



TOLANI COLLEGE OF COMMERCE

(Autonomous)

Recognised Linguistic (Sindhi) Minority Institution

(Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade

150-151, Sher-E-Punjab Society,

Guru Gobind Singh Road,

Andheri (East) Mumbai-400 093

Syllabus and Question Paper Pattern of

First Year of Bachelor of Management Studies

Semester I and Semester II

Under Choice Based Credit and Grading System

(Academic Year 2021-2022)



Semester I

Serial No	Course Code	Course Name	Credits
Elective Courses (EC)			
1	TCC.UBMSI01	Introduction to Financial Accounts	03
2	TCC.UBMSI02	Business Law	03
3	TCC.UBMSI03	Business Statistics	03
Ability Enhancement Courses (AEC)			
Ability Enhancement Compulsory Course (AECC)			
4	TCC.UBMSI04	Business Communication-I	03
Skill Enhancement Courses (SEC)			
5	TCC.UBMSI05	Foundation Course - I	02
Core Courses (CC)			
6	TCC.UBMSI06	Foundation of Human Skills	03
7	TCC.UBMSI07	Business Economics-I	03
Total Credits			20

Semester II

Serial No	Course Code	Course Name	Credits
Elective Courses (EC)			
1	TCC.UBMSII01	Principles of Marketing	03
2	TCC.UBMSII02	Industrial Law	03
3	TCC.UBMSII03	Business Mathematics	03
Ability Enhancement Courses (AEC)			
Ability Enhancement Compulsory Course (AECC)			
4	TCC.UBMSII04	Business Communication-II	03
Skill Enhancement Courses (SEC)			
5	TCC.UBMSII05	Foundation Course-II	02
Core Courses (CC)			
6	TCC.UBMSII06	Business Environment	03
7	TCC.UBMSII07	Principles of Management	03
Total Credits			20



Program: Bachelor of Management Studies

Semester-I

Elective Course: Introduction to Financial Accounts

Course Code: TCC.UBMS101



Bachelor of Management Studies		Semester – I	
Course Name: Introduction to Financial Accounts		Course Code: TCC.UBMSI01	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Introduction to Financial Accounts	15
	<p>Meaning and Scope of Accounting: Need and development, definition: Book- Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting</p> <p>Accounting principles: Introductions to Concepts and conventions.</p> <p>Introduction to Accounting Standards: Meaning and Scope)</p> <p>AS 1 : Disclosure to Accounting Policies</p> <p>AS 6: Depreciation Accounting.</p> <p>AS 9: Revenue Recognition.</p> <p>AS 10: Accounting For Fixed Assets.</p> <p>International Financial Reporting Standards (IFRS): Introduction to IFRS</p> <p>IAS-1: Presentation of Financial Statements (Introductory Knowledge)</p> <p>IAS-2: Inventories (Introductory Knowledge)</p> <p>Accounting in Computerized Environment: Introduction, Features and application in various areas of accounting</p>	
2	Accounting Transactions	15
	<p>Accounting transactions: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal & ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns & cash book –Triple Column), Bank Reconciliation Statement.</p> <p>Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure Unusual expenses: Effects of error: Criteria test.</p> <p>Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts.</p> <p>Profit or Loss: Revenue profit or loss, capital profit or loss</p>	



3	Depreciation Accounting & Trial Balance	15
	Depreciation accounting: Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained). Preparation of Trial Balance: Introduction and Preparation of Trial Balance.	
4	Final Accounts	15
	Introduction to Final Accounts of a Sole proprietor. Rectification of errors. Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. Preparation and presentation of Final Accounts in horizontal format Introduction to Schedule 6 of Companies Act ,1956	

Reference Books:

- *Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books*
- *Fundamental of Accounting and Financial Analysis: By Anil Choudhary (Pearson education)*
- *Indian Accounting Standards and IFRS for non-financial executives: By T.P. Ghosh–Taxman*
- *Financial Accounting for Business Managers: By Ashish K. Bhattacharya.*
- *Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi*
- *Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi*
- *Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi*
- *Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Financial Accounting by Lesile Chandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi*
- *Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai*
- *Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi*
- *Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc*
- *Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida*
- *Compendium of Statement and Standard of Accounting, ICAI*
- *Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi*
- *Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi*
- *Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi*
- *Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi*
- *Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)
Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks)	15 Marks
Q-4	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) or c. Short Note to be asked three 1. 2. 3. 4. 5.	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.

