare a chart on strategies for effective human resource management
2. Develop E-content on investment on human resource development
3. Draft TQM practice in any organization of your choice
4. Draft a strategic plan of any multinational company for effective HR practice
5. Collect HR practice followed by any Global company

BOOKS FOR REFERENCES

1) Gary Dessler, Human Resource Management, PHI, New Delhi,
2) Charles R. Greer, Strategic Human Resource Management, Pearson Education,
3) Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy, Managing Human Resources, PHI,
4) Rajkumar : Human Resource Management I.K. International Publishers
5) Peter J. Dowling, Denice E. Welch, Randall S. Schuler, International Human Resource Management, Thomson South-Western,
6) Rajesh Visvanathan : Strategic Human Resource Management
7) R. Regis : Strategic Human Resource Management

6.5 LABOUR WELFARE & SOCIAL SECURITY

OBJECTIVE

To expose students to acquire skills in Labor Welfare & Social Security

Unit 1: SOCIAL & LABOUR WELFARE **10 Hrs.**

Social Welfare; Labour Welfare: Concept, Scope; Philosophy and Principles of Labour Welfare; Indian constitution and Labour Welfare; Labour Welfare Policy and Five Year Plans, Historical Development of Labour Welfare in India;

Unit 2: MANAGING QUALITY AND PRODUCTIVITY **8 Hrs**

Alternative work arrangements, using quality circle programs, attitude surveys, Total quality management programs, creating self-directed teams, extending participative decision making, HR and business process reengineering.

Unit 3: INDIAN LABOUR ORGANIZATION **10 Hrs.**

Impact of ILO on Labour Welfare in India; Agencies of Labour Welfare and their Roles, Labour Welfare Programmes: Statutory and Non-Statutory, Extra Mural and Intra Mural. Welfare Centers; Welfare Officer: Role, Status and Functions.

Unit 4: SOCIAL SECURITY **12 Hrs.**

Concept and Scope; Social Assistance and Social Insurance, Development of Social Security in India; Social Security measures for Industrial Employees

Unit 5: LABOUR ADMINISTRATION **16 Hrs.**

Evolution of Machinery for Labour Administration; Central Labour Administrative Machinery in India, Labour Administration in India-Director General of Employment and Training; Director General of Factory Advice Service; Provident Fund Organization; ESI Schemes; Central Board for workers' Education;

BUSINESS LAB ACTIVITIES

1. List out welfare measures adapted by companies
2. Identify the role the quality circle in organizational performance
3. Prepare a chart on different labor organizations
4. List out social security measures adapted by companies
5. Develop E-content on administrative machinery in India

BOOKS FOR REFERENCE

1) Moorthy, M.V. Principles of Labour Welfare, Oxford & IBH Publishing Co., New Delhi.
2) Vaid, K.N. Labour Welfare in India, Sree Ram Centre for Industrial Relations and Human Resources, New Delhi:
3) Sharma, A.M. Aspects of Labour Welfare and Social Security, Himalaya Publishing, House, MuMHRMi.
4) Ram Chandra P. Singh, Labour Welfare Administration in India, Deep & Deep Pub., New Delhi:
5) Punekar, S.D. Deodhar S.B., Sankaran, Saraswathi, Labour Welfare, Trade Unionism and Industrial Relations, Himalaya Pub. House, Mumbai.
6) Pant, S.C., Indian Labour Problems, Chaitanya Pub. House, Allahabad.
7) Saxena, R.C., Labour Problems and Social Welfare, K. Nath & Co., Meerut;
8) Bhogiliwala, T.N. Economics of Labour & Industrial Relations, Sahitya Bhavan Pub., Agra;
9) Memoria, C.B. Dynamics of Industrial Relations in India, Himalaya Pub. House, MuMHRMi.
10) B.D Singh: Labour Laws for Managers

6.6 INTERNATIONAL HRM

Objective: to familiarize the students with HR practices at internal level

UNIT – 1: Globalization and Human Resource Management- 10 Hours

Introduction – Impact on employment- impact on HRD, Impact on Wages & Benefits, Impact on Trade Unions, Impact on Collective Bargaining, Impact on Participative management and Quality Circles, Managing Diversified cultures.

UNIT – 2: Total quality management and HRM 10 Hours

Introduction, Principles and core concepts of TQM, HRM and TQM, the Total quality HR strategy

UNIT – 3: Recent Techniques in HRM 16 Hours

Employees for lease, Moon lighting by employees – Blue moon to full moon, Dual career groups, Flexitime and Flexiwork, Training and Development – Organization's Educational Institutes, Management Participation in Employee's Organization, Consumer Participation in Collective Bargaining, Collaborative Approach, Employee's Proxy, HR accounting, Organizational Politics, Exit Policy and Practice, Future of HRM.

UNIT – 4: Managing HR in an International Business 10 Hours

Introduction – The internationalization of Business - Improving international assignments through selection - Diversity counts- sending women managers abroad - Training and maintaining international employees

UNIT – 5: HR Records, Audit, Research and Information system 10 Hours

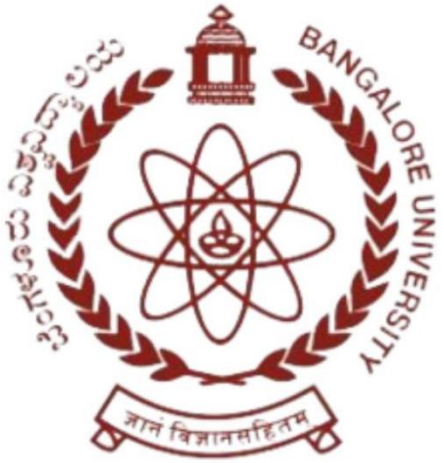
HR Records, HR Audits, HR Research, HR Information System, HR philosophy and building employee commitment.

BUSINESS LAB ACTIVITIES

1. Understand the concept of TQM in HR.
2. Visit any establishment of MNCs and understand the training requirements of Manpower in the global context.
3. List out recent techniques in HR practices
4. Identify the challenges faced by of women employee at MNC/international companies
5. Collect the record of any company practice HR Audits

BOOKS FOR REFERENCE:

1. Subba Rao, International Human Resource Management HPH
2. Shaun Tyson, Strategic Prospects HRM.
3. Peter J. Dowling & Others, International Human Resources Management.
4. Sengupta/Bhattacharya; International Human Resources Management.



BANGALORE UNIVERSITY

(According to NEP – 2020 Regulations)
SYLLABUS & REGULATIONS
OF
Bachelor of Commerce (B.Com.)

2021-22 Onwards

DEPARTMENT OF COMMERCE
Jnanabharathi Campus, Bangalore University, Bangalore - 560056
www.bangaloreuniversity.ac.in

B.Com Programme Structure

SEMESTER I

Sl No.	Course Code	Title of the Course	Category of courses	Teaching hours per week (L+T+P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language – I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	B.Com. 1.1	Financial Accountancy	DSC	3+0+2	60	40	100	4
4	B.Com. 1.2	Business Management & Startups	DSC	4+0+0	60	40	100	4
5	B.Com. 1.3	Principles of Marketing	DSC	4+0+0	60	40	100	4
6	B.Com. 1.4	Digital Fluency/ Spreadsheet for Business	SEC-SB	1+0+2	50	50	100	2
7	B.Com. 1.5	Financial Literacy / Business Documents	OEC	3+0+0	50	50	100	3
8		Physical Education - Yoga	SEC-VB	0+0+2				1
9		Health and Wellness	SEC-VB	0+0+2				1
Sub - Total (A)					400	300	700	25

Notes:

- One Hour of Lecture is equal to 1 Credit.
- One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

AECC : Ability Enhancement Compulsory Course
DSC © : Discipline Specific Core (Course)
SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based
OEC : Open Elective Course
DSE : Discipline Specific Elective
SEE : Semester End Examination
Ø CIE : Continuous Internal Evaluation
Ø L+T+P : Lecture+Tutorial+Practical(s)

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching

Name of the Programme: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 1.1 (DSC)

Name of the Course: Financial Accountancy

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies ,field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the Basic Concepts of Accountancy
- Exercise the accounting treatments for consignment transactions & events in the books of consignor and consignee.
- Demonstrate various accounting treatments for dependent branches
- Learn various methods of accounting for hire purchase transactions.
- Outline the emerging trends in the field of accounting
- Demonstrate e-Treatment of Accountancy

Syllabus

Module No. 1: Introduction to Accountancy (10 Hrs.)

Introduction – Meaning, Definition of Accounting – Uses & Users of Accounting – Accounting Principles - Accounting process – Types of Reconciliation (Concepts) – Recognition of Capital & Revenue and Problems on Accounting Equation (Operating in Spreadsheet).

Module No. 2: Consignment Accounts (12 Hrs.)

Introduction-Meaning of Consignment - Consignment Vs Sales -Proforma Invoice -Accounts Sales -Types Commission - Accounting for Consignment Transactions & Events in the books of Consignor only - Treatment of Normal & Abnormal Loss. - Valuation of Closing Stock-Goods sent at Cost Price and Invoice Price. (Operating in Spreadsheet)

Module No. 3: Accounting for Branches (12 Hrs.)

Introduction – Meaning – Objectives – Types of Branches –Meaning and features of Branches - Dependent Branches – Independent Branches – Foreign Branches – methods of Maintaining books of Accounts by Head office – Meaning & Feature of Debtor system, stock & Debtor system, wholesale branch system and Final Account system – Supply of Goods at Cost Price & Invoice Price - Problems on preparation of Dependent Branch A/c in the books of Head Office under Debtor system only. (Operating in Spreadsheet)

Module No. 4: Leasing & Hire Purchase (14 Hrs.)

Leasing – Elements of lease – Major Components of Lease Agreement – Types of Leasing – Leasing Financial institution in India. (Theory) - Hire Purchase - Meaning of Hire Purchase and Instalment Purchase System- difference between Hire Purchase and Instalment Purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser (Asset Accrual Method only). (Calculation of EMI in Spreadsheet)

Module No. 5: Emerging Trends in Accounting (08 Hrs.)

Digital Transformation of Accounting-Big Data Analytics in Accounting- Accounting through Cloud Computing - Green Accounting - Human Resource Accounting - Inflation Accounting - Database Accounting (Concepts only)

Skill Developments Activities:

- Preparation of Proforma invoice and accounts sales with imaginary figures.
- Collect hire purchase agreements and draft hire purchase agreements with imaginary figures.
- Collect the procedure and documentations involved in the establishment of various branches.
- List out Capital & Revenue Items
- Identify latest innovations and developments in the field of accounting.
- Any other activities, which are relevant to the course.

Reference Books:

- ICAI Study Materials on Principles & Practice of Accounting, Accounting and Advanced Accounting.
- SP Iyengar (2005), Advanced Accounting, Sultan Chand & Sons, Vol. 1.
- Robert N Anthony, David Hawkins, Kenneth A. Merchant, (2017) Accounting: Text and Cases, McGraw-Hill Education, 13th Edition.
- Charles T. Horngren and Donna Philbrick, (2013) Introduction to Financial Accounting, Pearson Education, 11th Edition.
- J.R. Monga, Financial Accounting: Concepts and Applications. Mayur PaperBacks, New Delhi, 32nd Edition.
- S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi, 6th Edition.
- B.S. Raman (2008), Financial Accounting Vol. I & II, United Publishers & Distributors
- Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 1.2 (DSC)

Name of the Course: Business Management & Startups

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Design and demonstrate the strategic plan for the attainment of organizational goals.
- Compare and choose the different types of motivation factors and leadership styles.
- Understand startups Opportunities and Financial Issues of Startups
- Understand the support extended by Incubators & Major Startups Incubators in India.
- Understands Government Initiatives for Startups in India.

Syllabus

Module No. 1: Principles & Functions of Management (12 Hrs)

Introduction – Meaning – Definitions – Importance & scope of management - Principles of Management. **Managerial Functions:** Meaning, Definition, Characteristics, benefits & Limitations of Planning, organizing, Directing, Coordinating & Controlling - Task & Responsibilities of Professional Manager.

Module No. 2: Leadership & Motivation (14 Hrs)

Leadership: concept – Importance – Major Theories of leadership (Likert's scale Theory, Blake & Mouton's Managerial Grid theory, House Path Goal theory, Fred Fielder's situational leadership). Modern Leadership styles in the changing world (Charismatic leadership, Transformational leadership, Visionary Leadership, Transactional Leadership, Servant Leadership, Situational Leadership).

Motivation: Concept & importance of Motivation – Contemporary Motivation Theories (Expectancy Theory, Equity Theory, Goal Setting Theory, Reinforcement theory)

Module No. 3: Startups & Its Financial Issues (10 Hrs)

Introduction- Meaning – Features – Types of Startups – Ideation – Design Thinking, Entrepreneurship Lessons for Startups, 3 Pillars to Initiate startup (Handholding, Funding & Incubation). Startup Financial issues: feasibility Analysis- The cost & Process of Raising capital – Unique Funding issues of a High tech Ventures – funding with equity – Financing with debt – funding strategies with bootstrapping – Crowdfunding – Venture Capital.

Module No. 4: Incubation Support to startups (10 Hrs)

Introduction- Meaning & definition of Incubation support – Objectives & Functions of Incubation Centers - Services Types – Incentives for Incubators – Role of Incubators in startup Policy, List of Major Startups Incubators in India - Case studies on Startups.

Module No. 5: Government Initiatives for Startups in India (10 Hrs)

Government Initiatives – Startup India Initiative, Seed Fund – ASPIRE –SAMRIDDHI Scheme – Mudra Scheme (Sishu, Kishore & Tarun) – ATAL Innovation Mission – MSME Multiplier Grants Scheme – Credit Guarantee fund trust for micro & small business – Software Technology Park – Venture Capital Assistance Scheme – Single Point Registration scheme – M-SIPS – Self Employment & Talent Utilization (SETU)

Skill Developments Activities:

- Visit any business organization and collect the information on types of planning adopted by them & organizational structure
- Analyse the leadership styles of any select five companies of different sectors.
- Prepare a Business Plan for startups.
- List out Major Startups Incubators In your State
- Visit to Nearest Bank or Financial institution and prepare a Report on Financial Incentives Provided to startups
- Any other activities, which are relevant to the course.

Reference Books:

- Harold Koontz and Heinz Weihrich (2017), Essentials of Management: An International and Leadership Perspective, McGraw Hill Education, 10th Edition.
- Stephen P Robbins and Madhushree Nanda Agrawal (2009), Fundamentals of Management: Essential Concepts and Applications, Pearson Education, 6th Edition.
- James H. Donnelly, (1990) Fundamentals of Management, Pearson Education, 7th Edition.
- B.P. Singh and A.K.Singh (2002), Essentials of Management, Excel Books
- P C Tripathi & P N Reddy (2005), Principles of Management, TMH Publications, 3rd Edition.
- Koontz Harold (2004), Essentials of Management, Tata McGraw Hill.
- Kathleen R Allen, Launching New Ventures, An Entrepreneurial Approach, Cengage Learning, 2016.
- Anjan Raichaudhuri, Managing New Ventures Concepts and Cases, Prentice Hall International, 2010.
- S.R. Bhowmik and M. Bhowmik, Entrepreneurship, New Age International, 2007.
- Steven Fisher, Ja-nae Duane, The Startup Equation -A Visual Guidebook for Building Your Startup, Indian Edition, McGraw Hill Education India Pvt. Ltd, 2016.
- Donald F Kuratko, Jeffrey S. Hornsby, New Venture Management: The Entrepreneurs Road Map, 2e, Routledge, 2017.
- Vijay Sathe, Corporate Entrepreneurship, 1e, Cambride, 2009

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 1.3 (DSC)

Name of the Course: Principles of Marketing

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the basic concepts of marketing and assess the marketing environment.
- Analyse the consumer behaviour in the present scenario and marketing segmentation.
- Discover the new product development & identify the factors affecting the price of a product in the present context.
- Judge the impact of promotional techniques on the customers & importance of channels of distribution.
- Outline the recent developments in the field of marketing.

Syllabus

Module No. 1: Introduction to Marketing (12 Hrs)

Fundamentals of Marketing : Importance and Scope of Marketing; Elements of Marketing Mix; Approaches of Marketing.

Analyzing the Marketing Environment: Components of Environment; Micro & Macro Environment; Environment specific to the firm; Global Environment , consumer environment, technology environment, competition environment.

Value Philosophy in Marketing: Understanding the value philosophy, Meaning of value; Value Creation and Delivery; Value Delivery Process; Value Delivery and Upstream Marketing; Value Innovation; Co-creation of value

Module No. 2: Consumer Behaviour & Market segmentation (12 Hrs)

Introduction - Factors influencing Consumer Behaviour; Buying Decision Process; Theories of Consumer Decision Making

Marketing Research Key terms and process of market research; Role of Market Research in the decision making system.

Market Segmentation, Targeting, Differentiation & Positioning: Levels of Segmentation; Basis for Segmenting Consumer and Business Markets; Market Targeting , Developing, Communicating and Positioning Strategy.

Module No. 3: Product and Pricing Strategy (12 Hrs)

Product Levels; Classifying products; Product Range, Line, Mix; Product Life Cycles; New Product Development, New Service Development; Stages of Product Development; Adoption Process.

Pricing to Capture Value: Pricing Environment; Consumer Psychology & Pricing; Pricing Philosophy; Methods of Pricing; Price Adaptations; Initiating Price Changes; Responding to Competitors' Price Changes

Module No. 4: Marketing Channels & Promotional Strategy (12 Hrs)

Marketing channels, Functions; Physical Distribution. and Value Networks; Channel Design Decisions; Channel Management Decisions; Channel Integration and Systems; E-commerce, E- Retailing.

Promoting Value: Marketing Communications; Personal Influencers; Marketing Communications Mix - Advertising, Sales Promotion, Personal Selling, Direct Marketing; Public Relations.

Module No. 5: Advancements in Marketing: (Concepts only) (08 Hrs)

Advancements in Marketing - Social Marketing, online marketing - Search Engine Optimization (SEO)- Green marketing, Rural Marketing; Mobile Marketing - Marketing Analytics - Social Media Marketing - Email Marketing - Live Video Streaming Marketing - Network Marketing, Affiliate Marketing , Chatbots, Influencer Marketing, Global Marketing, Experiential Marketing, Relationship Building and Customer Retention, Strategic Alliances and Networks

Skill Developments Activities:

- Analyse the marketing environment of your locality and identify need, wants & purchasing power of customers
- Collect consumer behaviour towards home appliances in your locality.
- Visit any organisation and collect the information towards pricing of the products.
- Visit any wholesalers/Retailers, collect the role of them in marketing.
- Identify the recent developments in the field of marketing.

Any other activities, which are relevant to the course.

Reference Books:

- Philip Kotler (2015), Principles of Marketing. 13th edition. Pearson Education.
- SaxenaRajan, (2017) Marketing Management, Tata McGraw-Hill Publishing Company Ltd., New Delhi. Fifth Edition.
- Kumar Arun & Meenakshi N (2016), Marketing Management, Vikas Publishing House Pvt. Ltd., New Delhi. Third Edition
- Panda Tapan (2008), Marketing Management, Excel books, New Delhi, Second Edition.
- Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. Marketing: Concepts and Cases. (Special Indian Edition)., McGraw Hill Education
- William D. Perreault, and McCarthy, E. Jerome., Basic Marketing. Pearson Education.
- Majaro, Simon. The Essence of Marketing. Pearson Education, New Delhi.
- Iacobucci and Kapoor, Marketing Management: A South Asian Perspective. Cengage Learning.
- Chhabra, T.N., and S. K. Grover. Marketing Management. Fourth Edition

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce

Course Code: B.Com 1.4 (SEC – SB)

Name of the Course: Digital Fluency

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies, Lab , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the Fundamentals of computers.
- Work in Word Processor effectively.
- Discover the arena of the Internet and its possibilities.
- Effectively communicate through Email

Syllabus

Module No. 1: Fundamentals of Computer (04 Hrs)

Introduction – Objectives - Computer, Mobile/ Tablet and their application - Components of a Computer System - Central Processing Unit- Common Input & Output devices - USB ports and Pen Drive - Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU

Module No. 2: Word Processor (16 Hrs)

Introduction – Objective -Word Processing Basic - Opening Word Processing Package - Title Bar, Menu Bar, - Toolbars & Sidebar - Creating a New Document - Opening and Closing Documents- Opening Documents - Save and Save As - Closing Document - Using The Help - Page Setup - Print Preview - Printing of Documents - PDF file and Saving a Document as PDF file - Document manipulation & Formatting - Text Selection - Cut, Copy and Paste - Font, Color, Style and Size selection - Alignment of Text - Undo & Redo - Spelling & Grammar - Shortcut Keys

Module No. 3: Internet (04 Hrs)

Introduction – Objectives – Internet - protocols: HTTP, HTTPS, FTP - Concept of Internet & WWW - Website Address and URL - Applications of Internet - Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) - Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,) - Exploring the Internet - Surfing the web - Popular Search Engines - Searching on Internet

Module No. 4: E-mail (04 Hrs)

Introduction -Objectives - Structure - protocols: SMTP, IMAP, POP3 - Opening Email account - Mailbox: Inbox and Outbox - Creating and Sending a new E-mail - CC – BCC- Replying -Mail Merge- Forwarding - attachments – Scheduling – Password Protect – Delete.

Skill Developments Activities:

- Use word processor to prepare Resume
- Draft a covering letter using Word Processor
- Systematically draft different emails
- Prepare a Letter of Internship requisition and send email.
- Install and uninstall a Web Browser and Record the Steps

Any other activities, which are relevant to the course.

Reference Books:

- Fundamentals of Computers, by Rajaraman V , Adabala N
- Fundamentals of Computers by Manoj Wadhwa (Author)
- Fundamentals of Computers by (V. Rajaraman)
- Learning MS-Word and MS-Excel, by Rohit Khurana
- Microsoft Word 2019 Step by Step Joan Lambert (Author)
- MICROSOFT WORD FOR BEGINNERS 2021: LEARN WORD PROCESSING SKILLS by RICHARD STEVE

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce

Course Code: B.Com 1.4 (SEC – SB)

Name of the Course: Spreadsheet for Business

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the basic concepts of Spreadsheet
- Summarize data using Functions
- Apply Conditions using formulas and Functions
- Implement Basic financial Concepts in Spreadsheet

Syllabus

Module No. 1: Introduction (08 Hrs)

Introduction to spreadsheets - Office Suite overview - Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Charts.

Module No. 2: Summarize data using functions (12 Hrs)

Perform calculations by using the SUM function- Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function - Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function.

Module No. 3: Text Functions (08 Hrs)

Data validation - Text Functions : LEN, TRIM, PROPER, UPPER, LOWER, CONCATENATE.

Skill Developments Activities:

- Enter class data into rows and columns ● Create Draft Marks Card in Spreadsheet
- Create Draft profit and Loss and Balance Sheet in Spreadsheet
- Create GST Invoice in Spreadsheet with Tax Rate

Any other activities, which are relevant to the course.

Reference Books:

- Learning MS-Word and MS-Excel, by Rohit Khurana
- Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: 1 by Adam Ramirez
- Excel 2013 in Simple Steps by Kogent Learning Solutions Inc.
- Excel Formulas and Functions: The Step by Step Excel Guide on how to Create Powerful Formulas by Harjit Suman

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 1.5 Open Elective Course (OEC)

Name of the Course: Financial Literacy

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Describe the importance of financial literacy and list out the institutions providing financial services;
- Prepare financial plan and budget and manage personal finances;
- Open, avail, and manage/operate services offered by banks;
- Open, avail, and manage/operate services offered by post offices;
- Plan for life insurance and property insurance & select instrument for investment in shares

Syllabus

Module No. 1: Introduction to Financial Literacy (07 Hrs)

Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability; Various financial institutions – Banks, Insurance companies, Post Offices; Mobile App based services. Need of availing of financial services from banks, insurance companies and postal services.

Module No. 2: Financial Planning and Budgeting (07 Hrs)

Meaning, importance and need for financial planning; Personal Budget, Family Budget, Business Budget; Procedure for financial planning and preparing budget; avenues for savings from surplus.

Module No. 3: Banking Services (10 Hrs)

Types of banks; Banking products and services –Types of bank deposit accounts – Savings Bank Account, Term Deposit, Current Account, Recurring Deposit, PPF, NSC etc.; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm; Various types of loans – short term, medium term, long term, micro finance, and related interest rates offered by various nationalized banks and post office; Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking complaints and Ombudsman. Unified Payment Interface (UPI).

Module No. 4: Post Office Financial Services (08 Hrs)

Post office Savings Schemes: Savings Bank, Recurring Deposit, Term Deposit, Monthly Income Scheme, Kishan Vikas Patra, Senior Citizen Savings Scheme (SCSS), Sukanya Samriddhi Yojana/ Account (SSY/SSA); India Post Payments Bank (IPPB). Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with the Western Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).

Module No. 5: Protection and Investment Related Financial Services (10 Hrs)

Insurance Services: LifeInsurance Policies: Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Property Insurance: Policies offered by various general insurance companies. Post office life Insurance Schemes: Postal Life Insurance and Rural Postal Life Insurance (PLI/RPLI). Housing Loans: Institutions providing housing loans, Loans under Pradhan Mantri Awas Yojana – Rural and Urban.

Investment avenues in Equity and Debt Instruments: Portfolio Management: Meaning and importance; Share Market and Debt Market, Sensex and its significance; Investment in Shares – Mutual Fund – SIP.

Skill Developments Activities:

- Visit banks, post offices, and insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services.
- Fill up the forms to open accounts and to avail loans and shall attach photocopies of necessary documents.
- Prepare a personal and family budget for one/six/ twelve month on imaginary figures.
- Try to open a Demat account and trade for a small amount and submit the report on procedure on opening of Demat account and factors considered for trading.

Any other activities, which are relevant to the course.

Reference Books:

- Avadhani, V. A. (2019). Investment Management. Mumbai: Himalaya Publishing House Pvt. Ltd.
- Chandra, P. (2012). Investment Game: How to Win. New Delhi: Tata McGraw Hill Education.
- Kothari, R. (2010). Financial Services in India-Concept and Application. New Delhi: Sage Publications India Pvt. Ltd.
- Milling, B. E. (2003). The Basics of Finance: Financial Tools for Non-Financial Managers. Indiana: universe Company.
- Mittra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. (2015). Financial Planning. New Delhi: Sage Publications India Pvt. Ltd.
- Zokaityte, A. (2017). Financial Literacy Education. London: Palgrave Macmillan.

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 1.5 Open Elective Course (OEC)

Name of the Course: Business Documents

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies , field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Develop self-confidence to fulfill the documentation.
- Able to understand the formalities of bank & day to day transactions.
- Get in-depth knowledge in LIC & Office Documents

Syllabus

Module No. 1: Documents & Transactions (10 Hrs)

Preparation of Invoice – Receipts – Voucher - Delivery Challan - Entry cum Gate Pass - Debit and Credit Note.

Transactions: Receipts – Vouchers – Debit Note – Credit Note.

Module No. 2: Banking Transaction Documents (12 Hrs)

Banking: Drawings, Endorsing and Crossing of Cheques - Filling up of pay in slips - Application and preparation of Demand Drafts – Pass Book . Account opening form for SB account, Current account and Term Deposits – Fixed Deposit account and FD Receipts, Bills of Exchange – Promissory Note.

Module No. 3: Insurance Transaction Documents (12 Hrs)

Filling up of an application form of LIC policy - premium form - premium notice and Challan for remittance receipts

Procedure for lapsed policy - procedure for settling an account while the insured is alive or dead.

Module No. 4: Office Documents (10 Hrs)

Circulars – Notice – Memo – Agenda – Minute of meetings –Resolutions - Stock list – offer letter – Appointment letter – Quotation - Purchase order – sales order – Payroll Reports.

Skill Developments Activities:

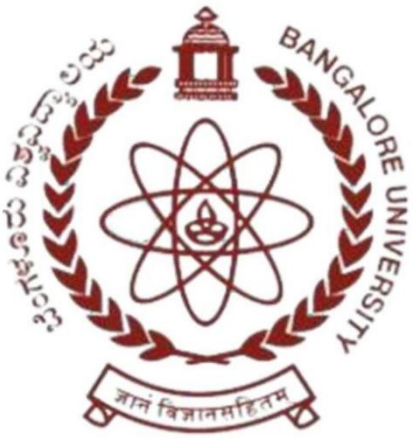
- Obtaining Aadhar/PAN/Voter ID/ Passport of self.
- Filling up the forms to open Bank accounts
- Documents required to avail LIC Policy and necessary documents to be attached.
- Draft a circular.
- Preparation of Appointment Letter.
- Creation of draft Invoice.

Any other activities, which are relevant to the course.

Reference Books:

- Business Communication by Rai and Rai
- Drafting Pleading and Appearances - Taxman
- Document and information by J K Khanna
- Model Business Letters, Emails and Other Business Documents - by Taylor
- Other E - Books

Note: Latest edition of textbooks and reference Books may be used



BANGALORE UNIVERSITY

Jnanabharathi Campus, Bangalore University, Bengaluru - 560056

(According to NEP – 2020 Regulations) SYLLABUS & REGULATIONS OF Bachelor of Commerce (B.Com) III & IV Semester

2021-22 Onwards

DEPARTMENT OF COMMERCE
Jnanabharathi Campus, Bangalore University, Bengaluru - 560056
www.bangaloreuniversity.ac.in

Semester III								
Sl. No.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
1	Lang	Language - I	AECC	3+1+0	60	40	100	3
2	Lang	Language – II	AECC	3+1+0	60	40	100	3
3	B.Com.3.1	Corporate Accounting	DSC	3+0+2	60	40	100	4
4	B.Com.3.2.1 **OR** B.Com.3.2.2	Business Mathematics & Statistics **OR** Indian Financial Services	DSC	3+0+2 4+0+0	60	40	100	4
5	B.Com.3.3	Company Law & Administration	DSC	4+0+0	60	40	100	4
6	B.Com.3.4	Constitution of India	AECC	1+0+2	30	20	50	2
7	B.Com.3.5	Sports	SEC-SB	0+0+2	-	25	25	1
8	B.Com.3.6	NCC/NSS/others (if any)	SEC-VB	0+0+2	-	25	25	1
9	B.Com.3.7.1 **OR** B.Com.3.7.2	Entrepreneurship Skills **OR** Investments in stock market	OEC	3+0+0	60	40	100	3
		Sub –Total (C)			390	310	700	25

Semester IV								
Sl. No.	**Course Code**	**Title of the Course**	**Category of Courses**	**Teaching Hours per Week (L + T + P)**	**SEE**	**CIE**	**Total Marks**	**Credits**
1	Lang	Language - I	AECC	3+1+0	60	40	100	3
2	Lang	Language – II	AECC	3+1+0	60	40	100	3
3	B.Com.4.1	Advanced Corporate Accounting	DSC	3+0+2	60	40	100	4
4	B.Com.4.2	Cost Accounting	DSC	3+0+2	60	40	100	4
5	B.Com.4.3	Business Regulations	DSC	4+0+0	60	40	100	4
6	B.Com.4.4	Artificial Intelligence	SEC	2+0+0	30	20	50	2
7	B.Com.4.5	Sports	SEC-SB	0+0+2	-	25	25	1
8	B.Com.4.6	NCC/NSS/others (if any)	SEC-VB	0+0+2	-	25	25	1
9	B.Com.4.7.1 **OR** B. Com.4.7.2	Corporate Governance Investments in Commodity Markets	OEC	3+0+0	60	40	100	3
		Sub –Total (D)			390	310	700	25

Notes:

- **One Hour of Lecture is equal to 1 Credit.**
- **One Hour of Tutorial is equal to 1 Credit (Except Languages).**
- **Two Hours of Practical is equal to 1 Credit**

Acronyms Expanded

- **AECC : Ability Enhancement Compulsory Course**
- **DSC © : Discipline Specific Core (Course)**
- **SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based**
- **OEC : Open Elective Course**
- **DSE : Discipline Specific Elective**
- **SEE : Semester End Examination**
- **CIE : Continuous Internal Evaluation**
- **L+T+P : Lecture+Tutorial+Practical(s)**

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching.

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com.3.1

Name of the Course: Corporate Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the treatment of underwriting of shares.
- Understand the concepts and accounting treatment of Issue of shares under various types.
- Know the valuation of intangible assets.
- Know the valuation of shares.
- Prepare the financial statements of companies as per companies act, 2013.

Syllabus

Module No. 1: ISSUE OF SHARES (10 Hrs.)

Introduction – Meaning, features and types of shares. Issue of shares, Subscription of shares, Minimum subscription, Over subscription, Pro-Rata allotment, Book Building procedure for issue of shares. Problems related to Journal entries on issue of shares at par, premium and discount.

Module No :2 UNDERWRITING OF SHARES (10 Hrs.)

Introduction -Meaning and need for underwriting, Advantages of Underwriting, SEBI regulations regarding underwriting, Underwriting Agreement, Underwriting Commission. Underwriter, Functions of Underwriter, Types of Underwriting, Marked and Unmarked Applications, Problems on determination of liability of underwriters.

Module No. 3 VALUATION OF INTANGIBLE ASSETS (As per IND AS 38) **10 (Hrs.)**

Introduction – Meaning and Kinds of Intangible Assets.

a) Goodwill – Meaning and types, Factors influencing value of goodwill, Circumstances of valuation of goodwill, Methods of valuation of Goodwill: Simple Average Profit Method, Weighted Average Profit Method, Capitalization of Average Profit Method, Super Profit Method, Capitalization of Super Profit Method, AnnuityMethod-Problems.
b) Brand – Meaning and features, Factors influencing value of brand, Circumstances of valuation of brand (Concepts and Formats only)
c) Intellectual Property Rights (IPR) – Meaning and features, Factors influencing value of IPR, Circumstances of valuation of IPR (Concepts and Formats only) \
d) Patents – Meaning and features, Factors influencing value of patents, Circumstances of valuation of patent (Concepts and Formats only)

Module No. 4: VALUATION OF SHARES (10 Hrs)

Introduction – Meaning and need for valuation of shares, Factors affecting value of shares, Methods of Valuation: Problems on Intrinsic Value Method, Yield Method, Earning Capacity Method, Fair Value of Method.

Rights Issue and Valuation of Rights Issue, Valuation of Share Warrants (concepts only)

Module No. 5: FINANCIAL STATEMENTS OF COMPANIES (16 Hrs.)

Statutory Provisions regarding preparation of financial statements of companies as per schedule III of companies act,2013 and IND AS-1

Problems on preparation of Statement of Profit and Loss and Balance Sheet (including necessary notes)
Skill Development Activities: • Compile the list of Indian companies which have issued shares through IPO / FPO in the current financial year. • Determine Underwriters' Liability in case of an IPO, with imaginary figures. · • Collect financial statement of a company and calculate intrinsic value of an equity share. • Collect annual report of a Company and List out its assets and Liabilities. • Collection of latest financial statements of a company and find out the intrinsic value of shares. • Any other activities, which are relevant to the course.

Reference Books:

- J.R. Monga, Fundamentals of Corporate Accounting. Mayur Paper Backs, NewDelhi.
- M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S.
- Chand & Co., New Delhi.
- S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting. Vikas PublishingHouse, New Delhi.
- Ashok Sehgal, Fundamentals of Corporate Accounting. Taxman Publication, NewDelhi.
- V.K. Goyal and Ruchi Goyal, Corporate Accounting. PHI Learning.
- Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
- Bhushan Kumar Goyal, Fundamentals of Corporate Accounting, InternationalBook House
- P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand
- Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education
- Arulanandam& Raman ; Corporate Accounting –II
- Madegowda J – Advanced corporate accounting, HPH
- Soundarajan. A & K. Venkataramana, Corporate Accounting, VBH.
- S. P. Jain and K. L. Narang – Corporate Accounting

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com.3.2.1

Name of the Course: Business Mathematics & Statistics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial Classes, Group discussion, Seminars.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Familiarize with simple and compound interest
- Understand problem solving techniques using equation methods
- Familiarize with the matrices and various roles of determinants
- Comprehend the measures of various distributions and averages
- Validate the application of correlation and regression in business decisions.

Syllabus

Module No. 1: COMMERCIAL ARITHMETIC (12 Hrs)

Percentage -cost, profit and selling price, Ratio Proportion and Problems on Speed and Time, Interest-Simple interest, compound interest and Annuity. **Module No.2: THEORY OF EQUATIONS (6 Hrs)**

Meaning and Degree of equation-Linear equation meaning and problems, Methods of solving simultaneous equations in two variable-Substitution and Elimination method only.

Module No. 3: MATRICES AND DETERMINANTS (10 Hrs)

Matrix-Meaning Definition and Types -Matrix Operations-Addition, Subtraction, Multiplication by a constant and Multiplication of two matrices- Transpose of Matrix-Determinant of a square matrix-Minor of an element of a determinant, co-factor of a determinant -evaluation-solution of simultaneous linear equations in two variables using determinants (Cramer Rule) Adjoint and Inverse of square matrix.

Module No.4: MEASURES OF CENTRAL TENDENCY AND DISPERSION (14 Hrs)

Introduction Meaning and Definition, objectives of measures of central tendency, Types of averages-Arithmetic mean (Simple average only) Median, Mode, (both grouped and ungrouped data, direct method excluding missing frequency) grouping table including empirical relationship among three average.

Meaning and objectives of measures of dispersion - Standard deviation and coefficient of Variation, problems on direct method only.

Module No.5: CORRELATION AND REGRESSION (14 Hrs)

Correlation: Meaning and definition-uses- Types-Karl Pearson's coefficient of correlation (deviation from actual mean only) Spearman's Rank Correlation Coefficient

Regression-Meaning, regression Equations, Estimating x and y values. Finding correlation coefficient with regression coefficient**.**

SKILL DEVELOPMENT ACTIVITIES

- Show the chart for solving Multi-step Equation and
- Show the chart for different kinds of equations
- Collect question papers of UPSC and KPSC or any Competitive exams and workout problems related to commercial arithmetic
- Show a chart for classification of Ratios
- Assume Marks of 20 students in accounts and calculate Mean Median and Mode marks.

Reference Books

- Fundamental of Mathematical Statistics. S.C Gupta and V.K. Kapoor. Sultan Chand
- Business Mathematics and Statistics, Sancheti and Kapoor, Sultan Chand
- Statistical Methods S.P Gupta, Sultan Chand • Statistics Dr. B.N. Gupta, Sahityta Bhavan.
- Business Mathematics, Dorai Raj Sahitya Bhawan

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com.3.2.2

Name of the Course: Indian Financial Services

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classroom lectures and Tutorials

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the financial system, Institutions, financial markets and services.
- Analyse the concepts relevant to Indian financial market and relevance.
- understand concept of financial services, types and functions.
- Understand the types of financial Instruments.
- Demonstrate an understanding the functioning of stock markets.

Syllabus

Module No. 1: OVERVIEW OF FINANCIAL SYSTEM (8 Hrs)

Introduction to Financial System – Features, Constituents of Financial System; Financial Institutions; Financial Services; Financial Markets and Financial Instruments.

Module No.2: FINANCIAL INSTITUTIONS (16 Hrs)

Characteristics of Financial Institutions, Broad Categories – Money Market Institutions and Capital Market Institutions. Objectives and Functions of Industrial Finance Corporation of India, Industrial Development Bank of India, State Financial Corporations, Industrial Credit and Investment Corporation of India, EXIM Bank of India, National Small Industrial Development Corporation, National Industrial Development Corporation, RBI Measures for NBFCs.

Module No. 3: FINANCIAL SERVICES (12 Hrs)

Financial Services – Meaning, Objectives, Functions, Characteristics; Types of Financial Services - Merchant Banking – Functions and Operations, Leasing, Mutual Funds, Venture Capital & Credit Rating.

Module No.4: **FINANCIAL MARKETS AND INSTRUMENTS (10 Hrs)**

Meaning and Definition, Role and Functions of Financial Markets, Constituents of Financial Markets; Money Market Instruments, Capital Market and Instruments; SEBI guidelines for Listing of Shares and Issue of Commercial Papers. **Module No.5: STOCK MARKETS (10 Hrs)**

Meaning of Stock, Nature and Functions of Stock Exchange; Stock Market Operations - Trading, Settlement and Custody (Brief discussion on NSDL & CSDL); Brief discussion of BSE, NSE and OTCEI.

SKILL DEVELOPMENT ACTIVITIES

- Visit any financial institution and prepare a report regarding its structure, functions and performance.
- Prepare a chart on Financial Institutions in India
- Analyze the ratings given by any credit rating agency, for at least 5 companies.
- Collect information on NASDAQ, Nifty, Sensex and write brief report on the same.
- Identify a company of your choice and record its share prices for one month.

Reference Books

- L.M. Bhole, Financial Institutions & Markets, McGraw Hill
- Khan, M.Y, Indian Financial System, McGraw Hill
- Sharma, Meera, Management of Financial Institutions, Eastern Economy Edition

- Bhole and Mahakud, Financial Institutions and Markets – Structure, Growth and Innovations, McGraw Hill
- Guruswamy, S., Financial Services and System, McGraw Hill
- Edminister. R.O, Financial Institutions, Markets & Management, McGraw Hill
- Khan. M.Y, Indian Financial System, Vikas Pub. House
- H.R Machiraju, Indian Financial System, Vikas Pub. House
- E.Gorden & K. Nataraj, Financial Markets and Services, HPH

Note: Latest edition of text books may be used.

Name of the Programme: Bachelor of Commerce (B.Com.)
Course Code: B.Com. 3.3 (DSC)
Name of the Course: Company Law & Administration

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies, field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the different types of companies and CSR Activities under Companies Act 2013
- Familiarizes on the procedure of Formation of a Company
- Understand the roles and responsibilities Key Managerial Personnel
- Understand the modes for source of capital and Books of Accounts
- Understand the significance of corporate Meeting and procedure of winding up of a company

Syllabus

Module No. 1: Indian Companies Act 2013 [12 Hrs]

Introduction to Company Law, Evolution, Nature of Joint Stock Company, Overview of Companies Act 2013 – Objectives, Significance of Companies Act 2013.

Body Corporate -Meaning, Features, Classification of Companies, Distinction between Private Company and Public Company, Doctrine of Lifting the veil of corporate entity

CSR- Meaning, Scope, Provisions for CSR Activities under Schedule VII of the Companies Act 2013

Module No. 2: Formation of a New Company [12 Hrs]

Stages in Formation of a company as per Companies Act 2013, Documents required for the formation of company - Memorandum of Association – Meaning, Definition, Purpose and Content of Memorandum of Association, Articles of Association – Meaning, Definition, Contents and Alteration of Articles of Association, Distinction between Memorandum of Association and Articles of Association, Doctrine of Ultra Vires, Doctrine of constructive notice and Doctrine of Indoor management.

Prospectus – Meaning, Definition, Contents, Types and Registration of Prospectus, Statement in lieu, Misstatement in prospectus and its consequences.

Module No. 3: Capital Structure and Accounts of Companies [10 Hrs.]

Share Capital: – Meaning, Definition, Types of Share Capital, Rules Regarding Issue of Shares, Distinction between Preference shares and equity shares.

Debenture – Meaning, Definition, Types, Rules Regarding Issue of Debenture, Distinction between Share and Debenture.

Accounts of companies- Statutory books and Financial Statements.

Module No 4. Administrative and Managerial role of a Company [10 Hrs.]

Overview of **Administrative** and Managerial role, Key Managerial Personnel: Director – Meaning, Definition, Director Identification Number, Qualification, Appointment, , Position, Rights, Duties, Power, Disqualification, Liabilities, Removal and Resignation of director,

Meaning and role of Managing Director, Whole Time Directors, C-suite Executives, CEO, CFO, COO,

CTO, CKO, CRO and CIO, Resident Director, Independent Director, and Women director.
Company Secretary- Meaning, Definition, Appointment of Company Secretary, Functions of CS, Duties and Responsibilities, Audit Committee - Meaning and Functions of Audit Committee,

Module No. 5: Corporate Meetings and Winding Up of a Company [12 Hrs.]

Introduction to Corporate Meeting – Meaning, Definitions and Types, Minutes and Proceedings under Section 118 of the Companies Act 2013.

Requisite of Valid Meeting - Notice, Agenda, Chairman, Quorum, Proxy, Resolutions, Minutes, Postal Ballot, E- voting, Video Conferencing.

Board of Directors (BODs) – Meaning, Definitions, Meeting of Board of Directors (BODs) – Board Meeting, Committee Meeting.

Winding Up of Company - Meaning, Definition and Modes of Winding up, Official Liquidator – Meaning, Powers and Duties, Consequences of Winding up of a Company.

Skill Developments Activities:

- List out any 10 Companies and prepare a report on CSR activities of any two Indian Companies
- Prepare an E- Content of Prospectus, MoA, AoA of any Company
- Prepare Organizational Structure and describe key personnel role of any two Indian Companies
- Collect the specimen copy of share certificate, Debenture certificate, ESOP etc
- Prepare a Draft of Meeting Procedure of a Company

Books For Reference

- S.N Maheshwari; Elements of Corporate Law, Vikas Publications.
- Balchandran – Business Law for Management HPH
- Dr. B.F. Bhaskar, K.R. Mahesh Kumar – Corporate Administration, HPH
- Dr. P.N. Reddy and H.R. Appanaiah: Essentials of Company Law and Secretarial Practice, HPH.
- M.C. Shukla & Gulshan: Principles of Company Law.
- N.D. Kapoor: Company Law and Secretarial Practice, Sultan Chand.
- C.L Bansal: Business and Corporate Law
- M.C. Bhandari: Guide to Company Law Procedures, Wadhwa Publication.
- S.C. Kuchal: Company Law and Secretarial Practice.
- S.C. Sharma : Business Law, I.K. International Publishers
- S.N Maheshwari ;Elements of Corporate Law, Vikas Publishers.

Name of the Programme: Bachelor of Commerce (B.Com.)
Course Code: 3.7.1 Open Elective Course (OEC)
Name of the Course: Entrepreneurship Skills

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classrooms lecture, Case studies, Group discussion & Seminar etc

Course Outcomes: On successful completion of the course, the Students will be able to

- Identify the Factors that influence Entrepreneurship.
- Understand the Skillsets required for Entrepreneur.
- Identify the opportunities for developing Entrepreneurship skills through National and State Level Institutions.
- Role played by MSME in the development of Indian Economy.
- Identify the different Government Schemes available for promoting Entrepreneurs in India.

Syllabus

Module No. 1: Introduction to entrepreneur & Entrepreneurship (10 Hrs)

Meaning, Definition, Types of Entrepreneurs, Functions of Entrepreneur, Skills/traits required to be an entrepreneur, Problems faced by Entrepreneur, Difference between Intrapreneur and Entrepreneur.

Meaning and Definition, Objectives of Entrepreneurship, Factors influencing Entrepreneurship, Role of Entrepreneurship in Economic Development

Module No. 2 : Skillsets for Entrepreneur [10 Hrs]

Introduction to Entrepreneurial Skills, Skillsets for Entrepreneur – Communication, Creative thinking, Leadership, Networking, Sales, Negotiation, Self-Motivational Skills.

Forms of Entrepreneurial Skills - Business management skills, Teamwork and leadership skills, Customer service skills, Financial skills, Analytical and problem-solving skills, Strategic thinking and planning skills, Technical skills, Time management and organizational skills, Branding, marketing and networking skills, Procedure to improve entrepreneurial skills.

Module No. 3 : Institutional Programs for Entrepreneurship [12 Hrs]

Entrepreneurship Development Programme, - Need for EDP – Problems of EDP – National and State Level Institutions for Entrepreneurship Development Programme - SISI, SIDO, NSIC, EDI, NIESBUD, NAYA, CEDOK, KSWDC, EDC

Business Plan – Meaning Importance, Steps involved in preparing a Business Plan, Financial, Marketing, Human Resource, Technical and Social aspects of the Business Plan - Common pitfalls to be avoided while preparing a Business Plan.

Micro, Small and Medium Enterprises (MSME) - Meaning, Definition, investment limit, Role played by MSME in the development of Indian Economy, Problems faced by MSME and the steps taken to solve the problems.

Module No 4. Promoting Entrepreneur [10 Hrs]

Indian Entrepreneur, Promoting Entrepreneurs in India, Startup India, Funds for Startup (Meaning, Significance and Application Procedure) - Angel Investors, Crowdfunding, Venture C Funding From Business Incubators, Government Schemes for Startup Funding – Gramin Banks, PMMY-MUDRA Loan, DIC, SIDA, SISI, NSIC, and SIDO, etc.
Women Entrepreneur: Meaning, Role played by Women Entrepreneur in the economic development, Problems faced by Women Entrepreneur, Ways to Overcome the Challenges of Women Entrepreneurs.

Skill Developments Activities:

- Identify any two Entrepreneurs and brief about their contribution for Indian Economy.
- Visit any two National or State Level Institutions for Entrepreneurship Development Programme and prepare a report on their functioning.
- Identify the best sources of Start-ups Funding in India, and brief about the procedure for application.
- Select any two Indian Women Entrepreneurs, and brief about their glorious journey of Entrepreneurship.

Books for Reference

- K. Ramachandran: Entrepreneurship Development, McGraw-Hill Education (India) Pvt. Limited.
- R.R. Chole, P.S. Kapse, P.R. Deshmukh: Entrepreneurship Development and Communication Skills, Scientific Publishers
- Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
- Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH
- R. C. Agarwal, Dr. B. K. Mehta: Entrepreneurship and Small Business, SBPD Publishing House
- Rekha & Vibha – Entrepreneurial Management, VBH
- K. Venkataramanappa, Entrepreneurial Development, SHB Publications
- Robert J. Calvin: Entrepreneurial Management, McGraw-Hill
- Dr. R.C. Bhatia: Entrepreneurship – Business and Management, Sultan Chand & Sons
- Jack M. Kaplan, Jack McGourty: Patterns of Entrepreneurship Management, John Wiley & Sons, Inc.

Note: Latest edition of text books may be used.

Name of the Programme: Bachelor of Commerce (B.Com.)
Course Code: 3.7.2 Open Elective Course (OEC)
Name of the Course: Investments in Stock Market

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Describe the Investment avenues and the investment environment
- Measure risk and return associated with investments
- Apply fundamental and technical analysis in stocks investment

Understand the dynamics of investing in stock markets

Syllabus

Module No. 1: Introduction to Investment [8 Hrs]

Meaning, Objectives of Investment, Difference between savings and investment, Golden principles of investment, The investment environment, The investor life cycle, Investment avenues in India.

Module No. 2 : Risk & Returns on Investment [8 Hrs]

Risk and return trade-off, measuring returns – ROI, Absolute returns, Annualized return, Extended Internal Rate of Return (XIRR), Types of risks in investments – Systematic and Unsystematic Risk, Measuring Risk - Standard deviation and Beta, Managing risks in investments.

Module No. 3 : Investment Analysis [14 Hrs]

Features of fundamental analysis, Top-down vs. Bottom-up fundamental analysis, Components of economic analysis, Economic Analysis - international & domestic economic scenario, Economic forecasting techniques, Characteristics of an industry analysis, Key components of an industry, Porter's Five Forces of Competition framework, Company analysis – Financial and Non-financial parameters.
Technical Analysis – concept, assumptions and approaches, Difference between fundamental and technical analysis, Chart patterns and analysis, Moving averages, Trend analysis, efficient market hypothesis.

Module No 4. Investing in Stock Market [12 Hrs]

Stock exchange – Features, History of stock exchanges in India, BSE and NSE, Role of stock exchanges, Players in stock markets, Role of SEBI, Ways of investing in stock market, DEMAT and Trading account, Trading Process in stock exchanges.

Skill Developments Activities:

- List out types of Investment avenues available in BSE
- Learners will also practice technical analysis with the help of relevant software.
- Practice use of Technical charts in predicting price movements through line chart, bar chart, candle and stickchart, etc., moving averages, exponential moving average.
- Calculate risk and return of stocks using price history available on NSE website.

Any other activities, which are relevant to the course.

Books for Reference

- Chandra, P. (2017). Investment Analysis and Portfolio Management. New Delhi: Tata McGraw Hill Education.
- Kevin, S. (2015). Security Analysis and Portfolio Management. Delhi: PHI Learning.
- Madhumathi, R. (2012). Security Analysis and Portfolio Management. Uttar Pradesh: Pearson (India)
- Pandian, P. (2012). Security Analysis and Portfolio Management. New Delhi: Vikas Publishing House.
- S K Singla (2021-2022). Security Analysis and Portfolio Management. Kalyani publishers,

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 4.1

Name of the Course: Advanced Corporate Accounting

Course Credits	No. of Hours perWeek	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs	56 Hrs

Pedagogy: Classroom lectures, Case studies, Group discussion & Seminar etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Know the procedure of redemption of preference shares.
- Comprehend the different methods of Mergers and Acquisition of Companies
- Understand the process of internal reconstruction.
- Prepare the liquidators final statement of accounts.
- Understand the recent developments in accounting and accounting standards.

Syllabus

Module No. 1: REDEMPTION OF PREFERENCE SHARES (10 Hrs)

Introduction, Meaning, legal provisions, treatment of premium on redemption – creation of Capital Redemption Reserve – Fresh issue of shares – Arranging for cash balance for the purpose of redemption – minimum number of shares to be issued for redemption.

Issue of bonus shares – Problems on Journal Entries and preparation of Balance sheet after redemption. (in accordance with Schedule III to Companies Act 2013)

Module No. 2: MERGERS AND ACQUISITION OF COMPANIES (16 Hrs)

Meaning of Amalgamation and Acquisition – Types of Amalgamation –Amalgamation in the nature of Merger – Amalgamation in the nature of Purchase – Meaning and Methods of Purchase Consideration (Ind AS -103) - Net asset Method - Net Payment Method, Accounting for Amalgamation (Problems on pooling of interest method and purchase method) – Journal Entries and Ledger Accounts in the Books of Transferor Company. Journal Entries and Balance Sheet in the books of Transferee Company.

Module No. 3: **INTERNAL RECONSTRUCTION OF COMPANIES (10 Hrs)**

Introduction, Meaning and Need for Internal Reconstruction, Types and Objectives of Capital Reduction, Legal Provisions for Reduction of Share Capital under Companies Act, 2013.

Accounting for Capital Reduction- Problems on Journal Entries, preparation of Capital Reduction Account and Reconstructed Balance sheet.

Module No. 4: LIQUIDATION OF COMPANIES (12 Hrs)

Meaning of Liquidation, Meaning and Functions of **Liquidator**, Modes of Winding up, Order of payments. Liquidator's remuneration. Problems on preparation of Liquidator's Final Statement of Account.

Module No. 5: EMERGING TRENDS IN ACCOUNTING (08 Hrs)

1. Human Resource Accounting
2. Inflation Accounting
3. Investment Accounting
4. Automated accounting process
5. Cloud based accounting
6. Data analytics and forecasting tools
7. Rise of accounting software solutions
8. Blockchain
9. Forensic Accountancy
10. Advisory Services
11. Artificial Intelligence in Accounting
12. Big Data in Accounting

13. Remote Work Setting
14. Outsourcing of Accounting of Functions
15. Changing financial standards
16. Workplace wellness accounting, etc (concepts only)

Skill Development Activities:

- List out legal provisions in respect of Redemption of Preference shares.
- Calculation of Purchase consideration with imaginary figures.
- List any five cases of amalgamation in the nature of merger or acquisition ofJoint Stock Companies.
- List out legal provisions in respect of internal reconstruction.
- Any other activities, which are relevant to the course.

Text Books:

- Arulanandam & Raman ; Corporate Accounting-II, HPH
- Anil Kumar.S Rajesh Kumar.V and Mariyappa .B Advanced CorporateAccounting, HPH
- Dr. Venkataraman. R – Advanced Corporate Accounting
- S.N. Maheswari , Financial Accounting, Vikas publishing
- Soundarajan A & K. Venkataramana, Advanced Corporate Accounting, SHBP.
- RL Gupta, Advanced Accountancy, Sultan Chand
- K.K Verma – Corporate Accounting.
- Jain and Narang, Corporate Accounting.
- Tulsian, Advanced Accounting,
- Shukla and Grewal – Advanced Accountancy, Sultan Chand
- Srinivas Putty, Advanced Corporate Accounting, HPH.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 4.2

Name of the Course: Cost Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs	56 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand concepts of cost accounting & Methods of Costing.
- Outline the Procedure and documentations involved in procurement of materials & compute the valuation of Inventory.
- Make use of payroll procedures & compute idle and over time. Discuss the methods of allocation, apportionment & absorption of overheads.
- Prepare cost sheet & discuss cost allocation under ABC.

Syllabus

Module No 1 : INTRODUCTION TO COST ACCOUNTING (10 Hrs)

Introduction, Meaning and Definitions of Cost, Costing and Cost Accounting. Need and Objective of Cost Accounting. Distinctions between Financial Accounting and Cost Accounting. Advantages And Limitations of Cost Accounting. Classification of Cost – Material Cost, Labor Cost and Overheads. Important terminologies – Cost Unit, Cost Center, Direct Cost, Indirect Cost, Prime Cost, Production Cost, Administration Cost, Selling and Distribution Cost, Fixed Cost, Variable Cost, Semi-variable Cost, Period Cost, Product Cost, Explicit Cost, Implicit Cost, Historical Cost, Current Cost,Future or Predetermined Cost, Opportunity Cost. Installation of Cost Accounting System – Features of good cost accounting system, precautions for installing effective cost accounting system challenges in installing effective cost accounting system.

Module No. 2 : COST SHEET, TENDERS & QUOTATIONS (14 Hrs)

Introduction, Meaning, Objectives and Contents of Cost Sheet – Problem Preparation of Cost Sheet. Meaning of Tender & Quotation. Bases for preparation of Tenders & Quotations – Problems on preparation of Statement of Tender & Quotations, E-Tenders (Concept only)

Module No 3 : MATERIAL COSTING (10 Hrs)

Introduction, Meaning of Material Cost, Types of Materials - Direct Materials, Indirect Materials. Material Cost Control - Meaning, Objectives and Benefits. Scope of Material Cost Control – Procurement, Storage and Management of Issues. Make or Buy Decision, Purchase Process, Vendor Selection, Economic Order Quantity. Problems on EOQ. Methods of Stores or Inventory Control – ABC Method, VED Method and FSN Method. Determination of Stock Levels – Re-order Level, Minimum Level, Maximum Level, Average Level and Danger Level. Duties and Responsibilities of Stores Manager. Pricing of Material Issues – Specific Price Method, First-In-First-Out Method (FIFO), Last-In-Last-Out Method (LIFO), Highest-In-First-Out Method (HIFO), Simple Average Method, Weighted Average Method, Base Stock Method, Replacement Cost Method, Realizable Price Method, Standard Price Method, Inflated Price Method. Problems under First-In-First-Out Method (FIFO), Last-In-Last-Out Method (LIFO), Simple Average Method and Weighted Average Method. **Module No. 4 : LABOUR COSTING (12 Hrs)**

Introduction, Meaning of Labour Cost, Types of Labour – Direct Labour, Indirect Labour. Labour Cost Control – Meaning, Objectives and Benefits. Scope of Labour Cost Control – Departments

involved, Time Analysis or Work Study, Time Keeping and Time Booking, Payroll Procedure, Idle Time, Over Time, Labour Turnover, Wage and Incentive Systems – Simple Time Rate System, Straight Piece Rate System, Taylor's Differential Piece Rate System, Merrick's Differential Piece Rate System, Halsey System and Rowan System. Job Evaluation and Merit Rating, Labour Productivity. Problems on calculation of Labor Cost, Overtime Wages and Wage and Incentive Systems.

Module No. 5 : OVERHEAD COSTING (10 Hrs)

Introduction – meaning of reconciliation, Reasons for differences in Profits under Financial and Cost Accounts; Procedure for Reconciliation – Ascertainment of Profits as per Financial Accounts and Cost Accounts and Reconciliation of Profits of both sets of Accounts – Preparation of Reconciliation Statement – Problems.

Skill Developments Activities:

- Visit any Manufacturing entity, collect the method of inventory valuation adopted & procedure involved in procuring inventory.
- Draw the format of five documents used for material accounting 3. Prepare dummy Payroll with imaginary figures.
- Visit any large-scale organization, identify the techniques used for controlling administrative, Selling & distribution overheads.
- Visit any manufacturing entity and collect the cost date and prepare the cost sheet.
- Any other activities, which are relevant to the course.

Books for reference

- Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan, Cost Accounting:A Managerial Emphasis, Pearson Education.
- Jawahar Lal, Cost Accounting., McGraw Hill Education
- Madegowda J, Cost Accounting, HPH.
- Rajiv Goel, Cost Accounting, International Book House
- Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers
- Arora, M.N. Cost Accounting – Principles and P r a c t i c e , Vikas Publishing House, New Delhi.
- Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahavir Book Depot, New Delhi.
- 8. Iyengar, S.P. C Mariyappa B Cost Accounting, HPH

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: B.Com. 4.3
Name of the Course: Business Regulations

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs	56 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial classes, Group discussion, Seminar

Course Outcomes: On successful completion of the course, the students will be able to)

- Recognize the laws relating to Contracts and its application in business activities.
- Acquire knowledge on bailment and indemnification of goods in a contractual relationship and role of agents.
- Comprehend the rules for Sale of Goods and rights and duties of a buyer and a seller.
- Distinguish the partnership laws, its applicability and relevance.
- Rephrase the cyber law in the present context.

Syllabus

Module No 1 : INTRODUCTION (4 Hrs)

Meaning, Definition and Sources of Business Law, Types of Business Law – Employment Law, Immigration Law, Consumer Goods Sales Law, Contract Law, Antitrust Law, Intellectual Property Law, Business Formation Law.

Module No. 2 : CONTRACT LAW (14 Hrs)

Indian Contract Act 1872- Definition and meaning of Contract, Essentials of valid contract, Classification of contract, Breach of contract and Remedies to Breach of Contract.

Sale of Goods Act 1930 – Definition of contract of sale, Essentials of contract of sale, conditions and warrantees, rights and duties of buyer, rights of unpaid seller.

Module No 3 : INTELLECTUAL PROPERTY RIGHTS AND INFORMATION TECHNOLOGY LAW (14 hours)

Intellectual Property Rights- Introduction and the Need for Intellectual Property Rights, Kinds of Intellectual Property Rights, Meaning - Patents, Copyrights, Trademarks, Trade Secrets, Geographical Indication.

Patents-Meaning, Salient Features of Patents, Conditions for an Invention to be Patented, Procedure for obtaining a Patent, Opposition to Grant of Patents, Term and Expire of Patent, Restoration and surrender of Lapsed patents, Remedies available to the Patent owner for Infringement of Patent Rights.

Information Technology Act 2000- Introduction, need and objective of Information Technology Act, Cyber Law in India, Cyber Crimes – meaning and types, offences and penalties, Cyber space, digital signature, private key, public key, encryption, digital signature certificate

Module No. 4 : COMPETITION AND CONSUMER LAWS (16 Hrs)

Competition Act 2002 – Objectives, Features, Competition Appellate Tribunal, Offences and Penalties under this Act, Competition Commission of India - Powers and Duties.

Consumer Protection Act 1986 – Introduction, objectives and need of the act, Definitions of Consumer, Consumer Dispute, Defect, Deficiency, Unfair Trade Practices and Services.

Rights of Consumer, Consumer Redressal Agencies- District Forum, State Commission and National Commission.

Module No. 5 : ENVIRONMENT PROTECTION LAW (8 Hrs)

Environment Protection Act 1986 – Objectives, Definitions of Environment, Environment Pollutant, Environment pollution, Hazardous substances and Occupier. Powers of Central

Government to protect Environment in India.
Skill Developments Activities: • Discuss the case of "Carlill vs Carbolic Smoke Ball Company" case • Discuss any one case law relating to minor. • State the procedure for getting patent for 'inventions' and / or 'non-inventions'. • List at least 5 items which can be categorized as 'hazardous substance' according to Environment Protection Act. • List out any top upcoming jobs in cyber security and examine the skills required for the same.

Reference books

- M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House,
- NewDelhi.
- Avtar Singh, Business Law, Eastern Book Company, Lucknow.
- Ravinder Kumar, Legal Aspects of Business, Cengage Learning
- SN Maheshwari and SK Maheshwari, Business Law, National Publishing
- House,New Delhi.
- Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi
- Bhushan Kumar Goyal and Jain Kinneri, Business Laws,InternationalBook
- House
- Sushma Arora, Business Laws, Taxmann Pulications.
- Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th
- Ed.
- P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education
- Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New
- Delhi
- K. Rama Rao and Ravi S.P., Business Regulatory Framework., HPH
- N.D. Kapoor, Business Laws, Sultan Chand Publications

Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)

Course Code: B.Com. 4.7.1 (OEC)

Name of the Course: Corporate Governance

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classroom lectures, Case studies, Group discussion & Seminar etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

- Identify the importance of corporate governance.
- Know the rights, duties and responsibilities of Directors.
- Analyze the legal & regulatory framework of corporate governance.
- Outline the importance and role of board committee.
- Understand the major expert committees' Reports on corporate governance.

Syllabus

Module No 1 : CORPORATE GOVERNANCE (10 Hrs)

Introduction, Its importance, Principles of corporate governance, OECD Principles of corporate governance, Theories of corporate governance-Agency theory and stewardship theory, Models of corporate governance around the world, Need for good corporate governance - Evolution of Corporate Governance – Ancient and Modern Concept - Concept of Corporate Governance, Generation of Value from Performance – Principles of Corporate Governance.

Module No. 2 : CORPORATE AND BOARD MANAGEMENT (10Hrs)

Corporate Business Ownership Structure - Board of Directors – Role, Composition, Systems and Procedures - Fiduciary relationship – Types of Directors- Promoter/Nominee/Shareholder/Independent - Rights, Duties and Responsibilities of Directors; Role of Directors and Executives – Responsibility for Leadership, Harmony between Directors and Executives -Training of Directors- need, objective, methodology -Scope and Responsibilities and competencies for directors - Executive Management Process, Executive Remuneration - Functional Committees of Board - Rights and Relationship of Shareholders and Other Stakeholders.

Module No 3 : LEGAL AND REGULATORY FRAMEWORK OF CORPORATE GOVERNANCE (8 Hrs)

Need for Legislation of Corporate Governance - Legislative Provisions of Corporate Governance in Companies Act 1956, Securities (Contracts and Regulations) Act, 1956 (SCRA), Depositories Act 1996, Securities and Exchange Board of India Act 1992, Listing Agreement, Banking Regulation Act, 1949 and Other Corporate Laws - Legal Provisions relating to Investor Protection.

Module No. 4 : BOARD COMMITTEES AND ROLE OF PROFESSIONALS (14 Hrs)

Board Committees - Audit Committee, Remuneration Committee, Shareholders' Grievance Committee, other committees - Need, Functions and Advantages of Committee Management - Constitution and Scope of Board Committees - Board Committees' Charter - Terms of Reference and Accountability and Performance Appraisals - Attendance and participation in committee meetings - Independence of Members of Board Committees - Disclosures in Annual Report; Integrity of Financial Reporting Systems - Role of Professionals in Board Committees - Role of Company Secretaries in compliance of Corporate Governance. **CORPORATE GOVERNANCE – CODES AND PRACTICES**

Introduction - Major Expert Committees' Reports of India - Study of Codes of Corporate Governance - Best Practices of Corporate Governance - Value Creation through Corporate Governance - Corporate Governance Ratings.

Skill Development Activities:

- Collect the annual reports of any two companies, find out the corporate governance aspects in the reports.
- Collect any two companies Board of Directors names and find out their nature of directorship.
- Prepare report on the applicability of different models of Corporate Governance.
- Critically compare the recommendations of various corporate.

Reference Books

- Bairs N. and D Band, Winning Ways through Corporate Governance.
- Charkham J, Keeping Good Company: A Study of Corporate Governance in Five Countries, Oxford University Press, London.
- Subhash Chandra Das, Corporate Governance in India – An Evaluation (Third edition), PHI Learning Private Limited.
- Clark T. and E Monk House, Rethinking the Company, Pitman, London.
- Fernando A.C, Corporate Governance, Pearson Education.
- Prentice D.D. and PRJ Holland, Contemporary Issues in Governance, Clarendon Press.
- Report of the Cadbury Committee on Financial Aspects of, London Stock Exchange, London.
- Report on Corporate Governance, Confederation of India Industries and Bombay.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: 4.7.2 Open Elective Course (OEC)
Name of the Course: Investments in Commodity Markets

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

- Describe the conceptual framework of derivatives and the factors contributing to the growth of derivatives.
- Elucidate the composition and structure of commodity markets.
- Differentiate between Futures, Forwards, options and its trading strategies.

Classify the different types of orders, settlement and risks in the context of commodity trading.

Syllabus

Module No 1 : Introduction to Commodity Markets (10 Hrs)

Commodities – Features, Classification and Origin of commodities markets, Difference between Stock and Commodities Market, Purpose of commodity markets, Eco system of commodity market, Players in commodity trading, Commodities markets in India – Prospects and Challenges.

Module No. 2 : Commodity Derivatives – Overview (10 Hrs)

Introduction, economic benefits of derivatives - Types of commodity derivatives- Features of derivatives market - Factors contributing to the growth of derivatives - functions of derivative markets - Exchange traded versus OTC derivatives -traders in derivatives markets - Derivatives market in India.

Module No 3 : Commodity Exchanges (12 hours)

Commodity Exchanges, platform –Structure, Exchange membership, Capital requirements, commodities traded on National exchanges, instruments available for trading and Electronic Spot Exchanges, Products in commodity exchanges – Futures, forwards and Options [Features, Mechanics of buying & selling], Major Commodity exchanges in India

Module No. 4 : Trading and Settlement in Commodity Markets (10 Hrs)

Trading, Clearing and Settlement in Derivatives Market: SEBI Guidelines, Trading Mechanism – Types of Orders, Clearing Mechanism – NSCCL – its Objectives and Functions, Settlement Mechanism – Types of Settlement. Types of Risk, Types of Margins, SPAN Margin.

Skill Developments Activities:

- List out types of investment avenues available in stock exchanges
- Learners will also practice technical analysis with the help of relevant software.
- Practice use of Technical charts in predicting price movements through line chart, bar chart, candle and stickchart, etc., moving averages, exponential moving average.
- Calculate risk and return of commodities using price history available on Commodity exchanges webistes.
- Any other activities, which are relevant to the course.

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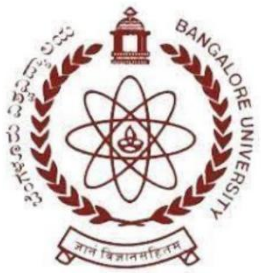
Books for Reference

- Chandra, P. (2017). Investment Analysis and Portfolio Management. New Delhi: Tata McGraw Hill Education.
- Kevin, S. (2015). Security Analysis and Portfolio Management. Delhi: PHI Learning.
- Madhumathi, R. (2012). Security Analysis and Portfolio Management. Uttar Pradesh: Pearson (India)

- Pandian, P. (2012). Security Analysis and Portfolio Management. New Delhi: Vikas Publishing House.
- S K Singla (2021-2022). Security Analysis and Portfolio Management. Kalyani publishers,

Note: Latest edition of text books may be used.



Karnataka State Higher Education Council

BANGLORE UNIVERSIY

DEPARTMENT OF COMMERCE

Scheme of Teaching & Evaluation and Curriculum for the 5th and 6th Semester B. Com for the Academic Year 2023-24

(NEP – 2020)

A. Scheme of Teaching & Evaluation for B.Com.

Semester V								
Sl. No.	**Course Code**	**Title of the Course**	**Category of Courses**	**Teaching Hours per Week (L + T + P)**	**SEE**	**CIE**	**Total Marks**	**Credits**
36	COM 5.1	Financial Management	DSC-13	3+0+2	60	40	100	4
37	COM 5.2	Income Tax Law and Practice-I	DSC-14	3+0+2	60	40	100	4
38	COM 5.3	Principles and Practice of Auditing	DSC-15	4+0+0	60	40	100	4
39	COM 5.4	Elective 1	DSE-1	3+0+0	60	40	100	3
40	COM 5.5	Elective 2	DSE-2	3+0+0	60	40	100	3
41	COM 5.6	A. GST- Law & Practice B. Digital Marketing	Vocational-1 Anyone to be chosen	2+0+2	50	50	100	3
42	COM 5.7	Cyber Security	SEC - SB	2+0+2	50	50	100	3
Sub –Total (D)					**400**	**300**	**700**	**24**

Elective Groups and Courses:

Discipline Specific Electives – V Semester (5.4 / 5.5)										
Sl. No	**Course Code**	**Accounting**	**Course Code**	**Finance**	**Course Code**	**Marketing**	**Course Code**	**Human Resources**	**Course Code**	**Information Systems**
1	A1	Indian Accounting Standards-I	F1	Financial Institutions and Markets	M1	Retail Management	H1	Human Resources Development	I1	Basics of Business Analytics

Note:

1. Under DSE, Dual Specialization to be offered, students should choose two elective groups from the above elective groups. Same elective groups should be continued in the 6th Semester also.

Semester VI								
Sl. No.	**Course Code**	**Title of the Course**	**Category of Courses**	**Teaching Hours per Week (L + T + P)**	**SEE**	**CIE**	**Total Marks**	**Credits**
43	COM 6.1	Advanced Financial Management	DSC-16	3+0+2	60	40	100	4
44	COM 6.2	Income Tax Law and Practice-II	DSC-17	3+0+2	60	40	100	4
45	COM 6.3	Management Accounting	DSC-18	3+0+2	60	40	100	4
46	COM 6.4	Elective 1	DSE-3	3+0+0	60	40	100	3
47	COM 6.5	Elective 2	DSE 4-	3+0+0	60	40	100	3
48	COM 6.6	A. Assessment of persons other than Individuals & Filing of ITRs B. E- Commerce	Vocational -2 Anyone to be chosen	2+0+2	50	50	100	3
49	COM 6.7	Internship	I-1	4 to 5 weeks		100	100	3
Sub –Total (D)					**350**	**350**	**700**	**24**

Elective Groups and Courses:

Discipline Specific Electives – VI Semester (6.4/6.5)										
Sl. No.	**Course Code**	**Accounting**	**Course Code**	**Finance**	**Course Code**	**Marketing**	**Course Code**	**Human Resources**	**Course Code**	**Information Systems**
1	A2	Indian Accounting Standards-2	F2	Investment Management	M2	Customer Relationship Management	H2	Cultural Diversity at Work Place	I2	HR Analytics

Note:

1. Under DSE, Dual Specialization to be offered, students should choose two elective groups from the above elective groups. Same elective groups should be continued in the 6th Semester also.
2. The students shall undergo 4 to 5 weeks of internship programme in any business organization immediately after completion of 5th Semester Examination but before the commencement of 6th Semester classes.

GUIDELINES FOR INTERNSHIP
BACHELOR OF COMMERCE (B.Com.)

1. Objectives:

a) The internship aims at enabling the students to get a practical exposure to the working/ functioning of the industry.

b) The internship provides an opportunity to students to substantiate their classroom learning with practical experience.

2. Guidelines for Internship:

1) Students of the V Semester, after completion of the End Semester Examination have to undergo the internship for a minimum of 4- 6 weeks (min 160 hours). The area of Internship can be only in the fields of Commerce or Management. The choice of internship is no way associated with choice of electives
2) The choice of organization for Internship is restricted to business enterprises and corporate establishments only like Micro, Small, Medium, and Large-Scale organizations, Sole Proprietary and Partnership firm, Government Organizations, Government departments and local bodies, Public and private sector banks like SBI, Canara, Bank of Baroda, HDFC Bank, ICICI Banks, Axis bank and Non-Govt. Organizations (NGOs), Development agencies , Any other organizations with minimum of four functional departments and internships can be pursued in any location (anywhere in India or abroad).
3) On completion of the internship, a certificate from the company is to be obtained stating the period of the internship and a brief description of the nature of the internship i.e. responsibilities handled. Also, the Confidential rating on various parameters (1-6) (Like Regularity to work, Attitude towards work, Professional Competence, Ability to interact with other staff/colleagues, Willingness to learn etc,) has to be obtained from the Company.
4) A report of internship undertaken along with certificate and confidential rating will have to be submit to the Department of the concerned College.

3. The Internship Report should include Four (4) chapters

Chapt-1 Introduction of the organization includes - Inception, SWOC analysis, nature of business, profile, Organizational Structure, Functional Areas, etc

Chapter—2 objective of study, methodology adopted-source of data -technique, limitation of the study etc

Chapter -3 Discussion/Analysis and Interpretation/Findings of the study, conclusions, and suggestions

Chapter-4 Learning Experience like Work profile and job responsibilities handled by the students during internship, their contribution and learning experience. Weekly report of work done etc.

4. Evaluation of the Report:

1. After the successful submission of the report by students, concerned Colleges shall evaluate the report for 60 marks as per the Evaluation Format The following is the break up used for evaluation of Internship.

Internship Report	- 60 Marks
Presentation	- 30 Marks
Confidential Rating by the company/business establishment	-10 Marks
	Total= 100 Marks

The HOD, Department of commerce, Concerned College shall conduct Presentation for 30 marks as per format and calendar of events notified by the University.

5. Presentation of the Report:

1. Typing should be done on one side of the A-4 size paper.
2. The margin left side 1.75 inches, the right, top and bottom margin should be 1 inch each.
3. Font size: Chapter heading: 14; Sub-heading: 12 (Bold) and text of the running matter: 12.
4. Fonts to be used are Times New Roman.
5. The text of the report should have 1.5 line spacing; quotations and foot notes should be in single-line space
6. The total of the report to be in the range of 85 to 100 pages
7. The report should be presented in hardbound/ Spiral (Normal binding) for report evaluation
8. The students shall also submit the hard & PDF Soft copy of the report to the HOD, Department of Commerce, Concerned College should keep the record in library
9. In case of any doubt or ambiguity in the interpretation of the guidelines mentioned in the guidelines, the decision of the Dean, Faculty of Commerce, shall be final.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM .5.1
Name of the Course: Financial Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the role of financial managers effectively in an organization.
b) Apply the compounding & discounting techniques for time value of money.
c) Take investment decision with appropriate capital budgeting techniques for investment proposals.
d) Understand the factors influencing the capital structure of an organization.
e) Estimate the working capital requirement for the smooth running of the business

Syllabus:	**Hours**
Module No. 1: Introduction to Financial Management	**12**
Introduction –Meaning of Finance, Finance Function, Objectives of Finance function, Organization of Finance function -Meaning and definition of Financial Management; Goals of Financial Management, Scope of Financial Management, Functions of Financial Management, Role of Finance manager in India- Financial planning- Steps in financial Planning – Principles of a sound financial plan and Factors affecting financial plan, Financial analyst-Role of Financial analyst.	
Module No. 2: Time Value of Money	**10**
Introduction – Meaning of time value of money-time preference of money- Techniques of time value of money: Compounding Technique-Future value of Single flow, Multiple flow and Annuity -Discounting Technique-Present value of Single flow, Multiple flow – and Annuity. Doubling Period- Rule 69 and 72.	
Module No. 3: Financing Decision	**14**
Introduction-Meaning and Definition of Capital Structure, Factors determining the Capital Structure, Concept of Optimum Capital Structure, EBIT-EPS Analysis- Problems. Leverages: Meaning and Definition, Types of Leverages- Operating Leverage, Financial Leverage and Combined Leverages. Problems.	
Module No. 4: Investment Decision	**12**
Introduction-Meaning and Definition of Capital Budgeting, Features, Significance – Steps in Capital Budgeting Process. Techniques of Capital budgeting: Traditional Methods – Pay Back Period, and Accounting Rate of Return – DCF Methods: Net Present Value- Internal Rate of Return and Profitability Index- Problems.	
Module 5: Working Capital Management	**12**
Introduction- Meaning and Definition, types of working capital, Operating cycle, Determinants of working capital needs – Estimation of working capital requirements -problems. Sources of working capital, Cash Management, Receivable Management, and Inventory Management (Concepts only).	

Skill Development Activities:

1. Visit the Finance Department of any organization and collect and record the Functions and Responsibilities of Finance Manager.
2. As a finance manager of a company advice the management in designing an appropriate Capital Structure.
3. Evaluate a capital investment proposal by using NPV method with imaginary figures.
4. Illustrate with imaginary figures the compounding and discounting techniques of time value of money.
5. Estimate working capital requirements of an organization with imaginary figures.
6. Any other activities, which are relevant to the course.

Books for reference:

1. I M Pandey, Financial management, Vikas publications, New Delhi.
2. Abrish Guptha, Financial management, Pearson.
3. Khan & Jain, Basic Financial Management, TMH, New Delhi.
4. S N Maheshwari, Principles of Financial Management, Sulthan Chand & Sons, New Delhi.
5. Chandra & Chandra D Bose, Fundamentals of Financial Management, PHI, New Delhi.
6. B.Mariyappa, Financial Management, Himalaya Publishing House, New Delhi.
7. Ravi M Kishore, Financial Management, Taxman Publications
8. Prasanna Chandra, Financial Management, Theory and Practice, Tata McGraw Hill.
9. Moneycontrol.com

Note: Latest edition of books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 5.2
Name of the Course: Income Tax Law and Practice – I

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to

a) Understanding the legal framework.
b) Understand the provisions for determining the residential status & Incidence of tax of an Individual.
c) Comprehend the of assessment of salary income
d) Understand and assessment of taxable house property income.
e) Comprehend TDS , advances tax Ruling & deductions under section 80C to 80U.

Syllabus:	**Hours**
Module No. 1: Basic Concepts of Income Tax	**12**
Introduction –Meaning of tax-, types of taxes, cannons of taxation. Brief history of Indian Income Tax, legal framework of taxation, Important definitions, assessment, assessment year, previous year including exceptions, assesses, person, income, casual income, Gross total income, Total income, Agricultural income, scheme of taxation, – Exempted incomes of individuals under section 10 of the Income Tax Act, 1961 (concept only). Slab rate- Under Old tax and new tax regime 115BAC	
Module No. 2: Residential Status and Incidence of Tax	**10**
Introduction – Residential status of an individual. Determination of residential status of an individual. Incidence of tax or Scope of Total income. Problems on computation of Gross total Income of an individual.	
Module No. 3: Income from Salary	**18**
Introduction - Meaning of Salary -Basis of charge, Definitions–Salary, Perquisites and profits in lieu of salary - Provident Fund –Transferred balance. Retirement Benefits – Gratuity, pension and Leave salary. Deductions u/s 16 and Problems on Computation of Income from Salary.	
Module No. 4: Income from House Property	**10**
Introduction - Basis for charge - Deemed owners -House property: incomes exempt from tax, composite rent and unrealized rent. Annual Value –Determination of Annual Value - Deductions u/s 24 from Annual Value - Problems on Computation of Income from House Property.	
Module No. 5: Tax Deduction at Sources & Advance Tax Ruling	**10**
Introduction – TDS Sec 192, Advance Tax: Meaning of advance tax - Computation of advance tax - Instalment of advance tax and due dates. **Deductions** under Sections 80C, 80CCC, 80CCD, 80CCG, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80TTA and 80U as applicable to Individuals.	

Skill Developments Activities:

1. Prepare a slab rates chart for different Individual assesses.
2. Collect and record the procedure involved in filing the Income tax returns of an Individual.
3. List out exempted incomes under section 10 of an Individual as per IT Act 1961.
4. Prepare the chart of perquisites received by an employee in an organization.
5. List out required documents for filling returns of an Individual.
6. Any other activities, which are relevant to the course.

Books for Reference:

1. Mehrotra H.C and T.S.Goyal, Direct taxes, Sahithya Bhavan Publication, Agra.
2. Vinod K. Singhania, Direct Taxes, Taxman Publication Private Ltd, New Delhi.
3. Gaur and Narang, Law and practice of Income Tax, Kalyani Publications, Ludhiana.
4. Bhagawathi Prasad, Direct Taxes.
5. B.Mariyappa, Income tax Law and Practice-I, Himalaya Publishing House. New Delhi.s
6. Dr. Saha, Law and Practice of Income Tax, Himalaya Publishing House.
7. Income tax department website www.incometax.gov.in

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 5.3
Name of the Course: Principles and Practice of Auditing

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the conceptual framework of auditing.
b) Examine the risk assessment and internal control.
c) Comprehend the relevance of IT in audit and audit sampling for testing.
d) Examine the company audit and the procedure involved in the audit of different entities.
e) Gain knowledge on different aspect of audit reporting and conceptual framework applicable on professional accountants.

Syllabus:	**Hours**
Module No. 1: Introduction to Auditing	**10**
Introduction – Meaning and Definition – Objectives– Types of Audit– Merits and Demerits of Auditing – Relationship of audit with other disciplines. Preparations before commencement of new audit - Working Papers -Audit Note Book, Audit Programme. Qualities of an Auditor – Audit planning – Audit strategy —Audit Engagement -Audit Documentation - Audit Evidence – Written Representation.	
Module No. 2: Risk Assessment and Internal Control	**12**
Introduction – Audit risk – Assessment of risk – Internal Control-Meaning and objectives– Internal check- Meaning, objectives and fundamental Principles. Internal check with regards to wage payment, cash sales, and cash purchases.	
Module No. 3: Verification and Valuation of Assets and Liabilities	**12**
Meaning and objectives of verification and valuation – Position of an auditor as regards the valuation of assets- Verification and Valuation of different items of Assets- Land and Building, Plant and Machinery, Investments, Stock in Trade. Liabilities-Bills payable, Sundry Creditors and Contingent liabilities.	
Module No. 4: Company Audit and Audit of other Entities	**13**
Company Auditor: appointment, Qualification, powers, duties and liabilities, professional ethics of an auditor. Other Entities: Audit Procedure of NGOs - Charitable institutions - Educational institutions – Government – Local Bodies – Cooperative societies – hotels – hospitals – clubs & Banks.	
Module 5: Audit Report &Professional Ethics	**13**
Introduction – Meaning – Elements of audit report –Types of audit report - Independent Auditor's report and their illustration; Professional Ethics: Code of Ethics - Professional Accountants in Public practices and business – Fundamental Principles of Professional Ethics.	

Skill Development Activities:

1. Design and develop an audit plan program for a joint stock company
2. List the various documents necessary to be verified in the audit process
3. Draft an audit report (qualified or clean) with imaginary data.
4. Record the verification procedure with respect to any one fixed asset.
5. Prepare an E-content on professional ethics of an auditor.
6. Any other activities, which are relevant to the course.

Books for Reference:

1. ICAI Study Materials on Auditing and Assurance
2. B.N. Tandon, Principles of Auditing, S. Chand and Company, New Delhi.
3. T.R. Sharma, Auditing Principles and Problems, Sahitya Bhawan, Agra.
4. J.M. Manjunatha and others, Auditing and Assurance, HPH.
5. Gupta Karnal, Contemporary Auditing, Tata Mc. Graw-Hill, New Delhi.
6. R.G. Saxena, Principles of Auditing.

Note: Latest edition of books may be used.

Name of the Programme: Bachelor of Commerce (B.Com)
Course Code: COM A1
Name of the Course: Indian Accounting Standards-1

Course Credits	No. of Hours per Week	Total No of Teaching Hours
3 Credits	3 Hrs	45 Hrs

Pedagogy: Lectures in the Classroom, Reading and analysis of annual reports of listed companies; writing assignment, seminar presentation, group discussion.

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the need and benefits of accounting standards.
b) Prepare the financial statements as Indian Accounting standards.
c) Comprehend the requirements of Indian Accounting Standards for recognition, measurement and disclosures of certain items appear in financial statements
d) Understand the Accounting Standards for Items that do not Appear in Financial Statements

Syllabus	Hours
Module No. – 1 Introduction to Indian Accounting Standards.	**10**

Introduction- Meaning and Definition of Accounting Standards – Objectives of Accounting Standards – Benefits and Limitations of Accounting Standards – Process of Formulation of Accounting Standards in India – List of Indian Accounting Standards (Ind AS) – Need for Convergence Towards Global Standards– International Financial Reporting Standards Features and Merits and Demerits of IFRS – Benefits of Convergence with IFRS – Applicability of Ind AS in India.

Module No. – 2Assets based Accounting Standards	**12**

Property, Plant and Equipment (Ind AS-16) - Intangible assets (Ind AS-38) - Impairment of assets (Ind AS-36) – Inventories (Ind AS 2) - Borrowing costs (Ind AS- 23) – Investment Property (Ind AS-40) – objectives, Scope, definitions, Recognition Measurement and disclosures of the above-mentioned Standards. Pproblems on the above standards.

Module No. - 3 Liability Based Indian Accounting Standards.	**09**

- Provisions, Contingent liabilities & Contingent Assets (Ind AS 37) – Scope, provision, liability, obligating event, legal obligation, constructive obligation, contingent liability, contingent Assets, Relationship between provisions and contingent liability, Disclosure of Information in the Financial Statements.
- Employee Benefits (Ind AS 19)- Scope- Employee Benefits- Short-term employee benefits, Post-employment benefits- Other long term employee benefits- termination benefits- Problems

Module No. 4 : Ind-AS 115: Revenue form contract with Customer & Ind-AS 1: Financial statements	**14**

- Revenue from Contracts with Customers (Ind AS 115)- Scope – Definitions: Contract, Customer, Income, Revenue, Contract Asset, Contract Liability- Performance obligation- Transaction Price- Overview of Five Step Model- Problems
- Frame work for preparation of Financial Statements, presentation of Financial Statement as per Ind AS 1. Statement of Profit and Loss, Balance Sheet, Problems on preparation of Statement of Profit and Loss, Balance sheet & other comprehensive Income Statement as per Ind-As 1.

Skill Development Activities:

1. Detailed note on structure and functions of Indian Accounting Standards Board
2. List out the procedure for issue of an Accounting Standard by the Accounting Standards Board.
3. Collect the format of any company as per Ind AS 1 (moneycontrol.com).
4. Prepare a chart on different types of employee benefits.

Books for Reference:

1. Study material of the Institute of Chartered Accountants of India
2. Anil Kumar, Rajesh Kumar and Mariyappa, Indian Accounting Standards, HPH
3. Miriyala, Ravikanth, Indian Accounting Standards Made Easy, Commercial Law Publishers
4. Dr.A.L.Saini IFRS for India, , Snow white publications.
5. CA Shibarama Tripathy Roadmap to IFRS and Indian Accounting Standards
6. Ghosh T P, IFRS for Finance Executives Taxman Allied Services Private Limited.

Note: Latest edition of books may be used s

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM F1
Name of the Course: Financial Institutions and Markets

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the structure of Indian financial system and its constituents.
b) Outline the role of capital and money market in economic development.
c) Comprehend primary and secondary market and its relevance in capital formation.
d) Appraise the role played by banking and development financial institutions in economic development so far.
e) Understand the different types of NBFCs and their contribution.

Syllabus:	Hours
Module No. 1: Financial System in India	**11**
Introduction – Meaning of Financial System– Financial concepts - Constituents of Financial System – Structure of Financial System – Role of Financial system- Functions of Financial System – Development of Financial System in India. Financial Sector Reforms - Financial System and Economic Development – Weakness of Indian financial system.	
Module No. 2: Capital Market & Money Market	**10**
Capital Market: Meaning –Structure, Importance – Functions – Players in the Capital Market – Instruments of Capital Market – Components of Capital Market – Recent trends in Capital Market. **Money Market:** Meaning-Structure, functions Importance – Functions – Instrument of Money Market – Recent trends in Money Market.	
Module No. 3: Primary Market & Secondary Market	**12**
Primary Market: Meaning, features, players of primary market, Instruments in primary market, Merits and Demerits of primary markets–- Methods of floating new issues: Public issue–Offer for sale – Right Issue – Private placement – Problems of Indian Primary Markets; **Secondary Market**: Meaning, structure, functions, players in Stock Market, Merits and Demerits of stock markets. Methods in Stock Markets - Recognition of stock exchanges – Function of stock exchanges of BSE- NSE – OTCI – Listing of securities – Trading and Settlement Procedure in the Stock Market - Problems of Indian Stock Market; SEBI: Objectives - functions –Role and Reforms in Secondary Market.	
Module No. 4: Non-Banking Financial Companies (NBFCs) & Forex Market	12
Introduction – Meaning- Role – Importance – Types of NBFCs – Insurance Companies - Loan Companies - Investment Companies — Leasing & Hire Purchase - Housing Finance,— Chit Funds - Mutual funds -Venture Capital Funds - Factors & Forfeiting - Credit Rating - Depository and Custodial Services; Forex market- Concept- Meaning- Importance-Merits of forex market- Fluctuations in foreign exchange rates- Causes and Effects.	

Skill Developments Activities:

1. List out any five recent Financial Sectors Reforms and analyse them.
2. Collect Share Application Forms of any five different companies who have offered IPO in the last or present financial year.
3. Visit website of Development Financial Institutions (DFIs) and prepare report on the history/milestone and functions of the DFIs
4. Identify the Different types of Venture capital firms operating in Karnataka and their investment.

Books for Reference:

1. Livingston, Miles; Financial Intermediaries; Blackwell
2. Sudhindra Bhat, Financial Institutes and Markets, Excel Books.
3. Niti Bhasin; Banking and Financial Markets in India 1947 To 2007; New Century.
4. Khan M.Y, Indian Financial Systems, Tata McGraw Hill, New Delhi.
5. E Gordon, K.Natarajan (2010). Financial Markets and Services. Himalaya Publishing House, New Delhi
6. Shashi k Guptha, Nisha Aggarwal & Neeti Guptha (2008), Financial Markets. Kalyani Publishers, New Delhi
7. Vasanth Desai (2009). Financial Markets and Services. Himalaya Publishing House.

Note: Latest edition of books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM H1
Name of the Course: Human Resources Development

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**3 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the need of HRD.
b) Comprehend the framework of HRD.
c) Know the models for evaluating the HRD programs.
d) Comprehend the need for employee counselling.
e) Apprehend the HR performance.

Syllabus:	**Hours**
Module No. 1: Conceptual Analysis of HRD	**10**
Introduction – Meaning and Definition of HRD, Need for HRD-Multiple Goals of HRD, HRD Department and its Task, HRD for Organizational Effectiveness, HRD in the Indian Context, HRD Mechanisms, Employee Empowerment, HRD as a Motivational Factor	
Module No. 2: Frame Work of Human Resource Development	**12**
Frame work of Human Resource Development - HRD Processes - Assessing HRD Needs - HRD Model - Designing Effective HRD Program - HRD Interventions- Creating HRD Programs - Implementing HRD programs - Training Methods - Self Paced/Computer Based/ Company Sponsored Training - On-the-Job and Off-the-Job - Brain Storming - Case Studies - Role Plays - Simulations – T-Groups - Transactional Analysis.	
Module No. 3**: HR Performance &Evaluating HRD Programs**	**14**
Introduction -HR Performance and Bench Marking - Impact of Globalization on HRD- Diversity of Work Force - Work Force Reduction, Realignment and Retention - HRD programs for diverse employees - Expatriate & Repatriate support and development. Realistic Job Review. Evaluating HRD Programs - Models and Frame Work of Evaluation - Assessing the Impact of HRD Programs - Human Resource Development Applications - Fundamental Concepts of Socialization.	
Module No. 4: Management Development	**09**
Introduction - Employee counselling and wellness services – Counselling as an HRD Activity- Counselling Programs - Issues in Employee Counselling - Employee Wellness and Health Promotion Programs - Organizational Strategies Based on Human Resources.	

Skill Development Activities:

1. Discuss with HR manager on HRD and report on the same.
2. Visit any Organisation in your locality, collect information and report on employee welfare facilities provided by the company.
3. Meet HR trainer, discuss their role and responsibilities.
4. Visit any Organisation, discuss with employees about effectiveness of training.

Books for Reference:

1. Werner & Desimone, Human Resource Development, Cengage Learning.
2. William E. Blank, Handbook for Developing Competency Based Training Programmes, Prentice -Hall, New Jerse
3. Uday Kumar Haldar, Human Resource Development, Oxford University Press.
4. Srinivas Kandula, Strategic Human Resource Development, PHI Learning.
5. Nadler, Leonard: Corporate Human Resource Development, Van Nostrand Reinhold, ASTD, New York.
6. Rao, T.V and Pareek, Udai: Designing and Managing Human Resource Systems, Oxford IBH Pub. Pvt. Ltd., New Delhi, 2005.
7. Rao, T.V: Readings in HRD, Oxford IBH Pub. Pvt. Ltd., New Delhi, 2004.
8. Viramani, B.R and Seth, Parmila: Evaluating Management Development, Vision Books, New Delhi.
9. Rao, T.V. (et.al): HRD in the New Economic Environment, Tata McGraw-Hill Pub.Pvt, Ltd., New Delhi, 2003.
10. Rao, T.V: HRD Audit, Sage Publications, New Delhi.
11. ILO, Teaching and Training Methods for Management Development Hand Book, McGraw-Hill, New York.
12. Rao, T.V: Human Resource Development, Sage Publications, New Delhi.
13. Kapur, Sashi: Human Resource Development and Training in Practice, Beacon Books, New Delhi.

Note: Latest Edition of books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM I1
Name of the Course: Basics of Business Analytics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**3 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand analytical applications in practice.
b) Validate sources of data, use statistical resources and apply tools and techniques learnt to solve real time problems.
c) Formulate and manipulate business models, using quantitative methods including spreadsheets and graphical methods, in order to find solutions to real time problems.
d) Be aware about the emerging trends in the world of analytics.

Syllabus:	**Hours**
Module No. 1: Introduction to Business Analytics & Technology of Big Data	**13**

Data, Types of Data- Forms of Data-Evolution of Big Data- Business Analytics -Need for Analytics-Types of Analytics-Importance of Business Analytics in Decision Making- Analytics Process Model-SMART model-Spreadsheet analysis-Internet of Things.
Overview of DBMS, Data Warehousing: Concepts, Need, Objectives– Relevance of Data Warehousing in Business Analytics-Data Mining-Application of Data Mining- Data Mining Technique- Data Classification- Hadoop Distributed File System-Features of HDFS MapReduce-Features of MapReduce.

Module No.2: Data Scientists and Data Visualization	**10**

Data Scientists-New Era of Data Scientists -Data Scientist model- Sources of Data scientists- Horizontal Versus Vertical Data Scientists- Retention of Data Scientists- Data Visualization-Types of Data Visualization -Issues in Data Visualization-Tools in data visualization- Data Collection, Sampling and Pre-processing- Types of Data Sources- Sampling-Types of Data Elements-Visual Data Exploration and Exploratory Statistical Analysis-Missing Values-Missing Values- Standardizing Data-Categorization-Weights of Evidence Coding-Variable Selection-Segmentation

Module No. 4: Practices of Analytics	**12**

Predictive Analytics- Target Definition-Linear Regression -Logistic Regression -Decision Trees -Neural Networks -Support Vector Machines-Ensemble Methods -Multiclass Classification Techniques -Evaluating Predictive Models-Descriptive Analytics- Association Rules -Sequence Rules –Segmentation-Survival Analysis- Survival Analysis Measurements-Kaplan Meier Analysis-Parametric Survival Analysis-Proportional Hazards Regression-Extensions of Survival Analysis Models-Evaluating Survival Analysis Models-

Module No. 4: Social Network Analytics	**10**

Social Network Analytics-Social Network Definitions-Social Network Metrics-Social Network Learning-Relational Neighbor Classifier-Probabilistic Relational Neighbor Classifier -Relational Logistic Regression-Collective Inferencing –Egonets- Mobile Analytics- Practices of analytics in - Google-General Electric-Microsoft-Kaggle- Facebook-Amazon. Google Analytics – Practical Approach

Skill Development Activities: **Course teacher can identify and give the skill development activities.**	
Books for Reference: 1. Big Data Black Book, DT Editorial Services, Dreamtech Press, 2015. 2. Big Data at Work, Thomas H. Davenport, Harvard Business Review Press, Boston, Massachusetts, 2014. 3. Analytics in a Big Data World, John Wiley & Sons, Inc., Hoboken, New Jersey,2014. 4. Big Data and Internet of Things: A Roadmap for smart Environments, Nik Bessis Ciprian Dobre Editors, Springer International Publishing Switzerland 2014 **Note: Latest edition of books may be used.**	

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM M1
Name of the Course: Retail Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the contemporary of retail management, issues, strategies and trends in Retailing.
b) Utilize the theories and strategies of retail planning.
c) Perceive the role and responsibilities of store manager and examine the visual merchandising and its techniques in the present context.
d) Prioritize the factors to be considered while fixing the price in retailing.
e) Comprehend the emerging trends in Retail Industry.

Syllabus:	**Hours**
Module No. 1: Introduction to Retailing	**08**
Introduction – Meaning and Definition – Characteristics of Retailing -Functions of Retailing- Types of Retailing- Forms of Retailing based on ownership. Retail Theories- Wheel of Retailing- Retail Life cycle- Retail Business in India. Influencing factor- Present Indian retail scenario. International Perspective in Retail Business.	
Module No. 2: Consumer Behaviour in Retail Business	**10**
Buying Decision Process and its Implication on Retailing – Influence of Group and Individual Factors, Customer Shopping Behaviour, Customer Service and Customer Satisfaction. Retail Planning Process: Factors to Consider in Preparing a Business Plan – Implementation – Risk Analysis.	
Module No. 3: Retail Operations & Retail Marketing Mix	**16**
Factors Influencing location of Store - Market Area Analysis – Trade Area Analysis – Rating Plan method - Site Evaluation. Retail Operations: Stores Layout and Visual Merchandising, Stores designing, Space Planning, Inventory Management, Merchandise Management, Category Management. **Product**: Decisions Related to Selection of Goods (Merchandise Management Revisited) Decisions Related to Delivery of Service. **Pricing**: Influencing Factors – Approaches to Pricing – Price Sensitivity - Value Pricing – Markdown Pricing. **Place:** Supply Channel-SCM Principles – Retail Logistics – Computerized Replenishment System-Corporate Replenishment Policies. **Promotion**: Setting objectives – Communication Effects - Promotional Mix.	
Module No. 4: Impact of Information Technology in Retailing	**11**
Non-Store Retailing (E-Retailing) - The Impact of Information Technology in Retailing - Integrated Systems and Networking – EDI – Bar Coding – Electronic Article Surveillance Electronic Shelf Labels – Customer Database Management System. Legal Aspects in Retailing, Social Issues in Retailing, Ethical Issues in Retailing. Artificial Intelligence in Retailing.	

Skill Developments Activities:

1) Identify any 10 Retail Business Stores at you Conveniences
2) Make a list of factors influence on choice of retail stores
3) Conduct a survey after sale service of any retail outlet
4) Collect the information on factors influencing on retail pricing.

Books for Reference:

1. Barry Bermans and Joel Evans: "Retail Management – A Strategic Approach", PHI New Delhi,
2. A.J.Lamba, "The Art of Retailing", Tata McGrawHill, New Delhi,
3. Swapna Pradhan: Retailing Management, , TMH
4. James R. Ogden & Denise T: Integrated Retail Management
5. Levy & Weitz: Retail Management -TMH
6. Rosemary Varley, Mohammed Rafiq-: Retail Management
7. Chetan Bajaj: Retail Management -Oxford Publication.
8. Uniyal & Sinha: Retail Management - Oxford Publications.
9. Suja Nair: Retail Management
10. R.S Tiwari: Retail Management, HPH, New Delhi

Note: Latest edition of books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 5.6
Name of the Course: GST-Law & Practice

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**(2+0+2) 4 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Comprehend the concepts of Goods and Services tax.
b) Understand the fundamentals of GST.
c) Analyse the GST Procedures in the Business.
d) Know the GST Assessment and its computation.

Syllabus:	**Hours**
Module No. 1: Introduction to GST	**08**
Introduction-Meaning and Definition of GST, Objectives, Features, Advantages and Disadvantages of GST, Taxes subsumed under GST, Structure of GST (Dual Model) - CGST, SGST and IGST. GST Council, Composition, Powers and Functions. CGST Act,2017-Features	
Module No. 2: GST Registration and Taxable Event	**10**
Registration under GST provision and process. Amendment and cancellation of registration, Taxable event -Supply of goods and services-Meaning, Scope and types- composite supply, Mixed supply. Determination of time and place of supply of goods and services. List of exempted goods and services- GST Rates on different goods and services.	
Module No. 3: Valuations of Goods and Services Under GST	**14**
Introduction to Valuation under GST, Meaning and Types of Consideration: a) Consideration received through money b) Consideration not received in money c) Consideration received fully in money, valuation rules for supply of goods and services: 1) General Valuation Rules; 2) Special Valuation Rules; Other cases for valuation of supply, imported services, imported goods, valuation for discount. Transaction Value: Meaning and conditions for transaction value, inclusive transaction value, and exclusive discount excluded from transaction value. Problems on GST.	
Module No. 4: Input Tax Credit & GST Assessment	**13**
Input Tax Credit - Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input tax, Reverse Charge Mechanism, tax invoice, Problems on input tax credit. Tax Invoice, Credit and Debit Notes, Returns, Audit in GST, Assessment: Self- Assessment, Summary and Scrutiny. Special Provisions. Taxability of E-Commerce, Anti- Profiteering, Avoidance of dual control- issues in filing of returns, monthly collection targets. (Concepts only)	

Skill Development Activities:

1. Prepare a tax invoice under the GST Act.
2. Write the procedure for registration under GST.
3. Prepare a chart showing rates of GST.
4. Compute taxable value and tax liability with imaginary figures under CGST, SGST and IGST.
5. List out the exempted Goods and Services under GST.

Books for Reference:

1. V.S.Datey, Goods and Services Taxes, Taxman.
2. Sathpal Puliana, M. A. Maniyar, Glimpse of Goods and Service Tax, Karnataka Law Journal Publications, Bangalore.
3. Pullani and Maniyar, Goods and Service Tax, Published by Law Journal, Bangalore.
4. H.C. Mehrotra and V.P. Agarwal, Goods and Services Tax.
5. H.C. Mehotra and S.P. Goyal, Goods and Services Tax.
6. Ghousia Khatoon, C.M. Naveen Kumar and S.N. Venkatesh, Goods and Services Tax, Himalaya Publishing House, Bangalore.
7. R.G. Saha, S.K. Podder and Shruthi Prabhakar, Fundamentals of GST and Customs Act, Himalaya Publishing House.
8. G. B. Baligar, Goods and Services Tax, Ashok Prakashan, Hubli.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.) Course Code: COM 5.6 (B) Name of the Course: Digital Marketing		
Course Credits	**No. of Hours per Week**	**Total No. of Teaching Hours**
3 Credits	**(2+0+2) 4 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Gain knowledge on Digital Marketing , Email marketing and Content marketing.
b) Understand Search Engine Optimization tools and techniques
c) Gain skills on creation of Google AdWords & Google AdSense
d) Gain knowledge on Social Media Marketing and Web Analytics.
e) Gain knowledge on YouTube Advertising & Conversions.

Syllabus:	**Hour**
Module No. 1: Introduction to Digital Marketing	**08**

Introduction - Meaning of Digital Marketing, Need for Digital Marketing, Digital Marketing Platforms. Digital Marketing students, professional and Business Email Marketing :Importance of e-mail marketing, e-mail Marketing platforms, Creating e-mailers, Creating a Contact Management and Segmentation Strategy, Understanding e-mail Deliverability & Tracking e-mails, How to create Effective & Unique e-mail Content, Outlining the Design of Your Marketing e-mails, Open rates and CTR of e-mail, Drive leads from e-mail, What are opt-in lists , Develop Relationships with Lead Nurturing & Automation Content Marketing: Understanding Content Marketing, Generating Content Ideas, Planning a Long-Term Content Strategy, Building a Content Creation Framework, Becoming an Effective Writer , Extending the Value of Your Content through Repurposing, How to Effectively Promote Content, Measuring and Analysing Your Content.

Module No. 2: Search Engine Optimization (SEO)	**10**

Search Engine Optimization (SEO):Meaning of SEO, Importance and Its Growth in recent years, Ecosystem of a search Engine, kinds of traffic, Keyword Research & Analysis (Free and Paid tool & Extension), Recent Google Updates & How Google Algorithms works On Page Optimization (OPO), Off-Page Optimization Misc SEO Tools: Google Webmaster Tools, Site Map Creators, Browser-based analysis tools, Page Rank tools, Pinging & indexing tools, Dead links identification tools, Open site explorer, Domain information/who is tools, Quick sprout, Google My Business.

Module No. 3: Google AdWords & Google AdSense	**12**

Google AdWords: Google Ad-Words Fundamentals, Google AdWords Account Structure, Key terminologies in Google AdWords, How to Create an AdWords account, Different Types of AdWords and its Campaign & Ads creation process, Ad approval process, Keyword Match types, Keyword targeting & selection (Keyword planner), Display Planner, Different types of extensions, Creating location extensions, creating call extensions, Create Review extensions, Bidding techniques – Auto, Demographic Targeting / Bidding, CPC-based, CPA based & CPM-based accounts., Google Analytics Individual Qualification (GAIQ), Google AdSense: Understanding ad networks and AdSense's limitations, Learning which situations are best for using AdSense, Setting up an AdSense
account, creating new ad units, Displaying ads on a website, Configuring channels and ad s Allowing and blocking ads, Reviewing the AdSense dashboard, Running AdSense reports and custom reports, Exporting data, Reviewing payee and account settings.

Module No. 4: Social Media Marketing (SMM) & Web Analytics	**15**

Social Media Marketing (SMM) Facebook Marketing, Twitter Marketing, LinkedIn Marketing, Google plus Marketing, YouTube Marketing, Pinterest Marketing, Snapchat Marketing, Instagram Marketing, Social Media Automation Tools, Social Media Ad Specs The ROI in Social Media Marketing, Tools and Dashboards, Reputation management Web Analytics: The need & importance of Web Analytics, Introducing Google Analytics, The Google Analytics layout , Basic Reporting, Basic Campaign and

Conversion Tracking, Google Tag Manager, Social Media Analytics, Social CRM & Analytics, Other Web analytics tools, Making better decisions, Common mistakes analysts make.
YouTube Advertising (Video Ads): YouTube advertising? ,Why should one advertise on YouTube? , Creating YouTube campaigns, Choose the audience for video ads, Instream ads, In video ads, In-search ads, In-display ads, Measuring your YouTube ad performance, Drive leads and sales from YouTube ads
Conversions: Understanding Conversion Tracking, Types of Conversions, Setting up Conversion Tracking, Optimizing Conversions, Track offline conversions, Analysing conversion data, Conversion optimizer.

Skill Development Activities:

1. List out the key digital marketing activities.
2. Develop E-content on digital marketing.
3. List out the core features of CRM and retention programmes
4. Identify the metrics used in digital marketing.

Books for Reference:

1. Understanding DIGITAL Marketing, Marketing strategies for engaging the digital generation Damian Ryan & Calvin Jones
2. The Art of Digital Marketing: The Definitive Guide to Creating Strategic By Ian Dodson
3. . Internet Marketing: a practical approach By Alan Charlesworth
4. Social Media Marketing: A Strategic Approach By Melissa Barker, Donald I. Barker, Nicholas F. Bormann, Krista E Neher

Note: Latest edition of text books may be used.

VI SEMESTER

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 6.1
Name of the Course: Advanced Financial Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand and determine the overall cost of capital.
b) Comprehend the different advanced capital budgeting techniques.
c) Understand the importance of dividend decisions.
d) Evaluate mergers and acquisition.
e) Understand the ethical and governance issues in financial management.

Syllabus:	**Hours**
Module No. 1: Cost of Capital and Capital Structure Theories	**14**

Cost of Capital: Meaning and Definition – Significance of Cost of Capital – Types of Capital – Computation of Cost of Capital – Specific Cost – Cost of Debt – Cost of Preference Share Capital – Cost of Equity Share Capital – Weighted Average Cost of Capital – Problems.
Theories of capital structures: The Net Income Approach, The Net Operating Income Approach, Traditional Approach and MM Hypothesis – Problems.

Module No. 2: Risk Analysis in Capital Budgeting	**14**

Risk Analysis – Types of Risks – Risk and Uncertainty – Techniques of Measuring Risks – Risk adjusted Discount Rate Approach – Certainty Equivalent Approach – Sensitivity Analysis - Probability Approach - Standard Deviation and Co-efficient of Variation – Decision Tree Analysis – Problems. .

Module No. 3: Dividend Decision and Theories	**14**

Introduction - Dividend Decisions: Meaning - Types of Dividends – Types of Dividends Polices – Significance of Stable Dividend Policy - Determinants of Dividend Policy; Dividend Theories: Theories of Relevance – Walter's Model and Gordon's Model and Theory of Irrelevance – The Miller-Modigliani (MM) Hypothesis - Problems.

Module No. 4: Mergers and Acquisitions	**10**

Meaning - Reasons – Types of Combinations - Types of Merger – Motives and Benefits of Merger – Financial Evaluation of a Merger - Merger Negotiations – Leverage buyout, Management Buyout Meaning and Significance of P/E Ratio. Problems on Exchange Ratios based on Assets Approach, Earnings Approach and Market Value Approach and Impact of Merger on EPS ,Market Price and Market capitalization.

Module No. 5: Ethical and Governance Issues	**08**

Introduction to Ethical and Governance Issues: Fundamental Principles, Ethical Issues in Financial Management, Agency Relationship, Transaction Cost Theory, Governance Structures and Policies, Social and Environmental Issues, Purpose and Content of an Integrated Report.

Skill Development Activities:

1. Visit an organization in your town and collect data about the financial objectives.
2. Compute the specific cost and Weighted average cost of capital of an Organization, you have visited.
3. Case analysis of some live merger reported in business magazines.
4. Meet the financial manager of any company, discuss ethical issues in financial management.
5. Collect the data relating to dividend policies practices by any two companies.

Books for Reference:

1. I M Pandey, Financial management, Vikas publications, New Delhi.
2. Abrish Guptha, Financial management, Pearson.
3. Khan & Jain, Basic Financial Management, TMH, New Delhi.
4. S N Maheshwari, Principles of Financial Management, Sulthan Chand & Sons, New Delhi.
5. Chandra & Chandra D Bose, Fundamentals of Financial Management, PHI, New Delhi.
6. B.Mariyappa, Advanced Financial Management, Himalaya Publishing House, New Delhi.
7. Ravi M Kishore, Financial Management, Taxman Publications
8. Prasanna Chandra, Financial Management, Theory and Practice, Tata McGraw Hill.
9. Moneycontrol.com

Note: Latest edition of text books may be used

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 6.2
Name of the Course: Income Tax Law & Practice – II

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the procedure for computation of income from business and Profession.
b) Understand the provisions of capital gains.
c) Comprehend the sources of income under the income from other source.
d) Demonstrate the computation of total income of an Individual.
e) Comprehend the assessment procedure and to know the power of income tax authorities.

Syllabus:	**Hours**
Module No. 1: Profits and Gains of Business and Profession	**20**

Introduction-Meaning and definition of Business, Profession and Vocation. - Expenses Expressly allowed - Expenses Expressly Disallowed - Allowable losses - Expressly disallowed expenses and losses, Expenses allowed on payment basis. Problems on computation of income from business of a sole trading concern - Problems on computation of income from profession: Medical Practitioner - Advocate and Chartered Accountants.

Module No. 2: Capital Gains	**10**

Introduction - Basis for charge - Capital Assets - Types of capital assets – Transfer - Computation of capital gains – Short term capital gain and Long term capital gain - Exemptions under section 54, 54B, 54EC, 54D, 54F, and 54G. Problems covering the above sections.

Module No. 3: Income from other Sources	**10**

Introduction - Incomes taxable under Head income other sources – Securities - Types of Securities - Rules for Grossing up. Ex-interest and cum-interest securities. Bond Washing Transactions - Computation of Income from other Sources.

Module No. 4: Set Off and Carry Forward of Losses & Assessment of individuals.	**10**

Introduction – Provisions of Set off and Carry Forward of Losses (Theory only) - Computation of Total Income and tax liability of an Individual under old tax regime and new tax regime 115BAC

Module No. 5: Assessment Procedure and Income Tax Authorities:	**10**

Introduction - Due date of filing returns, Filing of returns by different assesses, E- filing of returns, Types of Assessment, Permanent Account Number -Meaning, Procedure for obtaining PAN and transactions were quoting of PAN is compulsory**.** Income Tax Authorities their Powers and duties.

Skill Development activities:

1. Visit any chartered accountant office and identify the procedure involved in the computation of income from profession.
2. List out the different types of capital assets and identify the procedure involved in the computation of tax for the same.
3. List out the steps involved in the computation of income tax from other sources and critically examine the same.
4. Identify the Due date for filing the returns and rate of taxes applicable for individuals.
5. Draw an organization chart of Income Tax department.

Books for Reference:

1. Mehrotra H.C and T.S.Goyal, Direct taxes, Sahithya Bhavan Publication,Agra.
2. Vinod K. Singhania, Direct Taxes, Taxman Publication Private Ltd, NewDelhi
3. Gaur and Narang, Law and practice of Income Tax, Kalyani Publicat Ludhiana.
4. Bhagawathi Prasad, Direct Taxes.
5. B.Mariyappa, Income tax Law and Practice-II, Himalaya Publishing House. Delhi.s
6. Dr. Saha, Law and Practice of Income Tax, Himalaya Publishing House.
7. Income tax department website: www.incometax.gov.in

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 6.3
Name of the Course: Management Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Demonstrate the significance of management accounting in decision making.
b) Analyse and interpret the corporate financial statements by using various techniques.
c) Compare the financial performance of corporates through ratio analysis.
d) Understand the latest provisions in preparing cash flow statement.
e) Comprehend the significance of management audit and examine the corporate reports of Management Review and Governance.

Syllabus:	**Hours**
Module No. 1: Introduction to Management Accounting	**12**
Introduction – Concept – Meaning and Definition - Significance - Scope - Objectives and Functions - Difference between Financial Accounting, Cost Accounting and Management Accounting - Advantages and Limitations of Management Accounting - Management Accountant: Role and Functions of Management Accountant.	
Module No. 2: Financial Statements Analysis and Interpretation	**14**
Introduction – Meaning and Nature of financial statements - Limitations of financial statements - Essentials of a good financial statement. Analysis and interpretations- Meaning and definition of Financial of analysis, types of analysis, Techniques of Financial Analysis- Comparative Statements, Common Size Statements and Trend Analysis - Problems.	
Module No. 3: Ratio Analysis	**14**
Introduction - Meaning and Definition of Ratio Analysis, Uses & Limitations of Ratio Analysis – Classification of ratios: Liquidity ratios: Current ratio, Liquid ratio and Absolute liquid ratio; Solvency ratios: Debt equity ratio, Proprietary ratio and Capital gearing ratio - Earning per share and return on capital employed; Profitability ratios: Gross profit ratio - Net profit ratio – Operating ratio, and Operating profit ratio. Turnover ratios: Inventory turnover ratio - Debtors turnover ratio Debt collection period - Creditors turnover ratio -Debt payment period, Assets turnover ratio, Earnings per share and Price Earnings Ratio. Problems on Ratio Analysis - Preparation of financial statements with the help of Accounting Ratios.	
Module No. 4: Cash flow Analysis	**12**
Introduction- Meaning and Definition, Merits and Demerits, differences between Fund flow and cash flow statements. Provisions of Ind AS 7. Procedure of cash flow statement Concept of cash and cash equivalent. Classification of Cash flows, Preparation of cashflow statement as per Ind AS 7 (Indirect method only). Problems.	
Module No. 5: Management Audit & Reports on Management	**08**

Introduction – Meaning –Nature – Scope - Importance – Need - Objectives of management audit - Differences between Financial Audit and Management Audit - Steps involved in Management Audit. Reports on Management Review and Governance: Introduction - Report of Board of Directors - Management discussion analysis- Annual Report on CSR – Business Responsibility Report – Corporate Governance Report – Secretarial Audit Report.

Skill Development Activities:

1. Meet Management accountant and discuss his role in decision making in an Enterprise.
2. Collect financial statements of any one corporate entity for two year and prepare a comparative statement and analyse the financial position.
3. Collect financial statements of any one corporate entity, analyse the same by using ratio analysis
4. Meet the management accountant, discuss the steps involved in management audit.
5. Collect reports of any two corporates, analyse the management review and governance of the same.

Books for Reference:

1. Study Materials of ICAI on Management Accounting (Updated)
2. Study Materials of ICMAI on Management Accounting
3. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg, Introduction to Management Accounting, Pearson Education.
4. B Mariyappa Management Accounting Himalaya Publishing House New Delhi
5. Khan, M.Y. and Jain, P.K. Management Accounting. McGraw Hill Education.
6. Arora, M.N. Management Accounting, Vikas Publishing House, New Delhi
7. Maheshwari, S.N. and S.N. Mittal, Management Accounting. Shree Mahavir Book Depot, New Delhi.

Note: Latest edition of text books may be used.

Name of the Programme: Bachelor of Commerce (B.Com)
Course Code: COM A2
Name of the Course: Indian Accounting Standards-2

Course Credits	No. of Hours per Week	Total No of Teaching Hours
3 Credits	3 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the preparation of consolidated financial statements as per Ind AS
b) Understand the disclosures in the financial statements
c) Understand the latest provisions of measurement-based accounting policies.
d) Comprehend the Accounting and Reporting of Financial Instruments
e) Analyse the Revenue based accounting standard.

Syllabus	Hours
Module-1 Consolidated & Separate Financial Statements of Group Entities	**15**
• Meaning and Definition- Holding Company and Subsidiary Company, Steps in Preparation of consolidated Financial Statements, Capital profit, Revenue profit, Non-controlling Interest and Goodwill or Bargain Purchase Calculations as per Ind AS 103. Problems on Consolidated Financial Statements (as per Ind AS 110) • Joint Arrangements (Ind AS 111)-Scope-Assessment- Types of Joint Arrangements (Theory only) • Investment in Associates and Joint Ventures (Ind AS 28)- Scope-Significant Influence-Equity Method (Theory only) • Separate Financial Statements (Ind AS 27) -Scope- Preparation and Presentation of Separate financial Statement (Theory only)	
Module No. 2 Disclosures in the Financial Statements (Theory only)	**10**
• Related party disclosures (Ind AS 24)-Scope-Definitions- Understanding relationship between reporting entity and a person/other entity- Related party transactions- Disclosure of related party transactions • Earnings per Share (Ind AS 33)-Scope- Definitions – Measurement- Basic earnings per share-Diluted earing per share-Presentation-Disclosures • Operating Segment (Ind AS 108)-Scope-Definitions- Discontinued operations -Disclosures	
Module No. 3 Measurement Based on Accounting Policies	**10**
• Accounting Policies, Changes in Accounting Estimates and Errors (Ind AS 8)-Scope- Definitions-Accounting Policies- Changes in Accounting Policies-Changes in Accounting Estimates-Errors – Disclosures of Changes in Accounting policies • Events after the reporting Period (as per Ind AS 10)- Scope-Definitions-Types of Events-Disclosure require as per Ind AS 10 • Fair Value Measurement (Ind as 113)-Scope-Definitions- Unit of Account-The Transaction- Market Participants- The Price- Fair Value at Initial Recognition-Valuation Techniques-Disclosures	
Module No. 4 Accounting and Reporting of Financial Instruments	**10**
Presentation of Financial Instruments (Ind AS 32) – Meaning, Financial Assets, Financial Liabilities - Presentation Recognition and Measurement of financial Instruments (Ind AS 39) – Initial and Subsequent Recognition and measurement of Financial Assets and Financial Liabilities, Derecognition of Financial Assets and Financial Liabilities- Disclosures of Financial Instruments (Ind AS 107)	

Skill Development Activities:

1. Prepare consolidated Balance sheet with imaginary figures.
2. Justify any five disclosures of Ind AS.
3. Enumerate accounting policies of any two companies.
4. Enlist the compliance requirements of Ind AS disclosed in the Notes to Accounts in Annual Reports.

Books for Reference:

1. Study material of the Institute of Chartered Accountants of India
2. Anil Kumar, Rajesh Kumar and Mariyappa, Indian Accounting Standards, HPH
3. Miriyala, Ravikanth, Indian Accounting Standards Made Easy, Commercial Law Publishers
4. Dr.A.L.Saini IFRS for India, , Snow white publications.
5. CA Shibarama Tripathy Roadmap to IFRS and Indian Accounting Standards
6. Ghosh T P, IFRS for Finance Executives Taxman Allied Services Private Limited.

Note: Latest edition of text books may be used

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM F2
Name of the Course: Investment Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the concept of investments, its features and various instruments.
b) Comprehend the functioning of secondary market in India.
c) Underline the concept of risk and return and their relevance in purchasing and selling of securities.
d) Illustrate the valuation of securities and finding out the values for purchase and sale of securities.
e) Demonstrate the fundamental analysis to analyse the company for purchase and sale of securities and technical analysis for trading in the share market.

Syllabus:	Hours
Module No. 1: Concept of Investment	**08**
Introduction - Investment: Attributes, Economic vs. Financial Investment, Investment and speculation, Features of a good investment, Investment Process. Financial Instruments: Money Market instruments, Capital Market Instruments. Derivatives.	
Module No. 2: Fundamental Analysis & Technical Analysis	**18**
Fundamental analysis-EIC Frame Work, Global Economy-, Domestic Economy, Business Cycles, Industry Analysis and Company Analysiss. Technical Analysis – Concept, Theories- Dow Theory, Eliot wave theory. Charts-Types, Trend and Trend Reversal Patterns. Mathematical Indicators – Moving averages, ROC, RSI, and Market Indicators - Market Efficiency and Behavioural Finance: Random walk and Efficient Market Hypothesis, Forms of Market Efficiency, Empirical test for different forms of market efficiency	
Module No. 3:Risk & Return	**11**
Risk and Return Concepts: Concept of Risk, Types of Risk- Systematic risk, Unsystematic risk, Calculation of Risk and returns. Portfolio Risk and Return: Expected returns of a portfolio, Calculation of Portfolio Risk and Return.	
Module No. 4: Portfolio Management	**8**
Portfolio Management: Meaning, Need, Objectives, process of Portfolio management, Selection of securities and Portfolio analysis. Construction of optimal portfolio using Sharpe's Single Index Model. Portfolio Performance evaluation (Theory only).	

Skill Developments Activities:

1. Collect and compare the data on financial instruments selected for investment from any five investors.
2. Open Demat account, learn how to trade in stock market and submit the report on prospectus and challenges of stock trading.
3. Discuss with investors on systematic and unsystematic risk analysis, submit report on the same.
4. Calculate the intrinsic value of any five bonds listed on BSE / NSE, making necessary assumptions.
5. Summarise the parameters of 'Economy Analysis' of any five countries and give your inference.

Books for Reference:

1. Bodie ZVI, Kane Alex, Marcus J Alan and Mohanty Pitabas., Investments, Tata McGraw Hill Publishing Company Limited, New Delhi.
2. Sharpe F. William, Alexander J Gordon and Bailey V Jeffery, Investments, Prentice Hall of India Private Limited, New Delhi.
3. Fischer E Donald and Jordan J Ronald., Security Analysis and Portfolio Management, Prentice Hall of India Private Limited, New Delhi.
4. Kevin S., Portfolio Management, PHI, New Delhi.
5. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing House Private Limited, New Delhi.
6. Prasanna Chandra, Investment Analysis and Portfolio Management, Tata McGraw Hill Publishing Company Limited, New Delhi.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM H2
Name of the Course: Cultural Diversity at Work Place

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**3 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand, interpret question reflect upon and engage with the notion of "diversity".
b) Recall the cultural diversity at work place in an organization.
c) Support the business case for workforce diversity and inclusion.
d) Identify diversity and work respecting cross cultural environment.
e) Assess contemporary organizational strategies for managing workforce diversity and inclusion.

Syllabus:	**Hours**
Module No. 1: Introduction to Diversity	**10**
Introduction to cultural diversity in organizations, Evolution of Diversity Management, Over View of Diversity, Advantages of Diversity, Identifying characteristics of diversity, Scope, Challenges and issues in diversity management, Understanding the nature of Diversity – Cultural Diversity – Global Organizations- Global Diversity.	
Module No. 2: Exploring Differences , Skills and Competencies	**14**
Introduction -Exploring our and others' differences, including sources of our identity. Difference and power: Concepts of prejudice, discrimination, dehumanization and oppression. Skills and competencies for multicultural teams and workplaces/ Organizational assessment and change for diversity and inclusion, Diversity Strategies. Creating Multicultural Organisations	
Module No. 3: Visions of Diversity and Cross Cultural Management	**12**
Models and visions of diversity in society and organizations: Justice, fairness, and group and individual differences. Cross-Cultural Management: Meaning and Concepts, Frameworks in Cross-Cultural Management: Kluckhohn and Strobeck framework, Hofstede's Cultural Dimensions, Trompenaars's Dimensions, Schwartz Value Survey, GLOBE study.	
Module 4: Recent Trends in Diversity Management	**09**
Emerging workforce trends–Dual-career couples–Cultural issues in international working on work-life balance–Managing multi-cultural teams: Issues and challenges, Global demographic trends: Impact on diversity management, Social psychological perspective on workforce diversity, Diversity Management in IT organizations Contemporary Issues in Workplace Diversity.	

Skill Development Activities:

1. Visit any MNCs, identify and report on the cultural diversity in an organization.
2. Interact and List out the ways in which dehumanization done in public/ private sector organization.
3. Interact with HR Manager of any MNCs, explore and report on cross cultural management.
4. Explore the benefits of multi-cultural organizations.
5. Examine and report on diversity management in select IT organizations.

Books for Reference:

1. Bell, M.P. (2012). Diversity in organizations (2nd Ed.). Mason, OH: Cengage.
2. Harvey, C.P. & Allard, M.J. (2015). Understanding and managing diversity: Readings, cases, and exercises (6th Ed.). Upper Saddle River, NJ: Pearson.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM I2
Name of the Course: Human Resource Analytics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**3 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

a) Course Outcomes: On successful completion of the course, the students' will be able to

b) Understand the role of Analytics in Human Resource.

c) Identify a list of HR metrics relevant to an organization's mission or goals.

d) Apply best practices for using HR analytics to support making data-driven decisions.

e) Demonstrate the use of Analytical techniques to analyse and interpret HR data

Syllabus:	**Hours**
Module No. 1: HR Decision-making and HR Analytics	**10**
Introduction – HR decision making – importance and significance of HR analytics – benefits of HR analytics – Steps to implement HR analytics – HR analytics and changing role of HR managers – aligning human resources to business through HR analytics – HR analytics framework and models – LAMP Framework.	
Module No. 2: HR Business Process and HR Analytics	10
Statistics and statistical modelling for HR research and HR decision-making – HR research tools and techniques – data analysis for human resources – parametric and non- parametric tests- HRIS for HR decision-making – HR metrics – recruitment metrics – metrics for training and development function – HR scorecard – HR dashboard	
Module No. 3: Forecasting and Measuring HR value propositions with HR analytics	**07**
Value proposition and HR decisions – Sustainability in HR decisions – HR optimization through analytics – Predictive HR analytics	
Module No. 4: HR analytics and Data	**18**
HR data and data quality – data collection – big data for human resources – transforming HR data into HR information – HR reporting – HR report visualization – performing root cause analysis – datafication of human resources, Excel exercises: Preparing to Build Your Balanced Scorecard, Developing Executive and Operational Dashboards, Pivotal Talent Pools with High Rates of Voluntary Turnover: Voluntary Turnover, Involuntary Turnover, For-Cause Dismissals, and Layoffs, Different phases of HR analytics and predictive modelling – data and information for HR predictive analysis – software solutions – predictive analytics tools and techniques – understanding future human resources.	

Skill Development Activities:

1. Draft a procedure for implantation of HR analytics
2. List out various statistical tools in HR analytics.
3. List out the HR activities for the sustainable trained workforce.
4. List out the HR analytics tools to improve the business.

Books for Reference:

1. Dipak Kumar Bhattacharya, HR Analytics: Understanding Theories and Applications, SAGE publications, 2017
2. Ron Person, Balanced Scorecards & Operational Dashboards with Microsoft Excel, Wiley Publications.

3. Jac Fitz-enz, The New HR Analytics- Predicting the Economic Value of Your Company's Human Capital Investments, AMACOM.
4. Jac Fitz-enz ,John R. Mattox II, Predictive Analytics for Human Resources, Wiley & SAS Business Series.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM .M2
Name of the Course: Customer Relationship Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**3 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to

a) Understand the concept of CRM
b) Analyze the CRM link with the other aspects of marketing.
c) Understand the Role of CRM in the performance of the company.
d) Understand the CRM models in service industry.
e) Comprehend the different issues in CRM

Syllabus:	**Hours**
Module No. 1: Evolution of Customer Relationship	**10**

Introduction - CRM- Definition, Emergence of CRM Practice, Factors responsible for CRM growth, CRM process, framework of CRM, Benefits of CRM, Types of CRM, Scope of CRM, Customer Profitability, Features Trends in CRM , CRM and Cost-Benefit Analysis, CRM and Relationship Marketing.

Module No. 2: CRM Concepts	**10**

Introduction - Customer Value, Customer Expectation, Customer Satisfaction, Customer Centricity, Customer Acquisition, Customer Retention, Customer Loyalty, Customer Lifetime Value. Customer Experience Management, Customer Profitability, Enterprise Marketing Management, Customer Satisfaction Measurements, Web based Customer Support.

Module No. 3: Planning for CRM and Implementation	**16**

Introduction -Steps in Planning-Building Customer Centricity, Setting CRM Objectives, Defining Data Requirements, Planning Desired Outputs, Relevant issues while planning the Outputs, Elements of CRM plan, CRM Strategy: The Strategy Development Process, Customer Strategy Grid. Introduction - Issues and Problems in implementing CRM, Information Technology tools in CRM, Challenges of CRM Implementation. CRM Implementation Roadmap, Road Map (RM) Performance: Measuring CRM performance, CRM Metrics.

Module No. 4: CRM and Marketing Strategy	**09**

Introduction **-** CRM Marketing Initiatives, Sales Force Automation, Campaign Management, Call Centres. Practice of CRM: CRM in Consumer Markets, CRM in Services Sector, CRM in Mass Markets, CRM in Manufacturing Sector.

Skill Development Activities:

1. List out the CRM programs in banks.
2. Conduct online survey on customer satisfaction of insurance products of any company.
3. List out the CRM activities of Retail telecommunication outlet.
4. Interact with five call centre employees on CRM strategies to maintain the customer relationship.

Books for Reference:

1. Francis Buttle, Stan Maklan, Customer Relationship Management: Concepts and Technologies, 3rd edition, Routledge Publishers, 2015
2. Kumar, V., Reinartz, Werner Customer Relationship Management Concept, Strategy and Tools, 1st edition, Springer Texts, 2014.
3. Jagdish N.Sheth, Atul Parvatiyar & G.Shainesh, "Customer Relationship Management", Emerging Concepts, Tools and Application", 2010, TMH
4. Dilip Soman & Sara N-Marandi," Managing Customer Value" 1st edition, 2014, Cambridge.
5. Alok Kumar Rai, "Customer Relationship Management: Concepts and Cases", 2008, PHI.
6. Ken Burnett, the Handbook of Key "Customer Relationship Management", 2010, PearsonEducation.
7. Mukesh Chaturvedi, Abinav Chaturvedi, "Customer Relationship Management- An Indian Perspective", 2010 Excel Books, 2nd edition

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 6.6
Name of the Course: Assessment of Persons other than Individuals and Filing of ITRs

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	(2+0+2) 4 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the calculation of Depreciation and allowance
b) Comprehend the assessment of partnership Firms and determine the tax liability.
c) Comprehend the assessment of corporate entities and determine the tax liability.
d) Equip with understanding of intensive knowledge on analysis of all forms of ITR Forms along with the Overview ITR Forms and e-filing.

Syllabus:	Hours
Module No. 1: Depreciation and Investment Allowance	**08**
Introduction-Meaning of Depreciation, Important points regarding depreciation, Conditions for allowance of Depreciation, Assets eligible for depreciation, important terms for computation of depreciation allowance. Problems.	
Module No. 2: Assessment of Partnership firms	**12**
Definition of Partnership, Firm and Partners – Assessment of Firms (Section 184) – Computation of Firm's Business Income – Treatment of Interest, Commission, Remuneration received by partners (Sec 40b). Presumptive taxation (44AD) Problems on Computation of total income and tax liability of firms (Use of available software package for computation of tax liability, Related Forms and Challans)	
Module No. 3: Assessment of Companies.	**13**
Introduction-Meaning and Definition of Company-Types of Companies under Income tax Act -– Problems on computation of total income of companies- Including Minimum Alternate Tax (115JB)	
Applicable Deductions u/s 80IA, 80IB, 80IC, 80G - Problems on Computation of Tax Liability (Use of availableSoftware Packagee)	
Module No. 4: Tax Under E-Environment	**12**
Filing of Income tax returns (ITR) – Types income tax return forms- benefit of filing ITR- different sections of ITR returns- document required to filing ITR –form 26AS & AIS significance returns- Advance Tax Sections-Tax Deducted at Source (TDS)- online payment of tax- problems on Advance Tax and TDS.] E-filing of return on Income Tax Portal , Verification of ITR..	

Skill Development Activities:

1. Prepare a chart showing rates of depreciation for different assets.
2. Calculate the Eligible Remuneration to working partners as per Income tax rules with imaginary figures.
3. Narrate the procedure for calculation of Book Profit.
4. Students should able to e-file and understand ITR forms.
5. Any other activities, which are relevant to the course

Books for Reference:

1. Vinod K Singhania – "Direct Taxes - Law and Practice", Taxmann Publications
2. H C Mehrotra and Goyal, "Direct Taxes", Sahitya Bhavan Publications
3. Gaur and Narang ; Direct Taxes, Kalyani Publishers
4. Rajiva S. Mishra –Direct & Indirect Tax 5. Santhil & Santhil : Business taxation.
5. B.Mariyappa Business Tax Himalaya Publication House. New Delhi.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Commerce (B.Com.)
Course Code: COM 6.6 (B)
Name of the Course: E-Commerce

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**(2+0+2) 4 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Comprehend the concepts of E-commerce
b) Understand the e-retailing benefits
c) Analyse the benefits of EDI
d) Understand the issues of Cyber security

Syllabus:	**Hours**
Module No. 1: E-commerce and its Technological Aspects	**09**

Overview of developments in Information Technology and Defining E-Commerce: The scope of E-commerce, Electronic Market, Electronic Data Interchange, Internet Commerce, Benefits and limitations of E-Commerce, Produce a generic framework for E-Commerce, Architectural framework of Electronic Commerce, Web based E-Commerce Architecture.

Module No. 2: Consumer Oriented E Commerce	**10**

E-Retailing, Traditional retailing and e-retailing, Benefits of e-retailing, Key success factors, Models of e-retailing, Features of e-retailing. e-services: Categories of e-services, Web-enabled services, matchmaking services, Information-selling on the web, e-entertainment, Auctions and other specialized services. Business to Business Electronic Commerce.

Module No. 3: Electronic Data Interchange:	**10**

Benefits of EDI, EDI technology, EDI standards, EDI communications, EDI Implementation, EDI Agreements, EDI Security. Electronic Payment Systems, Need of Electronic Payment System: Study and examine the use of Electronic Payment system and the protocols used, Electronic Fund Transfer and secure electronic transaction protocol for credit card payment. Digital economy:
Identify the methods of payments on the net – Electronic Cash, cheque and credit cards on the Internet.

Module No. 4: Security Threats and Issues in E-Commerce	16

Virus, Cyber Crime Network Security: Encryption, Protecting Web server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server.
Understanding Ethical, Social and Political issues in E-Commerce: A model for Organizing the issues, Basic Ethical Concepts, Analyzing Ethical Dilemmas, Candidate Ethical Principles Privacy and Information Rights: Information collected at E-Commerce Websites, The Concept of Privacy, Legal protections Intellectual Property Rights: Types of Intellectual Property Protection,
Governance.

Skill Development Activities:

1. Develop the E-content on marketing
2. Prepare the chart for B2B
3. List out the methods of e-payments
4. Enlist the IPR in e-commerce.

Reference Books:

1. Dr. C. S. Rayudu – E Commerce, HPH
2. C.S.V Murthy- E Commerce, HPH 9
3. Kamlesh K. Bajaj, —E-Commerce- The Cutting Edge of Business‖, Tata McGraw-Hill, 1 st Edition, 2005.
4. J. Christopher Westland, Theodore H. K Clark, —Global Electronic Commerce- Theory and Case Studies‖, University Press, 1st Edition, 1999.
5. Dr. Sudeshna Chakraborty , Priyanka Tyagi - E Commerce for Entrepreneurs-1st edition BPB Publications
6. S.J. P.T. Joseph-E-COMMERCE : An Indian Perspective- 6th edition -PHI Learning Pvt. Ltd

BANGALORE UNIVERSITY

NEW SYLLABUS 2020 – 21

B.B.A.DEGREE(REGULAR)

(CBCS - SEMESTER SCHEME)

(Revised Syllabus as on BOS held on 26th June 2020)

Chairperson – BOS
Prof. R. Sarvamangala

DEPARTMENT OF COMMERCE
Jnana Bharathi Campus, Bengaluru-560056

BANGALORE UNIVERSITY

DEPARTMENT OF COMMERCE

ACADEMIC REGULATIONS PERTAINING TO B.B.A DEGREE (REGULAR) (CBCS - SEMESTER SCHEME) 2020-2021

I. OBJECTIVES:

1. To prepare students to pursue careers in Finance, Marketing, Human Resource and other functional areas of a company with special reference to MSE sector. and allied dispensation.
2. To prepare students to excel in industry / profession or postgraduate programmes through quality education.
3. To enable students to get an intensive knowledge and management fundamentals to make them industry ready.
4. To develop entrepreneurs and ethical managers with inter disciplinary knowledge'
5. To develop IT enabled global middle level managers for solving business problems.
6. To develop business analysts for companies, capital markets and commodity markets.
7. To prepare students to take up higher education to become business scientists, researchers, consultants and teachers with core competencies.
8. To develop the students for competitive examinations of UPSC, KPSC, BSRB, Staff Selection Commission etc.
9. To provide students a strong foundation in critical and analytical thinking skills required to solve managerial problems.
10. To inculcate in students, professional and ethical attitude, effective communication skills, Team work, interpersonal skills, and an ability to relate managerial issues to broader social context.
11. To sharpen problem solving techniques and decision making skills of students using analytical /logical reasoning and innovative thinking.
12. To inculcate leadership skills both in their chosen professional filed for achieving personal and professional excellence
13. To develop entrepreneurism by equipping them with all the skills and knowledge required to start a business
14. To blend spirituality with materialistic pursuits of business education students

II. ELIGIBILITY FOR ADMISSION:

Candidates who have completed Two years Pre – University course of Karnataka State or its equivalent from any Indian or Foreign approved education board or institution are eligible for admission into this course as notified by the University from time to time.

III. DURATION OF THECOURSE:

The course of study is three (03) years of Six Semesters. A candidate shall complete his/her degree within six (06) academic years from the date of his/her admission to the first semester. A Student successfully completing Three (03) years of the course will be awarded Bachelor's Degree in Business Administration (B.B.A).

IV. MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be in English only

V. CLASS ROOM STRENGTH OF STUDENTS

There shall be Maximum of 60 students in each section and/ or as notified by the University from time to time

VI. ATTENDANCE

a. For the purpose of calculating attendance, each semester shall be taken as a Unit.
b. A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75 percent in aggregate of the number of working periods in each of the subjects compulsorily.
c. A student who fails to complete the course in the manner stated above shall not be permitted to take the University examination.

VII. COURSE MATRIX

See Annexure – 1 for B.B.A Degree (Regular) Course Matrix

VIII. TEACHING AND EVALUATION:

M.Com/MBA/MBS graduates with B.Com/B.B.M/BBA/BBS as basic degree from a recognized university are only eligible to teach and to evaluate the subjects (except languages, compulsory additional subjects and core Information Technology related subjects) mentioned in this regulation Languages and additional subjects shall be taught by the graduates as recognized by the respective board of studies.

IX. SKILL DEVELOPMENT / RECORD MAINTENANCE AND SUBMISSION:

a. In every semester, the student should maintain a Record Book in which the exercises given under each subject are to be recorded. This Record has to be submitted to the Faculty for evaluation at least 15 days before the end of each semester.

b. Every student should also submit the practical record book/report/presentation in which part 3 of the course called “Business Skill Development Course” (BSDC)* of every semester should be incorporated and submitted to the Faculty for evaluation, at least 15 days before the end of each semester. The skill development task’s , marks and the credits to be awarded are indicated under course matrix of each semester.

c. In every semester, the student should maintain an industrial visit Record Book in which the details of the visit’s are to be recorded. This Record has to be submitted to the external examiner for evaluation at least 15 days before the end of each semester or as per the guidelines of BOE BU

X. SCHEME OF EXAMINATION:

a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be70.

b. 30 marks will be for internal assessment carried out by the college. The internal assessment of marks shall be allocated as follows:

- **20 marks from two tests**, which are to be conducted during the semester.

  i. For First test of 20 marks (1-hour duration), questions to be given from the syllabus component (any of the units).

  skill development component of the syllabus.

- **5 marks for attendance**

The marks based on attendance shall be awarded as given below:
76% to 80% = 02marks.
81% to 85% =03 marks.
86% to 90% = 04 marks.
91%to 100%= 05 marks.

- **5 Marks for skill development/Business lab activities**

in the syllabus of each subject.

ii. For Second test of 20 marks (1-hour duration), questions to be given from the

iii. The average of the two tests must be taken as a score for internal assessments.

Shall be awarded by the faculty concerned based on Skill Development exercises provided

c. With regards to Part-3 called "BUSINESS SKILL DEVELOPMENT COURSE" (BSDC)*, the marks allotment and procedure for marks allotment is given below the course matrix for each semester.

XI. APPEARANCE FOR THE EXAMINATION

a. A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if he/she has submitted the prescribed application for the examination along with the required fees to the university.

b. A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she has studied and passed the language at the corresponding level.

c. Further, candidates shall also be eligible to claim exemption from studying and passing

in those commerce subjects which he/she has studied and passed at the corresponding level, subject to the conditions stipulated by the University.

d. A candidate who is permitted to seek admission to this degree course on transfer from any other University shall have to study and pass the subjects, which are prescribed by the University. Such candidates shall not however, be eligible for the award of ranks.

XII. MINIMUM FOR A PASS:

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of the theory examination) and 40% in aggregate (i.e. total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

XIII. CLASSIFICATION OF SUCCESSFUL CANDIDATES

1. The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:
    a. First Class: Those who obtain 60% and above of the total marks of parts I, II,III and IV
    b. Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II,III and IV
    c. Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II, III and IV.

2. Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course including part I, II, III and IV as a whole.

3. Class and ranks shall be declared on the basis of the aggregate marks obtained by the candidate in all the subjects of the first to six semesters of degree course as a whole. However, only those candidates who have passed each semester public examination in the first attempt only shall be eligible for the award of ranks. The first 10 ranks only shall be notified.

XIV. MEDALS AND PRIZES

No candidates passing an external examination shall be eligible for any scholarship, fellowship, medal, prize or any other award

XV. TERMS AND CONDITIONS

a. A candidate is allowed to carry all the previous un-cleared papers to the subsequent semester/semesters.
b. Such of those candidates who have failed/remained absent for one or more papers henceforth called as repeaters, shall appear for exam in such paper/s during the three immediately succeeding examinations. There shall be no repetition for internal assessment test.
c. The candidate shall take the examination as per the syllabus and the scheme of examination in force during the subsequent appearances.
d. If any disputes or discrepancy arises, the aggrieved party jurisdiction is Bangalore

XVI. PATTERN OF QUESTION PAPER:

Each theory question paper shall carry 70 marks and the duration of examination is 3hours.The Question paper shall ordinarily consist of three sections, to develop testing of conceptual skills, understanding skills, comprehension skills, articulation and application of skills. The question paper setter shall be asked to prepare TWO sets of papers with a maximum of 10% repetition. The Question Paper will be as per the following Model:

SECTION-A **1. a,b,c,d,e,f,g**	(Conceptual questions) Answer any FIVE	(05 X 02 = 10 Marks)
SECTION -B: **2,3,4,5.6**	(Analytical questions) Answer any THREE	(03 X 05 = 15 Marks)
SECTION-C: **7,8,9.**10,11	(Essay type questions) Answer any THREE	(03 X 15 = 45 Marks)
Total		**70 Marks**

XVII. PROVISION FOR IMPROVEMENT OF RESULTS

The candidate shall be permitted to improve the results of the whole examination or of any Semester or a subject within the prescribed time by the university after the publication of the results. This provision shall be exercised only once during the course and the provision once exercised shall not be revoked. The application for improvement of results shall be submitted to the Registrar (Evaluation) along with the prescribed fee.

XVIII. REMOVAL OF DIFFICULTY AT THE COMMENCEMENT OF THESE REGULATIONS

If any difficulty arises while giving effect to the provision of these Regulations, the Vice Chancellor may in extraordinary circumstances, pass such orders he may deem fit from time to time

BENGALURU UNIVERSITY
BBA DEGREE (REGULAR) COURSE
(CBCS - SEMESTER SCHEME)
2020 – 2021 COURSE MATRIX

I SEMESTER **Annexure -1**

					Marks			Credits
Part 1 Languages	**Language I:** Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/ Additional English / Marathi /Hindi	1.1	4	3	30	70	100	2
	Language II: English	1.2	4	3	30	70	100	2
Part 2 Optional	Accounting for Business	1.3	4	3	30	70	100	2
	Enterprises Management	1.4	4	3	30	70	100	2
	Corporate Regulations	1.5	4	3	30	70	100	2
	Business Mathematics and Logical Reasoning	1.6	4	3	30	70	100	2
Part 3	Business Skill Development Course(BSDC)* **Small Scale Industrial Visit Report**	-	-	-	30 (viva voce)	70	100	4
Part 4	Foundation Course*	-	2	2	30	70	100	1
	CC and EC*	-	-	-	50	-	50	1
	Total Marks and Total Credits						**850**	**18**

PART-3
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)*INDUSTRIAL VISITS

OBJECTIVES

- To make students aware of Industrial Process and Practices
- To make students understand the Flow of Operations in an Organization

GUIDELINES TO THE INSTITUTION

1. The BBA department of the college shall organize visit to two business establishments (Manufacturing /Financial/ Banking/Service establishment), in the first semester for the students.
2. The students will have to record the learning from visiting these organization in a record book
3. For every organizational visit, information captured shall include -Profile of the organization consisting of Vision and Mission, Board of Directors, Department details, HR details, Manufacturing Process, Organization Structure, Turnover, Capital, No. of branches, Products/Services Marketed and so on.

MARKS ALLOCATION

a. Each visit should be documented in a practical record book. The external examiner appointed by the university shall award 35 marks per visit, the total of which comes to 70 Marks (35 marks for each record X 2).
b. A Viva Voce to be conducted by the external examiner for 30 Marks (15 + 15 marks -on the basis of each record) to assess the learning outcome of the two visits at the end of the semester.
c. After assessment, marks scored by the candidate to be sent to BU along with IA Marks.
d. Remuneration for the external examiner shall be paid by the University as per the norms from time to time

II SEMESTER

					Marks			Credits
Part 1 Languages	**Language I:** Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/ Additional English / Marathi / Hindi	2.1	4	3	30	70	100	2
	Language II: English	2.2	4	3	30	70	100	2
Part 2 Optional	Financial Accounting	2.3	4	3	30	70	100	2
	Human Resource Practices	2.4	4	3	30	70	100	2
	Statistical applications in Business	2.5	4	3	30	70	100	2
	Production and Inventory Management	2.6	4	3	30	70	100	2
Part 3	Industry review project /Business Skill Development Course (BSDC)* **Community Service Report**	-	-	-	30 (viva voce)	70	100	4
	Foundation Course*	-	2	2	30	70	100	1
Part 4	CC and EC*	-	-	-	50	-	50	1
	Total Marks and Total Credits						**850**	**18**

PART 3
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)*COMMUNITY SERVICE

OBJECTIVES:

- To sensitize the students towards community service
- To enable students to learn about social entrepreneurship

GUIDELINES TO THE INSTITUTION:

1. Each student will have to work in a Social /Charitable Trust /NGO / Red Cross Society/ or any other social service organization / association for THREE WEEKS during the vacation (**after the first semester exam**).
2. The entire batch of students to be divided equally among the BBA department faculty members. The faculty members to help students in the process of community service and preparation of the Community Service report.
3. The students to submit the Certificate of Community Service issued by the organization to the college along with a brief report of not less than 30 pages during the second semester.
4. The report should contain a brief profile of the organization, nature of service provided by them, a write up on the learning outcome of the student from the community service carried out by them.

MARKS ALLOCATION:

a. The external examiner appointed by the university shall award 70 marks on the basis of report submitted by the student
b. A Viva Voce to be conducted by the external examiner for 30 Marks to assess the learning outcome of the community service at the end of the semester
c. After assessment, marks scored by the candidate to be sent to BU along with IA Marks.
d. Remuneration for the external examiner shall be paid by the University as per the norms from time to time

III SEMESTER

					Marks			Credits
Part 1 Language	**Language I :** Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/ Additional English / Marathi / Hindi	3.1	4	3	30	70	100	2
Part 2 Optional	Corporate Skills	3.2	4	3	30	70	100	2
	Corporate Accounting	3.3	4	3	30	70	100	2
	Modern Marketing	3.4	4	3	30	70	100	2
	Financial Institutions and Regulatory Bodies	3.5	4	3	30	70	100	2
	Business Finance	3.6	4	3	30	70	100	2
Part 3	Industry review project /Business Skill Development Course (BSDC)*-**Case Study Analysis**		-	-	30 (viva voce)	70	100	4
	Foundation Course* SDC	-	2	2	30	70	100	1
Part 4	CC and EC*	-	-	-	50	-	50	1
	Total Marks and Total Credits						**850**	**18**

PART 3
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)*CASE STUDY ANALYSIS

OBJECTIVES:

- To develop thinking and analytical skills
- To develop managerial skills

GUIDELINES TO THE INSTITUTION:

1. Case Study Analysis Record Book should be prepared by the student during the third semester.
2. Five cases of **medium scale industries** relating to subjects studied in the first three semesters have to be analyzed and recorded in the Case Study Analysis Record Book.
3. Students should submit Record Book 20 days before the completion of the third semester for which the marks shall be awarded by the external examiner appointed by the university.

MARKS ALLOCATION:

a. The external examiner appointed by the university shall award 70 marks on the basis of Case Study Analysis Record Book submitted by the student (**for FIVE cases analyzed by the students 5 X 14**)
b. A Viva Voce to be conducted by the external examiner for 30 Marks to assess the learning outcome of the cases analyzed by the students at the end of the semester.
c. After assessment, marks scored by the candidate to be sent to BU along with IA Marks.
d. Remuneration for the external examiner shall be paid by the University as per the norms from time to time

IV SEMESTER

		Paper	Instruc tion hours /week	Durat ion of Exam (hrs)	Marks			Credits
						Exam	Total	
Part 1	**Language I :** Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/	4.1	4	3	30	70	100	2
Language	Additional English / Marathi / Hindi							
Part 2 Optional	Cost Accounting	4.2	4	3	30	70	100	2
	Banking Operations and Innovations	4.3	4	3	30	70	100	2
	Business Research Methodology	4.4	4	3	30	70	100	2
	Behviourial Science	4.5	4	3	30	70	100	2
Part 3	Advanced Corporate Accounting	4.6	4	3	30	70	100	2
	Industry review project /Business Skill Development Course (BSDC)* **Preparation of Business Plan for Start-ups**	-	-	-	30 (viva voce)	70	100	4
Part 4	Foundation Course	-	2	2	3	70	100	1
	CC and EC*	-	-	-	50	-	50	1
	Total Marks and Total Credits						**850**	**18**

PART 3
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)* PREPARATION OF BUSINESS PLAN FOR START-UPS

OBJECTIVES:

- To provide exposure for Start-ups and New Age Business Models.
- To develop entrepreneurial mindset among students.

GUIDELINES TO THE INSTITUTION:

1. Each student shall prepare (**during the vacation between the third and fourth semester**) hypothetical /imaginary **small/medium scale entrepreneurship Business Starts Plan /project report** by indicating products /services that will be produced, marketed, key resources that will be used, customer segment that will be targeted to, the investment that will be required, funds that will be raised, cost which will be incurred, turnover that will be achieved and profit that will be attained from the business .
2. Entrepreneurship Project Record Book should be submitted to the college 15 days before completion of the Fourth Semester

MARKS ALLOCATION:

a.The external examiner appointed by the university shall award 70 marks on the basis of **Business Starts Plan /project report** submitted by the student.

b. A Viva Voce to be conducted by the external examiner for 30 Marks to assess the learning outcome of the **project report** submitted by the students at the end of the semester.

c. After assessment, marks scored by the candidate to be sent to BU along with IA Marks.

d. Remuneration for the external examiner shall be paid by the University as per the norms from time to time

V SEMESTER

					Marks			Credits
Part 2 Optional	Income Tax – I	5.1	4	3	30	70	100	3
	Entrepreneurship Development and Star-ups	5.2	4	3	30	70	100	3
	Management information and Technology	5.3	4	3	30	70	100	3
	Financial Analysis and Reporting	5.4	4	3	30	70	100	3
	Elective 1	5.5	4	3	30	70	100	4
	Elective 2	5.6	4	3	30	70	100	4
Part 3	Industry review project / Business Skill Development Course (BSDC)* A. **Field Study Report**	-	-	-	30 (viva voce)	70	100	4
	B. Skill Enhancement Course (SEC)** Employability Skills Training **(Aptitude and GD Training)**	-	2	-	100	-	100	2
Part 4	Ability Enhancement Compulsory Course	-	2	2	30	70	100	1
Total Marks and Total Credits							**900**	**27**

PART 3A
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)*FIELD STUDY

OBJECTIVES:

- To enhance the classroom learning
- To support the students in contextual and experiential learning

GUIDELINES TO THE INSTITUTION:

1. Every student should have taken up field study during the vacation between fourth and fifth semester in the area of Marketing/Human Resource Management/Business Development/Finance/Entrepreneurship or any other aspect of business organization, for example:
    a. Market survey for a product or service
    b. A study on problems and challenges of small entrepreneurs
    c. A study on awareness about various banking services
    d. Student satisfaction survey about the quality of education
    e. Employee satisfaction survey
    f. Any other aspect related to business that can be covered under field study.
2. The Field Study report should essentially include:
    a. Introduction
    b. Design of the Study
    c. Analysis
    d. Findings and Conclusions.

3. The faculty members shall guide the students in field study process and preparation of the report.

MARKS ALLOCATION:

a. The external examiner appointed by the university shall award 70 marks on the basis of Field Study Report submitted by the student.
b. A Viva Voce to be conducted by the external examiner for 30 Marks to assess the learning outcome of the Field Study report submitted by the students at the end of the semester.
c. After assessment, marks scored by the candidate to be sent to BU along with IA Marks.
d. Remuneration for the external examiner shall be paid by the University as per the norms from time to time

PART 3B Skill Enhancement Course:**

EMPLOYABILITY SKILLS TRAINING

OBJECTIVE:
To enable the student to prepare for corporate placements.

GUIDELINES TO THE INSTITUTION:
1. BBA department should conduct Aptitude and GD training for the students of BBA for minimum of two hours per week.
2. The students should be trained in the areas of quantitative aptitude and group discussion.

MARKS ALLOCATION

a) The Relevant marks should be awarded to the students on completion of the training based on Aptitude Test (50 marks) and Mock Group Discussion (50 marks).
b) The Institution should send the marks to the University along with IA Marks scored by them in the Fifth Semester.

EMPLOYABILITY SKILLS TRAINING

Syllabus / Lesson Plan

Objective: To train the student to enhance life skills, with intent to enhance overall personality & perform well at the campus placement process.

Unit 1 : Writing Skills. **(4 hours)**
Learn to write a Cover letter and Resume, highlighting one's skill-set and strengths.

Unit 2:. Profile Presentation (4 hours) Making a PPT or an Audio / Visual of their Purpose Statement to create a profile of self, to cater to the requirements of the market trends

Unit 3: Aptitude Test (6 hours) Management In-basket exercises with intent to do, learn & introspect. Real life exercises. Mixed bag of assessment, involves logical / aptitude reasoning, comprehension, GK and personality test.

Unit 4: Group Discussion (6 Hours) Training on participating in a group discussion.; working in teams, presenting one's viewpoint from a data perceptive, Analyse Case Studies to learn problem solving and decision making.

Unit 5: Assessment Centre **(4 Hours)**

Mock Group Discussion / Personal Interview - To enhance skills to perform well in the selection process in an interview.

Skill Development:

- Understand self-better – through the SWOC Analysis and SWOC of a company to understand, analyse and equip the candidate to the jobs'

requirement

- Resume writing, Customize Resume accordingly to the job requirements.
- Group Discussion and Case Study Analysis
- Showcase self through A-V

profile

- Mock Group Discussion / Personal Interview.

Books for reference:

- Get Your Dream Job: A Step-by -step Guide to Clear Any Interview With Confidence by Piyush Bhatia.
- Interview: The Art of the Interview: The Perfect Answers to Every Interview Question (Interview Questions and Answers, Interviewing, Resume, Interview Tips, Motivational Interviewing, Job Interview) by James Storey.
- A Complete Kit for Group Discussion, by S. Hundiwala.
- Resume: The Secrets to Writing a Resume that is Guaranteed to Get You the Job (Resume Writing, CV,

VI SEMESTER

				Exam	Marks			Credits
	Income Tax – II	6.1	4	3	30	70	100	3
Part 2	Auditing and Attestation	6.2	4	3	30	70	100	3
Optional	Goods and Services Tax	6.3	4	3	30	70	100	3
	Business Regulations	6.4	4	3	30	70	100	3
	Elective 3	6.5	4	3	30	70	100	4
	Elective 4	6.6	4	3	30	70	100	4
Part 3	/Business Skill Development Course (BSDC)* a**. Internship with Business organizations**				30 (viva voce)	70	100	4
	b. Skill Enhancement Course		2		100	-	100	2
Part 4	****Placement Training** AECC		2	2	30	70	100	1
	Total Marks and Total Credits						**900**	**27**

PART 3
BUSINESS SKILL DEVELOPMENT COURSE (BSDC)*
A. INTERNSHIP WITH BUSINESS ORGANIZATIONS

OBJECTIVES:

- To enhance the classroom learning
- To provide training and experiential learning opportunities for students
- To provide an opportunity to apply knowledge and skills acquired by the students in the classroom to professional context

GUIDELINES TO THE INSTITUTION:

1. Each student will have to work in a Business Organization for three weeks during the vacation between fifth and sixth semester.
2. The entire batch of students to be divided equally among the department faculty members. The faculty members should be the mentors and guide the students in internship process.
3. The students must submit the Certificate for completion of internship by the organization to the college along with a brief report of not less than 50 pages. The report to contain a brief detail of the organization, nature of business, a write up on the learning outcome from the internship carried out by them.

