SOU. SUSHILA DANCHAND GHODAWAT CHARITABLE TRUST'S

# SANJAY GHODAWAT UNIVERSITY

# KOLHAPUR

## SCHOOL OF COMMERCE AND MANAGEMENT

## BACHELORS IN BUSINESS ADMINISTRATION

## (BBA)

## CURRICULUM

## (2018-19)

# SANJAY GHODAWAT UNIVERSITY KOLHAPUR

Sanjay Ghodawat University (SGU) is established in the Academic Year 2017-18, as a State Private University under Govt. of Maharashtra Act No. XL of 2017 dated 3rd May 2017, with the approval of the UGC and the state Government. "For the true measure of giving is giving without measure." Spread across 150 Acres, Sou. Sushila Danchand Ghodawat Charitable Trust's Sanjay Ghodawat University (SGU) is situated in serene atmosphere amidst idyllic hills and lush green meadows to study in harmony with Nature. The Institution aspires to run along the lines of best-in- the-world education and become a world-class institution where teaching-learning process gets a far deeper meaning. SGU always stands as the guiding star of brilliance, quality and deliverance beyond expectations. Innovativeness and Creativity are the hallmarks of a genius enterprise and SGU stands to be a stage where these qualities would be nurtured, encouraged and blossomed. The genius is incomplete without the sense of social responsibility and SGU's ultimate goal remains the development of an attitude of gratitude that freely gives back without expectations.

The Sanjay Ghodawat University stands as a beacon of light to guide the younger generation of the day on the right path to fulfilment in career and life. The USP of the University is its research based curriculum and academically oriented teaching staff. The world class ambience and infrastructure helps the students to easily accommodate themselves in an environment that is conducive to the teaching- learning process. Hands on experience, challenge based case studies, maximum participation of students in the classroom, use of modern digital technology, smart classrooms, solution oriented thinking promotion, stress on research and innovation, international tie ups, choice based credit system for flexibility in choosing areas of interest etc. are some of the features of the University.

The university will help students develop as a unique individual-to be educated as a whole person, intellectually, emotionally, socially, ethically, and spiritually. The educational program designs are worked out meticulously in line with best in class universities with special focus on:

- Flexible Choice Based Credit System
- OBE - Outcome Based Education System
- Experiential Learning
- Project Based Learning
- Case Based Learning
- Training need analysis based on Performance Appraisal System
- Active Learning tools for effective delivery
- Mentoring / Proctorship
- On line learning /Self learning platforms
- Flipped Classroom concept

- Effective Student Feedback Mechanism

## VISION

Internationally recognized university of excellence in creating and disseminating knowledge through value-based quality education leading to betterment of mankind.

## MISSION

- To prepare students for life-long learning and leadership in a global academic culture
- To create intellectual manpower relevant to the industry and society at large
- To collaborate with institutions of international repute for academic excellence
- To promote research and development through conducive environment
- To encourage entrepreneurship and skill development programs

## CORE VALUES

- Integrity
- Transparency
- Accountability
- Equality
- Empathy
- Stewardship

## QUALITY POLICY

Sanjay Ghodawat University is committed to establish high standards in value-based quality education to enhance and nurture young minds to excel in their chosen profession and develop into socially responsible citizens through resourceful collaboration, innovation and research

# CHOICE BASED CREDIT SYSTEM (CBCS)

The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

University Grants Commission has come up with the Choice Based Credit System (CBCS) programme in which the students have a choice to choose from the prescribed courses, which are referred as core, elective or minor or soft skill courses and they can learn at their own pace and the entire assessment is graded-based on a credit system. The basic idea is to look into the needs of the students so as to keep up-to-date with development of higher education in India and abroad. CBCS aims to redefine the curriculum keeping pace with the liberalization and globalization in education. CBCS allows students an easy mode of mobility to various educational institutions spread across the world along with the facility of transfer of credits earned by students.

Where the students can choose the prescribed courses, as the core, and elective or soft skill courses, from a range of options, rather than to simply consume what the curriculum offers. They can learn at their own pace and the assessments are graded based on a credit system. It provides an opportunity for students to have a choice of courses or subjects within a programmed resembling a buffet, against the mostly fixed set of subjects now being offered (except for the limited choice of electives in professional degrees and postgraduate programmers) with the flexibility to complete the programmed by earning the required number of credits at a pace decided by the students.

The UGC has always initiated measures to bring efficiency and excellence in the Higher Education System of India. The basic motive is to expand academic quality in all aspects, right from the curriculum to the learning-teaching process to examination and evaluation systems. However, so far multiple methods are followed by different universities across the country towards examination, evaluation and grading system. Considering this diversity, the implementation of the choice based credit system seems to be a good system in assessing the overall performance of a student in a universal way of a single grading system.

# OUTCOME BASED EDUCATION (OBE) MODEL

Sanjay Ghodawat University (SGU) has implemented OBE model of education, which is a learner centered approach. SGU has witnessed a sea change in the entire academic systems with implementation of all three components of OBE – Design, Delivery and Assessment. The SGU model of autonomy focuses on experiential learning which believes in learning by doing. This is achieved through hands on experience, industrial assignments, mini projects and live problem solving and collaboration with industries.

SGU is set in to dynamics of transformation and witnessing a shift in focus from teaching to learning and entire academic system of SGU is designed to provide multiple learning opportunities for students to acquire and demonstrate the Knowledge, Skills and Attitudes (KSA) for rewarding career.

The Vision and Mission of the Management, contribution from eminent BOG members and knowledgeable members of Academic Council and Board of Studies, the motivation and drive of the Director, the relentless efforts of the fellow Deans and Head of Departments and all teaching and non teaching staff along with commitment to learning of students made it possible to successfully transform the institute and stand out to carve a niche for itself as an Institute of repute.

OBE is an approach of curriculum design and teaching that focuses on what students should be able to do (attained) at the end of course/ program. Outcome based education (OBE) is student-centered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes (KSA). Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behavior a graduate is expected to attain upon completion of a program and after 4 – 5 years of graduation. In the OBE model, the required knowledge and skill sets for a particular degree is predetermined and the students are evaluated for all the required parameters (Outcomes) during the course of the program.

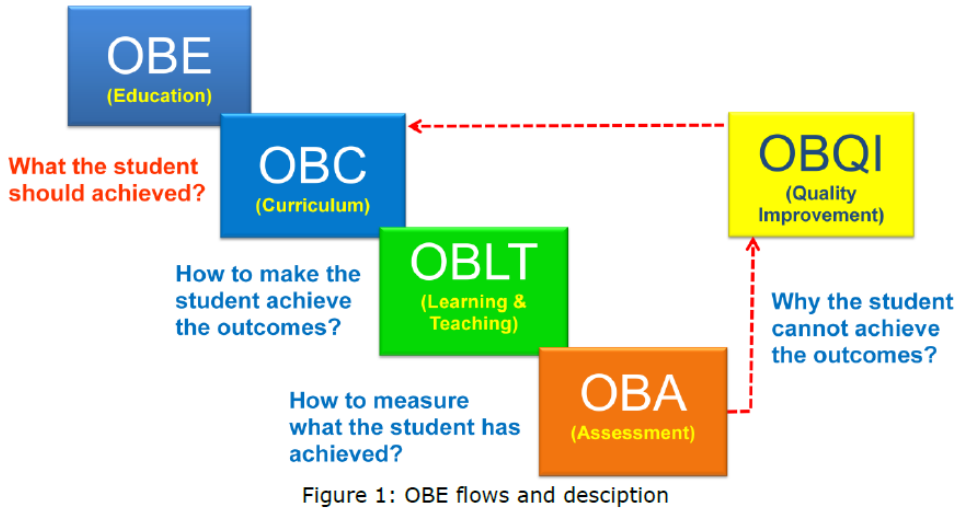
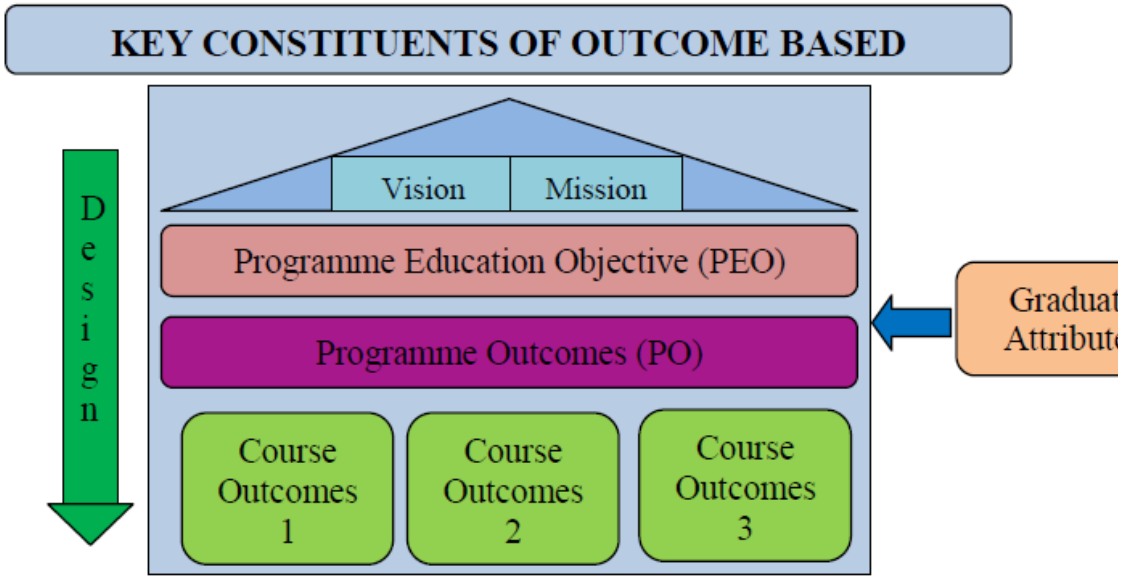