If the topic demands, instead of practical questions, appropriate theory question may be asked.



Program: Bachelor of Management Studies

Semester-I

Elective Course: Business Law

Course Code: TCC.UBMS102



Bachelor of Management Studies		Semester – I	
Course Name: Business Law		Course Code: TCC.UBMSI02	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Contract Act, 1872 & Sale of Goods Act, 1930	15
	<p>Contract Act, 1872: Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract.</p> <p>Sale of Goods Act,1930: Scope of Act, Sale and Agreement to sell, essential of a valid Sale Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller</p>	
2	Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986	15
	<p>Negotiable Instrument Act, 1981: Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque.</p> <p>Consumer Protection Act, 1986: Objects of Consumer Protection-Introduction of Consumers, who is consumer? Meaning of the words “Goods and services” – Meaning of the words “Defects and Deficiencies of goods and services” Consumer disputes and Complaints.</p>	
3	Company Law	15
	Company Law: What is company? – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares.	
4	Intellectual Property Rights (IPR)	15
	<p>Intellectual Property Rights (IPR)</p> <p>IPR definition/ objectives</p> <p>Patent definition. What is patentable? What is not patentable? Invention And its Attributes, Inventors and Applications</p> <p>Trademarks, definition, types of trademarks, infringement and passing off.</p> <p>Copy right definition and subject in which copy right exists, Originality, Meaning and Content, Authors and Owners, Rights and Restrictions.</p> <p>Geographical indications (only short notes)</p>	



Reference Books:

- *Elements of mercantile Law – N.D.Kapoor*
- *Business Law – P.C. Tulsian*
- *Business Law – SS Gulshan*
- *Company Law – Dr.Avtar Singh*
- *Indian contract Act – Dr.Avtar Singh*
- *Law of Intellectual Property-V.K-Taraporevala*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)
Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	Short Notes To be asked 05 To be answered 03	15 Marks



Program: Bachelor of Management Studies

Semester-I

Elective Course: Business Statistics

Course Code: TCC.UBMS103



Bachelor of Management Studies		Semester – I	
Course Name: Business Statistics		Course Code: TCC.UBMSI03	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Introduction to Statistics	15
	Introduction: Functions/Scope, Importance, Limitations Data: Relevance of Data (Current Scenario), Type of data (Primary & Secondary), Primary (Census vs Samples, Method of Collection (In Brief), Secondary (Merits, Limitations, Sources) (In Brief) Presentation Of Data: Classification – Frequency Distribution – Discrete & Continuous, Tabulation, Graph (Frequency, Bar Diagram, Pie Chart, Histogram, Ogives) Measures Of Central Tendency: Mean (A.M, Weighted, Combined), Median (Calculation and graphical using Ogives), Mode (Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency	
2	Measures of Dispersion, Co-Relation and Linear Regression	15
	Measures Of Dispersion: Range with C.R(Co-Efficient Of Range), Quartiles & Quartile deviation with CQ (Co-Efficient Of Quartile), Mean Deviation from mean with CMD (Co-Efficient Of Mean Deviation), Standard deviation with CV (Co-Efficient Of Variance), Skewness& Kurtosis (Only concept) Co-Relation: Karl Pearson, Rank Co-Relation Linear Regression: Least Square Method	
3	Time Series and Index Number	15
	Time Series: Least Square Method, Moving Average Method, Determination of Season Index Number: Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of Price Relatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number	



4	Probability and Decision Theory	15
	Probability: Concept of Sample space, Concept of Event, Definition of Probability, Addition & Multiplication laws of Probability, Conditional Probability, Bayes' Theorem (Concept only), Expectation & Variance, Concept of Probability Distribution (Only Concept) Decision Theory: Acts, State of Nature Events, pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty, Non-Probability: Maximax, Maximin, Minimax, Regret, Laplace & Hurwicz) Probabilistic (Decision Making under risk): EMV, EOL, EVPI Decision Tree	

Reference Books:

