

B. B.A. III (Semester-V) CBCS
Cost Accounting
Subject Code :-BBA-501

Code of Course	Title of Course	Total No. of Periods
B. B.A. III (Semester-V) CBCS	Cost Accounting	75

Time: 3 Hours

Marks: 80

Course Objectives:

This course on Cost Accounting aims to equip students with :

1. Comprehensive understanding of fundamental concepts and practical applications.
2. Understanding meaning, features, and functions of cost accounting, distinguishing it from financial accounting.
3. Delving into the classification of costs, covering direct and indirect costs, fixed and variable costs, and the distinction between historical and pre-determined costs.
4. Purchasing procedures, time keeping methods, and wage payment systems.
5. Cost-financial accounts reconciliation, and process costing, enabling students to analyze, solve problems, and make informed decisions in real-world cost management scenarios.

Course Outcomes:

Upon completing the Cost Accounting course, students will:

1. Grasp the foundational principles and benefits of cost accounting, distinguishing it from financial accounting.
2. Apply diverse costing methods to analyze and resolve real-world business challenges.
3. Analyze cost classifications, encompassing direct/indirect, fixed/variable, and historical/pre-determined costs.
4. Efficiently manage material costs by mastering classifications, procurement procedures, and inventory management.
5. Evaluate labour costs using various wage payment systems and timekeeping techniques.
6. Assess overheads' impact on product costing and reconcile cost and financial accounts.
7. Utilize process costing techniques, including joint cost analysis, to enhance production cost management.

In summary, students will acquire the skills necessary for informed decision-making, resource optimization, and contributing to organizational profitability across diverse business landscapes.

Unit	Contents	No. Of Period
Unit I	1.1: Cost Accounting: Meaning, Features, Functions, Advantages, Limitations, Difference between Cost Accounting and Financial Accounting. 1.2: Basic Cost Concepts: Concept of Cost, Cost v/s Expenses and Losses; Cost Centre; Cost Unit, Cost Object, Methods of Costing. 1.3: Classification of Cost: Direct and Indirect Method, Fixed and Variable Costs, Historical and Pre-determined Costs.	13
Unit II	2.1: Material Cost: Meaning and Classification of Materials, Material Purchase Procedure; Store Keeping: Stores Record. 2.2: Problems on Cost-Sheet (Cost Statements).	13
Unit III	3.1: Labour Cost: Meaning of Direct Labour and Indirect Labour. 3.2: Methods of Time Keeping: Attendance Register (Muster Roll), Token or Disc	13

	Method, Time Recording Clocks, Biometric Time Recording Clocks. 3.3: Methods of Wage Payment: Time rate system, Piece Rate System, Incentive Schemes of Halsey and Rowan. 3.4: Problems on Tender.	
Unit IV	4.1 Overheads: Meaning and Definitions of Overheads, Classification of Overheads. 4.2: Reconciliation of Cost and Financial Accounts: Meaning, Reasons for Variations, Different Treatment of Items, Items appearing only in Cost Accounts, Problems on Reconciliation of Cost Accounts with Financial Accounts.	13
Unit V	5.1: Process Costing: Meaning and Characteristics, Process Costing Procedure, Process Losses and Wastages, Joint and By-products, Methods of Assigning Joint Costs, Accounting for Joint Costs. 5.2: Problems on Process Costing (Excluding Problems on Abnormal Gain/Loss and Internal Process Profit).	13
Unit-VI	6.1 Visit an industry and take a note on its inventory management 6.2 Visit an industry where a product passes through various processes and help students identify categories of materials: raw materials, work-in-progress and finished goods. Also know, what labour costs are incurred and what are the methods used to note the presence of the labour in the industry. Also know, what are the overhead expenses incurred by the respective industry.	10

Books Recommended:

