

INSTITUTE OF MANAGEMENT STUDIES
Kurukshetra University Kurukshetra
(Establishment by the State Legislature Act XII of 1956)

Scheme of Examination

MASTER OF BUSINESS ADMINISTRATION
(5-YEAR Integrated Practice-Oriented Program)

As per LOCF-CBCS and NEP-2020 Regulations

(To be implemented in phased manner from the academic session 2022-2023)

Abbreviations used in this document:

AECC :	Ability Enhancement Compulsory Course
CC :	Core Course
DSE :	Discipline Specific Elective
GE :	Generic Elective
SEC :	Skill Enhancement Course
SEE :	Semester-End Examination
CIE :	Continuous Internal Evaluation
L+T+P:	Lecture+Tutorial+Practical

Notes:

1. One Hour of Lecture is equal to one Credit.
2. One Hour of Practical is equal to one Credit.
3. One Hour of Practical is equal to one Hour of Teaching
4. Practical class/ work is conducted for the whole class, in the various forms, *such as* presentation, written assignment, seminar, discussion, case study, quiz, role-play, etc.

Semester I

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks *			Credits
				SEE	CIE	Total	
1.	CC-MBA(I)-11	Management Principles and Practices	4+0+1	70	30	100	5
2.	CC-MBA(I)-12	Managerial Economics	4+0+1	70	30	100	5
3.	CC-MBA(I)-13	Fundamentals of Accounting	4+0+1	70	30	100	5
4.	AECC-N100	English Communication	1+0+1	25	25	50	2
5.	SEC-MBA(I)-11	Computer Applications	3+0+2	40 +30 ^P	30	100	5
6.	SEC-MBA(I)-12	Activity based course [§]	0+0+2	---	50	50	2
Sub-Total (Semester I)						500	24

Semester II

1.	CC-MBA(I)-21	Organizational Behavior	4+0+1	70	30	100	5
2.	CC-MBA(I)-22	Business Communication	4+0+1	70	30	100	5
3.	CC-MBA(I)-23	Financial Accounting and Auditing	4+0+1	70	30	100	5
4.	B-EVS-N100	Environment Studies	2+0+0	40	10	50	2
5.	SEC- MBA(I)-21	Business Mathematics	3+0+1	70	30	100	4
6.	B-HVE-101	Human Values & Ethics	1+0+1	25	25	50	2
7.	SEC-MBA(I)-22	Comprehensive Viva-Voce ^Ψ		50	---	50	2
Sub-Total (Semester II)						550	25
Total (Year I)						1050	49

* Minimum Pass marks will be 40% in each component of a course, i.e., SEE (Semester-End Examination),

CIE (Continuous Internal Evaluation), practical, and comprehensive viva-voce

^P Computer Practical Examination (will be conducted by external examiner)

[§] Course related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

^Ψ Based on learning during the *first* year (Semester I & II)

EXIT OPTION:

Students may exit the program with **Certificate in Business Administration** (53 Credits). Internship/training of 4 credits (180 hours/4-6 weeks) after the Semester-End examination of Semester II is compulsory for the students who opt for Exit. The Internship/Training Report and Presentation thereof will be evaluated subsequently after completion of internship/training.

Students who do not opt for exit and continue to second year will also undergo internship/training of 4 Credits (180 hours/4-6 weeks) after the Semester-End Examination of Semester II. The Internship/Training Report and Presentation thereof will be evaluated during Semester III.

Semester III

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks *			Credits
				SEE	CIE	Total	
1.	CC-MBA(I)-31	Human Resource Management	4+0+1	70	30	100	5
2.	CC-MBA(I)-32	Marketing Management	4+0+1	70	30	100	5
3.	CC-MBA(I)-33	Financial Management	4+0+1	70	30	100	5
4.	SEC-MBA(I)-31	Soft Skills and Personality Development	0+0+2	---	50	50	2
5.	SEC-MBA(I)-32	Descriptive Statistics for Managers	3+0+1	70	30	100	4
6.	SEC-MBA(I)-33	Internship/Training	---	100	---	100	4
7.	General Elective [†]						
Sub-Total (Semester III)						550	25

Semester IV

1.	CC-MBA(I)-41	Business Legislation in India	4+0+1	70	30	100	5
2.	CC-MBA(I)-42	Entrepreneurship Development	4+0+1	70	30	100	5
3.	CC-MBA(I)-43	Business Environment	4+0+1	70	30	100	5
4.	SEC-MBA(I)-41	E-Commerce	4+0+1	70	30	100	5
5.	SEC-MBA(I)-42	Activity based course [§]	0+0+2	---	50	50	2
6.	SEC-MBA(I)-43	Comprehensive Viva-Voce ^ψ		50	---	50	2
7.	General Elective [†]						
Sub-Total (Semester IV)						500	24
Total (Year I & II)						2100	98

* Minimum Pass marks will be 40% in each component of a course, i.e., SEE (Semester-End Examination), CIE (Continuous Internal Evaluation), and comprehensive viva-voce

§ Course related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

ψ Based on learning during the *first* two years (Semester I to IV)

† The student may opt for general elective paper from the pool of courses available at faculty/ university level

EXIT OPTION:

Students may exit the program with **Diploma in Business Administration** (102 Credits). Internship/training of 4 credits (180 hours/4-6 weeks) after the Semester-End examination of Semester IV is compulsory for the students who opt for Exit. The Internship/Training Report and Presentation thereof will be evaluated subsequently after completion of internship/training.

Students who do not opt for exit and continue to third year will also undergo internship/training of 4 Credits (180 hours/4-6 weeks) after the Semester-End Examination of Semester IV. The Internship/Training Report and Presentation thereof will be evaluated during Semester V.

