

Circulars file

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**CIRCULAR NO.SU/BBA&BCA/CBC & GS/66/2018**

It is hereby informed to all concerned that, the syllabi prepared by the Board of Studies & recommended by the Dean, Faculty of Commerce & Management the **Academic Council at its meeting held on 30 June & 02 July 2018 has accepted the syllabi under Choice Based Credits & Grading System for Bachelor of Computer Application & Bachelor of Business Administration First Semester** under the Faculty of Commerce & Management as enclosed herewith.

This is effective from the Academic Year 2018-2019 and onwards.

All concerned are requested to note the contents of this circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.  
REF.NO.SU/2018/  
Date:- 17-07-2018.

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**Deputy Registrar,  
Syllabus Section**

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned Colleges,  
Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**

**Copy to :-**

- 1] The Director, Board of Examinations & Evaluation,
- 2] **The Section Officer, [ B.Com.Unit ] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,

**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Curriculum of**

**BACHELOR OF BUSINESS ADMINISTRATION**

**(BBA)**

**1ST YEAR**

**under Choice Based Credit & Grading System**

**SEMESTER FIRST**

*[ Effective from the Academic Year 2018-19 & onwards ]*

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.****FACULTY OF MANAGEMENT SCIENCE.**

Syllabus - Bachelor of Business Administration (BBA)

Choice Based Credit System (CBCS) - 2018-19

<b>Semester &amp; Credits</b>	<b>Core Course [04]</b>	<b>Ability Enhancement Compulsory Courses [AEC] [01]</b>	<b>Discipline Specific Elective [DSE] [01]</b>
I Credit 24	1. Business Accountancy – I 2. Management Perspective – I 3. I T Fundamentals 4. Business Statistics	1. Human Communication in Business	Elective Paper [Any One] 1. Business Organisation 2. Corporate Governance – I
<b>Total Credits 24</b>	<b>No. of Credits : 16</b>	<b>No. of Credits : 04</b>	<b>No. of Credits : 04</b>



**FIRST SEMISTER**

Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	Accountancy - I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
II	Management Perspective - I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
III	Business Statistics	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	IT Fundamentals	Core Discipline	3	1	3	1	20	80	100	3 Hrs
V	Human Communication in Business	Ability Enhancement Compulsory	4	-	4	-	20	80	100	3 Hrs
VI	1.Business Organisation 2.Corporate Governance	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
	<b>Total</b>		<b>23</b>	<b>1</b>	<b>23</b>	<b>1</b>	<b>120</b>	<b>480</b>	<b>600</b>	<b>--</b>

**Paper I-****BUSINESS ACCOUNTANCY - I****Theory 80****Sessional 20****Credits 4**

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1. Double Entry Accounting System Introduction and concept & Advantages, Accounting Cycle, Types of Account, Journalising-Rules, Subsidiary Books, Ledger, Trial Balance

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  2. Cash Book – Single Column & Double Column.

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  2. Trading, Profit and Loss Account and Balance Sheet ( Simple exercise on Sole Trader, Final Account expected)
  3. Partnership Account: Introduction, Preparation of Partnership Final Accounts.
  4. Depreciation Introduction, meaning and definition, methods of Depreciation
    1. Fixed Installment Method
    2. Reducing Balance Method.

**Reference Books:**

1. Shukla & Greval “ Advanced Accounts “ S. Chand & Co.
  2. Batliboy “ Advanced Accounting “ , Standard Accounting Publication.
  3. Khan & Jain “ Financial Management “ Tats Mc Graw Hill.
  4. S.C Kuchal “ Financial Management “
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**PAPER II- MANAGEMENT PERSPECTIVE I**