Figure 1: OBE flows and desciption



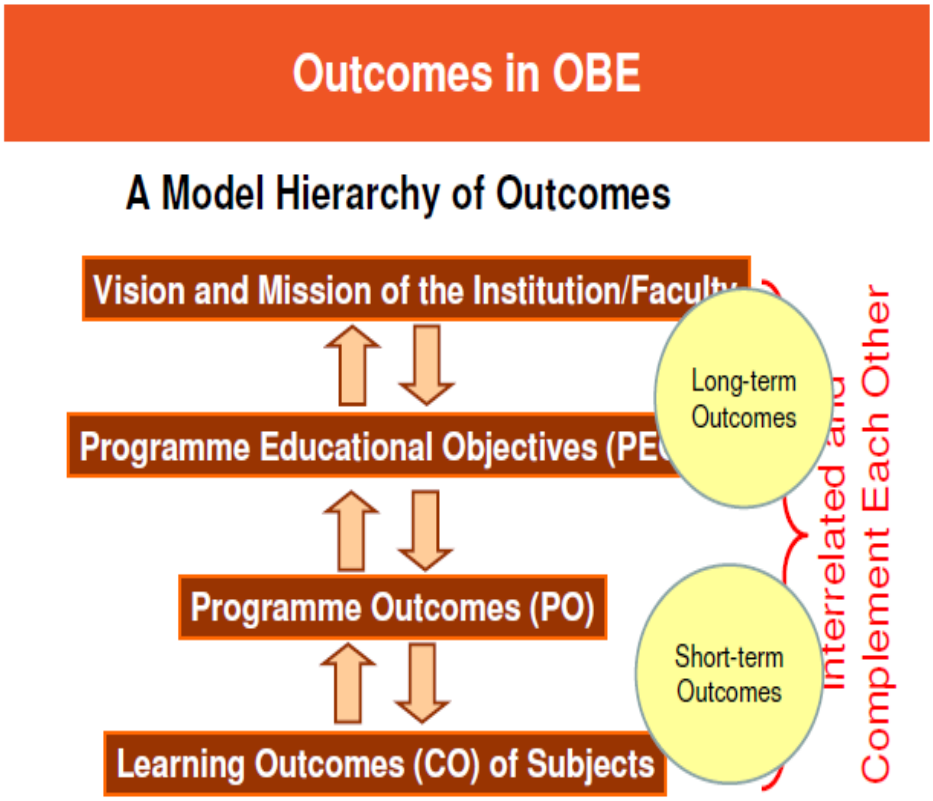

The OBE model measures the progress of the graduate in three parameters, which are

- Program Educational Objectives (PEO)
- Program Outcomes (PO)
- Course Outcomes (CO)

Program Educational Objectives (PEO) are broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve. PEO's are measured 4-5 years after graduation. Program outcomes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. They must reflect the Graduate attributes. Course outcomes are the measurable parameters which evaluates each students performance for each course that the student undertakes in every semester.

The various assessment tools for measuring Course Outcomes include Tests and End

Semester Examinations, Tutorials, Assignments, Project work, Labs, Presentations, Employer/Alumni Feedback etc,. These course outcomes are mapped to Graduate attributes and Program outcomes based on relevance. This evaluation pattern helps Institutions to measure the Program Outcome. The Program Educational Objective is measure through Employer satisfaction survey (Yearly), Alumni survey (Yearly), Placement records and higher education records.




## Special Features of OBE

- OBE is an educational process that focuses on what students **can do** or the **qualities** they should develop after they are taught.
- OBE involves the restructuring of curriculum, assessment and reporting practices in education to reflect the achievement of high order learning and mastery rather than accumulation of course credits.
- Both structures and curricula are designed to achieve those **capabilities** or **qualities**.
- Discourages traditional education approaches based on direct instruction of facts and standard methods.
- It requires that the students demonstrate that they have learnt the required skills and content.

# Sanjay Ghodawat University Kolhapur

**(Established as a State University under Government of Maharashtra Act No XL dated 3rd May 2017)**

# Academic and Examination Rules and Regulations

Approved in the second Academic Council Meeting held on 9th May, 2018 and to be implemented from academic year 2018-19. [Version R0]

## Sanjay Ghodawat University Kolhapur

Kolhapur - Sangli Highway, A/p Atigre - 416 118,
Tal. - Hatkanangale, Dist. Kolhapur,
Maharashtra, India

**(Implemented from Academic year 2018-19)**

## Academic and Examination Rules and Regulations

## 1.0 Preamble

The Sanjay Ghodawat University (SGU) stands for quality and excellence. It aims at nurturing the young talent and gromming them into responsible citizen and a value added human resource. Outcome Based Education (OBE) model is adopted to enhance the effectiveness of teaching learning process and Credit Based semester system is implemented. The focus of the University is its research based curriculum and academically oriented teaching staff. The world class ambience and infrastructure helps the students to easily accommodate themselves in an environment that is conducive to the teaching- learning process. Hands on experience, challenge based case studies, maximum participation of students in the classroom, use of modern digital technology, smart classrooms, solution oriented thinking promotion, stress on research and innovation, international tie ups, choice based credit system for flexibility in choosing areas of interest etc. are some of the features of the University.

Vision of SGU is internationally recognized university of excellence in creating and disseminating knowledge through value-based quality education leading to betterment of mankind. To achieve the vision SGU has developed state-of-the-art infrastructure that promotes conducive ambience promoting innovation and research. Create intellectual manpower relevant to the industry and society at large. Foster mutually beneficial partnership with alumni, industry and academia. Inculcate ethics and values to develop socially responsible citizens and promote entrepreneurship.

SGU is offering various programs through schools such as School of Technology, School of Commerce and Management, School of Sciences and School of Arts.

SGU has implemented the outcome-based Education (OBE) system and Credit based Evaluation System in all the schools.

The rules and regulations mentioned in this document are applicable to all the Under Graduate (UG) and Post Graduate programs offered by the Sanjay Ghodawat University from the academic year 2018-19. The rules and regulations stated under here are subject to revisions / refinements, updates and modifications and amendments by Academic Council (AC) from time to time and applicable to all batches including those already undergoing programs in different year and are binding on all stakeholders including students, faculty, parents and University authorities.

The academic programs of the University shall be governed by rules and regulations approved by the Academic Council from time to time. Academic council is the supreme and statutory academic body that governs all academic matters of the university and the decisions of the academic council are final and binding in the matters related to academics.

## 2.0 Definition of Terms

1. University: University means Sanjay Ghodawat University, Kolhapur
2. Academic Year: The period of the year during which students attend university for all academic activities, usually it starts from first of July and ends on 30$^{th}$ of June next year.
3. **Semester:** Academic Year is divided in to 2 parts called Semester, Odd Semester which starts from July and Even Semester which starts from January.
4. **Duration of Semester**: Total duration of semester is usually 20weeks per semester

including instructions, examination and evaluation. Total instructional days are 90 per semester.

5. **Course:** It is a Subject that is in a semester. The course may consist of Theory/Practical/Project/Seminar during semester. Usually taught by instructor in a class. e.g. Physics, Chemistry, Engineering Mechanics, Workshop etc.
6. **Program:** Collection of Courses is called Program. B Tech in Mechanical Engineering,
7. M Tech in Civil Engineering, Bachelor of Business Administration. Bachelor of Science etc.
8. **Department:** Department is a unit of the school which offers one or more programs.
9. **Contact Hours:** Time of students in class/laboratory with instructor. Usually in the range of 26-30 Hrs./Week. For the purpose of uniformity one contact hour is measured as 60 minutes
10. **Academic Council (AC):** Means apex academic body governing the academic programs responsible for framing policy , rules and regulations.
11. **Board of Examination (BOE):** Central body responsible for framing policy ,rules and regulations for Examination.
12. **Board of Studies (BOS):**Departmental academic body to govern the academics of programs(BOS)offered by department.

## 3.0 Curriculum:

### 3.1. Curriculum:

Every program has a prescribed structure which, in general, is known as Curriculum. It prescribes courses to be studied in each semester. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and made available on the website.

### 3.2. Semesters:

SGU implements a credit based semester system. The academic year is divided into two regular semesters. The semesters that begin in July are known as Odd semester and the semester that begin in January are known as Even semesters. Total duration of each semester is generally of 20 weeks including the period of examination, evaluation and grade declaration.

### 3.3. Course Credit System/Structure:

In general, a certain quantum of work measured in terms of credits is laid down as the requirement for a particular program. Calculation of number of credits for a course in any semester is as per Table 3.1

**Table 3.1: Calculation of number of credits for a course**

| Sr. No. | Course | Credits |
|---|---|---|
| 1 | Lecture of 1 hour/week | **1** |
| 2 | Tutorial of 1 hour/week | **1** |
| 3 | Practical / Laboratory / Drawing/mini-project of two hours/ week | **1** |
| 4 | Seminar (1 hour per week) | **1** |

There are mainly two types of courses- viz. Theory courses and Laboratory courses. Generally a theory course consists of Lecture hours (L) and Tutorial hours (T). Tutorial hours may not be assigned to a particular theory course if it has a separate laboratory course. Laboratory course consists of practical hours (P) for which a student works in a Laboratory/Drawing Hall/Workshop. The other courses required to be taken by a student include seminar, mini project, and project at various levels of the program.

A student shall earn credits for a particular course by fulfilling the minimum academic requirements for attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

The total number of credits required for completing a program shall be mentioned in the course structure. The total number of credits in a semester which a student registers shall generally be 20--25. The maximum number of credits per semester shall not exceed 30

## 3.4 Audit Course:

3.4.1 A student may have to register for an audit course in a semester which could be institute requirement or department requirement.

3.4.2 An audit course may include either a) a regular course required to be done as per structure or required as pre-requisite of any higher level course or b) the programmes like practical training, industry visits, societal activities etc.

3.4.3 Audit course shall not carry any credits but shall be reflected in Grade Card as "PP"/"NP" depending upon the satisfactory performance in the semester evaluation as per the course curriculum structure.

## 4.0 Course Registration:

4.1 Every student must register for the courses that he/she wants to study for earning credits at the beginning of each semester on the prescribed dates announced from time to time and shall be mandatory for every student till he/she completes the program. Only after registration his/her name shall appear in the roll list of each of such courses.

4.2 Students shall be required to fill up a Course Registration Form which shall be made available to them by the Student section of Administration office after payment of required fees.

4.3 Registration, according to rules, should be carried out as per the schedule given in academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship shall be liable to be cancelled. Students having dues outstanding towards the institute or hostel shall be permitted to register only after clearing such dues.

4.4 In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.

4.5 For registration in an odd semester, the student must have earned all the credits of the pre-previous year and at least 75% credits of the previous year. For example, for registration of the $5^{th}$ semester courses (i.e. $3^{rd}$ year of program), a student must have earned all the credits of the first year and 75% credits of the second year. Similarly for registration of the $7^{th}$ semester courses (i.e. $4^{th}$ year of program), a student must have earned all the credits of the second year and 75% credits of the third year. However, if 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for taking decision related with this clause.

4.6 A student registered in odd semester shall be eligible to register for the courses offered in the even semester of that year irrespective of his/her SGPI or the number of credits earned by him/her in that odd semester.

## 5 .0 Lateral Entry For B Tech Programs

Post diploma students in engineering and B.Sc. Graduates can have lateral entry at third semester of the program. Such admissions are governed by the rules of regulatory bodies like AICTE New Delhi and Directorate of Technical Education Maharashtra state and Sanjay Ghodawat University for Admission criteria and shall undergo all academic requirements as specified by the Academic council.