MARKS ALLOCATION:

a. 70 marks for the Internship Report and 30 marks for Presentation shall be awarded by the Department.
b. The Institution should send the marks to the University along with IA Marks scored by them in the VI Semester.

SKILL ENHANCEMENT COURSE - PLACEMENT TRAINING**

OBJECTIVE:
To prepare the student for corporate placements

GUIDELINES TO THE INSTITUTION:
1. BBA department shall conduct placement training for a minimum of two hours per week.
2. The students should be trained in the areas of personal interview, resume preparation, email-etiquette, corporate etiquette and work discipline.

MARKS ALLOCATION
a) The Relevant marks to be awarded to the students on completion of the training. IA marks shall be awarded on the basis of Practical Record (25 marks), Mock Personal-Interview (25 marks) and Test on Resume-preparation & Etiquettes (50 marks).
b) The Institution should send the marks to the University along with IA Marks scored by them in the VI Semester.

PLACEMENT TRAINING

Syllabus / Lesson Plan

Objective: To train the student to enhance life skills, with an intent to enhance overall personality & perform well at the campus placement process.

Unit 1 : Introduction to CRT (5 Hours) Introduction, Importance of holistic personality development, to add value to portfolio of the student. Self-SWOT: Find strengths and weaknesses to maximize the chance of recruitment through SWOT/C Of the company. End Result: Making of Purpose statement.

Unit 2: Importance of Behavioural traits / Soft skills (8 hours) Importance of Attitude; Explain the concept of Perception, Interpersonal Skills, Body Language, Psycho- metric assessment. Teach Business Communication Skills to learn ETIQUETTES at the workplace including Telephone, Internet, Social Media. How can you add value to the organization? General Knowledge (GK) & awareness of recent market trends.

Unit 3: Personal Interview (PI),Leadership and team Building (4 hours) Preparing to attend a job interview teaching them via Role plays. Understand the importance of technology in PI. Leadership and team Building- Methods and techniques

Unit 4: Interview techniques **06 Hours**
Importance of Interviews, Art of conducting and giving interviews, Placement interviews - discipline interviews - appraisal interviews – exit interviews.

Skill Development:
- Understand self-better – through the SWOC Analysis and SWOC of a company to understand, analyse and equip the candidate to the jobs' requirements.

- Showcase self through A-V profile
- Personal Interview.

Sources of Information :

- Job Interview: Top 100 Job Interview Questions and Answers for your Job Interview Preparation; Get Hired Fast with these Job Interview Tips by Dominic Black.
- A Complete Kit for Group Discussion, by S. Hundiwala.
- Resume: The Secrets to Writing a Resume that is Guaranteed to Get You the Job (Resume Writing, CV, Interview, Career Planning, Cover Letter, Negotiating Book by James Storey.

ELECTIVE GROUPS

1 ELECTIVE: ACCOUNTING AND FINANCE

Semester No.	Paper Code	Title of the Paper
V	A&FN1	Advanced Accounting
	A& FN2	Derivatives and Risk management
VI	A& FN3	Costing Methods and Techniques
	A&FN4	Security Analysis and Portfolio Management

2 ELECTIVE : MARKETING AND HUMAN RESOURCE

Semester No.	Paper Code	Title of the Paper
V	MK&HR1	Consumer Behavior and Marketing Research
	MK&HR2	Performance Management
VI	MK&HR3	Logistics and Supply Chain Management
	MK&HR4	Emotional Intelligence

3 ELECTIVE : IT AND DATA ANALYTICS

Semester No.	Paper Code	Title of the Paper
V	IT&DA1	Entrepreneurship Resource planning (ERP)
	IT&DA2	E-Governance
VI	IT&DA3	Data analysis for Social Sciences
	IT&DA4	Business Analytics

FOUNDATION COURSE / SKILL DEVELOPMENT / SKILL ENHANCEMENT COURSE (SEC) / ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) / INTERDISCIPLINARY COURSES

❖ Common for all programmes, MCQ type of question paper shall be used and use of modern teaching aids and supply of study material is recommended.

- Constitution of Indian and Human Rights
- Environmental Science
- Computer Applications and Information Technology
- Business Entrepreneurship and Management
- Philosophy, Psychology and Life Skills
- Personality Development and Leadership
- Culture, Diversity and Society
- Research Methodology
- Education and Literacy / Science and Society
- Human Resource Development / Management
- Any one Foreign Language
- Commodity & Stock Market
- Mathematics in finance.
- Any other Course prescribed by the University from time to time

1. Co-and Extra – Curricular Activities (CC& EC)

A student shall opt for any one of the following activities in the first four semesters offered in the college

N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
Sports and Games / Activities related to Yoga
A Small project work concerning the achievements of Indians in different fields
Evolution of study groups/seminar circles on Indian thoughts and ideas
Interaction with local communities in their neighborhood and learn about and from them
Exploring different aspects of Indian civilizations
Any other Co- curricular and Extra-curricular activities leading to Student Development as prescribed by the University.

Evaluation of Co-curricular and Extra Curricular Activities as per the procedure evolved by the University from time to time.

1.3 ACCOUNTING FOR BUSINESS

OBJECTIVE:

The objective of this course is to help the students acquire conceptual knowledge of the discipline financial accounting and to impart skills for preparation of financial statements of different undertakings for acquiring practical wisdom

UNIT-1 INTRODUCTION TO ACCOUNTING **06 Hrs**

Meaning, Book keeping & accounting, Need for accounting, (GAAP) Generally Accepted Accounting Principles Concepts and Conventions, list of Indian Accounting Standards, Ind AS-IFRS (Concept only)

UNIT-2 BASIC ACCOUNTING PROCEDURES **12 hrs**

(i) Double Entry System of Book-Keeping – Golden rules of accounting

(ii) Journal– Books of original entry

(iii) **Ledger** – Posting – Balancing an account - simple problems on Journal & ledger

UNIT-3 SUBSIDIARY BOOKS **14 Hrs**

Purchase book – Sales book – Returns books – Bills of exchange –Bills book – Journal proper.- Cash Book – kinds of cash book & Petty Cash Book Imprest system –**simple problems**

UNIT-4 FINAL ACCOUNTS OF PROPRIETARY CONCERN **14 Hrs**

Classification of Transaction in to revenue and capital- Preparation of Trial balance & Rectification of errors,- Parts of Final Accounts – Income statement and Balance sheet Final Accounts vertical form only

UNIT: 5: CONSIGNMENT **10 hrs**

Meaning, Definitions and Features of Consignment-Parties in Consignment – Consignor and Consignee-Differences between Consignment and Ordinary Sale-Special terminologies in Consignment Accounts – Proforma Invoice, Invoice Price, Account Sales, Non-recurring Expenses, Recurring Expenses, Ordinary Commission, Overriding Commission, Del Credere Commission, Normal Loss, Abnormal Loss. Small Problems on Commission and Valuation of Closing Stock-Consignment Accounts in the books of Consignor – Problems on preparation of Consignment A/c, Consignee A/c and Goods Sent on Consignment A/c in the books of Consignor.

BUSINESS LAB ACTIVITIES:

(Skill developments /Business lab exercises to be executed with recent accounting software packages like Tally, Quick books, SAP-ERP and maintain record)

1. Draft a chart relating to companies maintaining IFRS standard
2. Produce documentary evidence for creating accounting ledgers and groupsent on
3. Prepare a E content on subsidiary books
4. Develop a E content final accounts any sole trader concern
5. Develop E-content for a Consignment Agreement

BOOKS FOR REFERENCE:

1. Dr. S.N. Maheswari, Financial Accounting
2. Grewal and Shukla, Advanced Accounting
3. P.C. Tulasian, Pearson Editions, Introduction to Accounting
4. Jain & Narang. Financial Accounting
5. Accounting Standards - Institute of Chartered Accountants of India
6. Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”, HPH

1.4 ENTERPRISE MANAGEMENT

OBJECTIVE:

The objective of this course is to enable the students to understand the principles of enterprise management of a business entity and its recent trends

Unit -1 **NATURE OF MANAGEMENT AND ITS PROCESS-** **14Hrs**

Meaning, Nature and Importance of Management, Differences between Management and Administration, Management Approaches; Management Functions-Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager

Unit-2 PLANNING AND ORGANIZATION **-16 Hrs**

a) Planning -Concept, Features, Importance, Limitations; Planning process; Types of Plans-Objectives, Strategy, Policy, Procedures, Method, Rule, Budget; Plan vs Programme-Policies and Procedures; Decision making-Types- Process .

b) Organization-Concept, Features, Importance, Limitations; Organizing process; Types of Organization; Flat organization – relevance- trends , work from home prospects; Centralizations and Decentralization; Delegation; Growth in Organization- Task force

Unit-3 DIRECTION AND COORDINATION- **12 Hrs**

a) Direction: Concept, Features, Importance, Limitations; Elements of Direction – Supervision, Motivation and theories of motivation Leadership, Theories and Styles of leadership

b) **Co-ordination**: Concept, Features, Importance, Types and limitations

Unit-4 CONTROLLING - **08 Hrs**

Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and NonTraditional Control Devices; Relationship between planning and controlling

Unit-5 RECENT TRENDS IN MANAGEMENT 06 Hrs

Change Management-Crisis Management-Global practices-International Manager-Quality of work life –Résistance to management- Risk Management-Total quality Management, Kaizan cross culture (Concepts only)

BUSINESS LAB ACTIVITIES :

- Develop a Chart on Principles of Management
- Prepare Chart on steps involved in decision making
- Develop Chart on organisation structire
- Construct a Graphic representation of Maslow‟s Theory.
- List out recent trends in management

BOOKS FOR REFERENCE

1. Stephen P. Robbins,Management, Pearson
2. Koontz andO‟Donnell, Management, McGrawHill.
3. Griffin, Nelson, Manjunath, MGMT and ORGB, Cengage
4. L M Prasad, Principles of management, Sultan Chand and Sons
5. V.S.P Rao/Bajaj, Management process and organization, ExcelBooks.
6. T. Ramaswamy : Principles of Management,HPH.
7. Tripathi& Reddy, Principles of Management. McGraw Hill
8. R.K Sharma Shashi K Gupta Rahul Sharma: Principles of Management Kalyani Publishers

1.5 CORPORATE REGULATIONS

Objective: To create awareness amongst student's fraternity with the prevalent corporate laws and to nurture administration skills

Unit-1: **INTRODUCTION TO COMPANY** 16 Hrs

Meaning and Definition – Features – Kinds of companies as per companies act 2013 – (Meaning only) – Steps involved in formation of company as per companies Act 2013 – Promotion Stage – Meaning of promoter, Position of Promoter and Functions of Promoter- Incorporation stage – Documents required for incorporation- Memorandum of Association and Articles of Association, Certificate of incorporation; Subscription Stage – E-Prospectus, Statement in lieu of prospects and Book Building; Commencement Stage – Documents to be filed, e-filing, Certificate of Commencement of Business.

UNIT-2 : **CAPITAL OF A COMPANY** 08 Hrs

Share Capital - Meaning of Shares- Kinds of Shares- Debentures and Bonds- Types of debentures and bonds, SEBI guidelines for issue of shares and debentures.

UNIT-3: **COMPANY ADMINISTRATION** 14Hrs

Key Managerial Personnel- Managing Director, Whole Time Directors, Company Secretary, C-suite executives-CEO, CFO, COO, CTO, CKO, CRO and CIO Chief Financial Officer, Resident Director, Independent Director;(Meaning only) Managing Director- Appointment, Powers, Duties and Responsibilities; Audit committee and its functions Company Secretary- Meaning, Types, Qualification, Appointment, Position, Rights, General duties, Liabilities and Removal or dismissal.

UNIT-4: **CORPORATE MEETINGS** 08 Hrs

Types of Meetings, Provisions relating to Annual General meeting, Extraordinary General Meetings, Board Meeting as per companies act 2013, Requisites of a valid meeting; Resolutions and kinds of resolution; Preparation of Agenda and minutes. Corporate governance- composition of BODs-Cadbury Committee report, SAXEN-OXLEY ACT, Narayamurthy and Narechandra Chandra committee recommendation of corporate Governance.

UNIT-5: **WINDING UP OF COMPANIES AND CSR LEGISLATIONS IN INDIA** 10 Hrs

Meaning- Modes of winding up; Official Liquidator-Powers and Duties; Consequences of Winding up Meaning of CSR, Scope for CSR Activities under schedule VII of the companies Act 2013, Provisions of CSR mandate

BUSINESS LAB ACTIVITIES:

- Prepare a chart showing different types of Companies.
- Develop e- specimen copy of Memorandum of Association and Articles of Association of any company.
- Prepare a chart showing qualifications of company secretary as per companies act 2013
- Draft a Notice of Company Meetings – Annual, Special, Extraordinary and Board Meetings
- Prepare a Chart showing functions of liquidator
- Conduct a case study on CSR initiatives of any one company and submit a case study report

BOOKS FOR REFERENCE (Latest Editions)

1. N.D. Kapoor, Company Law and Secretarial Practice, Sultan Chand and Sons.
2. M.C. ShuklaandGulshan, Principles of Company Law, S. Chanda and Co.
3. C.L. Bansal, Business and Corporate law, Excel Books.
4. Chanda, Company Law, Cengage
5. S.S Gulshan, Company Law, New Age International.
6. Maheshwari and Maheshwari, Elements of Corporate Laws, Himalaya Publishers
7 Garg K.C , Chawla R.C and Gupta Vijay Company law Kalyani Publishers

1.6 BUSINESS MATHEMATICS AND LOGICAL REASONING

Objective: This course aims to equip the students with the mathematical background required for business management and skills of numerical abilities and aptitudes for cracking public service examinations and competitive examinations.

UNIT1: THEORY OF SETS **08** Hrs

Theory of Sets – Set Theory- Venn diagram- Applications of set theory- Basic concepts of Permutations & Combinations.

UNIT 2: TYPES OF EQUATIONS AND MATRICES **14 hrs**

Linear equations - Simultaneous equations (only two variables) Eliminations and substitution method only- Quadratic equations – Factorization and formula method ($ax^2 + bx + c = 0$ form only) - Application of equations in business and management.

Matrices: Algebra of Matrices, Inverse of a Matrix and determinants, Problems on linear equations in two variables using Cramer's rule.

UNIT 3: RATIO, PROPORTION, PERCENTAGE, PROFIT AND LOSS **10 hrs**

Ratio- Inverse Ratio- Proportion - Properties of Proportions- Direct proportions- Inverse proportions- -Calculation of percentage, regarding marks, population, money, income etc - Profit & loss- Calculation of profit or loss - Calculation of percentage profit or loss - Calculations of cost price and selling price - Total profit or loss while buying and selling different articles at different rates.

UNIT 4: INTEREST & ANNUITIES **14 hrs**

Simple Interest- Compound interest including half yearly and quarterly calculations - Nominal rate and effective rate of interest - Varying rate of interest- Depreciation - Present value-Net present value - Future value. Annuities - Present value of an annuity-Future value of an annuity-Sinking fund.

UNIT 4: LOGICAL REASONING **10 hrs**

Number series - Coding and Decoding - odd man out- Time and work- Analytical Reasoning- Relationships - Syllogism

BUSINESS LAB ACTIVITIES:

- Divide your class students into pairs and assign each pair a single **set** concept (such as union, subset, superset, etc.)
- Develop Business Problems Matrix
- Prepare a Bank Statement using SI and CI.
- Develop an Amortization Table for Loan Amount – EMI Calculation.
- Develop any two logical puzzles
- Take the previous of UPSC, KPSC, Banks, Insurance company, Railway board question papers and solve numerical aptitude and reasoning segments

BOOKS for Reference : (Latest edition)

1. Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series. McGraw Hill Publishing Co.
2. Dr. Sancheti & Kapoor: Business Mathematics and Statistic, Sultan Chand and Sons.
3. M Raghavachari – Mathematics for Management: An Introduction - Tata McGraw Hill Note
4. R.G.D Allen – Basic Mathematics; Macmillan, New Delhi
5. Soni, R.S. Business Mathematics. Pitambar Publishing House.
6. Singh J. K. Business Mathematics. Himalaya Publishing House.
7. Ranganath: Business Mathematics, GK Publications, Mumbai.
8. Dr. R.G. Saha & Others – Methods & Techniques for Business Decisions, VBH
9. Selvaraj, Quantitative Methods in Management, Excel Books
10. Study Material of the Institute of Chartered Accountants of India (ICAI) Freely Downloadable from the website of the Institute

2.3 FINANCIAL ACCOUNTING

OBJECTIVE:

The objective of this course is to help the students to acquire knowledge; financial reporting on the global scenario , skills and acumen of accounting treatment in respect of different categories of business undertakings and special type of business,

UNIT-1 INTRODUCTION TO IFRS 4 Hrs

Need for IFRS-Features of IFRS-Applicability of IFRS-Beneficiaries of Convergence with IFRS (theory only)

UNIT-2 ACCOUNTING FOR HIRE-PURCHASE 14 Hrs

Meaning of Hire Purchase and Installment Purchase System - Legal provisions - Calculation of interest - when rate of interest and cash price is given - when cash price and total amount payable is given, when rate of interest and installments amount are given but cash price is not given - Calculation of cash price under annuity method - Journal Entries and Ledger Accounts in the books of Hire Purchaser and Hire Vendor (Asset Accrual Method only).

UNIT-3 ROYALTY ACCOUNTS 14Hrs

Introduction - meaning - technical terms - royalty - landlord - tenant - minimum rent - short workings - recoupment of short working under - fixed period - floating period - recoupment within the life of a lease - treatment of strike, stoppage of work and sub-lease - accounting treatment in the books of lessee(tenant) - when royalty is less than minimum rent - when royalty is equal to minimum rent - when the right of recoupment is lost - when minimum rent account method is followed - passing journal entries and preparation of Ledger Accounts - royalty account - landlord account – short workings account - minimum rent when minimum rent account is followed in the books of lessee only

UNIT-4 SALE OF THE PARTNERSHIP FIRM 16 Hrs

Introduction - need for conversion - meaning of purchase consideration - methods of calculating purchase consideration - net payment method - net asset method - passing of journal entries and preparation of ledger accounts in the books of vendor - treatment of certain items - dissolution expenses - unrecorded assets and liabilities - assets and liabilities not taken over by the purchasing company - contingent liabilities - non- assumption of trade liabilities- in the books of purchasing company - passing of incorporation entries - treatment of security premium - fresh issue of shares and debentures to meet working capital - preparation of balance sheet as per 'Companies Act' 2013 - under vertical format.

UNIT: 5: ACCOUNTING FOR JOINT VENTURES 08 Hrs

Introduction – Meaning – Objectives – Distinction between joint venture and consignment – Distinction between joint venture and partnership – maintenance of accounts in the books of coverturers – maintaining separate books for joint venture -- problems.

BUSINESS LAB ACTIVITIES:

(Skill development business lab activities to be executed through accounting packages)

1. List out the different areas of applications of IFRS in India
2. Develop EMI calculation mechanism in an auto retailers-Two wheelers and Cars
3. Develop E-content for Royalty Agreement
4. Collect the information on 5 recently converted a firm in to joint stock company business organizations
5. Develop E-content for a Joint Venture Agreement

BOOKS FOR REFERENCE:

1. Dr. S.N. Maheswari, Financial Accounting
2. Grewal and Shukla, Advanced Accounting
3. P.C. Tulasian, Pearson Editions, Introduction to Accounting
4. Jain & Narang. Financial Accounting
5. Accounting Standards - Institute of Chartered Accountants of India
6. Raj Garg &Manpreet Kaur-International Financial Reporting Standards –Kalyani publishers

2.4 Human Resource Management practices

OBJECTIVE: The objective of this course is to enable the students to gain knowledge and skills of managing human resources in various organisations.

UNIT 1: HUMAN RESOURCE MANAGEMENT 12 Hrs Human Resources Management – Meaning, Definitions, Characteristics, Objectives,

Importance, Functions and Process, Challenges, Recent Trends **-**Human Resources Manager – Duties and Responsibilities, Paradigms for Post Modern Managers-Meaning, Definitions, Characteristics, Objectives, Importance, Functions and Process of Human Resources Development**-**Differences between personnel Management and Human Resources Development, difference HRM and SHRM, difference between HRM and IHRM

UNIT 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION 12 Hrs
Human Resource Planning – Meaning, Importance, Benefits and Scope-Job Analysis, Job Design, Job Description, Job enrichment and Job Evaluation. Recruitment – Meaning, Definitions and Sources of Recruitment: Traditional and Modern sources of recruitment-E-recruitment, Twitter, Blog, Instagram, Linkedin Walk in, talk in, Write in, Artificial intelligence (Robots based) virtual discussion, Selection – Meaning, Definitions and Process of Selection- identification of five dark qualities in an individual before selection process of selection and Placement

UNIT 3: HUMAN RESOURCE PRACTICES 12 Hrs Induction and Orientation – Meaning, Definitions, Objectives and Purposes-Training –
Meaning, Need, Benefits and Methods, Pros and Cons of each Method of Training-Identification of Training & Development Needs-Human Resources Development of Managers and Employees-Performance Management System (PMS) – Meaning, Definitions, Objectives, Methods of Appraising the past performance and current performance of the employee and executive, projecting future performance of an employee, individual employee development difference and performance appraisal and performance management system (PA vs PMS)

UNIT 4: COMPENSATION AND REWARD SYSTEM 10 Hrs Compensation - Meaning, Definitions, Objectives and Importance-Wages and Salary

Perquisites, Fringe Benefits, Bonus and Incentives – Meanings only, incentives in sun rise sector and sun set sector. Performance based pay, merit based pay, skill based pay, and competency based pay, dual system of payment for the same job position. Promotion – Meaning, Definitions, Features, Methods of Promotion –seniority vs meritocracy

UNIT 5: EMPLOYEE COACHING, COUNSELLING AND INDUSTRIAL RELATIONS 06 Hrs

Employee Coaching - Meaning, Definitions, Objectives, Types. Employee Counselling-Meaning Definitions, Objectives, Skills and Techniques Industrial. Relation-meaning, definition and Actors in IRs

BUSINESS LAB ACTIVITIES:

1. Develop the offer letter and appointment order to given to new recruit
2. Develop E- contents for 5 dark qualities of an individual
3. List out the examples for sunrise sector and sun set sectors
4. Develop E-content for the role of artificial intelligence in HR functions
5. Develop the E-Content for employee performance management System

BOOKS FOR REFERENCE:

1. Dr. K Aswathappa -Human resource Management Tata Mcgraw Hills
2. Shashi K Gupta and Rosy Joshi Human Resource Management
3. Managing Human Resources by Wayne F Cascio
4. Subba Rao Human resource management-HPH
5. K Ramachandra and et.,al. Human Resource Management HPH
6. C.B.Mamoria, Personnel management, HPH.
7. Edwin Flippo, Personnel management, McGraw Hill.
8. Michael Porter, HRM and human Relations, Juta & Co.Ltd.

2.5 STATISTICAL APPLICATIONS IN BUSINESS

OBJECTIVE: .

The objective of this course is to provide basic knowledge of fundamentals of Statistics for interpreting business data and their commercial application for decision making in a business. Entity

UNIT 1: STATISTICAL DESCRIPTION OF DATA **12 hrs**

a. **Introduction to Statistics** – Definition of Statistics –- Functions – Scope – Limitations

b.**Classification and tabulation of data** - Collection of data - census and sample techniques. Classification of data, preparation of frequency distribution and tabulation of data.(simple problems)

c **Statistical Representation of Data** -Diagrammatic representation of data - Bar diagram- subdivided bar diagram- percentage bar diagram and pie diagram Histogram- Frequency polygon- ogives (simple problems).

UNIT 2: MEASURES OF CENTRAL TENDENCY & DISPERSION **14 hrs**

a. Measures of Central Tendency- Arithmetic Mean– Median – Mode (both grouped and ungrouped data including open- end class (Direct Methods only. Weighted Arithmetic Mean & Combined Mean -Empirical relationship between mean, median and mode.

b. **Dispersion** - Range - Quartile deviation - Mean deviation about mean - Standard deviation and their Coefficients. (Direct method only).

UNIT 3: CORRELATION & REGRESSION **12 hrs**

a**. Correlation**- Types of Correlation- Karl Pearson's coefficient of correlation,Spearman's rank correlation coefficient- Problems

b. **Regression** - Regression lines -Regression coefficients - The two regression equations - Correlation coefficient through regression coefficient- Problems.

UNIT 4 : INDEX NUMBERS AND TIME SERIES **12 hrs**

a. **Index Numbers**- Uses of Index Numbers, Problems involved in construction of Index Numbers, Methods of construction of Index Numbers. Simple Aggregative Method – Simple Average of Price Relative Method – Weighted index method – Laspereys, Paasches and Fisher's Ideal method Consumer Price Index – Problems

b. **Time Series** - Introduction- Components of Time series - Analysis of time series by moving averages – problems on Trend and Least Squares method (Linear) and ordinary least square method (OLS)

UNIT 5: PROBABILITY **6 Hrs**

Meaning and Importance of Probability- Experiment, Event and types of events, Additional & Multiplication theorem of probability.(Simple Problems on addition theorem only)

SKILL DEVELOPMENT:

- Develop a table for number of students studying in different course at your college for a particular period
- Collect data from at least 5 friends about the percentage of marks obtained in SSLC and PUC and present the same in a Bar Diagram Form.
- Collect data from at least 10 friends about the pocket money they receive in a month and their monthly expenditure on Mobile Recharge, Cosmetics, Chats and Other Expenses and Analysis the data by computing standard deviation and coefficient of variation.
- Collect the age statistics of 10 married couples and compute correlation coefficient and regression equations.
- Analyze a particular company monthly share price movement traded in BSE & NSE by using moving average

SUGGESTED BOOKS :

1. Gupta, S. P. Statistical Methods. New Delhi: Sultan & Chand
2. Sharma, J. K. Business Statistics . New Delhi: Pearson Publishers.
3. Vohra, N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing co
4. Beri, G. C.. Business Statistics . New Delhi: Tata McGraw Hill Educations Pvt Ltd.
5. Ellahance : Statistical Methods
6. Chikodi & Satya Prasad – Quantitative Method for Business
7. Sridhara Bhatt - Quantitative Techniques for Managers , HPH
8. Quantitative Techniques for Managerial Decisions, U K Srivastava, G V Shenoy,S C Shar
9. Bhat B R, Srivenkataramana and K S MadhavaRao, Statistics for Beginners Vol 1 - New Age (P) Ltd,.
10. K Ramachandra and et.,al. Quantitative methods for Business HPH
11. Gurumurthy K H and et.,al. Quantitative analysis for Business decisions HPH

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2.6 PRODUCTION AND INVENTORY MANAGEMENT

Objective: The objective is to make the student understand the concepts of production, operations and Inventory Management of an industrial undertaking and their benefits.

UNIT 1: INTRODUCTION TO PRODUCTION AND OPERATIONS MANAGEMENT 10Hrs

Meaning and definition – Classification – Objectives, need – types – Advantages and disadvantages of Production and Operations Management, Application of automation, artificial intelligence, volatility , uncertainty , complexity ambiguity (VUCA) in production and operations,

UNIT 2:PLANT LOCATION AND LAYOUT 10 Hrs

Meaning and definition –Factors affecting location, Theory and practices, cost Factor in location – Plant layout Principles – Space requirement – Different types of facilities – Organization of physical facilities – Building, Sanitation, Lighting, Air Conditioning and Safety.

UNIT 3: QUALITY CONTROL 8 Hrs

Quality control – Statistical Quality Control, Quality Management, six- sigma, Control charts and Operating characteristics curves, Accepting Sampling Procedures, Quality circles, Meaning of ISO and TQM.

UNIT 4:INVENTORY MANAGEMENT 12 Hrs

Meaning and Concepts -Objectives, Capacity planning, Corresponding Production Planning, Controlling, Scheduling, Routing. Management of Inventory- JIT ,ABC etc

UNIT 5:MAINTENANCE AND WASTE MANAGEMENT 12 Hrs

Introduction – Meaning – Objectives – Types of maintenance, Breakdown, Spares planning and control, Preventive routine, Relative Advantages, Maintenance Scheduling, Equipment reliability and Modern Scientific Maintenance methods - Waste Management– Scrap and surplus disposal, Salvage and recovery.

BUSINESS LAB ACTIVITIES:

1. Visit any industry and list out the stages of its automation and artificial intelligence with as many details as possible.
2. List out the factors which are important while selecting a plant layout and draw a chart on Plant layout
3. Describe the Functions of Quality Circles in an industry
4. List out the Functions of inventory management in an organization
5. Visit a company and List out Environmental issues. How is inventory managed in a company?

BOOKS FOR REFERENCE

1. Ashwathappa. K & Sridhar Bhatt : Production & Operations Management, HPH.
2. Gondhalekar & Salunkhe : Productivity Techniques, HPH.
3. SN Chary, Production & Operations Management, McGraw Hill.
4 U. Kachru, Production & Operations Management, Excel Books.

5. Alan Muhlemann, John Oaclank and Keith Lockyn, Production & Operations Management, PHI.
6 K KAhuja, Production Management, CBS Publishers.
7 . S.A. Chunawalla & Patel: Production & Operations Management, HPH.
8. Everett E Adam Jr., and Ronald J Ebert, Production & Operations Management, Sage Publishing
9. Dr. L. N. Agarwal and Dr. K.C. Jain, Production Management
10. Thomas E. Morton, Production Operations Management, South Western College.

3.2 CORPORATE SKILLS

OBJECTIVE: The objective of this course is to develop both Oral and written communication skill concerning organizational and busies issues.

Unit 1: ELEMENTS OF COMMUNICATION 16 Hrs

Meaning, Importance, objectives & Principles of Communication,Process, impediments of effective communication, strategies for effective communication. types –verbal and Non verbal communication -Body Language, Gestures, Postures, Facial Expressions, Dress codes, The Cross Cultural Dimensions of Business Communication, Listening & Speaking, Techniques of Eliciting Response, Probing Questions, Observation, Business and social etiquettes.

Unit 2: PUBLIC SPEAKING AND SPEECH COMPOSITION 10 Hrs

Principles of Effective Speech & Presentations. Technical speeches & Non-technical presentations. Speech of introduction of a speaker - speech of vote of thanks - occasional speech - theme speech. Moderating programs Use of Technology

Unit 3: MEETINGS 08Hrs

Importance, Meetings opening and closing Meetings Participating and Conducting Group discussions. Brain Storming, E- Meetings, Memos, minutes, Circulars & notices.

Unit 4: CORPORATE COMMUNICATION 14 Hrs

Email- meaning, importance, objectives. Messages- meaning, importance, objectives,

Video conferencing- importance, advantages and disadvantages. Virtual communication- meaning, advantages, importance & using different online applications for corporate communication. Teleconference,

Business letters: Inquiries, Circulars, Quotations, Orders, Acknowledgments Executions, Complaints, Claims & adjustments, Collection letter, Banking correspondence, Agency correspondence, Job application letters - Bio-data, Covering Letter, Interview Letters, Letter of Reference and other letters

Unit 5: CARRIER PLANNING 08 Hrs

Awareness of different carries sources of information, choosing a carrier, carrier counseling, and Resume preparation preparing for group discussion

SKILL DEVELOPMENT

1. Conduct a group teleconference and submit minutes report
2. Conduct a mock meeting and draft minutes of the meeting.
3. Draft a letter of enquiry to purchase a laptop.
4. Draft your bio-data.
5. Prepare your Career Plan.

Books for Reference:

1. Rai & Rai- Corporate skill for business
2. Santosh Kumar- Soft skill for business, Himalaya Publications
3. C.G.G Krishnamacharyulu & Lalitha- Soft skill for Personality development
4. Sharma S.P. and others- Business communication
5. Dr. Md. Farooq Pasha and N.K. Ganesh- Corporate Skills, Kalyani Publications

3.3 CORPORATE ACCOUNTING

OBJECTIVE

The objective of this course is to enable the students to have a comprehensive understanding about the provisions of the Company‟s Act and Corporate Accounts.

Unit 1: REDEMPTION OF SHARES AND DEBENTURES 10 Hrs

Meaning – legal provisions – treatment regarding premium on redemption – creation of Capital Redemption Reserve Account– Fresh issue of shares – Arranging for cash balance for the purpose of redemption – minimum number of shares to be issued for redemption – issue of bonus shares – preparation of Balance sheet (vertical forms) after redemption.

Unit 2: VALUATION OF GOODWILL **8Hrs**

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill – Methods of Valuation of Goodwill - Average Profit Method – Super Profit Method – Capitalization of Super Profit Method – Annuity Method – Capitalization of Profit Method.

Unit 3: VALUATION OF SHARES **8 Hrs**

Meaning – Need for Valuation – Factors Affecting Valuation – Methods of Valuation – Asset Backing or Intrinsic Value Method – Yield Method – Earning Capacity Method – Fair Value Method - Rights Issue and Valuation of Rights Issue.

Unit 4: : **COMPANY FINAL ACCOUNTS** 20 Hrs

Statutory Provisions regarding preparation of Company Final Accounts – Treatment of Special Items – Managerial Remuneration – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends (Theory only) – Transfer to Reserves – Preparation of income statement and balance sheet (vertical column).

Unit 5: HOLDING COMPANY ACCOUNTS **10 Hrs**

Introduction – Meaning of Holding Company – Subsidiary Company – Steps – Pre Acquisition Profits – Post Acquisition Profits – Minority Interest – Cost of Control or Capital Reserve – Unrealized Profit – Mutual Indebtedness – Preparation of Consolidated Balance Sheet (As per AS21) under vertical format .

Note: 1. The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered

2. Any revision of relevant Indian Accounting Standard would become applicable immediately

BUSINESS LAB ACTIVITIES:

- Collect the annual report of 5 Companies and List out its assets and Liabilities as per schedules • List out the conditions to be fulfilled for redemption of Preference shares
- Collect the annual reports of 2 companies and calculate the value of goodwill under different Methods
- Collect latest final accounts of a company and find out the intrinsic value of shares
- Collect the list of 5 parents and subsidiary company with as many details as possible

BOOKS FOR REFERENCE

1. S. P. Jain and K. L. Narang – Corporate Accounting, Kalyani Publishers.
2. Dr. S.N. Maheswari , Financial Accounting, Jain Book Depot.
3. V.K. Goyal: Corporate Accounting, PHI.
4. R L Gupta, Advanced Accountancy, Sultan Chand and Sons, New Delhi
5. M.A.Arunachalam & K.S.Raman: Corporate Accounting – II, HPH.
6. Soundrarajan A & K. Venkataramana, Corporate Accounting, SHBP.
7. Anil Kumar - Marriappa – Corporate Accounting , HPH.

3.4 MODERN MARKETING

OBJECTIVE:

The objective is to enable students to understand the basic concept of marketing and recent trends in Marketing.

Unit 1: INTRODUCTION TO MARKETING AND SERVICES **10 Hrs**

Meaning and Definition-Market and Marketing-Nature-Goals-Concepts of Marketing-Functions of Marketing- Importance and Scope of Marketing.. Services - Meaning and Definition, characteristics of services – classification of services – distinction between goods marketing and service marketing, marketing mix in service industry – growth of service sector in India. Service processes – Designing the service process – services blueprint.

Unit 2: MARKETING ENVIRONMENT (MARCO AND MICRO) **8 Hrs**

Demographic-Economic-Natural-Technological – Political-Legal and Socio-Cultural. Customer-Supplier- Manufacturer-Employees-Public and Community Competitors.

Unit 3: MARKETING MIX **16 Hrs**

Meaning-Elements-Product- Product Mix- Product Lifecycle-Product Planning-New Product Development-Stages-Failure of New Product-Branding-Packing and Packaging. Pricing - Objectives-Factors influencing Pricing and Methods of Pricing. Physical Distribution-Meaning-Factors affecting Channel Selection-Types of Marketing Channels .Promotion- Meaning and Significance of Promotion-Personnel Selling and Advertising (Meaning Only).

Unit 4 :MARKETING SEGMENTATION AND BEHAVIOUR **8 Hrs**

Meaning and Definition -Bases for Market Segmentation-Requisites for sound Market Segmentation. Consumer Behaviour – Factors influencing Consumer Behaviour and Buying Decision Process.

Unit 5: RECENT TRENDS IN MARKETING **12 Hrs**

A.**Introduction to E-business**-Tele-marketing-M-Business- Green and Grey Marketing, Brown marketing,Digital Marketing-Advantages and Disadvantages, Relationship Marketing-Retailing-Virtual Marketing,Event Management, Viral Marketing, Reverse Marketing.

b. **Customer Relationship Management**- Meaning and Definition – Role of CRM – Advantages and Disadvantages.

BUSINESS LAB ACTIVITIES :

- Collect and record the effects of micro and macro environmental factors of any company
- Develop an Advertisement copy for a new product
- Develop a E content on Consumer Behaviour of a product of your choice.
- Prepare a market segmentation chart
- Prepare a chart for modern marketing methods for different products.
- Draft a chart of recent marketing trends

BOOKS FOR REFERENCE

1. Philip Kotler, Marketing Management, Prentice Hall
2. J.C. Gandhi - Marketing Management, TMH
3. Stanton W.J. etzal Michael & Walker, Fundamentals of Management, TMH
4. S A Sherlekar & Sherlekar marketing management HPH
5. Sontakki, Marketing Management, HP
6. Nair, S. R.. *Consumer Behaviour and Marketing Research: Text and Cases*. Global Media
7. Karanakaran, Marketing Management, Himalaya Publishers.
8. Sunil B Rao, Marketing and Service management, HPH.
9. K Ramachandra and et.,al. Marketing Management t HPH

3.5 FINANCIAL INSTITUTIONS AND REGULATORY BODIES

Objective: To enable the students to acquaint about the functioning of Indian financial System with reference to its structure, organization, institutions and regulating bodies.

UNIT: 1AN OVERVIEW OF FINANCIAL SYSTEM **10 hrs**

Introduction , Meaning, components of financial system, financial institutions- Financial Market-instruments –services, Impact of financial system on economic development.

UNIT: 2 BANKING INSTITUTIONS **12 Hrs**

Meaning, Constitution, Objectives and Functions, Types-schedule , non schedule , public , private banks foreign banks and payment banks, Role of commercial banks,Investment policy of commercial banks, banking sector reforms

UNIT: 3 NON-BANKING INSTITUTIONS **10Hrs**

Meaning, Constitution, Objectives and Functions, Types- Nidhi Chit funds RNBC, Insurance, pan shops and payday lending

UNIT: 4 DEVELOPMENTAL INSTITUTIONS **12 Hrs**

Meaning, classifications, role, objectives, Functions **and** importance of IDBI, SIDBI, ICICI, IFCL, SFC's, LIC, GIC,EXIM, NABARD, IIBI, UTI,NBFC'S NHB ,SIDCO

UNIT: 5 REGULATORY BODIES IN INDIA AND TRENDS IN BANKING **12 Hrs**

a. Meaning, Regulatory bodies in India RBI-Organization, Functions. SEBI- IRDA PFRDA, Objectives uions and Functions.

b. Artificial Intelligence, Block chain, Big data, Robotic Process Automation, Cyber security and resilience, voice interfaces. (Concepts only)

BUSINESS LAB ACTIVITIES:

1. Develop E-content for the different components of Indian financial system
2. Draft a chart on recent banking reforms in India
3. List out various regulatory bodies in India
4. Prepare a list of banking and non banking financial institutions
5. Draft a chart on latest developments in banking technology

BOOKS FOR REFERENCE

1. M. Y. Khan; Indian Financial System; Tata McGraw Hill Education.
2. Vasanth desai : The Indian Financial System-TMH. .
3. Gorden and Natarajan- Indian Banking-HPH
4 Preeti Singh, Dynamics of Indian Financial System: Markets, Institutions and Services
5. L. Bhole; Financial Institutions and markets; Tata McGraw-Hill Publishing Pvt. Ltd.
6. .H R Machiraju, Indian Financial System;Vikas Publishing House Pvt Ltd.-New Delhi,
7.R.M Srivastava ,D. Nigam; Dynamics of Financial Markets & Institutions in India, Excel Books.
8. Shankaran-Banking-HPH
9. K Ramachandra et.,al., Indian Financial System HPH

3.6 BUSINESS FINANCE

OBJECTIVE: The objective is to enable students to understand the basic concepts of Financial Management and the role of Financial Management in decision-making.

Unit 1: FINANCIAL MANAGEMENT 06Hrs

Meaning of Finance, Business Finance, Finance Function, Aims of Finance Function – Organization structure of Finance Department. Financial Decisions, Role of a Financial Manager . Financial Planning – Steps– Principles– Factors influencing a sound financial plan.

Unit 2: FINANCING DECISION 14 Hrs

Introduction – Meaning of Capital Structure – Factors influencing Capital Structure – Optimum Capital Structure – Computation & Analysis of EBIT, EBT, EPS – Leverages. Simple problems

Unit 3: INVESTMENT DECISION 14 HRS

Investment Decision: Introduction – Meaning and Definition of Capital Budgeting – Features – Significance – Process – Techniques: Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and profitability index Simple Problems

Unit 4: DIVIDEND DECISION 10Hrs.

Meaning and nature of dividend –types of dividend, Bonus share, factors determining dividend decision; theories of dividend decisions- WALTER'S GORDON'S model-problems,

Unit 5: WORKING CAPITAL MANAGEMENT 12 Hrs

Introduction – Concept of Working Capital – Significance of Adequate Working Capital – Evils of Excess or Inadequate Working Capital – Determinants of Working Capital – Sources of Working Capital. Operating cycle - Problems on working capital

BUSINESS LAB ACTITVIITIES:

1. Draw the organization chart of Finance Function of a company
2. Submit an analyzed report on Capital structure in 5 different industries
3. Evaluate the NPV of an investment made in any one of the capital projects of a company for 5 years.
4. Prepare E-content of dividend policy of a company
5. Develop E-content for working capital management to a service organizations

BOOKS FOR REFERENCE

1. *S N Maheshwari, Financial Management., Sultan Chand.*
2. *R.M.Srivastava : Financial Management –Management and Policy, Himalaya Publishers.*
3. *Khan and Jain, Financial Management, Tata McGraw Hill.*
4. *Sudhindra Bhatt: Financial Management, Excel Books.*

5. *Sharma and Sashi Gupta, Financial Management, Kalyani Publication.*
6. *M.GangadharRao& Others: Financial Management, Himalaya Publishers.*
7. *I M Pandey, Financial Management, Vika Publication House.*
8. *Prasanna Chandra, Financial Management, Tata McGraw Hill.*
9. *15.Brigham,E.F.,1999.Fundamentals of financial management,Dryden press:Florida(partv)*
10. *16.Van Hre, Jmes W. Financial Management and policy,Prentice HallInc.*

4.2 COST ACCOUNTING

OBJECTIVE

The objective of this subject is to familiarize students with the various concepts and elements of cost.

Unit 1: INTRODUCTION TO COST ACCOUNTING **08 Hrs**

Introduction – Meaning& Definition of Cost, Costing and Cost Accounting – Objectives of Costing - Comparison between Financial Accounting and Cost Accounting –Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

Unit 2: MATERIAL COST CONTROL **14 Hrs**

Meaning – Types: Direct Material, Indirect Material. Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control –Levels settings– EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting - Methods of Pricing Material Issues: FIFO, LIFO, Weighted Average Price Method and Simple Average Price Method - Problems.

Unit 3: LABOUR COST CONTROL **10 Hrs**

Meaning – Types: Direct Labour, Indirect Labour - Timekeeping – Time booking – Idle Time – Overtime – Labour Turn Over. Methods of Labour Remuneration: Time Rate System, Piece Rate System, Incentive Systems (Halsey plan, Rowan Plan & Taylor's differential Piece Rate System) – Problems

Unit 4: OVERHEAD COST CONTROL **14 Hrs**

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – Secondary Overhead Distribution Summary – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption (Theory Only) – Machine Hour Rate – Problems on Machine Hour Rate.

Unit 5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS, EMERGING CONCEPTS IN COSTING. **10 Hrs**

Need for Reconciliation – Reasons for differences in Profit or Loss shown by Cost Accounts and Profit or Loss shown by Financial Accounts – Preparation of Reconciliation Statement and Memorandum Reconciliation Account.

BUSINESS LAB ACTIVITIES

1. Identification of elements of cost in services sector by visiting any service sector.
2. Cost estimation for the making of a proposed product.
3. Draft the specimen of any two documents used in material account.
4. Collection and Classification of overheads in an organization on the basis of functions
5. Prepare a reconciliation statement with imaginary figures
6. Collect the latest amendments pertaining to cost sheet elements of ICMA, London

BOOKS FOR REFERENCE

1. M N Arora- Costing-HPH
2. Jain and Narang-cost accounting-Kalyani publishing House
3. Tulsian's- cost accounting-S chand publication
4. J. Made Gowda – Cost and Management Accounting , HPH
5. M.V. Skukla – Cost and Management Accounting
6. N.K. Prasad: Cost Accounting, Books Syndicate Pvt. Ltd.
7. Nigam & Sharma: Cost Accounting , HPH
8. Khanna Pandey & Ahuja – Practical Costing, S Chand

4.3 BANKING OPERATIONS AND INNOVATIONS

OBJECTIVE

The objective is to familiarize the students with the law, operations and innovations of Banking.

Unit 1: BANKER AND CUSTOMER RELATIONSHIP **08 Hrs**

Introduction – Meaning of Bank – Banker - Meaning of Customer - general & Special Relationships.

Unit 2: BANKING OPERATIONS. **12 Hrs**

Collecting Banker and Paying Banker- Meaning – Holder for Value –Holder in Due Course Cheques- collection and payment procedure,- cheques truncation system (CTS0 paper to follow (PTF)Crossing of Cheques, Dishonor of Cheques, Grounds of Dishonor ,Consequences of wrongful dishonor of Cheques.

Unit 3: CUSTOMERS AND ACCOUNT HOLDERS. **14 Hrs**

Procedure and Practice in opening and operating accounts of different customers including Minors - Meaning & Operations of Joint Account Holders, Partnership Firms, Joint Stock companies, Executors and Trustees, Clubs and Associations and Joint Hindu Undivided Family.- E- accounting opening procedure , KYC documents .

Unit 4: BANK SERVICES **12 Hrs**

Principles of lending, Kinds of lending facilities such as Loans, Cash Credit, Overdraft, Bills Discounting, Letters of Credit , criteria for lending loans –CBIL score importance and documents Fee based services-security features, documents , defaults - NPA –meaning types and recovery procedure , Demat

Unit 5: BANKING INNOVATIONS. **10 Hrs**

New technology in Banking – E-services – plastic cards . Internet Banking, ATM based services ,ECS, MICR, RTGS, NEFT, DEMAT, IMPS UPI , AADHAR enabled payment system , USSD, E-Valet and application based payment systems, Role of artificial intelligence in banks, Block Chain – meaning and features

BUSINESS LAB ACTIVITIES:

- Collect and paste pay in slip for SB A/c and Current a/c.
- Draw a specimen of a crossed cheque.
- List out different types of customers and collect KYC documents required for loan
- List out various fee based services offered by a bank in your locality
- List out application based payment systems provided by a commercial bank

BOOKS FOR REFERENCE

1. Maheshwari. S.N.: Banking Law and Practice, Vikas Publication.
2. Kothari N. M: Law and Practice of Banking.
3. Tannan M.L: Banking Law and Practice in India, Indian Law House
4. S. P Srivastava ; Banking Theory & Practice, Anmol Publications
5. Gordon & Natarajan: Banking Theory Law and Practice, HPH.
6. Sheldon H.P: Practice and Law of Banking.
7. Neelam C Gulati: Principles of Banking Management.
8. M. Prakhas, Bhargabhi R: Banking law & Operation, Vision Book House

4.4 BUSINESS RESEARCH METHODOLOGY

OBJECTIVE: To familiarize students with research process, tools and techniques used along with report generation

Unit 1: INTRODUCTION TO RESEARCH - 16 Hrs

Research: Meaning –Characteristics of Research- Objectives – Types of Research – Scope of Research – Significance of Research- Research Methods Vs Research Methodology.

Research Design : Review of literature and its significance- Problem Formulation – Sources of problem formulation-Ethics in Research- Plagiarism in research, Measures to overcome Plagiarism, Research Dses ign –Types of research design-Steps involved in designing research design- Types of variables in relation to research design

Unit 2: SAMPLING METHODS- AND HYPOTHESIS 10 Hrs

Sampling methods- Probability and non-Probability and its applicability- Sampling errors, Confidence interval, Level of significance

Testing of hypothesis-Types –Significance-Steps involved in hypothesis-Formulation of hypothesis-Errors in hypothesis- -

Unit 3: TOOLS FOR COLLECTION OF DATA - 14 Hrs

Data and its types in research, Sources of data collection, - Primary and secondary - Questionnaire Design-Schedules-Interview-Observation- Survey methods- Scaling measurement techniques: Nominal Scale, Ordinal Scale, Interval Scale, Rating Scale.

Unit 4: DATA -ANALYSIS 10 Hrs

Classification and Tabulation of data - Analysis of data –Steps involved in analysis of data-Descriptive statistics (Meaning only),Parametric and non- parametric tests applicability (Concepts only) and presentation of Data through charts etc

Unit 5: REPORT WRITING 06 Hrs

Reports and its types , Format of research report, Report writing – Principles – Steps in report writing-Bibliography, Reference importance and writing style

SKILL DEVELOPMENT

- Illustrate steps involved in research process
- Prepare a statement of problem by selecting topic of your choice
- Illustrate review of literature and identify research gap
- Construct a questionnaire for collection of primary data keeping in mind the topic chosen for research and make a analysis
- Prepare research report on any research topic of your choice

BOOKS FOR REFERENCE

1. O.R.Krishnaswamy; Research methodology in Social Sciences, HPH,
2. R. Divivedi: Research Methods in Behavior Science, Macmillan India Ltd.,.
3. J.K. Sachdeva: Business Research Methodology HPH
4. S.N. Murthy, V. Bhojanna: Business Research Methods Excel Books
5. Levin &Rubin: Statistics for Management, Prentice Hall of India,
6. Gupta S; Research Methodology and Statistical Techniques, Deep & Deep Publication (P) Ltd.,
7. Thakur D: Research Methodology in Social Sciences, Deep & Deep Publications (P)

Ltd.,
8. Tripathi P.C:A Textbook of Research Methodology, Sultan Chand & Sons,
9. Shashi K. Gupta Praneet Singh: Business Research Methods Kalyani Publishers
10. C.R. Kothari, Research Methodology, Vikas Publications 11. Usha Devi N, Santhosh Kumar - Business Research Methodology

4.5 BEHAVIOURIAL SCIENCE

Course Objectives:

This course aims to improve students understanding of human behaviour in organizations and the ability to lead people to achieve more effectively toward increased organizational performance.

UNIT 1 INTRODUCTION TO ORGANIZATION BEHAVIOUR 8 Hrs

Introduction to organization and Behavioural Science, role of Behavioural Science in present Business World, organization and managers, manager' roles and skills, behaviour at work, introduction to organization behaviour, major behavioural science disciplines contributing to OB, challenges and opportunities managers have in applying OB concepts, OB model (including motivation models) and levels of OB model

UNIT 2 INDIVIDUAL BEHAVIOR 14 Hrs

Introduction to individual behaviour, values, attitudes, job satisfaction, personality, perception and individual decision making, learning, motivation at work, managing emotions and stress management-meaning-definition Stress and job performance relationship Approaches to stress management, coping with stress

UNIT 3 **INTERPERSONAL BEHAVIOR 8 Hrs**

Interpersonal Behaviour, Johari Window, Transactional Analysis – ego states, types of transactions, life positions, applications of T.A., managerial interpersonal styles.

UNIT 4 GROUP BEHAVIOR 12Hrs

Introduction to group behaviour, foundations of group behaviour, concept of group and group dynamics, types of groups, formal and informal groups, theories of group formation, group norms, group cohesiveness, group decision making, inter group behaviour, concept of team vs. group, types of teams, building and managing effective teams, leadership theories and styles, power and politics, conflict and negotiation.

UNIT 5 **ORGANISATIONAL BEHAVIOR 14 Hrs**

Foundations of organization structure, organization design, organization culture, organization Change-resistance ,strategies cultural management , human resource management policies and practices, diversity at work.

BUSINESS LAB ACTIVITIES:

- Prepare a chart of various organization behaviouriarl models
- Develop any one motivational models for an organization
- List out variousFactors influencing perceptions
- Prepare a chart on various interpersonal behavioral styles.
- collect and record the group and organizational behavior of any industry

BOOKS FOR REFERENCE

1. *K. Aswathappa, Organizational Behaviour, HPH.*
2. *N.S. Gupta, Organizational Behaviour, HPH*
3. *Robbins, Organizational Behaviour, International Book House.*

4. *Joh*n W. Newstrom&Kieth Davis, Organizational Behaviour, McGraw Hill.
5. P.G. Aquinas Organizational Behavior, Excel Books.
6. Fred Luthans, Organizational Behaviour. McGraw Hill.
7. . Gangadhar. V.S.P.Rao and P.S.Narayan, Organizational Behaviour
8. M.N.Mishra: OrganisationalBehaviour and Corporate Development, HPH.
9. Sharma R.K & Gupta S.K, Management and Behaviour Process, Kalyani Publishers.

4.6 ADVANCED CORPORATE ACCOUNTING

OBJECTIVE: The objective is to enable the students to develop awareness about Corporate Accounting in conformity with the provisions of Companies Act and latest amendments thereto with adoption of Accounting Standards.

UNIT1: UNDERWRITING OF SHARES **10 hours.**

Meaning, Underwriting Agreements, Underwriting commission, Underwriter, functions, Advantages.Types of underwriting – marked and unmarked applications. Problems (Excluding Journal entries).

UNIT2: MERGERS AND ACQUISITIONS OF COMPANIES **20 hours.**

Meaning of Amalgamation and Acquisition, Types of Amalgamation –Amalgamation in the nature of Merger, Amalgamation in the nature of Purchase. Methods of purchase consideration. Calculation of purchase consideration (Ind AS 103) (Old AS 14). Net Asset Method – Net Payment Method. Accounting for Amalgamation. Ledger Accounts in the books of Transferor Company and journal entries in the books of Transferee Company – preparation of new Balance sheet (Vertical Format) (Excluding External Reconstruction).

UNIT 3: INTERNAL RECONSTRUCTION **10 hours.**

Meaning – Objective –Procedure- Forms of Reduction- Passing of Journal Entries-Preparation of Reconstruction Account. Preparation of Reconstructed Balance sheet (Vertical Format) Problems.

UNIT 4: LIQUIDATION OF COMPANIES. **10 hours.**

Meaning of liquidation. Types of liquidation. Order of payment- Liquidator – calculation of Liquidators Remuneration – Preparation of Liquidators Final Statement of Account.

UNIT 5: RECENT DEVELOPMENTS IN ACCOUNTING AND ACCOUNTING STANDARDS (Theory Only) **6 hours.**

Meaning of Recent development. Human Resource Accounting – Environmental Accounting and Social Responsibility Accounting. Forensic accounting

Note: 1. The relevant Ind- AS Standards in line with the IFRS for all the above topics should be covered

2. Any revision of relevant Indian Accounting Standard would become applicable immediately

BUES SINESS LAB ACTIVITIES :

- List out underwriting institutions with their underwriting details .
- Collect and record the any five recently merged companies
- List out legal provisions in respect of internal reconstruction
- Conduct a case study on liquidated company .
- . .List out various developments in accounting

BOOKS FOR REFERENCE: (Latest versions)

1. Dr. S N Maheswari. Corporate Accounting.
2. S P Jain and K L Narang – Corporate Accounting

3. Shukla and Grewal – Financial Accounting
4. Tulsian, Advanced Accounting S Chand publishing
5. Dr. A.L Saini, IFRS for India. Snow white publications.
6. R L Gupta; Advanced Accountancy.
7. Arulanandam & Raman ; Corporate Accounting –II
8. Anil Kumar and others: Advanced Corporate Accounting.

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5.1 INCOME TAX-1

OBJECTIVE-The objective of this subject is to make the students to understand the computation of taxable income and tax liability.

UNIT-1: INTRODUCTION TO INCOME TAX. 12hrs

Brief history of Indian Income Tax, legal framework, types of taxes, cannons of taxation, definitions, assessment, assessment year, previous year including exception, assesses, person, income, casual income, gross total income, agricultural income, scheme of taxation, meaning and classification of capital and revenue.

UNIT-2: Residential status 8 hrs

Residential status of an individual's, Determination of residential status, incidence of tax-problems.

UNIT-3: Exempted incomes 04 hours

Introduction, exempted incomes U/S 10. Only in the hands of individuals

UNIT-4: Income from salary 20 hours

Meaning, definitions, basis of charge, advance salary, arrears of salary, allowances, perquisites, profits in lieu of salary, provident fund, gratuity, commutation of pension, encashment of earned leave, deductions from salary U/S 16, problems on computation of salary income.

UNIT-5:Income from house property 12 hours

Basis of charge, deemed owners, exempted income from house property, composite rent, Annual value, determination of Annual value, treatment of unrealized rent, loss due to vacancy, deductions from Annual value U/S 24, problems on computation of income from house property

BUSINESS LAB ACTIVITIES:

1. List out cannons of taxation in India and develop E content on scheme of taxation
2. Prepare a Slab rates chart for different individual assesses,
3. List out any ten exempted income from Tax in India
4. Prepare –E based Chart on perquisites
5. Fill Form No. 49A Online for obtaining PAN and submit the printout to the subject teacher
6. Identify and collect the List of prescribed enclosures pertaining to IT returns in respect of salary and house property incomes

Books for reference Latest version

1. Dr. viond k. singhania-direct taxes-law and practices, taxmann publication.
2. B B Lal- direct taxes, konark publishers[p] ltd.
3. Dr.Mehrotra and Dr.Goyal- direct taxes-law and practices, sahitya bhavan publication.
4. Dinakar pagare-law and practice of income tax, sultan chand and sons.
5. Gaur and narang- income tax – kalyani publishers.
6. 7 lecturers- income tax-VBH
7. Dr.V Rajesh kumar and Dr. R K sreekantha- income tax 1, vittam publications.

5.2 ENTREPRENEURSHIP DEVELOPMENT AND STARTUPS

Objectives: This course enables the learner to gain an insight in to starting of his or own enterprise

Unit 1: ENTREPRENEURSHIP 12 Hrs

Historic development, Meaning& Definition of Entrepreneur and Entrepreneurship, Functions of Entrepreneur, Factors influencing Entrepreneurship, Advantages and disadvantages, Qualities of an Entrepreneur, Types of Entrepreneurs, brief history about successful entrepreneurs.

Unit 2: **MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)** 14Hrs

Meaning & Definition, investment limit Ownership Patterns- Micro, Small and Medium enterprise, Products and services of MSME, Role played by MSME in the development of Indian Economy, Problems faced by MSME and the steps taken to solve the problems, Stages in setting up of MSME.

Unit 3: START-UPS 12 Hrs

Meaning, definition features types, benefit and limitation of startups. Players in the promotion of start ups, the role of incubation centers in grooming youngsters for startups preparation of business plan and feasibility reports – Financial, technical, marketing, product service, legal. Causes for success and failure of start-ups in India, Start-ups India scheme, features eligibility, loan facilities matching grant, minimizing section imbalance through the promotion of startups in urban and rural India, Women entrepreneurs in start-ups

Unit 4: **FINANCIAL AND NON FINANCIAL ASSISTANCE** 12Hrs

Financial assistance by Commercial banks, co-operative banks, Government Assistance through SFCs SIDBI, IFCI. Non-financial assistance from DIC, SISI, AWAKE, KVIC - Financial incentives for MSMEs and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building and Technical Assistance - Industrial Estates: Role and Types.

Unit 5: ARTIFICIAL INTELLIGENCE 06 Hrs Meaning and definition, benefits and risks of artificial intelligence , Future progress in
Artificial Intelligence AIA based stratups –issues –challenges and prospects. Role of artificial intelligence in developing Enterprises

BUSINESS LAB ACTIVITIES :

- Prepare a Project report to start a Start-ups Unit.
- Draft a letter to the concerned authority-seeking license for the proposed MSME Unit
- Visit a incubation centre and submit report on its activities
- Prepare a Chart showing financial assistance available to MSME along with rates of interest.
- List out ethical problems faced by Entrepreneurs/Manager
- Identify the role of artificial intelligence in developing an Entrepreneurship

BOOKS FOR REFERENCE

1. Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH
2. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.

3. Satish Taneja: Entrepreneur Development, HPH.
4. Udai Pareek and T.V. Rao, Developing Entrepreneurship
5. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems, SIET, Hyderabad
6. Srivastava, A Practical Guide to Industrial Entrepreneurs, Sultan Chand.
7. Government of India, Report of the committee on small and medium entrepreneurs, 1975
8. VidyaHattangadi ; Entrepreneurship, HPH.
9. N.V.R. Naidu : Management and Entrepreneurship, I.K. International
10. Bharusali, Entrepreneur Development,
11 Anil Kumar : Small Business and Entrepreneurship, I.K. International

5.3 MANAGEMENT INFORMATION AND TECHNOLOGY

OBJECTIVE The objective of the course is to familiarize the students with latest development in the fields of computers basics of management information systems and Tally for accounting in real time business practices

Unit 1: **INTRODUCTION TO COMPUTER AND COMPUTER NETWORKING:** 12 hours

Computer- Meaning, characteristics of computer, components of computer with block diagram, types of computer, computer software and classification, functions of operating system. Computer networking- Meaning, uses of networking, pros and cons of networking, types of network, network topology, introduction to internet and its services, data base concepts.

Unit 2: **INTRODUCTION TO MANAGEMENT INFORMATION SYSTEM:** 12 hours

MIS- Meaning, characteristics, objectives functions, components, structure of information system, framework for information system, role and importance, critical success factors of MIS implementation.

Unit 3: **MIS AS A COMMUNICATION PROCESS:** 10 hours

MIS planning, establishing an MIS, data- information – data processing, nature of information, characteristics of information, sources of information, information system and phases of decision-making process. Communication –recent changes –virtual communication platforms

Unit 4: **OFFICE AUTOMATION SYSTEM**: 12 hours

Meaning of office and office automation- functions of office- nature of office-virtual office- advantages and disadvantages- measuring for making virtual office- office automation applications. Software's in office automation –accounting marketing and HR software

Unit4: **FUNDAMENTALS OF COMPUTERIZED ACCOUNTING** 10 hours

Computerized accounting Vs manual accounts. Architecture and customization of TALLY – Features of Tally- Configuration of Tally screens and menus – Creation of company and groups – Editing and deleting ledgers – Introduction to vouchers – Entry, payment, receipt, sales, purchase, contract and Journal vouchers- Editing and deleting vouchers.

BUSINESS LAB ACTIVITIES: (Use Accounting Packages)

1. Prepare vouchers for entries for the given transactions.
2. Prepare final accounts from the Trial Balance given with any five adjustments
3. Generate computer networking model
4. List out the factors for success of the MIS
5, Prepare of different flowcharts of office automation

BOOKS FOR REFERENCE:

1. 1.Ashok Arora & Akshaya Bhatia, Management Information System, 1st edition, Excel book, New Delhi, 2001
2. C. S. V Murthy, Management Information System - Himalaya Publication house, 2015
3. Elamsri, Rameez and Navathe , Fundamentals of Database Systems - 5th edition, Pearson Education , New Delhi, 2012

4. Ghosh P K, Office Organization & Management - 12th edition, Himalya Publication , Mumbai 1982
5. Jain S P , Modern Office Organization & Management - 7th Edition, DhanpatiRai and Son publication, New Delhi, 1992
6. Accounting Information Systems, 11/E Marshall B. Romney**,** *Brigham Young University* Paul J. Steinbart**,** *Arizona State University*, Prentice Hall
7. The Crossroads of Accounting and IT Donna Kay, Ali Ovlia, May 2011, Hardback,
8. Accounting Information Systems International Edition 10th Edition George Bodnar, William Hopwood Aug 2009

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5.4 FINANCIAL ANALYSIS AND REPORTING

. **OBJECTIVE**

The objective of this Course is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.

Unit 1: **FINANCIAL STATEMENTS ANALYSIS** 12 HRS

Management Accounting - Meaning Financial analysis - Introduction -Meaning – Definition – Objectives – Nature and Scope Advantages and limitations , Role of Financial Analyst - Comparative statements, comparative income statement comparative Balance sheet– common size statements – Common size income statement, common size Balance Sheet – Trend percentages. Problems

Unit 3 : RATIO ANALYSIS 14 Hrs

Meaning and Definition of Ratio, Accounting Ratio and Ratio Analysis – Uses – Limitations - Classification of Ratios – Problems on Ratio Analysis - Preparation of Trading and Profit & Loss Account and Balance Sheet with the help of Accounting Ratios

Unit 3: **FUND FLOW ANALYSIS** 12Hrs

Meaning and Concept of Fund – Meaning and Definition of Fund Flow Statement – Uses and Limitations of Fund Flow Statement – Procedure of Fund Flow Statement – Statement of changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds – Problems.

Unit 4: **CASH FLOW ANALYSIS** 12Hrs

Meaning and Definition of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of AS-3 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to AS-3 (Indirect Method Only).

Unit –5**: MANAGEMENT REPORTING** **6hrs**

Meaning of Management Reporting – Requisites of a Good Reporting System – Principles of Good Reporting System – Kinds of Reports – Drafting of Reports under different Situations.

BUSINESS LAB ACTIVITIES:

- Collect financial statements of any one organization for two years and prepare
- Comparative statement, common Size Statements and trend percentages
- Collect statements of an Organization and Calculate Important Accounting Ratio's
- Collect financial statements of any one organization and prepare fund flow statement
- Collect financial statements of any one organization and prepare cash flow statement
- Draft a report on any crisis in an organization

BOOKS FOR REFERENCE:

1. Shashi K. Gupta and R. K. Sharma Management Accounting by, Kalyani Publishers
2. Dr. S.N. Maheswari , Management Accounting
3. M. Y .Khan and P. K. Jain Management Accounting– Tata McGraw Hill
4. Monilal Das - Practice in Management Accountancy - Rabindra Library Publication. .

5. Dr. S.N. Goyal and Manmohan, Management Accounting
6. Dr. S. P. Gupta -Management Accounting by Sahitya Bhavan Publications.
7. Sexana, Management Accounting
8. J.Made Gowda - Management Accounting
.

6.1 INCOME TAX- II

OBJECTIVE: The objective of this Course is to make the students to understand the computation of taxable Income and tax liability of individual assessees

UNIT 1: PROFITS AND GAINS FROM BUSINESS OR PROFESSION 16 hrs.

Meaning and Definition of Business Profession Vocation, Expenses Expressly Allowed – Allowable Losses, Expenses Expressly Disallowed, Expenses Allowed on payments basis. Problems on Business relating to Sole trader and Problems of Profession relating to Chartered Accountant, Advocate and Medical practitioners.

UNIT 2: CAPITAL GAINS 12 hrs.

Basis of charge ,Capital Assets ,Transfer of Capital Assets ,Computation of capital gains, Exemptions U/S 54, 54B, 54D, 54EC, 54F, 54GA, problems on capital gains.

UNIT 3: INCOME FROM OTHER SOURCES. 10 hrs.

Incomes taxable under this head, securities, types of securities ,Rules for grossing up ,Ex-interest securities Cum-interest securities , Band washing transcations, problems on income from other sources.

UNIT4: SET OFF AND CARRY FORWARD OF LOSSES AND DEDUCTIONS FROM GROSS TOTAL INCOME: 8 hours. Provisions for set-off and carry forward of losses (theory only). Deductions U/S 80C, 80CC, 80CCB, 80D, 80E, 80G, 80GG, 80GGA, and 80U only.- simple problems on 80G only

UNIT5: INCOME TAX AUTHORITIES AND ASSESSMENT OF INDIVIDUALS: 10 hours.

Powers and functions of CBDT, CIT, and AO, Assessment,-Types of Assessment , Computation of total income and Tax liability of an Individuals (problems in case of Income from salary and HP – computed income may be given).

BUSINESS LAB ACTIVITIES:

1. Preparation of Form 16.
2. Prepare table of cost inflation Index.
3. Composition and structure of CBDT
4. Prepare Different type of ITR -1, 2, 3, 4
5. Develop E-content for tax avoidance and tax evasion concepts

BOOKS FOR REFERENCE:

1. Dr. Vinod K. Singhania: Direct Taxes- Law and Practice, Taxamann publication.
2. B B LAL : Direct Taxes. Konark Publishers (p) ltd.
3. Dinakar pagare; Law and Practice of Income Tax . Sultan chand and sons.
4. Gaur and Narang; Income Tax , Kalyani publishers.
5. Dr. H.C. Mehrothra; Income Tax . Sahitya Bhavan publications.
6. 7 lecturers; Income Tax II; VBH
7. Dr. V. Rajeshkumar and Dr. R.K. Sreekantha ; Vittam publishers.

6.2 AUDITING AND ATTESTATION

OBJECTIVE:

This course aims at imparting knowledge about the principles and methods of auditing and their applications

Unit 1: INTRODUCTION TO AUDITING **12 Hrs**

Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit – Cost Audit - Management Audit. Forensic audit

Tally ERP 9 Auditors Edition: Introduction, features, characteristics – Tally.Net: features – requirements for remote connectivity – Access information via SMS, Safeguard Data – Automated Backup and Recovery. E-Auditing-meaning, uses and limitations, auditing the auditors

Unit 2: INTERNAL CONTROL **10 Hrs**

Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit.

Unit 3: VOUCHING **12 Hrs**

Meaning - Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers – Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure.

Unit 4: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES **12 Hrs**

Meaning and Objectives of verification and valuation– Position of an Auditor as regards the Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant & Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable - Sundry Creditors – Contingent Liabilities.

Unit 5: AUDIT OF LIMITED COMPANIES AND OTHERS **10 Hrs**

Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities Professional Ethics of an Auditor - Audit of Educational Institutions – Audit of Insurance Companies- Audit of Cooperative societies. Institutions for Auditing central Vigilance Commission (CVC) comptroller and Auditor General of India (CAG), State Accountant and Auditor General (SAG) –role and functions in Public Account Audits

BUSINESS LAB ACTIVITIES : :

1. Collect the information about types of audit conducted in any one Organization
2. Visit an audit firm write about the procedure followed by them in auditing the books of accounts of a firm.
3. Draft an investigation report on behalf of a Public Limited Company
4. Record the verification procedure with respect to any one fixed asset.
5. Develop E-content for qualified report and clean report of an MNC
6. List the renowned international audit firms

BOOKS FOR REFERENCE:

1. BN Tandon, Practical Auditing, Sultan Chand
2. Dinakar Pagare, Practice of Auditing, Sultan Chand
3. R.G Sexena - Principles and Practice of Auditing, HPH
4. TR Sharma, Auditing, Sahitya BhavaN 5. Kamal Gupta, Practical Auditing, TMH
6. MS Ramaswamy, Principles and Practice of Auditing.

6.3 GOODS AND SERVICES TAX

OBJECTIVE :

This course expose the students to the various provisions and computation of goods and service tax & customs duty and to enable the students to become independent tax practitioners

UNIT 1: INTRODUCTION TO GOODS AND SERVICES TAX (GST) 10HRS

The concept of GST- The need for GST and the historical background of GST in India differences between the Direct and indirect taxes, the basic features of Indirect taxes and the principal Indirect taxes in India, Taxes Subsumed not subsumed under GST. The framework under GST (Dual Model) and various benefits that are accrued from implementation of GST, The significant amendments made in Constitution (101st Amendment) Act (Union, state and concurrent list), 2016. GST Council-Constitution Power and Functions

UNIT 2: GST ACT's AND IMPORTANT DEFINITIONS IN GST 14Hrs

Salient features of CGST Act, SGST Act (Karnataka State), IGST Act . Definitions of: Goods, Services, Person, Business, Business Vertical, Consideration, Aggregate Turnover, Fixed Establishment, Casual taxable person, Concept of Supply [Section 7 of CGST Act], Taxable Supplies, Exempt Supply, Non- taxable supply, Supply with consideration in course/ furtherance of business, Supply without consideration; Schedule I, II, and III to the GST Act. Classification of rate of Taxes under GST and Composition scheme, Continues supply, Composite supply, Principal supply, Mixed Supply [Section 8], Taxability of Interstate supply and Intra state supply, Concept of Outward supply and Inward supply over Sales and Purchases

UNIT 3:PROCEDURE AND LEVY UNDER GST: 12 Hrs

Registration under GST based on Turnover Limits. Casual registration; Levy and collection of CGST/SGST/IGST (Section 9 of CGST), Composition levy (Section10), Reverse Charge Mechanism (RCM)(Section 9(3)/9(4), Classification of rate of Taxes under GST and Composition scheme. Power of Grant Exemption from Tax [Section 11 of the CGST Act) Tax Invoice and essential elements in Invoice -Both theory and Numerical based problems

UNIT 4: INPUT TAX CREDIT: 12 Hrs

Definition of: Input Goods, Input Services, Capital goods, Input on Capital Goods, Concept of Input tax credit Eligibility and conditions for taking ITC, Cross Utilization of ITC, Apportionment of credit and blocked credits, Availability of credit in special circumstances, availing and utilization of ITC. Treatment of IGST on import of Goods – Problems

UNIT 5: FILING OF RETURNS & PAYMENT OF TAX &TECHNOLOGY 8 hrs

Definition of Returns, Concept of Electronic Credit Ledger, Electronic Cash Ledger, Brief introduction and contents in- Returns for Outward supply (GSTR-1), Returns for Inward Supply

(GSTR-2), Final Monthly Returns (GSTR-3), Annual Returns (GSTR-9) Mechanism of GST Network w.r.t Returns matching of invoices. Filing of First Returns GST Network: Structure, Vision and Mission, Powers and Functions. (Theory only)

SKILLDEVELOPM ENT

1. Narrate the procedure for calculation of CGST, SGCT and IGST.
2. Prepare chart showing rates of GST.
3. Prepare Tax invoice under the GST Act.
4. Prepare list of exempted goods/ services under GST.
5. Show the flow chart of GST Suvidha Provider (GST).

BOOKS FOR REFERENCE:

1. Deloitte: GST Era Beckons, Wolters Kluwer.
2. Madhukar N Hiregange: Goods and Services Tax, Wolters Kluwer. 3.: V.S Datey - All About GST Taxman's. publication
4.: CA. Rajat Mohan, Guide to GST
5. N.K. Gupta & Sunnania Batia,-Goods & Services Tax – Indian Journey: Barat's Publication
6. Goods & Services Tax: Dr. Sanjiv Agrawal & CA. Sanjeev Malhotra.
7. Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar GST - Law & Practice: IM,
8.: Kamal Garg, Understanding GST Barat's Publication.
9. Jayaram Hiregange & Deepak Rao, India GST for Beginners, 2nd ed, June 201

6.4 BUSINESS REGULATIONS

OBJECTIVES: The objective of this course is to orient and familiarize students about relevant laws concerning business organizations.

Unit 1 : INTRODUCTION **10 hrs**

Business Law –Meaning, definition, characteristics, sources and its Significance. Types of business Law, difference between Law and ethics. Case precedent- Meaning of plaintiff, defendant, petitioner, respondents, public prosecutors, advocate General, Solicitor general of India, Judicial Magistrate of First class, civil Judge, Sessions (criminal court judge) Metropolitan magistrate, economic offences. Constitutional provisional relating to business affairs (state list, concurrent list and central list) difference between civil cases and criminal cases, *adalaths*

Unit 2 CONTRACT LAWS **18 Hrs**

- **Indian Contract Act 1872:** Definition of contract, essentials of valid contract, classification of contract, remedies for breach of contract Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency.

- **Sale Of Goods Act 1930:** Definition of contract of sale, essentials of contract of sale, conditions and warrantees, right and duties of buyer, right of unpaid seller.

Unit 3 : CONSUMER PROTECTION ACT (COPRA) 2019 **06 hrs**

Objective of the Act, important terms- Complaint, Consumer, Consumer dispute, consumer rights, defect, Deficiency, direct selling, E-commerce, Electronics Service providers, HARM, injury, misleading advertisement , product liability. Restrictive trade practice, service unfair trade practice (UTP), Consumer dispute redressal forums- district forum, state commission and national commission. Jurisdiction offences and penalties under the ACT

.

Unit 4: **INSOLVENCY AND BANKRUPTCY CODE 2016** **08 hrs**

Introduction - rationale and objectives: Need for Insolvency and Bankruptcy Code: Social, Legal, Economic and Financial Perspectives -Authorities and Enforcement Mechanism in IBC 2016 - Role of Adjudicating Authorities - Role of the Insolvency and Bankruptcy Board of India (IBBI) Appellate Authorities -Insolvency of Individuals and Partnership firms

Unit 5 INTELLECTUAL PROPERTY RIGHT AND INFORMATION TECHNOLOGY ACT **14 hrs**

(a) Intellectual Property Right: Introduction and the need for intellectual property right (IPR) - Kinds of Intellectual Property Rights: Patent, Copyright, Trade Mark, Design, Geographical Indication, Plant Varieties and Layout Design –IPR in India ,IPR in abroad - Major International Instruments concerning Intellectual Property Rights

(b) Information Technology Act, 2000: objective of the Act, Meaning of Cyber Law ,Cyberspace, digital signature, private key, public key, encryption, digital signature certificate, Cyber Crimes-Meaning and types, offences and penalties. Information Technology (Amendment 2018) –special provisions relating to online gaming, provision

of adequate safeguards against dangerous gaming resources and online material that disturbs the cultural values and ethos.

BUSINESS LAB ACTIVITIES:

1. Prepare a chart showing sources of business law and Indian Constitution Articles having economic significance
2. Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
3. List out recently adjudicated IBC cases in India
4. Draft digital signature certificate
5. Collect leading cyber-crimes cases and form groups in the class room and conduct group discussion for giving innovative remedial measures

BOOKS FOR REFERENCE

1. N.D. Kapoor, Business Laws, Sultan chand publications.
2. Tulsion Business Law, TMH 3. S.S Gulshan – Business Law
4. S.C. Sharma: Business Law I.K. International Publishers
5. K. Aswathappa, Business Laws, HPH,
6. Bulchandni, Business Laws, HPH.
7. Ramachandra et.,al, "Legal aspect of business text and cases" HPH
8 K. Venkataramana, Business Regulations, SHBP.

Elective I : Accounting and Finance

5.5 ADVANCED ACCOUNTING

OBJECTIVE:
The objective is to acquaint the students and make them familiar with the process and preparation of accounts of different types of organizations.

UNIT 1: ACCOUNTS OF BANKING COMPANIES 16 Hrs Business of banking companies – some important provisions of Banking

Regulation Act of 1949 – minimum capital and reserves – restriction on commission – brokerage – discounts – statutory reserves – cash reserves – books of accounts – special features of bank accounting, final accounts - balance sheet and profit and loss account – interest on doubtful debts – rebate on bill discounted – acceptance – endorsement and other obligations – problems as per new provisions.

UNIT 2: ACCOUNTS OF INSURANCE COMPANIES 16 Hrs

Meaning of life insurance – accounting concepts relating to life insurance companies - Preparation of Final accounts of life insurance companies – revenue account and balance sheet. - General insurance – Meaning accounting concepts- Preparation of Final accounts.

UNIT 3: INFLATION ACCOUNTING 10 Hrs Need – Meaning – definition – importance and need – role – objectives – merits and demerits – problems on current purchasing power method (CPP) and current cost accounting method (CCA).

UNIT 4: FARM ACCOUNTING 10Hrs

Meaning – need and purpose – characteristics of farm accounting – nature of transactions – cost and revenue – apportionment of common cost – by product costing – farm accounting – recording of transactions – problems.

UNIT 5: INVESTMENT ACCOUNTING 04 Hrs

Introduction – classification of Investment – Cost of Investment – cum-interest and ex-interest – securities – Bonus shares- right shares – disposal of Investment – valuation of investments – procedures of recording shares – (theory only)

BUSINESS LAB ACTIVITIES:

1. Collect any banking companies final accounts and prepare schedules
2. Visit any insurance company and collect the financial statement and prepare financial statement
3. Collect data and prepare chart showing companies practicing CAA and CPP methods of accounting
4. Prepare a chart on apportionment of common farm cost
5. List out various investment valuation methods

BOOKS FOR REFERENCE**:**

1. S. P. Jain and K. L. Narang – advanced accountancy, Kalyani publication
2. S.N. Maheswari , Advanced Accountancy, Vikas Publishers . .
3. R L Gupta, Advanced Accountancy, Sultan Chand
4. Shukla and Grewal, Advanced Accountancy, S Chand
5. Made Gowda – Advanced Accounting, HPH
6. Jawaharlal, Managerial Accounting, HPH
7. Soundrarajan A & K. Venkataramana, Advanced Accountancy, SHBP.
8. Anil Kumar, etal-Advanced Accounting-HPH

5.6 DERIVATIVES AND RISK MANAGEMENT

OBJECTIVE

The objective is to introduce the students to the key concepts of Risk Management and provide an understanding of Derivatives as financial instruments to mitigate the risk.

Unit 1: RISK MANAGEMENT **10hrs**

Introduction, Risk and Uncertainty, Classification of Risks, Scope, Objectives, Process, Role of Risk Management in Business, Introduction to Derivatives, Evolution of Derivatives, Meaning & Definition, Characteristics, Functions, Types of Derivatives – Introduction, Meaning & Definition, Participants, Uses, Economic Benefits of Derivatives, Factor Contributing to the growth of Derivatives in India, recent trend in Derivatives.

Unit 2: DERIVATIVE INSTRUMENTS **18hrs**

Forward Contract: Meaning & Definition, Features, Terminologies, Pricing of Forward Contract, Limitations, Explanation of Forward Contract with a simpleexample.

Futures Contract: Meaning & Definition, Terminologies, Participants, Types of Futures Contract, Futures v/s Forwards, Pricing of Futures: Theoretical Pricing of Derivatives - Cost of Carry Model (Theory Only), Explanation of Future Contract with a simple example, Futures Market in India – Recent Developments

Options Contracts: Meaning & Definition, Terminologies, Types of Options Contract, Options v/s Futures v/s Forwards, Participants, Pricing of Options: Theoretical Pricing of Derivatives: Black Sholes Model & Binomial Distribution Model, Explanation of Option Contract with a simple example, Option \ Market in India Recent Developments

Swaps Contracts: Meaning & Definition, Terminologies, Types of Swaps Contract, Swaps v/s Options v/s Futures v/s Forwards, Participants, Pricing of Swaps, Back to Back Loan, LIBOR & MIBOR, Explanation of Swaps Contract with a simple example, Swaps Market in India – Recent Developments

Unit 3: SPECULATION, ARBITRATION, HEDGING **8hrs**

Introduction, Meaning & Definition, Objectives, Functions, Types, Strategies, Speculation v/s Arbitration v/s Hedging, Can Speculation / Arbitration / Hedging mitigate financial risk for Companies?

Unit 4: SPECULATION, ARBITRATION, HEDGING **10hrs**

Introduction, Meaning & Definition, Objectives, Functions, Types, Strategies, Speculation v/s Arbitration v/s Hedging, Can Speculation / Arbitration / Hedging mitigate financial risk for Companies?

Unit 5: STOCK EXCHANGES IN INDIA **10hrs**

Introduction, Meaning & Definition, Members, Brokers & Participants in Stock Exchange, Derivative Contracts in Stock Exchange, Demat account – Introduction & Types of orders processing, Investment v/s Speculation, Practical exposure of Futures & Options Market traded in Indian Stock Exchanges.

BUSINESS LAB ACTIVITIES:

1. Collect the details of elements and tools of financial Risk Management,
2. Prepare a chart on working mechanism of Forwards, Futures, Options and Swaps.
3. Develop the E content on trading pattern, clearing and settlement procedure followed in BSE & NSE.
4. Prepare a chart on guidelines given by SEBI for trading in Derivatives.
5. Prepare a chart consisting of the movement of major stock indices of world – S&P, Sensex, Nikkei, Dow Jones, Nasdaq, FTSE, Hang Seng.

REFERENCE BOOKS

1. Dun & Bradstreet: Financial Risk Management, Tata McGraw-Hill Publication.
2. Kotreshwar, G: Risk Management- Insurance and Derivatives, Himalaya Publishing House
3. Trieshmann, Gustavson & Hoyt: Risk management & Insurance, Thomson Learning Inc
4. Crouhy M. Dan Galai and Robert P. Mark: Risk Management, McGraw-hill Co.
5. Paul Hopkin, Fundamentals of Risk Management
6. George E Rejda and Michael McNamara, Principles of Risk Management & Insurance
7. John C. Hull, Risk Management & Financial Institutions
8. Merton M Miller, Derivatives,

6.5 COSTING METHODS AND TECHNIQUES

Objective : To familiarize the students on the uses and applications of cost accounting methods in different businesses. Sectors

Unit1: INTRODUCTION TO COSTING METHODS AND TECHNIQUES ,JOB COSTING AND CONTRACT COSTING. 16 hrs

Meaning of Costing Methods and Techniques-Types-Meaning of Job Costing-Features-Meaning of Contract costing –Features – similarities and dissimilarities between job and contract costing, procedure of contract costing, profit on incomplete contracts-Problems.

Unit 2: PROCESS COSTING 14 hrs

Introduction, meaning and definition, Features of Process Costing, applications, comparison between Job costing and Process Costing, advantages and disadvantages, treatment of normal loss, abnormal loss and abnormal gain, rejects and rectification – Joint and by-products costing – problems under reverse cost method

Unit 3: OPERATING COSTING 12 Hrs

Introduction, Meaning and application of Operating Costing, - Power house costing or boiler house costing, canteen or hotel costing, hospital costing (Theory only) and Transport Costing – Meaning, Classification of costs, collections of costs, ascertainment of Absolute Passenger Kilometers, ton kilometers- Problems.

Unit4: ACTIVITY BASED COSTING 10 hrs

Meaning, Differences between Traditional and Activity based costing. Characteristics of ABC, Cost drives and cost pools, Product costing using AABC system:uses-limitations-Steps in implementation of ABC- Simple problems.

Unit 5: TARGET COSTING 4hrs

Meaning. Nature, Methodology, Methods of Establishment of cost. Just in Time(JIT)-Features,Implementation and benefits.(Theory only).

BUSINESS LAB ACTIVITIES:

1. List out industries located in your area and collect the details of methods of costing adopted by any two organizations
2. Collect data for Job costing pertaining to printing press and repair shops
3. Develop E-content for the significance of contract costing applicable to leading builder and developers
4. Develop E-content for operating costing of a renowned transport company
5. Prepare an Activity base cost statement of a company

BOOKS FOR REFERENCE

1. Jain &Narang, Cost Accounting-KP
2. M.N. Arora, Cost Accounting. HP
3. Nigam and Sharma, Advanced Costing.
4. N. K Prasad, Costing
5. Ravi M. Kishore – *Cost Management*
6. S. Mukherjee & A. P. Roychowdhury – *Advanced Cost and Management Accountancy*
7. K.S Thakur- Cost Accounting
8. Ashish K Bhattacharyya: cost accounting for business managers.
9. Palaniappan and Hariharan-Cost Accounting-I.K. International Publishers
10. J. MadeGowda Cost Accounting
11. Rathnam : Cost Accounting

6. 6 SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

OBJECTIVE

To familiarize the students about investment decisions and portfolio decisions.

Unit 1: INTRODUCTION TO SECURITIES **14hrs**

Investment – Meaning & Definition, Types or Avenues of Investment, Investment v/s Gambling v/s Speculation v/s Arbitration v/s Hedging, Factors to be considered for Investment, Investment Policy, Risk and Return Analysis, Types of Risk Appetite, Types of Risks in Investment, Sources of Risk, Risk Measurement – Standard Deviation, Covariance, Beta, Correlation (problems), Legal framework and Regulatory cover for Investment in India.

Unit 2: SECURITY ANALYSIS **14hrs**

Introduction to Fixed and Variable Income Securities, Equity Valuation Models, Fixed Income Securities Valuation Models: Bonds, Introduction to – Fundamental Analysis, Economic Analysis, Industry Analysis, Company Analysis, Technical Analysis – Modern Tools for Technical Analysis – Line, Point and Figure, Candlestick, **Renko Chart, Heikin Ashi, etc. Price Patterns of Stock**, Price Trends of Stock, Practical explanation on Technical Indicators used in Stock Market.

Unit 3: PORTFOLIO MANAGEMENT 12hrs Meaning of Portfolio Management, Need, Objectives, Process, Selection of securities, Capital Asset Pricing Model, CML, SML, Beta Factor – Alpha and Beta Coefficient – Problems, Single Index Model (Theory), Arbitrage pricing theory (Theory)

Unit 4: PORTFOLIO EVALUATION & REVISION 08hrs Portfolio Evaluation Strategies - Sharpe Model – Jensen Model – Treynor Model and MM Model - Problems Portfolio Revision, Active and Passive Management, Formula Plans, Recent development in strategies

Unit 5: GLOBAL MARKETS **08hrs**

Global Investment Benefits – Introduction to ADRs, GDRs, IDRs, Green Bond, Masala Bond, FCCBs, External Commercial Borrowings, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and the Domestic Markets, International Investing, International Funds Management, Emerging Opportunities.

BUSINESS LAB ACTIVITIES

1. Prepare an imaginary investment portfolio for individual with a salary of 10 lakhs per annum.

2. List of 10 companies approached SEBI for IPO

3. Prepare a technical analysis chart on Blue Chip Companies of BSE.

4. Collect information regarding GDRs, ADRs, IDRs and various Bonds and make a chart.

5. Watch market movement for a day and analyze the trend of Nifty-Fifty Index.

BOOKS FOR REFERENCES:

1. A. Brahmiah & P. Subba Rao, Financial Futures and Options, HPH.

2. Singh Preeti, Investment Management, HPH

3. Alexander Fundamental of Investments, Pearson Ed.

4. Hangen: Modern Investment theory. Pearson Ed.

5. Kahn: Technical Analysis – Plain and sample Pearson Ed.

6. Ranganthan: Investment Analysis and Port folio Management.

7. Chandra Prasanna: Managing Investment – Tata Mc Gram Hill.

8. Alexander, shampe and Bailey – Fundamentals of Investments Prentice Hall of India

9. Newyork Institute of Finance – How the Bond Market work – PHI. **10.** Mayo – Investment Thomason hearning

ELECTIVE II : MARKETING AND HUMAN RESOURCE MANAGEMENT

5.5 CONSUMER BEHAVIOUR AND MARKETING RESEARCH

Unit :1 INTRODUCTION TO CONSUMER BEHAVIOUR 14 hrs

Introduction to Consumer Behaviour - Definition of Consumer behavior, Consumer and Customer, Buyers and Users -A managerial & consumer perspective; Need to study Consumer Behaviour; Applications of consumer behaviour knowledge; current trends in Consumer Behaviour; Market segmentation & consumer behaviour.

UNIT :2 ONLINE BUYING CONSUMER BEHAVIOUR AND ENVIRONMENTAL DETERMINANTS 12 Hrs

Introduction to Online Buying Behaviour-Meaning and Definition of Online Buying Behaviour-Reasons for Buying Through Online Channel-Consumer decision making Process towards online shopping -Factors Affecting Consumer Behaviour

UNIT 3: CONSUMER SATISFACTION & CONSUMERISM 12 hrs

Concept of Consumer Satisfaction; Working towards enhancing consumer satisfaction; sources of consumer dissatisfaction; dealing with consumer complaint. Concept of consumerism; consumerism in India; The Indian consumer; Reasons for growth of consumerism in India; Consumer protection Act 1986.

UNIT 4: MARKETING RESEARCH DYNAMICS 10 Hrs

Introduction, Meaning of Research, Research Characteristics, Various Types of Research , Marketing Research and its Management, Nature and Scope of Marketing Research , Marketing Research in the 21st Century (Indian Scenario), Marketing Research: Value and Cost of Information

UNIT 5 METHODS OF DATA COLLECTION AND RESEARCH PROCESS 10 Hrs

Introduction, Meaning and Nature of Secondary Data, Advantages of Secondary Data, Drawbacks of Secondary Data, Types of Secondary Data Sources, Primary Data and its Types

Research Process: An Overview, Formulation of a Problem, Research Methods, Research Design, Data Collection Methods, Sample Design, Data Collection, Analysis and Interpretation, Report Writing.

BUSINESS LAB ACTIVITIES

- Collect information on behavior of consumers at an unorgnised retail outlets
- Prepare a questionnaire to conduct consumer survey to assess the important factors motivates their purchase like mobiles, shoes, bags etc
- Collect and record feedback on customer satisfaction online shopping
- List out the modern marketing research techniques
- Write a report on the marketing problem faced by any organization of your choice

BOOKS FOR REFERENCE

1. Philip Kotler, Marketing Management, Prentice Hall. 34
2. Bose Biplab, Marketing Management, Himalaya Publishers.
3. J.C. Gandhi, Marketing Management, Tata McGraw Hill.
4. Ramesh & Jayanti Prasad: Marketing Management, I.K. International
5. William J. Stanton, Michael J.Etzel, Bruce JWalker, Fundamentals of Marketing, McGraw Hill Education.
6. Sontakki, Marketing Management, Kalyani Publishers.
7. Kuranakaran, Marketing Management, Himalaya Publishers.

5.6 PERFORMANCE MANAGEMENT

OBJECTIVE:

To familiarize the students with the concepts ,process, methods and techniques used for performance appraisal in an organization

UNIT 1***INTRODUCTION TO PERFORMANCE MANAGEMENT***: *8 Hrs*

Definition of Performance Evaluation, Evolution of Performance Management, Definitions and Differentiation of Terms Related to Performance Management. What a Performance Management System Should Do? Importance of Performance Management, Linkage of Performance Management to Other HR Processes

UNIT 2***PROCESS OF PERFORMANCE MANAGEMENT:*** ***10 hrs***

Overview of Performance Management Process, Performance Management Process, Performance Management Planning Process, Mid-cycle Review Process, End-cycle Review Process, Performance Management Cycle at a Glance

UNIT 3***MECHANICS OF PERFORMANCE MANAGEMENT PLANNING AND DOCUMENTATION***: *14 hrs*

The Need for Structure and Documentation, Manager's Responsibility in Performance Planning Mechanics and Documentation, Employee's Responsibility in Performance Planning Mechanics and Documentation, Mechanics of Performance Management Planning and Creation of PM Document -

Performance Appraisal: Definitions and Dimensions of PA, Purpose of PA and Arguments against PA, Importance, Characteristics of Performance Appraisal, Performance Appraisal Process, Limitations

UNIT 4 ***PERFORMANCE APPRAISAL METHODS***: *14 hrs*

Performance Appraisal Methods, Traditional Methods, Modern Methods, including 360 and 720 models and Performance Appraisal of Bureaucrats – A New Approach

UNIT 5 ***ISSUES IN PERFORMANCE MANAGEMENT***: *10 hrs*

Role of Line Managers, Performance Management and Reward: Role of Line Managers in Performance Management, Performance Management and Reward, Concepts related to Performance and Reward, Linking Performance to Pay – A Simple System Using Pay Band, Linking Performance to Total Reward, Challenges of Linking Performance and Reward - *Facilitation of Performance Management System through Automation - Ethics in Performance Appraisal*

BU SINESS LAB ACTIVITIES :

- Develop E content on Latest Performance Appraisal Techniques
- Collect performance appraisal documents of a selected organizations
- Prepare a chart on different automation tools used in performance appraisal
- Conduct a case study on a performance v/s reward methods adopted by organization in your locality
- List out various latest issues in performance appraisal

BOOKS FOR REFERENCE:

1. A.M Sheikh, Human Resource development and Management, 3rd Revised edition, S Chand publication
2. Snell and Bohlander, Human Resource Management, South-Western Cengeage Learning. Indian Edition.
3. Uday Kumar Haldar and JuthikaSankar, Human Resource Management. Oxford Higher Education,
4. SeemaSanghi, Human Resource Management, VikasPubllications,
5. SharouPande and SwapnalekaBasak, Human Resource Management, Pearson Education,
6. K. Aswathappa, Human Resource Management, McGraw Hill Education 7th edition,
7. D Gopalakrishna, Case incidents in Human resource Management, IK International Publishers,

6.5 LOGISTICS AND SUPPLY CHAIN MANAGEMENT

OBJECTIVE: To provide an insight on the fundamentals of logistics and supply chain networks, tools and techniques.

UNIT 1 : INTRODUCTION TO LOGISTICS 08 Hrs.

Meaning and definition of logistics-- Scope and Importance of logistics. Evolution. Logistic strategies. Logistics performance and obstacles.

UNIT 2 ROLE OF LOGISTICS 14 Hrs.

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Role of logistics in distribution-Objectives of Logistics- Functions-- Customer Service, Warehousing, Material Storage ,Material Handling, Transportation, Packaging. Differences between Logistics and Supply Chain- Factors influencing Logistics- Logistics Network-Meaning- Definition- Role of logistic network. Network Tools and Designs.

UNIT 3 SUPPLY CHAIN MANAGEMENT 14 Hrs.

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Introduction to supply Chain Management- Meaning and Definition of supply Chain Management – Scope and Importance of supply Chain Management-Evolution of supply Chain .Competitive and Supply Chain Strategies- Drivers of supply chain performance and obstacles.

UNIT 4 SUPPLY CHAIN NETWORK AND DESIGN 10 Hrs.

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Role of Distribution in supply chain-Factors influencing Distribution Network-Design option for Distribution Network- Value Addition- Models for Facility Location- Framework for network Decisions. Impact of uncertainty for Network Design.

UNIT 5 LOGISTICS IN SUPPLY CHAIN 10 Hrs.

Role of Logistics in supply chain- Make Vs Buy Decisions- Creating Worldwide Source Inventory-Managing Safety and cycle Inventory. Coordination in Supply chain- Design option for transportation network- Tailored transportation-routing and scheduling in Transportation.

BUSINESS LAB ACTIVITIES :

- Visit a Logistic Company/ Firm and collect the information regarding their main functions.
- Develop E content on the limitations in adopting Supply Strategies.
- Conduct a comparative study on the culture of two companies and its impact on Marketing.
- Prepare a chart on logistics practice of a manufacturing unit • Develop an E content on latest logistics approach followed

BOOKS FOR REFERENCE

1. Janat Shah, Supply Chain Management – Text and Cases, Pearson Education,
2. Sunil Chopra and Peter Meindl, Supply Chain Management-Strategy Planning and Operation, PHI Learning / Pearson Education, Sixth edition,
3. K Sridhara Bhat - Logidstics and supply chain management – HPH

4 D. K Agarwal -Logidstics and supply chain management, Macmillan India Pv New Delhi
. 5. Ballou Ronald H, Business Logistics and Supply Chain Management, Pearson Education, 5 th Edition,
6, . David Simchi-Levi, Philip Kaminsky, Edith Simchi-Levi, Designing and Managing the Supply Chain: Concepts, Strategies, and Cases, Tata McGraw-Hill,.
7. Altekar Rahul V, Supply Chain Management-Concept and Cases, PHI,.
8. Shapiro Jeremy F, Modeling the Supply Chain, Cengage, Second Reprint ,.
9. Joel D. Wisner, G. Keong Leong, Keah-Choon Tan, Principles of Supply Chain Management-A Balanced Approach, South-Western, Cengage,
10 Raghuram G.- Logidstics and supply chain management PHI

6.6 EMOTIONAL INTELLIGENCE

OBJECTIVE

To develop students to be emotionally intelligent human beings , enabling them to respond to self and others emotions and to apply them in corporate career or in their own business.

UNIT 1: INTRODUCTION **12 Hrs.**

Introduction: Fundamentals of Emotional Intelligence Emotions, Emotional Competencies, Executive EQ, Emotions and Enneagram, Rational Emotive Therapy, Emotional Transformation, Role of Emotions, Emotions and Attitude, Measuring Emotional Intelligence, Emotional Intelligence and self- awareness; self -regulation; motivation; empathy, and; social skills, Emotional Intelligence: Modelling, Measurement and Future Applications.

UNIT 2: INDIVIDUAL AND ORGANIZATIONAL LEARNING **12 Hrs.**

Theories of Learning, Learning processes, Kolb's Learning Styles, How to create a learning Organization, Behavioral Intelligence and Team Work, Interpersonal Communication and Conversational Intelligence

UNIT 3: EMOTIONAL INTELLIGENCE **10 Hrs.**

Fundamentals of Emotional Intelligence, the Emotional Competence Framework, Benefits of Emotional Intelligence, Strategies to improve Emotional Intelligence, Corporate Strategy and Business Strategy: Success through Emotionally Intelligent Leadership

UNIT 4: MANAGERIAL EFFECTIVENESS **12 Hrs.**

Emotional Intelligence in the Workplace, Role of Emotional Intelligence in improving Managerial Effectiveness, Challenges faced by Organizations, managers. Understanding Organizational goals, creativity, optimizing resources, Execution skills (PDCA)

UNIT 5: EMOTIONAL INTELLIGENCE AND DECISION MAKING **10Hrs**

Emotional Intelligence and Entrepreneurs, Professionalism and Ethics in Managerial Decision making, Understanding Emotional Intelligence in Leadership, Leadership Traits and Emotional Intelligence, Emotional Intelligence as a Key Leadership Skill.

BUSINESS LAB ACTIVITIIES

- Conduct a Group activities to assess the emotional dimensions and submit outcome of it
- Create Emotional Intelligence Self Inventory
- Conduct a Case studies on Emotional Intelligence: Success and Failure Stories
- Prepare a list of Strategies adopted by organizations for high ensuring EQ
- Develop E content on role of Emotional intelligence in managerial effectiveness
-

BOOKS FOR REFERENCE

1. Emotional Intelligence, "Aristotle's Challenge" and "When Smart is Dumb", Daniel Goleman
2. EQ and Leadership by P.T. Joseph: Tata McGraw-Hill

3. Emotional Intelligence: Why It Can Matter More Than IQ by Daniel Goleman Get Better or Get Beaten: 31 Leadership Secrets from GE's Jack Welch by Robert Slater, Jack Welch , McGraw-Hill School Education Group
4. Leadership: The Power of Emotional Intelligence by Daniel Goleman
5. The Brain and Emotional Intelligence: New Insights by Daniel Goleman
6. The Emotionally Intelligent Workplace by Daniel Goleman, 2001
7. Primal Leadership: Realizing the Power of Emotional Intelligence by Daniel Goleman, 2002
8. Destructive Emotions: A Scientific Dialogue with the Dalai Lama – 2003
9. Emotional Intelligence: Key Readings on the Mayer and Salovey Model by John D. Mayer (Editor), Marc A. Brackett (Editor), Peter Salovey (Editor)
10. The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership by David R. Caruso and Peter Salovey

ELECTIVE III : IT AND DATA ANALYSIS

5.5 ENTERPRISE RESOURCE PLANNING (ERP)

OBJECTIVE:

The objective of this course is to enable the students to know the basics of ERP, its application and to explore future trends in ERP

UNIT-1: INTRODUCTION TO ENTERPRISE RESOURCE PLANNING: 12Hrs

Introduction, Benefits of ERP, Business Process Reengineering, Data Warehousing, Data Mining, Supply Chain Management.

UNIT-2: REASONS FOR THE GROWTH OF ERP: 12Hrs

Reasons for the Growth of ERP, Scenario and Justification of ERP in India, Evaluation of ERP, Various Modules of ERP, Advantages of ERP.

UNIT-3: UNDERSTANDING ERP: 12Hrs

Overview of Enterprise, Integrated Management Information, Business Modelling, ERP for Small Businesses, ERP for Make to Order Companies.

UNIT-4: BUSINESS PROCESS MAPPING: 10Hrs

Business Process Mapping in ERP, ERP Implementation Process, Hardware Environment for ERP Implementation.

UNIT-5: ERP IMPLEMENTATION: 10Hrs

Precautions in ERP Implementation, ERP Post Implementation Options, Marketplace – Dynamics – SAP AG – Oracle – PeopleSoft.

BUSINESS LAB ACTIVITIES:

1. Prepare a list of companies that provide ERP packages and their features.
2. Develop a E content on Data Mining
3. Develop a E content on current scenario of ERP
4. Prepare a chart on E content on ERP business modeling
5. Draft a mapping for ERP Business Process

BOOKS FOR REFERENCES :

1. Alexis Leon, “ERP DEMYSTIFIED”, Tata McGraw Hill, Second Edition, 2008.
2. Mary Sumner, “Enterprise Resource Planning”, Pearson Education, 2007.
3. Jim Mazzullo,”SAP R/3 for Everyone”, Pearson,2007.
4. Jose Antonio Fernandz, “ The SAP R /3 Handbook”, Tata McGraw Hill, 1998.

5.6 DATA ANALYSIS FOR SOCIAL SCIENCE

OBJECTIVE

To enable the students to understand various concepts and software's in statistics applicable to analyse the sociological problems /issues

UNIT-1: INTRODUCTION TO DATA ANALYSIS, 10 hrs

Meaning of Data Types of Measurement, Reliability and validity

UNIT-2: MEASURES OF CENTRAL TENDENCY AND DISPERSION, 12 Hrs

Different types of distributions, Selection of appropriate data analysis technique, Inferential statistics I, Inferential statistics II

UNIT-3: INTRODUCTION TO SPSS, 12 Hrs

T-test and one-way ANOVA and ANCOVA using SPSS (Theory and Practical Case study), Correlation and simple Regression using SPSS

UNIT-4: INTRODUCTION TO MULTIVARIATE DATA ANALYSIS, 12Hrs

Multiple regression analysis, Multiple regression analysis using SPSS, Logistic regression using SPSS

UNIT-5: DATA ANALYSIS METHODS **10 HRS**

Common method bias issue in survey research, Common Method bias using unmeasured method factor using SPSS

BUSINESS LAB ACTIVITIES:

1. Choose and apply appropriate descriptive and bivariate statistical techniques to address research questions and hypotheses:
2. Formulate the hypothesis and test it using imaginary data
3. Use SPSS for univariate and bivariate data analyses: Interpret findings; using APA format;
4. List out various data analysis methods with their applicability
5. Conduct stastical test on any social issue using SPSS and submit a report

BOOKS FOR REFERENCES

1. Malhotra, N. K., & Birks, D. F. (2012). Marketing research: An applied approach. Pearson Education.6th edition.
2. Zikmund, W. G., Babin, B. J., Carr, J. C., & Griffin, M. (2013). Business research methods. Cengage Learning.
3. Levin, R. I. (2011). Statistics for management. Pearson Education India.
4. Wooldridge, Jeffrey. 2008. IntroductoryEconometrics: A Modern Approach. SouthWestern C ollege Pub; 4th Edition, ISBN=9780324581621.
5. Hair, J. F., Black, W. C., Babin, B. J., Anderson, R. E., & Tatham, R. L. (2013). Multivariate data analysis, 7/e. Pearson India.
6. Hayes, A. F. (2017). Introduction to mediation, moderation, and conditional process analysis: A regression-based approach. 2nd edition, Guilford Press.

6.5 E-GOVERANCE

OBJECTIVE:

The objective of this course is to enable the student to understanding basics of e-governance strategies and acquaint how an effective strategic plan can be developed through a process.

UNIT – I INTRODUCTION TO E- GOVERNANCE 12 Hours

Introduction to e- Governance, Different Stages of e-Governance, Advantages, Problems and Challenges of e-Governance, National Statues, International Status, Securities in e-Governance.

UNIT –II PLANNING AND IMPLEMENTING E-GOVERNANCE 12 Hours

E-governance architecture, Planning and Implementing e-Governance, Legal Framework of e-Governance, Enterprise Business Architecture Development, Public Management and Administration ,Business Models for Implementation of e-Governance.

UNIT – III E-GOVERNANCE MODELS

10 Hours

Evolution of e-Governance in India: Past, Study of e-Governance models of different countries, Finding the gaps in each model, E-Governance Maturity Model.

UNIT – IV EMERGING ISSUES IN E-GOVERNANCE

10 Hours

Emerging national and international issues: New emerging topics, Debate on Individual Privacy v/s National Security, Role of Social Media in eGovernance, Big data Analytics in e-Governance, Semantic web Analytics

UNIT – V E- GOVERNANCE CASE STUDIES 12 Hours

Case Study: Election Commission, Indian Railway Reservation, Aadhar – UID, Income Tax, SAKALA, Bhoomi and Case Studies of e-Governance outside India.

BUSINESS LAB ACTIVITIES :

- Identify the concept and need of e-Governance Projects
- Analyze advantages and disadvantages of e-government programs
- identify major issues and strategies behind e-government programs
- Compare the different e-governance projects and analyze the maturity among models
- prioritize types of e-government services

BOOKS FOR REFERENCES :

1. E-Governance by Pankaj Sharma, APH Publishing, 2004
2. E Governance A Comprehensive Framework, 2008, D N Gupta, Jain Books
3. E Governance, Nidhi Sharma, 2018, Jain Books
4. E-governance: A Global Perspective on a New Paradigm, edited by Toshio Obi, Publisher: IOS Press, 2007
5. Governance and Information Technology From Electronic Government to Information Government edited by Viktor Mayer-Schönberger and David Lazer, Publisher: Massachusetts Institute of Technology, 2007
6. The World Wide Web Consortium (2008). Web Content Accessibility Guidelines (WCAG) 2.0. Downloaded on 10th January, 2012 from http://www.w3.org/
7. Government of India (2009). Guidelines for Indian Government websites. Downloaded on 15th January, 2012 from http://darpg.nic.in/
8. E-governance for Development : A Focus on India , Shirin Madon , Palgrave Macmillan , 2009
9. E-governance : case studies, Ashok Agarwal, University Press India, 2007
10. IT-e-Governance in India , Kamalesh N. Agarwala, Murli D. Tiwari , Macmillan , 2002
11. E-government : from vision to implementation: a practical guide with case studies, Subhash C. Bhatnagar, SAGE , 2004
12. E-Governance: Concepts And Case Studies, C.S.R. Prabhu ,PHI ,2011

6.6 BUSINESS ANALYTICS

OBJECTIVE:

The objective of this course is to expose the students for fundamental techniques, approaches for data-driven decision-making.and develop skills for decision-making in the face of uncertainty

UNIT-1: INTRODUCTION: 12 Hrs

Business –Terminology-Business Analytics process- Relationship of BA and Organization.

UNIT-2: IMPORTANCE OF BUSINESS A NALYTICS 10 Hrs

Business Analytics - Strategy for competitive advantage-Importance of BA with new data.

UNIT-3: RESOURCE CONSIDERATIONS FOR BUSINESS A NALYTICS 12 hrs

Business Analytics Personal, Business Analytics data, Business Analytics Technology

UNIT-4: ORGANIZATION STRUCTURES ALIGNING BUSINESS A NALYTICS 10 Hrs

Organization structure - Management Issues –Managing Change.

UNIT-5: CASE STUDY EXAMPLE IN A BUSINESS ANALYTICS PROCESS 12 hrs

Descriptive analysis-Predictive analysis-A simple illustration of data mining.

BUSINESS LAB ACTIVITIES :

1. Build better predictive algorithms using Machine learning
2. Develop a E content on trends using data
3. Integrate external or new datasets
4. Create visualizations, building APIs for data consumption.
5. Develop a E content on tics Business Analytics process

REFERENCES BOOKS

1. Bartlett, R. (2013) A Practitioner's Guide to Business Analytics . McGraw-Hill, New York, NY.

2. Business Analytics: Data Analysis & Decision Making, Book by S. Christian Albright and Wayne L. Winston

3. Data Mining for Business Intelligence" by Galit Shmueli, Nitin R. Patel, and Peter C. Bruce
4. Business Analytics: Methods, Models and business decisions by James R. Evans

5. Elbing, A.O. (1970) Behavioral Decisions in Organizations . Scott Foresman and Company, Glenview, IL.

6. Business Analytics –Principles, concepts and Applications, What, Why, and How Marc Schniederjans Dara G. Schniederjans Christopher M. Starke

7 . Elbing, A.O. Behavioral Decisions in Organizations . Scott Foresman and Compan Glenview, IL.

BANGALORE UNIVERSITY

(According to NEP – 2020 Regulations)
SYLLABUS & REGULATIONS
OF
Bachelor of Business Administration (BBA)

2021-22 Onwards

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DEPARTMENT OF COMMERCE
Jnanabharathi Campus, Bangalore University, Bangalore - 560056
www.bangaloreuniversity.ac.in

BANGALORE UNIVERSITY
BBA (REGULAR)
PROGRAMME STRUCTURE

SEMESTER I

Sl No.	Course Code	Title of the Course	Category of courses	Teaching hours per week (L+T+P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language – I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	BBA 1.1	Management Innovation	DSC	4+0+0	60	40	100	4
4	BBA 1.2	Fundamentals of Accountancy	DSC	3+0+2	60	40	100	4
5	BBA 1.3	Marketing Management	DSC	4+0+0	60	40	100	4
6	BBA 1.4	Digital Fluency / Spreadsheet for Business	SEC-SB	1+0+2	50	50	100	2
7	BBA 1.5	Business Organization / Office Organization and Management/ / Tourism and Travel Management/ Event Management	OEC	3+0+0	50	50	100	3
8		Physical Education - Yoga	SEC-VB	0+0+2				1
9		Health and Wellness	SEC-VB	0+0+2				1
Sub - Total (A)					400	300	700	25

Notes:

- Ø One Hour of Lecture is equal to 1 Credit.
- Ø One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Ø Two Hours of Practical is equal to 1 Credit

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Acronyms Expanded

- Ø AECC : Ability Enhancement Compulsory Course
- Ø DSC © : Discipline Specific Core (Course)
- Ø SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based
- Ø OEC : Open Elective Course
- Ø DSE : Discipline Specific Elective
- Ø SEE : Semester End Examination
- Ø CIE : Continuous Internal Evaluation
- Ø L+T+P : Lecture+Tutorial+Practical(s)

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching.

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Name of the Programme: Bachelor of Business Administration (BBA)

Course Code: BBA 1.1

Name of the Course: Management Innovation

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Enhance their knowledge and skills which are essential for success in management careers.
- Understand the concepts related to Business Management.
- Adapt to the changing opportunities.
- Understand management information systems in practice
- Understand the role of Artificial Intelligence in Business Decisions.

Syllabus

Module No. 1: MANAGERIAL FUNCTIONS (12 Hrs)

Concept of Management, Principles of Management-Managerial Functions-Planning, Organizing, Staffing, Directing, Coordinating, Controlling, Manager- Meaning of Manager, Types of Managers, Role of Manager, Managerial Skills. Modern Organization Structure. Ethics in Management. CSR (Corporate Social Responsibility)- Meaning, Definition, Types, Need and responsibility towards stakeholders and community

Module No. 2: CHANGE MANAGEMENT (12 Hrs)

Meaning, Need, Volatility, Uncertainty, Complexity, Ambiguity (VUCA), 7 R's of Change Management - Reuse, Repurpose, Rot, Repair, Return, Refill and Refuse, Steps in Change Management, Change Management Risk. Change Management Process - Meaning, Need, Stages, Change Management Models, Theories of Change Management, Resistance to Change.

Module No. 3: MANAGEMENT INFORMATION SYSTEM (10 Hrs)

Meaning, Definition, concepts, Types of Information Systems, Trends in Information Technology, Role of MIS, MIS report- Meaning, Need, Type and Format of MIS report. Managing Data Resources, ERP- Meaning, Need, Steps, Challenges of ERP.

Module No. 4: GOVERNMENT and BUSINESS (12 Hrs)

Role of Government in Business Organization, State participation in Business Organization, Relationship between Government & Business Organization. Role of Chamber of Commerce and Industry, Government Schemes for Business Organization, Government Policy on Regional Balances

Module No. 5: BUSINESS INTELLIGENCE (BI) (10 Hrs)

Meaning and Definition of BI, Need, Role of BI, pros and cons of BI, types, Career Opportunities in BI, Trends in Business Intelligence.

Artificial Intelligence- Meaning, Goals, Role of AI in Management.

Skill Developments Activities:

- Two cases on the above syllabus should be analyzed by the teacher in the classroom and the same need to be recorded by the student in the Skill Development Book.

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- List out recent changes in management structure.
- Draft chart on functions of Management
- Prepare a report on the application of Artificial intelligence in Business.
- Any other activities, which are relevant to the course.

Reference Books:

- Stephen P. Robbins, Management, Pearson
- Koontz and O‟ Donnell, Management, McGraw Hill.
- Appanniah and Reddy, Management,HPH.
- Management information system: Pearson
- Change Management: Prof Dr. Olaf Passenheim

Note: Latest edition of textbooks and reference Books may be used

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Name of the Programme: Bachelor of Business Administration (BBA)

Course Code: BBA 1.2

Name of the Course: Fundamentals of Accountancy

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the basic Concepts of Accounting.
- Pass Journal Entries and Prepare Ledger Accounts.
- Prepare Subsidiary Books.
- Prepare Trial Balance and Final Accounts of Proprietary concern.
- Use Accounting Concepts in Spreadsheet.

Syllabus

Module No. 1: INTRODUCTION TO ACCOUNTANCY (10 Hrs)

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting– Users of Accounting Information – Limitations of Accounting – Accounting Cycle - Accounting Principles – Accounting Concepts and Accounting Conventions. Accounting Standards-objectives-significance of accounting standards. List of Indian Accounting Standards.

Module No. 2: ACCOUNTING PROCESS (12 Hrs)

Process of Accounting - Double entry system – Kinds of Accounts – Rules-Transaction Analysis – Journal – Ledger – Balancing of Accounts – Trial Balance – Problems on Journal, Ledger Posting and Preparation of Trial Balance

Module No. 3: SUBSIDIARY BOOKS (14 Hrs)

Meaning – Significance – Types of Subsidiary Books –Purchases Book, Sales Book (With Tax Rate) , Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book , Double Column Cash Book , Three Column Cash Book and Petty Cash Book(Problems only on Three Column Cash Book and Petty Cash Book).

Module No. 4: FINAL ACCOUNTS OF PROPRIETARY CONCERN (14 Hrs)

Preparation of Statement of Profit and Loss and Balance Sheet of a proprietary concern with special adjustments like Depreciation, Outstanding and Prepaid Expenses, Outstanding And Received In Advance of Incomes, Provision for Doubtful Debts, Drawings and Interest On Capital.

Module No. 5: EXPERIENTIAL LEARNING (06 Hrs)

Creation of Subsidiary Books in Spreadsheet: Purchases Book, Sales Book (With Tax Rate), Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book, Double Column Cash Book, Three Column Cash Book and Petty Cash Book. Preparation of Statement of P/L, Balance Sheet in Spreadsheet.

Skill Developments Activities:

- List out the accounting concepts and conventions.
- Prepare a Bank Reconciliation Statement with imaginary figures

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- Collect the financial statement of a proprietary concern and record it.
- Prepare a financial statement of an imaginary company using spreadsheet
- Any other activities, which are relevant to the course.

Reference Books:

- Hanif and Mukherjee, Financial Accounting, McGraw Hill Publishers
- Arulanandam & Raman; Advanced Accountancy, Himalaya Publishing House
- S.Anil Kumar,V.Rajesh Kumar and B.Mariyappa–Fundamentals of Accounting, Himalaya Publishing House.
- Dr. S.N. Maheswari, Financial Accounting, Vikas Publication
- S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication
- Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand
- M.C. Shukla and Goyel, Advanced Accounting , S Chand.

Note: Latest edition of textbooks and reference Books may be used

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Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.3
Name of the Course: Marketing Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the Concepts and Functions of Marketing.
- Analyse Marketing Environment its Impact on the Business.
- Understand the Consumer Behaviour
- Describe Marketing Mix and also strategize Marketing Mix
- Describe Service Marketing Mix.
- Use the Technology in Market Survey and Collection of Data.
- Understand the Various Acts Related to Marketing.

Syllabus

Module No. 1: FUNDAMENTALS OF MARKETING (14 Hrs)
Introduction to Marketing, Evolution of Marketing, Meaning and Definitions, Objectives, Importance and Functions of Marketing, Traditional Marketing Concept vs Modern Marketing Concept. Marketing V/S Selling, Marketing Myopia, Approaches to Marketing.
Marketing of Services - Meaning, Definition, Features.
Marketing Environment - Meaning, Environmental Scanning, Benefits of Environmental Scanning, Components of Marketing Environment.

Module No. 2: MARKETING MIX & LEGAL ASPECTS OF MARKETING (14 Hrs)
Marketing Mix - Introduction, Elements of Marketing Mix, Product-Product Mix, Product Line, Product Lifecycle, New Product Development, Reasons For Failure of New Product, Branding, Packing and Packaging, Labeling, Pricing – Meaning – Objectives, Factors Influencing Pricing Policy, Methods of Pricing; Physical Distribution – Meaning and, Factors Affecting Channel Selection, Types of Marketing Channels. Promotion – Meaning and Significance of Promotion, Personal Selling and Advertising, Services Marketing Mix.
Legal Aspects of Marketing- Consumer Protection Act 1986, Environment Protection Act 1955, The Prevention of Food Adulteration Act 1951, The Competition Act 2002, The Packaging Rules 1977, FSSAI.

Module No. 3: CONSUMER BEHAVIOUR (08 Hrs)
Meaning, Definition: Consumer, Consumer Behaviour, Factors Influencing Consumer Behaviour, Consumer Decision Process, Types of Buying Motives, Theories of Consumer Buying Behaviour, Consumer Socialization, Factors Influencing Consumer Socialization

Module No. 4: MARKETING STRATEGIES (08 Hrs)
Market Segmentation- Meaning, Definition, Significance of Market Segmentation, Basis for Segmentation of Consumer Market and Business Segmentation.
Target Marketing: Steps in Target Marketing, Market Targeting Strategies.
Market Positioning: Importance of Marketing Positioning, Basis for Developing Positioning Strategy

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Module No. 5: MARKET RESEARCH and INNOVATIONS (12 Hrs)

Market Research- Meaning Definition, Objectives, Characteristics. Types of Marketing Research, Methods in Market Research, Marketing Research Tools and Techniques – Consumer Engagement Softwares' & online data collection forms (Quest Back, Key Survey, Klout, Kred, Survey Monkey, Sparrow Survey, Typo Form Etc.)

Innovations In Marketing: Meaning, Definition, Characteristics and Challenges- Green Marketing, Online Marketing, Digital Marketing, Content Marketing, Social Media Marketing, Disruptive Marketing.

Skill Developments Activities:

- Two cases on the above syllabus should be analyzed and recorded in the skill development book.
- Design a logo and tagline for a product of your choice
- Develop an advertisement copy for a product.
- Prepare a chart for distribution networks for different products.
- Prepare a Survey Report on Consumer Behaviour

Any other activities, which are relevant to the course.

Reference Books:

- Philip Kotler, Marketing Management, Pren tice Hall.
- Lovelock Christopher, Services Marketin g: People, Technology, Strat egy, PHI
- William J. Stanton, Michael J.Etzel, Bru ce J Walker, Fundamentals of Marketing, McGraw Hill Education.
- Bose Biplab, Marketing Manage ment, Himalaya Publishers.
- J.C. Gandhi, Marketing Manag ement, Tata McGraw Hill.
- Ramesh and Jayanti Prasad , Marketing Management, I.K. International
- Sontakki, Marketing Ma nagement, Kalyani Publish ers.
- P N Reddy and Appan niah, Marketing Managem ent
- E – Commerce, P T joseph, 4th Edition, 2013, PHI learning Pvt.Ltd.

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Note: Latest edition of text books and reference Books may be used

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.4 (SEC - SB)
Name of the Course: Digital Fluency

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, lab, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the Fundamentals of computers.
- Work in Word Processor effectively.
- Discover the arena of the Internet and its possibilities.
- Effectively communicate through email

Syllabus

Module No. 1: Fundamentals of Computer (04 Hrs)
Introduction – Objectives - Computer, Mobile/ Tablet and their application - Components of a Computer System - Central Processing Unit- Common Input & Output devices - USB ports and Pen Drive - Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU

Module No. 2: Word Processor (16 Hrs)
Introduction – Objective -Word Processing Basic - Opening Word Processing Package - Title Bar, Menu Bar, - Toolbars & Sidebar - Creating a New Document - Opening and Closing Documents- Opening Documents - Save and Save As - Closing Document - Using The Help - Page Setup - Print Preview - Printing of Documents - PDF file and Saving a Document as PDF file - Document manipulation & Formatting - Text Selection - Cut, Copy and Paste - Font, Color, Style and Size selection - Alignment of Text - Undo & Redo - Spelling & Grammar - Shortcut Keys

Module No. 3: Internet (04 Hrs)
Introduction – Objectives – Internet - protocols: HTTP, HTTPS, FTP, Concept of Internet & WWW - Website Address and URL - Applications of Internet - Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) - Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox.) - Exploring the Internet - Surfing the web - Popular Search Engines - Searching on Internet

Module No. 4: E-mail (04 Hrs)
Introduction -Objectives - Structure - protocols: SMTP, IMAP, POP3 - Opening Email account - Mailbox: Inbox and Outbox - Creating and Sending a new E-mail - CC – BCC- Replying -Mail Merge- Forwarding - attachments – Scheduling – Password Protect – Delete.

Skill Developments Activities:

- Use word processor to prepare Resume
- Draft a covering letter using Word Processor
- Systematically draft different emails
- Prepare a Letter of Internship requisition and send email.
- Install and uninstall a Web Browser and Record the Steps

Any other activities, which are relevant to the course.

Reference Books:

- Fundamentals of Computers, by Rajaraman V , Adabala N
- Fundamentals of Computers by Manoj Wadhwa (Author)
- Fundamentals of Computers by (V. Rajaraman)
- Learning MS-Word and MS-Excel, by Rohit Khurana
- Microsoft Word 2019 Step by Step Joan Lambert (Author)
- MICROSOFT WORD FOR BEGINNERS 2021: LEARN WORD PROCESSING SKILLS by RICHARD STEVE

Note: Latest edition of textbooks and reference Books may be used

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Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.4 (SEC-SB)
Name of the Course: Spreadsheet for Business

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, lab, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the basic concepts of Spreadsheet
- Summarize data using Functions
- Apply Conditions using formulas and Functions
- Implement Basic financial Concepts in Spreadsheet

Syllabus

Module No. 1: Introduction (08 Hrs)
Introduction to spreadsheets - Office Suite overview - Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Charts.

Module No. 2: Summarize data using functions (10 Hrs)
Perform calculations by using the SUM function- Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function - Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the COUNTIF function - Perform statistical operations by using the AVERAGEIF function.

Module No. 3: Text Functions (10 Hrs)
Data validation - Text Functions: LEN, TRIM, PROPER, UPPER, LOWER, CONCATENATE.

Skill Development Activities:

- Enter class data into rows and columns
- Create Draft Marks Card in Spreadsheet
- Create Draft profit and Loss and Balance Sheet in Spreadsheet
- Create GST Invoice in Spreadsheet with Tax Rate

Any other activities, which are relevant to the course.

Reference Books:

- Learning MS-Word and MS-Excel, by Rohit Khurana
- Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: 1 by Adam Ramirez
- Excel 2013 in Simple Steps by Kogent Learning Solutions Inc.
- Excel Formulas and Functions: The Step by Step Excel Guide on how to Create Powerful Formulas by Harjit Suman

Note: Latest edition of textbooks and reference Books may be used

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.5 Open Elective Course (OEC)
Name of the Course: Business Organization

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the nature, objectives and social responsibilities of business.
- Acquire the ability to describe the different forms of organizations.
- Understand the basic concepts of management.
- Understand the functions of management.
- Understand the different types of business combinations.

Syllabus

Module No. 1: INTRODUCTION TO BUSINESS (08 Hrs)
Business: Meaning, Nature, Scope and Social responsibility of Business, Objectives, Essentials of successful business; Functional areas of business. Forms of Business organization: Sole proprietorship, Partnership, Joint Stock Company & Co-operatives – definitions, Features, Merits and Demerits. Sources of Business Finance: Sources of Long Term, Medium Term and Short-Term Business Finance

Module No. 2: PUBLIC ENTERPRISES (08 Hrs)
Departmental Undertaking: Definitions, Features, Merits and Demerits. Public Corporations: Definitions, Features, Merits and Demerits. Government Companies: Definitions, Features, Merits and Demerits

Module No. 3: GOVERNMENT AND BUSINESS INTERFACE (10 Hrs)
Government and business interface; stock exchange in India; business combination – concept and causes; chambers of commerce and industries in India – FICCI, CII Association

Module No. 4: EMERGING MODES OF BUSINESS (08 Hrs)
E-business - scope and benefits, resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions; Outsourcing-concept, need and scope of BPO (business process outsourcing) and KPO (knowledge process outsourcing); Smart cards and ATMs- meaning and utility

Module No. 5: MANAGING ETHICS IN ORGANIZATION (08 Hrs)
Ethical Regulation in organization, corporate standards, codes of conducts, and other internal documents of the companies. Supporting tools to increase the ethical level of organization culture (ethical codes, "cards of ethics", and committees on ethics, social audit, training in ethical behavior, ethical examination, and ethical consultation). Corporate culture and ethical climate of the organization. Control of ethical standards: ombudsman; compliance system; hot lines, whistleblowing. Bad practices, best practices Ethical and Unethical Practices in Marketing & Finance (cases of the companies).

Skill Developments Activities:

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- Preparation of partnership deed
- Draw a business tree ● Make a list of 10 PSUs
- Prepare the List of documents required for Business Loan.
- Prepare a list of different types of business combinations.

Reference Books:

- C B. Gupta - Business Organisation and Management, Sultan Chand & Sons.
- Dr. S. C. Saxena - Business Administration & Management, Sahitya Bhawan.
- M. C. Shukla - Business Organisation and Management. S Chand & Company Pvt. Ltd.
- S.A Sherlekar - Business Organization, Himalaya Publishing House.
- Y.K. Bhushan. Fundamentals of Business Organisation and Management, Sultan Chand & Sons.
- R.K. Sharma, Business Organisation & Management Kalyani Publishers
- Dr. I.M. Sahai, Dr. Padmakar Asthana,' Business Organisation & Administration',
- Sahitya Bhawan Publications Agra.

Note: Latest edition of textbooks and reference Books may be used

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Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.5 Open Elective Course (OEC)
Name of the Course: Office Organization and Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the basic knowledge of office organisation and management
- Demonstrate skills in effective office organisation
- Demonstrate the ability to maintain office records
- Demonstrate the ability to maintain digital records.
- Understand the different types of organisation structures and responsibilities as future office managers.

Syllabus

Module No. 1: FUNDAMENTALS OF OFFICE MANAGEMENT (08 Hrs)
Introduction, Meaning, importance and functions of modern office.
Modern office Organisation: Meaning, Steps in office organisation, Principles of office organisation, Organisation structure types.
Nature of office services: Types of services in a modern office, decentralisation and centralisation of office services, Departmentation of office.
Office management: Meaning, Elements and major process es of office management.
Office Manager: Functions and qualifications of office manager.

Module No. 2: ADMINISTRATIVE ARRANGEMENT and FACILITIES (06 Hrs)
Office Accommodation and its Importance: Location of office, Choice of Location: Urban vs Suburban, Factors to be Considered in Selecting the Site, Securing office Space,
Office Lay-out: Objectives of office Lay-out, Principles of office Lay-out, Steps in Lay-out Planning, Advantages of a Good Lay-out.
Types of offices: Open office and Private office- advantages and disadvantages

Module No. 3: OFFICE ENVIRONMENT (10 Hrs)
Meaning and Components of Office Environment.
Interior Decoration: Colour Conditioning, Floor Coverings, Furnishings.
Furniture and Fixtures: Types of Furniture, Choice between Wooden and Steel Furniture, Principles Governing Selection of Furniture.
Lighting and Ventilation, Noise: Internal Noise, External Noise.
Cleanliness, Sanitation and Health Safety and Security.

Module No. 4: RECORDS MANAGEMENT (08 Hrs)
Introduction to records: Importance of Records, types of office records.
Records Management: Meaning, Principles of Record Keeping, Functions of Records Management
Filing: Elements of Filing and Filing Functions, Objectives and Importance of Filing,
Advantages of Filing, Essentials of a Good Filing System, Classification of Files, Filing Procedure or Routine.

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Filing Methods: Horizontal Filing -meaning, types and advantages, Vertical Filing- meaning, equipment used, advantage and disadvantages.
Centralisation and Decentralisation of Filing- Centralised filing and Decentralised Filing
office manual: contents, Importance, types of office manuals.
Indexing: Meaning, importance, advantages and essentials of good indexing, type of index Retention and disposal of files: Meaning and benefits of record retention, need for disposal of files, life-cycle stages of files.

Module No. 5: OFFICE MECHANISATION and DATA PROCESSING (10 Hrs)

Meaning, Importance and Objectives of office Mechanisation, Advantages and disadvantages of Office Mechanisation, Factors Determining office Mechanisation

Kinds of office Machines: Duplicating Machines and Photocopying Machines, Accounting, tabulating and computing machines, communication machines

Introduction to Data and Information: Distinction between Data and Information, Importance of Data and Information, Classification of Data, Classification of Information, Data Lifecycle (chart), Data Collection Methods- Primary and secondary data collection methods

Data presentation Methods of Presentation of Data

Data processing using computers: Components of Computers, Input and Output Devices, Software used in Computers (names and uses only), Computer Applications in Office' Management, Advantages and Limitations of Computerisation

Skill Development Activities:

- Visit an office and enlist the different types of machines used in the office
- Identify the different types of stationery used in offices today
- Draw a data life cycle chart
- Draw charts indicating different types of office layouts

Any other activities, which are relevant to the course.

Reference Books:

- S.P Arora, Office Organisation and Management, Vikas Publishing House Pvt Ltd
- M.E Thakuram Rao, Office organisation and Management, Atlantic
- Judith Read, Mary Lea Ginn, Record Management, 10th Edition, Cengage Learning.

Note: Latest edition of textbooks and reference Books may be used

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Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.5 Open Elective Course (OEC)
Name of the Course: Tourism and Travel Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the fundamental concept of Tourism.
- Overview of the Tourism products and resources of India.
- Understand the basic concept and various components of Tourism management.
- Understand the Functions and Types of Travel Agents and Tour Operators.
- Familiarize the concept of Transport and Accommodation.

Syllabus

Module No. 1: INTRODUCTION TO TOURISM (08 Hrs)
Travel: Meaning, Factors affecting travel, Traveler, Tourist, Travel guide (Meaning only).
Tourism: Meaning and Definition, Objectives, Types of Tourism: Inter-regional, Intra regional, Inbound and Outbound Tourism, Domestic, International. Forms of Tourism: Religious, Medical, Historical, Social, Adventure, Health, Business, Conference, Sports. Impact of Tourism

Module No. 2: TOURISM PRODUCTS (08 Hrs)
Tourism Resources- Meaning, Definition, Tourism resources of India-types & typologies
Cultural resources: Art & Architectures, Historical, Festivals, Costumes.
Popular Religious Centres: Hindu, Muslim, Christianity, Buddhism, Jainism, Sikhism others.
Performing Art of India: Classical dance, folk, music, musical instruments, costumes, handicrafts, boat race, food festivals' An overview of tourism development strategies

Module No. 3: TOURISM MANAGEMENT & HOSPITALITY (10 Hrs)
Tourism Management: Meaning, Nature, Levels of Management, Principles of Management, Role of Manager, Managerial Functions (Planning, Decision, Organizing , Staffing, Directing) Accommodation - Meaning, role of accommodation in tourism, Types of Accommodations.

Module No. 4: TRAVEL AGENCY & TOUR OPERATIONS (10 Hrs)
Travel Agency: Introduction, Meaning, Types of Travel Agency, Functions, challenges faced by Travel Agency and Tour Operators. Procedure for approval of a travel agency & tour operators (IATA & Govt body Approval) Travel Documentation: Passport-types, Procedure to apply, VISA-Types & Documents required for foreigners to visit India. Tour Operators: Meaning, Roles and Responsibilities, Types of tour operators, Types of tour packages.
Travel Organizations- UFTAA, TAAI, IATO and Its Functions.

Module No. 5: TRANSPORTATION MANAGEMENT (06 Hrs)
Transportation: Meaning, Role of transport in tourism, types of transportation systems, Rail transport- History, Role of Indian Railway in tourism, Air transport- History, Air Transport Regulations, Limitations, Recent trends in International Tourism. Water Transport- categories of water transport, Cruise Line type, facilities and Cruise Accommodation.

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Virtual Tour: Meaning, Characteristics, Pro's and Con's

Skill Developments Activities:

- Students are required to maintain a Newspaper clippings file, detailing the articles pertaining to tourism.
- Prepare a report on unexplored destinations in India and their potential for tourism promotion.
- Briefly Explain Role of Government – Ministry of tourism.
- Visit Virtual/ Study Tour and Prepare a report.
- Prepare an Itinerary of a tour.

Any other activities, which are relevant to the course.

Reference Books:

- Cottman, Travel & Tourism
- Bhatia AK (2002), Tourism Development: Principles a nd Pr actices, Revised edition Sterling Publishers Private Limited, New Delhi.
- Chris Cooper, Fletcher John, Fyall, Alan, Gilbert Da vid, Wall Stephen (2008), Tourism Principles and Practices,4th edition, Pearson Education Lim ited.
- Dennis L & Foseter – Glencoe (2003), an Introduction to Travel & Tourism, McGrawHill International.
- Dr. Revathy Girish (2007), Indian Tour ist Panorama, Dominant Publishers and Distributors, New Delhi.
- Ghosh Bishwanth (2000), Touris m & Travel Managemen t, Second Revised Edition Vikas Publishing House Pvt Ltd, New Delhi.
- Kaul R.N 91991), Dynamics o f Tourism, Sterling Publish ers Pvt Ltd, Volume 1,2 & 3 New Delhi,

Note: Latest edition of text books and reference Boo ks may be used

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Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 1.5 Open Elective Course (OEC)
Name of the Course: Event Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, tutorials, Group discussion, Seminar, Case studies, fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understand the process of organizing an event.
- Understand the importance of a checklist in organizing an event.
- Familiarize with organizing corporate events
- Obtain a sense of responsibility for the multidisciplinary nature of event management.
- Learn to promote the events.

Syllabus

Module No. 1: INTRODUCTION TO EVENT MANAGEMENT (08 Hrs)
Introduction to Event Management: Meaning , Scope, Types of Events (Corporate, Private, or Charity, Indoor Events, OutDoor Events , Celebrity Events) Tools For Event Planning & Management , MICE Events, Event Operations and Services (Setting Up, Parking , Maintenance, Ticketing , Food and Beverage, Logistics) .

Module No. 2: EVENT PLANNING (08 Hrs)
Event Planning: Event Checklist, Hosting , Principles of Holding Event , Reserving Event Hall, Preparing and Designing ,The Schedule of Event Permissions, Policies , Government & Local Authorities , Phonographic , Performance License , Five Bridges Of Event Management , Characteristics of Successful Event Management

Module No. 3: CORPORATE EVENT MANAGEMENT (10 Hrs)
Corporate Event Organization : Preparing A Blueprint , Facilities Planning and Organizing (Assigning Staff , Maintenance of Inventory For The Chemicals and Equipments , Cleaning, Maintenance, Aesthetic Upkeep , Maintaining Back Areas, Public Areas and Surroundings, Floral Designing (- Assigning The Responsibilities , Event Organizer Arrangements , Corporate Event Packages , Corporate Hospitality , Well- Being of the Patrons & Participants , Entailing The Entertainment In Corporate Events and Corporate Event Reporting .

Module No. 4: MARKETING OF EVENTS (10 Hrs)
Marketing for Events: Introduction , Importance , Public relation strategies , Brainstorming sessions , writing for public relation (Reviews). Tools of promotion: Media, Types of Media (Print , Electronic, Social Media Networks). Advertising, Promotional Aids (Invitation, Brochures, Leaflets)

Module No. 5: POST EVENT FUNCTIONS (06 Hrs)
Post event functions: Basic guidelines of Budgeting , Essence of margin, Break even Analysis, Cost-Benefit Analysis, Forecasting Techniques, SWOC Analysis.

Skill Developments Activities:

- Prepare an event report with imaginary activities.

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- Prepare a checklist for a birthday party.
- Prepare a Budget for Organizing an Event.
- Write a public relation letter for medical event
- Prepare a break even analysis with imaginary figures for an event.

Any other activities, which are relevant to the course.

Reference Books:

- Mark Sonderm CSEP -Event entertainment and production:publishers; wiley and sons, Inc
- Annestephen; Event management, HPH.
- K. Venkatramana -Event Management - SHBP.
- K Ramachandra and Allabaksh Principles of Event Management HPH
- Rekha and Vibha Marketing management -VBH
- Nihaasif Event management-VBH

Note: Latest edition of textbooks and reference Books may be used

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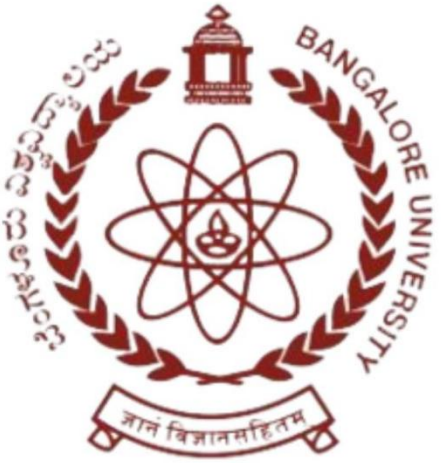


BANGALORE UNIVERSITY
Jnanabharathi, Bengaluru- 560056

(According to NEP – 2020 Regulations)
Syllabus of 2nd Semester

Bachelor of Business Administration (BBA)

2021-22 Onwards

DEPARTMENT OF COMMERCE
Jnanabharathi Campus, Bangalore University, Bengaluru- 560056
www.bangaloreuniversity.ac.in

BBA Programme Structure

SEMESTER II

Sl No.	Course Code	Title of the Course	Category of courses	Teaching hours per week (L+T+P)	SEE	CIE	Total Marks	Credits
1	Lang.2.1	Language – I	AECC	3+1+0	60	40	100	3
2	Lang.2.2	Language – II	AECC	3+1+0	60	40	100	3
3	BBA 2.1	Financial Accounting and Reporting	DSC	3+0+2	60	40	100	4
4	BBA 2.2	Human Resource Management	DSC	4+0+0	60	40	100	4
5	BBA 2.3	Business Environment	DSC	4+0+0	60	40	100	4
6	BBA 2.4	Retail Management/ Management of Non Government Organizations	OEC	3+0+0	60	40	100	3
7	BBA 2.5.1	A) Digital Fluency / Spreadsheet for Business. or B) Environmental Studies.	SEC - SB or AECC	1+0+2 or 2+0+0	30 or 30	20 or 20	50 or 50	2 or 2
8	BBA 2.5.2	Sports	SEC-VB	0+0+2	-	25	25	1
9	BBA 2.5.3	NCC/NSS/R&R (S&G)/Cultural	SEC-VB	0+0+2	-	25	25	1
Sub - Total (B)					390	310	700	25

Notes:

- Ø One Hour of Lecture is equal to 1 Credit.
- Ø One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Ø Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

- Ø AECC : Ability Enhancement Compulsory Course
- Ø DSC © : Discipline Specific Core (Course)

- Ø SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based
- Ø OEC : Open Elective Course
- Ø DSE : Discipline Specific Elective
- Ø SEE : Semester End Examination
- Ø CIE : Continuous Internal Evaluation
- Ø L+T+P : Lecture+Tutorial+Practical(s)

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.1 DSC

Name of the Course: Financial Accounting and Reporting

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Exercise the accounting treatments for departmental undertaking, and the accounting treatments in inter departmental transfers.
- Demonstrate various accounting treatments for dependent branches
- Learn various methods of accounting for hire purchase transactions.
- Learn the methods and accounting procedures of fire insurance claims
- Understand the Basic Concepts of international Reporting Standards

Syllabus

Module No. 1: ACCOUNTING FOR DEPARTMENTAL UNDERTAKINGS (12 Hrs)

Meaning and Features of Departmental Undertaking-Examples of Department Specific Expenses and Common Expenses -Need and Basis of Apportionment of Common Expenses. Preparation of Trading and Profit and Loss Account in Columnar Form and General Profit and Loss Account. Simple problems involving adjustment on Closing Stock, Depreciation and Inter Departmental Transfers at Cost Price. (Problems may contain information for a maximum of three departments).

Module No. 2: BRANCH ACCOUNTING (12 Hrs)

Meaning – Objectives – Types of Branches –Meaning and features of Branches - Dependent Branches – Independent Branches – Foreign Branches. Methods of maintaining books of accounts by Head office - Debtor System, Stock & Debtors System, Wholesale Branch System and Final Account system. Problems on preparation of Dependent Branch A/c in the books of Head Office under Debtors System only when the goods are supplied at (a) Cost Price and (b) Invoice Price

Module No. 3: HIRE PURCHASE ACCOUNTING (14 Hrs)

Hire Purchase - Meaning and Features of Hire Purchase and Installment Purchase System. Differences between Hire Purchase and Installment Purchase System. Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges, Down Payment. Problems on calculation of interest and segregation of each installment amount into interest component and principal component. Problems on ascertainment of Cash Price under Reverse Calculation Method. Methods of maintaining books of accounts by Hire Purchaser. Problems on passing of Journal Entries and preparation of Ledger Accounts in the books of Hire Purchaser under Asset Accrual Method only.

Module No. 4: INSURANCE CLAIMS FOR LOSS OF STOCK AND PROFIT (12 Hrs)

Meaning, Features and Principles of Fire Insurance. Meaning of Fire Claim. Procedure for making a Fire Insurance Claim. Concept of Loss of Stock, Salvage, Loss of Profit and Average Clause. Problems on ascertainment of claim amount covering the adjustments for overvaluation and under-valuation of stock and abnormal line of items.

Module No. 5: INTRODUCTION TO IFRS (06 Hrs)

Meaning and Need for Accounting Standards. Meaning, features, importance and applicability of IFRS. List of IND - AS and List of IFRS.
Skill Developments Activities: ● List out 2 Departmental Undertakings with the following details: Name & Address of the Departmental Undertaking. List of departments. ● Visit any two Departmental organizations, collect details of common expenses and specific expenses. ● Collect Hire Purchase agreements and draft Hire Purchase agreements with imaginary figures. ● Download Insurance claim form and fill the necessary details to claim Fire Insurance ● List out the countries that adopted and converged with IFRS around the world ● Using spreadsheet, Prepare Statement of Insurance claims, Columnar Departmental Trading and Profit and Loss account and Balance sheet. ● Any other activities, which are relevant to the course.

Reference Books:

- Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”, HPH
- Dr. S.N. Maheswari: Financial Accounting, Vikas Publications New Delhi
- S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers
- Radhaswamy and R.L. Gupta: Advanced Accounting , Sultan Chand
- Dr.Janardhanan: Financial Accounting, Kalyani Publishers
- Srinivas putty Advanced financial Accounting-HPH
- M.C. Shukla and Grewal, Advanced Accounting

Note: Latest edition of textbooks and reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.2 DSC

Name of the Course: Human Resource Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Describe the role and responsibility of Human resources manager.
- Describe HRP, Recruitment, Selection and retention process.
- Describe induction, training, and compensation aspects.
- Explain performance appraisal and its process.
- Demonstrate Employee Engagement.

Syllabus

Module No. 1: Introduction to Human Resource Management (10 Hrs)
Meaning and Definition of HRM – Features, Objectives, Importance, Functions and Challenges of HRM. Role and Responsibilities of HR Manager. Recent trends in HR. Meaning and Role of HR Analytics.

Module No. 2: Manpower Planning (14 Hrs)
Meaning and Importance of Manpower Planning. Meaning and need of Succession planning. Meaning, need and features of Job analysis, Job description, Job specification, Job enlargement, Job rotation and Job enrichment. Meaning, importance and sources of Recruitment. Meaning and benefits of E-recruitment. Meaning of recruitment matrix. Meaning and Definitions of Selection and Selection Process. Steps of Selection Process. Essentials of Effective Selection. Hurdles to Effective Selection. Meaning and Features of Placement and Gamification.

Module No. 3: Induction, Training and Compensation (12 Hrs)
Meaning, Need, Features and Process of Induction. Problems faced during induction. Essentials of successful induction. Meaning of induction manual and checklist. Meaning, need, features, objectives and significance of training. Differences between training and induction. Steps in training. Methods of Training. A brief discussion of Kirkpatrick Model. Meaning and significance of Career Development. Meaning, need and types of Compensation. Differences between compensation and remuneration. Meaning and components of CTC.
Motivation - Meaning, Importance, Theories of Motivation.

Module No. 4: Performance Appraisal (12 Hrs)
Meaning, Definitions, Objectives and Methods of Performance Appraisal. Benefits and Limitations of Performance Appraisal. Meaning, Definitions, Purposes and Basis of Promotion. Meaning of Open Promotion, Closed Promotion and Dry Promotion Systems. Meaning and need for Transfer. Differences between Promotion and Transfer. Reasons for transfer. Types of transfer. Meaning and need of rightsizing and downsizing of the workforce. Meaning and Definitions of Attrition. Reasons for attrition. Types of attrition. Measures to overcome high rate of attrition.

Module No. 5: Employee Engagement (08 Hrs)
Meaning and Types of Employee Engagement. Drivers of Employee Engagement. Benefits and Challenges of Employee Engagement. Models of Employee Engagement – A brief discussion of Deloitte Model and Zinger Model.

Skill Developments Activities:

- Meet the HR Manager of any company and state his/her role and responsibilities.
- Choose any MNC and present your observations on training program
- Develop a format for performance appraisal of an employee.
- List out key features of any two Employee Engagement models.
- Analysis of components of pay structure based on the CTC sent by the Corporate to the candidate for the various jobs of different sectors.
- Any other activities, which are relevant to the course.

Reference Books:

- H .R.Appannaiah , PN Reddy , K Aparna Rao
- HRM, P Subba Rao
- HRM, Shashi K Gupta
- HRM, C B Mamoria , S.V. Gankar
- Managing Human Resources, Wayne F. Cascio
- Managing Human Resources, Bohlander, Snell, Sherman

Note: Latest edition of textbooks and reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.3 DSC

Name of the Course: **Business Environment**

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Understanding of components of the business environment.
- Analyze the environmental factors influencing business organizations.
- Demonstrate Competitive structure analysis for select industries.
- Explain the impact of fiscal policy and monetary policy on business.
- Analyze the impact of economic environmental factors on business.

Syllabus

Module No. 1: BUSINESS ENVIRONMENT (10 Hrs)

Meaning, definitions and nature of business environment. Elements of business environment. Impact of macro environmental factors on business decision making. Meaning and need of environmental analysis. Meaning and features of competitive structure analysis. Levels of competition. A brief discussion of the five competitive analysis frameworks - SWOC analysis, Porter's Five forces, Strategic group analysis, Growth share matrix and Perceptual mapping.

Module No. 2: GOVERNMENT AND LEGAL ENVIRONMENT IN INDIA (14 Hrs)

Role of Central and State Governments in business. Causes for State intervention in business - Benefits and limitations. Role of legal environment in business. Need and objectives of Environmental Protection Act 1986. Need and objectives Consumer Protection Act 2019. Rights of consumers under Consumer Protection Act, 2019. Need and objectives of National Competition Policy in India. Meaning of Intellectual Property Right. Types of Intellectual Properties.

Module No. 3: ECONOMIC AND POLITICAL ENVIRONMENT (12 Hrs)

Meaning and significance of economic environment. Economic policies of India – Meaning and impact of Monetary Policy, Fiscal Policy, Exim Policy and New Industrial Policy business in India. Recent economic reforms. Meaning and types of political environment. Impact of political environment on business in India.

Module No. 4: TECHNOLOGICAL ENVIRONMENT AND NATURAL ENVIRONMENT(10 Hrs)

Meaning and significance of technological environment. Impact of technological environment on business. Impact of changes in technology on business. Technology and Society. Modes of acquiring technology. IT revolution and its impact on business. Digital transformation in Indian business. Meaning and principles of technology transfer. Meaning and nature of the physical environment. Impact of the natural environment on business.

Module No. 5: GLOBAL ENVIRONMENT (10 Hrs)

Meaning and dimensions of the global environment. Stages and essential conditions of globalization. Foreign market entry strategies. Merits and demerits of globalization of business. Impact of globalization on Indian businesses. Different forms of globalization of businesses – MNCs, TNCs, Etc.,

Skill Developments Activities:

- List out key features of recent Monetary policy published by RBI impacting businesses.
- Give your observation as to how technology has helped society.
- Draft Five Forces Model for Imaginary business.
- Identify the benefits of Digital transformation in India.
- List out various laws affecting Indian business.

Any other activities, which are relevant to the course.

Reference Books:

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

Note: Latest edition of textbooks and reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.4 (OEC)

Name of the Course: Retail Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the Retail Business
- Understand the business operations in Retailing
- Have an overview of structure and formulate the retail strategies of Retail Business
- Apply the Retailing principles and Theories
- Explore the career opportunities in the Retail sector .

Syllabus

Module No. 1: Overview of Retail Business (10 Hours)

Retail Business: Introduction, Meaning, Definition, Evolution ,Scope, Retailer: Meaning Characteristics and Functions, Forms of Retail Business Ownership, Influencing factors of Retail Business in India, Principles of Retailing, Retail Theories, Ethical issues in Retailing , Retail Scenario in India , FDI in Indian organized retail Sector.

Module No. 2: Retail Organization and Functional Management (10 Hours)

Business Models in Retailing, Classification of Retailing Formats, Operational Stages in Retailing, Factors influencing Location of stores, Stores Designing, Space planning , Inventory Management, Merchandising Management ,Selection and optimization of WorkForce. Retail Accounting and Cash Management

Module No. 3: Retail Marketing Mix and Strategies (12 Hrs)

Retail Product ,Product Assortment and Display, New Product Launch, Product Life cycle in Retailing, Retail Pricing strategies , Retail Distribution -In store and online store , Factors influencing Location of stores, Retail Promotion Programme , Promotional Budget,

Understanding Customer, Consumer shopping Behaviour, Customer Service and satisfaction, Customer Relationship Management.

Module No. 4: Recent Trends and career opportunities (10 Hrs)

E-Tailing, Critical Analysis of E-tailing Strategies, Omni Channel Marketing ,Shopping Campaigns, Social Media Promotions, Email Campaign ,Guerrilla Marketing, Retail Information system, Database Management, Career opportunities and Top Recruiters

Skill Developments Activities:

- Analyze and Report Case Studies of any 2 E-Tailing Enterprises
- Identify the Products and Service Retailing in the Present Scenario
- Conduct a Survey on Buying Behaviour of Retail Products
- Observe and Report the strategies of different types of Retail shops
- Presentation on 10 Indian Retail Companies and their Operations
- Any other activities, which are relevant to the course.

Reference Books:

- Berman B and Evans J R., Retail Management (Pearson Edition)
- Michael Levi M and Weitz B W- Retailing Management (Tata Mc Graw Hill)
- Cox Roger and Brittain Paul- Retailing : An Introduction (Pearson Edition)
- Sinha Uniyal- Managing Retailing, Oxford University press, Delhi

Note: Latest edition of textbooks and reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.4 (OEC)

Name of the Course: Management of Non Government Organizations

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3 Hrs	42 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the Fundamental concept of NGO.
- An overview of strategy, structure of NGO.
- Understand the managerial skill of NGO
- Analyze and understand the challenges faced by NGO
- Find career opportunities.

Syllabus

Module No. 1: FUNDAMENTALS OF NON GOVERNMENT ORGANIZATION (NGO) (10 Hrs)
Introduction, Definitions, Evolution of NGO, Vision & Mission, Goals of NGO, Objectives, Characteristics, Functions, Scope, Classifications of NGO's , Pros and Cons of NGO, Approaches and Models, Challenges of NGO in India, NGO's in Developing Countries.

Module No. 2: LEGAL AND ACCOUNTING ASPECTS OF NGO (10 Hrs)
Statutory obligation, Legal Procedure for establishment of NGO, Online & Offline. NGO Registration process, Documentation, Eligibility to start an NGO. Foreign Contribution and Regulations Act (FCRA), Trust and Society Registration Act. Formation and Registration of Section- 8 Companies, Basic Accounting Concepts of NGO.

Module No. 3: HUMAN RESOURCE MANAGEMENT AND CAREER IN NGO (12 Hrs)
Skills set for NGO, Human Resource Management in NGO, Leadership & Staff Development, Role of creating Staff Agents- Recruiting, Training and Induction.
Career in NGO : Top Recruiters, CSR Activities, Role of Companies in Community Development, Role of Social workers in CSR activities. Job Profile in NGO. Impact Manager, Voluntary Workers, Accountant, Trust Manager.

Module No. 4: PROJECT MANAGEMENT (10 Hrs)
Concepts, Meaning, Principles, Types of projects, Planning & Designing a project, Project Cycle Management, Resource Mobilization, Government schemes & supporting Agencies, Funding Assistance, Tax Reliefs. Coordinating Agencies (NABARD & Human Rights Commission).

Skill Developments Activities:

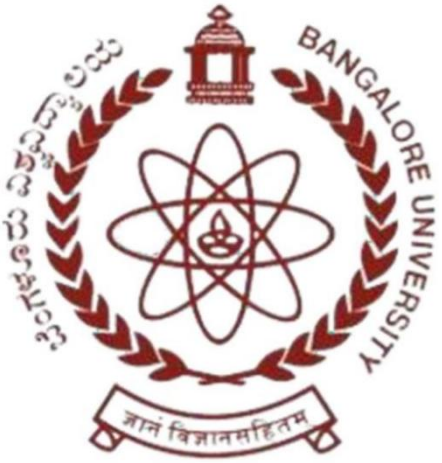
- Visit an NGO and Prepare a Report.
- List out various types of NGO's with examples.
- Plan any 2 Community Service Activities for Rural Development.
- Collect any 3 NGO's By-laws.
- List out 10 companies and their CSR activities.

Any other activities, which are relevant to the course.

Reference Books:

- Administration And Management Of NGOs: Text And Case Studies Paperback – 2005 by R. Kumar (Author), S. L. Goel (Author)
- Non-governmental Organizations: Management and Development, 3rd Edition. David Lewis. Routledge. 2015.
- Guidelines for NGOs Management in India by Snehlata

Note: Latest edition of textbooks and reference Books may be used



BANGALORE UNIVERSITY

Jnanabharathi Campus, Bangalore University, Bengaluru - 560056
www.bangaloreuniversity.ac.in

(According to NEP – 2020 Regulations)
SYLLABUS & REGULATIONS

OF

Bachelor of Business Administration
(BBA)

III & IV Semester

2021-22 Onwards

DEPARTMENT OF COMMERCE

Jnanabharathi Campus, Bangalore University, Bengaluru - 560056
www.bangaloreuniversity.ac.in

SEMESTER III

Sl. No.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language - I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	BBA.3.1	Elements of Cost Accounting	DSC	3+0+2	60	40	100	4
4	BBA.3.2	Organisational Behaviour	DSC	4+0+0	60	40	100	4
5	BBA.3.3	Business Statistics	DSC	3+0+2	60	40	100	4
6	BBA.3.4	Artificial Intelligence	SEC	2+0+0	30	20	50	2
7	BBA.3.5	Sports	SEC-SB	0+0+2	-	25	25	1
8	BBA.3.5	NCC/NSS/others (if any)	SEC-VB	0+0+2	-	25	25	1
9	BBA.3.6.1 BBA.3.6.2	Rural Marketing OR Social Media Marketing	OEC	3+0+0	60	40	100	3
Sub –Total (D)					390	310	700	25

SEMESTER IV

Sl. No.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
1	Lang.1.1	Language - I	AECC	3+1+0	60	40	100	3
2	Lang.1.2	Language – II	AECC	3+1+0	60	40	100	3
3	BBA.4.1	Management Accounting	DSC	3+0+2	60	40	100	4
4	BBA.4.2.1 OR BBA.4.2.2	Business Analytics OR Indian Financial System	DSC	4+0+0	60	40	100	4
5	BBA.4.3	Financial Management	DSC	3+0+2	60	40	100	4
6	BBA.4.4	Constitution of India	AECC	2+0+0	30	20	50	2
7	BBA.4.5	Sports	SEC-SB	0+0+2	-	25	25	1
8	BBA.4.6	NCC/NSS/others (if any)	SEC-VB	0+0+2	-	25	25	1
9	BBA.4.7.1 OR BBA.4.7.2	Business Leadership Skills OR Personal Wealth Management	OEC	3+0+0	60	40	100	3
Sub –Total (D)					390	310	700	25

Notes:

- One Hour of Lecture is equal to 1 Credit.
- One Hour of Tutorial is equal to 1 Credit (Except Languages).
- Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

- **AECC : Ability Enhancement Compulsory Course**
- **DSC © : Discipline Specific Core (Course)**
- **SEC-SB/VB : Skill Enhancement Course-Skill Based/Value Based**
- **OEC : Open Elective Course**
- **DSE : Discipline Specific Elective**
- **SEE : Semester End Examination**
- **CIE : Continuous Internal Evaluation**
- **L+T+P : Lecture+ Tutorial+ Practical(s)**

Note: Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 30 or less than 30 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 30 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching.