- *Mathematics for Economics and Finance*, Martin Anthony, Norman Biggs, Cambridge low price editions, 2000.
- *Business Mathematics*, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
- *Business Mathematics*, J.K. Singh, 2009, Himalaya Publishing House.
- *Mathematics for Business and Economics*, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.
- *Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns* Tata McGrawHill Publishing Company Ltd
- *Business Mathematics* by Dr. Amarnath, Dikshit & Dr. Jinendra Kumar Jain.
- *Business Mathematics* by Bari - New Literature publishing company, Mumbai
- *Mathematics for Economics and Business*, RS Bhardwaj, 2010, Excel Books
- *Business Mathematics*, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)
Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks)	15 Marks
Q-4	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) or c. Short Note to be asked three 1. 2. 3. 4. 5.	15 Marks

Note: Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.



Program: Bachelor of Management Studies

Semester: I

Ability Enhancement Courses (AEC): Business Communication -I

Course Code: TCC.UBMS104



Bachelor of Management Studies		Semester – I	
Course Name: Business Communication I		Course Code: TCC.UBMSI04	
Periods per week (1 Period is 48 minutes)		04	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2 hours	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Theory of Communication	15
	<p>Concept of Communication: Meaning, Definition, Process, Need, Feedback, Emergence of Communication as a key concept in the Corporate and Global world. Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees(A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication:</p> <p>Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette</p> <p>Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]</p> <p>Computers and E- communication Video and Satellite Conferencing</p>	
2	Obstacles to Communication in Business World	15
	<p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p> <p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p>	



	<p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:</p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>	
3	Business Correspondence	15
	<p>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation Letter of Appointment, Promotion and Termination, Letter of Recommendation(to be taught but not to be tested in the examination)]</p>	
4	Language and Writing Skills	15
	<p>Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.] Activities Listening Comprehension Remedial Teaching Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>	

Reference Books

- Agarwal, AnjuD (1989) *A Practical Handbook for Consumers, IBH.*
- Alien, R.K. (1970) *Organisational Management through Communication.*
- Barkar, Alan (1993) *Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.*
- Basu, C.R.(1998) *Business Organisation and Management, T.M.H.New Delhi.*
- Dayal, Ishwar (9810) *Managing Large Organizations: A Comparative Study.*
- Fisher Dalmar, (1999), *Communication in Organisation, Jaico Pub House, Mumbai, Delhi.*
- Lesikar, Raymond V and Petit, John D.(1994) *Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.*
- Parry, John (1968) *The Psychology of Human Communication.*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)
Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions Sub Questions to be asked 10 and to be answered any 08 Sub Questions to be asked 10 and to be answered any 07 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question OR	07 Marks 08 Marks
Q-2	Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V OR	10Marks
Q-3	B) Draft a Statement of Purpose Write a Paragraph on any 1 of the following topic in (200 Words) Topic	10 Marks 05 Marks
Q-4	OR Topic	05 Marks
Q-4	Draft the following letters (5 Marks Each) Letter of Acceptance of Job Offer Letter of Resignation Case Study	10 Marks 05 Marks
Q-4.	OR A) Full Length Question B) Full Length Question	07 Marks 08 Marks



Program: Bachelor of Management Studies

Semester: I

Skill Enhancement Courses: Foundation Course - I

Course Code: TCC.UBMSI05



Bachelor of Management Studies		Semester – I	
Course Name: Foundation Course I		Course Code: TCC.UBMSI05	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Overview of Indian Society	05
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference	
2	Concept of Disparity- 1	10
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	
3	Concept of Disparity-2	10
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences	
4	The Indian Constitution	10
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental	



Module. No	Details	No. of Lectures
	Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution	
5	Significant Aspects of Political Processes	10
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics	

Reference Books:

- *Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)*
- *Indian Society and Culture, Vinita Padey, Rawat Pub (2016)*
- *Social Problems in India, Ram Ahuja, Rawat Pub (2014)*
- *Faces of Feminine in Ancient, medieval and Modern India, Mandakranta Bose Oxford University Press*
- *National Humana rights commission- disability Manual*
- *Rural, Urban Migration: Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012*
- *Regional Inequalities in India Bhat L SSSRD- New Delhi*
- *Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)*
- *The Constitution of India, P M Bakshi 2011*
- *The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub*
- *Politics in India: structure, Process and Policy Subrata Mitra, Routledge Pub*
- *Politics in India, Rajani Kothari, Orient Blackswan*
- *Problems of Communalism in India, Ravindra Kumar Mittal Pub*
- *Combating communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub*



Evaluation Pattern

I. Continuous evaluation will consist of one class test of 20 marks and a Fieldwork-based project work of 20 marks.

Question Paper Pattern

Maximum Marks: 20

Duration: 40 Minutes.

