

SYLLABUS

B.B.A. PART-I

BACHELOR OF BUSINESS ADMINISTRATION

BBA PART-I

SYLLABUS & SCHEME OF EXAMINATION

पाठ्यक्रम एवं परीक्षा योजना

PAPERS	MAX. MARKS	MIN. PASSING MARKS
A. FOUNDATION COURSE:		
1. HINDI LANGUAGE	75	26
2. ENGLISH LANGUAGE	75	26
B. ENVIRONMENTAL STUDIES & HUMAN RIGHTS (Theory 75 Marks & Practical/Project+Viva 25 Marks) (Additional & Compulsory)	100	33
C. COMPULSORY GROUPS:		
GROUP-I		
1. MANAGEMENT PRINCIPLES	75	50
2. BUSINESS MATHEMATICS	75	
GROUP-II		
1. BUSINESS ENVIRONMENT	75	50
2. COMPUTER FUNDAMENTAL	75	
GROUP-III		
1. BUSINESS ORGANISATION	75	50
2. FINANCIAL ACCOUNTING	75	
D. ASSIGNMENT: (RELETED WITH ALL THE SUBJECTS)	50	20
TOTAL	650	

SYLLABUS FOR ENVIRONMENTAL STUDIES FOR UNDER GRADUATE COURSES

1. "इन्वायरमेन्टल साईसेस" के पाठ्यक्रम को स्नातक स्तर भाग-एक की कक्षाओं में विश्वविद्यालय अनुदान आयोग के निर्देशानुसार अनिवार्य रूप से शिक्षा सत्र 2003-2004 (परीक्षा 2004) से प्रभावशील किया गया है। स्वशासी महाविद्यालयों द्वारा भी अनिवार्य रूप से अंगीकृत किया जाएगा।
BBA. भाग 1, 2 एवं 3 में से किसी भी वर्ष में पर्यावरण प्रश्न-पत्र उत्तीर्ण करना अनिवार्य है। तभी उपाधि प्रदाय योग्य होगी।
2. पाठ्यक्रम 100 अंको का होगा, जिसमें से 75 अंक सैद्धांतिक प्रश्नों पर होंगे एवं 25 अंक क्षेत्रीय कार्य (Field Work) पर होंगे।
3. सैद्धांतिक प्रश्नों पर अंक – 75 (सभी प्रश्न इकाई आधार पर रहेंगे जिसमें आंतरिक विकल्प रहेगा)
(अ) लघु प्रश्नोंत्तरीय – 25 अंक
(ब) निबंधात्मक – 50 अंक
4. **Field Work** –25 अंकों का मूल्यांकन आंतरिक मूल्यांकन पद्धति से कर विश्वविद्यालय को प्रेषित किया जावेगा। अभिलेखों की प्रयोगिक उत्तर पुस्तिकाओं के समान संबंधित महाविद्यालयों द्वारा सुरक्षित रखेंगे।
5. उपरोक्त पाठ्यक्रम से संबंधित परीक्षा का आयोजन वार्षिक परीक्षा के साथ किया जाएगा।
6. पर्यावरण विज्ञान विषय अनिवार्य विषय है, जिसमें अनुत्तीर्ण होने पर स्नातक स्तर भाग-एक के छात्र/छात्राओं को एक अन्य विषय के साथ पूरक की पात्रता होगी। पर्यावरण विज्ञान के सैद्धांतिक एवं फील्ड वर्क में संयुक्त रूप से 33% (तैंतीस प्रतिशत) अंक उत्तीर्ण होने के लिए अनिवार्य होंगे।
7. स्नातक स्तर भाग-एक के समस्त नियमित/भूतपूर्व/अमहाविद्यालयीन छात्र/छात्राओं को अपना फील्ड वर्क सैद्धांतिक परीक्षा की समाप्ति के पश्चात 10 (दस) दिनों के भीतर संबंधित महाविद्यालय/परीक्षा केन्द्र में जमा करेंगे एवं महाविद्यालय के प्राचार्य/केन्द्र अधीक्षकों की नियुक्ति के लिए अधिकृत रहेंगे तथा फील्ड वर्क जमा होने के सात दिनों के भीतर प्राप्त अंक विश्वविद्यालय को भेजेंगे।

UNIT-I

THE MULTI DISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

Definition, scope and importance, Need for public awareness.