**Theory 80**  
**Sessional 20**  
**Credits 4**

<b>Unit – I</b>	Management Concepts : ( Philosophy of Management ) Theo Haimanns Concept of Management. Management is what management does. Management is a process for the utilisation of growth – inputs . Management Is the art of getting things done . Management is the development of the People . Management versus Administration . Several Concepts for getting results through people : M.B.C. , M.B.S. , M.B.R. , M.B.E. , M.B.P., .M.B. M., M.B.O.
<b>Unit- II</b>	Fundamentals of Management: Science or Art. Is Management a Profession ? Role of agencies interested in promoting professionals. Principles of Universality of management. The manager & his job . Different approaches to management.
<b>Unit- III</b>	Evolution of Management Thought : Management in antiquity. Management in the Pre-Taylor period . Impact of industrial Revolution on Management . The advent of scientific management Nineteenth century contributions. The Beginning of scientific epoch in management . Taylors philosophy in the scientific method . Gantt’s Philosophy of humanity in industry . Emerson’s philosophy of efficiency . Gilbeth’s Philosophy of the one best way Evolution of Management Thought : School of Management Theory : 1) The Classical School including : i) Scientific Management School (Taylor & his followers) ii) Management Process School (Fayol, Follet, Gillick, Urwick) iii) Bureaucracy Theory School (Max Weber) 2) The Human Relations School (Neo Classical) : Hawthorne Experiments by Elton Mayo) 3) The Contingency Theory School
<b>Unit- IV</b>	Objective : Objectives & Social Responsibilities of Business. Goals of business – Concept & Nature of Objectives, Importance of Objectives, Types of Objectives, Balancing the Objectives MBO . The Social Responsibilities of business . Areas of social Obligation . Classification of social responsibility. Problem of change .Recommendations for Environmental Planning .
<b>Unit- V</b>	Management Thinkers – Mary Parker follett. George Elton mayo , Henry Fayols contribution to management thoughts. The principles of management. Schools of management theory . Management movement in India . The problem of management development.

**Reference Books:**

- 1) Organisational & Management– Dr. S.C. Saxsena –Sahitya Bhavan - Agra.
- 2) Modern Business Organisation & Management – Sherlekar & Sherlekar
- 3) Principles of Mangement – C.N.Sontakke

**PAPER III -****BUSINESS STATISTICS****Theory 80****Sessional 20****Credits 4**

1. Introduction, Origin & Growth of Statistics, Definitions, Functions, Scopes and Limitations.
2. Organising Statistical Survey, Planning the Survey, Scope of Survey Techniques of data Collection.
3. Sampling and sample designs.
4. Classification and Tabulation of Data.
5. Measures of Central Value - Mean, Median and Mode,
6. Measures of Dispersion - Range, Quartile Deviation, Mean Deviation, Standard Deviation.
7. Correlation Analysis:
  - Introduction: Utility of the study of correlation, Correlation and causation
  - Types of correlation - Positive and Negative Correlation
  - Karl Pearson's Coefficient of Correlation.

**Reference Books:-**

1. Seymour Lipschutz Probability - Schaum Outline series. Mc Graw Hill.
2. M.C. Shukla and S.S. Gulshan - Statistic S. Chand & Co. New Delhi.
3. V. Seetharaman - A Text book of Statistics - M. Nandana South Bros.
4. Gupta and Kapoor Fundamental of Statistics.
5. D.N. Elhance Statistical Methods

**PAPER IV****I.T.FUNDAMENTALS****Theory 80****Practical 20****Credits 4**


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**Unit – I** Fundamentals of Computer; Data, Information, Data Processing, Input, Process, Output, EDP, Computer based Processing advantages , Role of Hardware and Software in computing, I.T. , Features and impact of I.T. on business, Historical Background of Development of computer field, Types and Generations of Computer

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**Unit – II** Different Input /Output and storage devices

**Unit – III** Computer codes and languages; Computer Codes; Different number systems, Binary , Octal, Hexadecimal, Decimal, Conversion from one base to another base,- Coding, BCD, EBCDIC, ASCII, High level, low level, Assembly language

**Unit – IV** Operating System; Concept, its role in computing, functions of OS, Components of Operating System, Types- Single user and Multi user, Popular Operating systems, MSDOS, Internal and External Commands, Concept of GUI, Windows, Utilities in Windows through Control Panel, My Computer, Notepad, Paintbrush etc,

**Practical:**

1. Familiarizing students with different devices and facilities of computer system
2. Using MSDOS Command- DIR,DATE,TIME,CLS,EDIT,COPYCON,REN,FORMAT, PROMPT,PATH, TYPE, MORE, TREE , VER, CHKDSK, FIND, RESTORE, COPY, DISKCOPY, XCOPY, Wildcard characters.
3. Working in Windows- Settings, Control Panel, Display, Add New Printer, Mouse, Date and Time, Regional Settings, Calculator, Character Map, Games, MSDOS Prompt, Transferring and updating file through My Brief case & Direct Cable Connection, Browsing through My Computer, Text Editing in Notepad, Drawing through Paint brush, file handling through Recycle Bin, Scanning Disk through Scandisk.