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 3.1
Name of the Course: Elements of Cost Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand concepts of cost accounting & Methods of Costing.
- Outline the Procedure and documentations involved in procurement of materials & compute the valuation of Inventory.
- Make use of payroll procedures & compute idle and over time. Discuss the methods of allocation, apportionment & absorption of overheads.
- Prepare cost sheet & discuss cost allocation under ABC.

Syllabus

Module No. 1: INTRODUCTION TO COST ACCOUNTING (8Hrs)

Introduction, Meaning and Definitions of Cost, Costing and Cost Accounting. Need and Objectives of Cost Accounting. Distinctions between Financial Accounting and Cost Accounting. Advantages and Limitations of Cost Accounting. Classification of Cost – Material Cost, Labour Cost and Overheads. Important terminologies – Cost Unit, Cost Centre, Direct Cost, Indirect Cost, Prime Cost, Production Cost, Administration Cost, Selling and Distribution Cost, Fixed Cost, Variable Cost, Semi-variable Cost, Period Cost, Product Cost, Explicit Cost, Implicit Cost, Historical Cost, Current Cost, Future or Pre-determined Cost, Opportunity Cost. Installation of Cost Accounting System – Features of good cost accounting system, precautions for installing effective cost accounting system, challenges in installing effective cost accounting system.

Module No :2 COST SHEET, TENDERS & QUOTATIONS (14 Hrs)

Introduction, Meaning, Objectives and Contents of Cost Sheet – Problems on preparation of Cost Sheet. Meaning of Tender & Quotation. Bases for preparation of Tenders & Quotations – Problems on preparation of Statement of Tender & Quotations, E-Tenders (Concept only)

Module No :3 MATERIAL COSTING (10 Hrs)

Introduction, Meaning of Material Cost, Types of Materials - Direct Materials, Indirect Materials. Material Cost Control - Meaning, Objectives and Benefits. Scope of Material Cost Control – Procurement, Storage and Management of Issues. Make or Buy Decision, Purchase Process, Vendor Selection, Economic Order Quantity. Problems on EOQ. Documents – Bill of Materials, Material Requisition Note, Purchase Requisition, Purchase Order, Goods Received Note, Bin Cards, Stores Ledger, Material Return Note, Material Outward Return Note. Methods of Stores or Inventory Control – ABC Method, VED Method and FSN Method. Determination of Stock Levels – Re-order Level, Minimum Level, Maximum Level, Average Level and Danger Level. Duties and Responsibilities of Stores Manager. Pricing of Material Issues – Specific Price Method, First-In-First-Out Method (FIFO), Last-In-Last-Out Method (LIFO), Highest-In-First-Out Method (HIFO), Simple Average Method, Weighted Average Method, Base Stock Method, Replacement Cost Method, Realizable Price Method, Standard Price Method, Inflated Price Method. Problems under First-In-First-Out Method (FIFO), Last-In-Last-Out Method (LIFO), Simple Average Method and Weighted Average Method.

Module No :4 LABOUR COSTING (12 Hrs)

Introduction, Meaning of Labour Cost, Types of Labour – Direct Labour, Indirect Labour. Labour Cost Control – Meaning, Objectives and Benefits. Scope of Labour Cost Control – Departments involved, Time Analysis or Work Study, Time Keeping and Time Booking, Payroll Procedure, Idle Time, Over Time, Labour Turnover, Wage and Incentive Systems – Simple Time Rate System, Straight Piece Rate System, Taylor's Differential Piece Rate System, Merrick's Differential Piece Rate System, Halsey System and Rowan System. Job Evaluation and Merit Rating, Labour Productivity. Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.

Module No :5 OVERHEAD COSTING (12Hrs)

Introduction, Meaning of Overhead, Classification of Overhead – Factory Overhead, Administrative Overhead, Selling Overhead, Distribution Overhead, Research and Development Overhead. Accounting and Control of Overheads. Cost Allocation and Cost Apportionment. Methods of Cost Re-apportionment – Direct Method, Step-ladder Method, Repeated Distribution Method, Simultaneous Equation Method. Problems on Apportionment of production overheads and problems on Re-apportionment of production overheads under Direct Method and Simultaneous Method.

Skill Developments Activities:

- Visit any Manufacturing entity, collect the method of inventory valuation adopted & procedure involved in procuring inventory.

- Draw the format of five documents used for material accounting 3. Prepare dummy Payroll with imaginary figures.
- Visit any large-scale organization, identify the techniques used for controlling administrative, Selling & distribution overheads.
- Visit any manufacturing entity and collect the cost date and prepare the cost sheet.

Any other activities, which are relevant to the course.

Reference Books

- Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan, Cost Accounting:A Managerial Emphasis, Pearson Education.
- Jawahar Lal, Cost Accounting., McGraw Hill Education
- Madegowda J, Cost Accounting, HPH.
- Rajiv Goel, Cost Accounting, International Book House
- Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers
- Arora, M.N. Cost Accounting – Principles and P r a c t i c e , Vikas Publishing House, New Delhi.
- Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahavir Book Depot, New Delhi.
- 8. Iyengar, S.P. C Mariyappa B Cost Accounting, HPH

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 3.2

Name of the Course: Organisational Behaviour

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Tutorials, Role Plays and Case study method.

Course Outcomes: On successful completion of the course, the Students will:

- Understand the role of OB in business organization.
- Understanding the Behaviour of Individual
- Understand the group behaviour and Team dynamics
- Learn various motivation and leadership theories
- understand the process of organizational development

Syllabus

Module No. 1: INTRODUCTION TO ORGANIZATION BEHAVIOUR (10 Hrs)

Meaning, Definition, Importance, Nature, Scope of OB, Conceptual Models of OB, factors affectin

Module No.2: INDIVIDUAL BEHAVIOUR (12 Hrs)

Individual Behaviour- Meaning, factors affecting individual behavior, reasons for understa individual behavior.
Personality- Types, Determinants and Traits of Personality, Theories.
Learning – Types of Learners, The Learning Process
Attitude – Characteristics, Components, Formation of Attitude.
Perception- Importance, Factors influencing perception, Interpersonal Perception, Impre Management

Module No. 3: GROUP AND TEAM DYNAMICS (12 (Hrs)

Group Dynamics- Meaning, Types of Group, functions of groups, Stages of Group development, stra for improving group dynamics, Determinants of Group Behaviour
Team Dynamics - Meaning, Types of Teams, Team Building, Effective Team Management, Sta Professional Interpersonal Relations, Difference between Groups and Teams.
Conflict-Meaning, Sources of Conflict, Conflict Resolving Strategies.

Module No. 4: MOTIVATION AND LEADERSHIP (12 Hrs)

Motivation- Nature and Importance of Motivation, Motivation Theories - Maslow's Need Hier Theory, Hertzberg's Two Factor Theory, McGregor's Theory X and Theory Y
Leadership – Nature and Importance, Qualities of Good Leaders, Types, Theories of Leaders (Contemporary leadership)

Module No. 5: DYNAMICS OF ORGANIZATIONAL BEHAVIOURS (10 Hrs)

Organisation Culture and Climate - Meaning, Importance, Factors influencing Organization cli Organizational Change- Importance, change process, Resistance to change, Managing Ch Organizational Development: Nature, objectives, Benefit, OD Process.

Skill Development Activities

- Prepare a Chart showing various OB Models
- Develop e content on factors influencing individual perceptions
- Role play on Team Dynamics
- Visit any two organisation and collect information on various motivational models adopted
- Prepare a chart on the stages of OD

Text Books:

1. Fred Luthans, Organizational Behaviour. McGraw Hill
2. Robbins, Organizational Behaviour, International Book House.
3. John W. Newstrom and Kieth Davis, Organizational Behaviour, McGraw Hill.
4. K. Aswathappa, Organizational Behaviour, HPH.
5. Appanniah and, Management and Behavioural Process, HPH
6. Sharma R.K and Gupta S.K, Management and Behaviour Process, Kalyani Publishers.
7. Rekha and Vibha – Organizational Behavioural, VBH.
8. P.G. Aquinas Organizational Behaviour, Excel Books.
9. M. Gangadhar. V.S.P.Rao and P.S.Narayan, Organizational Behaviour

Note: Latest edition of text books may be used

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 3.3
Name of the Course: Business Statistics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.

Course outcomes: On successful completion of the course, the students will be able

- To understand the basic of statistical data collection and classification
- To Present the data through table and diagrams
- To Analyse the data using the various averages and dispersion
- To Interpret the data using correlation and regressions
- To understand changes in data over a period of time through construction of index number

Syllabus

Module No.1: INTRODUCTION TO STATISTICS (8 Hrs)
Introduction, Meaning, Definitions, Features, Objectives, Functions, Importance and Limitations of Statistics -Important terminologies in Statistics – Data, Primary Data, Secondary Data, Population, Census Survey, Sample Survey, Sampling, Parameter, Unit, Variable Quantitative Variable, Qualitative Variable, Dependent Variable Independent Variable, Series. - Individual, discrete and continuous- Classification of data Types. Requisites of Good Classification of Data. Frequency, Class Interval, Tally Bar Frequency Distribution Formation (simple illustrations).

Module No.2: TABULATION AND PRESENTATION OF DATA (10 Hrs)

Types of Presentation of Data – Textual Presentation, Tabular Presentation, One-way Table, Two-way Table. Diagrammatic and Graphical Presentation, Rules for Construction of Diagrams and Graphs. Types of Diagrams – One Dimensional Simple Bar Diagram, Sub-divided Bar Diagram, Multiple Bar Diagram, Percentage Bar Diagram – Two-Dimensional Diagram – Pie Chart, Graphs – Histogram, Frequency Polygon, Ogives, curve–Problems on tabulation.

Module No.3: MEASURES OF CENTRAL TENDENCY AND DISPERSION (14 Hrs)
Meaning, Definition, Features Requisite of ideal average **Types** - Mathematical and Positional **Arithmetic Mean -**Simple and weighted Average (Exclude missing frequency) **MEDIAN -** Positional average, related positional averages graph Location **MODE**- identification under individual and discrete series by inspection method Grouping table preparation and calculation of mode by using Relationship of mean and median, that is empirical formula. Graphical location of mode.
Meaning of Measures of dispersion Standard Deviation- and their Co- efficient of variation problems on direct method only.

Module No.4: CORRELATION AND REGRESSION ANALYSIS (14 Hrs)
Meaning and Types of Correlation Karl Pearson's Coefficient of Correlation. (deviation

from actual mean only) Spearman's Rank Correlation Coefficient problems including repeated rank assignment.

Meaning of Regression, Regression Lines, finding correlation coefficient using Regression Coefficients Regression Equations and estimating the variable.

Module No.5: INDEX NUMBER (10 Hrs)

Meaning and Definitions features classification, Methods of construction index number, -Simple, aggregates, -simple Average of price Relatives method, weighted index method -Fisher Ideal Index Number Test of Adequacy -Unit test, Time reversal test, Factor reversal test and circular test, Consumer Price Index number.

BUSINESS LAB ACTIVITIES

- Collect data from 50 friends about their monthly expenditure on Mobile Recharge, Cosmetics, Chats and Other Expenses and present the same in a Tabular Form.
- Collect data from at least 5 friends about the percentage of marks obtained in SSLC in different subject and present the same in a sub divided Bar Diagram Form or Pie diagram
- Collect the data relating prices of shares of two companies for ten days and ascertain which company share are more variable.
- Collect age statistics of 10 newly married couples and compute correlation coefficient
- Select 10 items of daily- consumed products relate to base year price and quantity and current year price and calculate cost living index.

BOOK FOR REFERENCE

1. Statistical Methods S.P Gupta, , Sultan Chand
2. Statistics Dr. B.N. Gupta , Sahityta Bhavan.
3. Beri, G. C Business Statistics-Tata Mc,Graw Hill Ed Pvt. Ltd.
4. Chikodi and Satya Prasad -Quantitative Methods for business

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: 3.6.1 Open Elective Course (OEC)
Name of the Course: Rural Marketing

Course Credits	No. Of Hours Per Week	Total No. of Teaching Hours
3 Credits	3+0+0 Hours	42 Hours

Pedagogy :

Course Outcomes: On successful completion of the course, the Students will able to

- Describe the importance and application of various concepts of rural marketing.
- Demonstrate the appropriate selection of the segmentation, targeting and positioning strategies along with the environmental factors that influence rural consumers' buying behavior.
- Design a Pricing Strategy that suits the characteristics of rural products and stage in the product life cycle.
- Formulate the appropriate marketing communication and rural distribution channel plans to promote and deliver the rural products.
- Appraise the recent trends in Rural marketing and the application of digital technology in rural marketing.

Module No: 1 INTRODUCTION TO RURAL MARKETING (08 Hrs)

Meaning of Market and Marketing, Nature and scope of rural marketing, rural vs urban markets, concepts and classification of rural markets, rural marketing environment, rise of rural consumerism.

Module No: 2 RURAL CONSUMER BEHAVIOUR (06 Hrs)

Consumer buying Behaviour in rural markets, factors affecting consumer behavior. Market segmentation – Bases for segmenting rural consumer markets.

Module No: 3 RURAL PRODUCT AND PRICING STRATEGY (08 Hrs)

Rural product, Rural product classification, product life cycle, product life cycle strategies in rural markets, New product Development in rural markets, Branding for rural markets. Pricing for rural markets - Factors and Strategies.

Module No: 4 RURAL DISTRIBUTION AND COMMUNICATION STRATEGY (20 Hrs)

Wholesale and retailing in the rural market, rural mobile traders, rural distribution models – FMCG companies, durable companies, service organizations, emerging distribution models.

TRENDS IN RURAL MARKETING

Digitizing rural India, online marketing reach in the rural market, recent trends in packing, labelling, grading, transporting, order processing, payment methods, storage and warehousing. Corporate Farming-Meaning only.

Include Live cases (ITC E-Choupal, TARAhatt, EID Parry's Indiagriline)

Skill Development Activities:

- Prepare a product life cycle for a Rural product
- Select Rural Product and conduct a Consumer Satisfaction Survey
- Prepare and Advertisement copy for a rural product.
- Visit an APMC Yard / Mardi's and prepare a report on any one Agri product pricing.

Books for reference

- Debarun Chakrabaorty and Soumya Kanti Dhara, et al. (2021), Rural Marketing in India: Texts and Cases, 1st Edition Atlantic Publishers and Distributors Pvt Ltd
- Acharya SS and Agarwal NL (2019), Agricultural Marketing in India, 6th Edition, Oxford & IBH Publishing Co Pvt Ltd.
- Dinesh Kumar and Punam Gupta (2019), Rural Marketing), 1st Edition, SAGE Publications India Pvt Ltd.
- C. G. Krishnamacharyulu (2010), Rural Marketing: Text and Cases, 2nd Edition, Pearson India Education Services Pvt Ltd.
- T.P.Gopalaswamy (2009) Rural Marketing-Environment, Problems and Strategies, 3rd Edition, Vikas Publishing House.

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: 3.6.2 Open Elective Course (OEC)
Name of the Course: Social Media Marketing

Course Credits	No. Of Hours Per Week	Total No. of Teaching Hours
3 Credits	3+0+0 Hours	42 Hours

Pedagogy:

Course Outcomes: On successful completion of the course, the Students will able to

- Understand social media marketing goals for successful online campaigns.
- Analyze the effective social media marketing strategies for various types of industries and businesses.
- Design social media content and create strategies to optimize the content's reach to the target audience.
- Appraise the reach and track progress in achieving social media objectives with a variety of measurement tools and metrics.
- Design a suitable social media campaign for the business goals.

Syllabus

Module No: 1 Social Media Introduction (8 Hrs)
Introduction to social media, how to build a successful Social Media Strategy, Goal setting, Overview of Global E-Marketing Issues, Country and Market Opportunity Analysis, User engagement on social networks; Social advertising; Social, media analytics; Impact of online reputation; Social Technology and its marketing influence in India

Module No: 2 Facebook -Instagram marketing (10 Hrs)
Exploring the use of a Facebook page, Facebook Ad campaign, Facebook groups, Hashtags, Instagram, creating automation for Instagram, Audience Insights, page Insights, exploring the various IG content types, setting a theme and flow on Instagram, and generating Leads.

Module No: 3 Twitter Marketing (8 Hrs)
Creating a Twitter account, optimizing a page, content types, posting contents, Integrating a personal brand on Twitter, Twitter Analytics & Ads, post assistants and automation for Twitter.

Module No: 4 YouTube marketing (16 Hrs)
Youtube marketing, creating a youtube channel, posting content, youtube analytics, Google Pages for YouTube Channels, Video Flow, Verify Channel, Webmaster Tool – Adding Asset.
Search Engine Optimization-Recent trends and challenges
Search Engine Optimisation (SEO) Introduction, Understanding SEO, User Insights, Benefits and Challenges, Content Marketing, Traditional Media vs Social Media, recent trends and challenges in Social Media marketing

Skill Development Activities

- Prepare Facebook Page in your name.
- Open a YouTube channel.
- Create a blog and write an article on Climate change.
- Create a search engine optimization (SEO) dashboard.

Books for reference

- Annmarie Hanlon (2022), Digital Marketing Strategic Planning & Integration,2nd Edition, SAGE Publications Ltd.
- Matt Golden (2022), Social Media Marketing, 1st Edition, Bravex Publications.
- Simon Kingsnorth (2022), The Digital Marketing Handbook: Deliver Powerful Digital Campaigns, 1st Edition, Kogan Page.
- Melissa Barker, Donald I. Barker, Nicholas F. Bormann and Debra Zahay (2016), Social Media Marketing: A Strategic Approach, 2nd Edition, Cengage Learning.
- Tracy L. Tuten and Michael R. Solomon, (2016), Social Media Marketing, 2nd Edition, Sage Publications India Private Limited

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 4.1
Name of the Course: Management Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	3+0+2 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand various management systems
- Analyze and provide recommendations to improve the operations of organizations through the application of Management accounting techniques
- Evaluate the benefits of different conventional and contemporary Management systems
- Prepare analyses of various special decisions, using relevant management techniques
- Apply management accounting and its objectives in facilitating decision making.

Syllabus

Module No. 1: INTRODUCTION TO MANAGEMENT ACCOUNTING (06 Hrs)
Nature, scope and functions of management accounting, role of management accountant in decision making, management accounting vs financial accounting and cost accounting. Tools and techniques of management accounting.
Financial statement analysis – Comparative, Common size and Trend analysis

Module No. 2: RATIO ANALYSIS (8 Hrs)
Meaning and Definition of Ratio, Classification of Ratios, Uses & Limitations – Meaning and types of Ratio Analysis – Problems on Ratio Analysis. **Module No :3 FUND FLOWANALYSIS (10 Hrs)**
Nature of Fund, Fund Flow Statement – Uses and Limitations of Fund Flow Statement-– Procedure for preparation of Fund Flow Statement – Statement of Changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds.

Module No. 4 CASH FLOW ANALYSIS (12 Hrs)
Nature of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of IND AS-7 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to IND AS-7- (Indirect Method Only)

Module No. 5: BUDGETING & BUDGETARY CONTROL (10 Hrs)
Meaning, Objectives, Nature, Scope and Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration. Functional budgets. Zero base budgeting(theory). Practical problems on Flexible and cash Budget.

Skill Development Activities

- Collection of financial statements of any one organization for two years and preparing comparative statements
- Collection of financial statements of any two organization for two years and prepare a common Size Statements
- Collect statements of an Organization and Calculate Important Accounting Ratio's
- Draft a report on any crisis in an organization
- Collect the data and prepare Cashflow statement as per IND AS 7

Books for reference

- Dr. S.N. Maheswari, Management Accounting, Mahavir Publications
- T.S.Sexana, Advanced Cost and Management Accounting, Sultan Chand
- Jain and Narang, Cost and Management Accounting, Kalyani Publisher.
- Dr. S.N. Goyal and Manmohan, Management Accounting, S.N. Publications.
- B.S. Raman, Management Accounting, United Publishers.
- Sharma and Gupta, Management Accounting, Kalyani Publishers.
- M N Arora, Accounting for Management, Himalaya Publisher
- Jawahar Lal, Cost Accounting; McGraw-Hill Education (India)

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 4.2.1
Name of the Course: Business Analytics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand types of analytics and data models
- Understand the role of data indecision making, sources and types of Data.
- Ability to analyse data using different data analytic tools and draw inferences.
- Understand applied statistics for business problems.
- Demonstrate visualization of data.

Syllabus

Module No. 1: Introduction to Business Analytics (12 Hrs)
Business Analytics, Terminologies used in Analytics: Business Analytics, Business Intelligence, Meaning, Importance, Scope, Uses of Business Analytics, Architecture of Business Analytics, Types of Analytics: Descriptive, Diagnostics, Predictive, Prescriptive, Application of Business analytics, Introduction to Data Science and Big Data.

Module No. 2: Role of Data in The Organization (10 Hrs)
Sources of data, Use of Data in Decision making, Importance of data quality, dealing with missing or incomplete data, Types of Digital Data- Structured, Semi Structured, Unstructured Data. Data warehouse, Data mining, Data Integration – What, need, advantages, approaches of Data integration, Data profiling.

Module No :3 Tools Used for Data Analytics (12 Hrs)
Introduction to data analytics software – Types of data analytics software – open source and proprietary software.
Lab sessions:
R, JAMOVI, GRETL, Python: Installation of software –Installation of packages / library - Importing of data – Saving of data – Run descriptive Statistics – Interpret result – plotting of charts – inferences of chart. (Using all the four specified softwares).

Module No. 4 Database Orientation (12 Hrs)
Database definition, types of structures, DBMs, RDBMS, Relational Database Language , Introduction to SQL, Features of SQL, SQL Languages, DDL commands- Create, Add, Drop, Constraints in SQL, DML Commands – Insert, Delete, Update, Data Query .
Language – Where clause, Order by, Group by, DCL commands – Grant, Revoke, TCL Commands – Commit, Roll Back, Save point. Aggregate Functions, Relational Algebra.

Module No. 5: Data Visualization Using Tableau (Public Version) (10 Hrs)
Introduction to Dimensions and measures, Types of Charts, (Pie Chart, Column Chart, Line Chart, Bar Chart, Area Chart, Scatter Chart, Bubble Chart, Stock Chart), Basic understanding in dashboard and storyboard. (Explain using practical examples and students executes the examples using tableau.)

Skill Developments Activities:

- Prepare tree map chart using Tableau.
- Run a descriptive statistic using R and Python software.
- Execute a summary chart in JAMOVI.
- Execute DCL and TCL Command in SQL.

Text Books:

- Business Analytics: Text and Cases, Tanushri Banerjee, Arvindram Banerjee, Publisher: Sage Publication
- Business Analytics, U Dinesh Kumar, Publication: Wiley
- Business Analytics, R. Evans James, Publisher: Pearson
- Fundamental of Business Analytics, Seema Acharya R N Prasad, Publisher: Wiley
- Business Analytics: Data Analysis and Decision Making, Albright and Winston published by Cengage Learning**.**
- Swain Scheps, Business Intelligence for Dummies.
- Rick Sherman, Business Intelligence Guidebook: From Data Integration to Analytics
- Cindi Howson. Successful Business Intelligence, Second Edition: Unlock the Value of BI & Big Data
- Seema Acharya R N Prasad, Fundamentals of Business Analytics, 2ed,

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Note: Latest edition of text books may be used.

Name of the Programme: Bachelor of Business Administration (BBA)
Course Code: BBA 4.2.2
Name of the Course: Indian Financial System

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classroom lectures and Tutorials

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand the financial system, Institutions, financial markets and services.
- Analyse the concepts relevant to Indian financial market and relevance.
- understand concept of financial services, types and functions.
- Understand the types of financial Instruments.
- Demonstrate an understanding the functioning of stock markets.

Syllabus

Module No. 1: OVERVIEW OF FINANCIAL SYSTEM (8 Hrs)
Introduction to Financial System – Features, Constituents of Financial System; Financial Institutions; Financial Services; Financial Markets and Financial Instruments.

Module No.2: FINANCIAL INSTITUTIONS (16 Hrs)
Characteristics of Financial Institutions, Broad Categories – Money Market Institutions and Capital Market Institutions. Objectives and Functions of Industrial Finance Corporation of India, Industrial Development Bank of India, State Financial Corporations, Industrial Credit and Investment Corporation of India, EXIM Bank of India, National Small Industrial Development Corporation, National Industrial Development Corporation, RBI Measures for NBFCs.

Module No. 3: FINANCIAL SERVICES (12 Hrs)
Financial Services – Meaning, Objectives, Functions, Characteristics; Types of Financial Services - Merchant Banking – Functions and Operations, Leasing, Mutual Funds, Venture Capital & Credit Rating.

Module No.4: **FINANCIAL MARKETS AND INSTRUMENTS (10 Hrs)**
Meaning and Definition, Role and Functions of Financial Markets, Constituents of Financial Markets; Money Market Instruments, Capital Market and Instruments; SEBI guidelines for Listing of Shares and Issue of Commercial Papers.

Module No.5: STOCK MARKETS (10 Hrs)
Meaning of Stock, Nature and Functions of Stock Exchange; Stock Market Operations - Trading, Settlement and Custody (Brief discussion on NSDL & CSDL); Brief discussion of BSE, NSE and OTCEI.

SKILL DEVELOPMENT ACTIVITIES

- Visit any financial institution and prepare a report regarding its structure, functions and performance.
- Analyze the ratings given by any credit rating agency, for at least 5 companies.
- Collect information on NASDAQ, Nifty, Sensex and write brief report on the same.
- Identify a company of your choice and record its share prices for one month.

Reference Books

- L.M. Bhole, Financial Institutions & Markets, McGraw Hill
- Khan, M.Y, Indian Financial System, McGraw Hill
- Sharma, Meera, Management of Financial Institutions, Eastern Economy Edition
- Bhole and Mahakud, Financial Institutions and Markets – Structure, Growth and Innovations, McGraw Hill
- Guruswamy, S., Financial Services and System, McGraw Hill
- Edminister. R.O, Financial Institutions, Markets & Management, McGraw Hill
- Khan. M.Y, Indian Financial System, Vikas Pub. House
- H.R Machiraju, Indian Financial System, Vikas Pub. House
- E.Gorden & K. Nataraj, Financial Markets and Services, HPH

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Management (B.B.A)
Course Code: 4.3
Name of the Course: Financial Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4+0+0 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Tutorial Classes, Problem Solving

Course Outcomes: On successful completion of the course, the Students will be able to

- Identify the goals of Financial Management.
- Enrich knowledge about financial decision making.
- Evaluate projects using capital budgeting techniques.
- Design optimum capital structure using EBIT and EPS analysis.
- Evaluate working capital effectiveness in an organization.

Syllabus

Module No. 1: INTRODUCTION TO FINANCE (6 Hrs)
Meaning of Finance, types of finance, Functions of finance-Financial management -Meaning, Definitions and Importance- Objectives of Financial Management- Role of a Financial Analyst. Financial Planning-Steps-Principles- Factors influencing a sound financial plan (Theory only)

Module No 2 : FINANCIAL DECISION (14 Hrs)
Introduction-Meaning of financing decision-Sources of Finance -Meaning of Capital Structure, Factors influencing Capital Structure, Optimum Capital Structure – EBIT, EPS Analysis, Leverages – Problems

Module No. 3 INVESTMENT DECISION (14 Hrs)
Introduction- Meaning and Definition of Capital Budgeting - Features – Significance- Process & factors -Techniques: Payback Period, Discounted Pay- back period, Accounting Rate of Return. Net Present Value, Internal Rate of Return and Profitability Index- Problems

Module No. 4: DIVIDEND DECISION (10 Hrs)
Introduction to Dividend Decisions, Meaning & Definition, Forms of Dividend, Types of Dividend Policy, Significance of Dividend, Impact of Dividend Policy on Company, Factors affecting Dividend Policy, Walter divided model- Problems.

Module No. 5: WORKING CAPITAL MANAGEMENT (12 Hrs)
Introduction Concept of Working Capital - Significance of Adequate Working Capital-Evils of Excess or Inadequate Working Capital- Determinants of Working Capital-Sources of Working Capital (Theory and Simple problems on Estimation of working capital).

Skill Development activity:

- Draw the organization chart of Finance Function of a company
- Submit an analysed report on Capital structure in 3 different industries
- Explain the role of financial manager in the context of globalization.
- Prepare E-content of dividend policy of a company
- Develop E-content for working capital management to a service organizations

Reference Books

S.N. Maheshwar Financial Management-Sultan Chand Publications
Khan & Jain Financial Management Tata MC Graw hill
Financial Management L N Pandey

Note: Latest edition of textbooks and reference Books may be used

Name of the Program: Bachelor of Business Management (B.B.A)
Course Code: 4.7.1 (OEC)
Name of the Course: Business Leadership Skills

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able to:

- understand the significance of leadership skills for effective people management.
- increase the comprehension of leadership through various leadership theories.
- analyse different leadership styles, types, patterns and functions.
- demonstrate an understanding of various leadership approaches for effective management of people.
- demonstrate an awareness of ethical leadership.
- Understand the emerging trends in Leadership.

Syllabus

Module No. 1: INTRODUCTION TO BUSINESS LEADERSHIP (06 Hrs)
Introduction to business leadership, meaning & definition of leadership, evolution and growth of leadership; functions and characteristics of leadership; Importance of Leader in Organisation culture, latest trends / current scenario of business leadership. Dark traits of Leadership.

Module No. 2: LEADERSHIP FROM MANAGERIAL PERSPECTIVE (10 Hrs)
Nature of leadership, Significance or importance of leadership, **Top 10** Qualities of an effective leader, leader v/s manager; Leader v/s Mentor authority v/s leadership; formal v/s informal leadership; different roles of leadership; different levels of leadership; traits of an ethical leader.

Module No. 3: LEADERS AND TEAM DECISIONS (8 Hrs)
Team decision making; Power and influence in teams; Leadership and team empowerment; Challenges in team decision making, Role of a leader in decision making.

Module No. 4: LEADERSHIP STYLES & SKILLS (18 Hrs)
Leadership styles: a) Autocratic leadership, b) Bureaucratic leadership, c) Democratic leadership, and d) Laissez faire leadership e) Transformational Leadership, f) Charismatic Leadership.
Leadership Skills: Communications Skills, Decision Making Skills, Emotional Management Skills, Public Relation Skills, Personal Values and Ethics, Conflict Resolution Skills.
Emerging Trends In Leadership: Women & Transgender in leadership; Limitations, challenges & opportunities of a women & Transgender leadership; Role of a e-leadership.

Skill Developments Activities:

- Collect information about the real time corporate leaders with different leadership styles & discuss their leadership styles and traits in the class room
- Leadership skills used to focus on GD
- Demonstrate the team management skills required for a leader.
- Brain storming session pertaining to leadership qualities
- Emerging trends in leadership are to be discussed with case studies and projects)

Reference Books:

- Northouse, P. (2007). Leadership: Theory and Practice. Sage Publications.
- Stephen, R. P. (1988). Orgaizational Behaviour - Concepts, controversies and Appications. New Delhi: Printice Hall of India Ltd.
- Subba Rao. (2018). Organizational Behaviour (18th ed.). Himalaya Publishing House.
- Subba Rao. (2022). Personnel and Human Resource Management (5th ed.). Bangalore: Himalay Publishing House.
- Daloz Parks, S., Leadership can be taught: A Bold Approach for a Complex World, Boston: Harvard Business School Press.
- Drucker Foundation (Ed.), Leading Beyond the Walls, San Francisco: Jossey Bass
- Hersey, P. K., Blanchard, D., & Johnson, D. Management of Organisational Behavior: Leading Human Resources. Pearson Education.
- Gratton, L. E. (2007). Eight ways to build collaborative teams. Harvard Business Review. 85 (11), 100-109.
- Katzenbach, J. R., Douglas S. K. (2001). Discipline of Teams. Harvard Business Review.71(2).111-120.

Name of the Program: Bachelor of Business Management (B.B.A)
Course Code: 4.7.2 (OEC)
Name of the Course: Personal Wealth Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
3 Credits	3+0+0 Hrs	42 Hrs

Pedagogy: Classroom lectures and Tutorials.

Course Outcomes: On successful completion of the course, the Students will able to:

- Demonstrate an understanding of the importance of Wealth Management and Financial Planning in personal life.
- Identify the Real Estate Investment Routes and understand the tax planning that minimises tax burden.
- Select and Apply the Asset Allocation strategies to balance between Risk and Return.
- Anlayse the Retirement Planning Benefits and retirement strategies to provide regular income for life.
- Understand the basic principles and importance various insurance policies.

Syllabus

Module No. 1: Wealth Management and Financial Planning (8 Hrs)
Meaning of Wealth Management, Need, Scope and Components of Wealth Management, Process of Wealth Management, Expectations of Clients, Code of Ethics for Wealth Manager. Challenges to WM in India – Financial Planning - Systematic Approach to Investing (SIP, STP & SWP)- Life Cycle and Wealth Cycle - Financial Planning in India, Legal aspects of Financial Planning.

Module No. 2: Estate Planning and Tax Planning (8 Hrs)
Real Estate, Role of Real Estate, Real Estate Investment Routes, Real Estate Indices -Assets & Liabilities, Nomination, Inheritance Law, Will, Understanding Trust and Trust Documents – Tax Planning Concepts, Assessment Year, Financial Year, Income Tax Slabs, TDS, Advance Tax, LTCG, STCG, Carry Forward and Set-off.

Module No. 3: Asset Allocation Strategies (8 Hrs)
Asset allocation Strategies -Asset allocation Decision, Equity portfolio strategies - Active Vs Passive, Management strategies, Value Vs growth investing, -Tactical, Fixed & Flexible. **Portfolio Management Strategies** - Indexing - Active - interest rate anticipation, Valuation analysis, Credit analysis, Yield spread analysis and Bond swaps - Allocation to Speculation, Diversification in Perspective.

Module No. 4: Retirement Planning and Employee Benefits (18 hrs)
Introduction to Retirement Planning - Types of Retirement Plans -
Defined Benefit and Defined
Contribution plan, Superannuation Fund and other retirement plans,
Pre and Post Retirement
Planning Strategies – ESOP and ESPP. **Insurance Products in Wealth Management**
Meaning, Basic Principles of Insurance, Functions and Characteristics of Insurance- Group Life and Health Insurance; Types of Life Insurance Policies, Types of General Insurance Policies, Health Insurance and Group Insurance Policy – Risk Management through Insurance.

Skill Developments Activities:

- List out different Insurance schemes
- Create your own personal portfolio using imaginary numbers and justify.
- Conduct a survey of 20 salaried employees on their investment avenues through

questionnaire.
- Prepare technical charts report of any 5 listed stocks in BSE S&P SENSEX.

Text Books:

- Pawan V. Jhabak – Wealth Management, Himalaya Publishing Hou Himalaya Publishing House Pvt. Ltd., Mumbai - 400 004.
- S.K Bagchi – Wealth Management Jaico Publishing House, Firs Edition.
- NSE Academy – Financial Planning and Wealth Management.
- NCFM Work Book – Financial Markets (Advanced).

Note: Latest edition of text books may be used.

Karnataka State Higher Education Council

BANGALORE UNIVERISTY

Curriculum Framework for Undergraduate Program

Bachelor of Business Administration (BBA) For 5th & 6th Semester from the Academic Year 2023-24 (NEP 2020)

SEMESTER – V

SLNo.	Course Code	Title of the Course	Categoryof Course	Teaching Hours per Week (L+T+P)	SEE	CIE	Total Marks	Credits
31	BBA5.1	Production and Operations Management	DSC -13	4+0+0	60	40	100	4
32	BBA5.2	Income Tax-I	DSC-14	3+0+2	60	40	100	4
33	BBA5.3	Banking Law and Practice	DSC-15	4+0+0	60	40	100	4
34	BBA5.4	Elective -1 (FN1\MK1\HRM1\DA1\ RM1\LSCM1)	DSE-1	3+0+0	60	40	100	3
35	BBA5.5	Elective-2 (FN1\MK1\HRM1\DA1\ RM1\LSCM1)	DSE-2	3+0+0	60	40	100	3
36	BBA5.6	A. Information Technology for Business (Excel &DBMS) B. Digital Marketing	**Vocational-1** Anyone tobe chosen	3+0+2	60	40	100	4
37	BBA5.7	Cyber Security	SEC – VB	1+0+2	30	20	50	2
		SUB TOTAL (E)			390	260	650	24

ELECTIVE GROUPS AND COURSES:

Sl. No.	Finance	Marketing	Human Resource Management	Data Analytics	Retail Management	Logistics And Supply Chain Management
COURSE CODE	FN1	MK1	HRM1	DA1	RM1	LSCM1
Paper-1	Advanced Corporate Financial Management	Consumer Behavior	Compensation and Performance Management	Financial Analytics	Fundamentals of Retail Management	Freight Transport Managemet

Note: Students have to choose Two Electives in V Semester and Continue with the same Elective combinations in VI Semester.

SEMESTER – VI

SLNo.	Course Code	Title of the Course	Categoryof Course	Teaching Hours per Week (L+T+P)	SEE	CIE	Total Marks	Credits
38	BBA 6.1	Business Law	DSC	4+0+0	60	40	100	4
39	BBA6.2	Income Tax-II	DSC	3+0+2	60	40	100	4
40	BBA6.3	International Business	DSC	4+0+0	60	40	100	4
41	BBA6.4	Elective -1 (FN2\MK2\HRM2\DA2\ RM2\LSCM2)	DSE	3+0+0	60	40	100	3
42	BBA6.5	Elective-2 (FN2\MK2\HRM2\DA2\ RM2\LSCM2)	DSE	3+0+0	60	40	100	3
43	BBA6.6	A. Goods and Services Tax B. ERP Application	Vocational-2 Anyone to be chosen	2+0+2	60	40	100	4
44	BBA6.7	Internship	I-1	4 weeks	-	50	50	2
		SUB TOTAL (F)			**360**	**290**	**650**	**24**

A. INTERNSHIP WITH BUSINESS ORGANIZATIONS

Objectives:

- To enhance the classroom learning
- To provide training and experiential learning opportunities for students
- To provide an opportunity to apply knowledge and skills acquired by the students in the classroom to aprofessional context.

Guidelines to the institution:

1. Each student will have to work in a Business Organization for at least 4 weeks after their FifthSemester Examination.
2. The entire batch of students is to be divided equally among the department faculty members. Thefaculty members should be the mentors and guide the students in the internship process.
3. The students must submit the Certificate for completion of internship by the organization to thecollege along with a brief report of not less than 25 pages. The report contains details of the organization, nature of business, and a write up on the learning outcome from the internship carried out by them.

Marks Allocation:

- 30 Marks for the Internship Report and 20 Marks for Presentation and Viva-Voce examination.
- Viva-Voce shall be conducted at the end of the semester, by the external faculty, from among the panelof examiners and identified by the College.
- The Institution should send the marks to the University along with IA Marks scored by them in the VISemester.

ELECTIVE GROUPS AND COURSES:

Discipline Specific Electives –VI Semester						
			Human Resource			**Logistics and**
				Data	**Retail**	
Sl. No.	**Finance**	**Marketing**	**Management**	**Analytics**	**Management**	**Supply Chain Management**
COURSE CODE	**FN2**	**MK2**	**HRM2**	**DA2**	**RM2**	**LSCM2**
Paper-2	Security Analysis and Portfolio Managementt	Advertising and Media Management.	Cultural Diversity at Workplace	Marketing Analytics	Retail Operations Management	Sourcing for Logistics and Supply Chain Management

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA5.1
Name of the Course: Production and Operations Management

Course Credits	No. of hours perweek	Total No. of Teaching hours
4 Credits	4 hours	56 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the Production and Operations Management in business
b) Understanding Plant Location and Layout of different production units.
c) Comprehend the challenges of Inventory Management.
d) Understand the techniques of Production Planning and Control.
e) Understand the mechanism of waste management.

Syllabus:	**Hours**
Module No.1: Introduction to Production and Operations Management	**12**
Introduction -Meaning of Production and Operations, differences between Production and Operations Management, Scope of Production Management, Production System. Types of Production, Benefits of Production Management, Responsibility of a Production Manager, Decisions of Production Management. Operations management: Concept and Functions	
Module No. 2: Plant Location and layout	**10**
Meaning and definition –Factors affecting location, Theory and practices, cost Factor in location – Plant layout Principles – Space requirement – Different types of facilities – Organization of physicalfacilities – Building, Sanitation, Lighting, Air Conditioning and Safety.	
Module No.3: **Production Planning and Control**	**12**
Meaning and Definition-Characteristics of Production Planning and Control, Objectives of Production Planning and Control, Stages of Production Planning and Control, Scope of Production Planning & Control, Factors Affecting Production Planning and Control, Production Planning System, Process Planning Manufacturing, Planning and Control System, Role of Production Planning and Control in Manufacturing Industry.	
Module No. 4: Inventory Management	**12**
Inventory Management – Concepts, Classification: Objectives: Factors Affecting Inventory ControlPolicy. Inventory Management system -Scientific techniques and tools- EOQ Model: Re-order Level: ABC Analysis: VED: FSN: Stores ledger Quality Management- Quality Concepts, Difference between Inspections, Quality Control, Quality Assurances, TotalQuality Management: Control Charts: acceptance sampling.	
Module 5: Maintenance and Waste Management	**10**

Introduction – Meaning – Objectives – Types of maintenance, Breakdown, Spares planning andcontrol, Preventive routine, Relative Advantages, Maintenance Scheduling, Equipment reliability
and Modern Scientific Maintenance Methods - Waste Management–Scrap and surplus disposal,Salvage and recovery.

Skill Development Activities:

1. Visit any industry and list out the automation in the process of production
2. List out the influencing factors in selecting plant location
3. Draw a flow chart on production control
4. Identify and list the Inventory Management in an organization.
5. Demonstrate the waste management techniques to the public

Books for Reference:

1. Ashwathappa. K & Sridhar Bhatt: Production & Operations Management, HPH.
2. Gondhalekar & Salunkhe: Productivity Techniques, HPH.
3. SN Chary, Production & Operations Management, McGraw
Hill.4 U. Kachru, Production & Operations Management,
Excel Books.
5. Alan Muhlemann, John Oaclank and Keith Lockyn, Production & Operations Management, PHI.6 K KAhuja, Production Management, CBS Publishers.
7.S.A. Chunawalla & Patel: Production & Operations Management, HPH.
8.Everett E Adam Jr., and Ronald J Ebert, Production & Operations Management, Sage Publishing9.Dr. L. N.Agarwal and Dr. K.C. Jain, Production Management
10.Thomas E. Morton, Production Operations Management, South Western College.

Note: Latest edition of books may be used.

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Name of The Program: Bachelor of Business Administration (BBA)

Course Code: BBA5.2

Name of the Course: Income Tax – I

Course Credits	No. of hours per week	Total No. of Teaching hours
4 Credits	4 hours	56 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies &field work etc..

Course Outcomes: On successful completion of the course, the students will beable to:

a) Comprehend the procedure for computation of Total Income and tax liability ofan individual.

b) Understand the provisions for determining the residential status of an Individual.

c) Comprehend the meaning of Salary, Perquisites, Profit in lieu of salary, allowances and various retirement benefits.

d) Compute the income house property for different categories of house property.

e) Comprehend TDS & advances tax Ruling and identify the various deductionsunder section 80.

Syllabus:	**Hours**
Module-1:Basic Concepts of Income Tax	**12**
Introduction –Meaning of tax-, types of taxes, cannons of taxation. Brief history of Indian Income Tax, legal framework of taxation, Important definitions, assessment, assessment year, previous year including exceptions, assesses, person, income, casual income, Gross total income, Total income, Agricultural income, scheme of taxation, – Exempted incomes of individuals under section 10 of the Income Tax Act, 1961 (concept only). Slab rate-Under Old tax and new tax regime 115BAC	
Module-2: Residential Status and Incidence of Tax	**10**
Introduction – Residential status of an individual. Determination of residential statusof an individual. Incidence of tax or Scope of Total income. Problems on computation of Gross total Income of an individual.	
Module- 3: Income from Salary	**16**
Introduction - Meaning of Salary -Basis of charge, Definitions–Salary, Perquisites and profits in lieu of salary - Provident Fund –Transferred balance. Retirement Benefits – Gratuity, pension and Leave salary. Deductions u/s 16 and Problems on Computation of Income from Salary.	
Module-4:Income from House Property	**10**
Introduction - Basis for charge - Deemed owners -House property: incomes exempt from tax, composite rent and unrealized rent. Annual Value –Determination of Annual Value - Deductions u/s 24 from Annual Value - Problems on Computation of Income from House Property.	

Module No.-5: Tax Deduction at Sources & Advance Tax Ruling	**08**
Introduction - Meaning of TDS - Provisions regarding TDS - TDS to be made from Salaries - Filing of Quarterly statement – Theory and Problems; Advance Tax: Meaning of advance tax - Computation of advance tax - Instalment of advance tax and due dates. **Deductions** under Section 80C, 80CCC, 80CCD, 80CCG, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80TTA and 80U as applicable to individuals under old regime.(Individuals only).	
SkillDevelopmentActivities: 1. Prepare a slab rates chart for different Individual assesses. 2. Visit any Chartered Accountant office Collect and record the procedure involved in filing the Income tax returns of an Individual. 3. List out any 10 Incomes exempt from tax of an Individual. 4. Prepare the list of perquisites received by an employee in an organization. 5. Identify and collect various enclosures pertaining to Income tax returns of an individual. 6. Any other activities, which are relevant to the course.	
Books for References: 1. Mehrotra H.C and T.S.Goyal, Direct taxes, Sahithya Bhavan Publication, Agra. 2. Vinod K. Singhania, Direct Taxes, Taxman Publication Private Ltd, New Delhi. 3. Gaur and Narang, Law and practice of Income Tax, Kalyani Publications,Ludhiana. 4. Bhagawathi Prasad, Direct Taxes. 5. B.Mariyappa, Income tax Law and Practice-I, Himalaya Publishing House. NewDelhi.s 6. Dr. Saha, Law and Practice of Income Tax, Himalaya Publishing House. **Note: Latest edition of text books may be used.**	

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA 5.3
Name of the Course: Banking Law and Practice

Course Credits	No. of hours perweek	Total No. of Teaching hours
4 Credits	4 hours	56 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understand the legal aspects of banker and customer relationship.
b)Open the different types of accounts.
c) Describe the various operations of banks.
d) Understand the different types of crossing of Cheques and endorsement.
e) Understanding of different types of E-payments.

Syllabus:	**Hours**
Module No. 1: Banker and Customer	**16**
A) Banker and Customer Relationship: Introduction – Meaning of Banker& Customer; General and Special relationships between Banker & Customer, (Rights and Obligationsof Banker & Customer). B) Customers and Account Holders: Types of Customer and Account Holders – Procedure and Practice in opening and operating the accounts of different types of customers – Minor, Joint Account Holders, Partnership Firms, Joint Stock Companies, Clubs, Non-Resident Account – NRI & NRE Accounts.	
Module No. 2: Banking Operations.	**08**
Meaning – Duties and Responsibilities of Collecting Banker, Holder for Value, Holder inDue Course; Statutory Protection to Collecting Banker.	
Module No. 3: Paying Banker	**12**
Meaning – Precautions – Statutory Protection to the Paying Banker; Cheques – Crossingof Cheques – Types of Crossing; Endorsements - Meaning, Essentials and Kinds of Endorsement; Dishonor of Cheque - Grounds for Dishonor of cheque.	
Module No. 4: Lending Operations	**12**
Principles of Bank Lending, Kinds of lending - Loans, Cash Credit, Overdraft, Bills Discounting, Letters of Credit. Types of securities and Methods of creation of charge, Secured and Unsecured Advances; Procedure - Housing, Education and Vehicle loan's; Non-Performing Asset (NPA): Meaning, circumstances & impact; Government Regulations on Priority lending for commercial banks.	

Module No. 5: Banking Innovations	**8**

New technology in Banking – E-services – plastic cards. Internet Banking, ATM basedservices, ECS, MICR, RTGS, NEFT, DEMAT, IMPS UPI , AADHAR enabled payment
System, USSD, E-Valet and application based payment systems, Role of artificial intelligence in banks, Block Chain – Meaning and features.

SkillDevelopmentActivities:

1. Collect the accounting opening form and pay in slip of nationalized and private bank.
2. Draw a specimen of a crossed cheque.
3. List out different types of customers and collect KYC documents required for loan
4. List out various fee-based services offered by a bank in your locality
5. List out application-based payment systems provided by a commercial bank.

Books for References:

1. Gordon & Natarajan: Banking Theory Law and Practice, HPH.
2. Maheshwari. S.N.: Banking Law and Practice, Vikas Publication.
3. Kothari N. M: Law and Practice of Banking.
4. Tannan M.L: Banking Law and Practice in India, Indian Law House
5. S. P Srivastava: Banking Theory & Practice, Anmol Publications.
6. Sheldon H.P: Practice and Law of Banking.
7. Neelam C Gulati: Principles of Banking Management.
8. Dr. Alice Mani: Banking Law and Operation, SB.

Note: Latest edition of Reference Books may be used

Name of the Program: Bachelor of Business Administration **(BBA)**

Finance Elective

Course Code: FN1

Name of the Course: Advanced Corporate Financial Management

Course Credits	No. of hours per week	Total No. of Teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understand and determine the overall cost of capital.

b) Comprehend the different advanced capital budgeting techniques.

c) Understand the importance of dividend decisions and dividend theories.

d) Evaluate mergers and acquisition.

e) Enable the ethical and governance issues in financial management.

Syllabus:	**Hours**
Module No. 1: Cost of Capital and Capital Structure Theories	**12**

Cost of Capital: Meaning and Definition – Significance of Cost of Capital – Types of Capital –Computation of Cost of Capital – Specific Cost – Cost of Debt – Cost of Equity Share Capital – Weighted Average Cost of Capital – Problems.

Theories of capital structures: The Net Income Approach, The Net Operating Income Approach,Traditional Approach and MM Hypothesis – Problems.

Module No. 2: Risk Analysis in Capital Budgeting	**11**

Risk Analysis – Types of Risks – Risk and Uncertainty – Techniques of Measuring Risks – Riskadjusted Discount Rate Approach – Certainty Equivalent Approach – Sensitivity Analysis - Probability Approach - Standard Deviation and Co-efficient of Variation – Decision Tree Analysis – Problems. .

Module No. 3: Dividend Decision & Theories of Dividend.	**12**

Introduction - Dividend Decisions: Meaning - Types of Dividends – Types of Dividends Polices

– Significance of Stable Dividend Policy - Determinants of Dividend Policy; Dividend Theories:Theories of Relevance – Walter's Model and Gordon's Model and Theory of Irrelevance – The Miller-Modigliani (MM) Hypothesis - Problems.

Module No. 4: Mergers and Acquisitions	**10**

Meaning - Reasons – Types of Combinations - Types of Merger – Motives and Benefits of Merger – Financial Evaluation of a Merger - Merger Negotiations – Leverage buyout, Management Buyout Meaning and Significance of P/E Ratio. Problems on Exchange Ratios based on Assets Approach, Earnings Approach and Market Value Approach and Impact of Merger on EPS, Market Price and Market capitalization.

Skill Development Activities:

1. Visit an organisation in your town and collect data about the financial objectives.
2. Compute the specific cost and weighted average cost of capital of anOrganisation, you have visited.
3. Case analysis of some live merger reported in business magazines.
4. Meet the financial manager of any company, discuss ethical issues in financialmanagement.
5. Collect the data relating to dividend policies practices by any two companies.
6. Any other activities, which are relevant to the course.

Books for References:

1. I M Pandey, Financial management, Vikas publications, New Delhi.
2. Abrish Guptha, Financial management, Pearson.
3. Khan & Jain, Basic Financial Management, TMH, New Delhi.
4. S N Maheshwari, Principles of Financial Management, Sulthan Chand & Sons, NewDelhi.
5. Chandra & Chandra D Bose, Fundamentals of Financial Management, PHI, NewDelhi.
6. B.Mariyappa, Advanced Financial Management, Himalaya Publishing House, NewDelhi.
7. Ravi M Kishore, Financial Management, Taxman Publications
8. Prasanna Chandra, Financial Management, Theory and Practice, Tata McGraw Hill.

Note: Latest edition of Reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA)

Marketing Elective

Course Code: MK 1

Name of the Course: Consumer Behaviour

Course Credits	No. of hours perweek	Total No. of Teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understanding of Consumer Behaviour towards products, brands andservices.
b) Distinguish between different consumer Behaviour influences andtheir relationships.
c) Establish the relevance of consumer Behaviour theories and conceptsto marketing decisions.
d) Implement appropriate combinations of theories and concepts.
e) Recognise social and ethical implications of marketing actions on consumer Behaviour.

Syllabus:	**Hours**
Module -1: Introduction to Consumer Behaviour	**12**

Meaning and Definition, Need for Consumer Behaviour, consumer and customer. Buyers and users. Need to study consumer Behaviour. Applications in Marketing, Consumer research process –Understanding consumer through Research process.Factors influencing Consumer Behaviour. External factors – Culture, Sub Culture, Social Class, Reference Groups, Family, Internal factors– Needs & Motivations, Perception, Personality, Lifestyle, Values, Learning, Memory, Beliefs &Attitudes.

Module-2: Individual Determinants of Consumer Behaviour	**11**

Consumer Needs & Motivation; Personality and Self-Concept; Consumer Perception; Learning & Memory; Nature of Consumer Attitudes – Psychological: Motivation, Perceptions, Learning, Belief and Attitudes. Consumer Attitude, Formation and Change.

Module-3: Environmental Determinants of Consumer Behaviour	**12**

Family Influences; Influence of Culture; Subculture & Cross-Cultural Influences; Group Dynamics and Consumer Reference Groups; Social Class: Family role. Person's Age, Life cycle stage, Occupational and economic circumstances. Consumer socialization-Influencing factors of consumer socialization

Module - 4:Consumer's Decision-Making Process	**10**

Opinion leadership, dynamics of opinion leadership process, The Motivationbehind opinion leadership- The Diffusion Process-The adoption process- levels of
Consumer decision making- Models of consumer decision making.

SkillDevelopmentActivities:

1. Collect information on Behaviour of consumers at an unorganized retailOutlets.
2. Prepare a questionnaire to conduct consumer survey to assets the importantfactor motivates their purchase like mobile, shoes, bags, etc.
3. Collect and record feedback on customer satisfaction online shoeing 4. Write a report on the marketing problem faced by an organization of yourchoice.
5. Visit any three local restaurants and assess how each attracts clients indifferent stages of the family life cycle.

Books for References:

1. Leon. G. Schiffman & Leslve Lazer Kanuk; Consumer behaviour; 6th Edition; PHI, New Delhi, 2000.
2. Suja.R.Nair, Consumer behaviour in Indian perspective, First Edition, Himalaya Publishing House, Mumbai, 2003.
3. Batra/Kazmi; Consumer Behaviour.
4. David. L. Loudon & Albert J. Bitta; Consumer Behaviour; 4th Edition, Mcgraw Hill, Inc; New Delhi,1993.
5. K. Venkatramana, Consumer Behaviour, SHBP.
6. Assael Henry; Consumer behaviour and marketing action; Asian Books(P) Ltd, Thomson learning, 6th Edition; 2001.
7. Jay D. Lindquist & M. Joseph Sirgy, Shopper, Buyer and Consumer Behaviour, 2003.
8. Blackwell; Consumer Behaviour, 2nd Edition.
9. S.A.Chunawalla : Commentary on Consumer Behaviour, HPH.
10. Sontakki; Consumer Behaviour, HPH.
11. Schiffman; Consumer Behaviour, Pearson Education.

Name of the Program: Bachelor of Business Administration (BBA)

Human Resource Elective

Course Code: HRM1

Name of the Course: COMPENSATION AND PERFORMANCE MANAGEMENT

COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
3 CREDITS	3 HOURS	45 HOURS

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies &fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understand the concepts of Compensation management.
b) Describe job evaluation and its methods. c) Evaluate the different methods of wages.
d) Describe performance management and methods of performance management.
e) Preparation of Payroll.

SYLLABUS:	**HOURS**
ModuleNo.1:Introduction to Compensation Management	**12**

Compensation - Definition - Classification - Types - Wages, Salary, Benefits, DA, Consolidated Pay; Equity based programs, Commission, Reward, Remuneration, Bonus, Short term and Long term Incentives, Social Security, Retirement Plan, Pension Plans, Profit Sharing Plan, Stock Bonus Plan, ESOP ,Employer Benefits and Employer Costs for ESOP, Individual Retirement Account, Savings Incentive Match Plan for Employees.

Compensation Management- Compensation and Non-compensation Dimensions, 3-P Concept in Compensation Management, Compensation as Retention Strategy, Compensation Issues, Compensation Management in Multi-National organizations Compensation Strategy: Organizational and External Factors Affecting Compensation Strategies, Compensation Strategies as an Integral Part of HRM, Compensation Policies.

Module No. 2: Job Evaluation	**06**

Definition of Job Evaluation, Major Decisions in Job Evaluation, Job Evaluation Methods, Point Factor Method of Job Evaluation: Combining Point factor and Factor Comparison Methods, Job Evaluation Committee, Factor Evaluation System (FES), Using FES to determine Job Worth, Position Evaluation Statements.

Module No. 3: Wage and Salary Administration	**12**

Theories of Wages - Wage Structure - Wage Fixation - Wage Payment - Salary Administration. Difference between Salary and Wages - Basis for Compensation Fixation- Components of Wages - Basic Wages - Overtime Wages - Dearness Allowance - Basis for calculation - Time Rate Wages and Efficiency Based Wages - Incentive Schemes - Individual Bonus Schemes, Group Bonus Schemes - Effect of various Labour Laws on Wages-Preparation of Pay Roll

Module No. 4: Performance Management and Issues In Performance Management	15

Evolution of Performance Management, Definitions of Performance Management, Importance of Performance Management, Aims and Purpose of Performance Management, Employee Engagement and Performance Management, Principles and Dimensions of Performance Management Performance Appraisal Methods: Traditional Methods, Modern Methods, Performance Appraisal Feedback: Role, Types and Principles, Levels of Performance Feedback, 360-Degree Appraisal, Ethics in Performance Appraisal.

Team Performance Management, Performance Management and Learning Organizations, Performance Management and Virtual Teams, Role of Line Managers in Performance Management, Performance Management and Reward, Linking

Performance to Pay –A Simple System Using Pay Band, Linking Performance to Total Reward, Challenges of Linking Performance and Reward.

SkillDevelopmentActivities:

1. List the various components of total compensation in Multinational Companies.
2. Construct a questionnaire for a salary survey on nurses.
3. Design a performance appraisal plan using any Modern PerformanceAppraisal Tool for an IT company.
4. Study any one contemporary practice of Performance Management System (Balance scorecard, Lean Management, BPRE, Six Sigma and so on)

Books for References:

1. Joseph J. Martocchio, Strategic Compensation, 3rd Edition, Pearson Education
2. Michael Armstrong & Helen Murlis: Hand Book of Reward Management – Crust Publishing House.
3. Milkovich & Newman, Compensation, Tata McGraw Hill
4. Richard I. Anderson , Compensation Management in Knowledge based world, 10th edition, Pearson Education
5. Thomas. P. Plannery, David. A. Hofrichter & Paul. E. Platten: People, Performance & Pay – Free Press.
6. Aguinis Herman, Performance Management, 2nd Edition, 2009 PearsonEducation, New Delhi.
7. Aziz A, Performance Appraisal: Accounting and Quantitative Approaches, 1993, Pointer.
8. Bhatia S.K, Performance Management: Concepts, Practices and Strategies for Organisation Success, 2007, Deep & Deep, New Delhi.
9. BD Singh, Compensation & Reward Management, Excel Books
10. Cardy R.L, Performance Management: Concepts, Skills and Exercises, 1st Edition, 2008, PHI, New Delhi.
11. Goel Dewkar, Performance Appraisal and Compensation Management: AModern Approach, 2 nd Edition, 2008, PHI, New Delhi.
12. Sarma A.M, Performance Management System, 1st Edition, 2008, Himalaya Pub, Mumbai.

Name of the Program: Bachelor of Business Administration (BBA)

DATA ANALYTICS

Course Code: DA 1

Name of the Course: Financial Analytics

Course Credits	No. of hours perweek	Total No. of Teaching hours
3 credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.

Course Outcomes: On successful completion student will demonstrate:

a) Analyze and model financial data.
b) Access the different open-source domains.
c) Evaluate and build model on time series data.
d) Execute the statistical analysis using python.

Syllabus:	**Hours**
Module No. 1: Introduction to Financial Analytics	**08**
Introduction: Meaning-Importance of Financial Analytics uses-Features-Documents used in FinancialAnalytics: Time value of money – Discounted and Non-discounted (computation using Excel).	
Module No. 2: Access to Financial Data Using Latest Technology	**07**
Public domain data base (RBI, BSE, NSE, Google finance), Prowess, downloading data from NSE and Yahoo finance. IMF and World Bank data base, Kaggle, Bloomberg, FINTECH companies (ROBO, ALGO trade).	
Module No. 3: Introduction to Time Series Modeling	**10**
Meaning of Data- types of data- time series, panel, cross sectional-components of Time series data. Simple time series concepts – moving average, exponential moving, WMA (Theory and Practices), data - differencing, logarithm, lagging, stationary v/s non stationary data (detailed explanation with examples) computing return series data (simple returns and logarithm returns) (using Excel).	
ModuleNo.4:Introduction to Python and Python for Finance	**20**
Installation of Python, types of data and structures, basic analysis using NUMPY and PANDAs (financial examples), data preparation for time series data. Descriptive statistics, Time series graphs in Python, understanding between correlation andcovariance, basics of regression and its assumptions, Stationary and non-stationary data, basics of Time series using Python. Credit default using binary logistic regression	

SkillDevelopmentActivities:

a) Explain the Different types of trends in time series data.
b) Explain the assumptions of regressions.
c) List out public domain data base.
d) List out recent FINTECH companies.

Books for References:

1. Python for finance: Yves hil pisces
2. Hands on Data analysis with Pandas: Stefanie molin.
3. Hands on Python for finance, Krish Naik, Packt
4. Python For Finance, Yuxing Yan, Packt
5. Mastering Python for Finance, James Ma Weiming ,Pack Publishing
6. Financial Reporting and Financial Statement Analysis,M Hanif , A Mukherjee, McGraw Hill
7. Haskell Financial Data Modelling and Predictive Analytics,Pavel Ryzhov,PACKT

Name of the Program: Bachelor of Business Administration (BBA)

Retail Management

Course Code: RM 1

Name of the Course: Fundamentals of Retail Management

Course Credits	No. of hours perweek	Total No. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, Case studies, Group discussion, Seminar & fieldwork etc.,

Course Outcomes: On successful completion student will demonstrate:

a) Understand the Retail Business.
b) Understand the business operations in Retailing.
c) Formulate the retail strategies of Retail Business.
d) Apply the Retailing principles and theories.
e) Explore the career opportunities in the Retail sector.

Syllabus: **Hours**

Module -1: Introduction to Retail Business **10**

Definition, functions and types of retail ownership-Independent Retailer, Chain Stores, Franchising, Leased departmental stores, Vertical Marketing system, Consumer co-operatives; forms of retail business ownership. Indian Retail Scenario- Factors influencing retail business in India; Ethical Issues in Retailing; International perspective in retail business- FDI in Indian Organized Retail Sector.

Module -2: Consumer Behaviour in Retail Business **10**

Buying decision process and its implication on retailing –Customer shopping Behavior, Customer service and customer satisfaction. Retail planning process: Factors to consider in preparing a business plan – implementation – risk analysis.

Module -.3:Retail Organization and Functional Management **10**

Business Models in Retailing, Classification of Retailing Formats, Operational Stages in Retailing, Factors influencing Location of stores, Stores Designing, Space planning, Inventory Management, Merchandising Management, Selection and optimization of Workforce. Retail Accounting and Cash Management.

Module-4:Retail Marketing Mix **15**

Introduction -Product: Decisions related to selection of goods (Merchandise Management) Product Assortment and display, new product launch, PLC in Retailing; Pricing- Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Place: Supply channel, Retail logistics, computerized replenishment system, corporate replenishment Policies. Promotion
: Setting objectives, communication effects , promotional mix.; Retail distribution- In Store and Online Store, Factors influencing retail distribution; Human Resource Management in Retailing- Selection and Optimization of work force.

Skill Development Activities:

a) Draw a retail life cycle chart and list the stages.

b) Draw a chart showing store operations.

c) List out the major functions of a store manager diagrammatically.

d) List out the current trends in e-retailing

e) List out the Factors Influencing in the location of a New Retail outlet.

Books for References:

1. Suja Nair; Retail Management,HPH
2. Karthic – Retail Management, HPH
3. S.K. Poddar& others – Retail Management, HPH.
4. R.S.Tiwari ; Retail Management, HPH 18
5. Barry Bermans and Joel Evans: "Retail Management – A StrategicApproach", 8th edition, PHI/02
6. A.J.Lamba, "The Art of Retailing", 1st edition, Tata McGrawHill,Newdelhi, 2003.
7. Swapna Pradhan :Retailing Management, 2/e, 2007 & 2008, TMH
8. James R. Ogden & Denise T.: Integrated Retail Management
9. A Sivakumar : Retail Marketing , Excel Books10.Ogden : Biztantra, 2007

11.Levy & Weitz : Retail Management -TMH 5th Edition 200212.Rosemary Varley, Mohammed Rafiq-: Retail Management 13.Chetan Bajaj: Retail Management -Oxford Publication.

14. Uniyal &Sinha : Retail Management - Oxford Publications.
15. Araif Sakh ; Retail Management

Name of the Program: Bachelor of Business Administration (BBA)

Logistic and Supply Chain Management

Course Code: LSCM 1

NAME OF THE COURSE: Freight Transport Management

Course Credits	No. of hours perweek	Total No. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understand the different functions of Commercial transport.
b) Analyse pricing and pricing strategy. c) Understand transport administration.
d) Understand of transport and export documentations.

Syllabus:	**Hours**
Module1:Transport Function	**10**
Transport functionality - Transport structure and classification - Principles and participants - Transport service-Traditional carriers, package service, ground package service, Air package service- Intermodal Transportation - Piggyback/TOFC/COFC, Containerships, Non-operating intermediaries; **Modes of Transport** – Rail, Water, Pipeline, Air, Motor Carriers.	
Module2:Transport Economics	**09**
The structure of Transport Costs and Location of Economic Activities. Demand for transport. Models of Freight and Passenger Demand. Model Choice; Cost Functions in the Transport Sector. Special Problems of Individuals Modes of Transport; Inter-modal condition in the Indian Situation.	
Module 3: Transport Administration	**10**
Operations management, Consolidation, Negotiation, Control, Auditing andClaim administration, Logistical Integration.	
Module4:Transport Documentation and Pricing	**16**
Transport documents: Delivery order, Dock receipt, Bill of Lading, Freight Bill, Sea way Bill (SWB/e-SWB), Airway Bill (AWB/e-AWB), shipping guarantee, packing note or list, consignment note - Shipping Manifest.	
Export documents: BOL, certificate of origin, commercial invoice, consular documents, destination control statement, Dock receipt, EEI, Export license, Export packing list, Free trade documents, inspection certificate, insurance certificate, shipper's letter of instruction.	
Pricing fundamentals – Fundamentals of Pricing, Principle of Pricing, F.O.B Pricing, Delivered pricing - Pricing issues- potential discrimination, quantity discounts, pick up allowances, promotional pricing, menu pricing- platform service pricing, value added service cost, efficiency incentives	

SkillDevelopmentActivities:

1. Identify any two products suitable for transportation via Rail, Water,Pipeline, Air, Motor Carriers
2. Identify the best modes of transport for textiles and spices from India to USA
3. Draft a BOL for shipment of goods
4. List out and explain the different kinds of Pricing.

Books for References:

1. Donald. J. Bowersox & Donald. J. Closs, Logistical Management-The integrated Supply Chain Process, TATA Mc-Graw Hill
2. Sunil Chopra & Peter Meindl, Supply Chain Management, PHI
3. Donald J Bowersox, David J Closs, M Bixby Cooper, Supply ChainLogistics Management- McGraw Hill Education, 3rd Indian Edition.
4. Rahul V Altekar, “Supply Chain Management- Concepts and Cases”, Prentice Hall of India Pvt. Ltd.

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: **BBA 5.6 Vocational**

Name of the Course: INFORMATION TECHNOLOGY FOR BUSINESS

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs.**	**56 Hrs.**

Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies.

Course Outcomes: On successful completion Student will demonstrate ;

a) Understand the fundamentals of information technology
b) Understand usage of information technology in business.
c) Learn core concepts of computing and modern systems
d) Applications of Excel and SQL.
e) Awareness about latest information.

Syllabus	**Hours**
Module No. 1: Information Technology and Information System	**10**
Introduction to IT, Introduction to IS, Difference be IS and IT, Need for Information System, Information Systems in the Enterprise, Impact of Information Technology on Business (Business Data Processing, Intra and Inter Organizational communication using network technology, Business process and Knowledge process outsourcing), Managers and Activities in IS, Importance of Information systems in decision making and strategy building, Information systems and subsystems.	
Module No. 2: Subsystems of Information System	**12**
Transaction Processing Systems (TPS), Management Information System (MIS), Decision Support Systems (DSS), Group Decision Support System (GDSS), Executive Information System (EIS), Expert System (ES), Features, Process, advantages and Disadvantages, Roleof these systems in Decision making process.	
Module No. 3: Database Management System	**14**
Introduction to Data and Information, Database, Types of Database models, Introduction to DBMS, Difference between file management systems and DBMS, Advantages and Disadvantages of DBMS, Data warehousing, Data mining, Application of DBMS, Introduction to MS Access, Create Database, Create Table, Adding Data, Forms in MS Access, Reports in MS Access.	
Module No. 4: Microsoft Excel in Business	**14**
Introduction to MS Excel, features of MS Excel, Cell reference, Format cells, Data Validation, Protecting Sheets, Data Analysis in Excel: Sort, Filter, Conditional Formatting, Preparing Charts, Pivot Table, What if Analysis(Goal Seek, Scenario manager), Financial Functions: NPV, PMT, PV,FV, Rate, IRR, DB,SLN,SYD. **Logical Functions**: IF, AND, OR, Lookup Functions: V Lookup, H Lookup, Mathematical Functions, and Text Functions.	
Module No. 5: Recent Trends in IT	**06**
Virtualization, Cloud computing, Grid Computing, Internet of Things, Green Marketing, Artificial Intelligence, Machine Learning.	

Skill Developments Activities:

1. Creating Database Tables in MS Access and Entering Data
2. Creating Forms in MS Access
3. Creating Reports in MS Access
4. Creating charts in Excel 5.

What if analysis in Excel

6. Summarizing data using Pivot Table

7. VLookup and HLookup Functions
8. Rate of Interest Calculation using Financial Function
9. EMI calculation using Financial Function
10. Data Validation in Excel
11. Sort and Filter
12. Conditional Formatting in Excel.

Books for Reference:

1. Lauaon Kenneth & Landon Jane, "Management Information Systems: Managing the Digital firm", Eighth edition, PHI, 2004.
2. Uma G. Gupta, "Management Information Systems – A Management Prespective",Galgotia publications Pvt., Ltd., 1998.
3. Louis Rosenfel and Peter Morville, "Information Architecture for the World wide Web", O'Reilly Associates, 2002.
4. C.S.V.Murthy: Management Information Systems, HPH
5. Steven Alter, "Information Systems – A Management Perspective", Pearson Education,2001.
6. Uma Gupta, "Information Systems – Success in 21st Century", Prentice Hall of India, 2000.
7. Robert G. Murdick, Joel E. Ross and James R. Claggett, "Information Systems for Modern Management", PHI, 1994.
8. Introduction to Database Systems, CJ Date, Pearson
9. Database Management Systems, Raghurama Krishnan, Johannes Gehrke, TATA McGraw Hill 3rd Edition.
10. The Database Systems – The Complete Book, H G Molina, J D Ullman, J Widom Pearson
11. Database Systems design, Implementation, and Management, Peter Rob & CarlosCoronel 7th Edition.
12. Fundamentals of Database Systems, Elmasri Navrate Pearson Education
13. Introduction to Database Systems, C.J.Date Pearson Education
14. Microsoft Access 2013 Step by Step by Cox, Joyce, Lambert, Joan.
15. Excel 2019 All-In-One: Master the new features of Excel 2019 / Office 365 (English Edition) by Lokesh Lalwani
16. Microsoft Excel 2016 - Data Analysis and Business Modeling by Wayne L. Winston (Author)

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 5.6 (B)

Name of the Course: Digital Marketing

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	(2+0+2) 4 Hrs	45 Hrs

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Gain knowledge on Digital Marketing , Email marketing and Content marketing.
b) Understand Search Engine Optimization tools and techniques
c) Gain skills on creation of Google AdWords & Google AdSense
d) Gain knowledge on Social Media Marketing and Web Analytics.
e) Gain knowledge on YouTube Advertising & Conversions.

Syllabus:	Hours
Module No. 1: Introduction to Digital Marketing	**10**

Introduction - Meaning of Digital Marketing, Need for Digital Marketing, Digital Marketing Platforms. Digital Marketing students, professional and Business Email Marketing :Importance of e-mail marketing, e-mail Marketing platforms, Creating e-mailers, Creating a Contact Management and Segmentation Strategy, Understanding e-mail Deliverability & Tracking e-mails, How to create Effective & Unique e-mail Content, Outlining the Design of Your Marketing e-mails, Open rates and CTR of e-mail, Drive leads from e-mail, What are opt-in lists , Develop Relationships with Lead Nurturing & Automation Content Marketing: Understanding Content Marketing, Generating Content Ideas, Planning a Long-Term Content Strategy, Building a Content Creation Framework, Becoming anEffective Writer , Extending the Value of Your Content through Repurposing, How to Effectively Promote Content, Measuring and Analyzing Your Content.

Module No. 2: Search Engine Optimization (SEO)	**10**

Search Engine Optimization (SEO):Meaning of SEO, Importance and Its Growth in recent years, Ecosystem of a search Engine, kinds of traffic, Keyword Research & Analysis (Free and Paid tool & Extension), Recent Google Updates & How Google Algorithms works On Page Optimization (OPO), Off-Page Optimization Misc SEO Tools: Google Webmaster Tools, Site Map Creators, Browser-based analysis tools, Page Rank tools, Pinging & indexing tools, Dead links identification tools, Open site explorer, Domain information/who is tools, Quick sprout, Google My Business.

Module No. 3: Google AdWords & Google AdSense	**10**

Google AdWords: Google Ad-Words Fundamentals, Google AdWords Account Structure, Key terminologies in Google AdWords, How to Create an AdWords account, Different Types of AdWords and its Campaign & Ads creation process, Ad approval process, Keyword Match types , Keyword targeting & selection (Keyword planner), Display Planner, Different types of extensions , Creating location extensions, Creating call extensions, Create Review extensions, Bidding techniques – Manual / Auto , Demographic Targeting / Bidding, CPC-based, CPAbased & CPM-based accounts., Google Analytics Individual Qualification (GAIQ), Google AdSense : Understanding ad networks and AdSense's limitations, Learning which situations are best for using AdSense, Setting up an AdSense account, Creating new ad units, Displaying ads on a website, Configuring channels and ad styles,
Allowing and blocking ads , Reviewing the AdSense dashboard, Running AdSense reports and custom reports, Exporting data, Reviewing payee and account settings.

Module No. 4: Social Media Marketing (SMM) & Youtube Advertising (Video Ads) & Conversions	**15**

Social Media Marketing (SMM) Facebook Marketing, Twitter Marketing, Linkedin Marketing,Google plus Marketing, YouTube Marketing, Pinterest Marketing, Snapchat Marketing, Instagram Marketing, Social Media Automation Tools, Social Media Ad Specs The ROI in Social Media Marketing, Tools and Dashboards, Reputation management.

Youtube Advertising (Video Ads): Youtube advertising? ,Why should one advertise on youtube? , Creating youtube campaigns, Choose the audience for video ads, Instream ads, Invideo ads, In-search ads, In-display ads, Measuring your YouTube ad performance, Drive leads and sales from YouTube ads Conversions: Understanding Conversion Tracking, Types of Conversions, Setting up Conversion Tracking, Optimizing Conversions, Track offline conversions, Analyzing conversion data, Conversion optimizer

Skill Development Activities:

1. Explain the key digital marketing activities needed for competitive success.
2. Examine the concept of Digital Media and benefits to be derived.
3. Recognise the core features of CRM and retention programmes
4. Identify the metrics used in digital marketing.
5. Organise how we can limit the marketing materials we get through e-mail.

Books for Reference:

1.Understanding DIGITAL Marketing, Marketing strategies for engaging the digital generation Damian Ryan & Calvin Jones

2. The Art of Digital Marketing: The Definitive Guide to Creating Strategic By Ian Dodson

3.. Internet Marketing: a practical approach By Alan Charlesworth

4.Social Media Marketing: A Strategic Approach By Melissa Barker, Donald I. Barker, Nicholas F. Bormann, Krista E Neher

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA.)
Course Code: BBA. 6.1 Name of the Course: Business Law

Course Credits	No. of hours per week	Total No. of teaching hours
4 Credits	4 Hrs.	56 Hrs.

Pedagogy: Classroom lectures, Case studies, Tutorial classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to

a. Comprehend the laws relating to Contracts and its application in business activities.
b. Comprehend the rules for Sale of Goods and rights and duties of a buyer and aSeller.
c. Understand the importance of Negotiable Instrument Act and its provisions relating toCheque and other Negotiable Instruments.
d. Understand the significance of Consumer Protection Act and its features
e. Understand the need for Environment Protection.

Syllabus:	**Hours**
Module No. 1: Indian Contract Act, 1872	**16**
Introduction – Definition of Contract, Essentials of Valid Contract, Offer and acceptance, consideration, contractual capacity, free consent. Classification of Contract, Discharge of acontract, Breach of Contract and Remedies to Breach of Contract.	
Module No. 2: The Sale of Goods Act, 1930	**12**
Introduction - Definition of Contract of Sale, Essentials of Contract of Sale, Conditions and Warranties, Transfer of ownership in goods including sale by a non- owner and exceptions. Performance of contract of sale - Unpaid seller, rights of an unpaid seller against the goods and against the buyer.	
Module No. 3: Negotiable Instruments Act 1881	**12**
Introduction – Meaning and Definition of Negotiable Instruments – Characteristics of Negotiable Instruments – Kinds of Negotiable Instruments – Promissory Note, Bills of Exchange and Cheques (Meaning, Characteristics and types) – Parties to Negotiable Instruments –Dishonour of Negotiable Instruments – Notice of dishonour – Noting and Protesting.	
Module No. 4: Consumer Protection Act 1986	**08**
Definitions of the terms – Consumer, Consumer Dispute, Defect, Deficiency, Unfair Trade Practices, and Services, Rights of Consumer under the Act, Consumer Redressal Agencies – District Forum, State Commission and National Commission.	
Module No. 5: Environment Protection Act 1986	**08**
Introduction - Objectives of the Act, Definitions of Important Terms – Environment, Environment Pollutant, Environment Pollution, Hazardous Substance and Occupier,Types of Pollution, Powers of Central Government to protect Environment in India	

Skill Developments Activities:

1. Discuss the case of "Carlill vs Carbolic Smoke Ball Company" case
2. Discuss the case of "Mohori Bibee v/s Dharmodas Ghose".
3. Briefly narrate any one case law relating to minor.
4. List at least 5 items which can be categorized as 'hazardous substance' according toEnvironment Protection Act.

List out any six cybercrimes.

Csases:

The relevant legal point, facts and the judicial decision relating to the following 10 case laws areto be specifically dealt with –

1. Balfour Vs Balfour
2. Carlill Vs Carbolic Smoke Ball Company
3. Felthouse Vs Bindley
4. Lalman Shukla Vs. Gauridutt
5. Durgaprasad Vs Baldeo
6. Chinnayya Vs Ramayya
7. Mohiribibi Vs. Dharmodas Ghosh
8. Ranganayakamma Vs Alvar Chetty
9. Hadley Vs Baxendale

Books for Reference:

1. M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.
3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.
5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi
6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, InternationalBook House
7. Sushma Arora, Business Laws, Taxmann Publications.
8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th Ed.
9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education
10. Sharma,J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi
11. K. Rama Rao and Ravi S.P., Business Regulatory Framework., HPH
12. N.D. Kapoor, Business Laws, Sultan Chand Publications
13. K. Aswathappa, Business Laws, HPH,
14. Information Technology Act/Rules 2000, Taxmann Publications Pvt. Ltd.
15. Chanda.P.R, Business Laws, Galgotia Publishing Company

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 6.2

Name of the Course: Income Tax – II

Course Credits	No. of hours per week	Total No. of Teaching hours
4 Credits	**4 Hrs.**	**56 Hrs.**

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students will:

a) Understand the procedure for computation of income from business and otherProfession.
b) the provisions for determining the capital gains.
c) Compute the income from other sources.
d) Demonstrate the computation of total income of an Individual.
e) Comprehend the assessment procedure and to know the power of income tax authorities.

Syllabus:	**Hours**
Module No. 1: Profits and Gains of Business and Profession	**18**
Introduction-Meaning and definition of Business, Profession and Vocation. - Expenses Expressly allowed - Expenses Expressly Disallowed - Allowable losses - Expressly disallowed expenses and losses, Expenses allowed on payment basis. Problems on computation of income from business of a sole trading concern - Problems on computation of income from profession: Medical Practitioner - Advocate and Chartered Accountants.	
Module No. 2: Capital Gains	**10**
Introduction - Basis for charge - Capital Assets - Types of capital assets – Transfer - Computation of capital gains – Short term capital gain and Long term capital gain - Exemption under section 54, 54B, 54EC, 54D, 54F, and 54G. Problems covering the above sections.	
Module No. 3: Income from other Sources	**10**
Introduction - Incomes taxable under Head income other sources – Securities - Types of Securities - Rules for Grossing up. Ex-interest and cum-interest securities. Bond Washing Transactions - Computation of Income from other Sources.	
Module No. 4: Set Off and Carry Forward of Losses & Assessment of individuals.	**10**
Introduction – Provisions of Set off and Carry Forward of Losses (Theory only) Computation of Total Income and tax liability of an Individual.	
Module No. 5: Assessment Procedure and Income Tax Authorities	**08**
Introduction - Due date of filing returns, Filing of returns by different assesses, E-filing of returns, Types of Assessment, Permanent Account Number -Meaning, Procedure for obtaining PAN and transactions were quoting of PAN is compulsor**y.** Income Tax Authorities their Powers and duties.	

Skill Developments Activities:

1. Visit any chartered accountant office and identify the procedure involved in the computation of income from profession.
2. List out the different types of capital assets and identify the procedure involved in the computation of tax for the same.
3. List out the steps involved in the computation of income tax from other sources and critically examine the same.
4. Identify the Due date for filing the returns and rate of taxes applicable for individuals.
5. Draw an organization chart of Income Tax department in your locality.
6. Any other activities, which are relevant to the course.

Books for References:

. 1. Dr. Vinod K. Singhania: Direct Taxes – Law and Practice, Taxmann publication.

2. B.B. Lal: Direct Taxes, Konark Publisher (P) ltd.
3. Dr. Mehrotra and Dr. Goyal: Direct Taxes – Law and Practice, Sahitya BhavanPublication.
4. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
5. Gaur & Narang: Income Tax.
6. 7 Lecturers – Income Tax – I, VBH
7. Dr.V.Rajesh Kumar and Dr.R.K.Sreekantha: Income Tax – I, Vittam Publications.
8. Dr. B Mariyappa, Income Tax II – HPH.

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA 6.3
Name of the Course: International Business

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs.**	**56 Hrs.**

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students will able to:

a) Understand the concept of International Business.
b) Differentiate the Internal and External International Business Environment.
c) Understand the difference MNC and TNC
d) Understand the role of International Organisations in International Business.
e) Understand International Operations Management.

Syllabus:	**Hours**
Module No. 1: Introduction to International Business	**12**

Introduction- Meaning and definition of international business, need and importance of international business, stages of internationalization, tariffs and non-tariff barriers to international business.

Mode of entry into international business - exporting (direct and indirect), licensing and franchising, contract manufacturing, turnkey projects, management contracts, wholly owned manufacturing facility, Assembly operations, Joint Ventures, Third country location, Mergers and Acquisition, Strategic alliance, Counter Trade; Foreign investments.

Module No. 2: International Business Environment	12

Overview, Internal and External environment - Economic environment, Political environment, Demographic environment, Social and Cultural environment, Technological and Natural environment.

Module No.3: Globalization	**12**

Meaning, features, essential conditions favoring globalization, challenges to globalization, MNCs, TNCs - Meaning, features, merits and demerits; Technology transfer - meaning and issues in technology transfer.

Module No.4: Organizations Supporting International Business	**10**

Meaning, Objectives and functions of - IMF, WTO, GATT, GATS, TRIM, TRIP; and Regional Integration- EU, NAFTA, SAARC, BRICS.

Module No.5: International Operations Management	10

Global Supply Chain Management- Global sourcing, Global manufacturing strategies, International Logistics, International HRM - Staffing policy and it's determinants; Expatriation and Repatriation (Meaning only).

Skill Developments Activities:

a) Tabulate the foreign exchange rate of rupee for dollar and euro currencies for 1 month
b) List any two Indian MNC's along with their products or services offered.
c) Prepare a chart showing currencies of different countries
d) Collect and paste any 2 documents used in Import and Export trade.

Books for References:

1. Rakesh Mohan Joshi. (2011). International Business, Oxford University Press, NewDelhi.
2. Francis Cherunilam; International Business, Prentice Hall of India
3. P. SubbaRao – International Business – HPH
4. Sumati Varma. (2013). International Business (1st edi), Pearson.
5. Charles Hill. (2011). International Business: Text & Cases, Tata McGraw Hill, NewDelhi.
6. International Business by Daniel and Radebaugh –Pearson Education

Name of the Program: Bachelor of Business Administration **(BBA)**

Finance Elective

Course Code: FN2

Name of the Course: Security Analysis and Portfolio Management

Course Credits	No. of hours per week	Total No. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, Case studies, Tutorial classes, Group discussion, Seminar &field work etc.,

Course Outcomes: On successful completion of the course, the students will be able to:

a) Understand the concept of basics of Investment.
b) Evaluate the different types of alternatives.
c) Evaluate the portfolio and portfolio management.
d) Understand the concept of risk and returns
e) Gain the knowledge of fundamental and technical analysis.

Syllabus:	**Hrs.**
ModuleNo.1:Introduction to Investments	**10**

Introduction- Investment process, Criteria for Investment, types of Investors, Investment, Speculation and Gambling. Elements of Investment, Investment Avenues, Factors influencingselection of investment alternatives.

Security Market- Introduction, functions, Secondary Market Operations. Stock Exchanges in India, Security Exchange Board of India, Government Securities Market, Corporate Debt Market and Money Market Instruments.

ModuleNo.2:Risk-Return Relationship	**05**

Meaning of risk, types off risk, measuring risk, risk preference of investors. Meaning of return, measures of return, holding period of return, Annualized return, expected return, investors attitude towards risk and return.

Module No. 3: Fundamental Analysis and Technical Analysis	**16**

Introduction- Investment Analysis, Fundamental Analysis, Macro Economic Analysis, Industry Analysis, Company Analysis, Trend Analysis, and Ratio Analysis.

Meaning of Technical Analysis, Fundamental vs Technical Analysis, Charting techniques, Technical Indicators, Testing Technical Trading Rules and Evaluation of Technical Analysis.

Module No. 5:Portfolio Management	**14**

Framework-Portfolio Analysis – Selection and Evaluation – Meaning of portfolio – Reasons to hold portfolio – Diversification analysis – Markowitz's Model – Assumptions –Specific model – Risk and return optimization – Efficient frontier – Efficient portfolios –Leveraged portfolios – Corner portfolios –Sharpe's Single Index model – Portfolio-evaluation measures – Sharpe's Performance Index – Treynor'sPerformance Index – Jensen's Performance Index.

Skill Development

1. Prepare an imaginary investment portfolio for individual with a salary of 10 lakhs perannum.
2. List of 10 companies approached SEBI for IPO
3. Prepare a technical analysis chart on Blue Chip Companies of BSE.
4. Collect information regarding GDRs, ADRs, IDRs and various Bonds and make a chart.
5. Watch market movement for a day and analyze the trend of Nifty-Fifty Index.

Books for Reference

1. A. Brahmiah & P. Subba Rao, Financial Futures and Options, HPH.
2. Singh Preeti, Investment Management, HPHG
3. Alexander Fundamental of Investments, Pearson Ed.
4. Hangen: Modern Investment theory. Pearson Ed.
5. Kahn: Technical Analysis – Plain and sample Pearson Ed.
6. Ranganthan: Investment Analysis and Port folio Management.
7. Chandra Prasanna: Managing Investment – Tata Mc Gram Hill.
8. Alexander, shampe and Bailey – Fundamentals of Investments Prentice Hall of India
9. Newyork Institute of Finance – How the Bond Market work – PHI.
10. Mayo Investment Thomason hearning

Name of the Program: Bachelor of Business Administration (BBA)

Marketing Elective Course

Code: MK 2

Name of the Course: Advertising and Media Management

Course Credits	No. of hours per week	Total No. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be ableto:

a) Understand the nature, role, and importance of IMC in marketing strategy
b) Understand effective design and implementation of advertising strategies
c) Present a general understanding of content, structure, and appeal of advertisements
d) Understand ethical challenges related to responsible management of advertisingand brand strategy.
e) Evaluate the effectiveness of advertising and agencies role

Syllabus:	**Hours**
Module -1: Introduction to Integrated Marketing Communication Integrated marketing communication, AIDA Model, Setting goals and objectives, concept of DAGMAR in setting objectives, elements of IMC; Role of advertising in India's economic development, Ethics in advertising, Social, Economic and Legal aspects of advertising.	10
Module -2:Consumer and Media How advertising works: perception, cognition, affect, association, persuasion, behaviour, Associating feeling with brands, Use of research in advertising planning;Advertising Media; industry structure, functions, advantages, disadvantages of print, Television, Radio, Internet, Outdoor, Basic concept of media planning, media selection, Media Scheduling strategy, setting media budgets	10
Module-3: Advertising Program and Measuring Effectiveness Planning and managing creative strategies; Creative approaches; Building Advertising Program: Message, Theme, advertising appeals; Advertising layout: how to design and produce advertisements; Advertising Budget: nature and methods of advertising appropriation; Art of copywriting; Guidelines for copywriting; Copywriting for print, Audio, TV and outdoor media. Measuring Advertising Effectiveness: stages of evaluations and various types of testing-Pre and Post testing; Advertising agencies: history, role, importance, organizational structure, functions; Selection of agency, client agency relationship, compensation strategies	15
Module -4: Other Elements of IMC- Sales Promotion, PR, Events and Experiences and Word of Mouth Consumer and trade sales promotion, application of sales promotion in different domains**;** Using public relations in image building**;** Planning and executing events, event management**;** Viral marketing, building organic word of mouth communication.	10

SkillDevelopmentActivities:

a) List out ethical issues in Advertisements.
b) List out different modes of Advertisement.
c) Write a note on guidelines for copywriting.
d) List out types of Outdoor Advertisement.
e) State the process in selection of Advertisement Agency.

Books for References:

1. Advertising Principles and Practice, William Wells, John Burnett, Sandra Moriarty, 6th ed., Pearson education, Inc.
2. Advertising and Promotion, G.Belch, Michael Belch, Keyoor Purani, 9th edition, Tata Mcgraw Hill publication, ISBN: 978-1-25-902685-0.

Name of the Program: Bachelor of Business Administration (BBA)

Human Resource ElectiveCourse Code:

HRM 2

Name of the Course: Cultural Diversity at Work Place

Course Credits	No. of hours per Week	Total No. of Teaching hours
3 credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Casestudies& fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will beable to:

f) Understand, interpret question reflect upon and engage with the notion of "diversity".
g) Recall the cultural diversity at work place in an organization.
h) Support the business case for workforce diversity and inclusion.
i) Identify diversity and work respecting cross cultural environment.
j) Assess contemporary organizational strategies for managing workforcediversity and inclusion.

Syllabus: **Hours**

ModuleNo.1:Introduction to Diversity **13**

Introduction to cultural diversity in organizations, Evolution of Diversity Management, Over View of Diversity, Advantages of Diversity, Identifyingcharacteristics of diversity, Scope-Challenges and issues in diversity management, Understanding the nature of Diversity – Cultural Diversity – Global Organizations- Global Diversity.

Module No. 2: Exploring Differences **10**

Introduction -Exploring our and others' differences, including sources of our identity. Difference and power: Concepts of prejudice, discrimination, dehumanization and oppression.

Module No. 3: Visions of Diversity and Cross CulturalManagement **12**

Models and visions of diversity in society and organizations: Justice, fairness, andgroup and individual differences. Cross-Cultural Management: Meaning andConcepts, Frameworks in Cross-Cultural Management: Kluckhohn and Strodtbeck framework, Hofstede's Cultural Dimensions, Trompenaar's Dimensions, Schwartz Value Survey, GLOBE study.

Module No. 4: Skills and Competencies 12

Skills and competencies for multicultural teams and workplaces/ Organizational assessment and change for diversity and inclusion, Diversity Strategies. Creating Multicultural Organisations.

SkillDevelopmentActivities:

1. Visit any MNCs, identify and report on the cultural diversity in an organization.
2. Interact and List out the ways in which dehumanization done in public/ privatesector organization.)
3. Interact with HR Manager of any MNCs, explore and report on cross cultural management.
4. Explore the benefits of multi-cultural organizations.
5. Examine and report on diversity management in select IT organizations.
6. Any other activities, which are relevant to the course.

Books for References:

1. Bell, M.P. (2012). Diversity in organizations (2nd Ed.). Mason, OH: Cengage.

2. Harvey, C.P. & Allard, M.J. (2015). Understanding and managing diversity: Readings, cases, and exercises (6th Ed.). Upper Saddle River, NJ: Pearson.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA)

DATA ANALYTICS

Course Code: DA 2

Name of the Course: Marketing Analytics

Course Credits	No. of hours perweek	Total no. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies& field work etc.,

Course Outcomes: On successful completion student will demonstrate:

a) Understand the importance of marketing analytics for forward looking andsystematic allocation of marketing resources

b) Apply marketing analytics to develop predictive marketing dashboard fororganization

c) Analyse data and develop insights to address strategic marketing challenges

d) Execute the models on Predictions and Classifications on R Software. Know the applications of analytics in marketing.

Syllabus:	**Hours**
Module No. 1: Introduction to Marketing Analytics and Data Mining	**10**
Introduction to Marketing Analytics, Need of Marketing Analytics, Benefits of Marketing Analytics, Data mining –Definition, Classes of Data mining methods – Grouping methods, Predictive modeling methods, Linking methods to marketing applications. Process model for Data mining – CRISP DM.	
Module No. 2: Introduction to R	**10**
About R, Data types and Structures, Data coercion, Data preparation: Merging, Sorting, Splitting, Aggregating, Introduction to R Libraries – How to install and invoke, Introduction to R Graph – Basic R charts – Different types of charts.	
Module No. 3: Descriptive Analytics and Application of Analytics in Marketing	**15**
Exploratory Data Analysis using summary table and various charts to find the insights, slicing and dicing of the Customer data. Inferential Statistics: T-Test, ANOVA, Chi-Square using marketing data and exploring relationship (Correlation). Association Rules – Market Basket Analysis for Product Bundling and Promotion, RFM (Recency Frequency Monetary) Analysis, Customer Segmentation using K-Means Cluster Analysis, Key Driver Analysis using Regression Model.	
ModuleNo.4:Prediction and Classification Modelling using R	**10**
Introduction to Prediction and Classification modelling, data splitting for training and testing purpose, Prediction modelling: Predicting the sales using Moving Average Model and Regression Model(Simple and Multiple Regression model), Classification modelling: Customer churn using Binary logistic regression and decision tree.	

SkillDevelopmentActivities:

a) Explain the Process model for Data Mining.
b) Explain the difference between Binary Logistic Regression and Decision Tree.
c) List out Public domain data base.
d) List out applications of marketing analytics.

Books for References:

1. Marketing Analytics: Data-Driven Techniques with Microsoft® Excel® Published byJohn Wiley & Sons, Inc
2. Marketing Data Science, Thomas W. Miller Published by Pearson
3. Marketing Metrics, Neil T Bendle, Paul W. Farris, Phillip E. Pfeifer published byPearson
4. Marketing Analytics, Mike Grigsby published by Kogan Page.

Name of the Program: Bachelor of Business Administration (BBA)

Retail Management

Course Code: RM 2

Name of the Course: Retail Operations Management

Course Credits	No. of hours perweek	Total No. of teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, Case studies, Group discussion, Seminar &fieldwork etc.,

Course Outcomes: On successful completion student will demonstrate:

a) Compare various retail formats and technological advancements for setting up appropriate retail business.
b) Identify the competitive strategies for retail business decisions.
c) Examine the site location and operational efficiency for marketing decisions.
d) Analyse the effectiveness of merchandising and pricing strategies.
e) Assess store layout and planogram for retail business.

Syllabus:	**Hours**
Module -1: Retail and Logistics Management	**07**
Introduction Retailing and economic significance- Functions of a retailer - Types of retailers – Trends in retailing – International Retailing – Retailing as a career –Retail Management Decision Process - Service Retailing.	
Module -2: Retailing Environment Theories	**10**
Theory of Retail Change: Theory of Natural Selection in retailing, Theory of Wheel of retailing, General-Specific-General Cycle or Accordion Theory, Retail Life Cycle Theory- - Multi channel retailing – Retail Aggregators Business Model – Phases of growth of retail markets – Retail Mix.	
Module-.3:Store Loyalty Management and Retail Location	**10**
Types of customers – Variables influencing store loyalty – Store loyalty models – Influencing customers through visual merchandising – Value added through private labels – Retail location strategy– Importance of location decision – Retail location strategies and techniques – Types of retail locations.	
Module-4:Merchandise Management and Category Management	**18**
Meaning - Roles and responsibilities of the merchandiser and the buyer – Function of Buying for different types of Organizations – Process of Merchandise Planning – Merchandise Sourcing – Methods of procuring merchandise – Concept of private label - Retail Pricing policies. Meaning - Definition of Category Management - Components of Category Management - Category Management Business process - Category Definition - Defining the Category Role-Destination Category, Routine Category, Seasonal Category, Convenience Category - Category Assessment - Category Performance Measures - Category Strategies - Category Tactics - Category Plan implementation - Category Review.	

Skill Development Activities:

a) Write a note on Visual merchandising training programme layout design, andproduct placement.

b) Write a note Leadership training: Develop skills in coaching, delegation, and motivation.

c) Derive Customer analysis by considering skills in understanding customer behavior and preferences to improve customer satisfaction.

d) Chart out the types of customers in creating customer loyalty programs.

Books for References:

1. Coughlem: Marketing Channels. Gilbert Pearson: Retail Marketing Education Asia 2001.
2. Micheal Levy & Barton AWeitz: Retailing Management, McGraw
3. Patrick M Dunne: Robert F Lusch: Retail Management Hill Publications.
4. Suja Nair: Retail Management, Himalaya Publishing House.
5. W. Stern, E L. Ansary, T. Ooughlan: Marketing Channels, 6thEdition PHI New Delhi, 2001.

Name of the Program: Bachelor of Business Administration (BBA)

Logistic and Supply Chain Management

Course Code: LSCM 2

NAME OF THE COURSE: Sourcing for Logistics and Supply Chain Management

Course Credits	No. of hours per week	Total No. of Teaching hours
3 Credits	3 hours	45 hours

Pedagogy: Classroom lectures, tutorials, Group discussion, Seminar, Case studies & field work etc.,

Course Outcomes: On successful completion of the course, the students will be ableto:

a) Understand the role of sourcing in logistics and supply chain management, andits impact on overall business performance.
b) Analyze and evaluate sourcing strategies and decisions, including make-or-buy,insourcing vs. outsourcing, and supplier selection criteria.
c) Develop effective supplier relationship management skills, including negotiation, communication, and collaboration.
d) Apply sourcing best practices, including risk management, sustainability, andethical sourcing.
e) Evaluate the impact of technology and innovation on sourcing, and apply relevant tools and techniques to optimize sourcing processes and outcomes.

Syllabus:	**Hours**
Module No. 1: Sourcing	**10**

Meaning and Definition. Approaches to Sourcing. Sole Sourcing – Single, Dual & Multiple sourcing arrangements, other sourcing/purchasing strategies, Tendering – Open, Restricted and Negotiated approaches. Intra–Company trading and Transfer pricing arrangement, Implications of International Sourcing.

Module No. 2: External Sourcing	**10**

Criteria for sourcing requirement from external suppliers – Quality Assurance, Environmental and Sustainability, Technical Capabilities, System Capabilities, Labour Standards, Financial Capabilities. Award criteria – Price, Total Life Cycle Costs, Technical Merit, Added Value Solutions, Systems, and Resources.

Module No.3: Assessment of Financial Stability	**13**

Sources of information on potential suppliers' Financial performance. Financial reports – Profit & Loss Statements, Balance Sheets, and Cash Flow Statements. Ratio Analysis on Liquidity, Profitability, Gearing and Investment. Role of credit rating agencies.

ModuleNo.4:Assessment of Market Data	**12**

Analysing Suppliers' Market. Secondary Data on Markets & Suppliers. Indices that measure economic data. Process of obtaining tenders and quotations. Decision criteria for tenders and quotations. Criteria to assess tenders and quotations – use ofweighted points system.

SkillDevelopmentActivities:

1. Highlight the stages when Early Supplier Involvement is encouraged by companies tomaximise the benefits
2. List out the Regulatory bodies connected to sourcing.
3. Identify the benefits of co-location of suppliers to the company.
4. List out the Credit rating agencies for supplier assessment.

Books for References:

1. Donald Waters, Logistics - An Introduction to Supply Chain Management, Palgrave Macmillan, New York,
2. John Gattorna , Handbook of Logistics and Distribution Management.
3. P. Fawcett, R. McLeish and I Ogden, Logistics Management.
4. D.M. Lambert & J R Stock, Richard D Irwin Inc., Strategic Logistics Management.
5. Martin Christopher, Logistics and Supply Chain Management, Pitman Publishing, 2nd Edition
6. David N, Burt, Donald W. Dobler, Stephen L. Starling, “World Class Supply Management- A Key to Supply Chain Management”, Tata McGraw Hill Publishing Company Ltd., New Delhi.

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA 6.6 Vocational
Name of the Course: GOODS AND SERVICES TAX

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs.	56 Hrs.

Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies.

Course Outcomes: On successful completion Student will demonstrate

a) Understand the basics of taxation, including the meaning and types of taxes, andthe differences between direct and indirect taxation.
b) Analyze the history of indirect taxation in India and the structure of the Indian taxation system.
c) Understand the framework and definitions of GST, including the constitutional framework, CGST, SGST, IGST, and exemptions from GST.
d) Understand the time, place, and value of supply under GST, and apply this knowledge to calculate the value of supply and determine GST liability.
e) Understand input tax credit under GST, including its meaning and process for availing it, and apply this knowledge to calculate net GST liability.

Syllabus	Hours
Module No. 1: Basics of Taxation system in India	**04**

Tax – Meaning and Types, Concept and Features of Indirect tax, Differences between Direct and Indirect Taxation, Brief History of Indirect Taxation in India, Constitutional validity of GST

Module No. 2: Introduction to GST	**10**

Introduction to Goods and Services Tax, Constitutional Framework, Tax subsumed under GST, Dual model of GST, Features of GST, GST council- composition- powers and functions

Module No. 3: Time, Place And Value of Supply	**20**

Supply, Scope of Supply, Composite and Mixed Supplies, Levy and Collection, Composition Levy, Exemptions, Time of Supply – in case of Goods and in case of Services - Problems on ascertaining Time of Supply; Place of Supply – in case of Goods and in case of Services (both General and Specific Services) – Problems on Identification of Place of Supply; Value of Supply – Meaning, Inclusions and Exclusions. Problems on calculation of 'Value of Supply'.

Module No. 4: GST Liability and Input Tax Credit	**14**

Rates of GST – Classification of Goods and Services and Rates based on classification, Problems on computation of GST Liability. Input Tax Credit – Meaning, Process for availing Input Tax Credit – Problems on calculation of Input Tax Credit and Net GST Liability.

Module No. 5: GST Procedures	**08**

Registration under GST, Tax Invoice, Levy and Collection of GST, Composition Scheme,Due dates for Payment of GST, Accounting record for GST, Features of GST in Tally Package. GST Returns – Types of Returns, Monthly Returns, Annual Return and Final Return – Due dates for filing of returns. Final Assessment. Accounts and Audit under GST.

Skill Developments Activities:

a) List out the process of GST registration for a business.
b) Chart out 'time of supply' concept relevance in GST.
c) Identify the place of supply for goods and services in different scenarios.
d) Calculate GST liability for a particular transaction using imaginary values.
e) Explain the process of availing input tax credit in GST.

Books for Reference:

1. V Rajesh Kumar and Mahadev, “Indirect Taxes”, Mc Graw Hill Education
2. Datey, V S, “Indirect Taxes”, TaxmannPublications. 3. Hiregange et al, “Indirect Taxes:, Puliani and Puliani.
4. Haldia, Arpit, “GST Made Easy”, Taxmann Publications.
5. Chaudhary, Dalmia, Girdharwal, “GST – A Practical Approach”, Taxmann Publications.
6. Garg, Kamal, “Understanding GST”, Bharat Publications.
7. Hiregange, Jain and Naik, “Students’ Handbook on Goods and Services Tax”, Puliani and Puliani.

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA 6.6 (B)
Name of the Course: Enterprise Resource Planning

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	**(2+0+2) 4 Hrs**	**45 Hrs**

Pedagogy: Classrooms lecture, Case studies, Tutorial Classes, Group discussion, Seminar & field work etc.,

Course Outcomes: On successful completion of the course, the students' will be able to

a) Understand the business process of an enterprise to grasp the activities of ERP project management cycle to understand the emerging trends in ERP developments.
b) Integrate and automate the business processes and shares information enterprise-wide.
c) Explore the significance of ERP to provide a solution for better project management.
d) Enable the students to understand the various process involved in implementing ERP in a variety of businessenvironment
e) Understand the issues involved in design and implementation of ERP systems.

Syllabus:	**Hours**
Module No. 1: Introduction to ERP	**10**

Enterprise Resource Planning - Defining ERP - Origin and Need for an ERP System - Benefits of an ERP System - Reasons for the Growth of ERP Market – Risk of ERP - Road map for successful ERP

Module No. 2: ERPrelatedTechnologiesandModules	**10**

Business Process Re- engineering – Product life cycle – Customer relationship management - Functional Modules- Sales and Distribution, service - Human Resource - Finance – Production - Materials Management – Purchasing – Quality Management.

Module No. 3: ERP implementation	**08**

ERP Implementation Life cycle – Transition strategies - ERP Implementation Process - ERP Vendor Selection - Role of the Vendor - Consultants: Types of consultants - Role of a Consultant - Vendors and Employees -Resistance by employees - Dealing with employee resistance - Project team

Module No. 4: ERP post implementation, Future directions in ERP	**15**

Success and Failure factor of ERP implementation – ERP operations and maintenance – Data Migration – Project Management and Monitoring - Maximizing the ERP system. New Trends in ERP- ERP to ERP II - Implementation of Organization Wide ERP- Development of New Markets and Channels-Latest ERP Implementation Methodologies - ERP and E- business.

Skill Development Activities:

1. State the steps and activities in the ERP life cycle
2. Develop a process of driven thinking towards business process.
3. Demonstrate a good understanding of the basic issues in ERP systems.
4. Any other activities, which are relevant to the course.

Books for Reference:

1. Alexis Leon, "ERP Demystified", Tata McGraw Hill, New Delhi, 2007.

2.Joseph A Brady, Ellen F Monk, Bret Wagner,"Concepts in Enterprise Resource Planning", Thompson Course Technology, USA, 2009

3.Vinod Kumar Garg and Venkitakrishnan N K, "Enterprise Resource Planning – Concepts and Practice", PHI, New Delhi, 2004

4.MahadeoJaiswal and Ganesh Vanapalli, ERP Macmillan India, 2013.

5..Sinha P. Magal and Jeffery Word, Essentials of Business Process and Information System, WileyIndia,2009

6.Jagan Nathan Vaman, ERP in Practice, Tata McGowan-Hill, 2007.

Note: Latest edition of text books may be used.

1	Dr. Anand D.(9845130340) Professor, University of Mysore, Mysuru	Chairman
2	Dr. U. M. Kinange (9880046965) Professor, KIMS, Karnatak University, Dharwad	Member
3	Dr. Cyntia Menezes (9902554503) Professor, Bangalore University, Bengaluru.	Member
4	Dr. Puttanna K. (9449662626) Professor, Mangalore University, Konaje	Member
5	Dr. C. Mahadeva Murthy (9342121583)Professor, KSOU, Mysuru	Member
6	Dr. Hiremani Naik R. (9448329269) Professor, Kuvempu University, Shankaraghatta	Member
7	Dr. J. K. Raju, (9448233388) Professor, Davanagere University, Davanagere.	Member
8	Dr. Thyagaraja C.M. (9448697046) Professor, Rani Channamma University, Belagavi	Member
9	Dr. Noor Afza, (9449089075), Professor, Tumkur University, Tumakuru	Member
10	Dr. G. P. Dinesh (9880779387) Professor, VSK University, Ballari	Member
11	Dr. Prasad Rudgi (944815014) Professor, KLE Inst. of Mgt. Studies & Research, Hubballi	Member
12	Dr. P.V. Padmaja Principal, MLA Academy of Higher Learning, Bengaluru	Member
13	Dr.Umesh Maiya Associate Professor, Dept of MBA, Dr.G.Shankar Govt.Women's college,Udupi	Member
14	Dr. Aloysius Edward Kristu Jayanthi College, Bengaluru	Member
15	Dr. M. Jayappa, Special Officer, KSHEC,	Convenor

BANGALORE UNIVERSITY

REGULATIONS, SCHEME AND SYLLABUS

For the course

I to VI Semesters

BACHELOR OF COMPUTER APPLICATIONS

(BCA)

(Choice Based Credit System (Semester Scheme) –Y2K14 Scheme)

Revised w.e.f.

Academic Year 2014-2015 and onwards

Regulations, Scheme of study and Examination for BCA Degree Course
Under Choice Based Credit System - Semester System (Y2K14 SCHEME)
(Revised w.e.f. 2014 -2015)

R 1. a) Title of the course: **Bachelor of Computer Applications**

b) Duration of the Course: Durations of the undergraduate programmes shall extend over FOUR semesters (TWO academic years) for the Associate Degree(Advance Diploma), SIX semesters (Three academic years) for the regular Bachelor Degree.

c). Scheme of study:

i) There shall be five theory papers and two practical from first semester to fourth semester.

ii) There will be five theory, two practical and one project in fifth semester. There will be four theory, one practical and one project in sixth semester.

iii) The project work shall be carried out either independently or jointly (maximum of three students)

iv) Medium of Instruction: The medium of instruction shall be English.

d) Scheme of Examination:

At the end of each semester there be University Examination of three hours duration in each of the theory paper/practical.

R. 2. Each semester shall be of 4 months duration

R. 3. Attendance: As per Bangalore University regulations I n force for science degree courses.

R. 4. A Candidate is allowed to carry over all the previous uncleared (failed) theory papers/Practical to subsequent semesters as per Bangalore University regulations in force for science degree courses.

R. 5. The maximum period for completion of the course shall be six years form the date of admission.

R. 6. Eligibility for admission:

a) A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in Karnataka

b) A candidate who has passed JODC / Three years Diploma in Engineering of Government of Karnataka or any other examination considered as equivalent thereto shall be eligible for admission.

a) Any student who has passed PUC –II Science, Arts or Commerce securing a minimum of 35% OF MARKS

OR

b) Any student who has passed JODC or Diploma in Engg. (of three year duration of Govt. of Karnataka) with minimum of 35% of marks in aggregate in all the semester /years.

R. 7. Admission Procedure:

a) Through Counseling in respective colleges

b) 50% weight age for entrance test in respective colleges

c) 50% weight age for performance at qualifying examination.

d) Merit list shall be prepared based on item No, 7(b) and 7(c)

e) Reservation: As per the notification /Govt. orders form the University /Govt. from time to time.

f) Tuition and other fees: As fixed by the University from time to time

R8. The total number of students to be admitted to the course shall be decided by the University.

R9. Results: Results of candidate shall be declared and the classes awarded as per the procedure followed by the University for B.Sc. Courses.

R10. POWER TO REMOVE DIFFICULTIES

1) If may difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may be order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary to expedient to remove the difficulty.

2) Every order made under this shall be subject to rectification by the appropriate University Authorities.

Title of Papers and Scheme of Study & Examination for BCA (Bachelor of Computer Applications) Under Choice Based Credit System - Semester System (Revised w.e.f. 2014-2015)

Semester	Part	Paper	Title of the paper	Hours	Marks			Credits	
		Code		/ Week	IA	Exam	Total	Subject	Semester
I	Part - 1	BCA101T	Indian Language	4	20	80	100	2	16
		BCA102T	English	4	20	80	100	2	
		BCA103T	Problem Solving Techniques using C	4	30	70	100	2	
	Part – 2	BCA104T	Digital Electronics	4	30	70	100	2	
		BCA105T	Discrete Mathematics	5	50	100	150	3	
		BCA103P	C Programming Lab	3	15	35	50	1	
		BCA104P	Digital Electronics Lab	3	15	35	50	1	
	Part – 3	-	Foundation Course	3	30	70	100	2	
		-	CC & EC		50		50	1	
II	Part – 1	BCA201T	Indian Language	4	20	80	100	2	16
		BCA202T	English	4	20	80	100	2	
		BCA203T	Data structures	4	30	70	100	2	
		BCA204T	Database Management System	4	30	70	100	2	
	Part - 2	BCA205T	Numerical and Statistical Methods	5	50	100	150	3	
	Part - 3	BCA203P	Data Structures Lab	3	15	35	50	1	
		BCA204T	DBMS Lab	3	15	35	50	1	
		-	Foundation Course	3	30	70	100	2	
		-	CC & EC	-	50	-	50	1	
III	Part - 1	BCA301T	Indian Language	4	20	80	100	2	16
		BCA302T	English	4	20	80	100	2	
		BCA303T	Object Oriented Programming using C++	4	30	70	100	2	
	Part - 2	BCA304T	Financial Accounting and Management	4	30	70	100	2	
		BCA305T	Operating System	5	50	100	150	3	
		BCA303P	C++ Lab	3	15	35	50	1	
		BCA304T	Accounting Package Lab	3	15	35	50	1	
	Part - 3	-	Foundation Course	3	30	70	100	2	
		-	CC & EC	-	50	-	50	1	
	Part - 1	BCA401T	Indian Language	4	20	80	100	2	
		BCA402T	English	4	20	80	100	2	
		BCA403T	Visual Programing	4	30	70	100	2	
		BCA404T	Unix Shell programming	4	30	70	100	2	

IV	Part - 2	BCA405T	Operation Research	5	50	100	150	3	16
		BCA403P	Visual Programming Lab	3	15	35	50	1	
		BCA404T	UNIX Lab	3	15	35	50	1	
	Part - 3	-	Skill Development Course	3	30	70	100	2	
			CC & EC	-	50	-	50	1	

Semester	Part	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
					IA	Exam	Total	Subject	Semester
V	Part - 2	BCA501T	Data Communication and Networks	4	50	100	150	3	20
		BCA502T	Software Engineering	4	50	100	150	3	
		BCA503T	Computer Architecture	4	50	100	150	3	
		BCA504T	Java Programming	4	30	70	100	2	
		BCA505T	Microprocessor and Assembly Language	4	30	70	100	2	
		BCA504P	Java Programming Lab Assembly Language	3	15	35	50	1	
	Part - 3	BCA505P	Programming Lab	3	15	35	50	1	
		BCA506P	Project	8	50	100	150	3	
		-	Skill Development Course	3	30	70	100	2	
VI	Part–2	BCA601T	Theory of Computation	4	50	100	150	3	20
		BCA602T	System Programming	4	50	100	150	3	
		BCA603T	Cryptography and Network Security	4	50	100	150	3	
		BCA604T	Web Programming	4	30	70	100	2	
		BCA604P	Web Programming Lab	3	15	35	50	1	
		BCA605P	Project Work	16	10 0	200	300	6	
	Part – 3	-	Skill Development Course	3	30	70	100	2	

FIRST SEMESTER BCA

BCA101T : INDIAN LANGUAGE

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA102T : ENGLISH

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA103T : PROBLEM SOLVING TECHNIQUES USING C

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction to Programming Concepts: Software, Classification of Software, Modular Programming, Structured Programming, Algorithms and Flowcharts with examples. Overview of C Language: History of C, Character set, C tokens, Identifiers, Keywords, Data types, Variables, Constants, Symbolic Constants , Operators in C, Hierarchy of Operators, Expressions, Type Conversions and Library Functions.

[12 Hours]

Unit - II

Managing Input and Output Operation: Formatted and Unformatted I/O Functions, Decision making, branching and looping: Decision Making Statements - if Statement, if–else statement, nesting of if-else statements, else–if ladder, switch statement,?: operator, Looping - while, do-while, for loop, Nested loop, break, continue, and goto statements. Functions: Function Definition, prototyping, types of functions, passing arguments to functions, Nested Functions, Recursive functions.

[12 Hours]

Unit - III

Arrays: Declaring and Initializing, One Dimensional Arrays, Two Dimensional Arrays, Multi Dimensional Arrays - Passing arrays to functions. Strings: Declaring and Initializing strings, Operations on strings, Arrays of strings, passing strings to functions. Storage Classes - Automatic, External, Static and Register Variables.

[12 Hours]

Unit-IV

Structures-Declaring and Initializing, Nested structure, Array of Structure, Passing Structures to functions, Unions, typedef, enum, Bit fields. Pointers – Declarations, Pointer arithmetic, Pointers and functions, Call by value, Call by reference, Pointers and Arrays, Arrays of Pointers, Pointers and Structures. Meaning of static and dynamic memory allocation, Memory allocation functions.

[12 Hours]

Unit-V

Files - File modes, File functions, and File operations, Text and Binary files, Command Line arguments. C Preprocessor directives, Macros – Definition, types of Macros, Creating and implementing user defined header files.

[12 Hours]

TEXT BOOKS

1. E. Balaguruswamy, “Programming In ANSI C”, 4th edition, TMH Publications, 2007
2. Ashok N. Kamthane, “Programming with ANSI and Turbo C”, Pearson Education, 2006

REFERENCES BOOKS

1. Ashok N. Kamthane et. al., “Computer Programming and IT”, Pearson Education, 2011
2. Mahapatra, “ Thinking In C ”, PHI Publications, 1998.
3. Yashwant Kanetkar, “Let Us C”, 13th Edition, PHP, 2013.

BCA104T: DIGITAL ELECTRONICS

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction to network theorems and AC fundamentals: Ohm’s law: Statement, explanation. Kirchhoff’s law: Statement & explanation of KCL and KVL. Mesh/loop analysis (up to 2 loops) and node voltage method, Numerical problems. Delta/star and star/Delta transformation: No derivation for Interco version equations, introduction of network, port of network (one port network, two port network), unilateral network, bilateral network, linear network. Need for application of network theorems. (DC Circuits only). Superposition theorem: statement, (only with TWO voltage sources) steps to apply the theorem explanation by considering a simple resistive network and problems. Thevenin’s theorem: Statement, (Only with ONE voltage source) Steps to apply the theorem, explanation by considering a simple resistive networking and problems. Norton’s theorem: Statement, (Only with ONE voltage source) steps to apply the theorem, explanation by considering a simple resistive network and problems. Maximum power transfer theorem: Statement, explanation of theorem by considering a simple resisting network, expression for maximum power deliver (P L (max) =Vth2/4Rth) (no derivation), graph of Vs Pl, numerical problems and applications. Reciprocity theorem, Statement, explanation using resistive network with dc source and numerical problems. AC Fundamentals: Representation of ac sine wave, instantaneous value, peak value, peak to peak value, average value, r.m.s value cycle, time period, frequency. (No derivations, only mention the expressions) Representation of non sinusoidal waves.

[12 Hours]

Unit - II

Semiconductor Devices: Introduction, atomic structure, energy level, energy band diagram in solids, classification of conductors, insulators and semiconductors. Semiconductor, properties, crystal structure of semiconductor, types – intrinsic and extrinsic semiconductor. Intrinsic semiconductor: Crystal structure (Ge& Si), thermal generated charges (electron and holes) carriers the effect temp on their motion. Extrinsic semiconductor: Doping, donor acceptor impurities, c-type, p-type semiconductor, majority and minority carriers, their currents, concept of immobile ions. Semiconductor devices : PN junction diode, formation of pn junction layer, potential barrier, energy level diagram of pn junction, Biasing of pn junction, behaviour of pn junction under forward and reverse biasing, break down in pn junction, avalanche and zener break down. Diode characteristics; V-I characteristic, forward and reverse bias, diode parameters, bulk resistance, knee voltage, static and dynamic resistance, PIV. Application of diode; As a rectifier, as logic gate, as a switch, etc. Rectifier, types, Half wave Full wave. Half wave rectifier: Circuit, working, wave forms and expression for ripple factor and efficiency (no derivation), advantages & disadvantages. Bridge wave rectifier: Circuit, working, wave forms and expressions for ripple factor and efficiently (no derivation), advantages & disadvantages. Logic families: Scale of integration, Digital IC’s, classifications, DTL, TTL, ECL, MOS, CMOS, Mention of features: speed of operation, power dissipation, propagation delay, fan-in, fan-out. [12 Hours]

Unit – III

Number Systems: Introduction to number systems – positional and non-positional, Base /Radix. Decimal number system-Definition, digits, radix/base, Binary number system – Bit Byte, Conversions: Binary to Decimal and Decimal to Binary. Octal number system-Conversion from Octal to Decimal to Octal, Octal to Binary and binary to Octal. Hexadecimal number system –Conversion : Decimal to Hex, Hex to decimal, Hex to Binary, Binary to Hex, Octal to Hex, Hex to Octal, Binary, arithmetic –binary addition, subtraction, multiplication and division (only Integer part). 1's and 2's compliment: 2's complement subtraction. Binary code: BCD numbers, 8421 code, 2421 code- examples and applications. Gray code –Conversions-Gray to binary and Binary to Gray, application of gray code (Mention only). Excess-3 code – self complimenting property and applications. Definition and nature of ASCII code. Introduction to error detection and correction code, parity check. Boolean algebra:-Laws and theorems. AND, OR, NOT Laws, Commutative law, associative law, distributive law, Duality theorem. Demorgan's theorems-Statements, proof using truth tables; Simplification of Boolean expressions using Boolean laws. Definition of product term, sum term, minterm, maxterm, SOP, standard POS and Standard POS. Conversion of Boolean expression to Standard SOP and Standard POS forms. Karnaugh maps-Definition of Karnaugh map, K- map for 2, 3 and 4 variables. Conversion of truth tables into k-map grouping of cells, redundant groups and don't care conditions Karnaugh map technique to solve 3 variable and 4 variable expressions. Simplification of 3 and 4 variable Boolean expression using K-maps (SOP only)

[12 Hours]

Unit - IV

Logic Gates: AND Gate: Definition, symbol truth table, timing diagram, Pin diagram of IC 7408. OR Gate: Definition, symbol, truth table, timing diagram of IC 7432. NOT Gate: Definition symbol, truth table, timing diagram, Pin diagram of IC 7404. NAND Gate: Definition, symbol, truth table, Pin diagram of IC 7400, NOR Gate: Definition, symbol, truth table, timing diagram, Pin diagram of IC 7402. Exclusive OR Gate: Definition, symbol, truth table, timing diagram. Combinational logic circuits: Definition, applications. Half Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Full Adder: Symbol, Logic circuits using XOR and basic gates, Truth table, Half Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Full Subtractor: Symbol, Logic circuits using XOR and basic gates, Truth table. Adder – Subtractor; Logic circuit, Pin diagram IC 7483, IC 7486. Parallel Adder: 4 –bit parallel binary adder, BCD adder, IC 7483 NAND –NOR implementation of Adders.

[12 Hours]

Unit - V

Sequential Circuits: Importance of clock in digital circuit and introduction to flip flop. Flip –flop-difference between latch and flip-flop. Qualitative study of level and edge triggering. RS latch /unlocked, symbol and truth table. RS flip-flop using NAND gate, symbol, truth table and timing diagram. D flip –flop – Symbol, truth table, Realization of JK flip –flop using NAND gates, working, and timing diagram. Race around condition, present and clear inputs, pin diagram of IC 74112. T flip flop-Logic symbol, JK flip flop as a T flip –flop truth table and timing diagram. Master slave flip flop; Logic circuit, truth table and timing diagram, advantage of M/S flip-flop, pin diagram of IC 7473 IC 7476. Registers: Definition, types of registers-Serial in serial out, serial in parallel out, Parallel in serial out, Parallel in parallel our shift register (Block diagram representation for each), truth table, timing diagram and speed comparison.

[12 Hours]

Text Books:

1) Thomas L.Floyd ,''Digital Fundamentals", Peason Education Inc, New Delhi, 2003

Reference Books:

1) Morris Mano, "Digital Design", 5Th Edition, Prentice Hall, 2013
2) R.P.Jain, "Modern Digital Electronics", 3rd Edition, Tata Mc Graw Hill, 2003.
3) Bignell and Donovan, "Digital Electronics", 5th Edition, Thomson Publication, 2007.

BCA105T: DISCRETE MATHEMATICS

Total Teaching Hours: 65 No of Hours / Week: 05

Unit – I

Sets, Relations and Functions: Sets, Subsets, Equal Sets, Universal Sets, Finite and Infinite Sets, Operation on Sets, Union, Intersection and Complements of Sets, Cartesian Product, Cardinality of Set, De-mogan's law, Simple Applications. Relations, Properties of Relations, Equivalence Relation, Function: Domain and Range, Onto, Into, One to One, one to many Functions, Composite and Inverse Functions. Mathematical Logic: Proposition and truth values, Logical Connectives and their truth tables, Converse, Inverse and Contrapositive, Tautology and Contradiction, Logical Equivalence – Standard Theorems, Switching Circuits.

[13 Hours]

Unit - II

Matrices: Review of fundamentals: Definition of matrix, order, Types of matrices: zero, row, column, square, diagonal, scalar, unit, symmetric, skew-symmetric. Determinant: Value of determinant of order 2x2, 3x3, minors, cofactors, adjoint, inverse of a matrix. Solutions of linear equations: Cramers rule and matrix method involving two and three variables. Eigen values and Eigenvectors: Characteristic equation, characteristic roots, characteristic vectors (without any theorems) only 2x2 order. Cayley Hamilton theorem. (Only statement), verification of Cayley Hamilton theorem (only 2x2 matrices), using the same finding the powers of A (A^4, A^5, A^{-1}, A^{-2}), Inverse of a Matrix using Cayley-Hamilton theorem.

[13 Hours]

Unit - III

Logarithms: Definition of Logarithm, Indices leading to Logarithms and vice versa, Laws of Logarithms with proofs, Problems, Common Logarithm: Characteristic and Mantissa, Use of Logarithmic Tables, Problems. Permutation and Combination: Fundamental Principle of Counting, Factorial n, Permutations: Definition, Examples, Derivation of Formula ${}^nP_r$, Permutation when all the objects are not distinct, Problems, Combinations: Definition, examples, Proving ${}^nC_r = {}^nP_r\, r!$, ${}^nC_r = {}^nC_{n-r}$, ${}^nC_r + {}^nC_{r-1} = {}^{n+1}C_r$, Problems based on above formulae.

[13 Hours]

Unit - IV

Groups: Binary operation, Define of group, properties (only statement), problems (both finite and infinite groups), subgroup, theorems (no proof), problems. Vectors: Definition of vector and scalar, vector addition, dot and cross product, projection of a vector on the other (no geometrical meaning), area of parallelogram, area of a triangle, scalar triple product, volume of parallelepiped, co planarity of three vectors, vector triple product.

[13 Hours]

Unit - V

Analytical Geometry in Two Dimensions: Coordinates, Distance formula, Section Formula, Area of the Triangle formula (no derivation), Locus of point. Straight Line: Slope of a line and angle between two lines, Various forms of equations of lines – Derivation and Problems. Equation of family of lines passing through the point of intersection of two lines, Distance of a point from line (only problems).

[13 Hours]

Text Books

1. Grewal, B.S.Higher engineering Mathematings, 36th Edition

Reference Books

1. Satyrs S.S, Engineering Mathematics.
2. Peter V.O'Neil. Advanced Engineering Mathematics, 5th Edition.

BCA103P: C PROGRAMMING LAB

PART – A

1) Write a C Program to find the roots of the given quadratic equation using if-else if statement.
2) Write a menu driven C program using switch-case to find: (a) Sum of the digits of number (b) Factorial of N.
3) Write a C program to find cos (x) using series $\cos(x) = 1 - x^2/2! + x^4/4! - \ldots\ldots\ldots x^n/n!$]
4) Write a Program to find whether a given number is prime number are not
5) Write a C program to arrange the given set of numbers in ascending and descending order.
6) Write a C program to find product of two N x M matrices.
7) Write a C program to calculate NCR= N!/ R! * (N-R)! Using function.
8) Write a C program to display Fibonacci series using recursive function.
9) Write a C program to concatenate two strings using pointers.
10) Write a C program to copy content of one file to another file.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA104P: DIGITAL ELECTRONICS LAB

1. Study of Logic Gates–AND, OR, NOT, NAND, NOR XOR (Using respective ICs)
2. Realization of AND, OR and NOT gates using Universal Gates.

3. Design and Realization of Half Adder/Subtracted using NAND Gates.
4. Design and Realization of Full Adder using Logic Gates.
5. Design and Realization of 4 bit Adder/Subtractor using IC 7483.
6. Design and Realization of BCD Adder using IC 7483.
7. Realization of J-K flip flop using IC 7400 and 7410.
8. Realization of T and D flip flop using IC 7476.
9. Implementation of PIPO Shift Registers using flip flops. (IC 7476).
10. Design and implementation of odd and even parity checker Generator using IC 74180.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

SECOND SEMESTER BCA

BCA201T: INDIAN LANGUAGE

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA202T: ENGLISH

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA203T: DATA STRUCTURES

Total Teaching Hours : 60 No of Hours / Week : 04

Unit-I

Introduction and Overview: Definition, Elementary data organization, Data Structures, data structures operations, Abstract data types, algorithms complexity, time-space tradeoff. Preliminaries: Mathematical notations and functions, Algorithmic notations, control structures, Complexity of algorithms, asymptotic notations for complexity of algorithms. String Processing: Definition, Storing Stings, String as ADT, String operations, word/text processing, Pattern Matching algorithms.

[12 Hours]

Unit-II

Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory, Traversing Linear arrays, Inserting and deleting, Sorting: Bubble sort, Insertion sort, Selection sort, Searching: Linear Search, Binary search, Multidimensional arrays,

Matrices and Sparse matrices.

[12 Hours]

Unit-III

Linked list: Definition, Representation of Singly linked list in memory, Traversing a Singly linked list, Searching a Singly linked list, Memory allocation, Garbage collection, Insertion into a singly linked list, Deletion from a singly liked list; Doubly liked list, Header liked list, Circular linked list.

[12 Hours]

Unit-IV

Stacks – Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT, Arithmetic Expressions: Polish Notation, Application of Stacks, Recursion, Towers of Hanoi, Implementation of recursive procedures by stack. Queues – Definition, Array representation of queue, Linked list representation of queues Types of queue: Simple queue, Circular queue, Double ended queue, Priority queue, Operations on Queues, Applications of queues.

[12 Hours]

Unit-V

Graphs: Graph theory terminology, Sequential representation of Graphs: Adjacency matrix, traversing a Graph. Tree – Definitions, Binary trees, Representing binary trees in memory, Traversing Binary Trees, Binary Search Trees, Searching, Inserting and Deleting in a Binary Search Tree.

[12 Hours]

TEXT BOOKS

1. Seymour Lipschutz, "Data Structures with C", Schaum's outL*ines*, Tata McGraw-Hill, 2011.

REFERENCES BOOKS

1. Mark Allen Weiss, "Data Structures and Algorithm Analysis in C", Second Edition, Pearson Education, 2013.
2. Robert Kruse, C.L.Tondo, Bruce Leung, Shashi Mogalla, "Data Structures and Program Design using C", Pearson Education, 2009.
3. Forouzan, "A Structured Programming Approach using C", 2nd Edition, Cengage Learning India, 2008.

BCA204T : DATA BASE MANAGEMENT SYSTEMS

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction: Database and Database Users, Characteristics of the Database Approach, Different people behind DBMS, Implications of Database Approach, Advantages of using DBMS, When not to use a DBMS. Database System Concepts and architecture: Data Models, Schemas, and Instances. DBMS Architecture and Data Independence., Database languages and interfaces. The database system Environment, Classification of DBMS.

[12 Hours]

Unit - II

Data Modelling Using the Entity-Relationship Model: High level conceptual Data Models for Database Design with and example., Entity types, Entity sets, attributes, and Keys, ER Model Concepts, Notation for ER Diagrams, Proper naming of Schema Constructs, Relationship types of degree higher than two. Record Storage and Primary File Organization: Secondary Storage Devices. Buffering of Blocks. Placing file Records on Disk. Operations on Files, File of unordered Records (Heap files), Files of Ordered

Records (Sorted files), Hashing Techniques, and Other Primary file Organization.

[12 Hours]

Unit - III

Functional Dependencies and Normalization for Relational Database: Informal Design Guidelines for Relational schemas, Functional Dependencies, Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms Based on Primary Keys., General Definitions of Second and Third Normal Forms, Boyce-Codd Normal Form. Relational Data Model and Relational Algebra: Relational Model Concepts., relational Model Constraints and relational Database Schema, defining Relations, Update Operations on Relations., Basic Relational Algebra Operations, Additional Relational Operations., Examples of queries in the Relational Algebra., Relational Database design Using ER-to-Relational Mapping.

[12 Hours]

Unit – IV

Relational Database Language: Data definition in SQL, Queries in SQL, Insert, Delete and Update Statements in SQL, Views in SQL, Specifying General Constraints as Assertions, specifying indexes, Embedded SQL. PL /SQL: Introduction.

[12 Hours]

Unit - V

Transaction Processing Concepts: Introduction, Transaction and System Concepts, Desirable properties of transaction, Schedules and Recoverability, Serializability of Schedules, Transaction Support in SQL, Locking Techniques for Concurrency Control, Concurrency Control based on time stamp ordering.

[12 Hours]

Text book:

1. Remez Elmasri and Shamkant B. Navathe, "Fundamentals of Database Systems", 5th Edition, Pearson Education, 2007.

References:

1. Abrahamsi. Silberschatz, Henry. F. Korth, S. Sudarshan, "Database System Concepts" 6th Edition, McGraw Hill, 2012.
2. C.J.Date, "Introduction to database systems", Eight Edition, Addison Wesley, 2003.

BCA205: NUMERICAL AND STATISCAL METHODS

Total Teaching Hours: 65 No of Hours / Week : 05

Unit - I

Floating-point representation and errors-Normalized floating-point forms, Errors in representing numbers, Floating point machine number and machine epsilon, Loss of significance and its avoidance. Roots of equations-locating roots of f(x)=0 Bisection method, Newton's method, Secant method.

[13 Hours]

Unit - II

Interpolation and numerical differentiation-polynomial interpolation, Lagrange and Newton form of interpolating Polynomial, Divided difference and recursive property, Inverse interpolation, First and Second derivative formulae via interpolation Polynomials. Numerical integration-Trapezoidal, Simpson's and adaptive Simpson rules.

[13 Hours]

Unit - III

System of linear equations-Gaussian elimination and back substitution-partial and complete pivoting, Doolittle, Cholesky and Crout LU decomposition methods, Jacobi and

Gauss – Seidel iterative methods. Power (and inverse power) method of obtaining largest (smallest) eigenvalue and corresponding eigenvector. Ordinary differential equations-initial value problem, Picard's, Taylor series, Runge-Kutta first, second and fourth order methods.

[13 Hours]

Unit – IV

Basics concepts and definition of statistics. Mean, Standard deviation, coefficient of Variation, skewness & kurtosis, Carl Pearson Correlation, Rank correlation and illustrated examples. Probability: Basic concept and definition of probability, probability axioms, Laws of Probability, Conditional probability, Bayes theorem , Problems and application.

[13 Hours]

Unit - V

Random variable and Expectation: Discrete and continuous random variables, expectation of random variables, theorems on expectation, illustrative examples. Probability Distribution: Probability function, Probability mass/density function, Discrete Distribution – Bernoulli, Binomial Distribution, Continuous distribution – Normal Distribution, applications and problems.

[13 Hours]

Text Books:

1. M.K.Jain, SRK Iyengar and R.K. Jain Numerical methods for Scientific and Engineering Computation: Wiley Eastern.
2. Ronald E Walpole & Raymond H Meyers : Probability & Statistics for Engineers and Scientists (Second Edition).

References

1. J.Medhi : Statistical Methods New Age Publications.
2. S.C.Gupta and V.K.Kapoor – Elements of Mathematics, Statistics, Sultan Chand and Sons.

BCA203P : DATA STRUCTURES USING C LAB

PART - A

1. Write a menu driven C program to perform the following string operations without using string functions: (i) String Length (ii) String Concatenation (ii) String Reverse
2. Write a C program to search for an element in an array using Binary search
3. Write a C program to sort a list of N elements using Selection Sort Algorithm.
4. Write a C program to construct a singly linked list and perform insertion, deletion and Display operations.
5. Write a C program to demonstrate the working of stack using liked list.
6. Write a C program for Towers of Hanoi problem.
7. Write a C program to find GCD of two numbers using recursion
8. Write a C program to convert infix arithmetic expression to post fix expression.
9. Write a C program to simulate the working of Circular Queue using an array.
10. Write a C program to create and traverse a binary search tree.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA304P: DATABASE MANAGEMENT SYSTEM LAB
PART - A

1. The STUDENT detail databases has a table with the following attributes. The primary keys are underlined. STUDENT(regno: int, name: string, dob: date, marks: int)

i) Create the above table.

ii) Remove the existing attributes from the table.

iii) Change the date type of regno from integer to string.

iv) Add a new attribute phoneno to the existing table.

v) Enter five tuples into the table.

vi) Display all the tuples in student table.

2. A LIBRARY database has a table with the following attributes.

LIBRARY(bookid:int, title:string, author:string, publication:string, yearpub:int, price:real)

i) Create the above table.

ii) Enter the five tuples into the table

iii) Display all the tuples in student table.

iv) Display the different publishers from the list.

v) Arrange the tuples in the alphabetical order of the book titles.

vi) List the details of all the books whose price ranges between Rs. 100 and Rs. 300

3. The SALARY database of an organization has a table with the following attributes.

EMPSALARY(empcod:int, empnamee:string, dob:date, department:string, salary:real)

i) Create the above table.

ii) Enter the five tuples into the table

iii) Display all the number of employees working in each dapartment.

iv) Find the sum of the salaries of all employees.

v) Find the sum and average of the salaries of employees of a particular department.

vi) Find the least and highest salaries that an employee draws.

4. Consider the insurance database given below. The primary keys are underlined and the data types are specified.

PERSON(driver-id-no: string, name: string, address:strong)

CAR(regno: string, model: string, year: int)

ACCIDENT(report-no: int, date: date, location: String)

OWNS(driver-id-no: string, regno: string)

PARTICIPATED(driver-id-no: string, regno: string, report-no: int, damage-amount: int)

i) Create the above tables by properly specifying the primary keys and the foreign keys

ii) Enter atleast five tuples for each relation.

iii) Demonstrate how you

   a) Update the damage amount for the car with a specific regno in the accident with report no 12 to 25000.

   b) Add a new accident to the database.

iv) Find total number of people who owned cars that were involved in accidents in 2002

v) Find the number of accidents in which cars belonging to a specific model were involved

5. Consider the following database of students enrollment in courses and books adopted for each course.

STUDENT(regno: string, name: string, major: strong, bdate: date)

COURSE(course-no: int cname: string, dept: string)

ENROLL(reg-no: string, course-no: int, sem: int, marks: int)

BOOK-ADOPTION(course-no: int, sem: int, book-isbn: int)

TEXT(book-isbn: int, book-title: string, publisher: string, author: string)

i) Create the above tables by properly specifying the primary keys and the foreign keys

ii) Enter atleast five tuples for each relation.

iii) Demonstrate how you add a new text book to the database and make this book be adopted by some department.

iv) Produce a list of text books (include Course-no, book-isbn, book-title) in the alphabetical order for courses offered by the 'Compute Science' department that use more than two books.

v) List any department that has all its adopted books published by a specific publisher.

6. The following tables are maintained by a book dealer

AUTHOR(author-id: int, name: string, city: string, country: string)

PUBLISHER(publisher-id: int name: string, city: string, country: string)

CATLOG(book-id: int, title : string, author-id: int, publisher-id: int, category: int, year: int, price: int)

CATEGORY(category-id: int, description: string)

ORDER-DETAILS(order-no: int, book-id: int, quantity: int)

i) Create above tables by properly specifying the primary keys and the foreign keys.

ii) Enter atleast five tuples for each relation.

iii) Give the details of the authors who have 2 or more books in the catalog and the price of the books is greater than the average price of the books in the catalog and the year of publication is after 2010.

iv) Find the author of the book which has maximum sales.

v) Demonstrate how to increase price of books published by specific publisher by 10%

7. Consider the following database for BANK.

BRANCH(branch-name: string, branch-city: string, assets: real)

ACCOUNT(accno: int, banch-name: string, balance: real)

DEPOSITOR(customer-name: string, accno: int)

CUSTOMER(customer-name: string, customer-street: string, customer-city: string)

LOAN(loan-no: int, branch-name: string, amount: real) ORROWER(customer-name: string, loan-no: int)

i) Create the above tables by properly specifying the primary keys and foreign keys.

ii) Enter atleast five tuples for each relation.

iii) Find all the customers who have atleast two accounts at the main branch.

iv) Find all customer who have an account at all the branches located in a specific city.

v) Demonstrate how t0 delete all account tuples at every branch located in specific city.

8. Consider the following database for ORDER PROCEESING.

CUSTOMER(cust-no: int, cname: string, city: string) ORDER(orderno: int, odate: date, ord-amt: real) ORDER_ITEM(orderno: int, itemno:int, qty: int)

ITEM(itemno: int, unitprice: real)

SHIPMENT(orderno: int, warehouseno: int, ship-date: date)

WAREHOUSE(warehouseno: int, city: string)

i) Create the above tables by properly specifying the primary keys and the foreign keys

ii) Enter atleast five tuples for each relation.

iii) List the order number and ship date for all orders shipped from particular warehouse.

iv) Produce a listing: customer name, no of orders, average order amount

v) List the orders that were not shipped within 30 days of ordering

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :

a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.

b) A minimum of 8 Programs has to be done in Part-B and has to be maintained in the Practical Record.

c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

THIRD SEMESTER BCA

BCA301T: INDIAN LANGUAGE

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA302T: ENGLISH

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA303T: OBJECT ORIENTED PROGRAMMING USING C++

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction :Procedure Languages, definition of OOP, Basic concept of OOP, Object Class, Data Abstraction, Data Encapsulation, Data Hiding member functions , Reusability, Inheritance, Creating new Data Types, Polymorphism, Overloading , Dynamic binding and Message passing. C++ Features: The iostream class, C++ Comments, C++ Keywords, Variable declaration, The Const Qualifier. The Endl, Set Waste precision, Manipulators, The scope resolution operator, The new & delete Operations. Functions: Simple Functions, Function declaration, calling the function, function definition, Passing argument to, returning value from function, passing constants, Variables, pass by value , passing structure variables, pass by reference, Default arguments, return statements, return by reference, overloaded functions; Different number of arguments, Different Kinds of argument, inline function.

[12 Hours]

Unit - II

Objects & Classes: Classes & Objects, Class Declaration, Class member; Data Constructions, Destructors, Member functions, Class member visibility, private, public, protected . The scope of the class objects constructions, Default Constructor. Constructor with argument, constructor with default arguments, Dynamic constructor, copy constructor, Overloaded constructor, Objects as arguments returning objects from

functions, class conversion, manipulation private Data members, Destructors classes, object & memory, arrays as class member data: Array of objects, string as class member.

[12 hours]

Unit - III

Operator Overloading : Overloading unary operator: Operator Keyword, Operator arguments, Operator return value, Nameless temporary objects, limitations of increment operator, overloading binary operator, arithmetic operators, comparison operator, arithmetic assignment operator, data conversion; conversion between objects of different classes. Inheritance : Derived Class & Base Class: Specifying the Derived class accessing Base class members, the protected access specifier, Derived class constructor, Overriding member functions, public and private inheritance; Access Combinations, Classes & Structures, Access Specifiers, Level of inheritance; Multilevel inheritance, Hybrid inheritance, Multiple inheritance; member functions in multiple inheritance , constructors in multiple inheritance, Containership; Classes, within classes, Inheritance & Program development.

[12 Hours]

Unit - IV

Virtual functions: Normal member function accessed with pointers, Virtual member functions accessed with pointers, Dynamic binding, pure virtual functions, Friend function; Friends for functional notation, friend classes, the pointer; Accessing Member Data with this, using this for returning values. Templates & Exception Handling: Introduction, Templates, Class Templates, function templates, Member function templates, Template arguments, Exception Handling.

[12 Hours]

Unit V

Streams: The Stream class Hierarchy, Stream classes Header file, string I/O: Writing strings, reading strings, character I/O, Detecting End – of – file. Object I/O; writing an object to disk, reading an object from disk, I/O with multiple objects; the fstream class, The open function, File Pointers; Specifying the position, Specifying the offset. The tellg Function, Disk I/O with Memory Functions; Closing Files, Error Handling, Command Line Arguments.

[12 Hours]

Text books:

1. Lafore Robert, "Object Oriented Programming in Turbo C++", Galgotia Publications, 2012.

Reference:

1. Lippman, "C++ Primer", 3rd Edition, Pearson Education, 2010.
2. E. Balaguruswamy: Object Oriented Programming with C++, Tata McGraw Hill Publications, 2011.
3. Farrell, "Object Oriented Programming Using C++", 1st Edition 2008, Cengage Learning India

BCA304T: ACCOUNTING AND FINANCIAL MANAGEMENT

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction: History and Development of Accounting –Meaning Objectives and functions of Accounting-Book–keeping V/s Accounting –Users of accounting data – systems of book-keeping and accounting – branches of accounting –advantages and limitations of accounting. Accounting Concepts and conventions: Meaning need and classification, Accounting standards –meaning, need and classification of Indian

accounting standards. Accounting principles V/s Accounting standards.

[12 Hours]

Unit - II

Financial Accounting Process: Classification of accounting transaction and accounts, rules of debit and credit as per Double Entry System. Journalisation and Ledger position Preparation of different subsidiary books: Purchase Day Book Sales Day Book, Purchase Returns Day Books, Sales Returns Day Book, Cash Book. Bank Reconciliation Statement: Meaning, Need, Definition, preparation of BRS.

[12 Hours]

Unit - III

Accounting for bill of exchange: Meaning, Need, Definition, Partice to Bill of Exchange, Types of Bills. Accounts Procedure: Honour of the Bill, Dishonour of the Bill, Endorsement, Discounting, Renewal, Bills for collection, Retirement of the Bill, Accommodation Bills, Bill Receivable Book and Payable Book. Preparation of Trial Balance: Rectification of errors and journal Proper.

[12 Hours]

Unit - IV

Preparation of Final accounts: Meaning, need and classification, Preparation of Manufacturing, Trading, Profit and loss account and Balance-Sheet of sale –traders and partnership firms.

[12 Hours]

Unit V

Accounting Package like Tally

[12 Hours]

Text Book

1. S.Ramesh, B.S.Chandrashekar, a Text Book of Accountancy.

References

1. V.A.Patil and J.S.Korihalli, Book–Keeping and Accounting, (R. Chand and Co. Delhi).
2. R.S.Singhal, Principles of Accountancy, Nageen Prakash pvt.Ltd, Meerut.
3. B.S.Raman, Accountancy, (United Publishers, Mangalore)

BCA305T: OPERATING SYSTEMS

Total Teaching Hours : 65 No of Hours / Week : 05

Unit - I

Introduction: Batch Systems, Concepts of Multiprogramming and Time Sharing, Parallel, Distributed and real time Systems, Operating System Structures, Components & Services, System calls, System programs, Virtual machines. Process Management: Process Concept, Process Scheduling, Co – Operating process, Threads, Inter process communication, CPU Scheduling Criteria, Scheduling algorithm, Multiple Processor Scheduling, Real time Scheduling, Algorithm evolution.

[13 Hours]

Unit - II

Process Synchronization and deadlocks: The Critical Section Problem, Synchronization hardware, Semaphores, Classical problems of synchronization, Critical regions, monitors, Dead locks – system model, Characterization, Dead lock prevention, avoidance and detection, Recovery from dead lock, Combined approach to deadlock handling.

[13 Hours]

Unit - III

Memory Management: Logical and Physical address space, Swapping, Contiguous allocation, Paging, Segmentation, Segmentation with paging in Mastics and Intel 386, Virtual memory-Demand paging and it's performance, Page replacement algorithms, Allocation of frames, thrashing, page size and other considerations. Demand Segmentation.

[13 Hours]

Unit - IV

File management (Systems, Secondary Storage Structure): File Concepts, Access methods, Directory Structure, Protection and consistency, File system structure, Allocation methods, Free space management, Directory Implementation, Efficiency and Performance, Recovery. Disk Management (Structure, Disk Scheduling Methods): Disk Structure & Scheduling methods, Disk management, Swap – Space management.

[13 Hours]

Unit - V

Protection and Security: Goals of protection, Domain Protection, Access matrix, Security Problem, Authentication, One time password, program threats, System threads.
Case Study of Windows and Linux Operating System

[13 Hours]

Text Books:

1. Abraham Silberschatz and Peter Baer Galvin, "Operating System Concepts", 7th Edition, Pearson Education, 2002.

Reference Books:

1. H.M.Deitel, "Operating Systems", Pearson Learning Solutions, 3rd Edition, 2003.
2. William Stallings, "Operating Systems", 6th Edition, Pearson Education, 2010.
3. Stuart, "Operating systems: Principles, Design and Implementation", 1st Edition 2008, Cengage Learning India

BCA303P : C++ PROGRAMMING LAB

PART-A

1. Write a program to prepare a shopping lists
2. Write a program to perform bank transactions.
3. Write a program to swap numbers using friend function.
4. Write a program to calculate area and circumference of circle using inline function
5. Write a program to perform multiplication of two matrices using operator overloading.
6. Write a program to implement operation on queue.
7. Write a program to create a student report using inheritance technique.
8. Write a Program to find the area and volume of respective figures using function overloading.
9. Write a program to show returning current object, accessing member data of current object and returning values of object using this pointer
10. Write a program to sort elements using template.

PART - B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 8 Programs has to be prepared).

Note :

a) The candidate has to write two the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA304P: ACCOUNTING PACKAGE LAB

FOURTH SEMESTER BCA

BCA401T: INDIAN LANGUAGE

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA402T: ENGLISH

Syllabus as per the one prescribed for science courses of Bangalore University.

BCA403T: VISUAL PROGRAMMING

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction to Visual Programming: The intergrated Development Environment – menu bar, tool bar, from designer, project explorer , properties window , from layout window , The Visual Programing editor. The form object: Properties , events and methods pf forms ; Properties – Name , Captain , Backcolor, Borderstyle , controlbox , maxbutton , minbutton, moveable, startup position , height, width , left, top, scalemode, window, state ; Events –load ,unload , Clerk, Activate , Deactivate , Resize, methods – Show , hide , cls , Unload ,print , Controls –Properties and events of different controls such as command buttons , labels , textboxes image controls , timer, horizontal and vertical scroll bars , option buttons , check boxes , frames lists and combo boxes. Predefined Dialog Boxes – MsgBox and InputBO

[12 Hours]

Unit - II

Programming: Data types, variables; declaration and scope arithmetic operations, Study of form and code modules, private and public procedures , Main o procedure , Suba and Functions. Mathematical and string Functions; Branching and Looping Statement ; If – Then , if –Then –Else and Nested If Statements; Select Case –different forms; For – Next , While – Wend and Do – Loops statements ; Arrays- declaration . Static and dynamic arrays. Array and Function, menus and toolbars-Creating menus and toolbars, Working with the menu editor , Designing Multiple Document interface forms. Microsoft common controls.

[12 Hours]

Unit - III

OOP methods and properties of an object, class Modules , Encapsultation and Inheritance characteristics Dynamic Link Libraries (DLLs) and Windows API ; Designing Help files ; File handling – Sequential ,Random access and Binary files, Database connectivity – DAO and ADO Tables and Queries, ActiveX Data objects.

[12 Hours]

Unit – IV

Visual C++ Programming: Objects-Classes-VC++Components – Resources-Event Handling – Menus – Dialog Boxes – Importing VBX Controls – Files – MFC File Handling – Document View Architecture – Serialization.

[12 Hours]

Unit – V

Interfacing Other Applications – Multiple Document Interface (MDI) – Splitter Windows – Exception Handling – Debugging – Object Linking and Embedding (OLE) – Database Application – DLL- ODBC.

[12 Hours]

Text Books:

1. Gurumit Singh, "Visual Basic 6", First Edition, Firewall Media, 2007.

Reference Books:

1.Charles Petzold, "Windows Programming", 5th Edition, Microsoft Press, 1999.
2.Steve Holzner, "Visual C++ Programming", Second Edition, PHI, 1994.
3.Go ttfried, "Programming with Visual Basic 6", PHI, 2000.

BCA404T : UNIX PROGRAMMING

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction: History, salient features, Unix system architecture, Unix command format, Unix internal and external commands, Directory commands, File related commands, Disk related commands, general utilities. Unix File System: Boot inode, super and data block, in-core structure, Directories, conversion of pathname to inode, inode to a new file, Disk block allocation. Process Management: Process state and data structures of a Process, User vs, kernel node, context of a Process, background processes, Process scheduling commands, Process terminating and examining commands.

[12 Hours]

Unit - II

Secondary Storage Management: Formatting, making file system, checking disk space, mountable file system, disk partitioning, file compression. Special Tools and Utilities: Filters, Stream editor SED and AWK, Unix system calls and library functions, Processes, signals and Interrupts, storage and compression facilities.

[12 Hours]

Unix - III

Shell Programming: Vi editor, shell types, shell command line processing, shell script features, executing a shell script, system and user-defined variables, expr command, shell screen interface, read and echo statement, command substitution, escape sequence characters, shell script arguments, positional parameters, test command, file test, string test, numeric test. [12 Hours]

Unit – IV

Conditional Control Structures-if statement, case statement Looping Control Structure-while, until, for, statements. Jumping Control Structures – break, continue, exit. Shell Programs covering the above concepts. [12 Hours]

Unit – V

Unix System Communication: Introduction, write, read, wall commands, sending and handling mails. System Administration: Roles of a System Administrator, File System Maintenance, System Startup and Shutdown, User Management, Backup and Restore, Doemons, Domain Name System DNS, Distributed File System.

[12 Hours]

Text Books:

1. M.G.Venkateshmurthy, "Introduction to UNIX & SHELL Programming", First Edition, Pearson Education, 2004.

Reference Books:

1. Forouzan,"Unix and Shell Programming", 1st Edition,2008 Cengage Learning India
2. UNIX and Shell Programming, Archana Verma, Firewall Media.

BCA405T: OPERATIONS RESEARCH

Total Teaching Hours : 65 No of Hours / Week : 05

Unit - I

Linear Programming Problems: Origin and development of operations research, Linear Programming Problem –formulation of Lenear Programming problem, Graphical solution. Theory of simplex method. Use of artifical variables and their solution.

[13 Hours]

Unit - II

Transportation Problem: Mathematical formulation of transportation problem, Initial basic Feasible solution, North West corner rule, Matrix minima method, Vogel's approximation method, MODI method to find optimal solution.

[13 Hours]

Unit - III

Assignment Problem: Mathematical formulation of an Assignment problem, Assignment algorithm, Hungarian Method to solve Assignment Problem.

[13 Hours]

Unit - IV

Network Analysis: Basic components of Network, Rules for drawing Network diagram Time calculation in Networks. Critical Path Method and PROJECT Evaluation and Review Techniques. Algorithm and flow chart for CPM and PERT.

[13 Hours]

Unit - V

Theory of Games: Two –person Zero –sum Games, the maximin and Minimax principle, Saddle point and value of the Game. Game without saddle points, mixed strategies, solution for 2X2 games, Graphical method Dominance property.

[13 Hours]

Text books:

1. Taha, "Operations Research", 7th edition, Pearson Education, 2007.

References Book:

1. Billey E. Gillett, "Introduction to Operations Research" , Himalaya Publishing House, Delhi, 1979.
2. Hamady A.Taha "Operations Research" , Collin Mac Millan, 1982.

FIFTH SEMESTER BCA

BCA501T: DATA COMMUNICATIONS AND NETWORKS

Total Teaching Hours : 60 No of Hours / Week : 04

Unit – I

Introduction: Communication Network and services, Approaches to Network Design, Network Functions and Network Topology, Message ,packet and circuit Switching , Internet, Packet Switching ; Key factors in Communication Network Evolution ; Layered Architecture and Applications – Examples of Layering , OSI Reference Model, TCP/IP Model Telnet FTP and IP Utilities. Digital Transmission: Digital Representation of Information: Properties of digital transmission: Characterization of Communication Channels Frequency Domain and Time Domain : Fundamental limits in Digital Communication – The Nyquist Signalling rate, The Shannon channel capacity : Line coding , Modems & digital Modulations

[12 Hours]

Unit - II

Transmission Systems: properties of media and digital transmission Systems – Twisted Pair , Coaxial Cable, Optical Fibre, Radio Transmission Intrared Light Error detection and correction – Error detection , Two – dimensional parity checks , Internet checksum , Polynomial code; standardized Polynomial codes , Error detecting capability of a polynomial code, Multiplexing – frequency – Division , Time – Division , SONET; Wavelength Division Multiplexing Circuit switches; Telephone network , signalling Traffic and Overload control in Telephone networks – Concentration, Routing Control, Overload controls Cellular Telephone Networks, Satellite Cellular networks.

[12 Hours]

Unit – III

Peer –to-Peer Protocols:- Peer-to peer Protocols and service models ARQ Protocols stop and wait , Go –back-N Selective Repeat , Transmission efficiency of ARQ Protocols, Other adaptation functions , - Sliding window flow control Timing Recovery in Synchronous Services Reliable Stream Service, Data Link Control, HDLC, PPP ; Statistical Multiplexing.

[12 Hours]

Unit - IV

Local Area Networks and Medium access Control Protocols:- Multiple access communications; Local Area network – LAN Structure, MAC Sublayer, Logical link control layer, Random Access protocols ALOHA , Slotted ALOHA, CSMA, CSMA/CD, Scheduling approaches to medium access control – Reservation Systems, polling , Token passing rings, comparison of Random access & Scheduling access control Comparison of Radom access & SHEDULING MEDIUM access controls; Channelization – FDMA, TDMA, CDMA;

[12 Hours]

Unit - V

LAN Standard –Ethernet and IEF, 802.3 LAN Standard ; Token Ring and IEEE 8025 LAN standard , FDDI, Wireless LAN's and IEEE 802.11 Standards; LAN Bridges – Transparent Bridges , Source Routing Bridges , Mixed – media Bridges. Packet Switching Networks :- Network services & Internal Network Operation; Packet Network Topology; Datagrams & VIRTUAL circuits ; structure of switch/ Router, Connectionless packet switching ; Virtual – Circuit packet switching ; Overview of Routing and congestion in packet networks – Routing algorithms classification , Routing tables,

shortest path routing algorithms, Flooding , Hierarchical routing , Distance vector routing Link state routing , congestion control algorithms. [12 Hours]

Text Books:

1. Stallings, "Data and Computer Communications", 7th Edition,Pearson Education, 2012

Reference Books:

1. Andrew S Tanenbaim, "Computer Networks", 4th Edition, Pearson Education.
2. Behrouz Ferouzan, Introduction to Data Communication & Networking TMH, 1999.
3. Larry &Peterson & Bruce S Davis; Computer networks Second Edition , Morgan Kaufman, 2000.

BCA502T : SOFTWARE ENGINEERING

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction: Software Products and Software process, Process models: Waterfall modal, Evolutionary Development, Bohemia's Spiral model, Overview of risk management, Process Visibility, Professional responsibility. Computer based System Engineering: Systems and their environment, System Procurement, System Engineering Process, System architecture modelling. Human Factors, System reliability Engineering. Requirements and Specification: The requirement Engineering Process, The Software requirement document, Validation of Evolution of requirements, Viewpoint – oriented & method based analysis , system contexts , Social 7 organizational factors . Data flow , Semantic, Objects, models , Requirement Specification, Non functional requirement.

[12 Hours]

Unit - II

Software Prototyping: Prototyping in software process, Prototyping techniques, User interface prototyping. Software Design: Design Process, Design Strategies, Design Quality , System Structuring control models, Modular decomposition , Domain Specific architecture.

[12 Hours]

Unit - III

Object Oriented& function oriented design: Objects, object Classes and inheritance Object identification, An object oriented design example, Concurrent Objects, Data flow design Structural decomposition, Detailed Design, A Comparison of design Strategies.
User interface design: Design Principles, User System interaction, Information Presentation, User Guidance, Interface Evaluation.

[12 Hours]

Unit - IV

Software Reliability and reusability : Software reliability metrics , Software reliability Specification , Statistical testing ,Reliability Growth modeling, Fault avoidance & tolerance, Exception handling & defensive programming , Software development with reuse, Software' development for reuse , Generator based reuse, Application System Portability.