Natural Resources: Renewable and non-renewable 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, dam's 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, fertilizer-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 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.

UNIT-II Ecosystems

(9 Lecture)

- Concept of ecosystems. Structure and function of an ecosystem
- Producers, consumers of an ecosystem.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the following ecosystem:
 - a. Forest ecosystem
 - b. Grassland ecosystem
 - c. Desert ecosystem
 - d. Aquatic ecosystem (Ponds, streams, lakes, rivers, oceans, estuaries)

UNIT-III Biodiversity and its Conservation

(9 Lecture)

- Introduction – Definition: genetic, species and ecosystem diversity.
- Bio geographical 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.

UNIT-IV Environmental Pollution

(9 Lecture)

- 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.
- Solid 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.
- Human Population and the Environment
- Population growth, variation among nations.
- Population explosion – Family Welfare Programme.
- Environment and human health.
- Human Rights.

UNIT-V Social Issues and the Environment

(9 Lecture)

- From Unsustainable to Sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people, its problems and concerns. 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.
- Environment Protection Act
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and Control of Pollution) Act.
- Wildlife Protection Act.
- Forest Conservation Act.
- Issues involved in enforcement of environmental legislation.
- Public awareness.
- Value Education
- HIV / AIDS
- Women and Child Welfare.
- Role of Information Technology in Environment and Human Health. Case Studies.

आधार पाठ्यक्रम
प्रश्न पत्र-प्रथम
हिन्दी भाषा

पूर्णांक-75

नोट:

1. प्रश्न पत्र 75 अंक का होगा।
2. प्रश्न पत्र अनिवार्य होगा।
3. इसके अंक श्रेणी निर्धारण के लिए जोड़े जावेंगे।
4. प्रत्येक इकाई के अंक समान होंगे।

पाठ्य विषय –

इकाई-1 पल्लवन, पत्राचार तथा अनुवाद एवं पारिभाषिक शब्दावली।

इकाई-2 मुहावरे-लोकोक्तियाँ, शब्दशुद्धि, शब्द ज्ञान-पर्यायवाची, विलोम, अनेकार्थी, समश्रुत (समानोचरित) अनेक शब्दों के लिए एक शब्द।

इकाई-3 देवनागरी लिपि की विशेषता, देवनागरी लिपि एवं वर्तनी का मानक रूप।

इकाई-4 कम्प्यूटर में हिन्दी का अनुप्रयोग, हिन्दी में पदनाम।

इकाई-5 हिन्दी अपठित, संक्षेपण, हिन्दी में संक्षिप्तीकरण।

पाठ्यक्रम के लिए पुस्तकें-

1. भारतीयता के स्वर साधन धनंजय वर्मा – म.प्र. ग्रंथ अकादमी।
2. नागरी लिपि और हिन्दी – अनंत चौधरी – ग्रंथ अकादमी पटना।
3. कम्प्यूटर और हिन्दी – हरिमोहन, तक्षशिला प्रकाशन, दिल्ली।

FOUNDATION COURSE

PAPER-II

ENGLISH LANGUAGE

M.M. 75

UNIT-I Basic Language skills: Grammar and Usage.

Grammar and vocabulary based on the prescribed text.

To be assessed by objective/multiple choice tests.

**Grammar – 20 Marks,
Vocabulary –15 Marks**

UNIT-II Comprehension of an unseen passage.

05 Marks

This should simply not only (a) an understanding of the passage in Question, but also (b) a grasp of general language skills and issues With reference to words and usage within the passage and (c) the Power of short independent composition based on themes and issues Raised in the passage.

To be assessed by both objective multiple choice and short answer type tests.

UNIT-III Composition: Paragraph writing

10 Marks

UNIT-IV Letter writing (The formal and Informal)

10 Marks

Two letters to be attempted of 5 marks each. One formal and one Informal.

