

# GOVT. BILASA GIRLS' P.G. (Auto.) COLLEGE

Link Road, Bilaspur (C.G.)

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## SYLLABUS

**B.B.A.**  
**Semester - I & II**

**2021-22**





# Rules and Regulations for the Semester System at the Graduation Level

1. These subjects are compulsory for all students:-
  - (a) Environmental Studies (I Semester)
  - (b) English Language (II and III Semester)
  - (c) Hindi Language (IV and V Semester)
  - (d) Skill Based Course (VI Semester)
2. In each semester there will be only one theory paper in each elective Subject.
3. For Honours Degree Course, there will be one additional theory paper in each semester i.e. semesters, III to VI.  
For Honours Degree Course, separate practical classes will be held round the year but the examinations shall be held only in even semesters i.e. semesters II, IV and VI.
4. **Marks Pattern:-**
  - (i) For non practical subjects, each theory paper will be of 100 marks i.e. 80 External + 20 Internal.
  - (ii) For practical subjects, each theory paper will be of 75 marks i.e. 60 External + 15 Internal.
  - (iii) Practical examination will be of 50 marks. Practical Classes will be held round the year but examination shall be held only in even semesters i.e. semesters II, IV and VI.
5. **Theory Examination:-**  
Duration for theory examination shall be of two and half hours.
6. **Practical Examination:-**  
Duration for Practical examination shall be as suggested in the syllabi.
7. **Admission Period:-**
  - (i) Admissions in the First Semester shall be completed before 15th of July every year.
  - (ii) Admissions in Semesters i.e. II, III, IV, V and VI shall be completed within 7 days after the completion of examinations on the provisional basis.
  - (iii) The provisional admission shall be regularized within 7 days from the date of declaration of result.
  - (iv) Request for permission for late admission shall not be entertained.
8. **Schedule of Classes-**
  - (i) I Semester's classes will be commenced from 16th of July every year
  - (ii) III and V Semester's classes will be commenced from 2nd July every year.
  - (iii) II, IV and VI Semester's classes will be commenced from 2nd January every year.
  - (iv) All the classes shall be continued till seven days prior to the commencement of the examination.
9. **Examination Schedule- Tentative Schedules of examinations are as under-**
  - (i) Odd semester (I, III & V) - 20th November to 20th December.
  - (ii) Even semester (II, IV & VI) - 15th April to 14th May.
10. **Examination Pattern -**
  - (a) Questions will be asked Unit wise and Section wise. Questions will be set from all Units Covering the entire syllabi.
  - (b) For non practical subjects, maximum marks will be 80 (External).
  - (c) For the practical based subjects, maximum marks will be 60 (External).
  - (d) In each theory paper there will be three sections and the marks distributed for different sections will be in the following pattern -

**Theory (Non- Practical):- There will be three sections A, B and C in the question paper.**  
**Section - A Objective Type/ In few words (30 words)**

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

**Section - B Short Answer Type (60 words)**

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 6 marks.

**Section - C Long Answer / Eassy Type Question**

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 15 marks.

**Marks Scheme for - Non-practical subject -**

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	06	30
Long / Essay type of questions	01	05	02	15	30
<b>Total - 80</b>					

(i) **Theory (Practical Subject):-** There will be three sections A, B and C in the question paper.

**Section - A Objective Type/ In few words (30 words)**

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

**Section - B Short Answer Type (60 words)**

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 4 marks.

**Section - C Long Answer / Eassy Type Question**

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 10 marks.

**Marks Scheme for - Practical Subject -**

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	04	20
Long / Essay type of questions	01	05	02	10	20
<b>Total - 60</b>					

For question papers of compulsory papers of General group subjects i.e. Environmental Studies, English Language, Hindi Language and Skill Based Course, the pattern of question shall be applicable as suggested by the concerned Board of Studies.

(ii) **Practical**

	<i>Each Practical</i>
Laboratory Note Book / Project	10
Vive voce	10
Lab work / Field work	30
<b>Total - 50</b>	

- (e) In odd semester examination, a candidate shall appear in papers of odd semester(s) only. Similarly in even semester examinations, a candidate shall appear in papers of even semester(s) only. Papers of odd and even semesters shall not be confined in one examination.
- (f) Minimum passing marks for external/ semester end theory and practical shall be 34%.



- (g) There shall be provision of 3 grace marks and it would be distributed in maximum two theory Papers / Practical.