1. Arora M.N.: Cost Accounting - Principles & Practice, Vikas, New Delhi.
2. Arora M.N.: Cost and Management Accounting Theory Problems & Solutions, Himalaya Publishing House, Mumbai.
3. Tulsian P.C. : Practical Costing Vikas Publication, New Delhi,
4. Maheshwari S.N.: Advanced Problems and Solutions in Cost Accounting, Sultan Chand, New Delhi.
5. Singhavi N.P., Dr. Gupta J.K., Dr. Darware P.D. & Nagpure N.K. : Cost Accounting, Himalaya Publishing House, New Delhi
6. Shukla M.C., Grewal T.S. & Gupta M.P.: Cost Accounting; Text and Problems, S. Chand & Co. Ltd., New Delhi.
7. Jawaharlal: Cost Accounting: Second Edition, Tata Mc graw-Hill Publishing Co. Ltd., New Delhi.
8. Ali Sahnaj .S. K., Dutta Subir & Saha Ashit Baran: Theory and Practice of Cost Accounting: S.Chand& Company Ltd. Ram nagar, New Delhi 110055.
9. Saxena V.K. Vashist C.,D.: Cost Accounting Sultan & Sons Pvt. Ltd. New Delhi
10. Agrawal M.L & Gupta K. L. : Cost Accounting, Sahitya Bhavan Publications, Agra
11. Mittal & Maheshwari.: Cost Accounting- Theory & Problems, A Mahavir Publication, New Delhi
12. Dr. Fating Pramod : Cost & Management Accounting, Sir Sahitya Kendra, Nagpur
13. Cost Management Accounting: Dr. Pramod Fating, Dr. Milind Gulhane, Dr. Abdul Bari, Dr. Raju Rathi, Dr. Vilas Chopade, Prof. Sanjay Kale: Sir Sahitya Kendra, Nagpur

B.B.A. III (Semester - V) CBCS

Indian Economics
Subject Code : BBA 502

Code Course	Title of Course	Total No. of Periods
B.B.A. III (Semester - V) CBCS (DSC)	Indian Economics	75

Time :3 Hours

Marks 80

Course Outcome: To provide an insight into functioning and modalities of an Indian Economy

Unit-I Overview of Indian Economy

- 1.1 Indian Economic Scenario: Pre and Post-Independence
- 1.2 Structural Shift of Indian Economy: Agriculture-Industry-Service
- 1.3 Impact of LPG on Indian Economy
- 1.4 Impact of Demonetization on Indian Economy

Unit II Economic Indicators

- 2.1 Concept and classification of Economic Indicators
- 2.2 Income Indicators: GDP,NDP,GNP,NNP
- 2.3 Human Development Index-Education, Health & Per Capita Income
- 2.4 Balance of Trade and Balance of Payment

Unit III Role of Government

- 3.1 Monetary Policy: Concept and Objectives
- 3.2 Tools of Monetary Policy: Quantitative & Qualitative
- 3.3 Fiscal Policy: Concept and Objectives
- 3.4 Components of Fiscal Policy

Unit IV Parallel Economy

- 4.1 Parallel Economy: Concept and Scenario
- 4.2 Factors Responsible for Parallel Economy
- 4.3 Impact of Parallel Economy
- 4.4 Remedies over Parallel Economy

Unit V Recent Trends

- 5.1 E-Governance: Concept, Meaning, Advantages & Disadvantages
- 5.2 Make in India: Concept and Objectives
- 5.3 NITI Aayog: Concept, Objectives and Functions
- 5.4 Skill Development and Employment Issues

Suggested Readings:

- 1) Mishra and Puri, Himalaya Publication Indian Economy
 - 2) Dr. G.N.Zamare, Pimpalure Publication, Indian Economic Development & Economical Environment
 - 3) Indian economy-Dutt. R.,KSundaram, S.Chand, Delhi
 - 4) The International business Environment-Sundram and Black, Printice Hall, New Delhi.
 - 5) Economic Environment of Business, Misra and Puri, HPH, Mumbai
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B.B.A III Semester- V
Event Management
Subject Code :- BBA-503

Code Course	Title of Course	Total No. of Periods
B.B.A. III (Semester - V) CBCS (DSC)	Event Management	75

Time: 3 Hours

Marks: 80

UNIT 1:- CONCEPT OF EVENT MANAGEMENT

Definition of Event, Event management, Event Marketing, Event Designing, Relative importance of events as a Marketing communication tool, The diverse marketing needs addressed by events, Brand Building, Focusing the Target Market, Implementation of Plan, Relationship Building, Creating Opportunities for better deals with different media, Problems associated with traditional media.