Semester V

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks *			Credits
				SEE	CIE	Total	
1.	CC-MBA(I)-51	Production and Operations Management	4+0+1	70	30	100	5
2.	CC-MBA(I)-52	Management Science	4+0+1	70	30	100	5
Any two from the discipline specific elective courses ^ϕ							
3.	Elective-1		4+0+1	70	30	100	5
4.	Elective-2		4+0+1	70	30	100	5
5.	SEC-MBA(I)-51	Advance Statistics for Research	2+0+2	50	50	100	4
6.	SEC-MBA(I)-52	Internship/Training	---	100	---	100	4
7.	SEC-MBA(I)-53	Activity based course [§]	0+0+2	---	50	50	2
8.	General Elective [†]						
Sub-Total (Semester V)						650	30

Semester VI

1.	CC-MBA(I)-61	International Business	4+0+1	70	30	100	5
2.	CC-MBA(I)-62	Retailing Management	4+0+1	70	30	100	5
Any two from the discipline specific elective courses ^ϕ							
3.	Elective-1		4+0+1	70	30	100	5
4.	Elective-2		4+0+1	70	30	100	5
5.	SEC-MBA(I)-61	Research Methodology	3+0+1	50	50	100	4
6.	SEC-MBA(I)-62	Database Management System	3+0+1	70	30	100	4
7.	SEC-MBA(I)-63	Comprehensive Viva-Voce ^ψ		50	---	50	2
8.	General Elective [†]						
Sub-Total (Semester VI)						650	30
Total (Year I, II, & III)						3400	158

* Minimum Pass marks will be 40% in each component of a course, i.e., SEE (Semester-End Examination), CIE (Continuous Internal Evaluation), and comprehensive viva-voce

§ Course related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

ψ Based on learning during the *first* three years (Semester I to VI)

† The student may opt for general elective paper from the pool of courses available at faculty/ university level

ϕ Discipline specific elective courses:

Semester V	Semester VI
DSE-MBA(I)-51: Human Resource Development	DSE-MBA(I)-61: Global Human Resource Management
DSE-MBA(I)-52: Fundamentals of Selling	DSE-MBA(I)-62: International Marketing Management
DSE-MBA(I)-53: Cost and Management Accounting	DSE-MBA(I)-63: Multinational Financial Management
DSE-MBA(I)-54: Income Tax	DSE-MBA(I)-64: GST & Indirect Taxes

EXIT OPTION:

Students may exit the program with degree **Bachelor of Business Administration** (162 Credits).

Internship/training of 4 credits (180 hours/4-6 weeks) after the Semester-End examination of Semester VI is compulsory for the students who opt for Exit. The Internship/Training Report and Presentation thereof will be evaluated subsequently after completion of internship/training.

Students who do not opt for exit and continue to fourth year will also undergo internship/training of 4 Credits (180 hours/4-6 weeks) after the Semester-End Examination of Semester VI. The Internship/Training Report and Presentation thereof will be evaluated during Semester VII.

Semester VII

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks *			Credits
				SEE	CIE	Total	
1.	CC-MBA(I)-71	Export and Import Management	4+0+1	70	30	100	5
A student will opt two specialization areas, and will study two courses in both the areas							
2.	Elective-1 from <i>first</i> specialization area		5 ^a	70	30	100	5
3.	Elective-2 from <i>first</i> specialization area		5 ^a	70	30	100	5
4.	Elective-1 from <i>second</i> specialization area		5 ^a	70	30	100	5
5.	Elective-2 from <i>second</i> specialization area		5 ^a	70	30	100	5
6.	SEC-MBA(I)-71	Internship/Training	---	100	---	100	4
7.	SEC-MBA(I)-72	Activity based course [§]	0+0+2	---	50	50	2
8.	General Elective [†]						
Sub-Total (Semester VII)						650	31

Semester VIII

1.	CC-MBA(I)-81	CSR & Business Sustainability	4+0+1	70	30	100	5
Two courses from each of the two specialization areas opted in Semester VII							
2.	Elective-1 from <i>first</i> specialization area		5 ^a	70	30	100	5
3.	Elective-2 from <i>first</i> specialization area		5 ^a	70	30	100	5
4.	Elective-1 from <i>second</i> specialization area		5 ^a	70	30	100	5
5.	Elective-2 from <i>second</i> specialization area		5 ^a	70	30	100	5
6.	SEC-MBA(I)-81	Time Management Skills	2+0+2	50	50	100	4
7.	SEC-MBA(I)-82	Activity based course [§]	0+0+2	---	50	50	2
8.	SEC-MBA(I)-83	Comprehensive Viva-Voce ^ψ		50	---	50	2
Sub-Total (Semester VIII)						700	33
Total (Year I, II, III, & IV)						4750	222

* Minimum Pass marks will be 40% in each component of a course, i.e., SEE (Semester-End Examination), CIE (Continuous Internal Evaluation), and comprehensive viva-voce

^a The distribution of teaching hours for Lecture and Tutorial/Practical may vary as per the specialization and/or the elective course

[§] Course related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

^ψ Based on learning during the *first* four years (Semester I to VIII)

[†] The student may opt for general elective paper from the pool of courses available at faculty/ university level

EXIT OPTION:

Students may exit the program with **Post Graduate Diploma in Business Administration** (226 Credits). Internship/training of 4 credits (180 hours/4-6 weeks) after the Semester-End examination of Semester VIII is compulsory for the students who opt for Exit. The Internship/Training Report and Presentation thereof will be evaluated subsequently after completion of internship/training.

Students who do not opt for exit and continue to fifth year will also undergo internship/training of 4 Credits (180 hours/4-6 weeks) after the Semester-End Examination of Semester VIII. The Internship/Training Report and Presentation thereof will be evaluated during Semester IX.

Semester IX

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks *			Credits
				SEE	CIE	Total	
1.	CC-MBA(I)-91	Project Management	4+0+1	70	30	100	5
Two courses from each of the two specialization areas opted in Semester VII							
2.	Elective-1 from <i>first</i> specialization area		5 ^a	70	30	100	5
3.	Elective-2 from <i>first</i> specialization area		5 ^a	70	30	100	5
4.	Elective-1 from <i>second</i> specialization area		5 ^a	70	30	100	5
5.	Elective-2 from <i>second</i> specialization area		5 ^a	70	30	100	5
6.	SEC-MBA(I)-91	Internship/Training	---	100	---	100	4
7.	SEC-MBA(I)-92	Activity based course [§]	0+0+2	---	50	50	2
8.	General Elective [†]						
Sub-Total (Semester IX)						650	31

Semester X

1.	CC-MBA(I)-101	Business Policy and Strategic Management	4+0+1	70	30	100	5
Two courses from each of the two specialization areas opted in Semester VII							
2.	Elective-1 from <i>first</i> specialization area		5 ^a	70	30	100	5
3.	Elective-2 from <i>first</i> specialization area		5 ^a	70	30	100	5
4.	Elective-1 from <i>second</i> specialization area		5 ^a	70	30	100	5
5.	Elective-2 from <i>second</i> specialization area		5 ^a	70	30	100	5
6.	SEC-MBA(I)-101	Research Project		70	30	100	4
7.	SEC-MBA(I)-102	Activity based course [§]	0+0+2	---	50	50	2
8.	SEC-MBA(I)-103	Comprehensive Viva-Voce ^ψ		50	---	50	2
Sub-Total (Semester X)						700	33
Total (Year I to V)						6100	286

