

FYUGP CURRICULAR FRAMEWORK FOR BACHELORS PROGRAMME WITH BUSINESS ADMINISTRATION (BBA) AS MAJOR

SEMESTER	COURSE CODE	TYPE OF COURSE	TITLE OF COURSE	CREDITS	
				THEORY	TUTORIAL
I	POM122J	CT-1	BUSINESS ADMINISTRATION: PRINCIPLES OF MANAGEMENT	4	2
II	POM222J	CT-1	BUSINESS ADMINISTRATION: BUSINESS ECONOMICS	4	2
III	POM322J	CT-1	BUSINESS ADMINISTRATION: MARKETING MANAGEMENT	4	2
IV	POM422J1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ENVIRONMENT	3	1
	POM422J2	CT-2	BUSINESS ADMINISTRATION: PRODUCTION AND OPERATIONS MANAGEMENT	4	2
	POM422J3	CT-3	BUSINESS ADMINISTRATION: MANAGEMENT ACCOUNTING	4	2
V	POM522J1	CT-1	BUSINESS ADMINISTRATION: ENTREPRENEURSHIP DEVELOPMENT	3	1
	POM522J2	CT-2	BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT	4	2
	POM522J3	CT-3	BUSINESS ADMINISTRATION: STRATEGIC MANAGEMENT	4	2
VI	POM622J1	CT-1	BUSINESS ADMINISTRATION: DATABASE MANAGEMENT SYSTEM	3	1
	POM622J2	CT-2	BUSINESS ADMINISTRATION: FINANCIAL MANAGEMENT	4	2
	POM622J3	CT-3	BUSINESS ADMINISTRATION: SERVICE MARKETING	4	2
FOR FYUGP HONOURS					
VII	POM722J1	CT-1	BUSINESS ADMINISTRATION: PROJECT MANAGEMENT	3	1
	POM722J2	CT-2	BUSINESS ADMINISTRATION: ORGANIZATIONAL CHANGE AND DEVELOPMENT	4	2
	POM722J3	CT-3	BUSINESS ADMINISTRATION: BUSINESS TAXATION	4	2
VIII	POM822J1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ANALYTICS	3	1
	POM822J2	CT-2	BUSINESS ADMINISTRATION: SUPPLY CHAIN MANAGEMENT	4	2
	POM822J3	CT-3	BUSINESS ADMINISTRATION: BUSINESS LAW	4	2
FOR FYUGP HONOURS WITH RESEARCH					
VII	POM722RJ1	CT-1	BUSINESS ADMINISTRATION: PROJECT MANAGEMENT	3	1
	POM722RJ4	CT-2	BUSINESS ADMINISTRATION: ORGANIZATIONAL CHANGE AND DEVELOPMENT	4	2
	POM722RJ5	CT-3	BUSINESS ADMINISTRATION: RESEARCH METHODOLOGY	4	2
VIII	POM822RJ1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ANALYTICS	3	1
	POM822P	PROJECT	BUSINESS ADMINISTRATION: PROJECT WITH DISSERTATION	-	12

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II	POM222J	CT-1	BUSINESS ADMINISTRATION: BUSINESS ECONOMICS	4	2
III	POM322J	CT-1	BUSINESS ADMINISTRATION: MARKETING MANAGEMENT	4	2
IV	POM422J1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ENVIRONMENT	3	1
	POM422J2	CT-2	BUSINESS ADMINISTRATION: PRODUCTION AND OPERATIONS MANAGEMENT	4	2
	POM422J3	CT-3	BUSINESS ADMINISTRATION: MANAGEMENT ACCOUNTING	4	2
V	POM522J1	CT-1	BUSINESS ADMINISTRATION: ENTREPRENEURSHIP DEVELOPMENT	3	1
	POM522J2	CT-2	BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT	4	2
	POM522J3	CT-3	BUSINESS ADMINISTRATION: STRATEGIC MANAGEMENT	4	2
VI	POM622J1	CT-1	BUSINESS ADMINISTRATION: DATABASE MANAGEMENT SYSTEM	3	1
	POM622J2	CT-2	BUSINESS ADMINISTRATION: FINANCIAL MANAGEMENT	4	2
	POM622J3	CT-3	BUSINESS ADMINISTRATION: SERVICE MARKETTING	4	2