UNIT 2 :- FACTS OF EVENT MANAGEMENT

Event Infrastructure, Set objectives for the Events, Negotiating contracts with Event organizers, Locating Interactions points, Banner, Displays etc. at the event, Preparing the Company's Staff for the Event, Post-event Follow-up.

Event Organisers:- Targeting Clients, Selecting Event Categories to Serve, Selecting and Contracting with Other Key Elements in Chosen Categories.

Venue : In-house Venue, External Venue.

UNIT 3 :- Marketing of Event

Concept of Market in Events, Revenue Generating Customers, Nonrevenue Generating Customers, Segmentation and Targeting of the Market for Events, Positioning events, Branding in Events- Event Property, Benefit Levels, Event Hierarchy, Variations of Events,

Categories of Events and their Characteristics, Competitive Events, Artistic Expression, Cultural Celebrations, Special Business Events, Retail Events, Reach-interaction Matrix, Concept of Pricing in Events, Risk Rating, Setting Pricing Objectives in Tune with Marketing and Business Strategies, Understanding Local Legislation and Tax Laws, Feedback from the Market, Skills Required for Negotiating the Best Price, Validation against Pricing Objectives.

UNIT 4:- Activities in Event Management

Networking Components, Print Media, Radio Television, The Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity,

Activities in Event Management: Pre-event Activities, During-event Activities, Post-event Activities, Functions of Event management.

Personality Development: Effective Speaking, Team work Development, Body Language, presentation skill, Interview Techniques and Grooming.

UNIT 5:- EVENT PRODUCTION AND STAGE MANAGEMENT

Venue selection & management, Show production & Stage Management, Audio Visual, Lights & sounds management, Back stage management, Security management & Risk management,

Celebrities: Artist management & co-ordination, Supplier management & cost negotiation, Catering & hospitality management, Project control & Management information systems, Strategies of Event management.

Recommended Books:

1. Tallon, A.F. Fashion Marketing and Merchandising, 3rd ed., Sequoia Books, 1986.
2. Panwar, J.S. Marketing in the New Era, Sage Publications India Pvt. Ltd., 1998.
3. Avvich, Barry, Event and Entertainment Marketing Delhi, Vision Books 1994.
4. Berry, Isaac, The Business Growth Handbook, Marquis Books, USA, 1991

B.B.A III Semester- V
PERSONAL FINANCIAL PLANNING

Subject Code :- BBA:- 504

Code Course	Title of Course	Total No. of Periods
B.B.A. III (Semester - V) CBCS (DSC)	PERSONAL FINANCIAL PLANNING	75

Time: 3 Hours

Marks: 80

Objectives:

- To develop an understanding among the student about personal financial planning.
- To develop an understanding among the student about risk analysis & insurance planning.
- To develop an understanding among the student about investment planning.
- To develop an understanding among the student about retirement planning.
- To develop an understanding among the student about tax planning.

Unit 1: Personal Financial Planning

Introduction, Meaning & Concept of Personal Financial Planning; Need & Importance of Personal Financial Planning; Process of Personal Financial Planning; Financial Planner as a Profession

Unit 2: Insurance Planning

Risk management and insurance decision in personal financial planning, Various Insurance Policies and Strategies for General Insurance, Life Insurance, Motor Insurance, Medical (Health) Insurance.

Unit 3: Retirement Planning

Retirement needs, Development of retirement plan, Various retirement schemes such as Employees Provident Fund (EPF), Public Provident Fund (PPF), Superannuation Fund, Gratuity, Other Pension Plan and Post- retirement counseling

Unit 4: Investment Planning

Meaning, Need & Importance of Investment Planning, Mutual Fund, Capital Market, Asset Allocation, Investment strategies and Portfolio construction and portfolio management

Unit 5: Tax Planning

Income-tax computation for Individuals, Statutory provisions pertaining to Capital Gains and indexation, House Property, Deduction and Allowances, Non Resident Indian tax laws, and Tax Management Techniques.

