

**Subject Title: Principles of Business Management- I**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500101	Principles of Business Management I	2	30	2 Hours	30

**Objectives:** This course provides the fundamental foundation and insight into the concepts of principles of business management.

**Course Outcome:** Students completing this course on the Principles of Business Management will be able to:

1. Understand the fundamental concepts and principles of business management.
2. Analyze management functions (planning, organizing, leading, controlling).
3. Apply management theories to real-world business scenarios.
4. Develop critical thinking, problem-solving, and decision-making skills.

Unit	Contents	Teaching Hours
1	Definition, scope, and importance of management Evolution of management thought, Principles of Management Management functions (POSDCORB)	7
2	Management Principles given by Henry Fayol (Modern Management), Scientific Management	8
3	Planning: types of plans (strategic, tactical, operational), features of planning, advantages and constraints of planning. Essentials of Good Plans, steps of planning	7
4	Decision making: concept, definition, characteristics of decision making, advantages of decision making, types of decisions (Programmed and non-programmed, proactive and reactive, strategic decisions) steps in decision making	8

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. "Principles of Management" by Harold Koontz and Heinz Weihrich
2. "Management: A Practical Approach" by David A. Buchanan and Andrzej Huczynski
3. Principles of Business Management -I by Dr.Nita Honrao & Dr. Shaila Nibjiya, Sai Jyoti Publication
4. "Business Management" by Richard L. Daft
5. Ramaswamy. (2010): Principles of Management, Himalaya Publishing House, Mumbai.
6. Principles of Business Management. Dr. Anil Kumar Rathod, Dr. Pravin Deshmukh & Dr. Dinesh Nichit, Anuradha Publication, Nagpur.
7. Prasad, L.M. (2019): Principles & Practice of Management, Sultan Chand & Sons, New Delhi.

**Subject Title: Commercial Law - I**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500102	Commercial Law I	2	30	2 Hours	30

Course Outcome: Students completing this course on the COMMERCIAL LAW will be able to:

- 1) Define, distinguish, and apply the basic concepts and terminology of the Law of Contract.
- 2) Define and distinguish the various processes involved in forming the contract.
- 3) To gain knowledge about consideration, capacity to contract, and consent.
- 4) Identify the performance of contract and appropriation of payment quasi-contract, e-contract, and modes of discharge of contract.
- 5) Learn about the various remedies available in case of breach of contract.

Unit	Contents	Teaching Hours
1	Basic Introduction to Law, Law of Contract, Essential Elements of a Contract, Formation of a Valid Contract, definition of contract & agreement. Difference between agreement and contract.	7
2	Offer & Acceptance: Essentials, Communication of proposal and acceptance, Revocation of Communication and Acceptance. Classification of Contract based on validity, formation, and performance.	8
3	Consideration, Capacity of parties to contract, free consent, Legality of Object & Consideration, Void Agreements, Contingent Contract	7
4	Performance of Contract and Appropriation of Payments, Quasi Contract, E-Contract, Modes of Discharge of Contract, Breach of Contract – Consequences & Remedies.	8

Internal Assessment: (20 Marks)

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

Books Recommended:

- Business Law for Management Vol. I, K. R. Bulhandani, Himalaya Publishing House
- Mercantile law: M C Shukla S.Chand and Company Limited, New Delhi
- Business Regulatory and Framework- Sai Jyoti Publication, Nagpur- Dr. S. R. Raghuvanshi, Dr. A. S. Khandekar, Dr. V. W. Jaswante, Dr. R. O. Oza.
- Business Law P. C. Tulsian Tata Mc-Graw Hill Publishing Company Limited, New Delhi
- Commercial Law – I, Dr. Shaila Nibjiya, Sai Jyoti Publication.
- Business Law: P. Sarvanavel S. Senthil & S.Balakumar, Himalaya Publishing House, New Delhi
- Business Law: C. L. Bansal, Taxman's, New Delhi
- Indian Contract Act. & Sales of Goods Act: P. Sarvenavel, S. Sumathi, Himalaya Publishing House, New Delhi.
- Mercantile Law: N.D.Kapoor, Sultan Chand & Sons Educational Publishing. New Delhi.
- Business Regulatory Framework: Dr. Ashish P. Mohata Sai Jyoti Publication.

**Subject Title: Principles of Economics**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500103	Principles of Economics	2	30	2 Hrs	30

## Course Outcomes:

1. Application of Micro & Macroeconomics Concepts
2. Application of Utility & Indifference Curve Analysis
3. Application of Demand Pattern
4. Application of Supply and Production Pattern

Unit	Content	No. Of Periods
I	Basic Concepts: - 1.1 Definitions of Economics: Adam Smith, Marshall 1.2 Definition of Economics: Robbins, J.K. Mehta 1.3 Micro Economics-Meaning, Scope, Merits & Demerits, Importance. 1.4 Macro Economics-Meaning, Scope, Merits & Demerits, Importance. 1.5 Basic Problems in Economics	7
II	Utility Analysis: - 2.1 Meaning and Definition of Utility. 2.2 Marginal Diminishing Utility Theory. 2.3 Equi Marginal Utility Theory. 2.4 Indifference Curve: Meaning. Definition & Rate of Marginal Substitute. (MRS) 2.5 Characteristics of Indifference Curve.	8
III	Demand Analysis: - 3.1 Demand: Meaning. Definition, Change in Demand. 3.2 Law of Demand & its Exceptions. 3.3 Concept and Types of Elasticity of Demand 3.4 Measurements of Elasticity of Demand 3.5 Determinants and Importance of Elasticity of Demand	7
IV	Supply Analysis & Production Function: - 4.1 Supply: Meaning, Definition, Change in Supply. 4.2 Law of Supply & its Exceptions 4.3 Law of Variable Proportion. 4.4 ISO quants: Concept & Characteristics. 4.5 Internal & External Economies & Diseconomies.	8

## BOOKS RECOMMENDED:

1. Ahuja H.L.: Business Economics: S. Chand & Co. New Delhi.
2. Business Economics: Dr. G.N. Zamare Pimplapure & Co, publisher, Nagpur
3. K.P.M. Sundaram: Micro Economics ó S. Chand and Sons. E.N. Sundaram.
4. Principal of Economic: Dr.Nita Honaro & Ritesh Chandak. Aditya Publication, Amravati.
5. M. L. Jhingam: Micro Economics Theory, Konark Publishers, Delhi
6. MisraPuri: Economics of Growth and Development ó Himalaya, Bombay
7. Business Economics: Dr. Sudhir Bodhankar, Dr. MedhaKanetkar, Shri. Sainath Prakashan, Nagpur

**Subject Title: Basics of Accounting**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500104	Basics of Accounting	2	30	2 Hrs.	30

**Course Description:**

This course intends to introduce basic accounting principles and practices. The students will have knowledge about the fundamental accounting process such as journalizing, ledger posting, and preparation of trial balance and final accounts of sole trading firm. It also deals with providing an overview of accounting standards on sustainability accounting as value creation for business.

**Course Objectives:**

1. To provide an understanding of application of various principles and practice of Accounting
2. To demonstrate the knowledge on the process of accounting cycle and basic steps involved in Accounting.
3. To apply the knowledge of systematic maintenance of books of accounts to real life business.
4. To estimate Annual Financial statements of Sole proprietorship form of business.