[12 Hours]

Unit - V

Software Verification and Validation : The testing Process , Test Planning & Strategies, Black Box , Structural, interface testing , Program inspections , Mathematically based verification, Static analysis tools, Clean room software development. Management Issues: Project management, Quality management, Software cost estimation, Software maintenance. [12 Hours]

Text book

1. Ian Sommerville – Software Engineering, 9th Edition, Pearson Education Ltd, 2010.

Reference Books

1. Roger S. Pressman – Software Engineering, A Practitioner's approach, 7th Edition, McGRAW-HILL Publication, 2010.
2. Pankaj Jalote, "An integrated approach to Software Engineering", 3rd Edition, Narosa Publishing House, 2013.

BCA503T: COMPUTER ARCHITECTURE

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

DIGITAL LOGIC CIRCUITS: Logic gates Boolean algebra, map simplification, combinational circuits, flip-flop, sequential circuits. INTEGRATED CIRCUITS AND DIGITAL FUNCTIONS: Digital integrated circuits, IC flip –flops and registers, decoders and multiplexers, binary counters, shift registers, random –access memories (RAM) read –only memories (ROM).

[12 Hours]

Unit - II

DATA REPRESENTATION: Data types, fixed-point representation, floating – point representation, other binary codes, error detection codes.

DATA TRANSFER OPERATIONS: Register Transfer, Memory Transfer and I/O Transfer.

[12 Hours]

Unit – III

BASIC COMPUTER ORGANISATION AND DESIGN: Instruction codes, computer instruction, timing and control, execution and instruction, input-output and interrupt, design of computer.

[12 Hours]

Unit - IV

CENTRAL PROCESSOR ORGANIZATION : Processor bus organization, arithmetic logic unit (ALU) instruction formats, addressing modes, data transfer and manipulation , program control, microprocessor organization.

[12 Hours]

Unit – V

INPUT-OUTPUT ORGANISATION: Peripheral devices . asynchronous data transfer , direct memory access (DMA) ,priority interrupt, input –output processor (IOP).

MEMORY ORGANIZATION : Auxiliary memory, microcomputer memory hierarchy , associative memory , virtual memory, cache memory.

[12 Hours]

Text Books

1. M.Moris Mano , Computer System, Architecture, 2nd Edition Prentice Hall of India.

References

1. Heuring and Jordan, Computer systems design and Architecture , Peason Edition
2. William Stallings , Computer Organisation and Archotecture, Peason Education
3. Floyed , Digital Fundamentals,8th Edition , Peason Education.
4. Andrew S. Temenbauam, Structured Computer Organization , 3rd Edition ; Prentice Hall of India.
5. David Patterson & Hennessy , Computer Organization & Design , Elsevier.

BCA504T: OBJECT ORIENTED PROGRAMMING USING JAVA

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction to JAVA: JAVA Evolution: Java History, Java Features, How Java Differs from C and C++, Java and Internet, Java and World Wide Web, Web Browsers, Hardware and Software Requirements, Java Support Systems, Java Environment. Overview of JAVA Language: Introduction, Simple Java program, More of Java Statements, Implementing a Java Program, Java Virtual Machine, Command Line Arguments, Programming Style. Constants, Variables, and Data Types: Introduction, Constants, Variables, Data Types, Declaration of Variables, Giving Values to Variables, Scope of Variables, Symbolic Constants, Type Casting, Getting Values of Variables, Standard Default Values, Operators and Expressions: Introduction, Arithmetic Operators, Relational Operators Logical Operators, Assignment Operators, Increment and Decrement Operators, Conditional Operators, Bitwise Operators, Special Operators, Arithmetic Expressions, Evaluation of Expressions, Precedence of Arithmetic Operators, Type Conversion and Associativity, Mathematical Functions. Decision Making and Branching: Introduction, Decision Making with if Statement, Simple if Statement, The if…..else Statement, Nesting of if……Else Statements, The else if Ladder, The Switch Statement, The ?: Operator. Decision Making and Looping: Introduction. The while Statement, The do Statement, The for Statement, Jumps in Loops Labeled Loops.

[12 hours]

Unit -II

Classes, Arrays, Strings and Vectors: Classes, Objects and Methods: Introduction, Defining a Class, Adding Variables, Adding Methods, Creating Objects, Accessing Class Members, Constructors, Methods Overloading, Static Members, Nesting of Methods, Inheritance: Extending a Class Overriding Methods, Final Variables and Methods, Finalizer methods, Abstract Methods and Classes, Visibility Control. Arrays, Strings and Vectors: Arrays, One-dimensional Arrays, Creating an Array, Two -Dimensional Arrays, Creating an Array, Two – dimensional Arrays, Strings, Vectors, Wrapper Classes.

[12 Hours]

Unit - III

Interfaces, Packages, and Multithreaded Programming: Interfaces: Multiple Inheritance: Introduction, Defining Interfaces, Extending Interfaces, Implementing Interfaces, Accessing Interface Variables. Packages: Putting Classes together: Introduction, Java API Packages, Using System Packages, Naming Conventions, Creating Packages, Accessing a Package, Using a Package, Adding a Class to a Package, Hiding Classes. Multithreaded Programming: Introduction, Creating Threads, Extending the Thread Class, Stopping and Blocking a thread, Life Cycle of a thread, Using Thread Methods, Thread Exceptions, Thread Priority, Synchronization, Implementing the 'Runnable' Interface.

[12 Hours]

Unit - IV

Managing Exceptions, Applet Programming: Managing Errors and Exception: Introduction, Types of Exception Handling Code, Multiple Catch Statements, Using Finally Statement, Throwing Our Own Exceptions, Using Exceptions for Debugging. Applet Programming: Introduction, How Applets Differ from Applications, Preparing to Write Applets, Building Applet Code, Applet Life Cycle, Creating an Executable applet, Designing a Web Page, Applet Tag, Adding Applet to HTML File, running the Applet, More About HTML Tags, Displaying Numerical Values, Getting Input from the User.

[12 Hours]

Unit - V

Graphics Programming, Input/Output: Graphics programming: Introduction, The Graphics Class, Lines and rectangles, circles, and Ellipses, Drawing Arcs, Drawing Polygons, Lines Graphs, Using Control Loops in Applets, Drawing Bar Charts. Managing Input/Output Files in JAVA: Introduction, Concept of Streams, Stream Classes, Byte Stream Classes, Character Stream Classes, Using Streams, Other Useful I/O Classes, Using the File Class, Input / Output Exceptions, Creation of Files, Reading / Writing Characters, Reading / Writing Bytes, Handling Primitive Data Types, Concatenating and Buffering Files, Interactive Input and output, Other Stream Classes.

[12 Hours]

Text Books:

1. A.Balaguruswamy, "Programming with JAVA", A Primer, TMH, 1999.

Reference Books:

1. Thomas Boutel, "CGI programming in C and Perl", Addison – Wesley, 1996.
2. Jefry Dwight et al, Using CGI, Second Edition, Prentice Hall, India, 1997.
3. Patrick Naughton & Herbert Schildt, JAVA 2: The Complete Reference, THM, 1999.
4. Schildt, "JAVA The Complete Reference", 7th Edition.

BCA505T : MICROPROCESSOR AND ASSEMBLY LAGUAGE

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Architecture and Operation: Introduction to 8085, Microprocessor organization/ architecture & its operation Microprocessor based system, memory interfacing , basic interfacing concepts ,interfacing I/O devices

[12 Hours]

Unit - II

Programming the 8085: Programming model, instruction classification , Instruction format, addressing modes, writing assembly level programs-overview of instruction set, timing diagrams data transfer, Arithmetic, Logic branch operations.

[12 Hours]

Unit - III

Programming techniques- Looping Counting and Indexing , 16 bit arithmetic operations , logic operations Compare and rotate operations . Counters and Time delays , Generation of pulse waveforms. Stacks and subroutines- conditional CALL and RETURN instructions. Advanced subroutine concepts. BCD to Binary and Binary to BCD conversions, BCD to 7 segment conversion , Binary to ASCII and ASCII to Binary code conversion, BCD addition and subtraction , multiplication and division.

[12 Hours]

Unit – IV

Memory Interface: Memory and I/O mapping and interfacing concepts. Interrupts : 8085 vectored interrupts , Restart as Software instructions, additional I/O concepts and processes.

[12 Hours]

Unit – V

Interfacing of peripherals (I/Os) and applications: Interfacing Keyboard (linear and matrix) and 7 segment display including multiplexes, 8279 programmable keyboard /display interface, 8255 PPI , 8259 PIC , DMA and 8257 DMA controller , Serial communication using 8251, D to A converters and interfacing, RS323 serial

communication standards.

[12 Hours]

Text books

1. R.S.Gaonkar – Microprocessor Architectutre , Programming and Application with 8085. Penram Int. 3rd Edn.

References

1. Douglas V.Hall- Microprocessors and digital systems, MH.
2. Kenneth L.Short - Microprocessor and Programmed Logic ‘’, PHI , 2nd Edn.
3. Aditya P. Mathur- Introduction to Microprocessors, 3RD Edn. TMH
4. Antonakos: Introduction to Intel family of Microprosessors Pearson Education
5. Hoffer: Modern Systems Analysis and Design Pearson Eduction Kendall, System Analysis and Design

BCA504P : JAVA PROGRAMMING LAB

PART - A

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to display all prime numbers between two limits.
3. Write a program to sort list of elements in ascending and descending order and show the exception handling.
4. Write a program to implement all string operations.
5. Write a program to find area of geometrical figures using method.
6. Write a program to implement constructor overloading by passing different number of parameter of different types.
7. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
8. Write a program to calculate bonus for different departments using method overriding.
9. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
10. Write a program to implement mouse events and keyboard events.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA505P: ASSEMBLY LANGUAGE PROGRAMMING LAB

PART - A

1. Exchange of two 16-bit numbers.
2. Addition & Subtraction of two 8 –bit HEX numbers.
3. Subtraction of two 16 –bit numbers.
4. Two n-byte Number addition.
5. Block Transfer.
6. 'N' Decimal Number addition.
7. 4-Digit BCD addition.
8. Subtraction of 16 –bit number.
9. Sorting of array in ascending order.
10. Multiplication of 2 digit BCD

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.
b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.
c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA506P : PROJECT

Students can develop a project in team (maximum three members). They should implement their project in college in any RDBMS package or any language available in the college. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to access the involvement and understanding of the problem by the students.

The project carries 100 marks is distributed as follows:

Demonstration and Presentation	65 Marks
Viva-voce	25 Marks
Project Report	10 Marks

SIXTH SEMESTER BCA

BCA601T : THEORY OF COMPUTATION

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction to Finite Automata: The central concepts of Automata theory; Deterministic finite automata; Nondeterministic finite automata. An application of finite automata,

Finite automata with Epsilon transitions.

[12 Hours]

Unit - II

Regular Expressions: Finite Automata and Regular Expressions Applications of Regular Expressions. Regular languages; Proving languages not to be regular languages; Closure properties of regular languages; Decision properties of regular languages; Equivalence and minimization of automata.

[12 Hours]

Unit - III

Context–free grammars: Parse trees; Applications; Ambiguity in grammars and Languages. Definition of the Pushdown automata; the languages of a PDA; Equivalence of PDA's and CFG's.

[12 Hours]

Unit - IV

Deterministic Pushdown Automata:Normal forms for CFGs; The pumping lemma for CFGs; Closure properties of CFLs. Problems that Computers cannot solve.

[12 Hours]

Unit – V

The Turing machine:Programming techniques for Turing Machines. Undecidability, A Language that is not recursively enumerable; An Undecidable problem that is RE; Post's Correspondence problem.

[12 Hours]

Text Book:

1. John E. Hopcroft, Rajeev Motwani, Jeffrey D.Ullman: Introduction to Automata Theory, Languages and Computation, 3rd Edition, Pearson Education, 2011.

Reference Books:

1. John C Martin: Introduction to Languages and Automata Theory, 3rd Edition, Tata McGraw-Hill, 2007.
2. Daniel I.A. Cohen: Introduction to Computer Theory, 2nd Edition, John Wiley & Sons, 2009.
3. Thomas A. Sudkamp: An Introduction to the Theory of Computer Science, Languages and Machines, 3rd Edition,Pearson Education, 2006

BCA602T: SYSTEM PROGRAMMING

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Background: Machine Structure, Evolution of the Components of a Programming System, Assembler, Loaders, Macros, Compliers, Formal Systems. Machine Structure, Machine Language and assembly language: General Machine Structure, Machine Language, Assembly Language

[12 Hours]

Unit - II

Assemblers: General Design Procedure, Design of assembler, Statement of Problem, Data structure, Format of databases, algorithm, look for modularity, Table Processing: Searching and Sorting. The Problem, Searching a table, linear Search, binary Search, Sorting, interchange sort, Shell Sort, Bucket Sort, Radix Exchange Sort, address calculation sort, comparison of sorts, hash or random entry searching.

[12 Hours]

Unit - III

MACRO LANGUAGE AND THE MACRO PROCESSOR: Macroinstruction, Features of macro Facility, Macro instruction arguments, conditional macro Expansion, macro calls within macros, macro Instructions defining macros, Implementation, Statement of problem, implementation of a restricted facility, A two pass algorithm. A single pass algorithm, implementation of macro calls within macros. Implementation within an assembles.

[12 Hours]

Unit - IV

LOADERS: Loader schemes, Compile & go, General loading Scheme, absolute loaders, Subroutine Languages, Relocating loaders, Direct linking loaders, other loading Schemes – Binders, linking loaders, Overlays, Dynamic binders. Design of absolute loader, Design of a Direct linking loader Specification of problem, Specification of data structure, format of data bases algorithm.

[12 Hours]

Unit - V

COMPILERS: Statement of problem, Problem1: Recognizing basic Elements, Problem2: Recognizing Syntactic cutis & interpreting meaning, Problem3: Storage Allocation, Problem4: Code Generation. Optimization (machine independent) optimization (machine dependent), Assembly Phase, General Model of complier. PHASES OF COMPILERS: Simple Structure of Compiler, Brief introduction to 7 Phases of Compliers.

[12 Hours]

Text Books:

1. John J. Donowon, System Programming, TATA McGraw-Hill.

Reference Books:

1. Dhamdhere: System programming and Operating System TMH
2. Beck: System Software, 3/e Pearson Education.

BCA603T : CRYPTOGRAPHY AND NETWORK SECURITY

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Introduction: Security Goals, Cryptographic Attacks, Services and Mechanism, Techniques. Mathematics of Cryptography: Integer Arithmetic, Modular Arithmetic, Matrices, Linear Congruence.

[12 Hours]

Unit – II

Traditional Symmetric-Key Ciphers: Introduction, Substitution Ciphers, Transpositional Ciphers, Stream and Block Ciphers. Data Encryption Standard (DES): Introduction, DES Structure, DES Analysis, Security of DES, Multiple DES, Examples of Block Ciphers influenced by DES. Advanced Encryption Standard: Introduction, Transformations, Key Expansion, The AES Ciphers, Examples, Analysis of AES.

[12 Hours]

Unit III

Encipherment using Modern Symmetric-Key Ciphers: Use of Modern Block Ciphers, Use of Stream Ciphers, Other Issues. Mathematics of Asymmetric-Key Cryptography: Primes, Primality Testing, Factorization, Chinese Remainder Theorem, Quadratic Congruence, Exponentiation and Logarithm. Asymmetric Key Cryptography: Introduction, RSA Cryptosystem, Rabin Cryptosystem, Elgamal Cryptosystem, Elliptic Curve Cryptosystems.

[12 Hours]

Unit - IV

Cryptography Hash Functions: Introduction, Description of MD Hash Family, Whirlpool, SHA-512. Digital Signature: Comparison, Process, Services, Attacks on Digital Signature, Digital Signature Schemes, Variations and Applications. Key Management: Symmetric-Key Distribution, Kerberos, Symmetric-Key Agreement, Public-Key Distribution, Hijacking.

[12 Hours]

Unit - V

Security at the Application Layer: PGP and S/MIME: Email, PGP, S/MIME. Security at the Transport Layer: SSL and TLS: SSL Architecture, Four Protocols, SSL Message Formats, Transport Layer Security. Security at the Network Layer: IPSec: Two modes, Two security protocols, Security association, security policy, Internet Key exchange, ISAKMP. [12 Hours]

Text Book:

1. Behrouz A. Forouzan, Debdeep Mukhopadhyay: Cryptography and Network Security, 2nd Edition, Special Indian Edition, Tata McGraw-Hill, 2011.

Reference Books:

1. Michael E. Whitman and Herbert J. Mattord: Principles of Information Security, 2nd Edition, Thomson, Cengage Delmar Learning India Pvt., 2012.
2. William Stallings: Network Security Essentials: Applications and Standards, 4th Edition, Pearson Education, 2012.

BCA604T: WEB PROGRAMMING

Total Teaching Hours : 60 No of Hours / Week : 04

Unit - I

Fundamentals of Web: Internet, WWW, Web Browsers, and Web Servers, URLs, MIME, HTTP, Security, The Web Programmers Toolbox. XHTML: Origins and evolution of HTML and XHTML, Basic syntax, Standard XHTML document structure, Basic text markup, Images, Hypertext Links, Lists, Tables.

[12 Hours]

Unit - II

HTML and XHTML: Forms, Frames in HTML and XHTML, Syntactic differences between HTML and XHTML. CSS: Introduction, Levels of style sheets, Style specification formats, Selector forms, Property value forms, Font properties, List properties, Color, Alignment of text, The Box model, Background images, The and tags, Conflict resolution.

[12 Hours]

Unit -III

Java Script: Overview of JavaScript; Object orientation and JavaScript; General syntactic characteristics; Primitives, Operations, and expressions; Screen output and keyboard input; Control statements; Object creation and Modification; Arrays; Functions; Constructor; Pattern matching using expressions; Errors in scripts; Examples.

[12 Hours]

Unit - IV

Java Script and HTML Documents: The JavaScript execution environment; The Document Object Model; Element access in JavaScript; Events and event handling; Handling events from the Body elements, Button elements, Text box and Password elements; The DOM 2 event model; The navigator object; DOM tree traversal and modification.

[12 Hours]

Unit - V

Dynamic Documents with JavaScript: Introduction to dynamic documents; Positioning elements; Moving elements; Element visibility; Changing colors and fonts; Dynamic content; Stacking elements; Locating the mouse cursor; Reacting to a mouse click; Slow movement of elements; Dragging and dropping elements. XML: Introduction; Syntax; Document structure; Document Type definitions; Namespaces; XML schemas; Displaying raw XML documents; Displaying XML documents with CSS; XSLT style sheets; XML Processors; Web services.

[12 Hours]

Text Books

1. Robert W Sebesta, "Programming the World Wide Web", 4th Edition, Pearson Education, 2008.

Reference Books

1. M.Deitel, P.J.Deitel, A.B.Goldberg, "Internet & World Wide Web How to program", 3rd Edition, Pearson Education / PHI, 2004.
2. Chris Bates, "Web Programming Building Internet Applications", 3rd Edition, Wiley India, 2006.
3. Xue Bai et al, "The Web Warrior Guide to Web Programming", Thomson, 2003.
4. Sklar, "The Web Warrior Guide to Web Design Technologies", 1st Edition, Cengage Learning India.

BCA604P : WEB PROGRAMMING LAB

PART -A

1. Write a program to find factorial of list of number reading input as command line argument.
2. Write a program to sort list of element in ascending and descending order and show the exception handling.
3. Write a program to implement all string operations.
4. Write a program to find area of geometrical figures using method overloading.
5. Write a program to implement constructor overloading by passing different number of parameter of different types.
6. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.
7. Write a program to implement an apply by passing parameter to HTML.
8. Write a program to implement thread, applets and graphics by implementing animation of ball moving.
9. Write a program to implement mouse events.
10. Write a program to implement keyboard events.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.

b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.

c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks

Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA604P : WEB PROGRAMMING LAB

PART - A

1. Create a form having number of elements (Textboxes, Radio buttons, Checkboxes, and so on). Write JavaScript code to count the number of elements in a form
2. Create a HTML form that has number of Textboxes. When the form runs in the Browser fill the textboxes with data. Write JavaScript code that verifies that all textboxes has been filled. If a textboxes has been left empty, popup an alert indicating which textbox has been left empty.
3. Develop a HTML Form, which accepts any Mathematical expression. Write JavaScript code to Evaluates the expression and Displays the result.
4. Create a page with dynamic effects. Write the code to include layers and basic animation.
5. Write a JavaScript code to find the sum of N natural Numbers. (Use user-defined function)
6. Write a JavaScript code block using arrays and generate the current date in words, this should include the day, month and year.
7. Create a form for Student information. Write JavaScript code to find Total, Average, Result and Grade.
8. Create a form for Employee information. Write JavaScript code to find DA, HRA, PF, TAX, Gross pay, Deduction and Net pay.
9. Create a form consists of a two Multiple choice lists and one single choice list

(a) The first multiple choice list, displays the Major dishes available

(b) The second multiple choice list, displays the Starters available.

(c)The single choice list, displays the Soft drinks available.

10. Create a web page using two image files, which switch between one another as the mouse pointer moves over the image. Use the on Mouse Over and on Mouse Out event handlers.

PART – B

During practical examination the External and Internal examiners may prepare exam question paper related to theory syllabus apart from Part-A. (A minimum of 10 Programs has to be prepared).

Note :

a) The candidate has to write both the programs One from Part-A and other from Part-B and execute one program as of External examiner choice.

b) A minimum of 10 Programs has to be done in Part-B and has to be maintained in the Practical Record.

c) Scheme of Evaluation is as follows:

Writing two programs	- 10 Marks
Execution of one program	- 10 Marks
Formatting the Output	- 05 Marks
Viva	- 05 Marks
Record	- 05 Marks
Total	**- 35 Marks**

BCA605P : PROJECT WORK

Students should individually develop a project. They should implement their project in college in any RDBMS package or any language available in the college. The project should web based. The students have to collect data outside practical hours. Project may be taken outside but must be implemented in the college. Internal marks can be awarded by the guide by evaluating the performance of the students during the course of project work. In viva-voce the questions must be directed only on the project work to access the involvement and understanding of the problem by the students.

The project carries 200 marks is distributed as follows:

Demonstration and Presentation	130 Marks
Viva-voce	50 Marks
Project Report	20 Marks

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BANGALORE UNIVERSITY and BANGALORE CITY UNIVERSITY
PROPOSED BCA SYLLABUS (NEP)
[Based on I-C. Model of Karnataka State Higher Education Council]

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses (AECC)	Credits	Total Credits
I	CA-C1T	Discrete Structure	3	OE1: Open Elective	3	26
	CA-C2T	Problem solving Techniques	3	Language L1	3	
	CA-C3T	Data Structure	3	Language L2	3	
	CA-C4L	C Programming Lab	2	SEC I : Office Management Tools	2	
	CA-C5L	Data Structure Lab	2	Physical Education	1	
				Health & Willingness	1	
II	CA-C6T	Computer Architecture	3	OE2: Open Elective	3	26
	CA-C7T	Object Oriented Programming using Java	3	Language L1	3	
	CA-C8T	Database Management System	3	Language L2	3	
	CA-C9L	Java Lab	2	Environmental Science	2	
	CA-C10L	Database Management System Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
III	CA-C11T	Operating Systems	3	OE3: Open Elective	3	26
	CA-C12T	Computer Networks	3	Language L1	3	
	CA-C13T	Python Programming	3	Language L2	3	
	CA-C14L	Computer Networks Lab	2	SEC II : Computer Assembly and Repair	2	
	CA-C15L	Python Programming Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
IV	CA-C16T	Software Engineering	3	OE4: Open Elective	3	26
	CA-C17T	Artificial Intelligence	3	Language L1	3	
	CA-C18T	Internet Technologies	3	Language L2	3	
	CA-C19L	Artificial Intelligence Lab	2	The Constitution of India	2	
	CA-C20L	Internet Technologies Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
V	CA-C21T	Design and Analysis of Algorithm	3	CA-V1 Vocation Course I : Accounting and Financial Management	3	23
	CA-C22T	Data Analytics	3	CA-E1 Elective I : a. Data Mining b. Computer Graphics	3	
	CA-C23T	Web Programming	3	SEC III : Cyber Crime, and Cyber Law	2	
	CA-C24L	Data Analytics Lab	2	Physical Education	1	
	CA-C25L	Web Programming Lab	2	NCC/NSS/CL/R&R	1	

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses (AECC)	Credits	Total Credits
VI	CA-C26T	Theory of Computation	3	CA-V2 Vocation Course II : Computer Animation	3	23
	CA-C27T	Machine Learning	3	CA-E2 Elective II : a. Operations Research b. Image Processing	3	
	CA-C28T	Mobile Application Development	3	Professional Communication	2	
	CA-C29L	Machine Learning Lab	2	Physical Education	1	
	CA-C30L	Mobile Application Development Lab	2	NCC/NSS/CL/R&R	1	
VII	CA-C31T	Cloud Computing	3	CA-V3 Vocation Course III : Technical Writing	3	21
	CA-C32T	Internet of Things	3	CA-E3 Elective III : a. Modeling and Simulation b. Compiler Design	3	
	CA-C33T	Internship	2	Research Methodology	3	
	CA-C34L	Cloud Computing Lab	2			
	CA-C35L	Internet of Things Lab	2			
VIII	CA-C36T	Block Chain Technologies	3	CA-V4 Vocation Course IV : Project Management	3	20
	CA-C37T	Cryptography and System Security	3	CA-E4 Elective IV : a. Human Computer Interface b. Parallel Algorithms	3	
	CA-C38T	Block Chain Technologies Lab	2	Research Project	6	

Exit Options:

I. After II Semester - Exit option with Certificate in Computer Applications (with a minimum of 52 credits)
II. After IV Semester - Exit option with Diploma in Computer Applications (with a minimum of 100 credits)
III. After VI Semester - Exit Option with Bachelor of Computer Applications Degree, BCA Degree (with a minimum of 144 credits)
IV. After VII Semester - Award of Bachelor of Computer Applications Honours Degree, BCA (Hons.) Degree (185 credits)

Please give your feedback to:
Dr. Muralidhara B. L, Chairperson, Board of Studies in Computer Science, Bangalore University and Bangalore City University [murali@bub.ernet.in]

CA-C1T: DISCRETE STRUCTURES

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT – I [12 Hours]

Set Theory and Logic: Fundamentals of Set theory, Set Operations and the Laws of Set Theory, Counting and Venn Diagrams, Cartesian Products and Relations, Functions–One-to-One, Onto Functions, Function Composition and Inverse Functions. Mathematical Induction, The well ordering principle, Recursive Definitions, Structural Induction, Recursive algorithms. Fundamentals of Logic, Propositional Logic, Logical Connectives and Truth Tables, Logic Equivalence, Predicates and Quantifiers, Nested Quantifiers, Rules of Inference, Introduction to Proofs. Proof Methods and strategy.

UNIT - II [12 Hours]

Counting and Relations: Basics of counting, Pigeonhole Principle, Permutation and Combinations, Binomial coefficients. Recurrence relations, Modeling with recurrence relations with examples of Fibonacci numbers and the tower of Hanoi problem. Divide and Conquer relations with examples (no theorems). Definition and types of relations, Representing relations using matrices and digraphs, Partial Orderings, Hasse diagrams, Maximal and Minimal elements, Lattices.

UNIT - III [12 Hours]

Probability: The Concept of Probability-Sample Spaces, Probability as Relative Frequency, Axiomatic Definition of Probability, Properties of Probability, Additive Property, Conditional Probability, Multiplicative Law of Probability, Law of Total Probability, Bayes' Formula, Independent Events. Random Variables, Distribution Functions, Discrete Random Variables, Continuous Random Variables, Probability Mass Function and Probability Density Function, Expectation and Variance, Functions of Random Variables, Some important Probability Distributions: Discrete - Bernoulli Trials and Binomial distribution, Geometric distribution and Poisson distribution, Continuous - Uniform distribution, Normal distribution and Exponential distribution.

UNIT - IV [12 Hours]

Graph Theory: Graphs: Introduction, Representing Graphs, Graph Isomorphism, Operations on graphs. Trees: Introduction, Applications of Trees, Tree Traversal, Spanning Trees, Minimum Spanning Trees, Prim's and Kruskul's Algorithms. Connectivity, Euler and Hamilton Paths, Planar Graphs. Directed graphs: Fundamentals of Digraphs, Computer Recognition - Zero-One Matrices and Directed Graphs, Out-degree, in-degree, connectivity, orientation, Eulerian and Hamilton directed graphs, tournaments.

Text Books:

1. *Ralph P. Grimaldi: Discrete and Combinatorial Mathematics, 5thEdition, Pearson Education, 2004.*
2. *C. L. Liu: Elements of Discrete Mathematics, Tata McGraw-Hill, 2000.*
3. *Sheldon M Ross: Introduction to Probability Models, 12th edition, Academic Press, 2019.*
4. *F. Harary: Graph Theory, Addition Wesley, 1969.*

Reference Books:

1. *Kenneth H Rosen: "Discrete Mathematics and its Applications", McGraw Hill publications, 7th edition, 2007.*
2. *J. P. Tremblay and R.P. Manohar: Discrete Mathematical Structures with applications to Computer Science, Mc Graw Hill Ed. Inc. 1975.*
3. *Sheldon M Ross: Introduction to Probability and Statistics for Engineers and Scientists, 6th edition, Academic Press, 2020.*
4. *Michael Baron: Probability and Statistics for Computer Scientists, 3rd Edition, CRC, 2019*

Web Resources:

1. *https://www.my-mooc.com/en/categorie/mathematics*
2. *http://www.nptelvideos.in/2012/11/discrete-mathematical-structures.html*
3. *https://ocw.mit.edu/courses/mathematics/*

CA-C2T: PROBLEM SOLVING TECHNIQUES

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT - I [12 Hours]

Introduction: The Role of Algorithms in Computing, Algorithms as a technology, Analyzing algorithms, Designing algorithms, Growth of Functions, Asymptotic notation, Standard notations and common functions. Fundamental Algorithms: Exchanging the values of two variables, Counting, Summation of a set of numbers, Factorial Computation, Generating of the Fibonacci sequence, Reversing the digits of an integer, Character to number conversion.

UNIT - II [12 Hours]

C Programming: Getting Started, Variables and Arithmetic expressions. Input and Output: Standard input and output, formatted output- printf, variable length argument list, formatted input-scanf. Control Flow: Statements and Blocks, If-else, else-if, switch, loops: while loop, for loop, do while, break and continue, goto and labels. Pointers and Arrays: pointers and address, pointers and function arguments, multidimensional array, initialization of pointer arrays, command line arguments.

UNIT - III [12 Hours]

Factoring Methods: Finding the square root of a number, the smallest Divisor of an integer, the greatest common divisor of two integers, computing the prime factors of an integer, generation of pseudo random numbers, raising a number to a large power. Array Techniques: Array order Reversal, Array counting or Histogramming, Finding the maximum number in a set, removal of duplicates from an ordered array, partitioning an array, Finding the kth smallest element, multiplication of two matrices.

UNIT - IV [12 Hours]

Merging: the two-way merge. Sorting: Sorting by selection, sorting by exchange, sorting by insertion, sorting by diminishing increment, sorting by partitioning. Searching: binary search, hash search. Text processing and Pattern searching: text line length adjustment, keyword searching in text, text line editing, linear pattern search

Text Books:

1. R.G.Dromey, “How to Solve it by Computer”, Pearson Education India, 2008.
2. Thomas H. Cormen, Charles E. Leiserson, Ronald L. Rivest, Clifford Stein, “Introduction to Algorithms”, 3rd Edition, The MIT Press Cambridge, Massachusetts London, England, 2008
3. Brain M. Kernighan, and Dennis M. Ritchie, “The C Programming Language”, 2nd edition, Princeton Hall Software Series, 2012.

Reference Books:

1. Steven S. Skiena, “The Algorithm Design Module”, 2nd Edition, Springer-Verlag London Limited, 2008.
2. Donald E. Knuth, The Art of Computer Programming”, Volume 1: Fundamental Algorithms, 3rd Edition, Addison Wesley Longman, 1997.
3. Donald E. Knuth, The Art of Computer Programming”, Volume 2: Seminumerical Algorithms, 3rd Edition, Addison Wesley Longman, 1998.
4. Greg Perry and Dean Miller, “C programming Absolute Beginner’s Guide”, 3rd edition, Pearson Education, Inc, 2014.

Web Resources:

1. http://algorithmsforinterviews.com “Algorithms for Interviews”

CA-C3T: DATA STRUCTURES

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT-I [12 Hours]

Introduction and Overview: Definition, Elementary data organization, Data Structures, data Structures operations, Abstract data types, algorithms complexity, time-space trade off. Preliminaries: Mathematical notations and functions, Algorithmic notations, control structures, Complexity of algorithms, asymptotic notations for complexity of algorithms. Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory,Traversing Linear arrays, Inserting and deleting, Multi-dimensional arrays, Matrices and Sparse matrices.

UNIT-II [12 Hours]

Linked list: Definition, Representation of Singly Linked List in memory,Traversing a Singly linked list, Searching in a Singly linked list, Memory allocation, Garbage collection, Insertion into a singly linked list, Deletion from a singly linked list; Doubly linked list, Header linked list, Circular linked list. Stacks: Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT, Arithmetic Expressions: Polish Notation, Conversion of infix expression to postfix expression, Evaluation of Post fix expression, Application of Stacks, Recursion, Towers of Hanoi, Implementation of recursive procedures by stack. Queues: Definition, Array representation of queue, Linked list representation of queues. Types of queue: Simple queue, Circular queue, Double-ended queue, Priority queue, Operations on Queues, Applications of queues.

UNIT-III [12 Hours]

Binary Trees: Definitions, Tree Search, Traversal of Binary Tree, Tree Sort, Building a Binary Search Tree, Height Balance: AVL Trees, Contiguous Representation of Binary Trees: Heaps, Lexicographic Search Trees: Tries, External Searching: B-Trees, Applications of Trees. Graphs: Mathematical Back ground, Computer Representation, Graph Traversal, Topological Sorting

UNIT-IV [12 Hours]

Searching: Introduction and Notation, Sequential Search, Binary Search, Comparison of Methods. Sorting: Introduction and Notation, Insertion Sort, Selection Sort, Shell Sort, Divide And Conquer, Merge sort for Linked List, Quick sort for Contiguous List. Hashing: Sparse Tables, Choosing a Hash function, Collision Resolution with Open Addressing, Collision Resolution by Chaining.

Text Books:

1. Seymour Lipschutz, “Data Structures with C”, Schaum’s outLines, Tata Mc Graw Hill, 2011.
2. Robert Kruse, C.L.Tondo, Bruce Leung,Shashi Mogalla,“Data Structures and Program Design using C”, Pearson Education, 2009.

ReferenceBooks:

1. Mark Allen Weiss,“ Data Structures and Algorithm Analysis in C”, Second Edition, Pearson Education, 2013.
2. Forouzan,“A Structured Programming Approach using C”,2nd Edition, Cengage LearningIndia,2008.

CA-C4P: C PROGRAMMING

Write, and execute C program for the following:

1. to read radius of a circle and to find area and circumference
2. to read three numbers and find the biggest of three
3. to check whether the number is prime or not
4. to read a number, find the sum of the digits, reverse the number and check it for palindrome
5. to read numbers from keyboard continuously till the user presses 999 and to find the sum of only positive numbers
6. to read percentage of marks and to display appropriate message (Demonstration of else-if ladder
7. to find the roots of quadratic equation
8. to read marks scored by n students and find the average of marks (Demonstration of single dimensional array)
9. to remove Duplicate Element in a single dimensional Array
10. to perform addition and subtraction of Matrices
11. to find factorial of a number
12. to generate fibonacci series
13. to remove Duplicate Element in a single dimensional Array
14. to find the length of a string without using built in function
15. to demonstrate string functions
16. to read, display and add two m x n matrices using functions
17. to read a string and to find the number of alphabets, digits, vowels, consonants, spaces and special characters.
18. to Swap Two Numbers using Pointers
19. to demonstrate student structure to read & display records of n students
20. to demonstrate the difference between structure & union.

CA-C5P: DATA STRUCTURES LAB PROGRAMS

NOTE: For all the programs write the output, flowchart and number of basic operations performed.

1. Given {4,7,3,2,1,7,9,0} find the location of 7 using Linear and Binary search and also display its first occurrence.
2. Given {5,3,1,6,0,2,4} order the numbers in ascending order using Bubble Sort Algorithm
3. Perform the Insertion and Selection Sort on the input {75,8,1,16,48,3,7,0} and display the output in descending order.
4. Write a program to insert the elements {61,16,8,27} into singly linked list and delete 8,61,27 from the list. Display your list after each insertion and deletion.
5. Write a program to insert the elements {61,16,8,27} into linear queue and delete three elements from the list. Display your list after each insertion and deletion.
6. Write a program to insert the elements {61,16,8,27} into circular queue and delete 4 elements from the list. Display your list after each insertion and deletion.
7. Write a program to insert the elements {61,16,8,27} into ordered singly linked list and delete 8,61,27 from the list. Display your list after each insertion and deletion.
8. Write a program to add $6x_3+10x_2+0x+5$ and $4x_2+2x+1$ using linked list.
9. Write a program to push 5,9,34,17,32 into stack and pop 3 times from the stack, also display the popped numbers.
10. Write a recursive program to find GCD of 4,6,8.
11. Write a program to inert the elements {5,7,0,6,3,9} into circular queue and delete 6,9&5 from it(using linked list implementation)..
12. Write a program to convert an infix expression x^y/(5*z)+2 to its postfix expression
13. Write a program to evaluate a postfix expression 5 3+8 2 - *.
14. Write a program to create a binary tree with the elements {18,15,40,50,30,17,41} after creation insert 45 and 19 into tree and delete 15,17 and 41 from tree. Display the tree on each insertion and deletion operation
15. Write a program to create binary search tree with the elements {2,5,1,3,9,0,6} and perform inorder, preorder and post order traversal.
16. Write a program to Sort the following elements using heap sort {9.16,32,8,4,1,5,8,0}
17. Given S1={“Flowers”} ; S2={“are beautiful”} I. Find the length of S1 II. Concatenate S1 and S2 III. Extract the substring “low” from S1 IV. Find “are” in S2 and replace it with “is”

CA-C6T: COMPUTER ARCHITECTURE

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT - I [12 Hours]

Number Systems: Binary, Octal, Hexa decimal numbers, base conversion, addition, subtraction of binary numbers, one's and two's complements, positive and negative numbers, character codes ASCII, EBCDIC. Computer Arithmetic: Addition and Subtraction, Multiplication and Division algorithms, Floating-point Arithmetic Operations, Decimal arithmetic operations. Structure of Computers: Computer types, Functional units, Basic operational concepts, Von-Neumann Architecture, Bus Structures, Software, Performance, Multiprocessors and Multicomputer, Digital Logic Circuits: Logic gates, Boolean algebra, Map Simplification. Combinational Circuits: Half Adder, Full Adder, flip flops.Sequentialcircuits:Shiftregisters,Counters,IntegratedCircuits,Mux,Demux,Encoder,Decoder.Data representation: Fixed and Floating point.

UNIT - II [12 Hours]

Basic Computer Organization and Design: Instruction codes, Computer Registers, Computer Instructions and Instruction cycle. Timing and Control, Memory-Reference Instructions, Input-Output and interrupt. Central processing unit: Stack organization, Instruction Formats, Addressing Modes, Data Transfer and Manipulation, Complex Instruction Set Computer (CISC) Reduced Instruction Set Computer (RISC), CISC vs RISC

UNIT - III [12 Hours]

Register Transfer and Micro-operations: Register Transfer Language, Register Transfer, Bus and Memory Transfers, Arithmetic Micro-Operations, Logic Micro-Operations, Shift Micro-Operations, Arithmetic logic shift unit. Micro-programmed Control: Control Memory, Address Sequencing, Micro-Program example, Design of Control Unit. Input Output: I/O interface, Programmed IO, Memory Mapped IO, Interrupt Driven IO, DMA. Instruction level parallelism: Instruction level parallelism (ILP)-over coming data hazards, limitations of ILP

UNIT - IV [12 Hours]

Memory System: Memory Hierarchy, Semiconductor Memories, RAM(Random Access Memory), Read Only Memory (ROM), Types of ROM, Cache Memory, Performance considerations, Virtual memory, Paging, Secondary Storage, RAID. Multiprocessors And Thread level Parallelism: Characteristics of multiprocessors, Multi-Threaded Architecture, Distributed Memory MIMD Architectures, Interconnection structures,

TEXT BOOKS:

1. Mano M Morris, ”Computer System Architecture”, 3rd edition Pearson India(2019).
2. William Stallings, “Computer Organization and Architecture designing for performance”, 10th edition, Pearson(2016)

REFERENCE BOOKS

1. Subrata Ghoshal, “Computer Architecture And Organization”, Pearson India(2011).
2. Andrew S. Tanenbaum “ Structured Computer Organization”, 5th edition, Pearson Education Inc(2006).
3. Carl Hamacher, Zvonks Vranesic,SafeaZaky, “Computer Architecture And Organization”, 5_{th} edition McGraw Hill New Delhi,India(2002).
4. Kai Hwang, “Advanced Computer Architecture - Parallelism, Scalability, Programmability”, Tata Mcgraw-Hill (2008).

CA67T: OBJECT ORIENTED PROGRAMMING USING JAVA

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT-I [12 Hours]

Introduction to Java: Basics of Java programming, Data types, Variables, Operators, Control structures including selection, Looping, Java methods, Overloading, Math class, Arrays in java. Objects and Classes: Basics of objects and classes in java, Constructors, Finalizer, Visibility modifiers, Methods and objects, Inbuilt classes like String, Character, String Buffer, File, this reference

UNIT-II [12 Hours]

Inheritance and Polymorphism: Inheritance in java, Super and sub class, Overriding, Object class, Polymorphism, Dynamic binding, Generic programming, Casting objects, Instance of operator, Abstract class, Interface in java, Package in java, UTIL package.

UNIT-III [12 Hours]

Event and GUI programming: Event handling in java, Event types, Mouse and key events, GUI Basics, Panels, Frames, Layout Managers: Flow Layout, Border Layout, Grid Layout, GUI components like Buttons, Check Boxes, Radio Buttons, Labels, Text Fields, Text Areas, Combo Boxes, Lists, Scroll Bars, Sliders, Windows, Menus, Dialog Box, Applet and its life cycle, Introduction to swing, Exceptional handling mechanism. I/O programming: Text and Binary I/O, Binary I/O classes, Object I/O, Random Access Files.

UNIT-IV [12 Hours]

Multithreading in java: Thread life cycle and methods, Runnable interface, Thread synchronization, Exception handling with try-catch-finally, Collections in java, Introduction to JavaBeans and Network Programming.

Textbooks:

1. E. Balagurusamy, Programming with JAVA, McGraw Hill, New Delhi, 2007

Reference Books:

1. Raj Kumar Buyya, Object Oriented Programming with JAVA, McGraw Hill, 2009
2. Herbert Schildt, Java A Beginner's Guide – Create, Compile, and Run Java Programs Today, Sixth Edition, Oracle Press, 2014
3. Ken Arnold, James Gosling, "The Java Programming Language, Fourth Edition, Addison Wisely, 2005
4. Herbert Schildt, 'The Complete Reference Java, 7th Edition, McGraw Hill, 2007

Web Resources

1. https://docs.oracle.com/javase/tutorial/
2. https://javabeginnerstutorial.com/core-java-tutorial/

CA-C8T: DATABASE MANAGEMENT SYSTEMS

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT - 1 [12 Hours]

Databases and Database Users: Introduction, An example, Characteristics of the Database Approach, Actors on the Scene, Workers behind the Scene, Advantages of Using DBMS Approach, A Brief History of Database Applications, When Not to Use a DBMS. Database System Concepts and Architecture: Data Models, Schemas, and Instances, Three-schema Architecture and Data Independence, Database Languages and Interfaces, The Database System Environment, Centralized and Client-Server Architectures, Classification of Database Management Systems.

UNIT - 2 [12 Hours]

Data Modeling Using Entity-Relationship Model: Using High-Level Conceptual Data Models for Database Design, An Example Database Application, Entity Types, Entity Sets, Attributes and Keys, Relationship Types, Relationship Sets, Roles and Structural Constraints, Weak Entity Types, Refining the ER Design Company Database Diagrams, Naming Conventions and Design. Issues, File organization and storage, secondary storage devices, type of single level ordered index, multi-level indexes, indexes on multiple keys, other types of indexes.

UNIT – 3 [12 Hours]

Relational Model and Relational Algebra: Relational Model Concepts, Relational Model Constraints and Relational Database Schemas, Update Operations, Transactions and Dealing with Constraint Violations, Unary Relational Operations: SELECT and PROJECT, Relational Algebra Operations from SET Theory, Binary Relational Operations: JOIN and DIVISION, Additional Relational Operations, Examples of Queries in Relational Algebra. Relational Database Design: Anomalies in a database, functional dependency, normal forms, lossless join and dependency, BCNF, normalization through synthesis, higher order normal forms. SQL- SQL Data Definition and Data Types, Specifying Constraints in SQL, Schema Change Statements in SQL, Basic Queries in SQL, More Complex SQL Queries, Insert, Delete and Update Statements in SQL, Specifying Constraints as Assertion and Trigger, Views(Virtual Tables) in SQL, Embedded SQL, Dynamic SQL,

UNIT – 4 [12 Hours]

Introduction to transaction processing, transaction and system concepts, desirable properties of transactions, transaction support in SQL. Concurrency control techniques: two-phase locking techniques, concurrency control based on timestamp ordering. Recovery techniques: recovery concepts, recovery in multi-database systems, database backup and recovery from catastrophic failures.

Text Books:

1. Elmasri and Navathe: Fundamentals of Database Systems, 7th Edition, Addison -Wesley, 2016.
2. Silberschatz, Korth and Sudharshan Data base System Concepts, 7th Edition, Tata McGraw Hill, 2019.

References:

1. C.J. Date, A. Kannan, S. Swamynatham: An Introduction to Database Systems, 8th Edition, Pearson education, 2009
2. Database Management Systems :Raghu Ramakrishnan and Johannes Gehrke: , 3rd Edition, McGraw-Hill, 2003

CA-C9P: JAVA PROGRAMMING LAB

1. Write a simple java application, to print the message, “Welcome to java”
2. Write a program to display the month of a year. Months of the year should be held in an array.
3. Write a program to demonstrate a division by zero exception
4. Write a program to create a user defined exception say Pay Out of Bounds. .
5. Write a java program to add two integers and two float numbers. When no arguments are supplied, give a default value to calculate the sum. Use function overloading.
6. Write a program to perform mathematical operations. Create a class called AddSub with methods to add and subtract. Create another class called MulDiv that extends from AddSub class to use the member data of the super class. MulDiv should have methods to multiply and divide A main function should access the methods and perform the mathematical operations.
7. Write a program with class variable that is available for all instances of a class. Use static variable declaration. Observe the changes that occur in the object’s member variable values.
8. Write a java program to create a student class with following attributes: Enrollment_id: Name, Mark of sub1, Mark of sub2, mark of sub3, Total Marks. Total of the three marks must be calculated only when the student passes in all three subjects. The pass mark for each subject is 50. If a candidate fails in any one of the subjects his total mark must be declaredas zero. Using this condition write a constructor for this class. Write separate functions for accepting and displaying student details. In the main method create an array of three student objects and display the details.
9. In a college first year class are having the following attributesName of the class (BCA, BCom, BSc), Name of the staff No of the students in the class, Array of students in the class
10. Define a class called first year with above attributes and define a suitable constructor. Also write a method called best Student () which process a first-year object and return the student with the highest total mark. In the main method define a first-year object and find the best student of this class
11. Write a Java program to define a class called employee with the name and date of appointment. Create ten employee objects as an array and sort them as per their date of appointment. ie, print them as per their seniority.
12. Create a package‘ student.Fulltime.BCA‘ in your current working directory
    a. Create a default class student in the above package with the following
    attributes: Name, age, sex. b. Have methods for storing as well as displaying
13. Write a small program to catch Negative Array Size Exception. This exception is caused when the array is initialized to negative values.
14. Write a program to handle Null Pointer Exception and use the “finally” method to display a message to the user.
15. Write a program which create and displays a message on the window
16. Write a program to draw several shapes in the created window
17. Write a program to create an applet and draw grid lines
18. Write a program which creates a frame with two buttons father and
    mother. When we click the father button the name of the father, his age and designation must appear. When we click mother similar details of mother also appear.
19. Create a frame which displays your personal details with respect to a button click
20. Create a simple applet which reveals the personal information of yours.
21. Write a program to move different shapes according to the arrow key pressed.
22. Write a java Program to create a window when we press M or m the window displays Good Morning, A or a the window displays Good After Noon E or e the window displays Good Evening, N or n the window displays Good Night
23. Demonstrate the various mouse handling events using suitable example.
24. Write a program to create menu bar and pull-down menus.

CA- C10P: DATABASE MANAGEMENT SYSTEMS LAB

PART – A

1. Draw E-R diagram and convert entities and relationships to relation table for a given scenario. Two assignments shall be carried out i.e. consider two different scenarios (eg. bank, college)

   Consider the Company database with following Schema

   EMPLOYEE (FNAME, MINIT, LNAME, SSN, BDATE,ADDRESS,SEX,SALARY, SUPERSSN, DNO)

   DEPARTMENT (DNAME, DNUMBER,MGRSSN,MSRSTARTDATE)

   DEPT_LOCATIONS (DNUMBER, DLOCATION)

   PROJECT (PNAME, PNUMBER, PLOCATION, DNUM)

   WORKS_ON (ESSN, PNO<HOURS)

   DEPENDENT (ESSN, DEPENDENT_NAME, SEX, BDATE, RELATIONSHIP)

2. Perform the following:

   a. Viewing all databases, Creating a Database, Viewing all Tables in a Database,

   Creating Tables (With and Without Constraints), Inserting/Updating/Deleting

   Records in a Table, Saving (Commit) and Undoing (rollback)

3. Perform the following:

   a. Altering a Table, Dropping/Truncating/Renaming Tables, Backing up / Restoring a

   Database.

4. For a given set of relation schemes, create tables and perform the following Simple Queries, Simple Queries with Aggregate functions, Queries with Aggregate functions (group by and having clause).

5. Execute the fallowing queries

   a. How the resulting salaries if every employee working on the 'Research' Departments is given a 10% raise.

   b. Find the sum of the salaries of all employees of the 'Accounts' department, as well as the maximum salary, the minimum salary, and the average salary in this department

6. Execute the fallowing queries
   a. Retrieve the name of each employee Controlled by Department number 5 (use EXISTS operator).
   b. Retrieve the name of each dept and number of employees working in each Department which has at least 2 employees

7. Execute the fallowing queries
   a. For each project, retrieve the project number, the project name, and the number of employee who work on that project.(use GROUP BY)
   b. Retrieve the name of employees who born in the year 1990's

8. For each Department that has more than five employees, retrieve the department number and number of employees who are making salary more than 40000.

9. For each project on which more than two employees work, retrieve the project number, project name and the number of employees who work on that project.

10. For a given set of relation tables perform the following: Creating Views (with and without check option), Dropping views, Selecting from a view

PART B

Create the following tables with properly specifying Primary keys, Foreign keys and solve the following queries.

BRANCH (Branchid, Branchname, HOD)
STUDENT (USN, Name, Address, Branchid, sem)
BOOK (Bookid, Bookname, Authorid, Publisher, Branchid)
AUTHOR (Authorid, Authorname, Country, age)
BORROW (USN, Bookid, Borrowed_Date)

1. Perform the following:
   a. Viewing all databases, Creating a Database, Viewing all Tables in a Database, Creating Tables (With and Without Constraints), Inserting/Updating/Deleting Records in a Table, Saving (Commit) and Undoing (rollback)
   Execute the following Queries:

2. a. List the details of Students who are all studying in 2nd sem BCA.
   b. List the students who are not borrowed any books.

3. a. Display the USN, Student name, Branch_name, Book_name, Author_name, Books_Borrowed_ Date of 2nd sem BCA Students who borrowed books.
   b. Display the number of books written by each Author.

4. a. Display the student details who borrowed more than two books.
   b.Display the student details who borrowed books of more than one Author.

5. a. Display the Book names in descending order of their names.
   b. List the details of students who borrowed the books which are all published by the same publisher.

Consider the following schema:
STUDENT (USN, name, date_of_birth, branch, mark1, mark2, mark3, total, GPA)

6. Perform the following:
   a. Creating Tables (With and Without Constraints), Inserting/Updating/Deleting Records in a Table, Saving (Commit) and Undoing (rollback)

7. Execute the following queries:
   a. Find the GPA score of all the students.
   b. Find the students who born on a particular year of birth from the date_of_birth column.

8. a. List the students who are studying in a particular branch of study.
   b. Find the maximum GPA score of the student branch-wise.

BANGALORE UNIVERSITY

SCHEME AND SYLLABUS

For the course

BACHELOR OF COMPUTER APPLICATIONS (BCA)

NEP2021 Scheme

Academic Year 2021-22 and onwards

Department of Computer Science and Applications
BANGALORE UNIVESITY, BANGALORE

BANGALORE UNIVERSITY

PROCEEDINGS OF THE MEETING OF THE BOARD OF STUDIES IN COMPUTER SCIENCE (UG AND PG), BANGALORE UNIVERSITY HELD ON 09-09-2022 THROUGH ONLINE MODE AT 6:30 PM

The following members were present :

1. Dr. Somashekara. M.T, Department of Computer Science, Bangalore University
2. Dr. Aziz Makandar, Department of Computer Science, Karnataka State Akkamahadevi Women's University, Vijayapura
3. Dr.. H.L. Shashi Rekha, Department of Computer Science, Mangalore University
4. Dr. Shivashankar S, Department of Computer Science, Karnatak University, Dharwad
5. Ms. L. Hamsaveni, Department of Computer Science, University of Mysore
6. Mr. Prakasha K Renukappa, Software Quality Principal Engineer, Dell Technologies, Bangalore
7. Mr. Dodde Gowda, Sales force, Torrey Pines, Bangalore
8. Ms. Suneetha V, MCA Department, Dayananda Sagar College of Arts, Science and Commerce, Bangalore
9. Dr.P.Felcy Judith, Computer Applications, T John College, Bangalore
10. Ms. B Nazia Hassan, Department of Computer Science, Government First Grade College, Vijayanagar ,Bengaluru
11. Mr. Chandrashekar, Department of Computer Science, Government First Grade College, Nelamangala
12. Mr. Sreenivasa H V, Department of Information Technology AIMS, Peenya , Bangalore
13. Dr. Rajesh B, Dr. B.R. Ambedkar School of Economics, Bangalore
14. Dr. Muralidhara B L, Department of Computer Science, Bangalore University

The chairperson presented the syllabus of the III and IV semester BCA (NEP), and B.Sc Computer Science (NEP) to the Committee. The Committee discussed the syllabus in detail, and approved the same.

The Chairperson thanked all members for their active participation.

10-09-2022

(MURALIDHARA B. L)
Chairperson, BoS in Computer Science
Coordinator / ಸಂಯೋಜಕರು
MCA Programme / ಎಂ.ಸಿ.ಎ. ಪ್ರೋಗ್ರಾಂ
Bangalore University / ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ
Jnanabharathi Campus / ಜ್ಞಾನಭಾರತಿ
Bengaluru / ಬೆಂಗಳೂರು - 560 056
India / ಭಾರತ

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BCA SYLLABUS (NEP)

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses	Credits	Total Credits
I	CA-C1T	Discrete Structure	3	OE1: Open Elective	3	26
	CA-C2T	Problem solving Techniques	3	Language L1	3	
	CA-C3T	Data Structure	3	Language L2	3	
	CA-C4L	Problem solving Lab	2	SEC I : Office Management Tools	2	
	CA-C5L	Data Structure Lab	2	Physical Education	1	
				Health & Wellness	1	
II	CA-C6T	Computer Architecture	3	OE2: Open Elective	3	26
	CA-C7T	Object Oriented Programming using Java	3	Language L1	3	
	CA-C8T	Database Management System	3	Language L2	3	
	CA-C9L	Java Lab	2	Environmental studies	2	
	CA-C10L	Database Management System Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
III	CA-C11T	Operating Systems	3	OE3: Open Elective	3	26
	CA-C12T	Computer Networks	3	Language L1	3	
	CA-C13T	Python Programming	3	Language L2	3	
	CA-C14L	Computer Networks Lab	2	SEC II : Computer Assembly and Repair	2	
	CA-C15L	Python Programming Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
IV	CA-C16T	Software Engineering	3	OE4: Open Elective	3	26
	CA-C17T	Design and Analysis of Algorithm	3	Language L1	3	
	CA-C18T	Internet Technologies	3	Language L2	3	
	CA-C19L	Design and Analysis of Algorithm Lab	2	The Constitution of India	2	
	CA-C20L	Internet Technologies Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
V	CA-C21T	Artificial Intelligence	3	CA-V1 Vocation Course I : Quantitative	3	23
	CA-C22T	Data Analytics	3	CA-E1 Elective I : a. Data Mining b. Computer Graphics	3	
	CA-C23T	Web Programming	3	SEC III : Cyber Crime, Cyber Law, and Intellectual Property Right	2	
	CA-C24L	Data Analytics Lab	2	Physical Education	1	

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses	Credits	Total Credits
	CA-C25L	Web Programming Lab	2	NCC/NSS/CL/R&R	1	
Semester	**Course Code**	**Title of the Paper**	**Credits**	**Languages, Skill Enhancement (SEC), and Ability Enhancement Courses**	**Credits**	**Total Credits**
VI	CA-C26T	Theory of Computation	3	CA-V2 Vocation Course II : Electronic Content Design	3	23
	CA-C27T	Machine Learning	3	CA-E2 Elective II : a. Operations Research b. Software Testing	3	
	CA-C28T	Mobile Application Development	3	Professional Communication	2	
	CA-C29L	Machine Learning Lab	2	Physical Education	1	
	CA-C30L	Mobile Application Development Lab	2	NCC/NSS/CL/R&R	1	
VII	CA-C31T	Cloud Computing	3	CA-V3 Vocation Course III : Technical Writing	3	21
	CA-C32T	Internet of Things	3	CA-E3 Elective III : a. Modeling and Simulation b. Compiler Design	3	
	CA-C33T	Internship	2	Research Methodology	3	
	CA-C34L	Cloud Computing Lab	2			
	CA-C35L	Internet of Things Lab	2			
VIII	CA-C36T	Block Chain Technologies	3	CA-V4 Vocation Course IV : Project Management	3	20
	CA-C37T	Cryptography and System Security	3	CA-E4 Elective IV : a. Human Computer Interface b. Parallel Algorithms	3	
	CA-C38T	Block Chain Technologies Lab	2	Research Project	6	

CA-C11T: OPERATING SYSTEMS

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT - I [12 Hours]

Introduction: Computer System Organization, Architecture, Structure, Operations, Process Management, Memory Management, Storage Management, Kernel Data Structures, Computing Environments. Operating System Structures: Services, System Calls, Types, Operating System Structure, System Boot. Processes: Process Concept, Scheduling, Operations, Interprocess Communication. Multithreaded Programming: Multicore Programming, Multithreading Models.

UNIT –II [12 Hours]

Process Synchronization: The Critical-Section Problem, Peterson's Solution, Synchronisation Hardware, Mutex Locks, Semaphores, Classic Problems of Synchronization, Monitors, Synchronization Examples. Process Scheduling: Criteria, Scheduling Algorithms, Multi-Processor Scheduling, Real-time CPU Scheduling. Deadlocks: System model, Characterization, Methods for handling deadlocks, Deadlock Prevention, Avoidance, Detection and Recovery from deadlock.

UNIT – III [12 Hours]

Memory Management Strategies: Background, Swapping, Contiguous Memory Allocation, Segmentation, Paging, Structure of the Page Table. Virtual Memory Management: Demand Paging; Copy-on-Write, Page Replacement; Allocation of Frames; Thrashing, Memory-Mapped Files, Allocating Kernel Memory. File System: File Concept, Access Methods, Directory and Disk Structure, Protection. File-System Implementation: Structure

UNIT - IV [12 Hours]

File-System and Directory Implementation, Allocation Methods, Free Space Management, Efficiency and Performance, Recovery. Mass-Storage Structure: Overview, Disk Scheduling, Disk Management. Distributed Systems: Advantages, Types of Network- based OS, Robustness, Design Issues, Distributed File Systems. Case Studies: The Linux System, Windows 10 (Process, Memory, storage management).

Text Books:

1. Abraham Silberschatz, Peter Baer Galvin, Greg Gagne: Operating Systems Concepts, 9thEdition, 2016 India, Wiley.

Reference Books:

1. William Stallings, "Operating Systems-Internals and Design Principles", Pearson, IX Edition, 2018
2. D M Dhamdhere: Operating Systems – A Concept Based Approach, III Edition, Tata McGraw – Hill, 2015.
3. Harvey M Deitel, Paul J Deitel, Dr Choffnes,"Operating Systems", Pearson Education Limited (Publisher), 3rd Edition, 2013.
4. J. Archer Harris, John Cordani, " Operating Systems", Schaum's Outline, Indian Edition, Mc Graw Hill Education (India), First Edition
5. Gary Nutt, Nabendu Chaki, Sarmistha Neog, "Operating Systems" Pearson Education Limited, 3rd Edition, 2016.

CA-C12T: COMPUTER NETWORKS

Total Teaching Hours : 48 No. of Hours / Week: 03

UNIT - I [12 Hours]

Introduction: Data Communications, Networks, Network Types, Internet History, Network Models: Protocol Layering, The OSI Model, TCP/IP Protocol Suite, Introduction to Physical Layer: Transmission Impairments, Data Rate Limits, Performance, Introduction to Data-Link- Layer: Link-Layer Addressing, Error Detection and Correction: Block Coding, Cyclic Codes, Checksum

UNIT - II [12 Hours]

Data Link Control: Data-Link Layer Protocols, HDLC, Point-To-Point (PPP), Media Access Control (MAC): ALOHA, CSMA, CSMA/CD, CSMA/CA, Reservation, Polling, Token Passing, FDMA, TDMA, CDMA

UNIT - III [12 Hours]

Introduction to Network Layer: Network-Layer Services, Packet Switching, Network-Layer Performance, IPV4 Addresses, Network Layer Protocols: Internet Protocol (IP), ICMPv4, Mobile IP, Unicast Routing: Routing Algorithms, Unicast Routing Protocols, Next Generation IP: IPv6 Addressing

UNIT - IV [12 Hours]

Introduction to Transport Layer: Introduction, Transport-Layer Protocols, Transport-Layer Protocols: User Datagram Protocol, Transmission Control Protocol: TCP Services, TCP Features, Segment, A TCP Connection, TCP Congestion Control, Flow Control, Error Control, Application Layer: WWW, E-MAIL, Domain Name System (DNS), Quality of Service: Flow Control To Improves QoS, Integrated Services

Text Books:

1. Behrouz A. Forouzan, "Data Communications and Networking", 5th Edition, McGraw HillEducation, 2013.

Reference Books:

1. Andrew S. Tanenbaum, David J. Wetherall, "Computer Networks", 5th Edition, Prentice Hall,2011.
2. Larry L. Peterson and Bruce S. Davie, "Computer Networks A System Approach", 5th Edition, MKP, 2012.
3. James F. Kurose , Keith W. Ross, " Computer Networking, A Top-Down Approach", 5thEdition, Pearson, 2012.

Web Resources:

1. https://www.geeksforgeeks.org/computer-network-tutorials/
2. https://codescracker.com/networking/
3. https://youtube.com/playlist?list=PLxCzCOWd7aiGFBD2-2joCpWOLUrDLvVV_

CA-C13T: PYTHON PROGRAMMING

Total Teaching Hours : 48 No. of Hours / week: 03

UNIT - I [12 Hours]

Parts Python Programming Language: Python Interpreter/Shell, Identifiers, Keywords, Statements and Expressions, Variables, Operators, Precedence and Associativity, Data types, Indentation, Comments, Reading Input, Print Output, Type Conversions, The type() function and Is operator, Dynamic and Strongly Typed Language.**Control Flow Statements:**The if Decision Control Flow Statement, The if...else DecisionControl FlowStatement, The if...elif...else Decision Control Statement, Nested if Statement, The while Loop, TheforLoop, The continue and break Statements. **Functions**: Built-In Functions, Commonly Used Modules, Function Definition and Calling the Function, The return Statement and void Function, Scope and Life time of Variables, Default Parameters, Command Line Arguments. **Strings:** Creating and Storing Strings, Basic String operations,Accessing Characters in StringbyIndexNumber, String Slicing and Joining, String methods

UNIT - II [12 Hours]

Lists: Creating Lists, BasicListOperations, Indexing and Slicing in Lists, Built-In Functions Used on Lists, List Methods, ThedelStatement, **Dictionaries:** Creating Dictionary, Accessing and modifying key:value pairs in Dictionaries, Built-In Functions Used on Dictionaries, Dictionary methods, ThedelStatement**. Tuples and Sets:** Creating Tuples, Basic Tuple Operations, Indexing and Slicing in Tuples,Built-In Functions Used onTuples, Relations between Tuples and Lists, Relations between Tuples and Dictionaries, Tuple Methods, Using zip() Function, Sets, Set Methods, Frozenset.

UNIT - III [12 Hours]

Files: Types of files, Creating and Reading Text Data, File Methods to Read and Write Data, Reading and Writing Binary Files,The Pickle module, Reading and writing CSV files, **Object-Oriented Programming:** Classes and Objects, Creating Classes in Python, Creating Objects in Python, The Constructor Method, Classes with Multiple Objects, Class Attributes versus Data attributes, Encapsulation, Inheritance, The Polymorphism.

UNIT - IV [12 Hours]

D**ata Visualization:** Generating Data-Installing Matplotlib, Plotting a Simple Line Graph, Random Walks, Rolling Dice with Plotly. Downloading Data- The CSV File Format, Mapping Global Data Sets: JSON Format, **Working with APIs:** Using a Web API, Visualizing Repositories Using Plotly.

Text Books:

1. Gowrishankar S, Veena A, "Introduction to Python Programming", 1st Edition, CRC Press/Taylor & Francis, 2018. ISBN-13: 978-0815394372. [Unit I&II- 2,3,4,5,6,7,8,9 Unit III-11,12].
2. Eric Matthes, "Python Crash Course- A Hands-On, Project-Based Introduction to Programming", 2nd Edition, No Starch Press, 2019.[Unit III-15, Unit IV-16]
3. Wesley J. Chun, "Core Python Applications Programming", 3rd Edition, Pearson Education, 2016. [Unit IV- 2,5].

Reference Books:

1. Kamthane, A. N., & Kamthane, A.A. , "Programming and Problem Solving with Python", McGraw Hill Education, 2017.
2. Mark Lutz, "Learning Python", 5th edition, Orelly Publication, 2013, ISBN 978- 1449355739.
3. Ljubomir Perkovic, "Introduction to Computing Using Python- An Application Development Focus",Wiley,2012.

CA-C14L: COMPUTER NETWORKS LAB

1. Execute the following commands:
   arp, ipconfig, hostname, netdiag, netstat, nslookup, pathping, ping route, tracert
2. Study of different types of network cables.
3. Practically implement the cross-wired cable and straight wired cable using crimping tool.
4. Study of network IP address configuration: (Classification of address, static and dynamic address)
5. Study of network IP address configuration: (IPv4 and IPv6 , Subnet, Supernet)
6. Study of network devices: (Switch, Router, Bridge)
7. Configure and Connect the computer in LAN.
8. Block th e website using "Windows Defender Firewall" in windows 10.
9. Share the folder in a system, and access the files of that folder from other system using IP address .
10. Share the printer in Network, and take print from other PC.
11. Configuration of wifi hotspot, and connect other devices (mobile / laptop).
12. Configuration of switches.
13. Configuration of I/O box fixing.
14. Making your own patch cord.
15. Configuration of VLAN using Packet Tracer/ GNS3
16. Configuration of VPN using Packet Tracer/ GNS3

References:

1. Paul Browning, "101 CompTIA Networs+ LABS", 2018, Reality Press Ltd.

Web References:

1. youtube.com/watch?v=rurs7cdT5cc
2. https://www.youtube.com/watch?v=_IOZ8_cPgu8
3. https://www.alphr.com/block-websites-windows/

CA-C15L: PYTHON PROGRAMMING LAB

1. Write a program to demonstrate basic data type in python
2. Create a list and perform the following methods
   1) insert() 2) remove() 3) append()
   4) len() 5) pop() 6) clear()
3. Create a tuple and perform the following methods
   1) Add items 2) len() 3) check for item in tuple 4)Access items
4. Create a dictionary and apply the following methods
   1) Print the dictionary items 2) access items 3) use get()
   4)change values 5) use len()
5. Write a program to create a menu with the following options
   1. TO PERFORM ADDITITON 2. TO PERFORM SUBTRACTION
   3. TO PERFORM MULTIPICATION 4. TO PERFORM DIVISION
   Accepts users input and perform the operation accordingly. Use functions with arguments.
6. Write a python program to print a number is positive/negative using if-else.
7. Write a program for filter() to filter only even numbers from a given list.
8. Write a python program to print date, time for today and now
9. Write a python program to add some days to your present date and print the date added.
10. Write a program to count the numbers of characters in the string and store them in a dictionary data structure
11. Write a program to count frequency of characters in a given file.
12. Using a numpy module create an array and check the following: 1. Type of array 2. Axes of array 3. Shape of array 4. Type of elements in array
13. Write a python program to concatenate the dataframes with two different objects
14. Write a python code to read a csv file using pandas module and print the first and last five lines of a file.
15. Write a python program which accepts the radius of a circle from user and computes the area (use math module)
16. Use the following data (load it as CSV file) for this exercise. Read this file using Pandas or NumPy or using in-built matplotlib function.

Months	Pen	Book	Marker	Chair	Table	Pen stand	Total units	Total profit
1	2500	1500	5200	9200	1200	1500	21100	211000
2	2630	1200	5100	6100	2100	1200	18330	183300
3	2140	1340	4550	9550	3550	1340	22470	224700
4	3400	1130	5870	8870	1870	1130	22270	222700
5	3600	1740	4560	7760	1560	1740	20960	209600
6	2760	1555	4890	7490	1890	1555	20140	201400
7	2980	1120	4780	8980	1780	1120	29550	295500
8	3700	1400	5860	9960	2860	1400	36140	361400
9	3540	1780	6100	8100	2100	1780	23400	234000
10	1990	1890	8300	10300	2300	1890	26670	266700
11	2340	2100	7300	13300	2400	2100	41280	412800
12	2900	1760	7400	14400	1800	1760	30020	300200

a. Get total profit of all months and show line plot with the following Style properties
Generated line plot must include following Style properties: –

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- Line Style dotted and Line-color should be blue
- Show legend at the lower right location.
- X label name = Months
- Y label name = Sold units
- Line width should be 4

b. Display the number of units sold per month for each product using multiline plots. (i.e., Separate Plotline for each product.

c. Read chair and table product sales data and show it using the bar chart.
   - The bar chart should display the number of units sold per month for each product. Add a separate bar for each product in the same chart.

d. Read all product sales data and show it using the stack plot

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SEC II: COMPUTER ASSEMBLY

1. Demonstration of Hardware peripherals: CPU, RAM, SMPS, Motherboard, NIC card, Processor, Processor cooling fan, PCI card, HDD.
2. Demonstration of various ports: CPU , VGA port, PS/2 (keyboard, mouse) ,USB, LAN, Speaker, Audio.
3. Identify the Computer Name and Hardware Specification (RAM capacity, Processor type, HDD, 32 bit/ 64 bit)
4. Identify and Troubleshoot the problems of RAM (beep sound with blue screen), SMPS and motherboard (CPU is not switched ON)
5. Configure BIOS settings- disable and enable USB and LAN.
6. Identify, how to recover the hidden files from corrupted pendrive using command.
7. Recover the contents from crashed Hard Disk using Disk Drill software.
8. Install Operating System – Windows family (Windows 7/ Windows 10) and also make partitions.
9. Install Operating System - Unix family (Linux/UBUNTU)
10. Install Application software – python 3.8, MS- Office 2010/2013, MySQL, TOAD, Openoffice, etc.,
11. Install any one of the antivirus software (Avast, Kaspersky, etc.,) and observe the variations before and after installation.
12. Add new Hardware device (keyboard, mouse, Speaker, Microphone)
13. Connect the LCD Projector with Laptop / CPU.
14. Adding additional RAM to the system.(expanding RAM size).
15. Graphic Card insertion.
16. Assemble and Disassemble Desktop System.

References:

1. Dan Gookin ,Troubleshooting & Maintaining Your PC ALL-IN-ONE, 3rd Edition,2017, John Wiley & Sons.
2. Mike Meyers, Scott Jernigan, Dan Lachance, "CompTIA Fundamentals + Exam Guide (All-in-One), 2nd Edition, 2019, Mc Graw Hill Education.

Web References:

1. https://www.youtube.com/watch?v=ItxwyMR0SnY&list=PLeH4ngtDM7eE-1_mdWuXWyZrI_FMHnyJ0&index=5
2. https://www.cleverfiles.com/howto/crashed-hard-drive-recovery.html

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CA-C16T : SOFTWARE ENGINEERING

Total Teaching Hours: 48 **No. of Hours / Week: 03**

UNIT – I [12 Hours]

Introduction to Software Engineering: Evolution and impact of Software engineering, software life cycle models: Waterfall, prototyping, Evolutionary, and Spiral models. Feasibility study, Functional and Non-functional requirements, Requirements gathering, Requirements analysis and specification.

Agile development: Agile, Agility and cost of change; Agile Process, Extreme programming; Other agile process models.

UNIT - II [12 Hours]

Formal Modeling and verification: The cleanroom strategy; Functional specification; Cleanroom design; Cleanroom testing; Formal methods: Concepts; Applying mathematical notation for formal specification; Formal specification languages. Software Project Management: The management spectrum; The management of people, product, process and project; The W5HH Principle; Critical practices. **Software testing strategies**: A Strategic Approach to Software Testing, Test Strategies for Conventional Software, Test Strategies for Object-Oriented Software, Test Strategies for WebApps, System Testing, Software Testing Fundamentals, White-Box Testing, Black-Box Testing

UNIT - III [12 Hours]

Software Project Scheduling: Basic concepts and principles of project scheduling; Defining task set and task network; Scheduling; Earned value analysis. Risk Management: Reactive versus proactive strategies; Software risks; risk identification; Risk projection; Risk refinement; Risk mitigation, monitoring and management; The RMMM plan. Maintenance and Reengineering: Software maintenance; Software supportability; Reengineering; Business process reengineering; Software reengineering; Reverse engineering; Restructuring; Forward engineering; The economics of reengineering.

UNIT - IV [12 Hours]

Software Process Improvement (SPI): Approaches to SPI; Maturity models; The SPI process; The CMMI; The People CMM; Other SPI frameworks: SPICE, Bootstrap, PSP and TSP, ISO; SPI return on investment. Software Configuration Management (SCM): Basic concepts; SCM repository; The SCM process; Configuration management for web applications; SCM standards.

Text Books:

1. Fundamentals of Software Engineering by Rajib Mall, – PHI-3rd Edition, 2009.
2. Roger S. Pressman, "*Software Engineering*: A Practitioner's Approach", Alternate Edition, 7th Edition, McGraw Hill, 2010.

Reference Books:

1. Software Engineering, by Ian Sommerville, Pearson Education Inc., New Delhi, (2009).
2. Software Engineering: A Practitioner"s Approach", by Roger S. Pressman, McGraw-Hill. (2005).
3. Pankaj Jalote, "An Integrated Approach to Software Engineering", Narosa Publishing House Pvt Ltd, Darya Ganj, New Delhi 110002

CA-C17T : THE DESIGN AND ANALYSIS OF ALGORITHMS

Total Teaching Hours: 48 **No. of Hours / Week: 03**

UNIT - I [12 Hours]

Introduction: Algorithms, Fundamentals of Algorithmic Problem Solving, Important Problem Types, Fundamental Data Structures. Fundamentals of the Analysis of Algorithm Efficiency: The Analysis Framework, Asymptotic Notations and Basic Efficiency Classes, Mathematical Analysis of Non-recursive and Recursive Algorithms, Empirical Analysis of Algorithms

UNIT – II [12 Hours]

Brute Force Method: Selection Sort and Bubble Sort, Sequential Search, Brute-Force String Matching, Exhaustive Search, Depth-First Search and Breadth-First Search. Decrease and Conquer: Insertion Sort, Topological Sorting, Algorithms for Generating Combinatorial Objects, Decrease-by-a-Constant-Factor Algorithms. Divide and Conquer: Merge Sort, Quick Sort, Binary Tree Traversals and Related Properties, Strassen's Matrix Multiplication.

UNIT - III [12 Hours]

Space and Time Tradeoffs: Sorting by Counting, Input Enhancement in String Matching, Hashing. Dynamic programming: Binomial Coefficient, Principle of Optimality, Optimal Binary Search Trees, Knapsack Problem and Memory Functions, Warshall's and Floyd's Algorithms. Greedy Technique: Prim's Algorithm, Kruskal's Algorithm, Dijkstra's Algorithm, Huffman Trees.

UNIT – IV [12 Hours]

Limitations of Algorithm Power: Lower-Bound Arguments, Decision Trees, P, NP and NP Complete Problems .Coping with the Limitations of Algorithm Power: Back Tracking: n Queens problem, Hamiltonian Circuit Problem, Subset-Sum Problem. Branch-and-Bound: Assignment Problem, Knapsack Problem, Traveling Salesman Problem.

Textbooks:

1. Anany Levitin, "Introduction to the Design and Analysis of Algorithms", 3rd Edition, Pearson, 2012.
2. Horowitz, Sahni, Rajasekaran, "Fundamentals of Computer Algorithms", 2/e, Universities Press, 2007.

Reference Books:

1. Thomas H. Cormen, Charles E. Leiserson, Ronald L. Rivest, Clifford Stein, "Introduction to Algorithms", 3rd Edition, The MIT Press, 2009.
2. A.V. Aho, J.E. Hopcroft, J.D. Ullmann, "The design and analysis of Computer Algorithms", Addison Wesley Boston, 1983.
3. Jon Kleinberg, Eva Tardos, "Algorithm Design", Pearson Education, 2006.

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CA-C18T : INTERNET TECHNOLOGIES

Total Teaching Hours : 48 No. of Hours / Week: 03

UNIT - I [12 Hours]

INTERconnected NETwork: Internet**:** The Giant Wide Area Network, Communicating over the Internet, Accessing the Internet, Internet Organisations, Cyber Ethics, **Internet Applications:** Internet services, Electronic Mail(E-Mail), File Transfer, Real-Time User Communication, Remote Login,
Usenet, **World Wide Web**: The Web, The Working Web, Web Terminology, Web Architecture, World Wide Web Challenges.

UNIT - II [12 Hours]

Hypertext Transfer Protocol (HTTP):HTTP, HTTP Version, HTTP connections, HTTP Communication, Hypertext Transfer Protocol Secure, Hypertext Transfer Protocol State Retention: Cookies, Hypertext Transfer Protocol Cache**, Evolution of Web:** The Generations of Web, Web 1.0, Web 2.0, Web 3.0, Big Data: A Special Discussion, **Web IR: Information Retrieval on the Web:** Web Information Retrieval, Web Information Retrieval Tools, Web Information Retrieval Architecture (Search Engine Architecture), Web Information Retrieval Performance Metrics, Web Information Retrieval Models, Google PageRank.

UNIT - III [12 Hours]

Web Development Basics: Elements of Web Development , Client-Side and Server-Side Scripting, Model-View-Controller Architecture for Web Application Development**, Client-Side Technologies:** HTML: Hypertext Markup Language, CSS: Cascading Style Sheets, JavaScript, Bootstrap Framework, AngularJS Framework, **Server-Side Technologies:** Server-Side Scripting, Personal Home Pages, Node.js: Server-Side JavaScript.

UNIT - IV [12 Hours]

Web Application Frameworks: Django ,Ruby on Rails**.Web Databases:** Web Database, Structured Query Language: Relational Databases, NoSQL Databases: Non-relational and Distributed Data, Understanding Popular Databases. **Research Trends on the Web:** Contextual Information Retrieval, Web Mining.

TEXT BOOKS:

1. Akshi Kumar, "Web Technology: Theory and Practice", CRC Press, 2019.

REFERENCE BOOKS :

1. Web Technology: A Developer's Perspective, N.P. Gopalan and J. Akilandeswari, PHI, Learning, Delhi, 2013.
2. Internetworking Technologies, An Engineering Perspective, Rahul Banerjee, PHI Learning, Delhi, 2011.

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CA-C19L : Algorithms Lab

1. Write a program to implement linear search algorithm Repeat the experiment for different values of n, the number of elements in the list to be searched and plot a graph of the time taken versus n.

2. Write a program to implement binary search algorithm. Repeat the experiment for different values of n, the number of elements in the list to be searched and plot a graph of the time taken versus n.

3. Write a program to solve towers of honai problem and execute it for different number of disks

4. Write a Program to Sort a given set of numbers using selection sort algorithm. Repeat the experiment for different values of n, the number of elements in the list to be sorted and plot a graph of the time taken versus n. The elements can be read from a file or can be generated using the random number generator.

5. Write a program to find the value of a^n (where a and n are integers) using both brute-force based algorithm and divide and conquer based algorithm

6. Write a Program to Sort a given set of elements using quick sort algorithm. Repeat the experiment for different values of n, the number of elements in the list to be sorted and plot a graph of the time taken versus n.

7. Write a Program to find the binomial co-efficient C(n, k), [where n and k are integers and n > k] using brute force based algorithm and also dynamic programming based algorithm

8. Write a Program to implement Floyd's algorithm and find the lengths of the shortest paths from every pairs of vertices in a given weighted graph

9. Write a program to evaluate a polynomial using brute-force based algorithm and using Horner's rule and compare their performances

10. Write a Program to solve the string matching problem using Boyer-Moore approach.

11. Write a Program to solve the string matching problem using KMP algorithm

12. Write a program to implement BFS traversal algorithm

13. Write a program to find the minimum spanning tree of a given graph using Prim's algorithm

14. Write a Program to obtain the topological ordering of vertices in a given digraph. Compute the transitive closure of a given directed graph using Warshall's algorithm.

15. Write a Program to Find a subset of a given set S = {s1,s2, ,sn} of n positive integers whose ..... sum is equal to a given positive integer d. For example, if S= {1, 2, 5, 6, 8} and d = 9 there are two solutions {1,2,6} and {1,8}.A suitable message is to be displayed if the given problem instance doesn't have a solution.

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CA-C20L :INTERNET TECHNOLOGIES LAB

1. Demonstrate E-Mail working (Sending ,Receiving, forward)
2. How to create, organize meeting in Zoom/ GoogleMeet
3. Create a form by using various attributes of the input tags (text box, multiline textbox, option button, check box)
4. Create a simple HTML page by using some of the basic tags (hyperlink, marquee, image)
5. Create a web page with multiple types of style sheet used in a single page
6. Write a CGI sample program to send output back to the user
7. Create Time-Table using table tag
8. Creation of Frames in browser window using HTML.
9. Write a java script program to create dialogue boxes using alert, confirm and prompt methods
10. Write a java script program on Form Validations.
11. Write a java script program to perform four arithmetic operations: Addition, Subtraction, Multiplication and Division on two numbers.
12. Create a web site of our College.

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BANGALORE UNIVERSITY

SCHEME AND SYLLABUS

For the course

BACHELOR OF COMPUTER APPLICATIONS (BCA)

NEP2021 Scheme

Academic Year 2021-22 and onwards

Department of Computer Science and Applications
BANGALORE UNIVESITY, BANGALORE

BANGALORE UNIVERSITY

PROCEEDINGS OF THE MEETING OF THE BOARD OF STUDIES IN COMPUTER SCIENCE (UG AND PG), BANGALORE UNIVERSITY HELD ON 09-09-2023 THROUGH ONLINE MODE AT 6:30 PM

The Following Members were present:

1. Dr. Aziz Makandar, Department of Computer Science, Karnataka State Akkamahadevi Women's University, Vijayapura
2. Dr.. H.L. Shashi Rekha, Department of Computer Science, Mangalore University
3. Dr. Shivashankar S, Department of Computer Science, Karnatak University, Dharwad
4. Ms. L. Hamsaveni, Department of Computer Science, University of Mysore
5. Dr. Hanumanthappa M, Department of Computer Science, Bangalore University
6. Dr. Somashekara. M.T, Department of Computer Science, Bangalore University
7. Mr. Prakasha K Renukappa, Software Quality Principal Engineer, Dell Technologies, Bangalore
8. Mr. Dodde Gowda, Sales force, Torrey Pines, Bangalore
9. Ms. Suneetha V, MCA Department, Dayananda Sagar College of Arts, Science and Commerce, Bangalore
10. Dr.P.Felcy Judith, Computer Applications, T John College, Bangalore
11. Ms. B Nazia Hassan, Department of Computer Science, Government First Grade College, Vijayanagar ,Bengaluru
12. Mr. Chandrashekar, Department of Computer Science, Government First Grade College, Nelamangala
13. Mr. Sreenivasa H V, Department of Information Technology AIMS, Peenya , Bangalore
14. Dr. Muralidhara B L, Department of Computer Science, Bangalore University

The chairperson presented the syllabus of the V and VI semester BCA (NEP), and B.Sc Computer Science (NEP) to the Committee. The Committee discussed the syllabus in detail, and approved the same.

The Chairperson thanked all members for their active participation.

9/9/2023

(**MURALIDHARA B. L**)
Chairperson, BoS in Computer Science

BANGALORE UNIVERSITY
BCA SYLLABUS (NEP)
[Based on I-C. Model of Karnataka State Higher Education Council]

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses (AECC)	Credits	Total Credits
I	CA-C1T	Discrete Structure	3	OE1: Open Elective	3	26
	CA-C2T	Problem solving Techniques	3	Language L1	3	
	CA-C3T	Data Structure	3	Language L2	3	
	CA-C4L	Problem solving Lab	2	SEC I : Office Management Tools	2	
	CA-C5L	Data Structure Lab	2	Physical Education	1	
				Health & Wellness	1	
II	CA-C6T	Computer Architecture	3	OE2: Open Elective	3	26
	CA-C7T	Object Oriented Programming using Java	3	Language L1	3	
	CA-C8T	Database Management System	3	Language L2	3	
	CA-C9L	Java Lab	2	Environmental studies	2	
	CA-C10L	Database Management System Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
III	CA-C11T	Operating Systems	3	OE3: Open Elective	3	26
	CA-C12T	Computer Networks	3	Language L1	3	
	CA-C13T	Python Programming	3	Language L2	3	
	CA-C14L	Computer Networks Lab	2	SEC II : Computer Assembly and Repair	2	
	CA-C15L	Python Programming Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	
IV	CA-C16T	Software Engineering	3	OE4: Open Elective	3	26
	CA-C17T	Design and Analysis of Algorithm	3	Language L1	3	
	CA-C18T	Internet Technologies	3	Language L2	3	
	CA-C19L	Design and Analysis of Algorithm Lab	2	The Constitution of India	2	
	CA-C20L	Internet Technologies Lab	2	Physical Education	1	
				NCC/NSS/CL/R&R	1	

Semester	Course Code	Title of the Paper	Credits	Languages, Skill Enhancement (SEC), and Ability Enhancement Courses (AECC)	Credits	Total Credits
V	CA-C21T	Artificial Intelligence	4	CA-V1 Vocation Course I : Quantitative Techniques	3	
	CA-C22T	Data Analytics	4	CA-E1 Elective I : a. Data Mining b. Computer Graphics	3	25
	CA-C23T	Web Programming	4	SEC III : Cyber Crime, Cyber Law, and Intellectual Property Right	3	
	CA-C24L	Data Analytics Lab	2			
	CA-C25L	Web Programming Lab	2			
VI	CA-C26P	Project Work	4	CA-V2 Vocation Course II : Electronic Content Design	3	
	CA-C27T	Machine Learning	4	CA-E2 Elective II : a. Operations Research b. Software Testing	3	24
	CA-C28T	Mobile Application Development	4	Internship	2	
	CA-C29L	Machine Learning Lab	2			
	CA-C30L	Mobile Application Development Lab	2			

CA-C21T: ARTIFICIAL INTELLIGENCE

Total Teaching Hours: 60 No. of Hours / Week: 04

Course Outcomes:

CO 1. Understand the various characteristics of problem solving agents and apply problem solving through search for AI applications.
CO 2. Appreciate the concepts of knowledge representation using Propositional logic and Predicate calculus and apply them for inference/reasoning.
CO 3. Obtain insights about Planning and handling uncertainty through probabilistic reasoning and fuzzy systems.
CO 4. Understand basics of computer vision and Natural Language Processing and understand their relevance in AI applications.
CO 5. Obtain insights about machine learning, neural networks, deep learning networks and their significance.

UNIT I : [15 Hours]

Introduction to Al: What is AI? Intelligent Agents: Agents and environment, the concept of Rationality, the nature of the environment, the structure of agents; Problem-solving: Problem-solving agents; Uninformed search strategies: DFS, BFS; Informed Search: Best First Search, A* search, AO* search, Means End Analysis. Adversarial Search & Games: Two-player zero-sum games, Minimax Search, Alpha-Beta pruning.

UNIT - II [15 Hours]

Knowledge-based Agents, The Wumpus world as an example world, Logic, Propositional logic, First-order predicate logic, Propositional versus first-order inference, Unification and lifting, Forward chaining, Backward chaining, Resolution, Truth maintenance systems. Knowledge in Learning, What is learning? Types of Learning,: Rote Learning, Learning by Taking Advice, Learning in Problem Solving, Learning from Examples, Winston's Learning Program, Decision Trees.

UNIT - III [15 Hours]

Introduction to Planning: Blocks World problem, Strips; Handling Uncertainties: Non-monotonic reasoning, Probabilistic reasoning, Fuzzy logic; Robotics: Fundamentals of Robotics, Robot Kinematics; Computer Vision: Introduction to image processing and classification, object detection.

UNIT - IV [15 Hours]

Natural Language Processing: Introduction, Syntactic Processing, Semantic Analysis, Discourse and Pragmatic Processing; Expert Systems: Architecture and role of expert systems, two case studies of Expert Systems; Introduction to Machine learning: Supervised learning, unsupervised learning, reinforcement learning; Neural Networks: Introduction, basics of ANN, Deep Learning with basics of CNN, RNN, LSTM and their applications.

Text Book/References

1. Russell, S. and Norvig, P., "Artificial Intelligence - A Modern Approach", 3rd edition, Prentice Hall
2. Nilsson Nils J, "Artificial Intelligence: A new Synthesis, Morgan Kaufmann Publishers Inc. San Francisco, CA, ISBN: 978-1-55-860467-4.
3. Dan W Patterson, "Introduction to Artificial Intelligence & Expert Systems", PHI Learning 2010.

CA-C22T: DATA ANALYTICS

Total Teaching Hours: 60 No. of Hours / Week: 04

Course Description:
Almost every company and organization collect data about their operations to better understand how to make internal improvements, the collection of large quantities of data to discover behavior patterns and better understand their internal processes. Data analytics provide strong foundation for the learners to understand the underlying core concepts and emerging technologies in data analytics.

Learning outcomes:

- Explore the fundamental concepts of data analytics
- Recognize and conduct statistical inference to solve engineering problems.
- Appreciate the science of statistics and the scope of its potential applications
- Summarize and present data in meaningful ways
- Select the appropriate statistical analysis depending on the research question at hand
- Form testable hypotheses that can be evaluated using common statistical analyses

Effectively and clearly communicate results from analyses performed to others

UNIT: 1 Introduction to Data Analytics [15 hours]

Evolution of Data Analytics, Data Analytics Overview, Types of Data Analytics -Descriptive Analytics -Diagnostic Analytics -Predictive Analytics -Prescriptive Analytics, Importance and Benefits of Data Analytics. Different Applications of Analytics in Business, Text Analytics and Web Analytics, Skills for Business Analytics.

UNIT: 2 Probability and Statistical Methods [15 hours]

Sample Space, Types of Events, Measures of probability, conditional probability, Bayes' theorem, Random variable, Probability Distributions- Binomial, Poisson and Normal, Sampling Distributions, Estimation and Hypothesis Testing- t-test, Analysis of variance (ANOVA) and Chi-square test, Correlation Analysis-Simple Correlation coefficient, Interpretation, Scatter plot. Linear Regression-Simple and Multiple, Polynomial Regression, Logistic Regression- with one variable and with multiple variables, Logistic Regression vs. Linear Regression.

UNIT: 3 Data Visualization [15 hours]

Introduction to data visualization, Visualization foundations, Introduction to Power BI, Power BI – Advantages and Scalable Options, Power BI Architecture and Data Access, Visualization Techniques for Spatial Data, Geospatial Data, Time-Oriented Data, Multivariate Data, Trees, Graphs, and Networks, Text and Document Visualization, Power Query & M Language.

UNIT: 4 Case Study [15 hours]

Importance and types of case studies: case study of Amazon, Twitter, Netflix, Uber, COVID-19: for understanding business scenarios and how they applied the analytics to improve their decision making, cost reduction, logistics planning and other benefits.

Text Books:

1. Kumar, U.D. :Business Analytics – The Science of Data – Driven Decision Making, Wiley.
2. Dr Anil Maheshwari, Data Analytics Made Accessible, Publisher: Amazon.com Services LLC.
3. Johnson, R.A., Miller, I. and Freund, . :Probability and Statistics for Engineers, Pearson.

Reference Books:

1. Gert, H.N., Thorlund, L. and Thorlund, J :Business Analytics for Managers – Taking Business Intelligence Beyond Reporting, Wiley.
2. Data Analytics: Principles, Tools, and Practices: A Complete Guide for Advanced Data Analytics Using the Latest Trends, Tools, and Technologies by Dr. Gaurav Aroraa (Author), Chitra Lele (Author),
3. Dr. Munish Jindal (Author)
4. How to Find a Job in Data Analytics author Michael Dillon

CA-C23T: WEB PROGRAMMING

Total Teaching Hours: 60 No of Hours/ Week: 04

Course Objective

CO1: Understand the basics of Web Programming concepts
CO2: To build dynamic web pages with validation using JavaScript objects and by applying different event-handling mechanisms.
CO3: Analyze various PHP library functions that manipulate files and directories.
CO4: To develop modern interactive web applications using PHP and XML

UNIT – 1 [15 Hours]

Fundamentals of Web: Internet – World Wide Web - Web Browsers - Web Servers – URLs – MIME – Internet Security - The Web Programmers Toolbox. **Java Script and HTML Documents**: The JavaScript execution environment - The Document Object Model - Element access in JavaScript - Events and event handling - Handling events from the Body elements, Button elements, Text box and Password elements - The DOM 2 event model - The navigator object - DOM tree traversal and modification.

UNIT – II [15 Hours]

Dynamic Documents with JavaScript: Introduction to dynamic documents - Positioning elements - Moving elements - Element visibility - Changing colours and fonts - Dynamic content - Stacking elements - Locating the mouse cursor - Reacting to a mouse click - Slow movement of elements - Dragging and dropping elements. **XML**: Introduction – Syntax - Document structure - Document Type definitions - Namespaces - XML schemas - Displaying raw XML documents - Displaying XML documents with CSS - XSLT style sheets - XML Processors - Web services.

UNIT – III [15 Hours]

Introduction to PHP: The Structure of PHP-Using Comments -Basic Syntax -Variables Operators -Variable Assignment -Multiple-Line Commands -Variable Typing -Constants Predefined Constants -The Difference Between the echo and print Commands -Functions Variable Scope, Expressions and Control Flow in **PHP**: Operators -Operator Precedence - Associativity Relational Operators - **Conditionals**: The if Statement -The else Statement - The elseif Statement -The switch Statement - The ? Operator - **Looping**: while Loops - do...while Loops for Loops -Breaking Out of a Loop-The continue Statement.

UNIT – IV [15 Hours]

PHP Functions and Objects: PHP Functions - Defining a Function - Returning a Value Returning an Array - Do Not Pass Arguments by Reference - Returning Global Variables. **PHP Arrays**: Numerically Indexed Arrays - Associative Arrays - Assignment Using the array Keyword - The foreach...as Loop -Multidimensional Arrays - Using Array Functions-Date and Time Functions. **File Handling:** Checking Whether a File Exists - Creating a File - Reading from Files - Copying Files - Moving a File - Deleting a File - Updating Files - Locking Files for - Multiple Accesses Reading an Entire File - Uploading Files. Exception Handling, Cookies and connecting to database

TEXT BOOK

1. Robert W Sebesta, "Programming the World Wide Web", 4th Edition, Pearson Education, 2008.
2. Learning PHP, MySQL & JavaScript With jQuery, CSS & HTML5 by Robin Nixon, Published by O'Reilly 2015.

Reference Books

1. M.Deitel, P.J.Deitel, A.B.Goldberg, "Internet & World Wide Web How to program", 3rd Edition, Pearson Education / PHI, 2004.
2. Chris Bates, "Web Programming Building Internet Applications", 3rd Edition, Wiley India, 2006.
3. Xue Bai et al, "The Web Warrior Guide to Web Programming", Thomson, 2003.
4. PHP A Beginner's Guide by VikramVaswani, by The McGraw-Hill, 2009

CA-C24L: Data Analytics Lab

Part- A: Spreadsheet (Excel)

Data preprocessing, interpretation and analytical functions

Note: Download the sample data file from the open sources (Kaggle.com, etc.,) to apply & practice all these functions.

1. CONDITIONAL FORMATTING, IF, COUNTIF, SUMIF, AVERAGE, CONCAT
2. INDEX, MATCH, UNIQUE, IFS, COUNTIFS, SUMIFS, AVERAGEIFS
3. VLOOKUP, HLOOKUP, XLOOKUP, COUNT, COUNTA
4. LEFT, MID, RIGHT, LEN, SUBSTITUTE, SEARCH, ISNUMBER

5. TODAY, NOW, YEAR, MONTH, NETWORKDAYS, EOMONTH

6. OFFSET, CHOOSE, LET, MAX, SORT, SORTBY, RANK

7. FILTER, FRQUENCY, SEQUENCE, RANDARRAY, IFERROR

8. PIVOT TABLES, WHAT-IF ANALYSIS, DATA VALIDATION, SUBTOTALS WITH RANGES

9. Develop an interactive dashboard for the Financial Sample Excel workbook (https://learn.microsoft.com/en-us/power-bi/create-reports/sample-financial-download) or Sample-Superstore Excel data

Part- B: Data Analysis using Python

Note: Download the sample data file from the open sources (Kaggle.com, etc.,) or from prescribed study materials to apply & practice all these methods using Python.

1. Probability

a. Calculating the simple probabilities

b. Applications of Probability distributions to real life problems

2. Test of significance

a. T-Test: one sample, two independent samples and paired

b. ANOVA & Chi-Square Test

3. Correlation and Regression analysis

a. Scattered diagram, calculating of correlation coefficient

b. Linear regression: fitting, testing model adequacy and prediction (simple and multiple)

c. Fitting of logistic regression

Part- C: Power BI

1. Introduction to Power BI- Get Started with Power BI - Sign up for Power BI - Overview: Power BI data sources - Connect to a SaaS solution - Upload a local CSV file - Connect to Excel data that can be refreshed - Create a Report with Visualizations

2. Using visualizations - Create a new report - Create and arrange visualizations - Format a visualization - Use text, map, and gauge visualizations and save a report - Use a slicer to filter visualizations - Sort, copy, and paste visualizations

3. Modify and Print a Report - Rename and delete report pages - Add a filter to a page or report Set visualization interactions - Send a report to PowerPoint

4. Create a Dashboard - Create and manage dashboards - Pin a report tile to a dashboard - Pin a live report page to a dashboard - Pin a tile from another dashboard - Pin an Excel element to a dashboard - Add a tile to a dashboard

CA-C25L: WEB PROGRAMMING LAB

1. Create a form with the elements of Textboxes, Radio buttons, Checkboxes, and so on. Write JavaScript code to validate the format in email, and mobile number in 10 characters, If a textbox has been left empty, popup an alert indicating when email, mobile number and textbox has been left empty.

2. Develop an HTML Form, which accepts any Mathematical expression. Write JavaScript code to Evaluate the expression and Display the result.

3. Create a page with dynamic effects. Write the code to include layers and basic animation.

4. Write a JavaScript code to find the sum of N natural Numbers. (Use user-defined function)

5. Write a JavaScript code block using arrays and generate the current date in words, this should include the day, month and year.

6. Create a form for Student information. Write JavaScript code to find Total, Average, Result and Grade.

7. Create a form for Employee information. Write JavaScript code to find DA, HRA, PF, TAX, Gross pay, Deduction and Net pay.

8. Write a program in PHP to change background color based on day of the week using if else if statements and using arrays .

9. Write a simple program in PHP for i) generating Prime number ii) generate Fibonacci series.

10. Write a PHP program to remove duplicates from a sorted list.

11. Write a PHP Script to print the following pattern on the Screen:

*****

****

***

**

*

12. Write a simple program in PHP for Searching of data by different criteria

13. Write a function in PHP to generate captcha code

14. Write a Program to store and read image from Database.

15. Write a program in PHP to read and write file using form control.

16. Write a program in PHP to add, update and delete using student database.

17. Write a program in PHP to Validate Input

18. Write a program in PHP for setting and retrieving a cookie

19. Write a PHP program to Create a simple webpage of a college.

20. Write a program in PHP for exception handling for i) divide by zero ii) checking date format.

CA-V1: QUANTITATIVE TECHNIQUES

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT – I [12 Hours]

Numbers Property – Simplification – Divisibility – HCF and LCM – Decimal Fractions – Square roots and Cube Roots – Logarithms – Antilogarithms - Surds and indices - Permutation and Combination – Probability – Odd man out series - Number series - letter series – codes – Relationships – classification.

UNIT – II [12 Hours]

Time and work – Problems on Ages – Calendar – Clock – Pipes and Cistern – Time and Distance – Problems of Train – Boats and Streams. Area – Volume and surface Areas – Heights and Distances – Data Interpretation: Tabulation – Bar Graphs – Pie Charts – Line Graphs. Data Interpretation - Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data.

UNIT – III [12 Hours]

Simple Interest – Compound Interest – Stocks and Shares – True Discount – Banker's discount. Averages – Percentage – Profit and Loss - Ratio and Proposition – Partnership – Allegation and mixture – Chain rule. Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy Applied analogy; Verbal classification; Reasoning Logical Diagrams: Simple diagrammatic relationship, multi diagrammatic relationship; Venn diagram; Analytical Reasoning.

UNIT – IV [12 Hours]

Teaching: Nature, objectives, characteristics and basic requirements; Learner's characteristics; Factors affecting teaching; Methods of teaching; Teaching aids; Evaluation systems. Research Aptitude: Meaning, characteristics and types; Steps of research; Methods of research; Research Ethics; Paper, article, workshop, seminar, conference and symposium; Thesis writing: its characteristics and format. Reading Comprehension: A passage to be set with questions to be answered. Communication: Nature, characteristics, types, barriers and effective classroom communication.

Reference

1. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi, 2012
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest Mathematics (for all Competitive Examinations), Kiran Prakashan, 2012.
3.R.S. Aggarwal, Objective Arithmetic, S. Chand & Company, New Delhi, 2005.

4.Dr. Lal, Jain, Dr. K. C. Vashistha, "U.G.C.- NET/JRF/SET Teaching & Research Aptitude", Upkar Prakashan, 2010.

5."UGC NET/SLET: Teaching & Research Aptitude", Bright Publications, 2010.

CA-E1: DATA MINING

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT-I INTRODUCTION [12 Hours]

Basic Data Mining Tasks: [Some things on data warehousing , ETL Tools] Classification – Regression - Time Series Analysis- Prediction - Clustering – Summarization - Association Rules - Sequence Discovery.

Data Mining Versus Knowledge Discovery in Databases - The Development of Data Mining - Data Mining Issues - Data Mining Metrics - Social Implications of Data Mining - Data Mining from a Database Perspective.

Data Mining Techniques: Statistical Perspective on Data Mining - Similarity Measures - Decision Trees.

UNIT-II CLASSIFICATION [12 Hours]

Introduction - Statistical-Based Algorithms: Regression – Bayesian Classification. Distance-Based Algorithms: Simple Approach - K Nearest Neighbors. Decision Tree-Based Algorithms: ID3 – C4.5 - CART - Scalable DT techniques.

UNIT-III CLUSTERING [12 Hours]

Introduction - Similarity and Distance Measures – Outliers. Hierarchical Algorithms: Agglomerative Algorithms - Divisive Clustering. Partitional Algorithms: Minimum Spanning Tree - Squared Error Clustering Algorithm - K -Means Clustering - Nearest Neighbor Algorithm

UNIT-IV ASSOCIATION RULES [12 Hours]

Introduction – Large Itemsets – Basic Algorithms : Apriori Algorithm – Sampling algorithm – Partitioning. Parallel and Distributed algorithms (be specific): Data Parallelism – Task Parallelism. Comparing approaches – Incremental rules

Text Book:

1.Margaret H Dunham, “Data Mining Introductory and Advanced Topics”, Pearson Education, 2012

References:

1.Jiawei Han and Micheline Kamber, “Data Mining - Concepts and Techniques”, Third Edition, Elsevier, 2012

2.Pang-Ning Tan, Michael Steinbach, Vipin Kumar: Introduction to Data Mining, Addison Wesley, Second edition, 2018.

COMPUTER GRAPHICS

Total Teaching Hours: 48 No. of Hours / Week: 03

UNIT 1: Graphics Systems and Output Primitives [12 Hours]

Application of computer graphics; Graphic software; Video display devices- Raster scan and random scan displays; CRT functioning - Factors affecting CRT; Raster scan system; Color CRT monitors - Display processor with raster system; Raster co-ordinate system; Color mapping - Instruction set and raster system applications;
Line drawing methods-Direct, DDA and Bresenhams, line attributes, Circle drawing – Direct and midpoint circle drawing – ellipse drawing-Bresenhams ellipse algorithm-Area filling-scanline area filling and character attributes

UNIT 2: 2D-Transformation , Windowing and Clipping [12 Hours]

Geometric transformation; Translation; Rotation; Scaling; Reflection and shear matrix representations; Homogeneous co-ordinates - Composite transformation - Raster methods for geometric transformations;
Window and viewport; Clipping process - Point clipping, Line clipping, Text clipping, Line clipping techniques - Cohen Sutherland line clipping algorithm,
Midpoint subdivision algorithm; Area clipping - Sutherland and Hodgman polygon clipping algorithm, Window to view port transformation

UNIT 3: 3D Graphics [12 Hours]

3D-Coordinate system; 3D-Display techniques; parallel projections, Perspective projections, Orthogonal projections: 3D-Transformations; Translation, Scaling, Rotation, Reflection; polygon surfaces, polygon tables; Octrees; Hidden surface removal; Depth buffer and scan line method Introduction to segments, functions for segmenting, display file, segment attributes, display file compilation;

UNIT 4: Graphical Input Devices and Techniques [12 Hours]

Input Devices: Keyboard, Mouse, Joystick, Touch panels, Track ball, Light pen, Graphic tablets. Positioning techniques, Grid, Constraints, Dynamic manipulation, Gravity field, Rubber band, Dragging, Selection technique, Menu, Pointing and selection by naming. Tablet; Data glove; Digitizers; Voice systems.

Text Book:

1. Pearson, Donald Hearn & M. Pauline Baker Computer Graphics OpenGL (3rded.).. (2013) .
2. Steven Harrington, Computer Graphics, McGH ,
3. Newman &Sproull, Computer Graphics, McGH , Principles of Interactive.
4. Yeshwant P. Kanetkar, Graphics under C, BPB publication
5. Pearson,Edward Angel Interactive Computer Graphics A Top-Down Approach Using OpenGL(5th ed.)..(2013)
6. James D. Foley, Andries Van Dam, Steven K. Feiner& F Hughes John.(2013). Roger T. Stevens. Computer Graphics Principles & Practice in C (2nded.).Pearson, Graphics Programming in C. BPB Publications. (1993).

7. Advanced Graphics Programming Using OpenGL. Elsevier Publications Tom McReynolds, David Blythe. (2005.)..
8. Interactive Computer Graphics.Tata McGrawHill. William M. Newman & Robert F. Sproull.(1997).

SEC III: Cyber Crimes, Cyber Laws and Intellectual Property Rights

Program Outcomes

At the end of this course student will be able to:

- Understand cyber crimes, their nature, legal remedies and as to how report the crimes through available platforms and procedures.
- Recognize various privacy and security concerns on Social media and e-commerce platforms.
- Use basic tools and technologies to protect their devices.
- Understand digital environment and IPR issues

Cybercrime & laws

- Identify types of cyber crimes
- Prepare checklist for reporting cyber-crime at Cybercrime Police Station.
- Prepare checklist for reporting cyber-crime online.
- Identify phishing emails
- Analyze cybercrime cases and identify section applicable (as per IT Act)
- Discuss Data protection laws in India

Social Media and E-commerce Security

- Basic checklist, privacy and security settings for popular social media platforms.
- Reporting and redressal mechanism for violations and misuse of social media platforms.
- Configure security settings in Mobile Wallets and UPIs.
- Prepare checklist for secure net banking

Digital Devices Security, Tools and Technologies for Cyber Security

- Setting, configuring and managing three password policy in the computer (BIOS, Administrator and Standard User).
- Setting and configuring two factor authentication in the Mobile phone.
- Security patch management and updates in Computers and Mobiles.
- Managing Application permissions in Mobile phone. •

Installation and configuration of computer Anti-virus.

- Wi-Fi security management in computer and mobile.

IPR

- IPR issues in Cyber Space
- Identify liabilities in case of infringement of copyrights/trademarks/patents using Cases
- Procedure for registration of patents, copyrights, trademarks and GI
- Recognize Geographical Indicators and their significance
- Traditional knowledge and IPR

- Discuss Landmark judgements on trademark and domain names issues

References

1. Sunit Belapure and Nina Godbole, "Cyber Security: Understanding Cyber Crimes, Computer Forensics And Legal Perspectives", Wiley India Pvt Ltd, ISBN: 978-81-265-21791, Publish Date 2013
2. Dr. Surya Prakash Tripathi, Ritendra Goyal, Praveen Kumar Shukla, KLSI. "Introduction to information security and cyber laws". Dreamtech Pre ss. ISBN: 9789351194736, 2015
3. Duggal Pavan, Legal Framework on Electronic Commerce and Intellectual Property Rights in Cyberspace Hardcover – 2014

SIXTH SEMESTER

CA-C27T: Machine Learning

Total Teaching Hours: 60 No of Hours / Week: 04

Course Outcome

1. Learn the basics of machine learning, understanding its uses, challenges, and various applications.
2. Build practical data skills, covering data collection, analysis, visualization, and preparation.
3. Become skilled in using classification and regression algorithms, including selecting, training, and evaluating models.
4. Dive into advanced clustering and specialized applications, using methods like K-Means, DBSCAN, and others.

UNIT 1: Fundamentals of Machine Learning [12 hours]

Introduction to Machine Learning: What is Machine Learning? Why Use Machine Learning? , Types of Machine Learning Systems, Main Challenges of Machine Learning, Applications of Machine Learning. Why Python, scikit-learn, Essential Libraries and Tools.

UNIT 2: Data Preparation [12 hours]

Working with Real Data, look at the Big Picture, Get the Data, Discover and Visualize the Data to Gain Insights, Prepare the Data for Machine Learning Algorithms, Select and Train a Model.

UNIT 3: Supervised Learning [12 hours]

Classification and Regression, Some Sample Datasets, k-Nearest Neighbours, Linear Models, Naive Bayes Classifiers, Decision Trees.

UNIT 4: Unsupervised Learning [12 hours]

Clustering, K-Means, Limits of K-Means, using clustering for image segmentation, Using Clustering for Preprocessing, Using Clustering for Semi-Supervised Learning, DBSCAN, Other Clustering Algorithms.

Textbook:

1. Andreas . C. Müller and S. Guido, "Introduction to Machine Learning with Python," O'Reilly, 2017 (Unit-1)
2. Amanda . Casari and Alice . Zheng, "Feature Engineering for Machine Learning," O'Reilly Media, Inc., 2018, p. 218. (Unit-2)
3. A. Géron, "Hands-on Machine Learning with Scikit-Learn, Keras, and TensorFlow," O'Reilly Media, Inc., 2022.
4. Ian Goodfellow, Yoshua. Bengio, and Aaron. Courville, "Deep Learning," MIT Press, 2016. (Unit-4)

Reference Books

1. S. Rashka and V. Mirdzhalili, "Machine Learning and Deep Learning with Python, scikit-learn, and TensorFlow 2," Packt, Birmingham and Mumbai, 2020.
2. S. Shalev-Shwartz and S. Ben-David, "Understanding Machine Learning: From Theory to Algorithms," Cambridge University Press, 2014.

Online Machine Learning Tutorial

1. Kaggle: Kaggle offers interactive machine learning courses and competitions.
   URL: https://www.kaggle.com/learn
2. LinkedIn Learning (formerly Lynda.com):
   Offers a wide range of courses on machine learning and artificial intelligence.
   URL: https://www.linkedin.com/learning/machine-learning-with-python-foundations
3. Github https://github.com/amueller/introduction_to_ml_with_python/blob/master/01-introduction.ipynb)

CA-C28T: Mobile Application Development

Total Teaching Hours: 60 No. of Hours / Week: 04

Course Objective

This course examines the principles of mobile application design and covers the necessary concepts which are required to understand mobile based application and develop Android based application in particular. After completing the course the students can build varieties of real-time Apps using Android.

COURSE OUTCOMES:

CO1: Understand the basic concepts of Mobile application development
CO2: Design and develop user interfaces for the Android platforms
CO3: Apply Java programming concepts to Android application development and create an application using database

UNIT – I [15 Hours]

Introduction : Brief History of mobile technologies, Different mobile technologies
Key Mobile Application Services-Introducing Android, The Android Application Components, Exploring the Development Environment, -Obtaining the Required Tools-Launching Your First Android Application-Exploring the IDE-Debugging Your Application-Publishing Your Application
Using Activities - Fragments and Intents in Android : Working with activities, Using Intents, Fragments, Using the Intent Object to Invoke Built–in Application

UNIT –II [15 Hours]

Working with the User Interface Using views
Understanding the Components of a Screen-Adapting to Display Orientation-Managing Changes to Screen Orientation- Utilizing the Action Bar-Creating the User Interface Programmatically Listening for UI Notification
Using Basic Views-Using Picker Views -Using List Views to Display Long Lists-Understanding Specialized Fragments - Using Image Views to Display Pictures -Using Menus with Views Using WebView- Saving and Loading User Preferences-Persisting Data to Files-Creating and Using Databases.

UNIT – III [15 Hours]

Designing User interface Designing by declaration, creating the opening screen, using alternate resources, implementing an about box, applying a theme, adding a menu, adding settings, debugging with log messages, debugging with debugger

UNIT – IV [15 Hours]

Creating Your Own Content Providers -Using the Content Provider, SMS Messaging - Sending Email-Displaying Maps- Getting Location Data- Monitoring a Location
Putting SQL to work Introducing SQLite, In and Out of SQLite, Hello Database, Data Binding, using content provider, implementing content provider.
Reading/writing local data, Accessing the Internal File system, Accessing the SD card. Preparing app for publishing, Deploying APK files, uploading in Market , Consuming Web Services Using HTTP-Consuming JSON Services- Creating Your Own Services Binding Activities to Services -Understanding Threading

Text Books:
1..Wei-Meng Lee, Beginning android 4 application Development, John Wiley & sons, Inc, 2012.
2. Jerome DiMarzio, “Beginning Android Programming with Android Studio”, 4th Edition

Reference Books:
1.Grant Allen, Beginning Android 4, Apress,2012.
2.Pradeep Kothari, “Android Application Development (With Kitkat Support)”, Black Book 2014

Web Reference
https://developer.android.com/guide
https://flutter.dev/ http://ai2.appinventor.mit.edu
https://aws.amazon.com/mobile/mobile-application-development
https://www.tutorialspoint.com/android/android_advanced_tutorial.pdf

CA-C29L: Machine Learning Lab

Outcome:

1. Achieve proficiency in setting up Python, installing vital libraries, and configuring essential tools.
2. Demonstrate competence in data manipulation, dataset loading, and the creation of insightful visualizations.
3. Exhibit the ability to preprocess data, address missing values, perform categorical encoding, and implement fundamental machine learning algorithms.
4. Develop an understanding of clustering techniques, create cluster visualizations, and interpret decision tree splits.

List of Programs

1. Install and set up Python and essential libraries like NumPy and pandas.
2. Introduce scikit-learn as a machine learning library.
3. Install and set up scikit-learn and other necessary tools.
4. Write a program to Load and explore the dataset of .CVS and excel files using pandas.
5. Write a program to Visualize the dataset to gain insights using Matplotlib or Seaborn by plotting scatter plots, bar charts.
6. Write a program to Handle missing data, encode categorical variables, and perform feature scaling.
7. Write a program to implement a k-Nearest Neighbours (k-NN) classifier using scikit-learn and Train the classifier on the dataset and evaluate its performance.
8. Write a program to implement a linear regression model for regression tasks and Train the model on a dataset with continuous target variables.
9. Write a program to implement a decision tree classifier using scikit-learn and visualize the decision tree and understand its splits.
10. Write a program to Implement K-Means clustering and Visualize clusters.

Datasets Link:

1. Classification Problem: https://archive.ics.uci.edu/dataset/53/iris
2. Regression Problem: https://archive.ics.uci.edu/dataset/186/wine+quality
3. Clustering Problem: https://archive.ics.uci.edu/dataset/352/online+retail

CA-C30L: Mobile Application Development Lab

1 Creating “Hello world” Application.

2 Creating an application that displays message based on the screen orientation.

3 Create an application to develop Login window using UI controls.

4 Create an application to implement new activity using explicit intent, implicit intent and content provider.

5 Create an application that displays custom designed Opening Screen.

6 Create an UI with all views.

8 Create menu in Application

9 Read/ write the Local data.

10 Create / Read / Write data with database (SQLite).

11 Create an application to send SMS and receive SMS

12 Create an application to send an e-mail.

13 Display Map based on the Current/given location.

14 Create a sample application with login module(check user name and password) On successful login change Textview "Login Successful". On login fail alert using Toast "login fail"

15 Learn to deploy Android applications.

CA-V2: Electronic Content Design

Total Teaching Hours: 48 No. of Hours / Week: 03

Course Description:
This course explores the principles and practices of designing electronic content for various digital platforms. Students will learn to create engaging and effective digital content, including websites, multimedia presentations, and social media graphics.

Course Outcome:

- To deliver the content via various media such as radio, television, computer etc.
- To increase students' concentration on particular subject matter in depth learning
- To feel emotionally good with joyful learning and active learning involvement of students during the content delivery
- To reuse many time the content to various group of same class without hesitate and unchanging.
- To handle easy to the facilitators during the content delivery.
- To modify the content with present time needs.

UNIT I: [12 Hours]

Introduction to E-learning- Definition, history, benefits and drawbacks of online learning, best practices of online learning, future of e learning. Overview of LMS. Technologies used in e -learning, Online course, tools to create an online course, need of the millennial learners, 21st century skills and E-learning trends.

UNIT 2: [12 Hours]

E-content. Designing and Development of E-content. Standards of E-content. Learning Objects and Re-usability of E-content. Phases of e-content development, various instructional models-ADDIE and ASSURE instructional model. An overview of Content Authoring Tools.

UNIT 3: [12 Hours]

Principles of Visual Design- Visual hierarchy, typography, and colour theory, User Experience (UX) Design-UX principles, wireframing, and prototyping, Graphic Design for Digital Media-Image editing, resolution, and file formats.

UNIT 4: [12 Hours]

HTML and CSS basics, designing for different screen sizes and devices, Multimedia Content Creation- Creating multimedia elements (images, audio, video), Social media platforms and content planning, Develop a social media content calendar, Content Management Systems (CMS),introduction to CMS platforms (e.g., WordPress), search Engine Optimization (SEO), SEO basics and best practices, Copyright and Ethics in Digital Content, Copyright laws, fair use, and ethical considerations, Content Evaluation and Feedback, Usability testing and feedback collection

Books and References

1 Diane Elkins et al , E-Learning Fundamentals: A PRACTICAL GUIDE, . (2015).
ISBN: 9781562869472, Pages: 176.

CA-E2-Elective II: OPERATION RESEARCH

Total Teaching Hours: 48 No of Hours / Week: 03

Course Outcomes:

- Formulation of optimization model and applying appropriate optimization techniques for decision making.
- Solve linear programming problems using appropriate optimization techniques.
- Finding the optimal strategy for Minimization of Cost of shipping of products from source to Destination.
- Optimizing the allocation of resources to Demand points in the best possible way.

UNIT - I : Introduction to OR and Linear Programming [12 Hours]

Introduction to OR: Origin of Operation Research, Historical Standpoint, Methodology, Different Phases, Characteristics, Scope and Application of Operation Research.

Linear Programming: Linear Programming Problem Formulation –Graphical solution – Simplex method –Artificial variables technique -Big-M method.

UNIT - II Transportation and Assignment Problems [12 Hours]

Transportation Problem: definition, Linear form, Solution methods: North west corner method, least cost method, Vogel's approximation method. Unbalanced problems and Degeneracy in transportation, Modified Distribution method.

Assignment Problem : Formulation, Solutions to assignment problems by Hungarian method, unbalanced, Maximization assignment problems.

UNIT - III Sequencing and Game Theory [12 Hours]

Sequencing: Basic assumptions, sequencing- n jobs through two machines model – n jobs through three machines model.

Game Theory: Definition, Pure Strategy problems, Saddle point, Max-Min and Min-Max criteria, Principle of Dominance, Solution of games with Saddle point. Mixed Strategy problems. Solution of 2X2 games by Arithmetic method, Solution of 2Xn m and mX2 games by graphical method.

UNIT - IV Network Problems and Project Management- [12 Hours]

Network Problems: Shortest Path problem, Minimum spanning tree problem.

Project Management: Introduction, Construction of networks, Fulkerson's rule for numbering the nodes, Critical path method to find the expected completion time of a project, determination of floats in networks, PERT networks, determining the probability of completing a project, predicting the completion time of a project.

Text Books:

1. Operations Research, An Introduction, Seventh Edition, Hamdy A. Taha, PHI Private Limited, 2006.
2. Introductory Operations Research , S C Sharma, Discovery Publishing House DPH, 2018

References :

1. Operations Research, Theory and Applications, Sixth Edition, J K Sharma, Trinity Press, Laxmi Publications Pvt. Ltd. 2016.
2. Operations Research, Paneerselvan, PHI

CA-E2: SOFTWARE TESTING

Total Teaching Hours: 48 No. of Hours/Week: 03

Course Outcomes:

This course will enable students to

- Differentiate the various testing techniques
- Derive Test Cases for any given problem.
- Classify the problem into suitable testing models.
- Apply a wide-variety of testing techniques in an effective and efficient manner.
- Explain the need for planning and monitoring a process

UNIT-I [12 Hours]

Introduction: Basic definitions, A testing life cycle, Test Cases, Fundamental approaches to apply Test Cases, Levels of Testing, Examples: The NextDate function, Triangle problem and The Commission Problem and The SATM (Simple Automatic Teller Machine) problem. Boundary Value Testing: Generalizing Boundary Value Analysis, Limitations of Boundary Value Analysis, Robustness Testing, Worst-Case Testing, Special Value Testing, Test cases for the Triangle problem, Test cases for the NextDate function, Test cases for the Commission Problem, Random Testing and Guidelines for Boundary Value Testing.

UNIT-II [12 Hours]

Equivalence Class Testing: Equivalence Classes, Weak Normal Vs Strong Normal Equivalence Class Testing, Weak Robust Vs Strong Robust Equivalence Class Testing, Equivalence Class Test Cases for the Triangle Problem, Equivalence Class Test Cases for the Next Date Function and Equivalence Class Test Cases for the Commission Problem, Guidelines for Equivalence Class Testing. Decision Table Based Testing: Decision tables, Test cases for the triangle problem, Test cases for the Next Date function, Test cases for the commission problem, Guidelines and observations. Data flow Testing: Definition Use Testing, Example- The Commission Problem, Slice-Based Testing, Guidelines and Observations.

UNIT-III [12 Hours]

Levels of Testing: The SATM System, Structural and Behavioural Insights. Integration Testing: A Closer Look at the SATM System, Decomposition-Based Integration, Top-Down Vs Bottom-Up Integration, Sandwich Integration, Call Graph-Based Integration, Pair wise Integration, Neighborhood Integration, Path-Based Integration. System Testing: Threads, Basic concepts for requirements specification, Finding threads, Structural strategies and functional strategies for thread testing, Interaction Testing: A Taxonomy of Interactions, Static Interaction in a Single Processor, Static Interaction in Multiple Processors, Dynamic Interaction in a Single Processor, Dynamic Interaction in Multiple Processors, Client-Server Testing.

UNIT-IV [12 Hours]

Object Oriented Testing: Issues in Object Oriented Testing, Implication of Composition and Encapsulation, Implications of Inheritance, Implications of Polymorphism, GUI-Testing, Object-Oriented Integration Testing. Exploratory Testing: The context-driven school, Exploring exploratory testing, Exploring a familiar example, Exploratory and context-driven testing observations. Model-Based Testing: Testing based on models, Appropriate models, Use case-based testing, Commercial tool support for model-based testing. Test-Driven Development: Test-then-code cycles, Automated test execution, Java and JUnit example, Remaining questions, Pros, cons, and open questions of TDD, Retrospective on MDD versus TDD, Software Testing Excellence: Craftsmanship, Best practice of software testing, Top 10 best practices for software testing excellence.

Text Book

1. Paul C. Jorgensen: Software Testing, A Craftsman's Approach, 3rd Edition, 2013.

Reference Books

1. Mauro Pezze, Michal Young: Software Testing and Analysis – Process, Principles and Techniques, 1st edition, John Wiley & Sons, 2011.
2. Brian Marrick: The Craft of Software Testing, 1st edition, Pearson, 2012.
3. Srinivasan Desikan, Gopalaswamy Ramesh: Software testing Principles and Practices, 1st Edition, Pearson, 2012.
4. Aditya P Mathur: Foundations of Software Testing, Pearson, 2008.

SYLLABUS PERTAINING TO MBA DEGREE OF BANGALORE UNIVERSITY

Revised MBA (Day & Evening) Syllabus for the Academic Year 2021-2022

CANARA BANK SCHOOL OF MANAGEMENT STUDIES

BANGALORE UNIVERSITY

Dear all,

Dr Y Nagaraju, Professor, and I thank all the Director/Heads of affiliated MBA Institutions who supported us in this endeavour of upgrading the MBA Syllabus.

Our special thanks to:

Dr. Sridar Murthy, President, NSB and team

Dr Kiran Reddy, CEO, AIMS,

Dr Nagendra, Director, BIMS,

Dr K Y Reddy, PIMS,

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Dr. Cynthia Menezes,

Director, Canara Bank School of Management Studies, Bangalore University,

Dean, Faculty of Commerce and Chairperson, Board of Studies of MBA

COURSE MATRIX

Course Matrix of I Semester MBA (DAY)

Paper Code	Subject	Credit	Contact Hours	I.A.	U.E.	Total Marks
1.1	Economics for Managers	4	60	30	70	100
1.2	Organizational Behaviour	4	60	30	70	100
1.3	Accounting forManagers	4	60	30	70	100
1.4	Statistics forManagement	4	60	30	70	100
1.5	Marketing for Customer Value	4	60	30	70	100
1.6	Legal Aspects and Intellectual Property Rights	4	60	30	70	100
1.7	Managerial Skills-1	2	30	30	70	100
	Total	26	390	210	490	700

Course Matrix of II Semester MBA (DAY)

Paper Code	Subject	Credit	Contact Hours	I.A	U.E	Total Marks
2.1	Technology for Management	4	60	30	70	100
2.2	Management Research Methods	4	60	30	70	100
2.3	Entrepreneurship & Ethics	4	60	30	70	100
2.4	Human CapitalManagement	4	60	30	70	100
2.5	Financial Management	4	60	30	70	100
2.6	Quantitative Techniques and Operation Research	4	60	30	70	100
2.7	Managerial Skills-2	2	30	30	70	100
Total		26	390	210	490	700

Course Matrix of I Semester MBA (Evening)

Paper Code	Subject	Credit	Contact Hours	I.A.	U.E.	Total Marks
1.1	Economics for Managers	4	60	30	70	100
1.2	Organizational Behaviour	4	60	30	70	100
1.3	Accounting forManagers	4	60	30	70	100
1.4	Statistics forManagement	4	60	30	70	100
1.5	Marketing for Customer Value	4	60	30	70	100
1.6	Legal Aspects and Intellectual Property Rights	4	60	30	70	100
				180	420	600
1.7	Project Work- I	2	-	-	-	100
	Total	26				700

Course Matrix of II Semester MBA (Evening)

Paper Code	Subject	Credit	Contact Hours	I.A	U.E	Total Marks
2.1	Technology for Management	4	60	30	70	100
2.2	Management Research Methods	4	60	30	70	100
2.3	Entrepreneurship & Ethics	4	60	30	70	100
2.4	Human CapitalManagement	4	60	30	70	100
2.5	Financial Management	4	60	30	70	100
2.6	Quantitative Techniques and Operation Research	4	60	30	70	100
				180	420	600
2.7	Project Work-11	2				100
Total		26				700

MBA COURSE MATRIX-YEAR 2

III SEMESTER	IV SEMESTER
CORE COURSES	
3.1. Strategic Management and Corporate Governance	4.1. International Business
3.2. Project and Operations Management	

III SEMESTER	IV SEMESTER
3.3 FINANCE	**4.2 FINANCE**
3.3.1 Business Valuation and Value Based Management	4.2.1 Financial Techniques for Strategic Decision-making
3.3.2 Indian Financial Systems	4.2.2 International Financial Management
3.3.3. Investment Analysis and Management	4.2.3 Risk Management and Derivatives
3.3.4. Business Analytics using Excel	4.2.4 Data Analysis and Visualization using Tableau
3.4 MARKETING	**4.3 MARKETING**
3.4.1 Retailing Management and Services	4.3.1 Strategic Brand Management
3.4.2 Consumer Behaviour	4.3.2 Marketing Research and Metrics
3.4.3 Rural and AgriculturalMarketing	4.3.3 Digital Marketing
3.4.4. Business Analytics using Excel	4.3.4 Data Analysis and Visualization using Tableau
3.5 HUMAN RESOURCES	**4.4 HUMAN RESOURCES**
3.5.1 Learning And Development	4.4.1 Strategic HRM
3.5.2 Team Dynamics at work	4.4.2 International HRM
3.5.3 Performance Management Systems	4.4.3 Talent and Knowledge Management
3.5.4 Business Analytics using Excel	4.4.4 Data Analysis and Visualization using Tableau
3.6 HEALTHCARE MANAGEMENT	**4.5 HEALTHCARE MANAGEMENT**
3.6.1 Perspectives On Health CareSector	4.5.1 Basic Management Aspects of Health Care
3.6.2 Management Of Public HealthSystems	4.5.2 Strategic Management in Health Care Settings

3.6.3 Health Economics	4.5.3 Management of Hospital Services
3.6.4. Business Analytics using Excel	4.5.4 Data Analysis and Visualization using Tableau
3.7 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)	**4.6 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)**
3.7.1 Strategic Credit Management In Banks	4.6.1 Banking Technology and Management
3.7.2 Insurance Planning &Management	4.6.2 International Financial Management
3.7.3 Indian Financial System	4.6.3 Risk Management for Banks and Insurance Companies
3.7.4. Business Analytics using Excel	4.6.4 Data Analysis and Visualization using Tableau
3.8 STARTUPS AND SMES MANAGEMENT	**4.7 STARTUPS AND SMES MANAGEMENT**
3.8.1 Perspectives On Start-ups And SME	4.7.1 Technology and Innovation
3.8.2 Basic Management Aspects Of Small Business	4.7.2 Internationalization of SMEs
3.8.3 Establishment Of SMEs	4.7.3 Management of Start-ups
3.8.4. Business Analytics using Excel	4.7.4 Data Analysis and Visualization using Tableau
3.9 BUSINESS ANALYTICS	**4.8 BUSINESS ANALYTICS**
3.9.1 Data Science Using R And Python	4.8.1 Data Visualisation
3.9.2 Advanced Statistical Methods For Business Decision Making	4.8.2 Business Forecasting
3.9.3 Analytics For Decision Making	4.8.3 Data Warehousing and Data Mining
3.9.4. Business Analytics using Excel	4.8.4 Data Analysis and Visualization using Tableau
3.10 LOGISTICS AND SUPPLY CHAIN MANAGEMENT	**4.9 LOGISTICS AND SUPPLY CHAIN MANAGEMENT**
3.10.1 Inventory Management	4.9.1 Supply Chain Planning and Strategies
3.10.2 Supply Chain Management	4.9.2 Global Procurement and Sourcing
3.10.3 Logistics Management Systems and Practices	4.9.3 Vendor Management
3.10.4. Business Analytics using Excel	4.9.4 Data Analysis and Visualization using Tableau

Name of the Program: Master of Business Administration

Course Code:1.1

Name of the Course: Economics for Managers

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Learning Objectives:

1. To introduce the concepts of Scarcity and Efficiency.
2. To explain principles of micro-economics relevant to managing an organization.
3. To describe principles of macroeconomics to understand the economic environment of business.
4. To learn the basic Micro and Macroeconomic concepts.
5. To have an understanding of Demand, Production, Cost, Profit and Market competitions
   with reference to a firm and industry.

Course Outcomes: On successful completion of the course, the students will be able to;

1. Understand the application of Economic Principles in Management decision making.
2. Learn the micro economic concepts and apply them for effective functioning of a Firm andIndustry.
3. Understand, assess and forecast Demand.
4. Apply the concepts of production and cost for optimization of production.
5. Design Competitive strategies like pricing, product differentiation etc. and marketingaccording to the market structure.

Module 1: Introduction 8 HOURS

Introduction to Managerial Economics, Economic Systems, Principles of managerial economics, Integration with other managerial decision-making process, Tools and analysis for optimization, Roleof Government and private sector, Competition Vs Cooperation. Relationship with other management subjects. Production Possibility Frontiers (PPF) – Productive efficiency Vs economic efficiency – economic growth & stability – Microeconomies and Macroeconomies – the role of markets and government – Positive Vs Negative externalities.

Module 2: Demand and Supply Analysis 10 HOURS

Definition of demand, Law of demand and its determinants and exceptions, elasticity of demandand supply, movement along the demand curve and shift in demand curve, Demand and supply relationship. Definition of supply, Law of supply, Movement along the supply curve and shift in supply curve. Relationship of Revenue and elasticity of demand, Methods of Demand forecastingand its use in demand. Interpretation of Quantitative and Qualitative demand techniques- model specification using regression and OLS.

Module 3: Consumer and Producer Behavior 12 HOURS

Introduction to Consumer behavior, Utility, Cardinal approach, Ordinal approach, Consumer's equilibrium using Indifference curve analysis and Consumer surplus, Application of Indifference curve analyses Market, Production – Short-run and long-run Production Function – Returns to scale – economies Vs diseconomies of scale, ISO-Quants & ISO-Cost line, – Analysis of cost – Short-run and long-run cost function – Relation between Production and cost function, Break Even Analysis – Meaning, Assumptions, Determination of BEA, Limitations, Uses of BEA in Managerial decisions (with simple Problems).

Module 4 Market Structure and Pricing Practices: 12 HOURS

Different Market structure, features, determination of price under perfect competition and equilibrium in the short run and the long run, Monopoly - features, equilibrium condition, Price discrimination. Monopolistic Competition: Features, Pricing Under monopolistic competition Oligopoly: Features, Kinked demand

Curve, Cartels, Price leadership., Game theory-types, static and dynamic games Pricing Approaches: Full cost pricing, Product line pricing, Pricing Strategies: Price Skimming,Penetration Pricing, Loss leader pricing, Peak Load pricing.

Module 5: Business Environment and Economy Performance 10 HOURS

Nature, Scope, Structure of Indian Business Environment – Internal and External Environment. Political and Legal Environment, Economic Environment, Socio – Cultural Environment, Global Environment, Macro-economic aggregates – circular flow of macroeconomic activity – National income determination– Aggregate demand and supply – Macroeconomic equilibrium – Componentsof aggregate demand and national income – multiplier effect.

Module 6: Industrial Policies 8 HOURS

Industrial Policies of India, New Industrial Policy 1991; Private Sector- Growth, Problems andProspects, SMEs –Significance in Indian economy-problems and prospects. Fiscal policy and Monetary Policy. Foreign Trade: Trends in India's Foreign Trade, Impact of WTO on India's Foreign Trade.

Skill Development Activities:

1. Assessment of Demand Elasticity – Price, Income, Cross, Advertising.
2. Demand Forecasting: Application of qualitative and quantitative methods of demand forecasting to various sectors (Automobile, Service, Pharmaceutical, Information Technology, FMCG, Hospitality etc.) in India.
3. Preparing a Project proposal for a Business Venture.

SUGGESTED READINGS:

1. Paul A. Samuelson, William D. Nordhaus, Sudip Chaudhuri and Anindya Sen, (2019), Economics, 20th ed, Tata McGraw Hill, New Delhi.
2. Ritika Sinha : Managerial Economics, SBPD Publishing House
3. Richard Lipsey and Alec Charystal, (2015), Economics, 13th edition, Oxford, University Press, New Delhi.

4. Samuelson, W. F., Marks, S. G., & Zagorsky, J. L. (2021). Managerial economics.
John Wiley & Sons.

References:

1. H. Craig Petersen, W. Cris Lewis, Sudhir K. Jain, (2019), Managerial Economics, 8th Edition, Pearson Education
2. Dominick, S., Siddhartha K. Rastogi (2018) Managerial Economics, Eighth Edition,
Oxford University Press.

Name of the Program: Master of Business Administration

Course Code: 1.2

Name of the Course: Organizational Behaviour

Course Credits	No. of Hours per Week	Total No. Of Teaching Hours
4 Credits	4 Hrs.	60 Hrs

Course Learning Objectives:

1. To understand the nature of organization and interaction between individuals and the organization.
2. To acquire the knowledge, skills and behaviors to work in different teams and situation towork in global environment

Course Outcomes: On successful completion of the course, the students will be able to;

1. Demonstrate understanding and application of Concepts and principles of Organizational behavior, perception and personality.
2. Improving practical experience in the field of Management and Organization Behaviour
3. Develop skills and ability to work in groups to achieve organizational goals.
4. Develop a greater understanding about Behavioral aspects to analyze the conceptsrelated to individual behavior, attitude, and personality.
5. Design motivational techniques for job design, employee involvement, incentives,rewards & recognition.

Module 1: Nature and Principles of Management 8 HOURS

Evolution of management, Indian contributions to Management practices roles and skills of managers, Foundations of OB, OB models, reasons and benefits of studying OB, OB is an Inter-disciplinary subject, challenges and opportunities of OB.

Module 2: Personality 10 HOURS

Shaping of personality, types of personalities, determinants of personality, personality and workperception, process of perception and managing the perception process, perception influencing decision making and ethical issues in decision making from an individual and Organization perspective. Learning, explicit and implicit knowledge, principles of learning, learning process and theories of learning, Organizational reward system. Attitudes, changing and work-related attitudes, components and types of attitudes, values and Human dignity

Module 3: Motivation Theories 12 HOURS

Motivation across cultures, managerial issues and motivational challenges, Motivation in work settings, employee Involvement, Organizations are social system Stress management, work stress model, stress and performance Group and team dynamics, group development, group decision making, types of teams, team vs groups, team issues and effective teamwork. Leadership and management, Theories of leadership, leadership styles and their implications, power and politics,ethics of power and politics.

Module 4: Communication and Conflict 8 HOURS

Organization communication, methods and tools used in communication, informal communications, changing views of conflict, the process of conflict, conflict resolution, effects of conflicts in organization, Transactional analysis, Johari window.

Module 5: Organizational Structure and Types 12 HOURS

Organization structure, organizational design and organizations for future Organizational culture creating and sustaining a positive culture, effects of culture, types of culture in the organization

changing culture.

Module 6: Organizational Development 10 HOURS

Types of change, forces for change in organizations, resistance to change, Organizational development, human resource policies and methods of OD.

Skill Development Activities:

- Students will be divided into groups to identify, analyze, and develop a plan for resolvinga key problem that an organization is facing and to analyze and apply OB concepts in a real organization.
- Identifying any five job profiles and listing out the various types of abilities required forthose jobs and also the personality traits required for the jobs.
- Based on learning concept of perception, conduct a role play in an organization to findout the impact of perceptual errors on perceptual interpretation.
- Develop few questions, interact with people in the organization to observe their personality and reaction

Suggested Readings:

1. Fred Luthans, “Organizational Behaviour”, (2019)12th Edition, McGraw Hill International Edition

2. Stephen P. Robbins, “Organizational Behaviour, (2018) , 8th Edition, Prentice Hall
3. Buchanan, D. A., & Huczynski, A. A. (2019). Organizational behaviour. Pearson UK.

References

1. Aswathappa K, (2017), Organizational Behaviour (Text, Cases and Games). 12th Edition, Himalaya Publication House.

Name of the Program: Master of Business Administration

Course Code:1.3

Name of the Course: Accounting for Managers

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4Hrs	60 Hrs

Course Objectives:

1. To introduce students to Accounting Process, Accounting Standards and modern accounting softwareand IFRS.
2. To orient the students about Financial Statements, its analysis and interpretation for decision making.
3. To provide skills for eliciting information and making decisions.
4. To give knowledge on the latest trends and developments in the field of accounting.

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

1. Demonstrate theoretical knowledge and its application in real time accounting.
2. Capable of preparing financial statement of companies.
3. Independently undertake financial statement analysis and take decisions.
4. Comprehend emerging trends in accounting and computerization of accounting systems.

Course Contents:

Module One: Conceptual Basis for Accounting 10 HOURS

Introduction, Meaning and definition, understanding forms of Business Organizations, Framework and process of Accounting (Journalizing business transactions, posting into ledger accounts and preparationof Trial Balance), objectives and purpose of accounting information, users of Accounting information, Branches of Accounting, Basic terminology, Fraud and Ethical Issues in accounting.

Module Two: Orientation to Financial Statement 10 HOURS

Financial Statements of Companies: Income statement, Balance sheet, Statement of Changes in Equity,Cash Flow Statement and Notes to accounts – Terms and Jargons

in financial statements, accounting concepts and conventions. Orientation to Indian Accounting Standards.

Module Three: Analyzing and Interpreting Financial Statements 12 HOURS

Objectives of financial statements analysis, sources of information, standards of comparison, Quality of earnings, window dressing, Beating window dressing, Presentation of Financial Statements for analysis and interpretation. Analyzing financial statements - Ratio Analysis, Du-Pont Model, Altman's Z score, Modified C Score, Piotroski's F Score; Trend Analysis, Comparative Statements, Common Size Statements; Reading Cash Flow Statement.

Module Four: Orientation to Cost Accounting 8 HOURS

Meaning of Costs, Classification of Costs on the basis on elements, functions and behaviour. Costascertainment – preparation of Cost Sheet.

Module Five: Managerial Decision-making 12 HOURS

Cost Management – Techniques for controlling and reducing cost – Marginal Costing and CVP Analysis,Decision areas – Make or Buy, Profitable Product Mix and Addition of a New product line Budgetary Control – Preparation of Flexible budgets and reporting of variances.

Module Six: Trends and Developments in Accounting 8 HOURS

Orientation to Accounting Packages. Cloud Accounting, Responsibility Accounting, ForensicAccounting, Human Resource Accounting, Corporate Social Reporting (Triple Bottom Line),Environmental Accounting.

Skill Development Activities:

- Preparation of Financial Statements using quarterly / yearly transactions of a small businessenterprise
- Listing the contents of Annual Reports of at least 10 companies
- Analyzing performance of a company based on its annual report, using DU PONT Model, Altman's ZScore and Piotroski's F Score.
- Eliciting information from annual report and presenting it for facilitating decision making Hands-on practice on any accounting software.

Suggested Readings:

1. Narayanaswamy R (2019), Financial Accounting – A Managerial Perspective, Eight Edition, PHI Learning Pvt. Ltd. Publication.
2. Jain and Khan (2020), Management Accounting- Text, Problems and Cases, Sixth Edition, Tata McGraw Hill Publication.
3. S.N Maheswari & S.K Maheswari, (2018), Corporate Accounting, Sixth Edition, Vikas Publishing House Pvt. Limited.

References:

1. Prasanna Chandra (2017), Finance Sense- Finance for Non- finance Executives, Sixth edition, Tata McGraw Hill Publication.
2. Anthony Robert and S Recce James (2019), Accounting Principle, Sixth Edition, A.I.T.B.S Publication.

Name of the Program: Master of Business Administration

Course Code:1.4

Name of the Course: Statistics for Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits: 4	Hours: 4	60 Hrs

Course Learning Objectives:

1. To elevate students' awareness of data in everyday life and prepare them for a career intoday's age of information
2. To have a proper understanding of Statistical applications in Management.
3. To develop statistical literacy skills in students in order to comprehend and practice statistical ideas at many different levels
4. To learn some common and simple concepts of applied statistics which will be useful tothem while analyzing data sets obtained from different scientific experiments.
5. To promote the practice of the scientific method in our students: the ability to identify questions, collect evidence (data), discover and apply tools to interpret the data, and communicate and exchange results.
6. To provide students with the foundations of probabilistic and statistical analysis mostlyused in varied applications.

Course Outcomes: On successful completion of the course, the students will be able to:

1. Acquire knowledge of statistics and its scope and importance in various areas.
2. Achieve statistical literacy and will be able to find ways to move beyond the-what ofstatistics to the how and why of statistics.
3. Describe and discuss the key terminology, concepts tools and techniques used in businessstatistical analysis.
4. Critically evaluate the underlying assumptions of analysis tools.
5. Identify the type of statistical situation to which different distributions can be applied.
6. Demonstrate understanding of the concepts of time series and its applications in differentareas.

COURSE CONTENTS

MODULE 1- Introduction to Statistics 10 HOURS

Statistical Data: Primary and Secondary data – Sources of Data – Classification of data - Frequency Distribution – Diagrammatic and Graphic Representation of Data – Graphs – Advantages and Limitations of Diagrams and Graphs - Tabulation: Types of Tables- Construction of one way and two way tables. Measures of central tendency: Mean, Median and Mode and their implications, Measures of Dispersion: Range, Mean deviation, Standard deviation, Coefficient of Variation, Skewness, Kurtosis

MODULE 2: Correlation & Time Series 12 HOURS

Correlation Analysis: Positive and Negative Correlation, Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation, Concept of Multiple and Partial Correlation. Regression Analysis: Concept, Least Square fit of a Linear Regression, Two lines of Regression, and properties of Regression coefficients. Time series analysis: Concept, Additive and Multiplicative models, Components of time series. Trend analysis: Least Square method, Linear and Non- Linear equations, Exponential shooting method, Applications in business decision-making. Index Numbers: Meaning, Types of index numbers, Uses of index numbers,Construction of Price, Quantity and Volume indices, Fixed base and Chain base methods

MODULE 3 – Probability and Probability Distribution 10 HOURS

Probability: Concept of probability and its uses in business decision-making; Addition and multiplication theorems; Bayes' Theorem and its applications. Probability Theoretical Distributions: Concept and application of Binomial; Poisson and Normal distributions

MODULE 4 - Sampling Distribution and Estimation 8 HOURS

Introduction to sampling distributions, Sampling distribution of mean and proportion, Sampling techniques. Estimation: Point and Interval estimates for population parameters of large sample and small samples, determining the sample size.

MODULE 5 - Testing of Hypothesis 12 HOURS

Hypothesis testing: one sample and two sample tests for means and proportions of large samples (z-test), one sample and two sample tests for means of small samples (t-test), F- test for two sample standard deviations. ANOVA one and two way – Design of

experiments. Chi-square test for single sample standard deviation, Chi-square tests for independence ofattributes and goodness of fit, Rank sum test, Kolmogorov-Smirnov, Mann – Whitney U test and Kruskal Wallis test

MODULE 6 Decision Theory 8 HOURS

Decision Theory – Decision under certainty, Decision making under risk (EMV criteria) and Decision making under uncertainty. Decision Tree – Concept – Construction of Decision Tree and Analysis.

Skill Development Activities:

- Collect primary data by constructing a questionnaire
- Analyze the trend on sales of an automobile industry for past 10 years.
- Assess the degree of relationship between Income and savings of your parents for past 6months.
- Form a Hypothesis and test for its significance
- Case studies on Decision Tree.

SUGGESTED READINGS

1. P. N. Arora, S. A. (2018), Comphrehensive Statistical Methods, S. Chand Publishers, 7th Edition, New Delhi
2. Richard I. Levin, D. S. (2020), Statistics For Management (Seventh Edition ed.), Pearson Publi, 9th Edition, New Delhi
3. Sharma, J. (2014), Busiuness Statistics (4th Edition ed.), Vikas Publishing House Pvt Limited, New Delhi, India
4. T N Srivastava, S. R. (2018), Statistics For Management, Tata McGraw-Hill Publishing Company Limited, New Delhi, India

REFERENCES

1. SC Gupta, Fundamentals of Statistics, Himalaya Publications.2019, latest Edition
2. N.D. Vohra, Business Statistics, Tata McGraw Hill, 2018, latest Edition
3. Anderson D.R., Sweeney D.J. and Williams T.A., Statistics for business and economics,12th edition, Thomson (South – Western) Asia, Singapore, 2019.

Name of the Program: Master of Business Administration

Course Code:1.5

Name of the Course: Marketing for Customer Value

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4Hrs	60 Hrs

Course Learning Objectives:

1. Make students have an understanding of the fundamental concepts of marketing & the environment inwhich marketing system operates.
2. To analyze the motives influencing buying behavior & Describe major bases for segment marketing, targetmarketing, and market positioning.
3. Identify a Conceptual framework, covering basic elements of the marketing mix.
4. To understand fundamental premise underlying market driven strategies.
5. Giving them hands on practical approach to subject study.

Course Outcomes:

On successful completion of the course, the students will be able to;

1. Develop an ability to assess the impact of the environment on marketing function.
2. To formulate marketing strategies that incorporate psychological and sociological factors whichinfluence buying.
3. Understand concept of Branding, development of product and significance of market segmentation, targeting and positioning.
4. Identifying marketing channels and the concept of product distribution.
5. Identifying techniques of sales promotion, significance of marketing research.

COURSE CONTENT

MODULE 1: Introduction to marketing 12 HOURS

Introduction: Concept, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview. Market Analysis and

Selection: Marketing environment – macro and micro components and their impact on marketing decisions. concept of market segmentation, Bases for market segmentation,

Types of market segmentation, Effective segmentation criteria, Evaluating & Selecting, Target Markets, Concept of Target Market, Positioning and differentiation strategies, Concept of positioning.

MODULE 2: Product Decisions: 8 HOURS

Concept of a product; Classification of products; Major product decisions; Product line and product mix; Branding; Packaging and labeling; Product life cycle – strategic implications; New product development and consumer adoption process. Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.

MODULE 3: Distribution Channels: 8 HOURS

Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions;Retailing and wholesaling.

MODULE 4: Promotion Decisions 12 HOURS

Communication Process; Promotion mix – advertising, personal selling, sales promotion, publicity and public relations; Determining advertising budget; Copy designing and testing; Media selection; Advertising effectiveness; Sales promotion – tools and techniques.

MODULE 5: Marketing Research 8 HOURS

Meaning and scope of marketing research; Marketing research process. Marketing Organization and Control: Organizing and controlling marketing operations

MODULE 6: Issues and Developments in Marketing 12 HOURS

Social, ethical and legal aspects of marketing; Marketing of services; International marketing; Green marketing; Cyber marketing; Relationship marketing and other developments of marketing.

Suggestive Readings:

1. Kotler, Gary, (2019). Principles of Marketing, (16th ed.), Pearson Publications, Noida.
2. Kotler, Kevin Lane, Keller. (2018). Marketing Management (15e ed.), Pearson, Noida:
3. V S Ramaswamy, N. Namakumari. (2018). Marketing Management. (Fifth, Ed.), McGraw Hill Education, New Delhi, India:
4. Michael J. Etzel, Bruce J. Walker, William J.Stanton, Ajay Pandit. (2018). Marketing, 14e ed, McGraw Hill Education, Chennai, India.

References

1. Prachi Gupta, Ashita Aggarwal, Hufrish Majra, Isaac Jacob, Varsha Jain, Ritu Narang. (2017), Marketing Management-Indian Cases, 1st Edition, Pearson, Chennai.
2. Rajan Saxena. (2017). Marketing Management. (Fifth.Ed.), McGraw Hill Education, New Delhi, India.

Name of the Program: Master of Business Administration

Course Code: 1.6

Name of the Course: **Legal Aspects and Intellectual Property Rights**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits:4	Hrs:4	60 Hrs

Course Learning Objectives:

1. To find out the key components of intellectual property and their use in business
2. To compare and contrast the different forms of intellectual property from the perspective ofnature and subject matter of legal protection.
3. To identify the real-life examples of application of different intellectual property in businesses
4. To analyze the legal disputes involving companies in relation to intellectual property
5. To explain the integration of intellectual property with businesses with examples
6. To develop an ability to apply for the acquisition of different types of intellectual property

Course Outcomes:

On successful completion of the course, the students will be able to:

1. Find out the key components of intellectual property and their use in business.
2. Compare and contrast the different forms of intellectual property from the perspective ofnature and subject matter of legal protection.
3. Identify the real-life examples of application of different intellectual property in businesses.
4. Analyze the legal disputes involving companies in relation to intellectual property
5. Explain the integration of intellectual property with businesses with examples
6. Develop an ability to apply for the acquisition of different types of intellectual property

COURSE CONTENT

Module 1: Introduction to Labour Codes, Code on Wages, Occupational Safety, Health and Working Conditions Code. 10 HOURS

Introduction to labor codes, Importance and Evolution of labor codes, comparison of new labor codes and old labor related acts. Code on Wages, 2019; Definitions, Minimum Wages, Payments of Wages, Payment of Bonus, Central and state Advisory board, payment of dues claims and audits, offenses, and penalties, miscellaneous.

Occupational Safety, Health and working Conditions Code, 2020- preliminary definitions, Registration of establishments, duties of employer and employees, occupational safety and health, health safety and working conditions, hours of work and annual leave with wages, maintenance of registers, records and returns, special provisions relating to employment of women, contract labor and interstate migrant workers, offenses and penalties, social security fund, miscellaneous.

Module 2: Social Security Code and Industrial Relations Code 10 HOURS

The Code on Social Security, 2020, preliminary definitions, social security organizations, employees provident fund, employee state insurance corporation, gratuity, maternity benefits, employees' compensation, social security and cess, social security for unorganized, gig and platform workers, offenses and penalties, employment information and monitoring, miscellaneous.

Industrial Relations Code, 2020, preliminary definitions, bipartite forums, trade unions, standing orders, notices of change, voluntary reference of disputes to arbitration, mechanism for resolution of industrial disputes, strikes and lockouts, layoff, retrenchment and closure-special provisions, unfair labor practices, offenses and penalties and miscellaneous

Module 3: Information Technology Act, 2000 8 HOURS

IT Act 2000, preliminary definitions, Amendments, digital signature, electronic governance, attribution, acknowledgement and dispatch of electronic records, secure electronic records and digital signature, regulations of certifying authority, duties of subscribers, penalties and adjudication, cyber regulations appellate (tribunal), offenses and miscellaneous.

Module 4: Introduction to IPR 8 HOURS

IPRs – Invention and Creativity, Intellectual Property, Importance and Protection of Intellectual Property Rights (IPRs), A brief summary of patents. Copyrights, Trademarks, Industrial designs, Integrated circuits, Geographical Indications, Establishment of WIPO, Applications and procedures of WIPO

Module 5: Law of Copyrights and Designs 10 HOURS

Introduction to Copyright Law, International Conventions relating to Copyright Law, Core Principles: Idea-Expression Dichotomy, Originality and Fixation Under Copyright Law, Original Literary, Dramatic, Musical and Artistic works, Sound Recording and Cinematograph Films, Authorship, Ownership, Transfer of Rights and Registration of Copyright, Rights of Copyright Owner under Copyright Law, Infringement of Copyright, Fair Use-Fair Dealing & Secondary Liability, limitations on the Right of the Copyright Owner Fair Use-Fair Dealing as a Defense under Copyright Law.

Module 6: Law of Patents and procedures 10 HOURS

Patent System: An Overview, Patentability, Patent/Prior Art Search, drafting a Patent Specification, Patent Procedure in India, Patent Cooperation Treaty, Patent Infringement, Freedom to Operate, Defenses For Infringement Action & Remedies; Prosecution History Estoppel- Defenses, Experiment, Research Or Education, Government Use, Patent Exhaustion, Patent Misuse, Inequitable Conduct, Remedies - Relevant Cases.

Skill Development Activities:

1. Conducting model Group Discussion
2. Download and fill form for Patent or Copyright
3. Group Discussion on cases relating to copyrights in Indian film industry

Suggestive Readings:

1. New Labour and Industrial Laws, (2020), October 2020th Edition, Taxmann Publication Pvt. Ltd.
2. Intellectual property law, Revised and updated, Eastern Law House; 3rd edition (1 December 2020).
3. Egazette.nic.in

References:

1. Fundamentals of Intellectual Property, Kalyan C. Kankanala, (2017), 3rd Edition, Asia Law House.
2. Subbaram N R, Handbook on Intellectual Property Law and Practice, S Vishwanathan, (1998), Printers and Publishing Private Limited.
3. Susan K Sell, Private Power, Public Law: The Globalization of Intellectual Property Rights, Cambridge University Press, 2003

Name of the Program: Master of Business Administration Course Code:1.7 **Name of the Course: Managerial Skills-1**		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits:2	Hrs:2	30 Hrs

Course Learning Objectives:

1. To learn the basic skills of managing people, leading teams and improving work processes.
2. To enable the students to become aware of their communication skills and sensitize them about the importance and barriers to communication and to make themaware of gateways so as to enhance their potential to become successful managers.
3. To enable learners to draft reports, resumes, emails and business letters effectively.
4. To prepare students to develop the art of negotiation with emphasis on empatheticlistening and decision making.
5. To train students towards Inter-Personal Skills – working in teams and conflict managementskills.

Course Outcomes:

On successful completion of the course, the students will be able to:

1. Describe and understand the elements of managerial skills.
2. Communicate better across teams and clients.
3. Demonstrate empathy in negotiations with assertiveness.
4. Apply creative thinking to reach a beneficial outcome.
5. Know their strengths and build on the essential Managerial Skills.

Module 1: Introduction to Essential Skills for Managers 5 HOURS

Definition, Importance of Managerial Skills, Essential Skills - Problem solving, Critical thinking,Creativity, Leadership, Collaboration and Communication, Interpersonal Skills; Forward planning- Strategic thinking, Motivation; Empathy, Value and Culture.

Module 2: Communication Skills 6 HOURS

Fundamentals, Types - horizontal, vertical, oral, written, email etiquettes; Virtual meetings; Delegation, assigning tasks, Building Communication matrix, Report writing, Journaling, Feedback, Difficult conversations.

Module 3: Motivation Skills: 5 HOURS

Meaning, Hierarchy of Motivation; Power and Purpose, 8 skills of Motivation,Situational motivation, and stimulus control, Solving Behavioral problems; Motivating teams; keys to Intrinsic motivation, Motivation and Organizational Cycles.

Module 4: Team Formation Skills 4 HOURS

Teams- meaning, types; team structure, Stages of Team Development; Writing a Team Charter; Roles and Responsibilities on a Team; Leading Teams; Gain Consensus, Team facilitation.

Module 5: Listening Skills 5 HOURS

Importance and need, types of listening active and empathic listening, listening and judgment, developing skills, listening and understanding, Anatomy of poor Listening, features of a good Listener; Acknowledgment and use of Silence; Body Language, Feedback.

Module 6: Interpersonal Skills for Managers 5 HOURS

Forms - building trust, emotional intelligence, empathy, vulnerability, and listening skills; Negotiation skills - persuading or influencing others, Differing in ideas; Relationship

Management; Receptiveness to Feedback, Self Confidence.

Skill Development Activities:

- Design a Self-Assessment Test for understanding essential skills.
- Role Play to initiate meaningful communication.
- Role play through any given situation to motivate Teams.
- Writing a Team Charter.
- Arrange a virtual meeting and test the negotiation skills.
- Case Study to observe the empathetic behavior skills.

Suggested Readings:

1. Stephen R Covey, (2018), The 7 Habits of Highly Effective People, 12th Edition, Simon & Schuster.
2. Nierenberg, Calero and Grayson, (2018), The New Art of Negotiating, Rupa Publishers.
3. Nierenberg Bovee, Till and Schatzman, (2003), Business Communication today, 7th Edition, Pearson.
4. Zenger, Hougaard, Carter, Bregman, (2019), Mindful Listening, HBR Emotional Intelligence Series.