* Minimum Pass marks will be 40% in each component of a course, i.e., SEE (Semester-End Examination), CIE (Continuous Internal Evaluation), and comprehensive viva-voce

^a The distribution of teaching hours for Lecture and Tutorial/Practical may vary as per the specialization and/or the elective course

[§] Course related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

^ψ Based on learning during all the *five* years (Semester I to X)

[†] The student may opt for general elective paper from the pool of courses available at faculty/ university level

Specialization-A Human Resource

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks			Credits
				SEE	CIE	Total	
Semester VII							
1.	MBA(I)-HR-71	Group Process and Dynamics	4+0+1	70	30	100	5
2.	MBA(I)-HR-72	Industrial Relations	4+0+1	70	30	100	5
3.	MBA(I)-HR-73	Leadership and Team Management	4+0+1	70	30	100	5
Semester VIII							
1.	MBA(I)-HR-81	Training and Manpower Development	4+0+1	70	30	100	5
2.	MBA(I)-HR-82	Labour Legislations in India	4+0+1	70	30	100	5
3.	MBA(I)-HR-83	Cross Cultural HRM	4+0+1	70	30	100	5
Semester IX							
1.	MBA(I)-HR-91	Organizational Change and Stress Management	4+0+1	70	30	100	5
2.	MBA(I)-HR-92	Performance Management	4+0+1	70	30	100	5
3.	MBA(I)-HR-93	HR Analytics	3+0+2	70	30	100	5
Semester X							
1.	MBA(I)-HR-101	Counselling Skills for Managers	4+0+1	70	30	100	5
2.	MBA(I)-HR-102	Compensation Management	4+0+1	70	30	100	5
3.	MBA(I)-HR-103	Strategic Human Resource Management	4+0+1	70	30	100	5

Specialization-B Marketing

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks			Credits
				SEE	CIE	Total	
Semester VII							
1.	MBA(I)-MM-71	Advertising Management	4+0+1	70	30	100	5
2.	MBA(I)-MM-72	Digital and Social Media Marketing	4+0+1	70	30	100	5
3.	MBA(I)-MM-73	Logistics and Supply Chain management	4+0+1	70	30	100	5
Semester VIII							
1.	MBA(I)-MM-81	Services Marketing	4+0+1	70	30	100	5
2.	MBA(I)-MM-82	Business Marketing	4+0+1	70	30	100	5
3.	MBA(I)-MM-83	Event Management	4+0+1	70	30	100	5
Semester IX							
1.	MBA(I)-MM-91	Integrated Marketing Communication	4+0+1	70	30	100	5
2.	MBA(I)-MM-92	Consumer Behaviour	4+0+1	70	30	100	5
3.	MBA(I)-MM-93	Marketing Analytics	3+0+2	70	30	100	5
Semester X							
1.	MBA(I)-MM-101	Product and Brand Management	4+0+1	70	30	100	5
2.	MBA(I)-MM-102	Rural and Agriculture Marketing	4+0+1	70	30	100	5
3.	MBA(I)-MM-103	Strategic Marketing Management	4+0+1	70	30	100	5

Specialization-C Finance

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks			Credits
				SEE	CIE	Total	
Semester VII							
1.	MBA(I)-FM-71	Financial Institutions and Markets	4+0+1	70	30	100	5
2.	MBA(I)-FM-72	Securities Market Operations	4+0+1	70	30	100	5
3.	MBA(I)-FM-73	Behavioral Finance	4+0+1	70	30	100	5
Semester VIII							
1.	MBA(I)-FM-81	Working Capital Management	4+0+1	70	30	100	5
2.	MBA(I)-FM-82	Foreign Exchange Management	4+0+1	70	30	100	5
3.	MBA(I)-FM-83	Financial Derivatives	4+0+1	70	30	100	5
Semester IX							
1.	MBA(I)-FM-91	Security Analysis Portfolio Management	4+0+1	70	30	100	5
2.	MBA(I)-FM-92	Insurance and Risk Management	4+0+1	70	30	100	5
3.	MBA(I)-FM-93	Financial Analytics	3+0+2	70	30	100	5
Semester X							
1.	MBA(I)-FM-101	Bank Management	4+0+1	70	30	100	5
2.	MBA(I)-FM-102	Management of Financial Services	4+0+1	70	30	100	5
3.	MBA(I)-FM-103	Financial Engineering	4+0+1	70	30	100	5

Specialization-D Business Analytics

Sr. No.	Course Code	Title of the Course	Teaching Hours L+T+P	Maximum Marks			Credits
				SEE	CIE	Total	
Semester VII							
1.	MBA(I)-BA-71	Data Warehousing and Data Mining	4+0+1	70	30	100	5
2.	MBA(I)-BA-72	Social Media Analytics	4+0+1	70	30	100	5
Semester VIII							
1.	MBA(I)-BA-81	Big Data in Business Environment	2+0+3	70	30	100	5
2.	MBA(I)-BA-82	IOT and its Applications	2+0+3	70	30	100	5
Semester IX							
1.	MBA(I)-BA-91	Predictive Analysis for Business Management-I	2+0+3	70	30	100	5
2.	MBA(I)-BA-92	Statistical Analysis using Tools-I	1+0+4	70	30	100	5
Semester X							
1.	MBA(I)-BA-101	Predictive Analysis for Business Management-II	2+0+3	70	30	100	5
2.	MBA(I)-BA-102	Statistical Analysis using Tools-II	1+0+4	70	30	100	5

Note: Choice of specializations/courses will be governed by university rules and regulations.

INSTITUTE OF MANAGEMENT STUDIES

Kurukshetra University Kurukshetra

(Establishment by the State Legislature Act XII of 1956)

Syllabi

MASTER OF BUSINESS ADMINISTRATION

(5-YEAR Integrated Practice-Oriented Program)

As per LOCF-CBCS and NEP-2020 Regulations

(To be implemented in phased manner from the academic session 2022-2023)

CC-MBA(I)-11 : Management Principles and Practices

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objective: To make the students understand the basic concepts, principles, functions, and process of management.

Course Outcomes: After completing this course, the students will be able to ...

- CO1: Understand the basic concepts of management and roles of managers in an organization, and evolution of management thought
- CO2: Understand the managerial functions of planning, decision making and management by objectives
- CO3: Develop an understanding of managerial function of management
- CO4: Comprehend the basics of direction function of management *including* concepts like leadership and motivation
- CO5: Understand the importance of control function in organization and process involved therein.