**Course Outcomes:**

On having completed this course student should be able to:

1. Identify the application of various principles and practice of Accounting in preparation of accounting
2. Demonstrate the knowledge on the process of accounting cycle.
3. Apply the knowledge of systematic maintenance of books of accounts to real life business.
4. Estimate Annual Financial Statements of Sole proprietorship.

**Course Content**

Unit	Content	No. of Periods
Unit I	<b>Introduction to Accounting, Accounting system and Process:</b> Meaning, Need for accounting and accounting information system, Stakeholder using accounting information, Accounting standards in India Classification of capital and revenue- expenditure and income Process of Accounting Fundamental rules of Accounting, Accounting equation of Assets equals Capital and Liabilities,	8
Unit II	<b>Recording transactions and Trial balance:</b> Journal Entries with GST transactions, Preparing Ledgers, Preparing the Trial balance	7
Unit III	<b>Subsidiary Books</b> Cash Book (Single, Colum Cash Book) Purchase book Sale Book, Purchase Return Book, Sales Return Book, Rectification of Error.(Without Suspense Account)	7
Unit IV	<b>Final Accounts:</b> Preparation of Final Accounts of Sole Trading Concerns Trading and Profit and Loss account Balance Sheet Importance of disclosures in final accounts	8

**Books Recommended:-**

1. Dr. Sehgal Ashok & Dr. Sehgal Deepak: Fundamentals of Accounting. Taxmann Allied Services P. Ltd., New-Delhi
2. Gupta, R. L&Radhaswamy, M: Financial Accounting. Sultanchand and Sons, New Delhi.
3. Monga J. R. Ahuja Girish & Sehgal Ashok: Financial Accounting: Mayur Paper Back, Noida Shukla, M. C., Grewal T S. & Gupta, S. C.: Advanced Accounts; S. Chand & Co.New Delhi.
4. Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.
5. Ashok Banerjee: Financial Accounting; Excel Books, New Delhi-110028.
6. N. Vinayakam, P.L. Mani, K.L. Nagarajan: Principles of Accountancy; Eurasia Publishing House (Pvt.) Ltd.
7. R.R. Gupta: Advanced Accountancy, Kalyani publishers, New Delhi 8. Jain, Narang: Advanced Accountancy.
9. Maheshwari S. N. & Maheshwari S. K. An Introduction to Accountancy, Vikash Publishing House Pvt. Ltd. New Delhi
10. William Pickles: Accountancy, Sir Isaac Pitman & Sons. Ltd., London
11. A. Mukherjee, M.Hanif: Modern Accountancy: Tata McGraw Hill Publishing Co. Ltd.
12. P.C. Tulsian: Accountancy; Tata McGraw Hill Publishing Co. Ltd.
13. Basic of Accounting Dr.Sachin Bothara and Dr. Girish Daga, Aditya Publication.

**Subject Title: Business Mathematics**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500105	Business Mathematics	2	30	2 Hrs	30

The objective of this course is to be enabling the student to have

Objective:-The objective of this course is to be enabling the student to have knowledge of Mathematics used in business.

**Course Outcomes:-**

To know the basic concept of Mathematics

To understand the concept of Numbers and Factorization

To understand the concept of Commission Discount

To know the basic concept of Ratio and Proportion

To understand the concept of Mathematics of Finance

Unit	Contents	Teaching Hours
1	Natural Number, H.C.F and L.C.M. Average, Profit And Loss	7
2	Percentage, Discount, Commission and Brokerage	8
3	Ratio and Proportion: Direct and Inverse Proportion.	7
4	Mathematics of Finance, Simple Interest, Compound Interest	8

**Internal Assessment: (20 Marks)**

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

**Books Recommended**

1. Allen RDG: Basic Mathematics: Macmillan New Delhi.
2. Soni R. S. : Business Mathematics, Pitamber Publishing House.
3. Kapoor V. K. Business Mathematics, sultan hand & sons Delhi
4. Business Mathematics Mrs.Minal Bhuptani ,Dr.Prachi Agrawal & Mr.Harshal Paralikar Aditya Publication,Amravati
5. Dr. Madhuri Datalkar, Dr.Sindhu Ghate, Dr. Parag Joshi
6. Business Mathematics Mrs.Minal Bhuptani ,Aditya Publication Amravati.

**Subject Title: Business Plan using ICT (Lab)**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	500106	Business Plan using ICT (Lab)	2	60	2 Hrs	30

**Course Outcome:** Students completing this course on the Business Plan using ICT will be able to:

1. Understand the concepts of business planning and its importance.
2. Learn to create a comprehensive business plan using ICT tools.
3. Develop skills in market research, financial analysis, and strategy formulation.
4. Apply ICT tools to enhance business planning and decision-making

Unit	Contents	Teaching Hours
1	Business Plan using ICT:- 1.1 Definition, Objective, Content, Importance, uses 1.2 Use of ICTs in business planning. 1.3 Types of Business plan (Start Up, Expansion , Feasibility) 1.4 Business planning process (steps for business planning)	15
2	2.1 Word Processing (MS-word 2016 & higher) :- Ribbon , tabs, template, tables Alignments, text and paragraph, format, line spacing , 2.2 Working with documents, editing documents, Spell heck & grammar, saving and printing the documents. 2.3 Formation of report on Business Plans in Ms-word.	15
3	3.1 Introduction of spreadsheet ( Ms Excel 2016 & higher):- Concept, components of spreadsheet windows, sheet tabs, find, sort & replace 3.2 Working in worksheet: - Data entry, Alignment of data, inserting & deleting cell, row and column. Linking two or more sheets, saving and printing of sheets 3.3 Working with excel functions [SUM, AVERAGE, MAXIMUM, MINIMUM, ROUND UP, IF, PMT, FV, COUNT, COUNTA] 3.4 Preparation of financial reports for Business Planning using Ms Excel.	15
4	4.1 ICT tools for Business planning (basic information):- Business planning software (Live plan, BizPlan Builder), Online market research tools (Google trends, social media, Google sheets) 4.2 Specimens of Business Plan	15

**List of Practical's:**

1. Creating a Blank or New existing Template and Inserting/editing Text, Copying and Moving Text using with the Clipboard
2. Formatting Text, including Font Size & Font color of the content of Paragraph
3. Using Paragraph Alignment including setting Alignments and Line Spacing, Setting paragraph including adjusting Indents.
4. Inserting Header & Footer in document. 5. Prepare a report on Business Plans
6. Using Bulleted and Numbered Lists and Converting Text to List.
7. Create a new sheet and Insert, delete cell, column and rows , Modify the height and width of the cell, row and column ,Perform data entry in the cell and align it horizontally and vertically.
8. Sort the given data, Perform insert, delete, move, copy and rename with the sheet.
9. Use the Formulas and the Functions on given data.
10. Creating multiple charts and graph with the given data.
11. Create a financial reports for Business Planning using given data

12. Setting Page Margins and Setting the Page Orientation, Proofing, saving and printing a document.

13. Prepare Complete Specimens of Business Plan.

Division of Marks for Practical's

Record Preparation	5 Marks
Practical Performance	5 Marks
Viva-Voce	5 Marks
Description	5 Marks
Practical Total	20 Marks

**Books Recommended:**

The Business Plan Reference Manual fir IT Business : Fernando Almeida, Addition December 2018

Information Technology Management: A Business Plan Enabler :Book 1: by Dennis Mc Breen, publisher: Braugler Books, LLC (29 January 2019)

Planning a Business Using ICT by Maria Juanita Reyes Macapagal (APCICT)

Designed for Digital: How to Architect your Business for Sustained Success by Jeanne Ross, Martin Mocker and Cynthia Beath

The Get to the point! Guide to using Microsoft word and word for Microsoft office 365 on windowa and Mac by Marc Allan Moore

Microsoft Excel Formulas and Functions Paul McFedries: publication Pearson ,2023

Professional Publications Madras - R.C. Sharma & Krishan Mohan, Business Correspondence &

Curtis D. Fry "Microsoft Excel 2007 Step by Step" Published by Microsoft Press



Vertical:-Ability Enhancement Course

Subject Code: 501101

**Subject Title: Business Communication**

AEC

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	501101	Business Communication	2	30	2 Hrs	30

**Objective:** The objective of this course is to be enabling the student to

Communicate effectively by having knowledge of business Communication and to Draft the different types of letters.