**Reference Books:**

1. Chetan Srivastav “ Information Technology”,
  2. O,Brien J. “ Management Information System”, Tata McGraw Hills, New Delhi
  3. P.K.Taxali” PC Software made simple”, Tata McGraw Hills, New Delhi
  4. V.Rajaraman “ Fundamentals of Computer”, Prentice Hall of India, New Delhi
  5. Sanders D.H. “ Computers Today”, Tata McGraw Hill
  6. Denies Sheila S. “ Microsoft Office Professional for Windows 95”, BPB Publications
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**PAPER V-****HUMAN COMMUNICATION IN BUSINESS****Theory 80****Sessional 20****Credits 4**

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|-------------------|--|
| <b>Unit – I</b>   | Nature , Function , Scope and limitations of Communication , Process Of Communication and its elements, Channels & Media of Communication, Types of Communication. |
| <b>Unit – II</b>  | Facilitators and Barriers in organisation and managerial Communication   |
| <b>Unit – III</b> | Communication Skills : Filter & Feed back  |
| <b>Unit – IV</b>  | Listening Skills   |
| <b>Unit – V</b>   | Written Communication, merits, demerits, techniques, media   |
| <b>Unit – VI</b>  | Business Correspondence – Letters of complaints , Claims ; Settlement of claims, Banking & insurance correspondence.   |
| <b>Unit – VII</b> | E-communication : Use of Electronic Devices in Modern Communication. Such as Modem, Fax, e-mail, chat, Tele-conferencing, Video conferencing, etc.                 |
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**Reference Books :**

1. Communication: C.S. Rayudu
  2. Business Communication : Bhende , Pradhan , Thakur
  3. Communication Dynamics Dr. Mrs. V.S. Mishra
  4. Business Communication Richard Huseman.
  5. Business Communication Bhende, Pradhan & Others.
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**PAPER VI-****E1: BUSINESS ORGANISATION**

Theory 80

Sessional 20

Credits 4

<b>Unit – I</b>	Meaning of terms: Business, Industry, Commerce, Profession, Vocation
<b>Unit – II</b>	Meaning , Characteristics , Formation , and merits and demerits of the following terms: <ul style="list-style-type: none"> <li>• Sole Proprietorship</li> <li>• Partnership</li> <li>• Joint Stock Company</li> <li>• Co – Operative Society</li> <li>• Public Enterprise</li> <li>• Non Profit Organisation. Conversion one form into another wherever feasible</li> </ul>
<b>Unit – III</b>	Ownership Organisation decision choice of form of organisation the initial choice, Problem of expansion
<b>Unit – IV</b>	Business and its Environment <ol style="list-style-type: none"> <li>1. Social Responsibilities of business &amp; public relations</li> <li>2. Business &amp; its environment</li> <li>3. Objectives of business</li> <li>4. Social Responsibility of a business firm</li> <li>5. Corporate image</li> </ol>
<b>Unit – V</b>	Rationalisation & Automation (Business term, Industry & Technological change) <ol style="list-style-type: none"> <li>1) Rationalization</li> <li>2) Automation</li> <li>3) Benefits of Rationalisation</li> <li>4) Objections to Rationalisation</li> </ol>
<b>Unit – VI</b>	Business Combination & Monopoly <ol style="list-style-type: none"> <li>1) Causes of Combinations</li> <li>2) Types of Combination</li> <li>3) Forms of Combination</li> <li>4) Economics of Combination</li> </ol>

**Reference Books:**

1. Fundamentals of Business Organisation and Management – Y.K. Bhushan
2. Management & Organisation by C.B. Gupta

**PAPER VI-****CORPORATE GOVERNANCE****Theory 80****Sessional 20****Credits 4****Unit- I**

Concept of Corporate Governance:

- Meaning,
- Principles of corporate governance,
- Main Constituents of Good Corporate Governance.