### Internal Assessment

- Internal Tests are compulsory for theory papers and must be held as per following calendar:-

Odd Semesters 1st Test - August, 2nd Test - October and 01 Assignment (during semester)

Even Semesters 1st Test - February, 2nd Test - March and 01 Assignment (during semester)

- Each test & Assignment will be of 20 marks for the subjects without practical & 15 marks for the subjects having practicals. Average of the marks obtained in the best of two tests & assignment shall be incorporated as the final marks. Qualifying marks is 40%.
- If a candidate failed to attend the test on bonafide grounds, one special test may be arranged on the production of relevant documents, before submission of application forms and fees to the office.
- The Unit tests/Assignment marks to be sent to the examination cell of the college as per notification to be issued by the Principal/ Controller Examination from time to time.
- If a candidate (whose status is Regular / Ex/Supplementary) failed in First Year of the current session (2013-14) of annual system will be appeared in the first semester examination as ex-student with under the rules and regulations of Semester System. Number of Internal Test of passed year (2013-14) will not be incorporated or carried forward.

	Non Practical Subject		Practical Subject	
	External	Internal	External	Internal
<b>MAX MARKS</b>	<b>80</b>	<b>20</b>	<b>60</b>	<b>15</b>
<b>MIN MARKS</b>	<b>28</b>	<b>08</b>	<b>21</b>	<b>06</b>

### Eligibility criteria for appearing in the examinations

- A candidate should have 75% of attendance both in theory and practical classes. 65% attendance may be considered only on special circumstances and on certification by the Principal of the college.
- A candidate shall have to qualify in the internal tests securing at least 40% marks.
- A candidate shall be allowed to appear in those papers only in which she has secured qualifying marks in internal test.
- If a candidate after taking admission in 1st semester could not continue the classes or could not obtain eligibility cannot appear in the 1st semester examinations. In such cases the student will not be allowed to continue in second semester and she has to continue the classes and obtain eligibility in 1st semester again in next academic year as ex-student.

### 11. Lecture Periods /Classes

There shall be a minimum of 50-60 hours Classes for each theory papers in respective course. Minimum of 50-60 hours shall be for each practical paper. This shall be strictly adhered to.

### 12. Other Guidelines

- There will be no provision for Revaluation, Supplementary or Betterment (Division Improvement).
- A candidate has to clear all the papers within 12 semesters (six years) from the year of first admission in the programme.
- A candidate will choose Honours subject just before the start of third semester from any one of the three elective subjects /group selected by her in the first semester. A candidate can change the Honours subject within 15 days from the date of admission in the third semester.
- The system of credit of ten point scale examination marks in the final mark sheet shall be introduced only after its formal approval by the competent authorities.



- (v) The system of Choice based credit system and Gradation system shall be introduced only after its formal approval by the competent authorities.

**For Honours Degree Course (Total Marks: 2800).**

**13. Admission -**

**The process of admission in Honours Degree Course will be as follows -**

- (i) Student shall select course (Pass Course / Honours Degree Course) at the time of first admission in the college.
- (ii) Admission shall be on merit basis after receiving the application from students.
- (iii) Number of seats for Honours Degree Course will be decided as per the Govt. Rules.

**(A) Each theory Paper (Non Practical Subject)**

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
80	28	20	08

**(B) Each theory Paper (Practical Subject)**

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
60	21	15	06

**(C) Each Practical Paper**

<i>Minimum Passing Percentage</i>	<i>Full Marks</i>	<i>Minimum Passing Marks</i>
34%	50	17

**(D) Grace Marks**

Total/Maximum 03 in two theory paper/practical.

**Amendments in Promotion Rules for Semester System at the Graduation Level**

- (a) A Candidate is eligible to continue the second semester classes immediately after the 1<sup>st</sup> Semester examinations and can appear in the 2<sup>nd</sup> semester examinations notwithstanding the number of arrear papers in 1<sup>st</sup> semester provided she must have appeared in the 1<sup>st</sup> semester examination.
- (b) A candidate will be promoted to 3<sup>rd</sup> semester with not more than two papers of 1<sup>st</sup> semester and she will continue to attend classes of 3<sup>rd</sup> semester provisionally. She will be allowed to get final admission in the 3<sup>rd</sup> semester with maximum of four back papers in all 1<sup>st</sup> semester and 2<sup>nd</sup> semester.
- (c) A Candidate is eligible to continue the 4<sup>th</sup> semester classes immediately after 3<sup>rd</sup> semester examination and can appear in the 4<sup>th</sup> semester examination with maximum 2 back papers in 1<sup>st</sup> semester and/or any numbers of back papers in 2<sup>nd</sup> and 3<sup>rd</sup> semester.
- (d) A candidate will be promoted in 5<sup>th</sup> semester with not more than 2 back papers in 3<sup>rd</sup> semester and not more than 4 back papers in all 3<sup>rd</sup> and 4<sup>th</sup> semester provided she has cleared 1<sup>st</sup> and 2<sup>nd</sup> semester examination.
- (e) A candidate is eligible to continue the 6<sup>th</sup> semester immediately after the 5<sup>th</sup> semester examination and can appear in 6<sup>th</sup> semester examination with maximum of 2 back papers in 3<sup>rd</sup> semester and/or any number of back papers in 4<sup>th</sup> and 5<sup>th</sup> semester examination.
- (f) If a Candidate of 6<sup>th</sup> Semester is passed in all the semesters except the 5<sup>th</sup> Semester with back in only one subject, she is allowed to appear in the back paper of the 5<sup>th</sup> Semester with the examination of 6<sup>th</sup> Semester.