Students will get to know about the Principles of effective Communication

Students will learn about the Types of Communication

Students will get to know about the different Barriers to communication

Students will get to know about the different types of Business Letters

Students will learn to draft different types of Business Letters

Unit	Contents	Teaching Hours
1	Meaning, Definition and objectives of Business Communication Importance of Business Communication Principles of Effective Communication in Business	7
2	Types of Communication Verbal and Non Verbal Vertical and Horizontal Barriers of Business Communication	8
3	Business Correspondence Meaning, Importance, Layout of Business Letter Do s and Don'ts of Business Letter	7
4	Different types of Business Letters Enquiry Letters, Quotation Letters, Placing Orders, Inviting Tenders, Complaint Letters and Sales Letter.	8

**Internal Assessment: (20 Marks)**

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

**Reference Book:**

Business Communication: Dr.Pallavi Mandaogade& Mrs. Minal Bhuptani ,Aditya Publication Amravati.

- Raman S. & Swami R. Business Communications, Professional Publications Madras

- R.C. Sharma & Krishan Mohan, Business Correspondence & Report Writing.

Tata McGraw Hill Delhi.

- Nandanwar K.P. Ninawe A.S. & Nandanwar S.P.

Essential of Business Communication, Prashant Publication, Jalgaon.

- Kaul, Business Communication, Prentice Hall, New Delhi.

- Murphy & Peck, Effective Business Communications, Tata Mc Graw Hill, New Delhi.

Vertical: Ability Enhancement Course

Subject Code: 501102

**Subject Title: Soft Skill**

AEC

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	501102	Soft Skills	2	30	2 Hrs	30

Course Outcome: Students completing this course on Soft Skills will be able to:

1. Communicate effectively in business settings,
2. Collaborate and leads team
3. Manage time and prioritise tasks
4. Demonstrate emotional intelligence and adaptability
5. Solve problems and make informed decisions
6. Develop leadership and initiative skill
7. Prepare for a successful career

Unit	Contents	Teaching Hours
1	<b>Communication Skill</b> Introduction to Communication, Verbal and nonverbal communication, Effective listening and presentation skills, Interpersonal communication	7
2	<b>Workplace etiquette</b> professionalism and work ethics, communication (emails/ phone), Meeting Etiquettes, Confidentiality and data protection	8
3	<b>Adaptability and Flexibility</b> Embracing change, Resilience and coping mechanism, Continuous learning, Adapting to diverse perspective	7
4	<b>Time management and productivity</b> Goal setting and prioritization, Task management (to do list calendar), Avoiding procrastination, Meeting deadlines	8

Internal Assessment: (20 Marks)

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

Books Recommended:

1. "The 7 Habits of Highly Effective people" by Stephen Covey
2. Soft Skill: Dr.Shaila Nibjiya,Ritesh Chandak & Pooja Dammani, Aditya Publication,
3. "Communication Skill" by Ashraf UI-Haque
4. "Teamwork & Collaboration" by Tony Dottino

**Subject Title: Introduction to Accounting**

Level	Semester	Course code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	502101	Introduction to Accounting	2	30	2 Hrs	30

**Course Outcomes:**

Upon completion this course, the students will able to:

- Grasp Accounting Fundamentals, understand the history and evolution of accounting, key concepts, and conventions, define accounts, differentiate accounting users, compare single and double entry systems and apply the Golden Rules of Accounting.
- Master the Accounting Cycle, describe the accounting cycle, define and analyze journals and ledgers, explain subsidiary books, construct and interpret Trial Balances and correct common accounting errors theoretically.
- Understand Accounting Elements, define and classify assets, explain asset valuation, liabilities and equity, identify loan sources and differentiate between income and expenditures.
- Prepare Final Statements, explain the theory and format of Manufacturing, Trading, Profit and Loss Accounts, calculate Gross Profit, Net Profit, Net Profit before tax and Net profit after tax.

Unit	Contents	Teaching Hours
Unit- I	1.1 Accounting History 1.2 Concepts and Conventions 1.3 Definition of Accounts, Accounting Users 1.4 Accounting system: Meaning of Single Entry System and Double Entry System, Advantages of Double Entry system 1.5 Golden Rules of Accounting	8
Unit- II	2.1 Accounting Cycle: Definition of Journal, Types of Journal, Ledger; Meaning and Proforma of Journal and Ledger 2.2 Subsidiary books: meaning and proforma 2.3 Trial balance: objectives, methods and proforma 2.4 Meaning of Error of Omission, Error of Commission, Errors of Principles and Compensatory Errors.	7
Unit- III	3.1 Accounting Terms: Assets: Definition of Assets, Characteristics, Objective of Assets Valuation 3.2 Type of Assets: Fixed Assets, Current Assets, Financial Investments, Intangible Assets 3.3 Liabilities: Nature, Measurement of Liabilities 3.3.1 Classification of Liabilities: Current Liabilities, Long-term Liabilities, Short-term Liabilities and Contingent Liabilities 3.4 Equity: Share Capital, Types of Share Capital 3.5 Loans: Sources of Secured Loan, Sources of Unsecured Loans 3.6 Income: Direct Income, Indirect Income 3.7 Expenditures: Capital Expenditure, Revenue Expenditure and Deferred Revenue Expenditure	8
Unit- IV	Final Statement: Manufacturing Account, Trading Account, Profit and Loss Account, Gross Profit, Net Profit, Net Profit Before Tax, Net Profit After Tax (theory and proforma)	7

Batch Size: -Theory-40

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

**BOOKS RECOMMENDED:**

1. Chatterjee D.K.: Basic Accounts and Finance, Himalaya Publishing House, New Delhi
2. Mohota V.R.: Fundamentals of Accounting, Rashi Publications, Arni
3. Jawahar Lal: Accounting Theory Himalaya Publishing House, New Delhi
4. Gupta, R. L. and Radhaswamy, M: Financial Accounting. Sultan Chand and Sons, New Delhi.
5. Dr. Gupta J. D. Dr Chandak S. S. & Dr. Ladhe P. N.: Advanced Accounting, Shri Balaji Prakashan Nagpur
6. Anthony, R. N. and Reece, J. S.: Accounting Principles, Richard Irwin Inc.
7. Gupta, R. L. and Radhaswamy, M: Financial Accounting. Sultan Chand and Sons, New Delhi.
8. Monga J. R., Ahuja Girish, and Sehgal Ashok : Financial Accounting: Mayur Paper Back, Noida
9. Shukla, M. C., Grewal T S., and Gupta, S. C.: Advanced Accounts; Sultanchand & Sons, New Delhi.
10. Ashok Banerjee: Financial Accounting; Excel Books, New Delhi-110028.
11. N. Vinayakam, P.L. Mani, K.L. Nagarajan: Principles of Accountancy; Eurasia Publishing House (Pvt.) Ltd., New Delhi-110 055