FOR FYUGP HONOURS

VII	POM722J1	CT-1	BUSINESS ADMINISTRATION: PROJECT MANAGEMENT	3	1
	POM722J2	CT-2	BUSINESS ADMINISTRATION: ORGANIZATIONAL CHANGE AND DEVELOPMENT	4	2
	POM722J3	CT-3	BUSINESS ADMINISTRATION: BUSINESS TAXATION	4	2
VIII	POM822J1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ANALYTICS	3	1
	POM822J2	CT-2	BUSINESS ADMINISTRATION: SUPPLY CHAIN MANAGEMENT	4	2
	POM822J3	CT-3	BUSINESS ADMINISTRATION: BUSINESS LAW	4	2

FOR FYUGP HONOURS WITH RESEARCH

VII	POM722J1	CT-1	BUSINESS ADMINISTRATION: PROJECT MANAGEMENT	3	1
	POM722J2	CT-2	BUSINESS ADMINISTRATION: ORGANIZATIONAL CHANGE AND DEVELOPMENT	4	2
	POM722RJ3	CT-3	BUSINESS ADMINISTRATION: RESEARCH METHODOLOGY	4	2
VIII	POM822J1	CT-1	BUSINESS ADMINISTRATION: BUSINESS ANALYTICS	3	1
	POM822P	PROJECT	BUSINESS ADMINISTRATION: PROJECT WITH DISSERTATION	-	12

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BACHELORS WITH BUSINESS ADMINISTRATION AS MAJOR
1st SEMESTER

POM122J: BUSINESS ADMINISTRATION: PRINCIPLES OF MANAGEMENT

CREDITS: THEORY: 4; TUTORIAL: 2

COURSE OBJECTIVE: *To acquaint the students with the basic principles of management and how the same can be applied to improve the efficiency and effectiveness of an organization in the present dynamic business environment.*

THEORY (4 CREDITS)

UNIT-I

Management: Basic concepts, Nature and Scope of Management, Managerial Roles, Managerial Roles, Skills and Activities. Evolution of Management thought, Classical, Scientific and Behavioural approach. Functions of Management.

UNIT-II

Planning: Basic concepts, Nature, Scope, Objective and Significance of Planning, Elements and Steps of Planning, Span of Control, Line and Staff Relationship. Authority; Delegation, Centralization Vs Decentralization. Organizational Design & Structures: Basic Concepts, types of organizational structure; functional structure, product structure, geographic structure & matrix structure. Virtual structure.

UNIT-III

Directing; Effective Directing, Supervision, Motivation, Different Theories of Motivation Maslow, ERG, Herzberg's theories. Concept of Leadership, Theories and Styles, Manager vs. leader, Qualities leader. Power & politics: basic concepts.

UNIT-IV

Controlling: Basic Concepts, Elements of Managerial Control, Management Control Techniques, Effective Control Systems. Forward, backward and concurrent control. Budget as a control tool. Efficiency & effectiveness.

TUTORIAL / PRACTICAL (2 CREDITS)

It will cover Industry visit, Management Games to understand Individual behaviour and group behaviour, Games for Leadership Development, Role playing, Seminars and Group Discussions and Brainstorming on Contemporary Management Issues.

Evaluation tutorials/ practical shall be done by the examiner(s) as per University norms/ notifications.

Suggested Readings:

1. Gilbert: Principles of Management, McGraw Hill.
2. Koontz & Heinz Weihrich: Essential of Management, McGraw Hill.
3. Luthans Fred: Organisational Behaviour, Tata McGraw Hill.
4. Robbins Stephen P: Organisational Behaviour, Pearson.
5. Management by Robbins, Coulter, Fernandez Pearson Publishing House.

FYUGP CURRICULAR FRAMEWORK FOR BACHELORS PROGRAMME WITH BUSINESS ADMINISTRATION AS MINOR
(FOR STUDENTS WITH BUSINESS ADMINISTRATION AS MAJOR ONLY)

SEMESTER	COURSE CODE	TYPE OF COURSE	TITLE OF COURSE	CREDITS	
				THEORY	TUTORIAL
I	FAC122N	CT-1	BUSINESS MANAGEMENT: FINANCIAL ACCOUNTING	4	2
II	FAC222N	CT-1	BUSINESS MANAGEMENT: BUSINESS STATISTICS	4	2
III	FAC322N	CT-1	BUSINESS MANAGEMENT: FINANCIAL MARKETS	4	2
IV	FAC422N	CT-1	BUSINESS MANAGEMENT: ADVERTISING AND BRAND MANAGEMENT	3	1
V	FAC522N	CT-1	BUSINESS MANAGEMENT: OPERATIONS RESEARCH	3	1
VI	FAC622N	CT-1	BUSINESS MANAGEMENT: SALES AND DISTRIBUTION MANAGEMENT	3	1
VII	FAC722N	CT-1	BUSINESS MANAGEMENT: BANKING AND INSURANCE	3	1
VIII	FAC822N	CT-1	BUSINESS MANAGEMENT: ORGANIZATIONAL BEHAVIOUR	3	1