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Course Content:

- Unit-I: Nature, Scope and Significance of Management; Process of Management; Role of Managers; Principles of Management; Levels of Management; Evolution of Management Thought: Classical, Neoclassical, and Contingency theories of Management
- Unit-II: Planning: Meaning, Importance, and Process; Effective Planning; Types of Plans; Decision Making: Concept, Nature, Types of Decision, Process, and Techniques; Management by Objectives: Concept and Applications
- Unit-III: Organizing: Nature, Importance, Principles and Process; Departmentalization; Decentralization; Centralization; Delegation; Authority and Responsibility Relationship: Line and Staff Function; Formal vs. Informal Organizations
- Unit-IV: Leadership: Meaning and Nature; Motivation: Meaning and Nature; Process and Content Theories of Motivation
- Unit-V: Control: Nature, Process and Significance; Control Methods: Pre-action Control, Steering Control and Post-action Control; Control Techniques

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Koontz, H. & Weihrich, H. (2012). *Essentials of Management: An International Perspective* (8th ed.). McGraw Hill.
2. Robbins S. P., & Coulter, M. (2020). *Management* (15th ed.). Pearson.
3. Kreitner, R., & Mohapatra, M. (2008). *Management*. Dreamtech Press.
4. Stoner, J. A. F., Gilbert, D. R., & Freeman, R. E. (2003). *Management* (6th ed.). Pearson.
5. Rao, V. S. P. (2006). *Human Resource Management: Text and Cases*. Excel Books.

CC-MBA(I)-12 : Managerial Economics

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objective: To make the students understand the basic concepts of economics useful for managerial decision-making.

Course Outcomes: After completing this course, the students will be able to ...

CO1: Understand the role of economics in managerial decision-making, and basics of demand analysis.

CO2: Understand the basics of production analysis, and supply analysis.

CO3: Perform cost analysis, and break-even analysis.

CO4: Understand different types of market structures

CO5: Understand the concepts of macroeconomics, viz., national income, deflation, stagflation, monetary, and fiscal policies.

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Course Content:

Unit-I: Introduction, Nature, Scope and Significance of Managerial Economics. Demand Analysis: Determinants of Demand, Law of Demand; Elasticity of Demand, Demand Forecasting.

Unit-II: Production analysis: Production function, Laws of Production, Supply analysis: determinants of Supply, Laws of Supply,

Unit-III: Cost analysis: Types of costs, Economics of scale, Break-even analysis, and cost control.

Unit-IV: Market structure- Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly; Pricing under different market structures.

Unit-V: Analysis of National Income-Variations Concepts, Determination of National Income. Consumption Function & Multiplier- Accelerator-Business, Business Cycle. Inflation; Deflation; Stagflation; Monetary & Fiscal policy: Balance of Payments.

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Jole, D. *Managerial Economics*, Prentice Hall.
2. Truett, C. J., & D. B. Truett (1984). *Managerial Economics* (2nd ed.). Cincinnati, South Western Publication.
3. V. Mote, Paul, S., & G. Gupta (2017). *Managerial Economics: Concepts and Cases*. McGraw Hill.
4. Dwivedi, D. N. (2015). *Managerial Economics* (8th ed.). Vikas Publication
5. Koutsoyiannis, A. (2003). *Modern Microeconomics* (Indian 2nd ed.). Palgrave Macmillan

CC-MBA(I)-13 : Fundamentals of Accounting

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objective: To make the students understand the basic concepts, principles, and process of accounting.

Course Outcomes: After completing this course, the students will be able to ...

- CO1: Show proficiency in different accounting concepts and conventions and understanding of accounting process.
- CO2: Gain the ability of using accounting information as a tool in applying solutions for managerial problems, evaluating the financial performance, and interpreting the financial structure.
- CO3: Introduce complex problems of accounting such as valuation, measuring issues related to assets and liabilities, and preparing the financial statements.
- CO4: Memorize how to calculate depreciation by applying various methods.
- CO5: Make active learners and develop awareness of emerging trends in accounting.

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Course Content:

- Unit-I: Accounting: Nature, Scope, Functions and Limitations, Types of Accounting and Accounting System, Accounting Concepts and Conventions, Accounting Equation
- Unit-II: Accounting Process: Journal and Ledger, Trial Balance including Rectification of Errors.
- Unit-III: Capital and Revenue, Classification of Income, Expenditure, and Receipts. Preparation of Final Accounts: Trading Account, Profit and Loss Account, Balance Sheet (with adjustments).
- Unit-IV: Depreciation: Concept, Causes, Features, Objectives, and Methods. Bank Reconciliation Statement.
- Unit-V: Computer and Accounting: Role of Computer in Accounting; Software Packages for Accounting.

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. John, W. J. (2016). *Fundamentals of Accounting Principles*. McGraw Hill Education.
2. Gangineni R., & Malepati, V. (2018). *Fundamentals of Accounting*. S. Chand & Company.
3. Rajni, S. (2010). *Basic Accounting*. Prentice Hall of India.
4. Tulsian, P.C. (2017). *Financial Accounting* (2nd ed.). S. Chand & Company.
5. Maheshwari & Maheshwari (2020). *Financial Accounting* (5th ed.). Vikas Publications.

AECC-N100 : English Communication
(for all Bachelor programs, Semester I/II)

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
2	50	25	25	20	10	10	2 hours

Workload: One hour for teaching theory/text and 1 hour for composition / grammar for group of 20 (twenty) students.

Course Objective: The paper is designed to enhance proficiency in English language. It seeks to develop the basics of English language through different modules. Each unit will enable and capacitate the learner to have the communication competence, which is required in the present-day world. The basic knowledge of communication in English will enable the learners to share and enliven ideas, experiences, and know-how ubiquitous in the world.

Course Outcomes: After completing this course, the students will ...

N100.1: Learn the rhetoric of presentation.

N100.2: Learn to comment and respond to correspondence.

N100.3: Learn the basics of grammar and composition.

N100.4: Be acquainted with verbal and non-verbal communication.