**Web Links & E-Contents:**

1. <https://www.anujjindal.in/wp-content/uploads/2022/08/Basics-of-Accounting.pdf>
2. [https://www.pearsoned.ca/highered/divisions/bande/purbhoo\\_8/BasicAccounting.PDF](https://www.pearsoned.ca/highered/divisions/bande/purbhoo_8/BasicAccounting.PDF)
3. <https://mrcet.com/downloads/MBA/Financial%20Accounting%20and%20Analysis.pdf>
4. <https://ncert.nic.in/textbook.php?keac1=0-8>
5. <https://rccmindore.com/wp-content/uploads/2015/06/BCOM-1-Financial-Accounting-1.pdf>
6. <https://egyankosh.ac.in/bitstream/123456789/52494/1/BLOCK%201.pdf>

**Subject Title: Environmental Science and Sustainability**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	503101	Environmental Science and Sustainability	2	30	2 Hours	30

**Course Outcomes:**

1. Explore the basic environmental concepts and issues relevant to the business and management field.
2. Recognize the interdependence between environmental processes and socio-economic dynamics.
3. Determine the role of business decisions, policies, and actions in minimizing environmental degradation.
4. Identify possible solutions to curb environmental problems caused by managerial actions.
5. Develop skills to address immediate environmental concerns through changes in business operations, policies, and decisions.

Unit	Contents	Teaching Hours
1	<b>Understanding Environment, Natural Resources, and Sustainability</b> Fundamental environmental concepts and their relevance to business operations; Components and segments of the environment, the man-environment relationship, and historical environmental movements. Concept of sustainability; Classification of natural resources, issues related to their overutilization, and strategies for their conservation. Sustainable practices in managing resources, including deforestation, water conservation, energy security, and food security issues. The conservation and equitable use of resources, considering both intergenerational and intergenerational equity, and the importance of public awareness and education	7
2	<b>Ecosystems, Biodiversity, and Sustainable Practices</b> Various natural ecosystems, learning about their structure, functions, and ecological characteristics. The importance of biodiversity, the threats it faces, and the methods used for its conservation. Ecosystem resilience, homeostasis, and carrying capacity, emphasizing the need for sustainable ecosystem management. Strategies for in situ and ex situ conservation, nature reserves, and the significance of India as a mega diverse nation.	8
3	<b>Environmental Pollution, Waste Management, and Sustainable Development</b> Various types of environmental pollution, including air, water, noise, soil, and marine pollution, and their impacts on businesses and communities. Causes of pollution, such as global climate change, ozone layer depletion, the greenhouse effect, and acid rain, with a particular focus on pollution episodes in India.	7

	Importance of adopting cleaner technologies; Solid waste management; Natural and man-made disasters, their management, and the role of businesses in mitigating disaster impacts.	
4	<p><b>Social Issues, Legislation, and Practical Applications</b></p> <p>Dynamic interactions between society and the environment, with a focus on sustainable development and environmental ethics. Role of businesses in achieving sustainable development goals and promoting responsible Consumption. Overview of key environmental legislation and the judiciary's role in environmental protection, including the Water (Prevention and Control of Pollution) Act of 1974, the Environment (Protection) Act of 1986, and the Air (Prevention and Control of Pollution) Act of 1981. Environmental justice, environmental refugees, and the resettlement and rehabilitation of affected populations; Ecological economics, human population growth, and demographic changes in India.</p>	8

Internal Assessment: (20 Marks)

### Fieldwork

- . Visit to local area to document environmental assets - river/forest/grassland /Hill/mountain
- . Visit to local polluted site - Urban/Rural/Industrial/Agricultural
- . Study of common plants, insects, birds.
- . Study of simple ecosystems - pond, river, hillslopes, etc.

Books Recommended:

Text Books (Latest Editions):

- Poonia, M.P. Environmental Studies , Khanna Book Publishing Co.
  - Environmental Science and Sustainability Mrs. Nisha Laddha and Pavan Kalantri Sai Jyoti Publication
- Bharucha, E. Textbook of Environmental Studies, Orient Blackswan Private Ltd.
- Dave, D., & Katewa, S. S. Text Book of Environmental Studies. Cengage Learning India Pvt Ltd.
- Rajagopalan, R. Environmental studies: from crisis to cure , Oxford University Press.

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- Miller, G.T. & Spoolman S. Living in the Environment. Cengage.
- Basu, M., & Xavier Savarimuthu, S. J. Fundamentals of environmental studies. Cambridge University Press.
- Roy, M. G. Sustainable Development: Environment, Energy and Water Resources. Ane Books.
- Pritwani, Sustainability of business in the context of environmental Management. CRC Press.
- Wright, R.T. & Boorse, D.F. Environmental Science: Toward A Sustainable Future (13th ed.). Pearson.

References

Web links:

- <https://www.ourplanet.com>
- <https://www.undp.org/content/undp/en/home/sustainable-development-goals.html>
- [www.myfootprint.org](http://www.myfootprint.org)
- <https://www.globalchange.umich.edu/globalchange1/current/lectures/klingsystem/ecosystem.html>

**Subject Title: Management Lessons from Ancient India**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max. Marks
4.5	I	507101	Management Lessons from Ancient India	2	30	2 Hrs.	30

**Course Description:**

This course encourages students to not only learn from history but also to actively integrate these lessons into their future careers as responsible business leaders. They will be equipped with the tools to lead ethically, think strategically, and incorporate holistic practices into their management styles, ensuring a balance between profit, people, and the planet.

**Course Objectives:**

This course aims to explore the management principles derived from ancient Indian texts, epics, and philosophies, applying their timeless wisdom to modern-day business practices. Students will learn about leadership, governance, ethics, and strategic thinking as portrayed in Indian scriptures and analyse their relevance to contemporary organizational management.

**Course Outcomes:**

- Understand key management concepts from ancient Indian texts.
- Apply ancient Indian management philosophies to modern business situations.
- Analyse leadership and governance lessons from Indian epics and scriptures.
- Integrate ethics and values into business decision-making.
- Use strategic models from ancient India to solve complex business problems.

**Course Content:**

Unit	Contents	No. of Periods
Unit- I	<b>Introduction to Ancient Indian Management Thought:</b> <b>Overview of Ancient Indian Texts:</b> Introduction to Vedas, Upanishads, Arthashastra, and Manusmriti. <b>Holistic Management Approaches:</b> Ancient Indian views on self-management, decision-making, and moral conduct.	7
Unit- II	<b>Leadership and Governance from Indian Epics</b> Leadership Lessons from the Mahabharata: Role of Yudhishtira, Krishna, Bhishma, and their ethical dilemmas in leadership. Strategic Thinking from the Bhagavad Gita: Krishna's advice to Arjuna and its application to business decision-making. Governance from the Ramayana: Leadership qualities of Lord Rama, teamwork from Hanuman, and crisis management lessons.	8
Unit – III	<b>Ethics and Values</b> <b>Ethical Principles in Indian Philosophies:</b> Concepts of Dharma and Karma Yoga in business ethics. Sustainability and Environmental Responsibility: Eco-conscious practices in ancient India. Ethics in Business Decision-Making: Balancing personal profit with social welfare through ancient Indian values.	7
Unit- IV	<b>Management Lessons from Ancient Indian Thinkers</b> <b>Chanakya's Saptanga Theory:</b> The seven pillars of administration and their relevance to modern management.	8

	<p>Jainism and Buddhism's Impact on Management: Principles of Ahimsa (non-violence), simplicity, and mindfulness in management.</p> <p>Leadership Models and Ethical Practices from Indian Philosophers: Chanakya's strategies and teachings on leadership and governance.</p>	
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**Reference Books:**

1. Dr. Pratik C. Patel, Management Lesson from Mahabharata
2. Management Lesson from Ancient India Dr.Smita Singroop and Dr.Nita Honrao,Aditya Publication.
3. Rajashekar Polapragada, Successful Managmeent Style of India Volume
4. Arthashastra by Kautilya
5. Bhagavad Gita (Business interpretation)
6. Business Lessons from the Mahabharata by Bibek Debroy
7. Thirukkural by Thiruvalluvar (translated)
8. Indian Ethos and Management by Nandagopal R.