All Questions are Compulsory Carrying 1 Marks each.

Question No	Particular	Marks
Q-1	20 Objective Questions (Multiple Choice Questions)	20 Marks

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Fill in the blanks: (From All Modules)	05 Marks
	State the following statements are True or False: (From All Modules)	05 Marks
Q-2	Attempt any ONE of the following: (From Module I)	10 Marks
Q-3	Attempt any ONE of the following: (From Module II)	10 Marks
Q-4	Attempt any ONE of the following: (From Module III)	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV)	10 Marks
Q-6	Attempt any ONE of the following: (From Module V)	10 Marks



Program: Bachelor of Management Studies

Semester-I

Core Course: Foundation of Human Skills

Course Code: TCC.UBMS106



Bachelor of Management Studies		Semester – I	
Course Name: Foundation of Human Skills		Course Code: TCC.UBMSI06	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Understanding of Human Nature	15
	<p>Individual Behaviour: Concept of a man, individual differences, factors affecting individual differences, Influence of environment</p> <p>Personality and attitude: Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions</p> <p>Thinking, learning and perceptions: Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type (IQ, EQ, SQ, at work place), Perception features and factor influencing individual perception, Effects of perceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice attributional).</p>	
2	Introduction to Group Behaviour	15
	<p>Introduction to Group Behaviour</p> <p>Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures)</p> <p>Team effectiveness: nature, types of teams, ways of forming an effective team.</p> <p>Setting goals.</p> <p>Organizational processes and system.</p> <p>Power and politics: nature, bases of power, politics nature, types, causes of organizational politics, political games.</p>	

	Organizational conflicts and resolution: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.	
3	Organizational Culture and Motivation at workplace	15
	Organizational Culture: Characteristics of organizational culture. Types, functions and barriers of organizational culture Ways of creating and maintaining effective organization culture Motivation at workplace: Concept of motivation Theories of motivation in an organisational set up. A.Maslow Need Heirachy F.Hertzberg Dual Factor Mc.Gregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.	
4	Organisational Change, Creativity and Development and Work Stress	15
	Organisational change and creativity: Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving. Organisational Development and work stress: Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress	

Reference Books:

- *Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill*
- *Organisational behaviour, Fred Luthans, McGrawhill,New york*
- *Organisational behaviour, K.Aswathappa, Himalaya Publishing House*
- *Essentials of management, Koontz,Harold, Tata McGrawhill*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) or c. Short Note to be asked three 1. 2. 3. 4. 5.	15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5.



Program: Bachelor of Management Studies

Semester: I

Core Course: Commerce- Business Economics -I

Course Code: TCC.UBMSI07



Bachelor of Management Studies		Semester – I	
Course Name: Business Economics I		Course Code: TCC.UBMSI07	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Introduction	15
	Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium.	
2	Demand Analysis	15
	Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)-relationship between elasticity of demand and revenue concepts Demand estimation and forecasting: Meaning and significance - methods of demand estimation: survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)	
3	Supply and Production Decisions and Cost of Production	15
	Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale- expansion path - Economies and diseconomies of Scale. Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications)	

4.	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15
	<p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly.</p> <p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising (topics to be taught using case studies from real life examples)</p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples)</p>	
5.	Pricing Practices	15
	<p>Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world).</p>	

Reference Books

- *Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)*
- *Hirchey .M., Managerial Economics, Thomson South western (2003)*
- *Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)*
- *4. Fr`ank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)*
- *Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)*
- *Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)*
- *Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

Note: All questions are compulsory. Each question has an internal choice.