REFERENCES

1. Scot Ober, (2007), Contemporary Business Communication, 7th Edition, Houghton Mifflin.
2. Richard Banks, (2021), The Art of Active Listening, Nxt Level International
3. Chaturvedi P. D, &Mukesh Chaturvedi, (2011) Business Communication: Concepts, Cases AndApplications —2/e, Pearson Education

Master of Business Administration

Course Code: 2.1

Name of the Course: Technology for Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Learning Objectives:

1. To evaluate the role of technology in achieving competitive business advantage through strategic decision making
2. To help students in developing the ability to develop, deploy and manage technology interms of creating firm's value creation
3. To elevate student's consciousness about the ethical responsibilities while dealing with the information and technology

Course Outcomes: On successful completion of the course, the students will be able to:

1. Analyze the role of technology in gaining a strategic perspective on business decisionmaking
2. Gain the skills required in deploying, developing and managing the applicable firm'stechnological importance
3. Understand and behave ethically while dealing with information and technology

Course Content

Module 1: Introduction to Information Systems 12 HOURS

Information System: Concept of Data and Information, Meaning and Role of Information Systems, Elements and types of a System, Conversion/Installation modes of Information System, Strategic Information System. Classification of Information Systems: Management InformationSystem (MIS), Transaction Processing Systems (TPS), Decision Support System(DSS), Knowledge Management System (KMS),

Operations Support System (OSS), Management Support System(MSS), Process Control System(PCS), Enterprise Collaboration System(ECS), Artificial Intelligence (AI), Applications of Artificial Intelligence: Neural Networks, Fuzzy Logical Control Systems, Virtual Reality, Expert Systems (ES), Executive Information Systems (EIS)

Module 2: Management Information System 10 HOURS

Management Information System (MIS): Definition and characteristics of MIS, Components of MIS, Function and Role of MIS, Process of MIS Implementation, Applications of MIS, System view of Business, Development of MIS within the organization, System approach in Planning, Organizing and Controlling MIS, Reasons for the failure of MIS.

Database Management Systems (DBMS): Overview; Components, Objectives of DBMS, Functions performed by DBMS, Recent trends in DBMS, The Concept of RDBMS;

Module 3: Information Systems Analysis and Design 12 HOURS

Applications of Information System: Information System for Strategic Advantage, Strategic role for information system, Breaking business barriers and Improving business qualities, Business process reengineering. Information system analysis and design: Information SDLC, Stages in System Analysis – Structured SAD and tools like DFD (Data Flow Diagram), Context Diagram Decision Table,System Development models: Water Flow, Prototype, Spiral; Hardware and Software acquisition, system testing, documentation and its tools, conversion methods. Emerging Concepts and Issues in Information Systems: Supply Chain Management, Customer Relationship Management, ERP, Introduction to Data Warehousing, Data Mining andits Applications

Module 4: E-commerce and its Applications 10 HOURS

Technology Adoption, Diffusion, and Absorption: New Technologies, Automation decisions, Technology Adoption, Perspectives of innovation diffusion process, Technology absorption – Role, benefits; Issues Involved in the Management of

Technology and Government Initiatives E-commerce: Introduction, Comparison between Traditional commerce and E-commerce, Advantages & disadvantages of E-commerce, Buying & Selling on Internet, Challenges in Implementing Electronic Commerce, Electronic Payment System, Electronic Commerce and banking, E-Security in cyberspace payment

Module 5: Ethics in IT 4 HOURS

Security and Ethical challenges of IT: Ethical Responsibility- Business Ethics, Technology Ethics; Ethical responsibilities of Business Professionals, environmental impact analysis, CyberCrime and Privacy Issues – Hacking, cyber theft, unauthorized use at work, Software and Intellectual property, Issues on internet privacy.

Ethical issues pertaining to Technology: Cloud and mobile computing, Internet of Things, M-Commerce, IT influence on the changing business environment, Health and Social Issues, Ergonomics and Cyber terrorism

Module 6: Introduction to Application Software 12 HOURS

Basics of MS-Word, MS-Excel and MS-Power point; Application of these software's for documentation and making reports; Preparation of questionnaires, Presentations, Tables and reports (Practical). Basic ways of connecting to the internet, Internet Protocol, IP Address, Working with GoogleServices: Docs, Spreadsheet, presenter, sites etc;

Introduction to Oracle or MySQL, MS Access: Overview of MS-Access. Creating tables, queries,forms and reports in MS-Access

Skill Development Activities:

1. Students should study the adoption of technology by various business entities
2. Students should simulate a business environment, access its technological needs and create

3. Hypothetical technological framework for its strategic building

Suggested Readings:

1. Rohtagi P K, Rohtagi K and Bowonder B, (2018), Introduction to Technological Forecasting, Tata McGraw Hill,New Delhi, Single Edition.
2. Ramesh, B. (2018), Computer Fundamentals and Information Technology. New Delhi:Laxmi Publication Pvt. Ltd, Single Edition.
3. David Cyganski, John A. Orr , Richard F. Vaz (2000) Information Technology: Inside and outside. New Delhi: Prentice Hall, Single Edition.

References:

1. Leon, A. (2019). Fundamentals of Information Technology. New Delhi: Vikas Publishing, Second Edition.
2. Goel, R & Kakkar, D.N. Computer Applications in Management. New Delhi:New Age International, Third Edition.
3. Laudon, K. & Laudon J. (2014). MIS: Managing the Digital Firm. New Delhi: Pearson Education. Sixteen Edition.
4. James, O. B. (2015). Introduction to Information Systems. New Delhi: Tata McGraw Hill, Thirteen Edition.

Name of the Program: Master of Business Administration Course Code: 2.2 **Name of the Course: Management Research Methods**		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits: 4	Hrs: 4	60 Hrs

Course Learning Objectives:

1. To understand the concepts, tools and terminologies used in research world.
2. To identify the methods best suited for investigating different types of problems and questions.
3. To construct research questions that are based on and build upon a critical appraisal ofexisting research.
4. To develop a research design and analysis the results to provide suggestions based onresearch findings.
5. To apply Data visualization for exploratory analysis and communicate effectively to diverseaudience.

Course Outcomes: On successful completion of the course, the students will be able to

1. Demonstrate ability to understand different research terminologies.
2. Identify research problems and questions
3. Develop methodology for research problems
4. Analyse data required for business decision-making.
5. Propose suggestions based on the findings from the research
6. Apply Data visualization for exploratory analysis and communicate effectively to diverseaudience

Course Content

Module 1: Business Research 8 HOURS

Meaning, Objectives, purpose, types, scope and significance of research in business and industry.Criteria for Good research, Ethics in research. Research Process - Steps in research, identificationand formulation of research problem, extensive literature review, Research gap, statement of the problem, need for the study, Variables-meaning and types. Theoretical framework, research questions. Deductive and inductive logic.

Module 2: Formulation of Research Problem and Hypotheses
10 HOURS

Identifying and formulating research problem, Diagnosis of symptoms and problem. Setting research objectives. Doing review of literature – purpose, methods. Hypothesis – Meaning, Purpose, Sources, characteristics of hypotheses, types of hypotheses, Formulation of hypothesis.

Module 3 Measurement and Data Collection concepts 12 HOURS

Sample design, steps in sampling process, sampling methods – probability Sampling and non- probability sampling, sampling error, Criteria for good sample, determining sample size (infiniteand finite). Measurement – Types of Scales, Scaling techniques.
Meaning of Primary and Secondary data, Primary data collection methods - observations, survey, interview and Questionnaire, Qualitative Techniques of data collection, Questionnaire design – Meaning - process of designing questionnaire. Secondary data -Sources – advantages and disadvantages.
Measurement and Scaling Techniques: Basic measurement scales-Nominal scale, Ordinal scale,Interval scale, Ratio scale. Attitude measurement scale - Likert's Scale, Semantic Differential Scale, Thurstone scale, Multi-Dimensional Scaling. Case Study

as per the chapter needs.

Module 4 Data Analysis 12 HOURS

Data processing – Editing, coding, tabulation, normality and stationary test, pictorial and graphicalpresentation of Data, Parametric and non-parametric hypothesis testing, hypothesis testing using statistical tools such as descriptive statistics, Chi–square, t-test, ANOVA, Correlation and Regression.

Module 5 Report Writing and Presentation of Results 8 HOURS

Classification and tabulation, Research presentation, Types of report - Research proposal, research report. Format of a report- Layout, Precautions. Citation and referencing.

Module 6 Introduction and Application to Business Analytics 10 HOURS

Data – Information – Intelligence – Knowledge Approach, Types of Analytics, Types of Digital Data, Sources of Data, Importance of Data Quality, Looking at Data from many perspectives, Evolutionof Business Analytics, Business Analytics Process, Business Analytics Architecture and Framework. Analytics in Business Support Functions, Analytics in Industries – Sports Analytics, Social Media Analytics, Social Networking Analytics, Recommendation Systems.

Skill Development Activities:

1. To identify research problem and collect relevant literatures for data analysis.
2. To write the research design by using exploratory and descriptive research methods.
3. To conduct Market survey and to investigate consumer perception towards any FMCG and to conduct the data analysis and submit a small report.
4. To demonstrate Report writing and Presentation method skills.
5. To demonstrate the data using analytical tools

Suggested Readings:

1. William G. Zikmund, Barry J. Babin, Jon C.Carr, Atanu Adhikari, Mitch Griffin. (2019). Business Research Methods., Delhi: Cengage Learning India Pvt. Ltd, Eight Edition
2. Kothari, C. R. (2019). Research Methodology Methods & Techniques. New Delhi: Vishwa Prakashan, Fourth Edition
3. Naresh K. Malhotra and Satyabhusan Das (2019). Marketing Research : An Applied Orientation | Seventh Edition | By Pearson Publication
4. R N Prasad and Seema Acharya (2018), “Fundamentals of Business Analytics”, SecondEdition, Wiley India Pvt. Ltd

References:

1. Bryman, Alan and Bell, Emma (2018), Business Research Methods, Oxford UniversityPress. Third Edition
2. Chawla, D. & Sondhi, N. (2017). Research Methodology: Concepts and cases. New Delhi:Vikas Publishing House, Second Edition.
3. Gupta, S. L and Gupta, Hitesh (2017), Business Research Methods, McGraw Hill Education(India) Private Limited, New Delhi, 1st Edition
4. Krishnaswami, O., & Ranganatham, M. (2013). Methodology of Research in Social Sciences. Mumbai: Himalaya Publishing House, Second Edition

Name of the Program: **Master of Business Administration**

Course Code: 2.3

Name of the Course: Entrepreneurship and Ethics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4Hrs	60 Hrs

Course Learning Objectives:

1. The objective of the course is to understand the students with the entrepreneurship concepts, develop entrepreneurial talents and generate innovative business ideas in emerging industrial scenario and to understand the ways of starting a company of their own and also to create a conscious effort to treat people and companies with respect andestablish a positive working environment.

2. To motivate the students on entrepreneurial opportunities and to run a business efficiently by various sources of financial supporting institutions for young entrepreneurs.

Course Outcomes: On successful completion of the course, the students will be able to

1. Understand of starting a company by the various financial institutions support
2. Develop new innovative business ideas.
3. Understand the marketing demand in various forms of business
4. Aware of alternative to jobs and employment which will make themjob providers in an ethical manner

Course Content

Module 1: Introduction to Entrepreneurship 8 HOURS

Concepts of entrepreneur and entrepreneurship, Importance and Characteristics of entrepreneurs, Types of entrepreneurs, Benefits and potential risks of

entrepreneurship, Myths of Entrepreneurship, Factors affecting growth of Entrepreneurship in India, Role of Entrepreneurship in Economic Development, Competency requirement for entrepreneurs - Awareness of self-competency and its development.

Module 2: Opportunity Assessment and Entrepreneurial Finance 10 HOURS

Opportunity Identification and Selection, Environmental dynamics and changes, Business Opportunities in emerging environment, challenges of new venture start-ups, Pit falls in selecting new ventures, Critical factors for new venture development, why new ventures fail, Sources of Finance for New Venture. Institutional support for Enterprises-Central & State Government Policy regarding Small and Medium Scale Enterprises in India.

Module 3: Feasibility Analysis and Business plan 12 HOURS

Feasibility analysis of Industry, Market, Product or service and Finance; Business plan Meaning, Significance, contents, formulation and presentation of Business Plan, preparing a model project report for starting a new venture, Final project report with feasibility studyCommon errors in Business Plan formulation.

Module 4: Legal forms of Entrepreneurial Organizations 10 HOURS

Identifying legal structures, Selection of an appropriate legal structure, Sole Proprietorship's, Partnerships, Companies, Companies under section 25, Franchising, Legal environment – patents, copyrights, trademarks.

Module 5: Social Entrepreneurship 8 HOURS

Introduction, Meaning, Perspective of social entrepreneurship, Social entrepreneurship in practice, Boundaries of Social entrepreneurship, growth of entrepreneur communities, Fewexperiments.

Module 6: Corporate Ethics 12 HOURS

Meaning and Need for business ethics, Arguments for and against Business ethics, Business Ethics in an Evolving Environment, Entrepreneurship and Start-Up Culture, ethical issues in start –up, Ethics and laws, Establishing strategy for ethical responsibility, Approaches to managerial ethics, Ethics and Business decisions, Frame work for ethical decision making, WhyEthics Still Matter, Becoming an Ethical Professional , Making a Difference in the Business World, CSR, Environmental awareness, Ethical leadership by entrepreneurs, Corporate citizenship.

Skill Development Activities:

1. Understand types of entrepreneurs and what motivated them to start their career as entrepreneurs- Make Presentations
2. Students to identify their own innovative business ideas
3. Prepare a business plan and how to give a presentation of business plan for financialinstitutions and banks
4. Discuss with bankers / financial institutions to find out what they look for in a business plan - modify accordingly and present it in the class.
5. Identify the legal forms for organization and intellectual property rights for their business ideas
6. Submit business plan report at the end of the course in groups
7. Identify the social problems and business ideas to solve the problems faced by society and to know the impact of social entrepreneurs on society.
8. Create an awareness for entrepreneurs about ethics and CSR
9. Identify the organizations which are engaged in CSR and impact of that towards society.

Suggested Readings:

1. Kanaka SS- Entrepreneurial development, S Chand -Fourth edition.
2. Robert D. Hisrich, Michael P. Peters, Dean A. Shepherd, & Sabyasachi Sinha (2020), 'Entrepreneurship '. McGraw – Hill, Eleventh Edition
3. Laura Hartman & Abha Chatterjee (2017), Perspectives in Business Ethics, McGraw Hill, Third Edition
4. Vasant Desai , The Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House. Single Edition

References:

1. Ashwathappa K "Essentials of Business Environment", Himalaya Publishing House, Fifteen Edition
2. Jeffry .A. Timmons & Stephen spinelli, New Venture Creation, Entrepreneurship for the 21st Century, Tata McGraw Hill, Seventh Edition
3. John R Boatright, "Ethics and the Conduct of Business". Pearson Education, Sixth Edition.
4. Prof. P S Baja] and Raj Agrawal. "Business Ethics — An Indian Perspective". Biztantra. New Delhi. 2004, Single Edition

Name of the Program: **Master of Business Administration**

Course Code: 2.4

Name of the Course: Human Capital Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Learning Objectives:

1. To clarify the character of the special capital – humanresource as capital.
2. To develop the basic set of methods and techniques neededfor managing human capital
3. To learn about basic administrative processes related to human capital management.
4. To inculcate in the students an awareness of legal framework within which the businessfunction

Course Outcomes:

On successful completion of the course, the students will be able to:

1. Know new trends in human capital management.
2. Understand the work, competencies tasks and organization of Human Resource Specialist
3. Know basic processes related to Human Capital Management Skills:
4. Assess the human capital potential assessment and planning
5. Recruiting and keeping proper candidates.

Course Content

MODULE 1: Introduction to HRM 8 HOURS

Human Resource Philosophy – Changing environments of HRM – Using HRM to attain competitive advantage – Trends in HRM – Organization of HR departments – Line and stafffunctions – Role of HR Managers-Contemporary issues and practices in HRM, Changing concept of HRM in India and in the globe.

MODULE 2: Human Capital Planning and Employee Hiring 12 HOURS

Nature of job Analysis, job design, Job evaluation, Human resource planning, Demand forecasting, HR supply forecasting, Need for and factors influencing HRP, Career planning, Promotion, transfer, demotion and separation; Employee hiring- Nature of Recruitment, Sources of recruitment-internal and external, Employee selection, process of employee selection.

MODULE 3: HR Development 10 HOURS

Orientation & Training: Orienting the employees, Nature and importance of Training, Methods of training, TNA, Nature of HRD program, Methods of management development and Executive development programs, Development beyond training, Contemporary HRD practices

MODULE 4: Performance Appraisal 10 HOURS

Methods - Problem and solutions - The appraisal interviews - Performance appraisal in practice. Managing careers: Career planning and development - Managing promotions, demotion, transfers and separation.

MODULE 5: Industry Relations 12 HOURS

Employer, Employee, Rights of an Employee at Work Place. HR Policy- Meaning and ItsImportance. Legal Issues Related to HR in the Organization. Compensation Act, 1923-TheWorkmen's Compensation Act,1923- Introduction, Main Features of the Act, Definitions, Provisions Under the Act

MODULE 6: Strategic HRM 8 HOURS

Introduction, characteristics and scope of SHRM, SHRM Vs HRM, Barriers to strategic HRM, Linking HR strategy with business strategy, SHRM and business performance.

Skill Development Activities:

1. Conducting model role play
2. A write up on HRM at an organization- Split the class into teams with two members. Each team must choose one organization in any industry. They must write a report onthe HR department at the organization and the HR practices

there.

Suggested Readings:

1. Gary Dessler & Biju Varkkey (2018). Human Resource Management, Pearson Education India, Fifteen Edition.
2. Robbins & DeCenzo (2017). Personnel/Human Resource Management, Prentice Hall. Latest Edition, Third Edition
3. V.S.P. Rao and C.B. Mamoria (2012), “Personal Management (Text and Cases)”, Himalaya Publications, Thirtieth Edition.

References

1. Snell and Bohlander, Human Resource Management, South-Western Cengeage Learning. ,Indian Edition, (2019) Latest edition.
2. Uday Kumar Haldar and Juthika Sankar, Human Resource Management. Oxford HigherEducation, 2013, Single Edition
3. K. Aswathappa, Human Resource Management, McGraw Hill Education Seventh Edition.
4. K. R. Bulchandani, Business Laws for management, Latest Edition, Himalaya PublishingHouse, Bombay, (2020), Eight Edition.

Name of the Program: **Master of Business Administration**

Course Code: 2.5

Name of the Course: Financial Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits: 4	4 Hrs.	60 Hrs

Course Learning Objectives

1. To provide the concepts and foundations of managing finance in business enterprises.
2. To equip students with tools and techniques for managing financial resources.
3. To orient the students regarding financial management practices in Indian companies and Global enterprises.

Course Outcomes : By the end of this course, a student would learn:

1. Identification of financial challenges faced by a business enterprise,
2. Tools and techniques for making financial decisions,
3. Financial management practices in corporate sector.

Course Content

Module One: Introduction to Financial Management 6 HOURS

Concept of Financial management - Meaning and definitions, Scope of Financial Management, finance functions, Financial Goals of a firm, Agency problem, Emerging role of finance manager inIndia.

Module Two: Time Value of Money 6 HOURS

Compounding, Continuous Compounding, Effective Rate of Interest, Discounting – Single CashFlows & Series of Cash Flows, Annuity – Future Value and Present Value,

Present Value of Growing Annuity, Perpetuity – Present Value, Present Value of Growing Perpetuity, Equated Annual Installments.

Module Three: Long-term Financing Decisions (Capital Structure Decisions) 14 HOURS

Sources of Funds: Short term sources, Long term sources, Venture Capital: features, stages and types of venture capital. Factors influencing capital structure, Benefit to Owners – EBIT –EPS Analysis, Point of Indifference, Financial Break-even Point, Cost of Capital- Methods of computing cost of capital: Cost of Equity Capital, Cost of Preferred Capital, Cost of Debt Capital,Cost of internally generated funds, Weighted Average Cost of Capital (Theory and Problems), Leverages-Types and Measurement

Module Four: Capital Budgeting Decisions 14 HOURS

Meaning of Capital Budgeting, significance, principles, capital budgeting proposals, methods of appraising Proposals. Payback period, ARR, IRR, MIRR, NPV, Profitability Index, APV Method,Capital Rationing.

Module Five: Working Capital Management 14 HOURS

Concept of working capital, factors determining working capital, Sources of working capital, estimating working capital needs, Managing cash, marketable securities, debtors and inventory

Module Six: Dividend Decisions 6 HOURS

Meaning, Theory of relevance on Theory of Irrelevance. Walter's Model, Gordon's Model (Theoryand Problems) Types of dividends, Bonus Shares, Stock Splits

Skill Development Activities:

1. Draw an organization chart showing the steps used in financial planning of a company
2. Capital structure analysis of companies in different industries.
3. Take a company as example and show how firm borrows money and uses financial leverage.
4. Bring out the structure of dividend policy and the factors included in any 5 companies

Suggested Readings:

1. Corporate Finance – A Focused Approach (2017)-Brigham and Ehrhardt, Edition, Cengage Learning, Sixth Edition
2. Corporate Finance (2015)- Jeffrey Jaffe, Prof Stephen A. Ross, Randolph W Westerfield, Bradford D Jordan, Tata McGraw Hill Publication, Eleventh Edition
3. Financial Management: Theory & Practices (2015): Prasanna Chandra, Ninth Edition, Tata McGraw Hill Publication, Tenth Edition.

References;

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. Anand, Manoj (2002), “Corporate Financial Practices in India: A Survey”, Vikalpa, Volume27, Number 4.
3. Jain and Yadav (2002), “Financial Management Practices in India, Singapore and Thailand”,“Management and Accounting Research”, Volume 3, No. 4, April-June, pp 84-102.
4. Ryan and Ryan (2002), “Capital Budgeting Practices of Fortune 1000: How have thingschanged”, Journal of Business and Management, Volume 8, Number 4.
5. Block, Stanley (2005), “Are there differences in capital budgeting procedures betweenindustries? – An Empirical Study”, The Engineering Economist, pp 55-67

Name of the Program: **Master of Business Administration**

Course Code:2.6

Name of the Course: Quantitative Techniques and Operation Research

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits: 4	4 Hrs.	56 Hrs.

Course Learning Objectives:

1. Ability to understand and analyze managerial problems in industry so that they are able touse resources (capitals, materials, staffing, and machines) more effectively. 2.
2. Knowledge of formulating mathematical models for quantitative analysis of managerialproblems in industry.
3. Skills in the use of Operations Research approaches and computer tools in solving realproblems in industry.
4. Mathematical models for analysis of real problems in Operations Research
5. To build capabilities in the students for analyzing different situations in the industrial/ business scenario involving limited resources and finding the optimal solution within constraints.
6. Develop mathematical skills to analyze and solve integer programming and network modelsarising from a wide range of applications.

Course Outcomes:

On successful completion of the course, the students will be able to:

1. Understand the application of Operation Research and frame a Linear Programming Problemwith solution – graphical and through solver add in excel (software).
2. Analyze any real-life system with limited constraints and depict it in a model form.
3. Build and solve Transportation and Assignment problems using appropriate method.
4. Design and solve simple models of CPM and queuing to improve decision making anddevelop critical thinking and objective analysis of decision problems.
5. Solve simple problems of replacement and implement practical cases of decision makingunder different business environments.
6. Take best course of action out of several alternative courses for the purpose of achievingobjectives by applying game theory and sequencing models.
7. Understand different queuing situations and find the optimal solutions using models fordifferent situations.
8. Develop a report that describes the model and the solving technique, analyse the results andpropose recommendations in language understandable to the decision-making processes in Management

Course Content

MODULE 1 - Introduction to Operations Research 10 HOURS

Introduction, Historical Background, Scope of Operations Research, Features of Operations Research, Phases of Operations Research, Types of Operations Research Models, Operations Research Methodology, Operations Research Techniques and Tools, Structure of the Mathematical Model, Limitations of Operations Research

Linear programming problem, Mathematical Formulation of LPP, Graphical method, Simplex method (standard maximization) problems, Formulation of duality.

MODULE 2 – Minimization Techniques
12 HOURS

Transportation: Importance, terminologies used, methods for finding Initial basic feasible solution; NWCM, LCM and VAM, unbalanced, degeneracy in transportation, test for optimality (MODI method only), maximization problems.

Assignment: Introduction, Mathematical Formulation of the Problem, Hungarian Method Algorithm, Routing Problem, Travelling Salesman Problem.

MODULE 3 - Sequence and Replacement 10 HOURS

Sequencing: terminologies and notations, types of sequencing problems; processing ‘n’ jobs through 2 machines, processing ‘n’ jobs through ‘m’ machines.

Replacement Models: Failure mechanism of items, assumptions of replacement theory, types of replacement problems, replacement of items which deteriorates with time, group replacement

MODULE 4 - Network analysis 10 HOURS

Networking Concepts; Rules for drawing network diagram; CPM Computations: CPM Terminology, finding critical path - Different Floats; PERT Computations: Computation of earliest and latest allowable times, Probability of meeting the scheduled dates; difference between PERT and CPM, Concept of Project Crashing

MODULE 5 – Game Theory 10 HOURS

Introduction, Types, pure and mixed strategies with two people zero sum game, Maximin – Minimax Principle, Saddle point, principle of dominance. Graphical method

of solving a game.

Queuing Theory (waiting line): Single server/single queue, essential features of queuing system, single queue, operating characteristics of queuing system, probability distribution in queuing system, multi-server, description of other queuing models (only description).

MODULE 6 - Simulation 8 HOURS

Basic concepts, procedures and application, Monte Carlo simulation using Random numbers, Application of simulation in Inventory Management, Marketing Management, Financial Management

Skill Development Activities:

1. Construct linear integer programming models and discuss the solution techniques.
2. Set up decision models and use some solution methods for nonlinear optimization problems
3. Use computer software's to solve decision models
4. Understand the usage of game theory and Simulation for Solving Business Problems.
5. Formulate and solve problems as networks and graphs.

Decide an optimal replacement period/policy for a given item/equipment/machine.

Suggested Readings:

1. Cynthia Menezes Prabhu, Operations Research Techniques (2021), First Edition, Better Yourself Books Publishing.
2. K.K. Chawla and Vijay Guptha, Operation research, quantitative techniques for management, Kalyani publishers, Seventh Edition
3. N.D. Vohra (2012), "Quantitative techniques in management", Tata McGraw-Hill Publications, 4th Edition.

References

1. David M. Lenine (2012), quantitative techniques for management. Pearson publication.
2. Fedric S Hiller and Gerald J Lieberman (2012), introduction to operation research. 8thEdition.
3. Er. Prem Kumar Guptha and Dr. D.S. Hira (2014), Operation research. S. Chand publications, Third Edition

Name of the Program: **Master of Business Administration**

Course Code:2.7

Name of the Course: Managerial Skills-2

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
Credits:2	2 Hrs.	30 Hrs

Course Learning Objectives:

1. To assess the students' understanding of self-development.
2. To enable the students to have a clarity about required employee's skills and work process.
3. To appraise the students on the importance of goal setting for the organization.
4. To understand the Problem Solving and Conflict management techniques.
5. To identify and apply facilitating skills and leadership competencies.
6. To create awareness of professional ethics, Work life balance and Time Management.

Course Outcomes: On successful completion of the course, the students will be able to:

1. Demonstrate an understanding of managerial skills and apply some ofthem for self-development.
2. Demonstrate an understanding of work process and employability skills
3. Manage Teams and Set Goals for the teams effectively.
4. Undertake Root Cause Analysis for problem solving.
5. Learn and apply Design thinking Skills for problem solving.
6. Exhibit an awareness and importance of professional ethics and manage timeand stress effectively.

Course Content

Module 1: Skills for Self-Development: 4 HOURS

Need for Self-Development, Self-awareness by taking the help of JOHARI Window-SWOT Analysis; Showing initiative, Self-confidence, Problem-solving, Communication, Adaptability.

Module 2: Developing Employee Skills 6 HOURS

Employee Skills: Need for development; Define the Skill, Steps required for Employee Skill development, Prepare and Practice; Create a Skill Development Plan, Review the Plan; Action andControl of the plan.

Module 3 Skills for Improving Work Process 6 HOURS

Processes and Capabilities – Know your customer (exercise), Define the process of work,eliminate the waste from the work process, Reduce Variances, Improve process; Mapping value stream; Work Process and Relationship Maps; Work System Architecture.

Module 4 Goal Setting 4 HOURS

Goal Setting – Need & Importance, life cycle of goals; Develop Team Scorecard; Balanced ScoreCard; Target, Goals and Objectives; MBO & Self Control;

Module 5 Problem Solving Skills and Conflict Management 6 HOURS

Importance, Attitudes of Problem Solving, Root-Cause Analysis; Plan-Do-Check- Act

(PDCA) model; the 5 Whys, Fish Bone Model, Cause-Effect analysis; Pareto Analysis; Affinity Diagram; Design Thinking for Problem Solving. Conflict Management skills: Types and sources of conflicts; the influence of various cultures on the solving of conflicts.

Module 6 Facilitating Skills 4 HOURS

People Skills, Networking Skills, Critical thinking: Emotional Intelligence or Emotional Quotient-Spiritual Quotient, Resilience; Professional ethics and code of conduct- Work life balance, Time management: importance of time management: various steps for better time management process.

Skill Development Activities:

1. Conducting model Group Discussion
2. Conducting model Personal Interview
3. Use of Psychometric instruments to assess the student's managerial competencies.

Suggested Readings:

1. M.Ganesh Sai and M. RamakrishnaSayee, (2011), Skills for your career success: Touch your tipping point, Shroff publishers & Distributors Pvt. Ltd, Single Edition
2. Pavan Soni, (2020), Design Your Thinking: The Mindsets, Toolsets and Skill Sets for CreativeProblem-solving, First Edition
3. Susan Raines, Conflict Management for Managers: Resolving Workplace, Client, and PolicyDisputes (2019), Second Edition.
4. Developing management skills -David. A. Whetten, & Kim S. Cameron, PHI, Eighth Edition

References:

1. Enhancing employability at soft skills -Shalini Varma, Pearson, First Edition.
2. Skills Development for Business and Management Students -Kevin Gallagher, OxfordUniversity Press, Third Edition.

3. Personality Development and Soft skills, Oxford University Press by Barun K. Mitra, Second Edition.

Soft skills for everyone Butterfield Cengage, Second Edition.

MBA COURSE MATRIX-YEAR 2

III SEMESTER	IV SEMESTER
CORE COURSES	
3.1. Strategic Management and Corporate Governance	4.1. International Business
3.2. Project and Operations Management	

III SEMESTER	IV SEMESTER
3.3 FINANCE	**4.2 FINANCE**
3.3.1 Business Valuation and Value Based Management	4.2.1 Financial Techniques for Strategic Decision-making
3.3.2 Indian Financial Systems	4.2.2 International Financial Management
3.3.3. Investment Analysis and Management	4.2.3 Risk Management and Derivatives
3.3.4. Business Analytics using Excel	4.2.4 Data Analysis and Visualization using Tableau
3.4 MARKETING	**4.3 MARKETING**
3.4.1 Retailing Management and Services	4.3.1 Strategic Brand Management
3.4.2 Consumer Behaviour	4.3.2 Marketing Research and Metrics
3.4.3 Rural and AgriculturalMarketing	4.3.3 Digital Marketing
3.4.4. Business Analytics using Excel	4.3.4 Data Analysis and Visualization using Tableau
3.5 HUMAN RESOURCES	**4.4 HUMAN RESOURCES**
3.5.1 Learning And Development	4.4.1 Strategic HRM
3.5.2 Team Dynamics at work	4.4.2 International HRM
3.5.3 Performance Management Systems	4.4.3 Talent and Knowledge Management
3.5.4 Business Analytics using Excel	4.4.4 Data Analysis and Visualization using Tableau
3.6 HEALTHCARE MANAGEMENT	**4.5 HEALTHCARE MANAGEMENT**
3.6.1 Perspectives On Health CareSector	4.5.1 Basic Management Aspects of Health Care
3.6.2 Management Of Public HealthSystems	4.5.2 Strategic Management in Health Care Settings

3.6.3 Health Economics	4.5.3 Management of Hospital Services
3.6.4. Business Analytics using Excel	4.5.4 Data Analysis and Visualization using Tableau
3.7 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)	**4.6 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)**
3.7.1 Strategic Credit Management In Banks	4.6.1 Banking Technology and Management
3.7.2 Insurance Planning &Management	4.6.2 International Financial Management
3.7.3 Indian Financial System	4.6.3 Risk Management for Banks and Insurance Companies
3.7.4. Business Analytics using Excel	4.6.4 Data Analysis and Visualization using Tableau
3.8 STARTUPS AND SMES MANAGEMENT	**4.7 STARTUPS AND SMES MANAGEMENT**
3.8.1 Perspectives On Start-ups And SME	4.7.1 Technology and Innovation
3.8.2 Basic Management Aspects Of Small Business	4.7.2 Internationalization of SMEs
3.8.3 Establishment Of SMEs	4.7.3 Management of Start-ups
3.8.4. Business Analytics using Excel	4.7.4 Data Analysis and Visualization using Tableau
3.9 BUSINESS ANALYTICS	**4.8 BUSINESS ANALYTICS**
3.9.1 Data Science Using R And Python	4.8.1 Data Visualisation
3.9.2 Advanced Statistical Methods For Business Decision Making	4.8.2 Business Forecasting
3.9.3 Analytics For Decision Making	4.8.3 Data Warehousing and Data Mining
3.9.4. Business Analytics using Excel	4.8.4 Data Analysis and Visualization using Tableau
3.10 LOGISTICS AND SUPPLY CHAIN MANAGEMENT	**4.9 LOGISTICS AND SUPPLY CHAIN MANAGEMENT**
3.10.1 Inventory Management	4.9.1 Supply Chain Planning and Strategies
3.10.2 Supply Chain Management	4.9.2 Global Procurement and Sourcing
3.10.3 Logistics Management Systems and Practices	4.9.3 Vendor Management
3.10.4. Business Analytics using Excel	4.9.4 Data Analysis and Visualization using Tableau

III Semester

Core Courses

Name of the Program: Master of Business Administration Course Code:3.1 Name of the Course: Strategic Management and Corporate Governance		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. To enlighten the students with the concepts and practical applications of Strategic Management and Corporate Governance.
2. To instill a comprehensive and step-wise understanding of the principles of strategy formulation and competitive analysis

Course outcomes:

1. This course will equip the students with required skills of managerial decisions and actions.
2. This will enable students to transfer conceptual learning to strategic application in their professional lives.

Module 1: Strategy and Process **4 Hours**

Historical perspective of Strategic management, Conceptual framework for strategic management, the Concept of Strategy and Strategy Formation Process – Stakeholders in business –Vision, Mission and Purpose – Business definition, Objectives and Goals. The SM model

Module 2: Competitive Advantage **12 Hours**

External Environment – PESTEL Analysis, SWOT Analysis, Porter's Five Forces Model, The Competitive Profile Matrix (CPM), Globalization and Industry Structure – Resources, Capabilities and competencies – Value Chain Analysis – Core competencies, generic building blocks of Competitive Advantage- Distinctive Competencies - Avoiding failures and sustaining competitive advantage.

Module 3: The Strategic Alternatives **12 Hours**

Corporate Level Strategies – Stability, Expansion, Retrenchment and Combination

strategies - Business level strategy: Cost, Differentiation, and Focus Strategies- Strategy in the Global Environment - Corporate Strategy - Vertical Integration - Diversification and Strategic Alliances- Building and Restructuring the corporation- Strategic analysis and choice – Environmental Threat and Opportunity Profile (ETOP) – Organizational Capability Profile - Strategic Advantage Profile - Corporate Portfolio Analysis – GAP Analysis - Mc Kinsey's 7s Framework - GE 9 Cell Model – BCG Matrix - Balance Score Card, Internal Factor Evaluation (IFV) Matrix

Module 4: Strategy Implementation & Evaluation **8 Hours**

The implementation process, Resource allocation, designing organizational structure, Designing Strategic Control Systems - Matching structure and control to strategy - Implementing Strategic change, Politics-Power and Conflict-Techniques of strategic evaluation & control.

Module 5: Current Strategic Issues **10 Hours**

Managing Technology and Innovation- Blue Ocean Strategy, managing in an economic crisis, new directions in strategic thinking, Strategic issues for Non Profit organizations, Small Scale Industries, New Business Models and strategies for Internet Economy.

Module 6: Corporate Governance **10 Hours**

Defining Corporate Governance, Exploring Corporate Governance and the Relationships between Internal and External Stakeholders, The organization's Responsibility and Accountability to Its shareholders, The Organization's Accountability to Its Board of Directors, Role and Responsibilities of the Board, Integrity and Ethical Behavior: Disclosure and Transparency. Development and critical appraisal of corporate governance in India.

Suggested Readings:

1. David,F. R., & David,F. R., (2016) Strategic Management: A Competitive Advantage Approach, Concepts and Cases, 16 e , Pearson.
2. Charles W.L. Hill, Melissa A. Schilling & Gareth R. Jones (2016) Strategic Management: Theory: An Integrated Approach, South Western Educational Publishing
3. Thomas L. Wheelen, (2017) Strategic Management and Business policy, 15 ed. Pearson Education.

References:

1. Gregory Dess, G.T., Lumpkin, Alan Eisner & Gerry McNamara (2013), Strategic Management: Text and Cases,7 ed McGraw-Hill Education

Name of the Program: Master of Business Administration

Course Code: 3.2

Name of the Course: Projects and Operations Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. To impart the concepts, tools and techniques of project management
2. To gain clear understanding of Operations Management
3. To gain a perspective on quality improvement and cost reduction

Course outcomes:

1. At the end of the courses, the students must have better insight in to project and operations management.

Module 1 **4 Hours**

Definition of Project, Five phases of project management- Project Initiation, Project Planning, Project Execution, Project Monitoring and Controlling, Project Closing.

Module 2 **10 Hours**

Project management knowledge areas: Project integration management. Project scope management. Project time management. Project cost management. Project quality management. Project resource management. Project communications management. Project risk management.

Module 3 **10 Hours**

Nature and Scope of Production and operations Management, its relationship with other Systems in Organizations, Functions of Production and material management, Types of

production Systems.

Forecasting as a planning tool, Forecasting types and methods. Problems.

Facility Planning: Facilities location decisions, factors affecting facility location decisions and their relative importance for different types of facilities. Problems.

Module 4 **10 Hours**

Facility layout planning: Layout and its objectives for manufacturing operations, principles, types of plant layouts – product layout, process layout, fixed position layout, cellular manufacturing layouts, hybrid layouts, Factors influencing layout changes. Problems.

Time and Motion Study, Work Study in Management Science

Maintenance: Reactive (run-to-failure), Predetermined maintenance, Preventive maintenance, Corrective maintenance, Condition-based maintenance, Predictive maintenance.

Introduction to Lean operations and elimination of 7 wastes

5S of housekeeping.

Module 5 **10Hours**

Quality management: Introduction; Quality characteristics of goods and services; Tools and techniques for quality improvement: check sheets, histogram, scatter diagram, cause and effect diagram, Pareto chart, process diagram, statistical process control charts;

Quality assurance; Total quality management (TQM) model; Service quality, Concept of Six Sigma and its application.

Juran's quality trilogy, Deming's 14 principles, PDCA cycle, Quality circles, Quality improvement and cost reduction – QC tools, Introduction to the current ISO for Production Management.

Contribution of Quality Gurus.

Module 6 **8Hours**

Meaning of Productivity and different types of productivity

Materials Management: Role of Materials Management – materials and profitability, Purchase functions, Procurement procedures

Vendor selection and development, Vendor rating, ethics in purchasing.

Inventory Management: Concepts of inventory, types, Classification, selective inventory

management, ABC, VED and FSN analysis. Inventory costs, Inventory models – EOQ, safety stocks, Reorder point, Quantity discounts.

Suggested Readings:

1. Mahadevan B., (2015)., Operations Management: Theory and Practice Pearson, Concepts and Cases, 16 e , Pearson.
2. Saxena J.P., (2012)., Production and Operations Management, Tata Mcgraw-Hill Education Pvt Ltd
3. Ajay K.Garg., (2011)., Production and Operations Management", Tata McGraw-Hill Education Pvt Ltd

References:

1. Martand T. Telsang, (2005)., Production Management, 1ed., S Chand & Company Pvt Ltd
2. Chase, Shankar & Jacob., Operations & Supply Chain Management, 14th Edition, McGraw Hill (2014): Indian Reprint: McGraw Hill, New Delhi

Common Elective

Name of the Program: Master of Business Administration Course Code:3.4.4, 3.5.4, 3.6.4, 3.7.4, 3.8.4, 3.9.4 & 3.10.4 Name of the Course: Business Analytics using Excel		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1. Gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.
2. Gain an understanding of different mathematical and statistical models available for modeling of various business scenarios including customer value assessment, customer segmentation, discrimination, choice, preference models and decision analysis methods.
3. To develop and use advanced predictive analytics methods
4. To develop expertise in the use of popular tools and software for predictive analytics
5. To learn how to develop predictive analytics questions, identify and select the most appropriate predictive analytics methods and tools, apply these methods to answer the respective questions and presenting data-driven solutions.

Course outcomes:

Competency 1: Predictive Analytics Methods

1. Ability to apply specific statistical and regression analysis methods applicable to predictive analytics to identify new trends and patterns, uncover relationships, create forecasts, predict likelihoods, and test predictive hypotheses.
2. Ability to develop and use various quantitative and Predictive models based on various regression models

Competency 2: Predictive Analytics Tools

1. Develop familiarity with popular tools and software used in industry for predictive analytics, especially R, R Studio and R Markdown.

Competency 3: The Predictive Analytics Cycle

1. Understanding of how to formulate predictive analytics questions.
2. Learn how to select the appropriate method for predictive analysis, and how to

build effective predictive models.

3. Learn how to search, identify, gather and pre-process data for the analysis.
4. Learn how to evaluate the soundness, appropriateness and validity of their models and how to interpret and report on results for a management audience.

Module 1: Introduction to Business Analytics **4 Hours**

Introduction to Business Analytics (BA)*. Evolution and Scope of Business Analytics. Data for Business Analytics. Decision Models – Descriptive, Predictive and Prescriptive Models. Problem Solving and Decision making process.

Analytics on Spread sheets

Basic Excel skills. Using Excel functions and developing Spread Sheet Models. Art of developing Spread sheet models – Guidelines to develop an adequate spread sheet model. Debugging a spread sheet model.

Module 2: Storytelling in a Digital Era **10 Hours**

A Visual Revolution, From Visualization to Visual Data Storytelling: An Evolution, From Visual to Story: Bridging the Gap - Power of Visual Data Stories: The Science of Storytelling. The Brain on Stories, The Human on Stories, The Power of Stories, The Classic Visualization Example, Using Small Personal Data for Big Stories, The Two-or-Four Season Debate, Napoleon's March, Stories Outside of the Box

Module 3: Getting Started with Tableau **10 Hours**

Using Tableau, Why Tableau, The Tableau Product Portfolio, Tableau Server, Tableau Desktop, Tableau Online, Tableau Public, Getting Started, connecting to Data, connecting to Tables, Live Versus Extract, connecting to Multiple Tables with Joins, Basic Data Prep with Data Interpreter, Navigating the Tableau Interface, Menus and Toolbar, Data Window, Shelves and Cards, Legends, Understanding Dimensions and Measures: Dimensions, Measures, Continuous and Discrete

Module 4: Descriptive Analytics **6 Hours**

Visualizing and Exploring Data. Descriptive measures to summarize the data. Application of Excel Descriptive statistics tool. Probability distributions and Data modelling. Sampling and Inferential statistical methods. Using Excel Data Analysis add in for estimation and hypothesis testing

Module 5: Predictive Analytics **15**

Hours

Introduction, Statistical Model, Inference about regression coefficient, Multicollinearity, Include/Exclude Decisions, Stepwise Regressions, The Partial F test, Outliers, Violation of Regression Assumptions, Prediction, Multiple Regression: Interpretation of regression coefficients, Interpretation of Standard error of estimate and R Square, Modelling Possibilities, Validation of Fit. Binomial Logistic Regression, Multinomial Logistic Regression.

Module 6 : **Time Series Analysis** **15 Hours**

Introduction – Time Series, Time Series Vs Regression, Components – Predictable, Unpredictable, Local Global, Trend, Seasonality, Additive & Multiplicative models, Cyclicity, Seasonality, Stationary, Noise, Single and Double Exponential Smoothing (Holt's Method), Autocorrelation function, AR Model, MA Model, ARMA Model, ARIMA, GARCH Model.

SKILL DEVELOPMENT

i. Bring out the application of predictive analytics in Marketing, Insurance, Supply chain management, and Education with suitable examples.

ii. Identify the profile of customers for a Digital fitness band that different brands offer. Investigate differences across the usage patterns and product lines concerning customer characteristics such as age, gender, annual income, and the number of miles walks every week. Use the appropriate measure of central tendency and dispersion.

iii. Build a visualization by using tableau based on publicly available Covid Data. The attributes may be a seven-day average of cases and death, Positive rate and number of tests, etc.

iv. Build a regression model by identifying dependent and independent variables. Test model fit and Multicollinearity and Interpret R-Square. Find whether the predictor variables are statistically significant and interpret the regression coefficients.

v. Using Binary logistic regression, identify characteristics that indicate people who are likely to default on loans and use those characteristics to identify good and bad credit risks.

vi. Estimate the stock market return and volatility on selected Thematic Indices. Apply the appropriate Time-series Model for the study.

Suggested Readings:

1. Evans J. R (2013). Business Analytics Methods, Models and Decisions. Pearson, Upper Saddle River, New Jersey.

Reference Books:

1. Albright C. S., Winston Wayne L. and Zappe C. J (2009). Decision Making Using Microsoft Excel (India Edition). Cengage Learning.
2. Forte, R. M., (2015)., Mastering Predictive Analytics with R., Packt Publishng Limited.
3. Rees, M. (Jully 2015). Business Risk and Simulation Modelling in Practice: Using Excel, VBA and @RISK. John Wiley & Sons.
4. Richard, M., McCarthy, M., Ceccucci, W., & Halawi, L. (2019). Applying Predictive Analytics: Finding Value in Data. Springer.

3.3 Finance Specialization

Name of the Program: Master of Business Administration
Course Code:3.3.1
Name of the Course: Business Valuation and Value Based Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. To provide knowledge on valuation of business enterprises.
2. To make students understand the various models of value-based management.
3. To give insight on various forms of corporate restructuring.

Course outcomes:

1. The basic concepts required for corporate valuation.
2. The various methods of valuation.
3. Valuation in special cases.
4. Models of value-based management.
5. Strategies for 'value maximization' – corporate restructuring, with special focus on mergers and acquisitions.
6. Financial modelling skills for valuation of business enterprises.

Module 1: Introduction to Fundamental tools of Finance **8 Hours**

Meaning of Financial Management – Goals of Financial Management - Analysis of Financial Statements – DU PONT ANALYSIS; Time Value of Money – Compounding, Discounting, Annuity and Perpetuity; Weighted AverageCost of Capital – CAPM based calculation. Beta – Un-levering and Re-levering

Module 2: Corporate Valuation **16 Hours**

Valuation of Firm and Valuation of Equity – Net Assets Method, Earnings Capitalisation Method, Relative Valuation, Chop Shop Method. Valuation of Firm and Valuation of Equity – Discounted Cash Flow (DCF) Method, Adjusted Present Value (APV) Method, Economic Value Added (EVA) Method. **Indian Valuation Standards issued by ICAI.**

Module 3: Advanced issues in Valuation **10 Hours**

Valuation of High Growth Companies, valuation of Cyclical Companies, Valuation of Banks, valuation of InsuranceCompanies. Cross-border Valuation, Valuation in Emerging Markets, Valuation of Private Companies. Valuation of Intangible Assets. Human Resource Valuation. Brand Valuation.

Module 4: Value Based Management and Corporate Restructuring **8 Hours**

Marakon Approach, Alcar Approach, Mc Kinsey Approach, Stern-Stewart Approach and BCG Approach.Performance Measurement and Analysis. Balanced Scorecard.

Module 5- Corporate Restructuring **8 Hours**

Corporate Restructuring – Ownership Restructuring, Business Restructuring, Asset Restructuring, Organisational Restructuring. Financial Restructuring - designing or redesigning capital structure, financial restructuring in the event of change in legal requirements, financial restructuring in the event of continuous losses, Buy-back of Shares, Rights Issue,Convertible Instruments, Callable Bonds.

Module 6: Mergers and Acquisition **10 Hours**

Valuation for Merger / Acquisitions, financing a merger, Determining Exchange Ratio – Range and Terms.Feasibility of Mergers and Acquisitions

PRACTICALS / SKILL ENHANCEMENT ACTIVITIES

1. Perform Du Pont Analysis for any listed company and identify the areas of concern.
2. Calculate Beta for a listed company using spreadsheet and ascertain its cost of equity.
3. Find value of any company using DCF method, making necessary assumptions.
4. From the latest media reports, identify and list corporate restructuring strategies of at least 5 Indian companies.
5. Make a list of domestic and international mergers and acquisitions over the last 5 years in any industry.
6. Design Excel Templates for Corporate Valuation

Suggested Readings

- Strategic Financial Management - Managing for value creation | Second Edition. (2020). (n.p.): McGraw-Hill Education.
- Strategic Financial Management. (2018). (n.p.): Kojo Press.
- Pettit, J. (2011). Strategic Corporate Finance: Applications in Valuation and Capital Structure. Germany: Wiley.
- Jarrell, S. L., Morin, R. A. (2000). Driving Shareholder Value: Value-Building Techniques for Creating Shareholder Wealth. United States: McGraw-Hill Education.
- Chandra, P. (2011). Corporate valuation and value creation. Tata McGraw-Hill Education.

Name of the Program: Master of Business Administration

Course Code:3.3.2

Name of the Course: Indian Financial System

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. To provide an insight into the functioning of Indian financial system.
2. To make students understand the various components of the financial system, the inter-relationship among different components and the impact on business enterprise

Course outcomes:

The student will have improved ability to

1. The framework of Indian Financial System.
2. The various financial institutions that have impact and influence on business organizations and their functioning.
3. The financial markets and their mechanism, with special emphasis on Stock Exchanges.
4. Various financial services available for a business enterprise

Module 1: Overview of Financial system **6 Hours**

Indian Financial System – Features, Constituents of Financial System – Financial Institutions, Financial Services, Financial Markets and Financial Instruments. Overview of Global Financial System

Module 2: Financial Institutions **12 Hours**

Meaning of Financial Institutions, Special Characteristics, Broad Categories – Money Market Institutions and Capital Market Institutions. Industrial Finance Corporation of India, Industrial Development Bank of India, State Financial Corporations, Industrial Credit and Investment Corporation of India, EXIM Bank of India, , National Small

Industrial Development Corporation, National Industrial Development Corporation, Life Insurance Corporation of India, Unit Trust of India

Module 3: Non-Banking Financial Institutions 8 Hours

Meaning, Registration, Principal Business of NBFCs, Structure, Supervision, RBI Measures for NBFCs, Other Measures.

Module 4: Financial services 12 Hours

Concept, Objectives / Functions, Characteristics, Financial Services – Concept, Classification, Regulatory Framework. Merchant Banking, Mutual Funds, Leasing, Credit Rating.

Module 5: Financial Markets 12 Hours

Meaning and definition, Role and Functions of financial markets, constituents of Financial Markets, Money Market and instruments, Capital Markets and Instruments.

Module 6: Stock Exchange 6 Hours

Meaning and definition, Role and Functions, Regulatory Framework of Stock Exchange, Profile of Indian Stock Exchanges, Listing, Trading

PRACTICALS / SKILL ENHANCEMENT ACTIVITIES

1. Identifying the organisation structure, functions and who's who of select 3 financial institutions.
2. Writing a commentary on the latest measures and policies of the Reserve Bank of India
3. Preparing a list of money-market and capital market instruments and identifying the pros and cons of each of them
4. Identifying the financial services offered by 1 bank and 1 financial institution and listing the features of all the services.
5. Writing a report on the trading activities and modus operandi of BSE / NSE.

Suggestive Readings

1. Guruswamy, S, “Indian Financial System”, McGraw Hill Companies
2. L.M. Bhole,“Financial Institutions & Markets, Tata McGraw Hill, New Delhi.
3. Khan, M.Y, “Indian Financial System”, TheMcGraw Hill Companies.
4. Sharma, Meera, “Management of Financial Institutions”, Eastern Economy Edition.
5. Bhole and Mahakud, “Financial Institutions and Markets – Structure, Growth and Innovations”, TheMcGraw Hill Companies
6. Guruswamy, S, “Financial Services and System”, McGraw Hill Companies
7. Edminister. R.O, Financial Institutions, Markets & Management, McGraw Hill, New York, 1986.
8. Karkal G.C,Unorganised money markets in India, Lalwani, Bombay.
9. Khan. M.Y, Indian Financial System, Vikas
10. H.R Machiraju, Indian Financial System, Vikas Pub. House.
11. E.Gorden& K. Nataraj, Financial Markets and Services, Himalaya Publishing house

References

1. ICWA, Financial Services, ICAI, Publication.
2. G.S. Patel, Capital Market, Functioning and Trends, ICFAI Publication.
3. J.N. Dhonkar, A Treatise an Merchant Banking, Skylark Pub. Delhi.
4. Vindo Kothari, Leasing, Hirepurchase and Consumer Credit, Wadhwa and Company.
5. SEBI Guidelines issued from time to time.
6. K. Sriram, Handbook of Leasing, Hire Purchasing and Factor, ICFAI Publications.
7. Gledstone, Venture Capital Investing, NY, Prentice Hall.
8. Smith P.F., Money and Financial Intermediation, The Theory and Structure of Financial Systems, Prentice Hall, New Jersey.

Name of the Program: Master of Business Administration *Course Code:3.3.3* *Name of the Course: Investment Analysis and Management*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Investing surplus funds for generating some returns is common among individuals and organizations. When a business enterprise has idle funds for a certain period of time, it is prudent on the part of the enterprise to invest it wisely and generate decent returns, the onus of which lies on finance manager. Hence, it is essential for finance professional to have knowledge on the process of making and managing investments. This course entitled "Investment Analysis and Management" is introduced to orient a finance professional regarding the process of making and managing investments.

Course Objectives:

- To provide knowledge and skill in identifying various investment alternatives and choosing the suitable alternatives.
- To orient on the procedures and formalities involved in investing.
- To train the learners on portfolio construction and management

Course outcomes:

This course will equip the students with required skills of Investment decisions and actions.

- Identifying investment alternatives
- Choosing the best / suitable alternatives.
- How to construct a portfolio
- Portfolio management

MODULE 1: BASICS OF INVESTMENTS 6 HOURS

Investments – Meaning. Differences between Investment, Trading and Speculation. Process of making andManaging Investments. Investment Goals and Constraints.

MODULE 2: INVESTMENT ALTERNATIVES 6 HOURS

Non-marketable Financial Assets, Money Market Instruments, Fixed Income Securities, Equity Shares, MutualFunds, Derivatives, Life Insurance Policies, Real Estate, Precious and Valuable items.

MODULE 3: STOCK SELECTION AND PORTFOLIO CONSTRUCTION 10 HOURS

Stock Selection: Fundamental Analysis – Economy Analysis, Industry Analysis, Company Analysis and StockValuation. Technical Analysis. Efficient Market Hypothesis. Portfolio Construction: Calculation of Return and Risk, Decomposition of Risk. Portfolio Construction Theories –Markowitz Theory, Sharpe's Single Index Model, Capital Asset Pricing Model, Arbitrage Pricing Theory.

MODULE 4: BONDS 12 HOURS

Pricing of Bonds, Returns on Bonds, Risks associated with Bonds, Duration and Modified Duration. Bond PortfolioConstruction – Immunization Strategy

MODULE 5: MUTUAL FUNDS 8 HOURS

Mutual Funds – Net Asset Value. Mutual Fund Returns. Selection Criteria – Sharpe's Measure, Treynor's Measure,Jensen's Measure.

MODULE 6: PORTFOLIO EVALUATION AND REVISION 6 HOURS

Selection criteria: Performance Evaluation- Sharpe's Performance Index, Treynor's Performance Index and Jensen's Measure to identify the predictive ability, Evaluation of Mutual Fund. -NAV method, Portfolio Revision Methods- Investment Timing, Formula Plans Constant Dollar Value Plan, Constant Ratio Plan, Variable Ratio Plan

PRACTICALS / SKILL ENHANCEMENT ACTIVITIES

1. Administering 'Risk Measurement Tools' and identifying the type of risk takers of at least 5 individuals.
2. Perform Fundamental Analysis and identify at least 5 stocks suitable for long-term

investment

3. Perform Technical Analysis and identify at least 5 stocks for short-term investment
4. Construct Portfolio of selected stocks using Sharpe's Model or CAPM
5. Identify and suggest at least 5 Mutual Funds suitable Mutual Funds, on the basis of different parameters

Suggestive Readings:

- Charles P. Jones (2007); "Investments Analysis and Management", Wiley, 9th Edition
- Punithavathy Pandian, (2007); *"Security Analysis and Portfolio Management*", Vikas Publishing House Private Limited, Fifth Reprint Edition.
- Reily and Brown (2007); *"Investment Analysis and Portfolio Management*", Thomson South Western, 8th Edition, First Indian Reprint.
- Fischer, E Donald and Jordan, J Ronald (2005); "*Security Analysis and Portfolio Management"*, Prentice Hall of India Private Ltd., 6th Edition.

Additional Readings:

- Haugen Robert (2003); "Modern Investment Theory", Pearson Education, 5th Edition.
- Bhalla, V.K. (2006); "Investment Management", S. Chand; 12th Edition.
- Hirschey and Nofsinger (2008); "Investments – Analysis and Behaviour", Tata McGraw Hill Publishing Company Limited, Special Indian Edition.
- Avadhani V.A (2006), "Securities Analysis and Portfolio Management", Himalaya Publishing House, Eighth Revised Edition.
- Sharpe, Alexander and Bailey (1996); "Investments", Prentice Hall of India Private Limited, 5th Edition.
- Kevin (2008); "Security Analysis and Portfolio Management", Prentice Hall of India Private Limited, First Reprint Edition.

1.4 MARKETING SPECIALIZATION

Name of the Program: Master of Business Administration Course Code: 3.4.1 Name of the Course: Retailing Management and Services		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1 To understand the services domain from a marketing perspective.

2 To understand retailing as a business and have a comprehensive view of the marketing and store management functions in a retailing organization.

Course Outcomes:

1. At the end of the course, student must be able to understand the essential components of a service business and manage retailing.

COURSE CONTENT

MODULE 1: **8 HOURS**

Foundations of services marketing - The services concept- Service Industry –Nature of Services, Distinctive Characteristics of Services, Classification of Services – Importance of Services Marketing - The Growth in Services – Global & Indian Scenarios, Extended Services Marketing Mix: 7 Ps of Services Marketing.

MODULE 2: **10 HOURS**

The GAP model, Customer expectations of services, Customer perceptions of Service and Measurement of quality in services, Servqual model and measurement methods, Employees role in service delivery, Creating a culture of service, the services marketing triangle, Customers role in service delivery, Services -Market Segmentation –Positioning and Differentiation of Services, Strategies for managing closing the five gaps.

MODULE 3: **10 HOURS**

Managing the Service Process – new service development, Service Blueprints, Customer defined service standards, Physical Evidence and Cape Services. Service encounter, Service failure and recovery, Service pricing, Customer relationship management and Loyalty in services, Role of social media in customer services.

MODULE 4: **10 HOURS**

Introduction to retailing, types of retailers and Retail formats including e-tailers, theories of retail development, Consumer shopping behaviour and decision-making process, the concept of franchising, Retail mix, measuring performance in retail, Introduction to multi-channel retailing, Retail Strategy

MODULE 5: **8 HOURS**

Key elements of store operations and managing touch points, role of a store manager, Retail location selection, Segmenting and targeting in retail, shopper marketing - components, store design and layouts, Visual Merchandising**.**

MODULE 6: **10 HOURS**

Integrated marketing Communications in retailing, Merchandising concept and functions, Merchandise Management, Concept of CPFR, Category Management - Definition and process, Introduction to private labels. Customer services in retailing.

Suggested Readings:

- Valarie A Zeithml, Mary Jo Bitner and Ajay Pandit. 7th edition (2018). *Services Marketing – Integrating customer focus across the firm*. Paco Underhill.
- K Rama Mohana Rao. 2nd edition (2011). *Services Marketing*. Pearson Education India.
- W. Jochen. L Christopher. Chatterjee Jayanta. (2017). *Services Marketing -People Technology Strategy*. Pearson Education.

References:

- Simon & Schuster. (2008). *Why we buy – The Science of Shopping*. Paco Underhill.
- G.P.Sudhakar. (2012). *Integrated Retail Communication*. Prentice Hall of India Pvt Ltd.
- Rosemary Varley and Routledge. (2005). *Fundamentals of data visualization: a primer on making informative and compelling figures*. O'Reilly Media.

Name of the Program: Master of Business Administration

Course Code: 3.4.2

Name of the Course: Consumer Behavior

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1 To gain clear understanding of the factors that shape consumer behavior
2 To understand various theoretical models of consumer behavior.
3 To gain a perspective on consumer behaviour research and some important tools and techniques used.

Course Outcomes:

1. At the end of this course, students will be able to appreciate the importance of understanding consumer behaviour for marketing success, understand the various factors shaping consumer behaviour and choice, be able to conduct exploratory research in consumer behavior and be able to use understanding

of consumer behaviour in making marketing plans.

COURSE CONTENT

MODULE 1: 8 HOURS

Introduction: The Scope and importance of consumer behaviour, Concept, diversity of consumer behavior, Characteristics ofIndian Consumers. Individual determinants of Consumer Behaviour, Motivation, Personality and Self Concept, Consumer Perception, Consumer Learning, Consumer Attitude Formation and Change.

MODULE 2: 10 HOURS

Influences on the Consumer: Consumer needs, motives - positive and negative motivation - rational versus emotional motives. Consumer relevant reference groups - opinion leaders - family decision making and consumption related roles - family life cycle - social class and consumer behaviour - influence of culture on consumer behaviour- cross cultural context. Diffusion of innovations: the diffusion and adoption process - consumer innovativeness and personality traits.

MODULE 3: 8 HOURS

Consumer decision making: Models of consumer decision making - Engle-Kollatt Blackwell model, Howard-Sheth Model, Bettman's Model, HCB Model. Concept of involvement, extensive/limited problem solving – routinized responsive behavior.

MODULE 4: 8 HOURS

Post purchase behavior: Consumer satisfaction concept & Models – Expectancy Disconfirmation, Desires Congruency Model, Equity Theory, Attribution Theory, Cognitive dissonance, Consumer delight, consumer complaint behavior.

MODULE 5: 12 HOURS

Consumerism: Evolution of consumer society. Definition of consumerism, buyers & sellers rights, effects of consumerism. Organizational Buying: Concept & comparison with

Consumer buying, Economic Influence; Political Influence; Legal Influence; Supplier's Influence; Technology Influence; Customer Influence; Government Influence; Labour Influence, Analyzing Buyers' strengths & Negotiation Capabilities.

MODULE 6: 10 HOURS

Organizational Influences on Buying Behavior: Buying Roles; Market Response: The Buy Grid Model; The Organizational Buying Decision Process; Buying Tasks; Interpersonal Influencing in Organizational Buying.

Suggested Readings:

- DebrajDatta and MahuaDatta. 1ST edition (2011). *Consumer behaviour and Advertising Management*. Vrinda Publication Pvt Ltd.
- K Rama Mohana Rao. 2nd edition (2011). *Services Marketing*. Pearson Education India.
- S.Sumathi and P. Saravanavel.. (2017). *Marketing Research and Consumer Behaviour*. Vikas Publishing House Pvt Ltd.

References:

- Rama Bijapurkar. (2013). *We are like that only*. Penguin India.
- Matinkhan. (2007). *Consumer Behaviour and Advertising Management* new age publishers.
- Conner Acevedo. (2018). *Consumer Behaviour and Advertising Management*. ED-TECH press.

Name of the Program: Master of Business Administration

Course Code: 3.4.3

Name of the Course: Rural and Agricultural Marketing

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1 To understand the opportunities and challenges in rural marketing
2 To understand the differences between Rural and Agricultural marketing.
3 To evaluate different marketing strategies used in rural distribution and promotion.

Course Outcomes:

1. At the end of the course, the student must develop an appreciation for rural and agricultural marketing.

COURSE CONTENT

MODULE 1: 8 HOURS

Introduction to Rural Marketing: Definition and Scope of Rural Marketing, Components of Rural Markets, Classification of Rural Markets, Rural vs. Urban Markets. Population, Occupation Pattern, Income Generation, Location of Rural Population, Expenditure Pattern, Literacy Level, Land Distribution, Land Use Pattern, Irrigation, Rural Development Programs, Infrastructure Facilities, Rural Credit Institutions, Rural Retail Outlets.

MODULE 2: 10 HOURS

Segmenting Rural Markets, Rural Marketing Mix Strategies: Positioning in rural markets, Rural Product Strategies and Brand Management – Rural Pricing Strategies – Rural Distribution Strategies – Innovative Distribution Channels like ITC E-choupal,

Godrej Adhar, HUL Shakti, Mahindra Samriddhi sand Godrej Sakhi. Rural Promotional Strategies, Challenges in Rural Communication, Rural Media- Mass Media, Non- Conventional Media, Personalized Media, Rural Media Typology, Rural Media Innovation, Influence of Consumer Behaviour on Communication. Cases on FMCG /Beverages /OTC marketing in rural markets.

MODULE 3: 8 HOURS

Marketing strategies for rural markets, Market Research in rural India including findings published reports like Thompson's rural market index and similar ones , Consumer Finance, Public-Private Partnership, E-Rural Marketing, Role of Government and NGOs in Rural Marketing. Qualitative research techniques for rural research, NSSO rural consumption studies

MODULE 4: 12 HOURS

Agricultural Marketing: Nature and Scope, Objectives of Agriculture Marketing, classification of agricultural products and markets, how agricultural marketing is different from rural marketing, Challenges in Agricultural Marketing, Channels of Distribution for agricultural products, Managing rural distribution networks. Government led incentives for agricultural marketing like KrishimarataVahini, online trading in Karnataka, and Agmarknet, Impact of Rural Credit and Finance on Rural Consumerism – Scope and role of Banking and NBFCs in Rural markets.

MODULE 5: 8 HOURS

Export potential for farm products - Role of APEDA, Global GAP, International Marketing and Export process -Supporting Services, Cooperative Marketing –Concept, History, Functions – Reasons for slow progress of cooperative sector and successful cases such as Amul. Supply Chain Management in Agricultural products including Post harvest processes and cold chains, commodity markets and futures, understanding the economics of fresh, chilled and frozen produce.

MODULE 6: 10

HOURS

The Future of Rural Marketing, Concept and working of contract farming in India. Suggestions and group discussions from students on the future of Rural Marketing in India.

Case studies of Safal, Gherkin exports, and Poultry farming may be useful.

Suggested Readings:

- Kashyap. 3rd edition (2016). *Rural Marketing*. Pearson Education India.
- BalramDogra&KarminderGhuman.(2007). *Rural Marketing: Concepts and Cases*. Tata McGraw Hill Education Pvt Ltd
- Krishnamacharyulu. 2nd edition(2010). Rural Marketing: Text and Cases. Pearson India

References:

- D Kumar.P Gupta. (2017). *Rural Marketing: Challenges and Opportunities*. SAGE Publications Pvt. Ltd.
- NilabjaGhosh. (2013). *India's Agricultural Marketing: Market Reforms and Emergence of New Channels.* Springer India.
- Dr. SubhashBhave. Agribusiness Management in India –Text & Cases

3.5 HUMAN RESOURCES

Name of the Program: Master of Business Administration

Course Code:3.5.1

Name of the Course: Learning and Development

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. To enable the students to understand the concepts, principles and process of learning and development.
2. To develop an understanding on various non-training solutions to improve employee performance

Course outcomes:

1. By the end of this course, a student would learn to develop an understanding of how to assess training needs and design training programmes in an Organisational setting. To familiarize the student with the levels, tools and techniques involved in evaluation of training effectiveness

Module 1: **8 Hours**

Introduction - Need and importance of Training and development in organizations - A Systematic approach to Training & Development - Assessment, Training and Development and Evaluation Phases, Training administration, difference between training and learning.

Module 2: **10 Hours**

Need Assessment and Analysis - Organizational Support for need assessment - Operational / Organizational analysis - Requirement analysis - Individual analysis - Motivational aspects of HRD - Development cycle - Reinforcement for behaviour modification - Challenges to become learning organization - Trainee readiness - Trainee motivation to learn.

Module 3: **10 Hours**

An overview of Instructional Approaches - Traditional and modern Instructional Approaches - Internal Vs External Training - Training Methods - On the Job - Apprenticeship working – mentoring; Off the Job - Case studies - lectures - vestibule – sensitivity - in-basket - role plays - audio-visual & other contemporary methods - Adult learning principles or methods

Module 4: **10 Hours**

Training Evaluation and Measurement - Introduction to evaluation process - Criteria development - choosing criteria measures - Evaluation of Criteria - Experimental Designs - quasi experimental designs - Other methods of evaluation - External Training Validity - Models of Evaluation - ROI on Training

Module 5: **10 Hours**

Human resource development - HRD at micro and macro levels - Sub-systems of HRD - role of HRD function - Concept of career – Career Stages - Steps in career Planning - Methods of career planning and development - Career development Actions and programs - Career problems and solutions - Guidelines for Career management – Concept, need and importance of management development - Management development process - Leader centred techniques of management development.

Module 6: Valuation of Mergers & Acquisition **8 Hours**

Practical - Design and conduct training program and visit vocational training institutes.

- Create and implement a training needs analysis
- Develop and implement a training plan

- Assess and/or evaluate a training plan
- Propose alternatives to training

Suggested Readings

1. Goldstein, I. L., & Ford, J. K. (2002). Training in organizations: Needs assessment, development, and evaluation (4th ed.). Belmont, CA: Wadsworth.
2. Lynton & Parekh, (2011)., Training for Development, 3 ed. Sage Publications
3. Robert L. Craig, “ASTD Training and Development”, McGraw Hill Publications

References

1. Dugan laird, (2003), Approaches to Training and Development, Perseus Publishing.
2. Noe, A Raymond & Kodwani, Deo Amitabh, (2012), Employee Training and Development”, 5e, McGraw Hill Publications, 2012

Name of the Program: Master of Business Administration

Course Code:3.5.2

Name of the Course: Team Dynamics at Work

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	58 Hrs

Course Objectives:

1. To understand the purpose and the value of team building.
2. To apply as when teams are important and when they are not.
3. To describe how teams are formed and how they operate.
4. To comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
5. To interpret the application of talent development within a team environment.
6. To evaluate the techniques to assure good team function.
7. Apply team-building activities.

Course outcomes:

1. To impart the fundamentals of the key elements of a business organization
2. To develop analytical skills to identify the link between the management practices in the functional areas of an organization and business environment.
3. To provide insights into latest technology, business communication, management concepts and to build team work and leadership skills among them.
4. To inculcate the habit of inquisitiveness and creativeness aimed at self-actualization and realization of ethical practices.

Module 1: **10 Hours**

Team composition, formation of teams and development- Intra team Dynamics -Inter group relations -Team Performance and Motivation-Team Conflict and Leadership-Team Decision Making, Group dynamics, Dynamics of teams and Team building

Module 2: **10 Hours**

Leadership-Team Decision Making, Discovering the interpersonal orientation through, training needs analysis, STAR team model (Strengths, Teamwork, Alignment and Results), Experiential learning Methodologies-T- group sensitivity training, encounter groups Culture, Types of culture in the organization, Culture, Discipline, Organizational Effectiveness in creating team culture

Module 3: **10 Hours**

Elements, benefits and challenges of Talent Management System - Building blocks of Talent management: competencies, performance management, evaluating employee Potential - Modern practices in talent attraction, selection, retention and engagement

Module 4: **10 Hours**

Introduction to Groups, Nature of groups, stages of group development, Encounter groups, appreciative enquiry, Discover the facets of interpersonal trust through Johari window, communication skills.

Module 5: **8 Hours**

Introduction to Negotiation, Negotiation skills and strategies for team building, team morale, team building strategies at work place.

Module 6: **10 Hours**

Nature of conflict, theories of conflict, work place conflict, Conflict resolution in teams, competitive vs collaborative behaviour, developing collaboration .work stress and stress management

Suggested Readings

1. Levi, Daniel. (2014). Group Dynamics for Teams, 5th Edition, SAGE Publications.
2. Simon Hartley, Stronger Together: How Great Teams Work , Little, Brown Book Group UK

References

1. Greg L stewart, Charles C manz, Team Work and Group Dynamics, John Wiley and Sons

Name of the Program: Master of Business Administration Course Code:3.5.3 Name of the Course: Performance Management System		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours

4 Credits	4 Hrs	56 Hrs

Course Objectives:

1. The objective of this course is to equip students with comprehensive knowledge and practical skills to improve their ability for performance appraisal in their organizations.

Course Objectives

1. It is particularly intended for students as future managers and supervisors who will conduct the performance appraisal of their subordinate

Module 1: **10 Hours**

Conceptual aspects of Performance System, Dimensions and excellence in performance- Pillars of human performance - Theoretical base for PMS - Objectives and functions of PMS - Performance Management Prism - Competency based PMS - Electronic PMS- Potential appraisal and HRM, Performance Management and Employee Development – Emerging trends in performance appraisal.

Module 2: **12 Hours**

Team performance Management - Building and leading high performance teams - Virtual teams - Remote working, prerequisites of remote team performance -Role of team leaders - Drivers of performance - Designing appraisal programs - Conducting appraisals - individuals and teams - Feedback mechanisms – Individual and team rewards.

Module 3: **8 Hours**

Objectives, process, pros and cons of Performance appraisal - Design of appraisal forms using rating scales - Different methods of appraisals – Past, present and future oriented methods.

Module 4: **8**

Hours

Data collection on Performance information - Presentation, interpretation and corrective action - Performance management guidelines and checklists for managers - Common problems in assessment - Ways to avoid pain during appraisals.

Module 5: **8**

Hours

Managing high performance - Pay for performance - Performance improvement - Identification of gaps - Creative performance strategies - Performance management skills

Module 6: **10**

Hours

Legal issues associated with performance appraisals - Mentoring and coaching - Counselling and Monitoring Managing development - Guidelines on appraising expatriate's Performance, counselling for better performance - Six sigma and bench marking.

Suggested Readings

1. B D Singh,(2012), Performance Management System – A Holistic Approach", Excel books
2. S Kohli and T Deb,(2008) "Performance Management", Oxford Higher Education

References

1. SoumendraNarainBagchi, (2013) "Performance Management 2 ed., Cengage Learning
2. Herman Aguinis, (2013) Performance Management" 3 ed. , Pearson.

3.6 HEALTH CARE MANAGEMENT

Name of the Program: Master of Business Administration

Course Code:3.6.1

Name of the Course: Perspectives On Health Care Sector

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

The healthcare sector is one of the important social sectors operating in the economy which has a bearing on the performance of other sectors within the economy. This course will provide bird's eye view of health sector, including the policies pertaining to healthcare set- up in India. The course will help the participants to be familiar with terminology as applicable to healthcare set up including having overview of non-clinical disciplines. The course will also provide understanding of the roles of the government and different constituents in healthcare industry. It provides the general understanding of the gamut of the operations and impact of the same being undertaken by various stakeholders.

Course Objectives:

- To introduce the student to the overview and perspectives of healthcare sector.
- To develop sense of interest about healthcare sector among students.

Course Outcomes:

- By the end of the course, the student is expected to develop sensitivity about healthcare issues.

Unit 1: Introduction **8 Hours**

Meaning, Scope & Dimensions of health and well-being, Determinants of health, Role of healthcare in Human Development, economic Development and inclusive growth.

Unit 2: Healthcare Terminology **8 Hours**

Introduction to Epidemiology, Human Biology; Familiarization with terms like Bio-chemistry, Physiology, Anatomy, Microbiology, Pathology & Pharmacology.

Unit 3: Indian Healthcare **10 Hours**

Constitutional rights and obligations for citizens, Healthcare Delivery in India, Primary, Secondary and Tertiary Levels, Public and Private Health Systems-Indigenous Systems of Medicine, Health Policy, Healthcare Reforms in the recent years.

Unit 4: Healthcare Sector **12 Hours**

Introduction to Medical Diagnostics, Devices and Imaging Industry, Pharmaceuticals, Medical Tourism and Health Insurance-Drivers of healthcare industry-Government Policies and Regulations-Profiles of the major companies -Outsourcing; Challenges and Opportunities-Recent Trends-Research and Development Activities.

Unit 5: Status of the Healthcare Sector **12 Hours**

Introduction to Demographics- Statistics on healthcare infrastructure in India- Overview of international health systems as compared to Indian Health System-Plurality of healthcare situation-Coverage and the impact of the health services-Future of the Indian Health System-Challenges and emerging domains in the healthcare delivery- Social Audit

Unit 6: Practical Interaction **6 Hours**

Case Study Discussion and interaction with healthcare professionals from constituents of the healthcare sector.

References:

- Goel, S.L. (2004). "*Health Care Organization and Structure*", Deep and Deep Publications.
- Majumdar, P.K (2010). " *Fundamentals of Demography*", Rawat Publications.
- Moisio, Marie A (2000). "*A Guide to Health Insurance Billing*", Delmar Cengage Learning,Ist Edition.
- Kumar, Rajesh (2009). " *Global Trends in Health and Medical Tourism*", SBS Publishers andDistributors Pvt Ltd.

Name of the Program: Master of Business Administration Course Code:3.6.2 Name of the Course: Management of Public Health Systems		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

"Prevention is better than cure". This adage goes well with the public health systems. This course will help in learning, develop, implement and evaluate effective public health initiatives within the country. The knowledge attained by this course will enable professionals to conceptualize and analyze programs in the context of the communities they serve, taking into account cultural, social, economic, ethical and legal factors.

Course Objectives:

- To introduce the student to public health domain.
- To make the student understand the principles and dimensions of public health.

Course Outcomes:

- The student shall be in a position to appreciate the role and importance of public health in healthcare

Unit 1: Introduction to Public Health 8 Hours

Meaning and scope - Changing concepts in public health – Concept of disease - Principles of disease transmission & disease control- Health for All vs Health for only those who can pay.

Unit 2: Public Health System 10 Hours

Healthcare of community-Public Health Planning and Management- Role of environment (air, water and land) in Health-Disaster Management-Prediction, Preparation and Rehabilitation-Communitization of Health

Unit 3: Principles and Methods of Public Health 10 Hours

Epidemiology of communication and non-communicable diseases-Vital Statistics of Public Health – Principles of epidemiological studies and epidemiological methods – Types of epidemiological studies- Surveillance, Monitoring.

Unit 4: National Health Programmes 12 Hours

Health Programmes on Maternal and Child Health, Family Welfare, Occupational Health, Environmental Health, Genetics, Geriatric Health, Nutrition and Health and Mental Health-Evaluation of the programmes and schemes-National Health Mission- Community Health Programs-Community Participation-Role of NGOs-Advocacy Campaigns

Unit 5: Health Education and Communication **10 Hours**

Information, Communication and Education (ICE) in Health; Principles, Methods, and Materials-Role of Mass Media-Mass Communication.

Unit 6: Medical Ethics **6 Hours**

Codes of Conduct: MCI Regulations (Professional conduct etiquette and ethics) – Ethics of trust vs ethics of rights– Understanding of patient rights-Distributive justice in health care – Ethics in organ transplantation, clinical trial, care of terminally ill, Euthanasia (Assisted Death)

References:

- K Park. (2011). "*Text Book of Preventive and Social Medicine*", BanarasidasBhanot, 21edition .
- Webber, Roger. (2005). "*Communicable Disease Epidemiology and Control: A GlobalPerspective*" , Oxford University Press ; 2nd Edition.
- Rao, A.A. Kameswara. (2005). "*Community Medicine: Practical Manual*"
- Schneider, Mary-Jane. (2012). "*Introduction to Public Health*" ., Jones & Bartlett Publishers; 3 edition.
- Sathe&Sathe. (1997). "*Epidemiology & Management for Healthcare for all*", PopularPrakashanam.
- Francis C M. (1993). "*Medical Ethics*", Jaypee Brothers Medical Publishers (Pvt Ltd), NewDelhi.
- S. L Goel. (2001). "*Healthcare Systems and Managements; Primary Healthcare Management*", Deep and Deep Publications, New Delhi , Vol 4.

Name of the Program: Master of Business Administration

Course Code:3.6.3

Name of the Course: Health Economics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

Health Economics course has been designed to develop basic understanding and skills necessary to analyze issues and problems in utilization of health services from an economic perspective. Health sector consumes a large proportion of resources. As a consequence, there are major economic issues involved, not only on whether this amount is right, but how best to spend it and on whom. Therefore, this course becomes imperative for policy makers, planners, and managers in the field of healthcare. The course covers the basic theory of microeconomics in health care such as demand, supply, pricing; production, cost, competitive market equilibrium, monopoly and monopolistic market etc.

Course Objectives:

- To introduce the student to the micro and macro-economic principles as applicable to healthcare.
- To make the student to understand healthcare markets.

Course Outcomes:

- By the end of the course, the student shall be in a position to understand the application of healthcare economics.

Unit 1: Nature and Scope of Health Economics 6 Hours

Definition , Concept and application in Health Systems-Health Economics vs Healthcare

Economics-Basic Economic Concepts - Circular Flow of Economic Activity - Using Economics to Study Health Issues - Nature and relevance of Economics to Health and Medical care.

Unit 2: Healthcare and Macroeconomics **10 Hours**

Unique nature of health as an economic activity-Demand and supply of healthcare- Health as a consumer and investment good- Macro economic theory and policy - Valuation & Measurement of Health-Monetary evaluation of length of life- Valuation of the quality of life-Economic Evaluation in healthcare– Understanding of welfare economics.

Unit 3: Healthcare and Microeconomics **10 Hours**

Current Assets, Inventory valuation, Cost formulas (AS-2) Fixed Assets Cost of Acquisition (AS-10), Depreciation methods (AS-6), Liabilities and its classification.

Unit 4: Healthcare Economics and Planning **10 Hours**

Basic Economic Aspects in Healthcare-Externalities (Spillover Effects)-Equity and Health-Techniques of Economic Efficiency, Operational Efficiency and Allocative Efficiency - Economic aspects of Public Private Partnership (PPP).

Unit 5: Healthcare Market **12 Hours**

Meaning and definition, Role and Functions of financial markets, constituents of Financial Markets, Money Market and instruments, Capital Markets and Instruments.

Unit 6: Practical Assignment **8 Hours**

Assignment on demand and supply analysis of new hospitals.

References:

- Getzen, Thomas E. (2006). ”*Health Economics and Financing*” , Wiley , 3rd Edition.
- Dutta, ShuvenduBikash. (2014). ”*Health Economics for Hospital Management*”

,Jaypee Brothers Medical Publication Ltd.

- N K Anand&ShikhaGoel. (2010). "*Health Economics*", A.I.T.B.S Publishers India, New Delhi,2nd Edition.
- H S Rout & P.K Panda. (2007). "*Health Economics in India*", New Century Publications, New Delhi.
- V Raman Kutty. (1999). "*A Premier of Health Systems Economics*", Allied Publishers, New Delhi.
- James Henderson. (2011). "*Health Economics and Policy*", Cengage Learning, 5 Edition.
- Rexford E. Santerre and Stephen P. Neun. (2012). "*Health Economics: Theories, Insights and Industry Studies*" The Dryden Press, Harcourt Brace & Co., Orlando, 6th Edition.

3.7 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)

Name of the Program: Master of Business Administration **Course Code:3.7.1** **Name of the Course:** Strategic Credit Management in Banks		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60Hrs

Course Overview

Major challenge faced by every bank is its deteriorating quality of assets, specially the'advances'. A liberal lending policy of a bank can lead to high volume of non-performing assets while a rigid lending policy could get no business. Further, the competition amongbankscouldforcebankstoadoptshort-termmeasuresforboostingmeasures, having impact on long-run record of the business. Hence, it is essential for banks to have the idea of managing credit strategically. This course provides a framework of Credit Management of Banks from strategic perspective.

Course Objectives:

1. To provide a framework of banking in general, and functioning of banks in Indian context, in particular.
2. To provide knowledge of the credit management strategies of banks.
3. To make understand the process and procedures adopted by banks for processing loan applications.
4. Toprovideknowledgeofmanagementofnon-performingassetsofvariousbanks.

Course Outcomes:

1. Know the regulation of banks in Indian environment and their functioning.
2. Know the process, systems and procedures of sanctioning credit by various banks.
3. Obtain the skill of evaluating financial statements and other documents as appraised by the banks.
4. Know about the strategies used by banks for managing non-performing assets

COURSE CONTENT

Unit 1: EVOLUTIONOFBANKINGINSTITUTIONS 10 Hours

Introduction to banking business, Commercial Banking, Functions, Services, General Structure and methods of Commercial Banking in India, Mechanism of Credit Creation, Liabilities, Assets of Banking, Systems of Banking, Banking innovations, RBI, Function sand Role of RBI, Monetary policy of RBI.

Unit 2: OVERVIEW OF BANK'S CREDIT POLICY 8 Hours

Introduction to Credit policy, Importance, Objectives and Formulation of Loan policy, Credit Exposure and RBI norms, Different types of Loan and Advances, Fund based and Non-Fund based facilities.

Unit 3: APPRAISAL OF CREDIT PROPOSALS:SANCTIONING OF CREDIT LIMITS 10 Hours

Introduction, Meaning and Scope of Credit Appraisal, The credit process, Pre appraisal stage, Appraisal stage, Post-sanction Compliance: Monitoring and Supervision of Advances, Documentation, Purpose, Process for Fresh Advances, Documentation at time of Renewal/Enhancement/Death of a borrower.

Unit 4: CREDITANALYSIS: DIFFERENT TYPES OF BANK BORROWERS 10Hrs

Introduction, Credit Analysis of Sole Proprietary concern, Partnership firms, Limited companies, Local Bodies and Statutory Bodies/Corporations.

Unit 5: EVALUATING COMMERCIAL LOAN REQUEST: FINANCIAL STATEMENT ANALYSIS 10 Hours

Introduction, Financial statements, Ratio Analysis as a tool for Financial Statement analysis, Accounting ratios, Types of ratios used for appraisal of Credit Proposal

Unit 6: MANAGEMENT OF NON-PERFORMING ASSETS 8 Hours

Introduction, Meaning and Definition, Importance, and Classification of Non-Performing assets, Guidelines for classification, Provisioning norms, Recovery of NPA's, Strategies for reducing NPA's

Suggested Reading

1) Popli, G. S., & Puri, S. K. (2013). Strategic Credit Management in Banks. PHI Learning Pvt. Ltd..

2) Suresh, P., & Paul, J. (2014). Management of banking and financial services. Pearson Education India.

3) Gordon, E., & Natarajan, K. (2009). Financial markets and services. Mumbai: Himalaya Publishing House.

4) Khan, M. Y. (2013). Indian financial system. Tata McGraw-Hill Education.

5) Gupta, P. K. (2011). Insurance and risk management. Himalayan Books.

References

1) LOOMBA, J. (2013). Risk management and insurance planning. PHI Learning Pvt. Ltd.

2) Sethi, J., & Bhatia, N. (2012). Elements of Banking and Insurance. PHI Learning Pvt. Ltd..

Name of the Program: Master of Business Administration Course Code:3.7.2 Name of the Course: Insurance Planning &Management		
Course Credits	No of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60Hrs

Course Overview

Many Financial Products and Services have been innovated and introduced in financial markets over centuries. One of the Prominent Financial Products is Insurance. Being the need of every individual and organization, knowledge of its spread, systems and operations is essential for every person planning a career in Finance. This Course is introduced to provide a broad-based knowledge about various insurance products and the operational procedures associated with the major

products.

Course Objectives:

1. To provide knowledge on the various forms of Life, Health and Property Insurance.
2. To provide orientation on selection of insurance products.
3. To outline the mechanism of pricing insurance products.
4. To orient about the operational procedures of various forms of insurance

Course Outcomes:

1) Know about the various forms of insurance and their suitability.
2) Know about the criteria for selection of various insurance products.
3) Know the pricing mechanism of insurance products.
4) Know the systems and procedures associated with various forms of insurance.

COURSE CONTENT

Unit 1: INTRODUCTION TO INSURANCE 8 Hours

Introduction, Meaning, Origin and Development of Insurance, Characteristics, Purpose and Need, Benefits, Functions and Importance of Insurance, Principles and Nature of Insurance

Contract,TypesofInsuranceContracts,FundamentalsofInsurability,Classifications of Insurance, Structure of Insurance Industry in India

Unit 2: LIFEINSURANCE,NEEDANDPOLICY ANALYSIS 10 Hours

Introduction, Motives of Purchasing Life Insurance Policy, Life's need analysis, Determining the amount of Life Insurance, Human value approach, Need's approach, Capital retention approach, Life Insurance Policy, Types of Life Insurance Policy, Benefits of Life Insurance, Policy selection, Determining the cost of Life Insurance,

Factors to consider while buying Life insurance.

Unit 3: MEDICALINSURANCE 10 Hours

Health Insurance Policy, Health Insurance Policies in India-An Overview, Types of Health Insurance, Types of Coverage, Personal Accidents/Disability Income Insurance, Factors to consider while buying Medical Insurance

Unit 4: PERSONAL PROPERTY AND LIABILITY INSURANCE 8 Hours

Home Owner's Insurance, Coverage Types, Claims procedure, Motor Vehicle Insurance-Types, Overseas and Travel Insurance-Types, Travel Insurance Policy exclusion

Unit 5: INSURANCE PRICING 10 Hours

Pricing Objectives, Rate making, Life Insurance Pricing elements, Objectives of Rate making, Basis of rating in Indian context, calculation of Premium, Rate making in property and Liability Insurance, Method so floating

Unit 6: POLICY SERVICING AND CLAIMS SETTLEMENT 10 Hours

Insurance Documents, Nomination, Alterations, Revival, Policy loans, Surrender value and Paid up value, Issue of Duplicate Policies, Cost Policies, Claim settlement Objectives, Types and Steps in Settlement of Claim, Claim settlement process for Life Insurance,HealthInsurance,Re-Insurance,Need,TypesandAlternatives.

Suggested Reading

1. Jatinder Loomba : Risk Management and Insurance Planning PHI,2014
2. Misra M.Nand Misra S.R, Insurance Principles and Practice, S. Chand and Co. New Delhi, 2007
3. P.K.Gupta,InsuranceandRiskManagement,Himalayapublishinghouse,2015
4. Ganguly , Anad, "Insurance Management", New Age International ,New Delhi

References:

1. JaveS. Trieschimam, Sandra G.Guatarson, Robert E Houyt, Risk Management and Insurance, ThomsonSowllaWesternSingapore,2003
2. Black, Kenneth and Horord D Shipper,“ Life and health Insurance”, Pearson Education, New Delhi.

Name of the Program: Master of Business Administration

Course Code:3.7.3

Name of the Course: Indian Financial System

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60Hrs

Course Overview

A finance professional needs knowledge of financial management practices within the organization, and financial systems which influence the organization from outside. The financial system comprises of financial institutions, financial markets, financial instruments, financial products and services. A thorough understanding of all these components will equip a finance manager to make better and informed decisions. Hence, the course on“IndianFinancialSystem”whichorientsthelearnerallttheexternalforcesinfluencingfinancialandstrategicdecisionsofa business enterprise is introduced.

Course Objectives:

1. To provide an insight into the functioning of Indian financial system.

2. To make students understand the various components of the financial system, the inter-relationship among different components and the impact on business enterprise.

Course Outcomes:

1. The frame work of Indian Financial System.
2. The various financial institutions that have impact and influence on business organizations and their functioning.
3. The financial markets and their mechanism, with special emphasis on Stock Exchanges.
4. Various financial services available for a business enterprise

COURSE CONTENT

Unit 1: OVER VIEW OF FINANCIAL SYSTEM **6 Hours**

Indian Financial System – Features, Constituents of Financial System –Financial Institutions, Financial Services, Financial Markets and Financial Instruments. Overview of Global Financial System

Unit 2: FINANCIALINSTITUTIONS **12 Hours**

Meaning of Financial Institutions, Special Characteristics, Broad Categories – Money Market Institutions and Capital Market Institutions. Industrial Finance Corporation of India, Industrial Development Bank of India, State Financial Corporations, Industrial Credit and Investment Corporation of India, EXIM Bank of India,, National Small Industrial Development Corporation, National Industrial Development Corporation, Life Insurance Corporation of India, Unit Trust of India

Unit 3: NON-BANKING FINANCIAL INSTITUTIONS **8 Hours**

Meaning, Registration, Principal Business of NBFCs, Structure, Supervision, RBI Measures for NBFCs, Other Measures.

Unit 4: FINANCIALSERVICES **12 Hours**

Concept, Objectives/Functions, Characteristics, Financial Services–Concept, Classification, Regulatory Framework. Merchant Banking, Mutual Funds, Leasing, Credit Rating.

Unit 5: FINANCIAL MARKETS **12 Hours**

Meaning and definition, Role and Functions of financial markets, constituents of Financial Markets, Money Market and instruments, Capital Markets and Instruments.

Unit 6: STOCK EXCHANGE **6 Hours**

Meaning and definition, Role and Functions, Regulatory Framework of Stock Exchange, Profile of Indian Stock Exchanges, Listing, Trading.

Suggested Reading :

1. Guruswamy,S., “Indian Financial System”, The McGrawHill Companies.
2. L.M.Bhole: Financial Institutions & Markets, TataMcGrawHill, NewDelhi.
3. Khan,M.Y;“IndianFinancialSystem”,TheMcGrawHillCompanies.
4. KarkalG.C:Unorganised money markets in India, Lalwani, Bombay.
5. H.RMachiraju:Indian Financial System, VikasPub.House.

References:

1. ICWA, Financial Services, ICAI, Publication.
2. G.S.Patel CapitalMarket, Functioning and Trends, ICFAI Publication.

3.8 START-UPS AND SMEs MANAGEMENT

Name of the Program: Master of Business Administration

Course Code:3.8.1 Name of the Course: perspectives on Startups and SMES		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

Micro, Small and Medium Enterprises (MSME) contribute nearly 8 percent of the country's GDP, 45 percent of the manufacturing output and 40 percent of the exports. An estimated 47 million enterprises with an investment of Rs.13 trillion in fixed assets accounted for an employment of 106 million people in 2012-13. They provide the largest share of employment after agriculture. They are the nurseries for entrepreneurship and innovation. They are widely dispersed across the country, in both urban and rural areas, and produce a diverse range of products and services to meet the needs of the local markets, the global market and the national and international value chains. For these reasons, MSME is rightly recognized as an engine of economic growth and as an important and vibrant socio- economic actor in the national ecosystem. But, in an increasingly globalizing market, competitiveness is the key for the survival and growth of an MSME. This demands sound strategic and operational management of the enterprise. This course is aimed at imparting knowledge and skills to address this demand. This course exposes students to the objectives, challenges, and requirements for effectively managing the small to mid-sized business. The course assumes the venture in question is in existence, and therefore spends little or no time with startup related issues, which are covered in another elective in this stream.

Course Learning Objectives:

- To develop perspective and an appropriate understanding of Startups and SMEs inthe Indian context

Course Outcomes: On successful completion of the course, the students will be able to;

- By the end of the course, students will build an awareness and application level on the startups and SMEs.

MODULE 1: INTRODUCTION **8 HOURS**

Definition and meaning SMEs & startups, role, importance and present status in Indian economy, Factors influencing their emergence, Government Policies for startups and SMEs in India, Monetary and Fiscal Policies, Problems and Challenges.

MODULE 2: PROCESS OF NEW VENTURE **10 HOURS**

Registration & Licensing, bank & other statutory formalities. Organizing the basic infrastructure such as premises, water, power, transport etc., procurement ofmachinery & equipment, mobilization of human and material resources, trial run.

MODULE 3: LAUNCHING OF STARTUPS **10 HOURS**

Meaning, Registration, Principal Business of NBFCs, Structure, Supervision, RBIMeasures for NBFCs, Other Measures.

MODULE 4: SUPPORTING INSTITUTIONS **12 HOURS**

Concept of Market equilibrium and Revenue curves, Characteristics of different market structures, Price determination and firms equilibrium under perfect competition, monopolistic competition, oligopoly and monopoly, Price discrimination, International price discrimination and dumping, Pricing methods.

MODULE 5: FINANCING **8 HOURS**

Theories of factor pricing: wages and rent, Theories of interest and investmentdecisions, Profit and profit functions.

MODULE 6: PRACTICALS **8 HOURS**

Discussions on Live Case studies of two Enterprises, Talk by/ Interaction with two entrepreneurs from the start ups and established SME.

Suggested Reading:

- K.V. SubbaRao , “Entrepreneurial Development and New Enterprise Management”, Adhyayan Publishers and Distributors, 2009
- Indian Institute of Banking and Finance , “Small and Medium Enterprises in India”Taxmann Publishers, 2013
- Dr. Vasant Desai, ”Small scale industries and entrepreneurship”, HimalayaPublishing House,9th Edition, 2014
- Preeti Singh , “Dynamics of Indian Financial System: Markets, Institutions andServices, Global Professional Publishing Ltd, 2012
- Longenecker, Moore et al , “Small Business Management”, Thomson PublishingCompany ,14th edition, 2008

References:

1. Prof. AnjanRaichaudhuri, Managing New Ventures – Concepts and Cases on Entrepreneurship, PHI Learning Pvt Ltd,2010
2. Report of the Working Group on MSME for the 12th Five-Year Plan, Ministry ofMSME, Government of India.

Name of the Program: Master of Business Administration

Course Code:3.8.2

Name of the Course: Basic Management Aspects of Small Business

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

Management includes management of business organizations, whether large, medium, small or micro. Small businesses are not necessarily managed in a way similar to that oflarge and multinational organizations. In other words, management of functional area of large organizations is different from that of small businesses because of size, resources, challenges and nature of the business. Hence entrepreneur of small business has to have better understanding of management of business organizations in general and managementof small business in particular. This will ensure success in not only establishment but also in management and growth of small business.

Course Learning Objectives:

- To make the students understand the managerial dimensions of small business.
- To help the students get equipped with necessary managerial skills for managingtheir enterprises in case of potentiality.

Course Outcomes:

By the end of the course, the confidence of students in managing the smallbusinesses will increase.

MODULE 1: INTRODUCTION **8 HOURS**

Characteristics of the small business – Differences with Large Business, Management of Small business Vis-a-Vis large business, Managing Business Environment for SMEs.

MODULE 2: MANAGING MARKETING **10 HOURS**

Internal and External environment scanning, Business Model Development, Idea Management, Marketing Plan, formal and informal Market Research, distribution channels, Role of ICT.

MODULE 3: MANAGING FINANCES **10**

HOURS

Challenges of Managing Finance, Taxation and Costing. Sources of Finance, Traditional costing vs Activity based costing, Handling petty cash, Business and checks, computerised accounting – advantages, Merchant accounts, accounting software.

MODULE 4: MANAGING HUMAN RESOURCE 10 HOURS

Concept of Market equilibrium and Revenue curves, Characteristics of different market structures, Price determination and firms equilibrium under perfect competition, monopolistic competition, oligopoly and monopoly, Price discrimination, International price discrimination and dumping, Pricing methods.

MODULE 5: MANAGING PRODUCTION AND OPERATIONS 10 HOURS

Production in small business vis-a-vis production in large business, size of the plant, process, planning and control of production in small business, cost of production, utilization of production capacities, technical knowhow.

MODULE 6: PRACTICALS 8 HOURS

Interaction with any 3 small business entrepreneurs on experiences of managing Marketing, Finance, Human Resources & Production.

Suggested Reading:

1. Dr. Vasant Desai, “Dynamics of entrepreneurial development and management”, Himalayan Publishing House ,5th edition, 2014
2. Richard M. Hodgetts, Donald F Kuratko and Margaret Burlingame,”Small BusinessManagement” , Wiley Publishing, Ist Edition, 2007

References:

1. Fred S. Steingold, “Hiring your first employee: A step-by-step guide “, NOLO Ist Edition, 2008
2. Stuart Atkins MBA, “Small Business Marketing: A Guide for Survival Growth andSuccess”, Book Surge Publication, 2009
3. James Stephenson, “Ultimate Small Business Marketing Guide”, Entrepreneur

Press, 2nd Edition, 200

4. Colin Barrow, “Financial Management for the small business”, Kogan Page Ltd, 6thEdition, 2006

Name of the Program: Master of Business Administration

Course Code:3.8.3

Name of the Course: Establishment of SMEs

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

Many will have dreams of becoming an entrepreneur. It is required to recognize such instinct among student community by imparting such an education which will help them to become an entrepreneur. This course is intended to introduce and sensitize the potential onthe basic processes involved in starting a new business ventures.

Course Learning Objectives:

- The primary objective of this course is to encourage entrepreneurial thinking in the student community and give them a chance to evaluate their personal prospects for continuing or starting a business venture.
- Another objective is to make students to understand the essentials of establishing SMEs.

Course Outcomes: By the end of the course, the students must get clarity of vision and roadmap forestablishing a new business venture

MODULE 1: INTRODUCTION 8 HOURS

Evolution of SMESs in India-Relevance to Indian Economy-Growth and development of SMEs before and after 1991-Government policies on SMEs-Present status of sector wise SMEs.

MODULE 2: ENTREPRENEURSHIP AS A CAREER 8 HOURS

Choice of Entrepreneurship as a Career, Factors favouring entrepreneurship as a career - Reasons for the failure of entrepreneurship venture – Avoidance of failure - Concept & importance of Competence - Awareness & Assessment of Competence - Development of Competencies.

MODULE 3: ENTREPRENEURIAL PROCESS 10 HOURS

Developing Successful Business Ideas - Recognizing and Evaluating the Opportunity - Feasibility Analysis - Industry and Competitor Analysis - Developing an Effective Business Model - Moving from an Idea to an Entrepreneurial Firm - Managing and Growing the Enterprise and Exercises – Types of entry strategies and selection.

MODULE 4: RESOURCE PLANNING AND DETAILED PROJECT REPORT 12 HOURS

Locational Considerations - Procurement of Land and Buildings- Procurement of Machinery-

Equipment, Preparation of the Detailed Project report - Filing of Entrepreneur Memorandum - Processing for Financial Assistance - Obtaining Statutory Licenses and Clearances, Trail Production, Commercial Production.

MODULE 5: TOOLKIT FOR ENTREPRENEURS **HOURS**

Experiences of Entrepreneurs looking beyond placements & salaries - Entrepreneurs roadmap - Successful Entrepreneur's Personality - Managing excellence in Career - Business Start-up Checklist - Self Assessment Checklist for Entrepreneur, Critical thinking skills -Case Studies & Work Sheets etc.

MODULE 6: PRACTICALS **8 HOURS**

Reading of News Papers or a good business magazine and look for example, Reading of small or medium entrepreneur in Indian small or medium magazine, YFS Magazine Young, Fabulous and Self Employed, SME and Entrepreneurship Magazine, Reading of Forbes, Fast Company Inc., HBR

Suggested Reading:

1. Poornima M Charntimath, "Entrepreneurship development and small business enterprise", Pearson Publishers, Ist Edition, 2005
2. David, Otes "A Guide to Entrepreneurship", Jaico Books Publishing House Delhi,2004
3. A Sahay& V Sharma, "Entrepreneurship & New Venture Creation", Excel Books, 1st Edition, 2008.

References:

1. William J. Stolze , " Startup: an entrepreneur's guide to launching and managing a new venture, Rock Beach Press, 1989.
2. Justin Longenecker, Leo B. Donlevy, Terri Champion, Carlos W. Moore, J. William Petty, Leslie E. Palich "Small Business Management: Launching and Growing New Ventures, 5th Edition, 2013
3. Morse and Mitchell, "Cases in Entrepreneurship" Sage South Asia Edition, 2006
4. K Ramachandran, "Entrepreneurship – Indian cases on Change Agents" TMGH.

3.9 Business Analytics

Name of the Program: Master of Business Administration

Course Code:3.9.1

Name of the Course: The Data Science using R and Python

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

The field commonly known as “Data Science” lies at the intersection of mathematics, computer science, and domain expertise. Within the data science (DS) world, there are a multitude of areas of study, and exploration. The demand for skilled data science practitioners is rapidly growing, and this course prepares you to tackle real-world data analysis challenges. This course will introduce you to the basics of R programming.

Course Objectives:

- To make students understand the implementation of R and Python for data analytics
- To equip students to be skilled in the data analytics tools

Course outcomes:

- Analyze data sets using the various functions available in R and Python
- Create dashboards by visualization techniques in R and python

Unit 1: Introduction to R **8 HOURS**

Basic Concept in R, Data Structure, Import of Data. Graphic Concept in R: Graphic System, Graphic Parameter Settings, Margin Settings for Figures and Graphics, Multiple Charts, More Complex Assembly and Layout, Font Embedding, Output with cairo pdf, Unicode in figures, Colour settings, R packages and functions related to visualization.

Unit 2: Descriptive Analysis using R **12 Hours**

Computing an overall summary of a variable and an entire data frame, summary() function,

sapply() function, stat.desc() function, Case of missing values, Descriptive statistics by groups, Simple frequency distribution: one categorical variable, Two-way contingency table: Two categorical variables, Multiway tables: More than two categorical variables.

Unit 3: Visualization of Data in R **10 Hours**

Bar Chart Simple, Bar Chart with Multiple Response Questions, Column Chart with two-line labeling, Column chart with 45o labeling, Profile Plot, Dot Chart for 3 variables, Pie Chart and Radial Diagram, Chart Tables, Distributions: Histogram overlay, Box Plots for group, Pyramids with multiple colors, Pyramid: emphasis on the outer and inner area, Pyramid with added line, Aggregated Pyramids, Simple Lorenz curve.

Unit 4: Introduction to Python **10 Hours**

Juypter Notebook, Python Functions, Python Types and Sequences, Python More on Strings, Reading and Writing CSV files, Advanced Python Objects, map(), Numpy, Pandas, , Series Data Structure, Querying a Series, The DataFrame Data Structure, DataFrame Indexing and Loading, Querying a DataFrame, Indexing Dataframes, Merging Dataframes

Unit 5: Data Aggregation, processing and Group Operations **10 Hours**

Time Series, Date and Time, Data Types and Tools, Time Series Basics, Date Ranges, Frequencies, and Shifting, Time Zone Handling, Periods and Period Arithmetic, Resampling and Frequency Conversion, Time Series Plotting, Moving Window Functions, Natural Language Processing, Image Processing, Machine Learning K Nearest Neighbors Algorithm for Classification, Clustering

Unit 6: Visualization of Data with Python **10 Hours**

Using Matplotlib Create line plots, area plots, histograms, bar charts, pie charts, box plots and scatter plots and bubble plots. Advanced visualization tools such as waffle charts, word clouds, seaborn and Folium for visualizing geospatial data. Creating choropleth maps

Reference Books:

- Ozdemir, S. (2016). *Principles of data science*. Packt Publishing Ltd.

- Grus, J. (2019). *Data science from scratch: first principles with python*. O'Reilly Media.

- Wickham, H., & Grolemund, G. (2016). *R for data science: import, tidy, transform, visualize, and model data*. " O'Reilly Media, Inc."

- VanderPlas, J. (2016). *Python data science handbook: Essential tools for working with data*. " O'Reilly Media, Inc.".

Name of the Program: Master of Business Administration

Course Code:3.9.2

Name Of the Course: Advanced Statistical Methods For Business Decision Making

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview:

The course is designed for acquiring professional skills and knowledge in the area of statistics. The students will be enabled to independent treatment of statistical research issues. Data analysis of typical research problems will be done to equip the students to better work with statistical tools like R and Python.

Course Objectives:

- To make students understand the importance of statistics for data analytics
- To equip students with strong theoretical knowledge of statistics and its applicability in data analysis

Course outcomes:

- Understand the various concepts of statistics used in data analysis
- Evaluate the best fit concept as a solution to problem
- Execute and solve problems using statistical concepts

Module 1: Introduction to Statistical Analysis

Introduction to Statistics – Descriptive and Inferential Statistics- Data Collection and Presentation - Categories of Data Groupings- Exploring Data Analysis - Descriptive Statistics: Measure of Central Tendency, Measure of Dispersion. Sampling and Inference about population- Hypothesis Testing Basics

Module 2: Essential Probability Distributions in Decision Making

Discrete and Continuous Probability Distributions - Normal Distribution- Chi Square Distribution- Poisson Distribution- F Distribution – Exponential Distribution- T- Distribution- Properties and Applications in Business

Module 3: Analysis of Cross Sectional Data Using Regression

Introduction to Cross Sectional Data- Analyzing Cross Sectional Data -Introduction to Linear Regression- OLS Estimation- Assumptions of Multi Collinearity, Heteroscedasticity and Auto Correlation in Model Estimation-Statistical Tests for Model Stability- Interpretation of Regression Coefficients- Model Testing- Prediction Accuracy Using Out of the Sample Testing

Module 4: Classification Methods- Multiple Discriminant Analysis and Logistic Regression

Discriminant model and analysis: a two-group discriminant analysis, a three-group discriminant analysis, the decision process of discriminant analysis (objective, research design, assumptions, estimation of the model, assessing overall fit of a model, interpretation of the results, validation of the results). Logistic Regression model and analysis: regression with a binary dependent variable, representation of the binary dependent variable, estimating the logistic regression model, assessing the goodness of fit of the estimation model, testing for significance of the coefficients, interpreting the coefficients.

Module 5: Dimension Reduction Techniques- Principal Components and Common Factor Analysis

Population and sample principal components, their uses and applications, large sample inferences, graphical representation of principal components, Biplots, the orthogonal factor model, dimension reduction, estimation of factor loading and factor scores, interpretation of factor analysis.

Module 6: Structural Equation Modeling

Concept of structural equation modeling, Confirmatory factor analysis, canonical correlation analysis, conjoint analysis.

References:

- Adams, J., Khan, H. T., & Raeside, R. (2014). *Research methods for business and social science students*. SAGE Publications India.

- Marcoulides, G. A., & Hershberger, S. L. (2014). *Multivariate statistical methods: A first course*. Psychology Press.

- Ott, R. L., & Longnecker, M. T. (2015). *An introduction to statistical methods and data analysis*. Cengage Learning.

- Mertler, C. A., & Reinhart, R. V. (2016). *Advanced and multivariate statistical methods: Practical application and interpretation*. Routledge.

Name of the Program: Master of Business Administration

Course Code:3.9.3

Name of the Course: ANALYTICS FOR DECISION MAKING

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview:

This course focuses on the best practices and approaches for measurement and analysis of the crucial factors that impact the decision in the corporate world. The course will help to discover the techniques to develop quantitative models that leverage business data, statistical computation to enhance the various key factors in this field.

Course Objectives:

1. Get insights on various analytical tools to solve real-life challenges.
2. **Use the models and the tools to meet customer demands and make optimal decisions.**

Course Outcomes

1. To understand the advanced statistical tools used for analytics.
2. Use the data gained from the various sources to evaluate strategic alternatives.
3. Make efficient investments and assess your efforts.
4. Understand regression and conjoint analysis along with the topics of social media analytics.

Unit 1: Introduction to Business Analytics

What is business analytics? Historical Overview of data analysis, Data Scientist vs. Data Engineer vs. Business Analyst, Career in Business Analytics, What is data science, Why Data Science, Applications for data science, Data Scientists Roles and Responsibility

Unit 2: Data

Data Collection, Data Management, Big Data Management, Organization/sources of data, Importance of data quality, Dealing with missing or incomplete data, Data Visualization, Data Classification Data Science Project Life Cycle: Business Requirement, Data Acquisition, Data Preparation, Hypothesis and Modeling, Evaluation and Interpretation, Deployment, Operations, Optimization.

Unit 3: Introduction to Data Mining

The origins of Data Mining, Data Mining Tasks, OLAP and Multidimensional data analysis, Basic concept of Association Analysis and Cluster Analysis.

Unit 4: Introduction to Machine Learning

History and Evolution, AI Evolution, Statistics Vs Data Mining Vs, Data Analytics Vs, Data Science, Supervised Learning, Unsupervised Learning, Reinforcement Learning, Frameworks for building Machine Learning Systems.

Unit 5: Decision Making Under Uncertainty:

Introduction to business decision making, Elements of decision analysis, One stage decision problems, The precision tree Add-in, Multi stage decision problems, Role of Risk Aversion

Unit 6: Application of Business Analysis

Retail Analytics, Marketing Analytics, Financial Analytics, Healthcare Analytics, Supply Chain Analytics.

Reference Books:

- Evans, J. R. (2017). *Business analytics* (p. 656). England: Pearson.
- Camm, J. D., Cochran, J. J., Fry, M. J., Ohlmann, J. W., & Anderson, D. R. (2016). *Essentials of business analytics*. Cengage Learning.
- Laursen, G. H., & Thorlund, J. (2016). *Business analytics for managers: Taking business intelligence beyond reporting*. John Wiley & Sons.
- Albright, S. C., & Winston, W. L. (2014). *Business analytics: Data analysis & decision making*. Cengage Learning.

3.10 SUPPLY CHAIN AND LOGISTICS MANAGEMENT SPECIALIZATION

Name of the Program: Master of Business Administration

Course Code:3.10.1

Name of the Course: **Inventory Management**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives: The objective of this course is to:

1. Understand and analyze managerial problems in industry so that they are able to use resources and inventory management more effectively.
2. Knowledge of formulating and executing various quantitative analysis of managerial problems in industry.
3. Use of inventory operations methods and computer tools in solving real problems in industry.
4. Understand various real-life problems in warehouse planning.

Course Outcomes:

On successful completion of this course students shall be able to:

1: Apply various inventory planning methods to execute day to day operations effectively.

2: Analyze the strengths and weaknesses of various inventory methods and perform cost analysis.

3: Develop the strategies that can be taken to manage inventories, including deciding the timing and quantity for replenishments without hurting the level of product availability..

4: Evaluate warehouse planning systems and apply these systems to improve management decision making

COURSE CONTENT

Module 1: Introduction **8 HOURS**

Introduction to Inventory Management, Working Capital Cycle, Importance of Inventory Management, The Financial Implications of Holding Inventory, Inventory Carrying Cost, Effect on Financial, and The Role of the Inventory Manager, Independent and dependent demands, Deterministic and stochastic demands, Different inventory systems.

Module 2: Inventory Planning **8 HOURS**

Introduction to Inventory Planning, Service Level Policies – OTIF,ABC Analysis, Traceability and Variety Reduction, Inventory Coding Systems, The Inventory Management Plan, Stages of Inventory Management Plan.

Module 3: Inventory Models: **12 HOURS**

Deterministic demand model, Independent and dependent demands, Joint replenishment inventory problem Series, assembly, tree and general production network systems, Optimal solution, heuristics and approximation, Bill of material and material requirements planning (MRP), Material management organization, Centralized and decentralized management.

Module 4: Inventory Operations **8 HOURS**

Introduction to Inventory Operations, Monitoring Movements– Inventory Accuracy, Measuring and Valuation of Inventory, Receipt & Issuance of Inventory, Systems to Replenish Inventory, EOQ, ROP, JIT.

Module 5: Effective Inventory Management System **10 HOURS**

Introduction to Effective Inventory Management System, Stages of Effective Inventory Management System, Inventory Management& the Supply Chain Strategy,

Demand Forecasting, Lead time Management, Understanding ERP Fundamentals & Terminology.

Module 6: Warehouse Planning and System 10 HOURS

Introduction to Warehouse Planning & Systems, Warehouse Location & Acquisition Options, Warehouse Design and Layout, Materials Handling & Equipment, Warehouse Operations, Record Keeping & Communication, Perpetual Systems/Continuous Review Systems, International Quality Standards, Physical Inventory & Cycle Counting.

SUGGESTIVE READINGS:

1. Bowersox, D.J., Closs, D.J., Cooper, M.B., & Bowersox, J.C. (2013). Supply Chain Logistics Management. (4 th ed.), McGraw Hill/Irwin.

2. Toomey, J. W., Inventory Management: Principles, Concepts and Techniques. Kluwer Academic Publishers, 2000.

REFERENCES:

1. Zipkin, Paul H., Foundations of Inventory Management. The McGraw-Hill Company, 2000.

2. Silver, E. A., Pyke, D. F. and Peterson, R., Inventory Management and Production Planning and Scheduling. 3rd Edition, Wiley, 1999.

Name of the Program: Master of Business Administration

Course Code:3.10.2

Name of the Course: **Supply Chain Management**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

COURSE OBJECTIVES

1. Impart the fundamentals of supply chain management and to apply them in real world problems.
2. Describe the increasing significance of logistics and its impact on both costs and service in business and commerce.
3. Incorporate and learn the critical elements of logistics and supply-chain management processes based on the most relevant application in forward-thinking companies.
4. Develop criteria and standards to achieve improved business performance by integrating and optimizing the total logistics and supply-chain process.

Course Outcomes:

On successful completion of this course students shall be able to:

1: Understand the importance of supply chain of an organization and its application in various sectors & sourcing management techniques to manufacturing systems.
2: The students should be able to apply the right information through the help of forecasting techniques in case of transportation, warehousing & distribution.
3: Apply various analytical methods and tools so that students are able to measure and evaluate various facets of supply chain performance.
4: Understand the global perspectives of planning and implementing supply chain practices in the operations.

COURSE CONTENT

Module 1: Introduction **8 HOURS**

Understanding the Supply Chain--The changing business landscapes driving forces --Supply chain concepts, characteristics and issues--Role of logistics in supply chains, value added role of logistics; logistics activities; interface with micro economy such as marketing, production and other functional areas and macro economy such as global economic policies; global dimensions of supply chains; global transportation options; strategic channel intermediaries; storage facilities and packaging.

Module 2: Managing Demand, Order and Supply **12 HOURS**

Demand Management: Balancing Supply and demand; traditional forecasting; sales and operations planning; CPFR; fulfillment models, Order management and customer service: Influencing the order through CRM; executing the order; e-commerce order fulfillment strategies; expected cost of stock outs; order management influences on customer service, Managing Inventory in Supply Chain

Module 3: Transportation and Distribution **10 HOURS**

Transportation: Managing the flow of the supply chain; modes of transportation; Transportation planning and strategy; transportation execution and control; transportation technology; Regulations in transportation industry; basis of transportation rates, Distribution -managing fulfillment operations: role of distribution in SCM; distribution planning and strategy; distribution execution; distribution metrics; distribution technology; warehouse management systems and material handling

Module 4: Supply Chain Network Analysis and Design **10 HOURS**

The need for long range planning; the strategic importance of supply chain network design; influence of shifting locations of customer or supply markets; logistics and supply chain network design process; major locational determinants; Modeling approaches - optimization model; simulation model; heuristic models; The Grid Technique; transportation pragmatics.

Module 5: Sustainability and Challenges 8 HOURS

Supply Chain Sustainability: Framework; reverse logistics systems; reverse logistics system versus closed loops; managing reverse flows in supply chains. Strategic challenges and change for supply chains: Principles of SCM; focus of SC.M; supply chain strategies; supply chain transformation.

Module 6: Global perspective 8 HOURS

Global Perspective: Structure, Objective, Introduction, Motives and Development of Global Markets, Managing the International Supply Chain Operations, Supply Chain Reconsideration, and Risk Involved, Benchmarking Global Supply Chains.

SUGGESTED READINGS:

1. Supply Chain Management, Strategy, Planning, and Operation, Sunil Chopra & Peter Meindl, 3/e, PHI Learning Private Limited, 2007.
2. Textbook of Logistics & Supply Chain Management, Agrawal D. K., 1/ e, MacMillan Publishers India Ltd., 2010.
3. Modelling the Supply Chain, Jeremy F. Shapiro, 2/e, Duxbury Applied Series Cengage Learning, 2009.

REFERENCES:

1. Logistics, David J. Bloomberg, Stephen LeMay & Joe B. Hanna, 2/e, Pearson Education, 2002.
2. Supply Chain Logistics Management, Donald J Bowersox, Dand J Closs, M Bixby Coluper, 2/e, Tata McGraw-Hill Publishing Company Limited, 2008.

Name of the Program: Master of Business Administration

Course Code:3.10.3

Name of the Course: **Logistics Management Systems & Practices**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1. Understand the concept, functions, objectives and importance of logistics management systems and practices in an organization
2. Apply the knowledge of the multimodal transportation model to get cost advantage
3. Outline the need for Warehouse Management.
4. Highlight the need and different techniques of logistic information systems.

Course Outcomes:

On successful completion of this course students shall be able to:

1. Understand the logistics Management function starting from Demand Management through Inventory Management.

2. Plan and implement suitable logistics management principles and practices in the operations.

3. Understand the need for Lean management System and Apply appropriate approaches to project using Lean tools and techniques.

4. Understand the working concept of logistic information systems principles and implementation.

COURSE CONTENT

MODULE 1: INTRODUCTION 8 HOURS

Logistics: Evolution, objectives, components and functions of logistics management, distribution related issues and challenges, gaining competitive advantage through logistic management, transportation- functions, costs and mode, Inbound, outbound and Reverse Logistics

MODULE 2: BASICS OF MULTIMODAL TRANSPORT 12 HOURS

Two, Three, Four and Five PL Models, Domestic and International trade logistics, Freight forwarding by Road, Rail, Sea and Air, Multi-Model transportation Models– Packing Models to minimize costs, damages and Handling of materials, LCL's, FCL's, Freight Consolidation, Freight Forwarders and NVOCC, Outsourcing of Logistics Services, Overview of MMTGAct (1993), Shipping Intermediaries and Formalities

MODULE 3: WAREHOUSE MANAGEMENT 10 HOURS

Warehousing – Centralized and Decentralized, Matrix Models, Hub & spike models, Carrying and Forwarding practices, Transfer of goods and costs associated, Cartels and Specialized warehouses, Freight consolidation, Shipment Documents – for Customs clearance, FEMA compliances, claiming export benefits, EDI networks, Self-Certification Systems, Role of Trade facilitating Bodies.

MODULE 4: LOGISTICS STRATEGIES 8 HOURS

Logistics Strategy: Strategic role of logistics – Definition-role of logistics managers in strategic decisions: Strategy options, Lean Strategy, Agile Strategies & Other strategies: Designing & implementing logistical strategy, Quality customer service & integrated logistics: Customer service-importance elements- the order cycle system-distribution channels-Functions performed-Types designing- Logistical packaging

MODULE 5: RETAIL LOGISTICS 10 HOURS

Retail Logistics Network Design for Global Operations: Global Logistics Network Configuration, Orienting International Facilities, Considerations and Framework,

Trade-offs Associated with each Approach, Mapping the Different Approaches, Capacity Expansion Issues, Information Management for Global Logistics, The Global LIS/LITS, Capabilities and Limitations, Characteristics of Logistics Information and Telecommunications Systems.

MODULE 6: LOGISTICS INFORMATION SYSTEM 8 HOURS

Concept of Logistic Information System (LIS), Importance of LIS, Principles of designing LIS, Logistics Information architecture, application of information technology in logistics and supply chain management, requirements of logistics in E- commerce, E-logistics structure & operation, logistic resource management.

SUGGESTIVE READINGS:

1. Turkay Yildiz Optimization of Logistics and Supply Chain Systems: Theory and Practice, 2019.
2. Jeffrey K. Liker and Gary L. Convis, 1/e, Tata McGraw-Hill, 2012.
3. Textbook of Logistics & Supply Chain Management, Agrawal D. K., 1/ e, MacMillan Publishers India Ltd., 2010.

References:

1. Modelling the Supply Chain, Jeremy F. Shapiro, 2/e, Duxbury Applied Series Cengage Learning, 2009.

2. Logistics, David J. Bloomberg, Stephen LeMay & Joe B. Hanna, 2/e, Pearson Education, 2002.

Fourth Semester

Core Subject

Name of the Program: Master of Business Administration *Course Code:4.1* *Name of the Course: International Business*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Objectives:

- To introduce complex problems and issues facing the International Business
- To develop ability to manage the opportunities & risks of international business
- To understand the special issues of managing an international organization
- To reinforce capacities of strategic analysis and application in an international context
- To help develop abilities to think outside narrow frameworks and incorporate broad perspectives into decision-making.
- To improve report writing and presentation skills

Course outcomes:

On successful completion of this subject, students should be able to:

- Demonstrate sound knowledge of how business organizations operate in international environment
- Explain the global trends that affect international management
- Examine systematically the main aspects of the international business environment including country competitiveness and risk factors.
- Know factors that influence location decisions, positioning strategies, international completion.
- Process of formulating and implementing international strategies.

MODULE 1: INTRODUCTION TO INTERNATIONAL BUSINESS, GLOBALIZATION AND TRADE

10 HOURS

Introduction to International Business. Differences between international business and domestic business, Stages of internationalization. Globalization and its impact on business, society and the environment.

International trade theories (Country-specific and firm-specific), Porter's diamond, Global Competitiveness Index and Business Competitiveness Index.

WTO, IMF, WB and Regional Economic integration and Trade blocks (ASEAN, NAFTA, OECD, European Union etc.)

MODULE 2: INTERNATIONAL BUSINESS ENVIRONMENT 10 HOURS

Economic Environment – Types of economies, Measures of economic success such as GDP, GNP, PPP, Inflation, Human Development Index, Global Happiness Index etc.

Social and Cultural Environment – Hofstede's cultural dimensions and its implications for cross-cultural management.

Technological Environment – Differences in level of technology and innovation and its implications for businesses.

Political and legal environment – Types of governments, Political risks and managing political risks.

Legal environment, Types of law, Basis of International law, Composition, jurisdiction and powers of International court of Justice.

MODULE 3: INTERNATIONAL BUSINESS STRATEGY AND OPERATIONS 10 HOURS

Assessing international business opportunities, Entry strategy and Modes of Entry. Green field ventures, Acquisitions,

Mergers and Strategic Alliances in the International context.

Operations management and competitive advantage, strategic issues in Operations Management (Manufacturing Management, Logistics Management and Procuring), Technology transfers – issues arising out of technology transfers.

MODULE 4: INTERNATIONAL MARKETING 8 HOURS

Introduction to International marketing: The globalization of Markets & Brands. Market Segmentation, Pricing and Distribution Strategy, Issues in Global Advertising

MODULE 5: INTERNATIONAL STAFFING AND EXPATRIATION 8 HOURS

Staffing Policy, Process of expatriation, Managing Expatriates, Performance Appraisal, Compensation & International Labor Relations.

MODULE 6: INTERNATIONAL TRADE, FINANCE AND INVESTMENT 8 HOURS

Foreign Exchange Markets, FDI- in World Economy, horizontal and vertical FDI, benefits of FDI to home and Host Country. FDI- Indian Scenario. EXIM, Export and Import financing, Export marketing, India's EXIM policy, Balance of Payments.
Roles of Institutions connected with EXIM.

Suggested Reading:

- Charles Hill, Tomas Hult and Rohit Mehtani (2019), International Business: Competing in the Global Marketplace (SIE) | 11th Edition, McGraw-Hill Publication
- Francis Cherunilam, International Business, Texts and Cases;, Prentice Hall Of India, 6th Edition, 2018
- John Daniels, Lee Radebaugh, Daniel Sullivan and Reid Click, "International Business-Environment and Operations, Prentice Hall, 17th Edition, 2019

Reference Books:

- Griffin, R.W. and Pustay, M.W. (2020) International Business: A managerial perspective, 8th Edition, Pearson Publ.
- Sundaram, A. K. & Black, J.S (1999), The international Business Environment: Text and Cases, Printice-Hall of India Publ.
- Hodgetts, R.M. and Luthans, F. (2005) International Management, 5th edition, Tata McGraw-Hill Publ.

Common Elective

Name of the Program: Master of Business Administration *Course Code:4.2.4, 4.3.4, 4.4.4, 4.5.4, 4.6.4, 4.7.4, 4.8.4 & 4.9.4* *Name of the Course: Data Analysis and Visualization using Tableau*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

Data Visualization is a core component of the Business Analytics skill set. This course will provide an introduction to the main concepts of visual analytics such as visuals reports and dashboards with a hands-on tutorial to Tableau, a leading self-service Business Intelligence and Data Visualization tool.

Course Objectives:

- To familiarize the students about different kinds of representing the data.
- To introduce tableau for Visualization of the data

Course outcomes:

- Create and represent different kinds of data.

- Create story boards and dashboards for business decisions
- Evaluate the use of visualization tools for different contexts

MODULE 1: INTRODUCTION TO DATA VISUALIZATION 8 HOURS

Introduction to data visualization, Need and importance of visualization, telling stories with data, Basic design principles for charts and graphs. Common tools for creating data visualizations, Application of design principles, Advantages of Modern Analytics platform.

MODULE 2: SKILL SET FOR VISUAL ANALYSIS 6 HOURS

Information visualization, Effective data analysis, visual perception, Building blocks of information visualization, analytical interaction and navigation, analytical patterns and examples.

MODULE 3: INFORMATION DASHBOARD DESIGN 8 HOURS

Characteristics of Dashboards, Visual Designing process, Designing dashboard for usability, Aesthetics of dashboards, testing for usability, Critical design practices.

MODULE 4: INTRODUCTION TO TABLEAU 12 HOURS

Introduction and Overview, Scope of tableau for data visualizations, Data preparation, the tableau workspace, working with measures and dimensions, saving, opening and sharing workbooks, Adding data sources in tableau – setting up data connectors, selecting data tables, joins and unions, data types, Meta data, Adding hierarchies, calculated fields and table calculation.

MODULE 5: DATA VISUALIZATION 14 HOURS

Specific types of charts including bar charts, line charts, scatter plots, waterfall chart, Gantt charts, histograms, bullet charts and several others, legends, filters, hierarchies, highlight tables, heat maps. Aggregation functions, calculated fields, Aggregation in calculated fields

– text operators, date fields, Logical functions in calculated fields – parameters, searching text fields, table calculations – types, quick table calculations, customized table calculations, Level of detail expressions. Maps

MODULE 6: ADVANCED ANALYTICS AND INTERACTIVE DASHBOARD 12 HOURS

Overview of tableau analytics pane, constant, average and reference lines, trend lines, forecasts. Creating an interactive dashboard – dashboard pane, placing charts on dashboard, dashboard titles, navigation buttons, dashboard actions. Best practices for designing a dashboard.

Essential Reading:

- Loth, A. (2019). Visual Analytics with Tableau. John Wiley & Sons.
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Reference Books:

- Laursen, G. H., & Thorlund, J. (2016). Business analytics for managers: Taking business intelligence beyond reporting. John Wiley & Sons.
- Healy, K. (2018). Data visualization: a practical introduction. Princeton University Press.
- Wilke, C. O. (2019). Fundamentals of data visualization: a primer on making informative and compelling figures. O'Reilly Media.
- Baldwin, D. (2016). Mastering Tableau. Packt Publishing Ltd.

Elective Subjects

4.2 Finance

Name of the Program: Master of Business Administration

Course Code:4.2.1

Name of the Course: Financial Techniques for Strategic Decision making		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Every Strategic Decision must be made considering all perspectives, most essentially, the financial perspective. Various tools and techniquesexist for making decisions from financial perspective. This course introduces the learners to few of the important tools and techniques which help in Strategic Decision Making. Further, decision-making can be made simple with use of appropriate skills and one essential skill is use ofSpreadsheets. This course also gives an orientation to fundamentals of financial modelling, which helps in decision-making process.

Course Objectives:

1. To give orientation on various financial tools and techniques used in decision-making process
2. To enable learners to make decisions from finance perspective
3. To introduce the learners to 'financial modelling' and give insights on use of spreadsheets.

Course outcomes:

This course will equip the students with required skills of Investment decisions and actions.

1. Identify the financial perspective in decision making process
2. Know about some of the important financial techniques used in decision making process
3. Acquire decision-making skills
4. Get acquainted with spreadsheet skills

MODULE 1: TECHNIQUES OF RISK ANALYSIS IN CAPITAL BUDGETING DECISION 6 HOURS

Risk Analysis in Capital Budgeting – Measuring and Managing Capital Budgeting Risks – Sensitivity Analysis, Scenario Analysis, Simulation, Standard Deviation and Co-efficient of Variation, Risk-Adjusted Discount Rate Method, Certainty Equivalent Co-efficient Method, Decision Tree Analysis and Probability Distribution Method.

MODULE 2: COST MANAGEMENT TECHNIQUES 12 HOURS

Target Costing, Value Analysis / Value Engineering, Pareto Analysis, Life Cycle Costing, EnvironmentalManagement Accounting.

MODULE 3: PRICING STRATEGIES AND DECISIONS 10 HOURS

Theory and principles of Product Pricing, Pricing – New Product, Finished Products and Pricing of Services,Sensitivity Analysis in Pricing Decisions, Pricing Decision under special circumstances, Pricing Strategies.

MODULE 4: PERFORMANCE MEASUREMENT AND EVALUATION 6 HOURS

Responsibility Accounting, Linking Critical Success Factors (CSFs) to Key Performance Indicators (KPIs) andCorporate Strategy.

Performance Measurement Models – Balanced Scorecard, The Performance Pyramid, The Performance Prismand The Building Block Model.

MODULE 5: STRATEGIC DECISION MAKING AND MANAGERIAL CONTROL 10 HOURS

Decision making using

- CVP Analysis
- Relevant Cost Concepts
- Activity Based Costing
- Ethical and Non-financial Consideration relevant to decision-making.

MODULE 6: FINANCIAL MODELLING 8 HOURS

EXCEL FUNCTIONS – IF, SUM, SUMIF, SUMIFS, AVERAGE, AVERAGEIF, AVERAGEIFS, INDEX ANDMATCH, V-LOOKUP, RANK, MIN AND MAX

COMMON ERRORS IN EXCEL – VALUE, NAME, DIV/0, REF, NUM, N/A, etc.

FINANCE FUNCTIONS – FV, PV, PMT, RATE, NPV, XNPV, IRR, XIRR, SLOPE (Beta Calculation), Financial Model for Calculation of WACC, Corporate Valuation and Stock Valuation.

Reference Books:

- Ryan and Ryan (2002), “Capital Budgeting Practices of Fortune 1000: How have things changed”, Journal of Business andManagement, Volume 8, Number 4.
- Block, Stanley (2005), “Are there differences in capital budgeting procedures between industries? – An Empirical Study”, The Engineering Economist, pp55-67,
- Jain and Yadav (2002), “Financial Management Practices in India, Singapore and Thailand”, “Management and Accounting Research”, Volume 3, No. 4, April-June, pp 84-102.
- Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India(ICMAI), and The Institute of Company Secretaries of India (ICSI)
- Khan, M.Y., and Jain, P.K., “Financial Management – Text, Problems and Cases”, Tata McGraw-Hill Publishing Company Limited.

Name of the Program: Master of Business Administration *Course Code:4.2.2* *Name of the Course: International Financial Management*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

A business enterprise having international transactions is exposed to various risks. While understanding the global environment, the economic impact of the transactions, the procedures and formalities to be adhered to are on one side, the impact of transactions on cash flow of the entity on account of fluctuations in foreign exchange rate is another aspect that must be addressed. This course titled “International Financial Management” aims to orient all the aspects a professional need to know in carrying out international transactions.

Course Objectives:

1. To orient the students on global business environment.
2. To give knowledge on the foreign currencies and foreign exchange markets.
3. To make students understand the various risks an enterprise is exposed to on account of international transactions.
4. To provide knowledge and skills for hedging foreign currency risks.

Course outcomes:

- The global financial environment, currency system, relationship between economies and impact of international transactions on the economy.
- Functioning of international financial markets.
- Fixing of exchange rate.
- Foreign currency risks and hedging strategies.
- Interest rate risks and hedging strategies

MODULE 1: GLOBAL FINANCIAL MANAGEMENT 8 HOURS

Evolution of International Monetary System, Bimetallism, Classical Gold Standard, Interwar Period, Bretton Woods System, Flexible Exchange Rate Regime, current Exchange Rate Agreements, European Monetary System, Fixed vs. Flexible Exchange Rate Regime

MODULE 2: BALANCE OF PAYMENTS 8 HOURS

Introduction, Accounting Principles in Balance of Payments, Valuation and Timing, Components of the Balance of Payments, 'Surplus' and 'Deficit' in Balance of Payments, Importance and limitations of BOP Statistics, Relationship of BOP with other economic variables.

MODULE 3: FOUNDATION OF FOREIGN ECHANGE 8 HOURS

Quotations – Direct and Indirect; Ask Rate, Bid Rate and Spread Points; Spot, Future Spot and Swap Points;Appreciation and Depreciation of Currency (Premium / Discount), Cross Rates, Cross Currency Arbitrage.

MODULE 4: EXCHANGE RATE DETERMINATION 8 HOURS

Purchasing Power Parity Theory, Interest Rate Parity Theory, International Fischer's Effect, Pure ExpectationsTheory. Covered Interest Arbitrage

MODULE 5: FOREIGN EXCHANGE RISK AND RISK HEDGING STRATEGIES 16 HOURS

Transaction Risk, Translation Risk, Economic Risk. Risk Hedging Strategies: Internal – Netting, Leads and Lags. External – Forwards, Futures, Options, Money-market Hedging, Currency Swaps

MODULE 6: INTERNATIONAL FINANCIAL DECISIONS 12 HOURS

International Capital Budgeting Decisions: Home Currency Approach and Foreign Currency Approach; Impact ofInflation. International Financing Decisions: Sources of International Financing – ADRs, GDRs, FCCBs, ExternalCommercial Borrowings, Masala

Bonds, Foreign Bonds, Euro Bonds, Floating Rate Notes etc. International Working Capital Management: Netting, Leads and Lags, International Money Markets.

Reference Books:

- Alan Shapiro (2008), "Multinational Financial Management", Wiley India Private Limited, 8th Edition.
- Apte, Prakash (2007), "International Finance – A Business Perspective", Tata McGraw Hill, 2nd Edition.
- David B. Zenoff & Jack Zwick (1969), "International Financial Management", Prentice Hall.
- Rita M. Rodriguez L. Bigame Carter, (1979), "International Financial Management" Prentice Hall, 2nd Edition.
- V. A. Avadhani (2017), "International Finance- Theory and Practice", Himalaya Publishing House, 8th Edition.

Additional Readings:

- Haugen Robert (2003*); "Modern Investment Theory",* Pearson Education, 5th Edition.
- Bhalla, V.K. (2006); *"Investment Management",* S. Chand; 12th Edition.
- Madura, Jeff,(2005*),"International Corporate Finance*", Thomson South-Western, 8th International Edition.
- Sharan, Vyuptakesh (2012), "*International Financial Management",* Prentice Hall of India, 6th Edition.
- A.V. Rajwade, (2014), "*Foreign Exchange International Finance and Risk Management*", Prentice Hall. 5th Edition.

Name of the Program: Master of Business Administration *Course Code:4.2.3* *Name of the Course: Risk Management and Derivatives*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Uncertainty coupled with financial implication is 'risk'. Every business enterprise is exposed to various risks from the operations within and environmental forces outside. Unless the risks are understood, measured, analyzed and taken care of, the good prospects of the entity cannot be ensured. A finance professional must have knowledge of measuring and hedging various risks. This course entitled "Risk Management and Derivatives" aims at providing knowledge of risks and various hedging strategies.

Course Objectives:

1. To orient students on the meaning and types of risks.
2. To enable understanding of the functioning of Derivatives Market and the mechanism of Derivative Operations
3. To provide knowledge on volatility risks associated with investments and strategies for hedging the same with derivatives.
4. To give knowledge on Commodity Markets, risks associated with Commodities and Commodity Derivatives.
5. To equip learners with strategies for hedging interest rate risk

Course outcomes:

By the end of this course, a student would learn:

- Risk analysis in capital budgeting.
- Risks associated with investments and hedging with derivatives.
- Meaning and types of derivatives.

- Futures – terminology, mechanism, hedging and pricing.
- Options – terminology, mechanism, pay-offs, hedging and pricing.
- Commodity markets and commodity derivatives.

MODULE 1: INTRODUCTION TO RISK AND DERIVATIVES 8 HOURS

Meaning of Risk. Types of Risks of a Business Enterprise – Market Risk, Operating Risk, Interest Rate Risk, Legal Risk, Financial Risk, Liquidity Risk, Capital Budgeting Risk, Volatility Risk, Credit Risk, Forex Risk and Other Risks.

Derivatives – Meaning and Types. Derivatives Market – Functions, Players (Hedgers, Speculators and Arbitrageurs). Derivatives Market in India. Forward Agreements – Meaning and Features.

Future Contracts – Meaning. Terms associated with Futures. Differences between Forwards and Futures.

MODULE 2: FUTURE CONTRACT- MECHANISM, HEDGING AND TRADING 10 HOURS

Margin and Settlement Mechanism of Futures. Calculation of Value-at-Risk (VaR) Hedging with Futures – Stock Hedging: When there is a future contract available on the stock and when there is no future contract available on the stock. Portfolio Hedging: Adjusting Portfolio Risk. Pricing of Futures.

MODULE 3: OPTIONS – BASICS, MECHANISM AND STRATEGIES 12 HOURS

Option Contracts – Meaning, Types – Call, Put, American, European, In-the-Money, At-the-Money and Out-of-the- Money. Pay-off and Pay-off Diagrams for Options. Hedging Strategies – Protective Put & Protective Call Strategy: and Covered Call & Covered Put Strategy.Trading Strategies with Options – Straddle, Strip, Strap, Strangle, Spreads.

MODULE 4: OPTION PRICING 10 HOURS

Put-Call Parity Theory, Portfolio Replication Method, Risk Neutralization Method,

Binomial Method and Black-Scholes Method. Option Greeks.

MODULE 5: INTEREST RATE RISK AND RISK HEDGING STRATEGIES 10 HOURS

Interest Rate Swaps, Forward Rate Agreements, Interest Rate Futures, Interest Rate Options, Caps, Floors andCollars, Swaption.

MODULE 6: COMMODITY RISKS AND COMMODITY DERIVATIVES 10 HOURS

Commodity Markets, Commodity Exchanges in India. Commodities traded in Exchanges. Meaning and features of Commodity Derivatives. Trading and Settlement System for Commodity Derivatives. Pricing of Commodity Futures. SEBBI guidelines for Indian Commodity Markets.

Suggested Reading:

- Damodaran Aswath (2014), *"Appliced Corporate Finance*", John Wiley & Sons Inc, 4th Edition..
- Chandra, Prasanna (2007), *"Financial Management – Theory and Practice*", Tata McGraw-Hill Publishing Company Limited, 10th Edition.
- Pandey, I M (2021), *"Financial Management",* Pearson Publications, 12th Edition.

Reference Books:

- Kapalesh Ashar (2019), *"Financial Management Essentials you always wanted to know*",Vibrant Publishers, 4th Edition.
- Rustagi (2020*), "Fundamentals of Financial Management*", Taxmann Publications Pvt. Ltd.; 15th edition

PRACTICALS / SKILL ENHANCEMENT ACTIVITIES

1. Measure the risk level associated with select stocks and design hedging strategy with Future Contracts
2. Design Option Strategies for hedging investment risk in Stocks.
3. Identify suitable Option Trading Strategies and the timing of execution for stock and index underlying
4. Ascertain the interest rate risk of at least 3 companies and strategies adopted by them for hedging such risk
5. Prepare report on the functioning and effectiveness of Commodity Derivatives in India.

4.3 Marketing

Name of the Program: Master of Business Administration *Course Code:4.3.1* *Name of the Course: Strategic Brand Management*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Brands that a firm has invested in and developed over time are their valuable assets. Processes, designs and strategies of organizations may be easily copied, but a strong brand is something which cannot be easily reproduced. Strong brands can influence purchase decisions by communicating the value of and providing differentiation for products and services. Effective brand management is critical to maintaining the long-term profitability of products and services. This course is designed to develop students' understanding of the importance of brand equity as well as how to build, measure and manage brand equity.

Course Objectives:

- To give students a deeper understanding of the process of brand building in a variety of business contexts, the integrated requirements for effective brand reinforcement, revitalization as well as the models, measures and impact of brand equity.

Course outcomes:

By the end of this course, a student would learn

- Understand key principles of branding, positioning and brand building strategies.

MODULE 1: PRODUCT MANAGEMENT **8 HOURS**

Product Planning and New Product Management- Product Portfolio Analysis - Market Attractiveness & Components of Market Attractiveness – Product Market Strategies - Product Life Cycle Stages And Corresponding Strategies – Competitor Analysis

MODULE 2: INTRODUCTION TO BRAND MANAGEMENT **10 HOURS**

Brands Vs Products- Brand Management - Brand Components & Attributes- Significance Of Branding To Consumers & Firms - Selecting Brand Names- Brand Identity – Kepferer Brand Identity Prizm Model - Branding Challenges & Opportunities

MODULE 3: BRAND EQUITY **12 HOURS**

Types of Brands - Strategic Brand Management Process – Brand Attribute Management & Architecture – Brand Portfolio Strategy – Brand Extension And Stretching - Making A Brand Strong-Sources Of Brand Equity-The 4 Steps Of Strong Brand Building- Aakers Brand Equity Model – Customer Based Brand Equity – Brand Leveraging, Brand Loyalty.

MODULE 4: BRAND POSITIONING **8 HOURS**

Types Of Positioning- Over, Under & Repositioning- Differentiation – Identifying Gaps Using Perceptual Maps - Co-Branding –Licensing – Celebrity Endorsement - Positioning Guidelines.

MODULE 5: BRAND AUDIT AND VALUATION **8 HOURS**

Brand Audit - Internal Branding- Introduction to Brand Valuation – Components & Types Of Valuation.

MODULE 6: BUILDING ONLINE BRANDS **10 HOURS**

Integrated Marketing Communication - The New Media Environment – Building and managing online Brands - Marketing Communication Options – Using social media to Build Brands – E-Commerce & Brands

Suggested Reading:

- Kevin Lane Keller M. G. Parameswaran and Isaac Jacob (2010), Strategic Brand

Management, Pearson Education India, 3rd Edition.

- RamanujMajumdar (2007)," Product management in India", PHI Learning Pvt India.
- KirtiDutta (2012), Brand Management, Principles and Practices ,Oxford University Press, Ist Edition.

Reference Books:

- Kevin Lane Keller (2012), Strategic Brand Management: Building, Measuring, and Managing Brand Equity, Prentice Hall, 4th Edition, 2012
- MG Parameswaran , Building Brand Value – Five Steps to Building Powerful Brands, Tata McGraw hill, 2006
- SubrotoSengupta , Brand Positioning: Strategies for Competitive Advantage, Tata McGraw Hill Education, 2005
- J.N. Kapferer , The New Strategic Brand Management (Creating And Sustaining Brand Equity Long Term) , Kogan Page Publishers India, 2008.
- S.A. Chunawalla , Compendium of Brand Management,Himalaya Publishing House , 2011
- David A Aaker , Managing Brand Equity, Free Press, 1991.

Name of the Program: Master of Business Administration

Course Code:4.3.2

Name of the Course: Marketing Research and Metrics

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

The course will assist students to understand the process by which market information is collected and analysed and to apply this understanding to the development of a marketing plan in response to a real-life client problem.

Course Objectives:

- To enhance the students understanding of the marketing research industry.
- To develop skills required by the researcher and understand different applications of Marketing Research
- To be able to exploit Marketing Research data for management decision-making

Course outcomes:

By the end of this course, a student would learn

- Understand the process of marketing research and its different processes
- Identify sources of information
- Understand different research methods
- Apply selected research methods
- Analyze and interpret both qualitative and quantitative data
- Conduct and analyze a focus group discussion
- Build a simple questionnaire from a web-based survey administration site.

MODULE 1: INTRODUCTION TO MARKETING RESEARCH 8 HOURS

Introduction to Marketing Research, Nature and Scope, Difference between Market and Marketing Research, Marketing Research Process, Applications of Marketing Research, Limitations of Marketing Research, Ethical considerations in Marketing Research.

MODULE 2: QUESTIONNAIRE DESIGN AND SAMPLING 10 HOURS

Major Qualitative and Quantitative Research Designs, Types of Research Design, Designing Questionnaires for Market Research, Types of Questions, Schedule, Reliability and Validity of a Questionnaire, Sampling Techniques, Procedure for sample selection and sample determination, Design of fieldwork, Selection of cities/centers, Organizing Field Work, Selection of Respondents, Control procedures on the field.

MODULE 3: DATA ANALYTICS AND HYPOTHESIS TESTING USING STATISTICAL PACKAGE 12 HOURS

Introduction to statistical packages (SPSS, PASW, JASP, Jamovi etc.), Data input, coding, recoding, data cleaning, Split file, Group, Subset, merge file options, Descriptive and inferential statistics, Visualization, exploration and extracting data summary statistics, Overview of hypothesis, Parametric and Non-parametric tests and their applications in marketing research.

MODULE 4: INTRODUCTION TO MARKETING METRICS 10 HOURS

The alignment of business objectives, strategies and metrics; the potential gap between metrics and business outcomes, the importance of marketing metrics, measuring market effectiveness. Market share, relative market share, market concentration, market

penetration, brand penetration, penetration share, share of requirements, heavy usage index, market share decomposition, brand development index and category development index.

MODULE 5: PRICING, PRODUCT AND PORTFOLIO MANAGEMENT 10 HOURS

Price premium, maximum reserve price and maximum willingness to buy, price elasticity, optimal price, percentage breakeven price change, price discrimination, competitor reaction, elasticity and cross and residual price elasticity. Trial volume and trial rate, repeat volume and repeat rate, adjusted trial rate, cannibalization rate, weighted contribution margin and breakeven with cannibalization.

MODULE 6: SALES FORCE MANAGEMENT AND PROMOTION PROFITABILITY 10 HOURS

Sales funnel, sales pipeline, lead, closure rate, sales forecasting, workload, sales force effectiveness. Baseline sales, incremental sales, promotional lift, return on marketing investment, coupon redemption, pass-through, gross rating points, impression, cost per thousand impressions, reach, frequency, share of voice, page views, visitors, click-through rates, cost per click, cost per order, cost per customer acquired, bounce rate, abandonment rate. Customer lifetime value, retention rate, attrition rate & churn rate.

Essential Reading:

- Malhotra, N and Dash, S. (2019). Marketing Research – An Applied Orientation, (7th ed). Pearson Education
- Bendle, N.T., Farris, P.W., Pfeifer, P.E., and Reibstein, D.J. (2016) Marketing Metrics: The Manager’s Guide to Measuring Marketing Performance (Third Edition). Upper Saddle River, New Jersey: Pearson.

Reference Books:

- Kozielski, Robert (2018), Mastering Marketing Analytics, 1st Edition, Emarald Publication.
- Sauders, M., Lewis, P & Thornhill, A (2016), Research Methods for Business Students, 7th Edition, Pearson Education.

Name of the Program: Master of Business Administration *Course Code:4.3.3* *Name of the Course: Digital Marketing*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Marketing has changed from traditional advertising media to online platforms. The course shall introduce the student to social media platforms. Market research forms the back bone of digital marketing. Reputation of entities can be altered within minutes which is of high risk. Use of social media effectively produces engaged customers and their posts are brand advertisements which spread through word of mouth. Digital marketing can be successful only if an organized plan has been drawn. Social relation building helps in increasing Customer Loyalty. Hence, it is not just online presence but also its maximum utilization that

is important. There is a huge inflow of new digital marketing technology and tools. Choosing the right tool is essential for customer delight and deriving results. Most of the business have digital presence but lack a strategy to tackle the digital competition.

Course Objectives:

- To understand the basics of digital marketing.
- To develop a comprehensive digital marketing strategy
- To be able to use new media such as search engine and social networking.

Course outcomes:

- By the end of the course, the student will be able to evaluate the risks involved in digital marketing. It shall make them be able to attract and retain customers online.

MODULE 1: INTRODUCTION **10 HOURS**

Introduction to marketing in the digital environment, Types of web presence, common e-commerce business models, pure play, hybrid and multi-channel options. Media options online, Fulfilment options and strategies, Introduction to payment gateways and paypal.

MODULE 2: DIGITAL MARKETING RESEARCH **10 HOURS**

Audience profiling and segmentation, Internet usage patterns ,Post Internet consumer behaviour and understanding buyer behaviour online, pillars of direct marketing, Online research and behaviour tracking methods, Introduction to behavioural targeting. Online surveys, blog mining, data mining, Building customer profiles using navigation and sales data, Competitor analysis online, Integrating online and offline strategies.

MODULE 3: SEARCH ENGINE MARKETING **10 HOURS**

Email campaign creation and management, Google Adwords, search and display on search engines, pricing models online, Introduction to page rankings, googleAdwords analytics, Search Engine Optimization, Process and methodology, Long tail in SEO, Link building, Key word analysis, process and optimization. Search Engine Marketing - Paid versus natural Search, SEM landscape, Landing pages and their importance in conversion analysis, Google vs. Bing vs. Yahoo. Search Methodology.

MODULE 4: SOCIAL MEDIA AND e-PR **10 HOURS**

Using Facebook, Linked-in, twitter, Youtube including creating a channel on You Tube,

Content guidelines for online communications, Social Media measuring, monitoring & reporting, Tracking & Monitoring platforms. Content seeding, How to use blogs, forums and discussion boards, Blogs, forums and communities, Viral campaigns and the social graph. Building relationships with different stakeholders online.

MODULE 5: ONLINE REPUTATION MANAGEMENT 8 HOURS

Introduction to online reputation management, Importance of managing online reputation for a business, strategies and tools of online reputation management, handling negative comments.

MODULE 6: RECENT TRENDS 8 HOURS

Localization of content and advertising. Marketing using mobile networks, evolution of Indian banking industry – journey from brick and mortar to mobile banking, Consumer engagement – meaning and methods.

Suggested Reading:

- Deepak Bansal (2009), “A Complete Guide To Search Engine Optimization”, B.R Publishing Corporation, Ist Edition.
- Strauss.J and Frost . R (2009), “E- Marketing”, Pearson Education, 5th Edition.
- Ramsey (2010), “Seven Guidelines for Achieving ROI from Social Media”, eMarketer.

Reference Books:

- Godfrey Parkin (2009), “Digital Marketing: Strategies for Online Success”, United Kingdom: New Holland.
- Damian Ryan (2014), “Understanding Digital Marketing : Marketing Strategies for Engaging the Digital Generation”, Kogan Page, 3rd Edition.
- Jonah Berger (2013), “Contagious Why Things Catch On”, Simon & Schuster, 1st Edition.

4.4 HUMAN RESOURCES

Name of the Program: Master of Business Administration *Course Code:4.4.1* *Name of the Course: Strategic HRM*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

With increasing competition, the technological, socio cultural and economic changes have triggered the need for constantly developing the human resources. HRD is no longer limited to the confines of a departmental activity, now it finds a place even in the vision and mission statements of the companies. The need to survive in the ever-changing business world demands a well-developed pool of human resources with strategies.

Course Objectives:

- To develop the perspective of strategic human resource management.
- Distinguish the strategic approach to human resources from the traditional

functional approach.

Course outcomes:

- By the end of this course- a student would learn the relationship of HR strategy with overall corporate strategy and understand the strategic role of specific HR systems

MODULE 1: **8 HOURS**

HR environment HRM in knowledge economy Concept of SHRM Investment Perspective of SHRM Evolution of SHRM Strategic HR vs. Traditional HR –Barriers to strategic HR Role of HR in strategic planning.

MODULE 2: **10 HOURS**

Strategic fit frameworks - Linking business strategy with HR strategy - HR bundles approach, best practice approach - Business strategy and human resource planning - HRM and firm performance linkages - Measures of HRM performance - Sustained competitive advantages through inimitable HR practices.

MODULE 3: **10 HOURS**

HR Systems - Staffing systems - Reward and compensation systems - Employee and career development systems - performance management systems - Various Strategic Management frameworks.

MODULE 4: **10 HOURS**

Strategic options and HR decisions – Downsizing and restructuring - Domestic and International labour market - Mergers and acquisitions - Outsourcing and off shoring.

MODULE 5: **10**

HOURS

Strategic Responses of Organisations to Changing Environment – Portfolio process and structure related strategic responses. M & A s and Strategic HR .

MODULE 6: **8 HOURS**

Conduct an Interview with CEO or Authorised authority and data collection on Strategic responses of Organisations to changing environment (Ref. Srinivas R. Kandula PHI 2012). Interview schedule for conducting case study

- Interviewee's awareness / knowledge of strategic responses being planned / implemented / progressed in the organization. (common)
- Compatibility between voluntary participative forums and collective bargaining forum (HR Managers)
- Reasons for strong / weak / no relationship (positive or negative) between strategic responses and SHRD system. (HR Manager / Individual / Trade Unions)
- Unions perception on the commitment of employer, frontline officers and workers in SHRD system (Trade union leaders)
-

Suggested Reading:

- Mello- Jeffrey A (2018),"Strategic Human Resource Management", Thomson Learning Inc, 1st Edition.
- Kelliher, C., Garavan, T., Bailey, C., Mankin, D. (2018). Strategic Human Resource Management. United Kingdom: Oxford University Press.
- Khandekar, A., Sharma, A. (2014). Strategic Human Resource Management: An Indian Perspective. (n.p.): Lulu.com.
- Strategic Human Resource Management: An International Perspective. (2017). United Kingdom: SAGE Publications.

Name of the Program: Master of Business Administration *Course Code:4.4.2* *Name of the Course: International HRM*		
Course Credits	No. of Hours per	Total No. of

	Week	Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

A challenging aspect of HRM in most firms with multinational operations is the multicultural nature of their work force, which is further compounded by its geographical dispersion. In addition, HRM like so many other managerial functions, takes place not in vaccum but within the overall internal organisational environment and the external national and international context in which the company operates an attempt is made to know the insight of IHRM.

Course Objectives:

- To be able to assess the extent to which multinational companies can have companywide HRM strategies, policies and practices

Course outcomes:

By the end of this course, a student would learn a perview of the major challenges that MNC's face and to be familiar, through a real-life case study, with some of the HRM issues faced by staff in a foreign subsidiary of a major multinational company

MODULE 1: 8 HOURS

International HRM - Domestic HRM v/s IHRM - Managing International activities - Human Resource Planning - International recruitment and selection - Training and development of expatriates – M & A –Integration of acquired employees in newer cultures, Global Mobilty and HR-International postings.

MODULE 2: 10 HOURS

Repatriation – Expatriation and repatriation - Selection methodology of expatriation - Process of repatriation, job related adjustments, organisational development - International compensation: components, objectives and methods of compensation - Taxation decisions - Changing trends in International employment.

MODULE 3: 10 HOURS

Managing HR in Virtual Organisation: Meaning and types of virtual organisations -

Difference between traditional and virtual organisations - Features of virtual organisation - Managing HR in virtual organisations - Challenges of International performance management - Career Management& International HRM.

MODULE 4: 10 HOURS

Knowledge management and International management development - Knowledge and Knowledge transfer - Knowledge and situated cognition - Implications for knowledge transfer - Knowledge management in MNCs - Knowledge management and IHRM - Changing scope of International management development - International manager roles: development implications, international management development initiatives, Future developments.

MODULE 5: 10 HOURS

IHRM Strategies and Developments - Managing diversity - Linking corporate and HRM strategy - Total quality in HRM - Scope of TQM - Comparison of Traditional and TQHRM approaches - Barriers to TQHRM - HR project planning - Importance of computerised information system - Conflict management - Human rights movement and IHRM, Experiences of Japan and China.

MODULE 6: 8 HOURS

Case Studies - Ethics and challenges in IHRM - Role of international education in IHRM - UNO and IHRM - Business leaders as global citizens - Futuristic view of IHRM – socio cultural factors and ethical issues in BPO Industry - Adventurous training - Problems of women expatriates - Globalisation and senior citizens – BPO and IHRM.

Suggested Reading:

- Rao, P. L. (2008). International Human Resource Management: Text and Cases. India: Excel Books.
- Dowling, P. J., Engle, A., Festing, M. (2013). International Human Resource Management. United Kingdom: Cengage Learning.
- Kandula, S. R. (2018). International Human Resource Management. India: SAGE Publications.
- Briscoe, D. R., Schuler, R. S. (2004). International Human Resource Management:

Policy and Practice for the Global Enterprise. United Kingdom: Routledge.
- International Human Resource Management. (2004). India: SAGE Publications.

Name of the Program: Master of Business Administration

Course Code:4.4.3

Name of the Course: Talent and Knowledge Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

The explosion of interest in talent and knowledge management among academics, public policy makers, consultants, and business people began as recently as the mid-1990s.The level of interest in Talent & Knowledge management since then visible in a number of ways. It is growing rapidly more and more companies have built talent and knowledge repositories. Even new job titles have appeared from knowledge edge developer, to knowledge facilitator, to corporate knowledge officer

Course Objectives:

- To impart the knowledge on talent and knowledge management. its importance in contemporary business

Course outcomes:

By the end of this course, a student would learn the new concepts in talent and knowledge management and its relevance in the corporate.

MODULE 1: **8 HOURS**

Talent - Engine of new economy - Difference between talent and knowledge workers - Leveraging talent - Talent value chain - Elements of talent friendly organizations

MODULE 2: **12 HOURS**

Elements, benefits and challenges of Talent Management System - Building blocks of talent management: competencies, performance management, evaluating employee potential - Modern practices in talent attraction, selection, retention and engagement. Talent Management & Social Media - Emerging Trends in Talent Management.

MODULE 3: **10 HOURS**

Talent Planning – Succession management process - Cross functional capabilities and fusion of talents - Talent development budget - Value driven cost structure - Contingency plan for talent - Building talent - Leadership coaching.

MODULE 4: **6 HOURS**

Return on talent (ROT) - ROT measurements - Optimizing investment in talent - Integrating compensation with talent management - Developing talent management information system - Psychometrics for TM.

MODULE 5: **12 HOURS**

Knowledge economy - Understanding Knowledge management - Types of knowledge - Knowledge centric organizations - Knowledge management framework - Knowledge creation and capture - Designing of Knowledge management strategy - Issues and challenges in knowledge Management - Implementing knowledge management strategy - Knowledge management metrics and audit.