For such students there shall not be First Year Performance Index (FYPI). Semester Performance Index (SGPI) and Cumulative Performance Index (CGPI) shall be calculated from the third semester onwards taking into consideration the courses undergone by them at Sanjay Ghodawat University Kolhapur.

Registration of the students not covered by the cases mentioned above shall be decided by the Academic Council. Such students shall undergo the academic program as specified by the Academic Council. Such odd entry students shall not be eligible for any medals or awards instituted by the institute.

## 6.0 Change of Program:

This is applicable to B Tech Program only. Students shall be eligible to apply for Change of Program after completing the first two semesters. The following rules/ guidelines shall be used for considering their applications for change:

6.1 The change of program shall be permitted strictly on merit basis subject to the rules of admissions prevailing at the time of such change.

6.2 Students without fail grades and/or backlogs shall be eligible to apply for change of program and can give their choices in the order of preference.

6.3 The request for change of program by a student from program A to program B shall be considered if number of students of program B does not exceed the sanctioned capacity of program B and also the minimum strength required to run the program as decided by Academic Council.

6.4 All such transfers can be effected only once at the beginning of the second academic year of the 4-year UG program. No application for change of program during subsequent academic years shall be entertained.

## 7. Facilitation to Students:

### 7.1 Faculty Advisor:

On joining the institute, a student or a group of students shall be assigned to a faculty advisor who shall be mentor for a student throughout his/her tenure in the institute. A student shall be expected to consult the faculty advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters / summer term. A Faculty advisor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a faculty advisor is as outlined below:

The role of the Faculty Adviser is outlined below:

a. Guide the students about the rules and regulations governing the courses of study for a particular degree.
b. Advise the students for registering courses as per curriculum given. For this purpose the Faculty Adviser has to discuss with the student his/her academic performance during the previous semester and then decide the number and nature of the courses for which s/he can register during the semester as per the curriculum.
c. Approve the registration of the students.
d. Advice students to overload/ drop one or more courses/activities based on her/his academic performance as per the prescribed rules.
e. At the end of the first semester/year, the Faculty Adviser may even advise a reduced load program for a poorly performing student.
f. Pay special attention to weak students and carefully monitor performance of students recommended for slow track option.
g. Advice students for Course Adjustment / Dropping of courses during the Semester within the stipulated time frame given in the Academic calendar.
h. Advice students seeking semester drop either during the ongoing semester or before the commencement of the semester. FA has to ensure strict compliance of rules and regulations laid down for this purpose. Recommend the cases to the appropriate authorities for consideration.
i. Make revised plan of study for weak/bright students based on their semester wise performance.
j. Suggest modalities for course/credit requirements for the students recommended

for exchange program.

k. Guidance and liaison with parents of students for their performance.
l. To ensure that students are not permitted to re-register for courses, which they have already passed.
m. Inform students that any academic activity (course / Lab. / seminar / project / noncredit requirement etc.) undergone without proper registration will not be counted towards the requirements of his/her degree.
n. Strictly warn students that if she/he fails to register during any semester without prior approval, his/her studentship is liable to be cancelled.

- Keep the students updated about the Academic Administration of the University.

## 7 .2. Helping Weaker Students:

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean of respective schools. Additionally, he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The university also shall communicate to the parents/guardians of such student at least once during each semester regarding his/her performance in in-in various tests and examination and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean of the respective school.

## 8. 0 Discipline And Conduct:

8.1 Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the university.

8.2 Any act of indiscipline of a student reported to the Dean, Student Development, shall be discussed in a Disciplinary Action Committee of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated.

8.3 If a student while studying in the university is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/she shall be liable to be expelled from the institute without any notice.

8.4 If a student is involved in any kind of ragging, the student shall be liable for strict action as per provisions in the Maharashtra anti-ragging act.

8.5 If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the university and fees paid shall be forfeited.

8.6If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Grievance Redressed Committee (CRC) constituted by Board of Examinations.

8.7Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Sanjay Ghodawat University

Kolhapur. The student must have valid ID card with him/her while in the University Campus.

8.8 Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another, student shall be subjected to disciplinary action.

8.9The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.

8.10 Students should switch off the Mobiles during the Instructional hours and in the academic areas of university Building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.

8 .11 during the conduct of any Tests and Examination students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Test / Examination.

## 9.0 Academic Calendar

The academic activities of the institute are regulated by Academic Calendar and is made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities

## 10. Attendance:

10.1 Regular 100% attendance is expected from all students for every registered course in lectures, tutorial, laboratory, projects, mini-projects and other courses mentioned in program curriculum. Hence, attendance is compulsory and shall be monitored during the semester rigorously. Students shall be informed at the end of every month if they are failing short of attendance requirements.

10.2 A Maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in family of blood relations (Father, Mother, Sister, and Brother) and any other emergency reason which is beyond the control of the student and shall be approved by the authorities in respective departments.

10.3 If a student fails to put up 75% attendance individually in each course, the student will be put under X grade category and student will be debarred form attending the End Semester Examination (ESE) and Re-Exam for that semester in that course. However, student has an option to re-register for the course whenever it is offered next time or he can appear for 100% examination for which he will be awarded two grade penalties. Student's FET, CAT1 and CAT2 marks are treated as null and void.

10.4 The maximum number of days of absence for students participating in Co-curricular activities /Sports/ Cultural events during a semester shall not exceed 10. Any waiver in this context shall be on the approval of the Academic council only after the recommendation by Dean Academics of the university

The HOD and Dean of the respective school shall report and recommend to Academic Academic council the cases of students not having 75% attendance as per the records of

course instructor. After rigorously analyzing these cases AC may take a decision to debar such student from End-Semester Examination (ESE) for that course. Such a student shall re-register for that course as and when it is offered next. ISE and MSE evaluations of such a student for this course during regular semester shall be treated as null & void.

10.5 A student remaining absent during ESE of a course either on medical ground (Accident and/or hospitalization of a student) or any other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing University at university/state level in sports/co-curricular activities shall be treated as per the rules of Sec 12.6.2 and 11.1.2

The critical cases of absenteeism which are not covered by any of the above clauses shall be reported by concerned Head of Department to Academic dean and all such cases the decision of Academic council is final.

## 10. Modes of Assessment:

### 10.1 Assessment of Theory Courses:

10.1.1 A student shall be evaluated for his/her academic performance in a theory course through Faculty Evaluation Theory (FET), Continuous Assessment Tests (CAT1 and CAT2) and End Semester Examination (ESE).

10.1.2 The relative weightage for the theory courses having ESE shall be generally as shown in the Table 10.1.2

Table 10.1.2: Weightage for the theory courses in %

| FET | CAT1 | CAT2 | ESE |
|---|---|---|---|
| 20 | 15 | 15 | 50 |

The details of the weightage of each course shall be listed in the structures of each program.

10.1.3 FET shall be based on student's performance in assignments, quizzes, seminars, Course projects and field assignments, term papers, etc. The mode of FET shall be decided and announced by the Course Instructor at the beginning of the course.

10.1.4 CAT1 shall generally be of one hour duration for each course and shall be held as per the schedule declared in the Academic calendar for that Semester. The test will be based on first two units of the course.

10.1.5 CAT2 shall generally be of one hour duration for each course and shall be held as per the schedule declared in the Academic calendar for that semester based on unit 3 and

unit 4 of the syllabus.

10.1.6 ESE is of three hours comprehensive examination having the weightage of 60% for unit 5 and 6 and 40% to unit 1 to unit 4. It is of 100 marks

10.1.6 All examinations and evaluations shall be compulsory. Credits for a course shall be awarded only if a student satisfies evaluation criteria and acquires the necessary minimum grade.

10.1.7 There shall be no re-examination for CAT1 and CAT2 of the courses having all the three components of evaluation viz. FET, CAT1 CAT2 and ESE. However, a student remaining absent for CAT1 and CAT2 for representing the institute in state level or university level sports/co-curricular activities (on prior recommendation and approval from) or on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student (on approval by the head of department and dean of respective school shall be considered for Make- up examinations.

10.1.8 A student remaining absent for ESE of a course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/state level in sports/co-curricular activities shall be awarded with grade "I". Such a student shall be allowed to appear for make-up examination scheduled along with re-examinations of other courses. The student shall apply to COE with proper documentary evidence to appear for make-up examination. After make-up examination, a student shall be entitled to an appropriate grade as per Table I of Sec. 10.1.2 based on his/her performance during the regular semester and in make-up examination.

## 10.2 Assessment of Laboratory Courses:

10.2.1 The assessment of laboratory course shall be continuous and based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in viva-voce examinations uniformly distributed throughout the semester. Where ESE for the laboratory course is specified ESE shall be based on performing an experiment followed by an oral examination. The relative weightage for FEP and ESE for assessment of laboratory courses shall be 50% each for FEP and ESE and a minimum performance of 40% in both ISE and ESE separately shall be required to get the passing grade.

10.2.2 ESE for laboratory course shall normally be held before the ESE for theory courses and shall be conducted by a panel of examiners appointed by COE from the panel of experts approved by BOS. This activity shall be coordinated by Department Examination Coordinator (DEC) in consultation with HOD of the respective department.

10.2.3 Student failed in ESE of a laboratory course in a regular semester shall be eligible to appear for 100% examination conducted alongwith ESEs of laboratory courses of the

subsequent semester. Such examination shall be fairly comprehensive (generally of 3 hours similar to POE i.e. Practical-Oral-Examinations) to properly judge his/her practical skill and theoretical knowledge for that laboratory course. He/She shall suffer one grade penalty.

## 11.0 The Grading System:

Absolute Grading System (AGS) is adopted based on absolute numerical marks obtained by the student during all stages of evaluation for a course.

## 11.1. Award of Grade (Regular Semester):

11.1.1 For every course registered by a student in a semester, he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a grade point.