Question Number	Nature of Questions		Marks
1)	a)	Define the following concepts (Attempt any 6 out of 8):	6 marks
	b)	State with reasons whether the following statements are true or false (Attempt any 3 out of 5)	6 marks
2)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
3)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
4)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
5)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	



Program: Bachelor of Management Studies

Semester: II

Elective Courses (EC): Principles of Marketing

Course Code: TCC.UBMSII01



Bachelor of Management Studies		Semester – II	
Course Name: Principles of Marketing		Course Code: TCC.UBMSII01	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Introduction to Marketing	15
	Introduction to Marketing: Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing. Marketing v/s Selling. Marketing as an activity and function Concepts of Marketing: Needs, wants and demands, transactions, transfer and exchanges. Orientations of a firm: Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing.	
2	Marketing Environment, Research and Consumer Behaviour	15
	The micro environment of business: Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders. Macro environment: Political Factors; Economic Factors; Socio Cultural Factors, Technological Factors (PEST Analysis) Marketing research: Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research MIS: Meaning, features and Importance Consumer Behaviour: Meaning, feature, importance, factors affecting Consumer Behaviour	
3	Marketing Mix	15
	Marketing mix: Meaning –elements of Marketing Mix. Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product. Branding –Packing and packaging – role and importance Pricing – objectives- factors influencing pricing policy and Pricing strategy. Physical distribution – meaning – factor affecting channel selection-types of marketing channels Promotion – meaning and significance of promotion. Promotion tools (brief)	



4.	Segmentation, Targeting and Positioning and Trends In Marketing	15
	Segmentation –Meaning, importance, basis Targeting – Meaning, types Positioning – meaning – strategies New trends in marketing – E-marketing, Internet marketing and marketing using social network Social marketing/ Relationship marketing	

Reference Books:

- *Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.*
- *Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.*
- *McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.*
- *Pillai R S, Bagavathi, Modern Marketing*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particulars	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	a. Full Length Question b. Full Length Question OR Short Notes To be asked 05 To be answered 03	8 Marks 7 Marks 15 Marks

Note: Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5.



Program: Bachelor of Management Studies

Semester-II

Elective Course: Industrial Law

Course Code: TCC.UBMSII02



Bachelor of Management Studies		Semester – II	
Course Name: Industrial Law		Course Code: TCC.UBMSII02	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Laws Related to Industrial Relations and Industrial Disputes	15
	Industrial Disputes Act, 1947: Definition, Authorities, Awards, Settlements, Strikes Lockouts, Lay Offs, Retrenchment and Closure The Trade Union Act, 1926	
2	Laws Related to Health, Safety and Welfare	15
	The Factory Act 1948: (Provisions related to Health, Safety and Welfare) The Workmen’s Compensation Act, 1923 Provisions: Introduction: The doctrine of assumed risk, The doctrine of Common Employment, The doctrine of Contributory Negligence Definitions Employers’ liability for compensation (S-3 to 13) Rules as to Compensation (Sec 4 to Sec 9) (14 A & 17)	
3	Social Legislation	15
	Employee State Insurance Act 1948: Definition and Employees Provident Fund Miscellaneous Provision Act 1948: Schemes, Administration and determination of dues	
4	Laws Related to Compensation Management	15
	• The payment of Wages Act 1948: Objectives, Definition, Authorised Deductions • Payment of Bonus Act, 1965 • The Payment Of Gratuity Act, 1972	



Reference Books:

- *Labour and Industrial Laws, S.N Misra, Central Law Publication*
- *Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition*
- *Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd*
- *Industrial Law, Mr. N.D. Kapoor, Sultan Chand*
- *Employee's Provident Fund, Chopra D.S, Labour Law Agency*
- *Industrial Law, Mr. P.L. Mallick, Sultan Chand*
- *Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall*



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60 Minimum Marks to Pass: 24 Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	Short Notes To be asked 05 To be answered 03	15 Marks



Program: Bachelor of Management Studies
Semester-II
Elective Course: Business Mathematics
Course Code: TCC.UBMSI103