MODULE 6: **8 HOURS**

Conduct Interviews with five senior executives of two organisations on their talent and knowledge management practices. Conduct minimum one focus group discussion (FGD) on Knowledge Management Portal **.**

Suggested Reading:

- Berger, Lance A and Dorothy Berger (2010), "The Talent Management Handbook", Tata McGraw Hill, New Delhi, 2nd Edition
- Masood, Anilkumarsingh and Somesh Dhamija (2017) , Talent management in India- challenges and opportunities, Atlantic publisher, New Delhi, Atlantic Publishers and Distributors Pvt Ltd, 1st edition
- Scullion, H., Collings, D. (2011). Global Talent Management. United States: Taylor & Francis.
- Talent Management of Knowledge Workers: Embracing the Non-Traditional Workforce. (2010). United Kingdom: Palgrave Macmillan UK.
- Thunnissen, M., Gallardo-Gallardo, E. (2017). Talent Management in Practice: An Integrated and Dynamic Approach. United Kingdom: Emerald Publishing Limited.
- The Oxford Handbook of Talent Management. (2017). United Kingdom: Oxford University Press.
- Macro Talent Management: A Global Perspective on Managing Talent in Developed Markets. (2018). United States: Taylor & Francis.

4.5 HEALTH CARE MANAGEMENT

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.5.1

Name Of the Course: Basic Management Aspects of Health Care

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Understanding and study of management of organizations in general would give a better perspective in the contemporary scenario. But the application and customization of the basics of management in various sectors of the industry is the need of the hour. Healthcare is one of the major emerging sectors of the Indian Economy. The application and customization of various functional areas of management would go a long way in the placement of management graduates in the healthcare sector. The present course makes a humble attempt to bridge the gap of fulfilling the felt needs of healthcare sector.

Course Objectives:

- To introduce the managerial dimensions of healthcare sector to students.
- To make students to get a glimpse of application of management in healthcare sector.

Course outcomes:

- By the end of the course, the students have to have better understanding of differences between management in general and management in healthcare sector

Unit 1: HEALTH CARE SECTOR 8 HOURS

Historical perspective of Strategic management, Conceptual framework for strategic management, the Concept of Strategy and Strategy Formation Process – Stakeholders in business –Vision, Mission and Purpose – Business definition, Objectives and Goals. The SM model

Unit 2: ORGANIZATION BEHAVIOR 8 Hours

Behavior of individuals, groups and teams-Conflict Management and Service Culture with special reference to healthcare sector.

Unit 3: HUMAN RESOURCE MANAGEMENT **8 Hours**

HRM challenges with reference to Recruitment, Selection, Retention, Training and Development, Compensation, Performance Management System, Competency Management in Healthcare

Unit 4: SERVICE MARKETING **10 Hours**

Marketing challenges to Service Marketing, Health Service Quality, Promotion Mix, Branding and Positioning, Marketing Communication, Media and Public Relations in healthcare-Application of marketing strategies in healthcare.

Unit 5: FINANCIAL MANAGEMENT **10 Hours**

Pricing of hospital services and new equipment usage, Pricing Policy, Rate Revision, Hospital Rate Setting, Replacement Analysis, Accounting Practices in Hospitals, Emerging Trends in Finance in Healthcare-Break Even Analysis in Healthcare Organizations, Costing Template

Unit 6: INVENTORY MANAGEMENT **12 Hours**

Stores Organization, Concept and Scope of Inventory Management as applicable to healthcare; Materials Planning, Procurement, Vendor Management, Purchase, Inspection. Hospital Equipment; Planning, Selection, Purchase, Repair and Maintenance-Condemnation and Disposal-Pilferage-ABC and VED Analysis

Reference Books:

- Kotler, Philip and Clarke, Robert," Marketing in Healthcare Organizations", Prentice Hall College Division, Ist Edition, 1986
- Beck, Donald F , "Basic Hospital Financial Management" , Aspen Systems Corp, 1980
- Joshi, D.C, "Hospital Administration" , Jaypee Publishers, Ist Edition, 2009
- Shi, Leiyu , "Managing Human Resources in Health Care Organizations", Jones & Bartlett Learning, 1st edition , 2007.
- Goel R.C, "HRM in Hospitals" , Prentice Hall of India Pvt Ltd, 3rd Edition, 2003
- P.G Ramanujam, "Marketing of Healthcare Services", Excel Books,2009
- Hyman Stanley" Supplies Management in Healthcare", Croom Helm, 1979
- Sakharkar B M, "Principles of Hospital Administration & Planning", Jaypee

Brothers Publishers , New Delhi,2nd Edition, 2009

- Gupta, Shakthi and Kant, Sunil, " Hospital Stores Management , an integrated approach", Jaypee Brothers Publishers , New Delhi, 2004

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.5.2

Name Of the Course: Strategic Management In Health Care Settings

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

For any organization to be successful, it needs to have an holistic approach towards business with accurate alignment of its objectives with business strategies. As healthcare industry is a unique service industry, different approach has to be followed to ensure the business performance and growth. The course will cover the basics of strategic management including quality and innovation as applied to healthcare sector

Course Objectives:

- To enable the students to understand the philosophy and rational of business strategies
- To enable the students to understand the various quality philosophies, significance and their application in healthcare settings.

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Course outcomes:

- By the end of the course, the student will get a feel of the strategic dimensions of the management of healthcare organizations

Unit 1: INTRODUCTION **8 HOURS**

Strategic intent concepts; Healthcare Organization's Vision, Mission , Goals and Objectives-Business Models-Policy and Values; Balance Score Card, Critical Success Factors; Key performance Indicators in healthcare setting; Competition in healthcare business

Unit 2: STRATEGY FORMULATION AND IMPLEMENTATION **12 HOURS**

Competitive advantage in terms of facilities and services- Cost Leadership and differentiation in healthcare delivery-Core Competence in healthcare organizations-Growth and expansion of organizations-Mergers and Acquisitions, Outsourcing-Role and emergence of technology-Resource Allocations-Supportive Culture-Strategic Leadership-Corporate Culture-Functional and operational implementation.

Unit 3: QUALITY IN HEALTHCARE **10 HOURS**

Concept and significance-Quality Management Philosophies-Patient Focus and Involvement-TQM Models-Quality tools and techniques applied to healthcare- Continuous Quality Improvement-Quality Circles

Unit 4: QUALITY ACCREDITATION **10 HOURS**

Meaning and benefits-Quality Standards-Quality of patient care, focus and safety-Accreditation Process-National and International Bodies for accreditation in healthcare – ISO, QCI, NABH & JCI-Statutory Compliance

Unit 5: AUDIT IN HEALTHCARE **8 HOURS**

Concurrent, terminal and cyclic evaluation-Healthcare, Medical, Nursing, Clinical Pharmacy and Antibiotic Audits-Patient Satisfaction surveys -Integration of healthcare systems

Unit 6: INNOVATIONS IN HEALTHCARE **8 HOURS**

Innovation Process, Innovations in Healthcare delivery-Public and Private, Technology, New Product Development

Reference Books:

1. Girdhar Gyani& Alexander Thomas ,"Handbook of Healthcare Quality & Patient Safety", Jaypee Medical Publishers, Ist Edition, 2017.
2. Paul Trott, " Innovation Management and New Product Development", Prentice Hall,5th Edition ,2016
3. Kunders, G.D , "Designing for Total Quality in Health Care", Prism Books Pvt Ltd, IstEdition, 2002
4. Donald Lighter and Douglas," Quality Management in Healthcare: Principles and Methods", Janes and Berlett Publishers, 2004
5. Kropf, Roger , Greenberg, James A, "Strategic Analysis for Hospital Management",Aspen Publishers Inc, Ist Edition ,1984
6. Alan M.Zuckerman, Healthcare Strategic Planning, Prentice Hall of India, 2nd Edition,2005

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE: 4.5.3

Name Of the Course: Management Of Hospital Services

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview:

Hospitals are unique service-based organizations, different from other service organizations. Hospitals serve as the touchpoints of healthcare delivery, concentrating mostly on the curative health services. The patients approach hospitals for general and specialized services on short-, medium- and long-term basis. Hospital Managers have to make sure that healthcare services are rendered by the healthcare personnel effectively and efficiently. This requires, on the part of the hospital managers, to fully understand the various functions being carried out by different departments and design and develop hospital systems so that all functions are carried out in a coordinated manner. The course has been designed to give the detailed overview to hospital functioning in compliance with statutory and regulatory requirement in a holistic manner

Course Objectives:

- To introduce the basic services of hospitals to the students.
- To familiarize the students with management dimensions of hospital services.

Course outcomes:

- At the end of the course, the students would get an insight into structure of hospital services and delivery

Module 1: STRUCTURE OF SERVICES

8 HOURS

Uniqueness of Hospital Services-Differences with Non-Hospital Forms of Healthcare Services-Classification of Hospital Services based on Ownership, Extent of specialization and Nature – Hospitals in India today, hospital as a system.

Module 2: DESIGN AND PLANNING 8 HOURS

Classification of Healthcare Facilities- Phases of hospital project- Preliminary survey, Feasibility Survey, Financial & Equipment planning, site selection criteria, legal requirements & Design consideration, Flow chart of operation, Physical facilities and space requirements, statutory requirements, Documentation, Equipment & supplies, Hospital organization hierarchy – Roles & function of hospital administration.

Module 3: OUT-PATIENT SERVICES 10 HOURS

Outpatient Department- Planning and Management of Accident and emergency services, Physical medicine and Physiotherapy, Day care- Urgency and utilization management- Prioritization of Patient Needs

Module 4: IN-PATIENT SERVICES 10 HOURS

Operation of wards and facilities-Planning and Management of Medical and Surgical Services, Nursing services and administration, Critical Care Services like ICU Etc - Specialty Services In-patient department (General & Specialized unit), Burn Unit, OT, Super Specialty services.

Module 5: OTHER SERVICES 12 HOURS

Planning and Management of STP/ETP, Laundry, Central Sterile and Supplies Department(CSSD), Bio Medical Waste Management(BWWM) , Building, Water supply, Sanitary System and Fire safety, Laundry & Linen, Housekeeping, Maintenance department, Toilets, Other Supportive Services like Radiology, Laboratory etc- Blood Bank , Ambulance services, Pharmacy, Cafeteria and Mortuary.

Module 6: HOSPITAL INFORMATION SYSTEM 8 HOURS

Information, Communication and Technology in Healthcare-Barriers and facilitators in adoption of ICT-Telemedicine, Hospital statistics, evaluation of hospital services, Use of management information system.

References:

1. Goel, S.L and Kumar," Hospital Core Services: Hospital Administration in 21st Century", Deep and Deep Publications Pvt Ltd, Ist Edition, 2004.
2. Kunders, G.D," Hospitals: Facilities Planning and Management , TBS, 2007.
3. B.M.Sakharkar ," Principles of hospital administration and planning" , Jaypee Brothers Medical Publishers, 2nd Edition, 2009
4. Tabish S A," Hospitals and Nursing homes planning, organizing and management", Jaypee Publishers, Ist Edition, 2003
5. Srinivasan, A. V. (Ed.). (2008). Managing a modern hospital. SAGE Publications India.

4.6 BANKING FINANCE AND INSURANCE SERVICES MANAGEMENT (BFIS)

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION **COURSE CODE:4.6.1** *Name of the Course: Banking Technology And Management*		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

The System and Experience of Banking has changed drastically over time and the buzz words today are 'net banking', 'mobile banking' etc. While knowledge of the systems and operations of a bank is very important, the technology that drives the system is equally essential to know. A student seeks a career in banking need to be exposed to the 'Technology' that defines the work and responsibility in the changing scenario of bank functioning. Hence, this paper 'Banking Technology and Management'.

Course Objectives:

- To orient the students about the core banking and branch operations.
- To provide knowledge on delivery channels and back office operations.
- To give an exposure regarding interbank payment system and smart banking technologies.
- To discuss contemporary issues in banking techniques

Course outcomes:

- Learn the technology used in banking operations.
- Know the back-end operations enabling provision of services.
- Get exposed to the contemporary techniques influencing banking systems

MODULE 1: CORE BANKING AND BRANCH OPERATIONS **10 Hours**

Introduction and Evolution of Bank Management,Technological impact in Banking Operations, Total Branch Computerization, concept and opportunities, Centralized Banking, Concept, Opportunities, Challenges and Implementation

MODULE 2: DELIVERY CHANNELS **8 Hours**

Overview of Delivery Channels, Automated Teller Machine, Phone Banking, Call Centers, Internet Banking , Mobile Banking, Payment Gateways , Card Technologies, MICR Electronic Clearing

MODULE 3: BACK OFFICE OPERATIONS **8 Hours**

Back office Management, Inter branch reconciliation, Treasury Management, Forex Operations , Risk Management, Data Centre Management, Network Management, Knowledge Management (MIS / DSS / ESS) , Customer Relationships Management(CRM)

MODULE 4: INTERBANK PAYMENT SYSTEM **10 Hours**

Interface with payment system Network, Structured Financial Messaging System, Electronic Fund Transfer, RTGS, Negotiated Dealing Systems and SecuritiesSettlement Systems, Electronic Money, E-Cheques

MODULE 5: SMART BANKING TECHNOLOGIES **10 Hours**

Introduction, Characteristics of Smart Banking Environment, Components and Technologies of Smart Banking Environments, Issues in Smart Banking

MODULE 6: CONTEMPORARY ISSUES IN BANKING TECHNIQUES **10 Hours**

Analysis of Rangarajan Committee Reports – E Banking – Budgeting – Banking Softwares

– Case Study: Analysis of Recent Core Banking Software.

Reference Books:

1. Muraleedharan, D. (2014). Modern banking: theory and practice. PHI Learning Pvt. Ltd..
2. Dube, D. P., & Gulati, V. P. (2005). *Information system audit and assurance*. Tata

McGraw-Hill Education

3. Banking on Technology – Perspectives on the Indian Banking Industry, Indian Banks Association, January 2014.
4. Bhasin, Narinder Kumar, “Technology in Banking – the New S Curve”, The Indian Banker, Vol VII, No. 5, May 2012.
5. Mobile Banking – Report of the Technical Committee, The Reserve Bank of India, January 2014.
6. Working Group on Information Security, Electronic Banking, Technology Risk Management and Cyber Frauds – Report and Recommendations, The Reserve Bank of India, January 2011
7. Publications of Indian Institute of Banking and Finance, McMillan

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.6.2

Name of the Course: International Financial Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

A business enterprise having international transactions is exposed to various risks. While understanding the global environment, the economic impact of the transactions, the procedures and formalities to be adhered to are on one side, the impact of transactions on cash flow of the entity on account of fluctuations in foreign exchange rate is another aspect that must be addressed. This course titled “International Financial Management” aims to orient all the aspects a professional need to know in carrying out international transactions.

Course Objectives:

- To orient the students on global business environment and international markets.
- To make students understand the various risks an enterprise is exposed to on account of international transactions.
- To provide knowledge and skills for hedging foreign currency risks.

Course outcomes:

- The global financial environment, currency system, relationship between economies and impact of international transactions on the economy.
- Functioning of international financial markets.
- Fixing of exchange rate.
- Foreign currency risks and hedging strategies.

Unit 1: GLOBAL FINANCIAL MANAGEMENT **10 Hours**

Evolution of International Monetary System, Bimetallism, Classical Gold Standard, Interwar Period, Bretton Woods System, Flexible Exchange Rate Regime, the current Exchange Rate Agreements, European Monetary System, Fixed vs. Flexible Exchange Rate Regime.

Unit 2: BALANCE OF PAYMENTS **5 Hours**

Introduction, Accounting Principles in Balance of Payments, Valuation and Timing, Components of the Balance of Payments, ‘Surplus’ and ‘Deficit’ in Balance of Payments, Importance and limitations of BOP Statistics, Relationship of BOP with other economic

variables.

Unit 3: INTERNATIONAL FINANCIAL MARKETS 5 Hours

Motives for using International Financial Markets. Foreign Exchange Market, History and Transactions, interpreting Foreign Exchange Quotations, International Money Markets, International Credit Markets and International Bond Markets. Comparison of International Financial Markets.

Unit 4: EXCHANGE RATE DETERMINATION 8 Hours

Purchasing Power Parity Theory, Interest Rate Parity Theory, International Fischer's Effect, Pure Expectations Theory.

Unit 5: FOREIGN EXCHANGE RISK AND RISK HEDGING STRATEGIES 18 Hours

Transaction Risk, Translation Risk, Economic Risk. Risk Hedging Strategies: Internal – Netting, Leads and Lags. External – Forwards, Futures, Options, Money-market Hedging, Currency Swaps.

Unit 6: INTEREST RATE RISK AND RISK HEDGING STRATEGIES 10 Hours

Risk Management : Meaning and objectives, Basic categories risk, Methods of managingrisk/ Risk mitigation, Enterprise risk management, Risk management process, Different scenarios and Risk management strategies, Personal risk management, Risk control and Risk financing, Insurance market dynamics, Loss Forecasting**.**

Essential Reading:

1. Shapiro, Alan C., and Paul Hanouna. *Multinational financial management*. John Wiley & Sons, 2019.
2. Apte, Prakash G. *International finance: a business perspective*. Tata McGraw-Hill Publishing, 2010.
3. David B. Zenoff& Jack Zwick: International Financial Management.
4. Rita M. Rodriguez L. Bigame Carter: International Financial Management.
5. V. A. Avadhani: International Finance- Theory and Practice, Himalaya Publishing House

Reference Books:

1. Madura, Jeff, “International Corporate Finance”, Thomson South-Western.
2. Sharan, Vyuptakesh, “International Financial Management”, Prentice Hall of India.
3. Jain, Peyrard, and Yadav’ “International Financial Management”, MacMillan
4. J. Fred Weston, Bart: Guide to International Financial Management.
5. Robery O. Edmister: Financial Institutions - markets and Management.
6. A.V. Rajwade: Foreign Exchange International Finance and Risk Management, Prentice Hall
7. Madura, Jeff. *International financial management*. Cengage Learning, 2020.

Name of the Program: Master of Business Administration

Course Code:4.6.3

Name of the Course: Risk Management for Banks and Insurance Companies

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview:

Like every business, banks and insurance companies are exposed to risks. However, the risks are very unique and most of the times beyond prediction, guess or even comprehension. While ‘risk-taking’ is an integral part of both banking and insurance business, managing risk to boost performance is a matter of challenge. This courses provides an outline of ‘risk management’ among banks and insurance companies, highlighting the best practices in Indian and global context

Course Objectives:

- To provide knowledge on various risks faced by banking companies.
- To provide knowledge on various risks faced by insurance companies.
- To make understand the various strategies adopted by banks and insurance companies in effectively managing risks

Course outcomes:

- Know the risks faced by banking and insurance companies.
- Understand the challenges in managing banks.
- Know the risk management strategies for banks and insurance companies.
- Get exposed to the best practices in India and other parts of the world, in respect of 'risk management'

Module 1: OVERVIEW OF RISK MANAGEMENT IN BANKS 8 HOURS

Risk concept- Importance, The changing face of risk in banks, Types of Risks, Risk Management framework, Organizational structure, Risk Identification- Risk measurement/- Sensitivity, Risk monitoring and Control- Risk Reporting

Module 2: MANAGING CREDIT RISK 10 Hours

Defining Credit risk, The Basel Committee's Principles of Credit risk Management, Measuring Credit risk, Credit rating framework, Introduction to some popular credit risk models: Credit risk transfers- Securitization, Loan sales, Covered bonds and Credit Derivatives, Managing credit risk.

Module 3: CAPITAL RISK - REGULATION AND ADEQUACY 10 Hours

Concepts of Economic and Regulatory capital, why regulate bank capital? Risk based Capital Standards, Regulatory capital: Basel Accord- I, II, III, Illustrative problems on calculating capital adequacy

Module 4: INTEREST RATE AND LIQUIDITY RISK 10 Hours

Introduction, Asset- Liability Management, Managing and Measuring Interest rate risk, Methods to reduce Interest rate risk, Managing Interest rate with Interest rate derivatives, Liquidity risk- Sources, Approaches, Measuring Liquidity risk

Module 5: MANAGING MARKET RISK – BANKS INVESTMENT PORTFOLIO 10 Hours

Basic concepts, The Treasury functions, Risks and Returns of Investment securities, Measuring Interest rate risk with VAR, Approaches to VAR Computation, The Interplay between Market and Credit risk.

Module 6: RISK MANAGEMENT IN INSURANCE COMPANIES 8 Hours

Risk Management : Meaning and objectives, Basic categories risk, Methods of managingrisk/ Risk mitigation, Enterprise risk management, Risk management process, Different scenarios and Risk management strategies, Personal risk management, Risk control and Risk financing, Insurance market dynamics, Loss Forecasting

References:

- Padmalatha Suresh and Justin Paul, Management of Banking and Financial Services,Pearson, 3rd Edition, 2014
- P.K. Gupta, Insurance and Risk Management, Himalaya publishing house, 2015
- Harold D Stephen and W Jean Kwon, Risk Management and Insurance, BlackwellPublishing co., New York, 2007
- Jave S. Trieschimam, Sandra G. Guatarson, Robert E Houyt, Risk Management andInsurance, Thomson Sowlla Western Singapore, 2003
- K.C Shekhar and LekshmyShekhar, Banking Theory and Practice, Vikas Publication,2013
- JatinderLoomba: Risk Management and Insurance Planning PHI, 2014
- L.M. Bhole and JitendraMahakud, Financial Institutions and Markets, 2012
- Indian Institute of Banking and Finance, Risk Management, Mac Millan 2010
- G. S. Popli and S. K. Puri, Strategic Credit Management in Banks, PHI, 2013
- JyotsnaSethi and Nishwan Bhatia, Elements of Banking and Insurance, PHI, 2nd Edition, 2012
- Bharati.V. Pathak, The Indian Financial system, Pearson Education, 2nd Edition, 2008
- Indian Institute of Banking and Finance, Bank Financial Management, Mac Millan, 2014
- IIBF, “Risk Management”, Mc Milan, New Delhi.
- Bagchi S.K., “Credit Risk Management”, Jaico Publishing House, Mumbai

4.7 STARTUPS AND SMEs MANAGEMENT

Name of the Program: Master of Business Administration *Course Code:4.7.1* *Name of the Course:* **Technology and Innovation**		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Overview of the Course:

Small and medium enterprises (SMEs) have been considered one of the 'driving Suorces' of modern economies due to their multifaceted contributions in terms of technological innovations, employment generation, export promotion, etc. Of these, the ability of SMEs toinnovate assumes significance because innovation lends competitive edge to firms, industries and ultimately, economies. Therefore, technological innovation has the potential to spur growth of individual enterprises at the micro level and aggregate industries and economies at the macro level. Associated with this high growth rates, SMEs in India are also facing a number of problems like sub-optimal scale of operation, technological obsolescence, supply chain inefficiencies, increasing domestic and global competition, fund shortages, change in manufacturing strategies and turbulent and uncertain market scenario.To survive with such issues and compete with large and global enterprises, SMEs need to adopt innovative approaches in their working. Hence there is a need to study in this perspective of technology and innovation among SMEs.

Course Objectives:

- To understand the importance of technology and innovation for SMEs
- To learn and understand various other dimensions of technology and innovation.

Course outcomes:

- By the end of the course, the students who are entrepreneurially inclined wouldresort to better technology and more innovation

MODULE 1: INTRODUCTION **10 HOURS**

Definition and characteristics of Technology – Market based and resource-based views of Technology - Impact of technology on business – meaning, importance and recent developments in technological environment – Technology Trends in Indian Industry- Concept and significance of management of technology – Growing importance of Innovation in business

MODULE 2: SOURCES OF TECHNOLOGY AND INNOVATION **8 HOURS**

Sources of technology- process of new product development - Linkage between technology development and competition – IPR and Technology management. Sources of Innovation: Internal and external sources, Competitive advantage to SME.

MODULE 3: TECHNOLOGICAL INNOVATION **10 HOURS**

Relationship between Technology and Innovation - Forms of Technology Innovation –

Characteristics of Product & Process innovation – Status of Technological innovation in Indian SMEs - Policy Imperatives

MODULE 4: TECHNOLOGY STRATEGY 10 HOURS

Concept and Key principles of technology strategy – framework for technology strategy – relationship between technology and business strategies – Issues and constraints of SME's technology strategy.

MODULE 5: TECHNOLOGY, INNOVATION AND SMEs 10 HOURS

Technology Business Incubation (TBI) - ICT (Information and Communications Technology) – Access to Modern affordable technology - Ecosystem for technology transfer - Govt. policy imperatives for technology upgradation.

MODULE 6: PRACTICALS 8 HOURS

Using Matplotlib Create line plots, area plots, histograms, bar charts, pie charts, box plots and scatter plots and bubble plots. Advanced visualization tools such as waffle charts, word clouds, seaborn and Folium for visualizing geospatial data. Creating choropleth maps

Reference Books:

1. BalaSubrahmanya, M H, M Mathirajan and K N Krishnaswamy (2008) "The Influence of Technological Innovations on the Growth of Manufacturing SMEs", Report submitted tothe Department of Science & Technology, Government of India, New Delhi.
2. Tim Mazzarol, Sophie Reboud (2011) "Strategic Innovation in Small Firms – An International Analysis of Innovation and Strategies Decision Making in Small to Medium Sized Enterprises", Edward Elgar Publishing.
3. Innovation readiness of Indian SMEs: and Challenges – FICCI MSME Summit 2012 Report: Theme: " Innovation & Clusters
4. Chaminade, C. Vang, J (2006), Innovation Policy for Asian SMEs: an Innovation Systems Perspective, in H. Yeung Handbook of Research on Asian Business. Edward Elgar.

ESSENTIAL READINGS

1. Betz F , "Strategic Technology Management" , McGraw Hill, 1993
2. V.K. Narayanan , "Managing Technology and Innovation for Competitive Advantage",Prentice Hall , Ist Edition, 2000
3. Tarek Khalil , "Management of Technology" , McGraw Hill, 2000

4. Melissa A Schilling , Strategic Management of Technological Innovation , McGraw Hill, 4th Edition, 2012
5. Brychan Thomas, Christopher Miller, Lyndon Murphy Innovation and Small Business –Volume 1,E-Book, www.bookboon.com

Name of the Program: Master of Business Administration

Course Code:4.7.2

Name of the Course: **Internationalization of SMEs**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Course Overview:

The emergence of multinational firms has been a distinct feature of globalization in the developing countries. Many of the emerging multinational firms are small and medium enterprises (SME), seeking to capitalize on their unique skills and capabilities and achieve rapid growth and diversify the sources of their revenue streams. SMEs have used their social capital to penetrate into foreign markets and acquire market share. However, they are unable to observe the strategies behind internationalization processes of SMEs. As more and more firms enter the international business environment, there is increased competition. Technological advancements, declining trade barriers etc. are driving the world economy to become more and more integrated and this rapid globalization is enabling SMEs to become international in a quicker yet effective manner. Advancements in information technology and improvements in communication infrastructure have resulted in opportunities for SMEs to participate in global markets in both developing and developed countries. Since 1991, SMEs in India have been faced with new competitive intensity. Improvements in resource utilization make it possible to sell a variety of products and services from anywhere in the world and around the clock. This course will help to gain a better understanding of internationalization of SMEs, strategies behind the internationalization process of SMEs and various govt/non-govt support programs towards SMEs internationalization.

Course Objectives:

- The objective of this course is to motivate entrepreneurially minded students to attempt internationalization in SMEs that they own and work for

Course outcomes:

- At the end of the course, the students must understand the nuts and bolts of internationalization of SMEs

MODULE 1: INTRODUCTION **8 HOURS**

Internationalisation: Introduction; Definition or Meaning of Internationalisation- Factors influencing Internationalisation of SMEs - Steps in Internationalisation of SMEs- International opportunities for SMEs – Benefits of Internationalization of SMEs.

MODULE 2: APPROACHES TO INTERNATIONALISATION **10 HOURS**

Stages, Economic, Networks Holistic approaches - Integrative and knowledge-based models. Gradualist, Born-Global, Born-Again Global approaches.

MODULE 3: FORMS AND MODES OF INTERNATIONALIZATION **10 HOURS**

Forms: Exporting - Joint Venture - FDI. Modes: Management contracts -Turn-key Operations- Subcontracting – Licensing – Franchising – Overseas Branches – subsidiary -Mergers and acquisitions - Ecommerce, International Trade Exhibition - Trade Journals

MODULE 4: SELECTION OF MARKETS **10 HOURS**

Nature of Product - International market Information - Foreign Market Needs - Foreign Competition - Support of Government Agencies.

MODULE 5: STRATEGIES FOR INTERNATIONALIZATION **10 HOURS**

Geographical Concentration/Diversification, Product-Market Expansion Grid, Ethnocentric, Polycentric, Geocentric, Regiocentric Strategies - Offensive andDefensive Competitive Strategies.

MODULE 6: PRACTICALS **8 HOURS**

Three Case studies of Export Oriented Units (EOU) and one Visit.

Essential Readings:

- M V Ravikumar, N. Ramesh and M K Sridhar, " Internationalization of SMEs –Study of critical factors ", Research Study sponsored by Indo-Korean Institute for Science and Technology, 2011
- Top Barriers and Drivers to SME Internationalization", Report by the OECD Working Party on SMEs and Entrepreneurship, OECD, 2009
- Karen Wilson , "Encouraging the Internationalization of SMEs", OECD Papers, 2006, Vol 6, Issue 12, Pg 43

- Gabrielsson, M. and Kirpalani, M.V.H. (2004): “Born globals: How to reach new business space rapidly”, International Business Review, 13, 555-571.
- Kundu, S. K. and Katz, J.A. (2003): “Born-internationals SMEs: BI-level impacts of resources and intentions,” Small Business Economics, 20, 25–47

References:

- Betz F , “Strategic Technology Management” , McGraw Hill, 1993
- V.K. Narayanan , “Managing Technology and Innovation for Competitive Advantage”,Prentice Hall , Ist Edition, 2000
- Tarek Khalil , “Management of Technology” , McGraw Hill, 2000
- Melissa A Schilling , Strategic Management of Technological Innovation , McGraw Hill, 4th Edition, 2012
- Brychan Thomas, Christopher Miller, Lyndon Murphy Innovation and Small Business –Volume 1,E-Book, www.bookboon.com

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.7.3

Name of the Course: Management of Start-ups

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

Most new ventures face near fatal situations during the initial few years, threatening their very existence. Many of these failures are for want of an understanding of the management challenges of a new venture which are avoidable. These challenges are not the same as those of a well-established firm. Managers and entrepreneurs, hence, need additional set of attitudes, skills and knowledge to overcome these issues. Traditional MBA courses start with the assumption of an existing business and its management where systems, processes and relationships are already in place. Managing a start up venture is altogether a new experience of simultaneously working on several fronts often with limited resources in hand. Entrepreneurs should try to compress the new venture phase and move to the growth phase like a meteor. This course will provide some insight into the challenges of successfully managing this phase of a venture and its growth phase.

Course Objectives:

- The course aims to make the students understand the managerial dimensions ofstart-up ventures.

Course outcomes:

- By the end of the course, the students must get clarity of vision and roadmap for managing the growth of new ventures

MODULE 1: BUILDING HUMAN CAPITAL **10 HOURS**

Recruitment of key individuals – man power planning and sourcing, talent Management, learning and development, productivity of employees

MODULE 2: BUILDING INFRASTRUCTURE **10 HOURS**

Expansion of land and building, planning and procurement of additional machinery and equipment, modernisation and technology up gradation, management of capital expenditure.

MODULE 3: BUILDING MARKETING NETWORKS **10 HOURS**

Expansion of market - Identifying new market segment, new distribution channels, promotional tools, Technology of Marketing, New age marketing tools, Digitalmarketing.

MODULE 4: BUILDING ORGANIZATION **10 HOURS**

Design and development of organization structure, Departmentalization, organization policies and processes, organizational culture - ethics and governance

MODULE 5: BUILDING VISION **8 HOURS**

Introduction – Characteristics of Smart Banking Environment – Components and Technologies of Smart Banking Environments – Issues in Smart Banking

MODULE 6: PRACTICALS **8 HOURS**

Two Industrial visits, Two Synergy case studies

Essential Readings:

- Justin Longenecker, Leo B. Donlevy, Terri Champion, Carlos W. Moore, J. William Petty, Leslie E. Palich , “Small Business Management: Launching and Growing New Ventures”,Cengage Publication,5th Edition, 2013
- Prof. Anjan Raichaudhuri , “Managing New Ventures – Concepts and Cases on Entrepreneurship”, PHI Edition, 2011
- Longenecker, Moore, Petty and Palich , “Managing Small Business”, Cengage Learning, 15th India Edition, 2010
- B.S. Bhatia, G.S. Batra , “Entrepreneurship and small business management”, Deep and Deep Publications, 2002

References:

- Chase, R.B, et. Al," Operations Management for Competitive Advantage", Tata McGraw Hill, New Delhi, 11 edition, 2008
- Berger, Lance A and Dorothy Berger, "The Talent Management Handbook", Tata McGraw Hill, New Delhi , 2nd Edition, 2011
- Hartman, Laura P and AbhaChatterjee " Perspectives in Business Ethics", Tata McGraw Hill, 3rd Edition, 2006
- Hanson &Kalyanam, "Internet Marketing & e-commerce", Thomson Learning, Bombay.
- Rosenbloom, Bert, "Marketing Channels: A Management View", ThomsonLearning, New Delhi , 8th Edition, 2007
- Bohlander / Snell / Sherman , "Managing HR(for training and development)" Thomson Publication
- Joseph Weiss , "O.B & Change " , Vikas Publications , 2nd Edition
- Ken Tanner , "The Entrepreneur's guide to hiring a building the team" , Praeger Publishers, 2008
- A.Gupta , "Indian Entrepreneurial Culture", New Age International Publication, Ist Edition, 2009

4.8 BUSINESS ANALYTICS

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE: 4.8.1

Name Of the Course: Data Visualization

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

Data Visualization is a core component of the Business Analytics skill set. This course will provide an introduction to the main concepts of visual analytics such as visuals reports and dashboards with a hands-on tutorial to Tableau, a leading self-service BI and Data Visualization tool.

Course Objectives:

1. To familiarize the students about different kinds of representing the data.
2. To introduce the tools for Visualization of the data

Course Outcomes:

1. Create and represent different kinds of data.
2. Create story boards and dashboards for business decisions
3. Evaluate the use of visualization tools for different contexts

Unit 1: Fundamentals of Visualizations with Tableau

Scope of tableau for data visualizations and story-telling, importing data into tableau workspace, Data joining, Measures and Dimensions in tableau, Worksheets and Dashboards. Use of various option on the workspace.

Unit 2: Visual Analytics with Tableau

Tableau tools in the areas of charting, dates, table calculations and mapping. Specific types of charts including scatter plots, Gantt charts, histograms, bullet charts and several others. Discrete and continuous dates to explain your data. Create custom and quick table calculations and parameters. Different types of geographic data, how to connect to multiple data sources and how to create custom maps. Create dashboards that help you identify the story within your data.

Unit 3: Fundamentals of Visualizations with Power BI

Scope of Power BI for data visualizations and story-telling, importing data into Power BI workspace, Data joining, Transforming data, Worksheets and Dashboards. Use of various option on the workspace.

Unit 4: Visual Analytics with Power BI

Power BI tools in the areas of charting, dates, table calculations and mapping. Specific types of charts including scatter plots, Gantt charts, histograms, bullet charts and several

others. Discrete and continuous dates to explain your data. Create custom and quick table calculations and parameters. Different types of geographic data, how to connect to multiple data sources and how to create custom maps. Create dashboards that help you identify the story within your data.

Unit 5: Fundamentals of Visualizations with Google Data Studio

Scope of Google data Studio for data visualizations, importing data into data studio workspace, Data studio homepage, Data source overview.

Unit 6: Visual Analytics with Google Data Studio

Data studio tools in the areas of charting, dates, table calculations and mapping. Specific types of charts including scatter plots, Gantt charts, histograms, bullet charts and several others. Create custom and quick table calculations and parameters. Different types of geographic data, how to connect to multiple data sources and how to create custom maps. Create dashboards that help you identify the story within your data.

References:

- Laursen, G. H., & Thorlund, J. (2016). *Business analytics for managers: Taking business intelligence beyond reporting*. John Wiley & Sons.
- Healy, K. (2018). *Data visualization: a practical introduction*. Princeton University Press.
- Wilke, C. O. (2019). *Fundamentals of data visualization: a primer on making informative and compelling figures*. O'Reilly Media.
- Sievert, C. (2020). *Interactive web-based data visualization with R, plotly, and shiny*. CRC Press.
- Baldwin, D. (2016). *Mastering Tableau*. Packt Publishing Ltd.
- Ferrari, A., & Russo, M. (2016). *Introducing Microsoft Power BI*. Microsoft Press.

Name of the Program: Master of Business Administration

Course Code:4.8.2

NAME OF THE COURSE: BUSINESS FORECASTING

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Overview

This is a course on forecasting methods and their applications in business. Students will be introduced to techniques employed in the operations planning. They will be able to understand Data pattern and appropriate transformation. At the end of the course students should be able to identify the difference between qualitative and quantitative forecasting method and analyze the demand using the regression method. They can analyze the demand using exponential smoothing method and apprehend the different measures of forecast error.

Course Objectives:

- To expose to the data types and identification problem
- To equip with qualitative and quantitative forecasting techniques (with focus on non-econometric techniques)

Course Outcomes:

- Identify the factors that affect demand.
- Illustrate the forecasting techniques with the help of computer software and enable the interpretation of the results

Module 1: Introduction to Forecasting

Introduction, Role of forecasting in business, Steps in forecasting and methods of forecasting. Correlation: Partial and Multiple correlation. Regression Analysis: Multiple regression analysis, Testing the assumptions of regression: multicollinearity, heteroscedasticity and autocorrelation.

Module 2 : Demand Analysis

An Overview; Significance of Demand Analysis and Forecasting, Determinants of Demand, Elasticity of Demand, Revenue and Profit of a Firm Estimation of Demand, Forecasting Demand, Selecting a Forecasting Technique, Purpose of Forecast, Type of Users

Module 3: Marketing Research

Marketing Research Techniques, Consumer Surveys, Consumer Clinics and Focus Groups

Market Experiments in Test Stores, Statistical Estimations, Variable Identification, Time Series and Cross-Sectional Data Collection, Specification of the Model, Estimation of the Parameters, Interpretation of Regression Statistics, Time Series Regression; Forecasting with Regression Model: Unconditional Forecasting, Forecasting with Serially Correlated Errors, Conditional Forecasting

Module 4: Time Series Analysis

Smoothing and Extrapolation of Time Series, Simple Extrapolation Models, Smoothing and Seasonal Adjustment; Properties of Stochastic Time Series: Characterizing Time Series: The Autocorrelation Function, Stationarity, Random Walk, Cointegrated Time Series; Linear Time Series: Moving Average Models, Autoregressive Models, Mixed Autoregressive and Moving Average Models, Homogeneous Non-Stationary Processes: ARIMA Models, Box-Jenkins Methodology, Specification of ARIMA Models, SARIMA, ARMAX Mode

Module 5: Forecasting with Time Series Models

Computing a Forecast, The Forecast Error, Properties of ARIMA Forecasts, Causality, Exogeneity, VAR, Impulse Response Functions, Volatility Measurement, Modeling and Forecasting: The ARCH Process, The GARCH Process

Module 6: Qualitative Forecasting Techniques

Survey and Opinion Polling Techniques, Exponential Smoothing and Other Advanced Techniques, Barometric Techniques, Leading, Lagging and Coincident Economic Indicators, Diffusion and Composite Indexes, Accuracy of Forecast, Short Run Forecast, Long Term Forecast, Use of Software Packages for Forecasting.

References:

- Gilliland, M., Tashman, L., & Sglavo, U. (2015). *Business forecasting: Practical problems and solutions*. John Wiley & Sons.

- González-Rivera, G. (2016). *Forecasting for economics and business*. Routledge.
- Montgomery, D. C., Jennings, C. L., & Kulahci, M. (2015). *Introduction to time series analysis and forecasting*. John Wiley & Sons.

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.8.3

Name Of the Course: *Data Warehousing and Data Mining*

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Overview of the Course:

This course is an introductory course on data mining. It introduces the basic concepts, principles, methods, implementation techniques, and applications of data mining, with a focus on data mining functions.

Course Objectives:

1. To study algorithms for finding hidden and interesting patterns in data and to understand the importance of pattern discovery concepts, methods, and applications.

2. To understand and apply various classification and clustering techniques using tools.

Course Outcomes:

1. Analyze algorithms and understand the patters in the data
2. Apply various techniques to mine data from various data sources

Module 1: Introduction to Data Ware Housing

Introduction: Fundamentals of data mining, Data Mining Functionalities, Classification of Data Mining systems, Data Mining Task Primitives, Integration of a Data Mining System with a Database or a Data Warehouse System, Major issues in Data Mining. Data Preprocessing: Need for Preprocessing the Data, Data Cleaning, Data Integration and Transformation, Data Reduction, Discretization and Concept Hierarchy Generation.

Module 2: Data Warehouse and OLAP Technology for Data Mining

Data Warehouse, Multidimensional Data Model, Data Warehouse Architecture, Data Warehouse Implementation, Further Development of Data Cube Technology, From Data Warehousing to Data Mining Data Cube Computation and Data Generalization: Efficient Methods for Data Cube Computation, Further Development of Data Cube and OLAP Technology, Attribute-Oriented Induction.

Module 3: Patterns and Association Rules

Mining Frequent Patterns, Associations and Correlations: Basic Concepts, Efficient and Scalable Frequent Item set Mining Methods, Mining various kinds of Association Rules, From Association Mining to Correlation Analysis, Constraint-Based Association Mining

Module 4: Classification and Prediction

Issues Regarding Classification and Prediction, Classification by Decision Tree Induction, Bayesian Classification, Rule-Based Classification, Classification by Back propagation, Support Vector Machines, Associative Classification, Lazy Learners, Other Classification Methods, Prediction, Accuracy and Error measures, Evaluating the accuracy of a Classifier or a Predictor, Ensemble Methods

Module 5: Cluster Analysis

Cluster Analysis Introduction- Types of Data in Cluster Analysis, A Categorization of Major Clustering Methods, Partitioning Methods, Hierarchical Methods, Density-Based Methods,

Grid-Based Methods, Model-Based Clustering Methods, Clustering High-Dimensional Data, Constraint-Based Cluster Analysis, Outlier Analysis.

Module 6 : Mining Streams, Time Series and Sequence Data

Mining Data Streams, Mining Time-Series Data, Mining Sequence Patterns in Transactional Databases, Mining Sequence Patterns in Biological Data, Graph Mining, Social Network Analysis and Multirelational Data Mining, Mining Object, Spatial, Multimedia, Text and Web Data: Multidimensional Analysis and Descriptive Mining of Complex Data Objects, Spatial Data Mining, Multimedia Data Mining, Word Cloud, Sentiment Analysis, Text Mining, Mining the World Wide Web.

References:

- Provost, F., & Fawcett, T. (2013). *Data Science for Business: What you need to know about data mining and data-analytic thinking*. " O'Reilly Media, Inc.".
- Bhatia, P. (2019). *Data mining and data warehousing: principles and practical techniques*. Cambridge University Press.
- Tan, P. N., Steinbach, M., & Kumar, V. (2016). *Introduction to data mining*. Pearson Education India.
- Ratner, B. (2017). *Statistical and machine-learning data mining: Techniques for better predictive modeling and analysis of big data*. CRC Press.

4.9 LOGISTICS AND SUPPLY CHAIN MANAGEMENT

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.9.1

Name Of the Course: Supply Chain Planning & Strategies

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1. Understand the concept of resource planning and scheduling in an organization.
2. Understand the importance of lean, hybrid and agile supply chains.
3. Understand the concept of supply chain measurement, different metrics and their application.
4. Measure the effectiveness of supply chain strategic design though scientific metrics.

Course Outcomes:

On successful completion of this course students shall be able to:

1. Understand opportunities, issues and challenges pertaining to resource planning and scheduling
2. Analyze and apply various techniques for supply chain strategic design.
3. Understand and apply various supply chain metrics in an organization.
4. Understand the effectiveness of metrics usage in different organizations.

COURSE CONTENT

Module 1: Resource Planning and Scheduling 10 HOURS

Introduction to Sales and operations planning - Purpose of sales and operations plans - Decision context - Sales and operations planning as a process - Overview of decision support tools, Enterprise resource planning - Planning and control systems for manufacturers – Materials requirement planning - Drum – Buffer – Rope system – Scheduling - Scheduling service and manufacturing processes - Scheduling customer demand - Scheduling employees - Operations scheduling

Module 2: Supply chain strategy design 10 HOURS

Supply chain design theory- Matching supply chain requirements and capabilities,

Lean concepts in supply chain management, agile concepts in supply chain management, Comparing lean and agile supply systems. Comparing lean, hybrid and agile supply chains

Module 3: Static Theory of Supply Chain Management 8 HOURS

Performance indicators- Efficiency, responsiveness, firm performance, Trade-offs of performance, Supply chain strategies- Efficiency oriented, responsiveness oriented, Hybrid strategies ideal & real supply chain strategies.

Module 4: Supply chain Measurement and Challenges 10 HOURS

Business metrics, Types of supply metrics & measurement, Importance of alignment between business goal and supply metrics, Issues faced by distribution network, distribution strategies, Quality management, Six sigma metrics, Total quality Management, Fishbone analysis.

MODULE 5 Green Supply Chain Management:

Introduction, Traditional Supply Chain and Green Supply Chain, Environmental Concern and Supply Chain, Closed-loop Supply Chain, Corporate Environmental Management, Green Supply Chain (GSCM): Definition, Basic Concepts, GSCM Practices. Case Studies

MODULE 6 Green Logistics

Green Logistics and Transportation, Definitions of Green Logistics, Critical drivers of Green Logistics, Green transportation and logistics practices, Environmental impacts of transportation and logistics, Closing the Loop: Reverse Logistics. Case Studies.

SUGGESTIVE READINGS:

- Simchi-Levi, David, Philip Kaminsky, and Edith Simchi-Levi. *Designing and Managing the Supply Chain*. McGraw Hill/Irwin, 2007. ISBN: 9780073341521.

- Hopp, Wallace, and Mark Spearman. Factory Physics. 2nd ed. McGraw-Hill/Irwin, 2000. ISBN: 9780256247954.

- Hopp, Wallace. Supply Chain Science. McGraw-Hill/Irwin, 2007. ISBN: 9780073403328.

REFERENCES:

- Nahmias, Steven. Production and Operations Analysis. McGraw-Hill/Irwin, 2000. ISBN: 9780072417418.

- Chopra, Sunil, and Peter Meindl. Supply Chain Management. 3rd ed. Prentice Hall, 2006. ISBN: 9780131730427.

- Shapiro, Jeremy F. Modeling the Supply Chain. Southwestern College Pub, 2000. ISBN: 9780534373634.

- Silver, Edward A., David F. Pyke, and Rein Peterson. Inventory Management and Production Planning and Scheduling. 3rd ed. Wiley, 1998. ISBN: 9780471119470.

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE: 4.9.2

Name Of the Course: Global Procurement And Sourcing

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Course Objectives:

1. Gain knowledge paradigms in global procurement and sourcing to gain insights into similarities/differences across cross-cultural markets.
2. Gain an understanding of storage management system.
3. Understand the need to appreciate the need of sourcing as a strategic function.
4. Acquaint with different skills and systems required to implement marketing strategies across country borders.

Course Outcomes:

On successful completion of this course students shall be able to:

1. Develop strategies to remove cultural biases and understandings from the equation in assessing foreign values, wants and needs.
2. Analyze, discuss, describe, and demonstrate the marketing processes and strategies that firms utilize when marketing their products in foreign countries.
3. Analyze, discuss, describe, and demonstrate the marketing processes and strategies that firms utilize when marketing their products in foreign countries.
4. Acquire skills and systems to implement strategies to measure performance of sourcing.

COURSE CONTENT

Module 1: Introduction **8 HOURS**

Objectives of Procurement System, Principles of Procurement, and History of procurement function: from administrative to strategic, value added role, Procurement Cycle, Procurement Planning, and Purchasing Mix: Six Rights, Selecting the right supplier, Source of information and process, Supplier appraisal/vendor capability, bidding process.

Module 2: Storage Management System **12 HOURS**

Storage Inventory Management – Functions of storage & Inventory - Classification of Inventory- Methods of Controlling Stock Levels- Always Better Control (ABC) Inventory system- Storage: storage policies - dedicated storage, randomized storage & class-based storage; Storage Methods-assembling & seasonal storage; stockpiling and rapid storage. Centralized and Decentralized Storage Systems.

Module 3: Sourcing as a Strategic Function **8 HOURS**

Evolution of Purchasing, Purchasing, Sourcing as a key organizational function, Sourcing objectives, Make or Buy decision, Types and methods of Sourcing in retail, Centralized vs. decentralized, single sourcing vs. multiple sourcing, day-to-day vs. long rang sourcing.

Module 4: Sourcing Process 8 HOURS

Market analysis and supplier research, Prime sources of supplier information, Request for Proposal, Fundamental steps of the buying process, terms and condition of purchase, Buying Documentation, Negotiation, Use of IT in sourcing, Global Tenders and E-Procurement, Reverse Auctions, Expanded role of global purchasing

Module 5: Cross Functional Approach to Sourcing 10 HOURS

Overview of material management function and supply chain alignment, Role of purchasing in supporting inventory objectives, Goals of Inventory Control, Hedging vs. Forward Buying, Risk management, Managing price fluctuation and volatility in international finance, matching supply with customer demand, managing inward logistics, Transportation modes and warehousing

Module 6: Global trends in Procurement and Sourcing 10 HOURS

Global Trade Barriers, Dealing with international suppliers, UNO and GATT conventions, Legal, socio-cultural issues in international buying, Environmental issues-Green Procurement- Industry Best Practices, Measurement of sourcing performance, Benchmarking in Retail Procurement.

SUGGESTIVE READINGS:

- Johnson, Leenders, and Flynn: Purchasing and Supply Management. 14th Edition McGraw Hill. ISBN: 9780073377896
- Weele, Arjan J. Van (2014), Purchasing & Supply Chain Management, Cengage Learning.
- Fred Sollish & John Semanik (2011), Strategic GlobalSourcing Best Practices, Wiley.

REFERENCES:

- Robert J. Trent (2007), Strategic Supply Management, Creating the Next Source of Competitive Advantage, J. Ross Publishing.

- Branch, A.E. (2009), Global Supply Chain Management and International Logistics, Routledge. 5. Cheng, L.K. and Kierzkowski, H. (Eds) (2001), Global Production and Trade in East Asia, Kluwer.

NAME OF THE PROGRAM: MASTER OF BUSINESS ADMINISTRATION

COURSE CODE:4.9.3

Name Of the Course: Vendor Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

COURSE OBJECTIVES:

1. Demonstrate a basic understanding of vendor and sourcing management
2. To provide the basics understanding about the vendor selection and evaluation process
3. Understand the importance of emotions in the negotiation process
4. Build an insight towards the need of big data in procurement process

Course Outcomes:

On successful completion of this course students shall be able to:

1. Understand role of vendor management in an organization.
2. Analyze the vendor selection and evaluation process.
3. Articulate the various elements in an negotiation process.
4. Analyze data driven insights out of analytics and implement automation in procurement.

COURSE CONTENT

Module 1: Introduction **8 HOURS**

Introduction to Vendor Management, Six components of Vendor Management, Benefits of Vendor Management, Regulations of Vendor Management, Vendor Performance, Vendor Performance Management, Long term strategy for Vendor Management.

Module 2: Vendor and Sourcing Management **8 HOURS**

Sourcing Strategy basics and types, Low-cost Country Sourcing, Global Sourcing, Offshore Outsourcing, Outsourcing, Sourcing Advisory, Purchase and Sourcing from Low cost Global supply Chains, building Traceability and ethical sourcing, Captive sources, Vendor Monitored Supply Chains.

Module 3: Vendor Evaluation and Processing **10 HOURS**

Supplier Strategy, System of Vendor evaluation, Parameters for evaluation of Vendors Performance, Social Audit, Total Evaluation, Vendors Development by adopting appropriate Rating Systems, developing Lean Time and Supply period and creating multiple vendors for scarce inventory, Guidelines for Purchases through Tender, Purchase Review, import substitution.

Module 4: Vendor Negotiation **12 HOURS**

Definition of Negotiation, Preparing for the Negotiation Process, The Seven Basic Steps in Negotiation, Negotiation Styles, Strategies for Negotiation, Best Alternative to a Negotiated Agreement (BATNA), Approaches for Negotiation, Types of Negotiators, Tactics for Negotiation Process, Non-Verbal Communication, Emotions in the Negotiation Process.

Module 5: Vendor Selection and Review 10 HOURS

Searching for suppliers, The Supplier Selection Process, Retaining and Developing the Supplier Relationship, Agreements and policies for protecting the company's interests, Vendor Risk Assessment, Contract Management, Contract Lifecycle Management, Automating Contract Management, Change Management, Contract Compliance, Procurement and Contract Management.

Module 6: Ethics and Future Trends 8 HOURS

Ethical Concepts and Principles in Procurement, Unethical Practices Signs, Ethical, Procurement Requirements, Unethical Practices Prevention Tools, Procurement Future Trends, Sustainable Procurement, Procurement Automation, Big Data and Procurement

SUGGESTIVE READINGS

- Sollish, F. and Semanch, J. (2007), Strategic Global Sourcing: Best Practices, Wiley Publications Chartered Institute of Purchasing and Supply (CIPS), UK – Case Studies Chopra and Miendl (2003), Supply Chain Management: Strategy, planning and operation, Pearson Books

- Pooler, V.H. (1997) Purchasing and Supply Management: Creating the vision, Springer.

REFERENCES:

- Stephen R guth, 2007, The Vendor Management Office: Unleashing the Power of Strategic Sourcing

- Agostino Carrideo 2015, Vendor Management: An insider's strategies to win and create long lasting change

Syllabus for I Semester B.Com / B.B.A and other courses under the Faculty of Commerce and Management

PART I-WORK BOOK	Total:56/60 hours.3 Credits and 4 hours of teaching per week.
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**15 hours**
Chapter 1: Skimming and Scanning, Personal reading, travelogue reading	3hrs
Chapter 2: Academic Reading, Reference materials, editorials and Brochures	3hrs
Chapter 3: Job-Oriented reading – Applications, Emails, Memos	3hrs
Chapter 4: Listening Skills, Active and Passive listening	1hr
Chapter 5: Listening to Job interviews and Conversations	2hrs
Chapter 6: Comprehensive Listening	3hrs
Unit 2: Productive Skills: Speaking Skills and Writing Skills	**15 hours**
Chapter 7: Performance Activity, Role play, Extempore, Group Discussion	3hrs
Chapter 8: Introducing Oneself, Giving Information, Giving Instructions	3hrs
Chapter 9: Writing Skills Sentence, Phrases, Clauses	3hrs
Chapter 10: Paragraph Writing- verb forms, tenses, Concord, subject-verb Agreement, Idioms and Phrases	3hrs
Chapter 11: Speech Writing	3hrs
Part 2 – Course Book – *PERCEPTIONS -1* Prasaranga, Bangalore University Press.	**28 hours**
Chapter 12: The Last Leaf – O.Henry	4hrs
Chapter 13: All Creatures Great & Small -Ruskin Bond	4hrs
Chapter 14: Heart of the Tree -Henry Bunner	4hrs
Chapter 15: Daughter - Lata Jagtiani	4hrs
Chapter 16: The Ploughman -Khalil Gibran	4hrs
Chapter 17: My Teacher -Helen Keller	4hrs
Chapter 18: A Conversation with a Reader -Hilaire Belloc	4hrs

III Semester – Generic English Faculty of Science	50/56 hours	Marks
Unit 1: Receptive Skills: Reading Skills and Listening Skills	**23 hours**	**40 marks**
1. Reading Skills – Short Play Pygmalion – George Bernard Shaw	15 hours	30 marks
2. Listening Skills – Persuasive Speeches a. Dr. B R Ambedkar's Constituent Assembly Speech on Dec 17,1946 b. The speech by Kiran Bedi, India's first woman IPS officer on visionary leadership. c. Swami Vivekananda's speech at the World Parliament of Religions in Chicago, in which he introduced Hinduism to North America, became historical. d. Priyanka Chopra's speech at Penguin Annual Lecture, 2017 e. Greta Thunberg's Speech at The U.N. Climate Change Summit	8 hours	10 marks
Unit 2: Productive Skills: Speaking and Writing Skills	**23 hours**	**20 marks**
1. Speaking Skills: Presentation Skills **Types:** a. Informational/Instructional Presentation b. Persuasive Presentation **c.** Demonstrative Presentation	5 hours	5 marks
2. Writing Skills: Introduction to writing and types of writing **Types of Writing:** a. Descriptive Writing b. Narrative Writing c. Reflective Writing d. Comparative Writing e. Persuasive/Argumentative Writing	6 hours	5 marks
3. Business Correspondence **Types of Letters:** a. Letters of Enquiry b. Order Letters c. Letters of Complaint **d.** Reply to letters of Complaint	6 hours	5 marks
4. Commercial Writing	6 hours	5 marks

Types of Commercial Writing: a. Advertisement Writing b. Product Manual c. Poster/Brochure Writing		
Formative Assessment Activities – Discussion or guidance under experiential learning for formative assessment activities	4 hours	NA

A. FORMATIVE ASSESSMENT–40 Marks
B. SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

Generic English (L2)

III SEMESTER	50/56 hours		60 marks
	UNIT – 1		
RECEPTIVE SKILLS: READING SKILLS AND LISTENING SKILLS		**23 Hours**	**40 marks**
READING SKILLS	**PLAY**	13 hours	30 marks
	The Fire and the Rain - Girish Karnad		
LISTENING SKILLS	**PERSUASIVE SPEECHES**	10 hours	10 marks
Audio version of the speeches to be emphasized	1. **Never Give in** - Winston Churchill Speech		
	2. **Harvard Commencement Speech** - J K Rowling		
	3. **Narayan Murthy's speech** at Lal Bahadur Shastri institute of management		
	4. **Dr. B R Ambedkar's Speech** constituent assembly speech on Dec 17th 1946		
	5. **Nobel Prize Acceptance Speech** - Bob Dylan		
	UNIT – 2		
PRODUCTIVE SKILLS: SPEAKING AND WRITING SKILLS		**23 hours**	**20 marks**
SPEAKING SKILLS	**PRESENTATION SKILLS**	5 hours	5 Marks

	Types - • Informative • Persuasive • Demonstrative		
WRITING SKILLS	**INTRODUCTION TO WRITING AND TYPES**	6 hours	5 marks
	• Descriptive Writing • Narrative Writing • Reflective Writing • Argumentative Writing		
	BUSINESS CORRESPONDENCE		
	1.Letters of Enquiry 2.Order Letters 3.Letters of Complaint 4. Reply to Complaint	6 hours	5 marks
	COMMERCIAL WRITING	6 hours	5 marks
	1.Product Manual (Content in manual books) 2.Brochure Writing		
FORMATIVE ASSESSMENT ACTIVITIES	Discussion / Guidance for Experiential Learning under Formative Assessment	**4 hours**	

A. FORMATIVE ASSESSMENT–40 Marks

B. SUMMATIVE ASSESSMENT–60 Marks

TOTAL-100 Marks

BANGALORE UNIVERSITY

REGULATIONS, SCHEME AND SYLLABUS

For the course

MASTER OF COMPUTER APPLICATIONS (MCA)

I to IV Semesters

(Choice Based Credit System –Y2K20 Scheme)

Revised w.e.f.

Academic Year 2020-21 and onwards

MCA PROGRAMME

JNANABHARATHI CAMPUS
BANGALORE UNIVESITY, BANGALORE

MAHESH BABU Digitally signed by MAHESH BABU
Date: 2023.03.07 13:57:12 +05'30'

BANGALORE UNIVERSITY
Regulations of Master of Computer applications (MCA) Course

1 **TITLE OF THE COURSE:** The course shall be called MCA – Master of Computer Applications.

2 **DURATION OF THE COURSE**: The course of study shall be two years.

3 **ELIGIBILITY FOR ADMISSION**: A candidate with any degree of a minimum of 3 years duration (10+2+3) of Bangalore university or of any other University equivalent there in to with a minimum of 50% of marks in the aggregate of all subjects including languages, if any, provided further, that the candidate has studied Mathematics / Computer science /Business Mathematics / Statistics / Computer Applications / Electronics as a subject at PUC level or equivalent HSC (XII Standard) or at Degree level is eligible for admission to MCA Course. Relaxation to SC/ST, Group I be extended as per University norms.

4 **ATTENDANCE**: In each Semester a candidate should be considered to have successfully undergone the prescribed Course of study if the candidate has attended at least 75% of the classes in each subject (Theory, Lab & Practical).

5 **SCHEME OF EXAMINATION**:

A. The Internal Assessment marks should be decided for each of the theory subjects by conducting 2 tests, each of 60 minutes duration, spread over the span of a Semester. A seminar should also be given by the student in the second year and the same to be assessed and evaluated for internal assessment along with two tests.

B. The Internal Assessment marks in Practical course is based on the performance in the Laboratory. The Internal Assessment marks for Project work of a candidate is based on the dissertation and seminar.

6 **ELIGIBILITY TO GO TO THE HIGHER SEMESTER**:

A. A Candidate is allowed to carry over all the previous uncleared (failed) theory papers and Practicals to subsequent semesters from the first to fourth semester.

B. The maximum period for the completion of the course shall be four years from the date of admission.

7 **MINIMUM FOR PASS AND DECLARATION OF RESULTS**

A. For a pass in a semester, a candidate shall secure a minimum of 40% of the marks prescribed for a subject in the University Examination (Theory, Practical, Project work) and 50% of the marks in the aggregate inclusive of the Internal Assessment marks obtained in all subjects put together.

B. The candidates who do not satisfy 7(A) shall be deemed to have failed and have to take exams in the subjects in which he has secured less than 40% at the University examination.

C. Provision is made for rejection of results of all the subjects of a Semester only once, if the candidate decides to reappear for all the subjects of that semester. Such rejection should be made within 30 days of announcement of result, by making a written application, through the Head of the Institution. If such rejection is in respect of the results of all the subjects of one semester and earn fresh Internal marks as well.

D. The results of any semester will be declared as pass or fail as the case may be in accordance with regulation 7(A).

E. To be eligible for the award of the MCA degree, a candidate shall have completed the scheme of training and passed in all subjects prescribed for the Course.

F. Further to regulation 7(A), the classification followed by the University for all PG courses shall be made applicable for the declaration of results of each Semester.

8 **CLASSIFICATION OF RESULT FOR THE MCA COURSE AND DECLARATION OF RANKS:**

Further to regulations 7(A) and 7(F), the names of all successful candidates securing First Class with Distinction and First Class in the First attempt shall be arranged in the order of Merit and only first FIVE Ranks shall be declared.

9 A candidate shall complete examinations of all Semesters of MCA Course within - FOUR years from the date of admission

Board of Studies Members Present and approved the Syllabus

Sl.No	Name and Association	
1	Dr. Muralidhara B L, Department of Computer Science, Bangalore University	CHAIRPERSON
2	Dr. Hanumanthappa. M, Department of Computer Science, Bangalore University	Member
3	Dr. Somashekara. M.T, Department of Computer Science, Bangalore University	Member
4	Dr. Aziz Makandar, Department of Computer Science, Karnataka State Akkamahadevi Women's University, Vijayapura	Member
5	Dr.. H.L. Shashi Rekha, Department of Computer Science, Mangalore University	Member
6	Dr. Shivashankar S, Department of Computer Science, Karnatak University, Dharwad	Member
7	Ms. L. Hamsaveni, Department of Computer Science, University of Mysore	Member
8	Mr. Prakasha K Renukappa, Software Quality Principal Engineer, Dell Technologies, Bangalore	Member
9	Mr. Dodde Gowda, Sales force, Torrey Pines, Bangalore	Member
10	Ms. Suneetha V, MCA Department, Dayananda Sagar College of Arts, Science and Commerce, Bangalore	Member
11	Dr.P.Felcy Judith, Computer Applications, T John College, Bangalore	Member
12	Ms. B Nazia Hassan, Department of Computer Science, Government First Grade College, Vijayanagar ,Bengaluru	Member
13	Mr. Chandrashekar, Department of Computer Science, Government First Grade College, Nelamangala	Member
14	Mr. Sreenivasa H V, Department of Information Technology AIMS, Peenya , Bangalore	Member
15	Dr. Rajesh B, Dr. B.R. Ambedkar School of Economics, Bangalore	Member

PROGRAM OBJECTIVES: MCA Students will be able to:

PO 1	**Computational Knowledge:** Understand computing and optimization techniques using mathematics and computational models for solving real-world practical problems
PO 2	**Problem Analysis:** Formulate the problem in familiar and non-familiar contexts, conduct the feasibility study, and solve real-world problems through analysis that aims for optimal solutions
PO 3	**Design / Development of Solutions:** Design and develop solutions for real-world problems by identifying relevant assumptions and formulating arguments, which provides user satisfaction in the multi-disciplinary sector
PO 4	**Conduct investigations of complex Computing problems:** Conduct literature surveys through research papers, and survey techniques to extract information to understand complex problems, formulate hypotheses, and test them with qualitative and quantitative data
PO 5	**Usage of Modern Tools:** develop or select, and apply relevant algorithms/techniques, and resources, using modern IT tools to solve complex computing problems and use appropriate software for analysis of data
PO 6	**Professional Ethics:** Understand professional ethics, cyber ACT/ regulations, and responsibilities with societal concern and adopt objective, unbiased and truthful actions in all aspects of work
PO 7	**Life-long Learning:** Engage in the lifelong learning experience to gain and improve knowledge and competency as a computing professional and to inculcate a healthy attitude for lifelong learning
PO 8	**Project Management and Finance:** Demonstrate knowledge and understanding of software engineering and management principles and manage projects efficiently as a leader considering economical parameters
PO 9	**Communication Efficacy:** Communicate effectively with the computing community and with society effectively by writing technical documentation, giving presentations, discussing instructions, and constructing logical arguments using the correct technical language related to the field.
PO 10	**Societal and Environmental Concern:** Understand responsibilities and consequences based on societal, environmental based national, or international issues relevant to computing techniques and contribute to nation building
PO 11	**Individual and Teamwork:** Work effectively as an individual, as a member, or as a leader inspiring people in teams in multidisciplinary sectors
PO 12	**Innovation and Entrepreneurship:** Identify an opportunity for innovation in day-to-day activities and enable an ecosystem to look for innovation opportunities that will help a large set of people be happy and thus allowing them to focus on improving what they do

SCHEME OF STUDY AND EXAMINATION FOR MASTER OF COMPUTER APPLICATIONS (MCA)

Sem	Paper Code	Title of the paper	Hours / Week	Marks			Credits	
				IA	Exam	Total	Subject	Sem
I	1MCA1	The Art of Programming	4	30	70	100	4	28
	1MCA2	Discrete Mathematics	4	30	70	100	4	
	1MCA3	Computer Organization and Architecture	4	30	70	100	4	
	1MCA4	Theory of Computation	4	30	70	100	4	
	1MCA5	Object Oriented Programming	4	30	70	100	4	
	1MCA6	Data Structures	4	30	70	100	4	
	1MCA7	Data Structures Lab	8	30	70	100	2	
	1MCA8	Object Oriented Lab	8	30	70	100	2	
II	2MCA1	Operating Systems	4	30	70	100	4	28
	2MCA2	Database Management Systems	4	30	70	100	4	
	2MCA3	Computer Networks	4	30	70	100	4	
	2MCA4	Software Engineering	4	30	70	100	4	
	2MCA5	The Design and Analysis of Algorithm	4	30	70	100	4	
	2MCA6	Artificial Intelligence	4	30	70	100	4	
	2MCA7	Database Management System Lab	8	30	70	100	2	
	2MCA8	Unix Programming Lab	8	30	70	100	2	
III	3MCA1	Open Elective	3	30	70	100	3	26
	3MCA2	Soft Core	3	30	70	100	3	
	3MCA3	Research Methodology	4	30	70	100	4	
	3MCA4	Elective I	4	30	70	100	4	
	3MCA5	Elective II	4	30	70	100	4	
	3MCA6	Elective III	4	30	70	100	4	
	3MCA7	MINI PROJECT	8	30	70	100	4	
IV		MAIN PROJECT					16	16

FIRST SEMESTER MCA

1MCA1: THE ART OF COMPUTER PROGRAMMING

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand data, Complexity, and order notation and their operations.
- Demonstrate the key concepts introduced in C programming by writing and executing the programs.
- Implement the single/multi-dimensional array for the given problem.
- Demonstrate the application of searching and sorting in solving some societal/industrial problems.

UNIT - I [13 Hours]

Introduction: The Role of Algorithms in Computing, Algorithms as a technology, Analyzing algorithms, Designing algorithms, Growth of Functions, Asymptotic notation, Standard notations and common functions. Fundamental Algorithms: Exchanging the values of two variables, Counting, Summation of a set of numbers, Factorial Computation, Generating of the Fibonacci sequence, Reversing the digits of an integer, Base Conversion, Character to number conversion.

UNIT - II [13 Hours]

C Programming: Getting Started, Variables and Arithmetic expressions. Input and Output: Standard input and output, formatted output- printf, variable length argument list, formatted input-scanf. Control Flow: Statements and Blocks, If-else, else-if, switch, loops: while loop, for loop, do while, break and continue, goto and labels. Pointers and Arrays: pointers and address, pointers and function arguments, multidimensional array, initialization of pointer arrays, command line arguments.

UNIT - III [13 Hours]

Factoring Methods: Finding the square root of a number, the smallest Divisor of an integer, the greatest common divisor of two integers, generating prime numbers, computing the prime factors of an integer, generation of pseudo random numbers, raising a number to a large power, computing the nth Fibonacci Number. Array Techniques: Array order Reversal, Array counting or Histogramming, Finding the maximum number in a set, removal of duplicates from an ordered array, partitioning an array, Finding the kth smallest element, multiplication of two matrices.

UNIT - IV [13 Hours]

Merging: the two-way merge. Sorting: Sorting by selection, sorting by exchange, sorting by insertion, sorting by diminishing increment, sorting by partitioning. Searching: binary search, hash search. Text processing and Pattern searching: text line length adjustment, left and right justification of text, keyword searching in text, text line editing, linear pattern search, sublinear pattern search.

Text Books:

1. *R.G.Dromey, "How to Solve it by Computer", Pearson Education India, 2008.*
2. *Thomas H. Cormen, Charles E. Leiserson, Ronald L. Rivest, Clifford Stein, "Introduction to Algorithms", 3rd Edition, The MIT Press Cambridge, Massachusetts London, England, 2009.*
3. *Brain M. Kernighan, and Dennis M. Ritchie, "The C Programming Language", 2nd edition, Princeton Hall Software Series, 2012.*

Reference Books:

1. *Steven S. Skiena, "The Algorithm Design Module", 2nd Edition, Springer-Verlag London*

Limited, 2008.

2. *Donald E. Knuth, The Art of Computer Programming", Volume 1: Fundamental Algorithms, 3rd Edition, Addison Wesley Longman, 1997.*
3. *Donald E. Knuth, The Art of Computer Programming", Volume 2: Seminumerical Algorithms, 3rd Edition, Addison Wesley Longman, 1998.*
4. *Greg Perry and Dean Miller, "C programming Absolute Beginner's Guide", 3rd edition, Pearson Education, Inc, 2014.*

Web Resources:

1. *http://algorithmsforinterviews.com "Algorithms for Interviews"*

1MCA2: DISCRETE MATHEMATICS

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To Acquaint with advanced knowledge of formal computation and its relationship to languages.
- To understand fundamentals of logic (the laws of logic, rules of inferences, quantifiers, proofs of theorems), Fundamental
- To solve principles of counting (permutations, combinations), set theory, relations and functions, graphs, trees
- Develop the mathematical concepts and technique which should serve as a preparation for more advanced quantitative courses.
- To analyze and express computer science problems as mathematical statements and formulate proofs.

UNIT – I [13 Hours]

Set Theory and Logic: Fundamentals of Set theory, Set Operations and the Laws of Set Theory, Counting and Venn Diagrams, Cartesian Products and Relations, Functions–One-to-One, Onto Functions, Function Composition and Inverse Functions. Mathematical Induction, The well ordering principle, Recursive Definitions, Structural Induction, Recursive algorithms. Fundamentals of Logic, Propositional Logic, Logical Connectives and Truth Tables, Logic Equivalence, Predicates and Quantifiers, Nested Quantifiers, Rules of Inference, Introduction to Proofs. Proof Methods and strategy.

UNIT - II [13 Hours]

Counting and Relations: Basics of counting, Pigeonhole Principle, Permutation and Combinations, Binomial coefficients. Recurrence relations, Modeling with recurrence relations with examples of Fibonacci numbers and the tower of Hanoi problem. Divide and Conquer relations with examples (no theorems). Definition and types of relations, Representing relations using matrices and digraphs, Partial Orderings, Hasse diagrams, Maximal and Minimal elements, Lattices.

UNIT - III [13 Hours]

Probability: The Concept of Probability-Sample Spaces, Probability as Relative Frequency, Axiomatic Definition of Probability, Properties of Probability, Additive Property, Conditional Probability, Multiplicative Law of Probability, Law of Total Probability, Bayes' Formula, Independent Events. Random Variables, Distribution Functions, Discrete Random Variables, Continuous Random Variables, Probability Mass Function and Probability Density Function, Expectation and Variance, Functions of Random Variables, Some important Probability Distributions: Discrete - Bernoulli Trials and Binomial distribution, Geometric distribution and Poisson distribution, Continuous - Uniform distribution, Normal distribution and Exponential distribution.

UNIT - IV [13 Hours]

Graph Theory: Graphs: Introduction, Representing Graphs, Graph Isomorphism, Operations on graphs. Trees: Introduction, Applications of Trees, Tree Traversal, Spanning Trees, Minimum Spanning Trees, Prim's and Kruskul's Algorithms. Connectivity, Euler and Hamilton Paths, Planar Graphs. Directed graphs: Fundamentals of Digraphs, Computer Recognition - Zero-One Matrices and Directed Graphs, Out-degree, in-degree, connectivity, orientation, Eulerian and Hamilton directed graphs, tournaments.

Text Books:

1. *Ralph P. Grimaldi: Discrete and Combinatorial Mathematics, 5thEdition, Pearson Education, 2004.*
2. *C. L. Liu: Elements of Discrete Mathematics, Tata McGraw-Hill, 2000.*
3. *Sheldon M Ross: Introduction to Probability Models, 12th edition, Academic Press, 2019.*
4. *F. Harary: Graph Theory, Addition Wesley, 1969.*

Reference Books:

1. *Kenneth H Rosen: "Discrete Mathematics and its Applications", McGraw Hill publications, 7th edition, 2007.*
2. *J. P. Tremblay and R.P. Manohar: Discrete Mathematical Structures with applications to Computer Science, Mc Graw Hill Ed. Inc. 1975.*
3. *Sheldon M Ross: Introduction to Probability and Statistics for Engineers and Scientists, 6th edition, Academic Press, 2020.*
4. *Michael Baron: Probability and Statistics for Computer Scientists, 3rd Edition, CRC, 2019*

Web Resources:

1. *https://www.my-mooc.com/en/categorie/mathematics*
2. *http://www.nptelvideos.in/2012/11/discrete-mathematical-structures.html*
3. *https://ocw.mit.edu/courses/mathematics/*

1MCA3: COMPUTER ORGANIZATION AND ARCHITECTURE

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To Learn the concept of data representation and digital logic circuits used in the computer system.
- To understand architecture of processing, memory and input output organization in a computer system.
- To Identify, understand and apply different number systems and codes.
- Interpret concepts of register transfer logic and arithmetic operations.

UNIT - I [13Hours]

Number Systems: Binary, Octal, Hexa decimal numbers, base conversion, addition, subtraction of binary numbers, one's and two's complements, positive and negative numbers, character codes ASCII, EBCDIC etc. Computer Arithmetic: Addition and Subtraction, Multiplication and Division algorithms, Floating-point Arithmetic Operations, Decimal arithmetic operations. Structure of Computers: Computer types, Functional units, Basic operational concepts, Von-Neumann Architecture, Bus Structures, Software, Performance, Multiprocessors and Multicomputer, Digital Logic Circuits: Logic gates, Boolean algebra, Map Simplification. Combinational Circuits: Half Adder, Full Adder, flip flops.
Sequentialcircuits: Shiftregisters,Counters,IntegratedCircuits,Mux,Demux,Encoder,Decoder.
Data representation: Fixed and Floating point, Error detection and correction codes.

UNIT - II [13Hours]

Basic Computer Organization and Design: Instruction codes, Computer Registers, Computer Instructions and Instruction cycle. Timing and Control, Memory-Reference Instructions, Input-Output and interrupt. Central processing unit: Stack organization, Instruction Formats, Addressing Modes, Data Transfer and Manipulation, Complex Instruction Set Computer (CISC) Reduced Instruction Set Computer (RISC), CISC vs RISC.

UNIT - III

Register Transfer and Micro-operations: Register Transfer Language, Register Transfer, Bus and Memory Transfers, Arithmetic Micro-Operations, Logic Micro-Operations, Shift Micro-Operations, Arithmetic logic shift unit. Micro-programmed Control: Control Memory, Address Sequencing, Micro-Program example, Design of Control Unit. Input Output: I/O interface, Programmed IO, Memory Mapped IO, Interrupt Driven IO, DMA. Instruction level parallelism: Instruction level parallelism (ILP)-over coming data hazards, limitations of ILP.

UNIT - IV

Memory System: Memory Hierarchy, Semiconductor Memories, RAM(Random Access Memory), Read Only Memory (ROM), Types of ROM, Cache Memory, Performance considerations, Virtual memory, Paging, Secondary Storage, RAID. Multiprocessors And Thread level Parallelism: Characteristics of multiprocessors, Multi-Threaded Architecture,Distributed Memory MIMD Architectures, Architecture of MultiThreaded Processor, principle of MultiThreading, Interconnection structures, Inter Processor Arbitration, Inter processor Communication and Synchronization, Cache Coherence.

TEXT BOOKS:

1. Mano M Morris, "Computer System Architecture", 3rd edition Pearson India(2019).
2. William Stallings, "Computer Organization and Architecture designing for performance", 10th edition, Pearson(2016)

REFERENCE BOOKS:

1. Subrata Ghoshal, "Computer Architecture And Organization", Pearson India(2011).
2. Andrew S. Tanenbaum " Structured Computer Organization", 5th edition, Pearson Education Inc(2006).
3. Carl Hamacher, Zvonks Vranesic,SafeaZaky, "Computer Architecture And Organization", 5th edition McGraw Hill New Delhi,India(2002).
4. Kai Hwang, "Advanced Computer Architecture - Parallelism, Scalability, Programmability", Tata Mcgraw-Hill (2008).

1MCA4: THEORY OF COMPUTATION

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To acquaint with advanced knowledge of formal computation and its relationship to languages.
- To understand the theoretical computer science areas of formal languages and automata.
- Interpret the mathematical foundations of computation including automata theory; the theory of formal languages and grammars; the notions of algorithm, decidability, complexity, and computability.
- The students will be able to analyze and express computer science problem as mathematical statements and formulate proofs.

UNIT - I [13 Hours]

Introduction to Automata: The Principle of Mathematical Induction, Introduction to formal proof, Additional forms of Proof, Inductive Proofs. Finite Automata: Introduction, Deterministic Finite Automata (DFA) : Formal definition, simpler notations (state transition diagram, transition table), language of a DFA. Nondeterministic Finite Automata (NFA): Definition of NFA, language of an NFA, Equivalence of Deterministic and Nondeterministic Finite Automata, Applications of Finite Automata, Finite Automata with Epsilon Transitions, Eliminating Epsilon transitions, Minimization of Deterministic Finite Automata.

UNIT - II [13 Hours]

Regular Expressions: Introduction, Identities of Regular Expressions, Finite Automata and Regular Expressions- Converting from DFA's to Regular Expressions, Converting Regular Expressions to Automata, applications of Regular Expressions. Regular Grammars: Definition, regular grammars and FA, FA for regular grammar, Regular grammar for FA. Proving languages to be non-regular. Properties of Regular Languages: The Pumping Lemma for regular languages, Applications of the pumping lemma closure properties of regular languages, Decision properties of regular languages, Equivalence and minimization of automata. Context Free Grammer (CFG): Derivation Trees, Sentential Forms, Rightmost and Leftmost derivations of Strings. Ambiguity in CFG's, Minimization of CFG's, CNF, GNF, Pumping Lemma for CFL's, Enumeration of Properties of CFL.

UNIT - III [13 Hours]

Pushdown Automata Introduction: Definition, Formal definition of pushdown automata, A graphical notation for PDA's, Instantaneous descriptions of a PDA. Pushdown Automata: Definition, Model, Acceptance of CFL, Acceptance by Final State and Acceptance by Empty stack and its Equivalence, Equivalence of CFG and PDA. Deterministic Pushdown Automata: Definition of a deterministic PDA, Regular languages and deterministic PDA's, DPDA's and context-free languages, DPDA's and ambiguous grammars. Transducers: Moore machine, Mealy machine, Difference between Moore & Mealy machines, Properties, Equivalence of Moore & Mealy machines. Context Sensitive Languages: Linear bounded automata, Chomsky's hierarchy of languages.

UNIT - IV [13 Hours]

Introduction to Turing Machines: The Turing Machine: The instantaneous descriptions for Turing machines, Transition diagrams for Turing machines, The language of a Turing machine, Turing machines and halting programming techniques for Turing machines, Extensions to the basic Turing machine, Restricted Turing machines, Turing machines and computers. Undecidability: A language that is not recursively enumerable, Enumerating the binary strings, Codes for Turing machines, the diagonalization language, An undecidable problem that is RE: Recursive languages, correspondence problem, The "Modified" PCP, Other undecidable problems: Undecidability of

Complements of recursive and RE languages, The universal languages, Undecidability of the universal language. Undecidable Problems About Turing Machines: Reductions, Turing machines that accept the empty language. Post's correspondence problem: Definition of post's ambiguity for CFG's. Unsolvable Problems and Computable Functions: A no recursive Language and Unsolvable Problem, Reducing one problem to another: The Halting Problem, Other unsolvable Problems involvin TMs, Rice's Theorem and More Unsolvable problems.

Text Books:

1. *John E. Hopcroft, Rajeev Motwani, Jeffrey D. Ullman (2007), Introduction to Automata Theory, Languages and Computation, 3rd Edition, Pearson Education, India.*
2. *K. L. P Mishra, N. Chandrashekaran (2003), Theory of Computer Science-Automata Languages and Computation, 2nd Edition, Prentice Hall of India, India.*

Reference Books:

1. *Harry. R. Lewis and C. H. Papadimitriou - Elements of the Theory of Computation, Second Edition, PHI, 2003.*
2. *John C. Martin - Introduction to Languages and the Theory of Computation, Fourth Edition, TMH, 2011.*
3. *Micheal Sipser - Introduction of the Theory and Computation, Thomson Brokecole, Second Edition, 1997.*
4. *C. K. Nagpal - Formal Languages and Automata Theory, Oxford Higher Education, April 2011.*

Web Resources:

1. *Youtube Channel: nptelhrd, Playlist name: Theory of automata, formal languages and computation.*

1MCA5: OBJECT ORIENTED PROGRAMMING

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To Understand the basic concepts and techniques which form the object -oriented programming paradigm
- Fundamental features of an object-oriented language like Java: object classes and interfaces, exceptions and libraries of object collections
- To model of object-oriented programming: abstract data types, encapsulation, inheritance and polymorphism
- To take the statement of a business problem and from this determine suitable logic for solving the problem; then be able to proceed to code that logic as a program written in Java.
- To design and develop document and prepare a professional looking package for each business project using Javadoc.

UNIT-I [13 Hours]

Evolution of Higher Level Programming Languages, Complexity of Software and their Attributes Object Orientated Programming Paradigm, Principles of Object Oriented Programming – Data Encapsulation, Polymorphism and Inheritance, Advantages of Object Oriented Programming, Application areas of Object Oriented Programming, Object Oriented Programming Languages, Limitations of Object Oriented Programming.

Introduction to the JAVA language - Evolution of Java, The Salient Features of the JAVA Language, The Java Byte Code and the JVM, The JAVA platform, JAVA, Internet and WWW, JAVA Environment, Tokens, Keywords and Identifiers, Constants and Variables, Data types, Console I/O, Structure of a Java Program, Executing a Java program, Types of Errors, Operators in JAVA, Precedence and Associativity of Operators, Type Conversion,

Selection Structures- Simple-If statement, If-Else statement, Nested If-Else statement, Else-if ladder, The Switch Statement, Looping Structures- The while loop, The For loop, The Do-While loop, Nested Loops, The Break Statement, The Continue Statement, Labelled Loops.

UNIT-II [13 Hours]

Classes, Objects and Methods - Class Definition; Instance Variables and Member Methods, Declaration and Creation of Objects, Accessing Members, Classification of Member Methods, Constructors, Copy Constructor, this keyword , Objects as Arguments to methods, Methods returning an object, Static member data, Static member methods, Static Blocks, Nesting of Methods, Recursion, Nested Classes, Inner Classes, Static nested Classes, Local Classes, Anonymous Classes, Final members, Variable Arguments, Objects of one class as members of another class (Containment), Finalize Method and Garbage Collection.

Inheritance – Single-level Inheritance, Multilevel Inheritance, Hierarchical Inheritance, Multiple Inheritance, Hybrid Inheritance, Constructors and Inheritance, Abstract Classes and Methods, Dynamic Method Dispatch, Object Slicing, Object Typecasting, Final Classes

Interfaces - Defining Interfaces, Implementing Interfaces, Polymorphism through interfaces, Implementing an Interface Partially, Extending Interfaces, Implementing Multiple Interfaces, Multiple Inheritance through Interfaces

UNIT-III [13 Hours]

Packages - Built-in Packages, User-defined Packages, Creating and using a Package, To create a package spread across multiple files, Importing classes from a package, Nested packages, Extending an imported class, Classes and interfaces in a package and using them, Static importing, Access Control. Arrays – One Dimensional Arrays, Two Dimensional Arrays, Three Dimensional Arrays, Arrays and methods, Arrays within classes, Array of objects, Strings – The String Class, The StringBuffer Class, Exception Handling- Types of Exceptions, Default Exception Handling Mechanism, User-Defined Exception Handling Mechanism, Try blocks, Catch Blocks, Nested Try Blocks, Stack Unwinding, Throw Statement, Throws Statement, Finally Statement

UNIT-IV [13 Hours]

Multithreaded Programming - The Java Thread Model, The Life Cycle of a Thread, The Thread Class, The Main Thread, Creating our own Threads -Extending the Thread Class, Implementing the Runnable Interface, Thread Groups, Thread Priorities, Synchronization, Deadlock, Suspending and Resuming Threads, Producer-Consumer Relationship between Threads, Daemon Threads. File Handling - The File Class, The Writer class and its subclasses, The Reader Class and its subclasses, The OutputStream and its subclasses, The InputStream Class and its subclasses, The DataOutputStream Class, The DataInputStream Class, The ObjectOutputStream Class, The ObjectInputStream Class, Random Access files

Applets - Types of Applets, The Life Cycle of an Applet, Creating and Executing Applets, The Attributes in the <applet> tag, Passing Parameters to Applets, More about the <applet> tag, Working with Graphics

Textbooks:

1. E. Balagurusamy, Programming with JAVA, McGraw Hill, New Delhi, 2007

Reference Books:

1. Raj Kumar Buyya, Object Oriented Programming with JAVA, McGraw Hill, 2009
2. Herbert Schildt, Java A Beginner's Guide – Create, Compile, and Run Java Programs Today, Sixth Edition, Oracle Press, 2014
3. Ken Arnold, James Gosling, "The Java Programming Language, Fourth Edition, Addison Wisely, 2005
4. Herbert Schildt, 'The Complete Reference Java, 7th Edition, McGraw Hill, 2007

Web Resources

1. https://docs.oracle.com/javase/tutorial/
2. https://javabeginnerstutorial.com/core-java-tutorial/

1MCA6: DATA STRUCTURES

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand data, data structures, Complexity order notation, and various complexity measures.
- Identify relevant data structures to develop solutions for a problem.
- Analyzes the performance of Trees, Hashing, and searching techniques.
- Analyze and evaluate the algorithms based on the data structures used, order of notation, and performance metrics
-

UNIT-I [13Hours]

Introduction and Overview: Definition, Elementary data organization, Data Structures, data Structures operations, Abstract data types, algorithms complexity, time-space trade off. Preliminaries: Mathematical notations and functions, Algorithmic notations, control structures, Complexity of algorithms, asymptotic notations for complexity of algorithms. String Processing: Definition, Storing Strings, String as ADT, String operations, word/text processing, Pattern Matching algorithms.

UNIT-II [13Hours]

Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory, Traversing Linear arrays, Inserting and deleting, Multi-dimensional arrays, Matrices and Sparse matrices. Linked list: Definition, Representation of Singly Linked List in memory, Traversing a Singly linked list, Searching in a Singly linked list, Memory allocation, Garbage collection, Insertion into a singly linked list, Deletion from a singly linked list; Doubly linked list, Header linked list, Circular linked list. Stacks: Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT, Arithmetic Expressions: Polish Notation, Conversion of infix expression to postfix expression, Evaluation of Post fix expression, Application of Stacks, Recursion, Towers of Hanoi, Implementation of recursive procedures by stack. Queues: Definition, Array representation of queue, Linked list representation of queues. Types of queue: Simple queue, Circular queue, Double-ended queue, Priority queue, Operations on Queues, Applications of queues.

UNIT-III [13Hours]

Binary Trees: Definitions, Tree Search, Traversal of Binary Tree, Tree Sort, Building a Binary Search Tree, Height Balance: AVL Trees, Contiguous Representation of Binary Trees: Heaps, L

Graphs: Mathematical Back ground, Computer Representation, Graph Traversal, Topological Sorting, Greedy Algorithm, Graphs as Data Structure.

UNIT-IV [13Hours]

Searching: Introduction and Notation, Sequential Search, Binary Search, Comparison of Methods. Sorting: Introduction and Notation, Insertion Sort, Selection Sort, Shell Sort, Divide And Conquer, Merge sort for Linked List, Quick sort for Contiguous List. Hashing: Sparse Tables, Choosing a Hash function, Collision Resolution with Open Addressing, Collision Resolution by Chaining.

Text Books:

1. Seymour Lipschutz, "Data Structures with C", Schaum's outLines, Tata Mc Graw Hill, 2011.

2. Robert Kruse, C.L.Tondo, Bruce Leung,Shashi Mogalla,"Data Structures and Program Design using C", Pearson Education, 2009.

ReferenceBooks:

1. Mark Allen Weiss," Data Structures and Algorithm Analysis in C", Second Edition, Pearson Education,2013.

2. *Forouzan,"A Structured Programming Approach using C",2nd Edition, Cengage LearningIndia,2008.*

1MCA7: DATA STRUCTURES LAB PROGRAMS

COURSE OBJECTIVE:

- The course is designed to develop skills to design and analyze linear and nonlinear data structures.
- To strengthen the ability to identify and apply the suitable data structure for the given real-world problem.
- To design and analyze the time and space efficiency of the data structure.
- To identity the appropriate data structure for given problem.

* For all the programs write the output, flowchart and number of basic operations performed.

1. Given {4,7,3,2,1,7,9,0, find the location of 7 using Binary search and also display its first occurrence.
1. Given {5,3,1,6,0,2,4} order the numbers in ascending order using Quick Sort.
2. Perform the Merge sort on the input {75,8,1,16,48,3,7,0} and display the output in descending order.
3. Write a program to insert the elements 61,16,8,27 into singly linked list and delete 8,61,27 n.
4. Write a program to add $6x^3+10x^2+0x+5$ and $4x^2+2x+1$ using linked list.
5. Write a program to push 5,9,34,17,32 into stack and pop 3 times from the stack, also display the popped numbers.
6. Write a recursive program to find GCD of 4,6,8.
7. Write a program to inert the elements {5,7,0,6,3,9} into circular queue and delete 6,9&5 from it(using linked list implementation).
8. Given S1={"Flowers"} ; S2={"are beautiful"} ,
   a) Find the length of S1.
   b) Concatenate S1 and S2.
   c) Extract the substring "low" from S1.
   d) Find "are" in S2 and replace it with "is".
9. Write a program to convert an infix expression x^y/(5*z)+2 to its postfix expression.
10. Write a program to evaluate a postfix expression 5 3+8 2 - *.
11. Write a program to create a binary tree with the elements 18,15,40,50,30,17,41 after creation insert 45 and 19 into tree and delete 15,17 and 41 from tree. Display the tree on each insertion and deletion operation.
12. Write a program to create binary search tree with the elements {2,5,1,3,9,0,6} and perform inorder, preorder and post order traversal.
13. Write a program to Sort the following elements using heap sort {9.16,32,8,4,1,5,8,0}.

1MCA8: OBJECT ORIENTED PROGRAMMING WITH JAVA LAB

COURSE OBJECTIVE:

- To understand object-oriented way of solving problems.
- To use basic, I/O to communicate with the user to populate variables and control program flow.
- To apply arithmetic, logical, relational, and string manipulation expressions to process data.
- Conceptualize, Analyze and write programs to solve more complicated problems using the concepts of Object Oriented and java technology.
- Apply all the programming concepts as and when required in the future application development.
-

PART-A

1. Develop a JAVA program to demonstrate the precedence and associativity among arithmetic operators. The program should also demonstrate how the default precedence can be overridden.
2. Write a JAVA program to validate a date. The program should accept day, month and year and it should report whether they form a valid date or not.
3. Write a JAVA program to display the following pattern.

```
1
2 2
3 3 3
4 4 4 4
5 5 5 5 5
```

4. Write a JAVA program to print the first n members of Fibonacci series.
5. Write a program to generate the multiplication tables of a range of numbers between m and n inclusive and m < n.
6. Write a JAVA program to define a class, define instance methods for setting and retrieving values of instance variables and instantiate its object.
7. Write a JAVA program to demonstrate static member data and static member methods
8. Write a JAVA Program to demonstrate nested classes
9. Write a JAVA program to demonstrate dynamic method dispatch.
10. Write a JAVA program to implement inheritance and demonstrate use of method overriding.

PART-B

11. Write a JAVA program to implement the concept of importing classes from user defined package and creating packages.
12. Write a program to demonstrate abstract class and abstract methods
13. Write a JAVA Program to implement an array of objects of a class.
14. Write a JAVA program to demonstrate String class and its methods.
15. Write a JAVA program to implement the concept of exception handling by creating user defined exceptions.
16. Write a JAVA program using synchronized threads, which demonstrates producer consumer concept.
17. Write a JAVA program that creates three threads. First thread displays “Good Morning” every one second, second thread displays “Hello” every two seconds and the third thread displays “Welcome” every three seconds.
18. Write a JAVA program which uses FileInputStream / FileOutPutStream Classes.
19. Write a JAVA program to list all the files in a directory including the files present in all its subdirectories.
20. Write a JAVA program to demonstrate the life cycle of applet.

SECOND SEMESTER MCA

2MCA1: OPERATING SYSTEMS

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand and Demonstrate Operating System concepts in general.
- To acquire through understanding of process synchronization and Deadlock prevention, avoidance and recovery.
- Analyze Memory management strategies and implement file/disk management concept.
- Analyze operating system protection and implement virtual machines.

UNIT - I [13 Hours]

Introduction: Computer System Organization, Architecture, Structure, Operations, Process Management, Memory Management, Storage Management, Kernel Data Structures, Computing Environments. Operating System Structures: Services, System Calls, Types, Operating System Structure, System Boot. Processes: Process Concept, Scheduling, Operations, Interprocess Communication. Multithreaded Programming: Multicore Programming, Multithreading Models.

UNIT –II **[**13 Hours]

Process Synchronization: The Critical-Section Problem, Peterson's Solution, Synchronization Hardware, Mutex Locks, Semaphores, Classic Problems of Synchronization, Monitors, Synchronization Examples. Process Scheduling: Criteria, Scheduling Algorithms, Multi-Processor Scheduling, Real-time CPU Scheduling. Deadlocks: System model, Characterization, Methods for handling deadlocks, Deadlock Prevention, Avoidance, Detection and Recovery from deadlock.

UNIT – III [13 Hours]

Memory Management Strategies: Background, Swapping, Contiguous Memory Allocation, Segmentation, Paging, Structure of the Page Table. Virtual Memory Management: Demand Paging; Copy-on-Write, Page Replacement; Allocation of Frames; Thrashing, Memory-Mapped Files, Allocating Kernel Memory. File System: File Concept, Access Methods, Directory and Disk Structure, Protection. File-System Implementation: Structure, File-System and Directory Implementation, Allocation Methods, Free Space Management, Efficiency and Performance, Recovery. Mass-Storage Structure: Overview, Disk Scheduling, Disk Management.

UNIT - IV [13 Hours]

Protection: Goals, Principles, Domain of Protection, Access Matrix, Implementation of the Access Matrix, Access Control, Revocation of the Access Rights. Virtual Machines: Building Blocks, Types of VMs and their implementations. Distributed Systems: Advantages, Types of Network-based OS, Robustness, Design Issues, Distributed File Systems. Case Studies: The Linux System, Windows 10.

Text Books:

1. *Abraham Silberschatz, Peter Baer Galvin, Greg Gagne: Operating Systems Concepts, 9th Edition, 2016 India, Wiley.*

Reference Books:

1. William Stallings, "Operating Systems-Internals and Design Principles", Pearson, 9th Edition, 2018

2. D M Dhamdhere: Operating Systems – A Concept Based Approach, 3rd Edition, Tata McGraw – Hill, 2015.

3..Harvey M Deitel, Paul J Deitel, Dr Choffnes,"Operating Systems", Pearson Education Limited (Publisher), 3rd Edition, 2013.

4. J. Archer Harris, John Cordani, " Operating Systems", Schaum's Outline, Indian Edition, Mc

Graw Hill Education (India), First Edition.

5. Gary Nutt, Nabendu Chaki, Sarmistha Neog, "Operating Systems" Pearson Education Limited, 3rd Edition, 2016.

2MCA2: DATABASE MANAGEMENT SYSTEMS

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- High-level understanding of major DBMS components and their function.
- To model an application's data requirements using conceptual modeling tools like ER diagrams and design database schemas based on the conceptual model.
- To program a data-intensive application using DBMS APIs.
- To identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer- based systems.

UNIT - 1 [10 Hours]

Databases and Database Users: Introduction, An example, Characteristics of the Database Approach, Actors on the Scene, Workers behind the Scene, Advantages of Using DBMS Approach, A Brief History of Database Applications, When Not to Use a DBMS. Database System Concepts and Architecture: Data Models, Schemas, and Instances, Three-schema Architecture and Data Independence, Database Languages and Interfaces, The Database System Environment, Centralized and Client-Server Architectures, Classification of Database Management Systems.

UNIT - 2 [13 Hours]

Data Modeling Using Entity-Relationship Model: Using High-Level Conceptual Data Models for Database Design, An Example Database Application, Entity Types, Entity Sets, Attributes and Keys, Relationship Types, Relationship Sets, Roles and Structural Constraints, Weak Entity Types, Refining the ER Design Company Database Diagrams, Naming Conventions and Design. Issues, File organization and storage, secondary storage devices, operations in file, heap files and sorted files, hashing techniques, type of single level ordered index, multi-level indexes, indexes on multiple keys, other types of indexes.

UNIT – 3 [16 Hours]

Relational Model and Relational Algebra: Relational Model Concepts, Relational Model Constraints and Relational Database Schemas, Update Operations, Transactions and Dealing with Constraint Violations, Unary Relational Operations: SELECT and PROJECT, Relational Algebra Operations from SET Theory, Binary Relational Operations: JOIN and DIVISION, Additional Relational Operations, Examples of Queries in Relational Algebra. Relational Database Design: Anomalies in a database, functional dependency, normal forms, lossless join and dependency, BCNF, normalization through synthesis, higher order normal forms. SQL- SQL Data Definition and Data Types, Specifying Constraints in SQL, Schema Change Statements in SQL, Basic Queries in SQL, More Complex SQL Queries, Insert, Delete and Update Statements in SQL, Specifying Constraints as Assertion and Trigger, Views(Virtual Tables) in SQL, Embedded SQL, Dynamic SQL,

UNIT – 4 [13 Hours]

Introduction to transaction processing, transaction and system concepts, desirable properties of transactions, transaction support in SQL. Concurrency control techniques: two-phase locking techniques, concurrency control based on timestamp ordering, multi-version concurrency control techniques, validation concurrency control techniques. Recovery techniques: recovery concepts, recovery in multi-database systems, database backup and recovery from catastrophic failures.

Text Books:

1. *Elmasri and Navathe: Fundamentals of Database Systems, 7th Edition, Addison -Wesley, 2016.*
2. *Silberschatz, Korth and Sudharshan Data base System Concepts, 7th Edition, Tata McGraw Hill, 2019.*

References:

1. *C.J. Date, A. Kannan, S. Swamynatham: An Introduction to Database Systems, 8th Edition, Pearson education, 2009*
2. *Database Management Systems :Raghu Ramakrishnan and Johannes Gehrke: , 3rd Edition, McGraw-Hill, 2003*

2MCA3: COMPUTER NETWORKS

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand the advanced networking concepts
- Apply various networking classifications in day-to-day computing
- Analyze the importance of routing and congestion control principles
- Access the different routing protocol methods in the networking support layers

UNIT - I [13 Hours]

Introduction: Data Communications, Networks, Network Types, Internet History, Network Models: Protocol Layering, The OSI Model, TCP/IP Protocol Suite, Introduction to Physical Layer: Transmission Impairments, Data Rate Limits, Performance, Introduction to Data-Link- Layer: Link-Layer Addressing, Error Detection and Correction: Block Coding, Cyclic Codes, Checksum

UNIT - II [13 Hours]

Data Link Control: Data-Link Layer Protocols, HDLC, Point-To-Point (PPP), Media Access Control (MAC): ALOHA, CSMA, CSMA/CD, CSMA/CA, Reservation, Polling, Token Passing, FDMA, TDMA, CDMA

UNIT - III [13 Hours]

Introduction to Network Layer: Network-Layer Services, Packet Switching, Network-Layer Performance, IPV4 Addresses, Network Layer Protocols: Internet Protocol (IP), ICMPv4, Mobile IP, Unicast Routing: Routing Algorithms, Unicast Routing Protocols, Next Generation IP: IPv6 Addressing, The IPv6 Protocol.

UNIT - IV [13 Hours]

Introduction to Transport Layer: Introduction, Transport-Layer Protocols, Transport-Layer Protocols: User Datagram Protocol, Transmission Control Protocol: TCP Services, TCP Features, Segment, A TCP Connection, TCP Congestion Control, Flow Control, Error Control, Application Layer: WWW, E-MAIL, Domain Name System (DNS), Quality of Service: Flow Control To Improves QoS, Integrated Services, Cryptography and Network Security: Introduction, Confidentiality, Other Aspects of Security.

Text Books:

1. Behrouz A. Forouzan, "Data Communications and Networking", 5th Edition, McGraw Hill Education, 2013.

Reference Books:

1. Andrew S. Tanenbaum, David J. Wetherall, "Computer Networks", 5th Edition, Prentice Hall, 2011.

2. Larry L. Peterson and Bruce S. Davie, "Computer Networks A System Approach", 5th Edition, MKP, 2012.

3. James F. Kurose , Keith W. Ross, " Computer Networking, A Top-Down Approach", 5th Edition, Pearson, 2012.

Web Resources:

1. *https://www.geeksforgeeks.org/computer-network-tutorials/*
2. *https://codescracker.com/networking/*
3. *https://youtube.com/playlist?list=PLxCzCOWd7aiGFBD2-2joCpWOLUrDLvVV_*

2MCA4: SOFTWARE ENGINEERING

Total Teaching Hours: 53 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To understand principles of Agile software development and evolution.
- To design, formulate, and solve complex engineering problems by applying principles of SE.
- To Learn Time measurement,Time management and Quality assurance techniques.
- To analyse communication and planning in Distributed Agile Projects.
- Proficiently apply standards, CASE tools and techniques for engineering software projects

UNIT - I [13 Hours]

Overview, Objectives ,Three Perspectives on Software Engineering , The Agile Manifesto , Individuals and Interactions over Processes and Tools, Working Software over Comprehensive Documentation, Customer Collaboration over Contract, Negotiation, Responding to Change over Following a Plan, Application of Agile Software Development , Data About Agile Software Development, Agile Software Development in Learning Environments University Course Structure, Teaching and Learning Principles, The Studio Environment, The Academic Coach Role ,Overview of the Studio Meetings. Teamwork: Overview, Objectives, A Role Scheme in Agile Teams, Remarks on the Implementation of the Role Scheme, Human Perspective on the Role Scheme, Using the Role Scheme to Scale Agile Projects, Dilemmas in Teamwork, Teamwork in Learning Environments, Teaching and Learning Principles, Role Activities, Student Evaluation. Customers and Users: Overview, Objectives, The Customer, Customer Role, Customer Collaboration, The User, Combining UCD with Agile Development, Customers and Users in Learning Environments, Teaching and Learning Principles, Customer Stories.

SOFTWARE DESIGN:

- Design Diagrams: Use Case Diagrams - Class Diagrams - Interaction Diagrams - State chart Diagrams - Activity Diagrams
- Design Process- Design concepts : Abstraction, Architecture, patterns, Separation of Concerns, Modularity, Information Hiding, Functional Independence, Refinement, Aspects, Refactoring.
- Object Oriented Design Concepts, Design Classes- Design Model: Data, Architectural, Interface, Component, Deployment Level Design Elements ,
- Code review Analysis.

UNIT - II [13 Hours]

Time:

Overview, Objectives, Time-Related Problems in Software Projects, List of Time-Related Problems of Software Projects. the Time Perspective, Tightness of Software Development Methods, Sustainable Pace, Time Management of Agile Projects, Time Measurements, Prioritizing Development Tasks, Time in Learning Environments, The Planning Activity, Teaching and Learning Principles, Students' Reflections on Time-Related Issues, The Academic Coach's Perspective. Measures: Overview, Objectives, Why Are Measures Needed, Who Decides What Is Measured? What Should Be Measured, When Are Measures Taken? How Are Measures Taken? Who Takes the Measures? How Are Measures Used? Case Study, Monitoring a Large-Scale Project by Measures, Measure Definition, Measure Illustration, Measures in Learning Environments, Teaching and Learning Principles, Measurement Activities.

Quality:

Overview, Objectives, The Agile Approach to Quality Assurance, Process Quality, Product Quality, Test-Driven Development, How Does TDD Help to Overcome Some of the Problems Inherent in Testing, Learning: Overview, Objectives, Study Questions, How Does Agile Software Development Support Learning Processes.

UNIT - III [13 Hours]

Quality- Continued

Agile Software Development from the Constructivist Perspective, The Role of Short Releases and Iterations in Learning Processes, Learning in Learning Environments, Gradual Learning Process of Agile Software Engineering, Learning and Teaching Principle, The Studio Meeting, End of the First Iteration, Intermediate Course Review and Reflection, Abstraction: Overview, Objectives, Study Questions, Abstraction Levels in Agile Software Development, Roles in Agile Teams.

Planning:

The Stand-Up Meeting, Design and Refactoring, Abstraction in Learning Environments, Teaching and Learning Principles. Trust: Overview, Objectives, Software Intangibility and Process Transparency, Game Theory Perspective in Software Development, Ethics in Agile Teams, Diversity, Trust in Learning Environments, Teaching and Learning Principle. Globalization: Overview, Objectives, Study Questions, The Agile Approach in Global Software Development, Communication in Distributed Agile Teams, Planning in Distributed Agile Projects, Case Study, Tracking Agile Distributed Projects, Reflective Processes in Agile Distributed Teams,

UNIT – IV [13 Hours]

Overview, Objectives, Case Study, Reflection on Learning in Agile Software Development, Reflective Practitioner Perspective, Retrospective, The Retrospective Facilitator, Case Study, Guidelines for a Retrospective Session, Application of Agile Practices in Retrospective Sessions, End of the Release Retrospective, Reflection in Learning Environments. Change: Overview, Objectives, A Conceptual Framework for Change Introduction, Changes in Software Requirements, Organizational Changes, Transition to an Agile Software Development Environment. Leadership: Overview, Objectives, Leaders, Leadership Styles, Case Study, The Agile Change Leader, Coaches, Leadership in Learning Environments, Teaching and Learning Principles. Delivery and Cyclicality: Overview, Objectives, Delivery, Towards the End of the Release, Release Celebration, Reflective Session Between Releases, Cyclicality, Delivery and Cyclicality in Learning Environments, The Delivery in the Studio, Teaching and Learning Principles.

Text Books:

1. *Orit Hazzan and Yael Dubinsky, Agile Software Engineering, Springer, 2009*
2. *Bernd Bruegge, Alan H Dutoit, Object-Oriented Software Engineering, Pearson Education, 3rd edition, 2014.*
3. *David C. Kung, "Object oriented software engineering", Tata McGraw Hill,2015*

Reference books:

1. *Cockburn, Agile Software Development, Pearson Education India*
2. *Mike Cohn, Agile Estimating and Planning, Pearson Education, 2005*
3. *Michele Sliger, Stacia Broderick, The Software Project Manager's Bridge to Agility, Addison-Wesley Professional, 2008*

Web Resources:

1. *www.allaboutagile.com/what-is-agile-10-key-principles/*
2. *https://www.versionone.com/agile*
3. *https://www.youtube.com/watch?v=MTEl3LEI4EQ*
4. *https://azure.microsoft.com/en-in/cloud-adoption-framework/*

2MCA5: THE DESIGN AND ANALYSIS OF ALGORITHM

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To understand and develop efficient algorithms for simple computational tasks.
- To apply knowledge of computing and mathematics to algorithm design.
- To design and implement algorithms for moderately difficult computational problems, using various algorithm design techniques.
- To analyze range of behaviors of algorithms and the notion of tractable and intractable.

UNIT - I [13 Hours]

Introduction: Algorithm, Fundamentals of Algorithmic Problem Solving, Important Problem Types, Fundamental Data Structures. Fundamentals of the Analysis of Algorithm Efficiency: The Analysis Framework, Asymptotic Notations and Basic Efficiency Classes, Mathematical Analysis of Non-recursive and Recursive Algorithms, Empirical Analysis of Algorithms, Algorithm Visualization.

UNIT - II [13 Hours]

Brute Force Method: Selection Sort and Bubble Sort, Sequential Search, Brute-Force String Matching, Exhaustive Search, Depth-First Search and Breadth-First Search. Decrease and Conquer: Insertion Sort, Topological Sorting, Algorithms for Generating Combinatorial Objects, Decrease-by-a-Constant-Factor Algorithms. Divide and Conquer: Merge Sort, Quick Sort, Binary Tree Traversals and Related Properties, Strassen's Matrix Multiplication.

UNIT - III [13 Hours]

Space and Time Tradeoffs: Sorting by Counting, Input Enhancement in String Matching, Hashing. Dynamic programming: Binomial Coefficient, Principle of Optimality, Optimal Binary Search Trees, Knapsack Problem and Memory Functions, Warshall's and Floyd's Algorithms. Greedy Technique: Prim's Algorithm, Kruskal's Algorithm, Dijkstra's Algorithm, Huffman Trees.

UNIT - IV [13 Hours]

Limitations of Algorithm Power: Lower-Bound Arguments, Decision Trees, P, NP and NP-Complete Problems. Coping with the Limitations of Algorithm Power: Back Tracking: n-Queens problem, Hamiltonian Circuit Problem, Subset-Sum Problem, Branch-and-Bound: Assignment Problem, Knapsack Problem, Traveling Salesman Problem.

Text Books:

1. *Anany Levitin, "Introduction to the Design and Analysis of Algorithms", 3rd Edition, Pearson, 2012.*
2. *Horowitz, Sahni, Rajasekaran, "Fundamentals of Computer Algorithms", 2/e, Universities Press, 2007.*

Reference Books:

1. *Thomas H. Cormen, Charles E. Leiserson, Ronald L. Rivest, Clifford Stein, "Introduction to Algorithms", 3rd Edition, The MIT Press, 2009.*
2. *A.V. Aho, J.E. Hopcroft, J.D. Ullmann, "The design and analysis of Computer Algorithms", Addison Wesley Boston, 1983.*
3. *Jon Kleinberg, Eva Tardos, "Algorithm Design", Pearson Education, 2006.*

Web Resources:

1. *https://onlinecourses.nptel.ac.in/noc20_cs27/preview*
2. *https://web.stanford.edu/class/archive/cs/cs161/cs161.1138/*

2MCA6: ARTIFICIAL INTELLIGENCE

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To understand the main concepts, models, technologies, and services of AI, the reasons for the use of AI, and its advantages and disadvantages.
- Design user interfaces to improve human–AI interaction and real- time decision-making.
- Develop systems that process unstructured, uncurated data automatically using artificial intelligence (AI) frameworks and platforms.
- Evaluate and Analyze datasets with the following unsupervised learning methods:for dimensionality reduction; for grouping, k-means clustering and hierarchical clustering.

UNIT - I [13 Hours]

Introduction to AI: What is AI? Intelligent Agents: Agents and environment; Rationality; the nature of environment; the structure of agents. Problem solving: Problem-solving agents; Example problems; Searching for solution; Uninformed search strategies. Informed Search, Exploration, Constraint Satisfaction, Adversial Search: Informed search strategies; Heuristic functions; On-line search agents and unknown environment. Constraint satisfaction problems; Backtracking search for CSPs. Adversial search: Games; Optimal decisions in games; Alpha-Beta pruning.

UNIT - II [13 Hours]

Knowledge-based agents; The Wumpus world as an example world; Logic; propositional logic Reasoning patterns in propositional logic; Effective propositional inference; Agents based on propositional logic. Representation revisited; Syntax and semantics of first-order logic; Using first-order logic; Knowledge engineering in first-order logic. Propositional versus first-order inference; Unification and lifting, Forward chaining; Backward chaining; Resolution, Truth maintenance systems.

UNIT - III [13 Hours]

Basic plan generation systems – Strips -Advanced plan generation systems – K strips - Strategic explanations -Why, Why not and how explanations. Learning: Forms of Learning; Inductive learning; Learning decision trees; Ensemble learning; Computational learning theory. Handling Uncertainties: Non-monotonic reasoning, Probabilistic reasoning, use of certainty factors, Fuzzy logic.

UNIT - IV [13 Hours]

Computer Vision, Natural Language Processing: Introduction, Syntactic Processing, Semantic Analysis, Discourse and Pragmatic Processing, Spell Checking. Robotics: Fundamentals of Robotics, Robot Kinematics: Position Analysis, Dynamic Analysis and Forces. Expert Systems: Need and justification for expert systems, Architecture and role of expert systems, Case studies: MYCIN, DART and XOON. Neural Networks: Introduction - Features of Biological neural networks, Neuron models and Network Architectures – Basics of ANN, CNN, RNN and applications, Machine Learning, Deep Learning.

Text Books:

1. Stuart Russel, Peter Norvig, "Artificial Intelligence A Modern Approach", 4th Edition, Pearson Education, 2020.

2. Ela Kumar, "Artificial Intelligence", I.K.International Publishing House Pvt.Ltd, 2008.

Reference Books:

1. Elaine Rich, Kevin Knight, "Artificial Intelligence", 3rd Edition, Tata McGraw Hill, 2009.

2. Nils J. Nilsson," Principles of Artificial Intelligence", Elsevier, 1980.

3. Dan W. Patterson, "Introduction to AI and ES", Pearson Education, 2007. (Unit- 3).
4. Andries P. Engelbrecht, "Computational Intelligence: An Introduction", John Wiley & Sons, 2nd edition, 2007.
5. John J. Craig, "Introduction to Robotics", Addison Wesley publication.

Web Resources:

1. *https://www.journals.elsevier.com/artificial-intelligence*
2. *https://nptel.ac.in/courses/106/105/106105078/*
3. *http://neuralnetworksanddeeplearning.com/*
4. *https://nptel.ac.in/courses/106/106/106106226/*
5. *https://ocw.mit.edu/courses/electrical-engineering-and-computer-science/6-034-artificial-intelligence-fall-2010/lecture-videos/*

2MCA 7: DATABASE MANAGEMENT SYSTEMS LAB

COURSE OBJECTIVE:

- To practice the designing, developing and querying a database.
- To use MySQL/Oracle database to implement the following

Case Studies:

- 1. Company database ● 2. Library Database
- 3. Student Management systems
- To Analyze the problem carefully and Identify the entities, attributes and primary keys for all the entities.
- Apply cardinalities for each relationship, DDL and DML commands.
- Using SQL Special operators,Aggregate functions, SQL Joins.

PART – A

1. **Draw E-R diagram** and convert entities and relationships to relation table for a given scenario.
   a. Two assignments shall be carried out i.e. consider two different scenarios (eg. bank, college)

   Consider the Company database with following Schema

   EMPLOYEE (FNAME, MINIT, LNAME, SSN, BDATE,ADDRESS,SEX,SALARY, SUPERSSN, DNO)

   DEPARTMENT (DNAME, DNUMBER,MGRSSN,MSRSTARTDATE)

   DEPT_LOCATIONS (DNUMBER, DLOCATION)

   PROJECT (PNAME, PNUMBER, PLOCATION, DNUM)

   WORKS_ON (ESSN, PNO<HOURS)

   DEPENDENT (ESSN, DEPENDENT_NAME, SEX, BDATE, RELATIONSHIP)

2. Perform the following:
   a. Viewing all databases, Creating a Database, Viewing all Tables in a Database, Creating Tables (With and Without Constraints), Inserting/Updating/Deleting Records in a Table, Saving (Commit) and Undoing (rollback)
3. Perform the following:
   a. Altering a Table, Dropping/Truncating/Renaming Tables, Backing up / Restoring a Database.
4. For a given set of relation schemes, create tables and perform the following Simple Queries, Simple Queries with Aggregate functions, Queries with Aggregate functions (group by and having clause).
5. Execute the fallowing queries
   a. How the resulting salaries if every employee working on the ‘Research’ Departments is given a 10% raise.
   b. Find the sum of the salaries of all employees of the ‘Accounts’ department, as well as the maximum salary, the minimum salary, and the average salary in this department
6. Execute the fallowing queries
   a. Retrieve the name of each employee Controlled by department number 5 (use EXISTS operator).
   b. Retrieve the name of each dept and number of employees working in each department which has at least 2 employees
7. Execute the fallowing queries
   a. For each project, retrieve the project number, the project name, and the number of employee who work on that project.(use GROUP BY)

b. Retrieve the name of employees who born in the year 1990's

8. For each department that has more than five employees, retrieve the department number and number of employees who are making salary more than 40000.

9. For each project on which more than two employees work, retrieve the project number, project name and the number of employees who work on that project.

10. For a given set of relation tables perform the following
    a. Creating Views (with and without check option), Dropping views, Selecting from a view

PART B

Create the following tables with properly specifying Primary keys, Foreign keys and solve the following queries.

BRANCH (Branchid, Branchname, HOD)
STUDENT (USN, Name, Address, Branchid, sem)
BOOK (Bookid, Bookname, Authorid, Publisher, Branchid)
AUTHOR (Authorid, Authorname, Country, age)
BORROW (USN, Bookid, Borrowed_Date)

1. Perform the following:
   a. Viewing all databases, Creating a Database, Viewing all Tables in a Database, Creating Tables (With and Without Constraints), Inserting/Updating/Deleting Records in a Table, Saving (Commit) and Undoing (rollback)
   Execute the following Queries:

2. a. List the details of Students who are all studying in 2nd sem MCA.
   b. List the students who are not borrowed any books.

3. a. Display the USN, Student name, Branch_name, Book_name, Author_name, Books_Borrowed_ Date of 2nd sem MCA Students who borrowed books.
   b. Display the number of books written by each Author.

4. a. Display the student details who borrowed more than two books.
   b.Display the student details who borrowed books of more than one Author.

5. a. Display the Book names in descending order of their names.
   b. List the details of students who borrowed the books which are all published by the same publisher.

Consider the following schema:
STUDENT (USN, name, date_of_birth, branch, mark1, mark2, mark3, total, GPA)

6. Perform the following:
   a. Creating Tables (With and Without Constraints), Inserting/Updating/Deleting Records in a Table, Saving (Commit) and Undoing (rollback)

7. Execute the following queries:
   a. Find the GPA score of all the students.
   b. Find the students who born on a particular year of birth from the date_of_birth column.

8. a. List the students who are studying in a particular branch of study.
   b. Find the maximum GPA score of the student branch-wise.

9 . a. Find the students whose name starts with the alphabet “S”.
b. Update the column total by adding the columns mark1, mark2, mark3.

10. Execute the following queries:

a. Find the students whose name ends with the alphabets “AR”.
b. Delete the student details whose USN is given as 1001.

2MCA 8: UNIX PROGRAMMING LAB

COURSE OBJECTIVE:

- Demonstrate the working of basic commands of Unix environment including file processing.
- Apply Regular expression to perform pattern matching using utilities like grep, sed and awk.
- Implement unix commands/ system calls to demonstrate process management Demonstrate the usage of different shell commands, variable and AWK filtering to the given problem.
- Develop shell scripts for developing the simple applications to the given problem

PART-A

1. Learn the use of basic UNIX commands –
    a. To access information using date, history, man, who, whoami, uptime, finger,cal.
    b. To display contents of files using cat, vi, more, head, tail, grep, cmp, wc
    c. To manage files using cat, cp, ls, mv,rm, chmod, find
    d. Process utilities using ps, pid, ppid, tty, time, kill, exit
    e. Directory handling utilities using cd, mkdir, rmdir, mv, pwd

2. Write a shell script that displays list of all the files in the current directory to which the user has read, write and execute permissions.

3. Write a shell script that accepts a list of file names as its arguments, count and reports the occurrence of each word that is present in the first argument file on other argument files.

4. Write a shell script that accepts one or more file name as arguments and converts all of them to uppercase, provided they exist in the current directory.

5. Write grep commands to the following:
    a. To select the lines from a file that has exactly 2 characters.
    b. To select the lines from a file that has more2 than one blank spaces.

6. Write a shell script which accepts two file names as arguments. Compare the contents. If they are same, then delete the second file.

7. Write a shell script
    a. to count number of lines in a file that do not contain vowels.
    b. to count number of characters, words, lines in a given file.

8. Write a shell script to list all the files in a given directory.

9. Write a shell script to display list of users currently logged in.

10. Write a shell script to read three text files in the current directory and merge them into a single file and returns a file descriptor for the new file.

PART-B

1. Write a program to copy a file into another using system calls.
2. Write a program using system call: create, open, write, close, stat, fstat, lseek.
3. Write a program to create a child process and allow the parent to display "parent" and the child to display "child" on the screen.
4. Write a program to create a Zombie process.
5. Write a program to implement inter process communication using pipes.
6. Simulate the following CPU scheduling algorithms
    a. Round Robin
    b. SJF
7. Write a program that illustrates file locking using semaphores.
8. Write a program that implements a producer-consumer system with two processes (using semaphores).
9. Write a program that illustrates inter process communication using shared memory system calls.
10. Write a program that illustrates the following:
    a. Creating message queue.
    b. Writing to a message queue
    c. Reading from a message queue

Reference Books:

1. Sumitabha Das: "UNIX Concepts and Applications", 4th Edition, Tata McGraw Hill, 2006.
2. Kenneth Roson et al ,"UNIX: The Complete Reference", McGraw-Hill Osborne Media
3. M G Venkateshmurthy,"UNIX and Shell Programming", Pearson Education Asia, 2005
4. Behrouz A. Forouzan, Richard F. Gilberg,"Unix and shell Programming.", Brooks/Cole- Thomson Learning, 2003
5. Uresh Vahalia, "UNIX Internals", Pearson Education, 2005.
6. Richard Stevens, Stephen Rago, "Advanced Programming in the UNIX Environment", Pearson Education, 2/e.

THIRD SEMESTER MCA

3MCA2: QUANTITATIVE, TEACHING AND RESEARCH APTITUDE

Total Teaching Hours: 36 No. of Hours / Week: 03

COURSE OBJECTIVE:

- To Understand the basics of mathematics in quantitative aptitude.
- Apply the Quantitative aptitude problem-solving skills in solving a real-world problem and enrich their knowledge and develop their logical reasoning thinking ability.
- To demonstrate teaching and research aptitude skills for their lifelong learning.
- To Analyze holistically the higher education system and Develop skills to meet the competitive examinations for a better job opportunity.

UNIT – I [8 Hours]

Numbers Property – Simplification – Divisibility – HCF and LCM – Decimal Fractions –Square roots and Cube Roots – Logarithms – Antilogarithms - Surds and indices - Permutation and Combination – Probability – Odd man out series - Number series - letter series – codes – Relationships – classification.

UNIT – II [7 Hours]

Time and work – Problems on Ages – Calendar – Clock – Pipes and Cistern – Time and Distance – Problems of Train – Boats and Streams. Area – Volume and surface Areas – Heights and Distances – Data Interpretation: Tabulation – Bar Graphs – Pie Charts – Line Graphs. Data Interpretation - Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data.

UNIT – III [7 Hours]

Simple Interest – Compound Interest – Stocks and Shares – True Discount – Banker's discount. Averages – Percentage – Profit and Loss - Ratio and Proposition – Partnership – Allegation and mixture – Chain rule. Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy Applied analogy; Verbal classification; Reasoning Logical Diagrams: Simple diagrammatic relationship, multi diagrammatic relationship; Venn diagram; Analytical Reasoning.

UNIT – IV [7 Hours]

Teaching: Nature, objectives, characteristics and basic requirements; Learner's characteristics; Factors affecting teaching; Methods of teaching; Teaching aids; Evaluation systems. Research Aptitude: Meaning, characteristics and types; Steps of research; Methods of research; Research Ethics; Paper, article, workshop, seminar, conference and symposium; Thesis writing: its characteristics and format. Reading Comprehension: A passage to be set with questions to be answered. Communication: Nature, characteristics, types, barriers and effective classroom communication.

UNIT – V [7 Hours]

Higher Education System: Governance, Polity and Administration; Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education: governance, polity and administration; concept, institutions

Reference

1. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi, 2012
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest Mathematics (for all Competitive Examinations),
3. Kiran Prakashan, 2012.R.S. Aggarwal, Objective Arithmetic, S. Chand & Company, New Delhi, 2005.
4. Dr. Lal,Jain,Dr. K. C. Vashistha, "U.G.C.- NET/JRF/SET Teaching & Research Aptitude", Upkar Prakashan, 2010.
5. "UGC NET/SLET: Teaching & Research Aptitude", Bright Publications, 2010.

3MCA3: RESEARCH METHODOLOGY

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Identify the research area and articulate the research steps in a proper sequence for the given problem.
- Carry out a literature survey, define the problem statement and suggest a suitable solution for the given problem, and present it in the research paper format (IEEE).
- Analyze the problem and conduct experimental design with the samplings
- Perform tabulation and graphical representation of collected data and obtain statistical inference.
- To evaluate the research outcome through a research report.

UNIT – I

Introduction: Definition and objectives of Research – Types of research, Various Steps in Research process, Mathematical tools for analysis, Developing a research questionChoice of a problem Literature review, Surveying, synthesizing, critical analysis, reading materials, reviewing, rethinking, critical evaluation, interpretation, Research Purposes, Ethics in research – APA Ethics code.

UNIT – II [10 Hours]

Quantitative Methods for problem solving: Statistical Modeling and Analysis, Time Series Analysis Probability Distributions, Fundamentals of Statistical Analysis and Inference, Multivariate methods, Concepts of Correlation andRegression, Fundamentals of Time Series Analysis and Spectral Analysis, Error Analysis, Applications of Spectral Analysis.

UNIT – III [10 Hours]

Tabular and graphical description of data: Tables and graphs of frequency data of one variable, Tables and graphs that show the relationship between two variables , Relation between frequency distributions and other graphs, preparing data for analysis

UNIT - IV [10 Hours]

Soft Computing: Computer and its role in research, Use of statistical software SPSS, GRETL etc in research. Introduction to evolutionary algorithms - Fundamentals of Genetic algorithms, Simulated Annealing, Neural Network based optimization, Optimization of fuzzy systems.

UNIT - V [10 Hours]

Stru ture nd Componen of R ear h R port, ype of Repor , you of es rch R port, Mechanism of writing a research report, referencing in academic writing.

Reference

1. C.R. Kothari, Research Methodology Methods and Techniques, 2/e, Vishwa Prakashan, 2006.
2. Donald H.McBurney, Research Methods, 5th Edition, Thomson Learning, ISBN:81-315-0047-0,2006.
3. Donald R. Cooper, Pamela S. Schindler, Business Research Methods, 8/e, Tata McGraw-Hill Co. Ltd., 2006.
4. Fuzzy Logic with Engg Applications, Timothy J.Ross, Wiley Publications, 2nd Edition, 2004.
5. Simulated Annealing: Theory and Applications (Mathematics and Its Applications, by P.J. van Laarhoven & E.H. Aarts[e], 19.
6. Genetic Algorithms in Search, Optimization, and Machine Learning by David E. publisher

MACHINE LEARNING (ELECTIVE)

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand the need for data and pre-processing, machine learning techniques for various applications.
- Identify and apply the appropriate techniques to process the data and solve the applications using machine learning techniques
- Implement machine learning techniques for real life problem.
- Evaluate the different data processing and machine learning techniques for various application

Module 1 : Introduction to Machine Learning [12 Hours]

Introduction, Perspectives & Issues in ML, designing learning systems, Concepts of hypotheses, Version space, inductive bias, Performance metrics-accuracy, precision, recall, sensitivity, specificity, AUC, RoC, Bias Variance decomposition. Decision Trees Learning: Basic algorithm (ID3), Hypothesis search and Inductive bias, Issues in Decision Tree Learning – Overfitting, Solutions to overfitting, dealing with continuous values.

Module 2: Supervised Learning with KNN, ANN, SVM **[10 Hours]** Instance-based learning: k-nearest neighbour learning, Artificial Neural networks: Introduction, Perceptrons, Multi-layer networks and back-propagation, Activation Units, Support Vector Machines – margin and maximization, SVM - The primal problem, the Lagrangian dual, SVM – Solution to the Lagrangian dual.

Bayesian Learning – Bayes theorem, Concept learning, Maximum likelihood, Bayes optimal classifier, Gibbs algorithm, Naive Bayes classifier, Expectation maximization and Gaussian Mixture Models, Hidden Markov models

Module 4: Unsupervised Learning and Association Mining **[10 Hours]**

Hierarchical vs non-hierarchical clustering, Agglomerative and divisive clustering, K-meansclustering, Bisecting k-means, K-Means as special case of Expectation, Maximization, K-medoid clustering, Association Mining: Apriori algorithm. Finding frequent itemsets, mining association rules, FP-growth – FP trees, Mining frequent items from an FP-Tree, Dimensionality reduction techniques – PCA, SVD.

Genetic Algorithms – Representing hypothesis, Genetic operators and Fitness function and selection, Simple applications of the Genetic Algorithm, application of GA in Decision tree, Genetic Algorithm based clustering, Single Objective and Bi-objective optimization problems using GA, using GA to emulate Gradient descent/ascent.

Reference Books:

1. Ethem Alpaydin,"Introduction to Machine Learning", MIT Press, Prentice Hall of India, Third

Edition 2014

2. Jiawei Han and Micheline Kambers and Jian Pei, “Data Mining –Concepts and Techniques”, 3rd edition, Morgan Kaufman Pub
3. Charu C. Aggarwal, “Data Classification Algorithms and Applications”, CRC Press, 2014.
4. Charu C. Aggarwal, “DATA CLUSTERING Algorithms and Applications”, CRC Press, 2014.
5. “Machine Learning”, Tom Mitchell, McGraw Hill Education (India), 2013.

BIG DATA & ANALYTICS (ELECTIVE)

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand the fundamentals of big data analytics frameworks.
- Apply big data analytics frameworks and visualization techniques to solve problems.
- Analyze the use of HDFS ecosystem, HDFS architecture, Yarn, Pig, Hive QL.
- Asses the solutions of big data analytics ecosystems.

Unit I [10 Hours]

Introduction to Big Data, Big data definition, enterprise / structured data, social / unstructured data, unstructured data needs for analytics, what is Big Data, Big Deal about Big Data, Big Data Sources, Industries using Big Data, Big Data challenges.

Unit II [10 Hours]

Data Pre-processing, why to pre-process data? Data cleaning: Missing Values, Noisy Data, Data Integration and transformation, Data Reduction: Data cube aggregation, Dimensionality Reduction, Data Compression, Numerosity Reduction, Data Mining Primitives, Languages and System Architectures: Task relevant data, Kind of Knowledge to be mined, Discretization and Concept Hierarchy

Unit III [10 Hours]

Introduction to Classification and Prediction, Issues regarding Classification, Classification using Decision trees, Bayesian Classification, Classification by Backpropagation, Prediction Classification Accuracy, Introduction of Clustering, Spatial mining, Web mining, Text mining

Unit III [10 Hours]

Introduction of Big data programming-Hadoop, History of Hadoop, The ecosystem and stack, Components of Hadoop, Hadoop Distributed File System (HDFS), Design of HDFS, Java interfaces to HDFS, Architecture overview, Development Environment, Hadoop distribution and-basic commands, Eclipse development.

Unit V [12 Hours]

Pig: Introduction to PIG, Execution Modes of Pig, Comparison of Pig with Databases, Grunt, Pig Latin, User Defined Functions, Data Processing operators.

Hive: Hive Shell, Hive Services, Hive Metastore, Comparison with Traditional Databases, HiveQL, Tables, Querying Data and User Defined Functions.

Hbase: HBasics, Concepts, Clients, Example, Hbase Versus RDBMS. Big SQL

Data Analytics with R Machine Learning: Introduction, Supervised Learning, Unsupervised Learning, Collaborative Filtering.

Case Study: Implement your leanings to find sectors in which different companies ought to inves

Reference

1. Seema Acharya, Subhasini Chellappan, "Big Data Analytics" Wiley 2015.
2. Tom White “ Hadoop: The Definitive Guide” Third Edit on, O’reily Media, 2012.
3. Big Data Analytics: From Strategic Planning to Enterprise Integration with Tools, Techniques, NoSQL, and Graph. By David Loshin, Elsevier, August 23, 2013.
4. White, T. (2012). Hadoop: The definitive guide. " O'Reilly Media, Inc."Smolan, R. (2013). The human face of big data.
5. Tom Plunkett, Mark Hornick, “Using R to Unlock the Value of Big Data: Big Data Analytics with Oracle R Enterprise and Oracle R Connector for Hadoop”, McGraw-Hill/Osborne Media (2013), Oracle press.
6. Mayer-Schönberger, V., & Cukier, K. (2013). Big data: A revolution that will transform how we live, work, and think. Houghton Mifflin Harcourt. Holmes, A. (2012). Hadoop in practice. Manning Publications Co..
7. Simon, P. (2013). Too big to ignore: the business case for big data (Vol. 72). John Wiley & Sons.
8. Robert D. Schneider , Hadoop for Dummies, Wiley India.

CRYPTOGRAPHYAND NETWORK SECURITY (ELECTIVE)

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- To understand basics of cryptography and network security by symmetric encryption techniques for given applications
- To apply block, stream ciphers to secure messages over insecure channels
- To analyze methods for message authentication and access control
- To evaluate how to encrypt application layer data to identify users and protect information
- To examine various protocols for intrusion detection and prevention against network threats

Unit I [12 Hours]

Security Trends, The OSI Security Architecture, Security Attacks, Security Services, Security Mechanisms, A Model for Network Security, Symmetric Ciphers, Classical Encryption Techniques, Symmetric Cipher Model, Substitution Techniques, Transposition Techniques, Steganography

Unit II [10 Hours]

Block Cipher Principles, The Data Encryption Standard, The Strength of DES, Differential and Linear Cryptanalysis, Block Cipher Design The AES Polynomials with Coefficients in GF(28), Simplified AES, Multiple Encryption and Triple DES, Block Cipher Modes of Operation, Stream Ciphers and RC4

Unit III [10 Hours]

Fermat's and Euler's Theorem, The Chinese Remainder Theorem, The RSA Algorithm, Key Management, Diffie-Hellman Key Exchange, Elliptic Curve Arithmetic, Elliptic Curve Cryptography, Authentication Requirements, Authentication Functions, Message Authentication Codes, Hash Functions, Security of Hash Functions and Macs

Unit IV [10 Hours]

Digital Signatures, Authentication Protocols, Digital Signature Standard, Kerberos, X.509 Authentication Service, Public-Key Infrastructure, IP Security Overview, IP Security Architecture, Authentication Header, Encapsulating Security Payload, Combining Security Associations, Key Management

Unit V [10 Hours]

Web Security, Secure Socket Layer and Transport Layer Security, Intruders, Intrusion Detection, Password Management, Malicious Software, Firewalls

References

1. William Stallings, Cryptography and Network Security: Principles and Practice, 7th Edition, Pearson

CLOUD COMPUTING (ELECTIVE)

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- This course provides knowledge and skills on recent technologies in cloud computing.
- It is designed to meet the current business needs in the market. It provides a platform for the students to create innovative and robust applications on cloud platform.
- It provides in depth knowledge of Cloud domain and cover the topics of cloud infrastructures, virtualization, software defined networks and storage, cloud storage, and programming models.
- It will develop the skills needed to become a practitioner or carry out research projects in cloud domain.

Unit I [10 Hours]

Introduction of Cloud Computing: What is Cloud Computing, How it works, Types of Cloud, Goals & Challenges, Leveraging Cloud Computing, Cloud Economics and Total Cost of Ownership Cloud Service Models.

Unit II [12 Hours]

Software as a Service (SaaS): Overview of the Cloud application development lifecycle, Challenges in SaaS Model, SaaS Integration Services, Advantages and Disadvantages.

Infrastructure as a Services (IaaS): Evolution of infrastructure migration approaches, Virtual Machines, VM Migration Services, Cloud Infrastructure services, Advantages and Disadvantages.

Unit III [10 Hours]

Platform as a service (PaaS): Evolution of computing paradigms and related components (distributed computing, utility computing, Cloud computing, grid computing, etc.), Cloud platform services, Integration of Private and Public Cloud, Advantages and Disadvantages.

Unit IV [10 Hours]

Programming Model: Parallel and Distributed Programming Paradigms, MapReduce, Twister and Iterative MapReduce, Hadoop Library from Apache, Mapping Applications, Programming Support Google App Engine, Amazon AWS, Cloud Software Environments, Eucalyptus, Open Nebula, OpenStack, Aneka, CloudSim.

Unit V [10 Hours]

Cloud Security Tools and technologies: Infrastructure Security, Network level security, Host level security, Application level security, Data privacy and security Issues, Access Control and Authentication in cloud computing, the data security in Private and Public Cloud Architecture, Legal issues and Aspects, Multi-tenancy issues

References:

1. George Reese, “Cloud Application Architectures: Building Applications and Infrastructure in the Cloud” O'Reilly Gautam Shroff, Enterprise Cloud Computing, Cambridge University Press,2011
2. Judith Hurwitz, R Bloor, M.Kanfman, F.Halper “Cloud Computing for Dummies”, Wiley India Edition, First Edition
3. Rajkumar Buyya, James Broberg, Andrzej M. Goscinski, “Cloud Computing : Principles and Paradigms”, Wiley Publication,2011
4. Kai Hwang, Geoffrey C Fox, Jack G Dongarra, “Distributed and Cloud Computing, From ParallelProcessing to the Internet of Things”, Morgan Kaufmann Publishers, 2012
5. RajkumarBuyya, Christian Vecchiola, S.ThamaraiSelvi, ‘Mastering Cloud Computing”, TMGH,2013

WEB PROGRAMMING (ELECTIVE)

Total Teaching Hours: 52 No. of Hours / Week: 04

COURSE OBJECTIVE:

- Understand the basic constructs of the web concepts
- Apply the concepts to design and implement the web solutions for the given solutions.
- To evaluate server-side web application development framework
- To illustrate responsive web pages using ajax and rails
- Analyze the web components in buildings and application

Unit I [12 Hours]

HTML5 and JavaScript: Local Storage, Web Workers, Drag and Drop, Introduction to Client-Side Scripting, JavaScript Basics, Functions, Objects, Hoisting, Arrays, JavaScript Objects

Unit II [10 Hours]

DOM and DOM Events: Accessing and modifying DOM, Events and Event Handlers - Load, Mouse, Synthetic Events, Key and Form Related Events, Event Bubbling, Cookies

Unit III [10 Hours]

Apache: MIME, http, httpd Server, Request Response Formats Basics, Configuration, Debugging, .htaccess

Unit IV [10 Hours]

AJAX: File Handling and System Calls, Strings and Regular Expressions, Arrays, Cookies, Sessions, Functions, Classes, Database Access AJAX: Asynchronous GET/POST using XMLHttpRequest

Unit V [10 Hours]

AJAX Advanced: JS objects, prototype inheritance, Dynamic Script Loading, XMLHttpRequest, Image-Based AJAX, Cross-Domain Access (CORS), Introduction to XML, Parsers, Styling RSS / Atom Feeds, JSON and XML, JSON vs XML.

Reference Book(s):

1. “JavaScript Absolute Beginner's Guide”, Kirupa Chinnathambi, Que Publishing, 1st Edition, 2017.
2. “Programming the World Wide Web”, Robert W Sebesta, Pearson, 7th Edition, 2013. 3. “HTML5 Up and Running”, Mark Pilgrim, O’Reilly, 1st Edition, 2015

“AJAX: The Complete Reference”, Thomas A Powell

Digitally signed by MAHESH BABU
Date: 2023.03.07 13:57:31 +05'30'

Sl.No	Name of the employee	Date of appointment	Work-load Assigned		
			Theory	Practical	Total
1	Roopashree TV	6-7-2023	16	NIL	16
2	SabaryAppukuttan	1-8-2023	16	Nil	16

Certified that the work-load in the department of …… for the Academic Year …… as furnished above is correct.

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Principal

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WORKLOAD CALCULATION

CITY COLLEGE
WORKLOAD - PROFORMA

STATEMENT SHOWING THE WEEKLY WORKLOAD IN HOURS FOR TEACHING STAFF

DEPARTMENT OF MANAGEMENT
ODD SEM I, III, V-2023-24

Details of Workload - Theory Classes

Sl.No	Name of the PROGRAM	Course code	Name of the COURSE (Subject)	No.of Students	No. Sections	Workload in hour prescribed by the University for each Section	Total No.of Hours of workload for each Section
1	BBA	1.1	MI	42	1	4	4
2	I SEM	1.2	FOA	42	1	5	5
3		1.3	MM	42	1	4	4
	TOTAL W.L.						**13**
1	**BBA**	3.1	EOCA	43	1	5	5
2	**III SEM**	3.2	OB	43	1	4	4
3		3.3	BS	43	1	5	5
		3.6	RM	43	1	3	3
	TOTAL W.L.						**17**
1		5.1	POM	12	1	4	4
2		5.2	IT-I	12	1	4	4
3	**BBA**	5.3	BLP	12	1	4	4
4	**V SEM**	5.4	E-I	12	1	4	4
5		5.5	E-II	12	1	4	4
6		5.6	IT-B/DM	12	1	3	3
			SS	12	1	3	3
	TOTAL W.L.						**26**

1		1.1	IAI	15	1	4	4
2	BBA(A)	1.2	FOA	15	1	5	5
3	I SEM	1.3	PA&AM	15	1	4	4
	TOTAL						13

Details of Workload - Practical Classes

Sl.No	Name of the Course (Subject	No.of Students	No. Batches	Workload in hour prescribed by the University for each Section	Total No.of Hours of workload for each Section
1					NIL
2					NIL
3					NIL

Total No. of theory Classes(13+17+29+13)	69
Total No. of Practical Classes	NIL
Total	69
FACULTY REQUIRED	04
EXISTING FACULTY	
TO BE APPOINTED	

Certified that the work-load in the department of …… for the Academic Year …… as furnished above is correct.

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Principal

CITY COLLEGE Jayanagar

WORKLOAD

STATEMENT SHOWING THE WEEKLY WORKLOAD IN HOURS FOR TEACHING STAFF

DEPARTMENT OF BACHELOR OF BUSINESS ADMINISTRATION

EVEN SEM II, IV, VI-2023-24

Details of Workload - Theory Classes

Sl.No	Name of the PROGRAM	Course code	Name of the COURSE(Subject)	No.of Students	No. Sections	Workload in hour prescribed by the University for each Section	Total No.of Hours of workload for each Section
1	BBA II-SEM	2.1	Financial Accounting and Reporting	40	1	5	5
2		2.2	Human Resource Management	40	1	4	4
3		2.3	Business Environment	40	1	4	4
			TOTAL W.L.				**13**
4	BBA VI-SEM	4.1	Management Accounting	40		5	5
5		4.2	Indian Financial System	40		4	4
6		4.3	Financial Management	40		5	5
			TOTAL W. L.				**14**
7	BBA VI-SEM	6.1	Business Law	12		4	4
8		6.2	Income Tax-II	12		5	5
9		6.3	International Business	12		4	4
10		6.4	E-1, Security Analysis and Portfolio	12		3	3
11		6.6	Management E-2, Cultural Diversity at Workplace	12		3	3
12		6.7	A. Goods and Services Tax	12		4	4

			Internship	12		4 WEEKS	
			TOTAL W.L.				**23**
13	**BBA(A) II SEM**	2.1	Financial Accounting and Reporting	16		5	5
14		2.2	Airport operation &Security management	16		4	4
15		2.3	Airport operations Management	16		4	4
			TOTAL W.L.				**13**

Additional requirements:

1. Environmental studies-3hours
2. India and Indian constitution-3hours

Details of Workload - Practical Classes

Sl.No	**Name of the Course (Subject**	**No.of Students**	**No. Batches**	**Workload in hour prescribed by the University for each Section**	**Total No. of Hours of workload for each Section**
1					**NIL**

Total No. of theory Classes (13+14+23+13)	63
Total No. of Practical Classes	NIL
Total	63
FACULTY REQUIRED	4
EXISTING FACULTY	2
TO BE APPOINTED	2

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DEPARTMENTAL ADVISORY COMMITTEE

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru,

Karnataka 560070

Date: 08-08-2024

Department Advisory Committee

Department Advisory Committee (DAC) has been formed to monitor the progress of the various programs which includes the coverage of syllabus, CIA and develops and recommends new or revised goals and objectives of the program. The DAC consists of Principal, Program Coordinators and faculty members of the department to evaluate the performance of students and program review / monitor / assess a specific program.

Composition and approval of DAC:

The following members are nominated and approved for constitution of Department Advisory Committee for the AY 2023-2024.

Sl. No	Name	Designation
1	Dr. Puttaraj P, Principal	Chairperson
2	Dr. Sanganagouda S, Assistant Professor, Dept. Kannada	Member
3	Mrs. Roopashree Assistant Professor, Dept. Commerce	Member
4	Mr. Praveen B Assistant Professor, Dept. Business Administration	Member
5	Mrs. Roopa L C Assistant Professor, Dept. Computer Application	Member
6	Mrs. Saritha Vittal Assistant Professor, Dept. Computer Application (PG)	Member
7	Mr. Sudharshan V Assistant Professor, Dept. Business Administration (PG)	Member

Roles and responsibilities of the DAB:

1. Suggest improvement in academic plans and recommend standard practices/ systems for attainment of Program Objectives (POs).
2. To propose necessary action plan for skill development of students, requires for entrepreneurship development and quality improvement.
3. To identify and suggest thrust areas to conduct various activities (Final year projects, training courses and additional experiments to meet PO's.

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Karnataka 560070

Date: 10-08-2023

Department of Commerce and Management

First Department Advisory Committee meeting

The First Department Advisory Committee meeting of Commerce and Management program was held on 10-08-2023 to discuss the following agenda.

Agenda:

1. Allocation of the Subjects.
2. Allotment of Class teachers and mentors.
3. Preparation of Course contents.
4. Any other with permission of the Chairperson.

Minutes of Meetings:

1. As per the specialisation and expertise the program coordinators are allotted the subjects to the faculties.
2. The Program Coordinator nominated the faculties as a class teacher to monitor the academic activities of the students in the campus.
3. It is also resolved to continue the mentor - mentees meeting to guide the students and monitor students' performance.
4. It is advised to all faculties to prepare the course content as per the syllabus and circulate among the students regularly.

Members present in the meeting:

Sl. No	Name	Designation	Signature
1	Dr. Puttaraj P, Principal	Chairperson	
2	Mrs. Roopashree Assistant Professor, Dept. Commerce	Member	
3	Mr. Praveen B Assistant Professor, Dept. Business Administration	Member	
4	Mr. Sunil B M Asssitant Professor	Member	SL BM
5	Mrs. Bhvyakala H V Assistant Professor	Member	
6	Mr. Vijay B Assistant Professor	Member	

Principal
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Date: 10-08-2023

Department of Computer Application

First Department Advisory Committee meeting

The First Department Advisory Committee meeting of Commerce and Management program was held on 11-08-2023 to discuss the following mentioned agenda.

Agenda:

1. Allocation of the Subjects and the Lab practical's.
2. Allotment of Class teachers and mentors.
3. Preparation of Course contents and lab programmes.
4. Any other with permission of the Chairperson.

Minutes of Meetings:

1. Department presentation was given by the Head of the Department which highlighted the following points:
   - Systematic efforts of the department to reach the vision of the department
   - Academic activities from August 2023- to March 2024.
   - Syllabus Gap identification and activities planned for the AY 2023-24
2. It also decided to continue the mentor system in the deportment to monitor the students' performance.
3. All department members shared their views and suggestions about overall activities and progress of department.

Sl. No	Name	Designation	Signature
1	Dr. Puttaraj P, Principal	Chairperson	
	Mr. Nanda Kumar Professor	Member	
	Mrs. Saritha Vittal Associate Professor	Member	
2	Mrs. Roopa L C Assistant Professor & HOD	Member	
3	Mrs. Shwetha Assistant Professor	Member	
4	Ms. Nischitha Assistant Professor	Member	

Principal
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Karnataka 560070

Date: 05-10-2023

Second Department Advisory Committee meeting

Department of Computer Application
&
Department of Commerce and Management

Agenda:

1. Student internship, Training Program and Placements
2. Syllabus Gap Identification by the faculties

Minutes of the Meeting:

1. It is advised that completion of internship program by the students as per the university norms must be followed.
2. Department wise training program are to be initiated with coordination of Placement Cell.
3. It is identified that few faculties are course gap and to reduce that following initiation to be taken.

Sl. No	Name of the course	Gap identified	CO Mapping	PO Mapping
1	Income Tax Law and Practice	ITR Filing	CO-5	Called external expert to understand practically
2	Cyber Crime and Security	Practical Knowledge	CO- 5	Tech by Heart consultant has provided application of security tools
3	Computer Architecture	Lack of under standing	CO- 2	The MCA coordinator as taken initiation of additional classes.
4	GST- Law and Practice	GST Registration and Valuation	CO- 2 & Co- 3	Practical implementation and Valuation of GST explained by an subject expert.

5	Indian Accounting Standard	Understand the preparation of consolidated financial statements as per Ind AS	CO- 4	Chartered Accountant as requested to brief it and explain.

Members present:

Sl. No	Name	Designation	Signature
1	Dr. Puttaraj P, Principal	Chairperson	
2	Mr. Nanda Kumar Professor	Member	
3	Mrs. Saritha Vittal Associate Professor	Member	
4	Mrs. Roopa L C Assistant Professor & HOD	Member	
5	Mrs. Shwetha Assistant Professor	Member	
6	Ms. Nischitha Assistant Professor	Member	
7	Mrs. Roopashree Assistant Professor, Dept. Commerce	Member	
8	Mr. Praveen B Assistant Professor, Dept. Business Administration	Member	
9	Mr. Sunil B M Assistant Professor	Member	
10	Mrs. Bhvyakala H V Assistant Professor	Member	
11	Mr. Vijay B Assistant Professor	Member	

Principal
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DEPARTMENTAL ACTIVITIES

CITY COLLEGE

Lecture Series

Lecture - 1

City College cordially invites all faculty members to the **ENRICHMENT PROGRAM** with a special lecture on Blooms Taxonomy

SPEAKER

Dr.Ranganathan

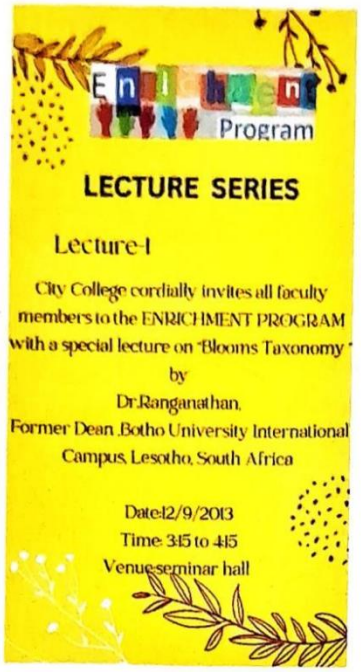
Former Dean
Botho University International Campus Lesotho, South Africa.

12 SEP 23

3.15 PM to 4.15 PM
Venue: Seminar Hall

+91 6364914155 / 56 admissions@citycollege.ac.in WWW.CITYCOLLEGE.AC.IN

Faculty Enrichment Program Success



"In a bid to enhance the quality of education, City College organized a Faculty Enrichment Program on September 12, 2023, at the college's auditorium. The event featured a distinguished guest speaker, Dr. Ranganathan, former Dean of Botho University, South Africa, who delivered an illuminating lecture on the topic of 'Bloom's Taxonomy.'

Dr. Ranganathan delved into the practical implementation of each facet of Bloom's Taxonomy within the classroom, offering valuable insights for educators. The lecture drew a diverse audience, including teaching staff from the Pre-University, Degree, and Postgraduate departments of City College.

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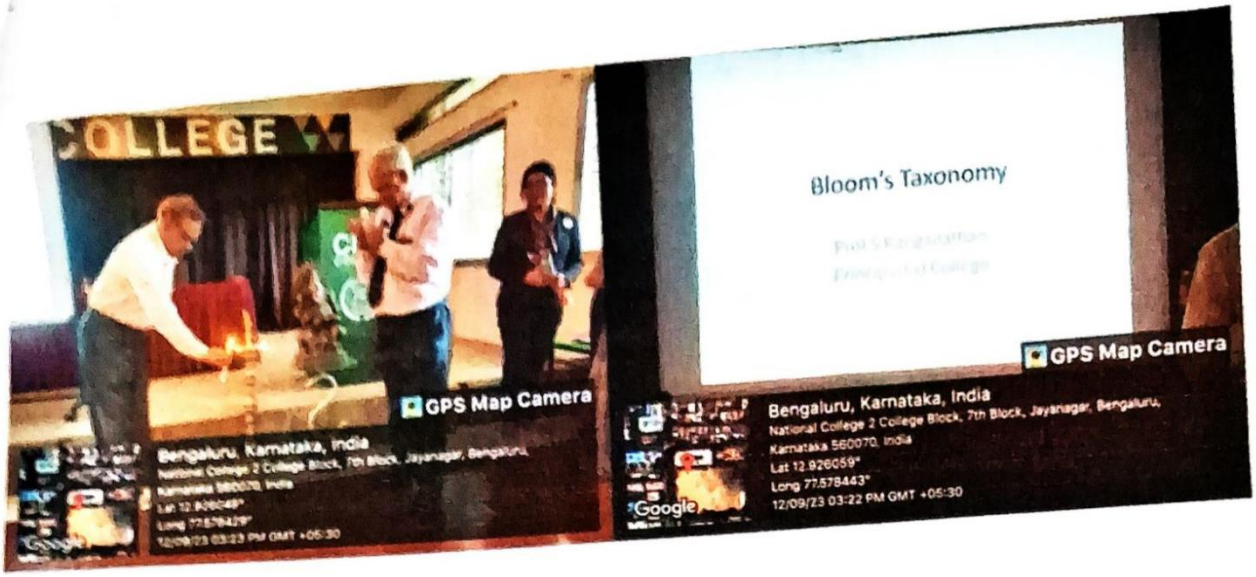
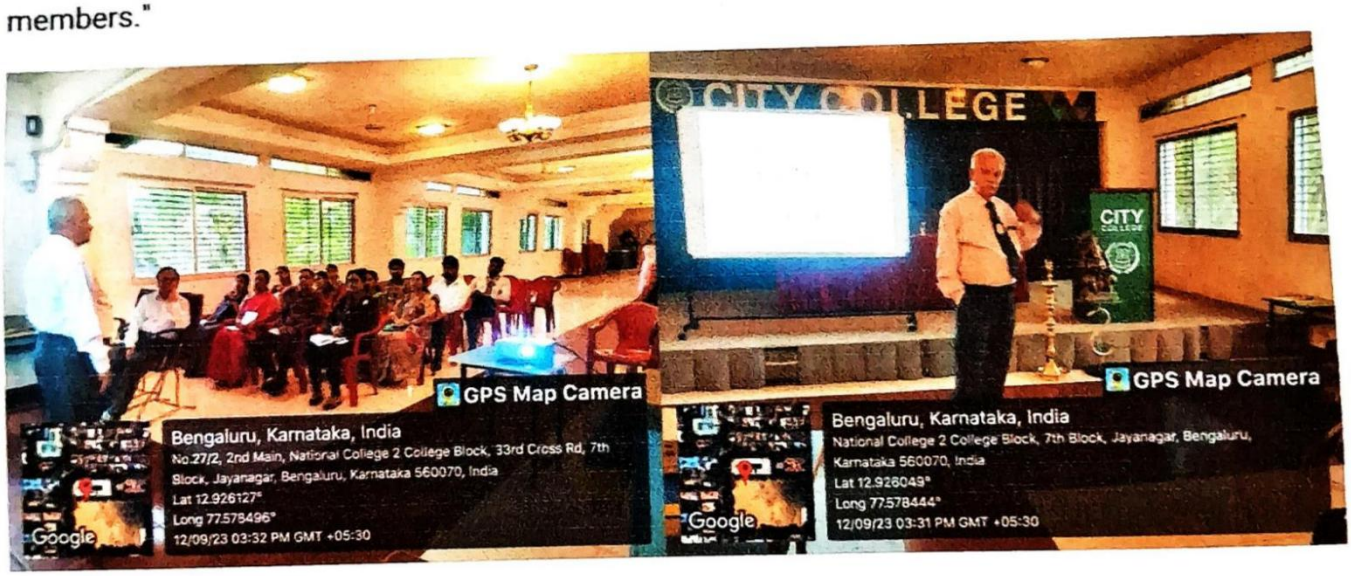


The session proved to be highly effective, with attendees benefitting from Dr. Ranganathan's 35 years of experience in the field of education. Following the lecture, an engaging interactive session with the esteemed educator allowed for a deeper exploration of the subject matter. Dr. Ranganathan's words left a lasting impact, inspiring and motivating all faculty members in attendance.

This enriching event underscores City College's commitment to providing a stimulating academic environment and fostering continuous professional development among its faculty members."



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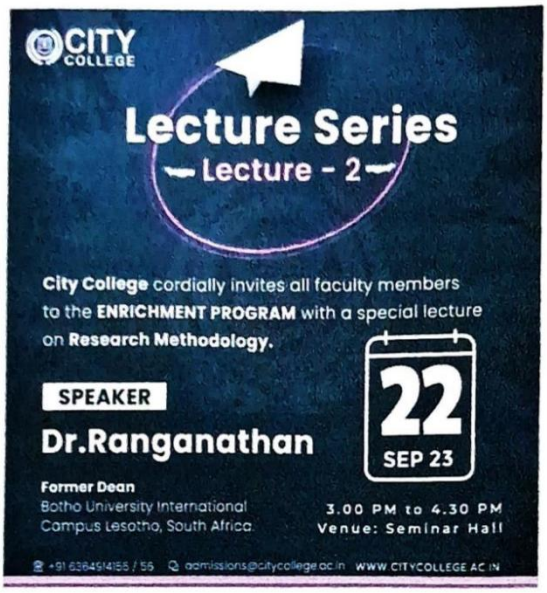
No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru,Karnataka 560082

Title: Report on City College's Second Lecture Series on Research Methodology

Date: September 22, 2023



City College organized its second lecture series on Research Methodology, specifically tailored for the faculties, on September 22, 2023. The session was conducted by Dr. Ranganathan, a renowned expert in the field. The lecture covered fundamental aspects of research, including research design, data collection methods, and statistical analysis. Dr. Ranganathan emphasized the importance of robust research methodologies in producing credible and valuable academic work. The participants engaged in interactive discussions, posing questions and seeking clarifications on various research concepts. Dr. Ranganathan skillfully addressed queries, fostering a dynamic and engaging learning environment. The lecture series successfully provided the faculty members with insights into contemporary research practices, enhancing their understanding of methodological frameworks. This knowledge is anticipated to have a positive impact on the quality of research conducted by City College faculty.

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The College expresses its gratitude to Dr. Ranganathan for his valuable contribution to the professional development of the faculty through this enlightening lecture series. This initiative reflects City College's commitment to fostering a culture of research excellence among its academic community.

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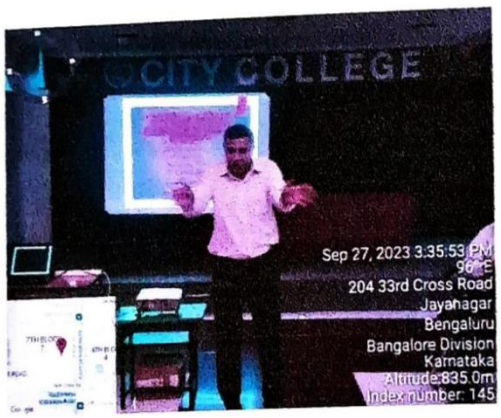
No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru,Karnataka 560082

Title: Report on City College's Third Lecture Series: Integrating University Education with Corporate Entities

Date: September 27, 2023

City College hosted its third lecture series on September 27, 2023, featuring Dr. Sudarshan V., Assistant Professor in the Department of MBA, as the speaker. The session focused on "A Systematic Approach to Integrate University Education with Corporate Entities," specifically designed for the faculty members of City College.