11.1.2 The academic performance of a student shall be graded on a ten point scale. The Absolute Grading System is followed. Letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points are as given in Table 11.1.2

**Table 11.1.2: Grade Table for Regular Semester**

| Marks Obtained | Grade Letter GL | Grade Point GP | Performance Description |
|---|---|---|---|
| **90-100** | **O** | **10** | Outstanding |
| **80-89** | **A+** | **09** | Excellent |
| **70-79** | **A** | **08** | Very Good |
| **60-69** | **B+** | **07** | Good |
| **50-59** | **B** | **06** | Above Average |
| **45-49** | **C** | **05** | Average |
| **40-44** | **P** | **04** | Pass |

| | | | |
|---|---|---|---|
| **00-39** | **F** | **00** | Fail |
| - | **Ab** | **00** | Absent |
| - | **X** | **00** | Detained (Failed) |
| - | **Satisfactory** | - | Pass in Non Credit Courses |
| - | **Un Satisfactory** | - | Failed in Non Credit Courses |

11.1.3 A student shall pass the course if he/she gets any grade in the range "O" to "P".

11.1.4 "FF" grade shall be awarded to a student in a course if he/she gets less than 40% marks jointly in the FET, CAT1, and CAT2 & ESE for a theory course and in PET & ESE for a laboratory course. A course shall then be eligible to apply for re-examination. A student failed in laboratory course shall be eligible to apply only for 100% examination conducted with the laboratory examinations of the subsequent semester. In both cases, a student has to suffer one grade penalty.

## 12 Assignment of X Grade

Grade "X" in a regular course shall be given to a student if he/she falls in any of the following categories.

12.1 A student does not maintain the minimum 75% attendance in any of the theory or laboratory courses.

12.2 A student has not completed most of the Evaluations like FET, CAT1 and CAT2 due to non-medical reasons (for example when a student has missed all or most of the components of internal evaluation conducted by the instructor in that semester).

12.3 The performance of a student is less than 40% in FET, CAT1 and CAT2 Combined.

12.4 A student is guilty of any academic malpractice during semester (Such cases shall be dealt by Grievance Redressed and Discipline Committee).
In above four cases grade "X" shall be declared one week before ESE and intimated to the Academic Office and COE immediately thereafter. Such a student shall not be permitted to take the ESE of that course.

12.5 Grade "X" may be given to a student if

12.5.1 A student eligible for ESE remains absent for ESE of a course with no written intimation to Exam Cell within four days after the respective ESE is over.

12.5.2 A student is guilty of any academic malpractice during examination. (Such cases shall be dealt by Grievance Redressal Committee).

In 12.5.2 grade "X" in that course shall be declared after Grievance Redressed Committee confirms the academic malpractice.
In above two cases when a student gets "X " grade in a course, then this shall be treated as "FF" for the purpose of calculation of Semester Performance Index (SGPI) and First Year Performance Index (FYPI) or Cumulative Performance Index (CGPI).

Following rules apply to the student who has obtained grade "X" in a regular semester:

12.6.1 A student obtaining grade "X" in a course in a regular semester or during examination shall be not be allowed to appear for End semester examination and also Re ESE conducted before the beginning of the next semester. His/her FET, CAT1 and CAT2 evaluations for all courses shall be treated as null and void. He/She needs to re-register for courses of that semester in the next academic year whenever they are offered and undergo all evaluations along with fresh regular students for which he will get one grade penalty.

12.6.2 Grade "I" shall be declared in a theory/laboratory course if a student has satisfactory performance FET, CAT1, CAT2 and has fulfilled the 75% attendance requirement, but has not appeared for ESE due to genuine reasons. Such students shall be eligible for the make-up examination of ESE only on medical grounds/valid reasons and on production of authentic medical certificate or other supporting document/s (as required by the University) to the COE within ten days after the respective examination is over. The application form with requisite amount of fees must be submitted to the Exam Cell before the last date of filling such application forms for make-up examinations. These examinations shall be based on 100% syllabus and shall be scheduled before the commencement of the subsequent semester for theory courses and along with ESEs of laboratory courses of the subsequent semester. A student with "I" grade when appears for the make-up examination shall be eligible to obtain a regular performance grade ("O" to "F") as per Table 11.1.2 depending on his/her overall performance in FET, CAT1 ,CAT2 and make-up examination. If a student fails to appear for make-up examination too, a grade "XX" shall be awarded to him/her. Thus "I" is only a temporary grade and shall be replaced by a valid grade only after make-up examination.

14.2.4 There shall be a few audit courses as per the policies of the institute or as decided by DPC of respective program. The grade "PP" (Passed)/ "NP" (Not Passed) shall be awarded for such courses depending upon the performance of a student evaluated by the faculty in-charge. No grade points shall be associated with these grades and performance in these courses shall be not taken into account in the calculation of the performance indices (SGPI, CGPI). However, the award of the degree shall be subject to obtaining a "PP" grade in all such courses.

## 14.3 Award of Grades for Re-Examination:

14.3.1 A student who has obtained grade "F" in regular semester shall be eligible to appear for re-examination conducted before the commencement of the next regular semester. In such cases FET, CAT1 and CAT2 marks are carried forward and a student has to suffer one grade penalty

14.3.2 A student shall apply for re-examination before the last date of such application and shall appear for re-examination.

14.3.2 50% weightage similar to ESE shall be given to re-examination and there is one grade penalty.

**14.3.3 A** student who has obtained "F" grade in ESE of a regular semester and has not availed re-examination option or a student who has obtained "F" grade in both ESE and re-examination shall be eligible to choose one of the two options below to clear his/her backlog:

- Re-registration for the next regular semester course whenever that course is offered.
- Appearing for ESE of the course when conducted...

A student detained in a regular semester due to either a) by obtaining "X" grade or b) by involvement in academic malpractice or c) by breaking the institute code of conduct and discipline can re-register for the course when offered next

Following rules apply for these cases:

14.4.1 In first case i.e. Re- registration the earlier performance of a student in all the evaluations of that course shall be treated as null and void. The student has to undergo all the evaluations after re-registration.

**14.4.2 Grades for Third and Subsequent attempts:**

If A student opts for ESE or Re ESE who previously had obtained grade "F" in a course in two attempts, his/her FET, CAT1 and CAT2 performance of the regular semester shall be considered for evaluation and He/She has to suffer two grade penalty for the third attempt and for 4$^{th}$ and subsequent attempts shall be awarded a grade "P" or "F" or "X" based on his/her performance.. However, if a student takes more than three chances (regular examination being the first chance, re-examination being the second chance, to clear a course, then the maximum passing grade that he/she can get shall be only "P". Thus a student has to suffer a grade penalty by accepting a lower grade than that obtained in the regular examination, re-examination, or examination for a re-registered course.

# 15. CALCULATION OF PERFORMANCE INDICES:

## 15.1. Semester Grade Point Average (SGPA)

The performance of a student in a one specific semester is indicated by SGPA. SGPA is a

weighted average of the grade points obtained in all courses registered by the students during the semester. SGPA can be calculated by following equation.

$$SGPA = S_i = \frac{\sum_{i=1}^{n} C_i P_i}{\sum_{i=1}^{n} C_i}$$

Where, $i$ = 1,2,3…….n are number of courses during semesters. C = No of credits associated with that course and P = Grade point earned in that course. SGPA will be rounded off to two decimal places.

## 15.2 Cumulative Grade Point Average (CGPA)

The total cumulative performance of a student at the end of specific semester is indicated by CGPA. An up-to-date assessment of the overall performance of a student for the courses from the first semester onwards till completion of the program shall be obtained by calculating Cumulative Grade Point Average (CGPA).
CGPA is a weighted average of the SGPA obtained in all semesters by the students during the semesters. CGPA can be calculated by following equation.

$$CGPA = \frac{\sum_{j=1}^{n} C_j S_j}{\sum_{j=1}^{n} C_j}$$

Where, $j$ = 1,2,3…….n are number of semester during program. C = Total No of credits in the semester for which CGPA is to be calculated.

CGPA will be rounded off to two decimal places.

Conversion of CGPA to percentage marks for CGPA ≥ 4.5 can be obtained using equations.
Percentage marks = (CGPA x 10) – 7.5.

15.3 For the students acquiring "I" grade (which is only a temporary grade) in any of the courses, SGPA, CGPA shall be calculated only after make-up examination.

### 15.4. First Year Performance Index (FYPI): (Applicable For B. Tech Programs Only)

15.2.1 For a student registered in Sanjay Ghodawat University Kolhapur right from the First semester, First-Year-Performance-Index (FYPI) shall be calculated as weighted average of the grade points obtained in all the courses registered by him/her in semesters I and II only.

$$FYPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where summation is for all the courses registered by a student in first two semesters. FYPI shall be calculated when SPI for the second semester is calculated. FYPI shall be rounded off to two decimal places.

15.2.2 FYPI shall reflect all the courses undergone by a student in the first year including the courses in which he/she has failed. FYPI may get modified in the subsequent semesters whenever a student clears his/her first year backlog courses.

15.2.3If a student has been awarded "I" grade in the regular semester course of the first year then, FYPI shall be calculated after the make-up examination on the basis of the grade obtained by that student in a make-up examination.

15.2.4 If a student has obtained grade "F" or "X" at any time in any of the courses registered by him, then zero grade points corresponding to these grades shall be taken into consideration for calculation of FYPI.

## 16 Maximum Duration for Completing the Program

Maximum duration for completing any program UG/PG offered by Sanjay Ghodawat University is respective program duration plus two additional years.
Maximum duration for getting the B. Tech degree for students admitted in the first semester of UG program is, program duration plus two additional years (i.e. 12 Semesters and 6 academic years) For lateral entry student academic admitted in the third semester shall be (10 Semester and 5 Years).
The maximum duration of the program includes the period of withdrawal, absence and different kind of leaves permission to student but excludes the period of rustication of the student from the university however genuine case an confidential of valid reason may be referred to academic council for extending this limit by additional criteria

## 17 NFTE (Not Fit For Technical Education) **(Applicable to B Tech program only)**

It is mandatory for the student to earn all credits of first year specified for semester I & II or eligible for ATKT as per the rules to seek admission to semester III of second year in three years from the date of admission to avoid NFTE. If a student fails to become eligible for admission to Semester III in three year form the date of his admission, he shall be declared as "Not Fit for Technical Education" leading to discontinuation of his/her registration with the university. Such cases should be put up in the academic council.

## 19. Academic Progress Rules (ATKT Rules):

19.1 A student shall be allowed to register for the courses of the next year's odd semester only if he/she has earned all the credits of the previous year and has earned at least

75% credits of the current year. If 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for deciding the eligibility for ATKT.

At the end of 1st year a student shall be allowed to keep terms (ATKT) to 2nd year of study provided he/she attends course work prescribed for 1st year with prescribed attendance and successfully earned at least 75% of the total credits specified for 1st year program.

For Example: Total credits for B. Tech first year 2017-18, are 45 (Total of Semester I and II). A Student should earn mininum75% of the 45 Credits i.e. 33.15 (Rounded to 33 Credits). A student can go to next higher class with a maximum backlog of 12 credits of semester I & II of the first year.

Student, who fails to earn those credits, cannot register for next semester, either it can re-registrar for the course and credits or can use the next opportunity to earn the credits when exams are conducted. .