- (g) The students at the UG Level can view their valued answer copies and apply for the **Challenged Valuation** within 03 days from the date of the declaration of the result.
- (h) A candidate will be eligible to get Graduation and Graduation Honours degree after passing all the six semester examination. For cleaning all semester papers a candidate will be given a period 6 years (12 semesters) from the year of first admission.

## सेमेस्टर स्नातक स्तर प्रमोशन नियम

### प्रथम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में छात्राओं का प्रवेश छ.ग. शासन के प्रवेश नियम के आधार पर किया जावेगा।

### द्वितीय सेमेस्टर में प्रवेश की पात्रता:-

- विद्यार्थी को प्रथम सेमेस्टर की परीक्षा के तत्काल बाद कितने भी विषयों में बैक के साथ द्वितीय सेमेस्टर में अध्ययन की पात्रता होगी, बशर्ते वह प्रथम सेमेस्टर की परीक्षा में शामिल हुआ हो।

### तृतीय सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- प्रथम एवं द्वितीय सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

### चतुर्थ सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- द्वितीय एवं तृतीय सेमेस्टर में कितने भी विषयों में बैक हो।

### पंचम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- तृतीय एवं चतुर्थ सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

### षष्ठम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- चतुर्थ एवं पंचम सेमेस्टर में कितने भी विषयों में बैक हो।
- यदि कोई छात्रा सभी सेमेस्टर में उत्तीर्ण है एवं केवल पंचम सेमेस्टर में 01 (एक) विषय में बैक है, ऐसी छात्रा को षष्ठम सेमेस्टर की परीक्षा के साथ परीक्षा देने का अवसर दिया जावेगा।

### • विशेष -

- ✓ मूल्यांकित उत्तर-पुस्तिकाओं के अवलोकन व Challenged Valuation की प्रक्रिया इस स्नातक स्तर सेमेस्टर परीक्षा अप्रैल-मई से लागू है। छात्राएं परीक्षा परिणाम घोषित होने की तिथि से 3 दिन के भीतर इस हेतु आवेदन प्राचार्य को दे सकती हैं।
- ✓ विद्यार्थी को स्नातक एवं स्नातक आर्नस की उपाधि तभी प्राप्त होगी जबकि उसने सभी 06 सेमेस्टर की परीक्षाओं उत्तीर्ण कर ली हों एवं 06 सेमेस्टर की परीक्षाओं उत्तीर्ण करने हेतु उसे प्रथम प्रवेश की तिथि से लेकर 06 वर्षों की अवधि प्राप्त होगी।
- ✓ छात्रा जिस सत्र बैक की परीक्षा में सम्मिलित होगी उसी सत्र का पाठ्यक्रम एवं परीक्षा संबंधी नियम लागू होगा।



**Department of Commerce**

**PROGRAMME OUTCOMES**

**NAME OF THE PROGRAM: BACHALOR OF BUSINESS ADMINISTRATION (BBA)**

1. Students can demonstrate technical competence in domestic and global Business Functions through the study of major disciplines within the fields of business.
2. To provide adequate basic understanding about management education among the students.
3. The course helps in developing critical and analytical thinking abilities and creating social sensitivity.
4. Business practices helps to understand sensitivity, ethical and sustainability issues.
5. Students can understand the impact of the professional solutions in societal and environmental contexts, and demonstrate the knowledge of need for sustainable development.

**COURSE OUTCOMES**

**BBA SEMESTER I**

**PAPER I : ENVIRONMENTAL STUDIES**

1. Identify factors causing land, water, air and noise pollution.
2. Develop keen understanding of non-conventional energy source, solid waste management and technologies for sustainable development.
3. Discussion on the impact of environmental depletion, especially on ecosystem and biodiversity.



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## **PAPER II : BUSINESS ENVIRONMENT**

1. To make students understand about Indian Economy, present and future and how the Indian Economy is influencing the business environment in Indian context.
2. Explore economic problems & growth and correlating scarcity of resources with the requirements.
3. Identifying the existing market and the role of Government.
4. Knowledge about international Environment. i.e. GATT, WTO, IMF, WORLD BANK, FDI etc.

## **PAPER III : BUSINESS ORGANISATION**

1. Understanding basic concepts, theories and techniques of Organisational behaviour at the individual, group and organizational levels in the changing global scenario.
2. To get knowledge about Profit Maximisation v/s Social Responsibility of Business.
3. Getting Knowledge of Business Combinations i.e. FICCI, CII, ASSOCHAM, AIMO, AIOE.