**Subject Title: Principles of Business Management- II**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	500107	Principles of Business Management II	2	30	2 Hours	30

**Objective:** Students will understand the principles of business management.

**Course Outcome:**

1. Understand the fundamental concepts and principles of business management.
2. Analyze management functions (planning, organizing, leading, controlling).
3. Apply management theories to real-world business scenarios.
4. Develop critical thinking, problem-solving, and decision-making skills.

Unit	Contents	Teaching Hours
1	Organizing: Meaning, Characteristics of organization, the importance of organizing, principles of organizing, the process of organizing, formal and informal organization	7
2	Planning: types of plans (strategic, tactical, and operational), features of planning, advantages and constraints of planning. Essentials of Good Plans, steps of planning.	8
3	Directing: definition, nature, characteristics, importance of directing, advantages of directing, disadvantages/ limitations of directing, principles of directing,	7
4	Controlling: objectives, characteristics, importance of controlling, advantages, Control process, Controlling techniques (budgeting, return on investment)	8

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. "Principles of Management" by Harold Koontz and Heinz Weihrich
2. "Management: A Practical Approach" by David A. Buchanan and Andrzej Huczynski
3. Principles of Business Management -I by Dr.Nita Honrao,Dr. Shaila Nibjiya, Sai Jyoti Publication
4. "Business Management" by Richard L. Daft
5. Ramaswamy, T. (2010): Principles of Management, Himalaya Publishing House, and Mumbai.
6. Principles of Business Management. Dr. Anil Kumar Rathod, Dr. Pravin Deshmukh & Dr. Dinesh Nichit, Anuradha Publication, Nagpur.
7. Prasad, L.M. (2019): Principles & Practice of Management, Sultan Chand & Sons, New Delhi.

**Subject Title: Commercial Law - II**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	500108	Commercial Law II	2	30	2 Hrs	30

**Course Outcome:** Students completing this course on the Commercial Law-II will be able to:

- 1) Gain a comprehensive understanding of the fundamental concepts and terminology of indemnity, guarantee, bailment, pledge, and agency, and learn how to differentiate and utilize them effectively.
- 2) Explore the process of creating these special contracts and understand the intricacies involved.
- 3) Acquire knowledge about establishing different types of agencies and the nuances associated with each type.
- 4) Familiarize the students with the rights and responsibilities of the different parties involved in these specialized contracts.

Unit	Contents	Teaching Hours
1	Law of Indemnity - Introduction: Law of Indemnity, Definition-Essentials, Rights of indemnity holder, Rights of indemnifier. Contract of Guarantee. Distinguish between indemnity and guarantee.	7
2	Contract of Guarantee Definition, Consideration in a contract of guarantee, Essentials of contract of Guarantee, Distinction between a contract of indemnity and a contract of guarantee. Distinguished – Continuing guarantee, Revocation of Continuing guarantee, when surety is not discharged? Exceptions- Invalid guarantees, Rights of surety, Law as to co-sureties, Right of surety against the co-surety.	8
3	Bailment, Definition, Essentials, Kinds of Bailments, Rights, duties, and Liability of Bailor, Rights, duties, and Liability of a Bailee, What is a lien? General Lien, Particular or Specific lien, Particular lien & General lien. Finder of Goods, Pledge: Definition, Essentials, Pledge, and Lien distinguished, Pledge and Bailment distinguished Rights of a Pawnee, Liabilities of a Pawnee Rights of Pawnor, Pledge by persons other than the true owner.	7
4	Agency - Appointment of Agent, Who is an agent and a Principal, Who can be appointed as an agent? Who can employ an agent, Test of Agency, how is the contract of agency constituted? Ratification, Rules governing ratification. Classification of Agents, sub-agent, Relationship between Principal and agent and sub-agent. Agent's authority, Implied authority, Effect of agents' authority. Revocation and renunciation of agent's authority, Rights, duties, and liabilities of Principal and agents. Termination or determination of agency. Effect of termination.	8

**Internal Assessment: (20 Marks)**

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

**Books Recommended:**

- Business Law for Management Vol. I, K. R. Bulhandani, Himalaya Publishing House
- Mercantile law: M C Shukla S.Chand and Company Limited, New Delhi
- Business Regulatory and Framework- Sai Jyoti Publication, Nagpur- Dr. S. R. Raghuwanshi, Dr. A. S. Khandekar, Dr. V. W. Jaswante, Dr. R. O. Oza.
- Business Law P. C. Tulsian Tata Mc-Graw Hill Publishing Company Limited, New Delhi
- Commercial Law – II, Dr. Shaila Nibjiya ,Sai Jyoti Publication
- Business Law: P. Sarvanavel S. Senthil & S.Balakumar, Himalaya Publishing House, New Delhi
- Business Law: C. L. Bansal, Taxman's, New Delhi
- Indian Contract Act. & Sales of Goods Act: P. Sarvenavel, S. Sumathi, Himalaya Publishing House, New Delhi.
- Mercantile Law: N.D.Kapoor, Sultan Chand & Sons Educational Publishing. New Delhi.
- Business Regulatory Framework: Dr. Ashish P. Mohata Sai Jyoti Publication.

**Subject Title: Business Economics**

Level	Semester	Course code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
	II	500110	Business Economics	2	30	2 Hrs	30

**Course Outcomes:**

1. Decision Making under Uncertainty.
2. Global Economic and Trade.
3. Business cycles and Economic Indicator.
4. Application of Economics Tools.