(b) At the end of 2nd year a candidate shall be allowed to keep terms to 3rd year of study provided he/she attends course work prescribed for 2nd year with prescribed attendance, and successfully cleared 1st year program and at least 75% of total credits prescribed for 2nd year program.

(c) At the end of 3rd year a candidate shall be allowed to keep terms to final year of study provided he/she attendants course work prescribed for 3rd year with prescribed attendance, and should have completed 2nd year program and 75% of total credits prescribed for 3rd year program.

All such candidates fulfilling the above criteria shall be declared as FAILED, ATKT.

**A student shall be allowed to take admission for odd semester of next academic year only if he/ she have earned all the credits of the previous year and 75% happens to be a decimal, it is rounded to only integer part.**

## 20 Semester Grade Report:

20.1 Semester grade report reflects the performance of a student in that semester (SGPI) and also his/her cumulative performance for the first year (FYPI) and also the cumulative performance since the third semester of his/her study (CGPA).

20.2 The semester grade card issued at the end of each semester/ summer term to each student shall contain the following.

- The credits for each course registered for that semester.
- Any audit course/s undertaken by a student in a Semester.
- The letter grade obtained in each course.
- The total number of credits earned by a student for the first year separately.
- The total number of credits earned by a student since the 3rd semester onwards.
- SGPI, FYPI, CGPI.
- A list of backlog courses, if any.
- Remarks regarding eligibility of registration for the next semester.

20.3 Semester grade card shall not indicate class or division or rank however a conversion from grade point index to percentage based on CGPI shall be indicated on the final grade card of the program.

## 21 Award of Degree:

Following rules prevail for the award of degree.

- A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.
- A student has obtained CGPI $\geq$ 4.75.
- A student has paid all the institute dues and satisfied all the requirements prescribed.
- A student has no case of indiscipline pending against him/her.
- Academic Council shall recommend the award of degree to a student who is declared to be eligible and qualified for above norms.

## 22.0 Grace Marks

- Maximum total grace marks will be 1 % of the total theory credit courses x 100 subjected
- To maximum 6 marks in that semester.
- Grace marks will be given candidate for change in grades for theory credit courses, i.e. from
- Fail to pass grade only and will be reflected in final ESE marks.
- The grace marks are applicable only for maximum 1/3$^{rd}$ courses (rounded to higher Integer part i.e. if there are 4 theory courses then 4/3 = 1.33 = 2 courses).
- Maximum grace marks will be distributed in maximum courses
- Benefit of grace marks is not applicable for any medal/award.
- Applicable to theory and (Theory + Practical Courses). If is not applicable for Practical courses.
- Scheme for grace marks only can be used when the student will pass in all courses of That semester.

## 23.0 CGPA Improvement Policy for Award of Degree:

An opportunity shall be given to a student who has earned all the credits required by the respective program with CGPA greater than or equal to 4.00 but less than 4.75 to improve his/her grade by allowing him/her to appear for ESE examinations of maximum two theory courses of seventh semester. Such examinations shall be scheduled along with re-examinations/make-up examinations. However, CGPA shall be limited to 4.75 even though the performance of a student as calculated through modified CGPA becomes greater than 4.75.

## Conclusions:

The academic policies regarding conduct of programs in Sanjay Ghodawat University Kolhapur are published in this document. The Academic Council shall reserve the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of the (Chairman, Academic Council shall be final and shall be binding on all concerned.

Chairman
Academic
Council

# SCHOOL OF COMMERCE AND MANAGEMENT

School of Commerce and Management (SCM) is committed towards creating, preserving and imparting internationally benchmarked knowledge & skills to a diverse community of students. SCM provides a variety of opportunities for students to improve their employability. SCM capitalizes on the industry and academic experience of its faculty to prepare students to work effectively in today's complex and challenging business environment. SCM offers undergraduate commerce courses (B.Com), postgraduate commerce courses (M. Com.), undergraduate (B.B.A.), postgraduate (M.B.A.). The commerce and management offer UG and PG programs in management, which are industry oriented with a right mix of knowledge in areas of Management, Commerce and Finance. The aim of management courses undergraduate (B.B.A.), postgraduate (M.B.A.) and commerce programs offered by SCM is to enable students to embark upon a management career.

## BACHELOR OF COMMERCE

The B.COM Program is unique with emphasis on case based learning, state of the art infrastructure, emphasis on acquiring practical and life skills, establishing long and lasting Institute-Industry interface culminating in paving successful careers for all B.COM graduates.

## BACHELOR OF BUSINESS ADMINISTRATION

The BBA Program offered by School of Commerce and Management is aimed to stimulate in students an interest in Business Management and Administration which will lead to employment and personal growth and making them good human beings and responsible citizens of the society.

## MASTER OF BUSINESS ADMINISTRATION

The MBA Program is unique with emphasis on case based learning, state of the art infrastructure, emphasis on acquiring practical and life skills, establishing long and lasting Institute-Industry interface culminating in paving successful careers for all MBA graduates.

## Curriculum Structure for BBA Program (I yr.) (2018-19)

| SEMESTER I | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Course Code** | **Course Title** | **L** | **T** | **Pr** | **C** | **Evaluation Scheme for (L T P)** | | | |
| | | | | | | **Component** | **Exam** | **WT** | **Pass** |
| **MBC101** (PC\|SM) Version: 1.0 | Management Concepts & Organizational Behavior | 4 | 1 | - | 5 | Th (100) | FET | 20 | Min 40 |
| | | | | | | | CAT I | 15 | |
| | | | | | | | CAT II | 15 | |
| | | | | | | | ESE | 50 | Min 40 |
| **MBC103** (PC\|SM) Version: 1.0 | Financial & Management Accounting | 4 | 1 | - | 5 | Th (100) | FET | 20 | Min 40 |
| | | | | | | | CAT I | 15 | |
| | | | | | | | CAT II | 15 | |
| | | | | | | | ESE | 50 | Min 40 |
| **MBC105** (PC\|SM) Version: 1.0 | Business Economics & Environment | 4 | - | - | 4 | Th (100) | FET | 20 | Min 40 |
| | | | | | | | CAT I | 15 | |
| | | | | | | | CAT II | 15 | |
| | | | | | | | ESE | 50 | Min 40 |
| **MBC107** (UC\|SM) Version: 1.0 | Professional Communication Skills-I | 3 | - | - | 3 | Th (100) | FET | 20 | Min 40 |
| | | | | | | | CAT | 30 | |
| | | | | | | | ESE | 50 | Min 40 |
| **MBC109** (UC\|SM) Version: 1.0 | Professional Communication Skills-I | - | - | 2 | 1 | Pr (100) | FEP | 100 | Min 40 |
| **MBC111** (PE\|SM) Version: 1.0 | Computer Fundamentals | - | - | 4 | 2 | Pr (100) | FEP | 100 | Min 40 |
| | **TOTAL** | **15** | **2** | **6** | **20** | **Total Hours:23 Total Credits 20** | | | |

# Publication in Conference/Journal * Presentation in department
L: Lecture, T: Tutorial, Pr: Practical, C: Credits, Th. : Theory, WT: Weight Age
PC: Program Core, PE: Program Elective, UC: University Core, UE: University Elective
ST: School of Technology, SS: School of Sciences, SC: School of Commerce, SM: School of Management, SA: School of Arts
FET: Faculty Evaluation Theory, CAT –I Continuous Assessment Test I, CAT – II Continuous Assessment Test II, ESE End Semester Examination
FEP: Faculty Evaluation Practical, POE : Practical Oral Examination.

## Curriculum Structure for BBA Program (I yr.) (2018-19)

| SEMESTER II | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Code | Course Title | L | T | P | C | Evaluation Scheme for (L T P) | | | |
| | | | | | | Component | Exam | WT | Pass |
| **MBC102** (PC\|SM) Version: 1.0 | Marketing Management | 4 | 1 | | 5 | Th (100) | FET | 30 | Min 40 |
| | | | | | | | CAT I | 10 | |
| | | | | | | | CAT II | 10 | |
| | | | | | | | ESE | 50 | |
| **MBC104** (PC\|SM) Version: 1.0 | Quantitative Techniques for Management | 4 | 1 | | 5 | Th (100) | FET | 30 | Min 40 |
| | | | | | | | CAT I | 10 | |
| | | | | | | | CAT II | 10 | |
| | | | | | | | ESE | 50 | |
| **MBC106** (UC\|SM) Version: 1.0 | Professional Communication Skills- II | 3 | - | - | 3 | Th (100) | FET | 30 | Min 40 |
| | | | | | | | CAT | 30 | |
| | | | | | | | ESE | 50 | Min 40 |
| **MBC108** (UC\|SM) Version: 1.0 | Professional Communication Skills- II | - | - | 2 | 1 | Pr (100) | FEP | 100 | Min 40 |
| **MBC110** (UC\|SA) Version: 1.0 | Environmental Studies | 3 | - | | 3 | Th (100) | FET | 30 | Min 40 |
| | | | | | | | CAT | 20 | |
| | | | | | | | ESE | 50 | |
| **MBC112** (UC\|SS) Version: 2.0 | Environmental Studies Project | - | - | 2 | 1 | Pr (100) | FEP | 100 | Min 40 |
| **MBC114.1** (PE\|SM) Version: 1.0 | Corporate India | 1 | - | 2 | 2 | Pr (100) | FEP | 100 | Min 40 |
| **MBC114.2** (PE\|SM) Version: 1.0 | Purchase Management | | | | | | | | |
| **MBC116** (UC\|SA) Version: 1.0 | Values, Ethics and Constitution of India | - | - | - | NC | Th (100) | ESE | 100 | Min 40 |
| Total | | **16** | **2** | **06** | **21** | Total Hrs: 23, Total Credits: 21 | | | |

# Publication in Conference/Journal * Presentation in department
L: Lecture, T: Tutorial, Pr: Practical, C: Credits, Th. : Theory, WT: Weight Age
PC: Program Core, PE: Program Elective, UC: University Core, UE: University Elective
ST: School of Technology, SS: School of Sciences, SC: School of Commerce, SM: School of Management, SA: School of Arts
FET: Faculty Evaluation Theory, CAT –I Continuous Assessment Test I, CAT – II Continuous Assessment Test II, ESE End Semester Examination
FEP: Faculty Evaluation Practical, POE : Practical Oral Examination, OE: Oral Examination.