## **PAPER IV : FINANCIAL ACCOUNTING**

1. Explain the principles of accounting and understanding of the accounting process i.e. Journal Entry, Ledger, Trail balance and Final Account.
2. Understand the process and preparation of financial statements Company and Partnership Firm.
3. Explain accounting rules in determining financial results and preparation of financial statement.



**BBA SEMESTER II**

**PAPER II : MANAGEMENT PRINCIPLE**

1. To provide an understanding about various functions of management.
2. To familiarize the students with the basics of principles of management.

**PAPER III : BUSINESS MATHEMATICS**

1. To Develop Abstract, logical & critical thinking ability to reflect critically upon their work.
2. To understand the concept of Simple interest, compound interest and the concept of EMI.
3. To understand the concept and application of profit and loss in business

**PAPER IV : COMPUTER FUNDAMENTALS**

1. Students will use effective technology appropriately, such as PowerPoint, slides, posters, handouts, and transparencies in oral presentation.
2. The ability to understand, analyze and develop software programs in the areas related to system software, multimedia, web design, application program, database, graphics and networking for efficient design of technology of varying complexity.



# Bachelor of Business Administration (B.B.A.)

## Subjects And Marks Schemes

First Semester	Environmental Studies (100 marks)	Business Environment (100 marks)	Business Organization (100 marks)	Financial Accounting (100 marks)	400 marks
Second Semester	English Language (100 marks)	Management Principle (100 marks)	Business Mathematics (100 marks)	Computer Fundamental Theory(75 marks) & Practical (25 marks) (100 marks)	400 marks
Third Semester	English Language (100 marks)	Business Communication (100 marks)	Business Statistics (100 marks)	Managerial Economics (100 marks)	400 marks
Forth Semester	Hindi Language (100 marks)	Organisational Behavior (100 marks)	Personnel Management (100 marks)	Marketing Management (100 marks)	400 marks

Minimum Passing Marks – 36%



**BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)  
SYLLABUS & SCHEME OF EXAMINATION**

PAPER AND SUBJECT	SEMESTER END EXAM		INTERNAL ASSESSMENT	
	MAX. MARKS	MIN. PASSING MARKS	MAX. MARKS	MIN. PASSING MARKS
<b>SEMESTER - I</b>				
<b>I. ENVIRONMENTAL STUDIES AND HUMAN RIGHTS (THEORY)</b>	60	21	15	6
<b>(FIELD WORK)</b>	25	9		
<b>II. BUSINESS ENVIRONMENT</b>	80	28	20	8
<b>III. BUSINESS ORGANISATION</b>	80	28	20	8
<b>IV. FINANCIAL ACCOUNTING</b>	80	28	20	8
<b>SEMESTER - II</b>				
<b>I. ENGLISH LANGUAGE</b>	80	28	20	8
<b>II. MANAGEMENT PRINCIPLES</b>	80	28	20	8
<b>III. BUSINESS MATHEMATICS</b>	80	28	20	8
<b>IV. COMPUTER FUNDAMENTAL (THEORY)</b>	60	21	15	6
<b>(PRACTICAL)</b>	25	9		

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## B.B.A SEM I

### Paper I

# ENVIRONMENTAL STUDIES AND HUMAN RIGHTS SYLLABUS FOR ENVIRONMENTAL STUDIES" FOR UNDER GRADUATE

MM-60

## UNIT-I

### THE MULTI DISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES :

Definition, scope and importance Need for public awareness.

#### Natural Resources :

#### Renewable and nonrenewable resources :

Natural resources and associated Problems.

(a) Forest resources : Use and over-exploitation, deforestation, case studies, Timber extraction, mining dams and their effects on forests and tribal people.

(b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.

(c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

(d) food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilize-pesticide problems, water logging, salinity, case studies.

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

(f) Land resources : Land as a resources, land degradation, man induced landslides, soil erosion and desertification.-Role of an individual in conservation of natural resources.

-Equitable use of resources for sustainable life-styles. (9 Lecture)

## UNIT-II

### (a)ECOSYSTEMS

Concept of an ecosystems. Structure and function of an ecosystem.

- Producers, consumers and decomposers

- Energy flow in the ecosystem.

- Ecological succession.

- Food chains, food webs and ecosystem.

- Introduction, types, characteristic features, structure and function of the following ecosystem:

a. Forest ecosystem

b. Grassland ecosystem

c. Desert ecosystem

d. Aquatic ecosystems (Ponds, streams, lakes, rivers, oceans, estuaries)

(9 Lecture)

### (b)Biodiversity and its Conservation

- Introduction - Definition : genetic, species and ecosystem diversity.

- Biogeographically classification of India.

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

- Biodiversity at global, National and local levels.

- India as mega-diversity nation.

