

Bachelor of Business Administration (BBA)

Scheme of Examination

* The paper is as per the guidelines of Hon'able Supreme Court.

Subject Code	Papers	External Marks	Practical	Internal Marks	Total Marks	Duration
Semester -I						
BBA-108	Human Behaviour at work	80		20	100	3 Hrs
BBA-109	Business Environment	80	80	20	100	3 Hrs
BBA-110	Business Statistics-II	80	80	20	100	3 Hrs
BBA-113	Managerial Economics	80	80	20	100	3 Hrs
BBA-114	Business Mathematics	80	80	20	100	3 Hrs
BBA-115	Principles of Material Management	80	80	20	100	3 Hrs
BBA-116	Viva-Voce	50	30	20	100	3 Hrs
<p>The students are required to undergo 6 to 8 weeks training in company/ organization of high repute. The students must obtain prior approval of the Principal before going for his/ her training. On completion each students will be required to submit training report not exceeding 60 to 70 pages which shall be evaluated in the Fifth Semester. Training Report must be submitted 15 days before the start of the 5th Semester Examination.</p>						
Semester -II						
BBA-107	Principles of Management	80		20	100	3 Hrs
Subject Code Papers						
BBA-109	Analysis of Financial Statements	80	External Marks	Internal Marks	Total Marks	Duration
BBA-110	Managerial Economics-II	80		20	100	3 Hrs
BBA-111	Understanding Social Behaviour	80	80	20	100	3 Hrs
BBA-112	Business Mathematics-II	80	80	20	100	3 Hrs
BBA-113	Business Communication-I	80	80	20	100	3 Hrs
BBA-114	Viva-Voce				50	
BBA-304	Fundamentals of E-Commerce		80	20	100	3 Hrs
BBA-305	Export Procedure and Documentation		80	20	100	3 Hrs
Semester -III						
BBA-306	Principles of Production Management	80		20	100	3 Hrs
BBA-201	Understanding Human Behaviour	80		20	100	3 Hrs
BBA-202	Viva-Voce				50	
BBA-203	Micro Business Environment	80		20	100	3 Hrs
BBA-203-A	Training Report				100	
BBA-203	Business Statistics-I	80		20	100	3 Hrs
Semester -VI						
BBA-204	Management Accounting	80		20	100	3 Hrs
BBA-205	Entrepreneurship Development	50	80	30	100	3 Hrs
BBA-205	Fundamentals of DBMS and			20	100	3 Hrs
BBA-206	ORACLE		80		100	3 Hrs
BBA-310	Business Communication-II	80	80	20	100	3 Hrs
BBA-310	Logistic Management			20	100	3 Hrs
BBA-207	Seminar				50	
BBA-311	Principles of Insurance		80	20	100	3 Hrs
BBA-312	Introduction to Financial Services		80	20	100	3 Hrs
BBA-313	Viva -Voce				50	
BBA-314*	Environment Management		80	20	100	3 Hrs

BBA- 105: English

A) ENGLISH

Marks: 100
Time: 3 Hrs.

A. Study of Text

Objectives: To enable the students to improve their intensive and extensive reading of English prose text (Essays and Stories) for comprehension of meaning and to write simple descriptions and narratives in effective functional English

Items:

1. Text book (Prescribed) (1): Developing English Skills edited by P.K. Thakur, S. D. Desai, and T. J. Purani (Bombay: Oxford University Press) (For intensive study).
2. Text-book (Prescribed) (2): Contemporary English Prose, edited by K.P.K. Menon (Madras: Oxford University Press) (Except Passages 5, 11 and 13) (For extensive Study).

B. Vocabulary and Sentence Formation

Objectives: To extend the students active and passive vocabulary and to give them greater familiarity with and Practice in using sentences to make meaningful utterances.

Items:

- 3 (a) Vocabulary
- (b) Sentence-formation

(Involving remediation of common errors in the use in relevant contexts of the definite and indefinite article, prepositions and tenses and of reported speech active/passive voice, relative clauses and questions).

(C) Written Communication

Objectives: To enables the students to take practice in writing English for Business use, employing their learning of usage under B above,

4. Paragraph writing (on topics of business interest)
5. Writing business letters and application

Outline of Examinations

Question to be set on the various items as follows:

Q. 1. (On item I)

One question consisting of two part-question:-

(a) One question requiring the students to answer questions based on one of the two given paragraphs from the prescribed textbook (1).

(b) One question out of the two given comprising a set of five comprehension questions each, based on a whole passage in the short-answer questions appended to the passages in the textbook (1) of the same type (but not necessarily the same) as the short-answer questions appended to the passages in the textbook.

Q 2. (On item 2)

One question out of the two given requiring the students to describe the story or part thereof or some events, character, or to write on the moral or the title of the prescribed passages in the text book (2), of the same type as but not necessarily limited to the long-answer questions appended to the prescribed passages.

Q 3 (Consisting of Parts a and b)

On Item 3 (a)

One question requiring use in sentences often out of the given fifteen words and phrases limited to those treated of, in one form or another, under the head 'Word Study' in the notes appended to the passages of the text-book(1)

On Item 3 (b)

One question out of the given two of the same type as but not necessarily the same as the question given under the head 'Grammar' in the notes appended to the passages of the text-book. (1) (This question Will be limited to the grammatical topics mentioned in Item 3 above, and to the manner in which they are treated of at different places in the notes appended to the various passages of the textbook (1).

Q. 4. (OnItem4)

One question requiring the students to write a cohesive and coherent paragraph of about 250 words on one out of the five given topics of business interest.

Q. 5 (On Item 5)

One question requiring writing of a business letter or application.

N.B. In answers to the questions of items 4 and 5 above due / credit to be given to the use of proper register of business, particularly its peculiar terminology.