Recommended Books :

1. Singhanar V.K: Students' Guide to Income Tax; Taxmann, Delhi.

2. Prasaci, Bhagwati: Income Tax Law & Practice: Wiley Publication, New Delhi,
 3. Girish Ahuja and Ravi Gupta: Systematic approach to income tax: Sahitya Bhawan Publications, New Delhi.
 4. Ranganathan and Madhumathi: Investment Analysis and Portfolio Management: Pearson, New Delhi
 5. George Rejda: Principles of Risk Management and Insurance: Pearson, New Delhi.
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Group-A

B.B.A. III Semester - V Health Care and Hospitality Management Subject Code :-505

Code Course	Title of Course	Total No. of Periods
B.B.A. III (Semester - V) CBCS (DSE)	Health Care and Hospitality Management	75

Time :3 Hours

Marks 80

Unit:- I

- 1.1 Health Administration in India
- 1.2 Health Care delivery system
- 1.3 Defination of health policy
- 1.4 National health policy

Unit:- II

- 2.1 Planning for health care
- 2.2 Development of health policy
- 2.3 National health programmes ;
Tuberculosis Control Program, (DOTS)
- 2.4 AIDS Control programmes roles and fuctions of National AIDS Control Organisation (NACO)

Unit:- III

- 3.1 Personal Attributes required - Dedication, Honesty, Intelligence, Presence of Mind
- 3.2 Knowing different Languages, Puncuality perfect positive attitude, appearence.
- 3.3 Communication & Skill, Personal touch, Taking adequate responsibility.
- 3.4 Good Body Language, Hardwork, desire to learn, Ambition & talent.

Unit:- IV

Hospitality in Industries

- 4.1 Services offered :- Accomondation, food, beverages, Entertainment.
- 4.2 Recreation, Leisure, Functions & Banquets.
- 4.3 Business Center Services, Security and Gaming
- 4.4 Sempnar Conferences and exhibitions and Sales Meet.

Unit:- V

Health Tourism

- 5.1 Tourism - Concept & Meaning.
- 5.2 Health tourism Providers
- 5.3 Health tourism - Competitive Advantages to India.
- 5.4 Benefits of Health toursim

Reference Books :-

1. Essentials of Hospital Support Services and Physical Infrastructure , By - Madhuri Sharma , J.P. Brothers, New Delhi.
2. Medical Record Organisation & Management , By- G.P. Mogli, J.P. Brothers New Delhi.
3. Hospitality Management, By Mahesh Chandra Singh.
4. Health Care Management and Administration (Deep & Deep Publication) By - S.L. Goe.
5. Be Our Guest - Perfecting the art of Customer Services (Disney Institute Book A)
6. 100 tips for Hoteliers : What every Successful hotel Professional needs to know & do by Peter Venison, New York : Universe, website: [shodhganga.inflibnet.ac.in>bitstream](http://shodhganga.inflibnet.ac.in/bitstream).

BBA-III- (CBCS) (Semester V)

Code of Course: Subject	Title of Course: Subject	Total No. of Periods
BBA-506 (DSE)	Indian Banking System - I	75

Outcome:-

- 1) To provide insight into the various types of banks and their role in Indian economy.
- 2) To Understand the Scenario of Indian Banking
- 3) To develop the capability of students for knowing banking concepts and operations.
- 4) Students will understand the new concepts introduced in the Indian banking system.

Unit	Contents	No. of Periods
Unit-I	Public Sector Banks & Commercial Bank 1.1 Brief History of Public Sector Bank 1.2 Basic Concept, Features, Objectives, Functions , Scope and Importance, 1.3 Credit Creation by Commercial bank of India 1.4 Role of State Bank of India in Indian Economy. 1.5 Banking Regulation Act,1949 applicable to State Bank of India	15
Unit-II	Indian Private Banks 2.1 Concepts, Objectives, Functions and Importance of Private Banks 2.2 Benefits of Private Sector Banks in India 2.3 Origin and Role of ICICI Bank, HDFC Bank and Axis Bank in Indian Economy 2.4 Regulatory provision under Banking Regulation Act, 1949	13
Unit-III	Co-operative Banks (Rural) 3.1 Origin of Co-operative Bank 3.2 Basic Concept, Features, Objectives, Importance, Functions and Needs for Regulation Act, 1949 3.3 Three tier Finance Structure of Co-operative Bank & Role of District Co-operative Bank in Indian Economy	13
Unit-IV	Development Bank (Regulated & Promote) 4.1 Basic Concept, Features, Objective, Types, Financing Function & Development Function and Importance 4.2 Role of NABARD in Indian Economy 4.3 Regulatory Provision under Indian Banking Regulation Act,1949	14
Unit-V	Non – Banking Financial Institutions & Non Performing Assets of Indian Banking 5.1 Concept, Features and Objectives and Functions of NBFCs 5.2 Regulations and Types, Different between NBFC and Bank 5.3 Introduction, meaning in NPA Banking Sector , Type and Impact of Non Performing Assets 5.4 Difference Between Gross NPA and Net NPA	14
Unit-VI (If Applicable)	Skill Enhancement Module: 1 Visit to any Bank to learn the Banking Work and Submit the Visit Report 2 To visit any bank and write a Report on Problem in Banking Sector. 3 Have a group discussion by Collecting any published Balance Sheet of Banking Company ** Activities: Group Discussion, Seminar, Field Visit , Field Work, survey	06