**Unit- II**

Mechanisms and Controls for Corporate Governance in India:

- Indian Model of Corporate Governance, Role of - Board of directors, Shareholders, Stakeholders, Bankers, Auditors, Agents, Investors etc.

**Unit- III**

Structure and Responsibilities of the Board of Directors In India.

- Problems of corporate governance in India.

**Unit - IV**

Corporate Governance Practices in leading Corporate in India (overview)

- TATA
- Videocon
- State bank of India

**Reference Books:-**

1. Das, "Corporate Governance in India: An Evaluation", First Edition, PHI Learning Pvt. Ltd
2. Sharma Sunita, "Corporate Governance in India", First Edition, New Century Publications
3. A.C. Fernando, "Business Ethics and Corporate Governance", Pearson Education India
4. Sanjay Bhayana, "Corporate governance practices in India" First Edition, Regal Publications
5. Shaikh Saleem, Business Environment, 2th ed., Pearson Education



Circular file

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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.SU/Commerce & Management/ II Sem./32/2018**

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management, the Hon'ble Vice-Chancellor in his emergency powers under Section-12(7) of the Maharashtra Public Universities Act, 2016 has accepted the syllabus of **B.Com., BBA & BCA II Sem.** on behalf of the Academic Council\_ to be applied from the Academic Year 2018-2019 and onwards.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.


University Campus,  
Aurangabad-431 004.

REF.NO. SU/ COMMERCE/2018-19-

20603 - 21053

Date:- 26-11-2018.

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**Deputy Registrar,**  
**Syllabus Section.**

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

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- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Curriculum of**

**BACHELOR OF BUSINESS ADMINISTRATION**

**(BBA)**

**1ST YEAR**

**SECOND SEMESTER**

**under Choice Based Credit & Grading System**

*[ Effective from the Academic Year 2018-19 & onwards ]*

*[ Signature ]*

**FACULTY OF COMMERCE & MANAGEMENT .**

Structure - Bachelor of Business Administration (BBA)

Choice Based Credit System (CBCS) - 2018-19

<b>Semester &amp; Credits</b>	<b>Core Course [24]</b>	<b>Ability Enhancement Compulsory Courses [AEC] [6]</b>	<b>Discipline Specific Elective [DSE] [6]</b>
I Credit 24	1. Business Accountancy – I 2. Management Perspective – I 3. I T Fundamentals 4. Business Statistics	1. Human Communication in Business	Elective Paper [Any One] 1. Business Organisation 2. Corporate Governance – I
II Credit 24	1. Business Accountancy – II 2. Management Perspective – II 3. Environmental Awareness 4. Administrative Practices	1. I T Applications in Business I	Elective Paper [Any One] 1. Business Economics 2. Corporate Governance – II
III Credit 24	1. Cost Accountancy – I 2. Management Perspective – III 3. Environmental Awareness – II 4. Business Laws I	1. Entrepreneurship Development	Elective Paper [Any One] 1. Human Factor in Business 2. Hospitality Management
IV Credit 24	1. Cost Accountancy II 2. Management Perspective IV 3. Business Law – II 4. Operation Research	1. I T Application in Business II	Elective Paper [Any One] 1. Organizational Effectiveness & Change 2. Retail Management
V Credit 24	1. Management Accounting 2. Management Perspective – V 3. Capital Markets – I 4. Institutional Assistance to Business	1. Taxation Laws – I	Elective Paper [Any One] 1. E- Business & Internet 2. Cyber Law – I
VI Credit 24	1. Auditing 2. Management Perspective – VI 3. Capital Markets – II 4. Project	Taxation Laws – II	Elective Paper [Any One] 1. Management Support System 2. Cyber Law – II
<b>Total Credits 144</b>	<b>No. of Credits : 96</b>	<b>No. of Credits : 24</b>	<b>No. of Credits : 24</b>