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Course Content:

Unit-I: Listening and Speaking Skills

- Listening Skills (Active-Passive, Accent)
- Speaking Skills (Stress, Intonation, Assertion, Rhetorical questions)
- Oral Presentation, Debates, Elocution and Extempore

Unit-II: Writing Skills

- Report writing • Paragraph writing • Letter writing

Unit-III: Technical and Modern Communication

- Resume writing • Email • Blogs and Comments on social media

Unit-IV: Grammar

- Common errors in the use of English
(Noun, Pronoun, Adjective, Adverb, Conjunction)
- Correct use of verbs and Articles
- Vocabulary: Homonyms, Homophones, Pair of words

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Scheme of Examination

Semester-End Examination:

Q.1. The paper setter will set *two* questions from Unit II. The student shall attempt one question (5 marks)

Q. 2 The paper setter will set *two* questions from Unit III. The student shall attempt one question (5 marks)

Q. 3 There will be 20 grammatical items based on unit IV. The student shall attempt any 15 items (15 marks)

Internal Assessment:

Internal assessment shall have 50% weightage (25 marks) based on the following clearly defined components:

- (a) Class Participation (5 marks)
- (b) Mid-term examination of two hours duration (15 marks)
- (c) Assignments-presentations based in Unit I (5 marks)

SEC-MBA(I)-11 : Computer Applications

Credits	Maximum Marks				Minimum Pass Marks				Time for Semester-End Examination
	Total	Semester-End	Practical	Internal	Total	Semester-End	Practical	Internal	
5	100	40	30	30	40	16	12	12	2 hours

Course Objective: To make the students understand the basics of computer and its applications and inculcate essential computer skills particularly related to MS Office.

Course Outcomes: After completing this course, the students will be able to ...

CO1: Understand the basic concept of computer.

CO2: Comprehend the various computer hardware, software, and network.

CO3: Develop the understanding of operating system and word processor.

CO4: Know the concept of basic window functionality and MS-Office.

CO5: Understand the basic functions and formulas of MS-Excel and understanding of internet and its application.

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Course Content:

Unit-I: Introduction to Computer: Characteristics of Computers. Evolution of Computers, Basic Components of a Computer, Their Functions, and Inter-relation, Computer Language, Types of Computer Systems: Personal-Micro, Mini, Mainframe, and Super Computer.

Unit-II: Data Storage: Primary Storage, Secondary Storage, Input, and Output Devices, Concept of Data Communication and Network Topology.

Unit-III: Operating System: Introduction to Operating System, Types of Operating Systems, Word Processor: Meaning and Applications.

Unit-IV: Windows: Basic Functionality, MS Office: Basic functions and Commands in MS Word and MS PowerPoint.

Unit-V: MS Office: MS Excel-Working with Excel, Basic Functions and Formulae, Internet: Usage and Applications.

Note: The examiner will set *eleven* questions in all, carrying 40 marks in total. Question number one will be compulsory, and would contain *five* parts of *two* marks each (one part from each unit). Further, *two* questions of *six* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Sinha, P. K. *Computer Fundamentals* (3rd ed.). BPB Publications.
2. Raja, R. (2007). *Fundamentals of Computer*. Prentice Hall.
3. Dhunnna, M., & Dixit J.B. (2010). *Information Technology in Business Management*, University Science Press New Delhi (An imprint of Laxmi Publications, New Delhi).
Gill N.S. *Computer Network*. Krishna Publishing House
4. Douglas, E. C. (2014). *Computer Network and Internet* (6th ed.). Pearson.

SEC-MBA(I)-12 : Activity based course [§]

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
2	50	---	50	20	---	20	-NA-

[§] This course is related to Extra-Curricular activities/ General Interest/ Hobby/ Club/ NSS/ NCC/ etc.

Course Objective: To keep the students engaged in the activity of their interest

Course Outcomes: After completing this course, the students will be able to demonstrate enhance capabilities in specific activity opted.

CC-MBA(I)-21 : Organizational Behavior

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objectives: To make the students understand of basic concepts, principles and functions of organizational behavior

Course Outcomes: After completing this course, the students will be able to ...

CO1: Understand the basics of organizational behavior and its historical perspective.

CO2: Understand the concepts of motivation and perception along with its practical applicability in organizations.

CO3: Understand the postulation of Group behavior and Leadership in organization behavior.

CO4: Understand the concept of Conflict as well as the approaches to resolve it.

CO5: Understand the notion of Organizational Change and development along with all necessary concepts working under the umbrella of organizational development.

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Course Content:

Unit-I: Organisational Behavior: Meaning, Nature, Scope, and Historical Background. The Hawthorne Studies, Ahmedabad Experiment.

Unit-II: Work Motivation: Meaning and Theories of Work Motivation. Perception: Nature and importance of perception; Process of perception; Laws of perception; Perceptual Abnormalities; Perceptual distortion. Impression Management. Personality: Types and theories of personality.

Unit-III: Foundations of Group Behaviour: Definition and Types of Groups, Teams in Work Places. Leadership: Nature & Leadership Styles in Organization.

Unit-IV: Conflict: Nature and Types, Approaches to Management of Organizational Conflict; Empowerment & Participation.

Unit-V: Organizational Change and Development: Definition and Goals, Approaches to Organizational Change. Prerequisites to Organizational Development, Steps in Organizational Development, Organizational Development Works in India.

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Ivancevich, J. M., Konopaske, R., & Matteson, M. T. (2008). *Organizational Behavior and Management* (1st reprint). Tata McGraw-Hill.
2. Kreitner, R., & Kinicki, A. (2008). *Organizational Behavior* (8th ed.). McGraw Hill
3. Luthans, F. (2011). *Organizational Behavior: An Evidence-Based Approach* (12th ed.) McGraw-Hill/Irwin.
4. Newstrom, J. W. (2017). *Organizational Behavior: Human Behavior at Work* (12th ed.). McGraw Hill.
5. Parikh, M., & Gupta, R. (2010). *Organizational Behaviour*. McGraw Hill.
6. Robbins, S. P., & Judge, T. A. (2013). *Organizational Behavior* (15th ed.). Pearson.

CC-MBA(I)-22 : Business Communication

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objectives: To develop communication skills.

Course Outcomes: After completing this course, the students will be able to ...

- CO1: Understand the concepts and basics of business communication.
 CO2: Understand the basics of internal business correspondence.
 CO3: Develop public speaking and interview skills.
 CO4: Understand the basics of commercial correspondence with external parties.
 CO5: Learn job application skills and ethics involved in business communication.

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Course Content:

- Unit-I: Communication: Meaning, Objectives, Importance and Process; Barriers in Communication; 7C's of effective communication; Verbal and Non-Verbal Communication; Effective Listening; Formal & Informal Communication.
- Unit-II: Business Messages: Memo Writing, Proposal Writing, Office Orders, Office Circulars; Report Writing: Types and Format
- Unit-III: Public Speaking: Strategies for Oral Presentations; Telephonic Conversation Skills; Conducting and attending interviews.
- Unit-IV: Communication Outside the Organization: Agenda, Quotations, Tenders Business Letters, Complaints and Follow-up Letters; Business & Group Meetings: Purpose, Types and Responsibility in Business Meetings
- Unit-V: Communication for Employment: Resume Writing and Follow Up, Use of Visual Aids in Business Communication, Ethical Issues in Business Communication

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Hilderbrandth & Murphy. (2017). *Effective Business Communications* (7th ed.), Irwin McGraw Hill.
2. Sinha, K.K. (2018). *Business Communication* (4th ed.) .Galgotia Publishing Company.
3. Pradhan, H., et al. (2010). *Business Communication* (5th ed.). Himalaya Publishing House.
4. Paul, Rajendra & Korlahalli, J.S. (2011). *Business Communication*. Sultan Chand & Sons.
5. Chaturvedi & Chaturvedi (2013). *Business Communication* (3rd ed.). Pearson Publishing.