Books Recommended:

1. Indian Banking System – Dr. Megha Kanetkar
2. Rural Banking in India –Manas Chakrabarti
3. Indian Banking Law & Practice – Dr. Gangadhar Kayande Patil
4. Indian Banking System – Dr. S.M. Kolte
5. Principles of Banking Business – Dr. S.M. Kulkarni, Dr. R. R. Berad, Dr. L. Kulkarni

Group - B

BBA-III -Semester -V (CBCS)

Semester V

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-BBA-507 (DSE)	Internet and World Wide Web -I	60

Course Outcomes:

The students will be able to –

1. Familiarizing yourself with the basic concepts of Network and Internet.
2. Ground rules of the Internet.
3. The Internet enabled various services.
4. How to access information from depositories in the world wide web.
5. Designing Webpages and websites.

Unit	Topic	No. of Periods
I	: Network: Meaning of Network, Types of Network Topologies: Bus Topology, Ring Topology, Star Topology, Mesh Topology, Tree Topology, Hybrid Topology : Types of Networks: Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN) : Network Model: Peer to Peer Network, Server based Network	12
II	: Internet: Concept & uses of Internet, essential components for internet, IP address, URL, ISP. Internet Enabled Services: Usenet & News group, File Transfer Protocol, Internet Relay Chat, frequently asked questions, Domain name system. : The mechanism of the internet: Internet protocol suite, TCP/IP protocol model.	12
III	: Electronic Mail: Procedure for creating new email ID, signing in to created email ID, sending email, meaning of BCC and CC, procedure to send attachment through email, deleting email. : Gmail: Uses and features of Gmail, components of Gmail. : Password & Captcha: meaning of password, how to create strong password, where password is use on internet. Meaning of Captcha, why and where Captcha is used, how Captcha is created. Difference between Password & Captcha.	12
IV	: Web Browser & Browsing: Meaning of web Browser & Browsing, History of web Browsers, Basic Functions of Web Browser : Types of Web Browsers: Text based Browser, Graphical Browser. : Features of Graphical Browser: Microsoft Edge, Google Chrome, Mozilla Fire Fox, Opera Mini.	12
V	5.1 Designing Website/ Webpage: HTML: Concepts & features, advantages, and limitations. 5.2 HTML: versions of HTML, Elements in HTML, Naming scheme for HTML document. 5.3: Structure of the home page: Explanation of Structure of the home page, HTML Basic Tags, Formatting Tags, and Hyperlink tags, Table Tag, Image Tag, Forms Tags,	12

Books Recommendation:

- 1) Agarwala Kamlesh N. and Agrawala Deeksha Bridge to the online storefront: Macmillan India, New Delhi
- 2) Phillips Lee Anne, Practical HTML 4, Prentice Hall New Delhi.
- 3) Minoli Deniel, Minoli Emma. Web Commerce Technology Hand book, Tata MC:Graw Hill, New Delhi.
- 4) Deitel Harvey M. and Deitel Paul J and Neita T.R. Complete Internet and World Wide Web programming Training courses, Prentice Hall, New Delhi.
- 5) Internet and World Wide Web Prof. Uday Shrikrushna Kale, Shri Sainath Prakashan, Dharmapeth Nagpur-10

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-	Internet and World Wide Web -I	15

Course Outcomes:

Students will be able to do at the end of practical's:

- 1) Searching and surfing the webpages and websites.
- 2) Opening an E-mail account.
- 3) Sending the E-mail with attachment.
- 4) Perform the deletion of E-mail.
- 5) Creation of webpage by using HTML tag in Note Pad/ Word Pad.
- 6) Perform the Creation of webpage with HTML Basic Tag.
- 8) Create a webpage Hyperlink tags, Table Tag, Image Tag, Forms Tags.