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.****FACULTY OF MANAGEMENT SCIENCE.**  
Syllabus - Bachelor of Business Administration (BBA)  
Choice Based Credit System (CBCS) - 2018-19

<b>Semester &amp; Credits</b>	<b>Core Course [04]</b>	<b>Ability Enhancement Compulsory Courses [AEC] [01]</b>	<b>Discipline Specific Elective [DSE] [01]</b>
II Credit 24	1. Business Accountancy – II 2. Management Perspective – II 3. Business Economics 4. Environmental Awareness – I	1. Administrative Practices	Elective Paper [Any One] 1. IT Application in Business – I 2. Corporate Governance – II
<b>Total Credits 24</b>	<b>No. of Credits : 16</b>	<b>No. of Credits : 04</b>	<b>No. of Credits : 04</b>



## SECOND SEMESTER

Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
			VII	Business Accountancy – II	Core Discipline	4				
VIII	Management Perspective – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IX	Business Economics	Core Discipline	4	-	4	-	20	80	100	3 Hrs
X	Environmental Awareness – I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
XI	Administrative Practices	Ability Enhancement Compulsory	4	-	4	-	20	80	100	3 Hrs
XII	1. IT Application in Business – I 2. Corporate Governance – II	Discipline Specific Elective [Any One]	2	2	2	2	20	80	100	3 Hrs
<b>Total</b>			<b>22</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>120</b>	<b>480</b>	<b>600</b>	<b>--</b>



**PAPER VII – BUSINESS ACCOUNTANCY – II**

**Theory 80**  
**Sessional 20**  
**Credits 4**

1. Goodwill of Partnership Firm  
Meaning, Need, factors affecting Goodwill, Methods of valuing Goodwill, - Average Profit Method, Super Profit Method
2. Accounts of Non Trading Concern –  
Preparation of Receipts and Payment Accounts, Income and Expenditure Account and Balance Sheet
3. Company Final Accounts  
(Treatment of Provisions, Treatment of Dividends, Interim & Final Dividend on shares, Income Tax on Dividends, Payment of Dividends, Unclaimed Dividends, Treatment of Preliminary Expenses, Capital Profit, Income Tax Provision, Advance Payment, Payment of Tax, TDS, -- Simple exercises expected).
4. Single Entry System  
Concept- Ascertainment of Profit from records of single entry method

**Books:-**

1. Shukla & Greval "Advanced Accounts" S. Chand & Co.
2. Batliboy "Advance Accounting", Standard Accounting Publication.
3. Khan & Jain "Financial Management" Tata Mc Graw Hill.
4. S.C Kuchal "Financial Management"

**Practical's for Internal Assessment**

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5 Any Other Suitable Practical.

**PAPER VIII****MANAGEMENT PERSPECTIVE – II**

**Theory 80**  
**Sessional 20**  
**Credits 4**

- Unit – I Planning – meaning and nature of planning, planning premises, planning process with objective of planning – classification of plans on the basis of scope, time, function including budgetary planning – forecasting- meaning & importance only, types of planning, principles of planning, Advantages Limitations of Planning, decision making process only.
- Unit – II Organizing – Definition of organizing, steps in organizing, principles of organizing, delegation & decentralization, organizational charts - Types of organization, Line – Line & Staff – committee – organizational climate – formal & informal.
- Unit – III Staffing: Recruitment, Selection training & Development of managers at various levels.
- Unit – IV Directing: Meaning & Principles of directing Motivation: Meaning, importance, Tools of motivation. Motivation Models: Maslow’s Need Hierarchy, Herzberg, Dual factor, McGregor’s theory X and Y. Leadership: Meaning, importance, leadership styles & traits.
- Unit – V Co-ordination – Meaning, Features, Principles of Co-ordination, difference between Co-ordination & Co-operation, Coordination as essence of Management.
- Unit – VI Control: Meaning & Importance of Controlling, Process of control, Techniques of control, Requisites of effective control system.

**REFERENCE BOOKS:**

- 1) Basic organization & Management: By Dr. P.C. Shejwalkar, Dr. Sherlekar S.A
- 2) Organization & Management – R.D. Agarwal
- 3) Modern Business Organisation & Management – Sherlekar & Sherlekar
- 4) Principles of Management – C.N.Sontakke
- 5) Principles of Management – L.M.Prasad.