CC-MBA(I)-23 : Financial Accounting and Auditing

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
5	100	70	30	40	28	12	3 hours

Course Objectives: To make the students understand of basic concepts, principles, and scope of financial accounting and auditing.

Course Outcomes: After completing this course, the students will be able to ...

CO1: Understand the concept of accounting, its scope, nature, functions, and significance.

CO2: Understand the concept of partnership firms and its Accounting .

CO3: Determine the accounting for issue and reissue of debentures.

CO4: Understand final accounts of the company.

CO5: Study the functions of auditor and procedure of Auditing.

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Course Content:

Unit-I: Financial Accounting: Nature, scope and significance. Functions of Financial Accounting.

Unit-II: Concept of Partnership firm, partnership deed, Accounting for partnership; Admission of a new partner, valuation of goodwill, Sacrifice ratio, Retirement and Death of a partner, Dissolution of a firm.

Unit-III: Company Accounts: Accounting for Issue, Forfeiture and re-issue of shares. Accounting for Issue and Redemption of Debentures.

Unit-IV: Final Accounts of a company- Profit and Loss Account, Balance Sheet, Managerial Remuneration.

Unit-V: Auditing- Concept, functions of an Auditor, procedure of auditing, internal control.

Note: The examiner will set *eleven* questions in all, carrying 70 marks in total. Question number one will be compulsory, and would contain *five* parts of *four* marks each (one part from each unit). Further, *two* questions of *ten* marks each are to be set from each unit. The students will be required to attempt *six* questions—the compulsory question, and one question from each unit.

Suggested Readings:

1. Tulsian, P.C. (2017). *Financial Accounting* (2nd ed.). Sultan Chand & Sons.
2. Maheshwari & Maheshwari (2020). *Financial Accounting* (5th ed.). Vikas Publications.
3. Goyal, V. K. (2009). *Financial Accounting* (3rd ed.). Excel Books.
4. Mehta, B. K. (2020). *Auditing*. SBPD Publishers.
5. Robyn, M. (2021). *Principles and Practices of Accounting*. John Wiley & Sons Ltd.
6. Basu, S. K. (2005). *Auditing Principles and Techniques*. Pearson.

B-EVS-N100 : Environmental Studies

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
2	50	40	10	20	16	4	3 hours

Course Objectives: The aim of this course is to aware the students about the environmental problems and current global issues related to environment. It provides knowledge about the topics like ecosystem and biodiversity and develops interest in the students about their role in conservation of environment and reducing pollution and waste generation in their surroundings. By understanding the environmental problems, their causes and solutions, the students can apply it to their daily lives also.

Course Outcomes: After completing this course, the students will be able to ...

- CO1: Understand the definition of environmental studies, its scope, and importance in the conservation of environment.
- CO2: Understand the concept of ecosystem and different types of natural and artificial ecosystems in the world, the biogeochemical cycling and energy flow in an ecosystem.
- CO3: Describe the various renewable and non-renewable natural resources and their over-exploitation due to increasing demands of rising population.
- CO4: Become aware about our biodiversity, its importance, and the various threats that are a problem for the biodiversity. They will understand the endangered species and their conservation measures that are needed to be adopted at different levels.
- CO5: Have understanding about the types of pollution and how to reduce those pollution levels in air, soil, water, land and from marine bodies as well. They will develop interest in reducing the solid waste generation as well as its management at household level.
- CO6: Gain knowledge of various global environmental issues like climate change, global warming and ozone depletion and also about different environmental laws implemented to conserve the environment.
- CO7: Explain the concept of population growth and drug abuse.

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Course Content:**Unit-I: Introduction to environmental studies**

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development

Unit-II: Ecosystems

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs, and ecological succession. Case studies of the following ecosystems:
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit-III: Natural Resources: Renewable and Non-renewable Resources

- Land resources and land use change; Land degradation, soil erosion and desertification.

- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity, and tribal populations
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state)
- Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit-IV: Biodiversity and Conservation

- Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; Endangered and endemic species of India
- 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

Unit-V: Environmental Pollution

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

Unit-VI: Environmental Policies & Practices

- 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; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD)
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

Unit-VII: Human Communities and the Environment

- Human population growth: Impacts on environment, human health and welfare
- Resettlement and rehabilitation of project affected persons; case studies
- Disaster management: floods, earthquake, cyclones ,and landslides
- Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi)

**Drugs and their effects; Useful and harmful drugs; Use and abuse of drugs;
Stimulant and depressant drugs
Concept of drug de-addiction
Legal position on drugs and laws related to drugs**

Unit-VIII: Field work

- Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds, and basic principles of identification.
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.

Note: In the semester-end question paper, total number of questions will be nine. Students have to attempt *five* questions in all. Questions no. 1 will be compulsory. Students can attempt any *four* questions out of the remaining *eight* questions. All questions carry equal (i.e., 8) marks.

Suggested Readings:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. University of California Press.
3. Gleeson, B., & 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, & Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, & 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. Odum, E.P., Odum, H.T., & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
10. Pepper, I. L., Gerba, C.P., & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
11. Rao, M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford and IBH Publishing Co. Pvt. Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.
13. Rosencranz, A., Divan, S., & Noble, M. L. 2001. *Environmental law and policy in India*. Tripathi 1992.
14. Sengupta, R. 2003. *Ecology and economics: An approach to sustainable development*. OUP.
15. Singh, J.S., Singh, S.P., & Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
16. Sodhi, N.S., Gibson, L., & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
17. Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
18. Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
19. Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
20. *World Commission on Environment and Development*. 1987. *Our Common Future*. Oxford University

SEC-MBA(I)-21 : Business Mathematics

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
4	100	70	30	40	28	12	3 hours

Course Objectives: To familiarize the students with basic mathematical concepts and their business applications.

Course Outcomes: After completing this course, the students will be able to ...