List of Practical's:

1. Opened an E-mail account in G-mail, Rediff-mail.
2. Send application, Resume, Timetable by e-mail with file attachment.
3. Searching the received E-mail through date & word.
4. Deletion of e-mail.
5. Searching and surfing the website of UGC., sgbau.ac.in
6. Searching the old question paper of B.Com. final years from www.sgbau.ac.in
7. Create a Home page of your own company with HTML Basic & formatting Tags with special effects of List& marquee Tags.
8. Naming scheme for HTML document.
9. Create a webpage of your institution with Image Tag, Forms Tags,
10. Create a Home page of "Sant Gadgebaba university" and create Hyperlink with "Result" webpage.
11. Create a webpage of Timetable using table tag.

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Marks Description	10 Marks
Practical Total	40 Mark

BBA-III-Semester -V (CBCS)

<i>Code of the Course/Subject</i>	<i>Title of the Course/Subject</i>	<i>Total Number of Periods</i>
<i>BBA-508</i>	<i>E-commerce -I</i>	<i>75</i>

Objectives:

The students will be able to –

1. The objective of the course is to familiarize the students with the essentials of internet based.
2. e-commerce and to make them comprehend its practical aspects as well as growth potential of ecommerce in India.

Unit	Topic	No. of Periods
I	Basics of e-commerce: Meaning of e-commerce, Essential components of e-commerce, four basic models/ concepts of ecommerce,	14

	Operational scheme of e-commerce, Benefits of e-commerce, Limitations of e-commerce and e-commerce v/s traditional commerce	
II	e-commerce in India: History of Internet, Initiation of internet in India, Growth of internet users in India, Current scenario of ecommerce in India, Government FDI policy about e-commerce in India, Future of e-commerce in India	13
III	Retail e-commerce: Concepts of Business to Consumer (B2C), Consumer to Business (C2B) and Consumer to Consumer (C2C) e-commerce, Consumer's shopping procedure on internet, Disintermediation and re-intermediation in B2C, E-auction procedure and benefits	13
IV	B2B e-commerce: Meaning and characteristics of Business to Business (B2B) e-commerce, Key technologies for B2B ecommerce, E- Marketplace models of B2B- Supplier oriented marketplace, Buyer oriented marketplace and Intermediary oriented marketplace	13
V	e- Payment and e- Banking: Indian Payment Models, e-payments options: Electronic fund transfer (EFT), Credit cards and debit cards based payment, Use of mobile applications (apps) for e-payment, Meaning of electronic banking, online banking services, benefits of online banking, Future of online financial services in India	12
VI	Skill module: (any two) 1. Describe Online buying process of Amazon/ flip cart. 2. Create Home page of your own business/ Company use Html formatting tab. 3. Create web page with Hyper link of online buying form of your company product.	10

Books Recommended

1. Agrawala Kamallesh N and Agrawal Deeksha : Bride to Online Storefront, Macmillon India, New Delhi.
2. Agarwala Kamallesh N. and Agrawal Deeksha: Business on the Net- Introduction to e-Commerce; Macmillon India, New Delhi
3. Agarwala Kamallesh N. and Agrawal Deeksha: Bulls, Bears and The Mouse-An Introduction to Online Stock Market Trading; Macmillon India, New Delhi.
4. Tiwari Dr. Murli Dr.: Education and E-Governance; Macmillon India, New Delhi.
5. Afuah A. and Tucci C.:
Internet Business Models and Strategies; Mc Graw Hill, New York.

Internal Assessment Scheme

1. Theory paper will carry 60 marks and internal assessment 40 marks
2. Out of 40 internal marks 20 Marks will be based on continue evaluation of the student, assignment, class test, seminar, web-site visit /Industrial visit and project report and 20 marks for **Skill modules**.
3. Student will have to work under the guidance of the teacher and submit project report before fifteen days of the commencement of the theory examination.