Unit	Content	No. Of Periods
I	1.1 Meaning, Scope and Objectives of Business Economics 1.2 Nature and Types of Business decisions 1.3 Meaning /Qualities of Business Economist 1.4 Functions /Role of Business Economist	7
II	Market Structure 2.1 Meaning of features of perfect competition market and imperfect competition market 2.2 Monopoly : Meaning and features and price determination 2.3 Features of monopolistic competition and price determination 2.4 Feature of oligopoly market and price determination	8
III	Factor Pricing 3.1 Meaning of Factor of production 3.2 Rent : Meaning and Ricardian Theory of Rent 3.3 Wages: Meaning, Types of Wages 3.4 Interest : Liquidity preference theory of interest 3.5 Profit: Innovation theory of profit	7
IV	Cost Of Production: - 4.1 Cost of Production concepts direct and indirect Cost, total and average cost. 4.2 Types of Cost and Their differences: - Fixed and Variable, actual & opportunity cost Explicit and Implicit cost, Private and Social cost Incremental and Sunk cost, Marketing cost. 4.3 Cost Curves: - Total, Average and Marginal cost. 4.4 Short Run cost Curve of firm Long Run cost Curve of firm. 4.5 Economics of scale: - Internal economics, External economics.	8

**BOOKS RECOMMENDED:**

- 1) Ahuja H.L: Business Economics: S. Chand & Co. New Delhi.
- 2) Business Economics: Pimpalkar, Bapat, Joshi, Orient-Longmans.
- 3) Koustsoyianni A Morden Micro Economics: Macmillan New Delhi
- 4) Business Economic Dr.Nita Honrao, Adv.Pooja Mohota, Aditya Publication Amravati
- 5) Business Economics: Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Shri Sainath Prakashan, Nagpur

B. B. A. I (NEP)

(Semester-II)

Vertical: Core Course

Subject Code: 500110

**Subject Title: Financial Accounting**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	500110	Financial Accounting	2	30	2 Hrs.	30

**Course Objectives:**

Student will be able to estimate Annual Financial statements of various Institution such as non-profitable organization, partnership firm etc.

**Course Outcomes:**

On having completed this course student will be able to:

1. Acquire the knowledge about different methods of Depreciation and the relevant Journal Entries and accounts.
2. Demonstrate the knowledge on single Entry system of Accounting.
3. Apply the knowledge of systematic maintenance of books of Non Profitable Institution.
4. Estimate Annual Financial statements of Partnership firm

**Course Content**

Unit	Content	No. of Periods
Unit 1	Depreciation Accounting Journal Entries of Depreciation Accounting Fixed Installment Method, Reducing Balance Method	8
Unit II	Single Entry system	7
Unit III	Final Accounts Of Non profitable Institution	8
Unit IV	Final Accounts of Partnership Firm	7

**Books Recommended:-**

1. Dr. Sehgal Ashok & Dr. Sehgal Deepak: Fundamentals of Accounting. Taxmann Allied Services P. Ltd., New-Delhi
2. Gupta, R. L.&Radhaswamy, M: Financial Accounting. Sultanchand and Sons, New Delhi.
3. Monga J. R. Ahuja Girish & Sehgal Ashok: Financial Accounting: Mayur Paper Back, Noida Shukla, M. C., Grewal T S. & Gupta, S. C.: Advanced Accounts; S. Chand & Co. New Delhi.
4. Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.
5. Ashok Banerjee: Financial Accounting; Excel Books, New Delhi-110028.
6. Financial Accounting Dr.Sachin Bothara & Dr. Girish Daga, Mrs.Minal Bhuptani ,Aditya Publication.
7. N. Vinayakam, P.L. Mani, K.L. Nagarajan: Principles of Accountancy; Eurasia Publishing House (Pvt.) Ltd., New Delhi-110055
8. R.R. Gupta: Advanced Accountancy, Kalyani publishers, New Delhi
9. Jain, Narang: Advanced Accountancy.
10. Maheshwari S. N. & Maheshwari S. K. An Introduction to Accountancy, Vikash Publishing House Pvt. Ltd. New Delhi
11. William Pickles: Accountancy, Sir Isaac Pitman & Sons. Ltd., London
12. A. Mukherjee, M.Hanif: Modern Accountancy: Tata McGraw Hill Publishing Co. Ltd.
13. P.C. Tulsian: Accountancy; Tata McGraw Hill Publishing Co. Ltd.
14. Monga, Gandhi, Kadu: Advanced Accounts; National Publishing House.
15. Chakraborti &Chakraborti: Advanced Accounting. Moulik Library, Culcutta-9
16. R.L. Gupta & V.K. Gupta: Fundamentals of Accounting. Sultanchand& Sons New Delhi.
17. Dr. Gupta J. D, Dr Chandak S. S. & Dr. LadheP. N.: Advanced Accounting. Shri BalajiPrakashan Nagpur.
18. T.P Ghosh, Fundamentals of Accounting, Sultan Chand&Sons New Delhi.
19. Mohota V.R.: Fundamentals of Accounting: Rashi publication, Arni, Distt. Yavatmal..
20. N.P.Agrawal, S.C.Jain, Sharma, Shah, Mangal, Ramesh Book Depot, Jaipur (Hindi, English)
21. Agarwala A, N. & Agarwala K. N.: Higher Sciences of Accountancy: Kitab Mahal, Allahabad. (Hindi and English)

**Subject Title: Business Statistics**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	500111	Business Statistics	2	30	2 Hrs	30

The objective of this course is to be enabling the student to have Knowledge of statistics.

**Course Outcomes:-**

To know the basic concept of Statistics

To understand the concept of Mean, Median Mode

To know the basic concept of Dispersion

To understand the concept of Index Number

Unit	Contents	Teaching Hours
1	Meaning, Objectives of Statistics, Types of Data Collection and presentation of statistical data. Analysis of universal data, Construction of frequency distribution table.	7
2	Concept of Central tendency and their measures. Mean, Median, Mode	8
3	Concept of Dispersion. Mean Deviation Standard Deviation	7
4	Index number, Simple Index Number, Cost of Living Index Number, Laspeyers Index Number, Paasches Index Number, Fishers Ideal Index Number.	8

**Internal Assessment: (20 Marks)**

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

**Books Recommended:-**

1. Gupta S.P: Statistical Methods
2. R.K. Sawlikar : Dr R. P. Ingole, S.B.Kishor : Basic Computer and
3. Statistical Techniques Elhance D.N. : Fundamental of Statistics
4. Dr Sukhadeve Varsha S. : A Text book of Modern Approach to Statistics
5. Business Statistics Mrs.Minal Bhuptani , Dr.Girish Daga & Mr.Pawan Kalantri Aditya  
Publication, Amravati

**Subject Title: Accounting with Tally (Lab)**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	500112	Accounting with Tally (Lab)	2	60	2 Hrs	30

**Course Outcomes:**

After successfully completing this course, students will be able to:

1. Demonstrate proficiency in application of tally in accounting.
2. Evaluate the advantages and limitations of accounting by Tally software versus. manual methods.
3. Navigate the Tally interface including the Gateway of Tally, button panel and calculator.
4. Create, modify and delete company data in Tally.
5. Manage account structures including primary and secondary groups and multiple ledgers.
6. Establish and manage inventory including stock groups, items, units of measure and godowns.
7. Process accounting transactions using various vouchers in Tally.
8. Use inventory-specific vouchers for efficient management.
9. Create and manage sales and purchase orders.
10. Understand TDS, TCS and GST handling by Tally.
11. Generate and interpret financial reports including trial balance, day book, account books, profit and loss account, balance sheet, ratio analysis, inventory, cash/fund flow and exceptional reports.