HEAD OF THE DEPARTMENT / CONVENOR BOUGS

SEMESTER 1st

BACHELORS WITH BUSINESS MANAGEMENT (FINANCIAL ACCOUNTING) AS MINOR

FAC122N: BUSINESS MANAGEMENT: FINANCIAL ACCOUNTING

CREDITS: 4+2

Course Objectives: *To help the students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions and to familiarize the students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.*

THEORY (4 CREDITS)

UNIT-I

Introduction of Book-keeping and Accountancy; Basic concepts- Assets, liabilities, Profit, Income, Equity, Expenditure, Net worth; Principles of accounts; Systems of accounting-Single entry, Cash system and double entry system; Rules of double entry system; Accounting equation; Accounting conventions and Principles, GAAP.

UNIT-II

Journal: Meaning, Importance and utility of Journal, Specimen of Journal, Journalizing, other Subsidiary books- Cashbook, purchase book, sales book, returns inwards book, returns outwards book, Preparation of bank reconciliation statement.

UNIT-III

Ledger-concept, significance, posting from journal to ledger accounts: closing of ledger accounts; Preparation of trail balance, Types and rectification of errors; Depreciation- Causes; Methods of calculating depreciation (SLM, DBM, AM); Provisions and reserves

UNIT-IV

Preparation of Final accounts- Trading, P&L and balance sheet of Sole Proprietorship and partnership concerns; adjustments regarding the expenses, income, stock, losses, Provisions.

TUTORIAL / PRACTICAL (2 CREDITS)

The students need to prepare and generating reports on Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet etc. Each student will have prepared the above and submit report as an elaborated assignment for evaluation.

Evaluation tutorials/ practical shall be done by the examiner(s) as per University norms/ notifications.

Books Recommended:

1. Anthony, R. N. and Reece, JS, Accounting Principles: Richard Irvin hie.
2. Gupta. RL, and Radhaswamy, M: Financial Accounting, Sultan Chand and Sons, New Delhi.
3. Monga J.R., Ahuja Girish, and Sehgal Ashok: Financial Accounting, Mayur Paper Back. Nokia.
4. S.N. Maheshwari, and. S. K. \1^hltislw\titi. Financial Accounting. Vikas Publishing House, New Delhi.
5. Deepak Senga., Financial Accounting. Vikas Publishing H House, New Delhi.
6. Godwin, Alderman and Sanya, Financial Accounting, Cengage Learning.
7. Tulsian, T.C., Financial Accounting, Pearson Education.
8. Compendium of Statements and Standards o, Accounting, The Institute o, Chattered Accountants of India, New Delhi.

Note: Latest edition of text books may be used

SEMESTER 1st to 3rd
MULTI-DISCIPLINARY COURSE

MGS022I: MANAGERIAL SKILLS (BUSINESS ADMINISTRATION)

CREDITS: 03

COURSE OBJECTIVE: *To acquaint the students with the basics of managerial skills and their application in managing the business more effectively and more efficiently. The subject also aims to provide students the understanding about the importance of social- psychological setup in becoming dynamic managers.*

UNIT-I

Meaning and concept of managerial skills, Need and its importance, Techniques of skill development for effective management, Application of management skills. Coordination and Interpersonal roles.

UNIT-II

Communication, Process of communication, Need and Importance of communication skills, Types of communication, conduct of meetings, Interview, Building self-confidence, Role of motivation skills in developing managers.

UNIT-III

Team Building, Group Dynamics, Group Behaviour, Cohesion, Importance of Brain Storming, Sensitivity Training, Nominal Group techniques, Case study, Case Analysis. Leadership & competence development.

SUGGESTED READINGS IN MANAGERIAL SKILLS:

1. Management by James A. E. Stoner , Freeman, Gilberth, FA Pearson Publishing House.
2. Management by Robbins, Coulter, Fernandez Pearson Publishing House.
3. Essentials of Management by Herald Koontz, Weihrich and Cannice, Tata-McGraw Hill Publishing House.
4. Richard L. Daft: Principles of Management, Cengage Learning India.
5. Robbins Stephen P: Organisational Behaviour, Pearson.