- Hot-spots of biodiversity :

- Threats to biodiversity : habitat loss, poaching of wildlife, man wildlife conflicts.

- Endangered and endemic species of India.

- Conservation of biodiversity : In situ and Ex-situ conservation of biodiversity. (9 Lecture)



**UNIT-III**

**(A) Environmental Pollution**

Definition Causes, effects and control measures of -

- a. Air pollution.
- b. Water pollution.
- c. Soil pollution.
- d. Marine pollution.
- e. Noise pollution.
- f. Nuclear hazards.

Soil waste management : Causes, effects and control measures of urban and industrial wastes.

Role of an individual in prevention of pollution.

Pollution case studies

Disaster management : floods, earthquake, cyclone and Landslides.

**(B) Social Issues and the Environment**

From Unsustainable to Sustainable development.

- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people, its problems. Case studies.
- Environmental ethics : Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection. Act.
- Role of Information Technology in Environment and Human Health.
- Case Studies. (9 Lecture)

**UNIT-IV**

General Background And Historical Perspective-Historical Development And Concept Of Human Rights-Meaning and Definitions of human rights, kind and classifications of human rights

Protection of human rights under the UNO Charter, protection of human rights under the universal declaration of human rights 1948.

Convention on the elimination of all forms of Discrimination against women.

Convention on the rights of the child 1989.

**Unit-V**

Impact of human rights Norms in India, Human rights under the constitution on India, Fundamental rights under the constitution of India, Directive Principles of state policy under the constitution of India, Enforcement of human rights in India

Protection on human rights under the human rights act 1993-national human rights commission, state human rights commission and human rights court in India.

Fundamental duties under the constitution of India.

**FIELD WORK**

MM-25

Visit to a local area to document environmental assets-river/forest/grassland/hill/mountain.

Visit to local polluted site : Urban/Rural/Industrial/Agriculture.

Study of common plants, insects, birds.

Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 lecture hours)

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12. McKinney M.L. & School R.M. 1996, Environmental Science Publication (TB).
13. Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB).
14. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB).
15. Odum, e.P. 1971, Fundamentals of Ecology, W.B. Saunders Co. USA, 574p.
16. Rao M.N. & Datta, A.K. 1987, Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.



**B.B.A SEM I**  
**Paper II**  
**BUSINESS ENVIRONMENT**

**MM-80**

**OBJECTIVE**

This course aims at acquainting the students with the emerging issues in business at the national and international level in the light of the policies of liberalization and globalization.

**COURSE INPUTS**

**UNIT- I**

Indian Business Environment: Concept, components, and importance Economic Trends (overview): Income; Savings and investment; Industry; trade and balance of payments, money; finance; prices.

**UNIT- II**

Problems of Growth: Unemployment; Poverty; Regional Imbalances; Social Injustice; Inflation; Parallel Economy; Industrial Sickness

**UNIT- III**

Role of Government: Monetary and Fiscal Policy; Industrial Policy; Industrial Licensing. Privatization, Devaluation, Export- Import Policy, Regulation of Foreign Investment, Collaborations in The Light Of Recent Changes.

**UNIT - IV**

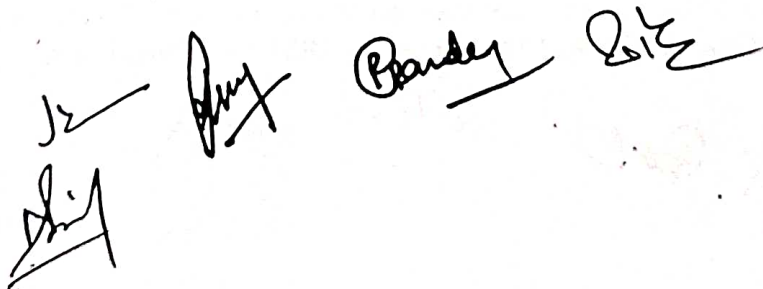
Review of Previous Plans, the Current Five Year Plan, Major Policy, Resources Allocation

**UNIT - V**

International Environment : International Trading Environment(Overview); Trends in World Trade and the Problems Of Developing Countries; Foreign Trade And Economic Growth; International Economic Groupings; International Economic Institutions – GATT, WTO World Bank, IMF, FDI, Counter Trade.

**SUGGESTED READINGS:**

1. Dr. V. C. Sinha, Business Environment, SBPD Publishing House, Agra.
2. Dr. J. C. Vashney, Business Environment, Kailash Pustak Sadan, Bhopal.
3. Gupta, Gautam and Bharal, Business Environment, Ramesh Book Depot, Jaipur.
4. Mathur, Dayal and Shrivastav, Business Environment, Ramesh Book Depot, Jaipur.
5. Dr. Swabera Islam and Kharkongor, Business Environment, Taxman.
6. M. B. Shukla, Fundamentals of Business Environment, Taxman.