**BC101. Management Concepts& Organizational Behavior**(Ver 1.0)
(Program Core, School of Management)

| L | T | Pr | C | Evaluation Scheme for (L T P) | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass | |
| 4 | 1 | - | 5 | Th(100) | FET | 20 | Min 40 | Min 40 |
| | | | | | CAT I | 15 | | |
| | | | | | CAT II | 15 | | |
| | | | | | ESE | 50 | Min 40 | |

**Course Outcomes:** At the end of this course students will able to

**CO101.1** Understand[1] management, organization and the roles of managers.
**CO101.2** Justify[2] the need for planning across management levels&decision making in different situations.
**CO101.3** Understand[1] the different organizational structures.
**CO101.4** Demonstrate[2] basic functions of management like staffing, directing and controlling
**CO101.5** Classify [2] the various approaches to study Organizational behavior and become life-long learners of the skills and competencies necessary to adapt and manage global environmental challenges.
**CO101.6** Think[4] strategically and lead, motivate and manage teams effectively in variety of organizations in different situations.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | **Introduction to Management -** Management Defined, Functions of Management, Managerial Roles and responsibilities, Management Thought-Classical Perspective, Scientific Management, Administrative Management, Bureaucratic Management, Behavioral Perspective, System and Contingency Approach | 10 |
| II | **Planning**: Meaning, Nature, Importance, Essential Steps in Planning Process Types, and Limitation of Planning; Decision Making: Meaning, Importance | 10 |
| III | **Organizing** - Organizing - Meaning, & Importance of Organisation; Organization Structure - Types of Organizational Structure; Authority and Delegation - Responsibility and Accountability; Centralization and Decentralization, Departmentalization | 10 |
| IV | **Introduction of Staffing, Directing and Controlling**: Introduction of Staffing - Meaning, Recruitment – Meaning & Sources, Selection – Process, Directing and Controlling: Meaning, Nature and Importance**;** Steps in Control Process | 10 |

| | | |
|---|---|---|
| **V** | Introduction to OB & Human Behaviour: Introduction, Historical Perspective, Approaches to and Importance, Framework for Learning OB, Individual level behavioral variables –Personality, Perception, Values, Motivation | 10 |
| **VI** | Group Behaviour:- Introduction, Concept of Groups, Stages of Group Formation and Group Process, Work Group Behavior, Factors that Affect Group Behavior, Team Building, Leadershipconflict and stress, Organizational Culture, Organizational Change & Development | 10 |

## References

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2. Chhabra, T.N., Business Organisation and Management, Sun India Publications, New Delhi.
3. Gupta CB, Modern Business Organisation, Mayur Paperbacks, New Delhi.
4. Koontz and Weihrich, Essentials of Management, McGraw Hill Education.
5. Basu, C. R., Business Organization and Management, McGraw Hill Education

**MBC103. Financial and Management Accounting**(Ver 1.0)
(Program Core, School of Management)

| L | T | Pr | C | Evaluation Scheme for (L T P) | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass | |
| 4 | 1 | - | 5 | Th(100) | FET | 20 | Min 40 | Min 40 |
| | | | | | CAT I | 15 | | |
| | | | | | CAT II | 15 | | |
| | | | | | ESE | 50 | Min 40 | |

**Course Outcomes:** At the end of this course students will able to

**CO103.1** Apply[3] accounting rules in a standardized form of Accounting Conventions.
**CO103.2** Preapre[2] the monetary transactions as per Accounting Principles.
**CO103.3** Prepare[2] Financial Statements of a business organization.
**CO103.4** Evaluate[5] sales performance and expenditure and to prepare Budget Plan for business activities
**CO103.5** Calculate[3] required levels of sales for targeted profit by making Break Even Point Analysis
**CO103.6** Analyze[4]different types of costs and understand the need of management accounting

## Syllabus (Theory)

| Units | Description | Hours |
|---|---|---|
| **I** | Introduction to Accounting:Financial Accounting-Meaning and Scope, Objectives of Financial Accounting, Users of Accounting Information, Concepts and Conventions; Accounting Standards: Concept, Objectives Benefits, Brief review of Accounting Standards in India. | 7 |
| **II** | Recording of transaction & Preparing Final Account: Accounting Process: Preparation of Accounting records in the books of Journal and Ledger, Preparation of Trial Balance; Preparation of Final Accounts for Companies: Statement of Profit & Loss and Balance Sheet | 7 |
| **III** | Introduction to Management Accounting: Management Accounting : Introduction, Meaning of Management accounting ,The Role of Management Accounting , Functions of Management Accounting; | 7 |
| **IV** | Introduction to Cost Accounting: Basic Concepts, Objectives, Importance, Classification and Analysis of Cost; Difference Between Financial Accounting and Management Accounting | 7 |
| **V** | Tools of Management Accounting: Marginal costing –Definition, Assumptions and Uses, CVP Analysis , BEP Analysis, Margin of Safety | 6 |
| **VI** | Budgetary Control- Concepts and Objectives, Merits and Demerits of Budgetary Control, Preparation of Cash Budget | 6 |

Tutorials:

**a.** Develop specimen vouchers and record the transactions accordingly by passing journal entry and consequently posting the same into

ledger and finally come out with income statement and balance sheet.

**b.** Collection and Comparison of Financial Statements of Various Companies

**c.** Preparation of Cost Sheet: Live Cases

**d.** Preparation of Cash Budget

**e.** Visit any business enterprise, collect information regarding variable cost, fixed cost etc. and calculate Breakeven Point for a product/s.

## References

1. Miriyala, Ravikant. Accounting Standard made easy, 7E, Bharat Law Publication, 2017.
2. Pandey I. M., Management Accounting, 11E, Vikas Publishing House Pvt. Limited, 2015.
3. Clive Marsh, Financial Management for Non-Financial Managers, 1E, Kogan Page Publishers, 2012.
4. Bhattacharyya Debarshi, Management Accounting, Pearson Education India, 2011.
5. Vijayakumar, Accounting for Management, Tata McGraw-Hill Education, 2010.

**MBC105. Business Economics &Environment** (Ver 1.0)
(Program Elective, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 4 | - | - | 4 | Theory (100) | FET | 30 | Min 40 |
| | | | | | CAT I | 10 | |
| | | | | | CAT II | 10 | |
| | | | | | ESE | 50 | |

**Course Outcomes:** At the end of this course students will able to

**CO105.1** Integrate[1] perpetual base for multi-disciplinary principles in managerial economics for achieving organizational goals.
**CO105.2** Analyze[3] the environment of a business from the macroeconomic perspective
**CO105.3** Analyze[3] the environment of a business from the legal & regulatory, political, perspectives
**CO105.4** Analyze[3] the environment of a business from the social, cultural perspectives
**CO105.5** Analyze[3] the environment of a business from natural perspectives
**CO105.6** Understand[1] the international business environment and the related concepts.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | **Business and its Environment**: Concept and nature of Business Environment, Characteristics of business environment, Micro and macro environment, Impact of business environment on business decision, methods of environment analysis for business decisions. | 10 |
| II | **Economic Environment**: Concept and nature of economic environment, critical elements of economic environment, Basic Economic Systems | 10 |
| III | **Political and Legal Environment:** Concept and nature of political and legal environment, Components of political and legal environment, Economic role of government- Regulatory role, Promotional role, Entrepreneurial role, Planning role | 10 |
| IV | **Socio-cultural Environment:** Concept and nature of socio-cultural environment, components of socio-cultural environment, Impact of socio-cultural environment on business, culture and Globalisation, | 10 |
| V | **Natural and Technological Environment**: Natural environment –meaning and its impact on business. Natural pollution- meaning, types. Concept and nature of Technological environment, Elements of technological environment, Technology and Society. Economic effect of technology, New Technology policy | |
| VI | **International Business Environment:** Concept of LPG, Functions of International Institutions -WTO, IMF and IBRD, Indian New Foreign trade | |

policy

## References

1. William C. Fredrick, Business & Society, McGraw Hill, New York.
2. Sundaram& Black, Business Environment, PHI, New Delhi.
3. Ashwathappa, Essentials of Business Environment, HPH, Mumbai.
4. Jain &Verma, Business Environment, Sahitya Bhavan, Agra.
5. Misra&Puri, Economic Environment of Business, HPH, Mumbai.
6. Adhikari, Economic Environment of Business, Sultan Chand & Sons, New Delhi.

**Course Name: MBC107. Professional Communication Skills**(Ver 1.0)
(University Core, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 3 | - | 2 | 4 | Theory (100) | FET | 30 | Min 40 |
| | | | | | CAT | 30 | |
| | | | | | ESE | 50 | |

**Course Outcomes:**At the end of this course students will able to

**CO107.1** Construct[5] grammatically correct and meaningful sentences.

**CO107.2** Understand[2] communication concept and meaning

**CO107.3** Understand[2] the need of communication within business organizations.

**CO107.4** Use[3] techniques and strategies of effective listening skills

**CO107.5** Use[3] techniques and strategies of effective Reading skills

**CO107.6** Construct[5] variousprecise and Abstract.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | **Basic Grammar**<br>Types of sentences, subject verb agreement, Parts of speech, Tense, Change the voice, Direct indirect sentences, Confused words, Homonyms and homophones, Common errors | 6 |
| II | **Communication Theory**<br>Communication: Concept and meaning, Communication cycle, levels of communication, flows of communication, types of communication, Barriers to communication, Physiological, psychological, Linguistic, semantic, cultural, Mechanical | 7 |
| III | **Business Communication**<br>Modes of communications in organizations. Networks of flow of communication – wheel network, chain network, Y network, circle network, etc.Internal and external Communication, Social and Ethical issues, Intellectual Property Rights | 8 |

| | | |
|---|---|---|
| **IV** | **Listening skills**<br>Listening and hearing, process of listening, types of listening, barriers to effective listening, techniques of effective listening | 6 |
| **V** | **Reading skills**: Types of reading, techniques for effective reading, reading comprehension | 6 |
| **VI** | **The Art of Condensation**<br>Introduction, Précis, Summary, Abstract, Synopsis, Seven step ladder to writing an effective précis, writing précis of given passage | 6 |

**References:**

1. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press
2. Business Correspondence & Report-writing by R.C. Sharma& Krishna Mohan, Tata McGrawHill Education.
3. Kaul, Asha, Business Communication: Prentice-Hall of India, Delhi 3 Publishing Company Ltd., New Delhi
4. Kalyana; (2015) “Soft Skill for Managers”; First Edition; Wiley Publishing Ltd.
5. Larry James (2016); “The First Book of Life Skills”; First Edition; Embassy Books

**Websites**

http://esl.about.com/od/englishtestsandquizzes/
https://learnenglish.britishcouncil.org/en/content
https://www.englishclub.com/grammar/quizzes.htm
https://englishdost.com/blog/language-learning-perfect-solution/

**Course Name: MBC109. Professional Communication Skills**(Ver 1.0)
(University Core, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| - | - | 2 | 1 | Pr (100) | FEP | 50 | Min 40 |
| | | | | | POE | 50 | |

**Course Outcomes:**At the end of this course students will able to

**CO107.1** Construct[5] grammatically correct and meaningful sentences.

**CO107.2** Understand[2] communication concept and meaning

**CO107.3** Understand[2] the need of communication within business organizations.

**CO107.4** Use[3] techniques and strategies of effective listening skills

**CO107.5** Use[3] techniques and strategies of effective Reading skills

**CO107.6** Construct[5] variousprecise and Abstract.

**Practicals: 20 Hrs.**

1. Tenses
2. Change the voice
3. Direct indirect sentences
4. Barriers to communication
5. Listening Skills
6. Reading Skills
7. Précis writing
8. Summary writing
9. Abstract writing
10. Synopsis writing

**MBC111. Computer Fundamentals**(Ver 1.0)
(Program Elective, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| - | - | 4 | 2 | Pr (100) | FEP | 100 | Min 40 |

**Course Outcomes:** At the end of this course students will able to

**CO111.1** Explain[1] the computer architecture, use of input and output devices, purposes and types of computer memory, and also able to Differentiate between hardware and software.
**CO111.2** Apply[3] MS Office to Create and print Word Documents
**CO111.3** Apply[3] MS Office to Create and print Excel Documents
**CO111.4** Apply[3] MS Office to Draw diagrams and Prepare presentations.