**Course Content:**

Unit	Contents	Teaching Hours
1	1.1 Introduction to Tally Software (Tally 9/ ERP9/Prime) 1.2 Advantages and Limitations of Computerized Accounting Software. 1.3 Opening Screen of Tally: Gateway of Tally, Button Panel, Calculator. 1.4 Company Creation Procedure, Company Alteration Procedure, Company Deletion Procedure. 1.5 Configuration Features.	16
2	2.1 Accounting Features: 2.1.1 Primary Groups/Secondary Groups Procedure: Creation, Alteration, Deletion Procedure. 2.1.2 Ledgers (Single/Multiple): Creation, Alteration, Deletion Procedure. 2.2 Inventory Features: 2.2.1 Stock group, Stock Item Creation Procedure, Alter, Delete. 2.2.2 Units of measures: Simple Units of Measures, Compound Units of Measures. 2.2.3 Godown Create/Alter/Delete Procedure.	14
3	3.1 Accounting Vouchers: Contra, Payment, Receipt, Journal, Sales, Purchase. 3.2 Inventory Vouchers. 3.3 Sales Order. 3.4 Purchase Order.	16
4	4.1 Indian tax system & Tally Tax features-TDS, TCS, GST 4.2 Display: Trial Balance, Day Book, Account Books, Statement of Accounts, Profit and Loss account, Balance Sheet, Ratio analysis Inventory Books, Statement of Inventory, Cash/Fund Flow, List of Accounts, Exceptional Reports.	14

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. Agrawal Gaurav, Learn Tally Prime with GST, Digital Muneemji, Aligarh, UP
2. Chheda Rajesh, Learn Tally Prime, Book scape
3. Tally Essential, (Tally Prime), Prom Tally. Tally Solution Pvt. Ltd.
4. Tally Manual
5. Financial Accounting on Computer using Tally- Namrata Agrawal
6. Implementing Tally &.2: A.K. Nadhani, K.K. Nadhani, BPB publications

**Web Links & E-Contents:**

1. Link for Tally Tutorials: <https://tallysolutions.com/learning-hub/>

B. B. A. I (NEP-2020)  
Vertical:-Ability Enhancement Course  
Subject Code: 501103  
**Subject Title: Virtual Communication**  
AEC

(Semester-II)

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	501103	Virtual Communication	2	30	2 Hrs	30

**Objective:** The objective of this course is to be enabling the student to Communicate Effectively in virtual mode by having knowledge of virtual communication.

**Course Outcome:** Students completing this course on the Virtual Communication will be able to:

1. Understand Virtual Communication concepts and theories
2. Develop effective online Communication Skills
3. Utilize digital tools for collaboration and teamwork
4. Manage virtual meetings and presentations
5. Foster inclusive and culturally sensitive online interactions

Unit	Contents	Teaching Hours
1	Introduction to Virtual Communication Defining virtual communication History and evolution Objectives and Importance of Virtual Communication Key concepts and theories of Virtual Communication	7
2	Digital Communication Platforms Email and instant messaging Video conferencing tools (e.g., Zoom, Google Meet) Social media and online communities	8
3	Online Presence and Identity Creating a professional online profile Personal branding Digital etiquette	7
4	Virtual Meetings and Presentations Preparing for Virtual Meetings Effective Presentation Skills Engaging Virtual Audiences	8

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. Raman S. & Swami R. Business Communications,
2. Professional Publications Madras - R.C. Sharma & Krishan Mohan, Business Correspondence &
3. Report Writing. Tata McGraw Hill Delhi.  
- Nandanwar K.P. Ninawe A.S. & Nandanwar S.P.
4. Essential of Business Communication, Prashant Publication, Jalgaon.
5. Virtual Communication: The Impact of the new Informational and Communicational
6. Virtual Communication ,Dr.Pallavi Mandaogade, Dr.Shaila Nibjiya, Aditya Publication ,Amravati
7. Technologies in Contemporary Educational Space, Ileana Rotaru 2014
8. Communication Relationship and Practices in virtual work (Advances in human resource management and organizational development , Shawan d Long)
9. Virtual Communication: Another form of Communication Remus Runcan 2020



**Subject Title: "Introduction to Share Market"**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	501104	Introduction to Share Market	2	30	2 Hrs	30

**Course Outcomes:**

By the end of this course, students will be able to-

- 1) Understand the basic terms of share market.
- 2) Gain the knowledge of the basic functioning of share market.
- 3) Understand the regulation of share market.
- 4) Understand the concepts of primary and secondary market.

Unit	Contents	Teaching Hours
1	<b>Saving &amp; Investment:</b> Concept, meaning of liquidity, returns & risk; Conceptual ratio of liquidity, returns & risk; Investment strategies, Investment & portfolio management.	08
2	<b>Capital Market:</b> Concept, Features, Nature and Objectives of Capital Market, Functions and Importance of capital market, SEBI-organizational structure, Powers and Responsibilities and Role of SEBI in Money and Capital market. Primary market vs Secondary market.	08
3	<b>Stock Exchange in India</b> - Concept & Types of Shares & Bonds, Initial Public Offering (IPO), Offer for sale (OFS). Role & work of BSE, NSE, MCX, Indices in Indian market (Sensex, Nifty50, Nifty Bank, Nifty midcap 100, Nifty small cap)	08
4	<b>Demat &amp; Depository:</b> Concept of demat account, Concept of depository. functioning of Depositories, Meaning & role of NSDL & CDSL, Difference between NSDL & CDSL.	06

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. INVESTING IN STOCK MARKETS-SHIV DAS, PUBLICATION: SHIV DAS & SONS
2. INDIAN SHARE MARKET FOR BEGINNERS: INDIAN STOCK MARKET BASICS-VIPIN KATS, PUBLICATION: CINNAMONTEAL PUBLISHER
3. HOW CAN MAKE MONEY TRADING WITH CHARTS-ASHWANI GUJRAL, PUBLICATION: VISION BOOKS
4. INTRODUCTION TO SHARE MARKET DR.S.R.RAGHUWANSHI ,DR.A.S.KHANDEKAR AND GAYTRI S. CHAWALE

Vertical C:- Generic Open Elective

**Subject Title: Entrepreneurship Development**

Subject Code : 502102

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	502102	Entrepreneurship Development	2	30	2Hrs	30

Unit No.	Name of Topic	Details	Lect./Periods
1	Introduction	Entrepreneur- Definition – Role of Entrepreneurship in Economic Development, Factors motivating Entrepreneurships, Advantages of becoming Entrepreneur.	07
2	Creating and Starting the Venture	Sources of new Ideas, Methods of generating ideas, problem solving, product planning and development process	07
3	Financing & managing the new venture	Sources of capital, Record keeping, recruitment, motivating and leading teams, financial controls, Marketing and sales controls.	08
4.	Institutional Support	Role of Directorate of Industries, District Industries Carters (DIC), Industrial Development Corporation (IDC), State Financial Corporation (SFCs), Commercial banks , Small Scale Industries Development Corporations (SSICSs)	08

Books Recommended:-

- 1) Entrepreneurship Development Sultanchand
- 2) Entrepreneurship Development Dr.Ritesh Chandak, Dr.Pooja Dammani & Dr.Sandesh Kedia,Aditya Publication

Vertical:-Value Added Course

Subject Code: 503102

**Subject Title:- Business Ethics**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max. Marks
	II	503102	Business Ethics	2	30	2 Hrs.	30

**Course Description:**

This course is intended to introduce Business Ethics to management students. Business ethics is the study of moral principles, policies and values that guide how companies and individuals conduct business. It goes beyond legal requirement to establish a code of conduct that helps build trust between a business and its customers.

**Course Objectives:**

This course aims to provide students with an understanding of the ethical principles and moral issues that arise in business practices. Students will develop critical thinking and decision-making skills in the context of business ethics, helping them to handle complex ethical dilemmas in professional settings.

**Course Outcomes:**

1. Understand the key concepts of ethics in business.
2. Apply ethical principles to business decision-making.
3. Analyse ethical dilemmas faced by businesses and propose solutions.
4. Recognize the importance of corporate social responsibility (CSR).
5. Demonstrate ethical leadership in business environments.