UNIT-V Texts:

15 Marks

Short prose pieces (Fiction and not fiction) short poems, the pieces should cover a range of authors, subjects and contexts. With poetry if may sometimes be advisable to include pieces from earlier periods, which are often simpler than modern examples. In all cases, the language should be accessible (with a minimum of explanation and reference to standard dictionaries) to the general body of students schooled in the medium of an Indian language. Students should be able to grasp the contents of each piece; explain specific words, phrases and allusions; and comment on general points of narrative or argument. Formal Principles of Literary criticism should not be taken up at this stage. To be assessed by five short answers of three marks each.

GROUP-I

PAPER-I

MANAGEMENT PRINCIPLES

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, Systems approach to an Organisation, Modern Organisation, Theory and its Appraisal.

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.

Organising: Organisation: Meaning, Definition, Basic Elements/Steps/Features, Nature, Importance, Principles of an Organisation, Formal & Informal Organisation, Span Of Control, Departmentation: Meaning, Types and Key Factors in Departmentation.

Types of an Organisation: Introduction, Line, Line and staff, Functional, Project or Matrix Organisation, Distinction between Organisations. The Need for Committee Form of an organization.

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.

Organisation Charts: Meaning, Principles, Types, Advantages and Limitations of Organisation 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.

Communication: Definition, Elements, Characteristics, Objectives, Importance of Communication, Principles of Effective Communication. Obstacles Barriers in Communication, Advantages and Disadvantages of Verbal & Written Communication. Measurement of the Success of Communication. Types of Communication.

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

Staffing: Staffing Defined, Job Analysis, Manpower Planning, recruitment, Transfer and Promotions, Appraisals, Management Development, Job Rotation, Training, Rewards and Recognition.

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. Principles of Issuing Orders.

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.

SYLLABUS

B.B.A. PART-I

GROUP-I

PAPER-II

BUSINESS MATHEMATICS

UNIT –I

1. Theory of Indices
2. Matrix and Matrix Inverse
3. Logarithms
4. Simultaneous Equations (TWO VARIABLES ONLY)

UNIT- II

1. Measurement of Angles
2. Trigonometric ratio or functions
3. Values of trigonometric functions .Addition and multiplication theorem

UNIT –III

1. Average
2. Ratio and Proportion
3. Percentage

UNIT-IV

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

UNIT-V

1. Simple Interest
2. Compound Interest
3. Annuity

SYLLABUS

B.B.A. PART-I

GROUP-II

PAPER-I

BUSINESS ENVIRONMENT

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 Precious 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.

SYLLABUS

B.B.A. PART-I

GROUP-II

PAPER-II

COMPUTER FUNDAMENTAL

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.

Primer in COBOL: Introduction, COBOL Divisions, Advantages, Disadvantages, Applications of COBOL, Sample Program.

File Organisation: Contents of Files, File Types, File Organisation and Access Methods.

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

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.

SYLLABUS

B.B.A. PART-I

GROUP-III

PAPER-I

BUSINESS ORGANISATION

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

Business & Environment Interface: System Approach, Business system, and its sub systems & their interaction, Business Environment Kinds of Environment, Impact of Environment or business interface between Business Nature and strategies, Business as a part of Economic System.

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, Location Policies in India since independence, Industrial estates, Weber's Theory of Location, & its Appraised.

Unit IV

Choice of Business Organisation: Focus of Business organization, Sole Proprietorship Partnership, Joint Hindu family forin, Joint stock company, Distinction between company & partnership, Co-operative organisation, Classification of companies – private V/S Public company, features of an ideal forem of an organization, initial choice of organisation, Expansion of Business and choice of organisation,

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 Organisation, Objectives, function of FICCI, CII, ASSOCHAM, AIMO, AIOE.

**GROUP-III
PAPER-II
FINANCIAL ACCOUNTING**

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, Rectification of errors. Suspense Account.

UNIT—III

Depreciation; Concept and causes of depreciation. methods of depreciation accounting. Provision and reserves. Branch Accounting; Concept and accounting methods.

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).