Dr. Sudarshan V. commenced the lecture by providing a comprehensive understanding of the "campus to corporate" gap, shedding light on the challenges students face in transitioning from university education to corporate environments. Drawing on his experience, he highlighted the evolving expectations of the industry and the need for universities to align their curricula with these demands.



The central theme of the lecture revolved around practical strategies to bridge the gap and prepare students for corporate jobs. Dr. Sudarshan V. shared insights on curriculum design, incorporating industry-relevant skills, and fostering collaborations with corporate entities. The

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emphasis was on creating a symbiotic relationship between academia and industry to ensure students are well-equipped for the professional world.

Faculty members actively engaged in discussions, seeking guidance on implementing these strategies within their respective departments. Dr. Sudarshan V. provided tangible solutions and actionable steps, tailored to the context of City College, to enhance the employability of graduates.

The lecture series not only heightened awareness about the challenges faced by students but also empowered faculty members with a roadmap to cultivate a curriculum that makes students job-ready. City College expresses its gratitude to Dr. Sudarshan V. for his insightful contribution and commitment to preparing students for successful corporate careers. This initiative reflects City College's dedication to providing a holistic education that aligns with the ever-evolving demands of the professional world.

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Constitution Day Commemoration at CITY College Jayanagar

CITY College Jayanagar celebrated Constitution Day on November 26th at the college seminar hall, marking a significant occasion to honor the adoption of the Indian Constitution. The event was graced by the presence of Dr. Puttaraj, the college principal, who led the commemoration. The ceremony commenced with Dr. Puttaraj reciting the oath of Constitution Day, setting a solemn tone for the proceedings. Faculty members, demonstrating their deep respect for the constitutional values, took the oath in unison.

Following the oath-taking ceremony, Dr. Puttaraj delivered an exclusive lecture on the Indian Constitution, delving into both its historical significance and its relevance in the contemporary socio-political landscape of India. The lecture provided valuable insights into the foundational principles that guide the nation, enlightening the audience on the intricate aspects of our constitutional framework.

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Dr. Puttaraj's discourse covered various facets, including the historical context of the constitution's formation and its evolution over the years. Moreover, he addressed the current socio-political scenarios in India, offering a comprehensive understanding of the challenges and opportunities within the constitutional framework.

The lecture was not only enlightening but also served as a platform for fostering a deeper appreciation for the democratic values enshrined in the Indian Constitution. Attendees, comprising both faculty and students, gained a heightened awareness of the constitutional principles that form the bedrock of our nation.

In conclusion, the Constitution Day commemoration at CITY College Jayanagar was a meaningful event that succeeded in instilling a sense of constitutional consciousness among the college community. Dr. Puttaraj's informative lecture and the collective oath-taking ceremony contributed to the overall success of the celebration, reinforcing the importance of upholding and cherishing the principles laid down by the Indian Constitution.

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REPORT ON INDUSTRIAL VISIT TO HAL AEROSPACE MUSEUM

As a part of the departmental activity, City college had arranged an industrial visit to the HAL aerospace museum which is India's first aerospace museum located in Hindustan Aeronautics limited premises Bangalore. This was established in the year 2001 and showcases the growth of Indian aviation industry and HAL for the past 6 decades. The museum displays various aircrafts and helicopters which exhibits the Indian aviation history. We started from the college by 10:30 on the 16th of December 2023. We had students who were totally excited to join for their first field trip along with the teachers. Throughout the journey of 45 minutes to the destination, students were all excited and enthusiastic.

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On reaching HAL we explored various models of aircrafts and helicopters and even flight simulators which helped the students have a better understanding of what they have been taught as visual explanation is always more effective.

Students were then taken to the cafeteria for lunch after which we had a few activities which added more fun to the entire trip. On reaching the college by evening, all we could see were faces filled with contentment and we look forward to organising many more of such departmental activities hereafter.

Assistant Professor,
Sabary Appukuttan

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CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru, Karnataka 560070

Department of Business Administration

REPORT ON PROJECT INTERNSHIP

Day & Date of the Event : 04-03-2024, Monday

Guest Speaker : Dr. Puttaraj P, Principal, City College

Number of Participants : 12 students

Course/Semester : VI Semester BBA.

OBJECTIVE OF THE SESSION:

- To bridge the gap between industry requirement and students skill.
- To aware the students about the importance of internship and inform the students about the conduction of internship.
- To prepare the students about their career goal & how to work on it.
- To involve and learn about the career development process and develop their skills.
- To create awareness among students about the professional etiquettes.
- To promote the students for enhancing their skills & learn about the various innovative ways to enhance their career.

BRIEF OUTLINE ABOUT THE PROGRAM:

Internship orientation programme was organised for BBA students of City College on 04-03-2024 Monday at 12.00 pm The orientation session was addressed by Dr. Puttaraj P, Principal, City College. He has briefed about the Bangalore university guidelines for completion of the internship and the process they need to follow. . The internship took place from 7th March 2024 to 23rd March 2024.

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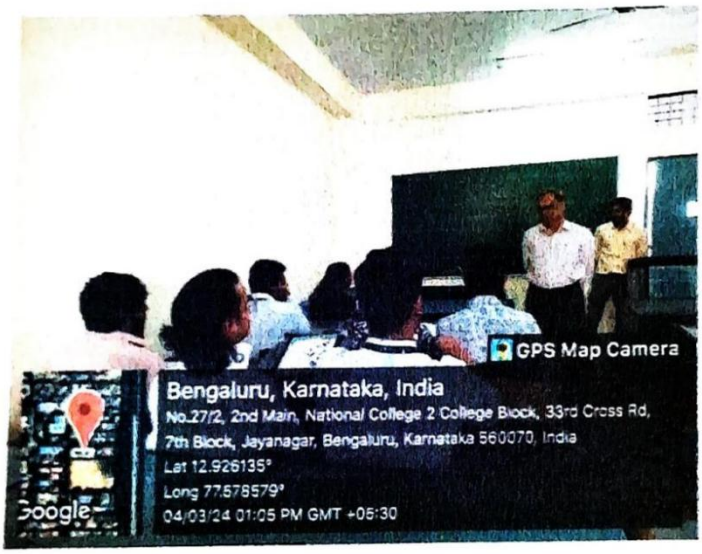
OUTCOME OF THE PROGRAM:

Students will get the real life work experience in Industrial Sector. Students got great opportunity to learn practical aspects of organisational process. This internship programme helped to boost the confidence among students and also helped them to explore a career path. After the completion of internship, certificates of recognition was issued to the students.

PHOTOS OF THE SESSION:



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No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block,
Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF BUSINESS ADMINISTRATION

An orientation Session on

'Project Internship'

Students Attendance

Date: 04-03-2024 Time: 01.00 PM

SL NO	Registration Number	Name of the students	Signature
1	UO3BX21M0011	BHUVAN S	Bhuvan S
2	UO3BX21M0013	CHAITHANYA R	Chaithanya.R
3	UO3BX21M0006	ABHAY VISHWAKARMA	Abhay
4	UO3BX21M0003	SHREESHANTH	
5	UO3BX21M0004	GURUSHIMA D	
6	UO3BX21M0008	MANSOOR ALI S	
7	UO3BX21M0009	RASHMI N	Rashmi.N
8	UO3BX21M0010	ABHISHEK KS	Abhishek.KS
9	UO3BX21M0005	BITTU PRASAD	
10	UO3BX21M0001	KREETHI RAJ K	
11	UO3BX21M0014	SUMANTH KUMAR R	Sumanth
12	U03BX21M0012	RAHIB KHAN	Rahib Khan

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Department of Management - UG

REPORT ON TEAM BUILDING ACTIVITY

Day & Date of the Event : 06-10-2023 on Friday
Report By : Mr. Praveen B
Number of Participants : 24 Students
Course/Semester : III Semester BBA

OBJECTIVE OF THE ACTIVITY:

1. To provide the knowledge about team work
2. To foster awareness of the team spirit.
3. To teach the importance of individual performance for the success of team work.

BRIEF OUTLINE ABOUT THE PROGRAM:

Successful teams don't happen by accident. Team building is about providing the skills, training and resources that your people need, so that they can work in harmony. But, to be truly effective, it needs to be a continual process, embedded into your team and organization's culture.

All the III Semester BBA students actively participated. The entire class students are divided into various groups consisting of 4 students, during the activity each group is provided white sheet. All the members of the group sent out of the class. Each time, each member was called separately to the class room and asked to draw various parts of elephant. Finally, the picture which is drawn by each member of the group was shown to the entire class by explaining the concept of team work and importance of cooperation and coordination.

OUTCOME OF THE PROGRAM:

Students actively involved themselves in this activity and showed their interest towards task assigned to their group. It will motivate their minds towards the creativity, trust and time management.

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PHOTOS OF THE SESSION:

06th October 2023

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Department of Business Administration

REPORT ON BRAND LOGO AWARENESS COMPETITION

Day & Date of the Event : 21 May 2024

Number of Participants : 28 Teams

Course/Semester : All UG Students

OBJECTIVE OF THE COMPETITION:

- To check the knowledge of students about different brands
- To check students' recognition of different logos.
- To bring out the artistic skills of the students.
- To create awareness about different brands and their logos.
- To create a positive competitive environment among the students.

BRIEF OUTLINE ABOUT THE COMPETITION:

The competition was held at college on 21 May 2024 for the students of BBA & B.com departments. A total of 28 teams participated, who made brand logos by making rangoli, using thermocol sheet to make a model or simply by making a drawing of the logo on a sheet of paper. The competition not only checked their artistic skills but also their knowledge about the brand of which they had made the logo.

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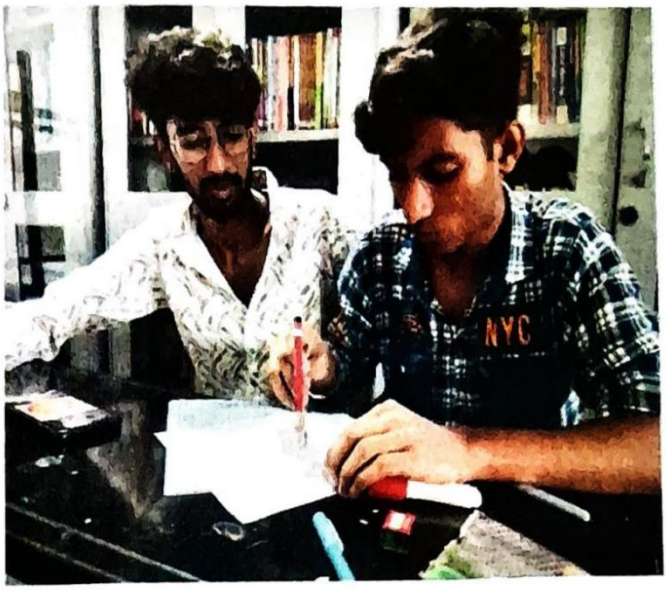
PHOTOS OF THE SESSION:



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Department of Management-Bachelor of Business Administration

REPORT ON FINANCIAL WELLBEING

Day & Date of the Event	: TUESDAY, 28-11-2023
Guest Speaker	: Namratha Arora
Report By	: Bhavya Kala HV
Number of Participants	: 44
Course/Semester	: BBA, BCom

OBJECTIVES OF THE SESSION:

1. Educate the students towards investments
2. Providing information about how to open Demat Account
3. Discussion on saving patterns.

BRIEF OUTLINE ABOUT THE PROGRAM:

On the program the students understood the various Investments available in the markets and the financial products and its nature. How it works and the risk attached to the financial product. Students asked questions about the terms of investments of Mutual Funds and its operations. Students understood that the benefits of earlier savings and investment to cover the all stages of life risk.

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PHOTOS OF THE SESSION:

FINANCIAL WELLBEING PROGRAM PHOTOS

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Jayanagar, Bangalore-70

CITY COLLEGE

SPECIAL TALK ON FINANCIAL WELL BEING

Date: 28-11-2023 **Time: 10.30- 11.30 am**

Sl. No	Students Name	Signature
01	M/s SANDEEP	
02	Nishith yadav.M	Nishith yadav.M
03	Sai Dinesh	
04	Manoj Kumar	
05	Muverdra	Muverdra
06	Hemanth.H.C	
07	Purushotham Gowda.S	
08	Tarun Reddy B.S	
09	Nekheel Kumar Gupta.R	
10	Yash.P.	
11	Amruthesh	
12	Richard Leon.H	
13	Partth	
14	Harshavardhan	
15	MD-Amin	
16	Syed Zaid	
17	Mohammed Abid	
18	Rishabh Kumar	
19	Najeeb Pasha.N	
20	Mateen Pasha	
21	Esa Abu Sufiyan	
22	Jayanth.M	
23	Parameshwar.M	
24	Jeevan M	
25	Adipith.P.G	
26	M Zaid khan	
27	Shaik Salman Ahmed 7	
28	Shaikh Abdul Rehman	
29	Nawaz Baig	
30	Mohammed Junaid Ahmed	

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31	Mohammed Farideen	
32	Farideen Khan	
33	Sohail. P	
34	N. Leela vamsi	
35	Ravi Jangid	
36	Tejas. V	
37	Syed Junaid Pasha	
38	Prajwal. V.	
39	Arpan. M	
40	Harshith. M	
41	DANISH SHARIF	
42	Shahid Khan	
43	Junaid Pasha	
44	Saud. A	
45	Lalitha A.	
46	Tejeshwini. A	
47.	Manya. G	
48.	MONICA. G	
49	Keerthana V.	
50	Risha. G	
51	Bindu Shree K	
52	Sidra Ahmed	
53.	Rakshitha. G	
54	Saniya Najam	
55.	Shivani Lahari	
56.	Lisha Chowdary	
57	Nadhiya. M	
58	Nethya. S	
59.	Usha. B. M	
60	Zohra Fathima	
61	Preethi Kumari	
62	Nagalakshmi. AV	
63	Pavan. K.R	
64.	Anika Parkavi. M	
65.	Sunidhi. P	

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CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

Department of Management - UG

REPORT ON HOW TO FILE INCOME TAX RETURN (ITR)

Day & Date of the Event : 16.11.2023

Report By : Sunil BM

Number of Participants : 20

Course/Semester : BBA and B.COM

OBJECTIVE OF THE SESSION:

1. To provide knowledge about Income tax returns
2. To know the process of ITR filing
3. To provide knowledge about income tax
4. To cultivates habits of savings and investments

BRIEF OUTLINE ABOUT THE PROGRAM:

Students will get the a practical exposure regarding ITR. In this session students learnt about Income tax, history of IT and online process of filing ITR.

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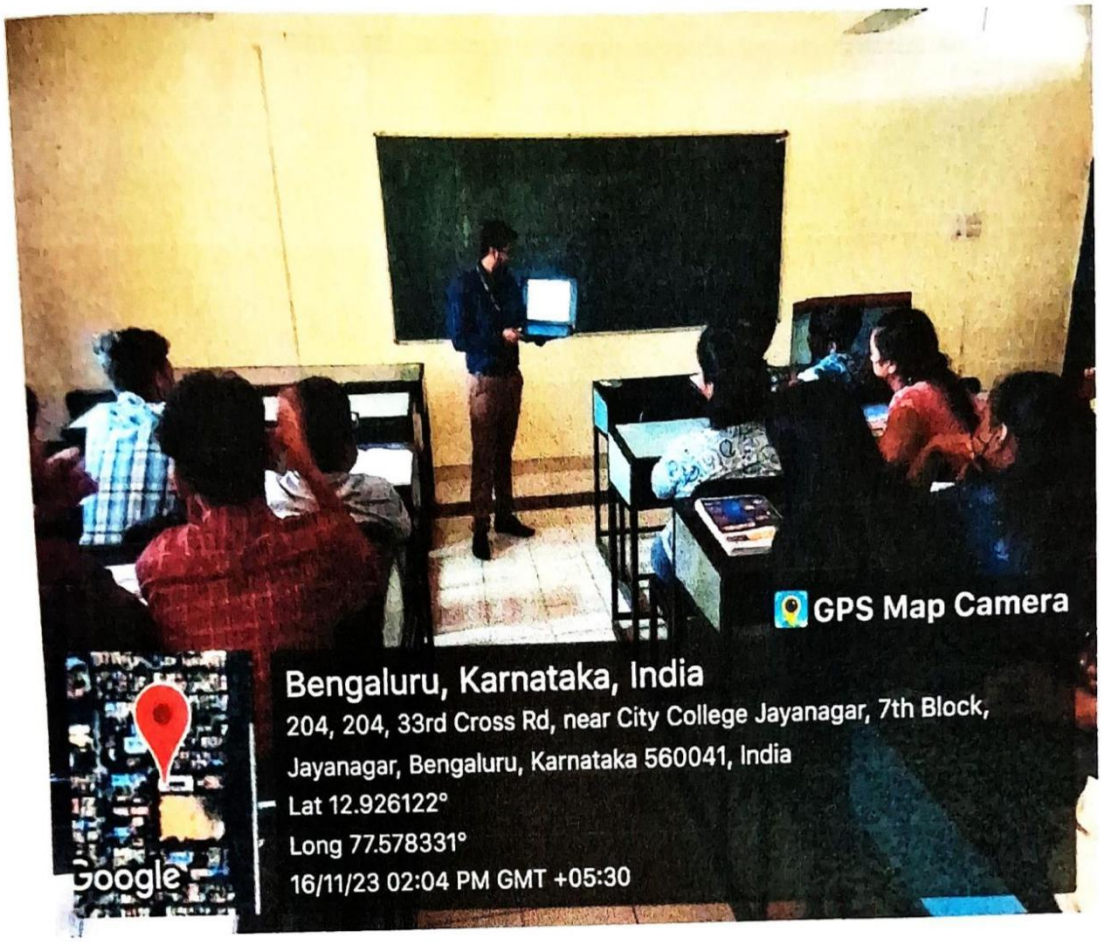
PHOTOS OF THE SESSION:



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Department of Management - UG

REPORT ON MARKET YOUR PRODUCT

Day & Date of the Event: 22.12.2023

Report By: Sunil BM

Number of Participants: 45

Course/Semester: BCA 4th semester

OBJECTIVE OF THE SESSION:

1. To enhance the knowledge about marketing the products
2. To know the customer's requirement's and demands
3. It enhances the skill of the students to sell the products
4. To know the proper difference between traditional marketing and social media marketing

BRIEF OUTLINE OF THE PROGRAM:

Students will sell the products that they manufactured or the products they bought from outsiders. Here the students can sell the goods with a profitable margin to the staff members and students have to disclose their expenditures and income statement at the end of the activity.

OUTCOME OF THE PROGRAM:

1. Students can experience the real market
2. Students can increase their communication skills.

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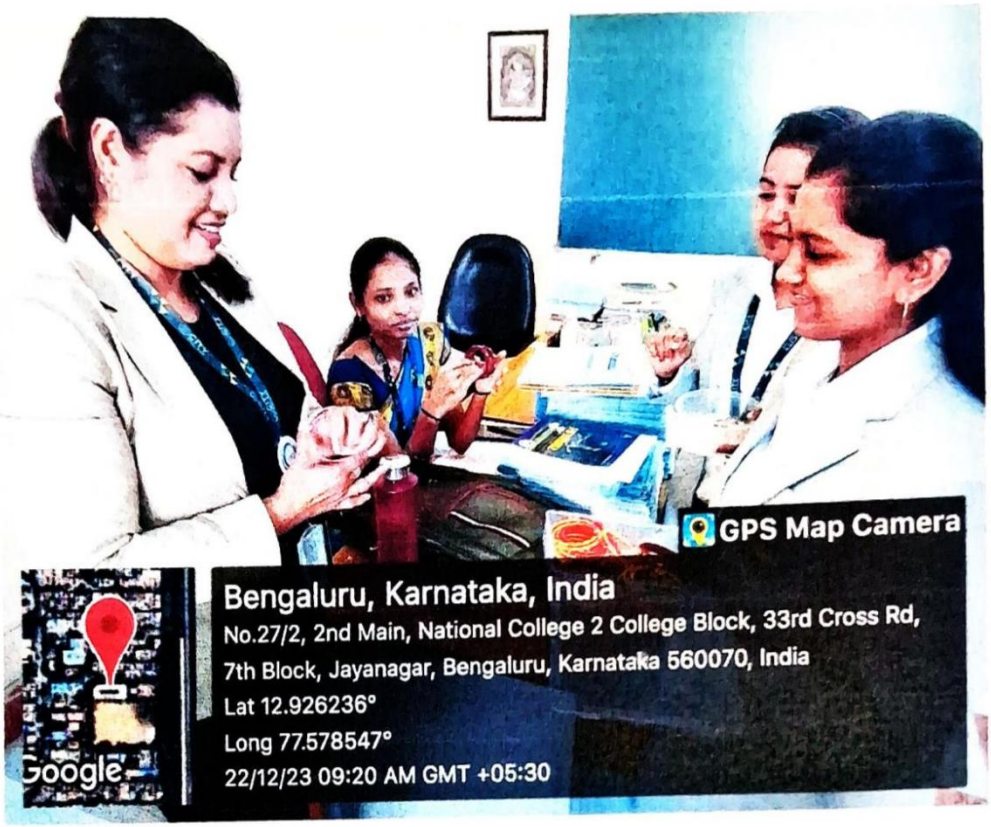
PHOTOS OF THE SESSION:



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Department of Management - UG

REPORT ON NEWS CONNECT

Day & Date of the Event	**: 18.10.2023**
Report By	**: Sunil BM**
Number of Participants	**: 30**
Course/Semester	**: B.COM**

OBJECTIVE OF THE SESSION:

1. **To provide current knowledge about business environment**
2. **Keep students updated about the current affairs which is related to business.**
3. **This activity increases students reading skills and improves the subject knowledge.**

PHOTOS OF THE SESSION:

SL BM

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Department of Management - UG

REPORT ON PERSONALITY DEVELOPMENT PROGRAM

Day & Date of the Event: 04.10.2023

Report By: Sunil BM

Number of Participants: 34

Course/Semester: B.COM & BBA

OBJECTIVE OF THE SESSION:

1. To identify areas for improvement
2. To set goals.
3. To measure the progress of the students.
4. To increase the skills and knowledge about the Personality.

PHOTOS OF THE SESSION:

SL 1 BM

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Department of Commerce and management

Examination committee - UG

REPORT ON AN EFFECTIVE INVIGILATORS-DUTIES AND RESPONSIBILITIES

Day & Date of the Event	**: 08-02-2024**
Guest Speaker	**: Dr. Puttaraj . P**
Number of Participants	**: 40**
Course/Semester	**: B.COM /BBA/ BCA**

OBJECTIVE OF THE SESSION:

1. To provide instruction to the invigilators about the examination norms.
2. To provide awareness about bobbling errors in the answer scripts.

BRIEF OUTLINE ABOUT THE PROGRAM:

Program was conducted for the invigilators from tagged colleges and described their duties and responsibility in the examination hall. In this session speaker mainly focused on bobbling errors by the students during the examination and its consequences.

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PHOTOS OF THE SESSION:

In-Charge Faculty

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No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Commerce & Management

REPORT ON FINANCIAL WELLBEING

Day & Date of the Event	: TUESDAY, 28-11-2023
Guest Speaker	: Namratha Arora
Report By	: Bhavya Kala HV
Number of Participants	: 44
Course/Semester	: BBA, BCom

OBJECTIVES OF THE SESSION:

1. Educate the students towards investments
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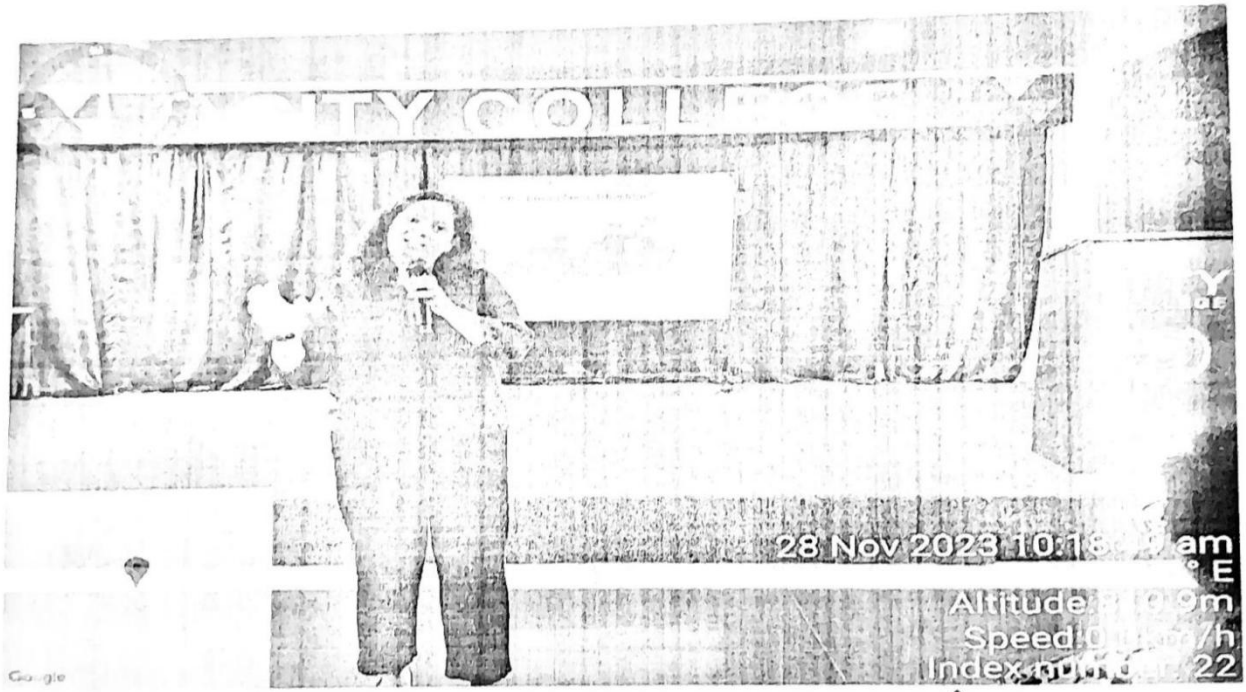
3. Discussion on saving patterns.

BRIEF OUTLINE ABOUT THE PROGRAM:

On the program the students understood the various Investments available in the markets and the financial products and its nature. How it works and the risk attached to the financial product. Students asked questions about the terms of investments of Mutual Funds and its operations. Students understood that the benefits of earlier savings and investment to cover the all stages of life risk.

PHOTOS OF THE SESSION:

FINANCIAL WELLBEING PROGRAM PHOTOS



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Principal

CITY COLLEGE

SPECIAL TALK ON FINANCIAL WELL BEING

Date: 28-11-2023 **Time: 10.30- 11.30 am**

Sl. No	Students Name	Signature
01	N. Lo SANDEEP	
02	Nishith yadav.M	Nishith yadav.M
03	Sai Dinesh	
04	MANOJ KUMAR	
05	Muvendra	
06	Hemanth. M.C	
07	Purushotham Gowda. S	
08	Tarun Reddy B.S	
09	Nekheel Kumar Gupta. R	
10	Yash. P.	Yash
11	Amruthesh	
12	Richard Leon. H	
13	Partth	
14	Hamshavardhan	
15	MD- Amin	
16	Syed Zaid	
17	Mohammed Abix	
18	Rishabh Kumar	
19	Najeeb Pasha. N	
20	Mateen Pasha	
21	Esa Abu Sufiyan	
22	Jayanth. M	
23	Pawaneshwar. M	
24	Jeevan M	
25	Aarpith. P.G	
26	M. Zaid khan	
27	Shaik Salman Ahmed 7	
28	Shaikh Abdul Rehman	
29	Nawaz Baig	
30	Mohammed Junaid Ahmed	

31	Mohammed Fardeen	
32	Fardeenkhan	
33	Suhail. P	
34	N. Leela vamsi	
35	Ravi Jangid	
36	Tejas. V	
37	Syed Junaid Pasha	
38	Prajwal. V	
39	Arpan. M	
40	Harshith. M	
41	DANISH SHARIF	
42	Shahid Khan	
43	Junaid. Pasha	
44	Saud. A	
45	Lalitha. A	
46	Tejeshwini. A	
47.	Manya. G	
48.	MONICA. G	
49	Keerthana. V.	
50	Risha. G	
51	Bindu Shree. K	
52	Sneha Ahmed	
53.	Rakshitha. G	
54	Saniya Najam	
55.	Chinni Lakshi	
56.	Lisha Chowdary	
57	Nadhiya. M	
58	Neethya. S	
59	Usha. B. M	
60	Zohra Fathima	
61	Preethi Kumari	
62	Nagalakshmi. AV	
63	Pavan. K. R	
64	Anika Parkavi. M	
65.	Sunidhi. P	

66	Mohammed Affan	Mo Affan

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management - UG

REPORT ON TEAM BUILDING ACTIVITY

Day & Date of the Event : 06-10-2023 on Friday
Report By : Mr. Praveen B
Number of Participants : 24 Students
Course/Semester : III Semester BBA

OBJECTIVE OF THE ACTIVITY:

1. To provide the knowledge about team work
2. To foster awareness of the team spirit.
3. To teach the importance of individual performance for the success of team work.

BRIEF OUTLINE ABOUT THE PROGRAM:

Successful teams don't happen by accident. Team building is about providing the skills, training and resources that your people need, so that they can work in harmony. But, to be truly effective, it needs to be a continual process, embedded into your team and organization's culture.

All the III Semester BBA students actively participated. The entire class students are divided into various groups consisting of 4 students, during the activity each group is provided white sheet. All the members of the group sent out of the class. Each time, each member was called separately to the class room and asked to draw various parts of elephant. Finally, the picture which is drawn by each member of the group was shown to the entire class by explaining the concept of team work and importance of cooperation and coordination.

OUTCOME OF THE PROGRAM:

Students actively involved themselves in this activity and showed their interest towards task assigned to their group. It will motivate their minds towards the creativity, trust and time management.

PHOTOS OF THE SESSION:

06th October 2023

In-Charge Faculty

Principal

City college Jayanagar

List of the Students for Online Interview

SL NO	1st sem Bcom	SL NO.	1st sem BBA
1	Farhan syeed ✓	1	Najeeb pasha N
2	Anika R M	2	Mateen pasha
3	Waikhom Gunom Singh ✓	3	Tejeshwini N ✗
4	Shabaz khan ✓	4	Muskaan A
5	Zahid Khan S ✓	5	A Harshavardhan
6	Saniya najam	6	Zaiba Begum
7	Manya G	7	Yash P Kothari ✗
8	Jayanth M	8	Richaed leon feller H ✗
9	Bindu Shree K	9	Sneha Ahmed ✗
10	Meezan Pasha ✓	10	Mohammed Zaid
11	Risha G	11	Nawaz Baig
12	Keerthana V	12	Syed Sameer
13	Sunidhi P	13	Shaik Abdul Rahaman
14	Thulasi ✓	14	Aishwarya BJ ✗
15	Arpith P G	15	Mohammed Tajamul
16	Saud A ✓		
17	Manoj Kumar		
18	Monika G ✓		
19	Junaid pasha		

Sai Dinesh N

principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

REPORT ON MENSTRUAL AWARENESS PROGRAM

Day & Date of the Event : 25-09-2018

Guest Speaker : Dr. Jyothilakshmi

Number of Participants : 30

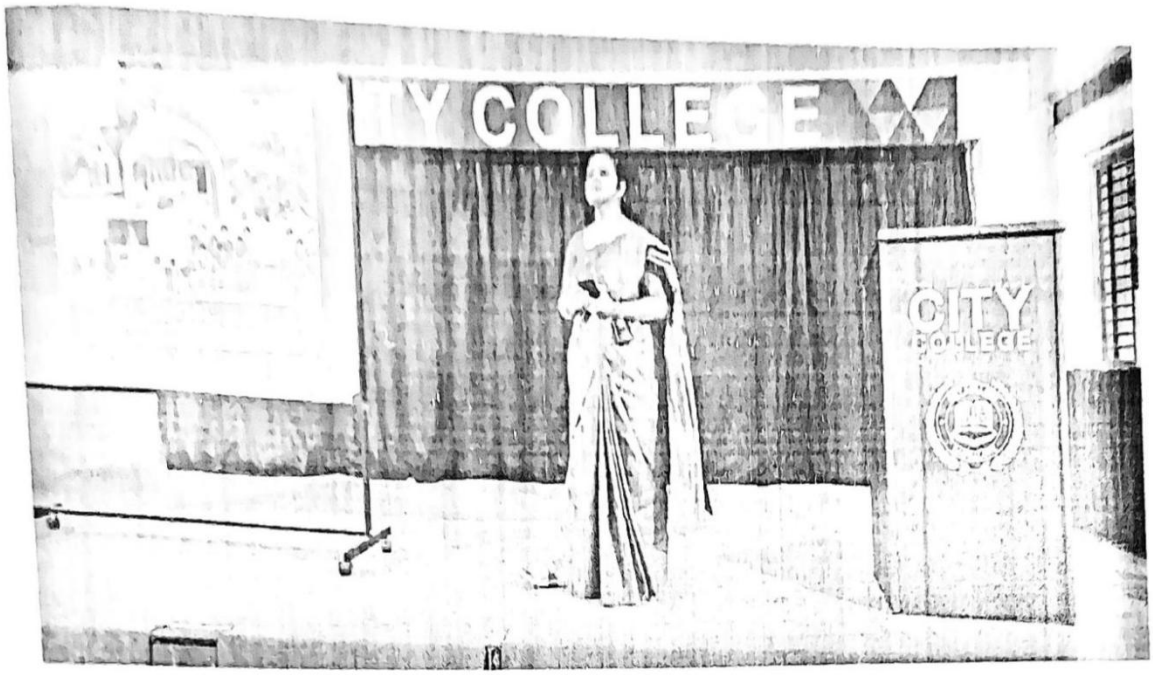
Course/Semester : BCom and BBA

OBJECTIVE OF THE SESSION:

1. To Create general awareness among students
2. To open up to ask questions.
3. To create awareness towards disposal of sanitary pads

BRIEF OUTLINE ABOUT THE PROGRAM:

Educate the Girls on 'Awareness on Menstrual 'the topic covers the information regarding Menstrual cycle and its problems and how to be hygiene and disposal of sanitary pads.



OUTCOME OF THE PROGRAM:

Students are asked many questions regarding irregularities of period and they know the cotton cloth is good more the sanitary pad for environment.

Principal

CITY COLLEGE

Department of Commerce and Management

Ist Sem B.Com

Health And Wellness

SL. NO	Name of the Student	Signatures
1	ANUSHKA SINGH	Anushka Singh
2	BIJOY KUMAR JAMATIA	Bijoy kumar jamatia
3	CHANDANA U	Chandana · U
4	KHAJI REHAN	Rehan
5	LINGAYYA B STHAVARMATH	Ab
6	NIKITHA YADAV	Nikita
7	BHAVANA REDDY	Ab
8	TARUN B R	Tarun
9	MOHAMMED ZUBER	Mzuber
10	NISHA KUMARI	Nisha kumari
11	VARUN J	Varun · J
12	MAHENDRA B	Mahendar · B.
13	NAGA KRUTHIK	Nagaee
14	DEEPIKA R	Deepika.
15	RAHUL REDDY	Ab
16	PREM JAIN	Prem · K · Jain
17	DARSHAN N	Darshan. N
18	GAGANA URS N	Gagana. Urs.
19	JANCY	Jancy. S
20	KIRAN N	Kiran. N
21	PRIYADARSHINI J	Priya darshini. J
22	RAKESH A	Ab
23	MOHAMED HARSHAQ K P	Ab
24	DARSHAN U	D
25	GAWTHAM RAJ S	Ab
26	VEDASHREE K	Vedashree. K.
27	Sarathi	
28	C. Dheeraj Shekar	

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Department of Bachelor of Commerce

REPORT ONACCA PROGRAM

Day & Date of the Event	: Friday-19.04.2024
Guest Speaker	: SUDHEESH SHARMA" CA"
Report By	: ROOPASHREE TV
Number of Participants	: 40
Course/Semester	: BCOM

OBJECTIVES OF THE SESSION:

1. To Equip the Students'Carrier opportunities and Challenges.
2. To build the Knowledge about ACCA(Association Chartered Certified Accountants)
3. To Create the Awareness about the ACCA Integrated Coursedetails like registration and fee structure and details of exam.
4. To equip the Students with Globalopportunities.
5. To equip individual student with the skill, knowledge and ethical value in the field of accounting and finance.

BRIEF OUTLINE ABOUT THE PROGRAM:

From the program studentsunderstood about how the ACCA will work along with the degree course. They came to know the exam will come Quarterly and kind of program available and also the Global opportunities available with ACCA. The resource person cleared the doubts of students like when the students can register for the course. It was really an informative session.

OUTCOME OF THE PROGRAM:

Few Bcom Studentsare willing to join the course and they came to know about worldwideavailable opportunities.

ACCA Program Photos

BBA

Sno	Student name	Signature
1	Amrutesh ML	
2	YASH P KOTHARI	
3	PREETHAM YAVAD.B	
4	Harshavardhan A	
5	Zohra fathima	
6	Suhail R	
7	Zaiba begum	
8	Mohammed Abir	
9	Mohammad Fardeen	
10	Sneha Ahmed	
11	Tejeshwini.s	
12	Mateen pasha	
13	Mohammed tajamul	
14	Syed Tariq Pasha	
15	Chinni Lahari	
16	Md Amin	
17	Richard Leon Feller. H	
18	Muskaan	
19	Nithya.S	
20	Arpan.M	
21	SHAIKH ABDUL REHMAN	
22	Lalitha A	
23	Parth Naidu	
24	Aftab ulla	
25	Najeeb Pasha N	
26	Aditya Singh bhadoriya	
27	LISHA CHOWDARY	
28	Fardeen khan	
29	SYED SAMEER	
30	Nawaz baig	
31	Gopal parit	
32	Nikita Kumari	
33	SHAIK SALMAN AHMED	
34	Prajwal. V	
35	Rakshitha	
36	Harshith M	
37	Syed Zaid	
38	Praveen Kumar D	
39	Ranjitha C	
40	Mohammed Zaid Khan	
41	Preethi kumari	
42	Bibi kubra	
43	Kiran.R	
44	Sri Hari raj s	

B.Com

	Student name	Signature
1	MAVENDRA	
2	Bindu shree.k	
3	SHAHID KHAN	
4	Manoj Kumar	
5	Saniya Najam	
6	Lakshmi. R	
7	Meezan pasha	
8	Keerthana.v	
9	N.Y. SANDEEP	
10	HEMANTH KUMAR.B	
11	Sunidhi .P	
12	Pavani.K.R	
13	Mohammed Zaki	
14	jeevan.m	
15	JAYANTH M	
16	Monica G	
17	Thulasi	
18	Saud.A	
19	Risha .G	
20	Anika Rashmi Malagaiah	
21	shahbaz khan	
22	Zahid khan S	
23	Waikhom Gunson Singh	
24	Hemanth M C	
25	Nekheel Kumar Gupta	
26	Arpith PG	
27	Pawaneshwar M	
28	Adith P.G	
29	Farhan Sayeed	
30	ABHISHEK RUBAN.J	
31	Tarun reddy BS	
32	Junaid pasha	
33	MANYA.G	
34	Madhuvan K.S	
35	Naveen M	
36	Purushotham Gowda S	
37	Roshan Baig	
38	Nishith yadav.M	
39	Sai Dinesh	
40	Manoj Kumar P	

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No. 27/2,33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnatka-560082

Department of Computer Applications - BCA

WORKSHOP ON DATA SCIENCE

Event name	WORKSHOP ON DATA SCIENCE
Conducted on	7/12/2023 to 8/12/2023
Venue	BCA LAB
Resource Person	Manusudhna B S

Introduction

Mr. Manusudhana, CEO of Adwik Technology hails from Bengaluru. He has profound knowledge in the field of Data Science. Has good academic records and a member of many Technical Associations. Good orator ,has pleasing personality

Objective of the Event

The primary objective of data science is to identify patterns in data. It analyses the data and derives insights using a variety of statistical techniques. A data scientist must carefully examine the data after data extraction, wrangling, pre-processing and Processing.

Data Science has become an essential tool in various industries. It plays a significant role in decision-making and helps businesses gain a competitive edge. With the help of Data science, companies can identify patterns and trends in data, which can be used to optimize their operations and improve their products and services. Data Science also plays a critical role in predicting future trends, which is essential for businesses to stay ahead of the competition. Data science aims to find valuable insights from large sets of information. Data science is a fast-growing field that's getting more attention than ever.

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The audience for the in-house workshop were selected from BCA.

Outcome of the Event

- Students will develop relevant programming abilities.
- Students will demonstrate proficiency with statistical analysis of data.
- Students will develop the ability to build and assess data-based models.
- Students will execute statistical analyses with professional statistical software.
- Students will demonstrate skill in data management.
- Students will apply data science concepts and methods to solve problems in real-world contexts and will communicate these solutions effectively

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Department of Computer Applications - BCA

CYBER SECURITY AND ETHICAL HACKING

Event name	Cyber Security and Ethical Hacking
Conducted on	24/01/2024
Venue	Room no. 219
Resource Person	Rohith N

Introduction - Speaker

Rohith N, a certified ethical hacker, hails from Kochi, Kerala. Working as a Ethical Hacker from TECHBYHEART, travelled extensively to give awareness and technical information in many educational Institutions. He has delivered many guest Lectures to faculties and students about Cyber Security.

Objective of the Event

In today's digital world, Cyber security has become a critical concern for individuals, businesses, and government. The ever-increasing reliance on digital technology has made us vulnerable to cyber threats and attacks. However, by understanding the objectives of cyber security, we can take assertive measures to protect ourselves and ensure a secure digital environment.

The importance of Cyber Security:

- Protects sensitive information and data from unauthorized access or theft
- Safeguards against cyber-attacks, such as malware, viruses, and ransomware
- Ensures the integrity and confidentiality of digital systems and networks
- Prevents disruption of critical services and operations

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- Reduces financial losses and reputational damage for businesses
- Helps comply with legal and regulatory requirements
- Promotes trust and confidence among customers and users
- Facilitates secure communication and collaboration within organizations
- Enables the safe adoption of emerging technologies, such as cloud computing and IoT

Outcome of the Event

1. Students will be able to perform web application penetration test.
2. They can work with organizations as Penetration Test Engineers or on personal capacity.
3. Students can work as bug bounty hunters
4. They will be able to learn advanced cyber security also.

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Department of Computer Applications - BCA

INTERNSHIP TRAINING PROGRAM

Event name	Internship Training
Conducted on	9/01/2024
Venue	Lecture hall no: 219
Resource Person	Mr. Ramkumar

Introduction

Rubixe™ is a global technology company specializing in disruptive technologies – Artificial Intelligence (AI), Machine Learning, Robotic Process Automation (RPA), BlockChain and Internet of Things (IoT). Rubixe mission to enable businesses to leverage the full potential of disruptive technologies to stay competitive in the market.

Started in 2008, providing technology solutions based in the Netherlands, founders of Rubixe™ have gained expertise in cutting-edge technology through delivering several smart city solutions for European Commission (EC) projects.

At Rubixe™, we make your business more efficient, more predictable and more effective, turning complex challenges into solutions by leveraging disruptive technologies, providing a strategic competitive advantage. We serve clients in most industries including Banking & Finance, Retail, e-commerce, healthcare, logistics etc., we have the capability to deliver solutions to clients of all sizes across the globe.

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Objective of the Event:

An internship provides a variety of benefits for young workers who want to broaden their chances for landing a job and jump-starting their careers. Internships give you a taste of what a profession is like, help you build your resume and let you meet people who can help you in your career.

Outcome of the Event

Students can

- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function in the economy.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the job interview process.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Identify, write down, and carry out performance objectives (mutually agreed upon by the employer, the MCC experiential learning supervisor, and the student) related to their job assignment.

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TECHBYHEART
BANGALORE

BUG BOUNTY
OFFLINE
WORKSHOP

18th May 2024
10:00AM to 4:00PM

Rohith
Cyber secuirty Analyst
Bug hunter-Nasa hall of fame

» Attendees will receive participation certificates «

NO:88, 5th Block, Koramangala Industrial Layout,
Near Jyoti Nivas College, Bangalore - 560095

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No. 27/2,33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnatka-560070

Department of computer applications - BCA

CYBER SECURITY AND ETHICAL HACKING

Event name	Workshop on Bug Bunty
Conducted on	18/05/2024
Venue	No. 88, 5th Block, Koramangala Industrial Layout Bangalore-560095
Resource Person	Rohith N

Introduction - Speaker

Rohith N, a certified ethical hacker, hails from Kochi, Kerala. Working as a Ethical Hacker from TECHBYHEART, travelled extensively to give awareness and technical information in many educational Institutions. He has delivered many guest Lectures to faculties and students about Cyber Security.

Objective of the Event

In today's digital world, cybersecurity has become a critical concern for individuals, businesses, and government. The ever-increasing reliance on digital technology has made us vulnerable to cyber threats and attacks. However, by understanding the objectives of cyber security, we can take assertive measures to protect ourselves and ensure a secure digital environment.

A bug is an unexpected problem with software or hardware. The workshop is about identifying discovering and reporting a bug to the application developer.

Bug Bunty is a cybersecurity method that empowers organizations to minimize their threat exposure by learning on the expertise of a community of ethical hackers.

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Department of computer applications

CLOUD COMPUTING

Event name	CLOUD COMPUTING
Conducted on	16/5/2024
Venue	Seminar hall, City College
Resource Person	Dinesh Babu M

Introduction

Mr. Dinesh Babu M from Anupama College of Management and Science conducted seminar on "CLOUD COMPUTING" 16.05.2024. A total of 100 students from BCA were attended the program. Mr. Dinesh Babu having 15 years of experience and he is a co-ordinator of BCA department.

Objective of the Event

The primary objectives of cloud computing include increasing efficiency, scalability, and flexibility of IT resources, while reducing costs and complexity. By leveraging cloud services, organizations can access computing resources on-demand, easily scale up or down based on their needs, and benefit from pay-as-you-go pricing models. This enables businesses to focus on their core competencies, innovate more rapidly, and respond quickly to changing market demands without significant upfront investments in hardware and infrastructure.

The primary objectives of cloud computing include increasing efficiency, scalability, and flexibility of IT resources, while reducing costs and complexity. By leveraging cloud services, organizations can access computing resources on-demand, easily scale up or down based on their needs, and benefit from pay-as-

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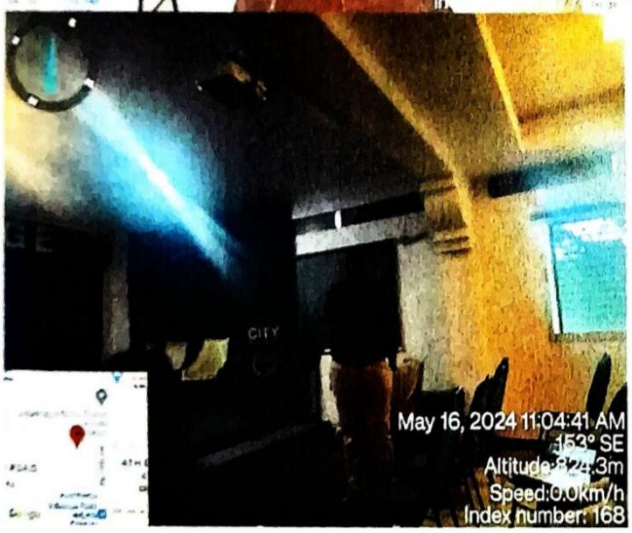
you-go pricing models. This enables businesses to focus on their core competencies, innovate more rapidly, and respond quickly to changing market demands without significant upfront investments in hardware and infrastructure.

Outcome of the Event

By Analysis of this topic, which inherently guides us about fundamentals of cloud computing. It provide students a sound foundation of the Cloud Computing so that they are able to start using and adopting Cloud Computing services and tools in their real life scenarios. It enable students exploring some important cloud computing driven commercial systems and applications. It expose the students to frontier areas of Cloud Computing and information systems, while providing sufficient foundations to enable further study and research.

GALLERY



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1. INSTITUTE INTERNAL EXAM POLICY MANUAL

2. UNIVERSITY EXAM POLICY MANUAL

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INSTITUTE INTERNAL EXAM POLICY MANUAL

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INSTITUTE INTERNAL ASSESSMENT EXAM RULES

UG RULES

As part of the Continuous Internal Assessment (CIA), College conducts two examinations in each semester of one hour duration, in view of the end semester University Examination for a duration of Two and Half hours (CBCS-Repeaters) and two-and-a-half hours (NEP).These exams are conducted strictly in conformity with the University pattern (in terms of question papers, seating arrangements, timetables etc.,).

The pass mark for each subject is 40%. To compute the IA grades, weightage is given to both the internal exams.

Information with regard to the performance in the First Internal Exam is communicated to the parents/guardians during the Parent-Teachers' Meet organized a couple of weeks after the First Internal Examination. The academic performance of each student is discussed between the class teacher and parent/guardian.

The scheduled dates of the CIA Components including Exams are announced in the college calendar. The time table is announced at least 10 days ahead of the commencement of the examination. Attending the exams is mandatory. Prior permission needs to be taken from competent authorities to be absent for

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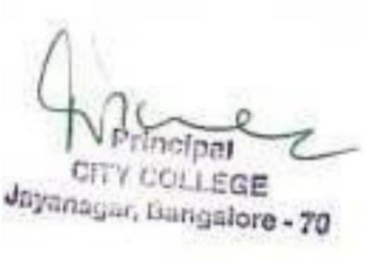
PG RULES

As part of the Continuous Internal Assessment (CIA), College conducts two examinations in each semester, While the first is the First Internal Examination of One hour duration, the second is the Model Examination in view of the end semester of one hour duration, the second is the Model Examination in view of the end semester University Examination for a duration of three hours. These exams are conducted strictly in conformity with the University pattern (in terms of question papers, seating arrangements, timetables etc.).

The pass mark for each subject is 40%. To compute the IA grades, weightage is given to both the internal exams.

Information with regard to the performance in the First Internal Exam is communicated to the parents/guardians during the Parent-Teachers' Meet organized a couple of weeks after the First Internal Examination. The academic performance of each student is discussed between the class teacher and parent/guardian.

The scheduled dates of the CIA Components including Exams are announced in the college calendar. The time table is announced at least 10 days ahead of the commencement of the examination. Attending the exams is mandatory. Prior permission needs to be taken from competent authorities to be absent for the internal examinations.



Continuous Assessment activities for C1 and C2

BCA

- **Internal Exam**

Exam will be conducted for Maximum 25 marks and then it will be converted to 10 (IA marks/25*100). IA question Paper format will be as per prescribed format by Bangalore University.

- **Writing Assignment**

Some essay type questions will be given as a writing assignment so that students can get writing practice.

- **Lab Assignment**

Lab Internal Exams – to make aware the students to write the programs independently and learn error correction methods

Observation book/Record book – observation book is to record the observations while doing practical, Record book is the final practical maintenance book of all practical programs done.

Activities	C1	C2	Total Marks
Internal Exam	10	10	20
Writing Assignment	5	5	10
Classroom participation	5	-	10
PPT/Project	-	5	5
Practical Record book(BCA)		5	5
Total	20	20	40

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BCOM/BBA

- **Internal Exam**

Exam will be conducted for Maximum 25 marks and then it will be converted to 10 (IA marks/25*100). IA question Paper format will be as per prescribed format by Bangalore University.

- **Writing Assignment**

Some essay type questions will be given as a writing assignment so that students can get writing practice.

- **Open End Experiments**
  It is a practice where the teacher assigns some topics to students, they have to present it practically.

Activities	C1	C2	Total Marks
Internal Exam	5	5	10
Assignment/Seminar	5	5	10
Classroom Exercise	5	-	5
Lab record & Attendance	5		5
Open End Experiments		5	5
Self-Assessment		5	5
Total	20	20	40

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MBA

- **Internal Exam**

  Exam will be conducted for Maximum 30 marks and then it will be converted to 15 (IA marks/30*100)

- **Writing Assignment**

Some essay type questions will be given as a writing assignment so that students can get writing practice.

- **Case Study**

Based on respective subject.

Activities	Internal Exam	Attendance	Assignment	Seminar	Total Marks
Marks	15	5	5	5	30

MCA

- **Internal Exam**

  Exam will be conducted for Maximum 20 marks and then it will be converted to 10 (IA marks/20*100)

- **Writing Assignment**

Some essay type questions will be given as a writing assignment so that students can get writing practice.

- **Activities: Seminar, Quiz, Class activities (**Based on respective subject**)**

Activities	Internal Exam	Writing Assignment	Seminar	Quiz	Class Activity	Total Marks
Marks	10	5	5	5	5	30

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UNIVERSITY EXAM POLICY MANUAL

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EXAMINATION ORDINANCE 2011

University Notification No.SYN/S1/ORD/2011 Dated 29-3-2011

(Approved by the Chancellor vide letter No. GS6BUM2011Dated 6-4-2011)

BANGALORE UNIVERSITY, BANGALORE

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Statements of objects and reasons

Where as the Bangalore University Bangalore has been conducting examinations under the examination manual which was introduced w.e.f., 1999-2000

Whereas the University has noticed certain deficiencies in the said manual in conduct of examinations which were delaying the announcement of the results in time and to deal with other related matters

The University in exercise of the power conferred under Sec. 42 and all other enabling provisions of the Karnataka State Universities Act 2000, has framed the following Ordinance

EXAMINATION ORDINANCE 2011
BANGALORE UNIVERSITY, BANGALORE

University Notification No.SYN/S1/ORD/2011 Dated 29-3-2011

(Approved by the Chancellor vide letter No. GS6BUM2011Dated 6-4-2011)

An Ordinance to replace the present Examination Manual relating to Examination of Bangalore University by comprehensive Ordinance

Whereas it is expedient to replace the present Examination Manual by comprehensive Ordinance to consolidate the law relating to examination of Bangalore University

I. **1. Short title and commencement:** (1) This Ordinance may be called as Examination Ordinance 2011, Bangalore University, Bangalore

(2) It shall come into force at once**.**

2. Definitions: In this Ordinance, unless the context otherwise requires:

(1) The "Act" means the Karnataka State Universities Act 2000.

(2) "Ordinance" means the Ordinance made under Sec.42 R/w Sections 73,74,75 and 77 of the Act

(3) 'Examination Centre' means any premises consisting of examination halls.

(4) ‘Examination Hall’ includes any Rooms, Laboratory, workshop or any other premises used for conducting examinations.

(5) ‘Computer Center’ means the computer center established by the University to attend examination related work

(6) Chief Superintendent’ means any person appointed by the Registrar (Evaluation) to be in overall control and supervision of the examination centre

(7) ‘Deputy Chief Superintendent’ means any teaching staff of the college appointed by the Chief Superintendent with the approval of the Registrar (Evaluation) to assist him in conducting examination

(8) ‘External Chief Superintendent’ means any person appointed by the Registrar (Evaluation) to an examination centre for conduct of examination

(9) ‘Room Superintendents’ means any teaching staff of the College/Department/ other institutions appointed by the Chief Superintendent under intimation to the Registrar (Eval.) for invigilation work.

(10) ‘Relieving Room Superintendent’ means any teaching staff of the College/Department/ other institution appointed by the Chief Superintendent under intimation to the Registrar (Eval.) for giving relief to the Room Superintendent

(11) ‘Board of Examiners’ means Board constituted by the Syndicate consisting of Examiners from among the panel of Examiners prepared and submitted by the concerned Board of Studies

(12) ‘Chairman of the Board of Examiners’ means any examiner appointed by the Syndicate from among the panel of Examiners to act as Chairman of the Board of Examiners

(13) ‘Paper setter’ means any person appointed by the Syndicate from among the panel of examiners furnished by the concerned Board of Studies for setting question papers

(14) ‘Vigilance Squad’ mean any persons appointed by the Registrar (Evaluation) to supervise the examination centers, and to check any malpractices in the examinations, if any.

(15) ‘Valuation Center’ means the premises where the valuation of the theory papers/dissertation/project of the examination is conducted by the University.

(16) ‘Custodian’ means teacher appointed by the University to be in charge of the valuation center and to conduct valuation of theory papers/dissertation allotted to the valuation centre

(17) ‘Deputy Custodian’ means teacher/s appointed by the Registrar (Evaluation) to assist the Custodian.

(18) ‘Assistant Custodian’ means teacher/s appointed by the Registrar (Evaluation) to assist the Custodian.

(19) ‘Reviewers’ means the examiners who have been appointed by the Registrar (Evaluation) to Review the papers valued by the Examiners.

(20) ‘Examiners’ means any teachers appointed by the Registrar (Evaluation) from among the list of eligible examiners approved by the Syndicate for valuation of theory/practical papers/dissertation

(21) ‘Verification Officer’ and Scrutinizers, means any persons appointed by the Registrar (Evaluation) to discharge such duties and functions as provided under this Ordinance

(22) ‘Malpractices’ means any one or more of the acts prescribed as malpractice under this Ordinance.

(23) ‘Malpractices Enquiry Committee’ means the committee appointed by the Vice-Chancellor

(24) ‘Answer Booklet’ means booklet issued by the University to the students at the examination center to answer the question paper of a subject.

(25) ‘Photocopy of answer paper’ means a photographic reproduction the original answer booklet used by the student in the examination.

(26) ‘Re-Valuation /Challenge Valuation’ means request of the candidate for fresh valuation of his/her answer paper/papers after announcement of the result.

(27) Expressions used but not defined in these Ordinances and defined in the Act, Statutes or Regulations shall have the meanings assigned to them in the Act, Statutes or Regulations.

II. Work to be attended to by the Office of the Registrar (Evaluation)

The following works shall be attended by the University officials/ if necessary, any agency appointed to assist the University.

1. Issue of Calendar of Events and schedule of examination, notification of examination fees and inviting applications from the candidates for various University examinations and such other items of work.

2. Preparation of detailed time – tables and their publication in time.

3. Fixing up of centre of examinations for theory and practical examinations.

4. Scrutiny of examination application forms of candidates and the statements sent from the college should be done at least 30 days before the commencement of Practical/theory examinations with respect to the following items:

    a) Names of candidates, including correct spelling and initials.

    b) Scheme and subjects offered at the examination by the candidate

    c) Previous attempts with regard to repeaters Reg. No., Year and Month.

    d) Exemptions obtained in the subject, Year and Reg. No. in which exemptions were secured.

    e) Rejection of previous results if any, with Reg. No., Year and Month.

    f) Checking cross reference in respect of candidates appearing simultaneously in a particular Examination along with other subjects of the previous year examination under the carry over system.

    g) Allotment of Reg. No's to the applicants and to prepare statement of the amount of fees paid, Date of payment, whether paid in full to cover the subject/subjects offered including the carry-over subjects.

    h) Preparation of the statements of refund of fees if any, along with the financial statement, institution/Department wise.

    i) Schemes under which improvement is taken and candidates' eligibility.

    j) A change of college /University by a student in between a course will have effect only after getting new register number from the Registrar (Evaluation)

5. Printing of candidates lists and issue of the same to the centre of examinations and hoisting on the website.

6. Preparation of the subject wise, paper wise and date wise statement to print question papers with code numbers and arrange to issue them to the notified centre of examinations.

Note: Question Papers to be printed shall be 20% in excess of what is actually required in each subject, 15% of these excess shall be retained by the Registrar (Evaluation) and the balance of 05% shall be dispatched to concerned Colleges to use in examinations and/or keep in the Library for reference.

7. The question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination center, time of examinations, No. of question papers in each packet etc.

8. Maintenance of records

   (a) One set of candidates list, pertaining to each examination duly bound and labeled
   (b) One set of result sheets pertaining to each examination duly bound and labeled
   (c) Registers relating to Statistics of passes and failures, examination wise and subject wise
   (d) Stock Registers of the above records.
   (d) Maintenance of the above said documents in soft form also i.e., in C.D/hard disk etc.,

9. Printing of various kinds of OMR forms, Forms, Answer Books, Registers, Marks card, Candidate lists, Degree Certificate etc

10. Inviting of Tenders/Quotations for printing and supply of all types of Examination related material, except for those items exempted under KTPP Act or any other Law.

11. Processing and passing of Bills of remuneration of TA., DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

12. Registration, Distribution and dispatching of day to day tappals.

13. Appointment of Chief Superintendents for examination centre and issue of instructions regarding the conduct of examinations.

14. Appointment of officials and other staff required for conduct of examination.

15. Issue of permission letters to blind and all type of disabled students

16. Arrangements for the work for dispatching of all examination material to examination centers, valuation centers etc.,

17. Facilitate the Syndicate in constituting and appointment of the Board of Examiners.

18. Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper –Setters etc.,

19. Arrangement for conducting examination, collection of answer papers, collection of OMR Marks lists, scanning, processing and declaration of results

20. Preservation and disposal of valued answer scripts six months after the announcement of results.

21. Arrangement for preparation and distribution of marks cards, correction of mistakes in marks cards, and other certificates to the candidates.

22. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,

23. Preparation of merit lists and their transmission to appropriate authorities/bodies.

24. Collection of work done statements from the Chairmen, Paper–Setters and Examiners/Custodians and forwarding them to the Finance Section for payment of remuneration.

25. Preparation of the lists of lapses and irregularities committed by the valuers and others and forwarding the list to the competent authorities for consideration and necessary action.

26. Appointment of custodians, squad chief, coding officers, tabulators, etc.,

27. Arrange for re-totaling of valued answer scripts requested by the candidates on his identifying the mistake in totaling after obtaining the photocopy copy of the script as provided in this Ordinance.

28. Scrutiny and passing of the bills of printing and purchase of stationery etc.

29. Purchase, maintenance and issue of stationery articles to various boards of coding, dispatching, tabulation, office use and to the centre of examination.

30. Maintenance of cash account and stamp account.

31. Preparation of A.C. Bills and D.C Bills of office

32. Sanctioning of contingent expenditure to colleges/ post – graduate departments/valuation centers to conduct theory and practical examinations.

33. Assisting the Vice Chancellor in constitution of mal-practice cases, detected before, during and after examinations.

34. Dealing with matters pertaining to the fixing of remuneration for the staff of section for various items of extra work connected with the examination.

35. Dealing with matters of examination fees and refunds if any.

36. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.

37. Announcement of results of examinations, dealing the cases held over for future announcement of follow up work in cases of discrepancies.

38. Issue of migration certificates, duplicate marks card/ duplicate degree certificate, consolidated marks card, provisional Degree certificate, rank certificate, corrected certificate etc.,

39. Preparation of National Merits scholarships lists, in collaboration with the Director of Collegiate Education, University Grants Commission and State Youth Board.

40. Work related to Convocation is as under:-

(a) Inviting applications for award of Degrees.

(b) Preparation of Eligibility lists for convocation, faculty wise and year wise.

(c) Receipt and scrutiny of applications for conferring degree in person and in absentia at the Convocation.

(d) Preparation of Presentation lists, faculty wise, year wise, in person and in absentia separately.

(e) Preparation of lists of Prize winners, and medal winners.

(f) Print of the lists of students attending the convocation and preserving the bound volume of such list.

(g) Writing/printing of degree certificates/Rank certificate/prize or medal certificate, Ph.D certificate.

(h) Intimating the candidates about the date and venue of convocation, and other literature relating to swearing etc.,

(i) Distribution of admission cards and parent passes to candidates for the convocation.

(j) Distribution of Degree Certificates.

(k) Seating arrangements in the convocation hall.

(l) Arrangement for obtaining degrees online by candidates

(m) To attend legal matters relating to examination.

III Powers and Functions of the Registrar (Evaluation)

1 The Registrar (Evaluation) shall prepare periodically list of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the enquiry committee of the University with the approval of the Vice chancellor and thereafter place it before the Syndicate for taking appropriate action against them.

2 The Registrar (Evaluation) shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off through tenders except the scripts regarding which court cases are pending.

3 The Registrar (Evaluation) shall maintain the cash accounts and stamp accounts for his section.

4 The Registrar (Evaluation) shall prepare the budget estimates for his section and draw the sanctioned amount for his office expenses through A.C. bills and account for the amount drawn through D.C. Bills

5 He shall sanction the contingent expenditure to the centre of examination in accordance with the rate sanctioned by the Syndicate with the approval of Vice Chancellor.

6 He shall arrange to fix the rate of remuneration payable to the persons other than the staff drafted for various items of work connected with the examinations for the approval of Syndicate and shall have to issue sanction order after obtaining the approval of the Syndicate.

7 He shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Registrar(Evaluation) to ensure adherence to the Calendar of events

8 He shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of marks cards to the colleges/ Post – graduate department simultaneously.

9 He shall arrange to prepare the eligibility list of candidates and presentation lists for each convocation and arrange to write/print the distribution of the Degree Certificates to be conferred at the convocation.

10 He shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.

11 He shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.

12 He shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.

13 He shall arrange for the re- totaling of valued answer scripts, in case of any reported totaling mistakes, re-valuation, challenge valuation, redressal of grievances of students.

14 Make enquiries into all types of malpractices committed during examination, valuation, revaluation/challenge valuation and process of results etc.,

15 He shall arrange for printing of question papers and supply them to the centre of examinations in accordance with the scheme laid down by the Syndicate.

16 He shall arrange for the preparation of statements college wise, subject wise, paper wise and date wise for printing the question papers.

17 He shall issue marks card, duplicate marks card, consolidated marks card and rank certificates, Duplicate Degree Certificate.

18 He shall exercise all these powers subject to the general control and supervision of the Vice-Chancellor.

19 He may make any structural changes in the examination administration as and when required

IV. Appointment, Powers and Functions of the Special Officers (Evaluation)

The required number of special officers for U.G., P.G and Ph. D Courses may be appointed from among the teaching staff of the University/ any persons, having rich experience in examination related works, on such terms and conditions as determined by the University to oversee the examination works and to assist the Registrar (Evaluation) in discharge of his functions.

The Special Officers (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. Shall oversee the conduct of examination and evaluation work
2. Shall attend to all the confidential files regarding appointment of examiners, custodians, squad chief etc.,
3. The Special Officer Ph. D shall attend to matters pertaining to Ph. D programme in consultation with the Registrar (Evaluation).
4. Shall obtain I.A/Grading marks from the colleges online/hard and soft form before commencement of theory examinations
5. Shall assist the Registrar (Evaluation) in evolving and implementation of examination related reforms.
6. Discharge such duties as entrusted to them by the Vice-Chancellor/Registrar (Evaluation).

V. Duties and responsibilities of the Deputy Registrar (Evaluation)

Subject to the general control and supervision of the Registrar (Evaluation), the Deputy Registrar (Evaluation) shall have the following powers and functions, duties and responsibilities:

1. With the approval of the Syndicate/Vice-Chancellor, the Deputy Registrar (Evaluation) shall issue Notifications inviting applications, fixing the dates of commencement of examination. He shall arrange to issue these notifications 60 days in advance.

2. He shall prepare the detailed time–tables of all examinations in consultation with the Chairman of PG Departments and the Principals of constituent colleges, and arrange to notify them for the information of candidates registered for the examinations 30 days in advance of the commencement of examinations as per calendar of events.

3. He shall declare and notify the centre of examinations for both theory and practical, 30 days in advance of the commencement of practical examinations.

   Note: An institution may be declared as a centre of examination, if the number of candidates taking the examination at that institution is about 500, in case of U.G and 100, in case of P.G., courses.

4. He shall arrange to scrutinize the examination application forms and the statements sent by the respective Departments/Colleges with reference to the records maintained at the office o the Registrar (Evaluation).

5. He shall arrange to print and supply the candidate lists to the centre of examinations 10 days earlier to the commencement of examination.

6. He shall arrange to prepare the subject wise, date wise, and examination wise statements of candidates who are taking the university examinations and furnish them to the Registrar (Evaluation) 30 days in advance.

7. He shall be responsible for the proper maintenance of the following records in the Section.

   (a) One set of candidates' lists, examination–wise

   (b) One set of result sheet, examination–wise

   (c) Other registers like stock registers of furniture stationery etc., required for the work as per office manual issued.

8. He shall assist the Registrar (Evaluation) to print and supply the various forms, registers, marks cards, etc., required for the office work and for the centre of examination.

9. He shall assist the Registrar (Evaluation) to print and supply the answer books, additional answer books, if any and other stationery required to the centre of examination.

10. He shall assist the Registrar (Evaluation) to purchase/ procure the required stationery articles for the use of office and centre of examination as per rules, maintain the stock–account and supply them to various Boards and Centre of Dispatching, Tabulation etc.,

11. He shall assist the Registrar (Evaluation) to pass the bills of printing and stationery for payment. He shall also countersign and pass the bills of proof reading of question papers, postal reimbursement charges.

12. He shall assist the Registrar (Evaluation) to arrange to fix the examination fees for various examinations with the approval of the Syndicate.

13. He shall assist the Registrar (Evaluation) to arrange for the proper distribution and disposal of day–to–day tappals in the Section

14. He shall assist the Registrar (Evaluation) to issue of migration certificate, provisional Degre certificate, marks cards and rank certificate, Duplicate marks card, Duplicate Degree Certificate etc.

15. He shall assist the Registrar (Evaluation) to arrange to prepare through the tabulators, the statistics relating to the number of candidates registered for the examinations, passed in various examination subject wise, college wise etc. The statistics required by the UGC, Govt. of India, Karnataka Govt., Director of Collegiate Education and such other authorities shall be prepared and furnished.

16. He shall assist the Registrar (Evaluation) to arrange for the preparation of registers for tabulation, coding and arrange for their supply to the concerned officers.

17. He shall facilitate for convening the meetings of mal-practice enquiry committee constituted for the purpose. He shall be the custodian of all the records connected with the mal-practice committee by the students during examinations and shall place the relevant records before the enquiry committee.

18. He shall attend to tabulation and other post–examination work under instructions of the Registrar (Evaluation) and take necessary action for the announcement of results on the due date.

19. He shall personally attend to the re-totaling of valued scripts, in case of re-totaling mistake reported by the candidate, challenge valuation, redressal of grievances, etc., under instructions from the Registrar (Evaluation)

20. He shall attend to all the types of work connected with the convocation under instructions by the Registrar (Evaluation)

21. He shall assist the Registrar (Evaluation) to place before the Syndicate the Panel of Examiners suggested by the Board of Studies for its final approval.

22. He shall prepare and supply relevant extracts from this Ordinance for the guidance and benefit of several Officers/officials entrusted with any kind of examination work/assignment. These should be sent along with the letters of respective appointments.

23. He shall prepare a list of defaulting subordinate staff who has failed to attend files within 3 working days and submit the same to the Registrar (Evaluation) for appropriate action

24. He shall in addition to the above duties do any other duty entrusted to him by the Registrar (Evaluation), Vice–Chancellor, Syndicate and carryout the above duties seeking orders directly from the authorities or officers concerned.

VI. Duties and responsibilities of the Assistant Registrar (Evaluation)

1. He shall discharge all the duties and responsibilities entrusted to him by the Registrar(Evaluation)/Special officers/ Deputy Registrar (Evaluation)

2. He shall supervise and ensure the compliance of all examination related work of all subordinate staff working in the sections under him.

VII. Duties and responsibilities of Section Officer/Superintendent

1. Section Officer shall exercise general control over the Section including supervision and co-ordination of work, discipline of staff and punctuality of attendance.

2. He shall ensure that all communications received in the section are accounted for and those that require action are brought before the appropriate officer promptly. No correspondence

shall be kept pending without appropriate action for more than 3 working days in the section.

3. He shall scrutinize the cases put up by the Assistants, with particular attention to the accuracy off acts noted. The submission of files should include proper reference to page and paragraphs of the correspondence. There should be an independent office note in each case of submission. He should see that all cases are submitted for orders within 3 working days of the receipt of the cases.

4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct dereliction, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

5. He shall personally attend to confidential and important cases and be in charge of the custody of the concerned files.

6. He shall scrutinize and supervise in particular the following registers maintained by each case worker.
   (a) Personal Dairy
   (b) Receipt and Dispatch Register
   (c) Weekly and Months arrears list
   (d) Candidates lists (e) Result sheets (f) Progress Charts
   (g) Work charts and
   (i) Such other files and Registers

7. He shall work particularly on pending cases, issue timely reminders and obtain orders for further disposal.

VIII. Duties and responsibilities of Computer Center

The Examination Computer Centre shall be headed by senior most System Analyst. He/She shall be assisted by system analysts, Programmers, Operators and Data Entry Operators. All of them must work under the direct control of Registrar (Evaluation). The Computer center shall be an exclusive restricted area. Entry and exist to the center shall be regulated through permission of Registrar (Evaluation) or any authorized officer of the University. The nature of work carried out at the Centre is as follows:

1. Collection of college and students data from Academic Section
2. Collection of data of students who have got transferred from other University/colleges year wise /semester wise/ course wise
3. Printing of Examination Application Forms for all Courses.
4. Printing and issuing of candidates list for all courses.

5. Printing and issuing of Practical Subjects list with code for conducting practical examination 30 days before commencement of practical examination
6. Printing and issuing of question paper requirement subject wise, college wise, center wise 30 days before commencement of theory examination.
7. Printing and issuing of Hall Tickets to the colleges and hoisting in websites.
8. Receiving of original Marks Lists of all Courses of theory (OMR)/practical/I.A/Grading/Viva- voce through on line/soft and hard form from the Colleges for U.G. Courses and from custodian for P.G. Courses.
9. Making arrangements for data entry or processing of scanned data provided by the scanning section/ agency authorized by the University for the said purpose.
10. After collection of practical/theory marks data, the Computer Section/the authorized Agency should process and tabulate the result and declare the same and hoist in the University website.
11. Printing of marks Registers, Marks cards and Passing Certificates of all computerized courses.
12. Preparing of Merit lists and Rank lists/ eligibility list /presentation list course wise in U.G. Courses and subject wise in case of P.G. Courses.
13. Printing and issue of Results Statistical Data for all courses.
14. Maintain all pertinent records in the computer center both in hard and soft form and one set of same documents shall be handed over to the record section.
15. Periodic upgradation of soft ware and hardware shall be ensured
16. Any other work entrusted by the Registrar(Eva) from time to time

Keeping in view the above said nature of work, the roles and responsibilities of computer staff working at different cadres is specified as follows:

B. SYSTEM ANALYST:

He/She shall be Head of the section and take care of all computerized examination activities from enrollment to convocation and following other activities:

1. The head of the computer center shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examinations and its related activities and services.

2. Shall be responsible for performance of recurring operational tasks related to the support of an enterprise infrastructure including servers, workstations etc.,

3. Process review and improvement, Programmme planning/management, Operational requirements, systems requirements etc.,

4. System development, /purchase/customize/integrate/training

5. System analysts define software requirements and specification and guide programme design and development

6. Responsible for evaluation and design of technical architecture, software and hardware.

7. Analyzing problems in execution and development of software and guiding , defining program parameters and specifications
8. Undertaking analysis of current software products and determining approaches, which will improve the user interface, performance and integrity.

9. Creating logical and innovative solutions to complex problems working closely with programmers and different end users to ensure smooth functioning.

10. Ensuring that calendar of events is adhered to and dead lines met. Providing training to users of new system etc.,

C. COMPUTER PROGRAMMERS: The principle function is to apply knowledge of programming techniques and computer systems to write and execute a specification under the guidance of system analysts.

1. Establishing detailed program specifications through discussions and documents

2. Creating sample data, sets to check that output and to verify whether the program works as intended

3. Seeking out problems and correcting the programs as necessary installing the programs and conducting final testing

4. Studying the computer printout like checklists, results sheets, ledgers, marks cards, degree certificates before dispatching to the users for accuracy.

5. Taking steps for constant updation of backups/ data and programs

6. Guiding the operators to run the programs and allocating the roles time to time to the operators to get the work done as per the calendar of events and adhere to the time schedule laid down by the authorities.

D. COMPUTER OPERATORS: Computer operators shall carry out the following works under the guidance and supervision of System Analyst/Programmers:

1. Schedule and co-ordinate daily computer operations

2. Ensure that all updations are done as per the corrections indicated by the verifiers or users before taking printouts

3. Issue problem reports and help programmers debug associated software applications

4. Maintain routine records and repot to Programmers

5. Shall discharge all works assigned to them by the System Analyst/Programmers

E. DATA ENTRY OPERATORS: The data entry operator shall carry out the following works:

1. Schedule and co-ordinate daily operations like data entry or uploading or scanning of data/processing of scanned data

2. All the updations should be done by the data entry operator including the data entry and make sure that the corrections are transferred perfectly in to the computer database.

3. Keeping track of all data entry operations and reporting to the computer operator for further action

4. Receiving and maintaining all the documents for data entry or scanning from the concerned authorities

5. Reporting any data entry related problems to the operator for rectification before closing of that work.

The pre and post examination work may be processed in the following manner:

FIRST PHASE

1. On receipt of the list of eligible/approved candidates from the Academic Section and OMR Examination Application Forms from the concerned colleges/departments with due verification of both the lists, all the candidates who are eligible to take the University examination and who have kept the minimum statutory requirement of attendance as certified by the principal/Chairperson, should be kept ready for scanning/ feeding to the computer. While feeding data by the feeder and reader, all care should be taken to type the name of the candidate correctly and the subjects offered by him and all other relevant data in this regard. After completion of the data feeding /scanning, as the case may be, a list of students who are eligible to take examination with their subjects shall be printed by the Computer Center. In case of supplementary examination on receipt of examination application the list of students who will take the examination will be required to be activated.

2. The List of eligible candidates along with Hall Tickets shall be hoisted in official website of the University so as to enable the Colleges/Departments to download and issue the hall tickets to the respective students.

3. In case of any correction in name, subjects, etc. the appropriate correction should be made under the authorization of the Registrar (Evaluation)/authorized officer only.

SECOND PHASE

1. **Scanning/Feeding of Marks:** On receipt of OMR Marks lists from the custodian/ scanned marks data, as the case may be, the Computer Section shall arrange to feed the data with the help of Readers and Feeders/ process the scanned data provided by the

authorized agency. It shall be the joint responsibility of the feeder/reader for correct feeding of the data into the computer/ authorized scanning agency. It shall also be the responsibility of the concerned reader and feeder to feed absentee data, gap list, and any other data for computing the result of the concerned courses for which they were entrusted with.

2. On completion of the feeding of marks list by the concerned feeder/reader, the computer centre shall arrange to give a gap list to which the data is yet to be fed. It shall be the responsibility of the concerned case worker/computer programmer/operator to give required information for completing the gap list.

3. On completion of feeding of data by the reader/feeder and filling up of gap list/scanning; the Computer Centre shall arrange to give a draft ledger of marks for verification of the data by the scrutinizers/custodian with the marks list.

4. The draft ledger prepared by the Computer Centre shall be verified with the original OMR marks list by the scrutinizers appointed for this purpose. It shall be the responsibility of the scrutinizers/Custodian to correct the mistakes, if any, and to tally the marks with reference to the Register Numbers. After verification of the draft ledger, it shall be the responsibility of the scrutinizers to carry out corrections to be made, if any, to the draft with the help of the Computer Centre. Thereafter, a final print of the ledger to be taken for declaration of result

THIRD PHASE

1. On verification and certification from the scrutinizers/custodian, the Computer Centre shall arrange to take a print out of the result sheet for declaration and publication of result and to be sent to the concerned colleges.

2. The result should be hoisted in the website of the University on the same day of announcement of the result without fail.

3. After declaration of the result, the Computer Centre/authorized agency shall arrange to print marks cards and Marks Cards should be accounted properly. The Computer Centre shall maintain a Register for this purpose.

4. In Case of final year, the Computer Centre shall also arrange to print Provisional Passing/Degree Certificate after following the procedure prescribed in this regard.

5. After printing Marks cards etc., the concerned section/officer of the University shall be informed to collect the same for distribution to the colleges through the section.

6. Apart from this, the Computer Centre shall also assist in preparation of statistical data required for various agencies, viz., preparation of convocation list, strength list, Number of candidates appeared/passed/failed in the examination including sex wise, category wise etc.

IX. Duties and responsibilities of office staff

A. Assistants/Junior Assistants

1. The Assistants shall submit the proper file with relevant papers and references within 3working days of receipt of cases. Urgent cases shall be attended to on top priority basis.

2. The Assistants shall carefully examine cases with reference to rules and precedents and shall be personally responsible for the facts mentioned in the office note.

3. The Assistants shall maintain personal register and up to-date entries regarding submission of files, disposal of papers, progress and work charts, candidates lists and result sheets etc., They shall maintain the records neatly compiled in proper files.

4. The Assistants shall compare typed fair copies with approved drafts and attend to the prompt dispatch of orders.

5. The Assistants/Junior Assistant shall ensure proper scrutiny of application forms received from candidates and prepare a correct statement of candidates taking the examination, noting the correct name, subjects offered, subjects exempted, year of exemption with register number scheme etc.

6. The Assistants/Junior Assistant shall arrange to print the candidates' lists under orders of superior officers and deliver them to the centre of examinations as per the dates fixed in accordance with the ordinances. Proof reading of printed lists shall be the responsibility of case-workers.

7. The Assistants/Junior Assistant soon after the results of various examinations are declared, shall prepare a statement containing the number of failures, number of register numbers marked for later announcement/ Not Process, 'with-held' cases for not completing previous examination etc. and take appropriate action as expeditiously as possible to clear all such cases.

8. The Assistants/Junior Assistant in charge of particular examinations shall prepare and arrange to publish the eligibility list of candidate passing the examination within 60 days from the date of announcement of results

9 In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

B. Stenographers:

1. Stenographers shall attend to taking down drafts given by officers and the typing work. He shall also assist other typists of the Section.

2. He shall ensure that no urgent cases are delayed or kept in arrears beyond 3 working days.

3. He shall attend the meetings of committee or conferences draft and report the proceedings of Committees or conferences.

4. He shall maintain the personal diary of work done; day-to-day noting to file number, the case, and number of pages typed on each day and submit personal diaries to superintendents for weekly checkup.

5. He shall be personally responsible for maintenance of accuracy of cases attended by him.

6. He shall preserve and maintain confidential records and other papers which are given to his personal custody by his officer and maintain dairy of files received and sent. He shall also maintain the records of interviews and other correspondence.

1. The Stenographers also responsible for the proper maintenance of the Computers/typewriters and other machinery under their custody.

2. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

C. Typists/Computer operators

1. The typists shall attend to all the typing work of routine nature. He/she shall ensure clear, neat and accurate typing and prompt attendance to work. No urgent cases shall be delayed or kept in arrears for more than 3 working days.

2. The typists shall maintain personal diaries of work done; make notes of day – to day work, records of submission of files, number of cases attended to, number of pages typed on each day and submit weekly reports to the Superintendent.

3. They shall also be responsible for the proper maintenance of the typewriter/computers and other machinery under his/her custody.

4. In case of any delay in disposing of the cases within the time as stated above will be treated as a lapse on his/her part employee and repetition of such lapses for five times, the same shall be treated as misconduct and dereliction of duty, negligence and or incompetence and he/she shall be liable for being enquired as per service rules

D. Attenders

1. Attenders shall carry files and papers within the University office and outside as directed by the Section Superintendents / Officers.

2. They shall attend to the pasting and sealing of covers and bags etc. to assist in the dispatch of outgoing mails.

3. They shall attend to the preparation of covers and envelopes/multicopier/Stenciling work, Xeroxing, etc.,

4. They shall ensure safe custody of stationery forms etc.,

5. They shall attend to the stitching of files and assist the assistants in the arrangement of records.

6. They shall ensure the proper cleaning of floor and furniture in the section before starting of daily work and assist the arrangement of books, papers, etc.

7. They shall attend to all miscellaneous items of work required to be done for the proper and efficient functioning of the office.

8. They shall carryout any other instructions/directions given by the officials of the Section.

E. Peons

1. They shall attend to the distribution of tappals and files within and outside the office, including mailing of letters in the post office and attend to local delivery work.

2. They shall clean the office furniture and attend to the work of keeping the office premises clean and tidy.

3. They shall paste and seal covers and prepare the covers and envelopes for office use, attend to stenciling work, Xeroxing etc.,

4. They shall attend to any other work entrusted to them by the officials of the section.

F. Watchmen/Security

1. Watchmen/Security shall ensure the safety of all University properties in premises and prevent unauthorized persons from entering into various sections of the Examination Departments.

2. They shall prevent theft, damages, loss etc., of any property in the premises.

3. In case of trespass, loss et., they shall report the matter immediately to the concerned officers.

4. They shall work in any shift allotted to them.

5. They shall carry out any instructions given to them by the officials.

X Declaration of Centers of Examination

The University at its discretion shall declare the institutions having total student strength of at least 500, in case of U.G, and 100, in case of P.G., as Centers of Examinations.

XI Appointment, Duties and Responsibilities of Chief Superintendents/ Principals

1. The Registrar (Eva) shall appoint the Chief Superintendents. Each institution which is declared as Centre of examination shall have a Chief Superintendent who shall ordinarily be the Head of the Institution. If, it cannot be done, the senior member of the institution suggested by the Head of the Institution may be appointed as the Chief Superintendent. The letters of appointment shall be conveyed immediately to the Registrar (Evaluation).

2. The Chief Superintendent shall be responsible for the proper and smooth conduct of examinations at his/her centre. He/she shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer scripts promptly.

3 He/she shall immediately after receiving the orders of his/her appointment, take stock of things that he has to attend, regarding the number of answer scripts and other stationery required for his/her centre and arrange to procure the same from the office of the Registrar (Evaluation). Further, immediately after the declaration of examination centre from the University, he/she shall.

   a. Confirm the number of colleges attached to the centre and the total number of candidates appearing for the Examination, course wise and subject wise.
   b. Call for a meeting of Principals of all colleges attached to the centre. If any Principal is absent, contact the college and confirm whether candidates are appearing for the examination or not and also confirm the total number of candidates appearing for the examination.
   c. Request the Principals of attached colleges to send the required number of staff for examination work (For Invigilation work and also to verify the identity of the candidates).
   d. Verify and confirm that the attached colleges have submitted the question paper requirement indent to the University.
   e. Prepare well in advance the statement regarding seating arrangements of the candidates including attached colleges. All candidates are treated equally without any discrimination.

4 He shall arrange to prepare a statement of candidates taking the examinations at his/her centre, examination wise, subject–wise, paper wise and forward the same to the Registrar (Eva)

5. He/she shall arrange for satisfactory seating of candidates at least a day earlier to the examination in the ground or first floor only and shall arrange to notify at a prominent place register number for which seating arrangements are made, room or block-wise. He/she shall allot not more than 30 to 40 register numbers in a single room. If there

are big halls, he shall arrange to appoint one room superintendent for every 40 candidates.

6. He/she shall appoint the required number of Room Superintendents, Relieving Superintendents, Deputy Superintendent, Office Staff and Class - IV staff etc., as per the norms of the University.

7. The Chief Superintendent shall prepare well in advance the statement of allotment of work, seating for candidates and the number of Room Superintendents required and draft all the teachers of his/her institution for supervision work depending upon the need. If the staff of his/her institution is not adequate, he/she shall take the staff of neighboring colleges or PG Departments with the prior permission of the Registrar (Eva).

8. The Chief Superintendent shall convene a meeting of all the supervisory staff at least one day prior to the commencement of examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by scrupulous observation of rules. He/she shall also explain to the supervisory staff the procedure of reporting when a case of malpractice is detected. The Chief Superintendent shall send the proceedings of such a meeting to the Registrar (Eva).

9. He/she shall not post as far as possible any Room Superintendents in the same room successively. No Room Superintendents shall have advance information of the Room to which he/she shall be posted.

10 He/she shall inform the Room Superintend and candidates personally that **no additional answer book will be provided** and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination by the University.

11. He/she shall not leave the Centre of Examinations during the period of examination without the prior permission of the Registrar (Eva). In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to the next senior member of the staff of his/her institution, and report the arrangements made to the Registrar (Eva) and obtain approval, before leaving the centers of examination.

12 Soon after confirmation of the college as examination center he/she shall contact the Registrar (Eva) to know the mode of sending of question paper by the University and accordingly make necessary arrangement to receive, store in safe custody and distribution of the same with utmost care

13 He/she shall also verify and confirm the mode of dispatching answer bundles to the notified valuation units.

14. He/she shall either by himself / herself or through the Deputy Superintendent collects the question paper packets on each day of the examination from the Registrar (Eva) from the place informed from time to time. He/she shall take special care to see that the right question paper packets with required number of question papers are received and carried in a box with locking system from the place of delivery to the Institution,

and the question paper packets are always kept in his/her personal custody and that no one else is permitted to have access to the packets.

15. The sealed packets of question paper shall be opened in the office of the Chief Superintendent by the Chief superintendent on the date of the Examination not earlier than half an hour fixed for the commencement of the examination in that subject in the presence of the Room Superintendent/Deputy Superintendent/External Chief Superintendent after carefully examining the seals and the packet. He/she shall also verify the subject with reference to time – tables and check the number of papers written on the packets and whether they are sufficient before the packets are opened. The question papers packets shall be opened leaving the seals intact after signing the certificates duly witnessed. If the seals of the question paper packets are found tampered with, the matter shall be reported immediately to the Registrar (Eva) telephonically, but on that score the examinations shall not be stopped. The certificate of opening shall be preserved for 90 days.

16. He/she shall see to it that the right question paper is given tot the candidates.

17. He/she shall arrange to send the question papers required for each room in separate covers which shall contain only the actual number of papers required in a particular room for which it is meant.

18. He shall arrange to collect back the undistributed question papers from examination rooms after half an hour.

19. He/she shall immediately report to the Registrar (Eval.) either by phone followed by a letter or through a messenger in writing any serious misprint, wrong time, mistranslation, omissions or ambiguity etc, noticed or reported to him in the question papers. He shall not, on his own account or at the instance of any other person, give any clarification, unless it is clear case of misprint apparent on the face of it. In such cases a report of clarification given shall be sent to the Registrar (Eval.) by name immediately.

20. He/she shall see that only candidates with admission tickets issued by the head of the college/ University are allowed to take examination. If in case a candidate has lost the admission ticket, the Chief Superintendent shall arrange to issue a duplicate admission ticket on payment of Rs. 100/- which should be credited to University Funds.

21. He/she shall admit a candidate provisionally entirely at the candidate's own risk and responsibilities under the following circumstances:

(a) When a candidate has not been issued admission ticket by the University, but satisfies the Chief Superintendent by production of original documentary proof that he had duly sent communication separately to the Registrar (Evaluation) with a covering letter explaining in detail all the developments.

(b) When the subject/paper is wrongly indicated in the admission ticket issued, the Chief Superintendent shall give the correct subject/paper provisionally subject to the approval of the University. The student shall be made aware that incase the

contention of the candidate is found to be not valid; his/her answer script may not be valued.

All such cases of admissions are provisional till they are approved by the University.

22. He/she shall arrange to keep open the examination room/halls half an hour before the schedule time of commencement of examination on each day session of the examination. He/she shall ensure that no candidate is admitted to the examination hall/room, 30 minutes after the commencement of the examinations and no candidate is allowed to leave the examination hall/room within 30 minutes of the commencement of the examination. The Chief Superintendent shall arrange for the ringing of bells to mark the examination timings.

23. He/she shall obtain any help required to maintain law and order during the period of examinations at his/her centre, under intimation to the Registrar (Eval.)/Deputy Registrar (Eval.).

24. The Chief Superintendent shall ensure that the "Warning Note" to candidates taking the examinations is read out five minutes earlier to the commencement of examinations.

NOTE TO BE READ BY Room Superintendents:

"You should follow the instructions printed on the admission ticket and on the facing and last sheet of the answer book. You should search your pockets, desks and tables and handover to the Room Superintendent any paper/ book/notes/manuscripts/electronic gazettes which you may find there and round about, before commencing to answer the examination paper".

25 Procedure for reporting of Malpractice cases:

The Chief Superintendent immediately on getting a report from the room Superintendent of malpractices, committed shall send the concerned candidate/s out of the examination hall/room after seizing the admission ticket, the answer script and the question paper/s. The Chief Superintendent shall thereafter obtain a statement from the candidate and report details of case to the Registrar (Evaluation) by name, In obtaining the statement of the candidate and the room Superintendent and in making a report, he shall adopt the proforma given for this purpose, If any candidate refuses to give written statement, the same may be recorded and sent to the Registrar (Eva). He/she shall not permit such candidates to appear for subsequent paper/s, subject/s, and practical/viva voce examinations.

26 He/she shall not forward more than one case of malpractice in the same report. Each case shall be forwarded with a separate report unless it is inter – related with another case. Every report shall be accompanied with a plan of the seating arrangement made in the hall/room where the malpractice cases are said to be committed, indicating the direction the candidate was facing and the place where the room Superintendent was stationed. All the documents and answer script recovered from the candidate/s along with the report/s, plans et,. Shall be signed by both the Chief Superintendent and the Room Superintendent and forwarded to the Registrar (Eval) by name.

27 After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries in the nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the accuracy, he/she shall prepare the packets of answer scripts containing **such number of scripts as instructed by the University** from time to time and then all the packets have to be inserted in a cloth bag along with one question paper, A-Form Plus Invigilator's Diary , stitch and seal the cloth bag and arrange to deliver the answer book bundles at the office of the Registrar (Eval.)/ at a place indicated by the Registrar (Eval.) / to the Valuation Centre notified by the University on the day of the examination and obtain proper acknowledgement. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session including out stationed centers and the papers of the second session before 7 PM of the day to the notified valuation center and in case of out stationed exam centers the bundles shall be sent through insured Registered post next day morning.

28. On each cover write the Register Numbers of the candidates who remained absent pertaining to the respective session IN RED INK without fail. The Chief Superintendent has to maintain all the acknowledgements for having handed over the written answer script bundles of each session/day of examination to the authorized person appointed by the Registrar (Evaluation).

Write the details in red ink on cloth bag and subscribe with the following information without fail:

1. Name of the valuation centre
2. Semester 3. Subject
4. Subject code, Paper Name/Number.
5. Course
6. Date and time of Examination
7. Total numbers of scripts. 8.

Total Number of Packets.

9. Signature& Seal of Chief Superintendent.

(The contents of the bundle shall be in accordance with the information given in form "A")

29. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the University.

30. He/she shall send daily accounts of answer scripts dispatched in the form prescribed to Registrar (Evaluation)/ Deputy Registrar (Eval.) by name. This statement shall contain the actual numbers of candidates present for each subject/paper under different schemes of examinations and the number of candidates absent for each subject/paper.

31. He/she shall submit within three days absentee statement to the Registrar (Eval.)/Deputy Registrar (Eval.) by name. The envelope containing this statement should be super scribed "Consolidated absentee Statement".

32. He/she shall arrange to collect the marks list of the practical/clinical/viva-voce examination in sealed covers from the examiners and send all such marks lists relating to his/her centre subject-wise/paper wise in a sealed cloth cover to the Registrar (Eval)/Deputy Registrar (Eval) by name, soon after the completion of such examinations. The cloth cover shall be super scribed giving the following information.

1. Name of the Centre
2. Examination and semester scheme
3. Subject/Paper of the practical/clinical/viva-voce
4. Total number of packets.

Marks lists /forms shall be sent in separate packets for each subject and examination.

33. He/she shall send in the proforma given below within three days after the completion of the practical Examination in each subject, two copies of consolidated statement of work-done by the examiners to the Registrar (Eval)/Deputy Registrar (Eval) and two copies to the Chairman, Board of Examiners.

The statement of work done in connection with the practical examinations of …… 200

Centre Examination

Date & Time Batch No. Name of the Setter Name of the Examiner
Name of the Examination. Subject/Paper:

Reg. No. Assigned : Reg. No. of Absentees :

The Chief Superintendent shall send to the Registrar (Eva) by name, the consolidated statement of absentees.

34. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer books, additional books, and cloth bags etc., required for the conduct of exams.

35. He/she shall render accounts of advanced drawn on A.C. Bills within two weeks of the completion of all examinations at his/her centre. The statement of accounts shall be supported by vouchers. Unutilized amount,
if any, shall be credited to the university funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of Stationery etc.,

36. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.

37 The Chief Superintendents, Room Superintendents and other staff engaged for examination work shall be entitled to remuneration and other allowance, if any, as per the rates of remuneration fixed by the University. The Internal Chief Superintendent shall submit the

consolidated work done statement in the prescribed format along with receipts of examination expenses, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer, BUB so as to enable the University to arrange for payment of the same.

38. Further, the Principal of those colleges who do not ensure that valuers appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

XII. Appointment, Duties and Responsibilities of Deputy Chief Superintendent

1. The Chief Superintendent shall appoint, soon after his/her college is declared as a Centre with the approval of the Registrar (Evaluation), a Deputy Superintendent to assist him, from his teaching staff preferably on the basis of seniority. When the number of candidates per session is 1 to 300, he/she shall appoint one Deputy Chief Superintendent, from 301 and above two Deputy Chief Superintendents.

2. The Deputy Chief Superintendent who is not in a position to take up the appointment shall intimate the Chief Superintendent in writing well in time.

3. He/she shall assist the Chief Superintendent in general for the smooth conduct of examination at the Centre.

4. He/she shall arrange to assign the register numbers to different room/hall under the guidance of the Chief Superintendent.

5. He/she shall on the days of the examination arrange to supply the blank answer books, and other stationery required for each room/hall and deliver the sealed packets of question papers to the rooms concerned.

6. He/she shall ensure that the room superintendents are supplied with all necessary requirements for the smooth conduct of examinations.

7. He/she shall allot rooms to room superintendents on the days of examination and assign work for relieving superintendents.

8. He/she shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed to the Custodian of the notified valuation centre by name so as to reach the valuation center before 7.00 PM on the day of the examination. Wherever there are two sessions of examination in a day, the answer bundles of the first session shall be sent before commencement of the of the second session to the notified valuation center and also the papers of the second session soon after its completion in case of local canters and in case of outside Bangalore centers, the same shall be sent next day morning by Registered post.

9. The Deputy Superintendent shall prepare the bundles of answer scripts of 10 packets (each packet containing maximum of 18 scripts excluding absentees). The answer books shall be arranged registered number wise, course wise, semester wise, subject wise , paper wise and they are inserted in the covers supplied by the University and these covers/packets shall be

put in cloth bags along with the A Form and Invigilators Diary in duplicate and sealed in the presence of the Chief Superintendent.

10. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details that are to be written on the cloth bags are written properly and legibly as per the directions of the University.

11. The Deputy Superintendent shall ensure that in each cloth bag statement containing the following particular is pasted and duly signed by the Deputy Superintendent and by the Chief Superintendent:

Centre of Examination

Examination : Date of Examination

Subject :

Paper :

Reg. No. Assigned to the bundles :

Total No. of actual scripts in the bundles:

Signature of the
Deputy Superintendent

Signature of the
Chief Superintendent

12. He/she shall ensure that the answer scripts of different subject are packed separately and dispatched to the Registrar (Evaluation) by name or to the person authorized for receiving the same.
13. He/she shall arrange to prepare and send in the form prescribed to the Registrar (Eva)/Deputy Registrar (Eval) by name daily account of answer books dispatched.

14. He/she shall send to the Registrar (Eval)/Deputy Registrar (Eval) by name the consolidated absentees Statement before three days after the completion of examinations super scribing the envelope with Consolidated "Absentees Statement."

15. He/she shall in addition to the above duties attend to any other work entrusted to him by Chief Superintendent in connection with the examinations and function under the overall Control of the Chief Superintendent.

XIII Appointment of External Chief Superintendent

1. The Registrar (Eva) shall, wherever necessary, may appoint one more external Chief Superintendent to an examination centre

2. The External Chief Superintendent shall have power to communicate any matter pertaining to the conduct of examination to the Registrar (Eval) directly; He/she shall

also submit a detailed confidential report to the Registrar (Eval) at the end of examinations.

3. The remuneration paid to the External Chief Superintendent shall be as fixed by the University from time to time. External Chief Superintendent appointed should be a senior teacher with at least 10 years of teaching experience to his/her credit.

XIV Appointment, duties and Responsibilities of Room Superintendent

1. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his P.G. Department/ college one week in advance of the commencement of examinations under intimation to the Registrar (Eval). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.

2. The Room Superintendent who finds it impossible to attend to the work assigned shall intimate in writing to the Chief Superintendent at least 24 hours earlier to the time of work scheduled to be started, his inability to take up the work explaining the grounds for it.

3. The room Superintendents shall be incharge of a room containing not less than 30 students and not more than 40 students. If the total number of candidates taking the examination(s) on a particular day is less than 40, one room Superintendent shall be incharge.

4. The Room Superintendent shall ensure that the candidates who enter the examination hall/room occupy their respective seats at least 5 minutes before the time specified for the distribution of question papers. He/she shall immediately read out the following instructions to warn the candidates of malpractices;

   "You should follow the instructions printed on the admission card and on the facing sheet and last page of the answer book. You should search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. Further, he/she shall inform the candidates personally that **no additional answer book will be provided** and the candidates have to write their answer in only one answer booklet containing of 40 pages supplied to them in the Examination."

5. The Room Superintendent shall not admit any candidate to the examination hall/room 30 minutes after the commencement of the examination and shall not allow any students to leave the examination hall/room before 30 minutes after the commencement of the examination and question papers of such candidates shall be collected.

6. He/she shall ensure that every candidate has taken his/her proper seat and enters his/her correct register number and shade the circles in the space provided for and other particulars required on the OMR facing sheet of the answer script. The Room Superintendent himself/herself shall not under any circumstances enter the register number of candidates on the answer book. Answer books with doubtful register numbers shall be sent to the Chief Superintendent separately for onward transmission to the Registrar (Eval) with a report.

7. He/she shall not allow candidates to converse among themselves when once they enter the examination hall/room. He/she shall distribute the question papers on hearing the bell rung for the purpose. He/she shall verify the title of the question paper with the subject offered by the student and issue the proper question paper to the candidate. If the paper is not the proper one, he/she shall return the same to the Chief Superintendent immediately.

8. He/she shall make necessary entries in the room Superintendent's diary. He/she shall also enter against candidates roll number in the diary, the printed number of the answer book supplied to the candidate.

9. He/she shall immediately after the first 30 minutes bell, return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The Room Superintendent shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.

10. He/she shall be responsible for the proper accounting of answer books of the candidates supervised by him; He shall ensure that the answer books and additional books/graph, if any, of each candidate are properly stitched together, the answer books are arranged in serial order: Course wise, branch wise, subject wise, semester wise etc., and hand them over to Deputy Chief Superintendent in charge of the work at the office of the Chief Superintendent in separate bundles.

11. He/she shall arrange to issue blank answer books to the candidates after they have taken their seats. Only one blank answer book shall be issued to a candidate unless there are two parts in a question paper for which answers have to be written separately.

12. He/she shall distribute the right question papers among the candidates who may be writing different schemes of examinations.

13. The Room Superintendent shall not be permitted to leave the examination hall during the first and last half an hour of the examination. During intervening period he/she may leave the examination hall with the permission of Chief Superintendent. Relieving Superintendent may take charge of the supervision of the room/hall for not more than 15 minutes. He shall sign in the relieving Superintendent s diary for the relief taken.

14. He/she shall report to the Chief Superintendent on the days of his/her work half an hour earlier to the time scheduled for the commencement of the examination and shall not leave the premises until he/she personally handover the answer books to the Chief/Deputy Superintendent on duty and return the diary and other stationery articles given to his/her charge.

15. He/she shall not allow any candidate to copy from either books paper/from other candidates or have in his/her possession or in his/her desk any book or papers not issued by the Room Superintendent in the examination hall/room. He/she shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(S), and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall/room.

16. He/she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying

the materials from which the candidate was copying. Unless it is inevitable, he/she shall not take possession of such materials till the chief Superintendent takes charge of the case.

17. He/she shall be agile, watchful and active throughout the period of examination. He/she shall not relax or show indifference in the examination hall/room.

Relieving – Room Superintendent

1. The Chief Superintendent shall appoint the relieving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Eval).

2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the chief superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examinations.

3. There shall be one relieving Superintendent for every Six Room Superintendents. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as relieving room Superintendent.

4. He/she shall not allow any candidate to copy from either books/paper/other candidates or he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books(s) and that every candidate hands over his answer book before he/she is permitted to lave the examination hall/room.

5. He/she shall at once report to the chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer of removing displacing or destroying the materials from which the candidate was copying. Unless it is evitable, he shall not take possession of such materials till the Chief Superintendent takes charge of the case.

6. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 minutes and be incharge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.

7. The relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

XV Board of Examiners

1. The Board of Examiners constituted by the syndicate shall continue to function for two semesters in the semester scheme and for the main and the supplementary examination in the annual examination scheme. No person shall be eligible to be a member of the board beyond two semesters in semester scheme and for more than one academic year in the main and the supplementary examination in the annual examination scheme. However, in the event of non availability of eligible required number of examiners to be appointed as board

of examiners, they may be considered for reappointment after a gap of one year. Further, in the event of non availability of sufficient eligible examiners in a particular subject, the external board may be constituted.

2. The Board of Examiners shall be constituted from among the panel of Examiners prepared and submitted by the Board of Studies.

3. The Examination Section shall prepare a detailed panel of examiners subject- wise and the list shall be updated every year. To prepare the panel, information may be obtained from the constituent and affiliated colleges, Post-Graduate Departments and other Universities in and outside Karnataka State. It shall be the duty of the Registrar (Evaluation)/such officers/B.O.E Chairman as entrusted, to prepare seniority wise detailed panels of examiners and place the same before the respective Boards of Studies for approval. The Chairperson/Principal shall extend all cooperation in preparing the list of examiners. Only names of such teachers who have a minimum of 3 years of full time teaching experience or 5 years of part-time teaching experience shall be included in the panel.

4. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers, with Kannada translation wherever necessary, and submit the same to the confidential section forthwith on the completion of the Board meeting.

5. The Boards of Examiners shall ensure that all the question papers in 3/2 set as the case may be are set within the syllabi approved by the University. It shall also ensure that the correct title of the paper with code, the examination course, duration of the Paper, division of questions into sections, maximum marks allotted for the paper and the number of Questions to be answered by the students, usage of permissible gadgets and other required instructions and any other instructions to the examiners are correctly noted in the question paper.

XVI Method of appointment, duties and responsibilities of the Chairman of the Board of Examiners

1. The Chairman of the Board of Examiners shall be appointed by the Syndicate for May-June/December-January examinations from among the panel of Examiners prepared by the Board of Studies, and furnished by the Registrar (Eval) provided such persons satisfy the following conditions:

a) He/she shall be Head of the University Department or Head of the concerned department in a constituent college or teacher not below the rank of Associate Professor in University and P.G. Departments run in affiliated colleges or Head/any senior teacher of the affiliated/autonomous college who have taught the subjects in U.G/P.G. Courses.

or

b) He/she should have put in at least 10 years of fulltime teaching experience or as decided by the University from time to time

and

c) He/she shall preserve strict secrecy regarding the work allotted to him

2. The Chairman of Board of Examiners shall arrange for the distribution of work of setting question papers. He shall also coordinate for Valuation and review of answer scripts along with Custodian subject to control of Registrar (Evaluation). The said works have to be assigned only to the examiners listed in the panel approved by the Syndicate.

3. The Chairman shall assign the paper setting among the various persons approved by the Syndicate depending upon the field of specialization and experience of each person and ensure that persons who do not have basic qualifications are not assigned the setting of question paper in any subject.

4. The Chairman shall ensure that no question paper setter shall set more than 2 papers and shall also ensure equal distribution of work of valuation among the examiners.

5. The Chairman of the Board of Examiners has to prepare the list of question papers, with title and code, to be set course wise, semester wise, subject wise (scheme wise).

6. After the preparation of the list of question papers to be set, the same has to be entrusted to the eligible paper setters with the following instructions and materials:

    a. The order of appointment in writing containing information about the question paper to be set for the course, semester, subject with code, maximum marks and number of questions to be answered , instruction regarding use of permissible gadgets in the examination (prohibition for use of mobile, calculators, mathematical tables etc. to be clearly stated on the top of the question paper)

    b. He/she shall supply syllabus, previous Question papers, blank question paper booklet, covers etc

    c. He/she shall extend all the required assistance and advice to the question paper–setters in determining the standard of the question paper required in each subject of examination and the manner of packing the question paper so as to ensure packing of each question paper in a separate sealed covers.

    d. After the examination, at the time of valuation, the Chairman has to collect the model answers/scheme of valuation from the respective paper setters and the same has to be handed over to the custodian of the valuation center with letter for supplying the same to each one of the examiners on the day of valuation.

7 The Chairman of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the University premises

8. The Chairman of each Board of Examiners shall ensure that the question papers after they are approved by the board of Examiners are legibly written in Ink or Typed by himself or by any other member(s) of the Board before they are sent to Registrar (Eval).

9. He/she shall also maintain the minutes of the meetings of Board of examiners and send copies of them to the Registrar (Eval).

10. The Chairman shall request the paper–setters who are not the members of the Board of Examiners to attend the meetings of the board when their papers are taken up for discussion, if need be, under intimation to the Registrar (Eval).

11. The Chairman shall arrange with the approval of the Registrar (Evaluation), for the conduct of practical/clinical/projects exams earlier to the commencement of theory examinations in consultation with the principals/HODs of Constituent/affiliated/autonomous colleges, and shall assign practical/clinical /paper setting and valuation among the eligible examiners only, and ensure as far as possible equal distribution of work.

12. He/she shall verify and confirm the required number of valuers and ensure that the completion valuation work is completed within 10-15 days in coordination and cooperation of the custodian

13. No person shall be a Chairman of a Board for more than one term of one year.

XVII. Appointment, Functions and Duties of Paper Setters

1. The Syndicate shall appoint the paper setters for May-June/December-January examinations of such year from among the panel of examiners prepared and furnished by the Board of Studies through the Registrar (Eval).

2. The Paper–Setter shall set the papers only on the texts and courses of study prescribed, and ensure that no question on topics not included in the prescribed syllabus is set.

3. The paper setter shall set as many sets of question papers as required, as per the prescribed pattern containing questions covering a wide range of contents of the courses for which they are set and send them all in sealed packets to the chairman of the Board of Examiners.

4. The Paper –setter shall ensure the papers set carry correct name of the subject, Title and code of the paper, schemes (Old, New etc.,) title and the division of the paper. He shall also ensure the proper incorporation of the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to one or more schemes/courses, it shall be clearly indicated. The question paper setter shall indicate the permissible use of mathematical, Physical tables, Charts, data or hand books, gazettes, permitted to be used by the examinee on the top of the question paper. He/she shall affix his/her signature on each page of the question paper manuscript without fail.

5. The Paper setter shall arrange to deliver these question papers to the Chairman, Board of Examiners in person or through Registered Post by name to the Chairman, Board of Examiners, by wrapping them in cloth covers marked “CONFIDENTIAL”.

6. The paper setters shall indicate clearly the instructions if any to the candidates regarding the answering in different section in different answer books or regarding the number of questions from different sections to be answered.

7. The Paper setter shall write the questions legibly in Ink or type personally, they shall avoid additions, alterations and erasures. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs of index figures. He/she should workout the numerical problems before including them in question papers.

8. The paper setters shall write the questions in the blank booklets specifically supplied for the purpose by the University. The questions should be written clearly and legibly.

9. The Paper setter shall preserve strict secrecy regarding the work allotted to them. Drafts or copies of the paper set should be destroyed as soon as the papers set have been sent to the Chairman.

10. The paper setters shall submit the Scheme of valuation to the Custodian before commencement of the valuation and the custodian shall distribute copies of the same to all the valuers of respective subjects for information

XVIII Appointment, Duties and Responsibilities of the Chief Vigilance Squad and other Members

1. The Chief of Vigilance Squad shall be appointed by Registrar (Evaluation) with the approval of the Vice Chancellor. He/She shall have 5 years of fulltime teaching experience. Other Members of the vigilance squad may be appointed by the Registrar (Evaluation). He/She shall have 3 years of fulltime teaching experience. They shall obtain the I.D Cards from the Registrar (Evaluation) by providing the photograph immediately on receipt of the appointment order. They should invariably Carry the appointment order and identity cards with them and show the same to the Room Superintendents in the Examination Halls, before they enter hall, with a view to avoid unnecessary resistance and inconvenience.

2. The squad members shall assemble at the office of the Registrar (Evaluation), J. B. Campus/ Natural Science Block, Bangalore – 560 001, each day of the Examination, 45 minutes before the commencement of the examinations . They shall make surprise visits to the various examination centres, along with the police Officers, if necessary, in the vehicles provided by the University.

3. Ordinarily, the Squad consisting of only 3 to 4 members, one of whom shall invariably be a lady member, including a Police shall visit the examination centre. However, in exceptional cases, the squad consisting more than 4 members each, as decided by the Registrar (Evaluation), may visit the Centre.

4. The squad members have the powers to get the malpractice reports from the Chief Superintendents, Deputy Chief Superintendents, invigilators and they shall take on-the-spot decision regarding any malpractice committed by any student. The squad members shall also send a copy of the malpractice report as required under this ordinance in the prescribed format to the Registrar (Eval) on the day of the occurrence for being considered by the appropriate bodies and taking decision thereon. Further, if squad members book any student for malpractices with any ulterior intention and if established on a complaint by the student or the Chief Superintendent/Room Superintendent of the examination centre after conduct of enquiry by the University, shall be liable to penalty as prescribed in the schedule of penalties

5. They shall go round the examination hall during the period of three hours of the examination.

6. They shall see that no unfair means are adopted at the examination centre, by the students/any staff involved in conduct of examination and others.

7. They shall see that no person is loitering (other than examiners) within a distance of one hundred meters of examination centre.

8. All the staff involved in conduct of the examination shall wear the I.D. Cards during the examination centre visit

9. Subject to maintenance of dignity of the student, the members of the squad are empowered to make a search of candidate, in case they are suspicious of him/her possessing papers., books or any other aid which might possibly be of assistance in answering the questions, provided only ladies shall search lady candidates at examination centre.

10. The members of the squad shall check the question paper packets that are to be used for next sessions to ensure whether the seals are intact or tampered with. They shall also verify whether all the answer bundles/answer papers of the examinations already completed sent in time as per direction of the University.

11. The members of the squad shall check the dairy maintained by the Room Superintendents.

12. They should get an endorsement from the Chief Superintendent or Deputy Chief Superintendent in the required format on every day of their visit which should be sent back to the Superintendent of concerned section in the Examination Branch, Pareeksha Bhavana, Bangalore University, Bangalore- 56, along with the report.

13. The Chief of the squad shall give a consolidated report along with attendance; extracts, I.D. Cards and daily squad report after the examinations are over.

14. The Squad members shall appear before the Malpractice Enquiry Committee, if desired by the Committee for tendering evidence.

15. Refusal to take up the Squad work will render the teacher ineligible for any examination work-like valuation, tabulation, coding, paper-setting etc in addition to the punishment /penalty provided in the ordinance.

XIX. Appointment, Duties and Responsibilities of Custodian, Deputy/Assistant Custodians:

A. Custodian:

1. The University may appoint any teacher of the University or the Principal of the constituent/affiliated College, who have put in minimum of 10 years of unblemished fulltime service, as Custodian for the valuation of theory papers allotted to that centre.

2. Custodians are appointed by the University for the Valuation of subject/course/semester/year assigned to them. Custodians play the most responsible and very important role in the smooth conduct of valuation and tabulation, etc. His/her first and foremost duty is to check the valuation centre allotted to them and ascertain whether the adequate rooms, with proper ventilation, light, toilet facilities, furniture, etc., are available at the valuation centre.

3. The Custodian shall propose the required supporting staff to Registrar (Eval), in accordance with the guide lines given by the University, for appointment to the Valuation Centre.

4. The University will provide advance contingency to each valuation center to meet the day-to-day expenditure. The Custodians are permitted to draw the required amount of contingency on A.C. Bill through Finance Officer, Bangalore University, and after the conclusion of valuation the accounts with regard to the amount drawn shall be submitted to the Superintendent of concerned section in the exam branch, Pareeksha Bhavana, Bangalore-56, through D.C. bill along with detailed original vouchers.

5. He/she shall ensure that the Valuation Centre is kept open from 9.30AM to 6.30PM and the valuation goes on throughout the day in these sessions with short breaks keeping the work-load of the Unit in view.

6. He/she shall arrange for receipt of Answers script Bundles from all the examination centres, coding/scanning for the scripts, before the commencement of valuation. The answer scripts are required to be received on the very day of the examination from different centers of examination, and immediate action may be taken to commence the valuation of scripts on the day and date fixed by the University. The cloth bundles received from the examination centre, should be handed over to the Coding Officers/ scanning firm for scanning answer scripts and coding, and the coded scripts in packets of 18 scripts are to be handed over to the concerned examiners under acknowledgement for valuation. The procedure of coding, decoding etc., shall be as determined by the University from time to time.

7. If any answer book bundles not connected to their unit is received, the same may be intimated to the Registrar (Evaluation) or Special Officer and send it to the notified valuation centre on the same day, and ascertain whether the total number of answer books received at the valuation centre are correct.

8. He/she shall pay special attention to see that coding and decoding mistakes are not made, and make random check to ensure that the mistakes are not committed. He/she shall maintain strict confidentiality of coding and decoding work and other related matters

9. Only those teachers whose names are included in the approved panel and the lists of valuers as given by Registrar (Evaluation)/ the Chairman, Board of Examiners, approved by the University should be assigned valuation work and none else.

10. It shall be the duty of the custodians to ensure marking of attendance through **biometrics** by all the examiners and staff of the valuation unit including the Custodians and observers.

11. He/she shall ensure that the Registers pertaining to i) issuing of Scripts to the Examiners/Reviewer ii) Receiving of assessed and reviewed scripts from the Reviewer/ Examiner/ verifiers are maintained properly.

12. He/she shall ensure that the examiners are punctual in attending to valuation work, and the practice of reserving scripts for members who abstain from valuation, in between, be given up. The custodians and the Chairman, Boards of Examiners shall intimate the names of valuers, who are not punctual, and those who do not attend the valuation work throughout the period of valuation, or are indifferent in their work to the Registrar (Evaluation) without fail. Further, it is to be noted by the custodian that the Principal of those colleges who do not ensure that valuers appointed from their colleges report to valuation work or if they remain absent from the valuation work and also a teacher fails to report for valuation or remain

absent for valuation work shall be liable for a penalty as specified in the schedule of penalties.

13. In case of need for additional examiners, whose names are not included in the list given by the Chairman, Boards of examiners with the approval of the University/the list approved by the University; it should be ensured that the examiner has taught the subject, he/she shall get a declaration from the examiner to that effect, mentioning the year during which he/she taught the subject and a special permission for such additional examiners be obtained from the Registrar (Eval).

14. He/she shall follow the method and instructions issued from the University from time to time regarding coding, decoding through scanning method etc.,.

15. The packets of answer books should be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 36 answer books should be got valued in a day, by each examiner.

16. He/she shall ensure that the papers are valued strictly in accordance with the scheme of valuation. He should also ensure that the papers are not valued in hurry and that the valuers spend sufficient time and devote proper attention on each paper.

17. He/she shall arrange for review of answer scripts from the same day of valuation and ensure a review of 15**%** of papers valued in each subject. However, he/she should ensure that the reviewer shall verify all the valued scripts and to check as to whether there is any mistake in totaling of marks, non valuation of any answer, non carrying of marks from inside pages to the facing sheet etc., The reviewer should not be allowed to value the answer books. In case the answer books in a subject are less than 200, all the answer books may be valued by the Chief Examiner / Paper setter/Reviewer.

18. Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the Scanning Unit/computer center/ such officer as notified from time to time with acknowledgement.

19. He/she shall provide information on the day-to-day basis about the on going valuation process to the Registrar (Evaluation)/Special Officer.

20. Custodian with the co-ordination and co-operation of Chairman, B.O.E. and University Special Observer, if any, have to maintain healthy atmosphere in the valuation centre and complete the valuation within 10-15 days from the date of commencement of valuation continuously without break.

21 He/she shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the Registrar (Eval) and shall follow all directions given by the Registrar (Eval) in this connection

22. The staff allotted to Custodian shall work under his/her direct supervision and control and shall be responsible to him/her.

B. Deputy/ Assistant Custodians

Deputy/ Assistant Custodian shall be appointed by the Registrar (Evaluation) from among panel of teachers who have put in a minimum of 03 years of unblemished full time teaching and are capable of doing confidential work and maintaining of confidentiality.

The Deputy/ Assistant Custodians shall discharges the following duties and responsibilities:

1. They shall work during the specified hours on all the days (including extra hours and holidays) and shall complete the work as per the calendar of events given by the Registrar (Eval)
2. They shall be present on all the days of examination in the valuation centre to receive the answer bundles from all the examination centres. And make entry of all the bundles received from the centres in the Registrars maintained for the said purpose.

3. They shall mark their attendance every day through **biometrics** maintained for the purpose.

4. They shall not abstain from work without prior permission from the Registrar (Evaluation)

5. They shall not leave the Head Quarters until the work of valuation is completed and all the Documents are handed over to the Registrar (Eval) on the completion of the work.

6. They shall discharge scanning/coding, decode, packing repacking of answer scripts as per the directions issued by the Registrar (Evaluation)/Custodian and shall maintain a complete account of the bundles, packets and scripts received.

7. They shall maintain strict secrecy regarding their appointment, the nature of work assigned to them and the code series etc., Deputy/ Assistant Custodians shall take all precautions to ensure that no one else should have any knowledge of the code numbers assigned by them. They shall be held responsible for any leakage of information in this respect.

8. Coding and Decoding , wherever necessary, shall be done in 'RED INK',

9. They shall scrutinize the code series and register numbers given to them and prepare the code blocks with due care and shall ensure accuracy in coding and decoding.

10. They shall report for duty two days in advance of the work scheduled to commence, and shall be on duty till the valuation is completed.

11. They shall arrange answer paper bundles received from the examination centers date wise, subject wise, course wise, semester wise, bundle wise. They shall verify and confirm that they have not received the bundles from exam centers belonged to other valuation centers. If any bundles of other valuation centers are sent by the Chief Superintendent of the exam center by mistake to their valuation center and the same shall be recorded and sent to the concerned valuation center under intimation to the Registrar (Evaluation) on the same day without fail.

12. The code number shall be entered at two places on the facing sheet, in case of manual coding. It shall also be marked on the first page of the answer book used by the

candidate. After entering the code numbers on the scripts, the Deputy/ Assistant Custodians shall check the numbers with the code list to ensure accuracy.

13. After decoding, in case of manual decoding, the Deputy/ Assistant Custodians shall check the decoded numbers carefully to ensure accuracy and hand over all the documents and records to the Custodian.

14. Deputy/ Assistant Custodians after coding manually or mechanically, shall arrange all the packets serially in the order of course, semester, subject wise

15. They shall issue the coded answer books for valuation to the reviewer under acknowledgement.

16. They shall receive the evaluated answer scripts from the reviewers on the same day of review under acknowledgement.

17. They shall ensure that all the packets issued to reviewers are received back on the same day

18. They shall maintain proper account of answer packets, who was issued which packet under acknowledgement and they shall maintain the confidentiality of the same

19. They shall ensure that all answer paper packets of all courses, semesters, papers are valued and no answer script shall remain unvalued

20. They shall handover the OMR sheets of the evaluated scripts to the Registrar (Evaluation) on the same day in the designated boxes with lock and key. They shall also ensure that no OMR sheets are left in the packet/evaluation center.

21. Soon after the completion of valuation, they shall immediately report in writing about completion of valuation of all answer scripts to the Registrar (Evaluation) through the custodian.

22. They shall safely store and protect all the evaluated scripts in the valuation unit for a period of 30 days or for such other period as directed by the Registrar (Evaluation) after completion of evaluation for photocopying of the answer scripts on requests by the candidates. Valued answer scripts should be stored subject wise, semester or year wise, paper wise, paper bundle No. wise for easy retrieval.

23. They shall arrange for picking of evaluated answer scripts for photocopying as per the direction of the Registrar(Eva)

24. They shall keep all the answer scripts given for photocopying after photocopying in safe custody separately and shall handover the said scripts to the concerned person / Coordinator for the purpose of revaluation/challenge valuation.

25. All instructions given in this respect from time to time by the Registrar (Eva) shall be followed by the Deputy/ Assistant Custodians.

XX Appointment, Duties and Responsibility of Reviewers

1. The paper setters shall generally be the reviewers. If there is need for more reviewers, the Registrar (Evaluation) shall appoint as many reviewers as necessary on the recommendation of the Custodian/ Chairman of Board of Examiners who have unblemished service record. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.

2. The reviewers shall use "Green Ink" for the review work and put "R" against the answers reviewed. The review work shall proceed alongside with valuation work in the presence of valuers.

3. The review work shall be completed on a day to day basis. The Registrar (Evaluation) shall have the authority to ensure that the review work is completed on the same day, the scripts are valued, by getting the work done with help of senior teachers present for valuation work.

4. The Reviewer shall review **15%** of papers valued in each subject completely. However, he/she should verify each answer script and marks allotted to each question and marks transferred on to the facing sheet. If any discrepancy found regarding valuation, transfer of marks and totaling, etc., warn the examiner and get the mistake corrected and report to the Custodian and Custodian shall inform the Registrar (Evaluation) for necessary action as per the rules.

5 The Reviewer has to verify the inside and facing sheet, signature and date on all the answer scripts valued by his/her team of valuers on the same day without fail. Failing which he/she shall be jointly liable for the penalty/punishment for such mistakes.

6. If the reviewer finds the valuation done by any examiner under him/her unsatisfactory, he/she shall arrange for fresh valuation of the answer scripts by the examiner and report the same to the Registrar (Evaluation). If the examiner refuses to comply with the instructions, another examiner may be entrusted with the work and the one who had erratically valued or not valued correctly may be denied remuneration for the unsatisfactory evaluation work done.

7. The valued answer scripts and marks lists with the signature of the examiner and the reviewer should be submitted to the Custodian of the Valuation Unit, on the same day and the same shall be transmitted to the computer Section for taking action immediately.

8. The Reviewers shall follow such procedure of review as notified by the University from time to time.

9. The Reviewers shall be entitled to remuneration as fixed by the University from time to time.

XXI Appointment, Duties and Responsibility of Examiners

1. The Registrar (Evaluation) shall appoint examiners for each examination from among the list of eligible examiners approved by the Syndicate depending upon the need in each paper. Persons whose names are not in the approved list shall not be appointed. However, under

special circumstances after obtaining the permission of the Vice-Chancellor exceptions may be made and such cases shall be reported to the Syndicate at its next meetings. Under no circumstances can the Chairman of the BOE/or Custodian issue appointment orders on his/her own. All Examiners will be required to submit their acceptance of the offer in the format given (Appendix 'A').

2. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.

3. Each Examiner, after the receipt of appointment letter from the Registrar (Evaluation) shall report to the Custodian of concerned valuation centre allotted to him/her and affix their signatures/Thumb Impression two times daily, i.e., in the morning and afternoon in the attendance register/Biometrics machine maintained by the Custodian of respective valuation centre.
4. On the day of commencement of valuation, half a day shall be utilized for discussion with regard to filling of OMR marks sheet and shading and other related valuation work.
5 The Examiners shall not evaluate the answer papers not related to his/her subjects.
6. The Valuers have to count the number of answer scripts in the packet and verify the dummy number/code of answer scripts with dummy number/code number printed on the answer book and OMR sheet. Discrepancies, if any, should be brought to the notice of the Custodian immediately

7. The Valuers must make sure that Dummy Number printed on the answer book and OMR sheet are the same and shall not value the packets in case of any discrepancy and inform the same to Custodian for the needful action.

8. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters. They shall get 15% of the scripts valued by the reviewer/ by the paper setter, additional reviewer appointed for the purpose and adhere to the instructions given.

9. The examiners shall value the answer scripts assigned to them only with RED INK PEN. The marks shall be assigned at the end of each answer or a part of the answer at the left hand of the margin. Marks awarded for each answer or part shall be awarded in RED INK and on the facing sheet of the answer script along the columns provided for them. After entering both in figures and in words the total marks obtained by the examinee the examiner shall record his/her full signature in the column provided for on the facing sheet.

10. The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.

11. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.

12. The examiner shall ensure that no answer or part of any answer is left out in valuation. The valuers should read the answer script in detail and evaluate the scripts. The marks awarded

in each page should be counted properly and carry out the marks to cover page entered in marks sheet both in figures and words with his/her signature.

13. The examiner shall not take the answer scripts out of valuation center under any circumstances.

14. The examiner shall not value any answer script which bears no register number/code number. All such cases shall be reported forthwith to the Custodian/Registrar (Evaluation) for their instructions.

15. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Custodian/Registrar (Evaluation). He/she shall submit the suspected script after valuing it fully along with his/her report to the Custodian/Registrar (Eva) by name. He/she shall enter such references in the marks list against the register number / code number.

16. The examiner shall report to the Registrar (Eval) by name, cases of any candidates of other person on his/her behalf approaching him/her for any favor or writing letters to him/her indicating the name of the person, the register number/code number of the candidate, subject/paper etc., He/she shall also send the answer scripts of such candidates along with his/her report to the Registrar (Evaluation), forthwith.

17. The examiners shall value not less than 36 full/ 54 half scripts per day i.e., 18/ 27 answer scripts in the morning and 18/27 answer scripts in the afternoon as the case may be.

Note: A half script implies an answer script of a paper of duration of less than 3 hours.

18 The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The Examiners should have full knowledge of shading and filling of OMR marks sheets

19. Black Ball point pen should be used for shading of OMR marks sheet and if any mistakes made in the OMR marks sheet at the time of shading it cannot be rectified further. Therefore care should be taken while shading.

20. Only after review of answer scripts by the reviewer and after his/her signature on the answer scripts. The valuers shall start entering marks and shading on OMR sheet corresponding to dummy numbers. The Dummy number printed on answer script and OMR sheet should be same.

21. The columns provided in the OMR marks sheet and prescribed for valuers should be verified with due care and caution and shade the columns. The valuers are to be entered their code number clearly if any. If any confusion, with regard to filling and shading of OMR marks sheet, the same may be clarified with Reviewer/Custodian

23. Persons whose family members are taking the University examination shall not be chosen to do any type of work connected with the particular examination except under special permission from the Registrar (Evaluation).

(Son, daughter, grand-son, grand-daughter, nephew niece, brother, sister, husband, wife, sister -in law,Brother - in –law, father, mother, uncle, aunt etc.,)

24. The examiners appointed for the conduct of practical examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer. The marks list of practical examinations entered on the facing sheet of the answer scripts in the columns provided and the examiners shall also enter the marks awarded for class records separately in the marks lists in the column provided for and in case of exceptions shall make the required observation in the remarks column in the marks list.

25. The examiners shall handover the duly sealed marks lists of practical examinations to the chief Superintendent of the centre on the same day. The practical marks lists shall not be sent by the examiner to the Registrar (Evaluation) directly under any circumstances. The Chief Superintendent shall send practical marks lists to the University.

XXII Appointment, Duties and Responsibilities of verifiers and scrutinizers

A. Verifiers

The Registrar (Evaluation) shall appoint required number of teachers as verifiers to valuation centers to discharge the following duties:

1. After their appointment, they shall report for duties to the designated Custodian of the valuation center along with their appointment orders

2. They shall mark their attendance through **biometrics** maintained in the valuation center every day without fail.

3. They shall get the valued answer script packets from the Custodians and take out OMR sheet and all the answer books of each packet.

4. Verify and tally the valued answer books with reference to the Reg. No. or Dummy No.

5. Shall see whether all the answers have been valued and marks awarded and extra answers are rounded off and not considered for totaling of marks

6. Verify the correctness of total marks.

7. Verify the correctness of marks awarded in words and figures.

8. They shall verify and tally that the OMR sheet contains the same total number of marks awarded in the answer script/ on the facing sheet

9. They shall verify correctness of shading in the OMR sheet corresponding to the marks awarded in the answer script

10. They shall verify the existence of the signature of the valuer/reviewer on each script and OMR at the specified places

11. After the completion of the process of verification, they shall authenticate the work done by them by affixing specified sticker on each packet

12. Shall affix his/her signature on each and every verified OMR and he/she shall also keep the OMRs separately subject wise, course wise, semester wise and hand over the same to the custodian on the same day of verification and in turn the custodian shall hand over the same to the Registrar(Eva) on the same day

13. If any discrepancy is found with regard to the above mentioned entries, he/she should immediately bring to the notice of the Registrar (Eval)/Custodian in writing to get it rectified by the concerned examiner.

14. A dairy of the work he/she has carried out on each day should be maintained and signed by him/her on each page and in which discrepancy, if any, found by him/her indicating the subject and the name of the valuer/reviewer, register number, examination and also the total number of scripts verified should be recorded. A bound register for this purpose should be maintained.

15. They should ensure that the above work is being carried out prior to the announcement of examination results and hence he has to maintain utmost secrecy in the matter. This work should however be completed as and when the valuation is over, without any delay.

16. They should not leave the valuation centre until the answer scripts given to him are completely checked, accounted and returned to the Custodian.

17. They are not expected to carry any material related to his work outside valuation centre. He/she should handover all the materials to the custodians before he/she leaves the premises.

18. They should complete the work without keeping anything pending for the next day.

B) Result Sheet and Marks Card Scrutinizers

1. They shall check and verify randomly and /or in doubtful cases, before announcement of the results, the provisional result list with reference to the register numbers, subjects and original OMR/Marks list of candidates in each subject and certify that the entries made in Answer script, OMR and scanned C.D is true and correct and the result may be published.

2. After declaration of the results, the marks cards shall be printed by the computer section/ any agency authorized by the University and the same shall be handed over to the scrutinizers under acknowledgement for verification. The scrutinizers shall verify randomly the marks cards with reference to the provisional result sheet announced by the University and affix their signatures, wherever necessary, for having verified the marks cards

3. They shall Check-up the marks cards whether the name, Reg. No, subjects, month and year of examination etc of the candidate are properly entered.

4. After verification all the marks cards given to them shall be handed over to the Registrar (Eval.) for distribution to the colleges/Departments

XXIII Valuation of Scripts in Under Graduate Courses

1. There shall be a Central valuation for Valuation of Answer Scripts in Under Graduate Courses

2. Each paper shall be valued by only one valuer, whose name appears in the panel of examiners approved by the Syndicate,. The marks awarded by the valuer shall be final unless the same is changed by the reviewer. The marks awarded by the Reviewer shall be final.
3 Each valuer shall value as many number of scripts as prescribed by the University from time to time
4. **Internal Assessment/Practical/Grades:** The Internal Assessment/Practical Marks/ Grades obtained from respective course teachers shall be sent to the Registrar (Evaluation) in sealed covers by the Principal of the college before commencement of theory examination both in hard and soft form/ online on or before the time fixed by the Registrar (Evaluation). The same shall be sent to the computer section for entry and inclusion in the result.

XXIV Photocopy/Re-Valuation (U.G)

1. After declaration of the results of the Under-Graduate Examination, if any candidate wishes to apply for Photocopy, he /she shall apply to the Registrar (Evaluation) in the University or in any office of the firm authorized by the University for the said purpose, by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of results of the respective course.

2. The photocopy of the script shall be supplied to the candidate within 20 days after last date for submitting application for the same.

3. After receipt of the Photocopy if any candidate wishes to apply for Re-Valuation, he /she shall apply to the University at the place notified by the University for the said purpose by paying the prescribed fees notified by the University from time to time within 10 days from the date of issue of photocopy by the University. The candidates shall receive the photocopies only through their respective colleges.

4. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation by paying prescribed fee.

5. The Photocopy of the answer scripts shall be enclosed with the revaluation application form, failing which the application shall be rejected.

6. After receipt of applications for Re-Valuation, the Registrar (Evaluation) may, with the prior permission of the Vice-Chancellor, either himself or through the Co-ordinator, specially appointed for the said purpose, shall arrange for valuation by a specialist from among the panel of examiners approved already or specially by the syndicate, to evaluate the concerned scripts. The Co-ordinator so appointed shall fulfill the eligibility and other conditions as specified for the Custodian.

7. In case of Re-valuation, if there is a difference of more than 15% marks between the first valuation and re-valuation, the said script shall be referred to third valuer, who has not valued the script earlier and the marks awarded by the third valuer shall be final. However, the candidate is entitled to the marks advantageous to him/her.

XXV Correction of Totaling Mistakes/Non valuation of any question/s/ Non declaration of results etc.

1. After obtaining the photocopy if the candidate finds any totaling mistakes/non valuation of any question/s, not carrying of marks awarded to the questions to the facing sheet etc., a candidate shall submit application to the Registrar (Evaluation) through the College for correction of such mistakes and to issue corrected marks card, enclosing the Photocopy of the script and xerox copy of the marks card/result sheet, within 10 days from the date of receipt of the photocopy of the script in the college.

2. In case of non declaration/partial declaration of results, the principal of the college shall submit the details of all such candidates with Register number and other relevant documents like A-Form, Invigilation dairy etc., within 15 days from the date of declaration of result by the University. Any such requests made after the period prescribed above shall not be entertained.

3. The Registrar (Evaluation) shall refer such cases to the Computer section/ scanning agency to verify the scanned data and OMR Sheets and in case the required data is not available in the said section the same may b e referred to the Custodian of the valuation center to verify the same with the original script along with the valuer and reviewer and to submit the report duly signed by them. On receipt of the said report he/she shall direct the concerned to make necessary correction in the results and to issue corrected marks card. In all such cases the valuer/reviewer shall be punished as per University rules.

XXVI Valuation of Scripts in Post Graduate Courses

1. There shall be a Central valuation for Valuation of Scripts in Post Graduate Courses

2. Each paper shall be valued by two valuers, one ordinarily by an internal and the other by an external examiner whose names appear in the panel of examiners approved by theB.O.S and Syndicate. The results shall be the average of the two valuation marks. However, the Registrar (Evaluation) may get both the valuation done by external valuators.
3. In case there is a difference of more than 20 marks in the two valuations, the script must be valued by a third examiner who figures in the approved panel of examiners but who has not been a valuer in the first or second valuation and his/her assessment shall be final.
4. **Internal Assessment/Practical:** The Internal Assessment/Practical Marks obtained from respective course teachers shall be sent to the Registrar (Evaluation) in sealed covers by the Principal/Chairperson, P.G. Department, before commencement of theory examination both in hard and soft form/online. The same shall be sent to the computer section for entry and inclusion in the result.
5. Wherever special provision is not made for the P.G. Examinations , the provisions made for U.G. Examinations under these ordinances shall apply mutatis-mutandis the P.G. Examinations also

XXVII Re-Valuation (P.G)

1. After declaration of the results of the post-graduate examination, if any candidate wishes to apply for Re-Valuation, he /she shall apply to the University at the place notified by the University for the said purpose by paying the prescribed fees notified by the University from time to time within 10 days from the date of announcement of the results by the University.

2. Candidates who have secured 15% of maximum marks or more in each paper are eligible to apply for Re-Valuation, by paying the prescribed fees notified by the University from time to time. There is no provision for Photocopy of answer script.

3. After receipt of applications for Re-Valuation, the Registrar (Evaluation) either personally or through the Co-ordinator appointed for the said purpose, with the approval of the Vice-Chancellor, ask a subject specialist from among the panel of examiners approved already or specially by the syndicate, to evaluate the concerned script.

4. In case of Re-valuation, the average of the marks awarded to the candidate in the main valuation and Re-valuation shall be final. However, the candidate is entitled to the marks advantageous to him/her.

XXVIII Procedure for Attending to the Problems of students

1. Any problem pertaining to mistakes in declaration of results, in marks cards or degree certificates or revaluation shall be referred by the Principal of the concerned college/Chairman of the P.G. Department to the cell constituted/officer authorized by the Registrar (Evaluation) in the Examination Section for this purpose. Corrections, if any, shall be made only under the orders of the Registrar (Evaluation)

2. All problems pertaining to the examination work of their college must be attended to by a Co- ordinator (Examinations) designated in each college by the principal of the College.

3. The Coordinator shall submit all the cases duly forwarded by the Principal to the Registrar (Evaluation) in person or by Registered Post within specified period.

4. After receipt of such Applications, the concerned section shall attend the work and dispose of the same within **3 days**. In case of non disposal within stipulated period, the reply with cogent reasons shall be sent to respective college within 7 days and bring to the notice of the Registrar (Evaluation)

5. The Registrar (Evaluation)/authorized officer shall organize meetings of Co-ordinators at least once in a month to ensure that no matters are pending within the Examination Section.

XXIX Remuneration/Honorarium/Allowances

Remuneration/ Honorarium/Allowances/Fees etc., are to be paid to the Chairman and Members of the BOE, Paper – Setters and Valuers, Custodians, Co-ordinators, Chief Tabulators, Tabulators, Chief Superintendent and Dy. Chief Superintendents, invigilators, Flying- Squad

members and Chief, and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the University authorities from time to time. If any fine, penalties are to be imposed on any of them, an undertaking should be taken from the payment – receiver at the time of payment that he/she is bound to return to the University any such amount after an order to this effect is passed by the Registrar (Evaluation).

XXX Examination Work as Duty

It shall be the mandatory duty of all the Teaching and Non-teaching staff in the University, constituent and affiliated colleges and the P.G. Departments to perform the examination duties as allotted to them by their immediate superiors and any of the University authorities. However, in exceptional circumstances, such duties may be exempted if justified through proper reasons given in writing.

Obligations of Teachers and Acts of Indiscipline and Malpractice in the University Examination by the Teaching & Non -Teaching Staff under Sections 73, 74 & 75 of Karnataka State Universities Act-2000

Extract of the Karnataka State Universities Act 2000

Section 73: Duties of a Teacher:

(1) Every teacher of a University or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to them by the University from time to time.

(2) For the purpose of sub-section (1) both the teaching and non-teaching employees in the services of the University and also in the colleges affiliated to the University shall be administratively controlled by the University and shall abide by the instructions or orders issued by the University from time to time.

Section 74: Obligations to perform the examination work:

(1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.

(2) If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehavior, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both;

(3) No court shall take cognizance of offence punishable under this section or the abetments of any such offence save on the complaint made by the Registrar (Evaluation).

Section 75- Punishment for Abetment of Offences:

Whoever instigates or abets the commission of offence punishable under section 74 shall, on conviction be punished with the same punishment provided for in that section.

The punishable wrongs by the teaching and non-teaching staff may occur at three stages viz., Pre-Examination, During Examination and Post-Examination.

XXXI Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff

The Vice Chancellor, on receiving a complaint in writing or otherwise, is empowered to constitute an enquiry committee to enquire into the allegations of mistakes or malpractices committed by the personnel employed/appointed in the conduct of examination, evaluation, processing and declaration of results and all other incidental and ancillary matters. The committee shall conduct an enquiry by providing an opportunity of hearing to the delinquent and submit its report, based on which the Vice Chancellor shall impose the penalties provided here under.

Punishment/Penalty for various mistakes/malpractices committed in Examination by Teaching/Non-Teaching Staff at different stages is indicated below:

A. SCRUTINY OF EXAMINATION APPLICATION FORMS AT COLLEGE LEVEL

1. Not submitting list of candidate's/ question paper indent subject wise, course wise, semester wise and syllabus-wise statistics to the Registrar (Evaluation) in time.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
2 Non submission/ submission of incomplete examination application forms to the Registrar (Evl.)	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
3 Non payment/ incomplete payment of prescribed examination fees	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
4. Wrong submission/incomplete submission of documents	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- on the college
5. Issue of Hall tickets to ineligible	Impose a penalty of not less than Rs.

candidates	Rs.10,000/- on the college per candidate
6. Forwarding of Examination application forms after the last date fixed by the University and before 15 days to the commencement of the first paper of the examination.	Impose a penalty of not less than Rs. 5,000/- but not exceeding Rs.10,000/- per candidate

B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY

1. Giving Wrong exemptions by the Computer section.	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).
2. Change of subjects	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).
3. Accepting the application after the last date without the approval of Registrar (Eval)	Impose a penalty of Rs. 1000/- for each Application.
4. Any other kind of mistake/acts committed	Impose a penalty of Rs. 1000/- for each mistake on the concerned employee after a summary enquiry by the Registrar (Eva).

C. PAPER SETTING AND PRINTING

1. Accepting the confidential work without disclosing the fact in writing when the relatives are appearing for the examinations.	Impose a penalty of Rs. 10,000/- and disciplinary action as per rules
2. Refusing / failure to set question paper in time	Impose a penalty of Rs. 5,000/- per paper
3. Setting of question paper out of syllabus or incomplete question and data	Impose a penalty of Rs. 5,000/- per paper
4. Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BOE Chairman.	Impose a penalty of Rs. 5,000/- per paper
5. Manuscript written by other than paper setters and BOE Chairman/BOE Member.	Impose a penalty of Rs.15,000/- per paper
6. Not signing the manuscripts.	Impose a penalty of Rs. 10,000/- per paper.
7. Not writing the proper title of the question paper/paper code/duration/marks etc by the paper setter	Impose a penalty of Rs. 1000/- each. The Board of Examiners shall preserve the original manuscript and send it on to the Registrar (Evaluation) in sealed packets. If the mistake is done at the time of printing, the penalty of Rs.10, 000/-shall be imposed on the person concerned.
8. Wrong packing of question papers by printer or the agency authorized.	Impose penalty of Rs. 10,000/- each and in addition to the quantified loss of money incurred/spent by the University to

	hold an examination due to this mistake.
9 Submitting the question paper without scrutiny by the BOE.	Impose a penalty of Rs. 10,000/- on each member and chairman per paper
10. Not submitting the question paper within the Prescribed time by BOE Chairman to the University	Impose a penalty of Rs. 10,000/- per paper
11. Accepting the paper setting without competence/eligibility	Impose a penalty of Rs. 10,000/- on each member and chairman per paper
12. Not submitting required sets of question papers by the BOE Chairman.	Impose a penalty of Rs. 5000/- each
13 Failure to get any paper/s set and submit the same to University in time by B.O.E Chairman	Impose a penalty of Rs. 15,000/- and disciplinary action as per rules
14. Leakage of question paper:	
a) by the paper setter,	Impose a penalty of Rs.25,000/-+ other disciplinary action as per rules
b) by chairman/members of BOE	Impose a penalty of Rs.35,000/- each + other disciplinary action as per rules
c) at the stage of printing	Impose a penalty of Rs.50,000/-+ other action as per terms and conditions of the agreement, if printing is outsourced and disciplinary action in case printing is done in the University
d) at the exam center by the Chief/Deputy Superintendent	Impose a penalty of Rs.35,000/-+ other disciplinary action as per rules
15. Any other kind of mistakes which are not covered above.	Impose a penalty of Rs. 2000/- for each mistake/-+ other disciplinary action as per rules.

D. DURING EXAMINATION: AT THE EXAMINATION CENTRES:

1. Opening of wrong question paper packets by Chief Superintendent	Impose a penalty of Rs.10,000/-/-+ other disciplinary action as per rules
2. Not keeping question paper under safe custody by the Chief Superintendent.	Impose a penalty of Rs.10,000/-/-+ other disciplinary action as per rules
3. Distribution of wrong question paper at the examination center.	Penalty of Rs.10,000/- The expenses that are to be incurred to conduct re-examination will have to be recovered from person responsible and disciplinary action as per rules
4. Allowing candidates after half an hour of the commencement of Exam by the Room Superintendent.	Impose a penalty of Rs. 2000/- per candidate
5. Not signing of answer scripts by Room	Impose a penalty of Rs.2000/- for each

	Superintendent by verifying Reg. No's.	mistake.
6.	Allowing candidate without Hall Ticket for Examination.	Impose a penalty of Rs. 5000/- each.
7.	Not writing Sl.No. of script in the Room Superintendent report.	Impose a penalty of Rs. 2000/- each mistake
8.	Wrong entry of Sl. No. of script by the Room Superintendent Diary (Invigilation diary)	Impose a penalty of Rs. 2000/- each.
9.	Writing wrong Reg. No. in the Room Superintendent Diary.	Impose a penalty of Rs. 2000/- each.
10.	Absence of Chief Superintendent at the Examination Centre.	Impose a penalty of Rs. 5000/-
11.	Not reporting the absence of external Chief Superintendent by the Principal.	Impose a penalty of Rs.5,000/-
12.	Allowing any other person other than the candidate in examination (Impersonation)	Impose a penalty of Rs.10,000/- each and disciplinary action as per rules
13.	Dereliction or lapses of duty on the part of Deputy Superintendent / Room Superintendent/Relieving Superintendent	Impose a penalty of Rs.5,000/- each and disciplinary action as per rules The Chief Superintendent shall immediately report the matter to the Registrar (Evaluation) and at his own discretion the Chief Superintendent may stop further assignment of invigilation work to the concerned Room/Relieving Superintendent.
13.	Negligence of the supervising staff in discharging their duties leading to copying/ mass copying unruly behavior etc., on the part of the candidates affecting smooth conduct of examination	1. The Superintendent/Deputy Superintendent and Room/Relieving Superintendent of the centre shall be imposed a penalty of Rs.5, 000/- each per event. 2. A report to the management against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management. 3 If the class III or IV Employees involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the Management and University against them 4. If such an action is not taken by the management, a penalty of Rs.1 lakh on the management be imposed. In addition to the above, the proceedings for the withdrawal of affiliation of the college shall be instituted.

14 Any other mistakes committed at the Examination Centre	Appropriate penalty as decided by Enquiry Committee appointed by the University
15. Not dispatching the answer scripts in time to the University as per the instructions given by the University.	Impose a penalty of Rs. 10,000/- for each day of delay and disciplinary action on the concerned persons as per rules and cancellation of examination center for 3 years
17. Not sending the sessional / term work / project work /Internal Assessment marks/grading before the commencement of theory examination.	Impose penalty of Rs. 10,000/- per student on college
18. In case marks are sent after commencement of theory examination and before announcement of results. *Under no circumstances above said marks sent after declaration of results shall be accepted.*	Impose penalty of Rs. 25,000/- per student on college
18. Not conducting the practical examination by the Examiners after acceptance of the said work	Impose a penalty of Rs.10,000/- and shall be debarred from examination work for 2 years
19. Allowing an ineligible candidate to write examination, without the permission of the Registrar (Evaluation) or without payment of fees, by the Principal.	Impose a penalty of Rs. 10,000/- each.
20 Insertion /Replacing of answer book/pages at the exam center	Impose a penalty of Rs.15,000/- each and disciplinary and criminal action action
21. Booking any student for malpractices with any ulterior intention by the squad members or for any other related mistakes	Impose a penalty of Rs.5,000/- and shall be debarred from examination work for 2 years
22. Any other kind of mistake which is not covered above.	Impose a penalty of Rs.2,000/- for each mistake.

E. DURING CODING AND DECODING:

1. Not keeping proper accounts of answer scripts bundles received from the exam centers.	Impose a penalty of Rs. 1000/- for each mistake
2. Wrong coding of answer script.	Impose a penalty of Rs. 1,000/- each
3. Disclosure of code numbers.	Impose a penalty of Rs. 15,000/- and disciplinary and criminal action.
4. Not completing the work within stipulated time.	Impose a penalty of Rs. 1000/- per day
5. Wrong decoding	Impose a penalty of Rs.1,000/- each
6. Tampering with Marks of Examiners	Impose a penalty of Rs. 15,000/- for each case and disciplinary and criminal action

7. Disclosure of result before declaration by the University	Impose a penalty of Rs. 5,000/-
8. If the coding and decoding is done through scanning by any agency authorized by the University and if any above mentioned mistakes are committed by such agency	Any penalty specified above for respective mistakes and forfeiture of deposits and payments and damages of Rs.1 Lakh and other necessary action as per terms and conditions of Agreement

F. DURING VALUATION

1. Erratic valuation by the valuator	Impose a penalty of Rs.2,000/- per paper
2. Valuing the paper without competence by the valuator	Impose a penalty of Rs. 5000/-
3 Non valuation of a part of the answer	Impose a penalty of Rs. 5000/- each
4 Non valuation of a complete answer/non assignment of marks to an answer Five such mistakes	Impose a penalty of Rs. 3000/-each Forfeiture of the entire remuneration, conveyance etc., and a penalty of Rs. 3000/- and shall be debarred for 2 years from valuation work and disciplinary action
5. Wrong/non carrying of marks from inside to the Cover page of the answer script, etc,	Impose a penalty Rs. 3000/- for each mistake
6. Wrong writing of marks in figures and words in the OMR Sheet/marks list	Impose a penalty Rs. 1000/- per mistake
7. Wrong totaling by the valuator/reviewer.	Impose penalty of Rs. 1000/- each
8. Non-entry of marks / Wrong transfer of marks from answer scripts to OMR marks list.	Impose a penalty of Rs. 1000/- for each mistake
9. Displacing the answer script from one packet to another packet.	Impose a penalty of Rs. 1000/- for each mistake.
10. Awarding more marks by valuer/reviewer than the marks fixed for the questions.	Impose a penalty of Rs. 3,000/- per answer
11. Failure to round off the extra No. of answers by the valuator	Impose a penalty of Rs. 500/- each
12. Tampering with the marks given by the valuer/ reviewer, indulging in any other malpractice by the Chief Custodian/custodians and other staff of valuation Unit	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs 25000 and also disciplinary and criminal action be initiated.
13 Non issuance of instructions to valuers by the Chief Examiners/Custodians	To be debarred for 2 years from all types of examination work with penalty of Rs.5000.
14. Non-compliance with the rules and instructions given and doing the work in a disorderly manner, or deserting in the middle	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5000/-.and disciplinary action
15. Failure of Principal of the college to ensure	Impose a penalty of Rs. 25000/- on

valuers appointed from their colleges to report to valuation or if valuers remain absent from valuation work	Principal of the college
16. Failure of valuer appointed from colleges to report to valuation or if valuer remain absent from valuation work	Impose a penalty of Rs. 5000/- on each valuer

Note: While making over the payment of remuneration, an undertaking from the examiners Chairman, etc. shall be obtained to the effect that fine or penalties would be acceptable by the receiver as provided under the ordinance.

G. VERIFICATION AND SCRUTINY:

1.	wrong verification and scrutiny	Impose a penalty of Rs. 1000/- for each mistake.
2.	Wrong totaling of marks	Impose a penalty of Rs. 1000/- for each mistake.
3.	Tampering with Marks awarded by the Examiners in OMR marks list.	Impose a penalty of Rs. 15,000/- each and disciplinary and criminal action
4.	Writing as Absent, though the candidate has appeared for the examination.	Impose a penalty of Rs 5,000/- per candidate.
5.	Awarding of wrong exemptions	Impose a penalty of Rs. 1,000/- per such exemption.
6.	Not putting initials for the corrections/over writings.	Impose a penalty of Rs. 100/- each
7.	Not keeping the account of blank marks cards by the concerned	Impose a penalty of Rs. 5,000/-
8.	Wrong carrying forward of previous years marks in ledger.	Impose a penalty of Rs. 1000/- each

H. DISPATCH OF RESULT SHEETS AND MARKS CARDS:

1.	Dispatching the marks card without facsimile	Impose a penalty of Rs. 1,000/- each
2.	Dispatching the blank marks card with facsimile.	Impose a penalty of Rs. 1,000/- each
3.	Late dispatch of marks cards and Result sheet	Impose a penalty of Rs. 1000/-per course
4.	Dispatching degree certificate without signature of the Vice-Chancellor.	Impose a penalty of Rs. 1,000/- each

I. GENERAL

1. Any breach of confidentiality relating to the examination work entrusted by the University.	Registrar (Evaluation) shall impose same penalty as provided above.
2. Failure to undertake the examination work assigned by the Registrar (Evaluation) without prior permission in writing	Impose a penalty of Rs.2000/- and disciplinary action as per service rules
3. Leaving the examination work before the completion.	The remuneration/ TA/ DA due to the concerned person shall be forfeited and a penalty of Rs.5000/-
4. In other cases of serious irregularities or gross dereliction of duties	Impose a penalty of Rs. 25,000/- for each case and disciplinary and criminal action

XXXII. Malpractice by Candidates Appearing in Examination, Procedure and Punishment under Section 77 of K.S.U. Act, 2000

1. Acts of Malpractice by Candidates Appearing in Examination

Malpractice means and includes any one or more of the following acts by a candidate appearing for the University Examinations to grant and confer Degree, Diploma and other Academic distinction on persons who have pursued a course of study or have carried on research.

i. Unruly behavior in or near the examination hall.
ii. Bringing into the Examination hall or being found while in the examination, in possession of any book, portions of a book, manuscript, material or any other matter not permissible to be brought into the Examination hall.
iii Copying or taking aid from any material or matter to answer in the examinations.
iv Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.
v. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate.
Vi Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script .
Vii Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuaiton.
Viii Inserting or substituting in the answer script sheets or sheets of answer script not supplied in the examination hall.
ix Impersonating or allowing any other person to impersonate for him in the examination hall.
x. Committing any other act omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University/College.

2. Authority for imposing Penalty:

The Vice-Chancellor and the Syndicate shall impose penalties taking into account the recommendation of the Mal Practice Enquiry Committee.

3. Constitution, Powers and Functions of the Malpractices Enquiry Committee:

1. The Malpractices Enquiry Committee shall consist of two members one of whom shall be the Chairman, who shall be the Dean of the Faculty of respective course. Another member shall be the legal advisor/any other person authorized by him from out of the Bangalore University Panel Advocates approved by the Syndicate. There shall be one convener, who shall be an official of the University not below the rank of Assistant Registrar (Evaluation)

2. The Committee shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the Schedule of penalties provided hereto.

4. Procedure and Penalties:

1. No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.

2. The Malpractice cases reported by the Chief Superintendent/ Squad/Valuer/ Custodian in sealed covers to the Registrar (Evaluation) shall be opened before the Committee only. The Committee after verifying the report and recording the material enclosed thereto shall make an endorsement to that effect.

3. The Malpractices Enquiry Committee shall frame definite charges and cause to issue notice communicating such charges together with a statement or allegation on which they are based, to the candidate in writing and he/she shall be required to submit within 15 days from the date of receipt of notice or within such time as may be specified by the committee a written statement of his/her defence or admission of the guilt. In case the student fails to submit written statement of his/her defence or admission of his/her guilt within the stipulated period, the Committee shall hear the matter ex-parte and make necessary report.

4. In case of contest by the student, the committee shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its finding about the commission of guilt by the student or otherwise and shall submit a report along with recommendation of the committee based on the findings recorded.

5. The candidate may present his/her case himself/herself but shall not engage a legal practitioner for the purpose.

6. The Malpractices Enquiry Committee shall, in the course of enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine any witnesses summoned by the committee to give evidence in defence. The person presenting the cases and in support of the charges shall be entitled to cross examine the candidate and the witnesses examined in defence.

7. At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report with findings on each of the charges together with all the documents and recommend either for imposition of penalty or exoneration of the student to the Vice-Chancellor.

8. The Vice-Chancellor in turn shall, place the report before the Syndicate which shall consider and impose the penalty for various types of Malpractices as detailed in the schedule or as recommended by the Malpractices Enquiry Committee or exonerate the student as the case may be

5. The Procedure for Reporting Malpractice Cases:

a) The Room Superintendent /Invigilator shall seize the incriminating material and the answer script or other substance forming part of answer and report the same to the Chief Superintendent immediately, if he/she notices a malpractice being committed by the candidate.

b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Chief Superintendent immediately.

If the candidate refuses to give the statement the candidate should be asked to record in writing his refusal to give a statement. If he/she refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.

c) The Chief Superintendent shall hold a preliminary enquiry, record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. He/she shall forward a report along with the answer script or other substance or the incriminating material in a sealed cover or box, to the Registrar (Evaluation) by name, who, in turn, shall place before the Malpractice Enquiry Committee all the materials and records received by him/her.

The Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.

(d). The examiner/reviewer, shall, if he/she suspects malpractice while valuing the answer script shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/her name and signature to the Custodian who in turn shall forward the same to the Registrar (Evaluation) along with his/her remarks under his/her name and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn in a sealed cover shall forward the same to the Registrar (Evaluation).

6. SCHEDULE OF PENALTIES:

Sl.No.	NATURE OF MALPRACTICE	PENALTY TO BE IMPOSED
1.	Revealing the Identity of the candidate by putting any mark, symbol etc., in the answer paper	a) Fine not less than Rs. 5000/- b) Withholding and forfeiture of the performance of the examination.
2.	Possession of manuscript/printed or	To deny the benefit of performance of the

	typed matter, books or notes/ impermissible electronic gadgetes.	examination for which the candidate has appeared and debar him/her for a further number of chances extending up to TWO more examinations and penalty of Rs. 5000/-.
3.	Possession of manuscript printed or typed matter. Book or notes and found copying.	To deny the benefit of performance of the Examinations for which the Candidate has appeared and debar him/her for a further number of chances extending upto THREE more examinations and penalty of Rs. 5000/-.
4.	Identical answers in the answer scripts of different candidates as a result of copying. Copying or allowing a candidate to copy from his/her answer script.	To deny the benefit of performance of the Examination for which the candidate has appeared and debar him/her for a further number of chances extending upto TWO more examinations and penalty of Rs. 5000/-.
5.	Appeal to the examiner with money as enclosures to the answer book, use of abusive/obscene language, or threatening words in the answer book.	To deny the benefit of performance of the said paper of the examination for which the candidate has appeared and penalty of Rs. 10000/-.
6.	Found giving or receiving assistance at the examination, passing on the question paper/ answer script/ additional sheet for purpose of copying	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of Chances extending upto THREE more examinations and penalty of Rs. 5000/-.
7.	Insertion of additional sheets/use of an answer book which is not issued at the examination hall/ insertion of any papers during or after examination at any stage.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FOUR more examinations, period of debar, however, not to exceed THREE years, not to exceed THREE years, excluding the Examination already taken and penalty of Rs. 15000/-.
8.	Impersonation, found guilty of deliberate preplanned arrangement to cheat in the examination.	To deny the benefit of performance of the examination for which the Candidate has appeared and debar him/her for a maximum of SIX more examinations and penalty of Rs. 25,000/-..
9.	Abusing, threatening or and man-handling the examination authorities at the examination hall or in the premises of the examination centre, misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared and debar him/her for a further number of chances extending upto FIVE more Examinations depending on the degree of misconduct and penalty of Rs. 10,000/- and criminal action
10.	Submitting wrong information and claiming any advantage as	To deny the benefit of performance of the examination for which the candidate has

	handicapped/blind	appeared and penalty of Rs. 25000/-.