**Course Content:**

Unit	Contents	No. of Periods
Unit- I	<b>Ethics in Business:</b> The nature and importance of ethics in business , Relationship between corporate responsibility and business ethics , Types of Ethical Issues in Business	8
Unit- II	<b>Corporate Governance :</b> Concept, Scope and importance of Corporate Governance , Ethical issues in corporate governance	7
Unit – III	<b>Corporate Social Responsibility :</b> <b>Concept and Evolution of CSR, Benefits and Criticisms of CSR</b> , Corporate Social Responsibility of a business to its employees, consumers & Community	7
Unit- IV	<b>Ethics in Business Functions:</b> Marketing Ethics: Fair Advertising, Product Safety, Consumer Rights, Finance and Accounting Ethics: Transparency, Insider Trading, Misrepresentation  , Human Resources Ethics: Discrimination, Workplace Diversity, Harassment	8

**Reference Books:**

9. Taxmann's, Business Ethics & Values with case studies, Dr. Neeru Vasisth, Dr. Manita Rajput , 2<sup>nd</sup> ed. ,
10. Chandra Kumar Roy, Prabhat Kumar Roy, Business Ethics, S.Chand
11. Joseph W. Weiss, Business Ethics, A stakeholder & Issues Management Approach, Pragmatic
12. A.C. Fernando, K.P. Muraleedharan, E.K. Satheesh, Business Ethics: An Indian Perspective 3e, Pearson Publication
13. Dr. S.S. Khanka, Business Ethics & Corporate Governances Principles & Practices, S. Chand Publication ‘
14. Dr. S.S. Khanka, Business Ethics & Corporate Social Responsibility , S. Chand
15. C.S.V. Murthy , Business Ethics Text & Cases, Himalaya Publishing House
16. Dr.Nita Honrao,Dr.Shaila Nibjiya, Mrs.Nisha Laddha Business Ethics, Sai Joyti Publication

**Subject Title: Leadership and Conflict Management**

## SEC

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	504101	Leadership and Conflict Management	2	30	2 Hrs	30

**Course Outcome:** Students completing this course on Soft Skills will be able to:

1. Communicate effectively in business settings,
2. Collaborate and leads team
3. Manage time and prioritise tasks
4. Demonstrate emotional intelligence and adaptability
5. Solve problems and make informed decisions
6. Develop leadership and initiative skill
7. Prepare for a successful career

Unit	Contents	Teaching Hours
1	<b>Leadership and initiative</b> Leadership & Delegation, Initiative and proactivity, Influencing and persuading others, Building leading teams	7
2	<b>Conflict resolution skill</b> Building and maintaining relations, Trust and empathy, Effective feedback and criticism, conflict management	8
3	<b>Negotiation skills</b> Negotiation concept, meaning, Strategies of negotiation, Effective Negotiation, Process of Negotiation	7
4	<b>Problem solving and decision making</b> Critical thinking - meaning concept, object Analytical thinking- meaning, concept, object, Decision making models [Pros/Cons]	8

**Internal Assessment: (20 Marks)**

- 1) Multiple Choice Questions: 08 Marks (1 mark each)
- 2) Home Assignments: 12 Marks

**Books Recommended:**

1. "The 7 Habits of Highly Effective people" by Stephen Covey
2. "The leadership Circle" by Bill George
3. Leadership and Conflict Management Dr.Nita Honrao, Dr.Shaila Nibjiya ,Sai Jyoti Publication.
4. "Teamwork & Collaboration" by Tony Dottino
5. "The Negotiation Book" by Steve Gates
6. "The Workplace Conflict Resolution Manual" by Barbara Reichert

**SantGadge Baba Amravati University Amravati**

**Scheme of Teaching, Learning & Examination leading to the Degree Bachelor of Business Administration (BBA)**

**Three Years Six Semesters Degree Course- Four Years –Eight Semester NEP-2020)**

**B.B.A.(Honors) or B.B.A (Honors with Research )**

**B.B.A Part-I(2024/25)**

**Semester-I**

<b>Semester-1</b>								
<b>Mode of Teaching</b>	<b>Serial Number</b>	<b>The Vertical</b>	<b>Type of Course</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Workload per week</b>	<b>Vertical Workload</b>
<b>Classrooms Teaching/ Outdoor/ Field</b>	<b>1</b>	<b>CORE COURSE</b>	<b>Theory 1</b>	<b>500101</b>	<b>Principles of Business Management - I</b>	<b>2</b>	<b>2</b>	<b>12</b>
			<b>Theory 2</b>	<b>500102</b>	<b>Commercial Law-I</b>	<b>2</b>	<b>2</b>	
			<b>Theory 3</b>	<b>500103</b>	<b>PrinciplesOf Economics</b>	<b>2</b>	<b>2</b>	
			<b>Theory 4</b>	<b>500104</b>	<b>Basics of Accounting</b>	<b>2</b>	<b>2</b>	
			<b>Theory 5</b>	<b>500105</b>	<b>Business Mathematics</b>	<b>2</b>	<b>2</b>	
			<b>Lab</b>	<b>500106</b>	<b>Business Plan Using ICT</b>	<b>2</b>	<b>4</b>	
	<b>2</b>	<b>AEC</b>	<b>Theory-1</b>	<b>501101</b>	<b>Business Communication</b>	<b>2</b>	<b>2</b>	<b>4</b>
			<b>Theory-2</b>	<b>501102</b>	<b>Soft Skill</b>	<b>2</b>	<b>2</b>	
	<b>3</b>	<b>MDEC/GOEC</b>	<b>Theory 1</b>	<b>502101</b>	<b>Introduction to Accounting</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>4</b>	<b>VAC</b>	<b>Theory</b>	<b>503101</b>	<b>Environmental Science&amp; Sustainability</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>5</b>	<b>IKS (Generic)</b>	<b>Theory</b>	<b>507101</b>	<b>Management Lessons from Ancient India</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total</b>				<b>22</b>		<b>22</b>	

**SantGadge Baba Amravati University Amravati**  
**Scheme of Teaching, Learning & Examination leading to the Degree Bachelor of Business Administration**  
**(Three Years Six Semester Degree Course**  
**Four Years –Eight Semester - NEP-2020)**  
**B.B.A.(Honors) or B.B.A (Honors with Research)**  
**B.B.A Part-I(2024/25)**  
**Semester-II**

Semester-II								
Mode of Teaching	Serial Number	The Vertical	Type of Course	Course Code	Course Name	Credit	Workload per week	Vertical Workload
Classrooms Teaching/ Outdoor/ Field	1	CORE COURSE	Theory 7	500107	Principles of Business Management-II	2	2	12
			Theory 8	500108	Commercial Law-II	2	2	
			Theory 9	500109	Business Economics	2	2	
			Theory 10	500110	Financial Accounting	2	2	
			Theory 11	500111	Business Statistics	2	2	
			Lab	500112	Accounting with Tally	2	4	
	2	AEC	Theory-3	501103	Virtual Communication	2	2	4
			Theory-4	501104	Introduction to Share Market	2	2	
	3	MDEC/GOEC	Theory	502102	Entrepreneurship Development	2	2	2
	4	VAC	Theory	503102	Basics of Business Ethics	2	2	2
	5	SEC	Theory	504101	Leadership & Conflict Management Skills	2	2	2
	<b>Total</b>		--	--	--	22		22