Bachelor of Management		Semester – II	
Course Name: Business Mathematics		Course Code: TCC.UBMSII03	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Elementary Financial Mathematics	15
	Simple and Compound Interest: Interest compounded once a year, more than once a year, continuous, nominal and effective rate of interest Annuity-Present and future value-sinking funds Depreciation of Assets: Equated Monthly Installments (EMI)- using flat interest rate and reducing balance method. Functions: Algebraic functions and the functions used in business and economics, Break Even and Equilibrium point. Permutation and Combination: (Simple problems to be solved with the calculator only)	
2	Matrices and Determinants	15
	Matrices: Some important definitions and some important results. Matrix operation (Addition, scalar multiplication, matrix multiplication, transpose of a matrix) Determinants of a matrix of order two or three: properties and results of Determinants Solving a system of linear equations using Cramer's rule Inverse of a Matrix (up to order three) using ad-joint of a matrix and matrix inversion method Case study: Input Output Analysis	
3	Derivatives and Applications of Derivatives	15
	Introduction and Concept: Derivatives of constant function, logarithmic functions, polynomial and exponential function Rules of derivatives: addition, multiplication, quotient Second order derivatives Application of Derivatives: Maxima, Minima, Average Cost and Marginal Cost. Total revenue, Marginal revenue, Average revenue. Average and Marginal profit. Price elasticity of demand	



4.	Numerical Analysis [Interpolation]	15
	Introduction and concept: Finite differences – forward difference operator – Newton’s forward difference formula with simple examples Backward Difference Operator. Newton’s backward interpolation formula with simple examples	

Reference Books:

Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge low price editions, 2000.
Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.
Mathematics of Finance 2nd Edition Schaum’s Outline Series Peter Zima, Robert Browns Tata McGrawHill Publishing Company Ltd
Business Mathematics by Dr. Amarnath, Dikshit & Dr. Jinendra Kumar Jain.
Business Mathematics by Bari - New Literature publishing company, Mumbai
Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books
Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) Or a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks)	15 Marks
Q-4	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) or c. Short Note to be asked three 1. 2. 3. 4. 5.	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.

If the topic demands, instead of practical questions, appropriate theory question may be asked.



Program: Bachelor of Management Studies
Semester: II
Ability Enhancement Courses (AEC): Business Communication -II
Course Code: TCC.UBMSI104



Bachelor of Management Studies		Semester – II	
Course Name: Business Communication-II		Course Code: TCC.UBMSI104	
Periods per week (1 Period is 48 minutes)		04	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2 hours	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Presentation Skills	15
	Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation	
2	Group Communication	15
	Interviews: Group Discussion Preparing for an Interview, Types of Interviews –Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions. Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing. Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR.	
3	Business Correspondence	15
	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail: - Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the learners with theoretical constructs wherever necessary in order to create awareness. However, learners should not be tested on the theory.]	
4.	Language and Writing Skills	15
	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	



Reference Books:

- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) *Handbook of Business Letters*, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills*. Sterling Publishers, New delhi.
- Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) *Communication Skills for Effective Management*. Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly Response Books 32*.
- Gupta,Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line Response Books*
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall, NewJersey.
- Lesikar, Raymond V and Petit, John D.(1994) *Business Communication: Theory and Application*, Richard D.Irwin Inc. Illinois.



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question OR	07 Marks 08 Marks
Q-2	Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V OR B) Draft a Statement of Purpose Write a Paragraph on any 1 of the following topics in (200 Words)	10 Marks 10 Marks
Q-3	C) Topic OR D) Topic	05 Marks
Q-4	A. Draft the following letters (5 Marks Each) a. Letter of Acceptance of Job Offer b. Letter of Resignation B. Case Study	10 Marks 05 Marks
Q4.	OR A) Full Length Question B) Full Length Question	07 Marks 08 Marks



Program: Bachelor of Management Studies
Semester: II
Ability Enhancement Courses (AEC): Foundation Course II
Course Code: TCC.UBMSI105



Bachelor of Management Studies		Semester – II	
Course Name: Foundation Course- II		Course Code: TCC.UBMSI105	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Globalisation and Indian Society	07
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in Corporate farming and increase in farmers' suicides.	
2	Human Rights	10
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution	
3	Ecology	10
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable Development- concept and components; poverty and environment	
4.	Understanding Stress and Conflict	10
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict	
5.	Managing Stress and Conflict in Contemporary Society	08
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society	

**Reference Books:**

- A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
- Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
- Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur , Anmol Pub. (1995)
- Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub.(2007)
- Universal Human Rights : In theory and practice, Jack Donnelly, (2014)
- Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)
- Ecology and environment – Benu Singh, Vista International Pub. (2006)
- Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)



Evaluation Pattern

I. Continuous evaluation will consist of one class test of 20 marks and a Fieldwork-based project work of 20 marks.

Question Paper Pattern

Maximum Marks: 20

Duration: 40 Minutes.