- CO1: Understand the concept and applications of mathematical progressions, permutations, combinations, and binomial theorem
 CO2: Understand the set theory and appropriately apply the concepts for comprehending relevant situations/problems
 CO3: Understand the matrix algebra and its application to business situations/problems
 CO4: Understand the concepts related to functions, and applications of derivatives and integrals

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Course Content:

- Unit-I: Arithmetic Progression; Geometric Progression; Harmonic Progression; Permutations and Combinations; Binomial Theorem
 Unit-II: Set Theory: Introduction, Types, and Set Operations (Compliment, Union, Intersection, and Difference); Cartesian Product of Two Sets
 Unit-III: Matrices: Concept, Types, and Operations (Addition, Multiplication, Transpose, and Inverse); Determinants; Solution of Simultaneous Linear Equations
 Unit-IV: Functions: Concept, Types, and Graphical Representation; Basics of Differential Calculus: Rules, Maxima and Minima; Point of Inflexion; Higher Order Derivatives; Integral Calculus: Rules, Definite Integral

Note: The semester-end question paper will comprised of two parts. In Part-A, there will be *two* questions from each unit (total *eight* questions, carrying five marks each).

In Part-B, the questions will relate to business and economic applications of the mathematical concepts; there will be *one* question from each unit (total *four* questions, carrying fifteen marks each).

The students will be required to attempt *eight* questions in all, by selecting *five* question from Part-A, and *three* questions from Part-B.

Suggested Readings:

1. Khan, S.M. (2012). *A Textbook of Business Mathematics*. Viva Books.
2. Raghavachari, M. (2008). *Mathematics for Management: An Introduction* (33rd reprint). Tata McGraw Hills.
3. Rangaraj, G., Mallieswari, R., & Rema, V. (2020). *Business Mathematics*. Cengage.
4. Sancheti, D.C., & Kapoor, V.K. (2015). *Business Mathematics* (11th ed.). Sultan Chand & Sons.
5. Soper, J. (2004). *Mathematics for Economics and Business: An Interactive Introduction* (2nd ed.). Wiley-Blackwell.

B-HVE-101 : Human Values & Ethics

(Value Based Course)

Credits	Maximum Marks			Minimum Pass Marks			Time for Semester-End Examination
	Total	Semester-End	Internal	Total	Semester-End	Internal	
2	50	25	25	20	10	10	2 hours

Course Objectives: The paper is designed to enhance proficiency in English language. It seeks to develop the basics of English language through different modules. Each unit will enable and capacitate the learner to have the communication competence, which is required in the present-day world. The basic knowledge of communication in English will enable the learners to share and enliven ideas, experiences, and know-how ubiquitous in the world.

Course Outcomes: After completing this course, the students will be able to ...

B-HVE-101.1: To correlate the need of human values to sustained happiness and prosperity- the core aspirations of human beings.

B-HVE-101.2: To express the knowledge of human values and analyse their importance in holistic perspective for a peaceful world.

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Course Content:

Unit-I: Human Values: Meaning and Definitions

- Understanding the need of human values and value education. Self-exploration concept of happiness and prosperity, Right understanding, understanding body as an instrument of I, living in harmony, reaching highest potential in digital age through care & empathy balancing interests and expectations.
- Basic human values: Honesty, kindness, integrity, courage, co-operation, commitment, cleanliness, spirituality, understanding duties & rights.

Unit-II: Life Values and universal ethics

- Life Values: Understanding of harmony in yourself family: Trust and respect, society; Co-existence & unity in diversity, Nature mutually interacting units, and universe.
- Universal Ethics-Loyalty, respect for others, adherence to the law, doing good and avoiding harm to other, accountability, sensitive towards environment, Transparency, impartiality and objectivity.

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Scheme of Evaluation/Examination

The performance of the students will be evaluated against the expected learning course outcomes based on class participation, regularity, quiz and assignments/ tests based examples and situations. Semester-End examination carrying 50 percent of the marks will be based on assignment/presentation/ report or combination of these based on the implementation of these values and ethics in daily life. Evaluation will be conducted by concerned faculty.

Suggested Readings:

- Ethics, Integrity and Aptitude (3rd Edition)- M. Karthikeyan Pub: McGrawHill.
- A foundation course in Human Values and Professional Ethics- RR Gaur, R Sangal, GP Bagaria Pub: AbeBooks
- Ebook - मूल्यप्रवाह- UGC (26-11-2019) Pdf- Human Value, www.ugc.ac.in
- Patanjala Yoga Sutra- Samadhi Pada.

SEC-MBA(I)-22 : Comprehensive Viva-Voce

Credits: 2; Maximum Marks: 50, Minimum Pass Marks: 20

The viva-voce will be based on the courses studied by the students in the first *two* semesters (Semester I & II). It will be conducted jointly by External and Internal examiners.

Course Outcomes: The students will be able to:

- CO1 Exhibit their communication skills, recalling abilities, and understanding of all the subjects/ courses studied during last two semesters. The students become able to analyse their SWOT

**Program Outcomes, Program Specific Outcomes, Course Outcomes,
and Mapping Matrix**

1. **Introduction:** As per NAAC Revised Accreditation Framework (RAF), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all the programs offered by the University are to be stated and displayed on the University website.
2. **Program Outcomes (POs):**

Program Outcomes for the Faculty of Commerce and Management: On successful completion of a program under faculty of Commerce and Management, student will be able to develop:

PO1:	Soft skills and working skills: To comprehend, communicate and execute effectively and efficiently in all of their dealings
PO2:	Leadership: To develop abilities to both lead and respect the views positions and beliefs of others and to plan and manage effectively.
PO3:	Innovativeness and Entrepreneurship: To explore issues and problem that needs solutions with entrepreneurial orientation
PO4:	Ethics and Values: To recognize, appreciate and follow ethical standards in all walks of life
PO5:	Adaptability and Sociability: Ready to understand and adapt the changing environment
PO6:	Research and Analytical abilities: To explore, analyses and provide solutions on emerging issues concerning various fields including public policy.
PO7:	Practical exposure and Employability: Exposure to actual working environment leading to employability
PO8:	Environmental Consciousness: In every action, dealing, service, and manifestation

3. **Program Specific Outcomes (PSOs):** PSOs are what the students of MBA 5-year program are expected to learn and be able to do after the successful completion of the program.