B.B.A SEM I  
Paper III  
BUSINESS ORGANISATION

MM-80

Unit I

**Concepts, Nature and Scope of Business :** Economic & non-economic activities, types of economic activities, Business nature/characteristics of Business, Scope of Business-Industry-types, Commerce & Commercial Activities, Trade-kinds and Aids to trade, Interrelationship between trade, commerce and industry. Business organization and functional areas and functions of Business.

Unit II

**Profit Maximization v/s Social Responsibilities of Business:** Types of Business objectives, Concept & Assumptions of Social Responsibility, Conflict between profit maximization and Social Responsibility, Obligation of business towards different groups of the society. Social Responsibilities of Management in India, Business Ethics, Factors influencing Business Ethics values, Impact of values on Business.

Unit III

**Location of Business Enterprise:** Factors affecting Industrial Location, selection of site, Urban & Sub-Urban sites, concentration of Industries, Need for balanced regional Development. Government Policy on Industrial Location, Industrial estates, Weber's Theory of Location, & its Appraised.

Unit IV

**Choice of Business Organization:** Focus of Business organization, Sole Proprietorship Partnership, Joint Hindu family, Joint stock company, Distinction between company & partnership, Co-operative organization, Classification of companies – private V/S Public company, features of an ideal form of an organization, initial choice of organization, Expansion of Business and choice of organization,  
**Promotion of a Company:** Types and functions of promotion procedure of formation of a company, Documents in formation of a company, Memorandum & Articles of Association and prospectus.

Unit V

**Business Combinations:** Concept, Causes Benefits and Evils of Business Combinations Business Associations, Trade. Association, Chambers of Commerce, Brief Study of Organization, Objectives, function of FICCI, CII, ASSOCHAM, AIMO, AIOE.

SUGGESTED READINGS:

1. R. N. Gupta, Business Organisation and Management, Taxman.
2. Dr. Neeru Vasishth, Principals of Business Organisation, Taxman.
3. Mehta, Dayal and Sharma, Business Ethics and Ethos, Ramesh Book Depot, Jaipur.
4. Dr. Milind Kothari, Business Organisation, Ramesh Book Depot, Jaipur.
5. Dr. Mishra and Saxena, Business Organisation and Management, SBPD publishing house, Agra.
6. Dr. O. P. Gupta and Mishra, Business Organisation and Management, SBPD publishing house, Agra.
7. R. C. Agrawal, Business Organisation and Management, SBPD publishing house, Agra.

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**B.B.A SEM I**  
**Paper IV**  
**FINANCIAL ACCOUNTING**

**MM-80**

**UNIT I**

Meaning and scope of accounting, Book keeping and accounting, Branches and objectives of accounting. Accounting Transactions: Journal, Rules of Debit and Credit. Compound journal entries. Rules of postings. Trial Balance. Sub division of journal.

**UNIT—II**

Final accounts; Manufacturing Account; Trading Account; Profit and Loss Account; Balance Sheet. Adjustment entries.

**UNIT—III**

Depreciation; Concept and causes of depreciation. Methods of depreciation accounting. Provision and reserves.

**UNIT—IV**

Partnership Accounts; Essentials and partnership Deed. Admission and Retirement of Partner. Dissolution of partnership.

**UNIT—V**

Company Accounts, Meaning, definition, characteristics and types of company. Issue of shares; types and accounting. Debentures: meaning and types (theoretical description only)

**SUGGESTED READINGS:**

1. Dr. S. M. Shukla, Financial Accounting, Sahitya Bhavan, Agra.
2. Dr. S. M. Shukla, Corporate Accounting, Sahitya Bhavan, Agra.
3. Dr. Karim Khanuja and Mehta, Financial Accounting, SBPD Agra.
4. Dr. Karim Khanuja and Mehta, Corporate Accounting, SBPD Agra.
5. Gupta and Sanse, Financial Accounting, Ramesh Book Depot, Jaipur.

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**B.B.A. SEM. II  
FOUNDATION COURSE  
ENGLISH LANGUAGE  
SYLLABUS  
PAPER-I**

MM - 80

**UNIT-I TEN QUESTIONS TO BE SET (one from each chapter) AND FIVE TO BE ATTEMPTED**

**LESSONS**

5 X 4 = 20

1. Where the Mind is without Fear – Rabindranath Tagore
2. The Ideals of Indian Art – K.Bharatha Iyer
3. The Wonder that was India- A.L. Basham
4. The Heritage of Indian Art – Kapila Vatsyayan
5. Life in Vedic Literature – Krishna Chaitany
6. The Ramayana and the Mahabharata
7. Freedom Movement in India – Sudhir Chandra