All Questions are Compulsory Carrying 1 Marks each.

Question No	Particular	Marks
Q-1	20 Objective Questions <i>(Multiple Choice Questions)</i>	20 Marks

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	A. Fill in the blanks: (From All Modules) B. State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I) A. B.	10 Marks
Q-3	Attempt any ONE of the following: (From Module II) A. B.	10 Marks
Q-4	Attempt any ONE of the following: (From Module III) A. B.	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV) A. B.	10 Marks
Q-6	Attempt any ONE of the following: (From Module V) A. B.	10 Marks



Program: Bachelor of Management Studies
Semester: II
Core Courses (CC): Business Environment
Course Code: TCC.UBMSI106



Bachelor of Management Studies		Semester – II	
Course Name: Business Environment		Course Code: TCC.UBMSII06	
Periods per week (1 Period is 50 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Introduction to Business Environment	15
	Business: Meaning, Definition, Nature & Scope, Types of Business Organizations Business Environment: Meaning, Characteristics, Scope and Significance, Components of Business Environment Micro and Macro Environment: Definition, Differentiation, Analysis of Business Environment, SWOT Analysis. Introduction to Micro-Environment: Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity External Environment: Firm, customers, suppliers, distributors, Competitors, Society Introduction to Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)	
2	Political and Legal environment	15
	Political Institutions: Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. Economic environment: economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy Impact of business on Private sector, public sector and Joint Sector Sun-rise sectors of India Economy. Challenges of Indian economy.	
3	Social and Cultural Environment, Technological environment and Competitive Environment	15
	Social and Cultural Environment: Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning	



Module. No	Details	No. of Lectures
	and Importance of Corporate Governance and Social Responsibility of Business Technological environment: Features, impact of technology on Business Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies	
4.	International Environment	15
	International Environment – GATT/ WTO: Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO. Globalization: Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. MNCs: Definition, meaning, merits, demerits, MNCs in India FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India, Challenges faced by International Business and Investment Opportunities for Indian Industry.	

Reference Books:

K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi.
 Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers.
 MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	a. Full Length Question b. Full Length Question OR Short Notes To be asked 05 To be answered 03	8 Marks 7 Marks 15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5.



Program: Bachelor of Management Studies
Semester: II
Core Courses (CC): Principles of Management
Course Code: TCC.UBMSI107



Bachelor of Management Studies		Semester – II	
Course Name: Principles of Management		Course Code: TCC.UBMSII07	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Nature of Management	15
	Management: Concept, Significance, Role & Skills, Levels of Management, Concept of PODSCORB, Managerial Grid. Evolution of Management thoughts, Contribution of F.W. Taylor, Henri Fayol and Contingency Approach.	
2	Planning and Decision Making	15
	Planning: Meaning, Importance, Elements, Process, Limitations and MBO. Decision Making: Meaning, Importance, Process, Techniques of Decision Making.	
3	Organizing	15
	Organizing: Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations Departmentation: Meaning, Basis and Significance Span of Control: Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization Delegation: Authority & Responsibility relationship	
4.	Directing, Leadership, Co-ordination and Controlling	15
	Directing: Meaning and Process Leadership: Meaning, Styles and Qualities of Good Leader Co-ordination as an Essence of Management Controlling: Meaning, Process and Techniques Recent Trends: Green Management & CSR	

Reference Books:

Principles of Management , Tripathi Reddy , Tata Mc Grew Hill
 Management Text & Cases , VSP Rao , Excel Books, Delhi
 Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya
 Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
 Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

Two Online MCQ Tests of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60

Minimum Marks to Pass: 24

Duration: 2 hours

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	a. Full Length Question b. Full Length Question OR Short Notes To be asked 05 To be answered 03	8 Marks 7 Marks 15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5.