**Syllabus (Practical)**

| Units | Description | Hours |
|---|---|---|
| I | Fundamentals of Computer:<br>Study of computer system - Block diagram of computer, Basic components of computer, Computer peripherals, Hardware-Input devices, Output devices and Storage devices, Software.<br>Study of Computer Networks- LAN, MAN, WAN, Internet, www and web browsers, applications of Internet, understanding URL, domain name, IP address,Networking Devices – Modem, Hubs, Bridges, Routers, And Switches. | 10 |
| II | MS WORD:<br>Create a new document, open, save and print a document, The Home Tab: Introduction, The Clipboard Group, The Font Group, The Paragraph Group, The Styles Group, and The Editing Group<br>The Insert Tab: Introduction, the Pages Group, the Tables Group, the Illustrations Group the Header & Footer Group, the Text and Symbols Groups<br>The page layout tab and review tab: themes, page setup, Insert a watermark, Insert an image file as a watermark, paragraph. | 10 |
| III | MS EXCEL:<br>Creating a New Workbook, Navigating and Editing a Worksheet, Working with Sheets.<br>Cell references and format, Insert Current Date<br>Simple calculations, logical If statement.<br>Statistical functions, filter, charts and images. | 10 |
| IV | MS POWERPOINT:<br>Create a new Presentation, Basic Formatting in PowerPoint, Advanced Formatting. | 10 |

The Design Tab: Page Setup, Themes-Colors, Effects, Fonts the
Animation Tab: Preview, Animations, Slide Show.
Inserting Charts, Inserting Tables, Hyperlink, Printing Presentations.

## References

1. Goel, Anita, Computer Fundamentals, Pearson, 2010
2. Sinha, P. K., Fundamental of Computers, BPB Publications, 6th Edition, 2004
3. Jain, Satish, MS- Office 2010 Trainig Guide, BPB Publications, 2010
4. Douglas Gretchen, Mark Connell , Mark Connell, Fundamentals of MS Office 2007 Kendall Hunt Publishing Company, 2007
5. Greg Perry, Sams Teach Yourself Microsoft Office 2007 All in One

(Program Core, School of Management)

| L | T | Pr | C | Evaluation Scheme for (L T P) | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass | |
| 4 | 1 | - | 5 | Th(100) | FET | 20 | Min 40 | Min 40 |
| | | | | | CAT I | 15 | | |
| | | | | | CAT II | 15 | | |
| | | | | | ESE | 50 | Min 40 | |

**Course Outcomes:** At the end of this course students will able to

**CO102.1** Explain[1] core concepts of marketing.
**CO102.2** Describe[2] Market Environment and marketing mix
**CO102.3** Analyse the role of market segmentation
**CO102.4** Analyse[3] consumer behavior and buying decision process.
**CO102.5** Ability to develop marketing strategies based on product, price, place and promotion objectives.
**CO102.6** Explain[1] the recent trends of marketing.

## Syllabus (Theory)

| Units | Description | Hours |
|---|---|---|
| **I** | Basics of Marketing:<br>Concept of market; Marketing-Definition, Nature and scope of marketing, the core concepts of marketing, Company Orientation towards Marketing | 06 |
| **II** | Marketing Environment:<br>Introduction to Marketing Environment, Micro & Macro Marketing Environment, Methods of Environmental Analysis | 06 |
| **III** | STDP:<br>Meaning and concept, Bases for market segmentation, Targeting, Differentiation, and Positioning. | 06 |
| **IV** | Consumer Behaviour:<br>Meaning and definition of consumer behavior, consumer buying decision process, factors influencing consumer behavior. | 06 |
| **V** | Marketing Mix:<br>Marketing Mix: Overview of Marketing Mix (7P's) | 15 |
| **VI** | Recent Trends in Marketing:<br>E-commerce, E-marketing, E-Retailing, Relationship marketing, Mobile marketing, Green marketing. | 06 |
| | **Tutorial(s): -**<br>a) Marketing Environment<br>b) STP<br>c) Consumer Behaviour<br>d) Marketing Mix<br>e) Recent Trends in Marketing | 10 |

## References

1. Arun Kumar, N Meenakshi, Marketing Management, 3E, Vikas Publication House, 2016.
2. Philip Kotler, Suzan Burton, Marketing Management, Pearson Education Australia, 2008.
3. NeeruKapoor, Marketing Management, PHI Learning Pvt. Ltd., 2014.
4. Gary Armstrong, Philip Kotler, Principles of Marketing, Pearson College Division, 2013.
5. RajanSaxena, Marketing Management, 4E, Tata McGraw-Hill Education, 2009.

**MBC104. Quantitative Techniques for Management**(Ver 1.0)
(Program Core, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 4 | 1 | - | 5 | Theory (100) | FET | 30 | Min 40 |
| | | | | | CAT I | 20 | |
| | | | | | CAT II | 20 | |
| | | | | | ESE | 50 | Min 40 |

**Course Outcomes: At** the end of these course students will able to

**CO104.1** Reproduce analytical[4] base for multi-disciplinary methods of classifying, tabulating and presenting techniques used for achieving decision making in organizations..

**CO104.2** Describe[2]Operating System, Features & Objectives of Operating System, various Functions of Operating System, types of Operating System, concept of GUI.

**CO104.3** Formulate[3] modules that would help them create innovative management strategies for decision making.

**CO104.4** Apply[1] knowledge in Collection, Classification, and Presentation of Data

## Syllabus (Theory)

| Units | Description | Hours |
|---|---|---|
| I | **Basics of Statistics:** Introduction; Statistics and Statistical Methods; Characteristics of Statistics; Functions of Statistics; Limitations of Statistics, Data Collection, Data Classification, Presentation of Data: Tabulation of Data, Pie Diagrams, Histograms, Frequency Polygons, Ogives, Application of Diagrams and Graphs. | 10 |
| II | **Measure of Central Tendencyand Dispersion**: Measure of Central Tendency : mean, median, mode, Measures of Dispersion: Range, Quartile deviation, Average deviation, Standard deviation , and Relative measure- coefficient of variation. | 10 |
| III | **Correlation** Correlation Analysis: Meaning and significance.Types of correlation. Methods of studying simple correlation - Karl Pearson's coefficient ofcorrelation, Spearman's Rank correlation coefficient | 05 |
| IV | **Regression Analysis**: Meaning and significance, LinearRegression, Regression lines equations. | 05 |
| V | **Time Series Analysis& Index Numbers:** Time Series Analysis: Introduction; Meaning of Time Series; Applications of Time Series; Variations in Time Series; Measurement of trend or secular trend | 05 |

| | | |
|---|---|---|
| **VI** | Meaning of Index number; Types of index number; Uses of Index Numbers; Methods of constructing Index Numbers; Consumer Price Index Number- Assumptions of cost of living index number; Methods of constructing Consumer Price Index, Limitations of Index Numbers. | 05 |

**References**

1. S. R. Arora .& Dinesh Khatter, Business mathematics with applications:.
2. Hair, Multivariate Data Analysis, 7E, Pearson Education India, 2014.
3. Richard Levin, Davis S Rubin, Sanjay Rastogi, M H Siddiqui, Statistics for Management, 7E, Pearson Education India, 2012.
4. Asthana&BrajBhushan, Statistics for Social Sciences (With SPSS Applications), 2017

**Course Name: MBC106. Professional Communication SkillsI**(Ver 1.0)
(Program Core, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) |
|---|---|---|---|---|

| | | | | Component | Exam | WT | Pass |
|---|---|---|---|---|---|---|---|
| 3 | - | - | 3 | Theory (100) | FET | 30 | Min 40 |
| | | | | | CAT | 30 | |
| | | | | | ESE | 50 | |

**Course Outcomes:**At the end of this course students will able to

**CO106.1** Understand[2] the importance of business correspondence within business organizations.

**CO106.2** Use3 techniques to write proper business reports

**CO106.3** Use[3] techniques and strategies of effective listening skills.

**CO106.4** Use[3] various self analysis tests to improve their soft skills.

**CO106.5** Compose[4] own Resume and Job application

**CO107.6** Illustrate[3] their skills and knowledge properly in a Job Interview

## Syllabus (Theory)

| Units | Description | Hours |
|---|---|---|
| I | **Basic Official Correspondence I**<br>Importance of Business Letters; Difference between Personal and Business Letters; Structure and Format of Business Letters; Types of Business Letters- letter Enquiry, order, claim, Adjustment ,Seven Cs of letter writing, Optional and Compulsory elements of letter. | 8 |
| II | **Basic Official Correspondence II**<br>Writing Notice, Minutes, Agenda, Email.<br>**Report Writing**<br>Salient features and significance of report writing, Types: Informational, Interpretive, Routine, Progress, Annual report, use of graphic Aids/ Illustrations, Structure of formal reports, style of reports | 8 |
| III | **Speaking skills**<br>Presentations- Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids. Public speeches, Interviews, Group Discussion, Debate | 5 |
| IV | **Soft skills and Interpersonal skills**<br>SWOT analysis, Johari Window, Goal setting, Time Management, Interpersonal Communication, Group Dynamics. | 6 |

| | | |
|---|---|---|
| V | **Employment Communication** – Resume: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters | 6 |
| VI | **Employment Communication** – Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview | 6 |

**References**

1. Business Correspondence & Report-writing by R.C. Sharma& Krishna Mohan, Tata McGrawHill Education.
2. Bovee, and Thill, Business Communication Today, Pearson Education.
3. Lesikar, R.V. &Flatley, M. E. Kathryn Rentz; Business Communication Making Connections in Digital World, 11th ed., McGraw Hill Education.
4. Shirley Taylor, Communication for Business, Pearson Education.
5. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH
6. LeenaSen, Communication Skills, PHI Learning.