<b>UNIT-II</b>	<b>COMPREHENSION- Unseen Passage</b>	10
<b>UNIT-III</b>	<b>COMPOSITION – PARAGRAPH WRITING (Four to be set one to be attempted)</b>	10
<b>UNIT-IV</b>	<b>LETTER WRITING (with internal choice)</b>	
	• Formal letter	05
	• Informal letter	05
<b>UNIT-V</b>	<b>A. LANGUAGE SKILLS BASED ON TEXT BOOK: Synonyms, Antonyms, Match the column, suffix and prefix</b>	10
	<b>B. GRAMMAR (25 to be set and 20 to be attempted)</b>	20
	• Articles and Determiners	
	• The Tense forms	
	• Verbs	
	• Conditional Sentences	
	• Modals	

**BOOK: ENGLISH LANGUAGE AND INDIAN CULTURE – MADHYA PRADESH  
HINDI GRANTH ACADEMY.**

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B.B.A SEM II  
Paper II  
MANAGEMENT PRINCIPLES

MM-80

Unit I

**Conceptual Framework of Management:** Definition, Components, Features, Functions, Nature and levels of Management, Administration and Management, Management as a Profession, Significance of Management from the point of view of Modern Business Operations.

**Evolution and Foundations of Management Theories:** Introduction, The Classical and Neoclassical approaches, I Law throne Experiments.

Unit II

**Management Planning Process:** Meaning Objectives and characteristics, Policy and its meaning, procedure defined. Distinction between Policies and Procedures, Forecasting and its various aspects.

**Organizing:** Organization: Meaning, Definition, Basic Elements/Steps/Features, Nature, Importance, Principles of an Organization, Formal & Informal Organization, Span Of Control.

**Types of an Organization:** Introduction, Line, Line and staff, Functional, Project or Matrix Organization, Distinction between Organizations.

Unit III

**Types of Authority:** Introduction, Sources of Authority, Decentralization of Authority, Destination between Delegation and Decentralization. Factors determining the extent of decentralization. Advantage. Techniques and Limitations of Decentralization.

**Organization Charts:** Meaning, Principles, Types, Advantages and Limitations of Organization Charts.

**Delegation of Authority:** Meaning, Characteristics, Limitations, Process, Merits, Principles and Weaknesses of Delegation, Formal & Informal Delegation, Guidelines for Securing Better Delegation. Relationship and Distinction between Authority and responsibility. Distinction between Authority and Accountability, Authority and Power, Responsibility and Delegation, Specific Limits of Authority.

**Motivation :** Definition, Importance, Relationship of Motivation with efficiency of the working force, Positive and Negative Motivation, Principles of Personnel Motivation; Human Needs, Maslow's Theory of Motivation, Theory X. Theory Y. Herzberg's Theory of Motivation.

Unit IV

**Co-ordination:** Definition, Characteristics, Types, Need, Objectives, Principles, Techniques, Steps to Achieve Co-ordination, Distinction between Co-ordination and Co-operation, Distinction between Vertical and Horizontal Co-ordination.

**Decision Making:** Definition, Characteristics, Elements, Steps, Principles, Importance, Types Of Decisions: Rational Decision Making, Quantitative Techniques of Decision Making.

Unit V

**Directing:** Definition, Elements, Importance, Nature, Principles, Types and Techniques of Direction.

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**Management Control :** Definition, Nature, Scope, Steps, Types and Principles of Control, Action to Reinforce the Positive and Correct the Negative Results, Cybernetic and Non-Cybernetic Controls, Types of Critical Standards, Requirement of an Effective Control System, Control Aids/Techniques/Methods.

**Management By Objectives:** Meaning, Characteristics, Benefits, Action to be taken at Company and Individual Levels, Review Performance, Success and Failure of MBO.

**SUGGESTED READINGS:**

1. G. S. Sudha, Vipat and Dhande, Principal of Management, Ramesh Book Depot, Jaipur.
2. Dr. R. L. Nolakha, Principal of Management, Ramesh Book Depot, Jaipur.
3. R. C. Agrawal, Principal of Management, SBPD Publication, Agra.
4. Dr. S. C. Jain, Principal of Management, Kailash pustak Sadan Bhopal.
5. R. S. Gupta, Sharma and Bhalla, Principal of Management, Kalyani Publishers.
6. R. S. Gupta, Sharma and Bhalla, Management Concept and Practise, Kalyani publishers.