11. GENERAL

1. The committee is empowered to recommend suitable punishment for any malpractice which is not covered under any of the items defined in the above schedule of penalties.
2. Candidates involved in malpractice shall not be permitted to keep terms for the next higher course or pursue other alternative courses till their term of punishment is over. They shall also forfeit their scholarship/fellowship/financial assistance/admission in hostel during that period.

XXXIII. Grant of Extra Time in Examination to differently-abled (Blind and Physically Handicapped) Students and appointment of scribe

During Examination, some students having handicap of serious nature due to which they cannot write in normal speed and blind students do need extra time, as they have to dictate to another person.

The granting of extra time to such candidates is subject to fulfillment of the following conditions:

1. The nature of the handicap must be such as it seriously affects the candidate's speed of writing.

2. The candidate must produce a certificate from the concerned District Surgeon/Medical Officer, Health Centre, Bangalore University, clearly spelling out the nature of the handicap or extent of defect which affects the speed of writing.

3. The candidate must submit an application at least 2 months before the commencement of examination with medical certificate to the Principal/Head of the Department/Institution for considering the handicap and his assessment of the writing. Performance of the candidate as observed repeatedly at the institution must also be taken into consideration.

4. Each case shall be examined on merits and decided regarding granting or not granting extra time and where such extra time is granted the ratio or quantum of extra time shall be stipulated in clear terms for compliances at the examination centre. Under any circumstances, the extra time shall not exceed 20 minutes per hour.
5. Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Principal/Head of the Department/Institution. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Principal/Head of the Department/Institution.

6. The Principal/Head of the Department/Institution may grant permission as stated above under intimation to the Registrar (Evaluation).

XXXIV. Repeal and Savings:

1. The provisions of any Ordinance, Order, Rule or Regulations in force shall be inapplicable to the extent of their inconsistency with these Ordinance,
2. The University shall issue such orders, instructions etc and prescribe such format, procedure etc as it may deem fit to implement the Provisions of these Ordinance.
3. In case of any difficulty in the implementation or giving effect to the provisions of these Ordinances, the Vice-Chancellor decisions shall be final.

XXXV. APPENDICES:

A) Acceptance of Examinership

ACCEPTANCE FORM

From

Name:
(In Block letters)

Address:

College:
Ph/Mobile:

Residence
Ph:

To

The Registrar (Evaluation)
Pareeksh Bhavana
Bangalore University
Jnanbharati Campus
Bangalore 560 056

Subject:

Sir/Madam,

I wish to intimate to you my acceptance/non acceptance of the invitation communicated in your letter No…….
I agree to maintain confidentially about this offer.

I have no relative / member of my family appearing at the examination. Nor have I coached any Student/s for the examination at which I have been invited to examine.

I have not written any guides or given any tuitions for students with reference to the examination at which I have been invited to examine.

I have not registered myself for any examination (Regular or External) of this University (Registration for Ph. D is exempted)

I further agree to abide by all the rules and regulations of the University with respect to my assignment.

Date : Yours faithfully,

Place :

Note: All the confidential letters should be addressed to the Registrar (Evaluation) by name.

B) Requirements of Documents for Issue of Marks Cards, Certificates, Provisional Degree Certificates, Transcripts etc.

1. FOR ISSUE OF DEGREE CERTIFICATE

a. An application in the prescribed form.

b. Xerox copies of all attempt wise Marks Cards from first to final.

c. Prescribed fee in the form of D.D.

2. FOR ISSUE OF PROVISIONAL DEGREE CERTIFICATE

a. An application in the prescribed form.

b. Xerox copies of all attempt-wise Marks Cards from first to final or (result sheet attested by the Principal/Chairperson only in case of final year, when result is announced but marks cards not issued)

c. Prescribed fee, if not paid earlier in the form of D.D.

3. FOR ISSUE OF COMPLETION CERTIFICATE

a. An application in the prescribed form.

b. Xerox copies of all attempt-wise Marks Cards from first to final.

c. Prescribed fee in the form of D.D.

4. FOR ISSUE OF TRANSCRIPT

a. An application in the prescribed form.

b. Xerox copies of the certificates on which attestation is to be made.

c. Prescribed fee in the form of D.D.

5. FOR MARKS/DEGREE CERTIFICATE CORRECTION

a. An application in the prescribed form.

b. Original Marks Card/Degree Certificate.
c. Proof of correct name in case name correction such as Eligibility Certificate, Lower Exam Marks Cards, or any other document acceptable to University.
d. For any other mistake in the Marks Card, the nature of mistake to be distinctly indicated in the application.
e. Prescribed fee in the form of D.D, if applicable.

6. FOR ISSUE OF DUPLICATE MARKS CARD/DEGREE CERTIFICATE

a. An application in the prescribed form.
b. Sworn affidavit in the prescribed form.
c. Proof of police complaint in this regard.
d. Prescribed fee in the form of D.D.
e. A news paper clipping in case of Degree Certificate in this regard.

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

INTERNAL ASSESSMENT TIME TABLE

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
1st INTERNAL ASSESSMENT EXAMINATION APRIL- 2024

2nd Semester B. Com

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.00- 2.00 PM	
22-04-2024 Monday	Language I- Kannada/Hindi/ Sanskrit	Language II- English	
23-04-2024 Tuesday	Advanced Financial Accounting	Banking Innovation	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
24-04-2024 Wednesday	Business Ethics	DF	OEC

2nd Semester BBA

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.00- 2.00 PM	
22-04-2024 Monday	Language I- Kannada/Hindi/ Sanskrit	Language II- English	
23-04-2024 Tuesday	Financial Accounting & Reporting	Human Resource Management	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
24-04-2024 Wednesday	Business Environment	Environmental Studies	OEC

2nd Semester BBA (Aviation)

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.00- 2.00 PM	
22-04-2024 Monday	Language I- Kannada/Hindi/ Sanskrit	Language II- English	
23-04-2024 Tuesday	Financial Accounting & Reporting	Airport Operations Management	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
24-04-2024 Wednesday	Airport Safety & Security Management	Environmental Studies	OEC

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
1st INTERNAL ASSESSMENT EXAMINATION APRIL- 2024

IV Semester B. Com

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.00- 2.00 PM	
22-04-2024 Monday	Language I- Kannada/Hindi/ Sanskrit	Language II- English	
23-04-2024 Tuesday	Advanced Corporate Accounting	Business Regulations	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
24-04-2024 Wednesday	Cost Accounting	Artificial Intelligence	OEC

IV Semester B.B.A.

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.00- 2.00 PM	
22-04-2024 Monday	Language I- Kannada/Hindi/ Sanskrit	Language II- English	
23-04-2024 Tuesday	Financial Management	Indian Financial System	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
24-04-2024 Wednesday	Management Accounting	India & Indian Constitution	OEC

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
1st INTERNAL ASSESSMENT EXAMINATION APRIL- 2024

VI Semester B. Com

Date/Day	Subjects/ Timings	
	10.30 – 11.30 AM	1.00- 2.00 PM
22-04-2024 Monday	Management Accounting	E-Commerce
23-04-2024 Tuesday	Income Tax Law & Practice -II	Advanced Financial Management
24-04-2024 Wednesday	Indian Accounting Standard-II	Investment Management

VI Semester B.B.A

Date/Day	Subjects/ Timings	
	10.30 – 11.30 AM	1.00- 2.00 PM
22-04-2024 Monday	Goods & Service Tax	Business Law
23-04-2024 Tuesday	Income Tax- II	International Business
24-04-2024 Wednesday	Security Analysis & Portfolio Management	Cultural Diversity at Workplace

Examination Coordinator

Principal

CITY COLLEGE

2nd INTERNAL ASSESSMENT EXAMINATION FOR 3rd and 5th SEMESTER Bcom & BBA JANUARY 2024

Date	Time	3rd B.Com.	3rd BBA	5th B.com	5th BBA
17-01-2024	10-11 am	Kannada/Hindi/Sanskrit	Kannada/Hindi/Sanskrit	Financial Management	Production and operation
	12-1 pm	Generic English	Generic English	Income Tax-Law & Practice-1	Income Tax- I
	2- 3 pm	India and Indian CONSTITUTION	Artificial INTELLEGENCE	Cyber security	Cyber security
18-01-2024	10-11 am	Corporate Accounting	Business Statistics	Principles &Practices of Auditing	Banking law &Practices
	12-1 pm	Indian Financial Services	Elements of Cost. Accounting	Financial Institutions and Markets	Advanced Corporate Financial Management
19-01-2024	10-11 am	Company Law & Administration	Organisational Behaviour	GST- Law & Practices	Compensation and Performance
	12-1 pm	Spoken English for Corporate Jobs	Spoken English for Corporate Jobs	Indian Accounting Standard	Information Technology for Business (excel

Exam co-ordinator 10/1/2024

Principal

CITY COLLEGE

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
1ST INTERNAL ASSESSMENT EXAMINATION OCTOBER- 2023

Program	Date/ Time	10.00- 10.45 AM	11.30 – 12.15 PM		1.30- 02-15 PM
B.Com	16-10-2023	Kannada/ Hindi	English		BMS
	17-10-2023	FA	PM		
BBA	16-10-2023	Kannada/ Hindi	English		MI
	17-10-2023	FA	MM		
BBA (Aviation)	16-10-2023	Kannada/ Hindi	English		IA[redacted]
	17-10-2023	FA	PA & AM		

Exam Committee

10.10.23

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
2ND INTERNAL ASSESSMENT EXAMINATION OCTOBER- 2023

1st Semester B.Com

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	English	
19-12-2023	Financial Accountancy	Business Management & Startups	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Principles of Marketing	Environmental Studies	Office Automation

1st Semester BBA

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	English	
19-12-2023	Fundamentals of Accountancy	Marketing Management	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Management Innovations	Digital Fluency	Office Automation

Examination Coordinator

Principal

Dean

15/12/23

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG

2ND INTERNAL ASSESSMENT EXAMINATION OCTOBER- 2023

1St Semester BBA (Aviation)

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	English	
19-12-2023	Fundamentals of Accountancy	Introduction to aviation Industry	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Principles of Airline & Airport Management	Digital Fluency	Office Automation

1St Semester BCA

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	Problem Solving techniques	
19-12-2023	English	Data Structures	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Discrete Mathematics	Financial Literacy	Environmental Studies

Examination Coordinator

Principal

Dean

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

DEPARTMENT OF COMMERCE AND MANAGEMENT- UG
2ND INTERNAL ASSESSMENT EXAMINATION OCTOBER- 2023

1st Semester B.Com

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	English	
19-12-2023	Financial Accountancy	Business Management & Startups	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Principles of Marketing	Environmental Studies	Office Automation

1st Semester BBA

Date	Subjects/ Timings		
	10.30 – 11.30 AM	1.30- 2.30 PM	
18-12-2023	Kannada	English	
19-12-2023	Fundamentals of Accountancy	Marketing Management	
	09.30- 10.30 AM	11.45- 12.45 PM	01.30- 02.30 PM
20-12-2023	Management Innovations	Digital Fluency	Office Automation

Exam Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT-UG
2ND INTERNAL ASSESSMENT EXAMINATION JUNE-2024

2nd Semester B.Com

Date	Subjects/ Timings		
	11.00am – 12.00 am	1.00pm- 2.00 pm	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Advanced Financial Accounting	Business Ethics	
	09.30am- 10.30am	11.30pm- 12.30pm	01.30pm- 02.30pm
10-06-2024	Banking Innovations	Speaking & Listing Skills(OEC)	Digital Fluency(SEC)

2nd Semester BBA

Date	Subjects/ Timings		
	11.00am–12.00am	1.00pm-2.00pm	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Financial Accounting & Reporting	Human Resource Management	
	09.30am-10.30am	11.30am-12.30pm	01.30pm-02.30pm
10-06-2024	Business Environment	Speaking & Listing Skills(OEC)	Digital Fluency

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT-UG

2ND INTERNAL ASSESSMENT EXAMINATION JUNE-2024

2nd Semester BBA (Aviation)

Date	Subjects/ Timings		
	11.00am–12.00am		**1.00pm-2.00pm**
06-06-2024	Language-1 Kannada/Hindi/Sanskrit		Language-2 Generic English
	10.00am-11.00am		12.00pm-1.00pm
07-06-2024	Financial Accounting & Reporting		Airport Safety & Security Management
	09.30am-10.30am	**11.30am-12.30pm**	**01.30pm-2.30pm**
10-06-2024	Airport Operations Management	Speaking & Listing Skills(OEC)	Environmental Studies(AEC)

14/6/24

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT-UG
2ND INTERNAL ASSESSMENT EXAMINATION JUNE-2024

4th Semester B.Com

Date	Subjects/ Timings		
	11.00 – 12.00 AM	1.00- 2.00 PM	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Artificial Intelligence(AEC)	Cost Accounting	
	09.30am-10.30am	11.30am 12.30pm	1.30pm-2.30pm
10-06-2024	Business Regulations	Spoken English for Global Communication(OEC)	Advance Corporate Accounting

4th Semester BBA

Date	Subjects/ Timings		
	11.00am –12.00pm	1.00pm 2.00pm	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	India & Indian Constitution(AEC)	Indian Financial System	
	09.30am-10.30pm	11.30am 12.30pm	1.30pm-2.30pm
10-06-2024	Financial Management	Spoken English for Global Communication(OEC)	Management Accounting

14/6/24

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMMERCE AND MANAGEMENT-UG
2ND INTERNAL ASSESSMENT EXAMINATION JUNE-2024

6th Semester B.Com

Date	Subjects/ Timings		
	11.00 – 12.00 AM	1.00- 2.00 PM	
06-06-2024	Advanced Financial Management	Income Tax Law & Practice-II	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	E-Commerce	Indian Accounting Standerds-2	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
10-06-2024	Investment Management	Management Accounting	----------

6th Semester BBA

Date	Subjects/ Timings		
	11.00 – 12.00 AM	1.00- 2.00 PM	
06-06-2024	Business Law	Income Tax-II	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Goods & Service Tax	Cultural Diversity at Workplace	
	09.30- 10.30 AM	11.30- 12.30 PM	01.30- 02.30 PM
10-06-2024	Security Analysis & Portfolio Management	International Business	----------

1/6/24

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMPUTER APPLICATIONS-UG

2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

2nd Semester BCA

Date	Subjects/ Timings		
	11.00 – 12.00 AM	**1.00- 2.00 PM**	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Oop's Using Java	Data Base Management System	
	09.30am-10.30am	**11.30am-12.30pm**	**01.30pm-02.30pm**
10-06-2024	Computer Architecture	Fundamentals of Investment in Capital Market(OEC)	----------

4th Semester BCA

Date	Subjects/ Timings		
	11.00am– 12.00pm	**1.00pm-2.00pm**	
06-06-2024	Language-1 Kannada/Hindi/Sanskrit	Language-2 Generic English	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Software Engineering	Design Analysis & Algorithm	
	9.30am-10.30am	**11.30am-12.30pm**	**1.30-2.30pm**
10-06-2024	Internet Technologies	Corporate Governance(OEC)	----------

16/6/24

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560070

DEPARTMENT OF COMPUTER APPLICATIONS-UG

2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

6th Semester BCA

Date	Subjects/ Timings		
	11.00 – 12.00 AM	**1.00- 2.00 PM**	
06-06-2024	Mobile Application Development	Software Testing	
	10.00am-11.00am	12.00pm-1.00pm	
07-06-2024	Machine Learning	Electronic Content Design	
	09.30- 10.30 AM	**11.30- 12.30 PM**	**01.30- 02.30 PM**
10-06-2024	----------	----------	----------

16/24

Examination Coordinator

Principal

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka- 560070

INVIGILATION DUTY LIST

CITY COLLEGE

1ST INTERNAL ASSESSMENT EXAMINATION -UG- 2023-24
- INTERNALS INVIGILATION LIST- 3 & 5 SEMESTER

Date	Time	Room Number & Faculty Name		
		Room 1 (Exam Hall)	Room 202	Room 215
27-11-2023	10.30- 11.30 am	Mr. Ashkar, Mr. Rajesh, Ms. Nishchitha	Mrs. Saritha Vittal	Dr. Neethravathi
	01.30- 02.30 pm	Mrs. Roopashree, Mrs.. Bhavyakala, Mrs.Saritha Vittal	Mr. Arun	Sunil B. M
28-11-2023	10.30- 11.30 am	Mr. Vijay, Mrs. Bhayakala, Mrs. Roopa Reddy	Mr. Rajesh	Mrs. Shwetha
	01.30- 02.30 pm	Mrs. Bhavyakala, Mrs. Saritha V,	Mrs. Roopa	Mr. Rajesh
30-11-2023	09.30- 10.30 am	Mr. Vijay, Dr. Neethravathi, Dr. Shaik Imran	Mrs. Shwetha	Mr. Rajesh
	11.45- 12.45pm	Mr. Ashkar, Mrs. Sabary, Mrs. Saritha Vittal	Mrs. Shwetha	Mr. Arun
	01.30- 2.30pm	Mrs. Roopashree, Mrs. Roopa Reddy, Mrs. Saritha Vittal	Mrs. Shwetha	Mr. Arun

Examination Coordinator

Principal

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka- 560070

RESULT STATEMENT WITH ALL SUBJECT

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

1st Internal Assessment Mark Sheet- I Semester BBA

Sl. No.	Regd. No	Name	Subjects					
			Kannada	Hindi	English	FA	MI	MM
1	U03BX23M0001	AMRUTESH M L	3		10	6	9	10
2	U03BX23M0002	ARPAN M	2		11	6	13	6
3	U03BX23M0003	DINESH	1		7	1	5	8
4	U03BX23M0004	HARSHITH M	3		4	2	11	7
5	U03BX23M0005	LALITHA A	5		12	10	16	6
6	U03BX23M0006	LISHA CHOWDARY	7		17	14	15	8
7	U03BX23M0007	MATEEN PASHA	7		17	17	22	18
8	U03BX23M0008	NAJEEB PASHA N	5		20	19	13	20
9	U03BX23M0009	PRAJWAL V	0		18	12	13	4
10	U03BX23M0010	RANJITHA C	AB	AB	AB	AB	AB	AB
11	U03BX23M0011	RICHARD LEON FELLER	5		23	11	14	9
12	U03BX23M0012	S NITHYA	10		21	10	20	18
13	U03BX23M0013	ADITYA SINGH BHADORIYA		0	11	12	16	15
14	U03BX23M0014	FARDEEN KHAN		15	17	13	21	15
15	U03BX23M0015	GOPAL PARIT	AB	AB	AB	AB	AB	AB
16	U03BX23M0016	HARSHAVARDHAN A		14	19	7	11	17
17	U03BX23M0017	MD AMIN		15	16	15	12	20
18	U03BX23M0018	MOHAMMAD FARDEEN		10	11	4	7	7
19	U03BX23M0019	MOHAMMED ABIR		10	13	10	8	6
20	U03BX23M0020	MOHAMMED TAJAMUL	AB	AB	AB	AB	AB	AB

21	U03BX23M0021	MOHAMMED ZAID KHAN		12	23	3	AB	10
22	U03BX23M0022	MUSKAN		12	15	6	16	8
23	U03BX23M0023	NAWAZ BAIG		6	5	3	2	6
24	U03BX23M0024	NIKITA KUMARI		17	18	12	10	10
25	U03BX23M0025	PREETHAM YADAV B	AB	AB	15	4	5	2
26	U03BX23M0026	RAKSHITHA G		23	25	23	25	23
27	U03BX23M0027	S SALMAN AHMED		14	19	5	14	7
28	U03BX23M0028	SHAIK ABDUL REHMAN		13	15	7	13	13
29	U03BX23M0029	SNEHA AHMED		22	17	6	22	18
30	U03BX23M0030	SUHAIL R		0	14	4	10	5
31	U03BX23M0032	SYED TARIQ PASHA		13	11	10	15	9
32	U03BX23M0033	SYED ZAID		15	17	8	11	12
33	U03BX23M0034	TEJESHWINI S		6	11	6	17	12
34	U03BX23M0035	YASH P KOTHARI		24	23	21	24	24
35	U03BX23M0036	ZAIBA BEGUM		22	20	14	22	15
36	U03BX23M0037	ZOHRA FATHIMA		21	24	18	23	22
37	U03BX23M0038	CHINNI LAHARI	AB	AB	24	22	25	23
38	U03BX23M0039	PARTH M NAIDU	AB	AB	23	6	13	9
39	U03BX23M0040	PRAVEEN KUMAR D		11	AB	AB	AB	AB
40	U03BX23M0055	BI BI KUBRA		9	15	16	22	14
41	U03BX23M0056	PREETHI KUMARI		25	23	24	24	23
42	U03BX23M0057	KIRAN R	5		6	0	2	4
43	U03BX23M0059	SRI HARI RAJ	AB	AB	AB	AB	AB	AB

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

1st Internal Assessment Mark Sheet- I Semester B.Com.

Sl. No.	Regd. No	Name	Subjects					
			Kannada	Hindi	English	FA	BMS	PM
1	U03BX23C0001	ABHISHEK RUBAN J	3		8	4	12	10
2	U03BX23C0002	ANIKA R M	10		15	17	22	19
3	U03BX23C0003	ARPITH P G	6		9	3	5	15
4	U03BX23C0004	BINDU SHREE	7		15	7	6	12
5	U03BX23C0005	HEMANTH KUMAR B	3		8	3	7	AB
6	U03BX23C0006	HEMANTH M C	3		3	7	5	10
7	U03BX23C0007	JAYANTH M	5		12	AB	16	9
8	U03BX23C0008	JEEVAN M	3		14	8	5	9
9	U03BX23C0009	K PAVANI	4		20	12	6	21
10	U03BX23C0010	KEERTHANA V	5		15	14	7	3
11	U03BX23C0011	LAKSHMI R	7		15	17	14	15
12	U03BX23C0012	MADHUVAN K S	2		4	1	4	3
13	U03BX23C0013	MANOJ KUMAR	9		6	13	AB	8
14	U03BX23C0014	MANYA G	10		12	7	9	11
15	U03BX23C0015	MONICA G	8		19	18	11	14
16	U03BX23C0016	NAVEEN M	1		3	1	1	AB
17	U03BX23C0017	PAWANESHWAR M	5		11	7	7	15
18	U03BX23C0018	PURUSHOTHAM GOWDA S	9		19	16	12	9
19	U03BX23C0019	RISHA G	6		17	6	3	7
20	U03BX23C0020	SUNIDHI P	12		15	19	21	21

21	U03BX23C0021	TARUN REDDY B S	4	[illegible]	3	6	3	16
22	U03BX23C0022	ADITH P G	[illegible]	3	10	12	13	15
23	U03BX23C0023	FARHAN SAYEED	[illegible]	19	14	AB	5	17
24	U03BX23C0024	JUNAID PASHA	[illegible]	20	19	AB	1	AB
25	U03BX23C0025	MEEZAN PASHA	AB	AB	AB	AB	AB	AB
26	U03BX23C0026	MOHAMMED ZAKI	[illegible]	5	6	AB	0	AB
27	U03BX23C0027	MUVENDRA	[illegible]	10	4	3	3	4
28	U03BX23C0028	N Y SANDEEP	[illegible]	11	16	5	2	2
29	U03BX23C0029	NEKHEEL KUMAR GUPTA	[illegible]	20	15	13	13	8
30	U03BX23C0030	SANIYA NAJAM	[illegible]	25	21	24	23	18
31	U03BX23C0031	SHABAZ KHAN	[illegible]	10	2	AB	5	AB
32	U03BX23C0032	SHAHID KHAN	[illegible]	15	11	7	5	11
33	U03BX23C0033	THULASI	[illegible]	22	7	7	19	17
34	U03BX23C0034	WAIKHOM GUNSON SINGH	[illegible]	15	25	18	12	21
35	U03BX23C0035	ZAHID KHAN S	AB	14	17	10	17	10
36	U03BX23C0036	SAUD A	AB	AB	15	14	8	5
37	U03BX23C0037	ROSHAN BAIG	AB	AB	AB	AB	AB	AB
38	U03BX23C0038	SAI DINESH	AB	AB	7	14	1	7
39	U03BX23C0039	NISHITH YADAV M	1	[illegible]	0	5	0	0
40	U03BX23C0040	MANOJ KUMAR P	AB	AB	AB	AB	7	8

NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

INTERNAL ASSESSMENT MARKS

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

Final Internal Assessment Marks Sheet of MBA IV Semester Dec 2023 (MARKETING)

Subject: SBM | **Faculty Name:** Namrata k

Sl No	Register No.	Student Name	IAT-1 (30)	IAT-2 (30)	Best of IAT's	(Total*15)/30	Attendance (5)	Assignment (5)	Presentation (5)	TOTAL (30)
1	P03BX21M0104	ABISHEK M	13	10	13	7	5	5	5	22
2	P03BX21M0103	ABHISHEK N	10	14	14	7	5	5	5	22
3	P03BX21M0025	ADIKESHAVA REDDY T N	23	24	24	12	5	5	5	27
4	P03BX21M0029	AJAY H S	20	22	22	11	5	5	5	26
5	P03BX21M0098	ANAND KUMAR V H	18	17	18	9	5	5	5	24
6	P03BX21M0042	ANIL KUMAR D S	16	18	18	9	5	5	5	24
7	P03BX21M0002	AISHWARYA N	15	30	30	15	5	5	5	30
8	P03BX21M0104	ANIRUDH C N	17	18	18	9	5	5	5	24
9	P03BX21M0025	ANUSHA K S	18	23	23	12	5	5	5	27
10	P03BX21M0029	ANUSHA N S	17	22	22	11	5	5	5	26
11	P03BX21M0083	APPU L	20	22	22	11	5	5	5	26
12	P03BX21M0036	BABU A	22	23	23	12	5	5	5	27
13	P03BX21M0040	BALAJI C	10	18	18	9	5	5	5	24
14	P03BX21M0041	BASKARA S A	14	21	21	11	5	5	5	26
15	P03BX21M0042	BHAVANA J	18	23	23	12	5	5	5	27
16	P03BX21M0034	BHAVANI T S	0	5	5	3	5	5	5	18
17	P03BX21M0036	BHOOMIKA T	21	26	26	13	5	5	5	28
18	P03BX21M0041	CHANDRIKA G N	15	25	25	13	5	5	5	28
19	P03BX21M0055	CHANNAPPA G	13	15	15	8	5	5	5	23
20	P03BX21M0051	CHARAN G	15	8	15	8	5	5	5	23
21	P03BX21M0055	DHANALAKSHMI N	15	5	15	8	5	5	5	23
22	P03BX21M0092	DINESH K	12	10	12	6	5	5	5	21
23	P03BX21M0011	DIVYA SHREE A	20	22	22	11	5	5	5	26
24	P03BX21M0095	FIRDOSE A L	18	20	20	10	5	5	5	25
25	P03BX21M0107	GANAKARAJA S	15	25	25	13	5	5	5	28
26	P03BX21M0011	GANAPATHI R PATIL	5	0	5	3	5	5	5	18
27	P03BX21M0107	G HIMESH RAO	22	15	22	11	5	5	5	26
28	P03BX21M0046	Gowtham V	0	5	5	3	5	5	5	18
29	P03BX21M0097	JAGADISH M	5	0	5	3	5	5	5	18
30	P03BX21M0077	KAVYASHREE K	15	20	20	10	5	5	5	25
31	P03BX21M0069	LOCHANA S	5	0	5	3	5	5	5	18
32	P03BX21M0027	MANOJ M	16	18	18	9	5	5	5	24
33	P03BX21M0045	MAHADEVA PRASAD N	18	12	18	9	5	5	5	24
34	P03BX21M0027	MAHAMADRAFI	18	25	25	13	5	5	5	28
35	P03BX21M0118	MOHAMMED SAAD	12	15	15	8	5	5	5	23
36	P03BX21M0043	MANOJ D L	20	11	20	10	5	5	5	25

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

37	P03BX21M0043	MOHAMMED ARBAZ	23	28	28	14	5	5	5	29
38	P03BX21M0016	NETHRA R	17	24	24	12	5	5	5	27
39	P03BX21M0058	NIKITHA N	27	26	27	14	5	5	5	29
40	P03BX21M0016	NAGESHA N	16	25	25	13	5	5	5	28
41	P03BX21M0058	NANDA KISHOR R	19	22	22	11	5	5	5	26
42	P03BX21M0053	NAYAN KUMAR V	11	15	15	8	5	5	5	23
43	P03BX21M0026	PAVAN KALYAN R	5	16	16	8	5	5	5	23
44	P03BX21M0108	PRAJWAL G	9	13	13	7	5	5	5	22
45	P03BX21M0035	PAVAN KUMAR V S	20	10	20	10	5	5	5	25
46	P03BX21M0053	PREETHI R	18	19	19	10	5	5	5	25
47	P03BX21M0039	PREM SAGAR AV	16	22	22	11	5	5	5	26
48	P03BX21M0054	PRAVEEN G	25	15	25	13	5	5	5	28
49	P03BX21M0105	PRASHANTH G	9	18	18	9	5	5	5	24
50	P03BX21M0026	PUNITH KUMAR R	15	25	25	13	5	5	5	28
51	P03BX21M0108	PUNITH KRISHNA	22	12	22	11	5	5	5	26
52	P03BX21M0020	RANJITHA P M	0	5	5	3	5	5	5	18
53	P03BX21M0006	RANJITHA M	16	26	26	13	5	5	5	28
54	P03BX21M0074	RAHUL B S	21	18	21	11	5	5	5	26
56	P03BX21M0105	SAHANA R	15	20	20	10	5	5	5	25
57	P03BX21M0074	SHIVANANDA REDDY N	10	17	17	9	5	5	5	24
58	P03BX21M0115	SHIVAPRASAD D	19	21	21	11	5	5	5	26
59	P03BX21M0006	SRI RAMA K	19	20	20	10	5	5	5	25
60	P03BX21M0021	SUBRAMANI V	10	20	20	10	5	5	5	25
61	P03BX21M0060	SUDHAKARA RAJU S S	18	26	26	13	5	5	5	28
62	P03BX21M0038	SUMANTH	20	22	22	11	5	5	5	26
63	P03BX21M0061	SATHISH REDDY K	18	20	20	10	5	5	5	25
64	P03BX21M0080	SHASHWATH H S	18	22	22	11	5	5	5	26
65	P03BX21M0106	SUHAS P	18	16	18	9	5	5	5	24
66	P03BX21M0050	SHWETHA P	16	21	21	11	5	5	5	26
67	P03BX21M0100	SUCHITHRA N	18	20	20	10	5	5	5	25
68	P03BX21M0100	UMESH S	23	26	26	13	5	5	5	28
69	P03BX21M0005	VANDANA U	24	28	28	14	5	5	5	29
70	P03BX21M0046	VARUN G A	18	25	25	13	5	5	5	28
71	P03BX21M0090	VARUN S	20	10	20	10	5	5	5	25
72	P03BX21M0106	VIGNESH M	16	23	23	12	5	5	5	27
73	P03BX21M0050	VINAY S R	17	18	18	9	5	5	5	24
74	P03BX21M0101	VINAY TM	18	14	18	9	5	5	5	24
75	P03BX21M0008	YASHWANTH N	16	20	20	10	5	5	5	25
76	P03BX21M0005	VARUNA K G	20	21	21	11	5	5	5	26

Principal sign

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management (PG)

Final Internal Assessment Marks Sheet of MBA I Semester (C) section June 2024

Subject:LAIPR					Faculty Name:		Namrata k		
Sl No	Student Name	IAT-1 (30)	IAT-2 (30)	Best of IAT's	(Total* 15)/30	Attendance (5)	Assignment (5)	Presentation (5)	TOTAL (30)
1	Ajay Reddy	AB	5	5	3	5	5	5	18
2	Ajay Reddy S	21	26	26	13	5	5	5	28
3	Annapurna P	AB	5	5	3	5	5	5	18
4	Bhanu priya s	20	9	20	10	5	5	5	25
5	Brunda C	19	30	30	15	5	5	5	30
6	Celsia R	23	26	26	13	5	5	5	28
7	Chinnambika R	27	21	27	14	5	5	5	29
8	Danish Ahmad	13	20	20	10	5	5	5	25
9	Darshan	20	30	30	15	5	5	5	30
10	Gagan Gowda T N	17	26	26	13	5	5	5	28
11	Ganesh Shetty R	18	21	21	11	5	4	5	25
12	Girish K	21	26	26	13	5	4	5	27
13	Harfath M	18	26	26	13	5	5	5	28
14	Harshitha K	8	18	18	9	5	4	5	23
15	Hemanthraj S	23	24	24	12	5	5	5	27
16	HIFZU HUMA	13	20	20	10	5	5	5	25
17	Indumathi B	23	30	30	15	5	5	5	30
18	Jashwanth	AB	23	23	12	5	5	5	27
19	Jeevitha M	13	23	23	12	5	5	5	27
20	Karan N	20	26	26	13	5	5	5	28
21	Karthik V	15	26	26	13	5	5	5	28
22	Komala N S	26	30	30	15	5	5	5	30
23	Lathish Kumar Annapp	24	24	24	12	5	5	5	27
24	Likhith TU	AB	5	5	3	5	5	5	18
25	Lohith	22	30	30	15	5	5	5	30
26	Lokesh B	22	30	30	15	5	5	5	30
27	M Latha	6	18	18	9	5	5	5	24
28	M.C Harshavardhan	AB	20	20	10	5	5	5	25
29	Mahadevaprabhu	22	20	22	11	5	5	5	26
30	Mamatha J	19	22	22	11	5	5	5	26
31	Manoj Kumar S M	23	26	26	13	5	5	5	28
32	Megha A	21	26	26	13	5	5	5	28
33	Mohammed Adnan Sh	15	24	24	12	5	5	5	27
34	Mohd Muntazeem	16	27	27	14	5	5	5	29

Principal
CITY COLLEGE
Jayanagar, Bangalore-70

35	N Siva Sankara	25	27	27	14	5	5	5	29
36	Narayana Swamy	19	27	27	14	5	5	5	29
37	Nikhil M V	9	18	18	9	5	4	5	23
38	Nisarga L	18	23	23	12	5	5	5	27
39	Pallavi BN	AB	5	5	3	5	5	5	18
40	Pavan Kumar S	13	25	25	13	5	5	5	28
41	Poorna Prasad.S	26	24	26	13	5	5	5	28
42	Prapulla	22	14	22	11	5	5	5	26
43	Prashma	15	18	18	9	5	5	5	24
44	Priya k m	8	20	20	10	5	5	5	25
45	R. Manoj Kumar	18	7	18	9	5	5	5	24
46	Rakshith TR	AB	5	5	3	5	5	5	18
47	Rakshitha Channalli	16	26	26	13	5	5	5	28
48	Rakshitha G S	AB	0	23	12	5	5	5	27
49	Roopesh S	20	25	25	13	5	5	5	28
50	Sahana M	17	25	25	13	5	5	5	28
51	Sathvika Reddy M	19	27	27	14	5	5	5	29
52	Sharanya J	20	9	20	10	5	5	5	25
53	Shashank S	19	30	30	15	5	5	5	30
54	Shashi kumara KJ	23	26	26	13	5	5	5	28
55	Sheshadri S S	27	21	27	14	5	5	5	29
56	Shilpa R	13	20	20	10	5	5	5	25
57	Shwetha c	20	30	30	15	5	5	5	30
58	Sonika A S	17	26	26	13	5	5	5	28
59	Soundarya B	18	21	21	11	5	4	5	25
60	Soundarya M	21	26	26	13	5	4	5	27
61	Srinivas	18	26	26	13	5	5	5	28
62	Suhas.K	8	18	18	9	5	4	5	23
63	Suprabha	23	24	24	12	5	5	5	27
64	Sushmitha S	13	20	20	10	5	5	5	25
65	Udaya Kumara A.R	23	30	30	15	5	5	5	30
66	Umme Musfera	AB	23	23	12	5	5	5	27
67	Utkarsh Srivastav	13	23	23	12	5	5	5	27
68	Vani AV	20	26	26	13	5	5	5	28
69	Varun Kumar C M	15	26	26	13	5	5	5	28
70	Vikas R	21	26	26	13	5	4	5	27
71	Yashwanth V	18	26	26	13	5	5	5	28
72	Yogesh M	8	18	18	9	5	4	5	23
73	Chetan kumar	23	24	24	12	5	5	5	27

Principal Sign

Principal
CITY COLLEGE
Jayanagar, Bangalore-

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka- 560070

INTERNAL ASSESSMENT
QUESTION PAPER WITH BT LEVEL

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bangalore – 70

DEPARTMENT OF COMPUTER APPLICATIONS – UG

II INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCOM & BBA

SUBJECT: CYBER SECURITY

TIME: 1hr MAX MARKS: 25 DATE: 17/1/2024

SCHEME OF EVALUATION

Section A	Marks Breakup
1. What is ARPANET? Full form: The US Advanced Research Projects Agency Network Definition: The first public packet-switched computer network. It was first used in 1969.	1+1
2. Define phishing? A technique for attempting to acquire sensitive data through a fraudulent solicitation such as e-mail or through website Sensitive data such as Bank account number	1+1
3. What is social media monitoring? Social media-interactive technologies that facilitate the creation, sharing and aggregation of content, ideas, interests, and other forms of expression S M Monitoring-the process of collecting social conversations and messages into a database of useful information	1+1
Section B	
4. What are the various features of cybercrime? Meaning & Types with explanation-Phishing, hacking, online threats, Online fraud, Malware (any Five)	1+4
5. Write a note on Antivirus Kit software. Meaning of Antivirus Kit, Working, Some examples	1+4
Section C	
6. Write about cyber security financial frauds? Cyber Security meaning, meaning of financial frauds, explanation (any 5 types of frauds)	2+2+4
7. Write a note on e-commerce and cybercrimes related to e-commerce Meaning of e-commerce, cybercrimes in e-commerce and related examples with explanation	1+2+5
8. How do you protect yourself online- write the most important preventive steps you can take. Discuss Meaning and protection measures and explanation	1+2+5

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DEPARTMENT OF COMPUTER APPLICATIONS – UG

II INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCOM & BBA

SUBJECT: CYBER SECURITY

TIME: 1hr **MAX MARKS: 25** **DATE: 17/1/2024**

Question	CO Mapping	BT Level
Section A: 1 mark		
1. What is ARPANET?	CO-1	Remembering
2. Define phishing?	CO-1	Remembering
3. What is social media monitoring?	CO-2	Remembering
Section B: 5 marks		
1. What are the various features of cybercrime?	CO-2	Remembering
2. Write a note on Antivirus Kit software.	CO-2	Understanding
Section C: 8 marks		
1. Write about cyber security financial frauds?	CO– 2	Understanding
2. Write a note on e-commerce and cybercrimes related to e-commerce	CO – 3	Understanding
3. How do you protect yourself online- write the most important preventive steps you can take. Discuss	CO- 3	Creativity

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DEPARTMENT OF COMPUTER APPLICATIONS – UG

II INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCOM & BBA

SUBJECT: CYBER SECURITY

TIME: 1hr **MAX MARKS: 25** **DATE: 17/1/2024**

SEC – A

I. Answer any **TWO** questions, each carries **TWO** marks. (2 X2=4)

1. What is ARPANET?
2. Define phishing?
3. What is social media monitoring?

SEC -B

II. Answer any **ONE** questions, each carries **FIVE** marks. (1 X 5=5)

4. What are the various features of cybercrime?
5. Write a note on Antivirus Kit software.

SEC-C ((8 X2=4)

III. Answer any **ONE** questions, each carries **FIVE** marks. (1 X 5=5)

6. Write about cyber security financial frauds?
7. Write a note on e-commerce and cybercrimes related to e-commerce
8. How do you protect yourself online- write the most important preventive steps you can take. Discuss

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DEPARTMENT OF COMPUTER APPLICATIONS – UG

I INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCA

SUBJECT: CYBER LAW

TIME: 1hr **MAX MARKS: 25** **DATE: 28/11/2023**

SCHEME OF EVALUATION

Section A	Marks Breakup
1. Define Internet. Meaning- Inter+ network Interconnected network of worldwide computers.	2
2. Define Cyber law. Definition-The legal regulations and frameworks governing digital activities It covers a large range of issues, including online communication, e-commerce, digital privacy, and the prevention and prosecution of cybercrimes	2
3. Define Cyber Crime. A criminal activity that involves computers and network. Online criminal activity.	2
4. Define Cyber Security. The practice of protecting individuals' and organizations' systems, applications, computing devices, sensitive data and financial assets from cyber-attacks.	2
5. What is cyber space? The dynamic and virtual space that connects computer systems. **Cyberspace** refers to the virtual computer world, and more specifically, an electronic medium that is used to facilitate online communication.	2
Section B: 5 marks	
6. Mention any 5 types of cybercrimes. Meaning of cybercrime and any five crimes expiation-Phishing, Hacking, Malware, online threats,	1+1+1+1+1
7. Write a note on Computer Virus and antivirus kit. Meaning of Antivirus Kit, Working, Some examples	5
8. Explain the different types of cyber security. 9. Any five security measures- Password protection, Firewall, Encryption, Regular backups, API security….	1+1+1+1+1
10. Mention the crimes with the social media platform – Facebook. Discuss. Meaning and usage of social media, crimes associated with them.	5

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DEPARTMENT OF COMPUTER APPLICATIONS – UG

I INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCA

SUBJECT: CYBER LAW

TIME: 1hr **MAX MARKS: 25** **DATE: 28/11/2023**

Question	CO Mapping	BT Level
Section A: 1 mark		
1. Define Internet.	CO-1	Remembering
2. Define Cyber law.	CO-2	Remembering
3. Define Cyber Crime.	CO-2	Remembering
4. Define Cyber Security.	CO-1	Remembering
5. What is cyber space?	CO-1	Remembering
Section B: 5 marks		
1. Mention any 5 types of cybercrimes.	CO- 1	Understanding
6. Write a note on Computer Virus and antivirus kit.	CO- 2	Understanding
3 Explain the different types of cyber security.	CO-2	Application
4. Mention the crimes with the social media platform – Facebook. Discuss.	CO-3	Creativity

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DEPARTMENT OF COMPUTER APPLICATIONS – UG

I INTERNAL ASSESSMENT EXAMINATION NOVEMBER-2023

V SEM BCA

SUBJECT: CYBER LAW

TIME: 1hr **MAX MARKS: 25** **DATE: 28/11/2023**

SEC – A

IV. Answer any **FIVE** questions, each carries **TWO** marks. (2 X 5=10)

9. Define Internet.
10. Define Cyber law.
11. Define Cyber Crime.
12. Define Cyber Security.
13. What is cyber space?

SEC -B

V. Answer any **THREE** questions, each carries **FIVE** marks. (3 X 5=15)

14. Mention any 5 types of cybercrimes.
15. Write a note on Computer Virus and antivirus kit.
16. Explain the different types of cyber security.
17. Mention the crimes with the social media platform – Facebook.

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KEY ANSWERS

DEPARTMENT OF MANAGEMENT- UG
1ST INTERNAL ASSESSMENT EXAMINATION April - 2024
PROGRAM- BBA- IV SEMESTER
SUBJECT: Management Accounting
KEY ANSWER

Section A

1. Answer the following compulsory question carries One Mark. 1*1=1

a. List out important tools of Management accounting.

1. Increase efficiency
2. Proper planning
3. Measurement of performance
4. Maximizing profitability
5. Improves service to customers
6. Effective management control

Answer any TWO questions. Each question carries Two Marks. 2*2= 4

b. Define Management Accounting.

According to **Institute of chartered accountants of India**, "Management accounting is any form of accounting which enables the business to be conducted more efficiently."

C. Who is a Management Accountant?

Any person responsible for the supply of accounting information to management is known as management accountant. He feeds informational needs of different managerial levels. He is known by different names in different organizations i.e., controller, comptroller, chief accountant, financialadviser, financial controller, etc.

d. What Do you mean by Fund Flow statement?

Funds flow statement refers to the statement which shows sources and applications of fundsof a firm during on accounting year.

Section B

Answer any Two questions. Each question carries Four Marks. **2*4= 8**

2. From the following information prepare a comparative income statement

Particulars	2016	2017
Sales	5,00,000	4,00,000
COGS	3,00,000	1,80,000
Administration & selling expenses	1,00,000	70,000
Other incomes	20,000	10,000
Income tax	60,000	70,000

To calculate % of Increase and Decrease amount

= Increase / Decrease amount x 100 / Previous Year amount

= 1, 00,000 x 100

5, 00,000

=20%

Comparative Income Statement

Particulars	**2018**	**2019**	**Increase/ Decrease In Rs.**	**Increase/ Decrease In %**
Revenue from operations (sales)	5,00,000	4,00,000	(1,00,000)	(20)
Add: other income	20,000	10,000	(10,000)	(50)
Total Revenue (A)	**5,20,000**	**4,10,000**	**(1,10,000)**	**(21.15)**
Less:- Expenses				
Operating expenses				
Cost of Goods sold	3,00,000	1,80,000	(1,20,000)	(40)
Administration & selling expenses	1,00,000	70,000	(30,000)	(30)
Total Expenses (B)	**4,00,000**	**2,50,000**	**(1,50,000)**	**(37.5)**
Profit before tax (PBT) (A-B)	1,20,000	1,60,000	40,000	33.33
Less:- Income tax expenses	60,000	70,000	10,000	16.67
Profit after tax (PAT)	60,000	90,000	30,000	50

3. Summarized Balance sheet of K Ltd. On 31.03.2018 and 31.03.2019 are as follows:

Liabilities	2018 Rs.	2019 Rs.	Assets	2018 Rs.	2019 Rs.
Share capital	12,00,000	15,00,000	Building	80,000	7,60,000
General Reserve	3,00,000	3,50,000	Machinery ST	5,00,000	7,20,000
14% Debenture	6,00,000	4,00,000	investment	3,00,000	4,50,000
Provision for	1,00,000	1,30,000	Inventories	4,00,000	4,70,000
taxation	4,90,000	5,60,000	Debtors	6,70,000	5,30,000
Creditors	1,20,000	1,80,000	Cash at bank	2,20,000	3,30,000
Proposed dividend	1,00,000	1,50,000	Prepaid		
Profit & Loss			expenses	20,000	10,000
account					
	29,10,000	**32,70,000**		**29,10,000**	**32,70,000**

Prepare a statement of change in working capital.

Solution:-

In the Books of K Company Statement of changes in working capital

Particulars	2018 Rs.	2019 Rs.	Effect on Working Capital	
			Increase Rs.	Decrease Rs.
A. CURRENT ASSETS				
Short term Investment	3,00,000	4,50,000	1,50,000	-
Inventories	4,00,000	4,70,000	70,000	-
Debtors	6,70,000	5,30,000	-	1,40,000
Cash at bank	2,20,000	3,30,000	1,10,000	-
Prepaid expenses	20,000	10,000	-	10,000
TOTAL (A)	16,10,000	17,90,000		
B. CURRENT LIABILITIES				
Creditors	4,90,000	5,60,000	-	70,000
Proposed dividend	1,20,000	1,80,000	-	60,000
Provision for taxation	1,00,000	1,30,000	-	30,000
TOTAL (B)	7,10,000	8,70,000		
C. WORKING CAPITAL (A-B)	9,00,000	9,20,000		
D. Net Increase in working capital	20,000	-	-	20,000
TOTAL	9,20,000	9,20,000	3,30,000	3,30,000

4. BM Company presents the following information. You are required to calculatedfunds from operations:

Profit and loss account

Dr Cr

Particulars	Amount	Particulars	Amount
To EXPENSES		By Gross profit	2,00,000
Operations	1,00,000	" Gain on sale of plant	
Depreciation	40,000		20,000
" loss on sale of building	10,000		

" Advertisement suspense a/c	5,000		
" Discount (allowed to customers)	500		
" Discount on issue of shares written off	500		
" Goodwill	12,000		
" net profit	52,000		
	2,20,000		**2,20,000**

In the books of BM companyFunds from Operations

Particular	Amount
Net profit for the current year	52,000
Add:- Non Operating Expenditure	
Depreciation	40,000
Loss on sale of assets/investment	10,000
Advertisement suspense A/c	5,000
Discount on issue of shares written off	500
Goodwill	12,000
	4,19,500
Less:- Non Operating Income	
Gain on sale of Plant	20,000
Less:- Net profit for the last year	-
Funds from operations	**99,500**

Section C

Answer any ONE question carries Twelve Marks each. **1*12= 12**

5. Following are the balance sheet of Suhas company ltd. As on 31.3.2023 and 31.03.2024

Liabilities	2023	2024	Assets	2023	2024
Equity share capital	3,00,000	4,00,000	Plant & machinery	3,00,000	6,25,000
12% preference share capital	2,00,000	2,50,000	Land & building	1,80,000	2,20,000
Reserves & surplus	1,00,000	1,90,000	Investment	1,00,000	2,00,000
10% debentures	1,00,000	2,00,000	Stock	1,50,000	2,00,000
Sundry creditors	2,00,000	4,10,000	Sundry debtors	1,00,000	1,20,000
Bills payable	-	50,000	cash	70,000	1,35,000
	9,00,000	**15,00,000**		**9,00,000**	**15,00,000**

You are required to prepare comparative balance sheet and comment.

SOLUTION:-

Comparative Balance Sheet

Particulars	2018	2019	Increase/ Decrease In Rs.	Increase/ Decrease In %
Equity and Liabilities				
1. Shareholder's fund:				
Equity Share capital	3,00,000	4,00,000	1,00,000	33.33
12% preference share capital	2,00,000	2,50,000	50,000	25
Reserves & surplus	1,00,000	1,90,000	90,000	90
Total shareholder's fund (A)	6,00,000	8,40 ,000	2,40,000	40
2. Non-Current liabilities				
10% Debenture	1,00,000	2,00,000	1,00,000	100
Total Non-Current liabilities (B)	1,00,000	2,00,000	1,00,000	100
3. Current Liabilities				
Sundry creditors	2,00,000	4,10,000	2,10,000	105
Bills payables	-	50,000	50,000	-
Total current liabilities (C)	2,00,000	4,60,000	2,60,000	130
Total Equity and Liabilities(A + B + C)	9,00,000	15,00,000	6,00,000	66.67
Assets				
1. Non- Current Assets (FAs)				
Plant & Machinery	3,00,000	6,25,000	3,25,000	108.33
Land & Building	1,80,000	2,20,000	40,000	22.22
Investments	1,00,000	2,00,000	1,00,000	100
Total non-current assets (A)	5,80,000	10,45,000	4,65,000	80.17
2. Current assets				
Stock	1,50,000	2,00,000	50,000	33.33
Sundry Debtors Cash in hand	1,00,000	1,20,000	20,000	20
	70,000	1,35,000	65,000	92.85
Total Current Assets (B)	3,20,000	4,55,000	1,35,000	42.18
Total Assets (A + B)	9,00,000	15,00,000	6,00,000	66.67

	2015	2016	2017
	Rs.	Rs.	Rs.
Sales	3,00,000	5,50,000	6,50,000
Cost of goods sold	2,50,000	3,00,000	3,00,000
Operating expenses:	10,000	55,000	70,000
Office expenses	5,000	30,000	45,000
Selling expenses	2,000	5,000	6,000
Distribution expenses			
Non-operating expenses:	6,000	14,000	30,000
Interest on debenture	15,000	20,000	50,000
Interest on loan			

To calculate Trend % (Base is First year always 100%)

= Sales amount of 2016 x 100
Sales amount of 2015

= 5,50,000 x 100

3,00,000

= 183.33 %

Statement of Trend Analysis

Particulars	**2015**		**2016**		**2017**	
	Rs.	**%**	**Rs.**	**%**	**Rs.**	**%**
Revenue from operations (sales)	3,00,000	100	5,50,000	183.33	6,50,000	216.67
Add: Other incomes	-	-	-	-	-	-
Total Revenue (A)	3,00,000	100	5,50,000	183.33	6,50,000	216.67
Less: Expenses:						
Cost of goods sold	2,50,000	100	3,00,000	120	3,00,000	120
Operating Expenses:						
Office expenses	10,000	100	55,000	550	70,000	700
Selling expenses	5,000	100	30,000	600	45,000	900
Distribution expenses	2,000	100	5,000	250	6,000	300
Non-Operating expenses:						
Interest on debentures	6,000	100	14,000	233.33	30,000	500
Interest on loan	15,000	100	20,000	133.33	50,000	333.33
Total expenses (B)	2,88,000	100	4,24,000	147.22	5,01,000	173.96
Profit before tax (PBT) (A-B)	12,000	100	1,26,000	1050	1,49,000	1241.67
Less: Income tax	-	-	-	-	-	-
Profit After Tax (PAT)	12,000	100	1,26,000	1050	1,49,000	1241.67

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INTERNAL ASSESSMENT TEST CLASS ROOM ALLOTMENT

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4	BINDU SHREE	AKASH DEV	HARSHITH M
5	FARHAN SAYEED	AKASH KHADKA	LALITHA A
6	HEMANTH KUMAR B	AKASH KUMAR	LISHA CHOWDARY
7	HEMANTH M C	AMRIT RAJ	MATEEN PASHA
8	JAYANTH M	ANIVESH JHA	NAJEEB PASHA N
9	JEEVAN M	AYAAN SHAFI	PRAJWAL V
10	JUNAID PASHA	BHARGAB PROTIM	RANJITHA C
11	K PAVANI	BINITA DAS	RICHARD LEON FELLER
12	KEERTHANA V	BIPIN PANDEY	S NITHYA
13	LAKSHMI R	CHINMAY PHUKON	ADITYA SINGH BHADORIYA
14	MANOJ KUMAR	DEEPSHIKHA KARMAKAR	FARDEEN KHAN
15	MANYA G	FARUKH ABDULLA M	GOPAL PARIT
16	MEEZAN PASHA	HARISH INDORA P	HARSHAVARDHAN A
17	MOHAMMED ZAKI	HEMANTH REDDY.B	MD AMIN
18	MONICA G	KAMANA POUDEL	MOHAMMAD FARDEEN
19	MUVENDRA	KEERTHANA S	MOHAMMED ABIR
20	N Y SANDEEP	KUSHAL M	MOHAMMED TAJAMUL
21	NAVEEN M	LIKITH.M	MOHAMMED ZAID KHAN
22	NEKHEEL KUMAR GUPTA	MAHESH KUMAR S	MUSKAN
23	NISHITH YADAV M	MUNEEB AHMED	NAWAZ BAIG
24	PAWANESHWAR M	NIKATH PARVEEN.S.N	NIKITA KUMARI

25	PURUSHOTHAM GOWDA S	NIKITHA.J	PREETHAM YADAV B
26	RISHA G	PANI SUBRAMANYAM BP	RAKSHITHA G
27	SAI DINESH	POOJA B S	S SALMAN AHMED
28	SANIYA NAJAM	POORVI SAXENA	SHAIK ABDUL REHMAN
29	SAUD A	PRADEEP SINGH N	SNEHA AHMED
30	SHABAZ KHAN	PRANAY KUMAR	SUHAIL R
31	SHAHID KHAN	PRAVEENKUMAR E	SYED TARIQ PASHA
32	TARUN REDDY B S	PRIYANSHU MISHRA	SYED ZAID
33	THULASI	R .PREM	TEJESHWINI S
34	WAIKHOM GUNSON SINGH	RABIYA SULTANA	YASH P KOTHARI
35	ZAHID KHAN S	RAJ KISHORE PANDA	ZAIBA BEGUM
36	PRAVEEN KUMAR D	RAJASHEKHAR	ZOHRA FATHIMA
37	USHA	SANDEEP P	CHINNI LAHARI
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4	SUJATA NATH	MOHAMMED AFFAN	AZMAN AHMED
5	SUVODIP MAJUMDER	RISHAB KUMAR	DAYANAND TAKKODI
6	TEJAS K	MOHAMMED SHOAIB S	G GNANA PRASUNA
7	UMME HAFSA.F	SYED JUNAID PASHA	GAHANA GANAPATHI
8	V MADHU SHREE	TEJAS V	HEMASHREE.P.S
9	V SURESH	A M D DANISH SHARFI	JAFFAR SHAHBAZ KHAN
10	VAISHNAVI P C	NALLAGONDLA LEELA VAMSI	JITHAN
11	VISHAL SUTTHAR	ESA ABU SUFIYAN	KASHISH CHAUHAN
12	YASHWANTH.C	LIKHITH D CHAUAN	KISHORE .V
13	SHREVANTH REDDY	BI BI KUBRA	KRRISH KUMAR PANDEY
14	A SAQIB	PREETHI KUMARI	LOKESH. B
15	ADITHYA KUMAR	KIRAN R	M.P. SAI SUPREETH

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2	SRI HARI RAJ	BITTU PRASAD	DARSHANA GHODKE
3	RAVI JANGID	KEERTHI RAJ K	DEEKSHITH C Y
4	ABDUL KHASAF	SHREE SHANTH	DHANYA SUBBAYYA SHETTY
5	ABDUL SUBHAN	GURUSIMHA D	DILEEP V
6	ABHINAYA S	ABHAY VISHWAKARMA	DINA SUBBA
7	ABHISHEK S	MANSOOR ALI S	DUSHYANTH V NAIK
8	ABRAR KHAN	RASHMI N	EMMANUEL S
9	AKSHAY RAI	ABHISHEK K S	FAHAD AHMED
10	AMITH B R	BHUVAN S	FAISAL ASLAM
11	ANANTH KUMAR DUBEY D	RAHIB KHAN	FIZA MEHEK
12	ANISHA	CHAITHANYA R	G SUDAN KUMAR
13	APURVA B	ABHIJITH R NAIR	GAGAN GOWDA S
14	ARPITHA S K	HARSHITH M K	GEETHA G
15	ASHRITHA	NAJMUL HUDA	GOKUL K
16	AYESHA TAJ	RAGHUL KRISHNAMURTHY	H TRISHA
17	BALAKRISHNA S	RAKSHITHA S	HABEEB AHMED
18	BHARGAVI P R	SAHIL S	HARISH KUMAR B
19	BHAVANI N	SANJAL P S	HARSHITHA K C
20	BHOOMIKA H R	VAISHNAVI N	HARSHITHA S
21	BHUVAN P	VIDYASHREE K S	ISHAQ YASIN SUJAWANDI
22	CHAITHRA S	VISHWAS KUMAR	JAISHEEL N
23	CHANDHAN KUMAR R	VIVEK KUMAR	JAVERIYA BANU
24	CHARAN P	YASHAS KUMAR	JENUSHRI H O
25	CHITTU YADAV N V	SYED FARDEEN	JUNAID KHAN

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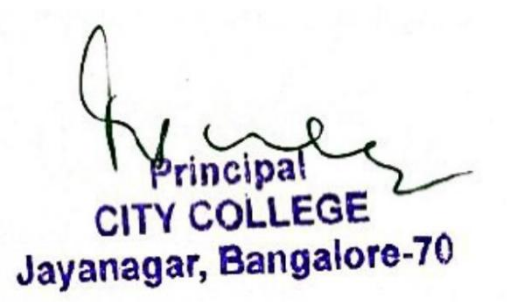
3	KALAISELVI RAVI	REVANNA M V	MITHUN S
4	KEERTHANA G	SHASHIDHAR H R	MOHAMAD SUFIYAN G
5	KEERTHI PRASAD M	ABDUL RAZAK	MOHAMMED AMEEN KHAN
6	KEERTHI R	MADHU CHANDRA K	MOHAMMED ANAS
7	KHUSHI VISHWAKARMA	MANASA	MOHAMMED PARVAIZ ULLAH KHAN
8	KHWAJA OSMAN GHANI	MD FAREED AHMED	MOHAMMED RUMAN
9	KISHOR KUMAR R	MD RAYAN	MUNNA YADAV
10	KISHORKUMAR	MICHAEL MEITEI	NAKSHITH P
11	KUMAR SHIVAM	MOHAMMED SUFIYAN Z	NISHA G B
12	L JYOTIKA	NANDAN	OMKAR
13	LAKSHMI SAGAR	NIHARIKA SHARMA	P PURUSOTHAMAN
14	LAWATE HEMA RAO	NIKHIL.R	P SAMEERA
15	LIKHITHA G L	POOJA K	PAVAN H R
16	LOHITH GOWDA B S	PRADEEP NC	PAVAN K R
17	M SHYAM	PREETHI JASMINE.A	POOJA S
18	MADEEHA PARVEEN	PUNITH BURSHI	PRAJWAL B T
19	MADHURA S	ROSHAN KUMAR PANDEY	PRAJWAL P
20	MAHAMMADJUBER BEPARI	S.KIRTHANA	PREETHU S
21	MANASA D C	SANJAY.S	PREMKUMAR BANNIKALL
22	MANI S	SHAIK FAYAAZ SAHEB	R RAKSHITHA NAYAK

23	MANJUNATHA B N	SHASHANK .S	RAHUL M
24	MANOJ BIST	SRIDHAR RAJ N	RAKESH D



ROOM NO- 5 (216)			
BENCH NO.	**I SEM BCA**		**IV Sem BBA/ B.Com**
1	RAM KISHORE P J		ANUSHKA SINGH
2	ROHIT KUMAR		CHANDANA U
3	S SADA AHAMED KOTTOR		DHEERAJ SHEKAR C
4	S Y REVANTH		AMIT CHAKMA
5	SAGAR A R		ASISH CHETRY
6	SAI HEMANTH SINGH J		DARSHAN YADAV U
7	SAI SAGAR B M		DINESH R
8	SAISAMARTH KRUSHNA BADVEL		FAISAL PASHA
9	SAKSHI M TAKAR		HARISH KUMAR B
10	SALMAN AHMED		HARSH VARDHAN SINGH
11	SANDHYA PANDEY		HEMALATHA S
12	SANIYA G		ABDUL WAHAB KHAN
13	SANJAY R		ABRAN PASHA
14	SANTHOSH M		AFWAAN BAIG
15	SARAVANA		NANDINI M
16	SHANMUGAN G		NANDINI P G
17	SHARMILA A		NEHA TAJ
18	SHASHANK K		PREM KUMAR K
19	SHREYAS		PUNITH KUMAR G
20	SHWETHA S K		RANI KIRAN KISKU

ROOM NO 6 (215)			
BENCH NO.	**~~IV SEM BCA / IV SEM BBA~~** THEPALLE SUDARSHAN KUMAR		**~~IV SEM B.COM~~**
1			JANCY S
2	THOMSON SERAM		KHAJI REHAN
3	UDAY S		KIRAN N
4	VARSHA V		LINGAYYA B STHAVARAMATHA
5	VASIMA HABIB SHAIKH		M YUVRAJ
6	ZAINAB INAMDAR		MAHENDAR B
7	SWAROOP B		MOHAMED HARSHAQ K P
8	V AKASH KARTHIK		MOHAMMED ZUBER
9	V POOVARASU		NAGA KRUTHIK S S
10	WASEEQ UR RAHMAN		NIKITA YADAV
11	ROHIT JAIN		NISHA KUMARI
12	SHUBASH DEY		PREM K JAIN
13	NASRUDEEN T		PRIYADARSHINI J
14	KARAN KUMAR N		R DEEPIKA
15	KUNA TEJA		RAHUL REDDY R
16	LIKHITHA S		RAKESH A
17	LOKESH S		SARATHI
18	M D MADAN KUMAR		TARUN B R

ROOM 7 (202)			
BENCH NO.	**I Sem BCA/ IV BBA**		**VI SEM BBA/B.COM**
1	MANOJ S		SURESH S
2	MANOJ S		VENNAPUSA BHAVANA
3	SIVAKUMAR M		KARAN KUMAR N
4	SOMU KARTHIK		KUNA TEJA
5	SOUMYA RAMACHANDRA MOGER		LIKHITHA S
6	SRIKANTH K R		LOKESH S
7	SUBHADIP ADHIKARI		M D MADAN KUMAR
8	SURYA S REDDY		MANJUNATH G R
9	SYED SUFIYAN MOHIYUDDIN		MOHAMMED SAQIB
10	SYED TAHEER		MOHAMMED SAYEED
11	SYED ZAID AHMED SHAH		MOHAMMED UWAIZ
12	TARUN SAI TEJ P R		RUSHDA KONAIN
13	TEJASHWINI S		SONU YADAV
14	TUSHAR P.NAIK		SRIKANTH S
15	UDAY KUMAR K M		SUDARSHAN H P
16	VAIBHAV		ROSHAN
17	Y ARATHI		SYED RAYAAN (BCA)

18	YASHAS B		
19	YUVARAJ PRAJAPATHI		
20	Z NIHAR ABBAS		
21	ZAHARA KAUSAR		
22	RAKSHITA 23		
RAKSHITH S 24			
SUPRITHA.R			

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INTERNAL ASSESSMENT ATTENDENCE

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar,
Bengaluru, Karnataka 560070

2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

STUDENTS' ATTENDANCE- IV SEMESTER BCA

Room No- 1

Date: 10/6/24	Subject: CA / C.G. /	Time: 9:30-10:30 / 11:30 to 12:30

Sl. No	Name of the Student	Signature	Signature	Signature
1	ABHINASH	Abhinash.S	Abhinash.S	
2	ADITYA	-AB-	AB —	
3	AJITH KUMAR R	Ajith Kumar.R	AB —	
4	AKASH DEV	-AB-		
5	AKASH KHADKA			
6	AKASH KUMAR	-AB-	AB —	
7	AMRIT RAJ	-AB-	AB —	
8	ANIVESH JHA	-AB-	AB —	
9	AYAAN SHAFI	-AB-	AB —	
10	BHARGAB PROTIM	-AB-	AB —	
11	BINITA DAS	-AB-	AB —	
12	BIPIN PANDEY			
13	CHINMAY PHUKON	-AB-	-AB —	
14	DEEPSHIKHA KARMAKAR		AB —	
15	FARUKH ABDULLA M	-AB-	AB —	
16	HARISH INDORA P	Harish	Harish	
17	HEMANTH REDDY.B	-AB-	AB —	
18	KAMANA POUDEL			
19	KEERTHANA S		AB —	
20	KUSHAL M	-AB-	AB —	
21	LIKITH.M	Likith yadav.	Likith yadav.	
22	MAHESH KUMAR S			
23	MUNEEB AHMED	-AB-	AB —	
24	NIKATH PARVEEN.S.N			
25	NIKITHA.J			
26	PANI SUBRAMANYAM BP			
27	POOJA B S	Pooja.B.S	Pooja.B.S	
28	POORVI SAXENA		AB —	
29	PRADEEP SINGH N			
30	PRANAY KUMAR	-AB-	AB —	
31	PRAVEENKUMAR E		AB —	

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2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

STUDENTS' ATTENDANCE- IV SEMESTER BCA

Room No- 3

Date: 10/06/24 **Subject:** Computer Architecture FILM **Time:** 9:30 AM - 10:30 AM 11.30 - 12.30 PM

Sl. No	Name of the Student	Signature	Signature	Signature
1	RAVI JANGID BBA (A) 2nd sem			
2	ABDUL KHASAF	AB	AB	
3	ABDUL SUBHAN	Subhan	Abdul Subhan	
4	ABHINAYA S	Abinaya S	AB	
5	ABHISHEK S	AB	AB	
6	ABRAR KHAN	Abrar Khan	Abrar Khan	
7	AKSHAY RAI	Akshay Rai	Akshay Rai	
8	AMITH B R	Amith. B. R	Amith. B. R	
9	ANANTH KUMAR DUBEY D	AB	Ananth Dubey	
10	ANISHA	Anisha	Anisha	
11	APURVA B	AB	AB	
12	ARPITHA S K	Arpitha. S. K	Arpitha. S. K	
13	ASHRITHA	Ashr	Ashr	
14	AYESHA TAJ	AB	AB	
15	BALAKRISHNA S	BS	AB	
16	BHARGAVI P R	Bhargavi. P. R	Bhargavi. P. R	
17	BHAVANI N	Bhavani. N	Bhavani. M	
18	BHOOMIKA H R	Bhoomika. H. R	Bhoomika. H. R	
19	BHUVAN P	Bhuvan. P	Bhuvan. P	
20	CHAITHRA S	AB	AB	
21	CHANDHAN KUMAR R	AB	AB	
22	CHARAN P	AB	AB	

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2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

STUDENTS' ATTENDANCE- II SEMESTER B.COM.

ROOM- NO-1 SESSION 2 - 11:30 - 12:30

SPEAKING & LISTENING SKILLS

Date: 10/06/24 | Subject: BI / SLS / DF | Time: 9:30 10:30 / 11:30 - 12:30 1:30 - 2:30

Sl. No	Name of the Student	Signature	Signature	Signature
1	ABHISHEK RUBAN J	- AB -	ABSENT	- AB -
2	ANIKA R M	Anika Rashmi	Anika Rashmi	Anika Rashmi
3	ARPITH P G	Arpith	Arpith	Arpith
4	BINDU SHREE	Bindu Shree	Bindu Shree	Bindu Shree
5	FARHAN SAYEED	- AB -		
6	HEMANTH KUMAR B	- AB -	ABSENT	- AB -
7	HEMANTH M C	- AB -	ABSENT	- AB -
8	JAYANTH M	Jayanth.M	Jayanth.M	Jayanth.M
9	JEEVAN M	Jeevan.M	Jeevan.M	Jeevan.M
10	JUNAID PASHA	- AB -	ABSENT	- AB -
11	K PAVANI	- AB -	ABSENT	- AB -
12	KEERTHANA V	Keerthana.V	Keerthana.V	Keerthana.V
13	LAKSHMI R			- AB -
14	MANOJ KUMAR			
15	MANYA G	- AB -	ABSENT	- AB -
16	MEEZAN PASHA	- AB -	ABSENT	- AB -
17	MOHAMMED ZAKI	- AB -	ABSENT	- AB -
18	MONICA G			
19	MUVENDRA	- AB -	ABSENT	- AB -
20	N Y SANDEEP	- AB -		
21	NAVEEN M	- AB -	ABSENT	- AB -
22	NEKHEEL KUMAR GUPTA			
23	NISHITH YADAV M	Nishith Yadav.M	Nishith Yadav.M	Nishith Yadav.M
24	PAWANESHWAR M	Pawan.M	Pawan.M	Pawan.M
25	PURUSHOTHAM GOWDA S	Purush	Purush	Purush
26	RISHA G	Risha.G	Risha.G	Risha.G
27	SAI DINESH			
28	SANIYA NAJAM	Saniya Najam	Saniya Najam	Saniya Najam
29	SAUD A	Saud.A	Saud.A	Saud.A
30	SHABAZ KHAN	Shabaz Khan	Shabaz Khan	Shabaz Khan
31	SHAHID KHAN	Shahid Khan	Shahid Khan	Shahid Khan
32	TARUN REDDY B S			

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33	THULASI	Thulasi	Thulasi	-AB-
34	WAIKHOM GUNSON SINGH	Gunson	Gunson	Gunson
35	ZAHID KHAN S	Zahid Khan	Zahid Khan	Zahid Khan

Signature of faculty in-charge	Examination coordinator	Principal

Ab - 12

P - 23

(2ND SESSION)

11.30 - 12.30 .

10 - ABSENT

25 - PRESENT

AB - 12

P - 23

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2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

STUDENTS' ATTENDANCE- IV SEMESTER BCA

Room No- 3

Date: 10/06/24 **Subject:** Computer Architecture FILM **Time:** 9:30 AM - 10:30 AM, 11.30 - 12.30 PM

Sl. No	Name of the Student	Signature	Signature	Signature
1	RAVI JANGID BBA (A) 2nd sem			
2	ABDUL KHASAF	AB	AB	
3	ABDUL SUBHAN	Subhan	Abdul Subhan	
4	ABHINAYA S	Abinaya S	AB	
5	ABHISHEK S			
6	ABRAR KHAN	Abrar Khan	Abrar Khan	
7	AKSHAY RAI	Akshay Rai	Akshay Rai	
8	AMITH B R	Amith. B. R	Amith. B. R.	
9	ANANTH KUMAR DUBEY D	AB	Ananth Dubey	
10	ANISHA			
11	APURVA B			
12	ARPITHA S K	Arpitha. S. K	Arpitha. S. K.	
13	ASHRITHA			
14	AYESHA TAJ	AB	AB	
15	BALAKRISHNA S		AB	
16	BHARGAVI P R	Bhargavi. P. R	Bhargavi. P. R	
17	BHAVANI N	Bhavani. N	Bhavani. M.	
18	BHOOMIKA H R	Bhoomika. H. R	Bhoomika. H. R	
19	BHUVAN P	Bhuvan. P	Bhuvan. P	
20	CHAITHRA S	AB	AB	
21	CHANDHAN KUMAR R	AB	AB	
22	CHARAN P	AB	AB	

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2ND INTERNAL ASSESSMENT EXAMINATION JUNE- 2024

STUDENTS' ATTENDANCE- II SEMESTER B.B.A.

Room No- 1 11:30-12:30 – SPEAKING & LISTENING SKILLS.

Date: 10/06/24	Subject: [SLS] EVS	Time: 9:10-10:30/11:30-12:30 1:30-2:30

Sl. No	Name of the Student	Signature	Signature	Signature
1	PRAVEEN KUMAR D	-AB-	-ABSENT-	-AB-
2	USHA (BBA AV)			
3	NAGALAKSHMI A V (BBA)			
4	AMRUTESH M L			
5	ARPAN M	Arpan.M	Arpan.M	Arpan.M
6	DINESH	Dinesh.	-ABSENT-	-AB-
7	HARSHITH M	Harshith.M	Harshith.M	Harshith.M
8	LALITHA A	Lalitha.A	Lalitha.A	Lalitha.A
9	LISHA CHOWDARY	Lisha	Lisha	Lisha
10	MATEEN PASHA	MateenPasha	MateenPasha	MateenPasha
11	NAJEEB PASHA N	-AB-	-ABSENT-	-AB-
12	PRAJWAL V	Prajwal.V	Prajwal.V	Prajwal.V
13	RANJITHA C	-AB-	-ABSENT-	-AB-
14	RICHARD LEON FELLER	Richard Leon Feller.H	Richard Leon Feller.H	Richard Leon Feller.H
15	S NITHYA	NEthya.S	NEthya.S	NEthya.S
16	ADITYA SINGH BHADORIYA	-AB-	-ABSENT-	-AB-
17	FARDEEN KHAN	Ahmed	Ahmed	Ahmed
18	GOPAL PARIT	GopalParit	GopalParit	GopalParit
19	HARSHAVARDHAN A	Harsh	Harsh	Harsh
20	MD AMIN	MD-Amin	MDAmin	MD-Amin
21	MOHAMMAD FARDEEN			
22	MOHAMMED ABIR	-AB-	-ABSENT-	-AB-
23	MOHAMMED TAJAMUL	-AB-	-ABSENT-	-AB-
24	MOHAMMED ZAID KHAN	-AB-	Md.Zaidkhan -ABSENT-	Md Zaidkhan
25	MUSKAN	Muskaan	Muskaan	Muskaan
26	NAWAZ BAIG	Nawaz	Nawaz	Nawaz
27	NIKITA KUMARI	-AB-	Nikita Kumari	Nikita Kumari
28	PREETHAM YADAV B	-AB-	-ABSENT-	-AB-

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29	RAKSHITHA G	Rakshitha G	Rakshitha G	Rakshitha G
30	S SALMAN AHMED	Salman. 7.	Salman. 7.	Salman. 7.
31	SHAIK ABDUL REHMAN	P	P	P
32	SNEHA AHMED	Sneha.	Sneha.	Sneha.
33	SUHAIL R	- AB -	- ABSENT -	- AB -
34	SYED TARIQ PASHA	Tariq	Tariq	Tariq
35	SYED ZAID	- AB -	- ABSENT -	- AB -
36	TEJESHWINI S	Tejeshwini S	Tejeshwini S	- AB -
37	YASH P KOTHARI	Yash.	Yash.	Yash.
38	ZAIBA BEGUM	Zaiba Begum	Zaiba Begum	Zaiba Begum
39	ZOHRA FATHIMA	Zohra.	Zohra.	Zohra.
40	CHINNI LAHARI	chinni Lahari	chinni Lahari	chinni Lahari
41	PARTH M NAIDU	- AB	ABSENT	- AB -

29 - P
12 - Ab

30 - PRESENT
11 - ABSENT

Ab - 12
P - 29

Signature of faculty in-charge	Examination coordinator	Principal

(11.30 - 12.30)

AB - 12

P - 29

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LESSON PLAN

CITY COLLEGE

No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block, Jayanagar, Bengaluru, Karnataka 560082

Department of Management- PG

LESSON PLAN

Subject Name: Marketing for customer value Course Name: MBA

Semester: First Semester

Faculty Name: Namrata

Session No.	Date	Topics Planned
1.	2/2/24	Introduction to marketing
2.	5/2/24	Introduction: Concept, nature
3.	6/2/24	Scope of marketing
4.	8/2/24	Importance of marketing
5.	12/2/24	Marketing concept and its evolution
6.	13/2/24	Marketing mix
7.	15/2/24	Strategic marketing planning
8.	20/2/24	An overview of marketing planning
9.	21/2/24	Market Analysis
10.	22/2/24	Selection: Marketing environment

11.	22/2/24	macro and micro components
12.	26/2/24	Their impact on marketing decisions
13.	27/2/24	concept of market segmentation
14.	28/2/24	Bases for market segmentation
15.	29/2/24	Types of market segmentation
16.	1/3/24	Effective segmentation criteria
17.	4/3/24	Evaluating & Selecting
18.	7/3/24	Target Markets
19.	11/3/24	Concept of Target Market
20.	13/3/24	Positioning and differentiation strategies
21.	14/3/24	Concept of positioning.
22.	18/3/24	Product Decisions: Concept of a product
23.	19/3/24	Classification of products
24.	21/3/24	Major product decisions
25.	22/3/24	Product line and product mix
26.	26/3/24	Branding; Packaging and labeling
27.	27/3/24	Product life cycle – strategic implications
28.	28/3/24	New product development and consumer adoption process.
29.	29/3/24	Pricing policies and strategies, Discounts and rebates
30.	1/4/24	Distribution Channel, Physical Distribution Decisions
31.	2/4/24	Nature, functions, and types of distribution channels,
32.	3/4/24	Distribution channel intermediaries
33.	4/4/24	Channel management decisions, Retailing and wholesaling
34.	8/4/24	Promotion Decisions, Communication Process
35.	9/4/24	Promotion mix – advertising
36.	11/4/24	Personal selling,
37.	12/4/24	Publicity and public relations, Determining advertising

		budget
38.	15/4/24	Copy designing and testing; Media selection; Advertising effectiveness
39.	16/4/24	Sales promotion – tools and techniques.
40.	18/4/24	Marketing Research, Meaning and scope of marketing research
41.	19/4/24	Marketing research process
42.	22/4/24	Marketing Organization and Control
43.	23/4/24	Organizing and controlling marketing operations
44.	26/4/24	Issues and Developments in Marketing
45.	19/4/24	Social aspects of marketing
46.	22/4/24	Marketing of services
47.	23/4/24	International marketing
48.	24/4/24	Green marketing,
49.	6/5/24	Cyber marketing
50.	10/5/24	Relationship marketing
51.	16/5/24	Other developments of marketing
52.	20/5/24	Sales promotion
53.	21/5/24	Ethical aspects of marketing
54.	23/5/24	Legal aspects of marketing
55.	24/5/24	Developments of marketing
56.	25/5/24	Revision

Recommended Books:

References 1. Prachi Gupta, Ashita Aggarwal, Hufrish Majra, Isaac Jacob, Varsha Jain, Ritu Narang. (2017), Marketing Management-Indian Cases, 1st Edition, Pearson, Chennai. 2. Rajan Saxena. (2017). Marketing Management. (Fifth.Ed.), McGraw Hill Education, New Delhi, India.

Namrata

Signature of the Faculty

Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

Signature of the Principal

CITY COLLEGE Jayanagar

DEPARTMENT OF BACHELOR OF BUSINESS ADMINISTRATION
LESSON PLAN

Faculty Name: Sunil B M

Course /Subject Name: Elements of Cost Accounting

Total hours of teaching: 56hours

Program, Semester & Section: BBA 3rd semester

COURSE OUTCOME:

Course Outcomes: On successful completion of the course, the Students will be able to

- Understand concepts of cost accounting & Methods of Costing.
- Outline the Procedure and documentations involved in procurement of materials & compute the valuation of Inventory.
- Make use of payroll procedures & compute idle and over time. Discuss the methods of allocation, apportionment & absorption of overheads.
- Prepare cost sheet & discuss cost allocation under ABC.

Month	Week	Portion to be covered	Teaching Method	Remarks
Module No. 1: INTRODUCTION TO COST ACCOUNTING				
2023-OCTOBER	1st week	Meaning and Definitions of Cost, Costing and Cost Accounting. Need and Objectives of Cost Accounting.	Lecture	Completed
		Distinctions between Financial Accounting and Cost Accounting. Advantages and Limitations of Cost Accounting.	Lecture	-11-
		Classification of Cost – Material Cost, Labour Cost and Overheads.	Lecture	-11-
		Important terminologies – Cost Unit, Cost Centre, Direct Cost, Indirect Cost, Prime Cost, Production Cost, Administration Cost, Selling and Distribution Cost, Fixed Cost	Lecture	-11-
2023-OCTOBER	2nd week	Variable Cost, Semi-variable Cost, Period Cost, Product Cost, Explicit Cost, Implicit Cost, Historical Cost, Current Cost	PPT	-11-
		Future or Pre-determined Cost, Opportunity Cost. Installation of Cost Accounting System	PPT	-11-
		Features of good cost accounting system, precautions for installing effective cost accounting system	PPT	Completed one topic is Pending
		Challenges in installing Effective cost accounting system.	PPT	Completed

Module No. 2: COST SHEET, TENDERS & QUOTATIONS			PPT	Completed
		Introduction, Meaning, Objectives and Contents of Cost Sheet	PPT	-11-
2023-OCTOBER	3rd week	Problems on preparation of Cost Sheet.	**Blackboard**	-11-
		Problems on preparation of Cost Sheet.	**Blackboard**	-11-
		Problems on preparation of Cost Sheet.	**Blackboard**	-11-
2023-OCTOBER	4th week	Problems on preparation of Cost Sheet.	**Blackboard**	
		Problems on preparation of Cost Sheet.	**Blackboard**	
		Problems on preparation of Cost Sheet.	**Blackboard**	
		Meaning of Tender & Quotation. Bases for preparation of Tenders & Quotations	PPT	
2023-NOVEMBER	1st week	Problems on preparation of Statement of Tender & Quotations	**Blackboard**	
		Problems on preparation of Statement of Tender & Quotations	**Blackboard**	Completed
		Problems on preparation of Statement of Tender & Quotations	**Blackboard**	
		Problems on preparation of Statement of Tender & Quotations	**Blackboard**	
		Problems on preparation of Statement of Tender & Quotations	**Blackboard**	
		E-Tenders	**Blackboard**	
Module No :3 MATERIAL COSTING				
2023-NOVEMBER	2nd week	Introduction, Meaning of Material Cost, Types of Materials - Direct Materials, Indirect Materials. Material Cost Control - Meaning, Objectives and Benefits. Scope of Material Cost Control – Procurement, Storage and Management of Issues. Make or Buy Decision, Purchase Process,	Lecture	Completed
		Vendor Selection, Economic Order Quantity. Problems on EOQ. Documents – Bill of Materials, Material Requisition Note, Purchase Requisition, Purchase Order, Goods Received Note, Bin Cards, Stores Ledger, Material Return Note, Material Outward Return Note. Methods of Stores or Inventory Control – ABC Method, VED Method and FSN Method.	Lecture	
		Determination of Stock Levels – Re-order Level, Minimum Level, Maximum Level, Average Level and Danger Level.	**Blackboard**	

023-NOVEMBER	2nd Week	Specific Price Method, First-In-First-Out Method (FIFO), Last-In-Last-Out Method (LIFO), Highest-In-First-Out Method (HIFO), Simple Average Method	Blackboard	
		Weighted Average Method, Base Stock Method, Replacement Cost Method, Realizable Price Method, Standard Price Method, Inflated Price Method	Lecture	
		Problems under First-In-First-Out Method (FIFO)	Blackboard	Completed
2023-NOVEMBER	3rd week	Last- In-Last-Out Method (LIFO)	Blackboard	
		Simple Average Method and Weighted Average Method.	Blackboard	
		Simple Average Method and Weighted Average Method.	Blackboard	
Module No :4 LABOUR COSTING				
		Introduction, Meaning of Labour Cost, Types of Labour – Direct Labour, Indirect Labour. Labour Cost Control – Meaning, Objectives and Benefits. Scope of Labour Cost Control	Blackboard	
2023-NOVEMBER	4th week	Departments involved, Time Analysis or Work Study, Time Keeping and Time Booking, Payroll Procedure, Idle Time, Over Time, Labour Turnover, Wage and Incentive Systems	Blackboard	
		Simple Time Rate System, Straight Piece Rate System, Taylor's Differential Piece Rate System, Merrick's Differential Piece Rate System	Blackboard	
		Halsey System and Rowan System. Job Evaluation and Merit Rating, Labour Productivity.	Blackboard	
		Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	Completed
2023-December	1st week	Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	
		Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	
		Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	
		Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	
		Problems on calculation of Labour Cost, Overtime Wages and Wage and Incentive Systems.	Blackboard	
Module No. 5: Government Initiatives for Start-ups in India				
2023-December	2nd week	Introduction, Meaning of Overhead, Classification of Overhead – Factory Overhead, Administrative Overhead, Selling Overhead, Distribution Overhead, Research and Development Overhead	Lecture	
		Accounting and Control of Overheads. Cost Allocation and Cost Apportionment. Methods of	Lecture	

		Cost Re-apportionment		
		Direct Method, Step-ladder Method, Repeated Distribution Method, Simultaneous Equation Method	Blackboard	
2023-December	4th Week	problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		problems on Re-apportionment of production overheads under Direct Method	Blackboard	
2023-JANUARY	1st week	problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		problems on Re-apportionment of production overheads under Direct Method	Blackboard	
		Problems on Re-apportionment of production overheads under Simultaneous Method.	Blackboard	

Completed

Recommended Books:

(1) Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan, Cost Accounting:A Managerial Emphasis, Pearson Education.
(2) Jawahar Lal, Cost Accounting., McGraw Hill Education
(3) Anjan Raichaudhuri, Managing New Ventures Concepts and Cases, Prentice Hall International 2010
(4) Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani
(5) Arora, M.N. Cost Accounting – Principles and Practice, Vikas Publishing House, New Delhi.
(6) Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahavir Book Depot, New Delhi.
(7) Iyengar, S.P. C Mariyappa B Cost Accounting, HPH

Syllabus is Completed along with Remedial Classes.

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CITY COLLEGE Jayanagar

DEPARTMENT OF COMPUTER APPLICATIONS
LESSON PLAN

Faculty Name: Nischitha V

Subject Name: OOPS USING JAVA

Total hours of teaching:48hours

Course, Semester & Section:BCA 2nd sem,

COURSE OUTCOME:

1. Understanding to solve real-world problems using OOP techniques .
2. Able to understand the use of abstraction.
3. Able to understand the use of packages and interface in java.
4. Able to develop and understand exception handling , multithreaded applications with synchronization.

Month	Week	Portion to be covered	Teaching Method	Remarks
2024-March	4thweek	UNIT-1 Introduction to Java: Basics of Java programming	Lecture	18th March 2024
		Data types, Variables, Operators, Control structures including selection, Looping	Lecture & BlackBoard	
		Java methods, Overloading, Math class, Arrays in java	Lecture & BlackBoard	
2024-March	5th week	Objects and Classes: Basics of objects and classes in java,	Lecture & BlackBoard	
		Constructors, Finalizer, Visibility modifiers	Lecture & BlackBoard	
		Methods and objects, Inbuilt classes like String,	Lecture & BlackBoard	
		Character, String Buffer, File, this	Lecture &	

2024-April	1st week	reference	BlackBoard	
		UNIT -2 Inheritance and Polymorphism: Inheritance in java, Super and sub class	Lecture & BlackBoard	
		Overriding	Lecture & BlackBoard	
2024-April	2nd week	Object class	Lecture & BlackBoard	
		Polymorphism	Lecture & BlackBoard	
		Dynamic binding	Lecture & BlackBoard	
2024-April	3rd week	Generic programming,	Lecture & BlackBoard	
		Casting objects,	Lecture & BlackBoard	
		Instance of operator	Lecture & BlackBoard	
2024-April	4th week & 5th week	Abstract class	Lecture & BlackBoard	
		Interface in java	Lecture & BlackBoard	
		Package in java	Lecture & BlackBoard	
2024-May	1st week	UTIL package	Lecture & BlackBoard	
		UNIT-III Event and GUI programming: Event handling in java	Lecture	
		Event types	Lecture & BlackBoard	

2024-May	2nd week	Mouse and key events	Lecture & BlackBoard	
		GUI Basics, Panels	Lecture & BlackBoard	
		Frames, Layout Managers: Flow Layout, Border Layout,	Lecture & BlackBoard	
2024-May	3rd week	Border Layout, Grid Layout,	Lecture & BlackBoard	
		GUI components like Buttons, Check Boxes, Radio Buttons	Lecture	
		Labels, Text Fields, Text Areas, Combo Boxes	Lecture & BlackBoard	
2024-May	4th week	Lists, Scroll Bars, Sliders	Lecture & BlackBoard	
		Windows, Menus, Dialog Box,	Lecture & BlackBoard	
		Applet and its life cycle,	Lecture & BlackBoard	
2024-May	5th week	Introduction to swing,	Lecture	
		Exceptional handling mechanism.	Lecture & BlackBoard	
		I/O programming: Text and Binary I/O	Lecture & BlackBoard	
2024- June	1st week	Binary I/O classes	Lecture & BlackBoard	
		Object I/O,	Lecture & BlackBoard	
		Random Access Files	Lecture & BlackBoard	
		UNIT-IV Multithreading in java: Thread life cycle and methods,	Lecture & BlackBoard	

CITY COLLEGE

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DEPARTMENT OF BACHELOR OF COMMERECE
LESSON PLAN

Faculty Name: Bhavya Kala H.V

Subject Name: Advanced Corporate Accounting

Total hours of teaching: 56hours

Course, Semester & Section: B.com 4th Semester.

COURSE OUTCOME:

1. Know the procedure of redemption of preference shares.
2. Comprehend the different methods of Mergers and Acquisition of Companies
3. Understand the process of internal reconstruction.
4. Prepare the liquidators final statement of accounts.
5. Understand the recent developments in accounting and accounting standards.

Month	Week	Portion to be covered	Teaching Method	Remarks
2024- March	2nd week	**REDEMPTION OF PREFERENCE SHARES: Introduction**	lecture	22 Sep college re-open
		Introduction, Meaning, legal provisions	lecture	
		Treatment of premium on redemption	blackboard	
		Creation of Capital Redemption Reserve	blackboard	
2024- March	3rd Week	Fresh issue of shares	blackboard	
		Arranging for cash balance for the purpose of redemption	blackboard	
		minimum number of shares to be issued for redemption	blackboard	
		Issue of bonus shares	blackboard	
2024- March	4th week	Problems on Journal Entries and preparation of Balance sheet after redemption.	blackboard	
		Problems on Journal Entries and preparation of Balance sheet after redemption	Lecture	
		Problems on Journal Entries and preparation of Balance sheet after	Lecture	

2024- April	1st Week	Meaning of Amalgamation and Acquisition	Lecture	
		Types of Amalgamation	Lecture	
		Amalgamation in the nature of Merger	Lecture	
		Amalgamation in the nature of Purchase	blackboard	
2024- April	2nd Week	Meaning and Methods of Purchase Consideration (Ind AS -103)	blackboard	
		Net asset Method	blackboard	
		Net Payment Method	blackboard	
		Accounting for Amalgamation (Problems on pooling of interest method and purchase method)	blackboard	
2024- April	3rd Week	Accounting for Amalgamation (Problems on pooling of interest method and purchase method)	Lecture	
		Journal Entries and Ledger Accounts in the Books of Transferor Company.	blackboard	
		Journal Entries and Ledger Accounts in the Books of Transferor Company.	blackboard	
		Journal Entries and Ledger Accounts in the Books of Transferor Company.	blackboard	
2024- April	4th Week	Journal Entries and Balance Sheet in the books of Transferee Company	blackboard	
		Journal Entries and Balance Sheet in the books of Transferee Company	blackboard	
		INTERNAL RECONSTRUCTION OF COMPANIES: Introduction.	blackboard	
		Introduction, Meaning and Need for Internal Reconstruction	blackboard	
2024- May	1st Week	Types and Objectives of CapitalReduction	blackboard	
		Legal Provisions for Reduction of Share Capital under Companies Act, 2013	blackboard	
		Accounting for Capital Reduction	Lecture	
		Problems on Journal Entries, preparation of Capital Reduction Account and Reconstructed Balance sheet	Lecture	
2024- May	2nd week	Problems on Journal Entries, preparation of Capital Reduction Account and Reconstructed Balance sheet	Lecture	
		Problems on Journal Entries, preparation of Capital Reduction Account and Reconstructed Balance sheet	Lecture	

		Account and Reconstructed Balance sheet		
		LIQUIDATION OF COMPANIES : Introduction	blackboard	
2024- May	3rd week	Meaning of Liquidation	blackboard	
		Meaning and Functions of **Liquidator**	blackboard	
		Modes of Winding up	blackboard	
		Order of payments	blackboard	
2024-May	4th week	Liquidator's remuneration	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
2024- May	5th week	Problems on preparation of Liquidator's Final Statement of Account	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
		Problems on preparation of Liquidator's Final Statement of Account	blackboard	
2024- June	1st week	**EMERGING TRENDS IN ACCOUNTING: Introduction**	Lecture	
		Human Resource Accounting	PPT	
		Inflation Accounting	PPT	
		Investment Accounting	PPT	
2024- June	2nd week	Automated accounting process	Lecture	
		Cloud based accounting	Video	
		Data analytics and forecasting tools	Lecture	
		Rise of accounting software solutions	PPT	
2024-June	3rd week	Blockchain	PPT	
		Forensic Accountancy	Lecture	
		Advisory Services	PPT	
		Artificial Intelligence in Accounting	PPT	

2024-June	4th week	Revision	Revision	
		Revision	Revision	
		Revision	Revision	

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DEPARTMENT OF BACHELOR OF COMMERCE
LESSON PLAN

Faculty Name: Mr. PRAVEEN B

Subject Name: Business Statistics

Total hours of teaching: 56 hours

Course, Semester & Section: III Semester- B.B.A.

COURSE OUTCOME:

1. To understand the basic of statistical data collection and classification
2. To Present the data through table and diagrams
3. To Analyse the data using the various averages and dispersion
4. To Interpret the data using correlation and regressions
5. To understand changes in data over a period of time through construction of index number

Month	Week	Portion to be covered	Teaching Method	Remarks
2023-October	1st week	**Module No. 1- Introduction to Statistics**		
		Introduction, Meaning, Definitions, Features of Statistics	lecture	
		Objectives of Statistics	lecture	
		Functions of Statistics	lecture	
		Importance of Statistics	lecture	
2023-October	2nd week	Limitations of Statistics -Important terminologies in Statistics	lecture	
		Classification of data Types. Requisites of Good Classification of Data.	lecture	
		Problems and Solutions	lecture	
		Problems and Solutions	lecture	
2023-October	3rd week	**Module No. 2- TABULATION AND PRESENTATION OF DATA**		
		Types of Presentation of Data – Textual Presentation, Tabular Presentation- Problems and solutions	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
		One-way Table, Two-way Table- Problems and solutions	lecture	
2023-October	4th week	Problems and solutions	lecture	

		Diagrammatic and Graphical Presentation, Rules for Construction of Diagrams and Graphs	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
2023-November	1st week	Problems and solutions	lecture	
		Problems and solutions	lecture	
		Diagram – Pie Chart, Graphs – Histogram, Frequency Polygon	lecture	
		Diagram – Pie Chart, Graphs – Histogram, Frequency Polygon	lecture	
2023-November	2nd week	Diagram – Pie Chart, Graphs – Histogram, Frequency Polygon	lecture	
		Module No. 3- MEASURES OF CENTRAL TENDENCY AND DISPERSION		
		Meaning, Definition, Features Requisite of ideal average	lecture	
		Mathematical and Positional Average	lecture	
		Arithmetic Mean - Simple and weighted Average	lecture	
2023-November	3rd week	**MEDIAN -** Positional average, related positional averages graph Location	lecture	
		MEDIAN - Positional average, related positional averages graph Location	lecture	
		MODE- Grouping table preparation and calculation of mode by using Relationship of mean and median	lecture	
		Graphical location of mode	lecture	
2023-November	4th week	Meaning of Measures of dispersion Standard Deviation- and their Co- efficient of variation problems on direct method only.	lecture	
		Meaning of Measures of dispersion Standard Deviation- and their Co- efficient of variation problems on direct method only	lecture	
		Meaning of Measures of dispersion Standard Deviation- and their Co- efficient of variation problems on direct method only	lecture	
		Problems and Solutions	lecture	
2023-December	1st week	Problems and Solutions	lecture	
		Problems and Solutions	lecture	
		Module No. 4- CORRELATION AND REGRESSION ANALYSIS		
		Meaning and Types of Correlation Karl Pearson's Coefficient of Correlation	lecture	
		Problems and solutions	lecture	
2023-December	2nd Week	Problems and solutions	lecture	
		Problems and solutions		

			lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
2023-December	3rd week	Spearman's Rank Correlation Coefficient	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
2023-December	4th week	Meaning of Regression, Regression Lines, finding correlation coefficient	lecture	
		Problems and solutions	lecture	
		Problems and solutions		
		Problems and solutions	lecture	
		Problems and solutions	lecture	
2024-January	1st week	**Module No. 5- INDEX NUMBER**	lecture	
		Meaning and Definitions features classification, Methods of construction index number	lecture	
		Simple, aggregates, -simple Average of price Relatives method, weighted index method	lecture	
		Fisher Ideal Index Number Test of Adequacy - Unit test, Time reversal test, Factor reversal test	lecture	
2024-January	2nd week	Consumer Price Index number.	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	
		Problems and solutions	lecture	

Recommended Books:

(1) Statistical Methods S.P Gupta, , Sultan Chand
(2) Statistics Dr. B.N. Gupta , Sahityta Bhavan
(3) Beri, G. C Business Statistics-Tata Mc,Graw Hill Ed Pvt. Ltd.
(4) Chikodi and Satya Prasad -Quantitative Methods for business

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DEPARTMENT OF MASTER OF COMPUTER APPLICATION
LESSON PLAN

Faculty Name: Dr. Lalita Purohit

Subject Name: Computer Organization and Architecture

Total hours of teaching:52 hours

Course, Semester & Section:MCA 1st sem,

COURSE OUTCOME:

1. Analyze and evaluate the algorithms based on the data structures used, order of notation, and performance
2. Analyzes the performance of Trees, Hashing, and searching techniques.
3. Identify relevant data structures to develop solutions for a problem.
4. Understand data, data structures, Complexity order notation, and various complexity measures.

Month	Week	Portion to be covered	Teaching Method	Remarks
2024 February	2nd week	UNIT I 1. Introduction and Overview: Definition, Elementary data organization	Lecture1	05-02-24 college re-open
		2. Data Structures,	Lecture2	
		3. data Structures operations	Lecture3	
		4. Abstract data types	Lecture4	
2024-February	3rd week	5. algorithms complexity, time-space trade off.	Lecture5	
		6. Preliminaries: Mathematical notations and functions	Lecture6	
		7. Algorithmic notations	Lecture7	
		8. control structures,.	Lecture8	
2024 February	4th week	9. Complexity of algorithms,	Lecture9	
		10. asymptotic notations for complexity of algorithms	Lecture10	
		11. String Processing: Definition, Storing Strings, String as ADT	lecture 11	

		12. String operations, word/text processing,	Lecture12	
2024 February	5th week	13. Pattern Matching algorithms	Lecture13	
		UNIT II 1. Arrays: Definition, Linear arrays, arrays as ADT, Representation of Linear Arrays in Memory, Traversing Linear arrays, Inserting and deleting	Lecture14	
		2. Multi-dimensional arrays, Matrices and Sparse matrices..	Lecture15	
		3. Linked list: Definition, Representation of Singly Linked List in memory, Traversing a Singly linked list	Lecture16	
2024 March	2nd week	4. Searching in a Singly linked list, Memory allocation, Garbage collection,	Lecture17	
		5. Insertion into a singly linked list, Deletion from a singly linked list;	Lecture18	
		6. Doubly linked list, Header linked list, Circular linked list	Lecture19	
		7. Stacks: Definition, Array representation of stacks, Linked representation of stacks, Stack as ADT,	Lecture20	
2024 March	3rdweek	8. Arithmetic Expressions: Polish Notation, Conversion of infix expression to postfix expression, Evaluation of Post fix expression,	Lecture21	
		9. Application of Stacks, Recursion,	Lecture22	
		10. Towers of Hanoi, Implementation of recursive procedures by stack.	Lecture23	
		11. Queues: Definition, Array representation of queue, Linked list representation of queues	Lecture24	
2024 March	4th week	12. . Types of queue: Simple queue, Circular queue, Double-ended queue	Lecture25	
		13. , Priority queue, Operations on Queues, Applications of queues.	Lecture26	
		UNIT II 1. Binary Trees: Definitions, Tree Search,	Lecture27	
		2. Traversal of Binary Tree	Lecture28	
2024 March	5th week	3. Tree Sort	Lecture29	
		4. Building a Binary Search Tree	Lecture30	
		5. Height Balance: AVL Trees	Lecture31	
		6. , Contiguous Representation of Binary	Lecture32	
2024 April	1stweek	7. Trees: Heaps,	Lecture33	
		8. Graphs: Mathematical Back ground,	Lecture34	
		9. Computer Representation	Lecture35	

		10. Graph Traversal	Lecture36	
2024 April	2nd week	11. Topological Sorting	Lecture37	
		12. Greedy Algorithm,	Lecture38	
		13. Graphs as data structure	Lecture39	
		UNIT IV 1. Searching: Introduction and Notation,	Lecture40	
2024 April	3rd week	2. Sequential Search	Lecture41	
		3. Binary Search	Lecture42	
		4. Comparison of Methods.	Lecture43	
		5. Sorting: Introduction and Notation, Insertion Sort,	Lecture44	
2024 April	4th week	6. Selection Sort,	Lecture45	
		7. Shell Sort	Lecture46	
		8. Divide And Conquer	Lecture47	
		9. Merge sort for Linked List.	Lecture48	
2024 May	1st week	10. , Quick sort for Contiguous List	Lecture49	
		11. Hashing: Sparse Tables	Lecture50	
		12. Choosing a Hash function,	Lecture51	
		13. Collision Resolution with Open Addressing, Collision Resolution by Chaining.	Lecture52	

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Bengaluru, Karnataka 560082

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ABIDA EMAMA

ASSISTANT PROFESSOR

Department of Commerce & Management

City college, Jayanagar, Bangalore.

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PRANITHA F V

ASSISTANT PROFESSOR

DEPARTMENT OF ENGLISH

Time Table (Even/Odd Semester)

DAY		9:30 - 10:30	10:30 - 11:30	11:30 - 12:30		1:00 - 2:00	2:00 - 3:00		
Monday		4 BBA	2 BBA (OEC)	2 BCA (B)		4 BCA (B)	—		
Tuesday		4 BCA (B)	2 BBA	2 BCA (B)		—	4 BBA & BCOM (OEC)		
Wednesday		4 BBA	—	—		2 BBA (OEC)	—		
Thursday		—	2 BCA (B)	2 BBA		—	4 BBA & BCOM (OEC)		
Friday		—	2 BBA	—		4 BCA (B)	—		
Saturday		4 BBA & BCOM (OEC)							

Date & Day	Time	Class	Topics Covered	Initials
02-05-24 Thursday	10:30-11:30	2 BCA(B)	Joining day Vocabulary Building - Synonyms and Homonyms.	
	11:30-12:30	2 BBA	Introductory lecture on vocabulary building - Derivatives and synonyms	
03-05-24 Friday	10:30-11:30	2 BBA	Vocabulary Building - Homonyms, suffixes and prefixes (Derivatives)	
		4 BCA(B)	Introduction to the novella - Mother of 1084, question & answer discussion	
04-05-24 Saturday	9:30-10:30	4 BBA & BCOM (OEC)	Introduction to Global Communication	

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Date & Day	Time	Class	Topics Covered	Initials
06-05-24 Monday	9:30-10:30	4 BBA	Ted Talk 1 - Vandana Shiva - Analysis.	
	10:30-11:30	2BBA(OEC)	Introduction to phonetics - levels of lang. study	
	11:30-12:30	2 BCA (B)	Internal Exam	
	1:00 - 2:00	4 BCA (B)	Internal Exam	
07-05-24 Tuesday	9:30-10:30	4 BCA (B)	Internal Exam	
	10:30-11:30	2 BBA	Vocabulary building - collocations and textbook activities	
	11:30-12:30	2BCA(B)	Internal Exam	
	2:00 - 3:00	4 BBA & BCOM(OEC)	Types of communication - Verbal communication	
08-05-24 Wednesday	9:30-10:30	4 BBA	Ted Talk 1 - Vandana Shiva (Environment) - cont.	
	1:00-2:00	2BBA(OEC)	Speech organs, Consonant sounds and speech mechanism.	
09-05-24 Thursday	10:30-11:30	2BCA(B)	Internal Exam	
	11:30-12:30	2 BBA	Vocabulary Building - Textbook activities.	
	2:00-3:00	4 BBA & BCOM(OEC)	Nonverbal communication and its role in communication.	
10-05-24 Friday			Public Holiday - Buddha Purnima	
11-05-24 Saturday			Second Saturday	

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Date & Day	Time	Class	Topics Covered	Initials
13-05-24 Monday	9:30-10:30	4 BBA	Ted Talk 1 - Question & answer discussion	
	10:30-11:30	2BBA(OEC)	classification of consonant sounds,	
	11:30-12:30	2BCA(B)	Introduction to vowels, syllable, stress Internal Exam	
	1:00-2:00	4 BCA(B)	Internal Exam	
14-05-24 Tuesday	9:30-10:30	4 BCA (B)	Home Coming Son - poem - Ethiopia's long history of independence and unique cultural heritage.	
	10:30-11:30	2 BBA	Identifying meaning from paragraphs, Introduction to listening skills.	
	11:30-12:30	2BCA(B)	Vocabulary building cont. - Homophones, suffixes and prefixes.	
	2:00-3:00	4 BBA & BCOM(OEC)	Introduction to communication models Lasswell's Model of communication.	
15-05-24 Wednesday	9:30-10:30	4 BBA	Ted Talk 2 - (Health) - Dr. Devi Shetty	
	1:00-2:00	2 BBA(OEC)	chapter 2 - Speaking skills - Formal and informal speeches.	
16-05-24 Thursday	10:30-11:30	2BCA(B)	Bonds of Friendship - poem - changing attitude towards friendship.	
	11:30-12:30	2 BBA	Money - short story - addresses social evil of dowry.	
	2:00-3:00	4 BBA & BCOM(OEC)	communication model - continuation, and interpersonal communication.	
17-05-24 Friday	10:30-11:30	2 BBA	Barriers to Listening and listening principles	
	1:00-2:00	4 BCA(B)	Ted Talk 1 - change is life - Dr. B.M Hegde - changes in the field of medicine	
18-05-24 Saturday	9:30-10:30	4 BBA & BCOM(OEC)	Listening, Speaking, Reading and Writing, English as a global language.	

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Date & Day	Time	Class	Topics Covered	Initials
20-05-24 Monday	9:30-10:30 10:30-11:30 11:30-12:30 1:00-2:00	4 BBA 2 BBA (OEC) 2 BCA (B) 4 BCA (B)	Ted Talk 2 - Health - Dr Devi Shetty - Question & answer discussion Language Functions, Greeting, making request, apology, agreeing & disagreeing. A corpse in the Well - Theme of oppression Ted Talk 1 - change is Life - Question and answers discussion.	
21-05-24 Tuesday	9:30-10:30 10:30-11:30 11:30-12:30 2:00-3:00	4 BCA (B) 2 BBA 2 BCA (B) 4 BBA & BCOM (OEC)	Ted Talk 2 - Sparsh Shah Comprehensive listening - paragraphs on movies and sports (read only) The Refugee - Pearl S. Buck English as a global language, lingua franca, standard accent.	
22-05-24 Wednesday	9:30-10:30 1:00-2:00	4 BBA 2 BBA (OEC)	Introduction to the novella Carvalho- Listening skills - difference b/w listening and hearing, stages of listening.	
23-05-24 Thursday	10:30-11:30 11:30-12:30 2:00-3:00	2 BCA (B) 2 BBA 4 BBA & BCOM (OEC)	The Refugee - Textbook activities Wall - Poem - D.S. Dhadkar - Question and answer discussion. Pronunciation skills, speech organs, classification of English Sounds.	
24-05-24 Friday	10:30-11:30 1:00-2:00	2 BBA 4 BCA (B)	Types of communication - verbal and non-verbal communication Context. Ted Talk 2 - Question and answer, Speaking skills - Pechakucha - presentation.	
25-05-24 Saturday			Fourth Saturday.	

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Date & Day	Time	Class	Topics Covered	Initials
27-05-24 Monday	9:30-10:30 10:30-11:30 11:30-12:30 1:00-2:00	4 BBA 2 BBA (OEC) 2 BCA (B) 4 BCA (B)	Continuation of novella - Carvalho. Barriers to listening, textbook exercises. Barriers for effective listening and types of listening. Public Speaking, pechakucha presentation const.	
28-05-24 Tuesday	9:30-10:30 10:30-11:30 11:30-12:30 2:00-3:00	4 BCA (B) 2 BBA 2 BCA (B) 4 BBA & BCOM (OEC)	Business Writing, Scientific Writing, Travel Writing. Tips to improve non-verbal communication - Discussion of questions. Techniques to improve listening skills. English Variants, British English, American English and Indian English.	
29-05-24 Wednesday	9:30-10:30 1:00-2:00	4 BBA 2 BBA (OEC)	Novella - Carvalho - analysis of important themes. overcoming listening barriers.	
30-05-24 Thursday	10:30-11:30 11:30-12:30 2:00-3:00	2 BCA (B) 2 BBA 4 BBA & BCOM (OEC)	Verbal Communication & non-verbal communication Homeless in Global Village - Vandana Shiva - Essay Listening ability - listening Vs hearing, process of listening.	
31/05/24 Friday	10:30-11:30 1:00-2:00	2 BBA 4 BCA (B)	Homeless in Global Village - Question & answers. Article writing, Congratulation letter, appreciation letter.	
01/06/24 Saturday	9:30-10:30	4 BBA & BCOM (OEC)	Types of listening, Barriers of listening.	

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Time Table (Even/Odd Semester)

DAY		9:30 to 10:30	10:30 to 11:30	11:30 to 12:30		1:00 to 2:00	2:00 to 3:00		
Monday	.	-	-	IV BBA IFS		II B.com BI	-		
Tuesday	.	II BBA HRM	IV BBA IFS	-		-	-		
Wednesday	.	-	II BBA HRM	II B.com BI		VI BBA CDW	IV BBA IFS		
Thursday	.	II BBA HRM	VI BBA CDW	-		IV BBA IFS	-		
Friday	~~II B.com BI~~	I B.com BI	-	VI BBA CDW		II BBA HRM	-		
Saturday	.	II B.com BI.	-	-		-	-		

Reported for duty on 21/3/2024.

Date & Day	Time	Class	Topics Covered	Initials
21/3/24 Thursday	9:30	II Sem BBA.	Intro, meaning, defi of HRM	Ai
	10:30	VI BBA CDW	Intro to diversity, Evolution of diversity management.	Ai
	1:00	IV BBA IFS	Intro to Financial System	Ai
22/3/24 Friday	9:30	II B.com	Meaning, Definition & features of Bank, Banking.	Ai
	11:30	VI BBA	overview, advantages & characteristics of diversity	Ai
	1:00	II BBA	features, objective & importance	Ai
23/3/24 Saturday	.	-	4th Saturday. Holiday	Ai

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Date & Day	Time	Class	Topics Covered	Initials
25/3/24 Monday	-	-	Holi Holiday.	A.
26/3/24 Tuesday	9:30	II BBA	Functions of HRM	A.
	10:30	IV BBA	Features & constituents of features financial System	A.
27/3/24 Wednesday	10:30	II BBA	Challenges of HRM, Responsibilities	A.
	11:30	II B.Com	Features of IBS, RBI	A.
	1:00	VI BBA	Scope, challenges in diversity management	A.
	2:00	IV BBA	Financial instruments	A.
28/3/24 Thursday	9:30	II BBA	Roles & Responsibilities HR manager	A.
	10:30	VI BBA	understanding nature of diversity	A.
	1:00	IV BBA	Financial institutions	A.
29/3/24 Friday	-	-	Good-friday holiday	A.
30/3/24	9:30	II B.Com	Commercial banks	A.

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Date & Day	Time	Class	Topics Covered	Initials
1/4/24 Monday	11:30	IV BBA	Financial Services	A.
	1:00	II B.Com	Special types of banks	A.
2/4/24 Tuesday	9:30	II BBA	Recent trends in HR	A.
	10:30	IV BBA	Financial markets	A.
3/4/24 Wednesday	10:30	II BBA	Meaning & role of HR analytics.	A.
	11:30	II B.Com	Micro-finance bank, RRB, Foreign banks	A.
	1:00	VI BBA	Cultural diversity	A.
	2:00	IV BBA	Module-2, Financial Institutions	A.
4/4/24 Thursday	9:30	II BBA	Module-2 manpower planning	A.
	10:30	VI BBA	Global Organization, Global diversity	A.
	1:00	IV BBA	Broad Categories	A.
5/4/24 Friday	9:30	II B.Com	IDBI, Co-operative banks	A.
	11:30	VI BBA	Module-2 Exploring differences	A.
	1:00	II BBA	Succession planning	A.
6/4/24.	11:30	IV BBA	IFCI	A.
	1:00	II B.Com	Agricultural development bank	A.

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Date & Day	Time	Class	Topics Covered	Initials
8/4/24 Monday	11:30	IV BBA	IDBI	A.
	1:00	II B.com	Public Sector & Private Sector banks	A.
9/4/24 Tuesday	-	-	Ugadi holiday	A.
10/4/24 Wednesday	10:30	II BBA	Job analysis, Job description	A.
	11:30	II B.com	Narasimham committee I, II	A.
	1:00	VI BBA	Difference & power	A.
	2:00	IV BBA	SFC	A.
11/4/24 Thursday	-	-	Ramazan Holiday	A.
12/4/24 Friday	9:30	II B.com	Based Norms	A.
	11:30	VI BBA	Prejudice	A.
	1:00	II BBA	Job specification	A.
13/4/24	-	-	Second Saturday Holiday	A.

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Date & Day	Time	Class	Topics Covered	Initials
15/4/24 Monday	11:30	IV BBA	ICICI	A.
	1:00	II B.com	CIBIL	A.
16/4/24 Tuesday	9:30	II BBA	Job specification	A.
	10:30	IV BBA	EXIM bank of India	A.
17/4/24 Wednesday	10:30	II BBA	Job enlargement & Job enrichment	A.
	11:30	II B.com	Module 2: Bankers & customer relationship	A.
	1:00	VI BBA	Discrimination	A.
	2:00	IV BBA	National Small industrial development corporation	A.
18/4/24 Thursday	9:30	II BBA	Job rotation, Recruitment	A.
	10:30	VI BBA	Dehumanization	A.
	1:00	IV BBA	National industrial development corporation	A.
19/4/24 Friday	9:30	II B.com	Types of customer relationship	A.
	11:30	VI BBA	Oppression	A.
	1:00	II BBA	Source of recruitment	A.
20/4/24 Saturday	9:30	II B.com	Special relationship	A.

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NO.27/2 cross, 2nd Main Road, 7th Block, Jayanagar, Bengaluru, Karnataka-560070

COURSE MATERIAL

Module No. 1: Financial System in India

Introduction – Meaning of Financial System– Financial concepts - Constituents of Financial System – Structure of Financial System – Role of Financial system- Functions of Financial System – Development of Financial System in India. Financial Sector Reforms - Financial System and Economic Development – Weakness of Indian financial system.

Module No. 1: Financial System in India

Introduction:

The economic development of any Country depends upon the existence of a well-organized financial system. When the system functions properly, it channelizes funds from savers to investors. The financial system is possibly the most important institutional and functional vehicle for economic transformation. Financial system is a concept derived from the wide concept of finance. The financial system is a system that allows the transfer of money between savers and investors. It plays an important role in global, national, regional, institutional and individual areas.

Meaning & Definitions:

The term financial system is a set of interrelated activities or services working together to achieve some predetermined purpose or goal. It includes different markets, the institutions, instruments, services and mechanisms which influence the generation of savings, capital formation and growth.

In simple, financial system refers to all the securities, intermediaries and markets that exist to make transfers from savers to borrowers possible.

In the words of **Dr.S.Gurusamy**, in his book Financial Services and Systems defined the term financial system as "a set of complex and closely interconnected financial institutions, markets, instruments, services, practices and transactions."

According to **Robinson**, the primary function of the system is "to provide a link between savings and investment for the creation of new wealth and permit portfolio adjustment in the composition of the existing wealth"

Features/Characteristics/Role of Financial System:

1. It plays a vital role in the economic development of a country.
2. It encourages both savings and investments.
3. It helps in lowering the transaction costs and increase returns. This will motivate people to save more.
4. It links both savers and investors.
5. It helps in mobilizing and allocating the savings efficiently and effectively.

6. It plays a crucial role in economic development through saving-investment process. This savings-investment process is called capital formation. So, financial system helps in capital formation.
7. It helps in bringing investments.
8. It facilitates expansion of financial markets.
9. It helps in allocation of funds.
10. It is a set of inter-related activities or services.
11. It creates a bridge between investors and companies.
12. It helps in fiscal discipline and control of the economy.

Objectives of Financial System:

The primary objectives of a financial system are concerned to formulate capital, facilitate investment and profit generation. These objectives are also the significance or importance of financial system in an economy. The major and primary objectives of a financial system are as follows:

1. To mobilize the Savings: The financial system begins its operations by the mobilizing of savings from the small saving community. It collects the funds by offering different schemes which attract the investors' i.e., savers to fund their savings in different institutions, services, securities etc.

2. To distribute the savings for the industrial investment: The purpose of mobilizing the fund from the saving community is to invest them in different industries. Thereby it meets the fund requirement of industrial sector. Hence it helps in the growth of industrial sector.

3. To stimulate capital formation: The objective of supporting the industries is not ended with sanctioning of fund to them. Further, it makes them to formulate the capital out of their earnings for the further capital requirement and industrial investment.

4. To accelerate the pace of economic growth: The ultimate aim of the financial institutions is to support the process of economic growth of a nation. Directing the saving fund to the industrial capital need, motivating them for capital formation support the acceleration of the process of economic growth.

Functions of Financial System:

The following are the functions performed by the financial system of a nation. These are the aggregate functions performed by the sub classes of financial system viz. financial markets, financial institutions and financial services.

1. Provision of Liquidity: The provision of liquidity is one of the primary functions of financial system. It states the ability of meeting the obligations as and when they

are required. In other words, it states the ability of converting the assets into liquid cash without any loss.

2. Mobilization of savings: Savings are done by millions of people. But amount saved are of no use unless they are mobilized into financial assets, whether currency, bank deposits, post office savings deposits, life insurance policies, mutual funds bonds or equity shares. It is the function of financial institutions, a sub division of financial system to mobilize the savings from the saver or investment group.

3. Small Savings to big investment: Financial system acts as an intermediary in transforming the mobilized fund of savings to the big investments. It channelizes small savings fund received from the savings group to the industries to investments.

4. Maturity Transformation function: It is also one of the intermediary functions of financial system. The financial institutions receive the saving fund from the depositors for a particular tenure and lend the same fund to the required people on term basis.

5. Risk Transformation function: The financial system also does a function of risk transformation. The small savers are usually risk averse, who doesn't want to invest their small saving fund in the risky ventures. Hence the financial institutions take the responsibility of transforming their risk in investing their funds in profitable and safe venture by bearing the risk.

6. Payment function: The financial system offers a very convenient mode of payment for goods and services. The cheque system and credit card system are the easiest methods of payment in the economy. The cost and time of transactions are considerably reduced. The payment mechanism is now being increasingly made through electronic means.

7. Pooling of funds: A financial system provides a mechanism for pooling of funds to invest in large scale enterprises.

8. Monitor Corporate performance: A financial system not only helps in selecting the projects to be funded but also motivates the various stakeholders of the financial system to monitor the performance of the investment.

9. Provide price related information: Financial markets provide information which enables the investors to make an informed decision about whether to buy, sell or hold a financial asset. This information dissemination facilitates valuation of financial assets.

10. Information function: Financial markets disseminate information for enabling participants to develop informed opinion about investment, disinvestment, reinvestment or holding a particular asset.

11. Transfer function: A financial system provides a mechanism for the transfer of resources across geographic boundaries.

12. Reformatory function: A financial system, undertakes the functions of developing, introducing innovative financial assets/instruments. Services and practices and restructuring the existing assets, services etc., to cater to the emerging needs of borrowers and investors. I.e. financial engineering and reengineering.

13. Other functions: It assists in the selection of projects to be financed and also reviews performance of such projects periodically. It also promotes the process of capital formation by bringing together the supply of savings and the demand for investible funds.

Types of financial system:

The Indian financial system can be broadly classified into two types i.e.

Formal (organized) financial system: This is also known as organized financial system because it comes under the purview of Ministry of Finance (MOF), Reserve Bank of India (RBI), Securities Exchange Board of India (SEBI), and regulatory bodies. Formal financial system consists of four sub-systems. These are:

- **Financial Institutions.**
- **Financial Markets.**
- **Financial Instruments.**
- **Financial Services.**

Informal (unorganized) financial system: The informal financial system consists of individual money lenders, groups of persons operating as associations, partnership firms consisting of local brokers' pawn brokers and non-banking financial intermediaries such as finance, investment and chit fund companies. These people have a system and they have their own rules on how they should function in their day-to-day activities.

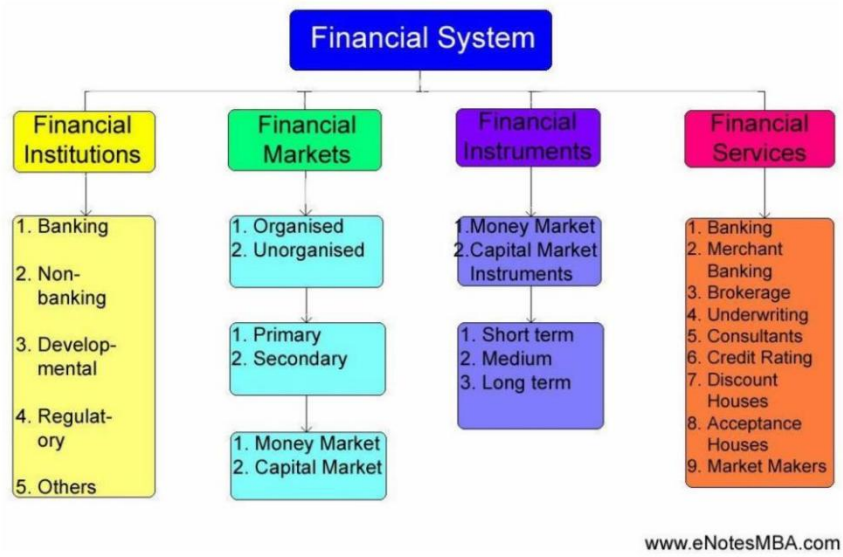
Structure/classification/components/constituents of Indian Financial System:

Financial structure refers to shape, components and their order in the financial system. The formal Indian financial system consists of financial Institutions, financial market, financial instruments and financial services.

There are four components of Indian financial system as shown in the chart.

♣ Financial Institutions.
♣ Financial Markets.
♣ Financial Instruments.

♣ Financial Services.



FINANCIAL INSTITUTIONS

Meaning: Financial Institutions are business organizations serving as a link between savers and investors and so help in the credit allocation process.

In simple, Financial Institutions are the institutions which offer financial services for its clients or members. The most probable service is financial intermediation. The institutions include banks, trust, companies, insurance companies and investment dealers.

Definition: Financial institution is defined as "an establishment that focuses on dealing with financial transactions, such as investment, loans and deposits."

Classification of Financial Institutions:

Banking Institutions:
These are the type of financial institutions which involve in accepting public deposits and lending the same to the needy customers. These are fundamentally established to earn profit, secondarily to safeguard the interest of the members. The banking institutions ensure that deposits accumulated from people are productively utilized.

The following are the **types of banking institutions** which are running their business in India.

A) Commercial banks: These are also called as business banks. The following are the types of commercial banks.

i. Public sector.
ii. Private sector.
iii. Regional Rural Banks (RRB`s)
iv. Foreign banks.

B) Cooperative Banks: These are established to safeguard the interest of its members. These are organized on a co-operative basis, accept deposits and lend money to the required members.

Non-banking Institutions:

These are the financial institutions that provide banking services without meeting the legal definition of a bank. The non-banking financial institutions also mobilize financial resources directly or indirectly from the people. They lend the financial resources mobilized.

The following are examples of **non-banking institutions**:
i. Provident and pension fund. ii. Small Saving organization.
iii. Life Insurance Corporation (LIC).
iv. General Insurance Corporation (GIC).
v. Unit Trust of India (UTI).

Importance of Financial Institutions:

- **Provide funds:** financial institutions provide funds for the investment and industrial activities.
- **Infrastructural facilities:** financial institutions also offer basic infrastructural facilities needed for the development and promotion of lucrative ventures. Infrastructural facilities involve development of industrial estates tech parks, road and water etc.
- **Promotional activities**: promotional activities are undertaken by the financial institutions to mobilize the funds, reduce the risk of selling financial securities, arrangement of working and long term capital of the business.
- **Development of backward areas:** apart from the financial activities, financial institutions also take some social responsibilities of developing the backward areas at free of cost by offering credit facilities, free education, employment creation etc.
- **Planned development:** financial institutions initiate all planned developments in the view of economic growth of the state. All planned developments are coordinated with the government plan and social welfare.

Functions of Financial Institutions:

The functions of financial institutions are classified into primary functions and secondary functions.

Primary functions: these are the basic functions of financial institutions which come in the respective group of institutions like banks, co-operative societies, insurance industries etc. the primary functions are as follows:

- **Accepting deposits:** most of the financial institutions viz, commercial banks, cooperative societies etc., accept deposits from the public. They offer different

schemes to mobilize public deposits from the customers. For the accepted deposits, financial institutions give return in the form of interest on deposit tenure basis.

- **Providing commercial loans:** accepted deposits are used for commercial lending operations in the form of loans, advances, cash credits, bill discounting etc., these fetch good return to the financial institutions.
- **Providing Real estate loans:** the financial institutions also provide loans and advances for real estate industries to purchase sit, build premises, construction of industrial and residential parks.
- **Providing mortgage loans:** the financial institutions also provide loans to the needy group on mortgage of properties and collateral securities. For example, Gold loan, property loan etc. where gold and properties are mortgaged to avail the loan.
- **Issuing share certificates:** financial institutions also undertake the job of issuing share certificates of any established corporate to its share-holders. It also constitutes accepting shares investment money from the investors and issuing them certificates on behalf of the companies

Secondary Functions: these are the additional functions performed by the financial institutions along with the above primary functions. Secondary functions are as follow:

- **Act as an intermediary:** financial institutions act as an intermediary in between the savings community and industrialist. They receive the public deposit at a lower rate of interest and lend the same fund to the needy group at higher rate of interest. The difference amount of interest is the profit for their intermediary work.
- **Facilitate the flow of money:** they also facilitate the flow/channelize the money to the investment activities. Financial institutions are the interlinked path stones to make smooth flow o fund from small savers to giant business ventures.

Module No. 3: Primary Market & Secondary Market
Primary Market: Meaning, features, players of primary market, Instruments in primary market, Merits and Demerits of primary markets–- Methods of floating new issues: Public issue–Offer for sale – Right Issue – Private placement – Problems of Indian Primary Markets; Secondary Market: Meaning, structure, functions, players in Stock Market, Merits and Demerits of stock markets. Methods in Stock Markets - Recognition of stock exchanges – Function of stock exchanges of BSE- NSE – OTCI – Listing of securities – Trading and Settlement Procedure in the Stock Market - Problems of Indian Stock Market; SEBI: Objectives - functions –Role and Reforms in Secondary Market.

Primary Market: Meaning

The primary market, also known as the new issue market, is a financial market where new securities, such as stocks, bonds, or other financial instruments, are issued and sold for the first time by companies, governments, or other entities to raise capital. In the primary market, these securities are offered to the public for subscription and purchase directly from the issuing entity. The primary market plays a crucial role in facilitating the transfer of funds from investors to issuers, allowing companies and governments to raise capital for various purposes, such as business expansion, infrastructure development, or debt refinancing.

Key features of the primary market include:

- **New Securities**: The primary market deals with the issuance of new securities, distinguishing it from the secondary market where existing securities are bought and sold among investors.
- **Direct Issuer-Investor Interaction**: Transactions in the primary market involve a direct relationship between the issuer of the securities and the investors.
- **Capital Formation**: The primary market is a key mechanism for companies and governments to raise capital by issuing and selling securities.
- **Transparent Pricing**: The pricing of securities in the primary market is often determined through a transparent process, either through a fixed price or a book-building mechanism.
- **No Intermediaries**: Unlike the secondary market, where transactions occur between investors, the primary market typically involves no intermediaries between the issuer and the investor.

Players in Primary Market:

The primary market involves various players who play distinct roles in the process of issuing and distributing new securities. Here are the key players in the primary market: **Issuer:**

Role: The entity, whether a company or government, that intends to raise capital by issuing new securities.

Responsibilities: Deciding the type and amount of securities to be issued, setting the issue price, and complying with regulatory requirements.

Investors:

Role: Individuals or institutions that subscribe to and purchase the newly issued securities.

Responsibilities: Evaluating the investment opportunity, submitting subscription applications, and providing the necessary funds.

Underwriters:

Role: Financial institutions or investment banks that help companies bring their new securities to the market.

Responsibilities: Guaranteeing the sale of the securities by purchasing them from the issuer and then selling them to the public. They often play a crucial role in price stabilization and risk management.

Registrars and Transfer Agents:

Role: Entities responsible for maintaining records of securities holders and facilitating the transfer of securities.

Responsibilities: Recording changes in ownership, handling the transfer of securities, and ensuring accurate and updated shareholder records.

Bankers to the Issue:

Role: Financial institutions or banks appointed by the issuer to handle the application and allotment process.

Responsibilities: Collecting application forms, processing payments, and allocating shares to successful applicants.

Credit Rating Agencies:

Role: Independent agencies that assess the creditworthiness of the issuer and assign credit ratings to the new securities.

Responsibilities: Providing investors with information about the risk associated with the securities, influencing investor decisions.

Instruments in Primary Market

In the primary market, various financial instruments are issued by companies, governments, or other entities to raise capital. These instruments represent different

forms of ownership or debt and serve as a means for investors to participate in the primary market. Here are some common instruments in the primary market:

Equity Shares:

Definition: These represent ownership in a company and entitle the shareholder to a portion of the company's profits and voting rights.
Features: Equity shareholders bear the highest risk but also have the potential for higher returns through capital appreciation and dividends.

Debentures:

Definition: Debentures are debt instruments that acknowledge a company's debt obligation to the holder.
Features: Debenture holders receive fixed interest payments and the principal amount upon maturity. They do not have ownership rights in the company.

Bonds:

Definition: Similar to debentures, bonds are debt instruments with fixed interest payments and a specified maturity date.
Features: Bonds can be issued by governments or corporations. They provide a predictable stream of income to bondholders.

Preference Shares:

Definition: These shares combine features of both equity and debt. Preference shareholders receive a fixed dividend before common shareholders and have a claim on assets in case of liquidation.
Features: Unlike common shareholders, preference shareholders typically do not have voting rights.

Rights Issues:

Definition: Companies offer existing shareholders the right to buy additional shares at a discounted price.
Features: This allows current shareholders to maintain their ownership percentage in the company and provides them the opportunity to invest further.

Initial Public Offering (IPO):

Definition: The first sale of company shares to the public.
Features: Companies go public to raise capital from a wide range of investors. IPOs can involve the sale of new shares or the sale of existing shares held by private investors.

Private Placement:

Definition: The sale of securities directly to a small group of institutional or wealthy investors without a public offering.

Features: Private placements are less costly and time-consuming compared to public offerings. They are often used by companies seeking to raise capital without the extensive regulatory requirements of a public offering.

Merits and demerits of Primary Markets:

Merits of Primary Markets:

a) **Capital Formation**: The primary market facilitates the raising of capital by companies and governments, supporting their expansion and growth initiatives.
b) **Investor Awareness**: Investors get the opportunity to invest in new securities, fostering awareness and participation in financial markets.
c) **Transparent Pricing**: Prices in the primary market are often determined through transparent mechanisms, enhancing investor confidence and fair valuation.
d) **Direct Funding to Issuers**: Funds raised in the primary market go directly to the issuer, enabling them to meet their financial requirements.

Demerits of Primary Markets:

a) **Market Risk**: Prices of newly issued securities can be influenced by market conditions, introducing risk for both issuers and investors.
b) **Limited Liquidity Initially**: New securities may have limited liquidity immediately after issuance, making it challenging for investors to buy or sell them.
c) **Regulatory Challenges**: Regulatory complexities and compliance requirements can pose challenges for issuers, potentially delaying the issuance process.
d) Inadequate Investor Protection: Investors might face risks due to inadequate regulatory safeguards or insufficient information disclosure, leading to potential losses.
e) **Market Dependency**: The success of the primary market is often dependent on market conditions, and economic uncertainties can affect the willingness of investors to participate.
f) **Underpricing Issues**: There may be instances of underpricing in IPOs, where the issue price is lower than the market value, leading to missed capital for the issuer.
g) **Limited Accessibility for Small Investors**: Some primary market opportunities may be accessible primarily to institutional or high-net-worth investors, limiting participation for smaller investors

Methods of Floating New Issues:

Public Issue:

Description: In a public issue, securities are offered to the general public.

Process: The issuer files a prospectus with the regulatory authorities, providing details about the company and the securities being offered. Investors can then apply for the securities.

Offer for Sale:

Description: In an offer for sale, existing shareholders, such as promoters or major stakeholders, sell their securities to the public.

Process: Instead of the company issuing new securities, existing shareholders offer their holdings to the public. This method is common during initial public offerings (IPOs) or when major stakeholders want to divest.

Right Issue:

Description: In a right issue, existing shareholders are given the right to purchase additional shares at a discounted price.

Process: The company issues new shares to existing shareholders based on their current holdings. Shareholders have the option to subscribe to these shares at a predetermined price.

Private Placement:

Description: Private placement involves the sale of securities directly to a select group of investors, typically institutional investors or high-net-worth individuals.

Process: The issuer negotiates with potential investors privately and does not make a public offering. This method is often faster and less costly than public issues.

The problems of Indian primary markets

1) **Inadequate Regulatory Framework**: The regulatory framework governing primary markets in India has faced criticism for being complex and not always effectively addressing emerging issues. Regulatory clarity and efficiency are crucial for investor protection and market integrity.
2) **Lack of Investor Awareness:** Many investors, especially retail investors, lack awareness and understanding of the primary market. This can result in uninformed investment decisions and increased risk.
3) **Lack of Transparency**: Transparency issues in terms of pricing and information disclosure have been raised. Investors need accurate and timely information to make informed investment decisions.
4) **Inadequate Infrastructure**: The infrastructure supporting the primary market, including trading and settlement systems, has faced challenges. A robust and efficient infrastructure is essential for a well-functioning market.

5) **Delayed Offerings**: Initial public offerings (IPOs) and other new issues sometimes face delays, impacting the ability of companies to raise capital within a favorable market window.
6) **Under-pricing in IPOs**: Instances of underpricing in IPOs, where the issue price is lower than the market value on the listing day, can lead to missed capital for the issuer.
7) **Insufficient Retail Participation**: Retail investors may be hesitant to participate in the primary market due to perceived risks, lack of knowledge, or concerns about market volatility.
8) **Limited Innovation in Financial Instruments:** The primary market in India has been criticized for limited innovation in the types of financial instruments offered, potentially restricting investment options.
9) **Inefficient** Price Discovery: Price discovery mechanisms, especially in IPOs, have faced criticism for not always reflecting the true value of the securities.
10) **Low Institutional Participation**: While institutional participation has been increasing, the overall proportion of institutional investors in the primary market remains relatively low.

Secondary Market

What is the Secondary Market?

The term 'secondary market' refers to the financial markets where securities, such as shares and bonds, are bought and sold after they have been issued in the primary market. Secondary market examples include stock exchanges (BSE, NYSE, NSE) and over-the-counter (OTC) markets.

A secondary market is the one in which the securities of the companies are traded among the investors. That means, the investors can buy and sell securities freely without any intervention of the issuing company.

Features of the Secondary Market

a. **Creating Liquidity**: The most important feature of the secondary market is to create liquidity, that means, immediate conversation of the securities into cash. Besides, as the secondary market security can be sold and bought a number of times, it aids in liquidity creation.
b. **Follows the primary market**: Unlike the primary market, any new security cannot be sold for the first time in the secondary market. All the new securities are first issued in the primary market and then are sold and bought in the secondary one.
c. **Stock Exchange:** The secondary market has a particular place wherein the securities are traded, it is called the Stock Exchange. However, it is not

mandatory for the trading to be performed through a stock exchange only. Even two individuals can trade them mutually and it can still be called a transaction.

d. **Encourages new investment**: As the rates of the securities often fluctuate in the share market, many investors come to trade and earn profits, giving rise to new investment. This results in increased investment in the industrial sector.

Types of secondary market

- **Stock Exchanges**: These markets facilitate the trading of stocks issued by public companies. One will not find direct contact between the seller and the buyer of the security. To make trading safe and secure, heavy regulations are in place. Counterparty risk, in this case, is almost zero as the exchange is a guarantor. In Exchanges, there is a comparatively high transaction cost because of the exchange fees and commission. For example: New York Stock Exchange (NYSE) and BSE.
- **Over-the-Counter (OTC) Markets**: These markets are a decentralized space where investors trade amongst themselves. In such markets, there is a very fierce competition to get higher volumes, which leads to a difference in prices from one seller to another. Compared with exchanges, the risk is higher as the seller and buyer deal on a one-to-one basis. The foreign exchange market is an example of OTC markets.

Importance of secondary market

a. **Liquidity:** Secondary markets provide investors with an avenue to quickly buy or sell securities, enhancing the liquidity of financial assets.
b. **Price Discovery**: Secondary markets facilitate the determination of market prices for securities, reflecting the supply and demand of the assets.
c. **Efficient Allocation of Capital**: Secondary markets allow capital to be allocated more efficiently to productive uses, enhancing economic growth and development.
d. **Market Stability**: Secondary markets promote market stability by allowing investors to diversify their portfolios and hedge against risks.

Instruments in Secondary Market

1) **Fixed Income Instrument**: Instruments form part of investments that guarantee fixed income in the form of regular payments. Example: Debentures and bonds
2) **Corporate Bond**: These are tradable debt securities issued by corporations, such as Apple or Amazon.

3) **Government Bond**: These are tradable debt securities issued by governments, such as US Treasuries.
4) **Variable Income Instrument**: Investments made in these instruments do not guarantee a fixed, regular income. Instead, the returns vary based on the market fluctuations. Example: equity and derivatives.
5) **Futures**: These are contracts that obligate buyers and sellers to buy or sell assets at a predetermined price and time in the future.
6) **Options:** These are contracts that give buyers the right but not the obligation to buy or sell assets at a predetermined price and time in the future.
7) **Hybrid Instrument**: Instruments offer both fixed and variable returns on investments. For example, a convertible debenture.

Benefits of secondary market

- **Liquidity**: Secondary markets enable investors to quickly buy or sell securities, enhancing the liquidity of financial assets.
- **Price Discovery**: Secondary markets facilitate the determination of market prices for securities, reflecting the supply and demand of the assets.
- **Risk Reduction**: Secondary markets enable investors to diversify their portfolios and hedge against risks, reducing the overall risk of their investments.
- **Capital Formation**: Secondary markets enable companies to raise capital by issuing securities to investors, funding their growth and expansion.

Risks and challenges of aftermarkets

- **Market Volatility**: Secondary markets can be volatile, leading to fluctuations in the prices of securities.
- **Insider Trading**: Insider trading involves the use of non-public information to gain an unfair advantage in the market.
- **Market Manipulation**: Market manipulation involves the deliberate attempt to artificially influence the price of securities.
- **Systemic Risk**: Systemic risk refers to the risk of a widespread financial system collapse due to the failure of a major institution or event.

Primary Market Vs Secondary Market

Primary Market	Differences	Secondary Market
It is a marketplace where companies float fresh issues of securities in the general public with an aim to acquire capital to meet their long-term funds needs.	**Meaning**	It is a setup of the capital market wherein current shares, treasury bills, debentures, etc. of the companies are floated among the investors.

New Issue Market (NIM)	**Also known as**	After Issue Market (AIM)
Direct	**Type of purchase**	Indirect
Trading between company and the investors	**Parties Involved in Trading**	Trading between the investors
It finances the existing companies for expansion and growth	**Finances**	It does not provide any sort of financing
Underwriters/ Investment Bankers	**Intermediaries**	Brokers
Fixed	**Price Levels**	Varies with demand and supply
It becomes the capital for the company	**Treatment of the amount received**	It becomes the income of the investors
Provides financing to the new and existing companies	**Purpose**	Enables traders/ stockbrokers to earn profits by trading the securities among them
Securities can be traded only for once	**Validity of the Securities**	Securities can be traded infinite times

What is Stock Exchange?

A stock exchange is an important factor in the capital market. It is a secure place where trading is done in a systematic way. Here, the securities are bought and sold as per well-structured rules and regulations.

Functions of Stock Exchange

1) **Role of an Economic Barometer**: Stock exchange serves as an economic barometer that is indicative of the state of the economy. It records all the major and minor changes in the share prices. It is rightly said to be the pulse of the economy, which reflects the state of the economy.
2) **Valuation of Securities**: Stock market helps in the valuation of securities based on the factors of supply and demand. The securities offered by companies that are profitable and growth-oriented tend to be valued higher. Valuation of securities helps creditors, investors and government in performing their respective functions.
3) **Transactional Safety**: Transactional safety is ensured as the securities that are traded in the stock exchange are listed, and the listing of securities is done after verifying the company's position. All companies listed have to adhere to the rules and regulations as laid out by the governing body.
4) **Contributor to Economic Growth**: Stock exchange offers a platform for trading of securities of the various companies. This process of trading involves continuous disinvestment and reinvestment, which offers opportunities for capital formation and subsequently, growth of the economy.

5) **Making the public aware of equity investment**: Stock exchange helps in providing information about investing in equity markets and by rolling out new issues to encourage people to invest in securities.
6) **Offers scope for speculation**: By permitting healthy speculation of the traded securities, the stock exchange ensures demand and supply of securities and liquidity.
7) **Facilitates liquidity**: The most important role of the stock exchange is in ensuring a ready platform for the sale and purchase of securities. This gives investors the confidence that the existing investments can be converted into cash, or in other words, stock exchange offers liquidity in terms of investment.
8) **Better Capital Allocation**: Profit-making companies will have their shares traded actively, and so such companies are able to raise fresh capital from the equity market. Stock market helps in better allocation of capital for the investors so that maximum profit can be earned.
9) **Encourages investment and savings**: Stock market serves as an important source of investment in various securities which offer greater returns. Investing in the stock market makes for a better investment option than gold and silver.

What is BSE?

The Bombay Stock Exchange is the first and oldest stock exchange in India which was founded in 1875 as the Naive Share and Stock Brokers Association. The BSE is located in Mumbai, India, and lists more than 5000 companies with a total market capitalization of $3.5 trillion. Also, BSE is one of the largest stock exchanges in the world, along with NYSE, NASDAQ, LSE, and SSE.

Functions of BSE

a. **Price Determination:** The prices of securities in the secondary market depend on the securities' demand and supply. Thus, BSE helps in this process by constantly valuing all the listed securities. And investors can easily track the prices of these securities through the index popularly known as SENSEX.
b. **Contribution to the Economy**: BSE offers a trading platform for securities of various companies. The trading process involves continuous reinvestment and disinvestment. This gives an opportunity for capital formation, funds movement and boosting of the economy.
c. **Facilitates Liquidity**: The most important function of BSE is ensuring a ready platform for the sale and purchase of securities. This gives investors the confidence to convert the existing securities into cash anytime. Thus, investors can buy and sell anytime offering them high liquidity.

d. **Transactional Safety**: BSE ensures that the securities are listed after verifying the company's position. Also, all listed companies must adhere to the rules and regulations laid out by the governing body, i.e. Securities and Exchange Board of India (SEBI).

How Does BSE Work?

The Bombay Stock Exchange uses the **electronic trading platform** to conduct its financial transactions. Through direct market access, investors can directly place market orders in BSE online without the need for external specialists. Later, the focus shifted from buyers/sellers to the total value of transactions in a day due to the lack of limit orders.

Investors can trade on the BSE stock exchange through any brokerage firm against a fee. However, certain professional investors can apply for direct investment access who make large transactions on the BSE stock market. Also, the stock exchange uses **BOLT – Bombay Online Trading Platform for efficient trading**.

Transactions on the BSE platform require **T+2 rolling days for settlement**, which means that all transactions take two days to process. Moreover, the SEBI is responsible for regulating the stock exchanges in India and constantly updating rules to ensure smooth operation.

National Stock Exchange (NSE)

The National Stock Exchange (NSE) is the leading stock exchange in India, headquartered in Mumbai, Maharashtra. It was incorporated in the year 1992 as the first dematerialised electronic stock exchange in the country. it was the first to provide a fully automated screen-based trading system to facilitate easy trading. Later in 1993, NSE registered itself as a stock exchange under the Securities Contract Regulations Act.

In 1994, NSE commenced its operations on the order of the Indian government to bring transparency to the capital market. By 2015, NSE became the fourth largest stock exchange in the world by its trading volume. Also, this exchange comprises diverse shareholding assets from both global and domestic investors.

Functions of National Stock Exchange

The following are the major functions of NSE –

1. Establishing a nation-expansive trading facility for debt, equity and other asset classes accessible to investors.
2. Providing investors with an equal opportunity to participate in the trading system through an appropriate communication network.
3. Ensuring a fair, efficient and transparent securities market to investors using electronic trading systems.

4. Enabling shorter trade settlement periods and book-entry settlement systems.
5. Meeting the current international standards set for the financial securities markets.

Advantages of Listing with NSE

The following are several advantages of listing with NSE –

a) **Transparency**: The trading system is very efficient in providing all details about the trade and post-trade information. Also, investors can quickly check the buy and sell orders on the trading system along with the total number of securities available for the transaction. This helps investors to understand the market depth.
b) **Feasibility and Convenience**: The volume of trading activity on the NSE helps lower the trading costs for investors. Also, the automated trading system makes it easy and convenient to trade.
c) **Largest Exchange in the Country**: In terms of trading volume, the National Stock Exchange (NSE) is the country's largest exchange, with a total market capitalisation of $3.4 trillion.
d) **Quick Response**: The quicker response of the trading system allows investors to buy and sell securities at the best prices.
e) **Trade Statistics**: The companies listed on NSE can avail the provision of receiving trade statistics every month to track their performance on the stock exchange.

What is Over the Counter Exchange of India (OTCEI)?

Over the Counter Exchange of India (OTCEI) is an organisation which was incorporated in 1990 under the Companies Act 1956. The trading in OCTEI commenced in 1992 and is a fully computerised, single window, and transparent exchange. OTC Market or Over the Counter can be defined as a place where sellers seek buyers and buyers seek sellers, and then tries to arrange some terms and conditions for the sale and purchase which is acceptable to both parties.

The two basic purposes behind the setting up of OTCEI are as follows:

- For providing access of capital market to small and medium companies, so they can raise finance in a cost-effective manner.
- For providing the investors with a convenient, efficient, and transparent avenue for capital market investment.

Features of the Over-The-Counter Exchange of India (OTCEI)

- Stock Restrictions: Stocks that are listed on other exchanges will not be listed on the OTCEI and, conversely, stocks listed on the OTCEI will not be listed on other exchanges.
- Minimum Capital Requirements: The requirement for the minimum issued equity capital is 30 lakh rupees, which is approximately $40,000.
- Large Company Restrictions: Companies with issued equity capital of more than 25 crore rupees ($3.3 million) are not allowed to be listed.
- Member Base Capital Requirement: Members must maintain a base capital of 4 lakh rupees ($5,277) to continue to be listed on the exchange.

Objectives of Over the Counter Exchange of India (OTCEI)

The objectives of OTCEI are as follows:

1. Provide quicker liquidity to the securities at a fair and fixed price.
2. Provide easy and cheaper means to the traders to make public sale of new issues.
3. Provide liquidity for the less traded securities or the securities of small companies.
4. Provide a simple process of buying and selling to the traders.

Advantages of Over-the-Counter Market

1. The OTC Market provides the smaller and less liquid companies with a trading platform. This platform cannot be listed on a regular stock exchange.
2. The OTC Market helps family concerns and closely held companies to go public through it.
3. Investors, with the help of the OTC Market can freely choose stocks by dealers for market making in primary as well as secondary markets.
4. OTC Market is cheaper because the cost of issuing securities and the expenses of servicing the investors of the country through it is much less.
5. The dealers can also freely operate in new issues as well as a secondary market.
6. The OTC Market provides traders with transparent trading without any problem of short or bad deliveries.
7. It also gives an advantage of free flow of information between the market makers and customers because of the close contact between them.

The function of Over the Counter Exchange of India (OTCEI) are:-

The main function is to help smaller companies to generate capital, which is not possible at the National Exchanges because of their incapability to meet the requirements.

a) It delivers an opportunity to generate funds through capital market instruments which are priced relatively. The companies can mediate the issue price.
b) It also stimulates transactions to be completed promptly and investors to finalize the deals in a course of a few days.
c) It increases the liquidity and marketability of the shares which are traded. The two-way prices are cited regularly to deliver adequate opportunities for investors to exit.

Module No. 4: Non-Banking Financial Companies (NBFCs) & Forex Market
Introduction – Meaning- Role – Importance – Types of NBFCs – Insurance Companies - Loan Companies - Investment Companies — Leasing & Hire Purchase - Housing Finance,— Chit Funds - Mutual funds -Venture Capital Funds - Factors & Forfeiting - Credit Rating - Depository and Custodial Services; Forex market- Concept- Meaning- Importance-Merits of forex market- Fluctuations in foreign exchange rates- Causes and Effects.

What is a Non-Banking Financial Company (NBFC)?

A Non-Banking Financial Company (NBFC) is a company that provides banking services to people without holding a bank license. NBFCs are also known as nonbank financial institutions (NBFIs).

A Non–Banking Financial Corporation is a company incorporated under the Companies Act 2013 or 1956. According to section 45-I (c) of the RBI Act, a Non–Banking Company carrying on the business of a financial institution will be an NBFC. It further states that the NBFC must be engaged in the business of Loans and Advances, Acquisition of stocks, equities, debt etc issued by the government or any local authority or other marketable securities.

Types of NBFC

NBFCs are classified into different types based on factors such as liability structure, size, and the nature of activities they perform. However, It's important to note that each of these types is subject to different regulations and norms. These include:

1. **Asset Finance Company (AFC):** An AFC is an NBFC whose principal business is to finance physical assets that correlate to productive or economic activity, such as automobiles, tractors, generator sets, earth-moving and material handling equipment, industrial machinery, etc.
2. **Investment Company (IC):** ICs are entities that deal primarily with the acquisition of securities. Their business activity mainly involves the holding and managing of investment in other companies.
3. **Loan Company (LC):** LCs are NBFCs that provide finance — whether by making loans or advances or otherwise — for any activity other than its own (excluding equipment leasing and hire-purchase activities).
4. **Infrastructure Finance Company (IFC):** IFCs are a category of NBFCs that provide infrastructure loans, which are non-repayable over a period of time. These companies play a crucial role in developing the nation's infrastructure.
5. **Systemically Important Core Investment Company (CIC-ND-SI):** These are NBFCs involved in the business of acquisition of shares and securities,

which satisfies a certain set of conditions put forth by the RBI. They are called systemically important as their failure or disruption can cause significant disruption to the overall financial system.

6. **Infrastructure Debt Fund Non-Banking Financial Company (IDF-NBFC):** IDF-NBFCs are a category of NBFCs that are formed to facilitate the flow of long term debt into infrastructure projects. They raise resources through issue of Rupee or Dollar denominated bonds of minimum five-year maturity.
7. **Micro Finance Institution (NBFC-MFI):** These are financial institutions that provide small-scale financial services in the form of credit, savings, and insurance to the low-income segments of the society. They play a significant role in promoting financial inclusion.
8. **Non-Banking Financial Company – Factors (NBFC-Factors):** NBFC-Factors primarily engage in the factoring business. Factoring is a financial transaction where a company sells its receivables (invoices) to a third party (called a factor) at a discount. Factors help businesses by providing them immediate liquidity based on their invoices or receivables.

Role of NBFCs in the Indian Financial System

NBFCs play a crucial role in the Indian financial system by catering to the diverse credit needs of various sectors of the economy. Their ability to provide customized financial products and services tailored to the specific needs of different segments of society makes them a vital component of the financial system.

The role of NBFCs can be summarized as follows:

a. **Providing Credit**: NBFCs credit various population segments, including individuals, small and medium enterprises (SMEs), and large corporations. NBFCs are generally more flexible than banks in terms of lending criteria, and they can provide credit to those who may not meet the stringent requirements of traditional banks.
b. **Mobilizing Savings:** NBFCs mobilize savings from different sources, such as retail investors, high-net-worth individuals (HNIs), and institutional investors, and they use these savings to finance various activities.
c. **Providing Investment Services:** NBFCs provide investment services such as portfolio management, investment advisory, and distribution of financial products.
d. **Providing Payment Services:** NBFCs also provide payment services such as issuing debit and credit cards, electronic fund transfers, and mobile banking. **Supporting Infrastructure Development**: NBFCs also play a key role in supporting infrastructure development by providing long-term finance to infrastructure projects.

Functions of NBFCs in India

Non-Banking Financial Companies offer a wide range of financial services. Some of the essential functions of NBFCs in India are:

1. Retail Financing

NBFCs provide short-term funds to individuals and businesses for various purposes, such as loans against gold, shares, and property, primarily for consumption needs. These loans cater to the immediate financial requirements of borrowers and this forms one of the primary functions of NBFCs in India.

2. Infrastructural Funding

One of the most important functions of NBFCs in India is that they contribute significantly to the growth and development of critical infrastructure in the country. A substantial portion of funds is allocated to this sector, encompassing projects like railways, metros, real estate developments, ports, flyovers, airports, and more.

3. Hire Purchase Services

NBFCs facilitate hire purchase services, a method by which sellers provide products or goods to buyers without transferring ownership. Buyers make payments in instalments, and once all payments are completed, ownership of the goods automatically transfers to the buyer. This service helps individuals and businesses acquire essential assets without a large upfront payment. **4. Trade F**

Anothe **inance** portant functions of NBFCs in India is that they offer tra one among the **tion**s, particularly distributor or dealer finance, to support du finance so**lu**s managing their vendor finance, working capital requirements, **ss** es other business loans. These services enable businesses to maintain liquidity and manage their supply chains efficiently.

5. Asset Management Companies

NBFCs operate as Asset Management Companies, which include fund managers responsible for investing funds pooled from small investors. These fund managers actively manage the investments, primarily in equity shares, to generate returns for investors. AMCs play a vital role in the mutual fund industry, offering investment opportunities to a broad range of investors.

6. Venture Capital Services

Certain NBFCs engage in venture capital services by investing in small businesses at their initial stages. While these investments carry higher risks, they also have the potential for substantial returns in the future.

NBFCs provide crucial funding to start-ups and early-stage companies, fostering entrepreneurship and innovation.

7. Leasing Services

Among the major functions of NBFCs in India is also that NBFCs offer leasing services, analogous to renting but with distinct features. They provide properties and assets to small and sometimes larger businesses that may not have the resources to purchase them outright. Leasing contracts typically have fixed durations, allowing businesses to access assets for a specified period, enhancing their operational capabilities.

Forex Market or Foreign Exchange Market

The foreign exchange (forex or FX) market is a global marketplace for exchanging national currencies. It is the world's largest and most liquid asset market.

The forex market is primarily an over-the-counter (OTC) market, meaning that most forex transactions occur directly between participants, typically through electronic trading platforms or over the phone. It is decentralized, and there is no central exchange or physical location.

Features of the Foreign Exchange Market

The foreign exchange market has several key features that set it apart from other financial markets.

1. It is a decentralized market that operates 24 hours a day, 5 days a week, across multiple time zones.
2. It is the largest and most liquid market in the world, with high trading volumes and low transaction costs.
3. The market is influenced by a variety of factors, including economic indicators, geopolitical events, and central bank policies.
4. The market provides opportunities for traders to speculate on the movement of currency values through a range of trading strategies.
5. The market is accessible to a wide range of participants, including individuals, financial institutions, and governments.

Who are the Participants in a Foreign Exchange Market?

There are a wide range of participants in the foreign exchange market, including:

- **Commercial banks:** Banks are the most active participants in the forex market, trading on behalf of their clients and for their own accounts.
- **Central banks:** Central banks participate in the market to manage their country's monetary policy and stabilize currency values.
- **Hedge funds and investment firms:** These institutions trade in the forex market to generate returns for their clients.

- **Corporations:** Multinational corporations use the forex market to manage their currency risk, particularly when conducting international trade.
- **Retail traders:** Individual traders can participate in the forex market through online brokers, seeking to profit from currency price movements.
- **Governments:** Governments participate in the forex market to manage their currency values and maintain their country's economic stability.

What Factors Influence the Foreign Exchange Market?

Several factors influence the foreign exchange market, including:

1. **Economic indicators:** Economic indicators such as inflation, GDP, and employment data can influence currency values, as they affect a country's economic outlook.
2. **Central bank policies:** The monetary policies of central banks, including interest rates and quantitative easing measures, can influence currency values.
3. **Geopolitical events:** Political events such as elections, wars, and trade agreements can cause significant currency volatility.
4. **Market sentiment:** Market sentiment, including investor confidence and risk appetite, can influence currency values.
5. **Natural disasters:** Natural disasters can disrupt economic activity and cause currency values to fluctuate.
6. **Speculation:** Speculative trading activity can also influence currency values, as traders buy or sell currencies based on their expectations of future price movements.

What are the Advantages and Disadvantages of Foreign Exchange Markets?

The foreign exchange market has several advantages and disadvantages. Understanding these can help traders make informed decisions about their participation in the market.

Advantages of Foreign Exchange Markets

- **High liquidity:** The forex market is the largest and most liquid market in the world, making it easy to buy and sell currencies quickly.
- **Accessibility:** The forex market is open 24 hours a day, 5 days a week, and can be accessed by anyone with an internet connection.
- **Diverse trading options:** Traders can choose from a wide range of currency pairs and trading strategies, providing ample opportunities for profit.
- **Low transaction costs:** The cost of trading in the forex market is relatively low compared to other financial markets.

- **Leverage:** Forex trading allows traders to use leverage to increase their trading position, potentially amplifying profits.
- **Global market:** The forex market is a global market, making it a valuable tool for international businesses to manage their currency risk.
- **Transparency:** The forex market is highly transparent, with real-time price data available to all market participants.

Disadvantages of Foreign Exchange Markets

- **Volatility:** The forex market is highly volatile and can experience sudden and significant price movements, which can lead to large losses for traders.
- **Risk of leverage:** While leverage can increase potential profits, it can also magnify losses and lead to significant financial risk.
- **High competition:** The forex market is highly competitive, and traders must compete with other market participants, including large financial institutions.
- **Limited regulation:** The forex market is not as regulated as other financial markets, which can lead to fraudulent activities and scams.
- **Complex market:** The forex market can be complex, and traders must have a good understanding of the market and its various factors that affect currency values.
- **Economic and political events:** The forex market is highly influenced by economic and political events, which can cause significant volatility and unpredictability.
- **High barriers to entry**: Trading in the forex market requires a significant amount of knowledge, experience, and capital, making it difficult for inexperienced traders to participate.

How Does the Foreign Exchange Market Affect the Economy?

The foreign exchange market plays a crucial role in the global economy, affecting countries in several ways:

1. **International trade:** Changes in currency values can affect a country's balance of trade, as exports become more expensive when a country's currency appreciates.
2. **Capital flows:** The forex market facilitates capital flows between countries, allowing businesses and investors to invest in foreign markets.
3. **Monetary policy**: The forex market can influence a country's monetary policy, as central banks may adjust interest rates or intervene in the market to maintain currency stability.

4. **Economic growth:** A stable currency and exchange rate can support economic growth, while currency volatility can harm business and consumer confidence, potentially leading to economic slowdowns.

What Causes Exchange Rates to Fall?

There are several factors that can cause exchange rates to fall:

- **Decreased demand:** If demand for a country's currency decreases relative to other currencies, its exchange rate may fall.
- **Economic factors:** Economic indicators such as low inflation or slowing economic growth can lead to a fall in a country's exchange rate.
- **Political instability:** Political instability, such as political protests or leadership changes, can cause a country's exchange rate to fall.
- **Central bank policies:** If a country's central bank reduces interest rates or engages in quantitative easing, its currency may weaken.
- **Trade imbalances:** Persistent trade deficits can cause a country's currency to depreciate as demand for its currency weakens.

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