Program Specific Outcomes (PSO): On successful completion of MBA 5-year program from the Institute of Management Studies, the students would be able to:

PSO1:	manifest executive knowledge to handle varied business situations & tasks effectively to solve business problems
PSO2:	identify & play effectively executive and supervisory roles in organizations
PSO3:	understand & apply ethical principles & make value based decisions as socially responsible citizens
PSO4:	communicate & work in teams towards organizational goals

4. **Course Outcomes (COs):** Course outcomes are the statements that describe what the students are expected to know and be able to do after the successful completion of the course. Course outcomes are mentioned in the syllabus of the course concerned.
5. **Mapping:** Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows:

Scale of mapping between COs and POs/PSOs

Scale

- 1 If the contents of course have low correlation (i.e., in agreement with the particular PO/PSO to a small extent) with the particular Program outcome
- 2 If the contents of course have medium correlation (i.e., in agreement with the particular PO/PSO to a reasonable extent) with the particular Program outcome
- 3 If the contents of course have strong correlation (i.e., in agreement with the particular PO/PSO to a large extent) with the particular Program outcome

Mapping Matrix

CC-MBA(I)-11 : Management Principles and Practices

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	2	2	1	1	2	1	1	3	1	2	2	3
CO2	3	2	1	3	2	3	1	2	2	1	2	2
CO3	3	3	3	2	2	1	3	3	1	2	3	1
CO4	3	2	2	2	3	2	2	3	2	2	1	3
CO5	2	3	2	2	3	3	2	2	3	3	3	3
Average	2.6	2.4	1.8	2.0	2.4	2.0	1.8	2.6	1.8	2.0	2.2	2.4

CC-MBA(I)-12 : Managerial Economics

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	2	2	2	2	2	3	3	3	2	2	2
CO2	2	3	2	3	2	2	3	3	2	2	2	2
CO3	2	2	3	1	3	2	2	2	3	1	3	3
CO4	2	2	3	3	2	3	3	3	2	3	3	1
CO5	2	3	2	2	3	3	3	2	1	3	2	3
Average	2.2	2.4	2.4	2.2	2.4	2.4	2.8	2.6	2.2	2.2	2.4	2.2

CC-MBA(I)-13 : Fundamentals of Accounting

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	1	3	3	2	3	2	1	2	3	3	2
CO2	2	3	3	3	3	3	2	3	3	2	2	3
CO3	2	1	3	2	3	2	2	3	3	1	1	2
CO4	3	3	2	3	1	3	2	2	1	3	1	1
CO5	2	1	2	3	3	2	3	2	3	3	3	3
Average	2.4	1.8	2.6	2.8	2.4	2.6	2.2	2.2	2.4	2.4	2.0	2.2

AECC-N100 : English Communication

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	2	1	1	3	2	3	1	2	3	1	3
CO2	3	3	2	1	3	2	2	1	3	2	1	3
CO3	3	1	1	1	3	2	2	1	1	2	1	2
CO4	3	2	1	1	2	1	2	1	3	3	3	3
Average	3.00	2.00	1.25	1.00	2.75	1.75	2.25	1.00	2.25	2.50	1.50	2.75

SEC-MBA(I)-11 : Computer Applications

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	2	2	1	2	1	1	2	2	2	2	2
CO2	1	2	1	2	1	1	2	2	2	2	2	3
CO3	3	2	2	3	3	2	1	3	2	2	2	2
CO4	3	3	2	2	3	2	2	3	3	2	3	3
CO5	3	3	2	3	3	2	2	2	3	2	3	3
Average	2.6	2.4	1.8	2.2	2.4	1.6	1.6	2.4	2.4	2.0	2.4	2.6

SEC-MBA(I)-12 : Activity based course

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	2	2	2	2	2	1	3	2	2	2	2	2

CC-MBA(I)-21 : Organizational Behavior

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	1	3	1	3	1	1	3	3	1	1	3	1
CO2	3	2	3	1	3	1	3	1	1	2	2	3
CO3	1	3	1	3	3	3	3	2	3	1	2	1
CO4	1	2	3	1	3	1	2	3	1	3	1	2
CO5	3	2	1	3	1	2	1	2	3	1	3	3
Average	1.8	2.4	1.8	2.2	2.2	1.6	2.4	2.2	1.8	1.6	2.2	2.0

CC-MBA(I)-22 : Business Communication

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	3	2	2	2	2	3	1	3	2	2	2
CO2	2	3	3	3	2	2	3	1	2	2	2	2
CO3	3	3	3	3	3	3	2	2	3	3	3	3
CO4	3	2	3	3	2	3	3	1	2	3	3	1
CO5	3	3	2	2	3	3	3	1	3	3	2	3
Average	2.8	2.8	2.6	2.6	2.4	2.6	2.8	1.2	2.6	2.6	2.4	2.2

CC-MBA(I)-23 : Financial Accounting and Auditing

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	3	3	2	2	2	2	3	3	3	2	2	3
CO2	2	3	3	3	2	2	3	3	2	2	2	2
CO3	3	2	3	2	3	3	2	2	1	1	3	3
CO4	2	2	3	3	2	3	3	1	2	3	2	1
CO5	3	3	2	2	3	3	3	2	3	3	2	3
Average	2.6	2.6	2.4	2.4	2.4	2.6	2.8	2.2	2.2	2.2	2.2	2.2

B-EVS-N100: Environmental Studies

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	1	2	3	2	3	2	2	3	1	1	2	1
CO2	1	2	3	3	3	2	3	3	1	2	3	1
CO3	1	2	3	2	3	2	2	3	1	3	3	2
CO4	1	2	3	3	3	2	3	3	2	2	3	2
CO5	1	2	3	3	3	3	3	3	2	2	3	2
CO6	1	2	3	3	3	3	3	3	2	3	3	3
CO7	1	2	3	3	3	3	3	3	2	3	3	2
Average	1.0	2.0	3.0	2.7	3.0	2.4	2.7	3.0	1.5	2.3	2.8	1.8

SEC-MBA(I)-21 : Business Mathematics

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	2	1	2	1	1	3	1	1	2	1	1	2
CO2	1	1	1	1	1	2	2	1	2	1	1	1
CO3	1	1	1	1	1	2	2	1	2	1	1	1
CO4	2	1	2	1	1	3	1	1	3	2	1	2
Average	1.50	1.00	1.50	1.00	1.00	2.50	1.50	1.00	2.25	1.25	1.00	1.50

B-HVE-101 : Human Values & Ethics

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	1	2	1	3	3	1	2	3	3	2	3	2
CO2	1	2	1	3	3	1	2	3	2	2	3	2
Average	1.0	2.0	1.0	3.0	3.0	1.0	2.0	3.0	2.5	2.0	3.0	2.0

SEC-MBA(I)-22 : Comprehensive Viva-Voce

CO#	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4
CO1	2	3	2	2	3	3	3	2	3	3	3	3