**Practical’s for Internal Assessment**

- 1.
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5 Any Other Suitable Practical.

**PAPER NO. IX:****BUSINESS ECONOMICS**

**Theory 80**  
**Sessional 20**  
**Credits 4**

Unit – I	Introduction to economics, Definition Scopes & nature of economics.
Unit- II	Law of Demand & Supply, Market equilibrium, Elasticity of Demand.
Unit – III	Utility Analysis; Indifference curve Analysis, Consumer Behavior
Unit – IV	Factors of production and its Rewards: Rent; interest and profit
Unit – V	National Income .Meaning, Definition, concept, GNP, NNP, NI at Factor Cost, NI, PI, DI, Measuring National Income.

**REFERENCE BOOKS:-**

- 1) Principles of Economics – M.L. Seth
- 2) Principles of Economics – Ahuja
- 3) Micro economics – Datta & Samuelson
- 4) Modern Economic Theory – K K Dewett
- 5) Business and Managerial Economic- Sampat Mukherjee

**Practical's for Internal Assessment**

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5 Any Other Suitable Practical.

**PAPER NO. X: ENVIRONMENTAL AWARENESS – I**

**Theory 80**  
**Sessional 20**  
**Credits 4**

- Unit - I Environmental Awareness : Introduction , Need, A Ecological factors –  
 Atmosphere : Structure & components, air as an ecological factor.  
 Hydrosphere : Structure & components, water as an ecological factor.  
 Ligthosphere : Structure & components, soil as an ecological factor.  
 Biotic factors : Structure and components, effect on environment.
- Interaction between plants and local animal and man.  
 Interaction between plants growing in a community.  
 Interaction between plants and min & microbes.
- Unit - II Ecosystem:  
 Concept, definition, Structure biotic & abiotic biotic-producer-consumer decomposers,  
 Examples – aquatic marine & pond, forest, food-chain, food web, energy flow in ecosystem.
- Unit - III Population ecology :  
 Characteristics of Population : - Population density, nattily, mortality, Population growth, age distribution of population, population fluctuation.  
 1)Population Structure :- Population dispersion amigration immigration, migration, types of ineration neutralism, communalism, mutalism, proto – cooperation, amensilism, parasitism, camibalism, predation competition.
- Unit - IV: Environmental Pollution: - Concept, Definition. Water Pollution – Pollutants – Sewage, organic chemicals. Inorganic heavy metals [HB-Pb-Cu-Cd], Oil spill. Eutrophication.  
 2) Air Pollution:- Pollutants – aerosols [ So<sub>2</sub>, Co<sub>2</sub> , Co N-oxides, Hydrocarbons, global warning, greenhouse effect, acid rains]

**REFERENCE BOOKS: -**

- 1) Environmental Biology: - P.D. Sharma
- 2) Environmental Chemistry: - A.K. De
- 3) Ecology: - M.P. Arora
- 4) Ecology and Environment: - P.D. Sharma
- 5) Environmental Biology: - K.C. Agarwal
- 6) Environmental Pollution: - Krishna Kanan
- 7) Environmental Chemistry: - Sharma
- 8) Manual of Forest Ecology: - Mishra & Puri

**Practical's for Internal Assessment**

- 1.
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- 4
- 5 Any Other Suitable Practical

**PAPER NO. XI:****ADMINISTRATIVE PRACTICES****Theory 80****Sessional 20****Credits 4**

- Unit – I Role of company executives: - Company Secretary, Board of Directors
- Unit – II Law & procedure of meetings – General principles of law & practice relating to meetings.
- Unit – III Distinction between public and private meetings; rights and restrictions regarding the holding of meetings, preservation of order at meeting.
- Unit – IV The power & duties of chairman. The requisites of valid meeting, notice, constitution, quorum, agenda, papers, minutes, motions.
- Unit – V Voting & Proxies; adjournment; rules of debate, including formal (or procedural) motions. The committee system and its operation.
- Unit – VI Principles of security of documents and filing information.