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**B.B.A SEM II**  
**Paper III**  
**BUSINESS MATHEMATICS**

**MM-80**

**UNIT -I**

1. Simultaneous Equations (TWO VARIABLES ONLY)
2. Logarithms
3. Theory of Indices

**UNIT -II**

1. Matrix: Definition, types, Addition and subtraction of matrixes, multiplication of matrix by a scalar, Matrix multiplication
2. Average

**UNIT -III**

1. Ratio and Proportion
2. Percentage

**UNIT-IV**

- 1: Commission and Brokerage
2. Discount
3. Profit And Loss

**UNIT-V**

1. Simple Interest
2. Compound Interest
3. Annuity

**SUGGESTED READINGS:**

1. Dr. S. M. Shukla, Business Mathematics, Sahitya Bhavan, Agra.
2. Dr. Karim Khanuja and Mehta, Business Mathematics, SBPD Publication, Agra.
3. Dr. S. C. Jain, Business Mathematics, Kailash Pustak Sadan, Bhopal.
4. Purohit, Pandey, Bhadoria and Jain, Business Mathematics, Ramesh Book Depot, Jaipur.

*Shukla* *Dr. Karim Khanuja* *Dr. S. C. Jain* *Purohit* *Pandey* *Bhadoria* *Jain*

**B.B.A SEM II  
Paper IV  
COMPUTER FUNDAMENTAL**

MM-60

**Unit I**

**Basic Components of Computers and their Functions :** Computer Defined, Computer System, Architecture, Characteristics of Computers, Functions of Computer, Uses of Computer, Scope of Computer Application, Advantages of Computers, limitation of Computers, types of Computers, New Developments issues and trends in Computer Applications and Developments.

**Various Generations of Computers and their Classification :** Mechanical Computers, Electronic Digital Computer, Limitations of Early Computer, The Computer Generations, 1st Generation Computers, 2nd Generation Computers, 3rd Generation Computers, 4th Generation Computers, 5th Generation Computers, Classification of Computers on Size/Capacity, Comparison between Mini Computers and Micro Computers, popularity of PC, Uses of Computers.

**Computer Codes:** Coding Defined, Objectives of Coding, Need of Coding, BCD Code, Gray Code, ASCII Code, BCDIC Code, EBCDIC Code, Visual Display Codes.

**Unit II**

**Primary Storage:** Random Access Memory, Read Only Memory, Bubble Memory, Special Purpose Memories.

**Input Devices:** I/O Devices, input Devices, Source Data input.

**Output Devices:** Overview, Hard-Copy Devices, Soft-Copy Devices.

**Secondary Storage:** Definition, Magnetic Tape, Magnetic Disk, Optical Media, Cards, Ports and Cards, Power Supply.

**Unit III**

**Types of Software :** Classification of Software, Operating System, Concept of Programming, Types of Computer Languages, Language Translators, Software Tools, System Software Utilities, Window-A Graphical User Interface (GUI).

**General Purpose Application Software:** Special Purpose Application Software, Latest Trends in Information Technology, Emerging Information Technologies.

**Operating System:** Definition of Operating System Control and processing Programs. Types of Operating System.

**Programming Language:** Definition of Programming Language, Machine Language, Assembly Language, High-level Language, 4GL, Major High-level Languages. Choosing a programming Language.

**Primer on Basic:** Overview, Structure of a BASIC Program, Character Set, Constants, Variables, Library Functions, BASIC Expressions, BASIC Statements, Advantages of BASIC, Disadvantages of BASIC.

**File Organization:** Contents of Files, File Types, File Organization and Access Methods.

**Database Management Concepts:** Types of DBMS, Size, File Structure, Data Fields, Data Manipulation, Input facilities, Output Facilities, Security, Special Features.

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**Unit IV**

**Types of Data Processing:** Introduction, Batch Processing, Online Processing Selection of Processing Mode. Real Time Systems.

**Distributed Data Processing:** Introduction, Concept of Distributed Processing, What Distributed Processing is not?

**Unit V**

**Software and Other Security Controls:** Anatomies of Security, Physical Security, Data Security, Hardware and Software Threats, Communication Related Threats. Efforts of ISO.

**Administrative and Organizational Control and Security Audit:** Introduction, Risk Management, Disaster Recovery Planning.

**Computer Viruses:** Overview, Logic Bombs, Trojan Horses, Worms, Virus Operations, Virus Characteristics, What is Sinister about Viruses, Viruses History, How Viruses are Spread, Different kinds of Viruses, Damaged Done By Viruses, Virus Prevention, Network And Viruses, Network Protections, Things that are not Viruses, The future of Viruses, Antivirus in the Future.

**SUGGESTED READINGS:**

1. Dr. Sharma, Upadhyay and Agrawal, Application of Information Technology in Business, Ramesh Book Depot, Jaipur.
2. Nagar and Soni, Computer Fundamental and Introduction to IBM PC, Ramesh Book Depoy, Jaipur.
3. Sharma and Gupta, Ecommerce, Ramesh Book Depot, Jaipur.
4. Sharma and Gupta, Information Technology and its Implication in Business, SBPD Publication, Agra.

**B.B.A. SEM II  
PRACTICAL WORK  
( COMPUTER FUNDAMENTAL)**

**MM-25**

**Based on I to V unit syllabus of paper IV OF Semester II**