Note: Latest edition of text books may be used.

**Websites**

http://esl.about.com/od/englishtestsandquizzes/
https://learnenglish.britishcouncil.org/en/content
https://www.englishclub.com/grammar/quizzes.htm
https://englishdost.com/blog/language-learning-perfect-solution/
http://www.selfgrowth.com/comm.html

**Course Name: MBC108. Professional Communication Skills**(Ver 1.0)
(University Core, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| - | - | 2 | 1 | Pr (100) | FEP | 100 | Min 40 |

**Course Outcomes:** At the end of this course students will able to

**CO108.1** Understand[2] the importance of business correspondence within business organizations.

**CO108.2** Use3 techniques to write proper business reports

**CO108.3** Use[3] techniques and strategies of effective listening skills.

**CO108.4** Use[3] various self analysis tests to improve their soft skills.

**CO108.5** Compose[4] own Resume and Job application

**CO108.6** Illustrate[3] their skills and knowledge properly in a Job Interview

**Practicals 20 (hrs)**

1. Prepare Enquiry letter
2. Formulate Quotations
3. Prepare Complaint letter
4. Prepare Application Letter & resume
5. Prepare Notice
6. Prepare Memo
7. Prepare Circular
8. Create E-mail
9. Prepare Written Report
10. SWOT analysis

**MBC110. Environmental Studies**(Ver 1.0)
(University Core, School of Arts)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 3 | - | - | 3 | Theory (100) | FET | 20 | Min 40 |
| | | | | | CAT | 30 | |
| | | | | | ESE | 50 | |

**Course Outcomes:**At the end of this course students will able to

**CO110.1** Explain[1] the need of public awareness relating to environmental issues
**CO110.2** Describe[2]Renewable and non-renewable resources.
**CO110.3** Understand[1]the different types of eco-system.
**CO110.4** Analyse[3] cause and effects of different types of environmental pollutions.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | **a) Introduction to environmental studies:**<br>• Multidisciplinary nature of environmental studies; Scope and importance; Concept of sustainability and sustainable development.<br>**b) Ecosystem:**<br>• Concept of ecosystem, Structure and function of ecosystem; Energy flow in an ecosystem.<br>• Food chains, food webs and ecological succession.<br>• Structure and function of the following ecosystems: a) Forest ecosystem b) Desert ecosystem c) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries). | 2<br><br>6 |
| II | **a) Natural Resources: Renewable and Non- Renewable Resources**<br>• Land resources and land use change; Land degradation, soil erosion and desertification.<br>• Deforestation: Causes and impacts due to mining, dam building on environment and forests<br>• Water: Use and over-exploitation of surface and ground water, floods, droughts<br>• Energy resources: Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies | 8 |
| | **a) Biodiversity and Conservation**<br>• Levels of biological diversity: genetic, species and ecosystem diversity;<br>• Global biodiversity hot spots. India as a mega-biodiversity nation; Endangered and endemic species of India | 8 |

- Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions.
- Conservation of biodiversity In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, Aesthetic and Informational value.

**III** **a) Environmental Pollution** — 7

- Environmental pollution: types, causes, effects and controls; Air, water, Noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.

**b) Environmental policies and practices** — 8

- Global issues: Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act

**IV** **a) Human Communities and the Environment** — 6

- Human population growth: Impacts on environment, human health and welfare
- Disaster management: floods, earthquake, cyclones and landslides.
- Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

## References

1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
3. Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
4. Gleick, P. H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
7. McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
8. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Deeksha Dave, S.S. Katewa, Textbook of Environmental Studies.
10. B.K. Sharma, Environmental Chemistry.
11. Bharucha Erach, The Biodiversity of India, Mapin Publishing pvt. Ltd., Ahmedabad

380013, India, Email:mapin@icenet.net (R)
12. De A.K., Environmental Chemistry, Wiley Wastern Ltd.
13. Trivedi R.K. Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, vol. I anfd II, Environmental Media (R)

## MBC110.: Environmental Studies Project (Field Work)

(Ver 1.0, Program Core, School of Sciences)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| - | - | 2 | 1 | Practical (100) | TW | 20 | Min 40 |
| | | | | | POE | 80 | |

**Field Work**

| Description |
|---|
| • Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.<br>• Visit to a local polluted Site-Urban/Rural/Industrial/Agricultural.<br>• Study of common plants, insects, birds and basic principles of identification.<br>• Study of simple ecosystems-pond, river, etc. |

**MBC114.1 Corporate India** Ver(1.0)
(Program Elective, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 1 | - | 2 | 2 | Pr (100) | FEP | 100 | Min 40 |

**Course Outcomes:** At the end of this course students will able to

**CO112.1.1** Understand[1] the 10 influential brands in India.

**CO112.1.2** Analyse[3] the 10 influential brands in India.

| SR No. | Name of Brand | Practical |
|---|---|---|
| 1 | Tata Motors | Introduction; Online Study of the Tata Group Profile and submission of the same in the form of Report<br>Presentation by the students on the great leaders of the Tata Group and their heritage<br>( Presentation in groups by the students) |
| **2** | Amul | Study the business model of Amul with help of different sources like website, articles, journals, cases and find out the critical success factors of Amul. Submit a report on the same<br>Make a Presentation on Advertising and Promotion strategy of Amul Brands<br>Presentation in group by the students on Amul |
| 3 | Godrej | Study the motivational story of Adi Godrej and find out the entrepreneurial traits in him. Submit the report<br>take any of the following brands of Godrej and make a SWOT analysis of it and present the same in the class |
| 4 | Airtel | Presentation on Good Knight, Ezee Hit<br>Study the corporate Structure of Airtel and make presentation on the same in group<br>Group Discussion on Net neutrality in context of Airtel |
| 5 | Patanjali | Presentation in group on advertising war between Patanjali Honey and Dabur Honey<br>Take any product of Patanjali and list out their USP's and submit the same |
| 6 | Britannia | Study online the website of Britannia and submit a report<br>Study marketing mix strategies of Britannia Presentation on marketing mix- Product Strategies |
| 7 | Samsung | Select any brand of Samsung Mobile and make a presentation on brand positioning of the product (Presentation in group)<br>Make a competitive analysis of Samsung Mobile with any of the Mobile Manufacturing company and make presentation |

| | | |
|---|---|---|
| 8 | Reliance Jio | Make a Presentation on the Business plan of Reliance Jio ( Presentation in group)<br>Make SWOT analysis of Reliance Jio and Submit the same |
| 9 | Flip Kart | Financial Analysis of flipkart (Type of company, Capital structure, Ratios etc.)<br>Case Study discussion |
| 10 | State Bank of India | Study on merger of State bank and its subsidiaries submit a report<br><br>Study about different services provided by SBI, and make presentations |

**MBC114.2 Purchase Management** Ver(1.0)
(Program Elective, School of Management)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 1 | - | 2 | 2 | Pr (100) | FEP | 100 | Min 40 |

**Course Outcomes:** At the end of this course students will able to

**CO112.2.1** Describe[2] about purchasing and its functions and Buyer seller Relationship
**CO112.2.2** Understand[1] material purchase procedure, importance of insurance and quality control
**CO112.2.3** Develop[4] the Special Purchase Systems as per business requirement.
**CO112.2.4** Analyse[3] different levels of stock and economic order quantity.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | Purchase Management: Introduction, importance and functions of purchase Department, Organisation for purchase function, centralized and decentralised purchasing, objectives of purchasing i.e. 6R's of purchasing<br><br>Buyer- seller Relationship: Importance of good buyer-seller relationship, Relation with supplier-policies and issues in relationship | 10 |
| II | Purchase Procedure : Pre-purchase considerations, standard purchase procedure, post-purchase issues. Standard form used in purchasing like purchase requisition, tender / quotation documents, schedule of quotations, purchase order, follow-up order, cancellation of order, Bill of Materials etc. Insurance Buying : Arranging adequate insurance cover and claim management. Quality Control in Purchasing | 10 |
| III | Special Purchase Systems<br>Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract etc. Price Forecasting: Price and Pricing impact, price negotiations and fixing. Purchasing under fluctuating prices, purchasing under uncertainty, Negotiations regarding quality, terms of contract, delivery, payment schedule, cash discount, quality considerations, etc.<br>Public Buying : DGS&D Rate contract, Buying from KendriyaBhandars NICSI etc.<br>Online Purchasing : Concept, advantages, procedure of online purchasing and current online purchase practices | 10 |

**10IV** Calculations of Stock Levels for ease of purchases 10

Reorder level, Maximum Level, Minimum Level, Average Level, Danger Level, Corrective Danger Levels

Computation of of EOQ

Suggested Readings:

1. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
2. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Singh, Surender Cost Accounting Scholar Tech Press New Delhi
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**MBC116Values, Ethics & Constitution of India**(Ver 1.0)
(University Core, School of Arts)

| Lect. | Tut. | Pract. | Credits | Evaluation Scheme for (Th and Pr) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Component | Exam | WT | Pass |
| 2 | - | - | 2 | Theory (100) | ESE | 100 | Min 40 |

**Course Outcomes:** At the end of this course students will able to

**CO110.1** Understand [1] the basic philosophical tenets of Indian Constitutional Law.
**CO110.2** Explain[1]the significance of Constitution as Fundamental law of Land.
**CO110.3** Describe[2] the roles of Union and State Executives.
**CO110.4** Explain[1]the special provisions for special category of people.

**Syllabus (Theory)**

| Units | Description | Hours |
|---|---|---|
| I | Introduction to the Constitution of India, The Making of the Constitution and Salient features of the Constitution.<br>Preamble to the Indian Constitution Fundamental Rights & its limitations. | 5 |
| II | Directive Principles of State Policy & Relevance of Directive Principles State Policy Fundamental Duties.<br>Union Executives – President, Prime Minister Parliament Supreme Court of India. | 5 |
| III | State Executives – Governor Chief Minister, State Legislature High Court of State.<br>Electoral Process in India, Amendment Procedure | 5 |
| IV | Special Provision for SC & ST Special Provision for Women, Children & Backward Classes Emergency Provisions. Human Rights –Meaning and Definitions, Working of National Human Rights Commission in India | 5 |

## References

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2. Charles E. Haries, Michael S Pritchard and Michael J. Robins "Engineering Ethics" Thompson Asia, 2003-08-05.
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