**REFERENCE BOOKS:**

- 1) Lectures on company law – Shantilal mohanlal shah-N.M.Tripathi- Pvt. Ltd. Mumbai
- 2) Business Organisation - Y K Bhushan
- 3) Business Organisation - Sherlekar

**Practical's for Internal Assessment**

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5 Any Other Suitable Practical.

**PAPER XII****E.1 - I.T. Applications in Business – I****Theory 80****Sessional 20****Credits 4**

**Unit I: MS- Word** - Text Processing; Meaning and role of word processing, Documents in MSWORD, features of MSWORD, Creation and saving of word document, searching a document, opening and closing a document, printing a document, Copying, Moving and Cutting Text in Word, Cut, Paste, Moving text between documents, Changing case, Fonts, Applying Bold, Underline and Italic, Insertion of pictures, symbols & special characters, page setting, margin styles and settings, Table creation in word document, columns & rows insertion deletion Formatting a document, Formatting Toolbar, Table and Border Toolbar, Border Shading Dialog, Bullet and numbering, Mail Merge Procedure in Word, Using forms, labels and envelopes Use of Help in Word Document

**Unit II: MS- Excel** - Electronic Spreadsheet; Structure of worksheet and its usage in commercial applications, creating worksheet in MSEXCEL, formatting and layout of worksheet, Excel Templates, working with range, rows, columns, total, sorting , formatting toolbars, moving cell contents, alignment of worksheet text, border colour, handling workbook, working with formulas and functions- SUM, PRODUCT, AVERAGE, COUNT, MAX, MIN, SQRT etc., Charts in Excel, Types, Graph, Axes, Variable, Labels, Legends, Titles, Analysis of Data in Excel, Exploring built in function of Excel, sharing data with other desktop applications.

**Unit III: MS-PowerPoint** - Presentation in Business with PowerPoint ; Creation of slides, adding objects, Movies, sound, animation , styles of presentation and linking procedures, Slide colour scheme, background, Custom animation, Slide Transition, Slide Show

**REFERENCE BOOKS:**

1. Timothy J O’Leary “Microsoft Office 2000”, Tata McGraw-Hill
2. Techmedia “Microsoft Office”
3. “MSOffice Complete”, BPB Publications
4. MSWORD 2000, BPB Publications
5. MSEXCEL 2000, BPB Publications

**Practical’s for Internal Assessment**

1. Familiarizing with Word and creating word document
- 2 Excel and Power Point
- 3 WORKSHEETS IN excel
- 4 Presentations with Power Point

**PAPER XII****CORPORATE GOVERNANCE – II****Theory 80****Sessional 20****Credits 4**

- Unit – I: Organizational and legal Framework for Corporate Governance in India
- Ministry of Corporate Affairs (MCA)
  - Securities and Exchange Board of India (SEBI)
  - Companies Act, 1956 • Companies Bill, 2012
  - Securities Contracts (Regulation) Act, 1956 • Depositories Act, 1996
- Unit – II: Business Ethics
- Concept of Values and Ethics,
  - Work Ethos and Work culture
  - Significance of values in business management,
  - Need for values in global change
  - Corporate Social Responsibility (CSR)
  - Holistic approach for Managers in decision making,
- Unit – III Cases on Corporate Governance in India:
- Demonetization – PM Narendra Modi
  - Rafale Deal Controversy – Anil Ambani
  - Punjab National Bank Scam – Nirav Modi, Amit Modi, Neeshal Modi, Mehul C Choksi
  - Kingfisher Scam – Vijay Mallya

**Reference Books:-**

1. Das, "Corporate Governance in India: An Evaluation", First Edition, PHI Learning Pvt. Ltd
2. Sharma Sunita, "Corporate Governance in India", First Edition, New Century Publications
3. A.C. Fernando, "Business Ethics and Corporate Governance", Pearson Education India
4. Sanjay Bhayana, "Corporate governance practices in India" First Edition, Regal Publications
5. Francis Cherunelam; Business Environment. Himlaya Publication, Mumbai.

**Practical's for Internal Assessment**

1.

2

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5 Any Other Suitable Practical.